



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, May 15, 2025

6:00 p.m.

County Commission Meeting Room

located at the Old Charles Town Library

200 E. Washington Street, Charles Town, WV

### **Zoom Broadcast (live):**

<https://us06web.zoom.us/j/84889961194?pwd=NqkZ6he32577EkFIyNnl4ba6iJwice.1>

Meeting ID: 848 8996 1194

Passcode: 334689

Public comments will be accepted in person or via email- [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org)

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### **I. Call to Order**

**II. Prayer** – Moment of silence

**III. Pledge of Allegiance**

**IV. Pledge of Allegiance to the West Virginia Flag**

*I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.*

**V. Consent Agenda**

1. **Approval of Minutes**

- a. April 15, 2025 Special Session Meeting Minutes DRAFT
- b. May 1, 2025 Regular Meeting Minutes DRAFT
- c. May 7, 2025 Special Session Meeting Minutes DRAFT

2. **Approval of Accounts Payable:**

- a. May 8, 2025
- b. May 15, 2025

3. Approval of Manual Checks:

- a. May 8, 2025
- b. May 15, 2025

4. Approval of Payroll:

- a. May 9, 2025

5. Approval of Requisitions

- a. May 15, 2025

**VI. Announcements**

*Please note:*

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:  
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

**VII. Public Comment**

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. Please feel free to submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your name and any written comments submitted for the record will be included in the minutes.

**VIII. Regular Agenda- It is expected that all items will include discussion and possible action****New Business**

1. 6:10 pm Angela Banks, Assessor of Jefferson County
  - 1.1 Exoneration
2. 6:15 pm Roger Goodwin and Michelle Mason -- Engineering, Planning, and Zoning Department
  - 2.1. Impact Fees 2024 Recalculation Study—Possible Adoption of Revised Administrative Facilities Fees
  - 2.2. Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates
  - 2.3. Zoning Map Amendment request- Charles Town District 2,

## Map 3, Parcel 9.4

3. 6:45 pm Tom Hansen, Jefferson County Sheriff and Treasurer
  - 3.1. Deputy new hire
  - 3.2. FY26 Pay Rates
  - 3.3. Animal Control new hire
4. 7:00 pm Nikki Painter, Jefferson County Clerk's office
  - 4.1. Set hearing date to hear the petition to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor
5. 7:05 pm Heidi Parker, County Representative to the Charles Town Utility Board
  - 5.1. Update on Charles Town Utility Board activities
6. 7:20 pm Laura Kuhn, director of Fleet and Facilities Management  
Brandon Rhodes, Jefferson County Health Department
  - 6.1. Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office
7. 7:30 pm Edwina Benites-LM, David Bound, and Jessica James – Administration
  - 7.1. FY 2026 employee health care options
8. 7:45 pm Jessica James, Chief Human Resource Officer
  - 8.1. Approval of Hire/Promotion – County Planner – Department of Engineering, Planning, and Zoning
  - 8.2. Approval of Hire/Promotion – Facilities Mechanic – Department of Fleet and Facilities Management
  - 8.3. Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications
  - 8.4. Approval of Hire – Part-Time Quality Assurance Evaluator – Department of Emergency Communications
  - 8.5. Approval of Promotion – Lieutenant – Emergency Services Agency
  - 8.6. Approval of Hire – Administrative Assistant – Emergency Services Agency
9. 8:00 pm David Bound, Chief Financial Officer
  - 9.1. FY26 Budget adjustments
  - 9.2. JCESA FY25 budget adjustment
  - 9.3. External budget transfers- Funds 009 and 011 and Department 700 Wages.
10. 8:15 pm Nathan Cochran, Assistant Prosecuting Attorney
  - 10.1. Discussion and review of Comcast Contract/Franchise

Agreement with counsel.

10.2. Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92

11. 8:30 pm

Edwina Benites, county administrator

11.1 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

CORRESPONDENCE AND INFORMATION

Letter from WV Department of Arts, Culture and History re: Houser-Mahoney House

Public Comment emails from:

Susan Biggs  
James Webb  
Robert Allotta  
Toby Degenhardt  
Kendall Kessler  
Marlyn Bisher  
Matthew Glover  
Stacy Chapman  
Jessie Norris

Trudy Roth  
Ali Printz  
Irene Yates  
Christopher Riordan  
Sonia von Heijne  
Alicia Noble  
Joseph White  
Edward Reifer  
Cheryl Middleton

Lea Rampy  
Anne Hancock Teresa  
Yocencia Deal  
David Maxfield  
Leigh Koonce  
Anna Mary Walsh  
Peter Milcetic  
Rebecca Thompson  
Mary Ann Walsh

**SPECIAL SESSION TO LAY THE LEVY**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State held virtually via Zoom on Tuesday, April 15, 2025, beginning at 09:30 a.m.

- PRESENT:** Pasha Majdi, President  
 Mike Mood, Vice President  
 Cara Keys, Commissioner  
 Jack Hefestay, Commissioner  
 Steve Stolipher, Commissioner  
 Edwina Benites-LM, County Administrator  
 David Bound, Chief Financial Officer  
 Jacqueline Shadle, County Clerk  
 Lynn Dillow, Administrative Clerk

**In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2025-2026**

The meeting was called to order at 9:30 am by President Majdi.

The purpose of the meeting was to Lay the Levy for FY26.

**AUTHORIZED RATES**

Class I Property	Thirteen and five hundredth cents (\$0.1305)
Class II Property	Twenty-six and ten hundredth cents (\$0.2610)
Class II Property and Class IV Property	Fifty-two and twenty hundredth cents (\$0.5220)

**Commissioner Stolipher moved to approve the levy rates for property taxation beginning July 1, 2025, as reflected in the Levy Order Rate Sheet, and to authorize the County Clerk to sign the Levy Order Rate Sheet as presented, and forward the proper documents to the State Auditor’s office. The motion was seconded by Commissioner Keys. The motion was approved unanimously.**

There being no further business, the meeting adjourned at 9:32 am.

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Pasha Majdi, PRESIDENT

# Minutes

## Jefferson County Commission

Thursday, May 1, 2025

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A meeting of the Jefferson County Commission was held on Thursday, May 1, 2025, during the second quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 1, 2025, meeting is available on the Jefferson County Commission website.

### Moment of Silence

### Pledge of Allegiance

### Pledge of allegiance of West Virginia flag

### APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the April 17, 2025, regular meeting minutes. The motion was approved unanimously.

### APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92279		ADKINS AUTOMOTIVE LLC	3,749.41
92280		AHA-ARTS & HUMANITIES ALLIANCE	2,758.02
92281		AT&T	3,665.65
92282		ATLANTIC EMERGENCY SOLUTIONS, INC.	533.56
92283		BRIAN RISTON	5,250.00
92284		BUREAU OF CHILD SUPPORT	376.62
92285		CAPITAL ELECTRIC	1,104.79
92286		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92287		COMPTROLLER OF MARYLAND	1,302.75
92288		EFTPS IRS TAXES	154,302.07
92289		EMPOWER RETIREMENT	7,394.45
92290		ESO SOLUTIONS INC.	115.50
92291		EXECUTIVE EMERGENCY LIGHTING LLC	297.00

92292		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92293		GUTTMAN OIL CO	5,610.90
92294		HIGHMARK WV	48,756.48
92295		HIGHMARK WV	2,335.95
92296		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	4,083.94
92297		JEFFERSON COUNTY SOLID WASTE AUTHORITY	148.69
92298		JEFFERSON CO CONVENTION AND VISITORS BUREAU	68,950.48
92299		JEFF CO PARKS & RECREATION COMMISSION	62,108.52
92300		JEFFERSON SECURITY BANK	3,933.00
92301		LANGUAGE LINE SERVICES	35.75
92302		LORI BROWN	3,108.19
92303		MCA, INC	2,103.97
92304		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	41.82
92305		MILLENIUUM INSURANCE GROUP	900.00
92306		MOTOROLA SOLUTIONS INC	15,058.83
92307		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92308		OLD CHARLES TOWN LIBRARY	1,500.00
92309		EMS TECHNOLOGY SOLUTIONS, LLC	651.00
92310		PA SCDU	314.50
92311		R.E. MICHEL CO. LLC	148.83
92312		RICE TIRES CO	146.74
92313		DR. ROBERT E. JONES III	1,000.00
92314		ROBIN MULLIKIN	310.00
92315		RUSSELL BURGESS	61.25
92316		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
92317		SOFTWARE SYSTEMS INC	30,494.41
92318		STATE TAX DEPARTMENT	250.00
92319		SUMMIT COMMUNITY BANK	343.92
92320		TEK ADVISORS LLC	4,200.00
92321		THOMAS HANSEN	56.00
92322		TINA RENNER	148.00
92323		UNIFIRST	159.05
92324		US BANK	78,930.29
92325		WITMER PUBLIC SAFETY GROUP INC	150.00
92326		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,157.70
92327		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	70,598.48
92328		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,808.62
92329		WV STATE TAX DEPARTMENT	41,360.64
92330		ZACH HOLLER	310.00
92331	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.79
92332	BS/011	SHERIFF OF JEFFERSON COUNTY	8,642.43

<b>TOTAL</b>		<b>723,618.99</b>
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Commissioner Majdi motioned to approve the accounts payable for April 24, 2025 in the amount of \$ 723,618.99. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
92333	10-42 TACTICAL LLC	37,660.71
92334	AT&T MOBILITY - CC	1,992.77
92335	AT&T BILL PAYMENT	1.33
92336	ATLANTIC EMERGENCY SOLUTIONS, INC.	29.77
92337	AUTOZONE	106.89
92338	BEGIN COUNSELING PLLC	2,247.77
92339	BESSIE NELSON	1,032.92
92340	BJ'S EMBROIDERY CO INC	2,200.50
92341	BOUND TREE MEDICAL LLC	4,835.56
92342	C&T FORLIFT REPAIR	185.00
92343	CAPITAL ELECTRIC	282.62
92344	CARDINAL HEALTH 110, LLC	532.00
92345	CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92346	COLONIAL LIFE	95.68
92347	DEARBORN LIFE INSURANCE COMPANY	2,401.46
92348	FISHER AUTO PARTS	484.47
92349	GEARCLEAN, INC	3,030.90
92350	GUTTMAN OIL CO	5,480.90
92351	HIGHMARK WV	212,395.78
92352	IRON MOUNTAIN	249.38
92353	JEFFERSON COUNTY SOLID WASTE AUTHORITY	44.69
92354	JEFFERSON CO EMERGENCY SERVICES AGENCY	159,207.28
92355	MCA, INC	6,353.27
92356	MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,645.46
92357	MINNICKS TOWING & RECOVERY	450.00
92358	NATIONAL VISION ADMIN.	1,604.40
92359	OBSESSION AUTOMOTIVE	734.19
92360	R.E. MICHEL CO. LLC	300.38
92361	RESCUE ONE TRAINING FOR LINE INC.	8,850.00
92362	RICE TIRES CO	111.42
92363	ROBERTS OXYGEN COMPANY, INC	253.38
92364	SHERIFF OF JEFFERSON COUNTY	3,400.00
92365	STATE INDUSTRIAL PRODUCTS	2,299.92
92366	THE HARTFORD	2,362.20
92367	UNIFIRST	257.97

92368		WITMER PUBLIC SAFETY GROUP INC	4,813.00
<b>TOTAL</b>			<b>474,333.97</b>

Commissioner Majdi motioned to approve the accounts payable for May 1, 2025, in the amount of \$ 474,333.97. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

April 24, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
961	HD/008	US BANK		91.42
1235	AV/056	US BANK		2,225.25
385	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		135,935.26
11	TC/077	UNITED WAY - EASTERN PANHANDLE INC (TEEN COURT)		20.00
403	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.44
1923	CO/246	US BANK		3,447.74
1017	CW/059	TOTAL ID SOLUTIONS		584.00
<b>TOTAL</b>				<b>145,123.11</b>

Commissioner Majdi motioned to approve the manual checks for April 24, 2025, in the amount of \$ 145,123.11. The motion was approved unanimously.

May 1, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
1236	AV/056	COMMERCIAL PRESS INC		1,032.00
1237	AV/056	MARSHALL & SWIFT BOECKH, LLC		3,935.05
1238	AV/056	MONROE SYSTEMS FOR BUSINESS		1,866.82
1	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		85,412.50
176	PI/249	MINGHINI'S		37,285.35
1018	CW/1018	WV STATE AUDITOR		630.00
<b>TOTAL</b>				<b>130,161.72</b>

Commissioner Majdi motioned to approve the manual checks for May 1, 2025, in the amount of \$ 130,161.72. The motion was approved unanimously.

**APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for April 25, 2025, in the amount of \$ 438,983.54. The motion was approved unanimously.

**APPROVAL OF REQUISITIONS**

**REQUISITIONS TO BE APPROVED**

**May 1, 2025**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	250098	\$ 10,000.00	Begin Counseling	Annual Individual Wellness Training Visits x50
<b>GRAND TOTAL</b>		<b>\$ 10,000.00</b>		

Commissioner Majdi motioned to approve the requisition for May 1, 2025, in the amount of \$ 10,000.00. The motion was approved unanimously.

**PUBLIC COMMENT:**

Public comment was received by:

Jacquelyn Milliron

David Tabb

Amanda Stroud

Christine Wimer

Colin Stine

**PRESENTATIONS**

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Kenneth & Faith Shade	PP	Charles Town	\$325.54	303777

Commissioner Stolipher motioned to approve the exoneration of ticket Number 303777 as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

### 2025-2026 Budget Concerns

The agenda item was informational. No action was taken.

### Personnel Issues/County Growth

The agenda item was informational. No action was taken.

### Transfer request from 406-407

Commissioner Stolipher motioned to approve the budget transfer request from 406 - 407. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### Advertise position for the General Fund (start 7/1/2025 for new hire)

Commissioner Stolipher motioned to approve the advertisement for the general fund new hire. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

## 2. Lynn Dillow, Administrative Clerk Human Resources

### Years of Service Award

- Romulo Quezada – 20 years with the Sheriff’s Office
- Victoria Myers – 20 years with the Assessor’s Office
- Conor O’Shea – 10 years with the Sheriff’s Department
- George Wilson – 10 years with Emergency Services Agency
- Travis Nupp – 1 year with the Prosecuting Attorney’s Office

## 3. Tom Hansen, Jefferson County Sheriff and Treasurer

### Deputy New Hires

Commissioner Stolipher motioned to approve the hire of Aaron Hutcherson, Arlyn Black and Travis Wheat as certified probationary deputies beginning on or after May 19, 2025 with a starting salary of \$55,125 each. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### New Deputy Position

Commissioner Mood motioned to approve the creation of two new deputy positions. The motion was seconded by Commissioner Keys motion was approved unanimously.

- Stephanie Hoover, Mountainheart Community Services

Proclamation for Provider Appreciation Day in Jefferson County, May 9, 2025 (Majdi)

Commissioner Hefestay motioned to proclaim May 9, 2025 as Provider Appreciation Day in Jefferson County and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are to our communities. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

- Will Smith, Land Development Inspector; and Michelle Mason, Impact Fee Program Specialist

Townhomes Rental, LLC-Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Stolipher motioned to approve Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Townhomes Rental, LLC-Rocky Ridge Phase 2, file#23-31-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Mood motioned to approve Rocky Ridge Phase 2, file# 23-31-SD complete bond release. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Charles Town Sheetz Rebuild file #22-8-SP complete bond release

Commissioner Hefestay motioned to approve the complete bond release for file# 22-8-SP. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Sheetz Truck Terminal file #20-6-SP complete bond release

Commissioner Stolipher motioned to approve the complete bond release for Sheetz INC-Sheetz Truck Terminal file #20-6-SP. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Request approval to amend Law Enforcement Impact Fees-FY 2025 Capital Improvement Plan

Commissioner Stolipher motioned to approve to amend the Law Enforcement Impact Fees-FY 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Impact Fees 2024 Recalculation Study-Possible Adoption of Revised Administrative Facilities Impact Fees

The agenda item was postponed to a later date to be determined.

6. Mike Sine, Director Emergency Services Agency

Contract approval with Atlantic Emergency Solutions for ambulance purchases

Commissioner Stolipher motioned to approve the contract with Atlantic Emergency Solutions for ambulance purchases. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

Increase Professional Services Fund – Accounting overages

Commissioner Stolipher motioned to approve a budget transfer from the Contingency fund to the Commission’s Professional Services fund to pay invoices. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Internal Budget Adjustments-Office of Engineering, Planning, and Zoning

Commissioner Stolipher motioned to approve the internal budget adjustment to increase Engineering’s Overtime budget item by \$5,000 by reducing Wages by \$5,000; also increase the Travel budget by \$2,000 by reducing supplies by \$2,000. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

FY26 Health Insurance premiums preview

The agenda item was informational. No action was taken.

8. Jessica James, Chief Human Resource Officer

Approval of Hire-Custodial Position-Department of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the hire of Todd Finney as a Grade II, full-time, 80-hour custodian with the Jefferson County Department of Fleet and Facilities

Management, at a salary of \$35,664, effective May 5, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire-CAD Administrator Position-Department of Emergency Communication

Commissioner Keys motioned to approve the hire of Luis Alvarez as a Grade 7, full-time, 80-hour CAD Administrator for the Jefferson County Department of Emergency Communications, at a salary of \$71,020 effective May 19, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hires-Dispatch Academy Trainees-Department of Emergency Communications

Commissioner Majdi motioned to approve the hires of Kevin Buchheit at a rate of \$26.7373/hr, Elizabeth Johnston at a rate of \$24.56/hr, Juanita Hough at a rate of \$24.56/hr., Tammy Getts at a rate of \$24.56/hr, and Hannah Gregory at a rate of \$25.06/hr., as Grade V, full-time, public safety dispatch trainees for the Jefferson County Department of Emergency Communications effective May 19, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Hires-Chief Technology Officer and Deputy Director-Department of IT & GIS

Commissioner Keys motioned to approve the hire of Brian McKinney as a Grade VII, full-time, 80-hour Deputy Director-Department for the Department of IT and GIS, at a salary of \$75,000, effective May 15, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Keys motioned to amend the effective date to May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Stolipher and unanimously approved.

Commissioner Stolipher motioned to approve the hire of John Morris as a Grade VIII, full-time, 80-hour Chief Technology Officer for the Department of IT and GIS, at a salary of \$80,179, effective date to be May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Changes in Status (2) – PT to FT-Emergency Services Agency

Commissioner Stolipher motioned to accept the change of employment status of Angel Lovo-Lasure from part-time Firefighter/AEMT I to full-time Firefighter/AEMT I, Step 1 at a rate of \$22.72/hr., effective May 18, 2025. Furthermore upon successful completion of his probationary period, the employee will be eligible for a promotion to

Firefighter/AEMT II at a rate of \$23.34/hr. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Majdi motioned to accept the change of employment status of Adam Hess from part-time Firefighter/Paramedic III to full-time Firefighter/Paramedic III, Step 10 at a rate of \$33.26/hr. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Job Description – Social services and grant coordinator-County Commission

Commissioner Majdi motioned to approve the job description as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

9. Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex

*Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.*

*Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

10. Commissioner training with WVCorp regarding litigation and liability of current and past cases

*Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.*

*Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

11. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Jefferson County Circuit Court Case CC-19-2025-C-93

*Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.*

*Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

Discussion and review of Comcast Contract/Franchise Agreement with counsel

*Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.*

*Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

**COUNTY ADMINISTRATOR REPORTS**

12. Letter of support-Partner Community Capital

Commissioner Stolipher motioned to approve a letter of support to Partner Community Capital. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Letter of support policy

Commissioner Mood motioned to approve a letter of support policy as presented. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Consider matters involving or affecting the construction, planning, purchase, sale or lease of property for County office space and/or courthouse space.

*Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.*

*Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

## **Adjourn**

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:47 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk



## Jefferson County Commission Meeting May 1, 2025

– public comment from Jacquelyn Milliron

### **PJM PROPOSED ELECTRIC TRANSMISSION PROJECT**

Thank you, Commissioner Mood for attending the PJM electric transmission citizens' townhall meeting on April 29, 2025. I am happy to report that Delegates Ridenour and Funkhouser and Senator Rucker attended that meeting as well. It is safe to say the citizens have begun organizing.

As First Energy has not held any informational open house meetings, the citizens of this county are left without important information such as new map of the proposed transmission lines which may be wiping out farmland, livestock, and dwellings. I am requesting that this commission use its power and authority to:

1. Obtain a map of the proposed project as it relates to Jefferson County.
2. Update the Jefferson County Subdivision Map from 2023 because in the last two years there have been significant housing and business developments that might be affected.
3. Then overlay the proposed transmissions lines including new easements on a new 2025 Subdivision and Mobile Home map.
4. If possible, obtain a map of the entire of the proposed PJM project across WV.

I have provided you with a sample of the 2023 Subdivision Map and the 2010 PATH map respectively located on the county website at

<https://www.jeffersoncountywv.org/home/showpublisheddocument/24580/638372803601400000>

<https://www.jeffersoncountywv.org/home/showpublisheddocument/89/635707357333000000>

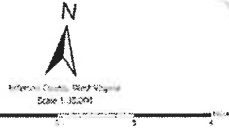
Once obtained, please upload these maps on the GIS count webpage for the public to review and inspect.

Other electric companies in other states have already hosted open house sessions and have provided the communities with details and information. Why hasn't First Energy done the same for West Virginians? Why isn't First Energy disclosing this information for West Virginians but other states get information? When will West Virginia be first in transparency? Maybe when our leadership stops accepting West Virginia consumers as last.

# Subdivisions & Mobile Home Parks in Jefferson County, West Virginia



- Legend**
- Conventional (4+ lots); Conventional (6+ lots)
  - Minor Subdivision (3 or less lots); Minor Subdivision (5 or less lots)
  - Mobile Home Park
  - Incorporated Areas



**NOTES:**  
 In Subchapter 20A, the Jefferson County Subdivision Regulations were updated. This changed the definition of Conventional Subdivisions. Prior to the change, a subdivision was defined by the number of lots divided or parcels. The current definition states that a subdivision is determined by the number of lots more than...

Map Created: November 2023  
 Data Source:  
 Jefferson County Planning Office (2023)  
 Esri, DeLorme, NAVTEQ, Swatch 3D ©2012



Colin Stine 7633 Flowing Springs Road

We are in the midst of a severe drought.

Last year 2024 we used more water from the aquifer than nature replenished.

At that rate we will ~~event~~ inevitably run out of water in the aquifer.

Now is the time to plan ~~to~~ how we should

First option:

respond. Do we ask users to use less water?

Second option:

Do we start building a reservoir in a valley in the mountains?

second option: Require municipalities and industrial users to use only river water from the Shogard or Paton and not to use the aquifer.

Finally, I volunteered to serve on the WAC.  
I was a paid consultant to EPA under Bush Administration  
and worked on epidemiology of dioxin illness

I supported myself and my lab on grants for 25 years on  
grants that I wrote. Thank you

## Public Comment for Jefferson County Commission meeting for May 1, 2025

I, **David Tabb**, a lifelong resident/taxpayer make the following comments:

### **PUBLIC COMMENT –**

Since the President of the United States had his 100 days status in office, I think it's a good idea to take a look at our own elected officials. So, we are some 120 days with four (4) elected County Commissioners. After reviewing their campaign platforms, it appears there is only one that has really tried to stay true to their words. Another Commissioner just show up and talks more at other meetings than at the County Commission. I also think it's time for that Commissioner to post where his Commission pay check was distributed to the local charities. One Commissioner was appointed, now elected, so his track record is a year or so longer. He has promoted transparently to a point. The point being there is still a lot of shady deals still going on! Our last Commissioner is truly the only real Commission seat that was up for the full six (6) year term.

Let's recap what our four (4) elected Commissioners are doing:

- (1) Spend some 30 plus million on County offices and Courthouse space and not taking care of what we have.
- (2) Create a new County fire company when they don't have the money to fund paid staff and use the existing volunteer fire companies' buildings for free.
- (3) Promote more solar units that are remotely operated = no jobs.
- (4) Promote the give away of the County's natural resources "WATER" when we don't have enough water for what the use is projected.

This is only a snap shot of things to come.

In general, things don't look good. Just look at all the public comments filed at the County Commission (last meeting: 78), Planning and Zoning (last meeting: 300+), DEP, Jefferson County and State Development Authorities.

Just a reminder, the County Courthouse doesn't belong to the County Commission. You can't give away something you don't own.

*"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.*

*It is hard to be safe, with the current County Commission.*

**Have a nice day!**

## Minutes

### SPECIAL SESSION

#### Jefferson County Commission

Wednesday, May 7, 2025

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A Special Session of the Jefferson County Commission was held on Wednesday, May 7, 2025, during the second quarterly session at 9:30 a.m. The meeting was held via Zoom. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present on Zoom were Edwina Benites-LM, County Administrator; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 7, 2025, meeting is available on the Jefferson County Commission website.

Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex and related matters

Commissioner Majdi motioned that the Jefferson County Commission approve selecting the 20-year, rated and insured bond proposal submitted by Carty, Harding & Hearn, after review of all applications received through the Request for Proposals process for the Lease Revenue Bonds (Jefferson County Government and Judicial Complex Project), Series 2025. This approval authorizes County staff to move forward with Carty, Harding & Hearn to finalize terms and proceed with the issuance process. The motion was seconded by Commissioner Stolipher and approved unanimously.

#### Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 9:33 a.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **Thursday, May 15, 2025.**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): exoneration

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector   Y/**N**      Internet/Wi Fi   Y/**N**      Telephone for conference call   Y/**N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Director & Chief County Engineer**  
**Michelle Mason, Impact Fees Program Specialist**

Department or Organization: **Jefferson County Department of Engineering, Planning & Zoning**  
**Office of Impact Fees**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Impact Fees 2024 Recalculation Study – Possible Adoption of Revised Administrative Facilities Impact Fees**

Please provide the County Commission with a description of your request or presentation, including any background information:

**Impact Fees are typically recalculated on a 5-year cycle. In May, 2024, the County Commission hired the consulting firm TischlerBise to perform the recalculation of the impact fees. After adopting the impact fees, the County Commission made changes to administrative facilities; and had TischlerBise amend the administrative facilities impact fee calculation based on this new information. On April 17, 2025, TischlerBise amended the impact fees for Administrative Facilities.**

**The amended April 17, 2025, Impact Fee Study is attached showing the change to the fee for Administrative Facilities; all other fees remain the same.**

**Once the County Commission is satisfied with the study, they should move to accept the study. Then the County Commission has several options with regard to actions/motions on the study:**

**If the County Commission takes any action that results in a change in the current impact fee amount for administrative facilities, staff will then need to present to the County Commission a new ordinance for Administrative Facilities that rescinds the current impact fee amount and sets the new rate.**

Is this a funding request?    Y/N **No**    If so, how much?                    \$    **N/A**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1. Move to accept the amended April 17, 2025 impact fee study for Administrative Facilities.**

Attach supporting documents for request, or request may be denied. **See attached Impact Fee Study report**  
If not attached, explain:

Is equipment needed?      Projector Y/N **No**    Internet/Wi Fi    Y/N **No**    Telephone for conference call    Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**  
**Michelle Mason, Impact Fees Program Specialist**

Department or Organization: **Office of Impact Fees**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025** (the County Commission directed that this issue be taken up on this date)

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates.**

Please provide the County Commission with a description of your request or presentation, including any background information:

**At the January 13, 2025 meeting of the County Commission, the County Commission adopted new residential and non-residential impact fees. In the past, the fee schedule for each impact fee entity is established in an ordinance. The Administrative Facilities impact fee was amended April 17, 2025; therefore, a new Administrative Facilities impact fee ordinance needs to be adopted setting the amended fee amount. The new ordinance is attached.**

Is this a funding request?    Y/N **No**            If so, how much?            \$ **N/A**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Move to adopt “An Ordinance Providing For The Imposition Of A County Administrative Facilities Impact Fee On All New Residential and Non-Residential Development”, as amended on April 17, 2025, effective June 1, 2025, as presented.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    Y/N **No**    Internet/Wi Fi    Y/N **No**    Telephone for conference call    Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Impact Fees**  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

## Residential Impact Fee Schedule

### Revised 17 January 2025

Residential Development	Impact Fee Category	Impact Fee per Dwelling Unit	TischlerBise Proposed Fees	Increase/Decrease
Single Family Town Home Duplex	Schools	\$1	\$6,772	\$6,771
	Law Enforcement	\$636	\$394	\$242
	Parks & Recreation	\$1,131	\$1,179	\$48
	EMS	\$119	\$509	\$390
	Admin. Facilities	\$57	\$1,453	\$1,396
	<b>TOTAL</b>		<b>\$1,944</b>	<b>\$10,307</b>
Multi-family	Schools	\$1	\$1,198	\$1,197
	Law Enforcement	\$455	\$278	\$177
	Parks & Recreation	\$810	\$832	\$22
	EMS	\$86	\$359	\$273
	Admin. Facilities	\$40	\$1,026	\$986
	<b>TOTAL</b>		<b>\$1,392</b>	<b>\$3,693</b>

## Non-Residential Impact Fee Schedule

Nonresidential Fees per 1,000 Square Feet							
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total	Current Fess
Light Industrial	\$604	\$119	\$119	\$0	\$0	\$842	\$0
Business Park	\$1,185	\$303	\$303	\$0	\$0	\$1,791	\$0
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$960	\$0
Warehousing	\$130	\$42	\$42	\$0	\$0	\$214	\$0
Commercial/Shopping Center	\$817	\$596	\$595	\$0	\$0	\$2,008	\$0
Office/Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,781	\$0
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$215	\$0
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$505	\$0

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Impact Fees**  
 116 East Washington Street, P.O. Box 716  
 Charles Town, WV 25414

Michelle Mason  
 Impact Fee Program Specialist

Phone: (304) 728-3331  
 Fax: (304) 728-3953  
 mmason@jeffersoncountywv.org

## Residential Impact Fee Schedule

### Revised 8 May 2025

Residential Development	Impact Fee Category	Impact Fee per Dwelling Unit	TischlerBise Proposed Fees	Increase/Decrease
Single Family Town Home Duplex	Schools	\$1	\$6,772	\$6,771
	Law Enforcement	\$636	\$394	\$242
	Parks & Recreation	\$1,131	\$1,179	\$48
	EMS	\$119	\$509	\$390
	Admin. Facilities	\$57	\$951 <sup>1</sup>	\$894
	<b>TOTAL</b>		<b>\$1,944</b>	<b>\$9,805</b>
Multi-family	Schools	\$1	\$1,198	\$1,197
	Law Enforcement	\$455	\$278	\$177
	Parks & Recreation	\$810	\$832	\$22
	EMS	\$86	\$359	\$273
	Admin. Facilities	\$40	\$671 <sup>2</sup>	\$631
	<b>TOTAL</b>		<b>\$1,392</b>	<b>\$3,338</b>

<sup>1</sup> Proposed to be amended May 15, 2025 to \$1,453, effective June 1, 2025.

<sup>2</sup> Proposed to be amended May 15, 2025 to \$1,026, effective June 1, 2025.

## Non-Residential Impact Fee Schedule

Nonresidential Fees per 1,000 Square Feet							
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total	Current Fess
Light Industrial	\$604	\$119	\$119	\$0	\$0	\$622	\$0
Business Park	\$1,185	\$303	\$303	\$0	\$0	\$1,361	\$0
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$695	\$0
Warehousing	\$130	\$42	\$42	\$0	\$0	\$167	\$0
Commercial/Shopping Center	\$817	\$596	\$595	\$0	\$0	\$1,711	\$0
Office/Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,326	\$0
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$300	\$0
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$648	\$0

<sup>1</sup> Proposed to be amended May 15, 2025 to \$1,453, effective June 1, 2025.

<sup>2</sup> Proposed to be amended May 15, 2025 to \$1,026, effective June 1, 2025.

ORDINANCE NO. 2021-1

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A COUNTY ADMINISTRATIVE FACILITIES IMPACT FEE ON ALL NEW RESIDENTIAL DEVELOPMENT AND NON-RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF September 3, 2021 Amended May 15, 2025 With an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including county administrative facilities and equipment, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as an initial prerequisite to the imposition of impact fees; and

WHEREAS the county government of Jefferson County provides essential administrative related services (administrative office facilities : County Commission, County Clerk, County Assessor, Circuit Clerk, Courts, Magistrates, Prosecutor, Probation, Sheriff, Engineering, Planning & Zoning, Maintenance, Health Dept., Development Authority, Extension Service, 911, Emergency Medical Services, etc.) to all residents of the County, including citizens within the municipalities Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown; and

WHEREAS administrative related services are defined by §7-20-3(b) as a County Service; and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc. (the Consultants) to analyze and assess growth and development projections

for the County to determine the additional demand anticipated to be placed on the County for administrative related support buildings (administrative office facilities); and

WHEREAS the Consultants additionally reviewed the existing demand for administrative facilities; the existing administrative facilities available to meet that demand; and the method of financing the existing administrative facilities; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of establishing an impact fee to pay for the cost of administrative facilities demanded by new growth; which may include incremental expansion, and/or plan-based, and/or cost recovery methodologies, and

WHEREAS the County has reviewed the existing level of service standards; and

WHEREAS the County has relied upon the professionally estimated costs for administrative facilities and the actual costs of recent facilities for a determination of the costs of these facilities; and

WHEREAS the administrative facilities impact fee will be imposed only on new residential development and non-residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan and the County's six-year Capital Improvements Program; and

WHEREAS at the initial adoption of impact fees by the County, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024

and 2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and (3) that non-residential vehicle trips will increase approximately 12,149 trips per day between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover building construction or purchase, site improvement costs, and land costs for administrative facilities;

WHEREAS the administrative facilities impact fee calculation methodology may include ~~uses both~~ incremental expansion, and/or plan-based, and/or cost recovery methodologies ~~methodology~~ (county administrative facilities) and cost recovery methodology, as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by TischlerBise, formerly Tischler & Associates, Inc., dated July 16, 2021, updated December 5, 2024, and updated April 17, 2025) with costs fairly and rationally distributed to residential development and non-residential development; and

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development and non-residential development, the County assumed that the existing level of service standards would be maintained in the future and that the cost of the construction or purchase of additional administrative facilities required by new residential and non-residential growth would be paid for in whole or in part by the administrative facilities impact fees; and

WHEREAS the County has prepared an Impact Fees Report (July 16, 2021 and updated June 1, 2025, updated December 5, 2024, and updated April 17, 2025) including the

administrative facilities impact fee assumptions, population projections, residential development projections, capital improvements and impact fee calculations; which Report has been submitted to and reviewed by County staff and officials; and

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the administrative facilities impact fee is necessary to offset the costs associated with meeting the demand of administrative services, pursuant to the development projections; (2) that the administrative facilities impact fee bears a reasonable relationship to the burden imposed upon the County to provide county government administrative services to new residents and non-residential development, and provides a benefit to such new residents reasonably related to the administrative facilities impact fee, per dwelling unit, by type for residential development; and to non-residential development reasonably related to the administrative facilities impact fee by type and size, for non-residential development; (3) that an essential nexus exists between the projected new residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and that an essential nexus exists between the projected new non-residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and (4) that the amount of the administrative facilities impact fee is roughly proportional to the pro rata share of the additional administrative facilities needed to provide adequate administrative services to new residential development and non-residential development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on July 15, 2021 and updated on April 6, 2025 on the proposed administrative facilities impact fee; and

WHEREAS the administrative facilities impact fee adopted pursuant to this Ordinance shall be effective on September 3, 2021 and effectively updated on June 1, 2025.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

**SECTION 1. RULES OF CONSTRUCTION**

(1) Unless otherwise defined within this ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

**SECTION 2. ADOPTION OF ADMINISTRATIVE FACILITIES IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of an Administrative Facilities Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new residential dwelling units (this ordinance shall not apply to all commercial & industrial development) within the Service Area shall be subject to the payment of the Administrative Facilities Impact Fee, payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

Residential Development	Impact Fee per Dwelling Unit
Single Family	\$1,453
Town home	\$1,453
Duplex	\$1,453
Multi-family	\$1,026

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Commercial Development	Nonresidential Fees per 1,000 Square Feet
Light Industrial	\$604
Business Park	\$1,185
Manufacturing	\$728
Warehousing	\$130
Commercial/Shopping Center	\$817
Office/Institutional	\$1,252
Hotel (per room)	\$51
Nursing Home (per bed)	\$356

[Adopted September 2, 2021 with an effective date of September 3, 2021 and Amended May 15, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2022, and on April 1<sup>st</sup> of each year thereafter in which the Administrative Facilities Impact Fee is in effect, the amount of the development impact fee, per dwelling unit shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing Administrative Facilities Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

**SECTION 3. LIBERAL CONSTRUCTION.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**SECTION 4. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

**SECTION 5. EFFECTIVE DATE; ELECTION.**

(1) This Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot

has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 2<sup>nd</sup> day of September, 2021; amended on May 15, 2025 with an effective date of June 1, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_

Pasha Majdi  
County Commission President

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Daniel's Forest / Ghazwa's Forest

Department or Organization: Golden Eagle Group, Inc.

Commission Meeting Date: May 15th, 2025

Special Meeting Date (if necessary): N/A

Subject (wording to be placed on agenda):

Landowner Petition for Zoning Map Amendment for Golden Eagle Group, Inc: Charles Town District 2, Map 3, Parcel 9.4, containing a total of approximately 31.48 ± acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

Please provide a description of your request or presentation, including any background information:

Request for a Zoning Map Amendment regarding the property known as Daniel's Forest, per Article 12, Section 12.3.A. of the Jefferson County Zoning and Land Development Ordinance. The parcel is proposed to be rezoned from the Rural district to Residential Growth. The parcel is located within the Shenandoah Junction Preferred Growth Area (PGA), borders the Residential PGA at the parcel's frontage along Rt. 17, and is less than 500' outside of the Ranson Urban Growth Boundary (UGB). Supporting information and substantiation of the request is attached.

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

Grade/Step/Hours (PT/FT): N/A

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

Recommended Motion (type out wording of the motion you would like the Commission to approve):

Move to Accept the Landowner Petition and Request for Zoning Map Amendment for Golden Eagle Group, Inc regarding the land here forth known as Ghazwa's Forest, identified as Charles Town District 2, Map 3, Parcel 9.4, and to schedule a Public Hearing with the County Commission on July 3rd, 2025, and to refer the application to the Planning Commission to advise the County Commission on the request's consistency with the Comprehensive Plan.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?  Projector  Internet/Wi Fi  Conference/Video  No

Contact Information: Brooke Perry

Phone Number: (304)725-8456

Email Address: bperry@ifs-ae.com



Jefferson County, West Virginia  
 Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
 116 E. Washington Street, 2<sup>nd</sup> Floor  
 Charles Town, West Virginia 25414

File #: \_\_\_\_\_  
 Fees Paid: \$ \_\_\_\_\_

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

**Zoning Map Amendment (Rezoning)**

**A Zoning Map Amendment shall process in accordance with Article 12 of the Zoning Ordinance.\***

*A complete petition, and related fees, shall be submitted to the Office of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.*

**Property Owner Information**

Owner Name: IG TONTOJI HOLDING, LLC  
 Business Name: \_\_\_\_\_  
 Mailing Address: 505 HUNTMAR PARK DR STE 245, HERNDON, VA 20170  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Contact Information**

Applicant Name: GOLDEN EAGLE GROUP, INC. Same as owner:   
 Business Name: \_\_\_\_\_  
 Mailing Address: 505 HUNTMAR PARK DR STE 245, HERNDON, VA 20170  
 Phone Number: (703) 787-0426 Email: iktotonji@goldeneaglegroup.net

**Consultant Information**

Consultant Name: BROOKE PERRY  
 Business Name: INTEGRITY FEDERAL SERVICES, INC.  
 Mailing Address: 148 S. QUEEN STREET, SUITE 201, MARTINSBURG, WV 25401  
 Phone Number: (304) 725-8456 Email: bperry@ifs-ae.com

**Physical Property Details**

Physical Address: FLOWING SPRINGS RD (Rt. 17) Vacant Lot:   
 Parcel ID: (Tax District / Map No. / Parcel No.) Charles Town District 2, Map 3, Parcel 9.4  
 Parcel Size: 31.48 acres Deed Book: 1192 Page No: 436

**Current Zoning District (please check one)**

- |   |   |
|---|---|
| <input type="checkbox"/> Residential Growth (RG)                          | <input type="checkbox"/> General Commercial (GC)                |
| <input type="checkbox"/> Industrial Commercial (I-C)                      | <input type="checkbox"/> Highway Commercial (HC)                |
| <input checked="" type="checkbox"/> Rural (R)*                            | <input type="checkbox"/> Light Industrial (LI)                  |
| <input type="checkbox"/> Residential-Light Industrial-Commercial (R-LI-C) | <input type="checkbox"/> Major Industrial (MI)                  |
| <input type="checkbox"/> Village (V)                                      | <input type="checkbox"/> Planned Neighborhood Development (PND) |
| <input type="checkbox"/> Neighborhood Commercial (NC)                     | <input type="checkbox"/> Office/Commercial Mixed-Use (OC)       |

**Proposed Zoning District:** Residential Growth (RG)

\*Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code.

**Substantiation for the Request**

For a Zoning Map Amendment (rezoning) request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

SEE ATTACHED

Describe how this Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.


SEE ATTACHED

Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

SEE ATTACHED

A plat or sketch shall include the entire original parcel as it appeared on the date the Zoning Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The information given is correct to the best of my knowledge. Property Owner Signature Required.

IG Totonji, LLC  
  
Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Islan K Totonji  
Member

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST FOR ZONING MAP AMMENDMENT**

**GHAZWA’S FOREST**

**RURAL DISTRICT (R) TO  
RESIDENTIAL GROWTH (RG) DISTRICT**



Jefferson County, West Virginia  
Charles Town District (02)  
Tax Map 3, Parcel 9.4  
Deed Book 1192, Deed Page 436  
± 31.48 acres

May 6, 2025

Property Owner: IG Totonji Holding, LLC  
Developer: Golden Eagle Group, Inc.  
Consultant: Integrity Federal Services, Inc.  
Brooke Perry, Planning Manager  
bperry@ifs-ae.com

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**Part II** Executive Summary

**Part III** Substantiation for the Request

### **SUPPLEMENTAL INFORMATION**

**Exhibit 1** – 1988 vs Present Day Aerial

**Exhibit 2** – Existing Conditions

**Exhibit 3** – Ghazwa's Forest Concept Plan, 2025

**Exhibit 4** – Daniel's Forest Preliminary Plat, 2007 (*expired*)

**Exhibit 5** – Existing vs Proposed Land Use & Zoning

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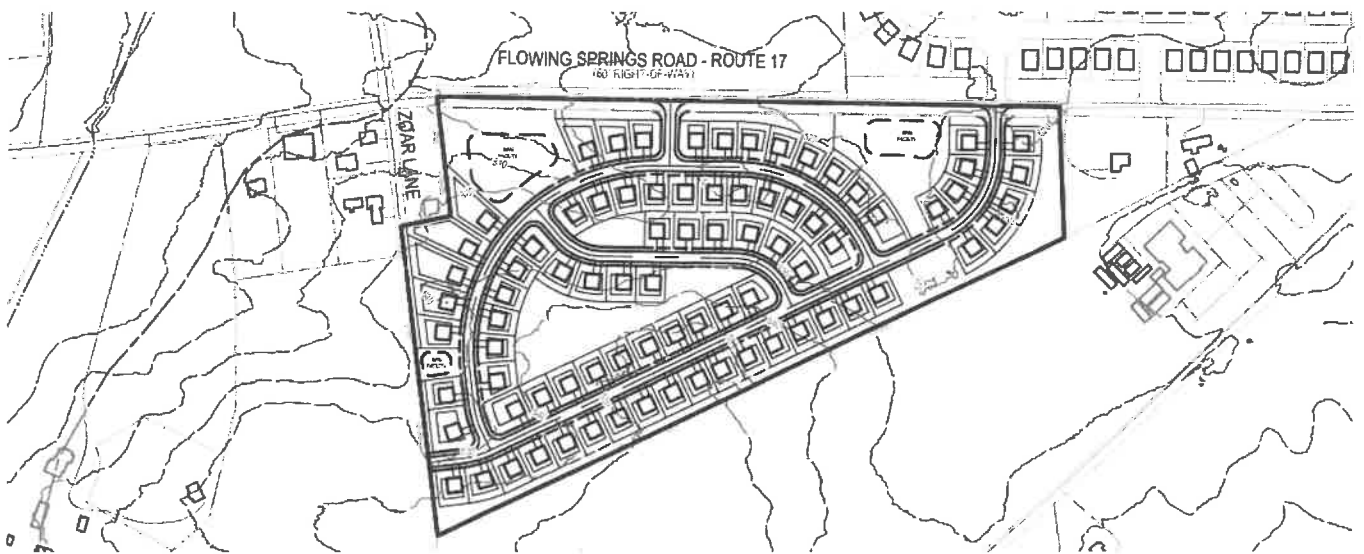
**I. INTRODUCTION**

This report has been prepared on behalf of Golden Eagle Group, Inc. for the formal request for a Zoning Map Amendment (rezoning) regarding the subject parcel owned by IG Totonji Holding, LLC and identified as District 2, Tax Map 3, Parcel 9.4. The subject parcel is located along Flowing Springs Road (Rt. 17) and contains approximately ± 31.48 acres. This property is known as Daniel’s Forest Lot 1B. The future development of this parcel will here forth be referred to as Ghazwa’s Forest.

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code.

The requested rezoning from Rural (R) to Residential Growth (RG) is based upon consistency with the newly adopted Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025) and the property’s location within the Shenandoah Junction Preferred Growth Area (PGA). Currently, the subject parcel is located in the Rural (R) zoning district. The Property Owner proposes to rezone the entire 31.48 ± acres to the Residential Growth (RG) zoning district to allow for the highest and best use of the parcel as transportation patterns have changed and the availability of public utilities has expanded. The applicant proposes single family residential use of the site utilizing existing public water and sewer infrastructure.

The following analysis follows the format of the Zoning Map Amendment Application, and the respective questions have been included for context. The following sections of this report are formatted as follows: (II) Executive Summary, and (III) Substantiation for the Request. Supplemental documentation, including but not limited to, an updated 2025 concept plan and the 2007 preliminary plat are also included to provide the Commission with full and complete information for their consideration.



**II. EXECUTIVE SUMMARY**

The parcel that is subject to this Zoning Map Amendment request is identified as District 2, Tax Map 3, Parcel 9.4. The subject parcel is located along Flowing Springs Road (Rt. 17) and contains approximately ± 31.48 acres. This property is historically known as Daniel’s Forest Lot 1B. The proposed community on Daniel’s Forest Lot 1B will here forth be known as Ghazwa’s Forest. It is currently under the ownership of IG Totonji Holding, LLC and is proposed for a Zoning Map Amendment by Golden Eagle Group, Inc.

The property is currently zoned Rural (R), and the Applicant is seeking a map amendment to the Residential Growth (RG) District. This map change is consistent and compatible with the 2045 Comprehensive Plan due to its location within the Shenandoah Junction Preferred Growth Area (PGA), adjacency to the Residential Preferred Growth Area, and adjacency to property zoned Residential Growth. It is also positioned just outside the Ranson Urban Growth Boundary (UGB), which is designated as a Future Urban Area by the Future Land Use Map.

There have been significant changes in this area since the Jefferson County Zoning Ordinance was adopted in 1988, but this parcel has retained its original zoning designation from that date. The changes include the availability of public water and sanitary sewer service, and the development of the Route 17 (Flowing Springs Road) corridor, which includes the Shenandoah Junction Preferred Growth Area.

A previous Development Plan was approved for the development of Daniel’s Forest (Lots 1B & 1A) in 2007. This plan has since expired due to unfavorable market conditions during the housing crash circ. 2008. The aforementioned Daniels Forest Preliminary Plat (Exhibit 4, attached) included the subject parcel of this rezoning (Lot 1B – 31.48 acres) as well as a larger parcel (Lot 1A – 70.47 acres) that is located on the opposing side of the Rt. 17 right of way. The community was identical in nature and density on the two separate parcels (1A & 1B). Future development plans for Ghazwa’s Forest will be similar in nature to the 2007 plan and will provide single family detached lots in conformance with current Jefferson County regulations.

This application is consistent with the 2045 Comprehensive Plan given the parcel’s location within a Preferred Growth Area (PGA). The parcel has been located within a PGA dating back to the initial adoption of PGAs by the County Commission in 2015.

The parcel is located in one of the nine (9) primary growth areas of Jefferson County (7 PGAs and 2 UGBs) - and is intended for Urban Scale Growth instead of Rural. The property is also located on a major collector road (Rt. 17). A Major Collector Road is one of the higher rated roads in the county, classified just under Principal and Minor Arterial Roadway classifications. The area is served by public water and wastewater treatment facilities.

**i. PROPERTY INFORMATION**

DISTRICT: 2  
MAP: 3  
PARCEL: 9.4  
DEED BOOK: 1192  
PAGE: 436  
SIZE: + 31.48 acres

**ii. PROPOSED USE**

Low-Medium intensity Residential Use  
  
Large lot residential uses including but not limited to Single Family Detached (SFD) and Duplex lots, served by existing public water and sewer infrastructure.

**III. SUBSTANTIATION FOR THE REQUEST**

- i. Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

The requested rezoning from Rural (R) to Residential Growth (RG) is based upon consistency with the newly adopted Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025) and the property’s location within the Shenandoah Junction Preferred Growth Area (PGA). Currently, the subject parcel is located in the Rural (R) zoning district. The Property Owner proposes to rezone the entire 31.48 ± acres to the Residential Growth (RG) zoning district to allow for the highest and best use of the parcel as a single family detached residential community, as intended by the Future Land Use Guide. This request is based upon changes to transportation patterns and the expanded availability of public utilities.

The subject parcel has retained its original zoning district of Rural (R) since the 1988 Jefferson County Zoning Ordinance adoption. There have been significant changes to the area since that time. The changes include the availability of Public Water and Sewer infrastructure and the development of the Route 17 Corridor (Flowing Springs Road), as well as the adoption of Preferred Growth Areas (PGA) and Urban Growth Boundaries (UGB) by the County Commission. This includes the Shenandoah Junction Preferred Growth Area/School Based Growth Area that the parcel is located in.

The preferred method of residential development in the Rural (R) district is cluster development, which supports utilities provided by private well and septic systems. *“Rural properties outside the UGB, PGA, or GMB can subdivide as a cluster development following the 1 lot per 5 acres requirement and preserving 50% or more of the land as green space.” – pg. 18, 2045 Plan*

*“As part of the County’s long range planning, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) were identified as sections of Jefferson County where urban scale development is appropriate.” – pg. 26, 2045 Plan*

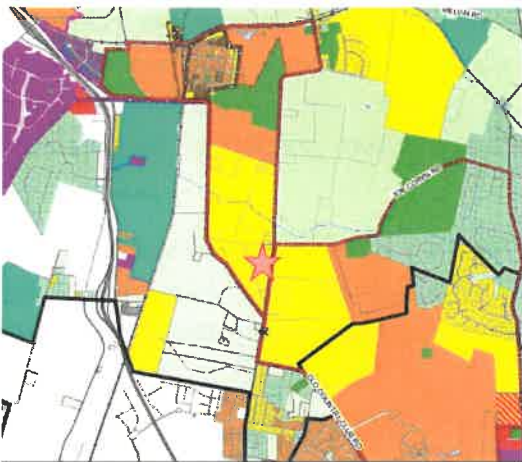
A rezoning of this property is required to achieve residential development as anticipated by the Comprehensive Plan and Future Land Use Guide, as this property is within a PGA. Rural (R) zoning and development standards are not appropriate for land within PGAs that anticipate urban scale development, as quoted above.

**ii. Describe how this Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.**

There are four broad types of land use patterns for development which are identified and discussed in the 2045 Plan (pg. 11-16):

- Municipalities
- Villages
- Urban Growth Boundaries (UGBs)
- Preferred Growth Areas (PGAs)

The subject parcel is located along Flowing Springs Road (Rt. 17), within the Shenandoah Junction PGA, adjacent to the Residential PGA, and just outside the City of Ranson UGB. See Images below and reference documents at the end of this report. The property is identified by the red “star” on the images below.



Envision Jefferson 2035 Comprehensive Plan

Generally, the 2045 Plan expects that urban level residential and non-residential development will focus in the UGBs and PGAs over the 20-year planning period. However, the 2045 Plan also clearly discusses the retention of existing zoning map classifications and clearly states that no zoning map amendments (rezoning requests) or reductions in existing zoning rights were proposed by the County during the development of the 2045 Plan and the Future Land Use Guide. *“Both the Envision Jefferson 2035 Comprehensive Plan and the 2045 Comprehensive Plan do not initiate any zoning map amendments.”* – pg. 10, 2045 Comprehensive Plan

Thus, the parcel has retained its original zoning district of Rural (R) since the 1988 zoning ordinance adoption.



2045 Comprehensive Plan

The 2035 Envision Jefferson Comprehensive Plan included a Future Land Use Guide, which designated this area as “Low Density Residential”. See top left image.

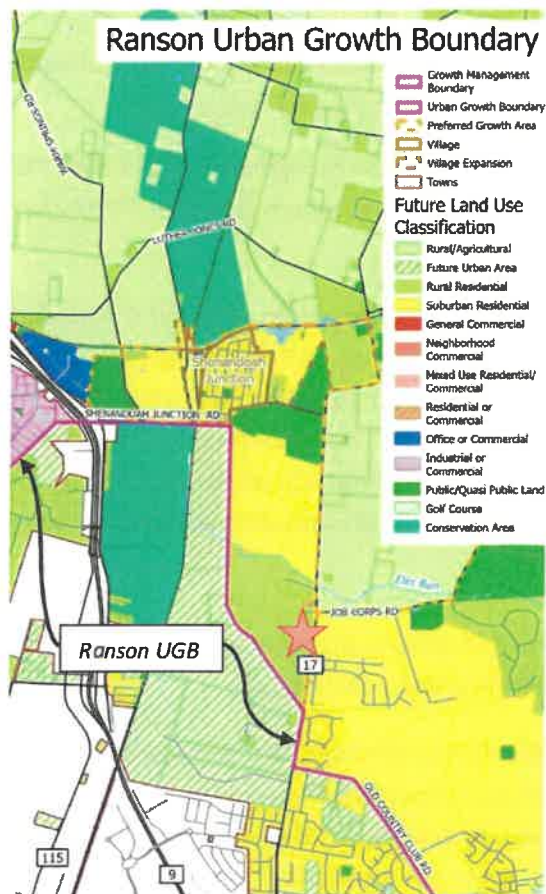
The 2045 Plan includes an updated Future Land Use Guide, which designates the parcel as “Rural Residential”. See bottom left image.

Both designations support the development of single family detached lots on the parcel, as proposed by the applicant. In both iterations of the Future land Use Guide, the subject parcel is located within the Shenandoah Junction Preferred Growth Area. Further discussion on the Future Land Use Guide and Classifications continue on pages 11 & 12 of this report.

**Urban Growth Boundary - (Pages 12-13, 2045 Comprehensive Plan)**

During the development of the 2008 Zoning Ordinance (which subsequently was not approved), the County and Cities worked jointly to develop a land use planning tool referred to as the County Townscape Boundaries which were reflected on the draft Zoning Map at that time. When the state law was amended in 2009 to allow the creation of Urban Growth Boundaries (UGBs), the City of Ranson formally requested that the County Commission approve this draft boundary as their Urban Growth Boundary and reflect it on the County Zoning Map.

At present, only three of the five municipalities in Jefferson County have planning boundaries that meet the UGB definition of §8-6-4a of the West Virginia Code.



According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are, “an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area.”

The subject parcel is located immediately East of the Ranson Urban Growth Boundary, separated from the UGB by a singular parcel owned by Fellowship Bible Church located along Daniel Road (Rt. 18), at the intersection with Flowing Springs Road (Rt. 17). The Ranson UGB extends West to Wiltshire Road (Rt. 8) and South to the railroad tracks, then crosses Rt. 9 and runs along US Rt. 340 until Country Club Road (Rt. 24), where it extends North to Daniel Road (Rt. 18).

Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the Ranson UGB:

*“In 2009, Ranson formally requested that the County Commission approve a prior Townscape Boundary as their Urban Growth Boundary. This boundary was approved in 2010 and is reflected on the County Zoning Map.”*

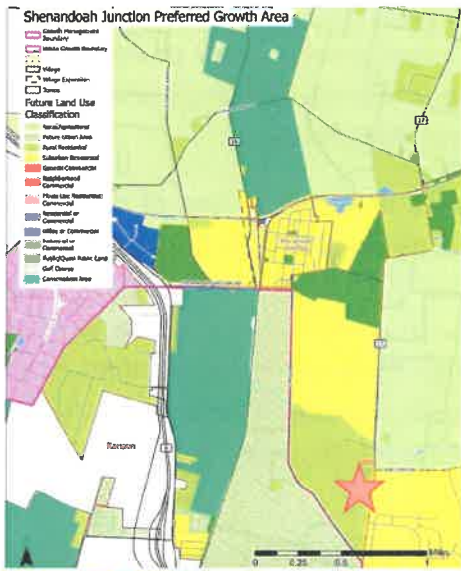
The Ranson Urban Growth Boundary Map is attached to this document for ease of reference. See image above for immediate reference of Ranson UGB in relation to the subject property.

**Preferred Growth Areas - (Pages 14-16, 2045 Comprehensive Plan)**

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the 2045 Comprehensive Plan.

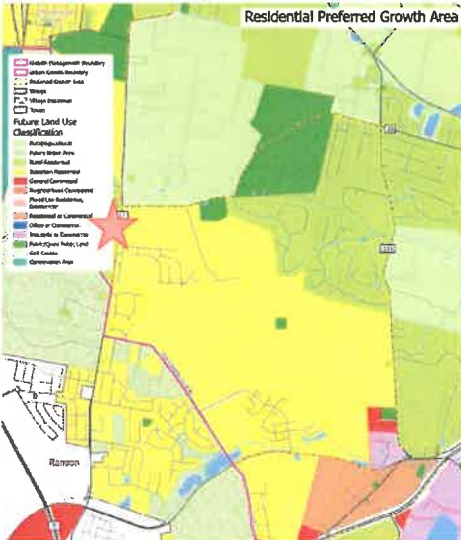
The 2045 Plan defines Preferred Growth Areas (PGAs) as, *“areas... outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County’s development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another.”*

The subject parcel lies within the Shenandoah Junction PGA/School Based Growth Area and adjoins the Residential Growth PGA along Rt. 17. This has contributed to the broad availability of public utility infrastructure.



Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the **Shenandoah Junction PGA/School Based Growth Area**:

*“This area abuts the Ranson UGB and includes the village of Shenandoah Junction, TA Lowery Elementary School, Wildwood Middle School, Jefferson High School, and the existing Duffields train stop. This PGA allows the development of walkable neighborhoods around these schools. Planning growth around existing schools decreases bus and vehicular traffic and allows for connectivity including walking and biking trails.”*



Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the **Residential PGA**:

*“The Envision Jefferson 2035 Plan determined that some areas where a concentration of existing or approved residential development exist and are outside of the Urban Growth Boundary (UGB) should be identified as a Residential PGA. This includes properties currently zoned for Residential Growth (RG) or have a vested development right to develop. This core residential area is bounded by Old Country Club Road, Flowing Springs Road, Job Corps Road, and Shepherdstown Pike to the railroad tracks.”*

The subject parcel’s location within the Shenandoah Junction PGA and adjacency to the Residential PGA directly supports and encourages the residential development of this property.

The subject parcel adjoins the Residential PGA at the Flowing Springs Road (Rt. 17) right of way. A previous Development Plan was approved for the development of Daniel's Forest (Lots 1B & 1A) in 2007. This plan has since expired due to unfavorable market conditions during the housing crash circ. 2008. The Daniels Forest Preliminary Plat included the subject parcel of this rezoning (Lot 1B – 31.48 acres) as well as a larger parcel (Lot 1A – 70.47 acres) that is located on the opposing side of the Rt. 17 right of way. The larger Lot 1A parcel is located within the Residential PGA. The proposed community was identical in nature and density on the two separate parcels (1A & 1B). Please see Exhibit 4 for the expired Preliminary Plat. Future development plans for Daniel's Forest Lot 1B (now Ghazwa's Forest) will be similar in nature to the previous plan and will provide single family detached lots. Please see Exhibit 3 for the proposed Ghazwa's Forest Concept Plan.

**Future Land Use Guide - (Pages 10-16, 2045 Comprehensive Plan)**

**The 2035 Comprehensive Plan**

The 2035 Plan was the first Jefferson County Comprehensive Plan to include a Future Land Use Guide, which is intended to be a tool to provide a visual definition of future growth and define areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the Plan.

The 2035 Plan states that *“by creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”*

**The 2045 Comprehensive Plan**

The 2045 Comprehensive Plan has updated the Future Land Use Guide and included several changes to the Land Use Classifications.

The 2045 Plan states, *“The Land Use Classifications were restructured to align them with the zoning districts used in the county. The Future Land Use Guide does not contain any Land Use Classifications that align to the Residential-Light Industrial-Commercial zoning district and instead has proposed three new zoning districts to avoid using the Residential-Light Industrial-Commercial district. The preferred choices of zoning districts for Zoning Map amendments are the proposed districts in this Plan or the existing zoning districts with the exceptions of Residential-Light Industrial-Commercial, Major Industrial, and Planned Neighborhood Development.”* – Pg 10, 2045 Plan

*“The land use classifications on the Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner initiated zoning map amendments (rezoning requests). According to West Virginia State Code Chapter 8A, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan.”* – Pg 16, 2045 Plan.

**Relevant Land Use Guide Classifications from the 2045 Comprehensive Plan**

The following land use classifications, utilized on the Existing Land Use Map and Future Land Use Guide of the 2045 Comprehensive Plan, are intended to provide guidance to the Planning and County Commission when considering owner-initiated zoning map amendments (rezoning requests).

*Rural Residential*

**Primary Uses:** The Rural Residential classification is for larger lot residential developments and can include single family residences, duplexes, accessory dwelling units, and residences east of the Shenandoah River.

**Intensity:** Residences may be served by on-site well and septic systems or public water and/or sewer system.

**Mobility:** Agricultural equipment and auto orientated access are prioritized with pedestrian mobility provided within residential subdivisions.

*Suburban Residential*

**Primary Uses:** The Suburban Residential classification identifies higher intensity residential developments. This can include single family residences on small lots, townhomes, apartment complexes, and assisted living communities.

**Intensity:** Residences are served by public water and sewer system.

**Mobility:** Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.

The subject parcel is identified as Rural Residential on the 2045 Future Land Use Map. This supports the proposed use of low-medium intensity large lot residences including but not limited to Single Family Detached (SFD) and Duplex lots, served by existing public water and sewer infrastructure. Higher intensity residential uses such as townhomes, apartments, and small lot single family residences, as aligned with the Suburban Residential classification, are not proposed in the Ghazwa’s Forest community.

The following two (2) pages describe how the requested map amendment supports the specific goals and objectives of the comprehensive plan, furthering the applications consistency with the 2045 Plan.

# Goal 1

Ensure that future land use regulations and policies support and balance the land rights of all land owners of all property types.

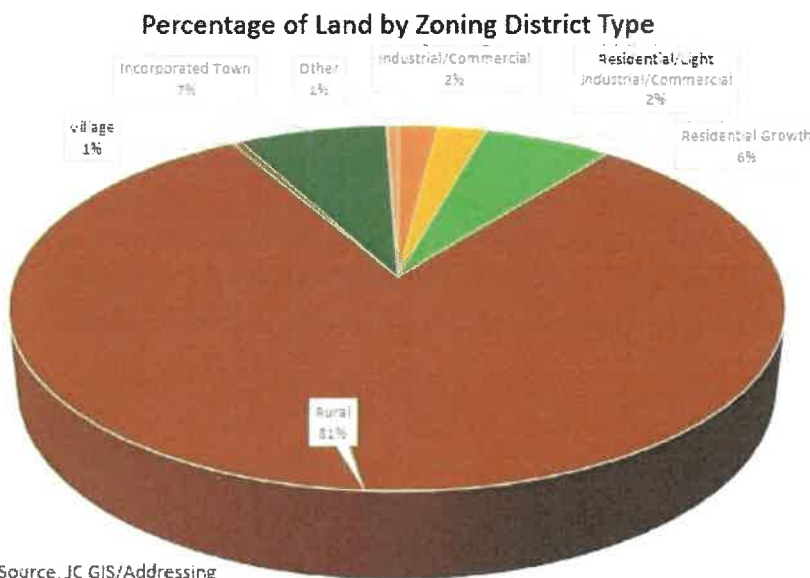
*“To ensure that any growth that occurs in Jefferson County is positive, the County must support land use regulations and policies that manage the types and locations of that growth. However, this should not infringe on the right of property owners to use and develop their land. Jefferson County must work to find a balance between these factors that encourages quality land use where it is needed most.” – Pg. 18, GOAL 1*

Development in Jefferson County must follow the existing land use regulations. These regulations explain standards for acceptable

types of development for land within the County based on many factors including location, size, and available utility and transportation infrastructure. By planning and coordinating with partner agencies (Water, sewer, gas, communication providers, etc.), regarding where services are to be located, the efficiency of infrastructure systems and growth can be raised.

*“There are still gaps in the existing zoning districts, which is why this Plan recommends the adoption of additional residential zoning districts. It is important for Jefferson County to take a proactive role in defining where development will occur and what that development will look like.” – pg. 19, 2045 Plan.*

Despite the growth that has taken place in recent years, 81% of the County’s land is located within the rural zoning district. This disproportion can partly be attributed to a lack of residential zoning options as discussed above.



Source: JC GIS/Addressing

**Objective 1.1**  
Establish a simplified variety of commercial, residential, and mixed-use zoning categories and Land Use Classification appropriate to the County’s needs.

The proposed rezoning aligns with GOAL 1 to focus residential growth within a Preferred Growth Area served by public utility infrastructure, utilizing existing preferred zoning districts discussed on pg. 11 of this report.

By focusing residential growth in the defined PGAs and UGBs a reduction in urban sprawl and increased ability to conserve farmland is achieved.

# Goal 2

Concentrate high density development in the County’s Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.

As part of the County’s long range planning, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) were identified as sections of Jefferson County where urban scale development is appropriate.

By concentrating development into these areas, a more efficient delivery of services and use of infrastructure can be provided.

Urban level development (which requires the provision of water and sewer systems), is defined by the 2045 Plan as, *“where more intense levels of residential, commercial, and industrial development activity occur.”*

Coordination of future growth areas with water and sewer expansions allows local residential and business development to be located in areas where water and sewer services, as well as other infrastructure and services are readily available. Local utility and service providers will have a reasonable expectation of where growth will occur and what the potential maintenance and operating costs of expanding services would be.

In West Virginia, by law, water and sewer providers are required to provide water and/or sewer service anywhere in a community so long as a developer pays to provide the initial infrastructure that would support the service. As a result, land use planning in West Virginia has to take a pro-active role in defining where urban level amenities and development will occur.

By focusing growth in the defined PGAs and UGBs, as promoted by Goal 2 of the Comprehensive Plan, a reduction in urban sprawl is achieved. Coordinating utility expansions in these areas provides adequate and quality infrastructure in Jefferson County which is beneficial to residents, businesses, and the County’s economy.

The proposed rezoning to Residential Growth (RG) aligns with GOAL 2 to concentrate growth within a Preferred Growth Area, where existing utility and transportation infrastructure exists to support the proposed development. Water will be provided by West Virginia American Water (WVAW), and sewer will be provided by Charlestown Utility Board (CTUB). Both are located along the Flowing Springs Road (Rt. 17) right of way.

## Objective 2.4

**Reevaluate the Preferred Growth Areas to reflect infrastructure expansions and land use changes.**

**1. Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.**

P&Z • FC | Ongoing

**2. Support the annexations of parcels located in UGBs and the GMB, focusing on parcels that are primarily surrounded by parcels already incorporated into the municipality.**

CC | Ongoing

**3. Direct new development to be contained in municipalities, UGBs, PGAs, Villages, and areas zoned for Residential Growth (RG), where public water and sewer will be available.**

P&Z • FC | Ongoing

- iii. **Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.**

The Original Zoning Ordinance was adopted on July 7, 1988. Changes in the immediate area of the subject properties include the following:

1. Urban Growth Boundaries were proposed for Charles Town and Ranson in 2009 and subsequently adopted by the Jefferson County Commission. As such, the Utility Providers have concentrated their expansion efforts in these areas.
2. New growth has been focused in the PGAs and UGBs due to the availability of public utilities. This has led to a considerable change of neighborhood since the adoption of the 1988 zoning ordinance. Several residential developments have been built in this area including three (3) recent subdivisions across Flowing Springs Road.
3. The entire commercial development of Potomac Town Center/ Potomac Marketplace to the southwest of this property was developed after 1988. Most of this land was annexed into the City of Ranson prior to development. This includes both the commercial and residential developments across Rt. 9, which were all annexed and developed after the adoption of the 1988 Zoning Ordinance.
4. At least three new schools have been built in the area. These include Wildwood Middle School and Driswood Elementary School, both built in the 21st century based on the growth in the area that came after the Zoning Ordinance was adopted. The new Ranson Elementary School opened for enrollment in January 2025, responding to further growth within the city limits. The Ranson Elementary School site is proposed to be expanded to a full K-12 campus.
5. The four-lane US Route 340 improvements and road widening are being completed to Virginia, which increases demand for residential development by providing an additional direct commuter link to Rt. 7 and Northern Virginia.
6. The COVID 19 Pandemic led to changes in transportation patterns in the area due to a greater ability to work from home in lieu of the commute to the DC Metro Area and its surrounding counties. This affected many of Jefferson County's commuters, which total 45% of the employed population according to 2020 census data. The data states that 36% of Jefferson County residents commute to the DC Metro Area. COVID created a never before seen opportunity for remote work in the federal and corporate sectors, that has created an increased demand for residential growth outside the metro area.
7. The Capacity of Wastewater Treatment facilities and Water Services has been greatly expanded, in anticipation of the development in the Ranson UGB, and the Shenandoah Junction and Residential PGAs based on the current and previous Comprehensive Plans.

8. Jefferson Utilities (JUI) was acquired by West Virginian American Water (WVAW) in 2023 and is proactively expanding their service area in the County.
9. WVU Hospital purchased Jefferson Medical Center in Ranson and has since expanded its capabilities, as well as purchased sixty-four (64) acres along Route 340 and Route 9 for a potential expansion.
10. Valley health opened a new Urgent Care facility in Ranson at Potomac Town Center.
11. Since the Zoning Ordinance was adopted Route 9 was expanded to a 4-lane divided highway, providing a high-capacity road corridor between Jefferson County and Interstate 81. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has exceptional access to Primary Arterial Roadways north to I-81, south to Rt. 7 and east both via Route 340 and 'New' Route 9 over the mountain. The property is supported by an excellent vehicular transportation network.
12. The new Route 9 was added to provide a new four lane access east over the Shenandoah Mountains.

These changes and improvements to the transportation system and neighborhood have taken place since 1988, when the Zoning Ordinance was adopted. Since the Comprehensive Plan was adopted in 2025, most of these road improvements have already been taken into consideration in the *2045 Comprehensive Plan*.

These changes strongly support the rezoning of the subject property.

### **Conclusion**

Consistency and compatibility with the 2045 Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be considered for a Zoning Map Amendment. The 2045 Plan encourages growth and development in the Preferred Growth Areas (PGAs), Urban Growth Boundaries (UGBs), and areas where infrastructure and public facilities exist or is made available.

In this case, the property has access to both public water and wastewater treatment facilities that were expanded into the area of the subject parcel due in part to the Comprehensive Plan's designation for urban level development. These qualities make the property an ideal candidate for a zoning map amendment from the Rural (R) district to the Residential Growth (RG) district.

Golden Eagle Group, Inc.'s application for a zoning map amendment to the RG District meets all standards required for approval. The property is suitable for residential use, is supported by existing infrastructure, and does not negatively impact low-income communities. The proposed map amendment is overwhelmingly consistent and compatible with the *2045 Comprehensive Plan*.

Taking these factors into account, Golden Eagle Group, Inc. respectfully requests the zoning map amendment be approved by Jefferson County.

**iv. The following must be attached to this application:**

*"A plat or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated."*

The required sketch is attached for reference: *Daniel's Forest Concept Plan, 2025*

**Please see the comprehensive list of attachments below.**

**SUPPLEMENTAL INFORMATION**

**Exhibit 1** – 1988 vs Present Day Aerial

**Exhibit 2** – Existing Conditions

**Exhibit 3** – Ghazwa's Forest Concept Plan, 2025

**Exhibit 4** – Daniel's Forest Preliminary Plat, 2007 (*expired*)

**REFERENCES**

- 2045 Comprehensive Plan, Appendix - 2023 Zoning Map
- 2035 Comprehensive Plan, Future Land Use Guide (Map)
- 2045 Comprehensive Plan, Appendix - Future Land Use Guide (Map)
- 2045 Comprehensive Plan, Appendix - City of Ranson UGB
- 2045 Comprehensive Plan, Appendix - Shenandoah Junction PGA
- 2045 Comprehensive Plan, Appendix - Residential PGA
- 2045 Comprehensive Plan, Appendix – Water and Sewer Service Areas

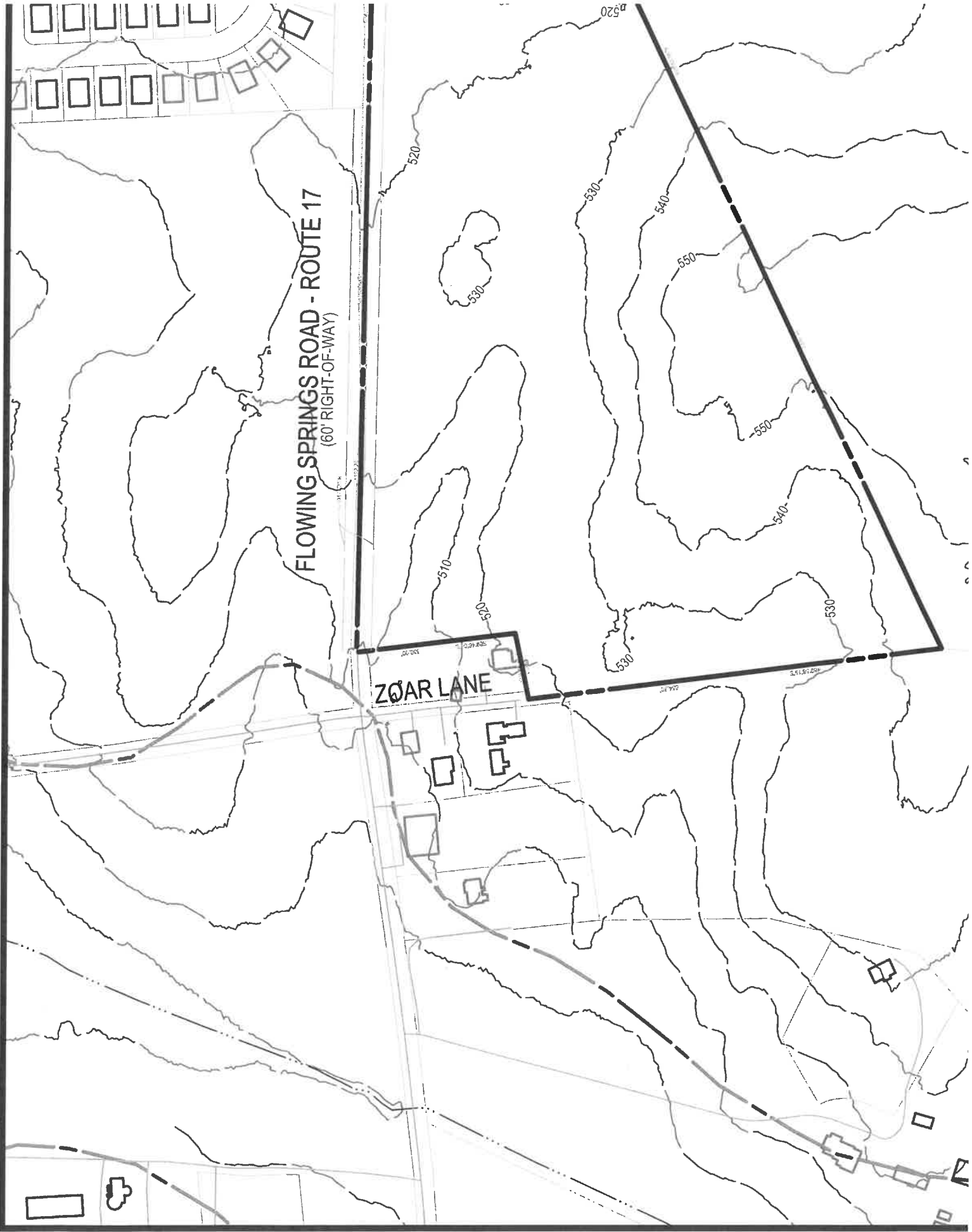
COPYRIGHT 2025. NO REPRODUCTION OR USE OF THIS DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.



# 1988 vs. PRESENT DAY AERIAL EXHIBIT 1

5-6-2025

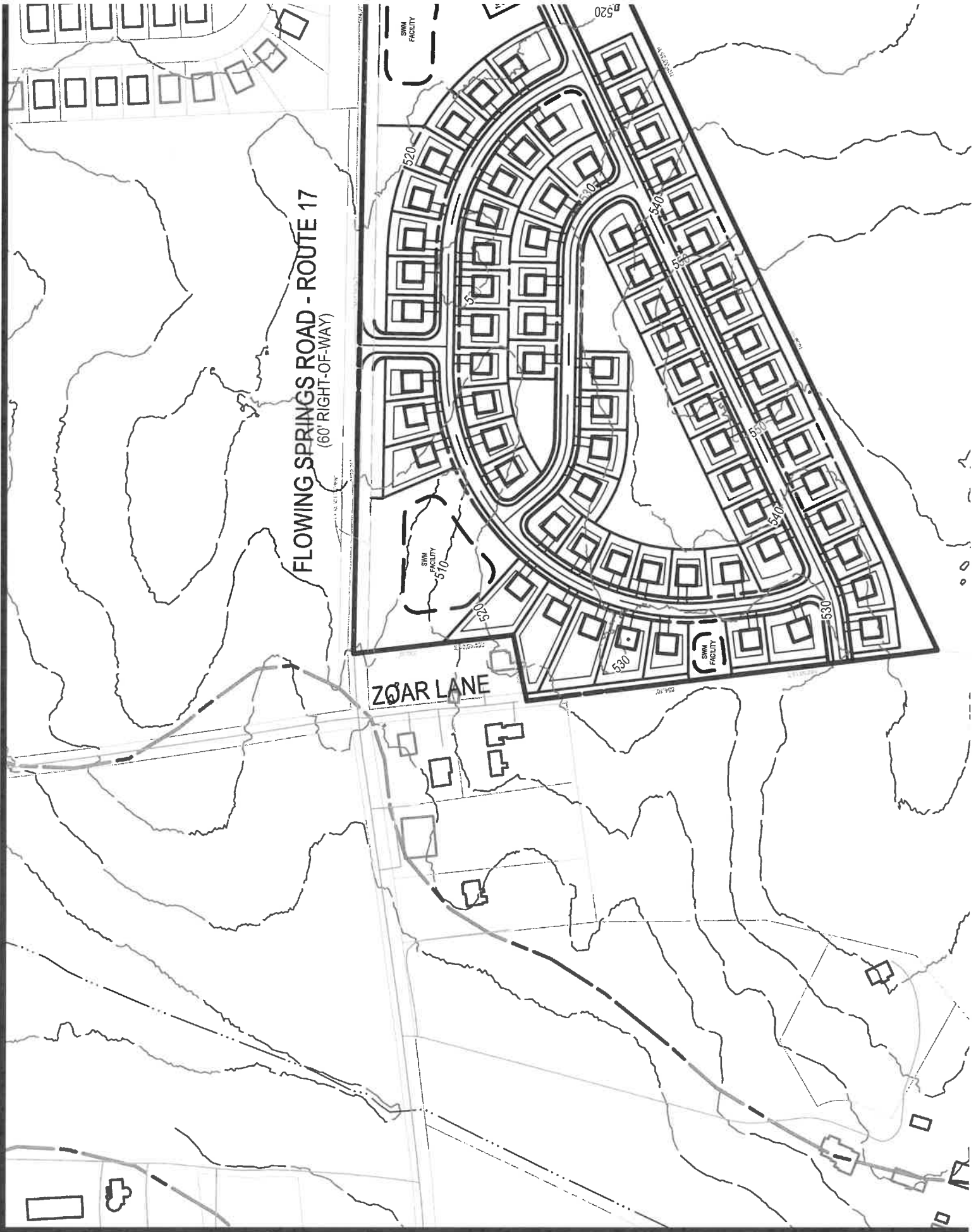
ZONING MAP AMENDMENT  
JEFFERSON COUNTY, WV



DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.

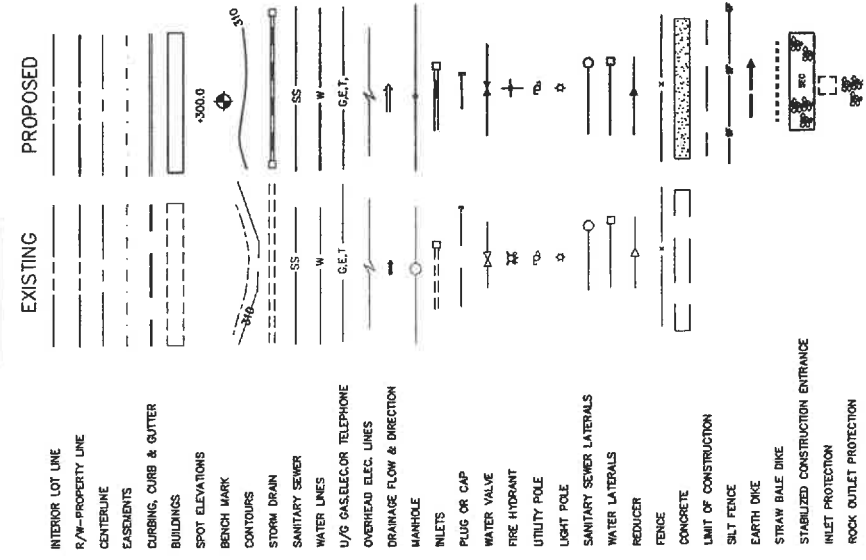
FLOWING SPRINGS ROAD - ROUTE 17  
(60' RIGHT-OF-WAY)

ZOAR LANE



DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.

# LEGEND



# SHEET INDEX

- C-1 COVER SHEET
- C-2 PRELIMINARY PLAT
- C-3 TYPICAL SECTIONS, GENERAL NOTES & DETAILS
- C-4 OVERALL SEDIMENT AND EROSION CONTROL PLAN
- C-5 GRADING, STORM DRAIN AND SEC PLAN-1
- C-6 GRADING, STORM DRAIN AND SEC PLAN-2
- C-7 GRADING, STORM DRAIN AND SEC PLAN-3
- C-8 GRADING, STORM DRAIN AND SEC PLAN-4
- C-9 GRADING, STORM DRAIN AND SEC PLAN-5
- C-10 GRADING, STORM DRAIN AND SEC PLAN-6
- C-11 SWM POND GRADING, TEMP SEDIMENT BASIN SIZING, AND IMPERVIOUS LINER LOCATION AND SPECIFICATION PLAN
- C-12 DIMENSION, PAVING AND UTILITY PLAN-1
- C-13 DIMENSION, PAVING AND UTILITY PLAN-2
- C-14 DIMENSION, PAVING AND UTILITY PLAN-3
- C-15 DIMENSION, PAVING AND UTILITY PLAN-4
- C-16 DIMENSION, PAVING AND UTILITY PLAN-5
- C-17 STORM DRAIN PROFILES
- C-18 STORM DRAIN PROFILES-1
- C-19 ROAD AND UTILITY PROFILES-1
- C-20 ROAD AND UTILITY PROFILES-2
- C-21 ROAD AND UTILITY PROFILES-3
- C-22 ROAD AND UTILITY PROFILES-4
- C-23 ROAD AND UTILITY PROFILES-5

# PRELIMINARY PLAN FOR DANIELS FOREST

LOTS 1 - 192  
 LOT 1 OF MARVIN E. RODERICK SUBDIVISION

APRIL, 2007  
 PREPARED FOR:

DANIELS FOREST, LLLP  
 125 SOUTH CARROLL STREET, SUITE 150  
 FREDERICK, MARYLAND 21701  
 301-696-0900

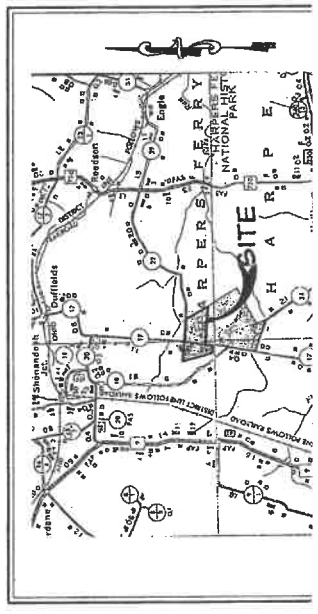
PREPARED BY:



**HARRIS, SMARIGA & ASSOCIATES,**  
 ENGINEERS/PLANNERS/SURVEYORS  
 125 SOUTH CARROLL STREET  
 FREDERICK, MD 21701  
 (301)662-4488

REVISIONS	
NO.	DATE
1	JEFF COLE 1-29-07 3-22-2007

TABLE OF MILESTONE INSPECTIONS		
NO.	DATE INSPECTED	INSPECTOR'S INITIALS
1. INSTALLATION OF SEDIMENT CONTROL DEVICES **		
2. COMPLETION OF UNDERGROUND UTILITY INSTALLATION		
3. COMPLETION OF GRADING FOR ROAD **		
4. COMPLETION OF GRADING FOR BUILDINGS		
5. COMPLETION OF BASE STONE INSTALLATION & COMPACTION **		
6. COMPLETION OF SIGNALS		



DEVE THE D BUCKS PROVI 301- ED SA BUCKS PROVI 301- OWN THE C HERBY HANA DANE 125 FRED 301-

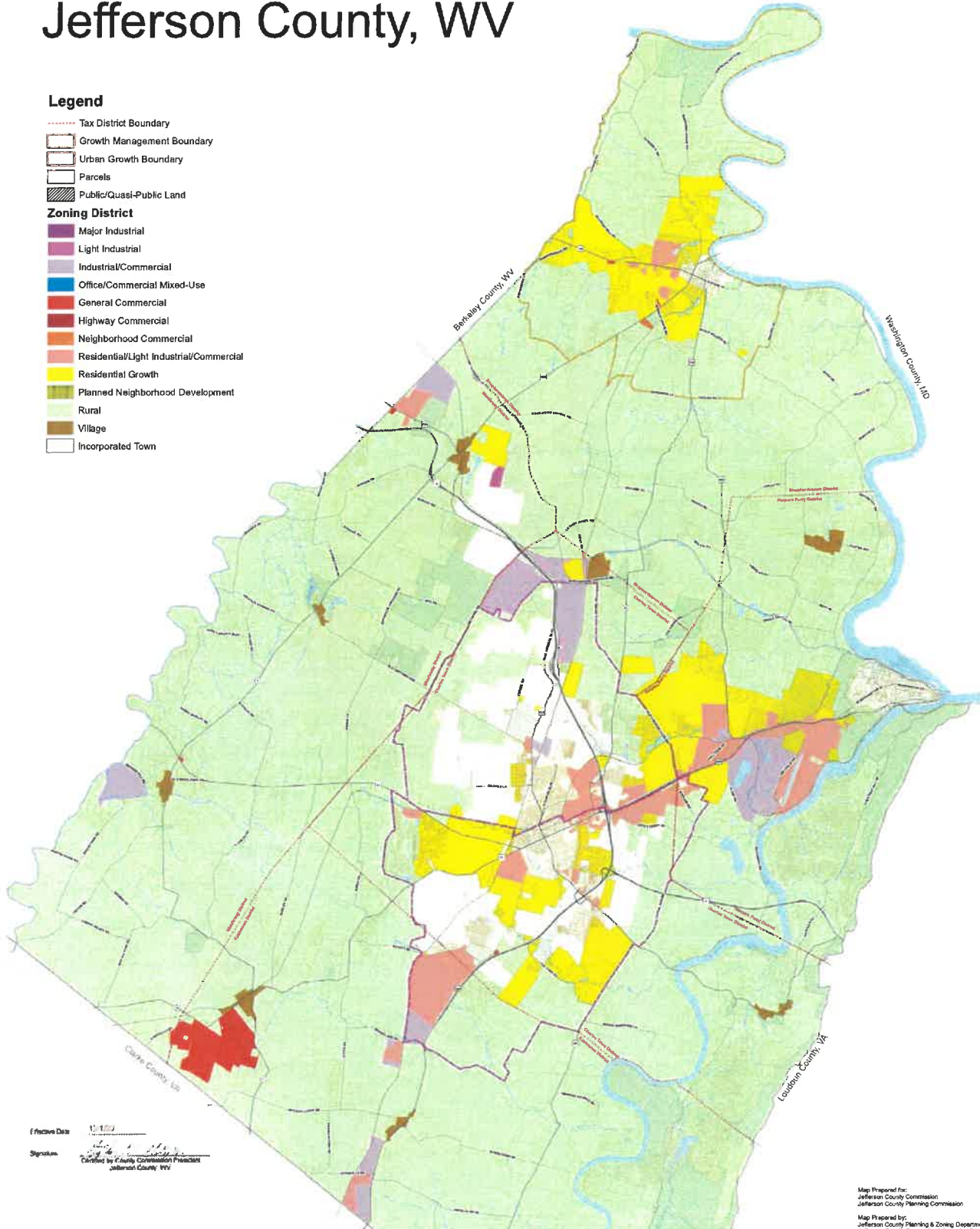


# 2023 Zoning Map Jefferson County, WV



## Legend

- Tax District Boundary
  - Growth Management Boundary
  - Urban Growth Boundary
  - Parcels
  - Public/Quasi-Public Land
- ### Zoning District
- Major Industrial
  - Light Industrial
  - Industrial/Commercial
  - Office/Commercial Mixed-Use
  - General Commercial
  - Highway Commercial
  - Neighborhood Commercial
  - Residential/Light Industrial/Commercial
  - Residential Growth
  - Planned Neighborhood Development
  - Rural
  - Village
  - Incorporated Town



Effective Date: 12/15/23  
 Signature: [Signature]  
 Certified by County Commission President  
 Jefferson County, WV

APPROVED REVISIONS	
Year	Description
2020	ADDITION OF URBAN GROWTH BOUNDARIES (Per WV Statute §14 No. 20a, §20b) & UPDATES PER COUNTY COMMISSIONS (Digital Revision of Original Map & Color Alterations)
2011	ZONING STATUS UPDATES (Per §211-02)
2012	ZONING UPDATES (Per §14 & §173-02)
2013	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2014	ZONING UPDATES (Per §14 & URBAN GROWTH MANAGEMENT BOUNDARY) (Commission approved 5/15/14)
2015	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2016	NO ZONING MAP AMENDMENTS OCCURRED IN 2016
2017	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2018	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2019	NO ZONING MAP AMENDMENTS OCCURRED IN 2019
2020	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04) AMENDMENT (Per §14-02-03, Commission approved 09/23/2020)
2021	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2022	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)
2023	ZONING UPDATES (Per §14, §173-02, §173-03, §173-04)

Map Prepared for:  
 Jefferson County Commission  
 Jefferson County Planning Commission

Map Prepared by:  
 Jefferson County Planning & Zoning Department  
 Jefferson County Geographic Information System  
 Other Data Source:  
 Jefferson County GIS  
 Jefferson County Assessor  
 Original Zoning Map (December 2008)

CONDITIONS OF USE:

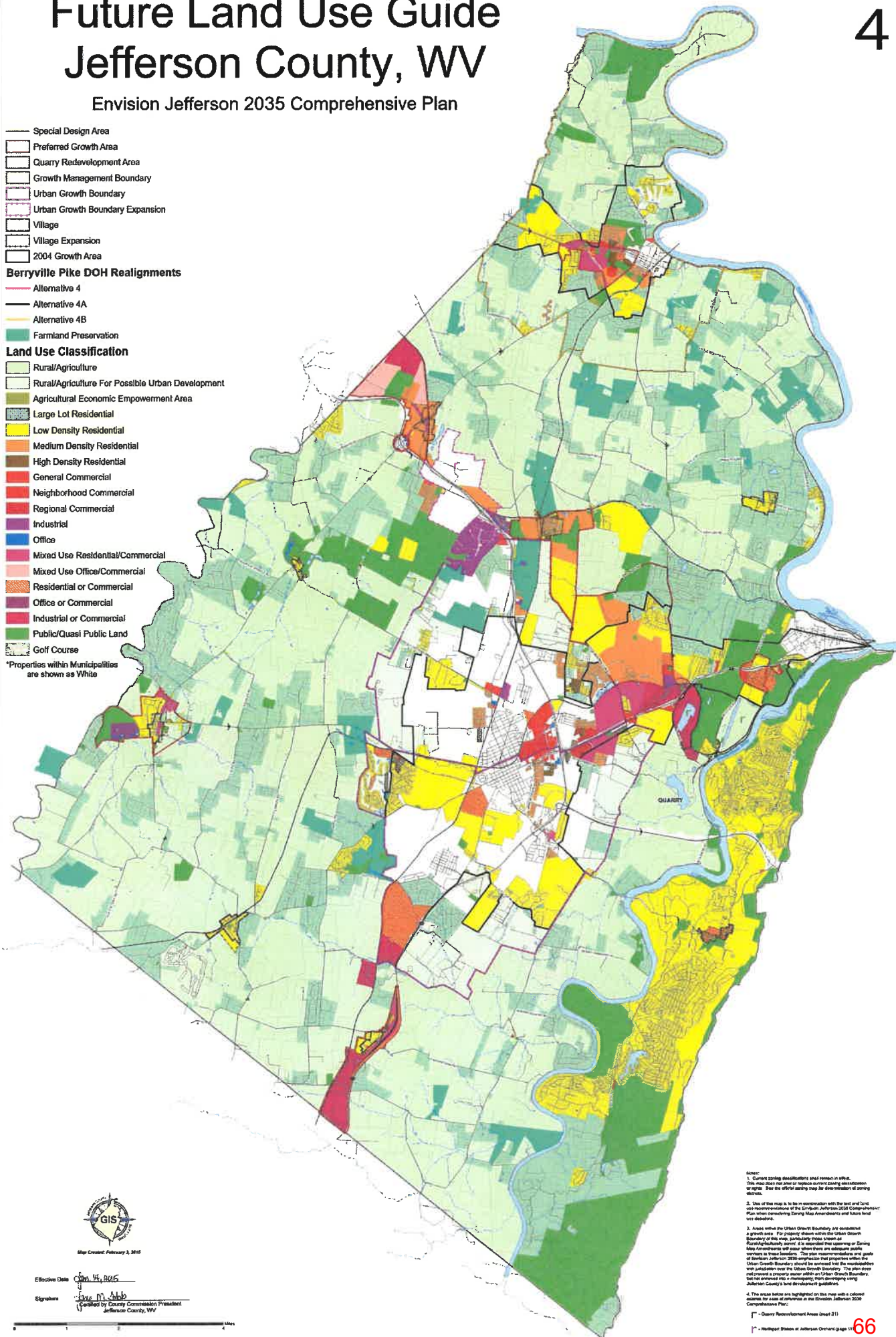
1. Revisions include zoning status updates as approved by the Department of Planning & Zoning and updates to the base information (roads, parcels, etc).
2. Do not rely on the hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses thereof, consult the Jefferson County Zoning Department.
3. All map elements are representative of geographic features in the Jefferson County Geographic Information System (GIS) and as such may be updated per authorized zoning amendments. The creation of this map, the GIS, documented zoning amendments and interpretation by the Jefferson County Zoning Administration shall determine any definitive zoning classification and permitted uses.
4. **DISCLAIMER:** This product is for informational purposes and may not have been prepared for, or be suitable for, legal engineering, or surveying purposes. Users of this information should review or consult a primary title and information sources to ascertain the legal liability of the information. Jefferson County, WV, is not liable for any problems, financial loss or business, consequential damages or claims as a result of errors, inaccuracies or invalid data.



# Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

- Special Design Area
  - ▭ Preferred Growth Area
  - ▭ Quarry Redevelopment Area
  - ▭ Growth Management Boundary
  - ▭ Urban Growth Boundary
  - ▭ Urban Growth Boundary Expansion
  - ▭ Village
  - ▭ Village Expansion
  - ▭ 2004 Growth Area
  - Berryville Pike DOH Realignments**
  - Alternative 4
  - Alternative 4A
  - Alternative 4B
  - ▭ Farmland Preservation
  - Land Use Classification**
  - ▭ Rural/Agriculture
  - ▭ Rural/Agriculture For Possible Urban Development
  - ▭ Agricultural Economic Empowerment Area
  - ▭ Large Lot Residential
  - ▭ Low Density Residential
  - ▭ Medium Density Residential
  - ▭ High Density Residential
  - ▭ General Commercial
  - ▭ Neighborhood Commercial
  - ▭ Regional Commercial
  - ▭ Industrial
  - ▭ Office
  - ▭ Mixed Use Residential/Commercial
  - ▭ Mixed Use Office/Commercial
  - ▭ Residential or Commercial
  - ▭ Office or Commercial
  - ▭ Industrial or Commercial
  - ▭ Public/Quasi Public Land
  - ▭ Golf Course
- \*Properties within Municipalities are shown as White



Effective Date: 02/03/15  
 Signature: [Signature]  
 Certified by County Commission President  
 Jefferson County, WV

**Notes:**

1. Current zoning classifications and remain in effect. This map does not take in previous zoning pending amendments or rights. See the official zoning map for determination of zoning districts.
2. Use of this map is to be in conjunction with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan when considering zoning map amendments and future land use decisions.
3. Areas within the Urban Growth Boundary are assumed a growth area. For property shown within the Urban Growth Boundary of this map, particularly those shown as Rural/Agriculture, it is intended that zoning or zoning map amendments will occur where there are adequate public services in those locations. The plan recommendations and goals of Envision Jefferson 2035 emphasize that protection within the Urban Growth Boundary should be achieved that the municipalities will coordinate with the Urban Growth Boundary. The plan does not prevent a property owner within the Urban Growth Boundary from pursuing a zoning map amendment to rezone the property to a different zoning district.
4. The exact location are highlighted on this map with a colored outline for ease of reference in the Envision Jefferson 2035 Comprehensive Plan.

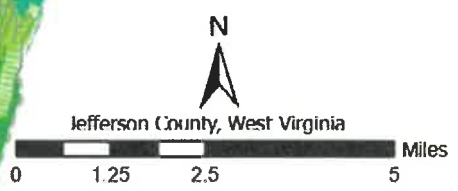
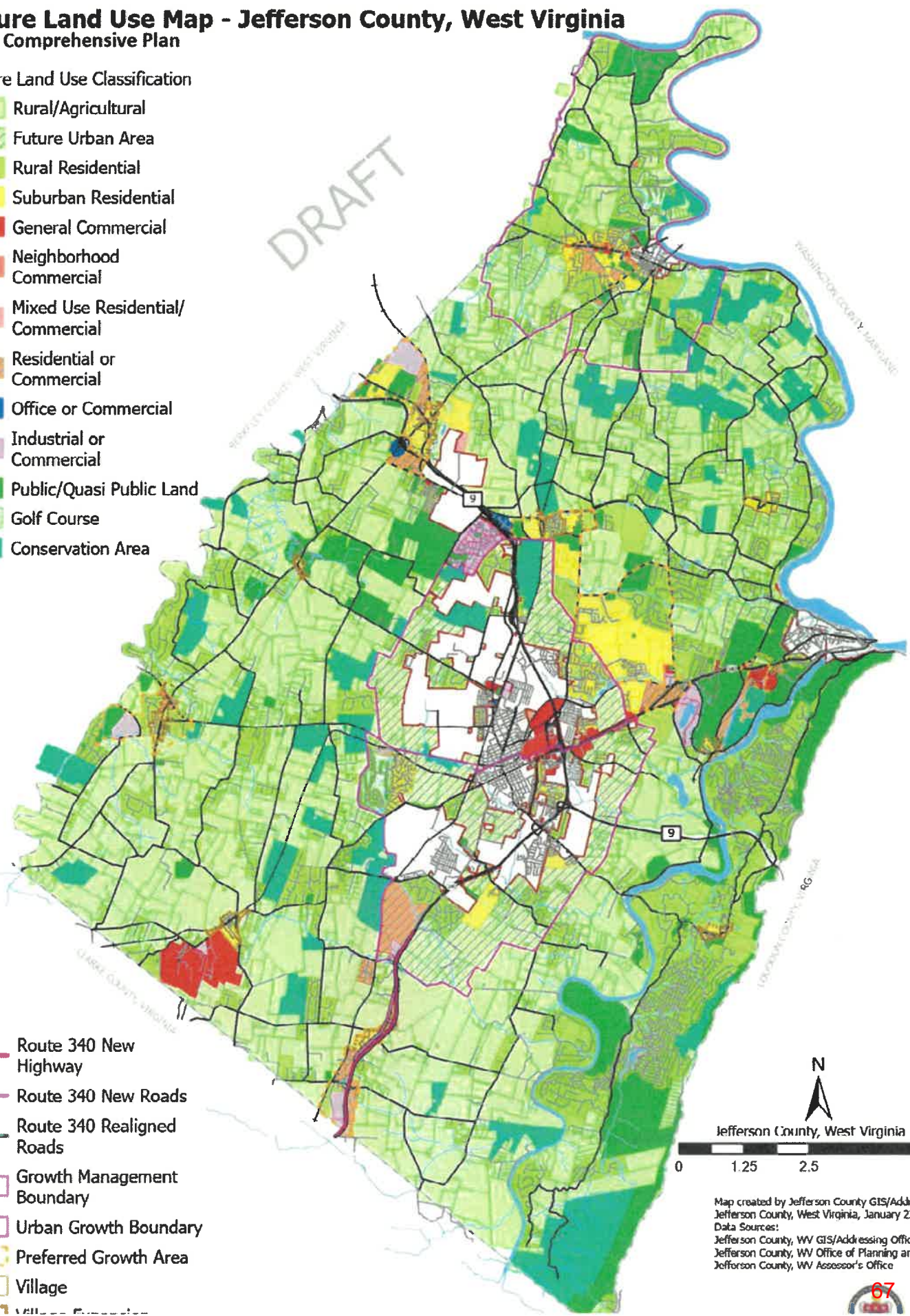
# Future Land Use Map - Jefferson County, West Virginia 2045 Comprehensive Plan

## Future Land Use Classification

- Rural/Agricultural
- Future Urban Area
- Rural Residential
- Suburban Residential
- General Commercial
- Neighborhood Commercial
- Mixed Use Residential/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course
- Conservation Area

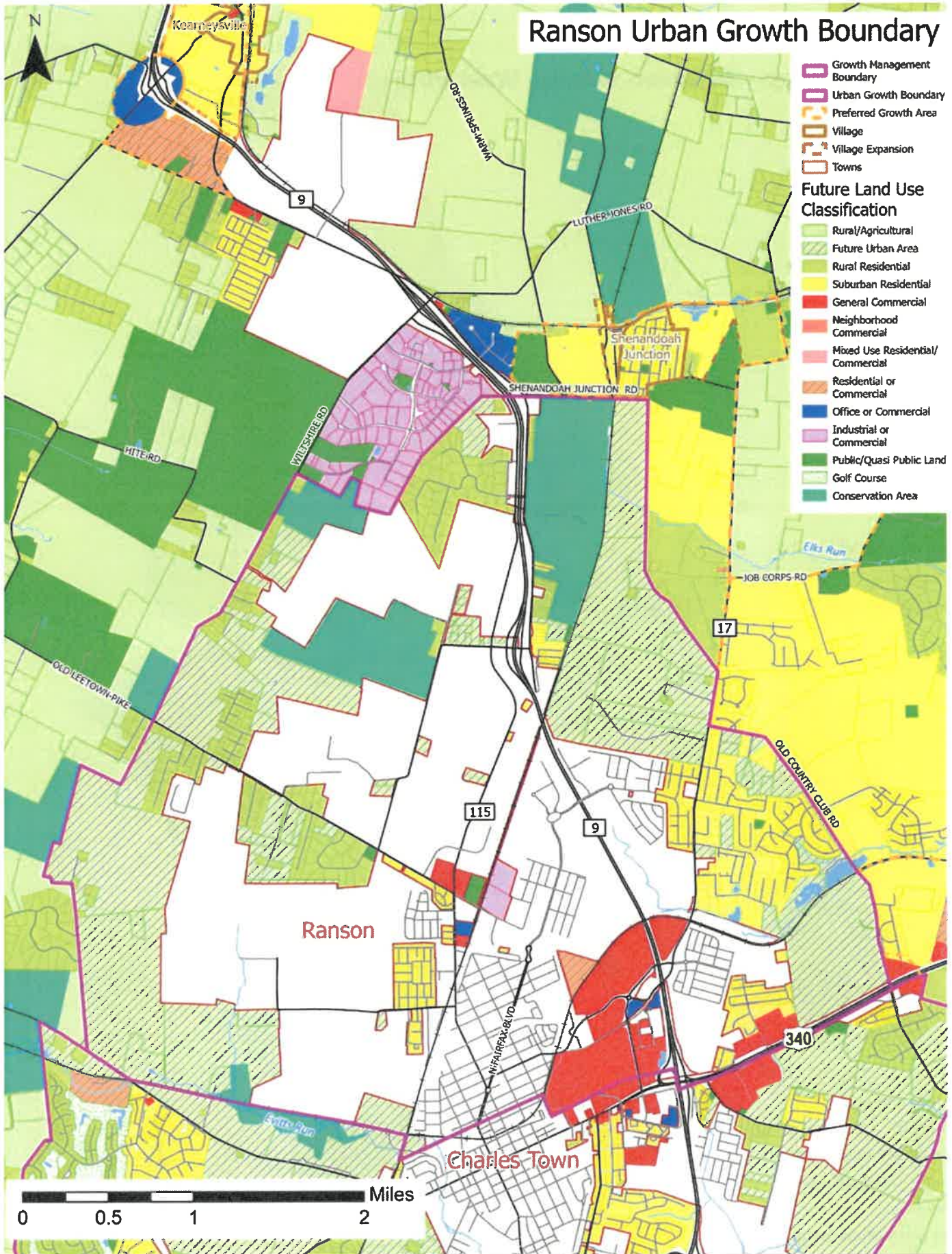
DRAFT

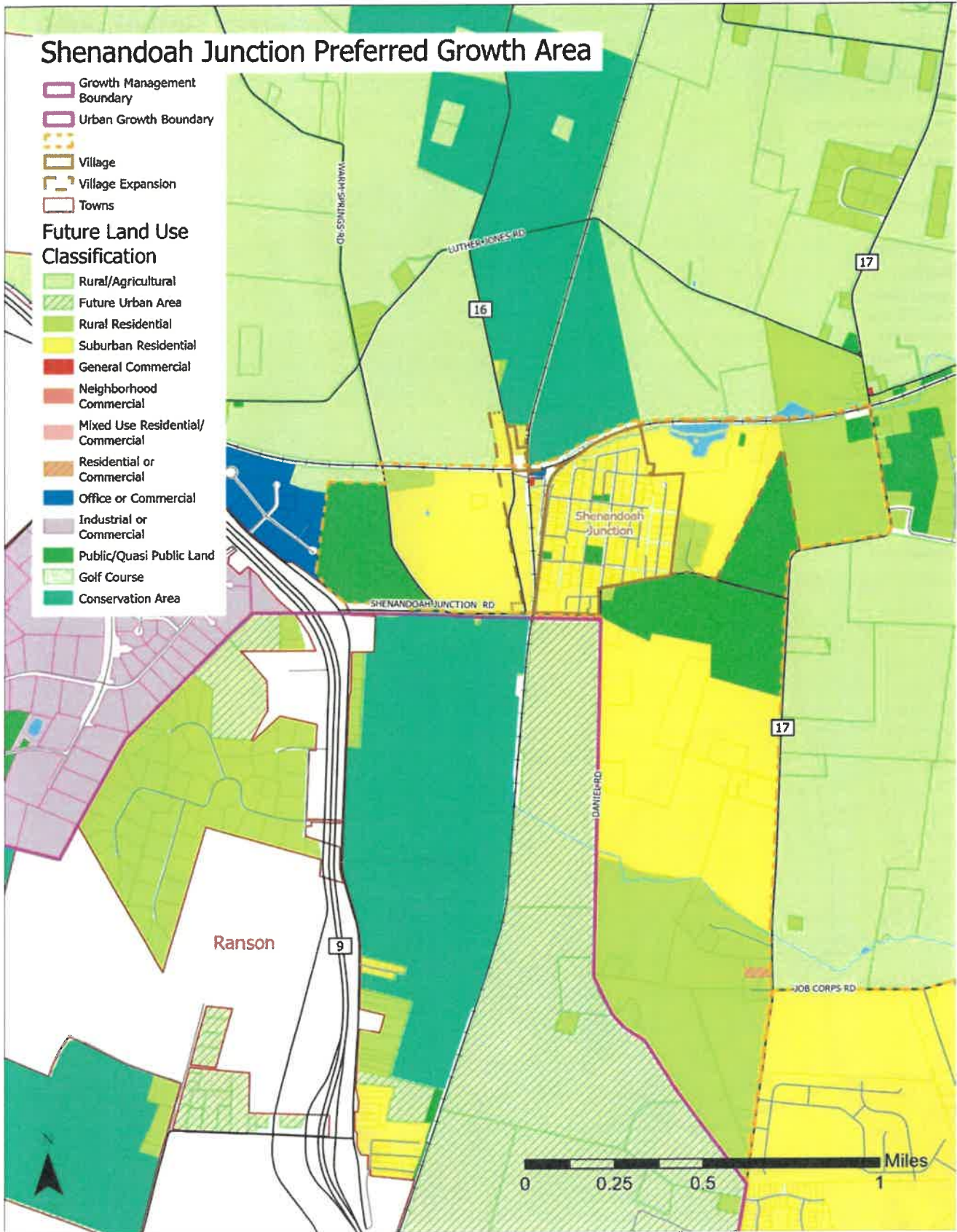
- Route 340 New Highway
- Route 340 New Roads
- Route 340 Realigned Roads
- Growth Management Boundary
- Urban Growth Boundary
- Preferred Growth Area
- Village
- Village



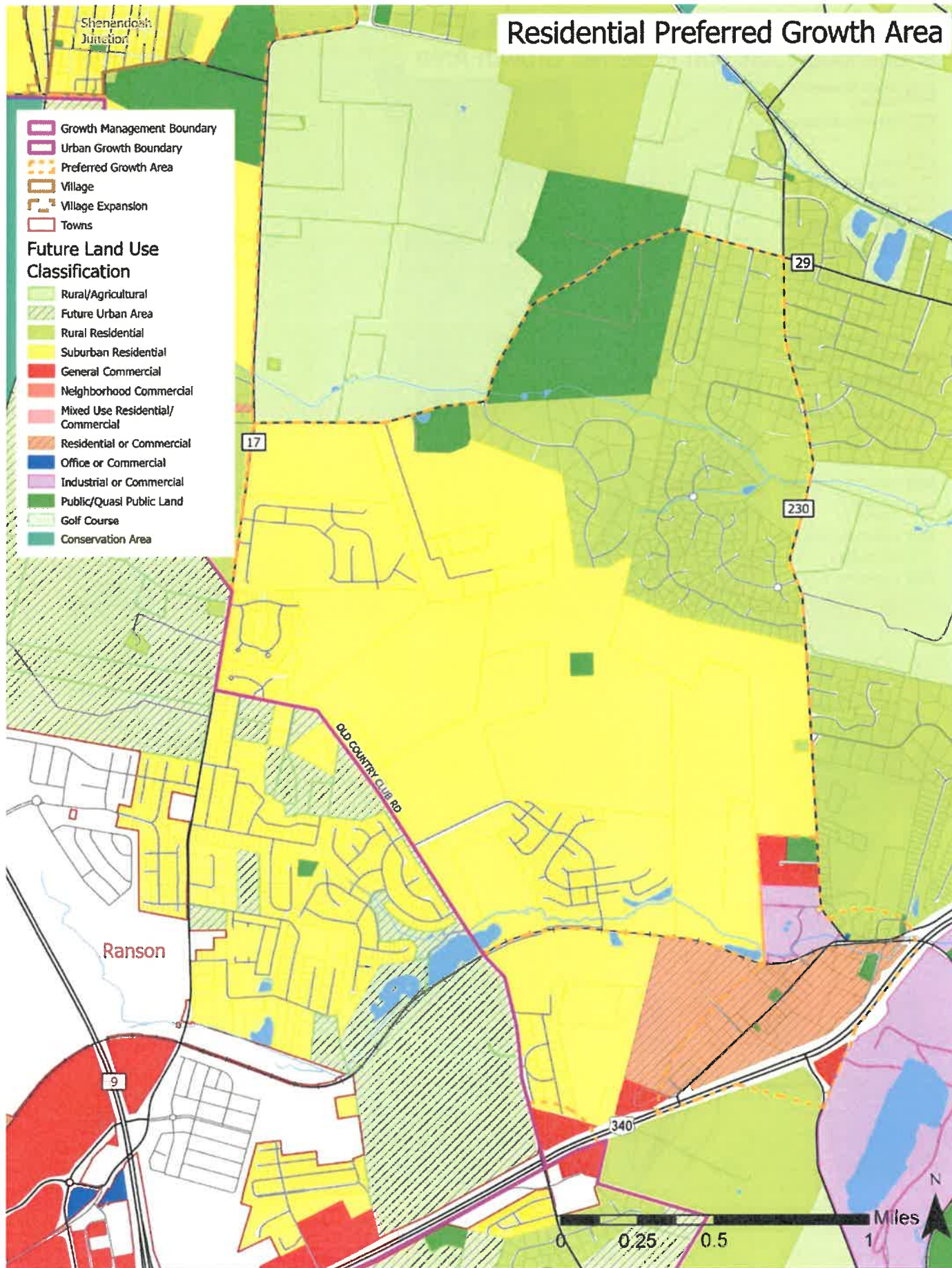
Map created by Jefferson County GIS/Addressing Office  
 Jefferson County, West Virginia, January 23, 2025  
 Data Sources:  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 Jefferson County, WV Assessor's Office

# Ranson Urban Growth Boundary



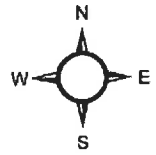


# Residential Preferred Growth Area



# Water & Sewer Service Areas

## Jefferson County, WV



Disclaimer: All service areas are approximate, based on the area maps provided by the Utility Companies shown. Areas are current as of map publication; all service areas may be extended at any time. For detailed boundaries, please contact the Utility Company that provides service for that area.



### Service Areas

#### Company, Type

- Berkeley County Water, Water & Sewer
- Charles Town Utility Board, Sewer Only
- Charles Town Utility Board, Water Only
- Charles Town Utility Board, Water & Sewer
- Harpers Ferry Water Works, Water & Sewer
- American Water, Water Only
- American Water, Water & Sewer
- Shepherdstown Water Department, Water Only
- Shepherdstown Water Department, Water & Sewer
- Preferred Growth Area (EJ2035)
- Municipality Growth Boundary



Map created by Office of GIS and Addressing  
 Jefferson County, West Virginia, July 2024  
 Data Sources:  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 Jefferson County, WV Assessor's Office



**Jefferson County**  
 116 E. Washington St. | Charles Town, WV 25414 | 304.728.3228  
**\*\*\* Customer Receipt \*\*\***

**Date:5/7/2025**

**Planning Number: 25-1-Z**

Flowing Springs Road lot 1B  
 Charles Town WV 25414

Paid By:  
 Golden Eagle Group, Inc.  
 505 Huntmar Park Drive  
 Herndon, VA 20170

Payment Description:  
 Golden Eagle Group (Residential Growth) Rezoning Check Payment

**Payments**

Payment ID	Received Date	Payment Type	Reference Num	Fee	Amount
15849398	5/7/2025	Check	2189	Zoning Map Amendment (Rezoning)	\$3,900.00
					<b>\$3,900.00</b>
<b>Total</b>					<b>\$3,900.00</b>

**\*\*\* Thank you for your payment \*\*\***

**X** \_\_\_\_\_

**THIS IS NOT A PERMIT.** This receipt does not authorize you to begin construction on your project.





# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

**Phone:** (304) 728-3284 **Fax:** (304) 725-7916

**Web:** [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
*Pasha Majdi*

COMMISSIONER  
*Jack Hefestay*

COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*Steve Stolipher*

COMMISSIONER  
*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Approval of Hire –Deputy - Jefferson County Sheriff’s Department

---

Sheriff Hansen proposes the hire of one Deputy

Deputy proposed annual salary	\$ 55,125
Total amount budgeted for 700 Salaries and Wages (FY25)	\$3,049,493
<u>Total salaries and wages of 700 (FY25) (annualized)</u>	<u>\$2,491,662</u>
Total under budget	\$ 557,831
<u>Proposed salary</u>	<u>\$ 55,125</u>

Remaining under budget after hires (*annualized*) \$551,471

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**  
Department or Organization: **Probate/County Clerk**  
Estimation of amount of time needed for appointment: **10 minutes**  
Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:  
Subject (*Wording to be placed on agenda*): **Set Hearing Date to Hear the Petition to Remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor**

Please provide the County Commission with a description of your request or presentation, including any background information:

**The Probate Office has been presented a petition from Leah Chappell Esq. to remove Carolyn Jean Carper as Executrix on the Estate of Carol V. Naylor. The petition is included in this packet. If a hearing is granted, the probate office is asking it be set for the June 5 meeting so all publication deadlines can be met.**

**The commission can also decide to refer this estate to the next available fiduciary commissioner as they are better prepared to hold a hearing with testimony and presentation of evidence. Once a hearing is held, their recommendation will be presented to the commission for final decision.**

Is this a funding request?    Y/N  
If so, how much?  
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- If a hearing is set, the motion will be as follows:**
- **To set a hearing on June 5, 2025 to hear the petition filed by Leah Chappell Esq on behalf of her client, Gregory A. Naylor, beneficiary, to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor.**
- If it is decided to refer this to a fiduciary commissioner, the motion will be as follows:**
- **To refer the petition filed by Leah Chappell Esq on behalf of her client, Gregory A. Naylor, beneficiary, to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor to the next available fiduciary commissioner.**

Attach supporting documents for request, or request may be denied.  
If not attached, explain:  
Is equipment needed?            Projector    Y/N            Internet/Wi Fi    Y/N.            Telephone for conference call    Y/N

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>

**BEFORE THE COUNTY COMMISSION OF  
JEFFERSON COUNTY, WEST VIRGINIA**

**In re the Estate of Carol V. Naylor, deceased**

**PETITION FOR REMOVAL OF CAROL JEAN CARPER AS  
EXECUTRIX OF ESTATE OF CAROL V. NAYLOR, deceased**

NOW COMES Gregory A. Naylor, beneficiary and devisee under the Last Will and Testament of Carol V. Naylor, by counsel Leah R. Chappell, Esq., and petitions this Court to remove Carol Jean Carper as the Executrix of the Last Will and Testament of Carol V. Naylor and in support thereof, states as follows:

1. Carol V. Naylor died testate on September 15, 2009 a resident of Jefferson County, West Virginia.

2. Carol V. Naylor's daughter and son, Carol Jean Carper and Roy Maynard, qualified before the Jefferson County Clerk as Co-Executors of the Estate of Carol V. Naylor on October 19, 2009 in accordance with her Last Will and Testament. Carol Naylor's husband predeceased her.

3. The Last Will and Testament of Carol V. Naylor provided that, after payment of certain specific bequests<sup>1</sup>, the residue of her estate (hereafter "Estate") was to be equally divided into two separate Trusts: One Trust for the benefit of George D. Naylor, III, and one Trust for the benefit of Gregory A. Naylor.

4. No identifiable trusts of which the Petitioner is aware were ever established by the Co-Executors, Carol Jean Carper and Roy Maynard.

5. Roy Maynard died on May 22, 2015.

6. George D. Naylor, III, died May 31, 2017.

---

<sup>1</sup> Said bequests were paid in the course of administration and are not at issue in this case.

7. During Carol Jean Carper's tenure as Executrix of the Estate, no probate appraisal of the assets of the Estate, or any annual accounting, has been filed with the Jefferson County Clerk's Office as required by law.

8. Executrix Carol Jean Carper has stated that the only known assets of Carol Naylor's estate that remain today consist of a) a house and lot occupied by Gregory A. Naylor and located in Chesapeake, Virginia, b) an unimproved parcel of land in Florida, c) and an unimproved parcel of land in Colorado, and d) the proceeds from the sale of another parcel of improved land in Virginia, which was sold by the Executrix in September 2020.

9. According to the Executrix, all the cash assets of the Estate, from the decedent's death to the present, have been consumed by maintenance, taxes and insurance on the two parcels of real estate in Virginia.

10. The Executrix's failure to file an appraisal as required by law leaves this Court and all interested parties with no information regarding the assets of the Estate other than the statements of the Executrix.

11. To date, the Executrix has initiated no ancillary administration for the parcels of land in Florida or Colorado. Counsel retained by the Petitioner, Gregory A. Naylor, opened an ancillary administration for the Estate in Virginia.

12. The Executrix represents that most of the records relating to the Estate were destroyed in a house fire at the Executrix's personal residence, making reconstruction of assets and liabilities next to impossible.

13. Carol Jean Carper has virtually abdicated her responsibility to perform the duties as Executrix and Trustee since her appointment in 2009, and has completely

abdicated her obligation to file appraisements and accountings regarding the assets and expenditures of the Estate.

14. Under the terms of the Decedent's Will, if one of the two trust beneficiaries dies after the trusts are established, the proceeds of that trust are to be divided equally among six named alternate beneficiaries, provided the alternate beneficiary survives the original beneficiary, to-wit: Franklin B. Naylor, George R. Naylor, Roy Maynard, Carol Jean Carper, George Simmons and Frances Simmons.

15. The Petitioner is informed that the following persons either predeceased the Decedent, or have died since the Decedent's death on September 15, 2009:

- a. George D. Naylor, III      Died May 31, 2017
- b. Franklin B. Naylor      Died May 9, 2017
- c. Roy Maynard, Jr.      Died May 22, 2015
- d. George Simmons      Died Dec. 31, 2022
- e. Frances Simmons      Died August 3, 2003

16. The Petitioner is informed that Gregory A. Naylor, Carol Jean Carper and George Raymond Naylor are still living.

17. Each of the surviving alternate beneficiaries of the George D. Naylor, III Trust portion of the Decedent's Will has released his or her interest in said Trust in writing.

18. The only remaining beneficiary under Carol V. Naylor's Will is Petitioner Gregory Naylor and the contingent beneficiaries of Gregory Naylor's trust, Carol Jean Carper and George Raymond Naylor, provided they survive Petitioner Gregory A. Naylor. If any of these contingent beneficiaries are deceased, then at the death of Petitioner Gregory A. Naylor, their interest in the Estate of Carol V. Naylor lapses.

19. West Virginia Code §44-4-2. *Fiduciaries to exhibit accounts for settlement,*

provides:

A statement of all the money, and an inventory of all securities, stocks, bonds and all other property, including the value thereof, which any personal representative, guardian, curator or committee, has received, become chargeable with or disbursed, **within one year from the date of the fiduciary's qualification, or within any succeeding year, together with the vouchers for such disbursements, shall, within two months after the end of every such period,** be exhibited by the fiduciary to the fiduciary commissioner to whom the estate or trust has been referred. **If any fiduciary fails to make an exhibit, the fiduciary commissioner to whom the fiduciary should make the exhibit shall proceed against the fiduciary in the appropriate circuit court, and the court shall impose the same penalties, unless the fiduciary is excused for sufficient reason, as are provided in cases where fiduciaries fail to return appraisements.**

(emphasis added)

20. West Virginia Code §44-1-14. *Appraisalment of real estate and probate personal property of decedents; disposition; hiring of experts,* provides:

(a) The personal representative of an estate of a deceased person shall appraise the deceased's real estate and personal probate property, or any real estate or personal probate property in which the deceased person had an interest at the time of his or her death, as provided in this section.

(b) After having taken the appropriate oath, the personal representative shall, on the appraisalment form prescribed by the Tax Commissioner, list the following items owned by the decedent or in which the decedent had an interest and the fair market value of the items at the date of the decedent's death:

(1) All probate and nonprobate real estate including, but not limited to, real estate owned by the decedent, as a joint tenant with right of survivorship with one or more parties, as a life estate, subject to a power of appointment of the decedent, or in which any beneficial interest passes by trust or otherwise to another person by reason of the death of the decedent; and

(2) All probate personal property, whether tangible or intangible, including, but not limited to, stocks and bonds, bank accounts, mortgages, notes, cash, life insurance payable to the executor or administrator of the decedent's estate and all other items of probate personal property.

**(h) Any personal representative who refuses or declines, without reasonable cause, to comply with the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$25 nor more than \$500.**

(i) Every personal representative has authority to retain the services of an expert as may be appropriate to assist and advise him or her concerning his or her duties in appraising any asset or property pursuant to the provisions of this section. An expert so retained shall be compensated a reasonable sum by the personal representative from the assets of the estate. The compensation and its reasonableness is subject to review and approval by the county commission, upon recommendation of the fiduciary supervisor.

(j) Except as specifically provided in subdivision (1), subsection (b) of this section and in section seven, article eleven, chapter eleven of this code, the personal representative is not required to list and appraise nonprobate real estate or nonprobate personal property of the decedent on the forms required in this section or section seven, article eleven, chapter eleven of this code.

21. The Executrix should be removed and an alternative Administrator appointed in her stead.

22. The Petitioner moves that Henry W. Morrow, Jr., Esq., be appointed Successor Administrator c.t.a., d.b.n. of the Estate of Carol V. Naylor.

23. Attorney and Jefferson County Fiduciary Commissioner D. Frank Hill, III has heretofore been appointed as the Fiduciary Commissioner overseeing this Estate.

Wherefore, the Petitioner moves for the following relief:

- a. That this matter be filed and set for hearing before the Jefferson County Commission;
- b. That Executrix Carol Jean Carper be immediately removed from her position over the Estate of Carolyn V. Naylor;

- c. That Carol Jean Carper be removed from the position of Trustee of all trusts created by the Last Will and Testament of Carolyn V. Naylor;
- d. That Henry W. Morrow, Jr., Esq. be appointed Successor Administrator c.t.a., d.b.n. of the Estate of Carol V. Naylor;
- e. That Executrix Carol Jean Carper be Ordered to immediately tender an accounting reflecting all the actions taken by her during her tenure as Executrix, along with supporting documentation;
- f. The Executrix Carol Jean Carper be Ordered to immediately remit to the Successor Administrator all assets and records of the Estate of Carol V. Naylor;
- g. For such other relief as may appear appropriate under the circumstances.

**Gregory A. Naylor, Petitioner**  
**By counsel**

---

Leah R. Chappell, Esq., WVSB 5530  
Chappell Law Office, L.C.  
P.O. Box 1005  
Charles Town, WV 25414  
Telephone (304) 606-2974  
Counsel for the Petitioner

**VERIFICATION**

STATE OF Virginia

COUNTY OF Chesapeake, TO-WIT:

GREGORY A. NAYLOR, the Petitioner named in the foregoing and hereto annexed PETITION FOR REMOVAL OF CAROL JEAN CARPER AS EXECUTRIX OF ESTATE OF CAROL V. NAYLOR, deceased, after being duly sworn, says that the information therein contained is true, except insofar as they are therein stated to be upon information, and that so far as it is therein stated to be upon information, Petitioner believes it to be true.

Gregory A. Naylor  
Gregory A. Naylor

Taken, subscribed and sworn to before the undersigned authority this the 18<sup>th</sup> day of February, 2025.

Karen R. Reel  
Notary Public

My commission expires: 3-31-2029



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM at the request of the Jefferson County Commission

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Request to have the County Representative to the Charles Town Utility Board present an update of CTUB activities.**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Laura Kuhn and Brandon Rhodes

Department or Organization: Fleet & Facilities Management  
Jefferson County Health Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: May 15, 2025

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office.**

Please provide the County Commission with a description of your request or presentation, including any background information:

**The Jefferson County Health Department is requesting to temporarily expand its office operations into the former Red Cross space currently occupied by the Extension Office at the Public Services Center. The Extension Office will be vacating the space beginning June 1<sup>st</sup>. This space will serve as an interim expansion until the department transitions to the 393 North Lawrence Street facility. The space will alleviate current crowding and improve service delivery in the short term.**

Is this a funding request? Y/N **No – There will be minimal costs associated with this reallocation of space.**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Move to approve reallocating the former Red Cross space, currently occupied by the WVU Extension Office, to the Jefferson County Health Department, effective when the WVU Extension Office vacates the offices beginning June 1<sup>st</sup>, with the expectation that the Extension Office will be fully vacated by October 1<sup>st</sup>.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: LKuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

## **Plan for Temporary Expansion of Jefferson County Health Department into Extension Office Space (Former Red Cross Space) at the Public Services Center**

**Prepared by:** Laura Kuhn, Director, Department of Fleet and Facilities  
Brandon Rhodes, Public Health Administrator, Jefferson County Health Department

### **Project Summary**

The Jefferson County Health Department is requesting to temporarily expand its office operations into the former Red Cross space currently occupied by the Extension Office at the Public Services Center. This space will serve as an interim expansion until the department transitions to the facility at 393 North Lawrence Street. The space will alleviate current crowding and improve service delivery in the short term.

### **Available Space for Expansion**

The area to be occupied includes approximately 925 square feet and consists of:

- 4 offices
- 3 storage rooms
- 1 center flex space

Depending on needs and county priorities, the remainder of the Extension Office (Suite 3) may be considered for use after filling the full vacancy.

### **Timeline for Expansion**

June 15, 2025 – Partial Red Cross space becomes available. Begin Health Department access and light use/setup in these areas:

- 2 back offices
- Office to the right of the entrance
- Center flex space
- 2 small storage closets

June–September 2025 - Continued phased move-out by Extension. The Health Department may gradually begin limited occupancy of available rooms. Coordination is required for shared access if the Extension needs to retrieve materials.

October 1, 2025 - The Health Department will have full use of the entire Red Cross area.

## **Implementation Steps**

- 1. Space Preparation (June 1–15, 2025)**
  - Inspect vacated areas for cleaning and minor repairs.
  - Coordinate any IT or phone changes needed for Health Department staff.
  - Move in basic equipment or storage as space becomes available.
- 2. Health Department Phased Occupancy (Starting June 15, 2025)**
  - Begin setting up workstations and offices.
  - Monitor shared access with the Extension Office and communicate schedule changes promptly.
- 3. Final Fit-Out (October 1, 2025)**
  - Fully occupy the remaining Red Cross space.
  - Reallocate offices or rooms as needed for temporary Health Department functions.
- 4. Facility Support & Monitoring**
  - Fleet & Facilities staff will conduct periodic checks during phased occupancy.
  - Maintain ongoing communication with Extension staff and the Health Department regarding access and shared needs.

## **Benefits of Temporary Expansion**

- Increases space availability for Health Department staff.
- Improves the functionality of work provided by Health Department staff.
- Supports better service delivery to the public.
- Makes use of available county-owned space with minimal disruption or cost.
- Provides a smoother transition into the new long-term facility.

Date: May 5, 2025

To: Eddie Benites-LM, County Administrator

Laura Kuhn, Director, Department of Fleet and Facilities

From: Emily Morrow, County Program Coordinator, Jefferson County Extension

Subject: Vacancy of Office Space at Public Services Center

The Jefferson County WVU Extension Office currently occupies two office spaces located in the Public Services Center. The first, suite 3, the Jefferson County Extension Office has occupied since the 1980s. The second, the former Red Cross Office space, the County Commission approved use of at a meeting in October 2021.

The Jefferson County Extension Office is planning to relocate to the WVU Kearneysville Research, Education and Outreach Center beginning June 1, 2025. We anticipate this move to be completed by or before October 1, 2025. The move is occurring in phases, due to WVU-funded renovations in the building that must stretch across two fiscal years.

The Red Cross space, consisting of four offices, three storage rooms, and a center flex space, will be the first space made available for another department's use. The timeline for this move is as follows:

- June 15, 2025 – The two back offices, the office to the right of the entrance, and the center space will be vacated. The two small storage closets will also be vacated.
- October 1, 2025 – The remaining office space will be vacated by this date. This consists of the office with tile floor and a separate door leading to the hallway and the large storage room with built-in shelving. Much of our programmatic material and files are housed in these two rooms.

We do not anticipate needing regular access to these spaces between the above dates, only access to move items.

For the remainder of the Jefferson County Office space, Suite 3, we intend to be vacated by October 1, 2025. The space we currently occupy consists of the five offices, center flex space, and kitchen area, in addition to the two storage closets located in the large conference room.

Speed of our move is dependent on WVU's ability to build out storage rooms in our new office space. Should the office spaces listed above be vacated before October 1, 2025, notification will be provided to the County Administrator and Department of Fleet and Facilities.

For questions, please contact me at 304-728-7413.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM, David Bound, Jessica James

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: **May 15**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**1. FY26 employee health care options**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N Y

If so, how much?

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: [DBound@JeffersonCountyWV.org](mailto:DBound@JeffersonCountyWV.org)

Phone Number: 304.728.3284 e 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Name: **Jefferson County Commission**

Client: **123888**      Eff Dt: **7/1/25**      Rater:

Total Renewal Increase Given: **45.54%**



Options List for Current Clients

Total Covered Employees: 84      5      2      20      30      141

	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	Individual	Par/Child	Par/Children	2 Person	Family	TOTAL	Ren Inc
CUR1	\$6000/12000	100/80	\$0	\$25/35/50	\$125	Ret: \$10/20/40 MO: \$30/60/120	9100	\$935.65	\$1,871.29	\$2,339.12	\$1,871.29	\$2,339.12	\$200,229	
<b>REN1</b>								<b>\$1,361.74</b>	<b>\$2,723.48</b>	<b>\$3,404.35</b>	<b>\$2,723.48</b>	<b>\$3,404.35</b>	<b>\$291,412</b>	<b>45.54%</b>
							Ren1 Covered Employees:	84	5	2	20	30	141	
CUR2								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
<b>REN2</b>								<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>0.00%</b>
							Ren2 Covered Employees:	0	0	0	0	0	0	
CUR3								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
<b>REN3</b>								<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>0.00%</b>
							Ren3 Covered Employees:	0	0	0	0	0	0	
												<b>Total Current Premium:</b>	<b>\$200,229</b>	<b>Increase</b>
												<b>Total Renewal Premium:</b>	<b>\$291,412</b>	<b>45.54%</b>

	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	Individual	Par/Child	Par/Children	2 Person	Family	Mo Prem	Inc from CUR
<b>Opt 1</b>	\$7,000/14,000	80/50	\$0/0	\$25/50/75	\$250	Ret: \$15/40/80 MO: \$45/120/240	9200	\$1,105.84	\$2,211.68	\$2,764.61	\$2,211.68	\$2,764.61	\$236,650	<b>18.19%</b>
<b>Opt 2</b>	\$7,500/15,000	80/50	\$0/0	\$25/50/75	\$250	Ret: \$15/40/80 MO: \$45/120/240	9200	\$1,087.13	\$2,174.25	\$2,717.82	\$2,174.25	\$2,717.82	\$232,646	<b>16.19%</b>
<b>Opt 3</b>														
<b>Opt 4</b>														
<b>Opt 5</b>														
<b>Opt 6</b>														
<b>Opt 7</b>														
<b>Opt 8</b>														
<b>Opt 9</b>														
<b>Opt 10</b>														

The above rates are based on the contract counts listed at the top of the sheet and assume TOTAL REPLACEMENT of the current plan(s) unless otherwise noted. Final rates will be determined upon final enrollment into the plan(s) and on the final participation calculation.

## Edwina Benites

---

**From:** Laurie Bracelin <lbracelin@millig.com>  
**Sent:** Monday, May 12, 2025 2:20 PM  
**To:** Edwina Benites; David Bound  
**Cc:** Thomas Bracelin; Seth Bracelin; Susan Martin  
**Subject:** Highmark FINAL Rates and Plan Designs - 7/1/2025  
**Attachments:** HM Proposed Changes.xlsx; 5.8.25 Jefferson County Commission - Renewal Option with requested and 7500 dedREV.pdf

**Importance:** High

Eddie and David,

Attached please find the following information regarding **Final Highmark Plan Design Options and Rates** for the renewal date 7/1/2025:

- Proposed Plan Changes – I've listed your **Current Plan** Design, **Proposed Plan** with a \$7,000/\$14,000 Deductible with Plan Design Changes AND **Proposed Plan 2** with \$7,500 / \$15,000 Deductible with the SAME Plan Design Changes in the Proposed Plan.
- Highmark rating sheet which shows renewal rates

Given we started the renewal increase at 45.54% and we have options at 18.9% and 16.19%, I think this is good. The current plan is outdated and unrealistic for ongoing cost containment and control.

We will be at the Commissioners meeting on Thursday and can talk prior to the meeting. If you want to review sooner, please advise.

Thank you,

*Laurie L. Bracelin*

Laurie L. Bracelin, CEO  
P: 717.354.4774 F: 717.354.0459 Cell: 717.917.8072  
135 East Main Street, New Holland, PA 17557



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**2025 JCC Proposed Changes 5.12.25**

	45.54% Increase	18.9% Increase	16.19% Increase
	<u>Current Plan</u>	<u>Proposed Plan</u>	<u>Proposed Plan #2</u>
<b>Deductible</b>	\$6,000 / \$12,000	\$7,000 / \$14,000	\$7,500 / \$15,000
Employee HRA Deductible	\$750 / \$1,500	\$750 / \$1,500	<b>Matches all other Proposed Plan Design</b>
Employer HRA Deductible Liability	\$5,250 / \$10,500	\$6,250 / \$12,500	

<b>Coinsurance</b>	100% / 80%	80% / 50%
<i>Feeds Out of Pocket Maximum</i>	In Network EE Pays 0% Out Network EE Pays 20%	In Network EE Pays 20% Out Network EE Pays 50%, only had \$400 in 2024

**Out of Pocket** includes Deductible, Coinsurance, Copays, Prescription Drug cost sharing and other qualified medical expenses  
 \$9,100 / \$18,200                      \$9,200 / \$18,400

**Office/Clinic/Urgent Care Visits**

Primary Care Copay	\$	25.00	\$	25.00
Specialist & Virtual Visit Copay	\$	35.00	\$	50.00
Urgent Care Copay	\$	50.00	\$	75.00
Telemed Services	\$	10.00	\$	10.00
Emergency Room Services	\$	125.00	\$	250.00
<i>Waived if Admitted</i>				

**Therapy and Rehabilitation Services**

Physical Therapy	\$	25.00	\$	40.00
Speech Therapy	\$	25.00	\$	40.00
Occupational Therapy	\$	25.00	\$	40.00
Spinal Manipulation	\$	25.00	\$	40.00

**Prescription Drugs**

Prescription Drug Deductible				
<b>*Brand and Non-Formulary Brand Only</b>	\$	-	\$250 / \$500	

**Retail and Mail Order 34 day supply**

Generic	\$	10.00	\$	15.00
Formulary Brand	\$	20.00	\$	40.00
Non-Formulary Brand	\$	40.00	\$	80.00

**Retail and Mail Order 35-90 day supply**

Generic	\$	30.00	\$	45.00
Formulary Brand	\$	60.00	\$	120.00
Non-Formulary Brand	\$	120.00	\$	240.00

Specialty Drugs 34 day supply	30% to max \$250.00
Specialty Drugs 90 day supply	30% to max \$250.00

Insulin Drug coverage remains the same



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

**Phone:** (304) 728-3284 **Fax:** (304) 725-7916

**Web:** [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: FY26 employee health insurance

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For FY26 employee health insurance is expected to significantly increase over initial projections because of the cost of employee health care utilization in FY25—initial projections estimated a 45% increase.

Our broker “shopped” and negotiated our insurance an estimates that and additional \$464,000 is needed to maintain our current coverage levels.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- + Approval of Promotion – County Planner – Department of Engineering, Planning, and Zoning**
- + Approval of Hire – Facilities Mechanic – Department of Fleet and Facilities Management**
- + Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications**
- + Approval of Hire – Quality Assurance Coordinator – Department of Emergency Communications**
- + Approval of Promotion – Lieutenant – Emergency Services Agency**
- + Approval of Hire – Administrative Assistant – Emergency Services Agency**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

1. Staff has identified a candidate for the position of County Planner within the Department of Engineering, Planning, and Zoning, and is requesting approval to promote the candidate into the Grade 5, full-time, 80-hour position.
2. Staff has identified a candidate for the position of Facilities Mechanic within the Department of Fleet and Facilities Management and is requesting approval to hire for the Grade 5, full-time, 80-hour position.
3. Emergency Communications, in conjunction with HR, has selected 2 additional candidates for the latest dispatch training academy class beginning May 19, 2025 and is requesting approval to hire for the Grade 5, full-time positions.
4. Staff has identified a candidate for the position of Quality Assurance Coordinator within the Department of Emergency Communications and is requesting approval to hire for the part-time position.
5. May 30 is the impending retirement date of George Wilson, Lieutenant with the Jefferson County Emergency Services Agency. As such, the lieutenant vacancy has been filled via internal promotion staff is requesting approval of the promotion, effective June 1, 2025.

6. Staff has identified a candidate for the position of Administrative Assistant with the Jefferson County Emergency Services Agency and is requesting approval to hire for the Grade 2, full-time, 80-hour position.

Is this a funding request? Y/N - NO –  
If so, how much? \$  
Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

**Department of Engineering, Planning, and Zoning Request**

I move to approve the promotion of \_\_\_\_\_ to the Grade 5, full-time, 80-hour position of County Planner within the Jefferson County Department of Engineering, Planning, and Zoning, at a salary of \_\_\_\_\_, effective Monday, May 19, 2025.

**Department of Fleet and Facilities Management Request**

I move to approve the hire of \_\_\_\_\_ for the Grade 5, full-time, 80-hour position of Facilities Mechanic within the Department of Fleet and Facilities Management, at a salary of \_\_\_\_\_, effective \_\_\_\_\_.

**Department of Emergency Communications Requests**

I move to approve the hires of Ashley Lally and Taylor Francesconi as Grade 5, full-time public safety dispatch trainees for the Jefferson County Department of Emergency Communications, each at a rate of \$24.57/hr., effective May 19, 2025.

I move to approve the hire of \_\_\_\_\_ as a part-time Quality Assurance Evaluator for the Department of Emergency Communications, at a rate of \_\_\_\_\_/hr., effective \_\_\_\_\_.

**JCESA Requests**

I move to approve the promotion of Gary Viands from a full-time Firefighter/Paramedic 4 to the full-time position of Lieutenant at a rate of \$33.21/hr., effective Sunday, June 1, 2025.

I move to approve the hire of Natalie Banks-Perkins as a Grade 2, full-time, 80-hour Administrative Assistant for the Jefferson County Emergency Services Agency, at a salary of \$45,000, effective May 19, 2025.

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Jessica James  
Email address: jjames@jeffersoncountywv.org Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable



# JEFFERSON COUNTY COMMISSION

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PRESIDENT

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*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: County Planner – Department Engineering, Planning and Zoning

---

The Director of Engineering, Planning and Zoning proposes hiring a County Planner

County Planner proposed annual salary	\$ 55,000
Budgeted FY26 Salary	\$ 56,375



# JEFFERSON COUNTY COMMISSION

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*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to hire Dispatch Trainees – Dept. of E911 Comms.

---

The Director of the Department of Emergency Communications proposes hiring two Dispatch Trainees.

Dispatch Trainees proposed hourly wages	\$ 24.57
Dispatch Trainees proposed hourly wages	\$ 24.57
Total amount budgeted for 712 Salaries and Wages (FY25)	\$1,485,745
<u>Total salaries and wages of 712 (FY25) (annualized)</u>	<u>\$1,515,349</u>
Total under budget	(\$ 29,604)
<u>Proposed total salaries</u>	<u>\$ 102,211</u>
Possible funding source Overtime FY25	\$ 185,704
Total amount budgeted for 712 Salaries and Wages (FY26)	\$1,438,738
<u>Total amount budgeted for 712 Overtime (FY26)</u>	<u>\$ 302,622</u>
	\$1,741,360



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PRESIDENT

*Pasha Majdi*

COMMISSIONER

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COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Facilities Mechanic – Department of Fleet and Facilities Management

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The Director of Fleet and Facilities Management proposes hiring a Facilities Mechanic

Facilities Mechanic proposed annual salary	\$ 52,000
Budgeted FY26 Salary	\$ 61,842



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

**Phone:** (304) 728-3284 **Fax:** (304) 725-7916

**Web:** [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Lieutenant Promotion – JCESA

---

The Director of JECESA proposes promoting Gary Viands to a Lieutenant

Lieutenant proposed annual salary	\$ 72,532
Budgeted FY26 Salary	\$ 72,532



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COMMISSIONER  
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COMMISSIONER  
*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Administrative Assistant – JCESA

---

The Director of JECESA proposes hiring an Administrative Assistant

Administrative Assistant proposed annual salary	\$ 45,000
Budgeted FY26 Salary	\$ 45,000

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: **May 15**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- 1. FY26 Budget adjustments**
- 2. JCESA FY25 budget adjustment**
- 3. External budget transfers- Funds 009 and 011 and Department 700 Wages.**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

**1. YF26 Budget adjustments items.**

Is this a funding request? Y/N Y

If so, how much? \$496,756

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**I motion to approve the following FY26 Budget requests:**

**I motion to approve \$73,512 for Commission wages and taxes**

**I motion to approve \$5,131 for County Clerk part time help**

**I motion to approve \$19 for Circuit Clerk wages**

**I motion to approve \$57,654 for Tax Deputy wages and taxes**

**I motion to approve \$16,899 for Assessor wages and taxes**

**I motion to approve \$52,396 for Assessor Valuation insurance**

**I motion to approve \$3,325 for State Wide Computer network increase**

**I motion to approve \$87,176 for Fleets and Maintenance building maintenance**

**I motion to approve \$61,825 for Information Technology wages and taxes**

**I motion to approve \$45,853 for Regional Development invoice**

**I motion to approve \$164,803 for Sheriff full time bailiffs overtime wages taxes retirement**

**I motion to approve \$485 for Sheriff Service of Process uniforms**

**I motion to approve (\$43,160) for JC Development Authority wages and taxes**

**I motion to approve (\$29,162) for JC Ministries wages and taxes**

**I motion to approve (\$496,756) for Contingency Funding**

**2. JCESA FY25 Budget Adjustment**

Is this a funding request? Y/N N

JCESA has requested funding be transferred internally to continue business as usual.

**I motion to approve the internal budget transfers as presented.**

**3. External Budget Adjustments for Funds 009 and 011 and Department 700 Wages.**

Is this a funding request? Y/N Y

Provide exact financial impact/request:

Zero budget impact as the funds are contracts and grants to pay Sheriff deputies. Funds will be reimbursed by the funds in the Sheriff's wages budget line with an external transfer.

Actions taken to remediate on the go forward consist of contracts and grant increasing funds 009 and 011 – BAU.

Wages paid from the Sheriff's budgeted wage line item throughout the fiscal year - BAU.

Funds 009 and 011 will be zero balanced, via an external fund transfer annually, at or near fiscal year end

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion to approve the external budget transfer as presented.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: DBound@JeffersonCountyWV.org

Phone Number: 304.728.3284 e 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

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PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: FY26 budget adjustments

---

Presenting revisited items in the FY26 Budget:

Commission adjust wages and taxes for social liaison and IT deputy	\$ 73,512
County Clerk part time help	\$ 5,131
Circuit Clerk wages	\$ 19
Tax Deputy wages and taxes	\$ 57,654
Assessor wages and taxes	\$ 16,899
Assessor Valuation Insurance	\$ 52,396
State Wide Computer network increase	\$ 3,325
Fleets and Maintenance	\$ 87,176
Information Technology wages and taxes	\$ 61,825
Regional Development increase	\$ 45,853
Sheriff's Full Time Bailiffs Overtime wages, taxes & retirement	\$164,803
Sheriff's Service of Process uniforms	\$ 485
JC Development Authority wages and taxes	(\$ 43,160)
JC Ministries wages and taxes	(\$ 29,162)
Contingency Funding	(\$496,756)



# JEFFERSON COUNTY COMMISSION

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*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Internal Budget Revision JCESA.

---

A request to approve the internal budget adjustments as follows:

Salary and Wage Increase	\$279,053
Part Time Extra Help Decrease	(\$279,053)

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Telephone Increase	\$ 6,251
Materials and Supplies Decrease	(\$ 6,251)

---

Contractual Services Increase	\$35,500
Professional Services Decrease	(\$35,500)





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COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*Steve Stolipher*

COMMISSIONER  
*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to Zero balance funds 009 and 011

---

A request to zero balance two funds which external auditors spend time with remarks.

Fund 009 Town of Bolivar contract shortage FY25 and previous	\$ 79,776.36
Fund 011 Board of Education contract PRO grant shortage	<u>\$263,899.75</u>
Total Shortage	\$343,676.11
Estimated FY25 wages remaining 3 pay periods	<u>\$333,000.00</u>
Total	<u>\$676,676.11</u>

---

Sheriff's remaining FY25 budgeted wages \$551,471.00

Use contingency fund or stability fund to bring funds to zero balance at end of fiscal year.  
Or Task grant writer to obtain grants to bring both funds into positive amounts



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

**Phone:** (304) 728-3284 **Fax:** (304) 725-7916

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PRESIDENT

*Pasha Majdi*

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COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to Zero balance funds 009 and 011

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A request to zero balance two funds which external auditors spend time with remarks.

Fund 009 Town of Bolivar contract shortage FY25 and previous	\$ 79,776.36
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Total	<u>\$676,676.11</u>

---

Sheriff's remaining FY25 budgeted wages \$551,471.00

Use contingency fund or stability fund to bring funds to zero balance at end of fiscal year.  
Or Task grant writer to obtain grants to bring both funds into positive amounts

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

- A. Discussion and review of Comcast Contract/Franchise Agreement with counsel.**
- B. Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92**

Is this a funding request? **No**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    **No**      Internet/Wi Fi    **No**      Telephone for conference call    **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **May 15, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

1. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

Phone 304.558.0220 \*[www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 \* TDD 304.558.3562

May 6, 2025

Jefferson County Commission  
PO Box 250  
124 E. Washington Street  
Charles Town, WV 25414

Dear Commissioners:

We are pleased to inform you that the following historic property was listed in the National Register of Historic Places on April 28, 2025:

Houser-Mahoney House  
Carter Avenue  
Bakerton, Jefferson County, WV

This honorary designation identifies this cultural resource's significant contribution to the history of West Virginia. Congratulations on the honor.

If our office can ever be of assistance to you, please do not hesitate to contact us. We can be reached at 304.558.0240.

Sincerely,

Susan M. Pierce  
Deputy State Historic Preservation Officer

SMP/SCS

**From:** Cheryl Middleton <cmiddl01@yahoo.com>  
**Sent:** Thursday, April 24, 2025 5:18 PM  
**To:** Edwina Benites; Mike Mood; Cara Keys; Jack Hefestay; Pasha Majdi; Steve Stolipher  
**Subject:** Public Comment for next Commission Meeting packet

Subject: Recommendations to Improve Zoom Security and Prevent Zoombombing

Dear Jefferson County Commission and Ms. Benites:

I hope this message finds you well. I am writing to respectfully offer a few suggestions on improving the use of Zoom for public meetings, particularly in light of recent incidents involving “zoombombing”. These disruptions not only interfere with the democratic process but can also discourage community participation, which we cannot afford.

To help mitigate future incidents, I recommend the following best practices, each supported by guidance from Zoom or cybersecurity professionals:

1. [Enable Waiting Rooms](#) – This allows hosts to screen participants before they enter the meeting, providing an opportunity to verify identities and block unknown or disruptive users.
2. [Require Registration](#) – Registration helps track who is attending and discourages anonymous disruptions by requiring names and email addresses.
3. [Restrict Screen Sharing](#) – Limiting screen sharing to hosts or designated participants prevents unwanted or inappropriate content from being shown.
4. [Use Meeting Passwords](#) – Enabling passwords for all meetings adds an additional barrier to entry, especially when meeting links are publicly posted.
5. [Disable or Limit Chat](#) – Limiting chat features (such as host-only messaging) helps prevent harassment or inappropriate messages during meetings.
6. [Appoint a Dedicated Moderator](#) – Assigning a co-host or moderator to monitor the meeting in real time ensures quick action if disruptions occur.

7. [Use Webinar Mode for Large Events](#) – If your license allows, the webinar format provides more control over participant interaction while still enabling public engagement through Q&A or chat.
8. [Consider the Large Meeting Add-On](#) – If webinars aren't feasible, the Large Meeting add-on allows for up to 1000 interactive participants. This can help manage capacity while maintaining full meeting functionality and control features to prevent disruption.

These security measures are widely used, easy to implement, and recommended by Zoom itself. Incorporating them would foster a more respectful and productive environment for all participants in Jefferson County Commission and committee meetings. This will also allow continued participation from those that are working out of the area when meetings are being held and still allow participation. This will also allow the occasional remote participation by staff as needed as well.

The County will likely need to upgrade to a more appropriately sized subscription to apply any of the above subscriptions, however, the costs should be reasonable.

I'm also sure Jefferson County is home to someone with a background in IT security that would be glad to volunteer their knowledge and assistance to the Commission on this matter for the greater good of the County.

Please do not discontinue remote participation in Commission and committee meetings. Thank you for your time and consideration.

Warm regards,

Cheryl Middleton

Middleway District

## Edwina Benites

---

**From:** Anna Mary Walsh <amwalsh222@yahoo.com>  
**Sent:** Tuesday, April 29, 2025 9:45 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; sstarlipher@jeffersoncountywv.org  
**Cc:** Edwina Benites; Lynn Dillow

As a lifelong resident of Jefferson County, I've seen concerns of fellow residents and most times agree with them because we all share a common concern: maintaining a quality of life in our county that keeps the health and good life for all through well thought out plans as we move toward the future.

The most current concern that's pressing my mind is the distribution of seats on the new Water Committee. It doesn't seem diplomatic nor well thought out. I share this concern with many other residents in our point that there should be more citizen representatives on this committee.

Please reconsider the bylaws and add more county residents who are a part of the big picture and can offer common sense and good ideas on this issue.

Anna Mary Walsh  
Kearneysville resident (30 years), Shepherdstown resident (42 years)

Attitude is everything. It motivates action, which increases productivity and improves morale, which perpetuates a positive attitude. --Robert Urich

## Lynn Dillow

---

**From:** Susan Biggs <Susanbiggs@aol.com>  
**Sent:** Tuesday, April 29, 2025 9:31 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Susan Biggs  
Susanbiggs@aol.com

## Lynn Dillow

---

**From:** Trudy Roth <trudyroth@citlink.net>  
**Sent:** Tuesday, April 29, 2025 5:54 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Trudy Roth

--  
Trudy Roth  
trudyroth@citlink.net

## Lynn Dillow

---

**From:** Leah Rampy <leah.rampy9@gmail.com>  
**Sent:** Tuesday, April 29, 2025 5:06 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Leah Rampy  
leah.rampy9@gmail.com

## Lynn Dillow

---

**From:** James Webb <Wamessjebb@gmail.com>  
**Sent:** Tuesday, April 29, 2025 4:40 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

James Webb  
Wamessjebb@gmail.com

## Lynn Dillow

---

**From:** Ali Printz <aliprintz@gmail.com>  
**Sent:** Tuesday, April 29, 2025 3:11 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Ali Printz  
aliprintz@gmail.com

## Lynn Dillow

---

**From:** Anne Hancock Teresa <ateresa@comcast.net>  
**Sent:** Monday, April 28, 2025 9:26 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Anne Hancock Teresa  
ateresa@comcast.net

## Lynn Dillow

---

**From:** Robert Allotta <rbt0512all@yahoo.com>  
**Sent:** Monday, April 28, 2025 7:50 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Robert Allotta  
rbt0512all@yahoo.com

## Lynn Dillow

---

**From:** Irene Yates <yatesfamily1987@gmail.com>  
**Sent:** Monday, April 28, 2025 6:43 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Irene Yates  
yatesfamily1987@gmail.com

## Lynn Dillow

---

**From:** Yocencia Deal <yocencia@gmail.com>  
**Sent:** Sunday, April 27, 2025 7:50 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majidi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Yocencia Deal

--  
Yocencia Deal  
yocencia@gmail.com

## Lynn Dillow

---

**From:** Toby Degenhardt <tobydegenhardt@hotmail.com>  
**Sent:** Sunday, April 27, 2025 7:50 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Toby Degenhardt  
tobydegenhardt@hotmail.com

## Lynn Dillow

---

**From:** Christopher Riordan <cfriordan@gmail.com>  
**Sent:** Sunday, April 27, 2025 7:34 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Christopher Riordan  
cfriordan@gmail.com

## Lynn Dillow

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**From:** David Maxfield <dkmaxfield@frontiernet.net>  
**Sent:** Sunday, April 27, 2025 7:18 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

/s/

David Maxfield

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David Maxfield  
dkmaxfield@frontiernet.net

## Lynn Dillow

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**From:** Kendall Kessler <Kbkesslerrdh@gmail.com>  
**Sent:** Sunday, April 27, 2025 6:59 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Kendall Kessler

--  
Kendall Kessler  
Kbkesslerrdh@gmail.com

## Lynn Dillow

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**From:** Sonia von Heijne <sonia.heijne@gmail.com>  
**Sent:** Sunday, April 27, 2025 6:57 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April..

Thank you!  
Sonia,

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Sonia von Heijne  
sonia.heijne@gmail.com

## Lynn Dillow

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**From:** Leigh Koonce <h.s.leigh.koonce@gmail.com>  
**Sent:** Monday, April 28, 2025 10:21 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

Leigh Koonce,  
Shepherdstown (formerly of Summit Point, Harpers Ferry, and Kearneysville)

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Leigh Koonce  
h.s.leigh.koonce@gmail.com

## Lynn Dillow

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**From:** Marlyn Bisher <Marlynb30@gmail.com>  
**Sent:** Monday, April 28, 2025 11:26 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Marlyn Bisher  
Marlynb30@gmail.com

## Lynn Dillow

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**From:** alicia noble <acbnoble@gmail.com>  
**Sent:** Tuesday, April 29, 2025 11:43 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
alicia noble  
acbnoble@gmail.com

## Lynn Dillow

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**From:** Anna Mary Walsh <amwalsh222@yahoo.com>  
**Sent:** Tuesday, April 29, 2025 9:45 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; sstarlipher@jeffersoncountywv.org  
**Cc:** Edwina Benites; Lynn Dillow

As a lifelong resident of Jefferson County, I've seen concerns of fellow residents and most times agree with them because we all share a common concern: maintaining a quality of life in our county that keeps the health and good life for all through well thought out plans as we move toward the future.

The most current concern that's pressing my mind is the distribution of seats on the new Water Committee. It doesn't seem diplomatic nor well thought out. I share this concern with many other residents in our point that there should be more citizen representatives on this committee.

Please reconsider the bylaws and add more county residents who are a part of the big picture and can offer common sense and good ideas on this issue.

Anna Mary Walsh  
Kearneysville resident (30 years), Shepherdstown resident (42 years)

Attitude is everything. It motivates action, which increases productivity and improves morale, which perpetuates a positive attitude. --Robert Urich

**Lynn Dillow**

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**From:** Matthew Glover <4glovers@comcast.net>  
**Sent:** Monday, April 28, 2025 9:13 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Matthew Glover

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Matthew Glover  
4glovers@comcast.net

**Lynn Dillow**

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**From:** Joseph White <jjcwhite@gmail.com>  
**Sent:** Monday, April 28, 2025 8:44 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--  
Joseph White  
jjcwhite@gmail.com

## Lynn Dillow

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**From:** Peter Milcetic <popmart3@aol.com>  
**Sent:** Thursday, May 1, 2025 9:05 AM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Peter Milcetic

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Peter Milcetic  
popmart3@aol.com

## Lynn Dillow

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**From:** STACY CHAPMAN <Tron1217@aol.com>  
**Sent:** Wednesday, April 30, 2025 10:26 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Stacy Chapman

--  
STACY CHAPMAN  
Tron1217@aol.com

## Lynn Dillow

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**From:** Edward Reifer <e\_reifer@yahoo.com>  
**Sent:** Wednesday, April 30, 2025 8:04 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

Dear JCC commissioners:

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

Edward J. Reifer

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Edward Reifer  
e\_reifer@yahoo.com

## Lynn Dillow

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**From:** Rebecca Thompson <beccatmail@gmail.com>  
**Sent:** Wednesday, April 30, 2025 1:03 PM  
**To:** Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majidi; Lynn Dillow  
**Subject:** JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

I request that the Jefferson County Commission PLEASE stop meddling in the operation of the Jefferson County Development Authority!

The JCDA is an independent corporation and needs to operate that way in order to effectively do its job!

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,  
Rebecca Thompson

--  
Rebecca Thompson  
beccatmail@gmail.com

**From:** Jessie Norris <jessienorris1816@gmail.com>  
**Sent:** Tuesday, May 6, 2025 1:52 PM  
**To:** Cara Keys; Steve Stolipher; Jack Hefestay; Mike Mood; Pasha Majdi; JCCInfo  
**Cc:** Danielle Parker; Jefferson County Historic Landmarks Commission  
**Subject:** Public Comment for 5.15.25

Please include my comment for the next regular commission meeting.

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Dear Commissioners,

Jefferson County welcomes more visitor spending than any other county in West Virginia. Last week's decision by the Department of Government Efficiency (DOGE) to terminate AmeriCorps grants removed 22 Preserve WV members statewide, **including the one assigned to Jefferson County's Historic Landmarks Commission**. Preserve WV members have cataloged collections, planned tours, written grants, and driven heritage-tourism marketing for twelve years. Losing that capacity risks deferred maintenance, canceled programs, and diminished visitor experiences. These outcomes weaken a tourism economy worth nearly a billion dollars a year to our county.

**A modest local investment can keep this vital work on track.**

By allocating bridge funding now, the Commission can:

1. Retain our current Preserve WV member through the end of the program year, ensuring planned projects and school programs continue without interruption.
2. Signal to state and federal partners that Jefferson County values service positions that leverage outside grants and volunteer hours.
3. Buy time for the Preservation Alliance of West Virginia (PAWV) and other stakeholders to pursue replacement funding or a legal remedy.

**Additional opportunity: adaptive reuse of vacated county buildings**

County offices are preparing to leave several historic structures in downtown Charles Town. Without a clear reuse plan, these landmarks face vacancy and deterioration. I ask the Commission to:

- Convene the Jefferson County Historic Landmarks Commission, PAWV, and the Charles Town Historic Landmarks Commission to develop reuse strategies and identify funding tools such as historic-tax-credit syndication, CLG grants, and low-interest preservation loans. The buildings have incredible possibilities for adaptive reuse.
- Direct staff to inventory available square footage and publish a request for information (RFI) to attract nonprofit, cultural, or small-business tenants whose missions align with heritage tourism.

**Proposed action items**

- Place "AmeriCorps Bridge Funding for Historic Preservation" on the next Commission agenda and authorize staff to draft a budget amendment not to exceed \$35,000.

- Authorize a letter of intent to PAWV indicating the County’s willingness to serve as fiscal host for the position.
- Establish an ad hoc working group with JCHLC, PAWV and CTHLC to outline adaptive-reuse steps for the vacated buildings and report back within a set time.

The cost is small compared with the economic return that well-maintained heritage sites provide. I appreciate your leadership in protecting the assets that make Jefferson County a premier destination for visitors and a place we are proud to call home.

Thank you for your consideration.

Sincerely,

Jessie Norris  
President, Middleway Conservancy

cc: Jefferson County Historic Landmarks Commission  
Preservation Alliance of West Virginia

--



**Jessie Norris**  
Marketing Consultant for Mission-Driven Causes  
304.620.9137  
