



# 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*

## COMMUNITY DISCUSSION AND MEETING AGENDA JEFFERSON COUNTY COMMISSION

Thursday, July 17, 2025

5:00 p.m.

County Commission Meeting Room

393 N. Lawrence Street, Charles Town, WV—please use East Entrance

**\*\* Updated topics highlighted.**

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

<https://us06web.zoom.us/j/83608636793?pwd=3g9LfWBZ3MQ2nctmf5O2VCb2nYPIbL1>

Meeting ID: 836 0863 6793

Passcode: 680546

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

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## **Jefferson County Commission Community Discussion on the Commission-owned Washington Street Properties**

### **1. Opening- President Majdi**

### **2. Washington Street Properties Presentations**

#### **a. Overview of the Properties and Process**

- i. Legal Options Regarding the Sale of Commission-owned Properties in West Virginia: Nathan Cochran, Prosecuting Attorney's Office
- ii. Properties Overview: Laura Kuhn, director of Fleet and Facilities Management
- iii. History of Washington Street Properties and Potential Uses: Patsy Noland, former county commissioner
- iv. Assessment Overview: Angie Banks, Jefferson County Assessor
- v. Jefferson County Courthouse Use Restrictions: Kanette Petry, Conrad and Luttrell
- vi. West Virginia State Historic Preservation Office: Meredith Dreistadt, acting deputy

#### **b. Presentation by Business Groups**

- i. Charles Town Now
- ii. Strong Towns of Jefferson County

#### **c. Presentation by Some Potential Purchasers**

- i. Jefferson County Museum: Lori Wysong, director of the Jefferson County Museum
- ii. City of Charles Town: Mike George, Mayor of the City of Charles Town
- iii. Jefferson County Building Commission: Scott Sudduth, Jefferson County Building Commission
- iv. Jefferson County Development Authority: Josh Cook, program manager of the Jefferson County Development Authority

**d. Public Comments regarding the future of the Washington Street properties**

## **Jefferson County Commission Meeting Agenda**

### **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. July 8, 2025 Special Meeting Minutes DRAFT
  - b. Meeting minute updates: inclusion of additional attachments from June 5, 2025
2. Approval of Accounts Payable:
  - a. July 10, 2025
  - b. July 17, 2025
3. Approval of Manual Checks:
  - a. July 10, 2025
  - b. July 17, 2025
4. Approval of Payroll:
  - a. July 3, 2025

5. Approval of Requisitions

a. July 17, 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. Regular Agenda- It is expected that all items will include discussion and possible action**

**New Business**

1. 7:00 pm Public Hearing: Zoning Map Amendment Petition for Hoxton Center (Residential Growth) (File #25-2-Z)
  - 1.1 Staff report on Zoning Map Amendment Petition for Hoxton Center (Residential Growth) (File #25-2-Z)
  - 1.2 Presentation by the applicant
  - 1.3 Public Comment
2. 7:15 pm Roger Goodwin, director of Engineering, Planning, and Zoning
  - 2.1 Consideration of County Commission action on Zoning Map Amendment Petition for Hoxton Center (Residential Growth) (File #25-2-Z)
  - 2.2 Beallair Homes, LLC- Beallair Phase 1 file #02-36 request for bond release
  - 2.3 Beallair Homes, LLC- Beallair Phase 4A file #19-16-SD request for bond release
  - 2.4 Rezoning request for Cochran Properties
3. 7:30 pm Jefferson County Development Authority Next Steps and Interview (Majdi)
  - 3.1 Resolution: Vision for the Jefferson County Development Authority
  - 3.2 Resolution: Jefferson County Development Authority Partnership with the State
4. 8:00 pm Tom Hansen, Sheriff and Treasurer
  - 4.1 Governor's Highway Safety Program (GHAP) grant

- 4.2 Potential legal issue regarding former employee
- 4.3 Revisit Home Confinement
- 5. 8:30 pm Resolution: West Virginia Goes Purple (Mood)
- 6. 8:35 pm Jessica James, Chief Human Resources Officer
  - 5.1 Approval of Promotion – Lead Permit Technician – Department of Engineering, Planning, and Zoning
  - 5.2 Approval of Employee Changes in Title — Part-Time Instructors - Emergency Services Agency
- 7. 8:40 pm David Bound, Chief Financial Officer
  - 6.1 Internal budget adjustments
  - 6.2 Ambulance Fee bill adjustments/ exonerations
- 8. 8:50 pm Nathan Cochran, Assistant Prosecuting Attorney
  - 7.1 Discussion, advice and possible action from counsel regarding ongoing opioids litigation and related issues.
  - 7.2 Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).
  - 7.3 Discussion regarding Jefferson County Circuit Court Case No. CC-19-2025-C-162.
- 9. 9:15 pm Edwina Benites-LM, county administrator
  - 8.1 393 and 330 Buildings Update
  - 8.2 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

### **VIII. 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.

### **CORRESPONDENCE AND INFORMATION**

Margaret Liskey email  
David Tabb email

## Washington Street Properties

Address	Assessed by Jefferson County Assessor	Appraised by Jefferson County Assessor
104 E. Washington Street- Parcel 49  Parcel ID: 19-03-002B-0049-0000	\$189,800	\$316,400
108 E. Washington Street- Parcel 50  Parcel ID: 19-03-002B-0050-0000	\$498,400	\$830,600
114 E. Washington Street- Parcel 51  Parcel ID: 19-03-002B-0051-0000	\$52,700	\$87,800
116 E. Washington Street- Parcel 52  Parcel ID: 19-03-002B-0052-0000	\$717,900	\$1,196,500
124 E. Washington Street/ 105 N. Samuel Street  Parcel ID: 19-03-002B-0053-0000	\$311,800	\$519,600
No address- parking  Parcel ID: 19-03-002B-0050-0001	\$64,800	\$108,000
No address- parking  Parcel ID: 19-03-002B-0051-0001	\$13,500	\$22,400

No address- parking Parcel ID: 19-03-0002-0046-0000	\$71,500	\$119,200
<b>Total</b>	<b>\$1,920,400</b>	<b>\$3,200,500</b>



## Board of Directors

*Randy Hilton*  
*Jennifer LaFear Ward*  
*Julia Perry Rice*  
*Jamila Jones*  
*F. Samuel Byrer*  
*Marissa Smith*  
*Becca Johnson*

8 July 2025

To: The Jefferson County Commission  
President Pasha Majdi  
Steve Stolipher  
Jack Hefestay  
Cara Keys  
Mike Mood

Re: The Jefferson County Courthouse as Museum

In anticipation of the move of Jefferson County's operations to the buildings located at 330 North George Street and 393 North Lawrence Street, the Old Charles Town Library, Inc.<sup>1</sup> wants to express our interest in converting the Jefferson County Courthouse and the adjacent jail building into a space for our Jefferson County Museum, already a vibrant local history museum and tourist destination. It is a once in a generation opportunity to preserve a cherished National Historic Landmark and reimagine it as a repository for one of Jefferson County's most valuable assets: our history. This is a fitting use for the building that would benefit not just the local government and economy, but the citizenry as a whole.

The Jefferson County Museum, now in its 60<sup>th</sup> year, has a vast collection of objects, photographs, and archives pertaining to the history of Jefferson County. Many of the items currently on display are of national importance, including a letter written by George Washington, the wagon that carried John Brown to his execution, and the uniform of longtime Jefferson County resident Frank Buckles, the last surviving World War I veteran in the United States. The museum, located in the historic Courthouse, would not only continue to engage our local population, but would draw even more visitors and tourist dollars to Charles Town and Jefferson County than it does in its current quarters while showcasing this historic space.

Our goals for the Jefferson County Courthouse are:

1. **Preserve a National Historic Landmark and maintain its cultural and historical significance** by restoring and transforming the Courthouse into a museum in accordance with best practices in historic preservation. The Jefferson County Courthouse is a nationally significant location, where the West Virginia Miners' Trial took place in 1922. However, it also sits on the site of previous courthouses, one of which was used to try John Brown and his men in 1859 before it was destroyed in the Civil War.

The original courthouse was built in 1803 on land donated by Charles Washington with the stipulation that the corner lots of the town square, formed by George and Washington Streets, be used for public purposes. The Jefferson County Museum would keep the current iteration of this important building open to the public and interpret its rich history as well as the greater history of Jefferson County. The adjacent jail, which survives today because of the foresight of preservationists, is a natural extension of the courthouse building and would provide additional space for the museum.

2. **Educate and inspire** by cultivating a space where history is accessible to visitors of different age groups and backgrounds. The courthouse building and courtroom space would provide a superior venue for field trips and group visits to the Museum. This would allow us to better serve local schoolchildren in addition to making us a destination for bus trips from outside the county.
3. **Engage the community** by creating a volunteer and docent training program to build a corps of trained community members who would serve as interpreters for the space. Having an historic courtroom open to the public would allow us to expand our interpretation beyond exhibits by showcasing the historic building as an artifact in and of itself. Expanded space could allow increased capacity for our events and programs. Such a major transition provides a great opportunity for us to evaluate the Museum's design, exhibits, and programming, and to seek community input on what county residents would like to see more of from their local Museum.
4. **Build long-term sustainability** by establishing partnerships and funding streams to ensure long-term preservation of the space. Revenue could be generated from rentals of the second floor offices and current judges' chambers for business activities, which could go toward utilities and maintenance of the building (The Entler Museum in Shepherdstown runs on a model, whereby Shepherdstown owns the building and the Museum administers rentals). The courtroom space could be rented for weddings, lectures, and private and public events as well.

If entering into a partnership, the Old Charles Town Library, Inc., would offer its assistance in seeking out, applying to, and/or administering grants relating to the maintenance of the historic building. Possible funding sources include syndication of

federal and state historic tax credits, grants from HUD, NPS, NEH, (pending changes to federal funding structures), the West Virginia SHPO, and the National Trust, as well as private grants and foundations. The Courthouse's National Historic Landmark status, along with the specialized areas of history to which it connects, make it an excellent candidate for these opportunities.

#### OUR VISION FOR THE SPACE

Our preliminary vision for the courthouse space is to use much of the first floor of the Courthouse and the jail for museum displays, interpretation, artifact storage, and a gift shop. The courtroom upstairs would serve as a space interpreting the history of the building and would regularly be open to the public for tours and other events.

#### HOW TO MAKE THIS VISION A REALITY

The Old Charles Town Library, Inc. proposes to enter into a partnership with the Jefferson County Commission and/or other local entities to sustain this historic property. In whatever scenario, a group of local stakeholders would be established to create a coalition or partnership to support the custodial and preservation needs of the courthouse building as well as the activities of the Jefferson County Museum as they relate to the building. Possible options for the building include:

- a. The County retains ownership of the buildings, allowing the Old Charles Town Library, Inc., to "rent" the Courthouse and jail buildings for a nominal fee. [An example of this type of partnership is the [Courthouse Square Museum in Berrien Springs, MI](#), where Berrien County owns the courthouse building and the museum operates it under an agreement with them].
- b. Ownership of the Courthouse and jail is transferred to Old Charles Town Library, Inc. [An example of nonprofit ownership of a courthouse building is the [Shenandoah Valley Civil War Museum in Winchester, VA](#), owned by the Shenandoah Valley Battlefields Foundation (note that this courthouse building was not owned by the nonprofit until the last year or two, even though it has been in operation since the early 2000s)].

The Courthouse as it stands has great potential, but does not currently possess the capacity to house a Museum. Many changes would be required including adjustments to climate control systems, enhanced exhibit lighting, tinting for windows to protect historic artifacts from light damage, new restrooms, and a new security system.

If given the opportunity to relocate the Jefferson County Museum into the Courthouse and jail through one of the above scenarios, the Old Charles Town Library, Inc. would seek out architectural and design services to adapt the first floor of the buildings to its needs and make it a welcoming museum space for the public, allowing the development of a more concrete vision of

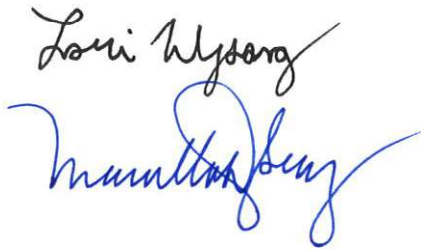
any changes needed and the funding required. We would then take steps to raise funds for the necessary renovations from public and private sources, using the time available to us to plan for the future and be ready to make these changes when Jefferson County moves its court to its new home.

We are happy to discuss this proposal and any of the possibilities mentioned here in more detail. In terms of next steps, we look forward to the following:

- a. Learning more about the space, including further exploring the jail building, gathering information about square footage and utility costs for both the Courthouse and jail, and gaining an understanding of the timeline for the renovation and move of the County offices and courtroom to their new facilities.
- b. Scheduling a time for the County Commissioners to visit the Museum, to take a look at our current displays, and meet our board members, who have unanimously approved the exploration of this exciting possibility.
- c. Meeting to discuss what type of arrangement for the ownership and maintenance of the property is most suitable for Jefferson County and other stakeholders.
- d. Receiving assurance that Jefferson County is indeed interested in pursuing this possibility, so that we can begin the process of planning and fundraising for the space.

More information about our organization and mission is available on [our website](#). Please contact Lori Wysong, Director of the Jefferson County Museum ([director@jeffcomuseumwv.org](mailto:director@jeffcomuseumwv.org)) and Marcella Genz, the Executive Director of the Old Charles Town Library Inc. ([octldirector@ctlibrary.org](mailto:octldirector@ctlibrary.org)) with any questions.

Sincerely,

The image shows two handwritten signatures in blue ink. The top signature is "Lori Wysong" and the bottom signature is "Marcella Genz".

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<sup>1</sup> The Charles Town Library (1927) and the Jefferson County Museum (1965) operate as one unified organization under the stewardship of the Old Charles Town Library, Inc., a non-profit entity established in 1927 and incorporated in 1958, which provided coordinated leadership, financial management, and strategic direction for both the Library and the Museum. The Library and Museum serve the community as a cohesive center for knowledge, history, and civic engagement.

**Minutes**  
**Special Session**  
**Jefferson County Commission**  
**Tuesday, July 8, 2025**

A meeting of the Jefferson County Commission was held on Thursday, July 8, 2025, during the third 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; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, July 8, 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:

- June 18, 2025 Special Meeting Minutes DRAFT
- June 24, 2025 Special Meeting Minutes DRAFT

. The motion was approved without objection.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
92661		AHA-ARTS & HUMANITIES ALLIANCE	1,227.29
92662		ATLANTIC OCCUPSYCH INC.	425.00
92663		DEARBORN LIFE INSURANCE COMPANY	2,605.04
92664		GUTTMAN OIL CO	12,271.69
92665		HIGHMARK WV	52,759.59
92666		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,817.30
92667		JEFFERSON CO CONVENTION AND VISITORS BUREAU	30,682.19
92668		JEFF CO PARKS & RECREATION COMMISSION	27,637.60

92669		PROMOS 911 INC.	419.25
92670		DR. ROBERT E. JONES III	1,000.00
92671		SHERIFF OF JEFFERSON COUNTY	141.10
92672		STAPLES	2,188.13
92673		TERESA HENDRICKS	330.00
92674		TINT WIZARD	125.00
92675		UNIFIRST	843.73
92676		WV CONSOLIDATED PUBLIC RETIREMENT BD	4,463.40
92677		WV DIVISION OF LABOR	360.00
<b>TOTAL</b>			<b>139,296.31</b>

Commissioner Majdi motioned to approve the accounts payable for June 26, 2025 in the amount of \$ 139,296.31. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92679		ADKINS AUTOMOTIVE LLC	3,546.87
92680		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,876.68
92681		AT&T BILL PAYMENT	1.33
92682		BEGIN COUNSELING PLLC	1,266.22
92683		BJ'S EMBROIDERY CO INC	243.96
92684		BOUND TREE MEDICAL LLC	5,953.33
92685		BUREAU OF CHILD SUPPORT	1,245.47
92686		CARDINAL HEALTH 110, LLC	6,293.36
92687		CENTURY FORD OF MT AIRY INC	3,716.28
92688		COLONIAL LIFE	95.68
92689		COMPTROLLER OF MARYLAND	1,199.58
92690		DAVID SWAN	43.75
92691		EFTPS IRS TAXES	184,978.03
92692		EMPOWER RETIREMENT	12,176.33
92693		FEDEX	37.80
92694		HIPLINK SOFTWARE	3,322.00
92695		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	63,750.00
92696		JEFFERSON SECURITY BANK	3,903.00
92697		LANGUAGE LINE SERVICES	119.46
92698		LORI BROWN	19.17
92699		MCA, INC	4,977.42
92700		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	11,575.21
92701		MICHAEL JOSEPH BERNA	2,250.00
92702		NATIONAL VISION ADMIN.	1,788.89
92703		NATIONAL VISION ADMIN.	547.19
92704		NORFOLK SOUTHERN CORP	12.00
92705		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00

92706		PA SCDU	320.00
92707		PPC LUBRICANTS LLC	367.25
92708		QUADIENT INC	704.20
92709		RC TOWING LLC	399.40
92710		ROBERTS OXYGEN COMPANY, INC	86.15
92711		RONALD DANTZIC	28.63
92712		SEATWORKS LLC	2,840.54
92713		SHERIFF OF JEFFERSON COUNTY	25.53
92714		SHERIFF OF JEFFERSON COUNTY	115.57
92715		SOFTWARE SYSTEMS INC	8,170.63
92716		SPIRIT OF JEFFERSON	133.98
92717		STATE TAX DEPARTMENT	250.00
92718		STRYKER MEDICAL	39,314.59
92719		TOP GUN SEALCOATING LLC	7,990.00
92720		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,419.57
92721		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,285.97
92722		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92723		WV STATE POLICE	200.00
92724		WV ASSOCIATION OF COUNTIES	6,500.00
92725	AM/053	SHERIFF OF JEFFERSON COUNTY	2,158.35
<b>TOTAL</b>			<b>463,479.97</b>

Commissioner Majdi motioned to approve the accounts payable for July 3, 2025, in the amount of \$ 463,479.97. The motion was approved without objection.

**APPROVAL OF MANUAL CHECKS**

Check #	Fund	OTHER FUNDS Vendor	6/26/2025	Amount
1250	AV/056	PRINT-O-STAT INC		\$199.50
2	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		\$38,684.13
1933	CO/246	CONRAD LUTTRELL LLP		\$7,533,903.92
426	WV/369	SHERIFF OF JEFFERSON COUNTY		\$1,110.00
<b>TOTAL</b>				<b>\$7,573,897.55</b>

Commissioner Majdi motioned to approve the manual checks for June 26, 2025, in the amount of \$ 7,573,897.55. The motion was approved without objection.

JULY 3RD, 2025				
Check #	Fund	OTHER FUNDS Vendor		Amount

351	DG/003	SHERIFF OF JEFFERSON COUNTY		28.35
1251	AV/056	WV OFFICE OF TAX APPEALS- STATE OF WV		71.25
1934	CO/246	BAILEY & WYANT, PLLC		5,592.10
1935	CO/246	FOX & ASSOCIATES LLC		300.00
<b>TOTAL</b>				<b>5,991.70</b>

Commissioner Majdi motioned to approve the manual checks for July 3, 2025, in the amount of \$ 5,991.70. The motion was approved without objection.

**APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for June 19, 2025, in the amount of \$ 464,553.74. The motion was approved without objection.

**APPROVAL OF REQUISITIONS**

**REQUISITIONS TO BE APPROVED**

**July 3, 2025**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
COUNTY COMMISSION	26006	\$ 85,000.00	Citizens VFD	annual allocation
	26007	\$ 85,000.00	Shepherdstown VFD	annual allocation
	26008	\$ 85,000.00	Independent VFD	annual allocation
	26009	\$ 85,000.00	Blue Ridge Mountain VFD	annual allocation
	26010	\$ 85,000.00	Middleway VFD	annual allocation
	26011	\$ 85,000.00	Bakerton VFD	annual allocation
	26012	\$ 586,049.00	Jefferson County Parks and Recreation	annual allocation - salaries
	26013	\$ 92,700.00	Bolivar/HF Public Library	annual allocation
	26014	\$ 92,700.00	Old Charles Town Library	annual allocation
	26015	\$ 92,700.00	Shepherdstown Library	annual allocation
	26016	\$ 92,700.00	South Jefferson Public Library	annual allocation
JCESA	26020	\$ 125,000.00	McKesson	medical supplies for ambulances
	26019	\$ 27,000.00	Robert's Oxygen Company	oxygen and tank rental
	26018	\$ 50,000.00	Begin Counseling	employee PTSD therapy
	26017	\$ 140,000.00	MCA, Inc.	ambulance transport billing svc.
IT/GIS	25125	\$ 9,974.84	Motorola Solutions	ArcGIS Pro Migration ECC

<b>GRAND TOTAL</b>		<b>\$ 1,818,823.84</b>		
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Commissioner Majdi motioned to approve the requisitions for July 3, 2025, in the amount of \$ 1,818,823.84. The motion was approved without objection.

## **PUBLIC COMMENT:**

Public comment was received by:

Jacqueline Milliron

David Tabb

Amanda Stroud

Elizabeth Ricketts

## **PRESENTATIONS**

1. Angie Banks- Assessor

### Approval of Hire – Clerk – Assessor’s Office

Commissioner Stolipher motioned to approve the hire of Madison Hammock at \$18.00 per hour beginning July 7, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Lynn Dillow, Clerk of Administration, Finance and Human Resources

### Years of Service Awards

The following employees were recognized for their years of service to the Jefferson County Commission:

- Mike Sine, 20 years with Emergency Services Agency
- Ben Napier, 10 years with Emergency Services Agency
- Rufus Sine, 10 years with Emergency Services Agency
- William Poe, 5 years with Emergency Services Agency
- Johanna Cluff, 5 years with Emergency Services Agency
- Caitlyn Ralston, 5 years with Emergency Services Agency
- David Wampler, 5 years with the Sheriff’s Office
- Talon Morris, 1 year with the Sheriff’s Department
- Jason Adams, 1 year with the Farmland Protection Board

3. Public Hearing

Zoning Map Amendment (rezoning) for the Ghazwa’s Forest property designated as Tax District: Charles Town (02), Map: 3, Parcel: 9.4

Public comment was opened. No one came forward to make comment. Commissioner Stolipher motioned to close public comment. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously. Commissioner Stolipher motioned to approve the zoning amendment as presented based on the commitments offered by the applicant to record a deed restriction not allowing any townhomes or apartment dwellings on the property and no more than 2.6 units per acre. The motion was seconded by Commissioner Hefestay. The motion was approved by a vote of 4-1 (Keys).

4. Kanette Petry, Conrad and Luttrell

Overview of Jefferson County Government and Judicial Center

The agenda item was informational only. No action was taken.

5. Jim Auxer, Gail Boober, Greg Jones and Patsy Noland

Presentation on the needs to retrofit 330 N George Street into the new Jefferson County Judicial Center

The agenda item was informational only. No action was taken.

6. Charles Town Utility Board; Pasha Majdi, County Commissioner

Presentation of Case No. 25—0263-W-C, City of Charles Town v. West Virginia-American Water Company

Commissioner Mood motioned to write a letter to the Public Service Commission before the hearing on July 30, 2025, representing the views of Jefferson county rate payers. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 5:01 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Keys motioned to join CTUB as an intervener on the case that was proposed earlier. The motion was seconded by Commissioner Mood and approved unanimously.

7. Nikki Painter, County Clerk's Office

Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Hefestay and approved unanimously.

Petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor

Commissioner Stolipher motioned to accept the recommendation from Fiduciary Commissioner D. Frank Hill, III and grant the petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor and award the relief as requested. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Quarterly Review of new estates, accountings and waivers of final settlement

Commissioner Stolipher motioned to approve the list of new estates, accountings and waivers of final settlement as presented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Mood and approved unanimously.

8. Cara Keys, County Commissioner

Letter of support for the Jacob Folk House's proposed designation on the National Register of Historic Places

Commissioner Stolipher motioned to approve the recommended letter of support as presented. The motion was seconded by Commissioner. Mood. The motion was amended by Commissioner Stolipher to include all the commissioners' signatures. The amended motion was seconded by Commissioner Mood. The motion was approved unanimously.

9. Rebecca Hall, Prosecuting Attorney's Office

Victims of Crime Act (VOCA) grant application approval and signature

Commissioner Mood motioned to approve and sign the 2025-2026 VOCA Grant application. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

10. Tom Hansen, Jefferson County Sheriff and Treasurer

Approval of Hire – Tax Deputy – Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Garima Lodwal as an 80 hour tax deputy beginning July 7, 2025 with a starting salary of \$37,080. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hire – Animal Control Officer – Jefferson County Sheriff’s Office

Commissioner Stolipher motioned to approve the hire of Sherri Farmer as an 80 hour Animal Control Officer beginning July 14, 2025 with a starting salary of \$43,940. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Auction Approval

Commissioner Mood motioned to approve the list of county property to be sold via online auction. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

11. Jennifer Myers, Director of Jefferson County Parks and Recreation Commission

Overview and update on parks, programs and fireworks event

The agenda item was informational only. No action was taken

12. Consider the appointments, membership, and make-up of the following boards:

Jefferson County Board of Health

Applicants nominated for interview:

- Kathleen Stratton (D) (confirmed resident) Shepherdstown
- Louis Athey (R) (confirmed resident) Kabletown

Commissioner Hefestay motioned to table appointments to the Jefferson County Board of Health until the next scheduled commission meeting. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Jefferson County Parks and Recreation Commission

Applicants nominated for interview:

- Vicky Fields (registered to vote/owns property)
- Carlos Fonseca (not registered to vote/owns property)
- Meredith Marshall (registered to vote/owns property-misspelled on deed)
- Heather McIntyre (registered to vote/owns property-under maiden name)
- Brandon Miller (registered to vote/no record of a property deed)

Commissioner Hefestay motioned to appoint Vicky Fields to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Hefestay motioned to appoint Meredith Marshall to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Hefestay motioned to appoint Heather McIntyre to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

### Jefferson County Development Authority

#### Applicants nominated for interview:

- Philip Baker-Shenk
- Kelly Brown
- Raymond Goodrich
- Heather McIntyre
- Roberta Meade Curry
- Nick Russo
- Tyler Tymnolo
- Todd Wilt

Commissioner Mood motioned to vacate all Jefferson County Development Authority board seats effective immediately and reconstitute the board with 9 members of which 1 is a county commission representative with no category requirements. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to continue to accept applications for the Jefferson County Development Authority board seats and hold interviews on August 7, 2025 at the regularly scheduled commission meeting. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### 13. Jack Hefestay, County Commissioner Revise Water Advisory Committee Bylaws

Commissioner Hefestay motioned to revise the Water Advisory Committee Bylaws to: from three (3) resident members of Jefferson county to five (5) resident members and change the quorum requirements to 50% of the committee plus 1. The motion was seconded by Commissioner Keys. The motion was defeated 2 (Hefestay, Keys)-3 (Mood, Stolipher, Majdi).

Commissioner Majdi motioned to revise the Water Advisory Committee Bylaws to: from (3) resident members of Jefferson county to four (4) resident members and change quorum requirements to the majority of the committee plus 1) The motion was seconded by Commissioner Mood. The motion approved unanimously.

14. John Lyons, Deputy Director of Jefferson County Emergency Services Agency; Bessie Nelson, Deputy Budget Director Emergency Services Agency

Middleway Volunteer Fire Company Ambulance space lease

Commissioner Stolipher motioned to approve the Ambulance Space Lease Agreement with Middleway Volunteer Fire Company and approve the application of a building permit to construct a storage container pad site on existing ESA property. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Ambulance Fee update and FY26 billing

Commissioner Mood motioned to enter into executive session at 4:12 p.m. to receive legal advice. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 4:35 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

No action was taken on this agenda item.

15. Jessica James, Chief Human Resource Officer

Approval of Promotion – Lead Permit Technician-Department of Engineering, Planning and Zoning

Commissioner Majdi motioned to approve the promotion of Madeline Stephenson to the Grade 4, full-time, 80-hour position of Lead Permit Technician for the Jefferson County Department of Engineering, Planning, and Zoning with a salary \$50,490.60, effective July 7, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Hire – Office Assistant – Department of Fleet and Facilities Management

Commissioner Keys motioned to approve the hire of Ashley Hafley for the Grade 2, full-time, 80-hour position of Office Assistant within the Department of Fleet and Facilities Management, at a salary of \$40,000, effective July 9, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Promotion – Firefighter/Advanced EMT II-Emergency Services Agency

Commissioner Majdi motioned to approve the promotion of Emily Pultz from Firefighter/EMT II to Firefighter/Advanced EMT II for the Jefferson County Emergency

Services Agency at a rate of \$ 22.90 per hour effective June 15, 2025 and a lump sum payout of \$226.50 for time worked between June 15, 2025 and today. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of COLA/Merit Increases for the Jefferson County Clerk’s Office

Commissioner Majdi motioned to approve the cost-of-living adjustments and merit increases for the Office of the Jefferson County Clerk, as presented, effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the hire for the Grade 9, full time 80 hour position of Chief Technology Officer, Gabriel Areigaza at \$95,197 effective date July 9, 2025. The motion was seconded by commissioner Hefestay. The motion was approved unanimously.

16. David Bound, Chief Financial Officer

External budget transfer approval – merit and cost-of-living adjustment (COLA)

Commissioner Majdi motioned to approve the state budget transfers for COLA funds amounting to \$576,502 to the County departments’ and elected offices’ FY26 budgets as presented and to transfer merit funds amounting of \$272,198 to the elected departments’ FY26 budgets as presented.. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

17. Nathan Cochran, Assistant Prosecuting Attorney

Discussion and advice from counsel and possible action on courthouse annex

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 5:01 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to accept the orders as presented by counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**COUNTY ADMINISTRATOR REPORTS**

18. Certificate of Insurance

Informational only

Next Steps on the building-build out

Informational only.

Community Discussion on Washington Street Properties update

Informational only.

Federal Appropriations Update

Informational only.

Pay to two decimals instead of four

Commissioner Keys motioned to change the pay method to two decimals from four decimals. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Day Report INC.

Commissioner Majdi motioned to approve payment of \$100,336.02 from contingency funds to Berkeley county Day Report for services rendered in FY 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Majdi motioned to invoice Jefferson County Day Report for \$22,836.02 reimbursement of funds awarded. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Review of Priorities – Quarter 3 and 4

Informational only.

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 at 5:01 p.m. to receive legal advice. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. 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 approved without objection. The Commission adjourned at 5:45 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk

DRAFT

# Jefferson County Commission

## SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Tuesday, July 8, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
✓ Jacquelyn Milliam	Self	Yes
<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>	<del>XXXX</del>
✓ David TABR	me	yes
Amanda Steward	Self	yes
Elizabeth Aicketts	JEDA member	yes

**\*THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\***

1. **JCESA BOD/JCC Ambulance Fee:** I recently paid my ambulance fee definitively under protest.

On May 18, 2023, the Jefferson County Commission (JCC) voted favorably 3-2 to dissolve the JCESA Board of Directors (BOD) and approve a reorganizational Ordinance establishing a new Jefferson County Emergency Services Agency.

Sole and separate from this Agency Ordinance would have been a new Ambulance Fee Ordinance, but it failed in a 2-2 vote on June 15, 2023.

The old Ambulance Fee Ordinance is still enacted where the BOD is the beneficiary and stewards of the fee whereas, the JCC is just the collection agent.

Sections 2.1.g and 6.f of the new Agency Ordinance begins with “in the event an ambulance fee and/or fire fee is imposed by the county commission...” If the new Agency Ordinance suggests that the fee had not yet been imposed, why did I get an ambulance fee charge for FY2025?

If the JCC named themselves beneficiary of the BOD controlled funds, and the JCC has a current New Ordinance that says there is no ambulance or fire fee yet, then what ordinance gives the JCC permission to charge any ambulance fee under the old fee ordinance? The old fee ordinance clearly requires reporting and annual public hearings specifically from the BOD who was required to have public hearings justifying the need and amount of the fee. When did those take place? Has the JCC followed the required procedures under the current enacted old Ambulance Fee Ordinance? If so, where can I find records of public hearings justifying the need and amount of the fee? Additionally, where can the feepayer find the accounts of the independent, transitional, and final balances of all *individual accounts* held by the BOD at the time of dissolution? Accountability part 1.

2. **JCESA Ambulance Response Times:** Please provide the public with current EMS Ambulance response times from each of the 4 stations for the last two years applicable to all sectors of the county. I would like to inspect those records myself since you have decided to house two ambulances in Middleway, yet have left the feepayers underserved who were formerly served by the Blue Ridge and Bakerton stations which once had ambulances. Since the JCC is charging an Ambulance fee, the feepayers are entitled to see the use of that fee and data to prove its need. Accountability part 2.

3. A recent Facebook post from a public official suggested that we should believe none of what we hear and only half of what we see. Does that sum up what is going on in our local government?

Good Morning Commissioners.

I am happy to learn that the public can once again make comments via Zoom during the public comment period.

Regarding public comments ( a hot topic at the moment), in the middle of the afternoon session of the June 5<sup>th</sup> commission meeting a commissioner inferred the “activists” (his term not mine) who spoke earlier in the day were slackers for not sticking around for the Jefferson County Government and Judicial Complex presentation and discussion. This confused me as Meriam Webster defines an “activist” as:

*a person who uses or supports strong actions (such as public protests) in support of or opposition to one side of a controversial issue*

To refresh my memory (I was online) went back to the tape as it were. Of the nine public commenters, eight of them mentioned the APU buildings or the bonds in some fashion. Those comments were very civil in nature – no name calling, shaming or sending commissioners to Hell. Also, there was no clapping, booing, sign holding, singing or other traditional activist behavior by members of the audience. So in this case, activists no, concerned civic minded residents yes. Which is what local governments say they want – citizens who care about what’s going on. And by the way, these “activists” took time out of their morning to speak but not everyone can attend either online or in person a meeting that started at 9:30 in the morning and ended at 5:33 in the evening.

Speaking of which, now that ~~is~~ official assume the commission has already had, or has scheduled formal meetings with Charles Town Now and the Charles Town City Council concerning what to do with 100 block of Washington Street. I sincerely hope so.

And last but not least, on a personal note I’d like to officially welcome y’all to the neighborhood. You’ve got some great neighbors with the Ranson Civic Center and the Ranson Community Gardens. Staff can walk the Veggie Trail or shoot some hoops. Am looking forward to the Open House on the 16<sup>th</sup> followed by the community meeting on the 17<sup>th</sup>.

**Public Comment for Jefferson County Commission meeting for  
July 8, 2025 (regularly scheduled for July 3, 2025)**

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

**PUBLIC COMMENT –**

Earlier last week, a current County Commissioner and another elected official got into a conversation that other elected officials should also have access to the County Commission agenda and that a request has failed to be addressed. A particular phrase was used by the County Commissioner... *“guilty by association*. So, I think I will borrow this term to point out to the four recently elected County Commissioners that within their campaign pledge, they have not performed their pledge statements as follows: No increases or new taxes; transparency, additional indebtedness, address solar, and not allow uncontrolled growth. Primary example is the special session minutes (virtual only with no public comments of 6/24/25), closing transactions for 393 N. Lawrence and 330 N. George St, (APU buildings) in the amount of \$7,533,903.92. This amount is only a portion that has already been approved; giving a false impression of how much these buildings have cost. This does not include how much more this will cost for the build-out and maintaining the current county offices for the next two (2) years. The minutes for this transaction clearly state all 5 Commissioner – *“approved by the vote of 5-0”*. There are dozens of similar votes by the newly elected Commissioners; which brings to mind that the term *“guilty by association”* that Commissioner Stolipher has put into play over the last four years.

Where is the money for the new Jefferson County Fire Dept/employees-staff/equipment-turnout gear, air packs that times out and no fire trucks to include in their new complex?

**Agenda– Jefferson Co. Government and Judicial Center -**

**#5 Overview** - No public notice or documentation that one can act on.

**#6 Committee retrofit Presentation** - No public notice or documentation that one can act on.

**Agenda #7 – Charles Town Utilities v. WV American Water**

A hearing is scheduled for 7/30/25 @ 9:30am at the Jefferson County Meeting Room. Chief ALJ Keith A George. I encourage everyone to attend.

**Agenda #12 – Parks & Rec Overview**

No documents presented. No action can take place, when in fact, the JCDA took over the Sports Center. Should the JCDA takeover the whole thing?

### **Agenda #15.01 – Middleway Ambulance Space Lease**

This is inappropriate since there is triple the residents in Blue Ridge Mountain VFD call area v. Middleway.

### **Agenda #15.02 – Ambulance Fee update.**

Mr. Tabb has requested an audit, by the WV State Auditor, of the ambulance fee since the billing was a re-billing of the previous year.

The County Commission has become pretty bold to announce the ribbon cutting for the newly acquired buildings (APU). When in fact, all the i's have not been dotted nor the t's have not been crossed and the County Commission has not posted the Bond interest rate or the cost to pay back.

*“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!**

ATTACHMENT A

FROM JUNE 5, 2025 MEETING MINUTES

Hire Date	Hourly Rate	Annual Pay	3% COLA	8,987.00	8803	2748.05	Merit - 2%
04/07/2003	25.8628	53,794.52	1,613.84	55,408.36	1108.17	56,516.52	
07/28/2008	24.8815	51,753.52	1,552.61	53,306.13	1066.12	54,372.25	
04/25/2016	25.5205	53,082.64	1,592.48	54,675.12	1093.50	55,768.62	
07/05/2022	29.7180	61,813.50	1,854.41	63,667.91	1273.36	64,941.26	
03/20/2023	18.0217	37,485.24	1,124.56	38,609.80	772.20	39,381.99	
	17.3078	36,000.12	1,080.00	37,080.12	741.60	37,821.73	
		36,000.00	1,080.00	37,080.00		37,080.00	
			9,897.89		6054.95		

JEFFERSON COUNTY COMMISSION  
 FISCAL YEAR 26 COLA AND MERIT  
 ASSESSOR DEPARTMENT 406

Job Class Code Desc	Department Code	Personnel Status Code	Position Number	Position Number Desc	Annual Pay	COLA	COLA DEPT	TOTAL	MERIT	MERIT DEPT	FY26
						1,2,3%			UPTO 5%	TOTAL	Salary
ASSESSOR SENIOR CLERK	406	FT	40605	ASSR SENIOR CLERK	53,179.36	3%		\$ 10,253		\$ 6,799	
ASSESSOR SENIOR CLERK	406	FT	40605	ASSR SENIOR CLERK	53,179.36	3%		1,595.38	3%	1,595.38	56,370.12
ASSISTANT OFFICE MANAGER	406	FT	40615	ASSISTANT OFFICE MANAGER	53,408.68	3%		1,602.26	3%	1,602.26	56,613.20
ASSESSOR SENIOR CLERK	406	FT	40607	ASSR SENIOR CLERK	47,458.84	3%		1,423.77	3%	1,423.77	50,306.37
ASSESSOR SENIOR CLERK	406	FT	40606	ASSR SENIOR CLERK	45,841.12	3%		1,375.23		-	47,216.35
ASSESSOR SENIOR CLERK	406	FT	40616	ASSR SENIOR CLERK	44,098.34	3%		1,322.95	3%	1,322.95	46,744.24
ASSESSOR SENIOR CLERK	406	FT	40612	ASSR SENIOR CLERK	42,659.50	3%		1,279.79	1%	426.60	44,365.88
ASSESSOR SENIOR CLERK-PT	406	PT	40609	ASSESSOR SR CLERK-PT	17,160.00	1%		171.60		-	17,331.60
ASSESSOR CLERK - PART-TIME	406	PT	40608	ASSESSOR CLERK-PT	19,240.00	1%		192.40		-	19,432.40
ASSESSOR CLERK - PART-TIME	406	PT	40617	ASSESSOR CLERK-PT	18,720.00	1%		187.20		-	18,907.20
								<u>9,150.58</u>		<u>6,370.95</u>	
								\$ 1,102.42		\$ 428.05	

JEFFERSON COUNTY COMMISSION  
 FISCAL YEAR 26 COLA AND MERIT  
 ASSESSOR DEPARTMENT 407

Job Class	Department	Personnel	Position	COLA	COLA DEPT	MERIT	MERIT DEPT	FY26			
Code	Class Code I	Code	Status Code	Number	ion Number	Annual Pay	1,2,3%	TOTAL	UPTO 5%	TOTAL	Salary
								\$	16,497	\$	16,153
0524	CHIEF APPR	407	PT \$37.00	40703	CHIEF APPR	20,000.00			-		20,000.00
0705	ASSESSOR C	407	FT	40707	ASSR CHIEF	87,963.06	3%	2,638.89	5%	4,398.15	95,000.10
0412	ASSESSOR SI	407	FT	40715	ASSR SR TAX	64,003.42	3%	1,920.10	5%	3,200.17	69,123.69
0813	MAPPING SF	407	FT	40716	MAP SPEC/I	97,801.20	3%	2,934.04	2%	1,956.02	102,691.26
0412	ASSESSOR SI	407	FT	40714	ASSR SR TAX	64,943.84	3%	1,948.32	1%	649.44	67,541.59
0417	ASSESSOR D	407	FT	40702	ASSR DATA I	48,618.70	3%	1,458.56	3%	1,458.56	51,535.82
0412	ASSESSOR SI	407	FT	40711	ASSR SR TAX	57,395.52	3%	1,721.87	5%	2,869.78	61,987.16
0418	ASSESSOR SI	407	PT \$18.50	40713	SR ASSESSOR	19,240.00	3%	577.20		-	19,817.20
0419	ASSESSOR SI	407	PT \$35.50	40710	ASSESSOR SI	36,920.00	3%	1,107.60		-	38,027.60
		407		40710		45,841.00				-	45,841.00
									<u>14,306.57</u>	<u>14,532.12</u>	
								\$	2,190.43	\$	1,620.88

			4194		3341	DEPT 716
Hire Date	Hourly Rate	Annual Pay	COLA - 3%		Merit - 1.48	
08/08/2005	26.1897	54,474.68	1634.24	56,108.92	830.41	
05/22/2023	20.5091	42,658.98	1279.77	43,938.75	650.29	
09/11/2023	20.5094	42,659.50	1279.79	43,939.29	650.30	
01/13/2025	17.1460	35,663.68	1069.91	36,733.59	543.66	
05/27/2025	20.5096	42,660.02	1279.80	43,939.82	650.31	
			6543.51		3324.97	
			-2349.51			

JEFFERSON COUNTY COMMISSION  
 FISCAL YEAR 26 COLA AND MERIT  
 ASSESSOR DEPARTMENT 403

<u>Job Class Code Desc</u>	<u>Department Code</u>	<u>Personnel Status Code</u>	<u>Position Number</u>	<u>Position Number Desc</u>	<u>Annual Pay</u>	COLA	COLA DEPT	MERIT	MERIT DEPT	FY26
						<u>1,2,3%</u>	<u>TOTAL</u>	<u>UPTO 5%</u>	<u>TOTAL</u>	<u>Salary</u>
							<b>\$ 9,234</b>		<b>\$</b>	<b>9,680</b>
DEPUTY CLERK -80HR	403	FT	40313	DEPUTY CLERK -80HR	51,599.86	3%	1,548.00	3.05%		1,622.66
DEPUTY CLERK -80HR	403	FT	40314	DEPUTY CLERK -80HR	54,179.84	3%	1,625.40	3.05%		1,702.64
DEPUTY CLERK -80HR	403	FT	40316	DEPUTY CLERK -80HR	54,179.84	3%	1,625.40	3.05%		1,702.64
DEPUTY CLERK -80HR	403	FT	40317	DEPUTY CLERK -80HR	52,919.88	3%	1,587.60	3.05%		1,663.58
DEPUTY CLERK -80HR	403	FT	40318	DEPUTY CLERK -80HR	49,855.26	3%	1,495.66	3.05%		1,568.57
DEPUTY CLERK -80HR	403	FT	40319	DEPUTY CLERK -80HR	45,059.82	3%	1,351.79	3.06%		1,419.91
							<u>9,233.84</u>			<u>9,680.00</u>
							\$ (0.00)		\$	-

JEFFERSON COUNTY COMMISSION  
 FISCAL YEAR 26 COLA AND MERIT  
 ASSESSOR DEPARTMENT 402 413

Department	Personnel	Position			COLA	COLA DEPT	MERIT	MERIT DEPT	FY26
<u>Code</u>	<u>Status Code</u>	<u>Number</u>	<u>Position Number Desc</u>	<u>Annual Pay</u>	<u>1,2,3%</u>	<u>TOTAL</u>	<u>UPTO 5%</u>	<u>TOTAL</u>	<u>Salary</u>
						<b>\$ 15,763</b>		<b>\$ 15,690</b>	
402	FT	40233	DEPUTY CLERK-80HR	58,752.72	3%	1,762.58	3%	1,762.58	62,277.88
402	FT	40235	SR CHF DEP CLK-80HR	82,869.60	3%	2,486.09	3%	2,486.09	87,841.78
402	FT	40234	DEPUTY CLERK-80HR	43,000.10	3%	1,290.00	3%	1,290.00	45,580.11
402	FT	40227	DEP CLK-PR/AP -80HR	72,435.48	3%	2,173.06	3%	2,173.06	76,781.61
402	FT	40232	DEPUTY CLERK-80HR	46,410.00	3%	1,392.30	3%	1,392.30	49,194.60
402	FT	40229	DEPUTY CLERK-80HR	46,478.38	3%	1,394.35	3%	1,394.35	49,267.08
402	FT	40228	DEP CLK-PR/AP -80HR	53,822.86	3%	1,614.69	3%	1,614.69	57,052.23
402	FT	40231	DEPUTY CLERK -80HR	43,659.98	3%	1,309.80	3%	1,309.80	46,279.58
402	FT	40230	DEPUTY CLERK-80HR	56,700.02	3%	1,701.00	3%	1,701.00	60,102.02
402	PT	40236	CIVIL SERVICE ADMIN ASST PT	21,320.00	3%	639.60		566.13	22,525.73
						<u>15,763.47</u>		<u>15,690.00</u>	
						\$ (0.00)		\$ (0.00)	
						<b>\$ 3,126</b>		<b>\$ 2,696</b>	
413	FT	41319	DEPUTY CLERK -80HR	61,155.90	3%	1,834.68	2%	1,223.12	64,213.70
413	FT	41320	DEPUTY CLERK -80HR	43,050.02	3%	1,291.50	3%	1,472.88	45,814.40
						<u>3,126.18</u>		<u>2,696.00</u>	
						\$ 0.00		\$ 0.00	

# REQUISITIONS TO BE APPROVED

July 17, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26021	\$ 5,791.53	10-42 Tactical LLC	vests
FLEET AND FACILITIES - OTHER BLDGS	26022	\$ 9,620.00	Fidelity Power Systems	generator maintenance service program
	26023	\$ 200,000.00	Enterprise FM Trust	FY26 vehicle lease
	26024	\$ 37,059.00	ARC Document Solutions	ARC facilities annual subscrip/quickstart
COUTNY COMMISSION	26027	\$ 100,336.02	Berkeley County Council	Berkley Co. Day Report Reimbursement
IT	26026	\$ 34,490.32	TEK Advisors LLC	IT Buildout - 393 Lawrence
<b>GRAND TOTAL</b>		\$ 387,296.87		



# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor; P.O. Box 716

Charles Town, WV 25414

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

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

[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

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### MEMO

**TO:** County Commission of Jefferson County  
**FROM:** Luke Seigfried, Chief County Planner  
**DATE:** July 17, 2025  
**RE:** Planning Commission Recommendation regarding the Zoning Map Amendment Petition for Hoxton Center (Residential Growth) (File #25-2-Z)

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On Thursday, June 5, 2025, the petition for a Zoning Map Amendment for the proposed Hoxton Center Rezoning was presented to the Jefferson County Commission for a commercial parcel located south of Shepherdstown, along Shepherdstown Pike. The parcels, designated as Tax District: Shepherdstown (09), Tax Map: 8B, Parcels: 130, consist of approximately 1.07 acres. The property is currently zoned Rural (R) and the petition requests rezoning from Rural (R) to General Commercial (GC).

The County Commission scheduled a Public Hearing regarding this rezoning for Thursday, July 17, 2025. At the June 5<sup>th</sup> meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *2045 Comprehensive Plan*.

On Tuesday, July 8, 2025, the Jefferson County Planning Commission heard an overview of the Hoxton Center Zoning Map Amendment (#25-2-Z) petition as well as the recommendations in the staff report identifying relevant portions of the *2045 Comprehensive Plan* for the Planning Commission's consideration and review. The staff report noted that the Future Land Use Guide designates the property as "Office or Commercial", which supports zoning districts that allow commercial developments of offices and businesses. The subject property is located within the Shepherdstown Growth Management Boundary, which does not support higher intensity development as a Preferred Growth Area does. The staff report is attached to this memo for the County Commission's information and consideration.

For this reason, after reviewing the application, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*.

#### Attachment:

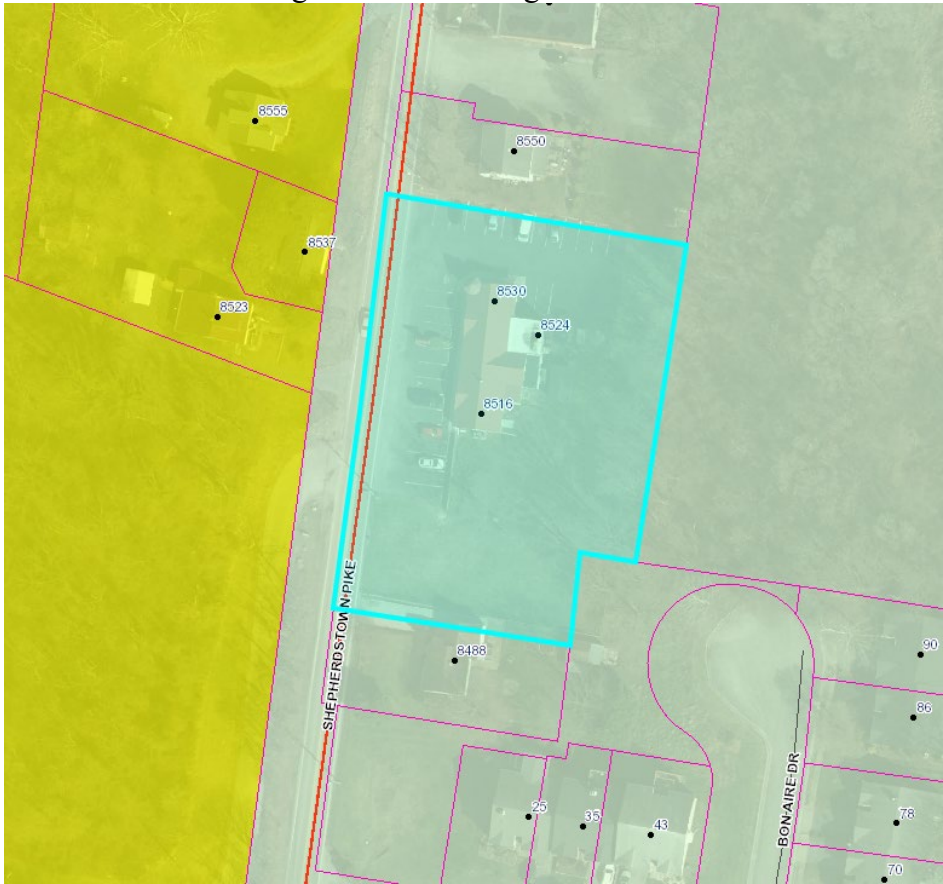
- *25-2-Z Hoxton Center (General Commercial) Rezoning Staff Report for 7/8/25 Planning Commission Meeting including Section 5.12 of the Zoning Ordinance, Appendix B&C of the Zoning Ordinance, excerpts from the 2045 Comprehensive Plan, 2045 Shepherdstown Growth Management Boundary Map, 2024 Highway Problem Areas Map, and 2025 Water & Sewer Service Areas Map*

**Staff Report**  
 Jefferson County Planning Commission Meeting  
 July 8, 2025

**Hoxton Center (General Commercial) Rezoning Request (25-2-Z)**

**Item # 8: Discussion and Action on the Hoxton Center (General Commercial) Zoning Map Amendment**

**Request:** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 1.07 acre Hoxton Center, LLC Property from Rural(R) to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*.

Property Owner:	Hoxton Center, LLC
Applicant:	Rob and Clay Hoxton
Consultant:	P.J. Raco Consulting, LLC / Attn: Paul Raco
Parcel Information:	<p style="text-align: center;">8516, 8524, and 8530 Shepherdstown Pike, Shepherdstown, WV                  Parcel ID: 09008B01300000                  Acreage: 1.07 ac. Zoning District: Rural</p> 
Surrounding Properties:	<p><i>North, East, South: Rural</i>  <i>West: Residential Growth</i></p>
Current Use:	Commercial offices
Proposed Request	To rezone the total 1.07 acres from Rural to General Commercial (GC)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>2045 Comprehensive Plan</i>
Staff Finding:	Staff finds that request is consistent with the <i>2045 Comprehensive Plan</i> Future Land Use Guide

**Staff Report**  
Jefferson County Planning Commission Meeting  
July 8, 2025

**Hoxton Center (General Commercial) Rezoning Request (25-2-Z)**

**Applicant’s Request**

The applicant is requesting to rezone approximately 1.07 acres from Rural (R) to General Commercial (GC).

**Neighboring Uses**

The properties under consideration for this Zoning Map Amendment are adjacent to institutional and residential uses.

- The Bon Aire subdivision is located to the south.
- Morgan Academy is located to the west.

**Scope of this Assessment**

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *2045 Comprehensive Plan* and provides a staff recommendation for the Planning Commission’s consideration based on relevant sections and elements of the *Plan*.

Staff’s professional recommendation is that the request is **consistent** with the *2045 Plan* because it is designated “Office or Commercial” on the Future Land Use Guide. The subject property is located in the Shepherdstown Growth Management Boundary (GMB) but is not located in a Preferred Growth Area. The owner-initiated rezoning to General Commercial (GC) would allow for a single medium to large building to operate commercial uses such as, retail, food service, office space, or other commercial businesses that expect regular vehicular traffic.

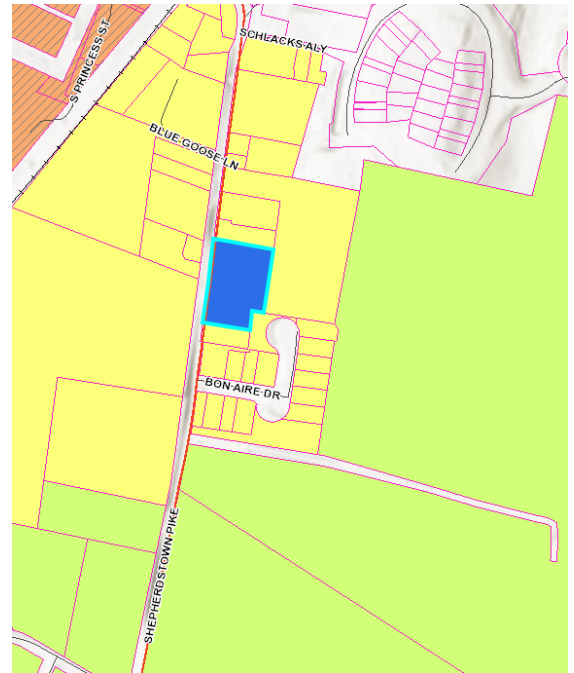
It should be noted that Staff has no statutory authority to make decisions in this regard. The Planning Commission is required to provide the County Commission with their advice as to whether the request is consistent with the Comprehensive Plan prior to the County Commission’s Public Hearing. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

**Zoning Map Amendment Public Hearing Process**

Article 12 of the Zoning Ordinance requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended.” Regarding amendments by petition, State statute provides that, “Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.” [See WVC 8A-7-9(c)].

**Relevant 2045 Comprehensive Plan Elements and Commentary**

The *2045 Comprehensive Plan* consists of both goals and recommendations in text format, as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *2045 Comprehensive Plan*.



**Hoxton Center (General Commercial) Rezoning Request (25-2-Z)**

**1. Land Use and Growth Management Element / Future Land Use Guide**

One of the themes of the *2045 Comprehensive Plan* is Quality Land Use and Growth Management for Jefferson County. This theme identifies seven Preferred Growth Areas (PGA) and two Urban Growth Boundaries (UGB) in text and on the *Future Land Use Guide* as areas considered viable for higher intensity development. The theme also identifies the Growth Management Boundary (GMB) around Shepherdstown as separate from the PGAs and UGBs as not anticipating urban scale development. The Growth Management Boundary allows Shepherdstown to plan for growth and carry out annexations within the bounds of the

GMB. A Preferred Growth Areas was identified west of Shepherdstown as an exception within the Shepherdstown Growth Management Boundary to allow higher intensity development developing under County requirements. Preferred Growth Areas, Urban Growth Boundaries, and Growth Management Boundary were first identified in the *Envision Jefferson 2035 Plan* and are now part of the current *2045 Comprehensive Plan*.

The subject parcel is within the Shepherdstown GMB but not within a Preferred Growth Area that was identified for higher intensity development.

**2. Land Use Map Classifications**

The “Office or Commercial” classification is for commercial or mixed-use zoning districts to operate businesses or office spaces. Water and sewer are expected to be available at the location.

The subject parcel has access to water and sewer service.

**3. Proposed Zoning District – Residential Growth (RG)**

The purpose of the General Commercial (GC) District (Section 5.12 of the Zoning Ordinance) is “to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions.” (complete description attached).

As noted previously, the subject parcel is designated as Office or Commercial on the Future Land Use Guide of the *2045 Comprehensive Plan*.

**Office or Commercial**

**Primary Uses:** The Office or Commercial category is intended to support a mix of business and office uses. Developments can include mixed use projects, a mix of office or commercial buildings, or solely an office or commercial use.

**Intensity:** Commercial or office uses 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. Access to public transit is encouraged.



Courtesy: JC Office of Planning and Zoning

**Staff Discussion and Recommendation**

This property has been zoned Rural since zoning went into to effect in 1988. The applicant has stated that the subject parcel has hosted various businesses since the late 1940s. The parcel currently has an existing building and parking lot for office space. There are no historical sites, floodplains, or conservation easements located on the site.

The *2045 Comprehensive Plan* includes a Future Land Use Guide, which is intended to be a tool to provide a visual definition of future growth and areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the *Plan*. The *2045 Comprehensive Plan* states that “land use classifications, utilized on the Existing Land Use Map and Future Land Use Guide, are intended to provide guidance to the Planning and County Commission when considering owner-initiated zoning map amendments (rezoning requests).” (pp. 111). The *Plan* further states, “Use of the Future Land Use Guide is to be in combination with the recommendations of this Plan when considering owner initiated zoning map

**Staff Report**  
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**Hoxton Center (General Commercial) Rezoning Request (25-2-Z)**

amendments.” (pp. 10). The *Plan* does not initiate any zoning map amendments and only provides recommendations to guide development including identifying Preferred Growth Areas.

Based on these recommendations of the *2045 Comprehensive Plan* related to the Future Land Use Guide and text, staff finds that the proposed General Commercial (GC) zoning category for the 1.07+/- acres included in this application is **consistent** with the *2045 Comprehensive Plan*.

**Planning Commission Action Required**

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation is required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on June 5, 2025 and the required Public Hearing has been scheduled for July 17, 2025 at a time to be determined. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this Hearing.

**Attachments:**

- Section 5.12 of the Zoning Ordinance – General Commercial (GC)
- Appendix B of the Zoning Ordinance
- Appendix C of the Zoning Ordinance
- 2045 Comprehensive Plan Excerpts from Quality Land Use and Growth Management Development (pg. 12-14), Growing a Diverse Economy (pg. 85), and Land Use Guide Classifications (pg. 113)
- 2045 Comprehensive Plan FLU Guide Shepherdstown Growth Management Boundary
- 2045 Comprehensive Plan 2024 Highway Problem Areas Map
- 2045 Comprehensive Plan Water & Sewer Service Areas Map

# Jefferson County Zoning and Land Development Ordinance

Jefferson County,  
West Virginia

Prepared By  
The Jefferson County  
Planning Commission

Adopted July 7, 1988, As Amended  
Amendments adopted by the County Commission, June 16, 2022

5. Buildings shall be oriented toward the street with one or more entrances facing the principal street adjacent to a building.
6. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

**Section 5.12 General Commercial (GC) District<sup>27, 32</sup>**

- A. Purpose. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.
- B. Location. This zoning category is intended for use on properties:
  1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
  2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
  1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.<sup>32</sup>
  2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.<sup>32</sup>
- D. Site Development Standards
  1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
  2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D(2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.
- E. Additional Requirements
  1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

**Section 5.13 Highway Commercial (HC) District<sup>27, 32</sup>**

- A. Purpose. The purpose of this district is to provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways. The uses in this district may be characterized by a broad scale of building sizes, which may include very large buildings that exceed 100,000 square feet of gross floor area for an individual building and which may have a greater impact on surrounding areas as a result of significant truck traffic and other factors. This district may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses.
- B. Location. This zoning category is intended for use on properties:

**APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE<sup>27, 32, 35</sup>**

Zoning District	Development Type <sup>⊖</sup>	Min Lot Area (MLA)	Min Lot Width	Max Building Height*	Imperious Surface Limit	Building Setbacks		Parking/ Drive Aisle Setbacks			Buffers (Sec. 4.11) (Screened / Unscreened) Adjacent Use						
											A Residential district, or any lot with a residence, school, church, or institution of human care (Distance per Sec. 4.6)			Commercial Use		Industrial Use	
						Front	Side	Rear	Front	Side	Rear	Distance Front Side Rear	Front	Side & Rear	Front	Side & Rear	Front
Industrial – Commercial (IC) **	Commercial sites 1.5 acres and smaller	N/A	N/A	75	80%	25		15	4	4	75	Street Trees	Narrow Buffer Detail No. M-54	N/A	10(S)	N/A	10(S)
	Commercial sites greater than 1.5 acres	N/A	N/A	75	80%	25		15	10	10	75	Street Trees	Medium Buffer Detail No M-53	N/A	10(S)	N/A	10(S)
	Industrial	3 ac ***	N/A	75	90%	50 or 25 if adjacent to Industrial Use		25 or 20 if adjacent to Industrial Use			200	Street Trees	Wide Buffer Detail No. M-52	25(S)	20(S)	N/A	20(S)
Residential-Light Industrial-Commercial (RLIC)	Commercial or Industrial	N/A	N/A	75	80%	See IC District											
Rural (R)	Churches	2 acres	200	45	N/A	25	50	50	See IC District for commercial sites			N/A	50(U) or 15 (S)	N/A	10(S)	N/A	10(S)
	Schools, Grades K-12	K-4: 10 ac+ 5-8: 20 ac+ 9-12: 30 ac+	500	45	N/A	100						N/A	N/A	N/A	N/A	N/A	N/A
	Hospitals	10 ac	500	45	N/A	100						N/A	N/A	N/A	N/A	N/A	N/A
	Other Rural principal permitted uses	40,000	100	45	N/A	40	50	50				N/A	See I-C District for commercial or industrial use; Otherwise, N/A				
	Commercial or Industrial**	See IC District															
Village (V)	Commercial <sup>¥</sup>	N/A	N/A	35	N/A	25	10	40	See IC District								
	Industrial**	See IC District			35	See IC District											
Residential Growth (RG)	Commercial or Industrial**	See IC District			35	See IC District											
Neighborhood Commercial (NC)	Commercial	N/A	N/A	35	70%	15 min 25 max	10 <sup>£</sup>	10 <sup>⊖</sup>	See I-C District		25	See IC District					
General Commercial (GC)	Commercial	N/A	N/A	75	80%	20	10	25	See IC District								
Highway Commercial (HC)	Commercial	N/A	N/A	75	80%	25	25	25									
Light Industrial (LI)	Commercial or Industrial	N/A	N/A	75	80%	25	25	25									
Major Industrial (MI)	Commercial	N/A	N/A	75	90%	25	10	50									
	Industrial	3 ac ***	N/A	75	90%	25	50	50									
Office/Commercial Mixed Use (OC)	Commercial	N/A	N/A	75	80%	15 min 25 max	10 <sup>£</sup>	10 <sup>⊖</sup>	See IC District								
Planned Neighborhood Development (PND)	Commercial	3 acres	See GC District Note: Planning Commission may amend development standards for developments in the PND District (see Article 5).														

The requirements in this table are in addition to any other applicable requirements in the text of this Ordinance. In the event of a conflict with the text, this table shall prevail.

All dimensions are in feet unless otherwise indicated by “ac” (acres).

\* Maximum building height is subject to Sec. 9.2.

\*\* If land use(s) approved via the Conditional Use process in accordance with this Ordinance.

\*\*\* MLA for Industrial uses does not apply if the site is located in an approved Industrial Park [Source: Sec. 5.6E]

\*\*\*\* Schools in Rural district: Plus one (1) additional acre for every 100 pupils. Minimum lot size for Vocational Schools shall be based on State of West Virginia Code. If a sewer treatment plant and retention ponds are required, acreage shall be increased accordingly.

¥ Non-Residential Site Development in an existing structure in the Village District shall comply with Section 5.10A.2.

‡ Setback may be reduced if adjacent to industrial use.

⊕ For an industrial use, no structures, stored materials, or vehicular parking shall be permitted within the buffer yard. For a commercial use, no structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers.

⊖ A rear yard setback may be reduced to 10' for a non-residential use abutting a commercial or industrial use at a rear lot line

⊖ Churches in any district: (1) are treated as a commercial use on a lot of greater than 1.5 acres in determining buffer requirements and parking/drive aisle setbacks; (2) building setbacks are 25' (front) and 50' (side/rear); and (3) distance requirements do not apply.

£ For a non-residential use abutting a commercial or industrial use, no side yard setback is required, unless required by Building Code or other law or regulation.

**APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE<sup>23, 29, 32, 33, 35, 37, 39, 43</sup>**

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Residential Uses</b>													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
<b>Home Uses</b>													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
<b>Institutional Uses</b>													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church <sup>38</sup>	P	P	P	P	CU	P	P	P	P	P	CU	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Heliport	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Industrial</b>													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU <sup>2</sup>	NP	NP	NP	NP	NP	CU <sup>2</sup>	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
<b>Industrial Manufacturing &amp; Processing</b>													<b>Sec. 8.9</b>
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
<b>Adult Uses</b>													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
<b>Recreational Uses</b>													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
<b>Commercial Uses</b>													<b>Sec. 8.9</b>
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses continued</b>													<b>Sec. 8.9</b>
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground <sup>31</sup>	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet <sup>37</sup>	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses continued</b>													<b>Sec. 8.9</b>
Restaurant, Fast Food, Drive-Through <sup>40</sup>	NP	P	P	P	CU	CU	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Short Term Rental <sup>41</sup>	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.16
Solar Energy Facility <sup>43</sup>	NP	See Section 8.20				NP	NP	See Section 8.20				NP	Sec. 8.20
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
<b>Agricultural Uses*</b>													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock <sup>37</sup>	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
<b>Accessory Uses</b>													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

NC Neighborhood Commercial

GC General Commercial

HC Highway Commercial

LI Light Industrial

MI Major Industrial

PND Planned Neighborhood Development

P Permitted Uses

NP Not Permitted Uses

CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)

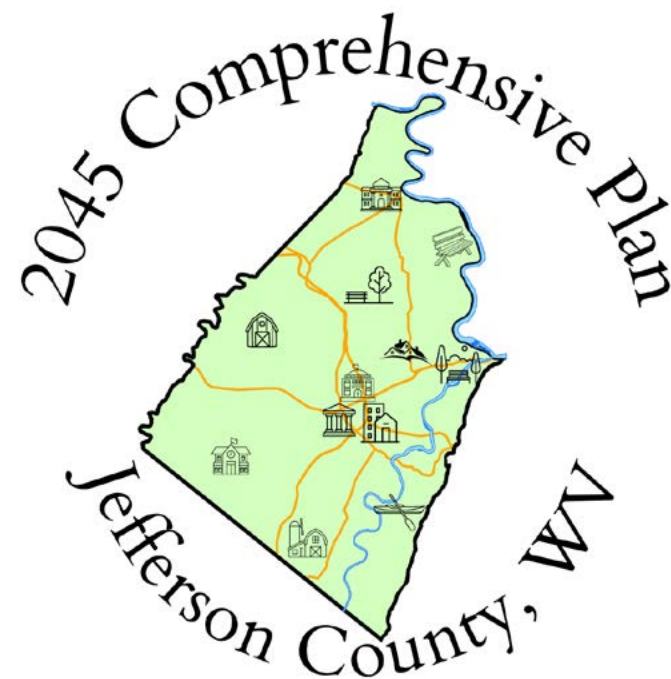
\*\* Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU

<sup>1</sup> The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.

<sup>2</sup> Approval process is per the Salvage Yard Ordinance.

# 2045 Comprehensive Plan

Jefferson County, West Virginia



There are eight recognized unincorporated villages in Jefferson County. All of the villages develop under County regulations. Each municipality has defined boundaries. Within town limits, the municipalities have certain taxation powers, are given jurisdiction over land-uses, and may provide services such as policing. Areas located outside of the established town limits are considered unincorporated.

## Villages of Jefferson County

- Bakerton
- Kearneysville
- Leetown
- Middleway
- Mannings
- Rippon
- Shenandoah Junction
- Summit Point

The Future Land Use Guide and the Zoning Map are different. The categories on each may bear some similarities, but the maps themselves are not the same. This Plan does not call for County initiated zoning map amendments, as it is anticipated that all zoning map amendments will be owner initiated. All property owners within Jefferson County have the right to request a zoning map amendment. The Planning Commission reviews all zoning map amendment requests and makes a recommendation to County Commission regarding whether if a given request is or is not consistent with the Future Land Use Guide and relevant text of this Plan. Following a public hearing regarding the request and with the advice of the Planning Commission, County Commission must act as the governing body and determine if the request is consistent or inconsistent with the Comprehensive Plan or otherwise meets the requirements of WV Code 8A.

## Urban Growth Boundary (UGB)

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.”

At present, only three of the five municipalities in Jefferson County have planning boundaries that meet the definition of §8-6-4a of the West Virginia Code. In 2009, Charles Town and Ranson had their UGBs formally approved by the County Commission. In 2014, Shepherdstown created a boundary called the Growth Management Boundary (GMB) which falls under the state definition of a UGB and was formally approved by the County Commission. If Bolivar or Harpers Ferry chooses to create a UGB in the future that is different than the Preferred Growth Areas (PGAs) depicted, the recommendations in this Plan related to UGBs may be extended to the newly created UGBs based on the town’s planning goals. The use of the term UGB throughout this document refers to the Charles Town and Ranson UGBs only.

This Plan expects that properties

within the UGB may be annexed into the adjoining municipality which has created the UGB. However, an entity with property located within the UGB could choose not to annex their land into a municipality and could then develop the land under the County’s

land development standards instead. In such circumstances, the UGB acts as a Preferred Growth Area for the County and urban level development is still anticipated in these areas.

**A. Shepherdstown Growth Management Boundary (GMB)**

The Shepherdstown Growth Management Boundary was adopted in 2014 and is reflected on the County Zoning Map. Shepherdstown’s adopted GMB allows the Corporation to plan for future growth and annexations, but is not anticipated to have urban scale development if it remains in the unincorporated area. A smaller Preferred Growth Area that would be conducive to urban scale development has been identified to the west of the Shepherdstown.

**B. Ranson Urban Growth Boundary (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.

**C. Charles Town Urban Growth Boundary (UGB)**

In 2009, Charles Town 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.

## Preferred Growth Areas (PGA)

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*. These areas are 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 proposed PGAs are (in no particular order):**

### **A. Shepherdstown PGA**

This PGA is located south and west of Shepherdstown and defined predominately by existing zoning, residential and commercial development, and access to water and sewer services. It encompasses an area on either side of WV 45 past the west end of Old Martinsburg Road to Venice Way and to the south along the west side of WV 480. This area is included within Shepherdstown's Growth Management Boundary (GMB) and is the primary area outside of Shepherdstown that this Plan anticipates developing at an urban level even if it remains in the unincorporated area.

### **B. US 340 East PGA**

Much of this area between Charles Town, Ranson, Harpers Ferry and Bolivar is already zoned for a wide range of commercial and residential uses. Water and sewer facilities exist along several segments of this corridor, particularly within the nodes where development is proposed to take place. The easternmost segment of the PGA could eventually be included as part of a Bolivar UGB.

and the utilization of alternative energy sources, notably some projects incorporated into the expansion of the American Public University System (APUS) in Charles Town and Ranson. These projects include the use of solar collectors that serve as cover for parked cars, electric car charging stations, and building improvements and materials that limit the use of energy needed for heating, cooling, and lighting. The improvements undertaken by APUS can serve as a role model to new development in Jefferson County and to the redevelopment of existing structures and sites. Another option for energy sourcing is natural gas, which an increasing number of businesses are using in their manufacturing process due to the lower costs and cleaner emissions. The expansion of natural gas into Jefferson County would aid economic development efforts while providing an alternative to electricity for residential and commercial purposes.

**The Jefferson County Development Authority (JCDA) works to encourage and assist the development and growth of businesses and industry in the County.**

**Small businesses, which can range from restaurants and artisan cottage industries to small technology and service firms, are an integral part of the local economy and will need opportunities to grow stronger. Building on these assets will give the County a strong identity in its core business strengths.**



# Land Use Guide Classifications

## Office or Commercial

**Primary Uses:** The Office or Commercial category is intended to support a mix of business and office uses. Developments can include mixed use projects, a mix of office or commercial buildings, or solely an office or commercial use.

**Intensity:** Commercial or office uses 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. Access to public transit is encouraged.



Courtesy: JC Office of Planning and Zoning

## Neighborhood Commercial

**Primary Uses:** The Neighborhood Commercial classification is for small scale commercial uses that are compatible with residential uses. Developments in this classification should serve the convenience needs of residential neighborhoods and commercial developments within walking distance and should connect to the pedestrian and auto transportation networks of adjacent properties.

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

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



Courtesy: JC Office of Planning and Zoning

## Residential or Commercial

**Primary Uses:** This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors.

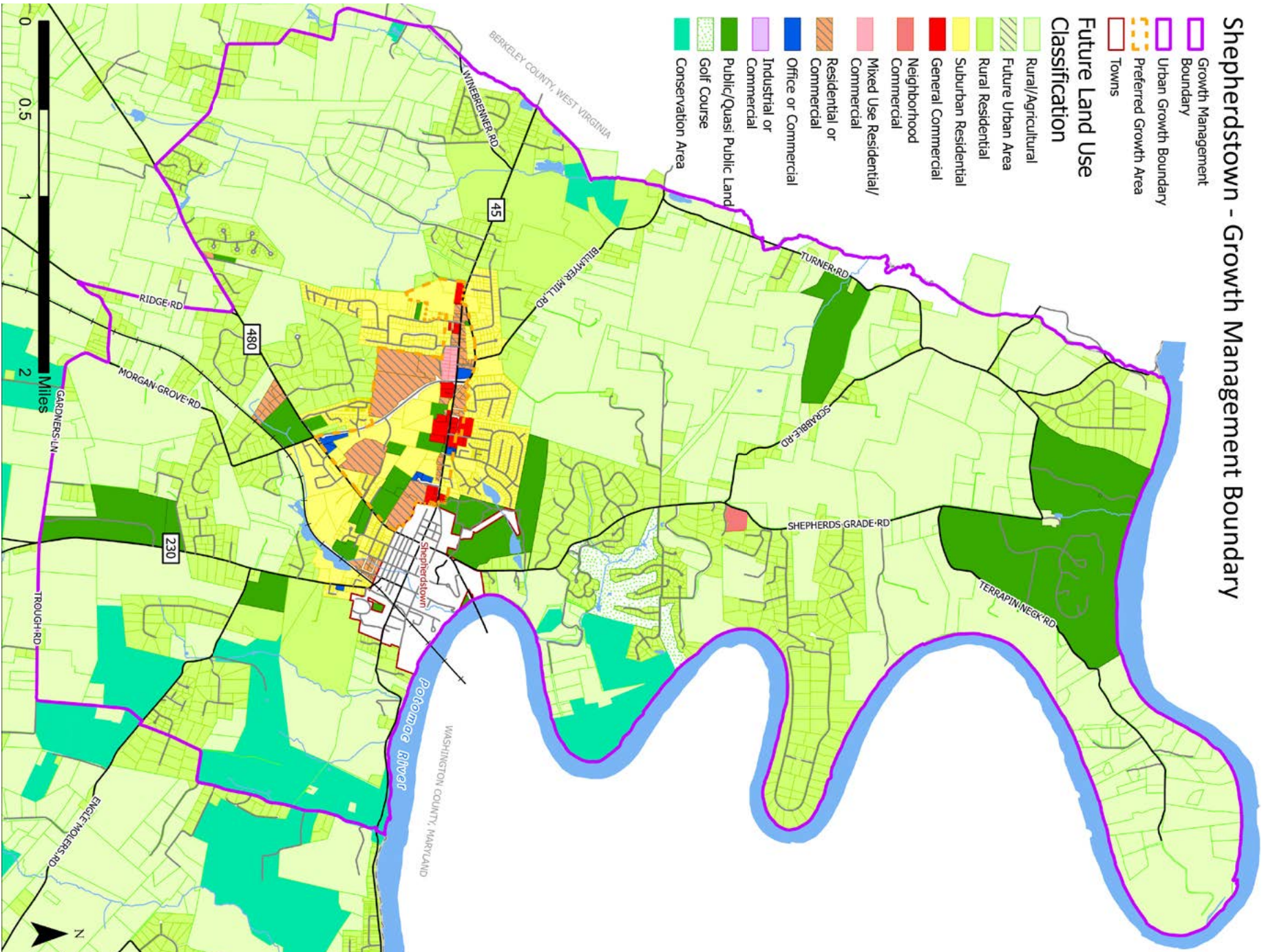
**Intensity:** Residences and commercial uses are served by public water and sewer system.

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



Courtesy: JC Office of Planning and Zoning

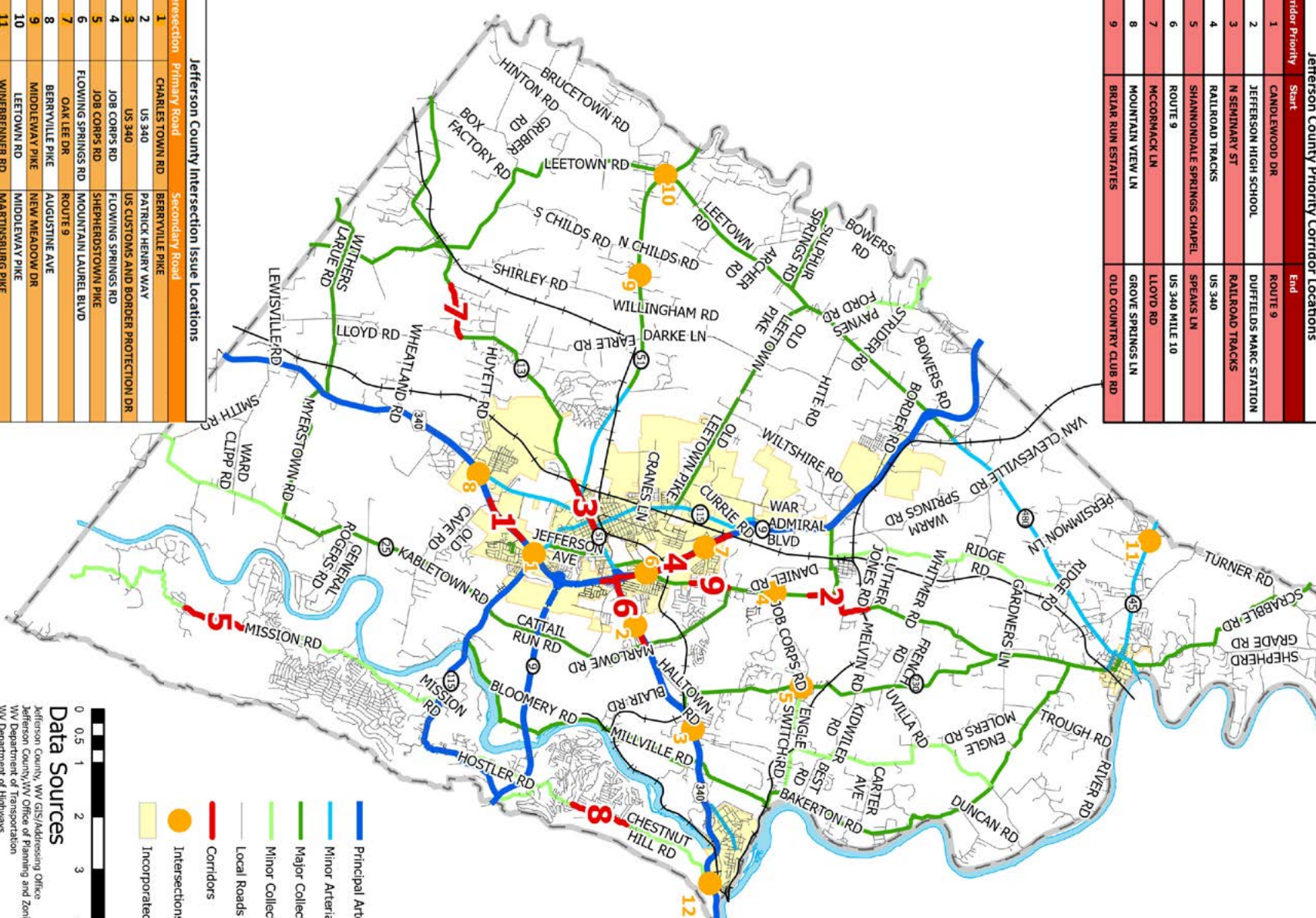
# Shepherdstown - Growth Management Boundary



# 2024 Highway Problem Areas Map

## Jefferson County, West Virginia

Jefferson County Priority Corridor Locations		
Corridor Priority	Start	End
1	CANDEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN VIEW LN	GROVE SPRINGS LN
9	BRIAR RUN ESTATES	OLD COUNTRY CLUB RD



Jefferson County Intersection Issue Locations		
Intersection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE AVE
9	MIDDLEWAY PIKE	NEW MEADOW DR
10	LEETOWN RD	MIDDLEWAY PIKE
11	WINBERGNER RD	MARTINSBURG PIKE
12	US 340	CHESTNUT HILL RD

**Data Sources**

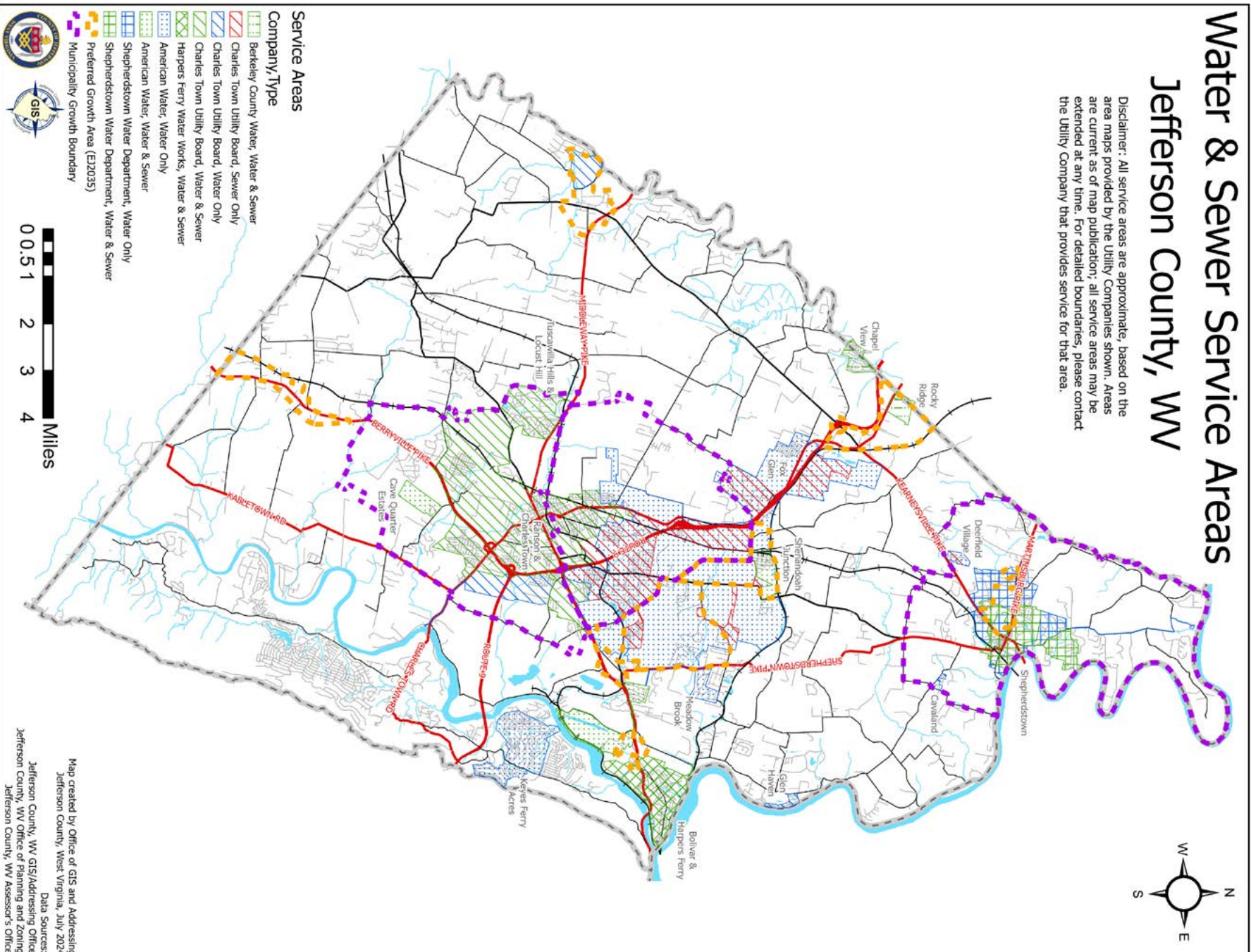
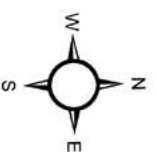
0 0.5 1 2 3 4  
Miles

Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 WV Department of Transportation  
 WV Department of Highways  
 HEREIN: Map Created: September 2024



# 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
- Shepherdstown Water Department, Water Only
- Shepherdstown Water Department, Water & Sewer
- Preferred Growth Area (E2035)
- 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

*Please Run 2 Time:*

*June 26, 2025*

*July 3, 2025*

**NOTICE OF PUBLIC HEARING**  
**Thursday, July 17, 2024 at 6:00 pm**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the Hoxton Center property designated as Tax District: Shepherdstown (09), Map: 8B, Parcel: 130. The property is located at 8516, 8524, and 8530 Shepherdstown Pike, located on the eastern side of Shepherdstown Pike. The property owner of the lot is Hoxton Center, LLC. The Parcel Size is approximately 1.07 acres. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification from Rural to General Commercial (GC) (Planning Commission File #25-2-Z).

The hearing will be held on **Thursday, July 17, 2025 at 6:00 pm** in the County Commission Meeting Room located in the Charles Town Library, 200 E. Washington St, Charles Town. This meeting will also be available live through ZOOM. Invites will be posted on Facebook and sent through email alerts.

Oral or written comments can be provided at the hearing. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228/[planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Pasha Majdi, President

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



Name: **Roger Goodwin**

Department or Organization: **Engineering**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1<sup>st</sup> Choice: **July 3rd , 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. Beallair Homes, LLC- Beallair Phase 1 file # 02-36 request for bond release**
- 2. Beallair Homes, LLC- Beallair Phase 4A file # 19-16-SD request for bond release**

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

- 1. Complete bond release for Performance Bond GM226705 with Great Midwest Insurance Company for Beallair Homes, LLC- Beallair Phase 1 file no. 02-36**
- 2. Complete bond release for Performance Bond GM225305 with Great Midwest Insurance Company for Beallair Homes, LLC- Beallair Phase 4A file no. 19-16-SD**



Is this a funding request?    Y/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):

**1. I move to authorize the complete release of the above referenced Performance Bond GM226705 originally issued in the amount of \$368,109.00**

**2. I move to authorize the complete release of the above referenced Performance Bond GM225305 originally issued to the amount of \$905,157.00**

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

If not attached, explain:

Is equipment needed?            Projector    Y/NO            Internet/Wi Fi    Y/NO            Telephone for conference call    Y/NO

Contact information:

Email address: Engineering@jeffersoncountwv.org

Phone Number: 304-728-3257

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



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box250, Charles Town, WV 25414

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

Web: www.jeffersoncountywv.org

PRESIDENT  
*Pasha Majdi*

July 3rd, 2025

VICE PRESIDENT  
*Mike Mood*

Mr. Griffin F. Wilson, Attorney-in-Fact  
Great Midwest Insurance Company

COMMISSIONER  
*Cara Keys*

800 Gessner, Suite 600  
Houston, TX 77024

COMMISSIONER  
*Steve Stolipher*

RE: Performance Bond No. GM226705 with Great Midwest Insurance  
Company dated May 5th , 2023 for Beallair Phase 1 file no. 02-36

COMMISSIONER  
*Jack Hefestay*

Dear Mr. Wilson:

The Jefferson County Commission authorizes a complete release of \$368,109.00 from the construction bond for Beallair Homes, LLC– Beallair Phase 1 (file # 02-36). This project is located at the intersection of Old County Club Rd and Beallair Manor Dr. in Harpers Ferry, WV 25414. The project appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. GM226705 originally issued to in the amount of \$368,109.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President  
Jefferson County Commission

cc: Robert Wormald  
5283 Corporate Dr. Suite 300  
Frederick, MD 21703

Department of Engineering, Planning & Zoning

County Administrator  
*Edwina Benites*

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

### BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 6 / 23 / 25 J.C.P.C. File No. 02 - 36

Consultant/Engineer/Firm Name: Beallair Homes LLC

Mailing Address: 5283 Corporate Dr Suite 300

City: Frederick State: MD Zip: 21703

Contact Person: Robert Wormald Phone: 301-695-6614

Project/Subdivision Name: Beallair

Section/Phase: Phase 1 Lots: 1-49

Review Comments:

The bond release/reduction is Approved as Submitted.  The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: All Items appear to be 100% Complete

**Approved for:**  
Bond Release  
By: WGS 6-25-25  
**County Engineer Date**

Original Bond Amt \$ 312,893 + 15% Cont. \$ 55,216 = Total Original Bond Amt \$ 368,109.00

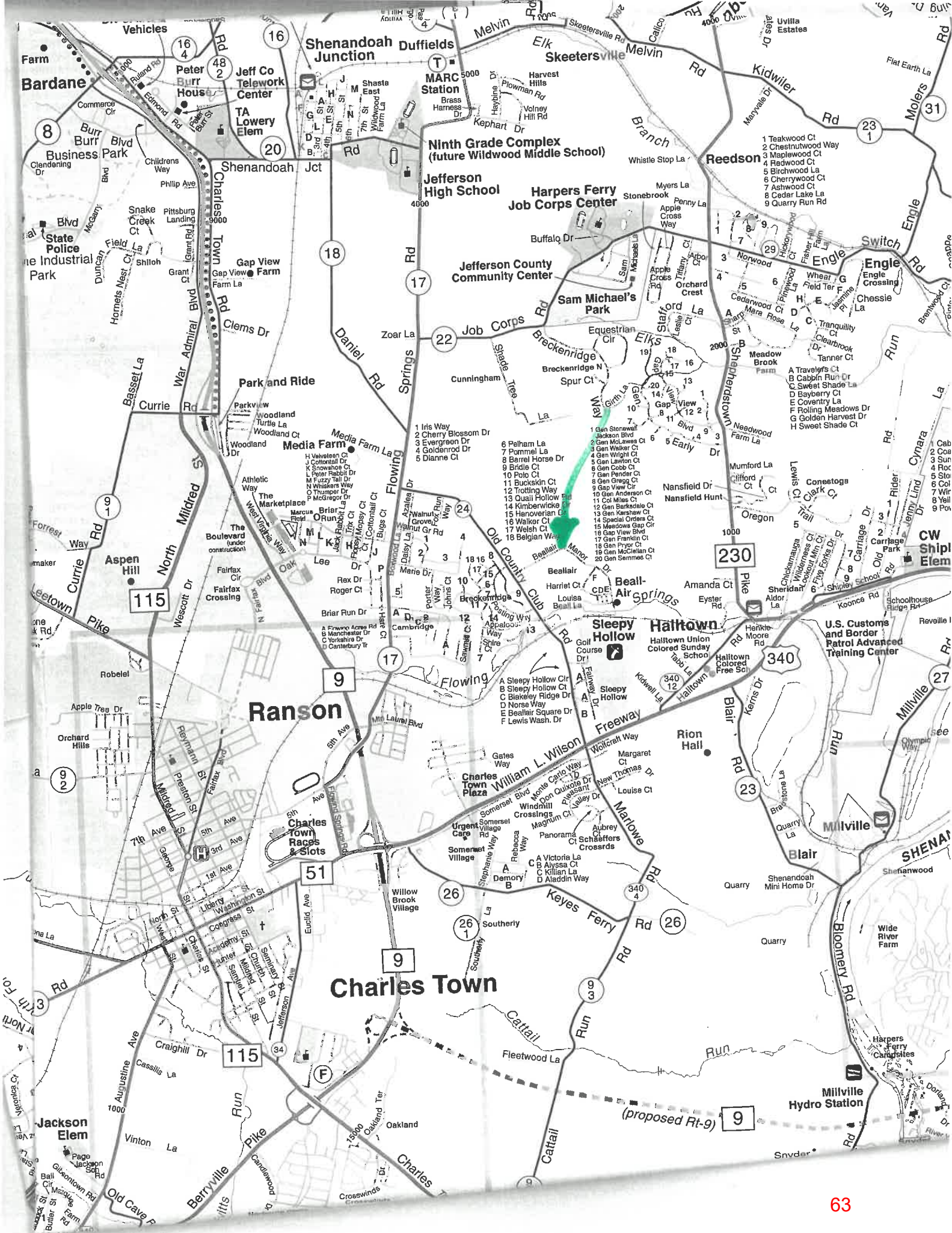
Total Current Bond Amount \$ 368,109.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith RWA Title: L.D.I

Signature: WGS Date: 6 / 25 / 25



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

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 6 / 23 / 25 J.C.P.C. File No. 19-16-SD

Consultant/Engineer/Firm Name: Beallair Homes LLC

Mailing Address: 5283 Corporate Dr Suite 300

City: Frederick State: MD Zip: 21703

Contact Person: Robert Wormald Phone: 301-695-6614

Project/Subdivision Name: Beallair

Section/Phase: Phase 4A Lots: 134-159

Review Comments:

The bond release/reduction is Approved as Submitted.  The bond release/reduction request is Denied.

Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

Bonding Policy & Unit Cost Figures attached for your use.

Comments: All Items appear to be 100% Complete

**Approved for:**  
Bond release  
 By: W. Smith 6-25-25  
**County Engineer** **Date**

Original Bond Amt. \$ 769,383 + 15% Cont. \$ 135,774 = Total Original Bond Amt \$ 905,157

Total Current Bond Amount \$ 905,157.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith P.E. Title: L.D.I.

Signature: [Signature] Date: 6 / 25 / 25



# 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*

July 3rd, 2025

VICE PRESIDENT  
*Mike Mood*

**Mr. Griffin F. Wilson, Attorney-in-Fact  
Great Midwest Insurance Company**

COMMISSIONER  
*Cara Keys*

**800 Gessner, Suite 600  
Houston, TX 77024**

COMMISSIONER  
*Steve Stolipher*

**RE: Performance Bond No. GM225305 with Great Midwest Insurance  
Company dated March 15<sup>th</sup>, 2023 for Beallair Phase 4A file no. 19-16-SD**

COMMISSIONER  
*Jack Hefestay*

Dear Mr. Wilson:

The Jefferson County Commission authorizes a complete release of \$905,157.00 from the construction bond for Beallair Homes, LLC – Beallair Phase 4A (file # 19-16-SD). This project is located at the intersection of Old County Club Rd and Beallair Manor Dr. in Harpers Ferry, WV 25414. The project appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. GM225305 originally issued to in the amount of \$905,157.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

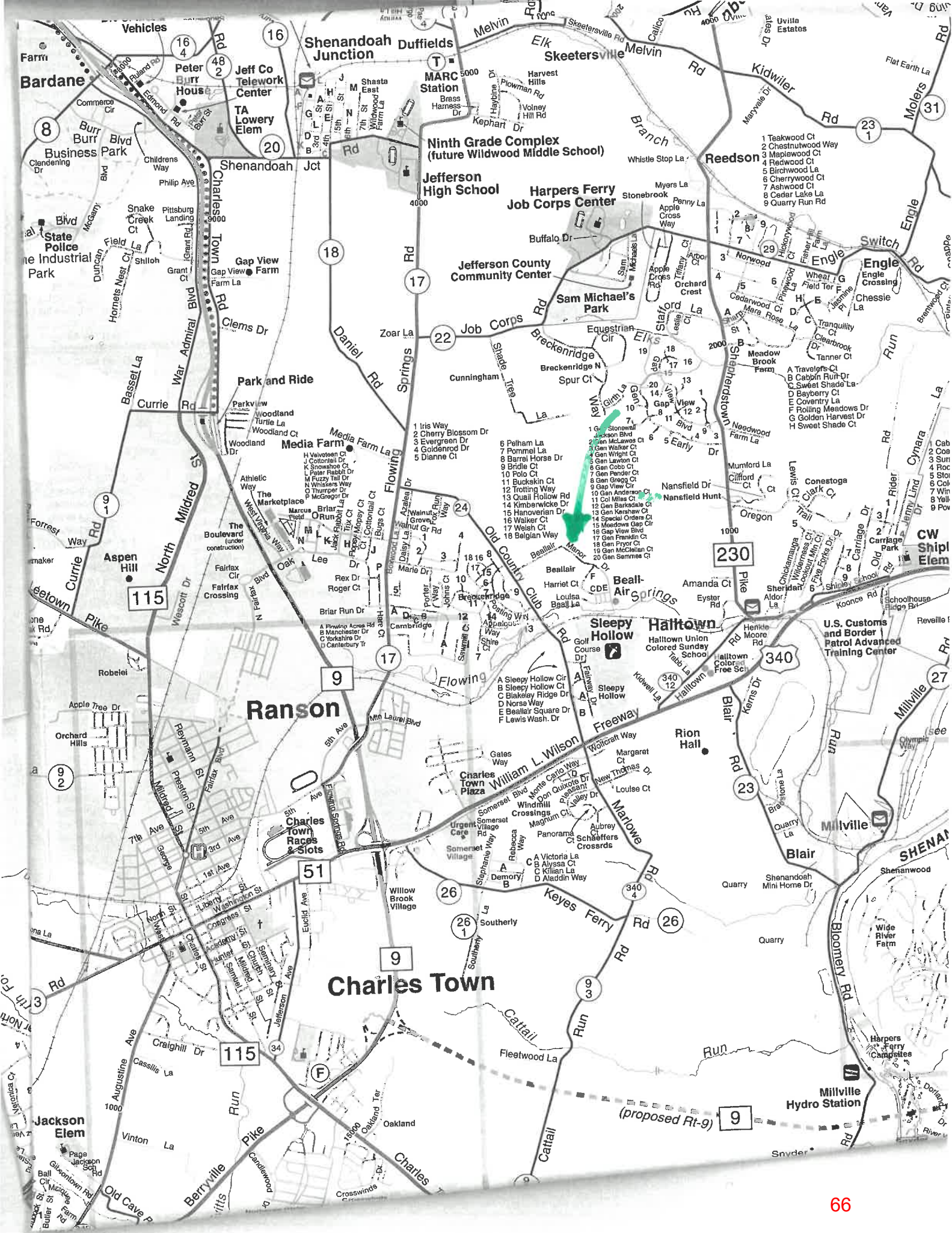
Sincerely,

Pasha Majdi, President  
Jefferson County Commission

cc: Robert Wormald  
5283 Corporate Dr. Suite 300  
Frederick, MD 21703

Department of Engineering, Planning & Zoning

County Administrator  
*Edwina Benites*



Shenandoah Junction

Ninth Grade Complex (future Wildwood Middle School)

Jefferson High School

Harpers Ferry Job Corps Center

Jefferson County Community Center

Sam Michael's Park

Park and Ride

Media Farm

Ranson

Charles Town

Beall Air Springs

Sleepy Hollow

Halttown

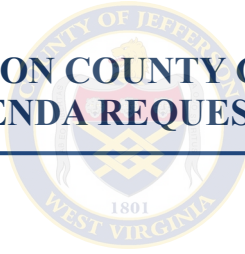
U.S. Customs and Border Patrol Advanced Training Center

Rion Hall

Millville

Millville Hydro Station

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**



Name:

Department or Organization:

Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

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

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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      Internet/Wi Fi:      Conference/Video      No

Contact Information:

Phone Number:

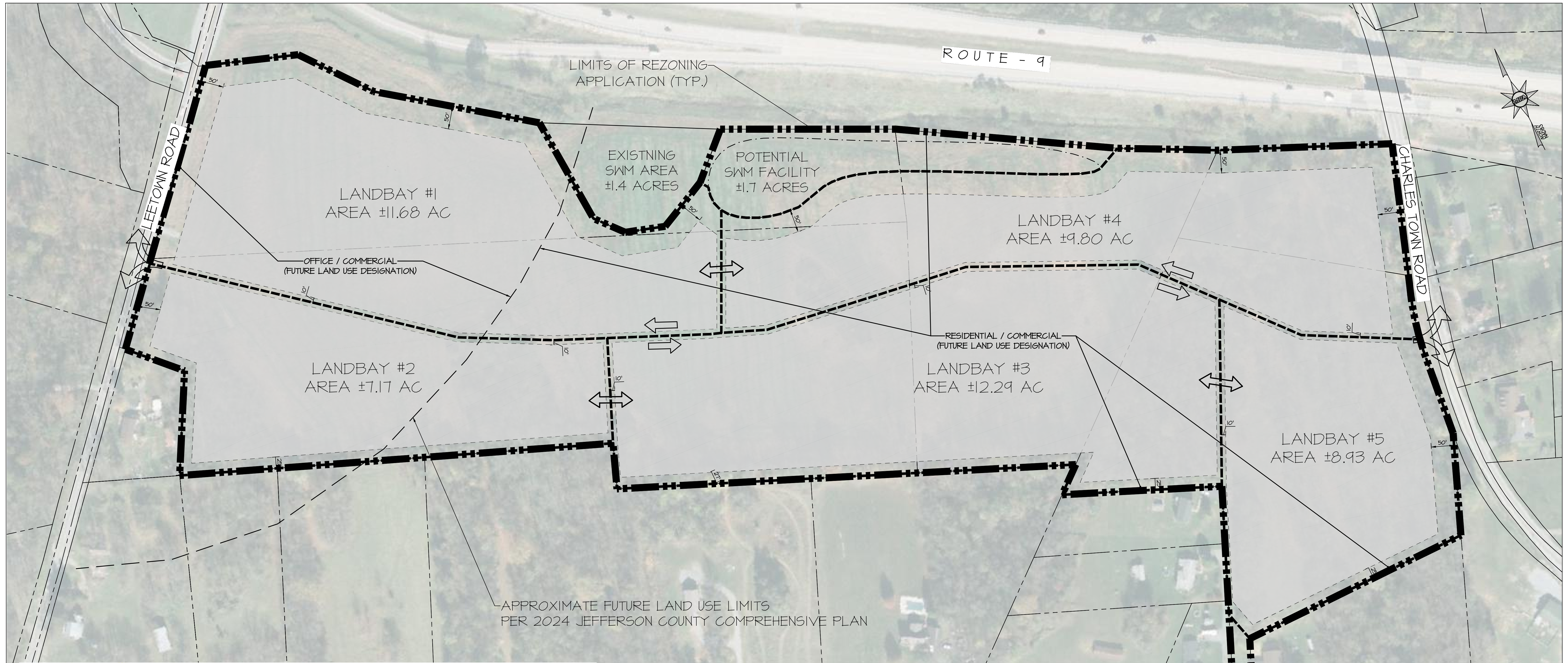
Email Address:



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:



APPROXIMATE FUTURE LAND USE LIMITS PER 2024 JEFFERSON COUNTY COMPREHENSIVE PLAN

APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE<sup>27, 32, 35</sup>

Zoning District	Development Type <sup>Q</sup>	Min Lot Area (MLA)	Min Lot Width	Max Building Height <sup>T</sup>	Imperious Surface Limit	Building Setbacks			Parking/Drive Aisle Setbacks			Buffers (Sec. 4.11) (Screened / Unscreened) Adjacent Use				
						Front	Side	Rear	Front	Side	Rear	A Residential district, or any lot with a residence, school, church, or institution of human care (Distance per Sec. 4.6)				
												Distance	Front	Side & Rear	Commercial Use	Industrial Use
Industrial - Commercial (IC)**	Commercial sites 1.5 acres and smaller	N/A	N/A	75	80%	25	15	4	4	75	Street Trees	Narrow Buffer Detail No. M-54	N/A	10(S)	N/A	10(S)
	Commercial sites greater than 1.5 acres	N/A	N/A	75	80%	25	15	10	10	75	Street Trees	Medium Buffer Detail No M-53	N/A	10(S)	N/A	10(S)
	Industrial	3 ac ***	N/A	75	90%	50 or 25 if adjacent to Industrial Use	25 or 20 if adjacent to Industrial Use	200	Street Trees	Wide Buffer Detail No. M-52	25(S)	20(S)	N/A	20(S)	N/A	20(S)
Residential-Light Industrial-Commercial (RLIC)	Commercial or Industrial	N/A	N/A	75	80%	See IC District										

APPENDIX A: RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE<sup>27, 32, 42</sup>

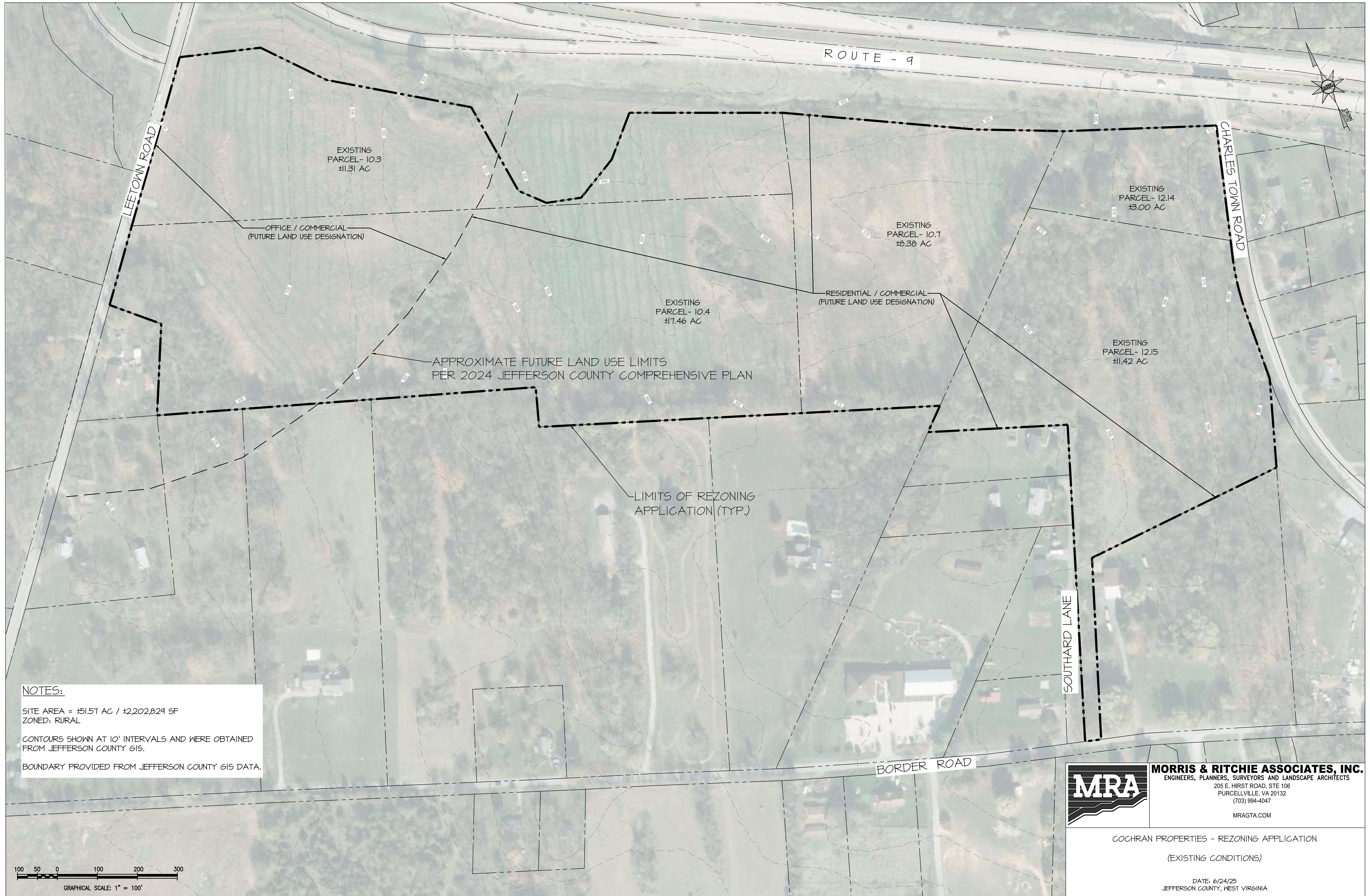
Zoning District	Land use	Land Use Subtype	Min Lot Area (MLA) sq. ft.***	Area per Dwelling Unit (ADU) sq. ft.	Min Lot Width	Max Building Height*	Setbacks				Parking/Drive Aisle Setbacks	Screened Buffers, Sec. 4.11
							Front	Side	Street Side	Rear		
Residential Growth (RG)	Single Family Detached Dwelling	Public/Central water and sewer	6,000	10,000	N/A	40	25	12	15	20	N/A	N/A
		Public/Central water or sewer	20,000	N/A	N/A	-	-	-	-	-		
		No Public/Central water or sewer	40,000	N/A	N/A	-	-	-	-	-		
	Small Lot Single-Family Detached Dwelling	Public/Central water and sewer	3,200	7,500	35	40	20****	5	10	20		
		Public/Central water and sewer	3,200	7,500	N/A	40	25	15**	15	20		
		Public/Central water or sewer	N/A	10,000	N/A	-	-	-	-	-		
Townhouse Dwelling <sup>Q</sup>	Public/Central water and sewer	1,400	3,500	N/A	40	25	12**	15	20			
	Public/Central water and sewer	20,000	2,000	N/A	40	25	12**	15	30			
Rural (R) (See Sec. 5.7)	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	Over 40,000 sq. ft.	N/A	N/A	N/A	40	25	12	12	N/A	N/A	
		30,000 sq. ft. to 40,000 sq. ft.	N/A	N/A	N/A	40	20	10	12			
		Under 30,000 sq. ft.	N/A	N/A	N/A	40	20	8	12			
		Under 30,000 sq. ft.	40,000	N/A	100	45	40	15	12			
Village (V)	Cluster Subdivision	Over 2 acres	N/A	N/A	N/A	45	40	15	12	N/A	N/A	
		40,000 sq. ft. to 2 acres	N/A	N/A	N/A	45	25	12	12			
		30,000 sq. ft. to 39,999 sq. ft.	N/A	N/A	N/A	45	20	10	12			
		Under 30,000 sq. ft.	N/A	N/A	N/A	45	20	8	12			
Residential-Light Industrial-Commercial (RLIC)	Residential uses											

- NOTES:
- SITE AREA = 51.57 AC / 2,202,829 SF
  - PROPOSED ZONING: RLIC (RESIDENTIAL-LIGHT INDUSTRIAL-COMMERCIAL)
  - THE NUMBER, SHAPE, SIZE OF THE LANDBAYS ARE SUBJECT TO CHANGE.
  - THE LOCATIONS OF INTERNAL ACCESS POINTS BETWEEN LANDBAYS ARE ILLUSTRATIVE AND LOCATIONS ARE SUBJECT TO FINAL DESIGN.
  - SEE THE RESIDENTIAL & NONRESIDENTIAL DEVELOPMENT STANDARDS TABLES FOR ANTICIPATED LANDBAY REQUIREMENTS.

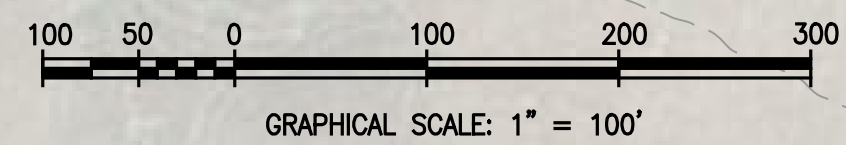
**MRA**  
**MORRIS & RITCHIE ASSOCIATES, INC.**  
 ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS  
 205 E. HIRST ROAD, STE 106  
 PURCELLVILLE, VA 20132  
 (703) 994-4047  
 MRAGTA.COM

COCHRAN PROPERTIES - REZONING APPLICATION  
 (CONCEPT PLAN)

DATE: 6/24/25  
 JEFFERSON COUNTY, WEST VIRGINIA



**NOTES:**  
 SITE AREA = ±51.57 AC / ±2,202,829 SF  
 ZONED: RURAL  
 CONTOURS SHOWN AT 10' INTERVALS AND WERE OBTAINED FROM JEFFERSON COUNTY GIS.  
 BOUNDARY PROVIDED FROM JEFFERSON COUNTY GIS DATA.



**MORRIS & RITCHIE ASSOCIATES, INC.**  
 ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS  
 205 E. HIRST ROAD, STE 106  
 PURCELLVILLE, VA 20132  
 (703) 994-4047  
 MRAGTA.COM

COCHRAN PROPERTIES - REZONING APPLICATION  
 (EXISTING CONDITIONS)

DATE: 6/24/25  
 JEFFERSON COUNTY, WEST VIRGINIA

# MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,  
AND LANDSCAPE ARCHITECTS



## *The Cochran Properties*

### *Zoning Map Amendment (Rezoning) Request*

*(Tax Map #5, Parcel #s 10.3, 10.4, 10.7, 12.14 & 12.15)*

*June 24, 2025*

**Existing Zoning District:** Rural (R)

**Proposed Zoning District:** Residential-Light Industrial-Commercial (RLIC)

This report has been prepared on behalf of Four Seas of WV LLC as a formal request for a Zoning Map Amendment (rezoning) for the subject parcels identified as Tax Map 5, Parcels 10.3, 10.4, 10.7, 12.14, and 12.15. (Parcels 12.14 & 12.15 were acquired in May by the owner / applicant Four Seas however the JC WV Parcel Map - Assessor's Office Interactive Map still shows the ownership as Christina Kardos and Linda Gibson respectively.) Prior to ownership of the five referenced parcels the applicant had met with the County back in March of this year and back in 2024 seeking to get an understanding of the development options.

The following summation is in response to Substantiation for the Request per the County's Zoning Map Amendment Application and supporting justification for the change in zoning.

### **Substantiation for the Request:**

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

The subject properties are situated between Leetown Road to the east and Charles Town Road to the west, and are bounded to the north by the eastbound ramp and Route 9. Collectively, the parcels encompass approximately ±51.57 acres. This location's proximity to the surrounding road network lends itself to being highly desirable with proper supporting zoning.

Currently zoned Rural (R), the applicant seeks to rezone the properties to Residential-Light Industrial-Commercial (RLIC). This request is grounded in the property's inclusion within the Route 9 Preferred Growth Area (PGA) and its adjacency to the Ranson Urban Growth Boundary (UGB), as designated in the Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025). The RLIC zoning district provides the greatest flexibility to attract a range of commercial, office, and residential users, aligning with the 2045 Plan's vision for growth in this strategic location.

This rezoning is necessary to enable development consistent with the Comprehensive Plan and Future Land Use Guide, as Rural (R) zoning is no longer appropriate for land within a PGA. The

205 E. Hirst Road, Suite 106, Purcellville, VA 20132 (703) 994-4047 [www.mragta.com](http://www.mragta.com)

proposed zoning change would allow for the highest and best use of the site, with approximately 14 acres in the northwest corner targeted for Office/Commercial development, and the remaining 38 acres intended for Residential/Commercial uses as envisioned in the Future Land Use Guide.

**Office or Commercial**

*Primary Uses: The Office or Commercial category is intended to support a mix of business and office uses. Developments can include mixed use projects, a mix of office or commercial buildings, or solely office or commercial use.*

**Residential or Commercial**

*Primary Uses: This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors.*

The subject parcel has maintained its original Rural (R) zoning designation since the adoption of the Jefferson County Zoning Ordinance in 1988. However, the surrounding area has experienced significant changes over the past several decades. These include the extension of public water and sewer infrastructure, the establishment of Preferred Growth Areas (PGAs) and Urban Growth Boundaries (UGBs) by the County Commission, and evolving transportation patterns. This rezoning request is also supported by the increasing availability of public utilities in close proximity to the site, further justifying the transition to a zoning district better suited for future growth.

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

The subject parcel is located within the Route 9 Preferred Growth Area (PGA) and lies just outside the City of Ranson's Urban Growth Boundary (UGB). (See attached images and reference documents at the end of this report.) The Jefferson County 2045 Comprehensive Plan anticipates that urban-level residential and non-residential development will be concentrated within UGBs and PGAs over the 20-year planning horizon.

The 2045 Plan defines 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 location of the subject parcels within the Route 9 PGA and adjacent to a UGB directly supports a mix of residential and commercial development. The 2045 Plan also includes an updated Future

Land Use Guide and a restructured set of Land Use Classifications intended to better align with county zoning districts.

While the Plan recommends avoiding future use of the Residential-Light Industrial-Commercial (RLIC) zoning district in favor of three new proposed districts, those new districts and supporting ordinance amendments have not yet been adopted. In the meantime, the range of uses permitted within the RLIC district largely aligns with the intended land use classifications—specifically office, commercial, and residential—outlined in the Future Land Use Guide.

According to the 2045 Plan (p.16), “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).” In accordance with West Virginia State Code Chapter 8A, the County Commission may approve a rezoning request if it finds the request to be consistent with the Comprehensive Plan.

Given the current absence of newly defined zoning categories and the need to maintain flexibility in attracting future end users, the RLIC district remains the most appropriate and adaptable designation. The requested rezoning will support development that is complementary to the community and consistent with the 2045 Plan’s goals and policies.

***C. 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.***

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 Route 9 and supporting road network. As indicated in the High Problem Area Map, this proposed rezoning is not subject to any of the problem corridor and/or intersection areas.

The changes and improvements to the transportation network 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.

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

The Capacity of Wastewater Treatment facilities and Water Services has been greatly expanded, in anticipation of the development in the Ranson UGB, and the Route 9 PGAs based on the current Comprehensive Plan.

### **Route 9 PGA**

This area between Kearneysville and the Berkeley County line has the potential to access water, sewer, and natural gas services from Berkeley County, allowing more intense business park/commercial uses to develop along the County line. ***The intersection of Route 9 and Leetown Pike is characteristic of a commercially oriented highway interchange***, and Kearneysville could develop small businesses and residential uses compatible with the village district. As part of the 2045 Comprehensive Plan, the Route 9 PGA has been extended to include properties south of Route 9 down to Border Rd.

The Future Land Use Guide and the Zoning Map are different. The categories on each may bear some similarities, but the maps themselves are not the same. This Plan does not call for County initiated zoning map amendments, as it is anticipated that all zoning map amendments will be owner initiated. All property owners within Jefferson County have the right to request a zoning map amendment. The Planning Commission reviews all zoning map amendment requests and makes a recommendation to County Commission regarding whether if a given request is or is not consistent with the Future Land Use Guide and relevant text of the 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. These areas are 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 following Goals of the 2045 Comprehensive Plan would be supported by this application:

*Goal 1 - Ensure that future land use regulations and policies support and balance the land rights of all landowners of all property types.*

*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.*

*Goal 12 - Foster job development in Jefferson County by promoting diverse businesses; employment opportunities; local business entrepreneurship; and professional service jobs.*

*Goal 13 - Develop an environment that promotes existing and new businesses by expanding necessary infrastructure within the Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB).*

This proposed rezoning would help directly realize the 4 goals referenced by attracting users to a location that has great access with minimal impacts to the surroundings. Offers higher density potential that will facilitate the extension of utility infrastructure. Create opportunities for diverse employment and business by having a prime location that is ready to respond to the market demands

by having the flexibility in potential uses while taking advantage of the proximity to Ranson UGB.

### **Conclusion**

Consistency and compatibility with the Jefferson County 2045 Comprehensive Plan and the Future Land Use Guide are the two primary criteria for evaluating a Zoning Map Amendment request. The 2045 Plan promotes growth within the Preferred Growth Areas (PGAs), Urban Growth Boundaries (UGBs), and locations where infrastructure and public services currently exist or are planned for future development.

The subject property meets these criteria. It lies within an area designated by the Comprehensive Plan for future growth and will ultimately have access to both public water and sewer services. These attributes make the property well-suited for rezoning.

The site is appropriate for a mix of residential and non-residential uses, is supported by both existing and planned infrastructure, and does not create adverse impacts on low-income communities. The proposed map amendment aligns with the goals and policies of the 2045 Comprehensive Plan.

For these reasons, we respectfully request approval of the proposed Zoning Map Amendment by the Jefferson County Commission.

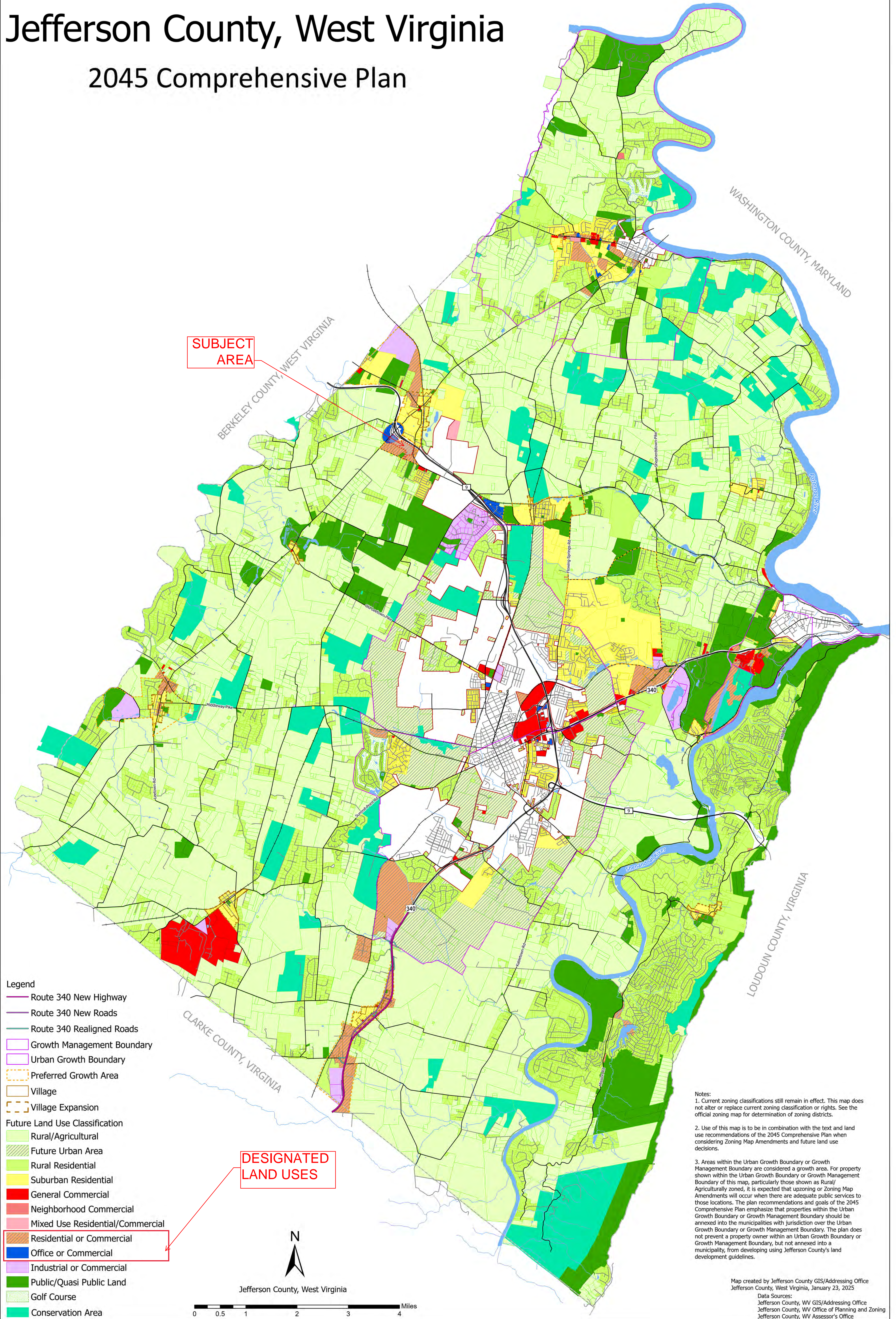
#### Attachments:

1. Future Land Use Guide
2. Route 9 Preferred Growth Area
3. Ranson Urban Growth Boundary
4. Water & Sewer Service Areas
5. 2024 Highway Problem Areas
6. Vicinity Map

# Future Land Use Guide

## Jefferson County, West Virginia

### 2045 Comprehensive Plan



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

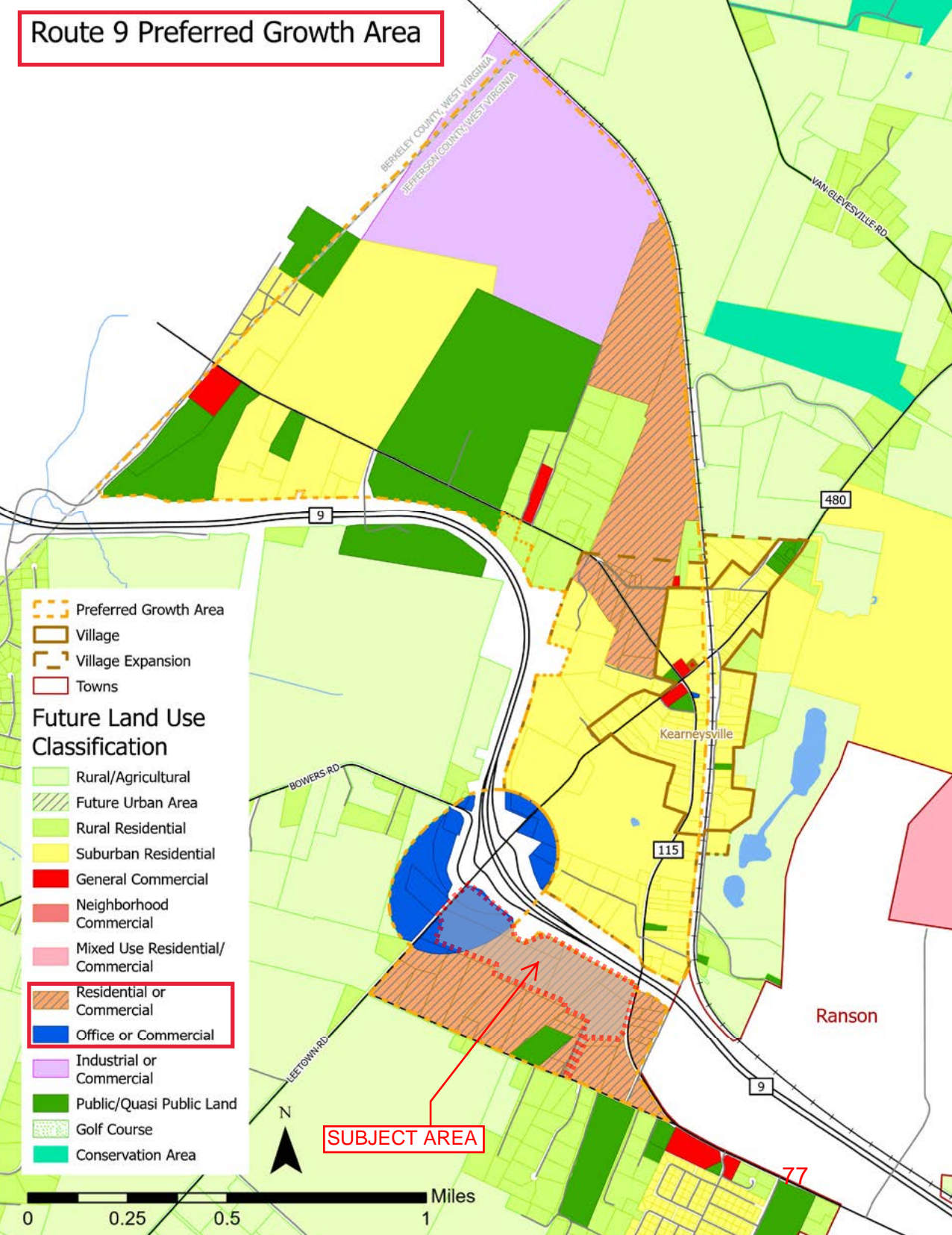
**Notes:**

1. Current zoning classifications still remain in effect. This map does not alter or replace current zoning classification or rights. See the official zoning map for determination of zoning districts.
2. Use of this map is to be in combination with the text and land use recommendations of the 2045 Comprehensive Plan when considering Zoning Map Amendments and future land use decisions.
3. Areas within the Urban Growth Boundary or Growth Management Boundary are considered a growth area. For property shown within the Urban Growth Boundary or Growth Management Boundary of this map, particularly those shown as Rural/Agriculturally zoned, it is expected that upzoning or Zoning Map Amendments will occur when there are adequate public services to those locations. The plan recommendations and goals of the 2045 Comprehensive Plan emphasize that properties within the Urban Growth Boundary or Growth Management Boundary should be annexed into the municipalities with jurisdiction over the Urban Growth Boundary or Growth Management Boundary. The plan does not prevent a property owner within an Urban Growth Boundary or Growth Management Boundary, but not annexed into a municipality, from developing using Jefferson County's land development guidelines.

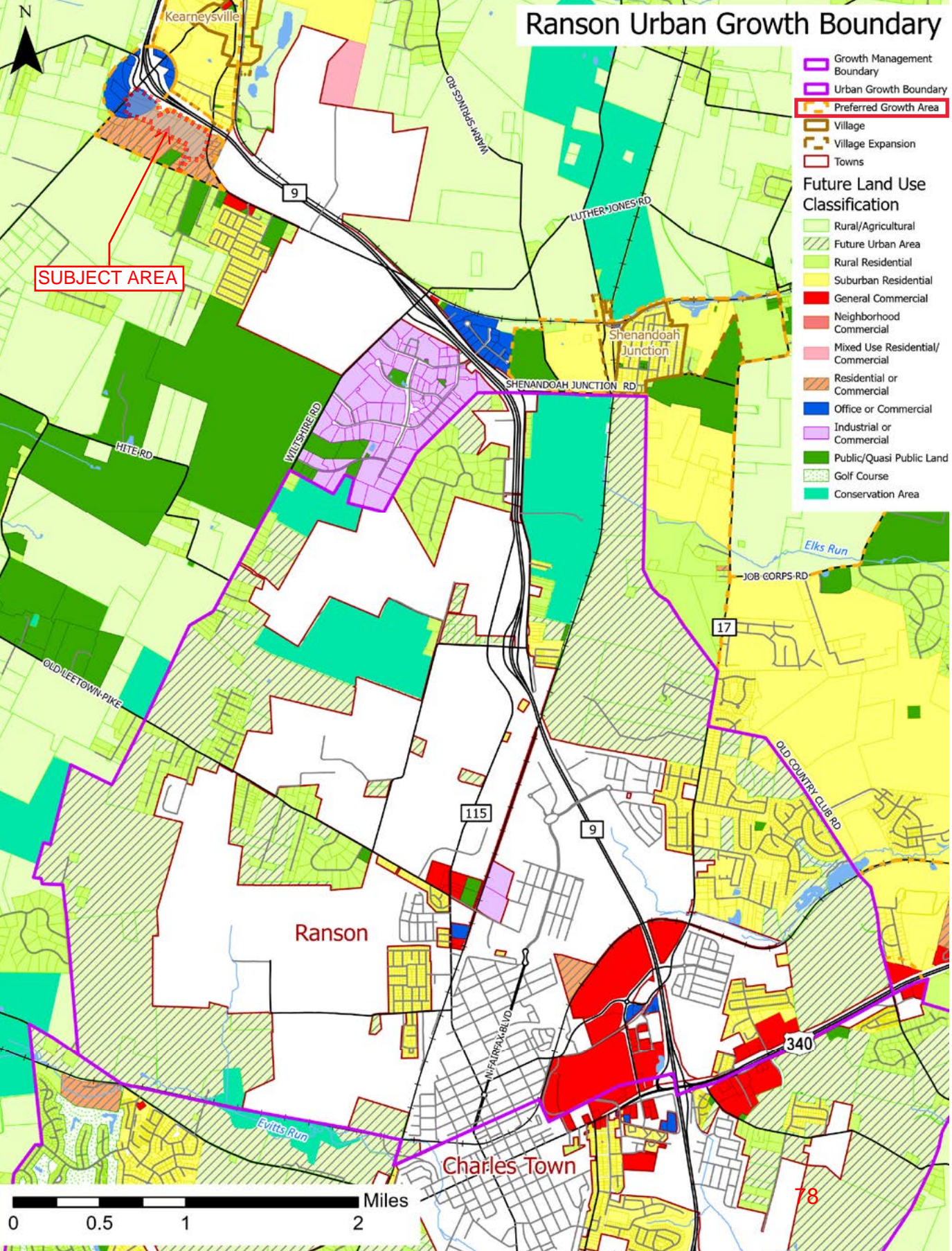
Map created by Jefferson County GIS/Addressing Office  
 Jefferson County, West Virginia, January 23, 2025  
 Data Sources:  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 Jefferson County, WV Assessor's Office



# Route 9 Preferred Growth Area



# Ranson Urban Growth Boundary



- Growth Management Boundary
  - Urban Growth Boundary
  - Preferred Growth Area
  - Village
  - Village Expansion
  - Towns
- ### 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

SUBJECT AREA

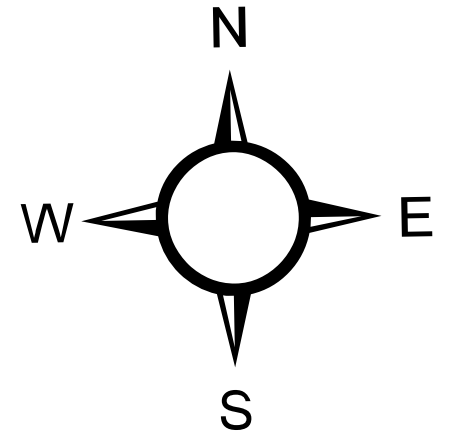
Ranson

Charles Town

0 0.5 1 2 Miles

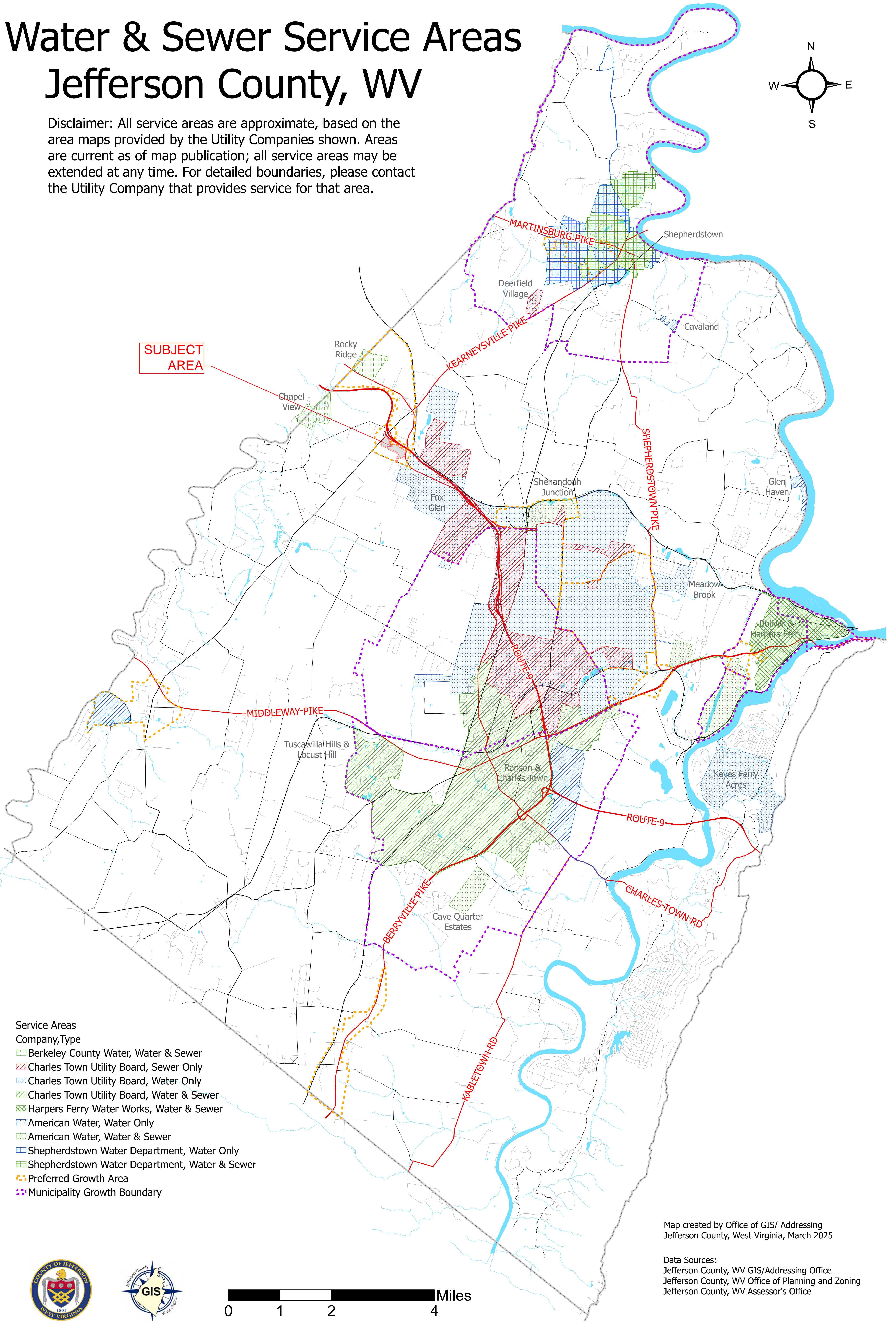
# Water & Sewer Service Areas

## 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.

**SUBJECT AREA**



### Service Areas

- 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
- Municipality Growth Boundary

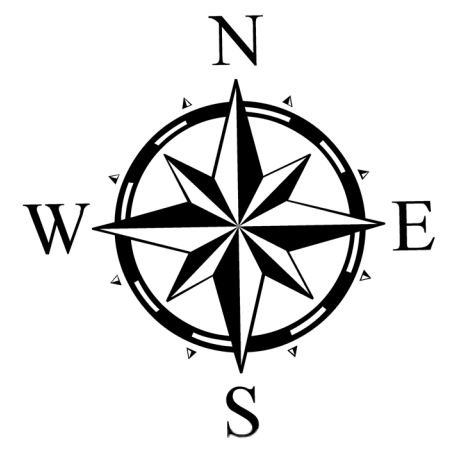
Map created by Office of GIS/ Addressing  
Jefferson County, West Virginia, March 2025

Data Sources:  
Jefferson County, WV GIS/Addressing Office  
Jefferson County, WV Office of Planning and Zoning  
Jefferson County, WV Assessor's Office



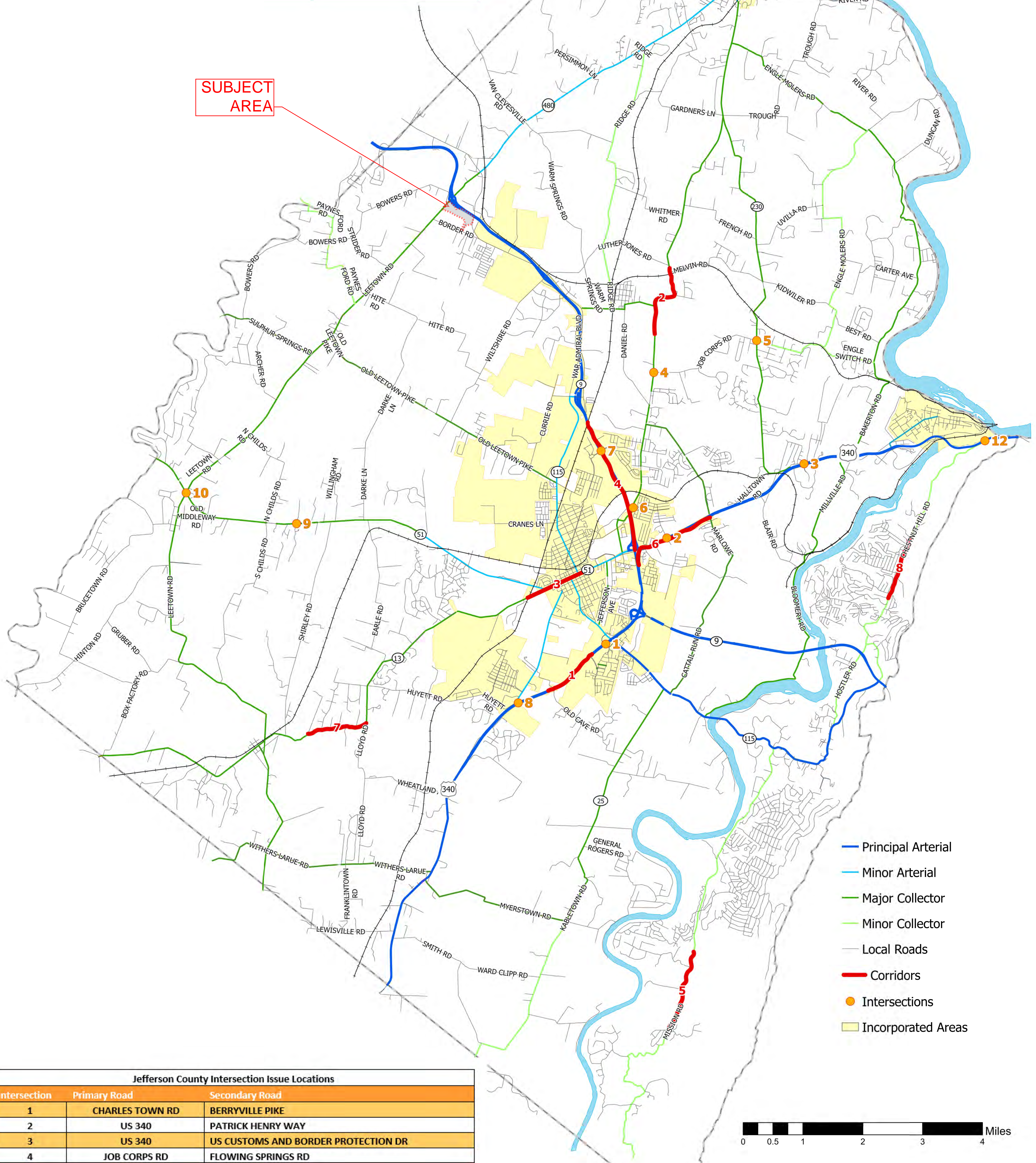
# 2024 Highway Problem Areas Map

## Jefferson County, West Virginia

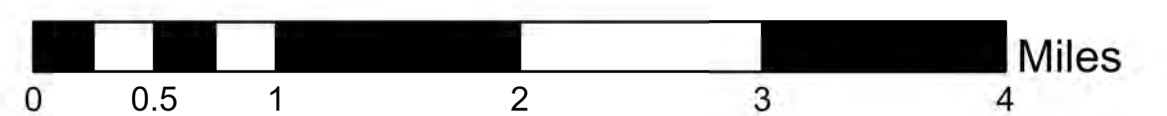


Jefferson County Priority Corridor Locations		
Corridor Property	Start	End
1	CANDLEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN VIEW LN	GROVE SPRINGS LN
9	BRIAR RUN ESTATES	OLD COUNTRY CLUB RD

SUBJECT AREA



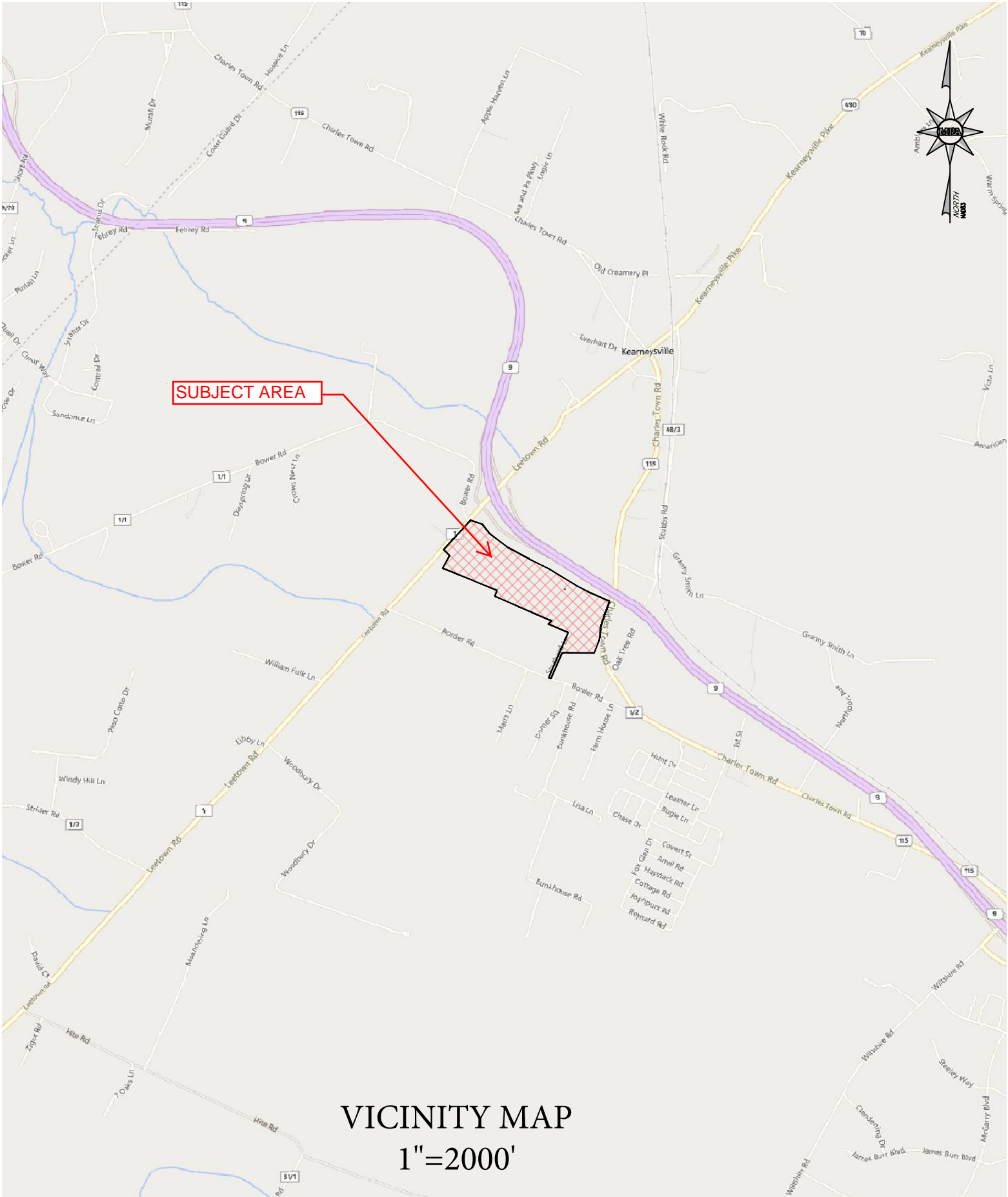
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Roads
- Corridors
- Intersections
- Incorporated Areas



Jefferson County Intersection Issue Locations		
Intersection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE AVE
9	MIDDLEWAY PIKE	NEW MEADOW DR
10	LEETOWN RD	MIDDLEWAY PIKE
11	WINEBRENNER RD	MARTINSBURG PIKE
12	US 340	CHESTNUT HILL RD

Data Sources  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 WV Department of Transportation  
 WV Department of Highways  
 HEPMPO  
 Map Created: September 2024





VICINITY MAP  
1"=2000'



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: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Contact Information**

Applicant Name: \_\_\_\_\_ Same as owner:   
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant Information**

Consultant Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: \_\_\_\_\_ Vacant Lot:   
 Parcel ID: \_\_\_\_\_ (Tax District / Map No. / Parcel No.)  
 Parcel Size: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page No: \_\_\_\_\_

**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:** \_\_\_\_\_



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



Name: Pasha Majdi, commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 17, 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. Resolution: Vision for the Jefferson County Development Authority
2. Resolution: Jefferson County Development Authority Partnership with the State

**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



# 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)

## To Set a Vision for the Jefferson County Development Authority

*Approved: July 17, 2025*

**WHEREAS**, the Jefferson County Development Authority's mission is to attract, retain, and grow businesses in Jefferson County; and

**WHEREAS**, Jefferson County is growing and will continue to grow. Without intentional and focused recruitment of new businesses, growth in Jefferson County will be imbalanced toward residential. Jefferson County needs balanced growth so that we are a community where people want to live, work, and play. We do not want to be a bedroom community where people merely reside while commuting elsewhere for work and spending their hard-earned dollars outside the county; and

**WHEREAS**, Jefferson County leads West Virginia in tourism, bringing \$876 million in tourism-related spending for our economy. Tourism-related industries are a natural strength for business development and a cornerstone for a diversified commercial tax base; and

**WHEREAS**, the Jefferson County Commission is reconstituting the board of the Jefferson County Development Authority under the new state law that took effect July 11, 2025.

**THEREFORE, BE IT RESOLVED** by the Jefferson County Commission that:

1. Jefferson County hereby expresses its support for recruiting large commercial enterprises to the county to achieve balanced growth and to diversify our tax base; and
2. Tourism is our strength and should be the focus of business recruitment efforts, in particular:
  - a. A sports complex and convention center should be the top priority for the Jefferson County Development Authority,
  - b. Agritourism should be a second priority, collaborating with the Agritourism Task Force; and
3. Tax Increment Financing (TIF) and Payment in Lieu of Taxes (PILOT) agreements are powerful economic development tools for attracting investment and new businesses in Jefferson County and should be applied by the Jefferson County Development Authority; and
4. The Jefferson County Development Authority should focus on its mission to attract, retain, and grow businesses in Jefferson County. Development authorities are limited in scope: they do not engage in planning, zoning, natural resource protection, public health, historic preservation, or delivery of public utilities. Jefferson County and the State of West Virginia have other agencies that govern these and other essential activities. The Jefferson County Development Authority should liaise with those agencies as needed while focusing on its

mission to attract, retain, and grow a diversified commercial tax base for Jefferson County.

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Pasha Majdi  
Jefferson County Commission President

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Jacqueline C. Shadle  
Jefferson County Clerk

DRAFT



# JEFFERSON COUNTY COMMISSION

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

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## To Establish a *Jefferson County First* Economic Development Partnership with Governor Morrisey and the State of West Virginia

*Approved: July 17, 2025*

**WHEREAS**, on February 12, 2025, Governor Patrick Morrisey delivered the State of the State address to a joint session of the West Virginia Legislature; and

**WHEREAS**, in the State of the State address Governor Morrisey identified economic development priorities for the State of West Virginia; and

**WHEREAS**, Jefferson County is a rapidly growing county situated in close proximity to both Virginia and Maryland as well as the District of Columbia; and

**WHEREAS**, Jefferson County is acutely aware of the need for competitiveness with other governments and out-of-state markets due to its close proximity to other states; and

**WHEREAS**, Jefferson County leads West Virginia in tourism, bringing \$876 million in tourism-related spending for our economy; and

**WHEREAS**, the Jefferson County Commission has resolved to establish a Jefferson County First economic development strategy.

**THEREFORE, BE IT RESOLVED** by the Jefferson County Commission that:

1. Jefferson County hereby expresses its support for the economic development priorities and initiatives of Governor Morrisey and the State of West Virginia; and
2. Jefferson County expresses its desire and intent to enter a collaborative partnership with Governor Morrisey's Administration, including the West Virginia Economic Development Authority, to advance the shared economic development goals of Jefferson County and the State of West Virginia; and
3. The State of West Virginia leads many interstate economic development initiatives and negotiates agreements on behalf of our citizens; and
4. The partnership between Jefferson County and the State of West Virginia should prioritize the economic development of Jefferson County first, including benefits to county residents and businesses.

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Pasha Majdi  
Jefferson County Commission President

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Jacqueline C. Shadle  
Jefferson County Clerk



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:

\*Proposed Revisions to include the move of part-time employment to full-time 80 hour employment of Katharine O'Connor and rate change for Supervisor Earl Gill.

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



Name: Mike Mood, commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 17, 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*):

**Resolution: West Virginia Goes Purple**

**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



# 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)

## Jefferson County Goes Purple

*Approved: July 17, 2025*

**WHEREAS**, National Recovery Month is observed every September to promote awareness of substance use disorders, encourage treatment and recovery, and celebrate the resilience of individuals and families affected by addiction; and

**WHEREAS**, Jefferson County remains committed to supporting community members struggling with substance use through effective, accessible services and evidence-based programs; and

**WHEREAS**, the County recognizes the long-standing importance of day report centers in offering non-incarceration alternatives, supporting individuals in recovery, and promoting accountability through supervised treatment and case management; and

**WHEREAS**, following the closure of a nonprofit provider, the Jefferson County Commission is moving forward with establishing a County-operated Day Report program to ensure uninterrupted service to justice-involved individuals struggling with substance use; and

**WHEREAS**, the Commission's dedication reflects a belief that every resident facing addiction deserves the opportunity to recover, rebuild, and contribute positively to our community; and

**WHEREAS**, this effort builds on the County's broader commitment to justice reform, public health, and compassionate, locally driven solutions that strengthen individuals and families;

**NOW, THEREFORE**, we, the Jefferson County Commission, do hereby designate **September 2025** as Jefferson County Goes Purple month. We call on residents, businesses, and organizations to join us in supporting these efforts and helping those in recovery thrive.

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Pasha Majdi  
Jefferson County Commission President

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Jacqueline C. Shadle  
Jefferson County Clerk

**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: **5 minutes**

Date Requested – 1<sup>st</sup> Choice: **July 17, 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. Approval of Promotion – Lead Permit Technician – Department of Engineering, Planning, and Zoning**
- 2. Approval of Employee Changes in Title — Part-Time Instructors - Emergency Services Agency**

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

1. Staff is requesting the approval of the promotion of Michael Lee from Facilities Helper to Facilities Mechanic for the Department of Fleet and Facilities Management.
2. Staff is requesting the transition of two former part-time ESA staff members from part-time FF/EMTs (as the Commission approved the RIF of PT staffing, effective July 1, 2025, in February 2025) to part-time instructors.

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 Fleet and Facilities Management Request**

- I move to approve the promotion of Michael Lee for the Grade 5, full-time, 80-hour position of Facilities Mechanic within the Department of Fleet and Facilities Management, at a salary of \$57,500, effective Monday, July 21, 2025.**

**Emergency Services Agency Request**

 *I move to approve the changes in title for employees Monte Conner and David Swain, from part-time FF/EMTs to part-time instructors for the Jefferson County Emergency Services Agency, effective July 1, 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](mailto:jjames@jeffersoncountywv.org)

Phone Number:    304-728-3282

<b>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</b>
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not applicable
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# JEFFERSON COUNTY COMMISSION

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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: July 17, 2025

Re: Fiscal Note: Fleets request to promote Michael Lee to full time mechanic  
JCESA request part time staffing become part time instructors

---

The Fleet and Facilities Department is requesting to promote Michael Lee to full time mechanic which is a replacement and budget neutral decision.

Starting salary	\$57,500
FY 26 Budget	\$59,217

JCESA part time staffing become part time instructors  
No wage or salary adjustment, only title changes – budget neutral

**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: **July 17, 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. Adjust FY25 budget as presented with IBR FY25-013**

**Please provide the County Commission with a description of your request or presentation, including any background information:  
The presented budget adjustments will be internal and budget neutral.**

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*):

Requested **motion to accept the internal budget adjustments as presented with FY25-013**

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: David Bound

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

Phone Number: 304.728.3284

**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

**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: July 17, 2025

Re: Fiscal Note: Request FY25 Internal Budget adjustments for various departments

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Request to adjust various departments' FY25 budget accounts as presented with FY25-013 Internal Budget Revision. Amounts will be one for one adjustments – budget neutral.

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2025  
 Internal Budget Revision  
 IBR # FY25-013

**Narrative:**  
 Adjust FY25 budget for internal departments' balancing.

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001.717.410801	OVERTIME	2,000	28		2,028
001.717.434301	AUTO SUPPLIES FUEL	250,000	34,150		284,150
001.717.410300	EMPLOYEE WAGES	112,624		28	112,596
001.717.421901	VEHICLE LEASE	200,000		34,150	165,850
001.425.421301	ELECTRICITY	353,000	31,474		384,474
001.425.421500	MAINT/REP BLDG GRNDS	26,000	10,319		36,319
001.425.434100	MATERIALS AND SUPPLIES	100,000		9,000	91,000
001.425.423000	CONTRACTED SERVICES	90,000		14,500	75,500
001.425.422300	PROFESSIONAL SERVICES	15,000		3,000	12,000
001.425.421601	MAINT/REP SECURITY SYS	20,000		12,000	8,000
001.425.421600	MAINT/REP EQUIPMENT	60,000		3,293	56,707
001.431.410802	PART TIME HELP	-	2,337		2,337
001.431.410300	EMPLOYEE WAGES	181,774		2,337	179,437
001.428.410802	PARTTIME HELP	(38,550)	49,000		10,450
001.428.435400	COMPUTER HARDWARD	205,750		49,000	156,750
001.401.421200	PRINTING	374	1		375
001.401.434100	MATERIALS AND SUPPLIES	2,326		1	2,325
001.715.410300	EMPLOYEE WAGES	3,320,000	89,000		3,409,000
001.715.410400	FICA TAXES	248,400	17,000		265,400
001.715.410401	MEDICARE EXPENSE	57,663	4,400		62,063
001.715.410600	RETIREMENT	370,896	29,500		400,396
001.715.421100	TELEPHONE	13,751	500		14,251
001.715.421400	TRAVEL	2,500	10		2,510
001.715.421700	MAINT/REP AUTO	105,000	6,000		111,000
001.715.422100	TRAINING AND EDUCATION	27,750	2,200		29,950
001.715.434103	MEDICAL SUPPLIES AMBULANCES	310,000	10,000		320,000
001.715.410500	HEALTH INSURANCE	1,123,312		158,610	964,702
001.424.410300	EMPLOYEE WAGES	682,668	17,000		699,668
001.424.410600	RETIREMENT	63,246	500		63,746
001.424.421100	TELEPHONE	185,100		17,500	167,600

Requested by: David Bound

Approved by:(department head/elected): \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: 

Date: 7/2/25

David Bound / Chief Financial Officer

Date Submitted to County Commission: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

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



Name: **Bessie Nelson**

Department or Organization: **ESA**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 17, 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*):

**Ambulance Fee bill adjustments / exonerations**

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: **A**

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

1- **Move to approve the ambulance fee bill adjustments and exonerations 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: Mike Sine

Email address: [msine@jcesa.org](mailto:msine@jcesa.org)

Phone Number: 304-728-3287

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**2025 Ambulance Fee Adjustments / Corrections / Exonerations**

	Tax Owner	Contact	Phone #	Cust #	Invoice #	Amount	Reason	Date Presented to CC	Approved	Denied	Reason
1	Paramount Rentals LLC	Trisha Sanderson	304.671.8181	54795	2416545	\$ 50.00	Vacant Land since 07/01/2023	7/17/2025			
2	STAUBS, ROY E SR			46052	2218993	\$ 65.00	SOLD 09/17/2021	7/17/2025			
3	STAUBS, ROY E SR			46052	2317060	\$ 55.00	SOLD 09/17/2021	7/17/2025			
4	DIAZ-PORTUGUEZ, MARIO			64999	73021	\$ 44.00	DUPLICATE BILL (2322306)	7/17/2025			
5	DIAZ-PORTUGUEZ, MARIO			64999	2422118	\$ 39.00	MOBILE DEMOLISHED - REMOVED FROM ASSESSOR'S RECORDS	7/17/2025			
6	BARNHOUSE, KEVIN & VIVIAN	Vivian Barnhouse	304.919.6271	65630	2422756	\$ 39.00	EXONERATION - OLD HOUSE USE FOR STORAGE ONLY PER ASSESSOR'S RECORDS	7/17/2025			
7	BARNHOUSE, KEVIN & VIVIAN	Vivian Barnhouse	304.919.6271	37130	2416725	\$ 39.00	EXONERATION - PROPERTY SOLD 4/26/24	7/17/2025			
8	ALLEN GEORGE L ESTATE	Henry Allen	304.374.9185	32131	2411758	\$ 39.00	EXONERATION - PROPERTY SOLD 1/22/24	7/17/2025			
9	CLEARWATER FINANCIAL LLC	BENJAMIN RICKERT	315.937.7517	64293	2422042	\$ 50.00	EXONERATION - PROPERTY SOLD 12/19/23	7/17/2025			
10	CLEARWATER FINANCIAL LLC	BENJAMIN RICKERT	315.937.7517	64293	2411743	\$ 1,200.00	EXONERATION - WAS ADVISED BY PRIOR STAFF NO FEES OWES PER EMAIL	7/17/2025			
11	KNOCK, KATHLEEN & THOMAS	THOMAS KNOCK	571.289.6843	53453	2411743	\$ 50.00	EXONERATION - GARAGE APARTMENT REMOVED FROM ASSESSOR RECORDS FY24	7/17/2025			
12	RANKIN, KELLY S	KELLY RANKIN	304.279.2417	35148	2421882	\$ 50.00	EXONERATION - PROPERTY SOLD 6/9/23	7/17/2025			
13	JRD INVESTMENTS	TRACY	828.430.0314	63216	2420223	\$ 50.00	EXONERATION - VACANT LOT PER ASSESSOR RECORDS FY23	7/17/2025			
14	KENNETH W SHADE	FAITH SHADE	304.283.0674	45253	2420938	\$ 39.00	DUPLICATE BILL (2420939) - BILLED FOR 2 STRUCTURES SINCE 2023 (ONLY 1)	7/17/2025			
15	NUSBAUM, TOPPER	TOPPER NUSBAUM	301.471.7944	43248	2417379	\$ 50.00	EXONERATION - BILLED IN FY25 IN ERROR / MH NOW BELONGS TO SON / HE RECEIVED BILL ALSO	7/17/2025			

**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: **July 17, 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, advice and possible action from counsel regarding ongoing opioids litigation and related issues.**
- B. Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).**
- C. Discussion regarding Jefferson County Circuit Court Case No. CC-19-2025-C-162.**

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: **July 17, 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. 393 and 330 Buildings Update
2. 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 Internet/Wi Fi  Y Telephone for conference call  Y

Contact information:

Email address:

Phone Number:

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

not applicable

## JCCInfo

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**From:** Margaret Lskey <mliskey98@gmail.com>  
**Sent:** Tuesday, July 1, 2025 4:35 PM  
**To:** JCCInfo  
**Cc:** Margaret Lskey  
**Subject:** Public comment should not be limited

To whom it may concern,

Please do not limit public comment.

Too often, the folks that may want to give public comment are traveling home from work. They make not make the first '30 cut.' (90 minutes)

Also, folks that adjoin or confront the property in question should be given priority. They should not be counted in the 'first 30.'

Lastly, Jefferson county has become a short term residence for many of the folks working in VA and MD. The 'short term residence ' should not take priority over those folks that have lived here for generations. The generational families should be heard as they are the families that shaped Jefferson county.

Respectfully,

Margaret Liskey  
4302 Middleway Pike, Kearneysville, WV 25430  
304-676-4642

## JCCInfo

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**From:** David Tabb <sssi27@yahoo.com>  
**Sent:** Thursday, July 3, 2025 8:54 AM  
**To:** JCCInfo  
**Subject:** County Commission Meeting Cancellation

Dear County Administrator,

Thanks for cancelling today's County Commission meeting. This will give the taxpayer's hard-earned money a few more days before it's wasted.

David Tabb  
Life-long resident and taxpayer