

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

**ORDER ANNEXING AND DESIGNATING COUNTY PROPERTY FOR USE AS A
COURTHOUSE ANNEX**

WHEREAS, West Virginia Code § 7-3-2 imposes a duty upon the County Commission to provide, at county expense, a suitable courthouse and all necessary offices for the proper conduct of county affairs; and

WHEREAS, the County Commission finds that the existing Courthouse facility located at 100 East Washington Street, while historic, and has been successfully used in its role as a courthouse for many years, is now strained to provide adequate space for modern court and other County operations and creates a challenge to maintain appropriate facilities to best comply with various and sundry laws and regulations for public access, and

WHEREAS, the County currently owns a building situated at 393 North Lawrence Street, Charles Town, West Virginia, and

WHEREAS, the Commission finds that said building is structurally sound, accessible to the public, substantially located within the county seat, and capable of housing court and/or county government operations pursuant to applicable law and safety codes; and

WHEREAS, the Commission desires to designate and utilize such premises, in whole or in part, as an additional courthouse annex for the purpose of alleviating overcrowding and improving public service delivery;

NOW, THEREFORE, IT IS ORDERED:

1. Findings Adopted. The above recitals are incorporated herein as the Commission's formal findings of necessity, public purpose, and statutory authority.

2. Property Designation. The portion of the building and curtilage located at 393 North Lawrence Street, Charles Town, West Virginia that is located within the city limits of Charles Town, West Virginia is hereby declared and designated as an additional official annex of the Jefferson County Courthouse.

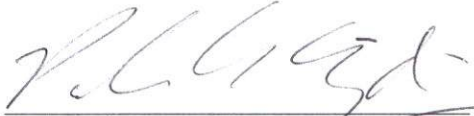
3. Use Authorized. The Commission authorizes the use of said facility for additional court proceedings, administrative and constitutional offices, public access terminals, or any other lawful official and/or courthouse-related function as deemed appropriate by the Commission and, where appropriate, the Administrative Office of the Supreme Court of Appeals.

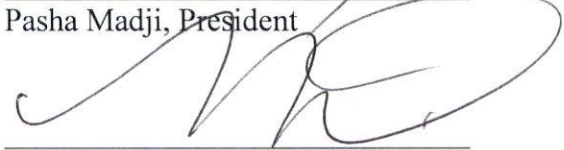
4. Public Notice. The County Clerk shall update all official records to reflect the annex designation.

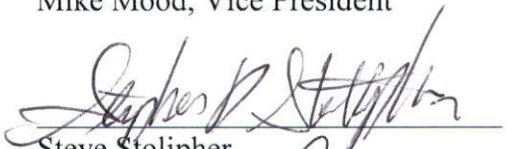
5. Implementation. The County Administrator is directed to coordinate all necessary renovations, security improvements, relocation of personnel, and all other matters that are needed to facilitate the transfer of County operations, subject to applicable budget approvals. The public shall continue to be notified of Commission and other applicable meetings through publication pursuant to West Virginia Code § 6-9A-3(d).

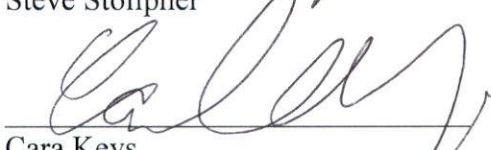
6. Recording. A certified copy of this Order shall be recorded in the records of Jefferson County and maintained in the Commission's Order Book.

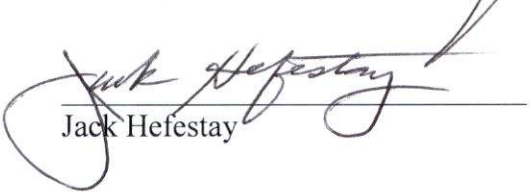
BY ORDER OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA:


Pasha Madji, President


Mike Mood, Vice President

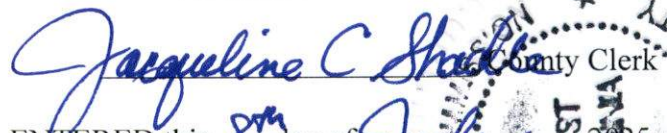

Steve Stolipher


Cara Keys


Jack Hefestay

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20250008478
07/09/2025 @ 09:29:42 AM
ORDER OF ANNEXATION
Book 1350 @ Page 454
Pages Recorded 2

ATTEST:


ENTERED this 8th day of July 2025.
(Seal)

