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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

MEETING AGENDA
JEFFERSON COUNTY COMMISSION
Thursday, September 4, 2025
9:30 a.m.
County Commission Meeting Room
393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):
https://us06web.zoom.us/j/84428774715?pwd=bUQLqCHqXUZ0Hna9kJpDLLjiSilPtc.1

Meeting ID: 844 2877 4715
Passcode: 650258

Public comments will be accepted in person or via email- info@jeffersoncountywv.org

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I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

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

V. Consent Agenda

1. Approval of Minutes **(pgs. 6-21)**
    a. August 21, 2025 Regular Meeting Minutes DRAFT
2. Approval of Accounts Payable:
    a. August 28, 2025
    b. September 4, 2025
3. Approval of Manual Checks:
    a. August 28, 2025
    b. September 4, 2025

4. Approval of Payroll:

    a. August 29, 2025

5. Approval of Requisitions **(pg. 22)**

    a. September 4, 2025

6. Approval of Hires **(pgs. 23-25)**

    a. Approval of Promotions - Emergency Services Agency
    b. Approval of Hire—Fleet and Facilities Management

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

New Business

1. 9:40 am — Angela Banks, Assessor of Jefferson County **(pgs. 26-31)**
    1.1 Approval of taxpayers exonerations

2. 9:45 am — Years of Service Awards

3. 10:00 am — Tim Czaja, director of Berkeley Day Report **(pgs. 32-33)**
    3.1 Overview of Jefferson County Day Report Services

4. 10:30 am — West Virginia State Treasurer's Office, executive director Julie Hefner-Ferrell **(pgs. 34-35)**

4.1 Overview of security and returns on investment in public funds.

5. 10:45 am "Potterween," Commissioner Cara Keys **(pgs. 36-37)**
   5.1 Consideration of participation in "Potterween"

6. 10:50 am City of Charles Town, Stephanie Grove and James Newman **(pgs. 38-43)**
   6.1 City of Charles Town Annexation Request

7. 11:00 am Public Hearing: Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15 **(pgs. 44-86)**
   7.1 Staff report on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15
   7.2 Presentation by the applicant
   7.3 Public comment

8. 11:30 Roger Goodwin, director of Engineering, Planning, and Zoning Cara Keys, commissioners
   8.1 Consideration of County Commission action on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15 (Goodwin)
   8.2 Consideration of Zoning Designation Change to General Commercial for subject property

Lunch Break

9. 1:00 pm Jefferson County Clerk's Office, Nikki Painter **(pgs. 87-143)**
   9.1 Accept the Final Accounting for the Michael Thomas Gosman Estate
   9.2 Close the Estate of Cecil Dickinson
   9.3 Motion to appoint Fiduciary Commissioner and Compel Accounting for the Estate of Jerry Richards
   9.4 Petition to set a hearing for Probate in Solemn Form for the Estate of Edward J. Still
   9.5 Fiduciary Commissioners Report on the Accounting Objections filed for the Estate of Donald C. Kinley
   9.6 Move the closing of estates from quarterly to a monthly basis

10. 1:20 pm Boards and Commissions **(pgs. 144-150)**
    10.1 Jefferson County Development Authority bylaws

11. 1:30 pm Krista Hoffman, executive director of the Jefferson County Development Authority **(pg. 151)**
    11.1 New business announcement: Randox Laboratories

12. 1:45 pm Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 152-159)**
    - 12.1 Approval of Hire— Part-time bailiff
    - 12.2 Approval of Hire— Animal Control Officer
    - 12.3 PRO Agreement

13. 1:50 pm Tara Vann, acting director of Emergency Communications **(pgs. 160-165)**
    - 13.1 Computer Assisted Dispatching (CAD) Support Service— Reliable Administration

14. 2:10 pm Jessica James, Chief Human Resources Officer **(pgs. 166-167)**
    - 14.1 Request for Temporary Administrative Assistant Emergency Services Agency
    - 14.2 Emergency Services Agency Benefits Renewal

15. 2:20 pm David Bound, Chief Financial Officer **(pgs. 168-173)**
    - 15.1 CDARS maturity decision
    - 15.2 Ambulance Fee Exonerations

16. 2:30 pm Pasha Majdi, Commission President **(pg. 174)**
    - 16.1 Status report of Mountain Party Case No. CC-19-2023-C-206

17. 2:45 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 175)**
    - 17.1 Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).
    - 17.2 Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues.
    - 17.3 Discussion and report from counsel on West Virginia Human Rights Commission Case No. EDR-194-25.

18. 3:00 pm Edwina Benites-LM, county administrator **(pgs. 176-228)**
    - 18.1 MOU with Jefferson County Schools regarding EMMCOMM
    - 18.2 Update on 393 and 330 buildout
    - 18.3 Future of the Fire Service Kickoff Town Halls- 2045 Look Ahead
    - 18.4 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.
    - 18.5 Notice of letters sent on behalf of the Commission
      - 18.5.1 Letter to Charles Town regarding the purchase of County-owned East Washington Street Properties
      - 18.5.2 Letter to the Charles Town Library to end the Library Meeting Room lease
      - 18.5.3 Letter of Support regarding sewer line extension to CTUB and Region 9

CORRESPONDENCE AND INFORMATION **(pgs. 229-380)**

David Tabb – JCC Public Comment 8/21/2025
David Tabb-JCC Public Comment 8/7/2025
Elizabeth Ricketts correspondence 1
Elizabeth Ricketts correspondence 2
Heidi Parker – CTUB Meeting Agenda 7/23/2025
Heidi Parker – CTUB Meeting Agenda 7/9/2025
Heidi Parker email
Loudoun County Planning and Zoning correspondence
Loudoun County Planning and Zoning correspondence
William Kinley email

Minutes

Jefferson County Commission

Thursday, August 21, 2025

A meeting of the Jefferson County Commission was held on Thursday, August 21, 2025, during the third quarterly session at 393 N. Lawrence Street, Charles Town, WV at 6:00 p.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, August 21, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve:

- August 7, 2025 Regular Meeting Minutes DRAFT

The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92916		AMERIFLEX	122.40
92917		AT&T	59.62
92918		BEGIN COUNSELING PLLC	90.74
92919		BOUND TREE MEDICAL LLC	1,730.00
92920		BUREAU OF CHILD SUPPORT	650.89
92921		CENTURY FORD OF MT AIRY INC	2,020.28
92922		COMPTROLLER OF MARYLAND	1,365.76

92923		CPI-COMPUTER PROJECTS OF ILLINOIS	1,980.00
92924		EFTPS IRS TAXES	184,981.32
92925		EMPOWER RETIREMENT	12,021.35
92926		EXECUTIVE EMERGENCY LIGHTING LLC	1,714.00
92927		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92928		FRONTIER	14,032.01
92929		FUTURITY IT INC	1,000.00
92930		GARY VIANDS	55.98
92931		GEARCLEAN, INC	1,418.52
92932		GUTTMAN OIL CO	6,640.72
92933		J.C. EHRLICH	967.48
92934		JEFFERSON SECURITY BANK	3,608.00
92935		JEFFREY POLCZYNSKI	37.00
92936		KATHRYN KING	54.57
92937		MCA, INC	3,816.03
92938		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	16,516.91
92939		NAPA AUTO PARTS	104.17
92940		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92941		PA SCDU	320.00
92942		PERRY & ASSOCIATES CPA'S	30,000.00
92943		POTOMAC EDISON	46,048.52
92944		RC TOWING LLC	456.20
92945		RETIREE HEALTH BENEFIT TRUST	9,467.00
92946		RICE TIRES CO	864.30
92947		ROBERTS OXYGEN COMPANY, INC	1,778.44
92948		SHERIFF OF JEFFERSON COUNTY	25.53
92949		SOFTWARE SYSTEMS INC	1,068.25
92950		SPIRIT OF JEFFERSON	161.66
92951		STATE TAX DEPARTMENT	250.00
92952		TERESA HENDRICKS	70.00
92953		TINT WIZARD	770.00
92954		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,240.55
92955		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,762.36
92956		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	80,218.70
92957	GS/004	GENERAL COUNTY FUND-J FEE	16,630.11
92958	AM/053	SHERIFF OF JEFFERSON COUNTY	2,151.03
			529,135.40

Commissioner Majdi motioned to approve the accounts payable for August 14, 2025 in the amount of $ 529,135.40. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED

DRAFT

92959		ADKINS AUTOMOTIVE LLC	4,194.70
92960		ALBERT HOCKMAN	231.48
92961		ALEXIS MASTERS	114.10
92962		AT&T	2,223.26
92963		ATLANTIC EMERGENCY SOLUTIONS, INC.	935.60
92964		CARRIE ORR	120.14
92965		CENTURY FORD OF MT AIRY INC	10,411.43
92966		DAVID EVERETT BOOBER	1,849.50
92967		DEARBORN LIFE INSURANCE COMPANY	3,275.64
92968		DEVON THOMPSON	209.30
92969		DIGITAL DOCUMENT SOLUTIONS INC	953.05
92970		DODSON SEPTIC SERVICE LLC	285.00
92971		DOING BETTER BUSINES	989.07
92972		EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	17,500.00
92973		ELIZABETH MALONEY	5,122.75
92974		EMILY MORROW	397.60
92975		ENTERPRISE FM TRUST	19,562.78
92976		GLEN KILMER	1,136.95
92977		HIGHMARK WV	59,649.36
92978		JASON MICKEY	849.53
92979		JEFF CO PARKS & RECREATION COMMISSION	95,881.71
92980		MARNEY TREESE	1,300.00
92981		MCA, INC	2,757.00
92982		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	2,911.53
92983		MILLENIUM INSURANCE GROUP	900.00
92984		MONICA ANDERSON	2,554.02
92985		NATIONAL VISION ADMIN.	608.11
92986		OBSESSION AUTOMOTIVE	221.85
92988		ROBERTS OXYGEN COMPANY, INC	391.23
92989		SANDRA L RUSH	858.55
92990		SOFTWARE SYSTEMS INC	2,953.69
92991		SPIRIT OF JEFFERSON	278.00
92992		THOMAS HANSEN	170.00
92993		TRAVIS WHEAT	310.00
92994		UNIFIRST	217.09
92995		US BANK	138,229.96
92996		W B MASON CO. INC	171.48
92997		WHOLESALE TIRES INC.	130.61
92998		WORKING FIRE FURNITURE & MATTRESS CO. INC.	1,319.96
92999	FG/009	BERKELEY COUNTY SHERIFF'S OFFICE	4,198.24
93000	FG/009	CORPORATION OF SHEPHERSTOWN	716.32

DRAFT

93001	FG/009	MARTINSBURG POLICE DEPARTMENT	2,554.12
93002	FG/009	SHERIFF OF GRANT COUNTY	775.46
93003	AM/053	PROGRESSIVE PRINTING	29,315.00
TOTAL			**419,735.17**

Commissioner Majdi motioned to approve the accounts payable for August 21, 2025, in the amount of $ 419,735.17. The motion was approved without objection.

APPROVAL OF MANUAL CHECKS

		August 14, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
353	DG/003	SHERIFF OF JEFFERSON COUNTY		$ 1,594.95
972	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING		$ 3,049.60
973	HD/008	FEDEX		$ 92.39
389	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		$ 167,007.54
3	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		$ 85,412.50
1940	CO/246	MARKL SUPPLY COMPANY		$ 3,000.00
143	SI/249	AVTAR SINGH AND MANPREET GILL		$ 1.00
144	SI/249	JOSEPH STILLWELL		$ 6,772.00
131	LI/249	AVTAR SINGH AND MANPREET GILL		$ 636.00
188	PI/249	AVTAR SINGH AND MANPREET GILL		$ 1,131.00
189	PI/249	JOSEPH STILLWELL		$ 1,179.00
164	EI/249	AVTAR SINGH AND MANPREET GILL		$ 119.00
165	EI/249	JOSEPH STILLWELL		$ 509.00
8	AI/249	AVTAR SINGH AND MANPREET GILL		$ 57.00
9	AI/249	JOSEPH STILLWELL		$ 668.00

DRAFT

TOTAL				**$ 271,228.98**

Commissioner Majdi motioned to approve the manual checks for August 14, 2025, in the amount of $ 271,228.98. The motion was approved without objection.

		August 21, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
974	HD/008	D-TRAX LLC		$176.00
975	HD/008	US BANK		$92.16
1259	AV/056	CARLSON SOFTWARE INC		$215.00
1260	AV/056	MILLERS SUPPLIES AT WORK		$262.25
1941	CO/246	BERKELEY GLASS INC		$1,210.61
1942	CO/246	FOX & ASSOCIATES INC		$14,080.00
1943	CO/246	MARKL SUPPLY COMPANY		$18,915.60
179	IP/249	JEFF CO PARKS & RECREATION COMMISSION		$27,508.10
180	IP/249	JEFF CO PARKS & RECREATION COMMISSION		$4,316.98
187	IP/249	LANTZ CONSTRUCTION WINCHESTER		$2,432.00
428	CW/369	SHERIFF OF JEFFERSON COUNTY		$1,270.00
TOTAL				**$70,478.70**

Commissioner Majdi motioned to approve the manual checks for August 21, 2025, in the amount of $ 70,478.70. The motion was approved without objection.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve payroll for August 15, 2025, in the amount of $ 510,245.52. The motion was approved without objection.

APPROVAL OF REQUISITIONS

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
HOMELAND SECURITY	26038	$ 11,961.14	EVERBRIDGE INC.	HOMELAND SECURITY NOTIFICATION
JCESA	26045	$ 8,652.35	ANTRIM DIESEL SERVICE INC	2011 FORD F450 AMBULANCE VIN30
	26044	$ 29,446.03	EMS TECHNOLOGY SOLUTIONS, LLC	RFID HANDHELD READERS
	26039	$ 4,000.00	NORTH AMERICAN RESCUE HOLDINGS, LLC	STOP THE BLEED KITS - LEADERSH
COUNTY COMMISSION	26042	$ 5,980.40	BAILEY & WYANT, PLLC	INV 83485 LEGAL BUILDINGS 393
GRAND TOTAL		$ 60,039.92		

Commissioner Majdi motioned to approve the requisitions for August 21, 2025, in the amount of $ 60,039.92. The motion was approved without objection.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

David Tabb

Colin Stine

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

   Exonerations:

   Commissioner Stolipher motioned to approve the tax exonerations as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

   Commissioner Keys recused herself from this agenda item. Commissioner Stolipher motioned to approve consolidation of the four parcels into one as presented. The motion was seconded by Commission Mood and approved by a vote of (4-0).

2. Commissioner Cara Keys

   Update on MARL and/or Valley Link

   Commissioner Keys motioned to allow Commissioner Keys and/or Commissioner Majdi to attend working group meetings with Hampshire, Monongalia, Preston, Mineral (other jurisdictions as appropriate) to share information as it relates to the proposed lines to ensure we are aware of interconnected effects as the PSC considers these projects and the shared impacts of our residents. The motion was seconded by Commissioner Mood and approved unanimously.

3. Commission President, Pasha Majdi

   Appointment of commission liaison to Charles Town Utility Board

   Commissioner Majdi motioned to appoint Commissioner Mood as a liaison to the Charles Town Utility Board with Commissioner Hefestay as an alternate. The motion was seconded by Commissioner Stolipher and approved unanimously.

4. Roger Goodwin, Chief County Engineer at Department of Engineering, Planning & Zoning

DRAFT

Approval of West Virginia Department of Economic Development & Jefferson County Commission-Agreement/Contract Extension #4 for the Hill Top House Hotel Tourism Development District (TDD) project services

Commissioner Stolipher motioned to approve ACT DEV2200000001 Change Order #4 Contract Renewal Jefferson County Hilltop House Project, dated September 4, 2025, between the West Virginia Department of Economic Development and the Jefferson County Commission, and extending the contract from September 30, 2025 through September 29, 2026; and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission. The motion was seconded by Commissioner Keys and approved unanimously.

5. Jessica James, Chief Human Resource Officer

Approval of Hires-Firefighter/EMT's (3) and Firefighter/Paramedic (1) – Emergency Services Agency

Commissioner Stolipher motioned to approve the following Human Resources related agenda items as presented. The motion was approved by Commissioner Keys, and approved unanimously.

Motion to approve the hiring of Charles Lopp to the position Full-Time FF/Paramedic I, Step 10, at a starting rate of $32.60/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Mr. Lopp will be promoted to the rank of FF/Paramedic II, Step 10, at a rate of $33.42/hr.

Motion to approve the hiring of William Jones to the position Full-Time FF/EMT I, Step 8, at a starting rate of $24.71/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Mr. Jones will be promoted to the rank of FF/EMT II, Step 8, at a rate of $25.32/hr.

Motion to approve the hiring of Megan Fox to the position Full-Time FF/EMT I, Step 0, at a starting rate of $21.27/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Ms. Fox will be promoted to the rank of FF/EMT II, Step 0, at a rate of $21.80/hr.

Motion to approve the hiring of Madison Chambers to the position Full-Time FF/EMT I, Step 0, at a starting rate of $21.27/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Ms. Chambers will be promoted to the rank of FF/EMT II, Step 0, at a rate of $21.80/hr.

Approval of Promotions – GIS Coordinator/CAD Administrator-Department of IT/GIS

Motion to approve the promotion of Jessica Gormont to the Grade VII, full-time, 80-hour position of GIS Lead/CAD Administrator with a salary of $72,225.60, effective Monday, August 10, 2025. And further, after completion of the SAA program, Ms. Gormont's salary will increase to $82,225.60.

Approval of Temporary Assignment – Deputy Director – Emergency Communications

Motion to approve the temporary assignment of Lori Brown as Deputy Director of Emergency Communications, effective August 18, and resulting increase in salary to the Grade 8 base of $82,597, effective August 18, in accordance with Jefferson County Administrative Policy 212-Compensation During Temporary Assignment.

6. David Bound, Chief Financial Officer

Reimbursement approval – Parks and Recreation Commission

Commissioner Hefestay motioned to approve reimbursement to Parks and Recreation in the amount of $ 95,881.71. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approve FY26 Budget Resolutions as presented

Commissioner Mood motioned to approve FY26 budget resolutions as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approve CHY Engagement letter as presented

Commissioner Majdi motioned to approve FY25 CoxHollida Young CPA's compilation of county financial statements not to exceed $34,000 use of professional services funding. The motion was seconded by Commissioner Stolipher and approved unanimously.

COUNTY ADMINISTRATOR REPORTS

7. Edwina Benites-LM, County Administrator

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

DRAFT

Commissioner Stolipher motioned to convene in executive session at 6:34 p.m. to receive legal advice. The motion was seconded by Commissioner Keys and approved unanimously.
Commissioner Stolipher motioned to reconvene in regular session at 7:26 p.m. The motion was seconded by Commissioner Keys and approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 7:27p.m.

_____
Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk

DRAFT

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, August 21, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Colin Stein	County residents	YES
David TBBB	Me	Yes
Amanda Stroud	Self	yes

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

My name is Colin Stine, I live on a farm at 7633 Flowing Springs Road Shepherdstown.

I am reporting that our aquifer is at an extremely low level, consistent with the droughts of 2023 and 2024.

We all depend upon clean drinking water

(2) Many county residents depend upon well water. Our well water comes from the aquifer

JCC must protect and provide a supply of clean water for Jefferson County residents

In 1999 the first time our aquifer was this low many residents had to drill new wells

New wells are very expensive and may not produce sufficient water

I am glad the Water Advisory Committee is active again

We need to consider banning clean drinking water from industrial uses

Industry can use less clean water from the Shanandoah and Potomac Rivers. That would leave clean drinking water from our aquifer for residents, their pets and livestock.

The Water Advisory Committee needs to determine our current water and sewage needs and lay out a plan that prioritizes use of our precious aquifer water for human use by the residents of our county.

A long range solution to be considered is a reservoir deeper in West Virginia mountains with a pipeline to bring clean drinking water here to Jefferson County. Our county cannot grow without more water. ~~Because~~ People must have clean drinking water

Good evening everyone. Glad to see Public Comment is back in its rightful place on the agenda-and may it stay that way.

A couple of things. First kudos to whoever came up with the idea of a kickball game between y'all and a municipality. It was a lot of fun, I'll never look at the county's CFO in quite the same way ever again. Plus a boatload of school supplies were donated.

Second, certain commissioners state that Jefferson County needs to offset the number of rooftops popping up all over. That the county needs more commercial properties (a Costco or a Target) or industrial/manufacturing plants (Bayer or Smith & Wesson) to help cover the costs of providing police, ambulance, schools, and government staff. Uh huh. For now let's put aside impact fees, municipality provided services, PILOTS and TIFs all of which correlate to the amount of property taxes received by the county.

However this view that adding a new Proctor and Gamble style plant will solve all of our county's issues is too simplistic. Instead, how about we do a total 180, rethink land use, and become a version of Rappahannock County. We can do it, we have zoning so anything is possible. For those who don't know Rappahannock County has 25-acre zoning which restricts zoning outside of the county's villages. For example on a 100-acre parcel, four houses can be built within an acre of each other. In this 180 degree scenario rooftops can continue to go up in the municipalities along with developments that have already made it all the way thru the county's Planning Commission process. This would include the numerous phases of the developments. But after the 25-acre zoning goes into effect no more Birdhill developments outside of towns. This would also tie in nicely to the county commission's emphasis on agritourism and tourism in general. After all I don't believe Rockwool or Home Depot are tourist destinations.

In this version of Jefferson County we'd still have our 16 foot wide townhouses, Chick-fil-a, Wal Mart, and maybe even a YMCA all with supporting infrastructure. But our county's productive farmland and forest would no longer be converted into the next Rockwool, solar array or 700 unit housing development.

Imagine that this scenario may cause some screaming and yelling in certain quarters if not outright dismissal. But we're going to need some out-of-the-box thinking. Otherwise we become the new Fairfax County.

Thank you for listening.

Public Comment for Jefferson County Commission meeting for August 21, 2025

I, ***David Tabb***, a lifelong resident/taxpayer make the following comments; This is just a snapshot of what the county once was and what the county is facing now with less jobs and in debt.

Businesses that are now gone

Dixie Norco
Badger Powhatan
Royal Venders
Glendenning Motors
Merchant Noland Chevrolet
Thomassen Ford
Ranson Fruit
Ranson Cold Storage
Jefferson Cold Storage
Jefferson Orchard
Western Auto
Five & Dime
ACME
Stuck & Alger
3M/Kodiak Plant
Ox Papermill
Americast
Harpers Ferry Distillery
Valley Hardware
Charles Town Hardware
People Supply
Shepherdstown Lumber
Eastern Supply Co
ABC Supply
Shenandoah Downs
Charles Town Racetrack
Sears
JC Penny
A & P
Feather & Friend
Norm Thompson
Rainbow Club
John's Pappy's Place
Billie's Rest
Potomac Farms Nursey
Witmore Lumber

Businesses with government assistance

Rockwool
TEMA
WV American Water
Solar Farms
Transmission Power Lines
Data Centers
Housing developments (thousands of homes, no infrastructure)
Sidewinder/Mountain Pure

Government change without public oversight

JCC
JCDA
JC Planning & Zoning
JCESA (Ambulances and Jeff Co Fire Co)
JC Communications Center (911)
JC IT Department
JC Complex
100 block of Washington St is for SALE

"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!

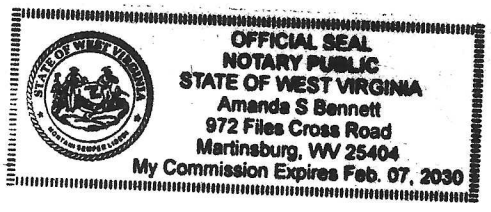
AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement and affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 21st day of August, 2025

David C. Tabb

Sworn and subscribed before me this 21st day of August, 2025



Amanda S. Bennett

Notary

REQUISITIONS TO BE APPROVED

September 4, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26046	$ 453,640.70	ENTERPRISE FM TRUST	LEASE VEHICLES FY2026 FOR SHER
JCESA				
COUNTY COMMISSION	26054	$ 100,000.00	EASTERN PANHANDLE TRANSIT AUTHORITY	EPTA CONTRIBUTION FY26 ALLOCAT
COUNTY COMMISSION	26055	$ 33,106.45	BERKELEY COUNTY COUNCIL	ERKELEY CO DAY REPORT MONTHLY BILLIN
IT	26053	$ 7,501.25	TEK ADVISORS LLC	BLD 393 Review and configurati
	26050	$ 5,498.90	TEK ADVISORS LLC	BLD 393 Cloud Key for Unifi AP
	26049	$ 18,844.50	TEK ADVISORS LLC	ECC SonicWall NSa 2800
	26048	$ 67,665.00	AVIAT U.S. INC	Tower Project from PO 02025013
GRAND TOTAL		$ 686,256.80		

AGENDA REQUEST FORM

www.jeffersoncountywv.org

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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: none - consent agenda

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

- **1. Approval of Promotions - Emergency Services Agency**
- **2. Approval of Hire – Fleet and Facilities Management**

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

1. **Four current ESA employees are eligible for promotion due to the following: successful completion of introductory period (Quinn), successful completion of EMT step training (Rupenthal), and successful obtainment of paramedic certification (Thomas-Phillips, Megeath).**

2. **Staff has identified a candidate for the position of Facilities Helper within the Department of Fleet and Facilities Management and is requesting approval to hire for the Grade Four, full-time, 80-hour position.**

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

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

Emergency Services Agency Requests

- *I move to approve the promotion of Amy Quinn to Firefighter/Paramedic II, at a rate of $31.59/hr., effective August 24, 2025.*

- *I move to approve the promotion of Jesse Rupenthal from Firefighter/EMT II to Firefighter/EMT III, at a rate of $24.08/hr., effective August 24, 2025.*

- *I move to approve the promotion of Darley Thomas-Phillips from Firefighter/EMT II to Firefighter/Paramedic II at a rate of $27.71/hr., effective August 24, 2025.*

- *I move to approve the promotion of Leah Megeath from Firefighter/EMT II to Firefighter/Paramedic II, at a rate of $27.71/hr., effective August 24, 2025.*

Fleet and Facilities Management Request

- *I move to approve the hire of David Painter for the Grade Four, full-time, 80-hour position of Facilities Helper for the Department of Fleet and Facilities Management, at a salary of $45,000 per year, effective September _____, 2025.*

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

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

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

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

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: 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: Sept. 4, 2025

Re: Fiscal Note: HR Matters promotions and request to hire

The JCESA is requesting to promote Amy Quinn to a FF/Paramedic II.
The JCESA is requesting to promote Leah Megeath to a FF/Paramedic II.
The JCESA is requesting to promote Darley Thomas-Phillips to a FF/Paramedic II.
The JCESA is requesting to promote Jesse Ruppenthal to a FF/EMT III.
These promotions are budgeted positions as the part time funding has been transferred to full time salary and wages for FY26.

Quinn	Starting $30.83	promoted to $31.59	Annualized increase	$ 1,580.80
Megeath	Starting $21.80	promoted to $27.71		$12,292.80
Thomas-Phillips	Starting $21.80	promoted to $27.71		$12,292.80
Ruppenthal	Starting $23.50	promoted to $24.08		$ 1,206.40
Total annualized request				$27,372.80

The JCESA is requesting to hire a temporary administrative assistant for three months
Estimated wage ($20/hr 700 hours) $14,000

Recommendation to use or part time help
FY26 Part Time Extra Help Budget $63,115

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Angela Banks

Department or Organization: Assessor's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

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:

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

Motion to approve the exonerations presented by the assessor

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

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025___ _____Land_____ Book

Kabletown_____ DISTRICT _____MUNICIPALITY

Described as follows:

Lot was erroneously assessed.

Assessed value difference $22,100

Tax Amount $256.80 amount to be exonerated

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

8-27-25

Applicant Kelly Mahoney (Kelly Nolder) Date

Ticket #_19938___

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Personal Property Book.

_____ DISTRICT Shepherdstown MUNICIPALITY

Described as follows:

Did not own the 2003 Mercedes C-Class as of July 1, 2024

Assessed Value $ 1,000

Tax Amount $ 26.70

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Hammer, David & Euphemia Kallas

8/19/2025
Date

Ticket # 318647

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Personal Property Book.

Charles Town DISTRICT _____ MUNICIPALITY

Described as follows:

Did not own the 2016 Subaru Outback on July 1, 2024

Assessed Value $ 8,355

Tax Amount $ 194.18

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Cynthia A Snavely
Applicant Snavely, David C & Cynthia A

8/20/2025
Date

Ticket # 304076

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2023 Personal Prpoerty Book.

_____ DISTRICT Charles Town MUNICIPALITY

Described as follows:

Reported vehicles that were registered and taxed in Prince Williams County, VA.

Assessed Value $ 33,410

Tax Amount $ 938.56

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Ishanzai, David

8/27/2025
Date

Ticket # 305445

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Personal Property Book.

Charles Town DISTRICT _____ MUNICIPALITY

Described as follows:

2019 Toyota Highlander was erroneously assessed instead of the 2019 Dodge Ram

Assessed Value $ 15,495

Tax Amount $ 360.10 full year

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

D. Void 8/29/25

Applicant Void, Donnell Sr. **Date**

Ticket # 304459

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

Department or Organization: County administration

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Overview of Jefferson County Day Report Services

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

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: Sept. 4, 2025

Re: Fiscal Note: Berkeley County Day Report

The Berkeley County Day Report monthly expenditure averages	$ 33,500
Annual Cost for FY26	$402,000

Sources of FY26 funding

WV Day Report FY26 Grant transferred to Berk. Co.	$ 27,000
Opioid settlement held in CDARS	$1,700,000
Contingency for Emergency	$3,800,000

If Opioid funds are used, Berkeley Co. Day Report could reasonably be funded for four years. Grants will be applied for annually. FY26 was reduced by WV from $155K to $27K.

Monthly Billing
65 Participants $16.43/day 31 days

Activities:	Transportation	12%	$ 3,972.75
	Screenings - Fees, Techs, Supplies, Reporting	15%	$ 4,965.97
	Case Management Personnel	25%	$ 8,276.62
	Peer Recovery Coaching	23%	$ 7,614.49
	Therapy - Intensive Outpatient	25%	$ 8,276.62
Monthly Total			$33,106.45

Option 2

Regional Jail Bill Monthly (July 1,488 days @ 53.82) (48 people)	$ 80,084
Annualized	$961,008
FY26 Regional Jail Bill Budget	$775,000

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

Department or Organization: County Administration

Estimation of amount of time needed for appointment: 10

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Overview of security and returns on investment in public funds.

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

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

From: David Bound

Date: Sept. 4, 2025

Re: Fiscal Note: WV Treasurer's Office Bonding of Funds

The WV Treasurer's Office is informing of bonding bank secured funds.
The bonding of funds federally insures funds at a cost to the insured. The cost flows to the insured through available interest rates.

Jefferson County Sheriff's		
Bank Securities as of March 14, 2025		$41,335,020
Bonded funds by our four local banks		$44,300,000
Interest rates applied of bonded accounts	2.27%	
Interest rates of Insured Cash Sweep accounts	2.79%	
$20M (seasonal balance) invested at @ 2.27% vs 2.79%		$104,000

The interest saved could fund one of many department personnel salary, taxes and benefits

An insured cash sweep (ICS) account is a service offered by banks that provides access to multi-million-dollar FDIC insurance coverage for large deposits by automatically spreading funds across various FDIC-insured banks. By working with a single bank and a network of other banks, your money is protected in increments below the standard $250,000 FDIC limit, ensuring both principal and interest are insured. This service offers the Sheriff, County Commissioners and the CFO peace of mind and a way to earn interest on large balances while maintaining full, enhanced FDIC protection.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Cara Keys

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date: ***9/4/2025***

Date Requested – 2nd Choice:

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

Consideration of Participation in "Potterween"

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

Is this a funding request? Y/N -- volunteer requested candy donations
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*):
Motion to approve Jefferson County Commission to collaborate with Mainstreet Charles Town, Sibling, and other businesses to cohost a "Potterween" themed event Friday Octoberfest 31st 6pm-8pm in front of the Historic Jefferson County Courthouse as one of the locations. Additionally, to allow businesses to utilize our sidewalk frontage for candy booths along Washington Street. This invitation will be open to any folks or organizations interested in participating. Additionally, to allow some décor set up for appropriate kid friendly themed Halloween fun.

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: Cara Keys
Email address: ckeys@jeffersoncountywv.org Phone Number:

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

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Mike Mood

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

From: David Bound

Date: Sept 4, 2025

Re: Fiscal Note: Potterween

Commission Keys is requesting discussion for Potterween.

FY 26 Commission Materials and Supplies Budget	$2,700

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Stephanie Grove and James Newman

Department or Organization: City of Charles Town

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **City of Charles Town Annexation Request**

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

Request for an order approving annexation of parcel into the municipal boundary of the City of Charles Town.

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*):

Motion that the proposed Order Approving and Confirming the Annexation to the City of Charles Town a parcel of real estate containing 0.10 acres, more particularly described as the Subject Property In the municipal corporation's Certificate dated July 21, 2025, presently located in the Charles Town District, Jefferson County, West Virginia, and owned by Edix Quijadas Romero provided by West Virginia Code§§ 8-6-4 & 8-6-4a (Annexation Without an Election).

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

CERTIFICATE OF THE CITY OF CHARLES TOWN, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION PURSUANT TO THE PROVISIONS OF W.Va. CODE 8-6-4 & 8-6-4a A PARCEL OF REAL ESTATE CONTAINING APPROXIMATELY 1/10 +/- ACRE OF PROPERTY FURTHER DESCRIBED IN JEFFERSON COUNTY DEED BOOK 1247 AT PAGE 198 MAP/PARCEL #19-02-0010A-00023 TO BE ANNEXED INTO THE MUNICIPAL BOUNDARY OF THE CITY OF CHARLES TOWN

WHEREAS, on the 7th day of March, 2025, Edix Quijadas Romero and Kendall Quijadas submitted simultaneous Freeholder Petitions for Annexation of +/- 1/10 of an acres of property as more particularly described as follows (hereinafter, the "Subject Parcel"):

Beginning at an iron rebar set, the northwesterly corner to the land of Shirley J. Rockwell as recorded at deed book 402, page 250 among the land records of Jefferson County, WV, said point being the southwestern corner to the subject parcel; Thence, with Rockwell, N 16°28'1 0" E, a distance of 70.00' to a point along the easterly line of Frank W. Turk as recorded at deed book 1143, page 208, corner to the lands of Rozas Maritza as recorded at Deed Book 995 and Page 297; Thence, with the land of Maritz, N 84°05' 43" Ea distance of 66.00' to a point on the westerly right of way line of a 16' public alley known as Federal Way; Thence, with the westerly line of Federal Way, S 16°28'1 0" W a distance of 70.00' to an iron rebar set, being the northeasterly corner to the land of said Rockwell; Thence, with the northerly line of Rockwell, S 84°05' 43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

CURRENT PROPERTY ADDRESS: 54 Federal Way, Charles Town, WV 25414

WHEREAS, West Virginia Code § 8-6-4a provides for annexation without election and applies to municipalities in counties that have adopted a countywide zoning ordinance with designated urban growth boundaries and, prior to January 1, 2009, have adopted local impact fees pursuant to the provisions of Code Section 7-2-1, *et seq.;* Jefferson County, West Virginia, has adopted a countywide zoning ordinance with designated urban growth boundaries and has, prior to January 1, 2009, adopted local impact fees; and Code Section 8-6-4a is accordingly applicable to the City; and

WHEREAS, W.Va. Code § 8-6-4a(c)(1) provides that, if property proposed to be annexed is entirely within a municipality's designated urban growth boundary, the municipality may

annex the property without an election pursuant to Code Section 8-6-4 and, in such case, the agreement of the county commission is not required; the Subject Parcel Is entirely within the City's Urban Growth Boundary; and the City may accordingly annex the Subject Parcel pursuant to Code Section 8-6-4 without the agreement of the Jefferson County Commission; and

WHEREAS, pursuant to W.Va. Code § 8-6-4, the governing body of a municipality may, by ordinance, provide for the annexation of additional territory without ordering a vote on the question if: (1) a majority of the qualified voters of the additional territory file with the governing body a petition to be annexed; and (2) a majority of freeholders of the additional territory, whether they reside or have a place of business within or not, file with the governing body a petition to be annexed;

WHEREAS, for purposes of this section of law, the term "qualified voter of the additional territory" includes firms and corporations in the additional territory regardless of whether the firm or corporation is a freeholder and the petition may be signed by any officer duly designated by the firm;

WHEREAS, Edix Quijadas Romero and Kendall Quijadas, as the only freeholders and qualified voters of the property proposed for annexation, have submitted a written and signed petition to the city requesting annexation and zoning;

WHEREAS, boundaries of the Subject Parcel are adjacent to and contiguous with the existing corporate boundary of the City, and the proposed annexation is consistent with the City's Comprehensive Plan; and

WHEREAS, W.Va. Code § 8-6-4(g) provides that, if satisfied that a petition is sufficient in every respect, the governing body of a municipality shall enter that fact upon its journal and forward to the county commission a certificate to that effect, and the county commission shall thereupon enter an order as described in Code Section 8-6-3, following which the corporate limits of the municipality shall include the annexed property; by Ordinance duly adopted July 21, 2025, the Council of the City found the Petition to be sufficient in every respect and approved the requested annexation of the Subject Parcel; and, accordingly, the City thereby provided for annexation of the Subject Parcel into the City pursuant to the provisions of Code Sections 8-6-4, Annexation without an election, and 8-6-4a, Annexation without election for municipalities in counties that have an adopted countywide zoning ordinance which includes urban growth boundaries, subject only to the final Order of the Jefferson County Commission recognizing said annexation;

WHEREAS, annexation of this land into the municipal boundaries and zoning it for General Commercial use will allow for continued orderly growth in an area where urban level amenities like the commercial uses intended by the applicant should be provided; and

WHEREAS, the land proposed for annexation is located with the municipality's approved Urban Growth Boundary.

NOW, THEREFORE, this Certificate certifies that: (i) the representation set forth herein are true and accurate to the best knowledge, information, and belief of the City; (ii) all of the applicable requirements of Code Section 8-6-3, 8-6-4, and 8-6-4a have been met with regard to the Petition; (iii) the Petition filed by Edix Quijadas Romero and Kendall Quijadas, as the sole owners, qualified voters, and freeholders of the Subject Parcel is sufficient in every respect in regard to the annexation into the City of the Subject Parcel; (iv) that the Council of the City has by Ordinance provided for the annexation of the Subject Parcel; and (v) a copy of this Certificate, along with a copy of said Ordinance, has been filed with the records of the City;

AND FURTHER, as required by W.Va. Code 8-6-3 and 8-6-4, the Certificate is hereby filed with the Jefferson County Commission for entry of an Order as required by W.Va. Code 8-6-4(g) and 8-6-4a(h);

WHEREFORE, the City of Charles Town prays that the County Commission of Jefferson County, West Virginia, enter an Order, as described in W.Va. Code 8-6-3 and as required by W.Va. Code §§ 8-6-4(g) and 8-6-4(h), reflecting the annexation and modification to the corporate limits of the City by addition thereto of the Subject Parcel and ordering that such annexation by the City be approved and confirmed.

Dated this 21st day of July, 2025.

CITY OF CHARLES TOWN, WEST VIRGINIA, a municipal corporation,

Michael George.
Mayor

Attest:

Alissa Meeks,
Interim City Manager

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

ORDER APPROVING AND CONFIRMING THE ANNEXATION TO THE CITY OF CHARLES TOWN A PARCEL OF REAL ESTATE CONTAINING APPROXIMATELY 0.10 ACRES PRESENTLY LOCATED IN THE CHARLES TOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA, AND OWNED BY EDIX QUEJADAS ROMERO, AS PROVIDED BY WEST VIRGINIA CODE **§§** 8-6-4 & 8-6-4a (ANNEXATION WITHOUT AN ELECTION).

This _____ day of _____2025, came the City of Charles Town, West Virginia, a municipal corporation, and moved the County Commission of Jefferson County, West Virginia, to approve and confirm the annexation by the City of Charles Town of one parcel of real estate consisting of 0.10acres and more particularly described as follow (hereinafter, the "Subject Parcel''):

Beginning at an iron rebar set, the northwesterly corner to the land of Shirley J. Rockwell as recorded at deed book 402, page 250 among the land records of Jefferson County, WV, said point being the southwestern corner to the subject parcel; Thence, with Rockwell, N 16°28'1 0" E, a distance of 70.00' to a point along the easterly line of Frank W. Turk as recorded at deed book 1143, page 208, corner to the lands of Rozas Maritza as recorded at Deed Book 995 and Page 297; Thence, with the land of Maritz, N 84°05' 43" Ea distance of 66.00' to a point on the westerly right of way line of a 16' public alley known as Federal Way; Thence, with the westerly line of Federal Way, S 16°28'1 0" W a distance of 70.00' to an iron rebar set, being the northeasterly corner to the land of said Rockwell; Thence, with the northerly line of Rockwell, S 84°05' 43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

And more particularly identified as Jefferson County Tax Map 10A, Parcel 23 in the Charles Town District

PROPERTY ADDRESS: 54 Federal Way, Charles Town, WV 25414

It appearing by the Certificate of the City of Charles Town (''Certificate") filed this date with the Jefferson County Commission and by a Petition for Annexation of the Subject Parcel by the property owner dated March 7, 2025 that the owners and freeholders of the Subject

Parcel has requested that the hereinabove referred to real estate be annexed to and become part of the City of Charles Town.

It further appearing that the Certificate of the governing body of the municipality of Charles Town was this day filed showing that the annexation has been made in the manner required by law, to the corporate limits thereof, and that by such annexation the said corporate limits should be increased to include the Subject Parcel more particularly described above.

It further appearing from the said Certificate that all boundaries of the Subject Parcel are adjacent to and contiguous with the existing corporate boundary of Charles Town.

It further appearing that the Subject Parcel is entirely within the City of Charles Town's Urban Growth Boundary, and, according to the governing body of the municipality, the annexation is consistent with the City of Charles Town's Comprehensive Plan.

It is therefore ORDERED that such annexation to said corporate It is therefore ORDERED that such annexation to said corporate limits be and the same is hereby APPROVED and CONFIRMED, and the Clerk of the Jefferson County Commission is directed to deliver to the governing body of the City of Charles Town a certified copy of this Order as soon as practicable.

This Order shall take effect this _____ day of _____, 2025.

JEFFERSON COUNTY COMMISSION

By:_____
Pasha Majdi, President

Dated this _____ day of _____, 2025

ATTEST:

_____
Clerk of the County Commission of
Jefferson County, West Virginia

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **September 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Staff report, Planning Commission recommendation, and Public Hearing on the zoning map amendment (rezoning) for the Four Seas property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, & 12.15.

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

The applicant has requested a Zoning Map Amendment of five parcels to be rezoned from Rural (R) to Residential-Light Industrial-Commercial (RLIC). The Planning Commission has found the application to be **inconsistent** with the Comprehensive Plan. For the Zoning Map Amendment to be approved, the County Commission must also find that there has been major changes of an economic, physical, or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area. The Comprehensive Plan was adopted in March 2025.

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*):
I will now open the Public Hearing
…
I will now close the Public Hearing
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: Luke Seigfried
Email address: planningdepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

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

JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor; P.O. Box 716
Charles Town, WV 25414
www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org
Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County

FROM: Luke Seigfried, Chief County Planner

DATE: September 4, 2025

RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for Four Seas (Residential-Light Industrial-Commercial) (File #25-3-Z)

On Thursday, July 17, 2025, the petition for a Zoning Map Amendment for the proposed Four Seas Rezoning was presented to the Jefferson County Commission for five parcels located south of Kearneysville, along Leetown Road and Charles Town Road. The parcels, designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, & 12.15., consist of approximately 51.28 acres. The property is currently zoned Rural (R) and the petition requests rezoning from Rural (R) to Residential-Light Industrial-Commercial (RLIC).

The County Commission scheduled a Public Hearing regarding this rezoning for Thursday, August 21, 2025. The County Commission rescheduled the Public Hearing regarding this rezoning for Thursday, September 4, 2025. At the July 17th 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, August 12, 2025, the Jefferson County Planning Commission heard an overview of the Four Seas Zoning Map Amendment (#25-3-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 *2045 Comprehensive Plan* does not support the use of the Residential-Light Industrial-Commercial Zoning District for any rezoning. The Future Land Use Guide designates the property as "Residential or Commercial", which supports zoning districts that allow residential or commercial developments of housing and businesses. The subject property is located within the Route 9 Preferred Growth Area, which supports higher intensity development. The staff report and recommendation 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 vote of seven (7) in favor and one (1) opposed, that the proposed Zoning Map Amendment to General Commercial (GC) is ***inconsistent*** with the *2045 Comprehensive Plan*.

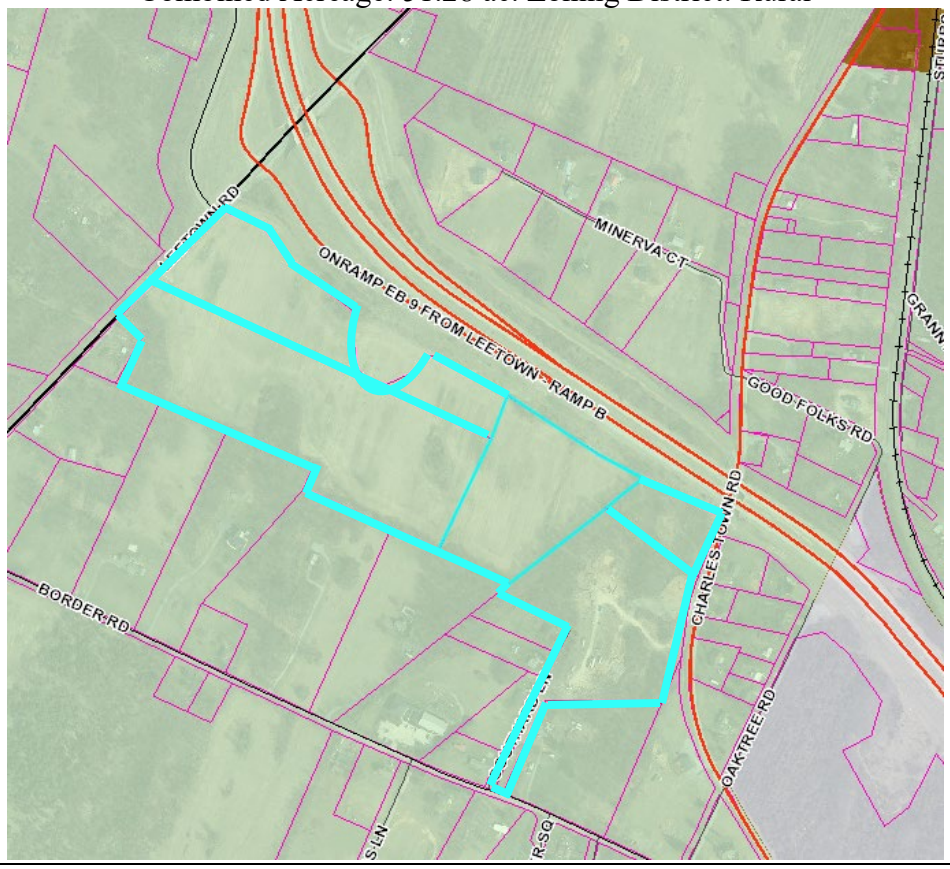
Attachment:

- *25-3-Z Four Seas (Residential-Light Industrial-Commercial) Rezoning Staff Report for 8/12/25 Planning Commission Meeting including Section 5.8 of the Zoning Ordinance, Appendix A,B,&C of the Zoning Ordinance, excerpts from the 2045 Comprehensive Plan, 2045 Route 9 Preferred Growth Area Map, 2024 Highway Problem Areas Map, and 2025 Water & Sewer Service Areas Map.*

Staff Report
Jefferson County Planning Commission Meeting
August 12, 2025

Four Seas (RLIC) Rezoning Request (25-3-Z)

Item # 4: Discussion and Action on the Cochran Properties (Residential / Light-Industrial/ 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 combined 51.57 acre Four Seas of WV, LLC properties from Rural(R) to Residential-Light Industrial-Commercial (RLIC) is consistent with the *2045 Comprehensive Plan*.

Property Owner:	Four Seas of WV, LLC
Applicant:	Brett Cochran
Consultant:	Morris & Ritchie Associates, INC / Attn: Todd Heck
Parcel Information:	Vacant lots spanning between Leetown Road to Charles Town Road, Kearneysville, WV Tax district #7, Tax Map #5, Parcels 10.3, 10.4, 10.7, 12.14, & 12.15 Combined Acreage: 51.28 ac. Zoning District: Rural 
Surrounding Properties:	*North, South, East, West:* Rural
Current Use:	Vacant Lots
Proposed Request	To rezone the total 51.57 acres from Rural to Residential/Light-Industrial/Commercial
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the *2045 Comprehensive Plan*
Staff Finding:	Staff finds that request is **inconsistent** with the *2045 Comprehensive Plan* Future Land Use Guide

Staff Report
Jefferson County Planning Commission Meeting
August 12, 2025

Four Seas (RLIC) Rezoning Request (25-3-Z)

Applicant's Request

The applicant is requesting to rezone approximately 51.28 acres from Rural (R) to Residential-Light Industrial-Commercial (RLIC).

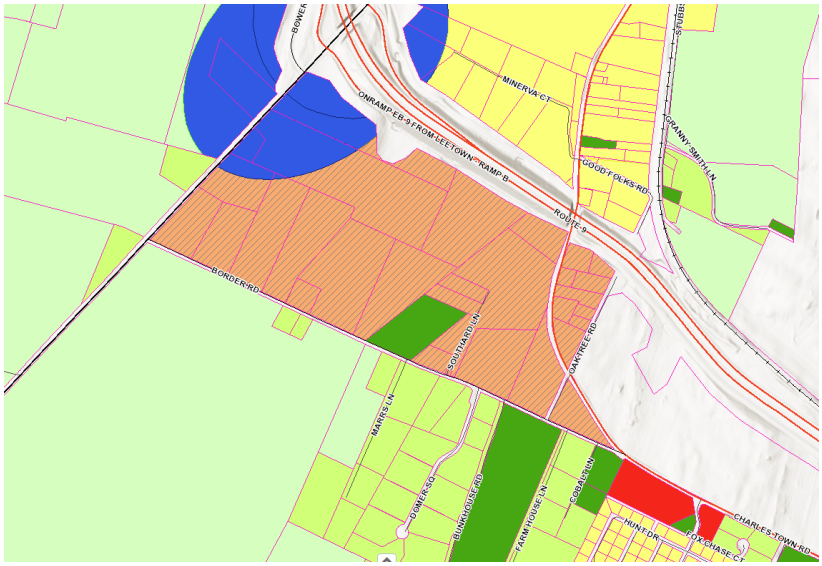
Neighboring Uses

The properties under consideration for this Zoning Map Amendment are adjacent to residential uses and Route 9.

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 **inconsistent** with the *2045 Comprehensive Plan* because the plan does not support any Zoning Map Amendments to the Residential-Light Industrial-Commercial (RLIC) district. The *2045 Comprehensive Plan* makes recommendations on avoiding the RLIC district and proposes alternate Zoning Districts in place of the proposed RLIC district (pg. 10). On the Future Land Use Guide the subject parcels are designated "Residential Commercial" which does not include Light Industrial uses that would be permitted in the Residential-Light Industrial-Commercial zoning district. The subject parcels are located in the Route 9 Preferred Growth Area (PGA). The owner-initiated rezoning to Residential-Light Industrial-Commercial (RLIC) would allow for a variety of uses including, single-family dwellings, townhome units, light industrial, limited manufacturing, commercial storage, gas stations, and hotels.



It should be noted that a Zoning Map Amendment is not confined to a specific project. The applicant is pursuing the proposed Zoning Map Amendment to develop the subject parcels within a newly expanded Preferred Growth Area. Staff's professional recommendation would be to pursue alternative Zoning Districts and subdivision processes including boundary line adjustments that would enable developments within the area that match the long term planning goals of Jefferson County.

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*.

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) as areas considered viable for higher intensity development. Preferred Growth Areas were identified based on access to infrastructure including water, sewer, and transportation. Preferred Growth Areas are generally intended to develop using the County's development standards. Preferred Growth Areas were first identified in the *Envision Jefferson 2035 Plan* and are now part of the current *2045 Comprehensive Plan.* The subject parcel is located within the Route 9 PGA and is expected to develop.

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

2. Land Use Map Classifications

The "Residential Commercial" classification is for a mix of various developments such as mixed-use projects, commercial developments, office or business space, and higher density residential developments such as townhomes or multifamily dwellings. (pg. 113). Water and sewer are expected to be available at the location as urban level commercial and/or residential density is expected.

The *2045 Comprehensive* Plan supports the adoption of a Residential Commercial Zoning district, which does not currently exist. (pp 21). The *2045 Comprehensive Plan* recognizes this and notes, "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..." (pp. 16).

3. Proposed Zoning District – Residential-Light Industrial-Commercial (RLIC)

The purpose of the Residential-Light Industrial-Commercial (RLIC) District (Section 5.8 of the Zoning Ordinance) is "guide high intensity growth into the designated growth area." The RLIC district was one of the original Zoning Districts adopted when the County was utilizing the LESA system, which has since been removed. As it anticipates higher intensity development, central or public water, sewer,

adequate roadways, and services should be accessible. (complete description attached). The *Water & Sewer Service Areas* map found in the *2045 Comprehensive Plan* identifies both water and sewer in the vicinity but not currently at the subject parcels.

Staff Discussion and Recommendation

The subject parcels have been zoned Rural since zoning went into to effect in 1988. The subject parcels are essentially vacant. There are no historical sites, floodplains, or conservation easements located on any of the subject parcels.

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 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 Residential-Light Industrial-Commercial (RLIC) zoning category for the 51.57+/- acres included in this application is **inconsistent** 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 July 17, 2025 and the required Public Hearing has been scheduled for September 4, 2025 at 11:00 am. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this Hearing.

Attachments:

- Section 5.8 of the Zoning Ordinance – Residential-Light Industrial-Commercial (RLIC) District
- Appendix A of the Zoning Ordinance
- 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. 10, 12, 14-17, 21) 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

(2) Surrounding land use and zoning: The cluster plan shall consider the existing land uses and zoning in the vicinity. Generally, new lots which are adjacent to existing development or residential zoning are preferred to creating an isolated cluster of new houses.

(d) If the concept plan is approved by the Planning Commission, the applicant may then proceed with platting of the clustered development in accordance with the Jefferson County Subdivision and Land Development Regulations and the approved concept plan. The plat shall bear a statement indicating "The land lies within an approved rural cluster development and no further subdivision of the remaining land is permitted unless the property is placed in another zone or further subdivision is allowed by ordinance or regulation".[23]

3. If the development rights under Subsections 5.7D.1 and 5.7D.2 above have not been utilized, any property that was a lot of record as of October 5, 1988 may create three (3) total lots (including the residue) during any five year period. Such application may process as a Minor Subdivision, in accordance with the Subdivision Regulations, and shall be exempt from density limitations provided that all subdivision requirements are satisfied. Applications which exceed this number during any five year period shall process under Subsection 5.7D.1 or 5.7D.2 above. Only the residue or parent parcel may qualify under this provision once the original subdivision takes place. All lots that qualify under this section must meet subdivision requirements.[32]

4. Subdivisions involving transfers of land between family members known as "Family Transfers", as defined in Article 2, shall not be subject to the density requirements of this section. All lots that qualify under this section must meet subdivision requirements. Family transfers are not entitled to further subdivide except as another Family transfer.[32]

5. Once the maximum number of lots are created under 5.7D, the property cannot be further subdivided unless the Ordinance is amended to allow such.

6. Notwithstanding any other provision contained in Article 5, Section 5.7D, if a property was previously subdivided under the one (1) lot per ten (10) acre provision after October 5, 1988 and before this Ordinance was amended on March 1, 2018, then the property may continue to subdivide, or finish subdividing, utilizing the property's remaining development rights as they existed at the time(s) when the subdivision was previously processed. These vested rights may be shown on a previously approved Preliminary or Final Plat, Concept Plan, or Community Impact Statement, or otherwise contained within the property's subdivision files within the Department of Engineering, Planning, and Zoning.[34]

Section 5.8 Residential-Light Industrial-Commercial (R-LI-C) District[1]

The purpose of this district is to guide high intensity growth into the designated growth area. Light industrial uses are defined in Section 2.2. All other perceived light industrial uses shall be referred to the Jefferson County Development Authority for a recommendation on whether a use is a light industrial or heavy industrial use. The final decision on use classification shall be made by the Zoning Administrator.[23]

A. Principal Permitted and Conditional Uses[23, 27, 32]

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.[27, 32]

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.[27, 32]

B. Standards[23]

1. Industrial uses permitted in this district shall be of types that require daily water use of no more than 0.25 gallons per gross square feet of floor space.
2. Light industrial and commercial uses are subject to the standards for such uses in Article 8 of this Ordinance.[23, 27]
3. Impervious surface coverage shall not exceed eighty (80) percent of the gross land area.[27]

C. Site Development Standards[23, 27, 40]

1. All sections of this Ordinance applying to the Residential Growth District with the exception of Section 5.4A will apply to residential uses in this District.[27]
2. 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. All commercial or industrial uses must be in compliance the requirements for such use in Article 8. In addition, a site plan, if required, must demonstrate that traffic patterns created by Commercial or Light Industrial uses (1) will not use adjacent residential roads for through traffic and (2) will connect to principal and major arterial highways as directly as feasible considering access restrictions.[5, 7, 23, 27]
3. Proposed uses in this zone are exempt from the distance requirements in Sections 4.6A-B if part of a master planned community. This provision shall only apply to the internal use of land under the same ownership.[7, 27]

Section 5.9 Reserved[23]

Section 5.10 Village (V) District[8, 23, 32, 35]

The purpose of this district is to allow recognized villages the ability to provide low level services within their boundaries. This district is generally intended to be served with public or private water and sewer facilities based on proposed lot sizes.

Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.[27]

A. Principal Permitted Uses

1. Residential Land Uses
   a. Refer to Appendix A for site development standards. If applicable, reduced building setbacks may be permitted in accordance with Article 9.
2. Non-Residential Land Uses in Existing Structures
   a. Building setbacks, parking and drive aisle setbacks, distance requirements, and landscape buffers are not required when a proposed land use is to be located within an existing structure.
   b. When additional parking for an existing structure is required, a Site Plan shall be submitted. Setbacks shall be as required in Section 5.10A.2(a) with the exception that a four (4) foot screened buffer shall be required along the side and rear property lines. The screening may be either vegetative (existing or planted) or opaque fencing and may be placed anywhere within the four (4) foot buffer. At the time of the planting, vegetation shall be at least six (6) feet in height. No structures, vehicular parking, or stored materials shall be permitted within the side and rear yard buffers.

APPENDIX A: RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE[27, 32, 42]

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		
	Duplex Dwelling Unit	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[42]	Public/Central water and sewer	1,400	3,500	N/A	40	25	12**	15	20		
	Multi-Family Dwelling (See Section 4.12)	Public/Central water and sewer	20,000	2,000	N/A	40	25	12**	15	30	12 side 15 front 15 rear	12 side 15 front 15 rear
	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		
Rural (R) (See Sec. 5.7)	Dwellings		40,000	N/A	100	45	40	15	‡	50	N/A	N/A
	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	Over 2 acres	N/A	N/A	N/A	45	40	15	‡	50		
		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		
	Cluster Subdivision	See RG District										
Village (V)	Residential uses	See RG District										
Residential-Light Industrial-Commercial (RLIC)	Residential uses	See RG District$^{\Phi}$										
Industrial-Commercial (IC)	Residential uses	See Rural setbacks for lots not previously stipulated by the Planning Commission.										
Neighborhood Commercial (NC)	Residential uses	See RG District										
General Commercial (GC)	Residential uses	See RG District										
Highway Commercial (HC)	Residential uses	N/A										
Light Industrial (LI)	Residential uses	N/A										
Major Industrial (MI)	Residential uses	N/A										
Office / Commercial Mixed Use (OC)	Residential uses	See RG District										
Planned Neighborhood Development (PND)	Residential uses	See RG 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.

For all lots approved prior to Sept. 1, 1989, lots under 40,000 sq. ft. side & rear setbacks for residential accessory structures shall be 6'. NOTE: In RG district side & rear setbacks for accessory structures under 144 sq. ft. shall be 6'.

See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.

All dimensions are in feet unless otherwise indicated.

Φ In the RLIC and RG districts, townhouse lots with a lot depth of 110 linear feet or less and/or a lot area of 3,500 square feet or less, the rear setback of a deck for a townhouse may be reduced to 10', if the adjacent property located to the rear of the subject lot is a dedicated easement or common area and is not a lot that includes a residence.

‡ See setback requirements noted in Sec. 2.2, definition of "Lot, Corner."

* Maximum height subject to Section 9.2

** Exterior side only.

*** The balance square footage between the ADU and the MLA shall not include land set aside in a Sensitive Natural Area, Buffer to a Sensitive Natural Area, land qualifying as Hillside development or a 100 Year Flood Plain.

**** The front setback for a Small lot single-family detached dwelling may be reduced to 10' if the front yard does not contain a driveway.

APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE[27, 32, 35]

Zoning District	Development Type[Θ]	Min Lot Area (MLA)	Min Lot Width	Max Building Height[*]	Imper-vious 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	Side & Rear
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[¥]	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[£]	10[◊]	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[£]	10[◊]										
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.

ϕ 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

Θ 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[23, 29, 32, 33, 35, 37, 39, 43]

Land Use	NC	GC	HC	LI	MI	PND[1]	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
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
Home Uses													
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
Institutional Uses													
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[38]	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[1]	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial													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[2]	NP	NP	NP	NP	NP	CU[2]	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	
Industrial Manufacturing & Processing													**Sec. 8.9**
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
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													**Sec. 8.9**
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[1]	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													**Sec. 8.9**
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[31]	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[37]	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[1]	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													**Sec. 8.9**
Restaurant, Fast Food, Drive-Through[40]	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[41]	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.16
Solar Energy Facility[43]	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
Agricultural Uses*													
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[37]	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
Accessory Uses													
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
OC Office / Commercial Mixed-Use
R Rural
RG Residential Growth District
RLIC Residential-Light Industrial-Commercial District
IC Industrial-Commercial District
V Village District

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
[1] The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
[2] Approval process is per the Salvage Yard Ordinance.

2045 Comprehensive Plan

Jefferson County, West Virginia

Jefferson County, WV is situated in the Eastern Panhandle and is part of the Greater Washington Metropolitan Area. In addition to its regional position, Jefferson County's demographic profile and economic opportunities are heavily impacted by the state of West Virginia. The road system, public teacher salaries, state code, state tax policies, and other legislative policies are all controlled or decided at the state level. The delegation of state powers limit the role of the county government in land use and infrastructure.

As a whole, Jefferson County is more educated, has less poverty, and is economically better off than the rest of the state of West Virginia. Significantly, Jefferson County has been one of the few counties in West Virginia that has seen an increasing population between 2010 and 2020. Jefferson County's population growth was aided by its natural population increase and its ability to attract out-of-state migrants. In contrast, most of West Virginia has experienced population decline as more people have moved out of the state. As a geographic and economic outlier, Jefferson County often has very different issues that are not shared with the rest of the state. One of the key concepts that the Comprehensive Plan addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, it is important to identify specific areas to focus infrastructure and community service into.

Future Land Use Guide

As part of the Envision Jefferson 2035 Comprehensive Plan, a Future Land Use Guide was adopted for the first time in Jefferson County. The Future Land Use Guide was made to assist in guiding the Planning Commission and County Commission in making decisions on changes to the Zoning Map. Both the Envision Jefferson 2035 Comprehensive Plan and the *2045 Comprehensive Plan* do not initiate any zoning map amendments. Use of the Future Land Use Guide is to be in combination with the recommendations of this Plan when considering owner initiated zoning map amendments. The existing zoning on any property in the County will not be affected by this process. This Plan, including the Future Land Use Guide, does not propose to reduce the rights of any property owner. The *2045 Comprehensive Plan* has updated the Future Land Use Guide and included several changes to the Land Use Classifications. The Land Use Classifications were restructured to align them with the zoning districts used in the county. The Future Land Use Guide does not contain any Land Use Classifications that align to the Residential-Light Industrial-Commercial zoning district and instead has proposed three new zoning districts to avoid using the Residential-Light Industrial-Commercial district. The preferred choices of zoning districts for Zoning Map amendments are the proposed districts in this Plan or the existing zoning districts with the exceptions of Residential-Light Industrial-Commercial, Major Industrial, and Planned Neighborhood Development.

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

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.

C. US 340 South PGA

Parts of the area from Rippon to the Clarke County Line along US 340 have been zoned for Industrial and Commercial uses prior to the Future Land Use Guide and are conducive for further growth based on the road infrastructure, including the ongoing US 340 widening and realignment, which is reflected in the Future Land Use Guide.

D. 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.

E. Middleway PGA

Adjacent to the historic village of Middleway located between Charles Town and Inwood is a vacant industrial facility with existing water, sewer, and natural gas utilities which might serve the village area after some improvements. The vacant facility could be redeveloped for a variety of office or business uses and the historic Middleway area could allow development in a pattern and scale compatible with the village district.

F. Shenandoah Junction PGA/School Based Growth Area

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

G. Residential PGA

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

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

Courtesy: Mark Muse Photographs

Goal 1

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

Objective 1.1

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

1. Educate the public about the County's Zoning, Subdivision, and land development processes and regulations through educational materials, presentations, and digital tools.

P&Z | 1-2 years

2. Introduce text amendments to remove the Major Industrial and Planned Neighborhood Development zoning districts.

P&Z • CC | 1-2 years

3. Establish or modify zoning district options that allow residential and commercial land uses, residential and mixed use land uses, and rural residential land uses.

P&Z • CC | 1-2 years

4. Complete and enact an update to the Subdivison & Land Development Regulations and the Zoning & Land Development Ordinance to include the recommendations in the *2045 Comprehensive Plan*.

P&Z • PC • CC | 1-2 years

Objective 1.2

Continue to encourage the utilization of cluster subdivisions as the preferred form of residential development within rural areas.

1. Avoid future use of the Residential-Light Industrial-Commercial district as a zoning district for zoning map amendment requests.

PC • CC | Ongoing

2. Allow residential development outside of the Urban Growth Boundaries or Preferred Growth Areas to develop as rural cluster subdivisions or minor subdivisons, in accordance with existing land use rights.

P&Z • CC | Ongoing

Objective 1.3

Align existing land use regulations with West Virginia State code and make the land development processes consistent with the County ordinances and regulations.

1. Perform a yearly review of relevant changes to West Virginia Code 8A following the end of the West Virginia state legislative session.

P&Z | Yearly

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

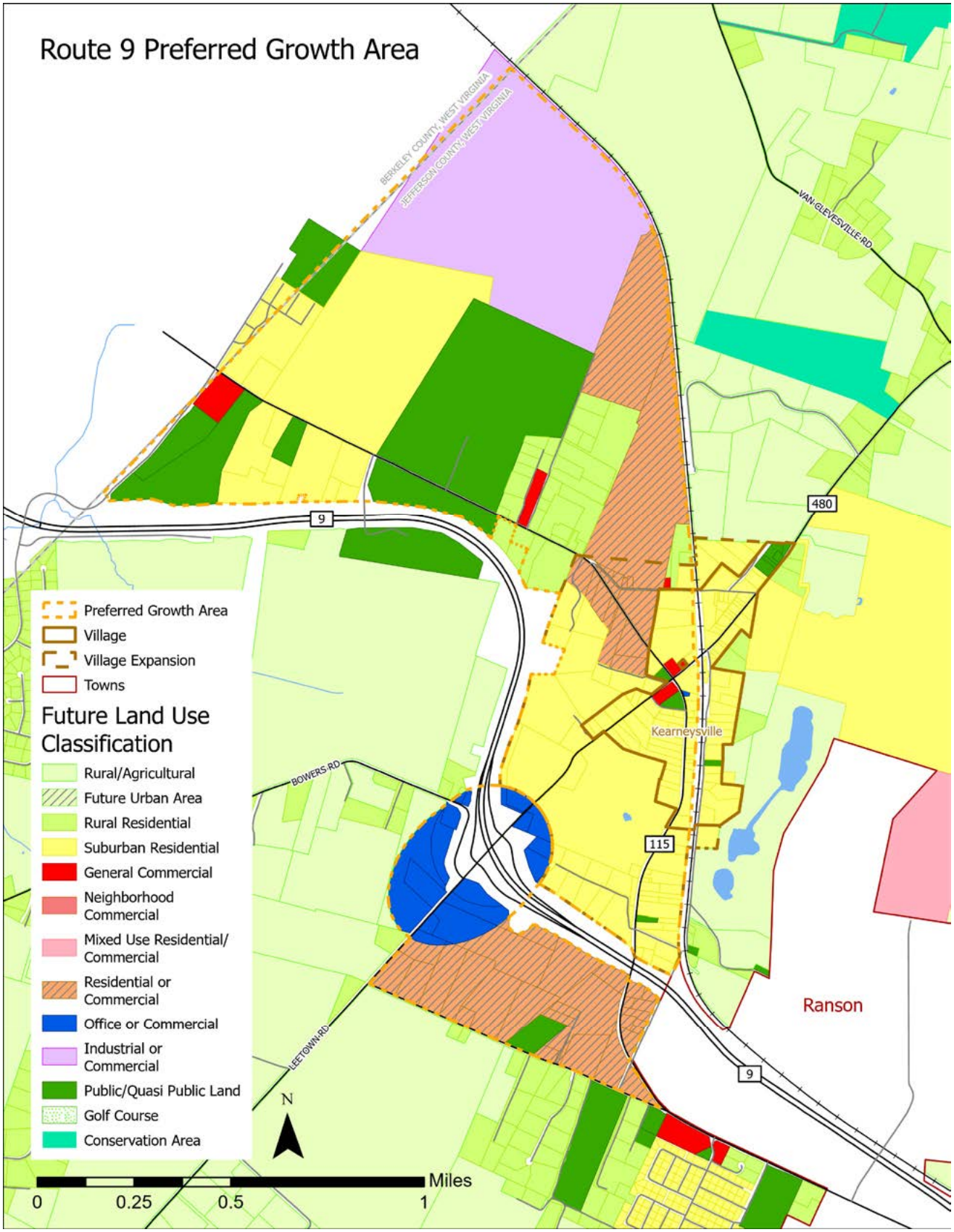
Primary Uses: The Neighborhood Commercial classification is for small scale commercial uses that are compatible with residential uses. Developments in this classification should serve the convenience needs of residential neighborhoods and commercial developments within walking distance and should connect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

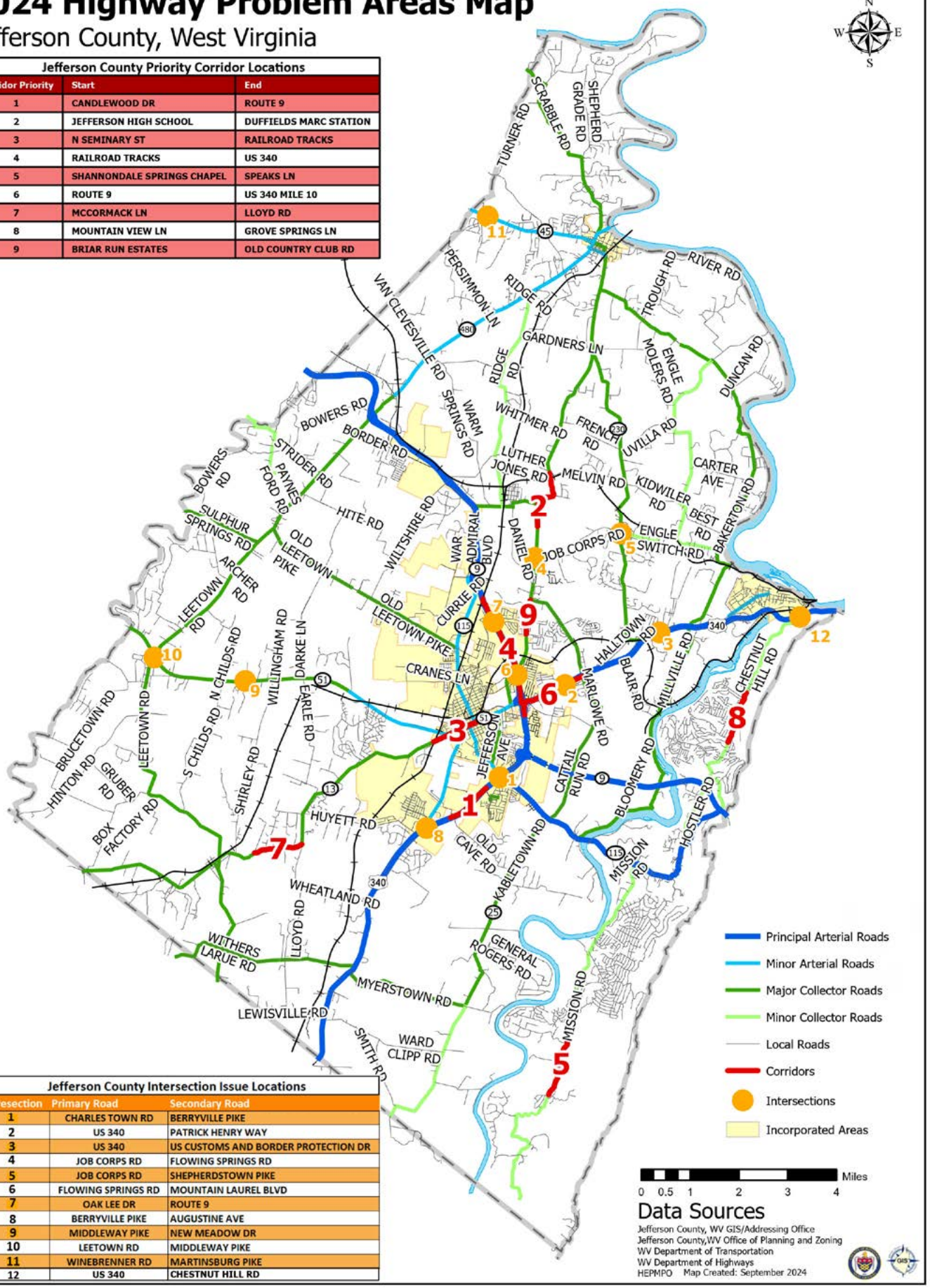

Route 9 Preferred Growth Area
BERKELEY COUNTY, WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA
VAN GLEVESVILLE RD
480
9
Kearneysville
BOWERS RD
115
Ranson
LEETOWN RD
9
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
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
N
Miles
0
0.25
0.5
1

2024 Highway Problem Areas Map

Jefferson County, West Virginia

Jefferson County Priority Corridor Locations

Corridor Priority	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



Jefferson County Intersection Issue Locations

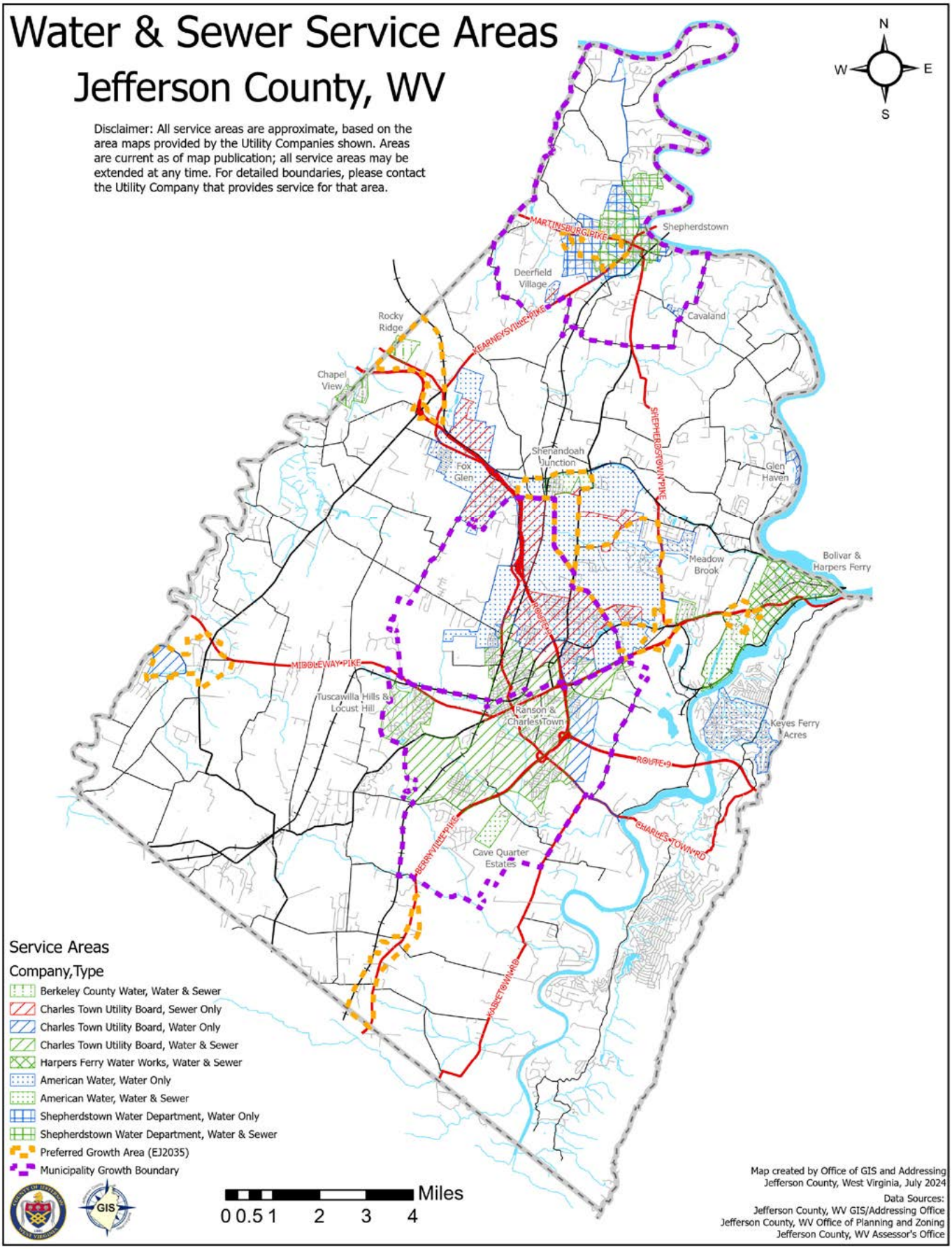
Interesection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE 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

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.



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, July 2024

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

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

File #: 25-3-Z
Fees Paid: $ 5400

Email: 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: Four Seas of WV LLC c/o Brett Cochran
Business Name:
Mailing Address: 7607 McKaig Rd Frederick, MD 21701
Phone Number: 301-606-2999 Email: brett@4-outdoor.com

Applicant Contact Information

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

Consultant Information

Consultant Name: Todd Heck, Principal
Business Name: Morris & Ritchie Associates, INC
Mailing Address: 205 E. Hirst Road, Suite 106 Purcellville, VA 20132
Phone Number: 703-994-4047 Email: theck@mragta.com

Physical Property Details

Physical Address: ~~7~~ Vacant Lot: ☑
Parcel ID: (Tax District / Map No. / Parcel No.) Tax Map #5 Parcel #s10.3, 10.4, 10.7, 12.14 & 12.15
Parcel Size: ~~50.57~~ Acres Total 51.28 CAU Deed Book: 1310 Page No: 171

Current Zoning District (please check one)

- ☐ Residential Growth (RG)
- ☐ Industrial Commercial (I-C)
- X ☐ Rural (R)*
- ☐ Residential-Light Industrial-Commercial (R-LI-C)
- ☐ Village (V)
- ☐ Neighborhood Commercial (NC)
- ☐ General Commercial (GC)
- ☐ Highway Commercial (HC)
- ☐ Light Industrial (LI)
- ☐ Major Industrial (MI)
- ☐ Planned Neighborhood Development (PND)
- ☐ Office/Commercial Mixed-Use (OC)

Proposed Zoning District: R-LI-C

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

Substantiation for the Request

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

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

See attached

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

See attached

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

See attached

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

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

James Brett Coelum 6.22.2025

Property Owner Signature Date

Property Owner Signature Date

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

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.

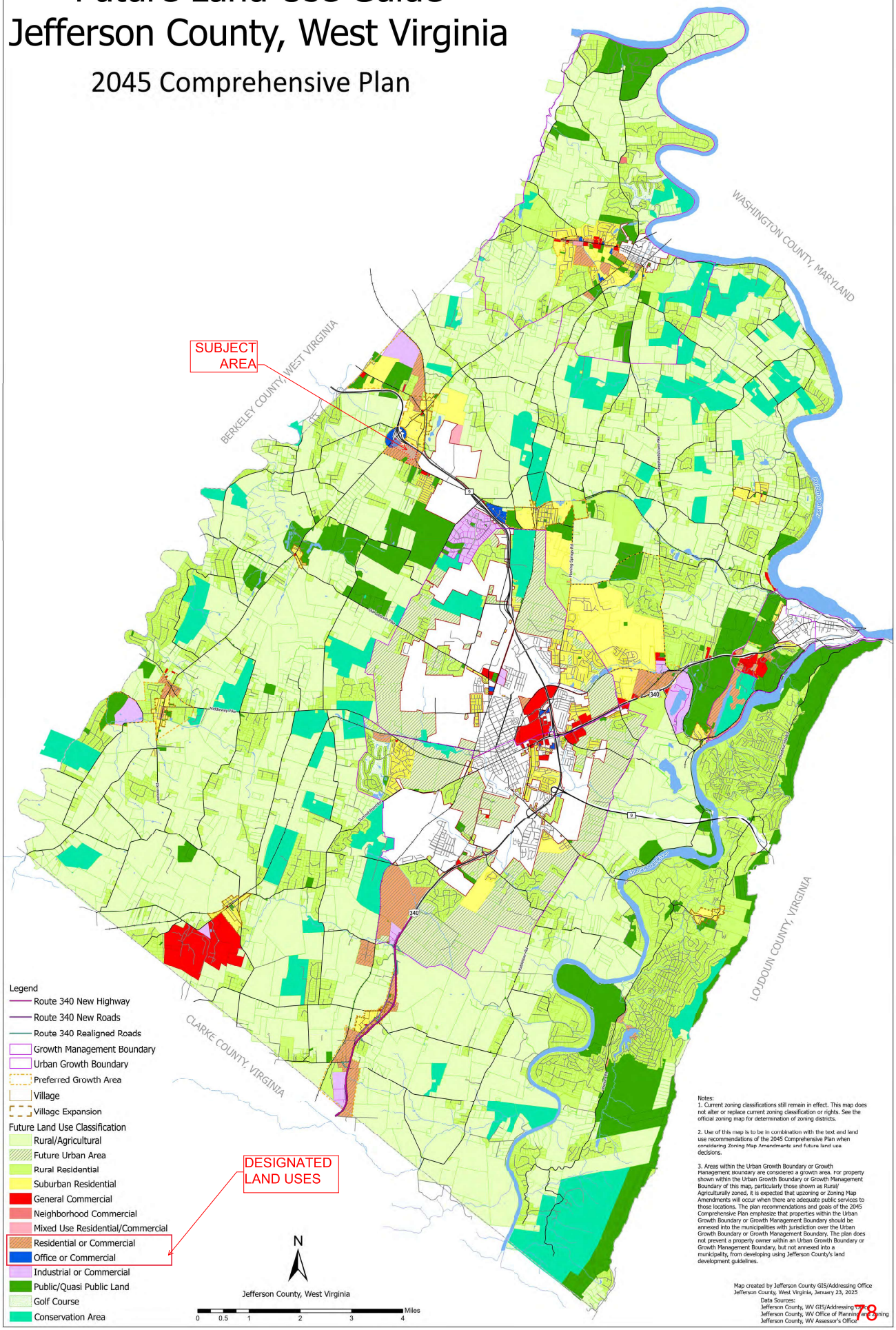
For these reasons, we respectfully request approval of the proposed Zoning Map Amendment by the Jefferson County Commission.

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



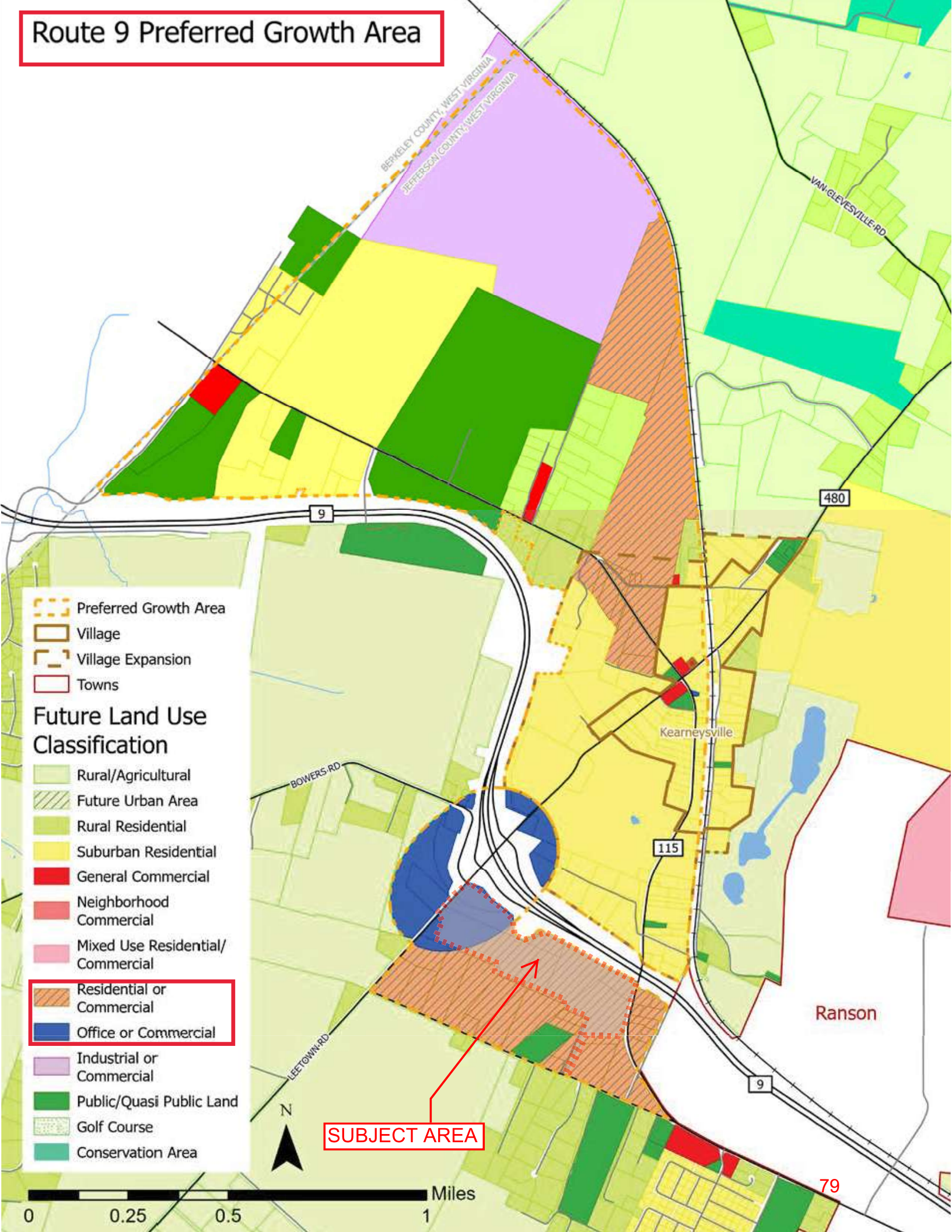
Notes:
1. Current zoning classifications still remain in effect. This map does not alter or replace current zoning classification or rights. See the official zoning map for determination of zoning districts.

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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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
N
SUBJECT AREA
Miles
0
0.25
0.5
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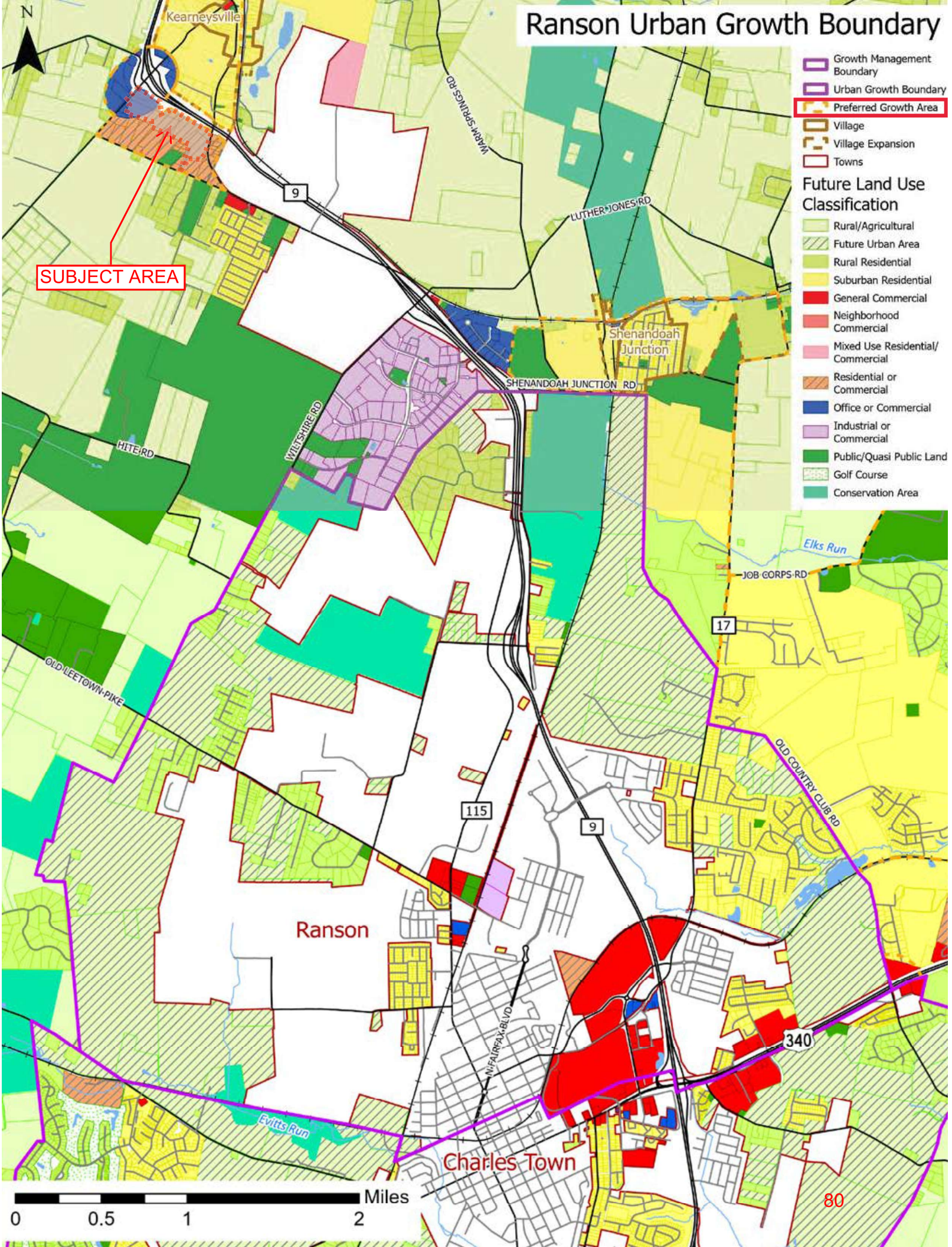
Ranson Urban Growth Boundary
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
SUBJECT AREA
N
Kearneysville
WARM SPRINGS RD
LUTHER JONES RD
Shenandoah Junction
SHENANDOAH JUNCTION RD
WILTSHIRE RD
HITE RD
OLD LEETOWN PIKE
Elks Run
JOB CORPS RD
OLD COUNTRY CLUB RD
N FAIRFAX BLVD
Ranson
Charles Town
Evitts Run
9
17
115
340
Miles
0
0.5
1
2

Water & Sewer Service Areas
Jefferson County, WV

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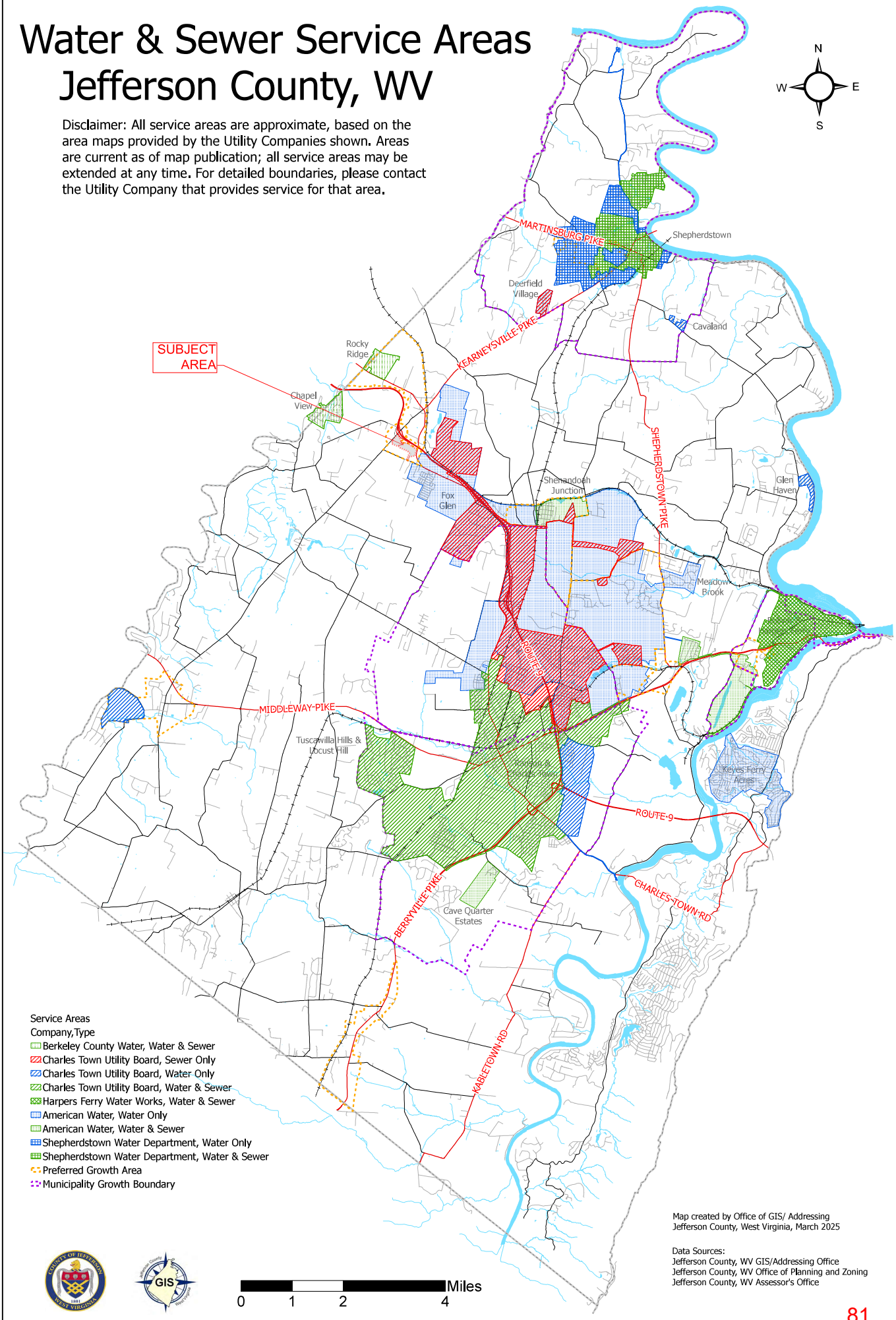


Service Areas
Company,Type
- Berkeley County Water, Water & Sewer
- Charles Town Utility Board, Sewer Only
- Charles Town Utility Board, Water Only
- Charles Town Utility Board, Water & Sewer
- Harpers Ferry Water Works, Water & Sewer
- American Water, Water Only
- American Water, Water & Sewer
- Shepherdstown Water Department, Water Only
- Shepherdstown Water Department, Water & Sewer
- Preferred Growth Area
- Municipality Growth Boundary

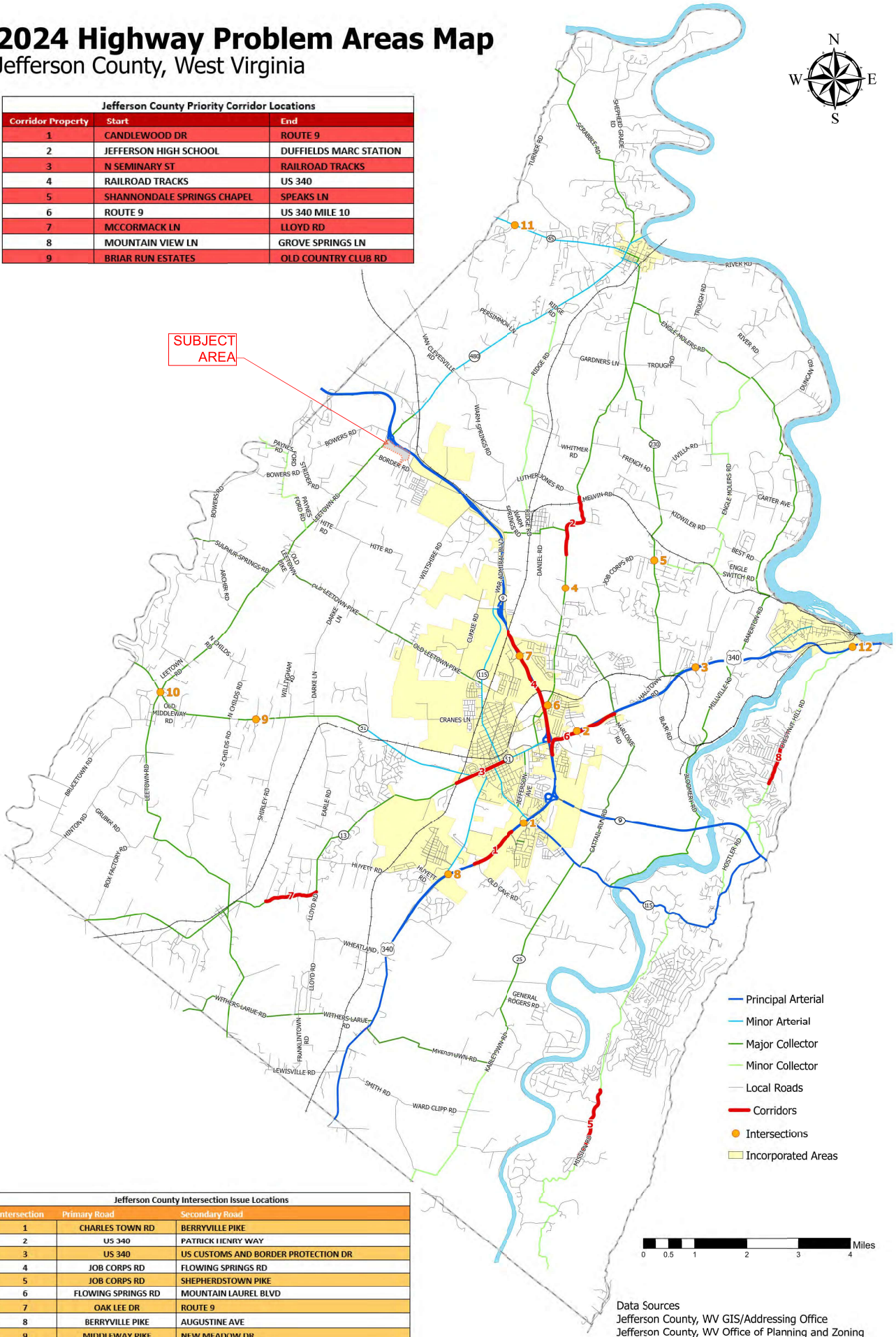
Map created by Office of GIS/ Addressing
Jefferson County, West Virginia, March 2025

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

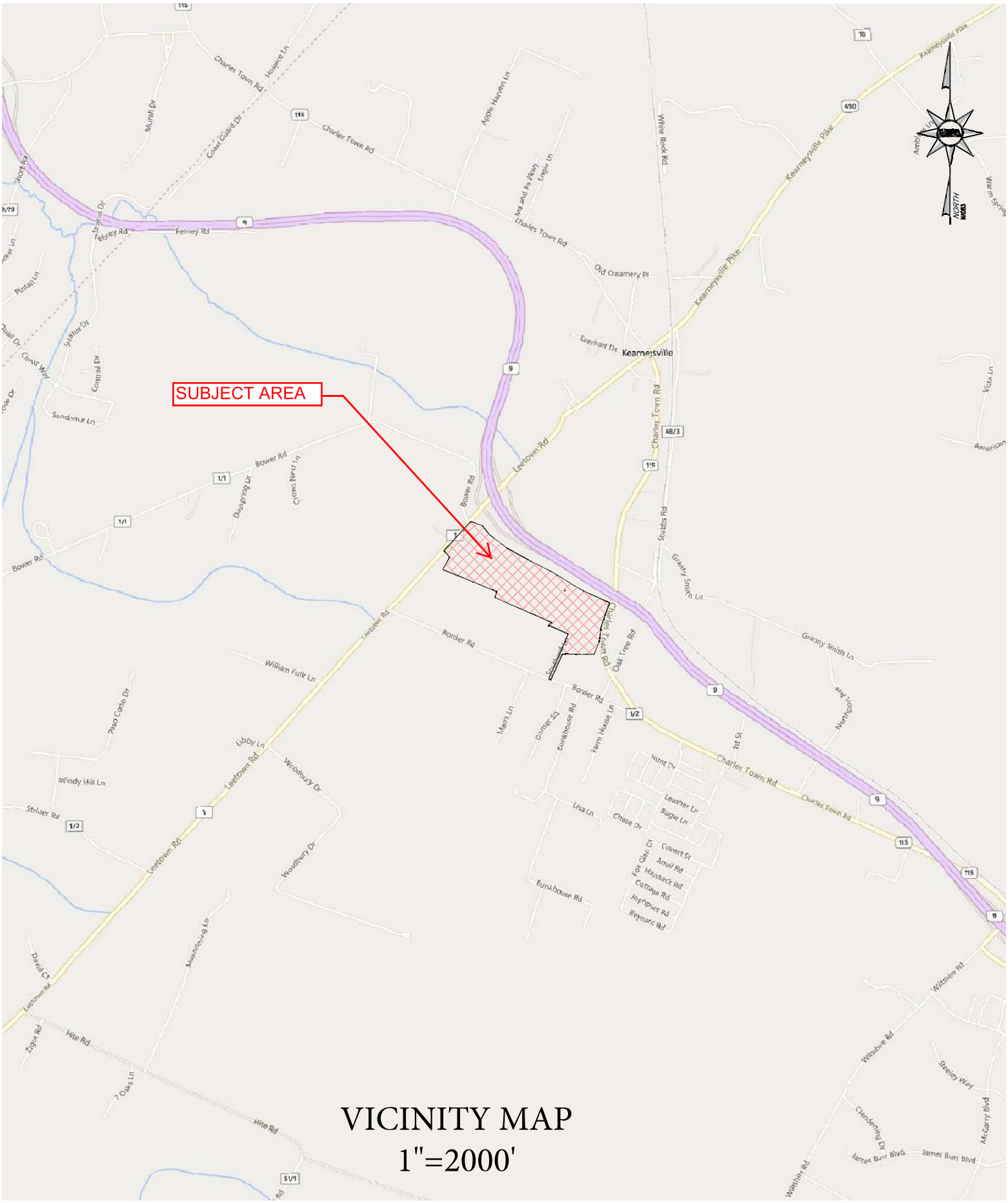
Jefferson County, West Virginia

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

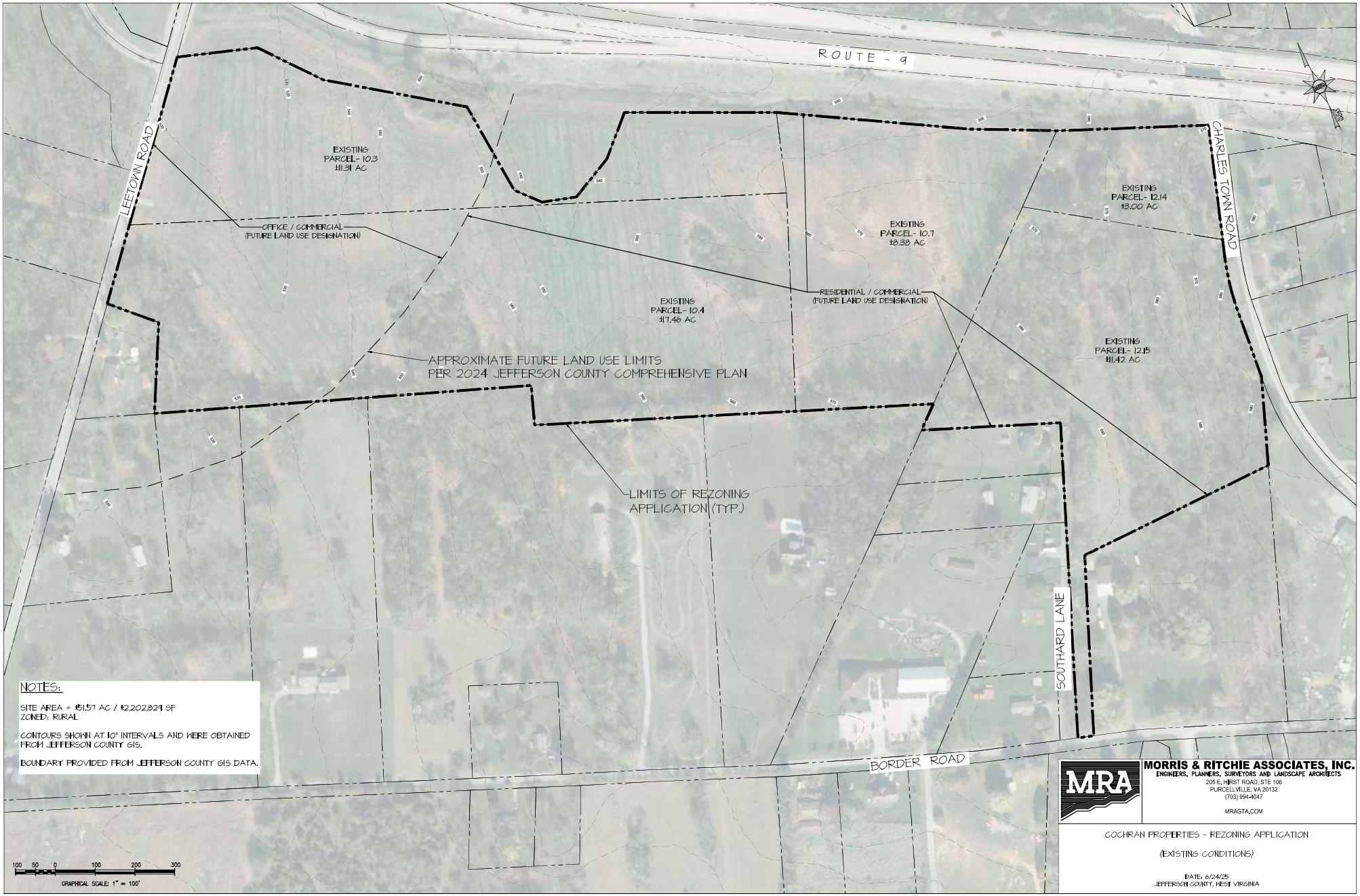


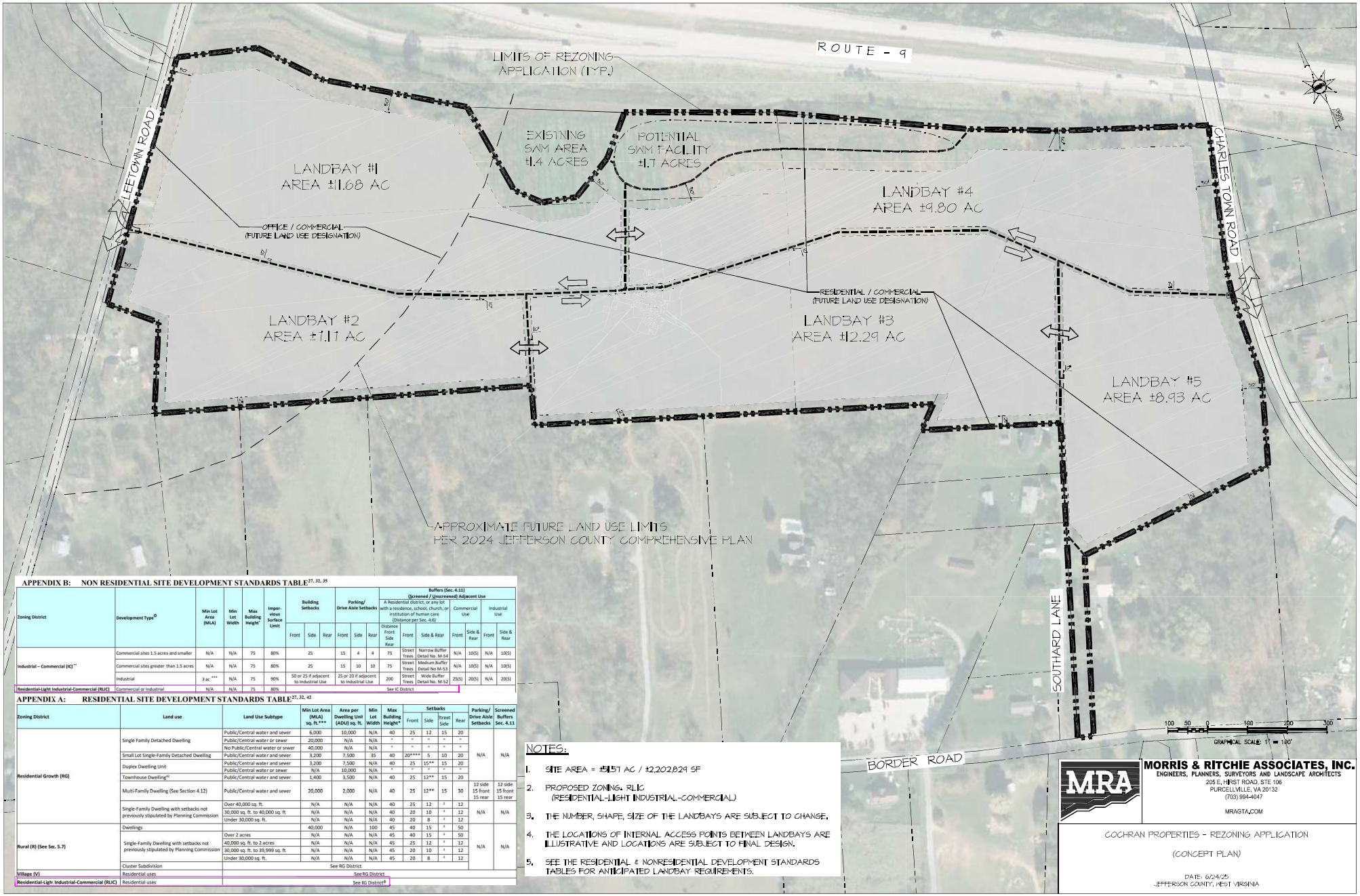
Jefferson County Intersection Issue Locations		
Intersection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
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'


ROUTE - 9
LEETOWN ROAD
CHARLES TOWN ROAD
SOUTHARD LANE
BORDER ROAD
EXISTING PARCEL- 10.3 ±11.31 AC
EXISTING PARCEL- 10.7 ±8.38 AC
EXISTING PARCEL- 12.14 ±3.00 AC
EXISTING PARCEL- 10.4 ±17.46 AC
EXISTING PARCEL- 12.15 ±11.42 AC
OFFICE / COMMERCIAL (FUTURE LAND USE DESIGNATION)
RESIDENTIAL / COMMERCIAL (FUTURE LAND USE DESIGNATION)
APPROXIMATE FUTURE LAND USE LIMITS PER 2024 JEFFERSON COUNTY COMPREHENSIVE PLAN
LIMITS OF REZONING APPLICATION (TYP.)
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.
100 50 0 100 200 300
GRAPHICAL SCALE: 1" = 100'
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
(EXISTING CONDITIONS)
DATE: 6/24/25
JEFFERSON COUNTY, WEST VIRGINIA



APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE[27, 32, 35]

Zoning District	Development Type[D]	Min Lot Area (MLA)	Min Lot Width	Max Building Height*	Impervious 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	Side & Rear
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												

APPENDIX A: RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE[27, 32, 42]

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		
	Duplex Dwelling Unit	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[E]	Public/Central water and sewer	1,400	3,500	N/A	40	25	12**	15	20		
	Multi-Family Dwelling (See Section 4.12)	Public/Central water and sewer	20,000	2,000	N/A	40	25	12**	15	30	12 side 15 front 15 rear	12 side 15 front 15 rear
	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		
Rural (R) (See Sec. 5.7)	Dwellings		40,000	N/A	100	45	40	15	^	50	N/A	N/A
	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	Over 2 acres	N/A	N/A	N/A	45	40	15	^	50		
		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		
	Cluster Subdivision	See RG District										
Village (V)	Residential uses	See RG District										
Residential-Light Industrial-Commercial (RLIC)	Residential uses	See RG District[E]										

NOTES:

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

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E. FIRST 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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **September 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

County Commission action on the zoning map amendment (rezoning) for the Four Seas property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, & 12.15.

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

The applicant has requested a Zoning Map Amendment of five parcels to be rezoned from Rural (R) to Residential-Light Industrial-Commercial (RLIC). The Planning Commission has found the application to be **inconsistent** with the Comprehensive Plan. For the Zoning Map Amendment to be approved, the County Commission must also find that there has been major changes of an economic, physical, or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area. The Comprehensive Plan was adopted in March 2025.

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*):
I move to reject the Fours Seas Zoning Map Amendment 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: Luke Seigfried
Email address: planningdepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Nikki Painter**
Department or Organization: **County Clerk - Probate**
Estimation of amount of time needed for appointment: **15 minutes**
Date Requested – 1st Choice: **Sept 4, 2025**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
1. Accept the Final Accounting for the Michael Thomas Gosman Estate
2. Close the Estate of Cecil Dickinson
3. Motion to appoint Fiduciary Commissioner and Compel Accounting for the Estate of Jerry Richards
4. Petition to set a hearing for Probate in Solemn Form for the Estate of Edward J. Still
5. Fiduciary Commissioners Report on the Accounting Objections filed for the Estate of Donald C. Kinley
6. Move the closing of estates from quarterly to a monthly basis

Please provide the County Commission with a description of your request or presentation, including any background information:
1. The final accounting has been received for the Estate of the Michael Thomas Gosman and it has met all requirements in code. The estate can be closed.

2. The Estate of Cecil Dickinson was reopened to complete the sale of estate property. The closing has occurred and the estate can be closed.

3. A motion to appoint Fiduciary Commissioner and to compel an accounting in the estate of Jerry Richards was filed in the Probate Office by Bucky Morrow, Counsel for Jerry Richards, II, heir and distributee of the estate of his father.

4. A petition to probate a will in solemn form for the estate of Edward J. Still was filed in the Probate Office by Christopher P. Stroech, counsel for Jonathan Edward Shoenberger. There is an original will from 1977 and Mr. Shoenberger has a copy of a will from 2007. Mr. Stroech is asking that the copy of the newer will from 2007 be accepted as probate in solemn form.

5. An interim accounting was filed on May 13, 2025 by counsel, Bucky Morrow, for the Estate of Donald C. Kinley. Within the timeframe allowed, the two beneficiaries, Terry L. Kinley and William G. Kinley, filed an objection with the Fiduciary Commissioner assigned, D. Frank Hill, III. On July 1, 2025, Mr. Hill issued his First Report in which the Estate was requested to respond to the objections by August 15, 2025. The estate responded on August 6, 2025. On August 22, 2025, Mr. Hill issued a report on the objections and the estate's response. In his report, he found the "bulk of the Kinleys' "objections" lack any level of specificity and are construed to be but a litany of perceived wrongs, grievances, etc. As such, no response, explanation or answers will be satisfactory to either of the Kinleys." However, there are a few items that the estate acknowledges needs further investigation and has retained a forensic accountant to find any discrepancies. This is an appropriate action as this was just an interim accounting and not a final accounting, which can be amended at any time. The Fiduciary Commissioner recommends the approval of the interim accounting subject to the directives contained within the Report on Objections and The Estate's Response filed with the Probate Office.

6. It has been presented to the Probate Office by several local attorneys to move the approval of Waivers and Final Accountings to a monthly basis in place of the current quarterly schedule. This will allow estates to be closed each month and payouts to beneficiaries to be handled in a timelier manner. This is for notification only and no action by the commission is required.

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*):
1. To accept the Final Accounting for the estate of Michael Thomas Gosman

2. To close the estate of Cecil Dickinson

3. To approve the motion filed by Bucky Morrow, Counsel for Jerry Richards II, to appoint a Fiduciary Commissioner and to compel an accounting for the Estate of Jerry Richards

4. To set a hearing date for the October 2 meeting to hear arguments for the petition to probate a will in solemn form for the estate of Edward J Still – OR – To appoint a fiduciary commissioner to hear the petition to probate a will in solemn form for the Estate of Edward J Still

5. To deny the objections filed and approve the interim accounting subject to the directives contained within the Report on Objections and the Estate's Response filed by Fiduciary Commissioner D. Frank Hill III for the Estate of Donald C. Kinley.

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

FIRST & FINAL ACCOUNTING
THE ESTATE OF MICHAEL THOMAS GOSMAN
HENRY W. MORROW, JR., ADMINISTRATOR

ASSETS

1.	**APPRAISED ASSETS** (See: Filed Form ET 6.01)			
	Real Estate	550,000.00		
	Tangible Personal Property	23,143.70		
	Investment Accounts	474,124.01		
	Cash, Bank Accounts & Refunds	322.252.69		
	Total Appraised Assets	**1,369,520.40**	.....	**$ 1,369,520.40**
2.	**UNAPPRAISED ASSETS**			
	Books Sold	475.00		
	Contributions by Heirs for Attorney Retainer	2,000.00		
	Total Unappraised Assets	**2,475.00**	.....	**2,475.00**
3.	**ESTATE INCOME**			
	United Bank Interest on Estate Account	314.99		
	Bank of Charles Town Interest on Estate Account	1,573.26		
	Jefferson Security Bank Interest on Estate Account	2,910.11		
	Total Estate Income	**4,798.36**	.....	**4,798.36**
Total Estate Assets			.....	**$ 1,376,793.76**

DISBURSEMENTS & DISTRIBUTIONS

1.	**DISBURSEMENTS**			
	Class One Administration Expenses			
	Qualification & Recording Fees to County Clerk	90.50		
	Locksmith Charge	171.20		
	Reimbursement to Heirs for Initial Retainer Payments	2,000.00		
	Jackson Williams Real Estate Appraisal Fee	575.00		
	Coin Collection Appraisal fee	150.00		
	Postage	19.15		
	Bank Service Charges	12.00		
	Personal Property Cleanout & Organization for Sale	3,365.39		
	Auctioneer Fees, Charges and Commissions	3,335.00		
	Total Administration Expenses	9,718.24	.....	$ 9,718.24
	Class Two Funeral Expenses			
	Funeral Home Invoice	3,405.32		
	Total Funeral Expenses	3,405.32	.....	3,405.32
	Real Estate Management Expenses Authorized by Heirs			
	Real Estate Sale Cleaning and Staging	13,309.29		
	CTUB Water & Sewer Invoices	342.58		
	Potomac Edison Electric Invoices	1,407.77		
	Lawn & Garden Care & Maintenance	7,446.50		
	Total Real Estate Management Expenses	22,506.14	.....	22,506.14
	Total Disbursements		.....	**$ 35,629.70**

2.	**DISTRIBUTIONS**		
	Coin Collection to Shelley McNeal	6,043.70	
	Partial Distribution to Julie Sullivan (Via Shelley McNeal)	2,000.00	
	Total Distributions	**8,043.70**	**8,043.70**

Total Disbursements and Distributions ..... **$ 43,673.40**

SUMMARY & ESTATE BALANCE

Total Assets	$	1,376,793.76
Total Disbursements and Distributions		- 43,673.40
Estate Balance on Account	**$**	**1,333,120.36**

OUTSTANDING AND UNPAID ESTATE DEBTS, CLAIMS & OBLIGATIONS

To Henry W. Morrow, Jr., Statutory Administrator Commissions	$	36,427.00
To Reserve [1] for Accountant Fees for filing Personal and Fiduciary Income Tax Returns, Fiduciary Commissioner Fees and Jefferson County Clerk Probate/Recording Fees		10,000.00
Total Outstanding Obligations	**$**	**46,427.00**

RECONCILIATION

Estate Balance (from above)	$	1,333,120.36
Less Outstanding Obligations (from above)	-	46,427.00
Total Distributable Estate	**$**	**1,286,693.36**

PROPOSED DISTRIBUTION

Total Distributable Estate (from above)	$	1,286,693.36
Less Value of Unsold Real Estate Descending Directly to Heirs Shelley Sue McNeal, Russell Scott Hamilton and Julie Francine Sullivan		- 550,000.00
Subtotal Available Cash for Distribution		736,693.36
Less Proposed Distribution to Shelley Sue McNeal Less Advance Distribution Above		- 242,201.99
Less Proposed Distribution to Russell Scott Hamilton		- 248,245.68
Less Proposed Distribution to Julie Francine Sullivan Less Advance Distribution Above		- 246,245.69
Estate Balance After Distribution	**$**	**-0-**

[1] The Reserve is a fund to guarantee payment of final administration expenses including the preparation, filing and payment of any required income and fiduciary income federal and state taxes and any other administration expenses required to complete settlement of the estate as per the final accounting. Any amounts remaining in the reserve after payment of these amounts will be paid over to the beneficiaries entitled thereto upon closeout of the estate.

90

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

I, Henry W. Morrow, Jr., Administrator of the Estate of Michael Thomas Gosman, do hereby certify that the foregoing accounting is a true and accurate record of the receipts, disbursements and transactions made by me in the course of administration of the aforementioned estate, and that all debts, claims, taxes and expenses of administration, known and presented to me, have been paid in full except as otherwise noted in this accounting.

Given under my hand this 7th day of August, 2025.

HENRY W. MORROW, JR., ADMINISTRATOR

Taken, subscribed and sworn to before me, by **HENRY W. MORROW, JR.,** this 7th day of August, 2025.

AFFIX NOTARIAL SEAL

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Jequita S. Carter
Chappell Law Office
121 E. Liberty Street
Charles Town, WV 25414
My Commission Expires December 4, 2029

NOTARY PUBLIC
My commission expires: December 4, 2029

Jefferson County
Jacqueline C Shaulis, Clerk
Instrument 2025000983
03/07/2025 @ 03:54:52 PM
ACCOUNTS
Book 162 @ Page 16
Pages Recorded 3
Recording Cost $ 12.00

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: The Estate of Jerry Richards
Estate #: 4008

MOTIONS TO APPOINT FIDUCIARY COMMISSIONER AND COMPEL ACCOUNTING

Comes now, Jerry Richards, II, an heir and distributee of the estate of his father, Jerry Richards, deceased, by and through his attorney, Henry W. Morrow, Jr., and respectfully moves the Jefferson County Commission to appoint a Fiduciary Commissioner pursuant to ***West Virginia Code***: § 44-3-7 and further moves the Commission to compel an accounting pursuant to ***West Virginia Code***: § 44-4-8, and that the facts in support of such motions are as follows:

1. Jerry Richards died, intestate, a resident of Jefferson County, West Virginia, on March 31, 2022, survived by his wife, Yvonne M. Richards, and his son by a previous marriage, Your Movant, Jerry Richards, II.

2. Jerry Richards, II, is a resident of Virginia residing at 400 Longview Avenue, Winchester, Virginia, 22601.

3. On or about April 25, 2022, Yvonne M. Richards, whose address is listed as 164 Stafford Lane, Harpers Ferry, West Virginia 25425, as surviving spouse of the decedent, applied for and was qualified and appointed as Administratrix of the Estate of Jerry Richards in an ex-parte proceeding before the Clerk of the Jefferson County Commission as permitted under *West Virginia Code*: § 44-1-4. A copy of her Application and Oath is attached hereto as Exhibit 1

4. At the time of qualification on April 25, 2022, Yvonne M. Richards posted a bond with Western Surety Insurance Company as surety in the amount of $ 90,000.00 conditioned on

her administering the estate, and paying money coming into her hands by virtue of her office, as required by law. A copy of the Bond instrument is attached hereto as Exhibit 2.

5. On or about August 26, 2022, the personal representative filed an estate probate appraisement which appraisement appears of record in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Appraisement Book 38 at Page 411, showing probate assets of the estate of $ 104,555.04 in tangible personal property and cash and $ 465,000.00 in probate real estate for a total probate estate valued at $ 569,555.04. In the summary of probate assets on page one of said appraisement, the amount listed under part 3, Item 2, was mistakenly stated as $ 39,800 when it should have been stated as $ 39,840 as listed under Schedule B on Page 2. A copy of said probate appraisement is attached hereto as Exhibit 3.

6. At the time of filing the Estate Probate Appraisement and upon inspection thereof by the County Clerk, and pursuant to *West Virginia Code*: § 44-1-7(b), the bond of the Administratrix should have been increased, at the least, to $ 104,555.04.

7. Your Movant represents that he has been advised by the Administratrix that all cash and personal property of the estate has been exhausted in the administration of the estate and that no assets remain for distribution to the heirs aside from the real estate.

8. Informal requests made by Your Movant to the Administratrix for an accounting have been refused by the Administratrix.

9. As of the date of the filing of these Motions, an accounting for the estate as required by *West Virginia Code*: § 44-4-2 has not been filed. The deadline for filing the required accounting was June 25, 2023, and the Administratrix has failed in her responsibility in this respect for more than two years.

10. Pursuant to *West Virginia Code*: § 44-3-7, the County Commission is required to appoint a fiduciary commissioner "upon the motion of any party thereto . . . whenever any controversy arises in connection with . . . the settlement of the accounts of any fiduciary . . . ".

11. If no accounting is filed within the time limits imposed by the statute, under *West Virginia Code*: § 44-4-2, the fiduciary commissioner appointed for the estate may proceed against the personal representative in the Circuit Court of Jefferson County, West Virginia, to compel production of an accounting and may impose a penalty which may include denial of executor commissions.

WHEREFORE, your Heir and Distributee would respectfully request the following relief:

1. That the Commission appoint a fiduciary commissioner to oversee administration and settlement of this estate as required by law.

2. That the Commission direct the Clerk of the Jefferson County Commission to issue a summons directed to the Sheriff of Jefferson County requiring him to summon the fiduciary to present to the Commission, or an appointed fiduciary commissioner as the case may be, and within thirty (30) days following service of said summons, her statement of receipts and disbursements for time period beginning April 25, 2022 up through and including April 25, 2025, pursuant to ***West Virginia Code***: §§ 44-4-2 and 44-2-8.

3. Alternatively, or in addition thereto, that in the event the Administratrix does not file her accounting within thirty (30) days from the date the summons is served upon her by the Sheriff as provided under ***West Virginia Code***: § 44-4-8 , that the Fiduciary Commissioner file suit in the Circuit Court of Jefferson County, West Virginia, pursuant to ***West Virginia Code***: § 44-4-2 to compel such accounting.

4. That the County Commission require the Administratrix to increase her bond, at the least, to $ 104,555.04.

5. That the County Commission order that attorney fees paid by the Movant be reimbursed to the Movant by the Estate and deducted from the share due the Administratrix.

6. Such other and further relief as the Commission deems necessary and appropriate.

Respectfully presented this 1ST day of August, 2025.

JERRY RICHARDS, II
By Counsel

Henry W. Morrow, Jr
Counsel for Movant
P.O. Box 459
Charles Town, WV 25414
West Virginia State Bar ID #: 2647
(304) 725-3441
morrowlawoffice@aol.com

CERTIFICATE OF SERVICE

I, Henry W. Morrow, Jr., counsel for Jerry Richards, II, hereby certify that I have served a true copy of the foregoing **MOTION TO APPOINT FIDUCIARY COMMISSIONER AND TO COMPEL ACCOUNTING** upon the following by first class United States Mail, with postage prepaid, this 1ST day of August, 2025:

The Estate of Jerry Richards
Yvonne M. Richards, Administratrix
164 Stafford Lane
Harpers Ferry, WV 25425

HENRY W. MORROW, JR.,
Counsel for Jerry Richards, II

4. That the County Commission require the Administratrix to increase her bond, at the least, to $ 104,555.04.

5. That the County Commission order that attorney fees paid by the Movant be reimbursed to the Movant by the Estate and deducted from the share due the Administratrix.

6. Such other and further relief as the Commission deems necessary and appropriate.

Respectfully presented this 1ST day of August, 2025.

JERRY RICHARDS, II
By Counsel

Henry W. Morrow, Jr
Counsel for Petitioner
P.O. Box 459
Charles Town, WV 25414
West Virginia State Bar ID #: 2647
(304) 725-3441
morrowlawoffice@aol.com

CERTIFICATE OF SERVICE

I, Henry W. Morrow, Jr., counsel for Jerry Richards, II, hereby certify that I have served a true copy of the foregoing **MOTION TO APPOINT FIDUCIARY COMMISSIONER AND TO COMPEL ACCOUNTING** upon the following by first class United States Mail, with postage prepaid, this 1ST day of August, 2025:

The Estate of Jerry Richards
Yvonne M. Richards, Administratrix
164 Stafford Lane
Harpers Ferry, WV 25425

HENRY W. MORROW, JR.,
Counsel for Jerry Richards, II

United States of America

EXHIBIT 1
1 Page

State of West Virginia

County of Jefferson, ss:

Application of Fiduciaries

For Personal Representative of Estate for a Deceased Person
On Motion of YVONNE M RICHARDS.

Deceased Person	**JERRY LEE RICHARDS**
Social Security Number	9219
Date of Death	3/31/2022
Amount of Bond	90,000.00

Personal Representative(s)

YVONNE M RICHARDS ADMINISTRATRIX	164 STAFFORD LANE, HARPERS FERRY, WV 25425-3232

List of Heirs

YVONNE M RICHARDS	WIFE	164 STAFFORD LANE, HARPERS FERRY, WV 25425-3232
JERRY LEE RICHARDS JR	SON	400 LONGVIEW AVENUE, WINCHESTER, VA 22601-4227

Affidavit & Oath

LIST OF HEIRS, DISTRIBUTEES, DEVISEES & LEGATEES OF DECEDENT

YVONNE M RICHARDS being duly sworn, deposes and says the names, residences and post-office addresses of the heirs and distributees of the Estate of JERRY LEE RICHARDS, as set out in the foregoing affidavit are correct to the best of his or her knowledge and belief, except as to matters therein stated to be alleged on information and belief, and to those matters he or she believes them to be true; and affiant further states that such heirs and distributees as given as unknown upon diligent inquiry, he or she has been unable to ascertain their names and addresses. I will mail by first class postage prepaid, a copy of the notice of administration in accordance with West Virginia State Code §44-1-14(d) to the persons listed on this form. Further, in accordance with West Virginia State Code §44-1-3. I further swear that I will faithfully perform the duties of my office to the best of my skill and judgment.

x _____
YVONNE M RICHARDS, ADMINISTRATRIX

Subscribed and sworn to before me on this the 25th day of April, 2022.

Jacqueline C Shadle
Clerk of Jefferson County

By _____
Karen Olden
Deputy Clerk

97

COPY

EXHIBIT 2
1 Page

United States of America

State of West Virginia

County of Jefferson, ss:

Administrator Bond

Know All Men by These Presents:

Estate of **JERRY LEE RICHARDS**

That we, YVONNE M RICHARDS and , Western Surety, as surety in West Virginia, are held and firmly bound unto the State of West Virginia in the just and full sum of $90,000.00 to the payment whereof, well and truly to be made, we bind ourselves, our heirs, jointly and severally, firmly by these presents. Sealed with our seal and dated the 25th day of April, 2022.

THE CONDITION of the above obligation is such: That whereas the above bound YVONNE M RICHARDS has taken the oath of administrator/rix of the estate of JERRY LEE RICHARDS. Now, if the said YVONNE M RICHARDS shall faithfully discharge the duties of his/her office as aforesaid and account for and pay as required by law all money which may come into his/her hands by virtue of said office of administrator/rix then the above obligation to be void, otherwise to remain in full force and virtue.

YVONNE M RICHARDS, ADMINISTRATRIX _____ (L.S.)

Subscribed and sworn to before me on this the 25th day of April, 2022.

By _____
Karen Olden
Deputy Clerk

_____
Jacqueline C Shadle
Clerk of Jefferson County

Estate: 4008

AdministratorBond

COPY

EXHIBIT 3
5 Pages

FORM ET 6.01
Rev. 06/14

APPRAISEMENT OF THE ESTATE
FOR DECEDENTS DYING ON OR AFTER JULY 13, 2001

PART 1: GENERAL INFORMATION QUESTIONNAIRE

A. Decedent's Name	B. Social Security Number	C. Date of Death
JERRY LEE RICHARDS	9219	03/31/2022
D. Decedent's Residence at Death	**E. State**	**F. County**
164 STAFFORD LANE, HARPERS FERRY, WV 25425-3	West Virginia	Jefferson

G. Marital Status at Death: Married (●) Single, Widow(er) or Divorced ( ) — Name of Surviving Spouse: Yvonne M Richards

H. West Virginia Counties Where Decedent Held Real Estate: JEFFERSON

I. Will this estate be required to file a Federal Estate Tax Return **FORM 706** (see instructions on page 2)? YES ( ) NO (●)

J. Will this estate be required to file the **Nonprobate Inventory Form ET 6.02** (see instructions on page 3)? YES ( ) NO ( )

K. Did the Decedent leave a **WILL**? YES ( ) NO (●)

L. Fiduciary's Name and Mailing Address (include zip code)	M. Preparer's Name and Address — CPA ( ) Attorney (●)
YVONNE M RICHARDS 164 STAFFORD LANE HARPERS FERRY WV 25425-3232	ADDIE CRAWFORD 120 N. GEORGE STREET CHARLES TOWN WV 25414-1502
Fiduciary's Phone Number: **304-839-3333**	Preparer's Phone Number:

PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE

Answer each of the following questions concerning the decedent's interest in NONPROBATE REAL ESTATE.
If you answer "YES" to any question below, you must complete the attached Inventory of Nonprobate Real Estate provided with this form which shows:

a. the type of transfer(s) with reference to the question number below;
b. name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
c. relationship to the decedent of ALL above named persons;
d. market value at the date of death; and
e. description of the real estate including assessed value.

		MARKET VALUE
1. Did the decedent own an interest in any real estate as joint tenant with right of survivorship? YES ( ) NO (●)	1	0
2. Did the decedent transfer an interest in any real estate without adequate consideration within three years prior to date of death? YES ( ) NO (●)	2	
3. Did the decedent own an interest in any real estate in an inter vivos trust (living trust) arrangement or in which the decedent retained the right of use and enjoyment? YES ( ) NO (●)	3	
4. Did the decedent own an interest in any real estate in which the decedent retained a power of appointment, whether specia or general? YES ( ) NO (●)	4	
5. Did the decedent own an interest in any real estate as a life estate including a dower interest? YES ( ) NO (●)	5	
6. Did the decedent own an interest in any real estate transferable by a transfer on death deed? YES ( ) NO (●)	6	
7. TOTAL VALUE OF NONPROBATE REAL ESTATE (add lines 1 through 6 above)	7	0

PART 3: SUMMARY OF PROBATE ASSETS

Complete PART 4 first. Enter the total from each schedule of PART 4 on the appropriate line below.

		MARKET VALUE
1. Schedule A: Real estate or any interest therein	1	465,000
2. Schedule B: Tangible personal property of every kind	2	39,800
3. Schedule C: Government bonds and securities of every kind	3	
4. Schedule D: Shares of corporate stock of every kind	4	
5. Schedule E: Money, certificates of deposit, notes, accounts, etc.	5	64,715.04
6. Schedule F: All other assets not hereinbefore mentioned	6	
7. **TOTAL VALUE OF PROBATE ASSETS** (add lines 1 through 6 above)	7	569,515

PART 4: INVENTORY OF PROBATE ASSETS – TRANSFERS BY WILL OR INTESTACY
After completing PART 4, enter the total from each schedule on the appropriate line in PART 3.

SCHEDULE A: Describe any real estate or any interest in real estate. Include description and appraised value of out of state property, but do not include this amount in the total. See page 3 of the instructions.	**ASSESSED VALUE**	**APPRAISED VALUE**
Residence 164 Stafford Lane Harpers Ferry WV 25425	316,833.33	465,000
TOTAL (enter the total appraised value on line 1 of PART 3)	316,833.33	465,000

SCHEDULE B: Tangible personal property of every kind. See page 3 of the instructions.	**APPRAISED VALUE**
Vehicles 2006 Truck Chev 1995 Motorcycle 2004 Motorcycle 2014 Motorcycle	4840 7500 9500 18,000
TOTAL (enter the total appraised value on line 2 of PART 3)	39,840

SCHEDULE C: Bonds and securities of every kind. See page 3 of the instructions.	**APPRAISED VALUE**
TOTAL (enter the total appraised value on line 3 of PART 3)	

PART 4 *(continued)*

SCHEDULE D: Corporate stock of any kind. See page 3 of the instructions.				
NAME OF THE COMPANY	CLOSELY HELD	NUMBER OF SHARES	MARKET VALUE PER SHARE	TOTAL MARKET VALUE
TOTAL (enter the total market value on line 4 of PART 3)				

SCHEDULE E: Money, bank accounts, certificates of deposits, notes, accounts receivable, etc. Show dates of notes. See page 3 of instructions.	APPRAISED VALUE
~~64.7~~ Personal checking as of 3/31/22	64,715.04
TOTAL (enter the total appraised value on line 5 of PART 3)	64,715 04

SCHEDULE F: All other assets, not hereinbefore mentioned, including insurance payable to the estate. See page 3 of the instructions.	APPRAISED VALUE
TOTAL (enter the total appraised value on line 6 of PART 3)	

PART 5: BENEFICIARIES. List the names and relationships of all beneficiaries or heirs of the estate. Show the age of any life tenant after their name. See page 3 of the instructions.

BENEFICIARY OR HEIR	RELATIONSHIP	BENEFICIARY OR HEIR	RELATIONSHIP
YVONNE M RICHARDS	WIFE		
JERRY LEE RICHARDS JR	SON		

PART 6: OATH OF FIDUCIARY

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

I, YVONNE M RICHARDS, fiduciary for the estate of JERRY LEE RICHARDS after diligent effort to ascertain the taxable property of this estate, have made answers to each of the questions and have completed, in detail, the schedules for each category of property and believe each item thereof to be correct. I thereby believe the foregoing to be the true and lawful appraisement of ALL real estate and personal property of the estate of the above named decedent.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Donna M. Harrison
Subscribed and sworn to before me this 26 day of August, 2022
120 N. George Street
Charles Town, WV 26414
My Commission Expires April 03, 2023

Yvonne M Richards
Fiduciary

Donna M. Harrison
Notary Public

My Commission expires April 3, 2022

PART 7: APPROVAL OF FIDUCIARY COMMISSIONER/FIDUCIARY SUPERVISOR

I, _____, Fiduciary Commissioner/Fiduciary Supervisor of Jefferson County, West Virginia, to whom the estate of the above named decedent was referred, do hereby approve the foregoing appraisement of such estate.

Given under my hand this _____ day of _____, 20_____

_____ By _____
Fiduciary Commissioner/Fiduciary Supervisor Deputy

PART 8: CLERK OF THE COUNTY COMMISSION

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, To-wit:

In the Clerk's office of Jefferson County on the 26 day of August, 2022, the forgoing appraisal of the above named decedent was presented and upon motion admitted to record.

Attest Jill Virginia C. Hardy, Clerk

By _____, Deputy

Decedent's Name: JERRY LEE RICHARDS

INVENTORY OF NONPROBATE REAL ESTATE

If you answered "YES" to any question under PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE, show the following on this page:

a. the type of transfer(s) with reference to the question number in PART 2;
b. name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
c. relationship to the decedent of ALL above named persons;
d. market value at the date of death; and
e. description of the real estate including assessed value.

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202200011879
08/26/2022 @ 01:01:04 PM
APPRAISEMENT
Book 38 @ Page 411
Pages Recorded 5
Recording Cost $ 12.00

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: The Estate of Jerry Richards
Estate #: 4008

ORDER APPOINTING FIDUCIARY COMMISSIONER AND COMPELLING ACCOUNTING

This day came Jerry Richards, II, an heir and distributee of the estate of his father, Jerry Richards, deceased, by and through his attorney, Henry W. Morrow, Jr., and moved this Commission to appoint a Fiduciary Commissioner pursuant to ***West Virginia Code***: § 44-3-7 and further moved the Commission to compel an accounting pursuant to ***West Virginia Code***: § 44-4-8. Based upon the motion and representations of counsel, the Commission makes the following findings of fact and conclusions of law:

1. Jerry Richards died, intestate, a resident of Jefferson County, West Virginia, on March 31, 2022, survived by his wife, Yvonne M. Richards, and his son by a previous marriage, Your Movant, Jerry Richards, II.

2. Jerry Richards, II, is a resident of Virginia residing at 400 Longview Avenue, Winchester, Virginia, 22601.

3. On or about April 25, 2022, Yvonne M. Richards, whose address is listed as 164 Stafford Lane, Harpers Ferry, West Virginia 25425, as surviving spouse of the decedent, applied for and was qualified and appointed as Administratrix of the Estate of Jerry Richards in an ex-parte proceeding before the Clerk of the Jefferson County Commission as permitted under *West Virginia Code*: § 44-1-4.

4. At the time of qualification on April 25, 2022, Yvonne M. Richards posted a bond with Western Surety Insurance Company as surety in the amount of $ 90,000.00 conditioned on her administering the estate, and paying money coming into her hands by virtue of her office, as required by law.

5. On or about August 26, 2022, the personal representative filed an estate probate appraisement which appraisement appears of record in the office of the Clerk of the County Commission of Jefferson County, West Virginia, in Appraisement Book 38 at Page 411, showing probate assets of the estate of $ 104,555.04 in tangible personal property and cash and $ 465,000.00 in probate real estate for a total probate estate valued at $ 569,555.04. In the summary of probate assets on page one of said appraisement, the amount listed under part 3, Item 2, was mistakenly stated as $ 39,800 when it should have been stated as $ 39,840 as listed under Schedule B on Page 2.

6. At the time of filing the Estate Probate Appraisement and upon inspection thereof by the County Clerk, and pursuant to *West Virginia Code*: § 44-1-7(b), the bond of the Administratrix should have been increased, at the least, to $ 104,555.04.

7. The movant alleges that he has been advised by the Administratrix that all cash and personal property of the estate has been exhausted in the administration of the estate and that no assets remain for distribution to the heirs aside from the real estate.

8. The movant alleges that his informal requests made by the Movant to the Administratrix for an accounting have been refused by the Administratrix.

9. As of the date of the entry of this Order, the record in the Office of the Clerk of the County Commission reveals that an accounting for the estate as required by *West Virginia Code*: § 44-4-2 has not been filed. The deadline for filing the required accounting was June 25,

2023, and the Administratrix has failed in her responsibility in this respect for more than two years.

10. Pursuant to *West Virginia Code*: § 44-3-7, the County Commission is required to appoint a fiduciary commissioner "upon the motion of any party thereto . . . whenever any controversy arises in connection with . . . the settlement of the accounts of any fiduciary . . . ".

11. If no accounting is filed within the time limits imposed by the statute, under *West Virginia Code*: § 44-4-2, the fiduciary commissioner appointed for the estate may proceed against the personal representative in the Circuit Court of Jefferson County, West Virginia, to compel production of an accounting and may impose a penalty which may include denial of executor commissions.

WHEREFORE, The Jefferson County Commission hereby ORDERS as follows:

1. The Commission hereby appoints _____ a fiduciary commissioner of and for Jefferson County, West Virginia, to oversee administration and settlement of this estate as required by law.

2. The Commission directs the Clerk of the Jefferson County Commission to issue a summons directed to the Sheriff of Jefferson County requiring him to summon the fiduciary to present to the appointed fiduciary commissioner, and within thirty (30) days following service of said summons upon her, her statement of receipts and disbursements for time period beginning April 25, 2022, up through and including April 25, 2025, pursuant to ***West Virginia Code***: §§ 44-4-2 and 44-2-8.

3. In addition thereto, it is further ORDERED that in the event the Administratrix does not file her accounting within thirty (30) days from the date the summons is served upon her by the Sheriff, that the Fiduciary Commissioner file suit in the Circuit Court of Jefferson County,

West Virginia, pursuant to ***West Virginia Code***: § 44-4-2 to compel such accounting.

4. The County Commission further ORDERS the Administratrix to increase her bond to $ _____.

5. The County Commission hereby reserves action of the Movant's request for an order that attorney fees advanced by the Movant be reimbursed to the Movant by the Estate and deducted from the share due the Administratrix and refer the same to the Fiduciary Commissioner for review, report and recommendation thereon.

The Clerk shall mail attested copies of this order to all parties of record and any counsel of record appearing for the parties herein.

SO ORDERED this _____ day of August, 2025.

_____
PRESIDENT OF THE JEFFERSON COUNTY COMMISSION

ORDER PREPARED BY:

Henry W. Morrow, Jr
Counsel for Jerry Richards, II
P.O. Box 459
Charles Town, WV 25414
West Virginia State Bar ID #: 2647
(304) 725-3441
morrowlawoffice@aol.com

PANHANDLE LEGAL

August 25, 2025
By Hand Delivery

Ms. Karen Olden, Deputy Probate Clerk
Jefferson County Courthouse
100 E. Washington Street
Charles Town WV 25414

Re: Estate of Edward J. Still

Dear Ms. Olden:

Enclosed please find the original ***Petition to Probate a Will in Solemn Form with attached Exhibits "A" and "B"*** for filing by Petitioner Jonathan Edward Shoenberger with regard to the Estate of Edward J. Still.

Thank you for your assistance.

Very truly yours,

Christopher P. Stroech, Esq.

CPS:djh
Enclosure: as stated
cc+enc: Jonathan Edward Schoenberger
Henry W. Morrow, Jr., Esquire, Executor of the Estate of Edward J. Still

116 W. Washington Street, Suite 2E
P.O. Box 550
Charles Town, WV 25414

PHONE (304) 930-1945
FAX (304) 930-1387

EMAIL cstroech@panhandle-legal.com
WEBSITE panhandle-legal.com

IMPORTANT INFORMATION
ON THE ESTATE OF EDWARD
JOSEPH STILL

MR. LARRY N. WELLER SR (EXECUTOR)
BOX 14 64 COTTON TAIL DR.
RANSON, WVA 25438
(HOME NO.) (304) 728-4822
(WORK PHONE NO.) (304) 724-4302

ATTORNEY AT LAW INFO
MICHAEL L. SCALES ATTORNEY AT LAW,
OF THE FIRM OF GREENBERG AND
SCALES, P.L.L.C.
314 WEST JOHN STREET
P.O. BOX 6097
MARTINS BURG, WEST VIRGINIA
25402
PHONE NO. (304) 263-0000
FAX NO. (304) 263-0739

LAST WILL AND TESTAMENT

OF

EDWARD J. STILL

I, **EDWARD J. STILL,** of Harpers Ferry, County of Jefferson, State of West Virginia, do hereby revoke any and all wills and codicils heretofore made by me and do make, publish and declare this to be my Last Will And Testament.

I.

I direct that all of my just debts (except debts secured by mortgage or deed of trust on real estate), funeral expenses, and expenses of administration of my estate, and all inheritance, estate, transfer, and other succession taxes or death duties that may be legally imposed by reason of my death upon my estate or upon any property which passes to my beneficiaries hereunder or any other person, either by this Will, as beneficiaries of life insurance policies on my life, or at my death by survivorship or otherwise, be paid as soon as practicable by my Executor, hereinafter named, from my residuary estate.

II.

I give, devise and bequeath all of the rest, residue and remainder of my estate, whether real, personal or mixed, wheresoever situate, to Jonathan Edward Schoenberger, currently of 1469 Oxford Street, Carol Stream, IL. 60188, provided that he has attained the age of twenty-five (25) years at the time of my death. In the event Jonathan Edward Schoenberger shall have survived me, but has not attained the age of twenty-five (25) years at my death, then I give, devise and bequeath my said entire residuary estate, as hereinbefore provided, to the Branch Banking & Trust Company, or its corporate successor, IN TRUST NEVERTHELESS, for the benefit of Jonathan Edward Schoenberger until he attains the age of twenty-five (25) years or sooner dies, for the uses and purposes hereinafter set forth.

(a) My trustee shall hold my residuary estate, as hereinabove provided, in trust for the benefit of Jonathan Edward Schoenberger, and collect the rents, interests, dividends, and other income therefrom (hereinafter referred to as 'income"), and, after deducting all proper charges and expenses, shall pay or apply the net income, or much thereof as it shall, in its sole discretion

Edward J. Still

EDWARD J. STILL

determine, to or for the education of Jonathan Edward Schoenberger, and shall accumulate the balance of income not so paid or applied, and the resulting income of each accumulation, by investing the same in such investments as my Trustee is hereinafter authorized to make; PROVIDED, HOWEVER, that no distribution shall be made which constitutes a payment for a support obligation of any parent or guardian of the said Jonathan E. Schoenberger.

"Education" as used herein shall have its broadest meaning, and shall include, without limitation, a United States or foreign college, university, junior college, community college, vocational-technical school, trade school, arts and dance academies and schools, whether a degree program or not. Distributions for Education may further be made for tuition, fees, expenses, supplies, room, board and transportation (including a motor vehicle and its expenses), in my trustee's discretion.

(b) During the continuance of the trust created hereinabove, I expressly authorize and empower my Trustee, should the income be insufficient for such purposes, to withdraw from the principal of the trust such amounts either in cash or securities as it, in its discretion, shall determine, to or for the education of Jonathan E. Schoenberger and to pay or apply the same to or for the use of Jonathan E. Schoenberger.

(c) Upon Jonathan Edward Schoenberger attaining the age of twenty-five (25) years or his sooner death, The Trust shall terminate, and the Trustee shall pay and distribute the principal and any accumulated income then held but not distributed to Jonathan Edward Schoenberger, outright, free and clear of trust. If the said Jonathan Edward Schoenberger survives me, but dies prior to attaining the age of twenty-five (25) years, then the trust shall sooner terminate at his death, and the principal and any accumulated income then held but not distributed shall be distributed, in equal shares, to those charitable institutions designated in Article III hereafter.

(d) No disposition, charge or encumbrance of the interests herein devised or bequeathed or any part thereof by Jonathan Edward Schoenberger, by way of anticipation, voluntary or involuntary, shall be of any validity or legal effect or be in anywise regarded by my trustee, and no interests hereunder, or any part thereof, shall be in anywise liable to any claims or with any creditor of Jonathan Edward Schoenberger.

Edward J. Still
EDWARD J. STILL

(e) I nominate, constitute and appoint the Branch Banking & Trust Company, or its corporate successor, as trustee of the trust herein declared and created. I direct that my trustee may qualify without the posting of surety upon its bond or other undertaking.

(f) In the investment, administration, and distribution of the trust hereby created, I grant to my trustee all powers granted by statute, including by ways of illustration and not limitation, the powers enumerated in Section 44-5A-3 of the West Virginia Code of 1931, as amended.

(g) Notwithstanding any provision to the contrary, in the event that the trustee determines, in its reasonable discretion, that there are insufficient assets to economically justify funding or continuing the trust, then the trustee is granted the power to pay and distribute the entire trust principal and income for the purchase of an annuity for Jonathan Edward Schoenberger to be paid to him for his life on a quarterly or annual basis.

III.

In the event that Jonathan Edward Schoenberger, predeceases me, I give, devise and bequeath all of the rest, remainder and residue of my property, whether real, personal or mixed wheresoever situate, to the following charitable organizations, in equal shares, to:

(1) Institute For Creation Research
P.O. Box 2667
El Cajon, CA 92021-0667
(619) 448-0900;

(2) The Rutherford Institute
P. O. Box 7482
Charlottesville, VA 22907-9149
(434) 978-3888;

(3) Religious Freedom Coalition
Attn: Chairman William J. Murray
P.O. Box 77511
Washington, DC 20077-4782
(202) 742-8990; and,

(4) Baptist International Missions, Inc.
P.O. Box 9215
Chattanooga, TN 37412.

Edward J. Still
EDWARD J. STILL

IV.

I hereby nominate and appoint Larry Weller, as Executor of this my Last Will and Testament and I direct that no surety be required upon his bond. In the event that Larry Weller, predeceases me or fails to qualify as Executor of this, my Last Will and Testament, I nominate and appoint Ryan J. Cawley, as substitute or successor Executor of this my Last Will and Testament, and I direct that he may qualify without posting surety upon his bond.

IN WITNESS WHEREOF, I have signed this my Last Will And Testament, and each of its pages, consisting of four (4) pages, this the 2 day of aug., 2007.

Edward J. Still
EDWARD J. STILL

Signed, sealed, published and declared by **EDWARD J. STILL**, as and for his Last Will And Testament, in the presence of us and of each of us, all present at the same time on the date last above written; and we, the said witnesses, do hereunto subscribe to the said Will on said date in the presence of the Testator and in the presence of each other, and at the request of the Testator, who was then of sound mind and disposing memory and over the age of eighteen (18) years.

Michael L. Scales
April R. Ours
Crystal D. Haun

STATE OF WEST VIRGINIA

COUNTY OF BERKELEY, to-wit:

Before me, the undersigned authority, this day personally came Michael L. Scales, April R. Ours, and Crystal D. Haun who being first duly sworn upon their oath say:

(1) That they are the attesting witnesses to the Will of **EDWARD J. STILL**, hereto attached, which bears date on the 2nd day of August, 2007; and, that at the

request of the said Testator, these affiants make and subscribe this Affidavit to be used as evidence upon the proof of said Last Will And Testament when the same is offered for probate.

(2) That the said Testator, **EDWARD J. STILL**, in the presence of these affiants and in the presence of each other, signed, sealed and acknowledged the annexed writing as and for, and to be his Last Will and Testament, and that at the same time, these affiants each subscribed their names as witnesses to the said Will at the request of the said Testator, in the presence of said Testator, and in the presence of each other, all being present at the same time.

(3) That the said Testator, **EDWARD J. STILL,** at the time of the signing by him of said Will, was, as these affiants verily believe, a resident of Jefferson County, West Virginia, above the age of eighteen (18) years, and of sound mind and disposing memory.

Michael L. Scales

April R. Cuss

Crystal D. Haun

Taken, subscribed and sworn to before me this 2nd day of August, 2007.

OFFICIAL SEAL
Notary Public, State Of West Virginia
CHERYL L. HESS
79 Quality Terrace
Martinsburg, WV 25401
My Commission Expires November 6, 2012

Cheryl L Hess
Notary Public

My commission expires: November 6, 2012

THIS LAST WILL AND TESTAMENT PREPARED BY:
Michael L. Scales, Attorney at Law, of the firm of Greenberg & Scales, P.L.L.C.
314 W. John Street, P.O. Box 6097, Martinsburg, West Virginia 25402.
(304) 263-0000

EXHIBIT "B"

COPY

Last Will and Testament

OF

EDWARD J. STILL

I, EDWARD J. STILL of R. F. D., No. 2, Box 743, Harpers Ferry, Jefferson County, West Virginia, 25425, being of sound mind and memory and mindful of the uncertainty of human life, do now make, publish and declare this and this only to be my Last Will and testament, hereby revoking any and all former Wills and Testaments and Codicils thereto that have at any time heretofore been made by me.

FIRST. I direct that my Executor, hereinafter named, pay my respective debts and funeral expenses as soon after my death as may be practical.

SECOND. After the payment of all my just debts and expenses, I hereby give, devise and bequeath unto the following individuals, the proceeds of my life insurance policy, my checking account and my savings account, to be divided equally among my sisters and brother, as follows:

1/3 to Catherine Marie Cutright, 3719 Navajo Avenue, Rockford, Illinois, 61105;

1/3 to Georgiene Ann Brawn, R. F. D., No.2, Wheeler, Illinois, 62479; and

1/3 to Thomas Edward Still, R.F.D., No. 1, Hettick, Illinois, 62649.

THIRD. I give, devise and bequeath unto my aforesaid sisters and brother, the right to buy my home situate in Kabletown District, Jefferson County, West Virginia, designated as Lot No. 74-A, Section 10-F of Shannondale Subdivision, as the same is described on the said plat thereof entitled: Re-Subdivision Of Lots 72, 73 and 74, Section 10-F, Shannondale by Wallace R. Amos, dated

Edward J. Still

Edward J. Still

September 6, 1968 and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 1, Page 65 and being further described in that certain deed from Walter Woernle, et ux., to Edward J. Still dated January 20, 1977, at market value, to the highest bidder, within one hundred twenty (120) days of my death. If none of them purchase the property, then I hereby direct my Executor, hereinafter named, to sell, at private or public sale, the house and lot situate, as aforesaid, and the proceeds of said sale,either to my sisters and brother or to a third party, after the payment of the necessary costs incurred by reason thereof, to be divided among my nieces and nephews, equally, share and share alike:

1/5 to James Charles Still, R. F. D., No. 1, Hettick, Illinois, 62649;

1/5 to Lisa Ann Cutright, 3719 Navajo Avenue, Rockford, Illinois,61105;

1/5 to Rebecca Ann Brawn, R.F.D., No. 2, Wheeler, Illinois, 62479;

1/5 to Michael Francis King, R. F. D.,No. 2, Wheeler, Illinois, 62479; and

1/5 to Christopher Eugene King, R. F. D., No. 2, Wheeler, Illinois, 62479.

FOURTH. I direct that my Executor sell at either private or public sale and convert to cash my collection of 23 karat Gold Commemorative Stamps of the Gold Nations Of The World; my collection of Stamps depicting The Official Seal Of The Original Thirteen (13) American Colonies; a Replica of the Christmas Bell of The Holy Island, Eynhallow, Scotland and my three (3) $1,000.00 Galveston County Municipal Utility District Bonds and the proceeds therefrom I devise and bequeath unto the following individuals, one-fifth (1/5) each, share and share alike:

Edward J. Still

Edward J. Still

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James Charles Still

Lisa Ann Cutright

Rebecca Ann Brawn

Michael Francis King

Christopher Eugene King.

FIFTH. Pursuant to the Uniform Anatomical Gift Act, I hereby devise and bequeath my body to the College of Medicine, West Virginia University, for use and study towards the advancement of medical or dental science, research, therapy or transplantation of any human parts to other individuals.

SIXTH. I nominate and appoint Douglas S. Rockwell, Attorney at Law, Charles Town, West Virginia, 25414, as Executor of this, my Last Will and Testament, and direct that he shall serve without bond or surety or security, with full power and authority to sell all of my property, real, personal or mixed, at private or public sale, for cash or credit, and upon such further terms and conditions as he, in his discretion, determines is best to complete and fulfill the dictates of my Will.

IN WITNESS WHEREOF I have hereunto set my hand this 17th day of May, 1977.

Edward J. Still

Edward J.Still

The foregoing signature of the Testator was made and the foregoing Will was acknowledged to be his Last Will and Testament by said Testator, in the presence of us, two competent witnesses, present at the same time; and we, said witnesses do hereunto subscribe said Will on the date last above written, in the presence of said Testator and of each other, at the request of the said Testator, who is of sound mind and over the age of eighteen (18) years.

Esther B. Dai of Charles Town, W. Va.

Hulda Tenare of Charles Town, W Va.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: ESTATE OF EDWARD J. STILL

PETITION TO PROBATE A WILL IN SOLEMN FORM

The Petitioner, Jonathan Edward Schoenberger, by counsel, Christopher P. Stroech, Esq. and Panhandle Legal, hereby petitions for the admission and probate in solemn form of the Last Will and Testament of Edward J. Still pursuant to the provisions of W.Va. Code §41-5-5, and all other applicable law. The Petitioner states as follows:

1. That Edward J. Still died in 2025 as a resident of Jefferson County, West Virginia.

2. That Henry W. Morrow, Jr. of 121 East Liberty Street, P.O. Box 459, Charles Town, WV, 25414 has been designated as Executor of this Estate. Upon information and belief, Mr. Morrow volunteered to serve as Executor upon learning of the need to have one appointed.

3. That the last place of residence of Edward J. Still was in Jefferson County, West Virginia.

4. That at the time of his death, upon information and belief, the nature of the Estate of Edward J. Still consisted of real estate situate in Jefferson County, West Virginia, and other tangible and intangible personal property.

5. That at the time of his death, upon information and belief, Mr. Still had no surviving issue in that any spouse, parents, and/or siblings all predeceased him.

6. That, upon information and belief, there are no known heirs at law pursuant to the laws of intestate succession.

7. That the Petitioner has delivered to the Probate Clerk of the County Commission a copy of a document titled "Last Will and Testament of Edward J. Still," dated August 2, 2007, which appears to be proper in form. *See* Exhibit A attached hereto.

8. That said Last Will and Testament identifies the Petitioner, Jonathan Edward Schoenberger, as the potential sole beneficiary of this Estate.

9. That the Executor has delivered to the Probate Clerk of the County Commission the original of a document titled "Last Will and Testament of Edward J. Still," dated May 17, 1977. *See* Exhibit B attached hereto.

10. That said Last Will and Testament identifies varying potential beneficiaries of this Estate.

11. That prior to the death of Edward J. Still, the Petitioner's father, Ed Schoenberger, maintained a consistent and cordial relationship with Mr. Still.

12. That prior to the death of Edward J. Still, the Petitioner and his family were regularly advised regarding his beneficial interests in this Estate.

13. That during the course of the activities related to this Estate, both the Petitioner and the Executor have made a diligent and thorough search for the original Last Will and Testament of Edward J. Still, dated August 2, 2007, but have been unable to find the whereabouts thereof.

14. That following a diligent and thorough search of Mr. Still's residence, a copy of the Last Will and Testament of Edward J. Still, dated August 2, 2007, was located among other official documents.

15. That during the course of the activities related to this Estate and preceding the death of Edward J. Still, Petitioner has no information or reason to conclude that Edward J. Still revoked his Last Will and Testament dated August 2, 2007, but is without sufficient information and knowledge to determine whether Mr. Still took such actions as to intentionally revoke the aforesaid

Last Will and Testament, or whether Decent misplaced the same or it was accidentally destroyed or lost without the intent to revoke the same.

16. Personal jurisdiction over any Defendant is asserted pursuant to W.Va. Code §41-5-1, et seq., W.Va. Code §44-1-1, et seq., and W.Va. Code §56-3-33.

17. Subject matter jurisdiction is asserted pursuant to West Virginia Constitution Article VIII, §6, W.Va. Code §41-1-1, et seq., and W.Va. Code §44-1-1, et seq.

18. Venue lies within this Commission pursuant to W.Va. §41-5-4, as said Petition involves the probate of an Estate who at the time of his death had a place of residence in Jefferson County, West Virginia.

WHEREFORE, the Petitioner respectfully petitions this County Commission to issue process and summons to all those persons known as heirs at law of Edward J. Still, and those interested in the probate of the Estate of Edward J. Still, deceased, to appear at a day and time named to show cause why the Last Will and Testament of Edward J. Still dated August 2, 2007, should not be admitted to probate pursuant to applicable law, to appoint a guardian ad litem, if necessary, to represent the interest of any unknown beneficiaries of this Estate, and to take such further action as this Commission may seem fair and just.

JONATHAN EDWARD SCHOENBERGER
Petitioner, By Counsel

/s/ Christopher P. Stroech
Christopher P. Stroech, Esq. (WVSB #9387)
Panhandle Legal
116 W. Washington Street, Suite 2E
P. O. Box 550
Charles Town WV 25414
P. 304-930-1945
F. 304-930-1387
E. cstroech@panhandle-legal.cm

EXHIBIT "A"

D. FRANK HILL, III
ATTORNEY AT LAW
POST OFFICE BOX A
SHEPHERDSTOWN, WEST VIRGINIA 25443

D. FRANK HILL, III (WV & MD BAR)

136 E. GERMAN STREET
THE PHARMACY BUILDING
(304) 876-9333

August 22, 2025

Clerk of the Jefferson County Commission
P.O. Box 208
Charles Town, WV 25414

Re: The Estate of Donald C. Kinley, deceased
Estate No. 4787

Dear Madam Clerk and Commissioners:

Please accept the enclosed Report accompanied by the Executor's First Interim Accounting.

I have also enclosed my Fiduciary Commissioner's Report On Objections And The Estate's Response.

I presume the required recording fee was tendered to your office when the Executor tendered the original First Interim Accounting, the original of which (which I believe is in your possession) should be attached to my enclosed Report. If any additional fee is required to record both documents, please contact Mr. Morrow for this purpose.

The original Report as to the objections and the Estate's Response is not to be recorded.

I recommend that the Commission accept these documents as partial settlement of this Estate.

Sincerely,

D. Frank Hill, III
Fiduciary Commissioner

Enclosures as stated

cc: Henry W. Morrow, Jr., Esq.
Terry L. Kinley
William G. Kinley
(w/copy of Report to each)

REPORT OF FIDUCIARY COMMISSIONER

To: The County Commission of Jefferson County, West Virginia, and its Clerk, the Honorable Jacqueline C. Shadle

Re: The Estate of Donald L. Kinley, deceased

BE IT KNOWN THAT James R. Kinley, as Executor of the Estate of Donald L. Kinley, deceased, did exhibit before the undersigned Fiduciary Commissioner the attached First Interim Accounting (as of May 13, 2025) (the "Account") in accordance with the law, and that the Account is asked to be read as part of this motion.

That the undersigned Fiduciary Commissioner caused to be published in *The Spirit of Jefferson-Advocate*, a newspaper of general circulation within Jefferson County, West Virginia, on June 5 and on June 12, 2025, a notice of the filing of the Account with the undersigned Fiduciary Commissioner, and that a copy of the Account was mailed to each of the interested parties named below on May 28, 2025.

That both Terry L. Kinley and William G. Kinley (two residuary beneficiaries) filed objections to the Account.

On July 1, 2025, your Commissioner issued his First Report in which the Estate was requested to respond to the aforementioned objections by August 1, 2025, which your Commissioner extended to August 15, 2025.

On August 6, 2025, your Commissioner received from the Executor his Response to the aforementioned objections.

The undersigned Fiduciary Commissioner has thoroughly considered and ruled upon the several objections, and on August 22, 2025, issued a Report On Objections And The Estate's Response, the original of which has been furnished to the County Clerk and copies served, by regular mail, upon each of the persons appearing below, which Report is incorporated herein by reference.

Considering the foregoing, the undersigned Fiduciary Commissioner respectfully submits the attached Account and moves this Honorable County Commission to approve the same, subject to the directives contained within the aforementioned Report On Objections And The Estate's Reponse.

The undersigned Fiduciary Commissioner attests that he has mailed a copy of this Report (and the aforementioned Report On Objections And The Estate's Response) to each of the following interested parties:

Mr. Terry L. Kinley
4947 Flossie Avenue
Frederick, MD 21703

Mr. William G. Kinley
104 Outback Drive
Bunker Hill, WV 25413

Henry W. Morrow, Jr., Esq.
P.O. Box 459
Charles Town, WV 25414

by United States first class mail, postage prepaid and securely affixed, on the 22nd day of August, 2025.

Respectfully submitted, this 22nd day of August, 2025

D. Frank Hill, III
Fiduciary Commissioner for Jefferson County, West Virginia

This Report of Fiduciary Commissioner and the First Interim Accounting of James R. Kinley, as Executor of the Estate of Donald L. Kinley, deceased, attached hereto, was this _____ day of _____, 2025, presented to the Commission for review and consideration, and it appearing to the Commission that this Estate was referred to said Fiduciary Commissioner, that said Report after its completion remained in his office for at least ten (10) days for exceptions and no exceptions were taken thereto, and the Commission perceiving no just grounds for exceptions, the said report of settlement is EXAMINED, APPROVED, CONFIRMED and ORDERED recorded.

President of the County Commission of Jefferson County, West Virginia

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202500005891
05/13/2025 @ 03:19:20 PM
ACCOUNTS
Book 162 @ Page 48
Pages Recorded 2
Recording Cost $ 12.00

FIRST INTERIM ACCOUNTING
THE ESTATE OF DONALD C. KINLEY
AS OF MAY 13, 2025

JAMES R. KINLEY, EXECUTOR

ASSETS

29.05 Acres - Hayfield (Unimproved) (Actual Sale Price)	$	375,000.00
17.25 Acres - Remainder Parcel (Improved) (Appraised Value)		765,000.00
Credit on Real Estate Settlement Statement for 2025 Property Taxes		1,060.52
Household & Farm Items Sold at Auction		17,414.00
Three Guns Sold to Valley Guns II		800.00
Sale of Subaru Automobile		13,348.00
Cash Received from Edward Jones Investment Account		37,472.90
Navy Federal Credit Union Account		29,706.17
Proceeds from Hay Sale		2,140.00
Interest Income from United Bank Estate Account		1,925.99
United States Government (Veterans Administration) Burial Allowance		2,711.00
Total Assets	$	1,246,578.58

EXPENSES

Federal Income Taxes	$	4,462.00
State of West Virginia Income Taxes		942.00
Citibank Visa Card		5,764.53
Jackson Williams Appraisers - Initial and Followup Real Estate Appraisements		1,500.00
Citibank		302.42
Potomac Edison Electric Bill		6.00
Frontier Communications - Phone Bill		266.54
Tractor Repairs		84.80
Potomac Edison Electric Bill		54.30
Henry W. Morrow, Jr., Retainers and Interim Invoice		2,012.00
Potomac Edison Electric Bill		3.16
Mason's Auction - Dumpsters		1,050.00
Potomac Edison Electric Bill		6.00
Potomac Edison Electric Bill		6.00
Potomac Edison Electric Bill		6.00
Potomac Edison Electric Bill		6.00
Tax Webb - Income Tax Preparation		117.59
Potomac Edison Electric Bill		6.12
JSK Enterprises - Barn Roof Repairs		2,650.00
Jimbo's Landscapers - Grass Trimming for Marketing Photographs		50.00
Closing Costs & Settlement Fees for Sale of Hayfield		3,382.50
Auctioneer Commissions Costs for Auction		5,577.70
Jacqueline Binkley - Estate Marketing Photography for Listing Agent		1,500.59
William Kinley - Reimbursement for Dump Run and Repairs		123.03
James Kinley - Reimbursement for Attorney's Fees and Funeral Expense		2,348.18
Peter Lorenzen - Real Estate Survey and Plat		1,400.00
Total Disbursements	$	33,627.46

SUMMARY

Estate Assets	$ 1,246,578.58
Estate Disbursements	33,627.46
Balance in Estate as of May 13, 2025	$ 1,212,951.12

PERSONAL PROPERTY RETAINED BY ESTATE FOR LATER DISPOSITION

102 Pure Silver Falcon Coins Issued By the Royal Canadian Mint
Bedroom Dresser with Mirror (No bids at auction for this item)
Dining Room Hutch (No bids at auction for this item)
Scrap Metal

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

I, James R. Kinley, Executor of the Estate of Donald C. Kinley do hereby certify that the foregoing accounting is a true and accurate record of the receipts, disbursements and transactions made by me in the course of administration of the aforementioned estate, and that debts, claims, taxes and expenses of administration, known and presented to me during this accounting period as set forth herein, have been paid in full.

Given under my hand this 13th day of May, 2025.

James R Kinley
JAMES R. KINLEY, EXECUTOR

Taken, subscribed and sworn to before me, the undersigned notary public, by **JAMES R. KINLEY** this 13th day of May, 2025.
AFFIX NOTARIAL SEAL

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Henry W Morrow Jr
PO Box 459, Charles Town, WV 25414
My Commission Expires January 20, 2028

NOTARY PUBLIC
My commission expires: January 20, 2028

Document Prepared By: Henry W. Morrow, Jr.
Morrow & Morrow Attorneys at Law
P.O. Box 459
Charles Town, WV 25414
(304) 725-3441 (voice)
(304) 725-5056
E-Mail: Morrowlawoffice@aol.com

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: The Estate of Donald C. Kinley, deceased
Estate No. 4787

FIDUCIARY COMMISSIONER'S REPORT
ON OBJECTIONS AND THE ESTATE'S RESPONSE

On July 1, 2025, the undersigned, D. Frank Hill, III, the Fiduciary Commissioner (the "Commissioner") to whom the Estate of Donald C. Kinley, deceased, was assigned by the Clerk of the Jefferson County Commission, issued a First Report (the "First Report") in response to a number of "objections" to the Estate's First Interim Accounting as of May 13, 2025, which were filed by Terry L. Kinley and William G. Kinley (collectively, the "Kinleys") who are the sons of the decedent (Donald C. Kinley) and two of the three residuary beneficiaries of the Estate, the other being James R. Kinley (the "Executor") who was nominated as such by the decedent and was so appointed by the aforementioned Clerk.

Your Commissioner incorporates by reference the Procedural History set forth in the First Report, and states that the Executor's Response (the "Response") was timely filed prior to the extended due date of August 15, 2026.

The Preface of the Response addressed, in some detail, a number of general and particular difficulties encountered by the Executor occasioned by the involvement of the Kinleys which were stated to have frustrated the timely and proper administration of the Estate.

The assets of the Estate approximated 1.2 million dollars as detailed within the Estate's Amended Appraisement, and as such prudently required the assistance of counsel experienced in probate law and estate administration.

Many of the Executor's statements as to the involvement and actions of the Kinleys mirror those directed to your Commissioner. Moreover, on two occasions the Kinleys requested that your Commissioner recuse himself from such appointment. For reasons which your Commissioner will not deign to amplify, your Commissioner declined to accept their invitation to do so.

In response to several emails from the Kinleys, on no less than two occasions your Commissioner suggested and encouraged the Kinelys to retain an attorney experienced in probate matters, yet neither have done so (to the knowledge of the undersigned).

It is clear that neither of the Kinleys understood the duties or the responsibilities of a Fiduciary Commissioner, nor those of an Executor as to the administration of an estate, particularly where its assets are valued near 1.2 million dollars.

The Response correctly cites to the plenary and comprehensive authority and powers which the decedent conferred upon the Executor (his son) by two methods: express language set forth in the decedent's Will, and by incorporation by reference the provisions of West Virginia Code § 44-5A-3, as set forth on page 2 of the Response.

Your Commissioner finds that adequate and sufficient information has been provided by the Executor to the Kinleys in such manner as to inform them of all salient and significant matters and activity of the Estate's administration so as to enable them to protect their interests and to object to the same in a timely and proper manner.

Yet, despite the foregoing, as stated in the Response, the Kinleys' several "objections" failed to set forth even with a modicum of evidence or proof of any negligence, fraud, theft, maladministration, etc., but rather offered only vague duplicative assertions of such against both the Executor and his counsel who has over 40 year's experience in probate law and estate administration.

Your Commissioner has thoroughly reviewed and analyzed the Estate's primary documents (the Appraisement, the Nonprobate Inventory, and the First Interim Settlement), and saw no evidence, or even any indication, of any such action or non-action as alleged by the Kinleys.

This Report will next address the Estate's response to the objections in the same sequence as set forth in the Response.

EXHIBIT 5 OBJECTIONS

Objection 1. This objection primarily centers on the sale of the decedent's real estate which consisted of a single parcel containing 46.53 acres, and the appraisal of such. Given that there are three co-equal residuary beneficiaries, the Estate's alternatives of effecting an "in-kind" distribution would have, most likely, rapidly lead to a civil action among the

beneficiaries. The Executor perceived that likelihood, and therefore undertook to market the property for sale.

The subdivision and sale of any real estate within an estate can be a vexing and daunting undertaking, particularly so given the initial and continuing acrimony among the three beneficiaries.

The decedent's Will expressly empowered the Executor "to sell any part or all..." of the decedent's real estate - which has been done as to 29.05 acres thereof at a price greater than its appraised value, for cash and without payment of a Realtor's commission which saved the Estate over $11,000.00 in customary Realtor commissions - all to the benefit of the Estate and thus to each co-equal beneficiary - two-thirds of which will redound to the Kinleys as objectors. The Executor's email to all beneficiaries on April 16, 2025 (Exhibit 1 to the Response), and the reasons for no prior communications to the Kinleys) were, in hindsight, found to be well-grounded and prudent.

In summary, all objections with respect to the foregoing are overruled, in toto, and the Response is deemed adopted.

Objection 2. This objection addressed the discrepancy of the date of death balance in the decedent's account at Navy Federal Credit Union. The balance reported in the Appraisement was $34,014.26, although the amount received from the Credit Union was $29,706.17.

At its initiation, the Estate has engaged a forensic accountant to evaluate this difference which seems the correct process to obtain a verifiable answer. Upon receipt of such

information (along with other such information as addressed in this Report), the Estate is to send a letter of explanation to all parties, and to appropriately report the same either within a "Second Amended Appraisement" or as an adjustment within the next Accounting to be filed by the Estate, as the Estate may decide.

Objection 3. This objection is to the use of a credit card. The Estate's explanation is acceptable as reported, and the validity of Exhibit 3 is affirmed. Accordingly, the objection is overruled.

Objection 4. This objection is to the use of Estate funds ($2,650.00) to pay for roof repairs. The Executor was conferred with authority to expend Estate funds for such purposes. The Kinleys failed to submit any evidence that such repairs were not needed or that the amount paid was excessive or unwarranted. Accordingly, the objection is overruled, and the expenditure is held to be appropriate and approved.

Objection 5. This objection is to the Estate incurring attorney fees, etc. Given the value of the Estate (near 1.25 million dollars) and the need to effect a sale of the decedent's real estate, the engagement and services of an attorney were both appropriate and essential. The amount of time expended to date (18.75 hours) does not appear unreasonable based on your Commissioner's perception of the matters involved which required such professional services, particularly given the involvement of the Kinleys from the inception of the administration which required undue attention of the Estate's counsel and served to

frustrate the various components of its proper administration. Accordingly, the objections are overruled.

Objection 6. This objection encapsulates the Kinleys' dissatisfaction with the level and amount of communications from the Estate (or, more precisely, the lack thereof). The Estate's policy of restricted communications to or with the Kinleys was well-grounded and appropriate in the circumstances, particularly given the numerous and persistent emails to the Executor and the Estate's attorney.

Your Commissioner finds that necessary and appropriate communications were had with the Kinleys, and that their decision not to retain an attorney directly lead to the forced adoption of the Estate's practice of restricted communications. Accordingly, the objections are overruled, and the Estate's communication procedures are approved.

Objection 7. This objection is to coins owned by the decedent. The Estate responded to the allegation and is awaiting receipt of an appraisal of the coins (102 in number). Upon receipt of the appraisal, the value is to be included within a Second Amended Appraisement or as supplemental information in its second Accounting (all is addressed in Objection 2, above).

EXHIBIT 6 OBJECTIONS

Objection 1. This objection, again, centers on the Estate not providing certain documentation regarding the real estate. The Estate's reasons for no pre-sale disclosure are well founded. Should the Kinleys wish to support their allegations,

they should engage an appraiser for this purpose. The Estate, as it stated, is to provide its appraisals to the Kinleys promptly upon the sale of the residue parcel. Otherwise, the objections are overruled, and the procedures of the Estate are affirmed.

Objection 2. This objection involves the existence of gold "Trump" coins. The Estate's response speaks for itself, and to the extent of such being an objection, it is overruled.

Objection 3. This objection related to "silver coins" and mirrors that of Objection 7 in Exhibit 5, as previously addressed. To the extent required, this objection is overruled for the various reasons stated above.

Objection 4. This objection involves the sale of the decedent's vehicle. The Estate sold the vehicle for $1,500.00 in excess of its appraised value ($12,500.00), not $16,400.00 as alleged. A difference of $13,348.00 (as listed in the Interim Accounting) is to be investigated by the forensic accountant, and upon receipt of his/her report such is to be provided to the Kinleys, and an appropriate adjustment is to be made to the next Accounting along with appropriate supplemental information. Subject to this requirement, the objection is overruled.

Objection 5. This objection relates to a firearm owned by the decedent. The Estate's response is accurate as to no specific bequest. This firearm, and all other Estate property, will be disposed of (sold) or distributed in accordance with Article Three of the Will (as a residuary distribution), in such manner as the Executor shall determine appropriate.

Accordingly, the objection is overruled.

Objection 6. This objection centers on the decedent's firearms. Copies of the relevant Invoices are attached to the Response as Exhibit 5. Accordingly, the objection is overruled.

Objection 7. This objection centers on the Navy Federal Credit Union account, as previously addressed in Objection 2, Exhibit 5, the ruling for which is incorporated herein, as well as the directions contained therein. As the Response stated, the Kinleys are requested to furnish any documentary evidence in support of this objection.

Objection 8. This objection relates to the tax returns, which are confidential in favor of the Executor and not subject to disclosure. Accordingly, the objection is overruled.

In connection will any income tax reporting obligations or requirements imposed upon the residuary beneficiaries as to estate income, etc., copies of the related tax returns are to be provided to the beneficiaries upon their written request.

Objection 9. This objection was previously addressed in Objection 3, Exhibit 5, with reference made to Exhibit 3 (funeral home statement and probate fees). The rulings made above with respect to this objection are incorporated herein by reference, otherwise, this objection is overruled.

Objection 10. This objection involves payment made on a credit card. The Response stated that the supporting document "has been misplaced" and that the forensic accountant will be requested to contact the credit card company and request a copy of the appropriate supporting documentation. As before, upon

receipt of this information, such is to be provided to the Kinleys; otherwise, the objection is overruled.

Objection 11. This objection was previously addressed in Objection 4, Exhibit 5, with reference made to Exhibit 4 (roof repairs). The rulings made above with respect to this objection are incorporated herein by reference; otherwise, the objection is overruled.

Objection 12. This objection is to the payment of $1,500.59 for a photographer (including an aerial) in connection with marketing the real estate for sale. Exhibit 6 to the Response confirms the disbursement, as well as the agreement that if the residue parcel is sold by the listing agent a credit of that amount will be made against the Realtor's commission. This expenditure is deemed reasonable as to amount and reasonably incident to the sale of the property, particularly given the possibility of a credit being made against the Realtor's commission. Accordingly, this objection is overruled, and the disbursement is allowed.

Objection 13. This objection is repetitive as to the funeral expenses and attorney fees, both of which are deemed reasonable as to amount and incident to the proper administration of the Estate. Accordingly, the objection is overruled.

Objection 14. As to the existence of "scrap metal". The Response speaks for itself - such exists and remains an asset of the Estate, and will be disposed of accordingly. The objection is overruled.

Objection 15. This objection is to the existence and value of a 'jawhorse" and a "red charger". The Response stated the former remains on the property and is of no value, and that the latter was broken and non-functioning, and was discarded as trash. Accordingly, the objection is overruled.

Objection 16. This objection is as to the existence of a "set of gear wrenches". The Response stated such is an asset of the Estate and will be disposed of accordingly. The objection is overruled as false.

Objection 17. This objection is to why William Kinley was not paid for services he made, etc., to the benefit of the Estate. The Response correctly stated the law, that such services are deemed gratuitous if performed by a beneficiary of the Estate in the absence of a contract. In the absence of such, the objection is overruled. Should William Kinley produce such an agreement, it is to be submitted to the undersigned for evaluation. Otherwise, the objection is overruled, with the Estate having no obligation to William Kinley for any such services.

Objection 18. This objection relates to several items of personal property received by William Kinley, the net proceeds of which ($148.37, in cash) was received by the Executor and deposited into the Estate account. Being a valid explanation, no ruling is required but should such require a ruling, the objection is overruled.

Objections 19 through 21. The Estate did not respond to these objections (statements), but rather denied any inference of theft or fraud on the part of the Executor. In the absence of evidence or proof of such being furnished by the Kinleys, all objections are overruled in favor of the Executor.

EXHIBIT 8 OBJECTIONS

The Estate characterizes Exhibit 8 as repetitive of objections set forth in Exhibit 6, and declined to respond to the same. The quoted language fails to set forth any articulated objection, but to the extent it does such is overruled in favor of the Executor.

EXHIBITS 10 AND 11 OBJECTIONS

The Estate's Response characterizes Exhibits 10 and 11 as but restated complaints and issues "raised and answered in the previous objections", and declined any "further explanation or response other than that as provided above". Your Commissioner agrees with the Response's characterization of those objections, and accordingly the same are overruled, except as specifically addressed in this Report.

CONCLUSIONS AS TO THE EXECUTOR'S RESPONSE

The bulk of Kinleys' "objections" lack any level of specificity and are construed to be but a litany of perceived wrongs, grievances, etc. As such, no response, explanation or answers will, I suspect, be satisfactory to either of the Kinleys.

The settlement of an estate is a time-consuming undertaking requiring significant effort and specialized knowledge, both procedural and legal, particularly recognizing that the Executor was charged with administering an estate valued in excess of 1.25 million dollars.

Upon commencement of any administration, it is not possible to know what will be required to get to the end, nor the period or the amount of time which will be required in order to do so.

It is a very easy task to set from afar and criticize, question, allege, and charge the one carrying the load - such, regretfully, is very much present here.

As addressed more fully in this Report, the Kinleys' have raised several items which remain to be answered and resolved. The engagement by the Estate of a forensic accountant will go a long way toward the objections and questions presented by the Kinleys being researched and answered, to which they are justly entitled.

To completely and accurately determine the scope of property, the manner of ownership, and their value (as consolidated and presented within an Appraisement) may well be the most difficult and time-consuming component of the administration of an estate.

The Estate (and its counsel) has made a very good stab at this, yet the Estate acknowledges several items require further investigation, research or confirmation - this is commendable and only appropriate.

The Estate's Response stated very clearly and correctly:

> If there have been any errors in documentation of the estate up to this point, these errors have been unintentional and will be corrected as necessary as would be the case in the administration of any estate.

COMMISSIONER'S CONCLUSION AND RULINGS

1. Your Commissioner has direct knowledge, via numerous unsolicited emails from the Kinleys, of the difficulties (at least a portion) they have imposed upon the Estate from its inception, and that such has frustrated its administration.

2. The Estate has acknowledged that a number of items (as addressed in the Kinleys' "objections") require additional research or inquiry and, in this regard, on its own initiative, engaged a forensic accountant to assist in that undertaking.

3. Your Commissioner will defer a ruling on the proper allocation of who will bear the Estate's expense in responding to the Kinleys' "objections", recognizing that the bulk of which have been overruled in favor of the Estate.

4. Likewise, your Commissioner will defer a decision as to the appropriate allocation of fees and charges within the scope of my services until resolution of the aforementioned open items is had as well as further administration of the Estate.

5. Your Commissioner will take specific cognizance of any additional time and expense the Estate may be required to expend in further communications with the Kinleys beyond the scope of its communication policy as addressed in this Report.

6. Except as noted to the contrary (primarily with respect to the several items requiring further investigation or

research) for the reasons stated above, the 'objections' of the Kinleys are overruled and held for naught.

7. To facilitate the settlement of the Estate, your Commissioner will recommend that the County Commission approve, as submitted, the First Interim Settlement (subject to the exceptions stated in paragraph 6, above).

8. It is requested that the forensic accountant's research be completed as promptly as possible, and it would appear that a timeframe of 60 days from the date of this Report should be sufficient for this purpose.

Given under my hand this 22ND day of August, 2025.

D. Frank Hill, III
Fiduciary Commissioner

CERTIFICATE OF SERVICE

I hereby certify that a true copy of the foregoing Of Fiduciary Commissioner's Report On Objections And The Estate's Response was deposited in the United States mail, first class postage prepaid, this 22ND day of August, 2025, addressed as follows:

Terry L. Kinley
4947 Flossie Avenue
Frederick, MD 21703

William G. Kinley
104 Outback Drive
Bunker Hill, WV 25413

Henry W. Morrow, Jr.
P.O. Box 459
Charles Town, WV 25414

D. Frank Hill, III

SUPPLEMENTAL NOTE

It is to be noted that on August 12, 2023, your Commissioner received an unsolicited email from Terry L. Kinley sent in response to the Estate's Response, which appears to have been directed to "Morrow" (the Estate's attorney).

That email was not concerned in the preparation of this Report, nor will its contents be addressed in this Report other than as stated in this Note.

In summary, Mr. Kinley's statements fall, generally, unto one of these categories:

1. Many stated, "I have no problems with."
2. Questions as to the existence and the value of estate assets, and monetary discrepancies in the First Interim Accounting.
3. A rehash of objections which your Commissioner has addressed and overruled.

Each of the objections, as categorized, have been resolved or accepted by the Kinleys, overruled, or will be investigated, and until resolved will remain subject to further consideration and ruling by your Commissioner.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Jefferson County Development Authority bylaws

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

The Jefferson County Development Authority recently approved updates to their bylaws. (See attached)

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*):

Motion to approve the Jefferson County Development Authority bylaws as presented.

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

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

Contact information:
Email address: Phone Number:

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

BYLAWS
JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be in Jefferson County, West Virginia.

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is organized under West Virginia Code §7-12-1 *et. seq.*

Section 2. Purpose: The purpose of the Authority is set forth in West Virginia Code §7-12-2, *Purposes.*

Section 3. Powers and Authorities: The Authority possesses the powers and authority granted by West Virginia Code §7-12-1 *et. seq.*

Section 4. Compliance with Applicable Laws: The Authority shall observe and comply with all applicable local, state, and federal laws. In the event of any conflict between these bylaws and West Virginia Code, the Code shall govern. If any article, section, or provision of these bylaws is found to be unconstitutional, the remaining articles, sections, and provisions shall remain valid.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership: Membership is determined by West Virginia Code §7-12-3.

Section 2. Appointment of Members: All voting members must be approved by the County Commission and sworn in by the County Clerk before participating in Authority business.

Section 3. Term of Members: Term length is determined by West Virginia Code §7-12-3.

Section 4. Resignation or Removal of Members: The Executive Director shall notify the County Commission of any resignations and request the appointment of a qualified person to fill the vacancy left by the resigning members. The County Commission may remove any members of the board pursuant to West Virginia Code §7-12-3.

Section 5. Vacancies: If requested by the County Commission, the Board of Directors may recommend qualified individuals for appointment to fill pending or existing vacancies in membership.

Section 6. Attendance: If any member fails to attend three (3) consecutive regular meetings of the Authority without an acceptable excuse, the Board of Directors may recommend removal to the County Commission.

ARTICLE IV
MEETINGS OF THE AUTHORITY

Section 1. Time and Place: The Authority members shall meet on the third Tuesday of each month at 3:00 p.m. at the office of the Jefferson County Development Authority and virtually or at a place and time otherwise designated for the meeting. If the meeting falls on a legal holiday, the meeting shall be held on another designated day.

Section 2. Quorum: A majority of appointed board seats shall constitute a quorum. No action of the Authority shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting: Each member of the Authority present, in-person or virtually, shall have one vote on each matter under consideration.

Section 4. Special Meeting: Special meetings of the Authority may be called by the President and at least two (2) members. Special meeting requests should be directed to the Executive Director.

Section 5. Emergency Meeting: Emergency meetings may be called by the President for an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to a public agency, its employees, or the members of the public which it serves.

Section 6. Meeting Notice: Notice, an agenda, and any supporting documentation shall be given to each member by the Executive Director or by an Authority staff member at the discretion of the Executive Director.

The meeting notice will also be provided to the Jefferson County Commission to be published consistent with the West Virginia Open Meetings Act.

Section 7. Agenda: The Executive Director shall prepare the agenda. The meeting agenda may be sent by the Executive Director or an Authority staff member at the discretion of the Executive Director. A member who wishes to include an item on the agenda shall notify the Executive Director at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Format: The format for all regular meetings of the Authority members may follow this general format which may be adjusted as circumstances require, consistent with the West Virginia Open Meetings Act.

1. Call to Order
2. Roll Call and Determination of a Quorum
3. Public Comment
4. Approval of Minutes
5. Approval of Treasurer's Report

6. Old Business
7. New Business
8. Director's Report
9. Member Comment
10. Adjournment

All meetings shall be conducted in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V
EXECUTIVE SESSION, CONFIDENTIALITY, AND CONFLICTS OF INTEREST

Section 1. Executive Session: An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized under West Virginia Code §6-9A-4, *Exceptions.* Items discussed in executive session are confidential.

Section 2. Confidentiality: Confidentiality is paramount in the business of the Authority. All members and others participating in the business of the Authority must adhere to those expectations in all dealings inside and outside of the official meeting atmosphere.

Section 3. Conflicts of Interest: All members must comply with the West Virginia Ethics Act, disclose any potential conflicts of interest, and recuse themselves when required.

ARTICLE VI
OFFICERS

Section 1. Officers: The officers of the Authority shall be the President, Vice President, Secretary, and Treasurer. Each officer must be a member of the Authority. The same member may serve as both Secretary and Treasurer. In such instances, the officer will be the "Secretary-Treasurer."

Section 2. Election of Officers: All officers are elected annually at the Authority's June regular meeting. Newly elected officers shall assume their duties on July 1 annually. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies: Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Authority.

ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Section 1. President: The President shall preside as chair at all meetings of the membership of the Authority. The President shall appoint all ad hoc committee members and shall be an ex officio member of all ad hoc committees. The President shall attend to the executive business of the Authority and exercise such powers as may be conferred by the members, by these bylaws, and as prescribed by law. The President shall execute, and if necessary, acknowledge for the record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other documents

necessary, requisite, proper, or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President: If the President is absent or for any reason unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or, in the absence of the Vice President, by any remaining officer.

Section 3. Secretary: The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of minutes, be the custodian of deeds and other important writings and papers of the Authority and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Section 4. Treasurer: The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through the Authority and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on the Treasurer by members of the Authority.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

Section 5. Executive Director: The Jefferson County Commission may appoint an Executive Director to act as the Authority's chief executive officer. The Authority, acting through its Executive Director, may employ any contracted positions considered necessary and may appoint counsel and legal staff for the Authority and retain such temporary engineering, financial, and other consultants or technicians as may be required for any project consistent with the provisions of these bylaws.

The Executive Director is responsible for the day-to-day management of the Authority and the supervision of all individuals assigned to work on behalf of the Authority. This includes both staff directly employed by the Jefferson County Commission and any staff contracted directly by the Authority.

The Executive Director shall annually prepare a budget to be submitted to the Authority for its review and approval prior to the commencement of each fiscal year's budget process. The budget shall contain a detailed account of all planned and proposed expenditures and revenue for the upcoming fiscal year, including a detailed list of employees by title, salary, cost of projected benefits, and total compensation.

Costs incidental to the administration of the Authority, including office expenses, personnel service expenses, and current expenses, shall be paid in accordance with the guidelines issued by the Authority and the Jefferson County Commission.

The Executive Director has no vote.

Section 6. Disbursement and Authorized Legal Signers of the Authority: The President, Vice President, Secretary, Treasurer, and Executive Director shall have the authority to receive and disburse funds and sign documents on behalf of the Authority. No disbursement or liability shall be made on behalf of the Authority unless it has been authorized by two of the five positions listed above.

ARTICLE VIII
COMMITTEES

Section 1. Use of Committees: The Board of Directors shall operate as a full body for most policy and project matters.

Section 2. Committee Membership and Appointment of Members: The President shall appoint committee members and chairs. Advisory members shall serve without the privileges and responsibilities of membership. These advisory members cannot vote on any item.

ARTICLE IX
FISCAL YEAR

The Fiscal Year of the Authority shall commence on July 1 of each year and continue through June 30 of the following calendar year.

ARTICLE X
AMENDMENTS

Section 1. Amendments: These bylaws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership. The proposed amendments shall be provided to each member at least ten (10) business days prior to the regular or special meeting at which the proposed amendment(s) will be considered.

Section 2. Approval by the County Commission: Bylaws changes shall be submitted to the members of the Jefferson County Commission for approval. Bylaws amendments shall become effective by final approval of the Jefferson County Commission.

ARTICLE XI
INDEMNIFICATION

The Authority shall indemnify any past, present, or future officer or employee of the Authority against claims arising from an act or omission of such past, present, or future officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages, exemplary damages, or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide the

defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross neglect, or willful misconduct of such individual, or the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

ARTICLE XII
INSURANCE AND LIABILITY PROTECTION

The Authority shall maintain Public Officials Liability insurance or similar coverage, subject to budget availability, to protect members and staff acting within the scope of their duties.

ARTICLE XIII
DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for public improvements and other public purposes as said Commission shall deem proper.

Todd Wilt
President

Dan Casto
Vice President

Raymond Goodrich
Secretary/Treasurer

Krista Hoffman
Executive Director

Pasha Majdi
Jefferson County Commission President

Revised: August 14, 2025
Adopted by the Authority Board of Directors: August 19, 2025
Approved by the Jefferson County Commission: _____ 2025

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Krista Hoffman

Department or Organization: **Jefferson County Development Authority (JCDA)**

Estimation of amount of time needed for appointment: 5 Minutes.

Date Requested – 1st Choice: September 4, 2025
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Business Expansion Presentation – Randox Laboratories

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*):
No motion necessary.

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: khoffman@jcda.net Phone Number: 304-728-3255

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

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

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

Part-time Bailiff New Hire
Animal Control Officer New Hire
PRO Agreement

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

-A candidate has been identified to fill a part-time Bailiff position. Requesting authorization to hire.
-An applicant has been found to fill a vacancy for the Animal Control Kennel Tech position. Requesting authorization to hire.
-PRO Agreement for SY25-26

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

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*):

I move to approve the hire of Samuel Ayersman as a part-time Bailiff beginning September 8, 2025 with a starting pay of 19.50 per hour.
I move to approve the hire of Stephanie Sanchez as an 80 hour Kennel Tech beginning September 8, 2025 with a starting salary of 36,721.

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: 304-728-3205
Email Address: dlowe@jeffersoncountywv.org

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Additional Comments Page:

I move to approve the agreement with the Jefferson County Sheriff's Office and Jefferson County Board of Education for the Prevention Resource Officer at Jefferson High School for the 2025-2026 School Year.

AGREEMENT

BETWEEN THE JEFFERSON COUNTY BOARD OF EDUCATION, THE JEFFERSON COUNTY COMMISSION AND THE JEFERSON COUNTY SHERIFF'S OFFICE

For Fiscal Year 2025-26 Prevention Resource Officer

This Agreement, made and entered into this 1st day of July, 2025 by and between the Jefferson County Board of Education (hereinafter referred to as "BOARD"), the Jefferson County Commission (hereinafter referred to as "COMMISSION" and the Jefferson County Sheriff's Office (hereinafter referred to as "SHERIFF".)

WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the COMMISSION and the SHERIFF agree for the BOARD to have a deputy sheriff serve as Prevention Resource Officer in the Jefferson County School system and;

WHEREAS, the BOARD, the COMMISSION and the SHERIFF understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the BOARD and the COMMISSION and the SHERIFF realize the PRO program is a great benefit to school administration, students and the community as a whole.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF COMMISSION and SHERIFF

1.01 The COMMISSION and SHERIFF shall provide one deputy sheriff, assigned a Prevention Resource Officer, (hereinafter referred to as "PRO") to the secondary school system operated by the BOARD.

1.02 The PRO shall abide by the Jefferson County Board of Education policies and procedures, as they relate to School Prevention Resource Officers. The PRO shall consult and coordinate instructional activities through the principal. Activities conducted by the PRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The BOARD shall approve the content of educational programs and instructional materials used by the PRO.

1.03 The PRO will provide to student's instruction in various aspects of law enforcement, public safety and education as requested and supervised by the principal and teachers.

1.04 The SHERIFF shall be responsible for the control and direction of all aspects of employment of the deputy sheriff assigned to the PRO Program.

1.05 The SHERIFF shall ensure that the exercise of the law enforcement powers by the PRO is in compliance with the authority granted by law.

1.06 The SHERIFF shall be responsible for all non-salary expenses related to the PRO position; to include travel, training, gasoline, equipment, uniforms, office space, telephone, supplies, vehicle and vehicle maintenance.

1.07 The SHERIFF and the COMMISSION shall hold harmless the BOARD for any injuries suffered by Prevention Resource Officer arising under their employment with the PRO Program.

1.08 The PRO shall not function as a school disciplinarian, or safety officer. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school system or be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by the law. The PRO will perform duties to the following:

a. Perform law enforcement functions within the school setting.

b. Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.

c. Foster a better understanding of the law enforcement function.

d. Develop a better appreciation of citizen's rights, obligations and responsibilities.

e. Provide information about crime prevention.

f. Provide assistance and support for crime victims identified with the school setting.

g. Promote positive relations between students and law enforcement officers.

h. Enhance knowledge of the fundamental concept and structure of law.

i. Be familiar with confidentiality requirements.

1.09 The PRO may not be changed during the course of the agreement by the COMMISSION and the SHERIFF unless the substitute officer has received the required training. The PRO shall be on duty at the school during regular school hours when students are required to attend and when the required PRO training programs are

conducted, unless police department emergency needs or law enforcement requirements prohibit such duty assignment.

1.10 The PRO shall, to the extent practicable, attend extracurricular activities, which are held beyond his/her regular workday at their assigned school but shall not require the PRO to leave his/her jurisdiction but the PRO shall have the option if they choose to do so.

1.11 The PRO shall have access to all data contained in the WVEIS system, the school administration student systems, and any other disciplinary and attendance information.

SECTION 2. DUTIES AND RESPONSIBILITIES OF BOARD

2.01 The principal at the designated school, or other official designated per the terms of any applicable grant, shall be the on-site contact person for the PRO. The Superintendent shall designate the Prevention Resource Officer Coordinator to serve as the county liaison for the program.

2.02 Payments to the COMMISSION from the BOARD shall be made in twelve installments upon submission of monthly invoices by the COMMISSION and certification by the principal or his/her designee that the services rendered were satisfactory. The monthly payments shall be based on a FY2025-26 salary and benefits estimated cost of $111,989.09 less a 15,000.00 reimbursement from the grant shall be paid by the Jefferson County Board of Education to the Sheriff as Treasurer of Jefferson County within ten days of receipt of the invoice.

FY2025-26 PRO Salary and Benefit Costs:

Salary	$66,689.00
Insurance	$26,847.24
Retirement	$11,337.13
Social Security	$5,101.71
Worker's Comp	$2,014.01
Total Expense	$111,989.09
Less Grant Funding	$15,000.00
Balance Payable by the BOARD	$96,989.09
Monthly BOARD Payment Due	

2.03 All parties hereto understand that funding for the PRO position is contingent upon specific grant requests and BOARD funding. If the applicable funds designated for the position are unavailable at the beginning of the 2025-26 school year, **this agreement shall be NULL AND VOID.**

SECTION 3. TERM OF AGREEMENT

3.01 This agreement shall be made for a 12-month term beginning the 1st day of July 2025, through the 30th day of June 2026.

3.02 This agreement shall continue in effect until the duration of the term as described in paragraph 3.01 or until terminated by either of the parties in accordance with the term listed in section four below.

SECTION 4. TERMINATION

4.01 Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination.

4.02 As set forth above, if the grant and/or BOARD funds needed for funding of the position should become unavailable, **this agreement shall be NULL AND VOID in all respects.**

SECTION 5. INVALID PROVISION

5.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

SECTION 6. INDEMNIFICATION

6.01 The BOARD agrees to indemnify and save harmless the COMMISSION AND THE SHERIFF for any liability whatsoever arising out of the negligent acts of the Board's employees or agents in directing the PRO in the performance of their instructional programs. The COMMISSION agrees to indemnity and save harmless the BOARD of any liability whatsoever arising to employment as defined by City Ordinances and West Virginia State Law. Nothing in this Agreement shall be construed to affect in any way the BOARD or the COMMISSION'S rights, privileges, and immunities.

SECTION 7. ASSIGNMENT

7.01 Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement or any of its rights or obligations in whole or in part to any third party without the prior written consent of the other party.

SECTION 8. NO WAIVER

8.01 The failure of either party to enforce at any time any of the provisions, rights, or elections or in any way effect the validity of this Agreement. The failure to exercise by either party any of its rights herein contained shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

SECTION 9. COMPLETE AGREEMENT

9.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

SECTION 10. CHOICE OF LAW

10.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and insure to the benefit of the successors of the BOARD, the COMMISSION and the SHERIFF.

SECTION 11. NOTICES

11.01 All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:

Jefferson County Commission (Pasha Majdi, Commission President) Date

Jefferson County Board of Education(William Bishop, Superintendent) 8/21/25 Date

Jefferson County Sheriff (Thomas Hansen, Sheriff) 8/24/25 Date

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

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: September 4, 2025

Re: Fiscal Note: Sheriff's Office Requests to Hire

The Sheriff's office is requesting to hire Samuel Ayersman as a part time bailiff which is a FY26 budgeted position.

Starting salary $19.50/hr 1,040 hours	$20,280
FY 26 Budget	$20,280

The Sheriff's office is requesting to hire Stephanie Sanchez as a full time Kennel Tech which is a FY26 budget position.

Starting salary	$36,721
FY 26 Budget	$36,721

Fiscal Year 2025-26 Prevention Resource Officer	$111,989.09
Less PRO Grant	($ 15,000.00)
Jefferson County Board of Education balance	$ 96,989.09
Jefferson High PRO daily rate $403.76 + benefits 200 days	$100,940.00
Sheriff's department balance	$ 3,950.91

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Tara Vann

Department or Organization: Emergency Communications Center 0712

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
CAD Support Service – Reliable Administration

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

- We are requesting funding to purchase a contract with Reliable Administration for Motorola Flex CAD support services. This contract will provide CAD support to our 9-1-1 center and field units, both police and fire/rescue for their mobiles for the next year. Jessica Gormont, recently appointed to CAD Administrator position, will complete her CAD certification the end of September. This contact will ensure continuity of service while Jessica works to become familiar with all aspects of Motorola Flex. This contract also provides end user training which will assist Jessica as she develops and grows in the CAD Admin position. There is currently no one else within the county who is able to provide this service for the CAD system.

Is this a funding request? Yes
If so, how much? $ 39,600.00
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approve Reliable Administration contract for $39, 600 as Motorola Flex Support for the 911 Center and all field units and responders who operate Motorola Flex.

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

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

Contact information: Tara Vann
Email address: tvann@jeffersoncountywv.org Phone Number: 304-728-3372

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

MOTOROLA SOLUTIONS

QUOTE-3250670

Billing Address:
JEFFERSON COUNTY
EMERGENCY
COMMUNICATIONS CENTER
28 INDUSTRIAL BLVD
KEARNEYSVILLE, WV 25430
US

Shipping Address:
JEFFERSON COUNTY
EMERGENCY
COMMUNICATIONS CENTER
28 INDUSTRIAL BLVD
KEARNEYSVILLE, WV 25430
US

Quote Date:08/14/2025
Expiration Date:10/13/2025
Quote Created By:
Anthony Piccoli
Anthony.Piccoli@
motorolasolutions.com

End Customer:
JEFFERSON COUNTY EMERGENCY
COMMUNICATIONS CENTER
Tara Vann
tvann@jeffersoncountywv.org
304-728-3372

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price
	Flex New				
1	SSV00S02524A-SP	FLEX RELIABLE ADMINISTRATION SERVICES SAAS/MANAGED SERVICES*	1	1 YEAR	$39,600.00
2	ISV00S01856A	FLEX RECORDS DELIVERY SERVICES	1		$0.00

Grand Total $39,600.00(USD)

Notes:

- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Future Maintenance

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Online Terms Acknowledgement

This Online Terms Acknowledgement (this "Acknowledgement") is entered into between Motorola Solutions, Inc. ("Motorola") and the entity set forth in the signature block below ("Customer").

1. Online Terms Acknowledgement. The Parties acknowledge and agree that the applicable terms available at https://www.motorolasolutions.com/product-termsare incorporated in and form part of the Parties' agreement as it relates to any Products or Services sold or provided to Customer. By signing the signature block below, Customer certifies that it has read and agrees to the provisions set forth and linked on-line in this Acknowledgement. To the extent Customer is unable to access the above referenced online terms for any reason, Customer may request a paper copy from Motorola. The signatory to this Acknowledgement represents and warrants that he or she has the requisite authority to bind Customer to this Acknowledgement and referenced online terms.

2. Entire Agreement. This Acknowledgement supplements any and all applicable and existing agreements, and supersedes any contrary terms as it relates Customer's purchase of products and services. This Acknowledgement and referenced terms constitutes the entire agreement of the Parties regarding the subject matter hereof and as set out in the referenced terms, and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter.

3. Execution and Amendments. This Acknowledgement may be executed in multiple counterparts, and will have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing or by electronic signature. An electronic signature, facsimile copy, or computer image of a signature, will be treated, and will have the same effect as an original signature, and will have the same effect, as an original signed copy of this document. This Acknowledgement may be amended or modified only by a written instrument signed by authorized representatives of both Parties.

4. Any other term not withstanding, the parties understand and agree following terms and conditions supersede and modify the contract and any on-line terms:

- The term of the agreement does not exceed the Customers statutory fiscal year which ends on June 30th of every calendar year and to renew for another fiscal year starting every July 1 must be the subject of a new written agreement between the parties
- The sole venues for any legal action hereunder, including any mediation or litigation is the Circuit Court of Jefferson County, West Virginia or if jurisdictional prerequisite's are satisfied the U.S. District Court for the Northern District of West Virginia.
- The Statute of Limitations for any action between the parties shall be determined by West Virginia law.
- In any legal action, dispute or mediation under this agreement, the Parties agree to each bear their own litigation costs, including but not limited to court costs and attorney's fees.

5. Upon signature, Customer authorizes Motorola to proceed with all deliverables of this order for an order value of _____.

6. Purchase Order Requirements (Customer check one only)

__Purchase Order is issued and attached.

_ No Purchase Order is required. Customer affirms that this ordering document is the only notice to proceed required, no further purchase orders will be issues against this order, and that funding has been encumbered for this order in its entirety.

7. Ship to, bill to and Ultimate Destination addresses are provided on the quote , attached to this letter or included on the Purchase Order.

The Parties hereby enter into this Acknowledgement as of the last signature date below.

Motorola Solutions, Inc.
By: _____
Name: _____
Title: _____
Date: _____

Customer
By: _____
Name: _____
Title: _____
Date: _____

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

RELIABLE

4991 S. Valene
Salt Lake City, UT 84117
801.455.9516

The following outlines the services agencies receive when they engage Reliable Administration Solutions (RAS). Simply put, we are an experienced resource your team can turn to efficiently address most anything related to your FLEX environment.

FLEX Administration Services:

First Line Support

RAS acts as an extension of your FLEX support team. On average, each of our technical resources has thirty years of experience supporting FLEX! For a fraction of the price of a fulltime SAA, you have a resource with a deep knowledge of the software that can quickly resolve issues and provide insight into managing the software most efficiently.

Maintain FLEX System Security

Our services include modifying and deleting users in a consistent manner. We can also help by adjusting user privileges, configuring login parameters and tailoring user's login scripts as necessary.

Maintaining Application Parameters

RAS will maintain application parameters which provide the flexibility that allows you to customize many areas of FLEX.

Name and Vehicle Audits

An often-neglected task is keeping agency data as clean as possible. Our service will help reduce duplicate names and vehicles to help ensure data is as correct as possible.

Defining Data Entry Standards

Collaborating with your team, we help establish standards of data entry to ensure that information is entered correctly and that it can easily be retrieved for reporting purposes.

New Module Setup and Activation

Do you have FLEX modules that are not yet deployed? RAS can help. We help identify functionality that will improve efficiency and streamline operations. This includes advising which FLEX modules are available to solve agency needs, configuration of the module and assistance with implementation.

Policies and Procedures

Agencies may seek additional features they would like to see added to the FLEX software. Although Motorola does their best to fulfill those requests whenever possible, some requested changes are neither feasible nor advantageous to the majority of FLEX Users. In these situations, an agency may consider adjusting their procedures to comply with the requirements of the software. Our team can act as liaison between Motorola and the user agencies and draw from our vast experience to suggest and deploy options and assist with change management.

Interface with Motorola Support

If a situation arises that requires Motorola support, we will engage their assistance on behalf of your agency thru problem resolution. Our experienced team who knows the software and interfaces reduces the amount of time Motorola support must spend working on problems. Additionally, issues can arise that are not problems at all but rather a training issue or an issue that can be solved right away.

Modify FLEX Reports and Cron Jobs

Most reports in FLEX are very good. However, our team can assist in providing slight modifications to access the data you need. Additionally, we can help create these reports to run automatically and emailed to specified recipients.

Build Crystal Reports and Logcity Server

Sometimes reports are not available in FLEX. We can assist through our knowledge of Crystal Reports to accomplish the task. As another option, Logicity is a free software package that will allow you to run a report like a cron job.

Code Table Normalization / Block Coding and Code Table Maintenance

Proper code tables streamline data entry and more importantly make it easier to access the data an agency needs to make decisions. Our team can review and “normalize” code tables to simplify searches and reduce complexity.

Why Choose Reliable Admin Solutions?

Our FLEX administration services are designed to empower your agency with expert support, efficient data management, and tailored solutions that streamline operations and enhance productivity. Let us help you maximize the potential of FLEX!

AGENDA REQUEST FORM

www.jeffersoncountywv.org

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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

- **1. Request for Temporary Administrative Assistant – Emergency Services Agency**
- **2. Discussion of ESA Benefits**

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

1. **The ESA office is requesting approval for a temporary administrative assistant to help with the influx of ambulance fee billing payments and inquiries. The Commission has previously contracted with Axiom staffing in the past for similar needs and recommends engaging their services again. The request for temporary assistance is for three months, with funding to come from the Ambulance Fee fund.**

2. **As part of the upcoming employee benefits renewal for the Jefferson County Emergency Services Agency (ESA) this October, the Commission will need to determine coverage, including health, short-term disability, life, vision, and dental.**

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*):

Emergency Services Agency Requests

- *I move to approve the request to seek temporary administrative assistance for the Emergency Services Agency at a rate of no more than $20/hr., at 40 hours a week, for a term of three months.*

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

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

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

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **Sept. 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

- **CDARS maturity decision**
- **Ambulance Fee Exonerations**

Please provide the County Commission with a description of your request or presentation, including any background information:
Certificate of Deposit matured at the end of August. Our bank requires a decision to reinvest or liquidate the matured funds.
Return on investment 13 weeks 4.2%
Return on investment 13 weeks 3.85%
Return on investment 26 weeks 4.1%
Return on investment 26 weeks 3.80%
Return on investment 12 months 3.56%
Insured Cash Sweep (ICS) account 2.79%

Discuss and approve JCESA Ambulance exonerations as presented.

Is this a funding request? Y/N Y
If so, how much? $ 4,255.80
Provide exact financial impact/request: An exoneration reduces the amount of paid ambulance fees.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Requested motion to invest the matured funds in a CDARS at 4.2% for 13 weeks.
Requested motion to approve the JCESA Ambulance fee 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: David Bound
Email address: DBound@JeffersonCountyWV.org Phone Number: 304.728.3284 Ext 1003

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

JEFFERSON COUNTY COMMISSION
124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: 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: September 4, 2025

Re: Fiscal Note: Determine investment strategy for Certificate of Deposit.

Maturing CDARS $2,077,000.17

The Commission will need to consider, at least on a short-term basis, what to do with CDARS funds at or during the September 4th meeting.

The CDARS expired at the end of August, and the Commission must instruct the bank on what to do with the funds.

Possible recommendations regarding the expiring CDARS account:

1. *Allocate funds*. Transfer funds to an interest-bearing account (ie. checking account) and establish an application process to allocate the funds in a manner similar to how the Commission allocated ARPA funds.
2. *Reinvest funds*. We can reinvest the funds in a 13/26 week CD at 4.20% rate.
3. *Combination*. A combination of the recommendations detailed above.

Item for consideration:

Earlier this year, the Commission purchased a governmental building.
The invested capital improvement funds in the matured CDARS could be used for renovations.

The CDARS can be reinvested with the following options with noted final payout.
Return on investment 13 weeks 4.2%
Return on investment 13 weeks 3.85%
Return on investment 26 weeks 4.1%
Return on investment 26 weeks 3.80%
Return on investment 12 months 3.56%
Insured Cash Sweep (ICS) account 2.79%

I suggest approving the reinvestment of a 13-week CD @ 4.20%. The 13 weeks will provide time for Governmental building designers to advise the County of renovation costs thereby providing educated financings options.

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: Sept. 4, 2025

Re: Fiscal Note: JCC Ambulance Bill Adjustments and Exonerations

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Accounts receivable has provided a list of adjustments and exonerations totaling $4,255.80

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current year during the next billing cycle.

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

	Date	Cust #	Invoice #	Amount	Reason
52	8/6/2025	55575	2400400	$ 200.00	EXONERATION - BUILDING DESTROYED IN FIRE 7/14/23 (JEFF DAY REPORT)
53	8/6/2025	55575	2600882		EXONERATION - BUILDING DESTROYED IN FIRE 7/14/23 (JEFF DAY REPORT)
54	8/6/2025	63283	2222318	$ 26.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
55	8/6/2025	63283	2320149	$ 16.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
56	8/6/2025	63283	2420299	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
57	8/6/2025	63283	2619371	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
58	8/6/2025	31922	2606618	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
59	8/7/2025	46515	2615758	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
60	8/7/2025	46515	2416497	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
61	8/7/2025	60957	2401210	$ 50.00	EXONERATION - BILLED FOR 2 NON OWNER OCCUPIED (CONFIRMED ONLY 1 HOME)
62	8/7/2025	60957	2600288	$ 50.00	EXONERATION - BILLED FOR 2 NON OWNER OCCUPIED (CONFIRMED ONLY 1 HOME)
63	8/8/2025	55472	2600602	$ 90.00	EXONERATION - PUMP STATION (CORNER OF 303 S MARSHALL & 4TH AVE) NO FACILITIES
64	8/20/2025	52431	2602962	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
65	8/20/2025	67660	2623677	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
66	8/20/2025	62532	2419472	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
67	8/20/2025	62532	2319282	$ 11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
68	8/20/2025	50084	2321230	$ 15.00	EXONERATION - VACANT LOT PER ASSESSOR RECORDS FY23
69	8/20/2025	50084	2421871	$ 50.00	EXONERATION - VACANT LOT PER ASSESSOR RECORDS FY23
70	8/20/2025	50084	2620841	$ 50.00	EXONERATION - VACANT LOT PER ASSESSOR RECORDS FY23
71	8/20/2025	33818	2609200	$ 50.00	EXONERATION - VACANT LOT PER ASSESSOR RECORDS FY23
72	8/20/2025	66264	2623150	$ 50.00	EXONERATION - SOLD 04/23/2024
73	8/20/2025	66264	2424133	$ 50.00	EXONERATION - SOLD 04/23/2024
74	8/20/2025	61788	2617856	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
75	8/20/2025	54809	2623369	$ 50.00	EXONERATION - SOLD
76	8/20/2025	49267	2609864	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
77	8/20/2025	54319	2616793	$ 50.00	EXONERATION - SOLD 06/24/2024
78	8/20/2025	54319	2417572	$ 50.00	EXONERATION - SOLD 06/24/2024
79	8/20/2025	54319	2616783	$ 50.00	EXONERATION - SOLD 06/24/2024
80	8/20/2025	54319	2417562	$ 50.00	EXONERATION - SOLD 06/24/2024
81	8/20/2025	46114	2602715	$ 30.00	EXONERATION - HOMESTEAD EXEMPTION
82	8/21/2025	65428	2621498	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
83	8/21/2025	30003	2602782	$ 50.00	EXONERATION - HOUSE DEMOLISHED IN 2023
84	8/21/2025	55472	2600602	$ 90.00	EXONERATION - PUMP STATION (CORNER OF 303 S MARSHALL & 4TH AVE) NO FACILITIES
85	8/21/2025	49866	2402409	$ 39.00	EXONERATION - PROPERTY SOLD 3/1/24
86	8/21/2025	49866	2602332	$ 39.00	EXONERATION - PROPERTY SOLD 3/1/24
87	8/21/2025	36067	2608388	$ 19.00	EXONERATION - HOMESTEAD EXEMPTION
88	8/21/2025	49875	2614088	$ 30.00	EXONERATION - HOMESTEAD EXEMPTION

89	8/21/2025	49875	2414740	$	30.00	EXONERATION - HOMESTEAD EXEMPTION
90	8/21/2025	54940	2400994	$	50.00	EXONERATION - 2 UNITS (DUPLEX) CONVERTED TO ONE SINGLE FAMILY HOME 2025
91	8/21/2025	54940	2360079	$	50.00	EXONERATION - 2 UNITS (DUPLEX) CONVERTED TO ONE SINGLE FAMILY HOME 2025
92	8/21/2025	67709	2623725	$	30.00	EXONERATION - HOMESTEAD EXEMPTION
93	8/21/2025	32417	2607822	$	50.00	EXONERATION - 1 SINGLE FAMILY HOME (WAS BILLED FOR 2)
94	8/21/2025	32417	2408172	$	50.00	EXONERATION - 1 SINGLE FAMILY HOME (WAS BILLED FOR 2)
95	8/21/2025	31974	2401042	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
96	8/21/2025	31974	2600127	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
97	8/21/2025	67635	2623654	$	30.00	EXONERATION - HOMESTEAD EXEMPTION
98	8/22/2025	50169	2147977	$	15.00	EXONERATION - LATE FEE - WRONG MAILING ADDRESS
99	8/22/2025	50169	2168886	$	15.00	EXONERATION - LATE FEE - WRONG MAILING ADDRESS
100	8/22/2025	50169	2215772	$	15.00	EXONERATION - LATE FEE - WRONG MAILING ADDRESS
101	8/22/2025	50169	2314048	$	5.00	EXONERATION - LATE FEE - WRONG MAILING ADDRESS
102	8/22/2025	34944	2606347	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
103	8/22/2025	62378	2621782	$	50.00	EXONERATION - NEVER OWNED PROPERTY ERRONEOUSLY TRANSFERRED TO THIS PER
104	8/22/2025	62378	2422882	$	50.00	EXONERATION - NEVER OWNED PROPERTY ERRONEOUSLY TRANSFERRED TO THIS PER
105	8/22/2025	31601	2217067	$	35.00	EXONERATION - DIED 2020 - PROPERTY SOLD 1/28/21
106	8/22/2025	31601	2315285	$	44.00	EXONERATION - DIED 2020 - PROPERTY SOLD 1/28/21
107	8/22/2025	31601	2415759	$	39.00	EXONERATION - DIED 2020 - PROPERTY SOLD 1/28/21
108	8/22/2025	31601	2615059	$	39.00	EXONERATION - DIED 2020 - PROPERTY SOLD 1/28/21
109	8/22/2025	65482	2621543	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
110	8/22/2025	65482	2422621	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
111	8/22/2025	61034	2401027	$	89.00	EXONERATION - SOLD PROPERTY 10/05/2023
112	8/22/2025	61034	2600112	$	89.00	EXONERATION - SOLD PROPERTY 10/05/2023
113	8/22/2025	60367	2200674	$	153.60	EXONERATION - LATE FEES (STATE POLICE)
114	8/22/2025	60367	2174533	$	153.60	EXONERATION - LATE FEES (STATE POLICE)
115	8/22/2025	60367	2130620	$	153.60	EXONERATION - LATE FEES (STATE POLICE)
116	8/22/2025	64819	2620897	$	30.00	EXONERATION - HOMESTEAD EXEMPTION
117	8/22/2025	64819	2421936	$	30.00	EXONERATION - HOMESTEAD EXEMPTION
118	8/22/2025	64819	2321301	$	16.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
119	8/22/2025	34189	2414160	$	39.00	EXONERATION - BILLED FOR 2 UNITS (SHOULD BE NON-OWNER OCCUPIED)
120	8/22/2025	34189	2613541	$	39.00	EXONERATION - BILLED FOR 2 UNITS (SHOULD BE NON-OWNER OCCUPIED)
121	8/22/2025	45253	2619668	$	39.00	DUPLICATE BILL (2619967) - BILLED FOR 2 STRUCTURES SINCE 2023 (ONLY 1)
122	8/22/2025	45253	2320847	$	44.00	DUPLICATE BILL (2320846) - BILLED FOR 2 STRUCTURES SINCE 2023 (ONLY 1)
123	8/22/2025	45253	2223065	$	44.00	DUPLICATE BILL (2223064) - BILLED FOR 2 STRUCTURES SINCE 2023 (ONLY 1)
124	8/22/2025	67712	2623730	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
125	8/22/2025	37203	2623175	$	50.00	EXONERATION - WRONG OWNER ADDED TO PROPERTY
126	8/22/2025	37203	2424147	$	50.00	EXONERATION - WRONG OWNER ADDED TO PROPERTY
127	8/22/2025	61560	2418502	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
128	8/22/2025	61560	2617682	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
129	8/22/2025	61560	2318236	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
130	8/22/2025	63857	2420944	$	19.00	EXONERATION - HOMESTEAD EXEMPTION

131	8/22/2025	63857	2619973	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
132	8/22/2025	42611	2607524	$	50.00	EXONERATION - STORAGE BUILDING ONLY PER TAX ASSESSOR IN 2024
133	8/25/2025	60070	2612303	$	39.00	EXONERATION -PROPERTY SOLD 9/30/19
134	8/25/2025	60070	2412844	$	39.00	EXONERATION -PROPERTY SOLD 9/30/19
135	8/25/2025	54379	2614986	$	50.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
136	8/25/2025	40708	2606871	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
137	8/25/2025	40708	2407182	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
138	8/25/2025	40708	2306351	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
139	8/25/2025	40708	2207656	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
140	8/25/2025	40708	2160115	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
141	8/25/2025	40708	2138561	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
142	8/25/2025	50534	2407909	$	50.00	EXONERATION - PROPERTY SOLD 12/15/2023
143	8/25/2025	50534	2607569	$	50.00	EXONERATION - PROPERTY SOLD 12/15/2023
144	8/25/2025	46536	2601951	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
145	8/25/2025	46536	2402012	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
146	8/25/2025	39500	26100484	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
147	8/25/2025	39500	2410960	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
148	8/25/2025	54517	2413046	$	50.00	EXONERATION - VACANT LOT SINCE 2021
149	8/25/2025	54517	2612856	$	50.00	EXONERATION - PROPERTY SOLD 10/6/24
150	8/25/2025	54517	2612857	$	50.00	EXONERATION - PROPERTY SOLD 10/6/24
151	8/25/2025	54517	2612858	$	50.00	EXONERATION - PROPERTY SOLD 10/6/24
152	8/25/2025	54517	2605157	$	50.00	EXONERATION - PROPERTY SOLD 10/6/24
153	8/25/2025	54517	2600221	$	100.00	EXONERATION - PROPERTY SOLD 10/6/24
154	8/25/2025	67565	2623587	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
155	8/25/2025	38146	2614770	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
156	8/25/2025	38146	2415457	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
157	8/25/2025	67565	2623587	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
158	8/25/2025	50691	2614878	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
159	8/25/2025	50314	2603627	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
160	8/25/2025	50314	2403766	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
161	8/25/2025	64679	2620768	$	50.00	EXONERATION - PROPERTY SOLD 01/26/24
162	8/25/2025	65155	2621232	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
163	8/26/2025	68115	2624180	$	19.00	EXONERATION - HOMESTEAD EXEMPTION
164	8/26/2025	35426	2623132	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
165	8/26/2025	60771	2615628	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
166	8/26/2025	60771	2615629	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
167	8/26/2025	60771	2416360	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)
168	8/26/2025	60771	2416361	$	11.00	EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Pasha Majdi

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Status Update report on Mountain Party Case No. CC-19-2023-C-206

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

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*):

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

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

Contact information:
Email address: Phone Number:

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd 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 of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).
B. Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues.
C. Discussion and report from counsel on West Virginia Human Rights Commission Case No. EDR-194-25.

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

Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **September 4, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

1 MOU with Jefferson County Schools regarding EMMCOMM
2 Update on 393 and 330 buildout
3 Future of the Fire Service Kickoff Town Halls- 2045 Look Ahead Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.
4 Notice of letters sent on behalf of the Commission
- 4.1 Letter to Charles Town regarding the purchase of County-owned East Washington Street Properties
- 4.2 Letter to the Charles Town Library to end the Library Meeting Room lease
- 4.3 Letter of Support regarding sewer line extension to CTUB and Region 9

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

PRESIDENT
Pasha Majdi

VICE PRESIDENT
Mike Mood

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

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

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, August 8, 2025

Summary:

1. MOU with Jefferson County Schools regarding EMMCOMM
2. Update on 393 and 330 buildout
3. Future of the Fire Service Kickoff Town Halls- 2045 Look Ahead
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.
5. Notice of letters sent on behalf of the Commission
    a. Letter to Charles Town regarding the purchase of County-owned East Washington Street Properties
    b. Letter to the Charles Town Library to end the Library Meeting Room lease
    c. Letter of Support regarding sewer line extension to CTUB and Region 9

1. MOU with Jefferson County Schools regarding EMMCOMM

An memorandum of understanding (MOU) with Jefferson County Schools (JCS) is attached for the career technology education (CTE) program for emergency communications.

Suggested motion: Motion to approve the MOU with Jefferson County Schools regarding the emergency communications CTE program and allow the Commission President to sign the agreement on behalf of the Commission.

2. Update on 393 and 330 buildout

Design and Planning:

- The architect, along with department staff and elected officials, has completed another round of buildout design meetings.
- A final design is expected to be presented to the County Commission for approval in October.

Facilities Preparation:

- Staff has disassembled old cubicles to prepare the space for the start of construction.

Technology and IT

- IT has been addressing ongoing internet, network, and phone issues at the Washington Street offices.
- The County's new phone provider began rolling out VOIP phones this week; these phones will transfer with staff to the new building.
- Meetings are underway with website and cloud service providers to plan the migration to a new website, cloud computing environment, and the transition to the new building.

3. Future of the Fire Service Kickoff Town Halls- 2045 Look Ahead

The consultant, fire departments, and Commission staff are prepared to move forward with the Future of the Fire Service town hall series, which the Commission designated as an action item for quarters 3 and 4 as part of its annual priorities.

The purpose of these sessions is to bring all stakeholders to the table at the start to ensure that these important stakeholders' concerns are the genesis of the questions to be considered by the study. These kickoff town halls are designed to hear from both the fire departments and the community on two key questions:

- What should the fire service look like 20 years from now?
- How do we get there?

A draft schedule is attached.

Suggested Motion: Motion to approve the town hall schedule as presented.

MEMORANDUM OF UNDERSTANDING

JEFFERSON COUNTY BOARD OF EDUCATION

AND

JEFFERSON COUNTY COMMISSION

EFFECTIVE DATE: 2025-26 SCHOOL YEAR

1. PURPOSE

The Memorandum of Understanding (MOU) establishes the terms and conditions under which the Jefferson County Emergency Communications Center (operating under the Jefferson County Commission) will provide instructional support to the Jefferson County Board of Education's Emergency Program (EmComm). EmComm is a new career and technical educational program for the 2025-26 school year, established to address the needs of the community for 911 dispatchers.

2. PARTIES

Jefferson County Board of Education (hereinafter referred to as "Board") and the Jefferson County Commission (hereinafter referred to as "Commission"), which oversees the Jefferson County Communications Center (hereinafter referred to as "JCCC").

3. SCOPE OF AGREEMENT

The Commission agrees to provide two qualified instructors from the JCCC to deliver instruction for Em-Comm. Instruction shall include training in emergency communication protocols, dispatcher procedures, and related subject matter necessary for effective emergency responses.

4. RESPONSIBILITIES

The Commission and JCCC agree to:

- Provide two qualified instructors who shall possess the necessary expertise and credentials to teach in the Em-Comm. These credentials include appropriate authorization (via the West Virginia Department of Education) to teach in the CTE Em-Comm, successful background check, and all other requisites that are required of employees of the Board. These two qualified instructors shall be the teacher of record in the school's master schedule.
- Shall continue to provide liability insurance on their employees/instructors.
- Coordinate with the Board to establish schedules and curriculum content relevant to the Em-Comm.
- Ensure instructors adhere to agreed-upon instructional hours and guidelines.
- Comply with all Board policies and procedures, including successful completion of all mandatory and/or directed trainings that are required of employees of the Board.

The Board agrees to:

- Provide facilities, equipment, and administrative support necessary to conduct the instruction.
- Coordinate with the Commission and JCCC regarding scheduling, student enrollment, and program requirements.

5. TERM

This MOU shall commence on the date all parties have executed the same and will remain in effect for the 2025-26 school year unless terminated earlier be either party, with or without cause, with thirty (30) days written notice. If Em-Comm is successful for the 2025-26 school year, the parties will work in good faith to continue the same under future MOUs.

6. GENERAL PROVISIONS

- This MOU does not create any employment relationship or joint venture between the parties. The assigned instructors shall remain employees of the Commission and/or JCCC.
- The parties recognize the mutual benefit of Em-Comm, in particular given the need for 911 dispatchers in the county.
- Both parties agree to comply with all applicable laws, rules and regulations.
- This MOU represents the entire understanding between the parties with respect to the subject matter herein.

7. AMENDMENT

Any amendments or modifications to this MOU must be made in writing and signed by authorized representatives for all parties.

Jefferson County Board of Education
By:_____
Name:
Title:
Date:

Jefferson County Commission
By:_____
Name:
Title:
Date:

Jefferson County Communication Center
By:_____
Name:

Title:
Date:

JEFFERSON COUNTY COMMISSION
124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

Townhalls: Future of Fire Service
"What Does the Fire Service Look Like in 2045?"

Agenda:

1. Pledge
2. Introduction and overview of station operations- local fire chief and president- What does the fire service look like for my station in 2045: hurdles and strengths in staffing, funding, facilities, equipment, responses, etc.
3. Study overview- Fire study consultant: Steven Knight
4. Public comments

Panel at each station:

- Volunteer Fire Department leadership- board president, fire chief (*requested)*
- County commission
- Jefferson County Emergency Services Agency Chief Mike Sine

Agenda:

- 1000-12000. Monday, September 22, 2025: Jefferson County Commission, 393 N. Lawrence Street, Charles Town, WV
- 1800-2000, Monday, September 22, 2025: Friendship Fire Company
- 1000-1200, Tuesday, September 23, 2025: Citizen's
- 1800-2000, Tuesday, September 23, 2025: Independent
- 1000-1200, Wednesday, September 24, 2025: Middleway
- 1800-2000, Wednesday, September 24, 2025: Bakerton
- 1000-1200, Thursday, September 25, 2025: Blue Ridge
- 1800-2000, Thursday, September 25, 2025: Shepherdstown

DRAFT

Edwina Benites

From: Edwina Benites
Sent: Monday, August 25, 2025 12:29 PM
To: Micheal George; James Kratovil; Jeff Hynes; 'nhartman@charlestownwv.us'; 'ericketts@charlestownwv.us'; Kevin Tester; Alden Roth; Andie Sugrue; 'Stephanie Grove'; 'bmanuel@charlestownwv.us'
Cc: Pasha Majdi; Cara Keys; Mike Mood; Steve Stolipher; Jack Hefestay; Nathan Cochran
Subject: County-owned Washington Street Properties
Attachments: LTR to CT regarding Washington Streeet Properties.pdf; Washington Street Properties-Assessed Appraised (2025).pdf; Fleet and Facilities Presentation.pptx; Financial Incentives for Preservation - Jefferson County Commission 7.17.2025.pdf

Mayor and Council:

The Commission directed me to send you the attached letter regarding our Washington Street properties.

Please also note the following attachments:

1. Fleet and Facilities Presentation on the Washington Street properties including maps, square footage, and historic use types
2. The 2025 Washington Street assessed and appraised values
3. The Financial Incentives presentation by the Historic Preservation Office

Thank you,
Eddie

Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

JEFFERSON COUNTY COMMISSION

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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 25, 2025

Micheal George, Mayor
James Kratovil, councilmember
Jeff Hynes, councilmember
Nate Harman, councilmember
Elizabeth Ricketts, councilmember
Keven Tester, councilmember
Alden Roth, councilmember
Andie Sugrue, councilmember

101 E. Washington Street
Charles Town, WV 25414

Subject: Washington Street Properties

Dear Mayor and Council:

At the direction of the Jefferson County Commission, I write you regarding the County-owned East Washington Street properties. As you know, the County is in the process of relocating government offices to our new headquarters. This transition presents an opportunity to determine the best future use for these properties.

Before exploring other options, the Commission would like to offer the City the first opportunity to purchase the County-owned East Washington Street properties other than the historic courthouse. The Commission believes that Charles Town, by owning these buildings, could be well positioned to guide their future sale or redevelopment in a way that reflects the City's vision.

The Commission seeks to balance the sale of these properties to Charles Town with the funding needs for the future Judicial Center. To assist in your evaluation, I have attached the 2025 assessed and appraised values, a presentation on the properties prepared by our Director of Fleet and Facilities, and the State Office of Preservation's presentation on available tax incentives.

If the City is interested, please provide a response by close of business on October 24, 2025, so that next steps can be discussed.

Sincerely,
Edwina Benites-LM
County Administrator
Jefferson County Commission

CC: Brent Manuel, city manager

CHARLES TOWN, WV

Washington Street Properties

Where Small - Town Charm
Meets Big - Time Opportunity.

Laura Kuhn
lkuhn@jeffersoncountywv.org

Locations

The Washington Street properites are located on the 100 block of East Washington Street in Charles Town

Hunter House
124 E. Washington Street

Mason Building
116 E. Washington Street

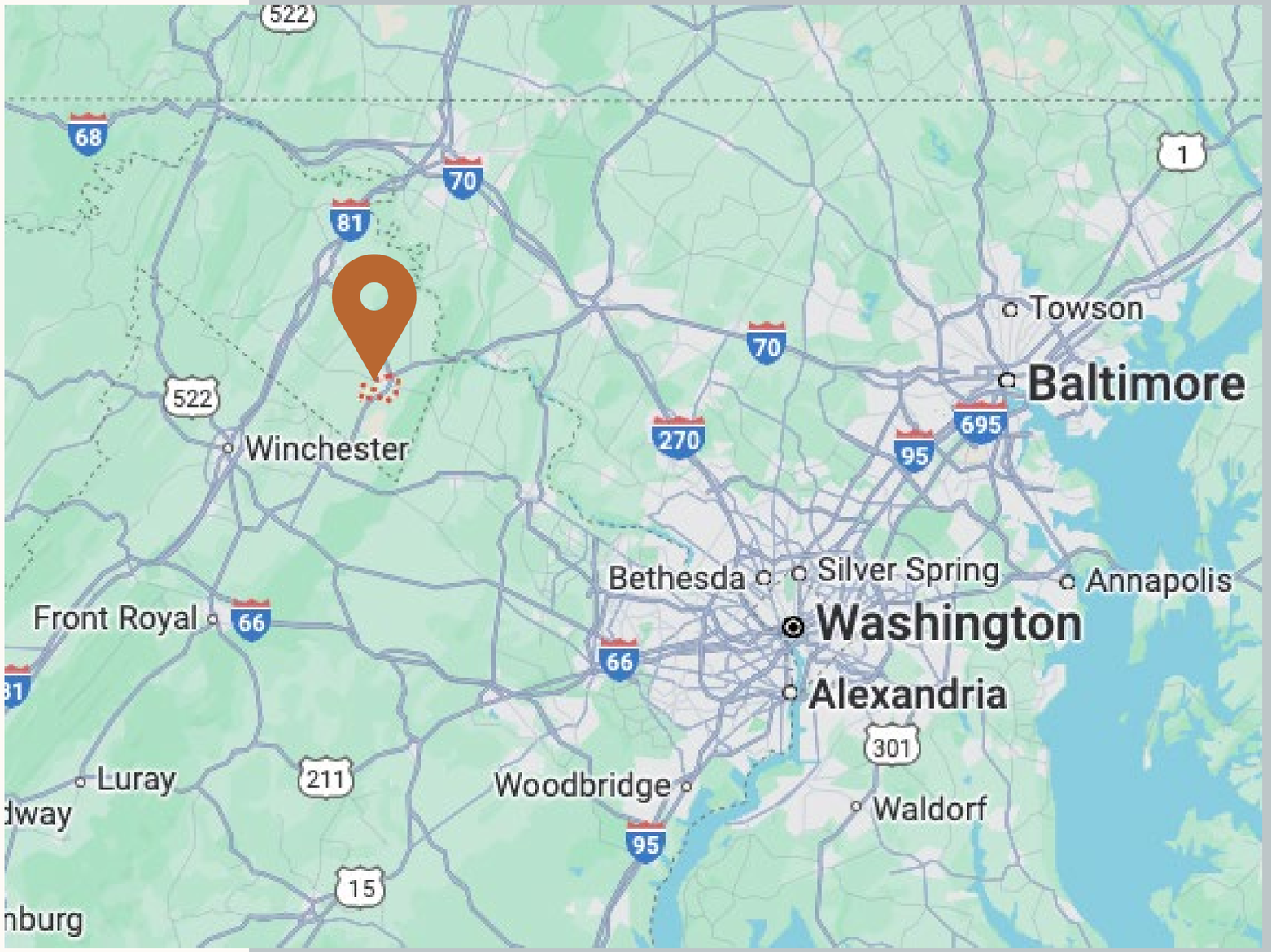
Smoot Building
114 E. Washington Street

Moffett/Reininger Buildings
104 - 112 E. Washington Street

Jefferson County Courthouse
100 E. Washington Street

Getting Here

1 hour 20 minutes to DC



The Neighborhood

Neighborhood Profile

Families and working individuals who are friendly and inviting

Average Age

38.5 years

Median Household Income

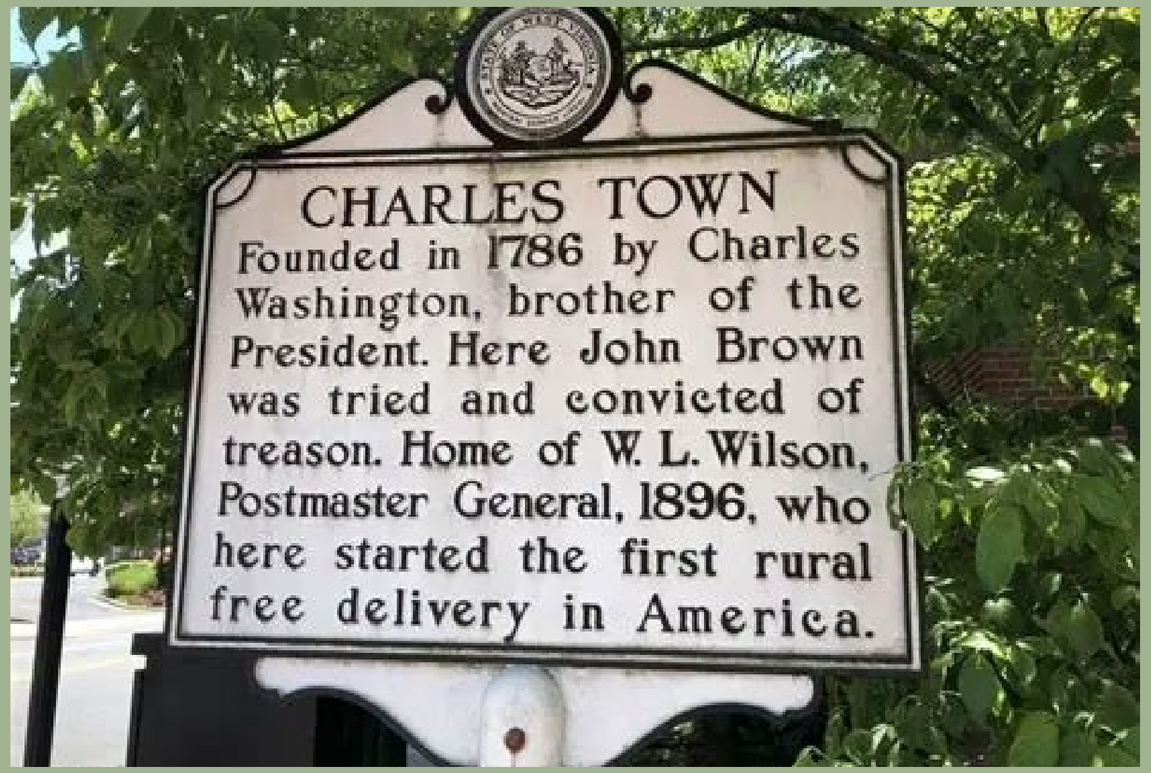
$94,830

Nearby Ammenities

- Harpers Ferry National Historic Park
- Hollywood Casino at Charles Town Races
- Summit Point Motorsports Park
- Shepherdstown
- Appalachian Trail

Our History

Founded in 1786 by George Washington’s youngest brother, Charles Town was built for commerce, law, and community —and it still delivers. With a walkable downtown, rich architectural legacy, and strategic proximity to D.C. and the I - 81 corridor, the city blends historic charm with modern market potential. From the trial of John Brown to the boom of tourism and revitalization, Charles Town has always been at the center of regional momentum. Today, its historic properties offer rare opportunities for investors to anchor themselves in a growing, high - visibility market.



Hunter House

124 E. Washington Street

This stately two - story brick residence, complete with a turret and inviting covered porch, stands as a landmark of Charles Town's rich heritage

Originally built circa 1820 for Andrew Hunter, a prominent local attorney and chief prosecutor in the John Brown trial, the property symbolizes both civic prominence and architectural grace.

Burned by Union troops in July 1864—ironically under orders from Hunter's own cousin—it was meticulously rebuilt on its original foundation after the Civil War.

In the mid-20th century, the building gained life as the beloved Iron Rail Restaurant, adding a commercial legacy to its historic significance.

The Details

Hunter House

5,825 GSF

Lot Size - .344 acre

The Hunter House property features a spacious grassy rear yard that enhances the site's historic residential character and provides green space within the downtown setting. At the back of the lot stands a small carriage-style house at 1,881 gsf.

Currently houses the County Commission Administrative Offices and the Prosecuting Attorney (Civil Division)

Mason Building

116 E. Washington Street

The Mason Building is a two-story red brick office structure with a symmetrical and traditional design. The building features a central entrance highlighted by a modest pediment and columned portico, adding a touch of classical architectural style. A gable with a decorative half-moon vent crowns the central section of the roofline. Windows are evenly spaced across both floors, with double-hung sash windows framed by subtle brick lintels and sills. The front entrance is accessible by a ramp, enhancing accessibility while maintaining a clean and professional façade.

The Details

Mason Building

13,272 GSF

Lot Size - .449 acre

After its purchase by the county, the building initially served as the home of the Sheriff's Department. Parks and Recreation also operated from this location until relocating to Sam Michaels Park. Additionally, the Jefferson County Department of Homeland Security and Emergency Management was based here before moving to Bardane.

Currently houses the Department of Engineering, Planning & Zoning, GIS, IT, and the county's mailroom.

Smoot Building

114 E. Washington Street

The Smoot Building is a narrow, two-story structure with a modest but distinct historic appearance. Its upper façade features detailed cornice brackets and ornamental window hoods. The second-story windows are framed in white trim and adorned with decorative woodwork. The storefront entrance includes a recessed doorway flanked by two large display windows. Though compact in size, the building's decorative trim and prominent front-facing windows give it a recognizable and somewhat vintage storefront character along the streetscape.

The Details

Smoot Building

1,487 GSF

Lot Size - .03 acre

Before being purchased by the county, the Smoot Building was an insurance agency. The building is currently vacant due to egress issues identified by the West Virginia State Fire Marshal. In the past, it housed the Jefferson County Impact Fee Office, which was later absorbed into the Department of Engineering, Planning, and Zoning. The building also temporarily served as a location for the Tax Office and Jefferson County Teen Court.

Moffet/Reininger Buildings

104 - 112 E. Washington Street

The Moffett and Reininger Buildings are two connected, two-story brick structures. The Moffett Building, on the left, features a buff brick façade with decorative brown brick accents and a classical Greek key frieze beneath an ornate cornice. A large, storefront-style window and a recessed doorway reflect its early 20th-century commercial origins. The adjoining Reininger Building to the right showcases a more uniform red brick exterior with detailed brickwork around the tall, narrow windows and a prominent cornice with dentil molding. The ground floor includes multiple entrances with large display windows and a covered entrance porch, now equipped with accessibility ramps.

The Details

Moffett/Reininger Buildings

Moffett : 5,172 GSF, Lot Size - .034 acre

Reininger: 7,755 GSF, Lot Size - .087 acre

Moffet
t

Reininge
r

The Moffett and Reininger Buildings have undergone several functional transformations over the years. Originally, the first floor of the Moffett side housed the Assessor's Office, while the Reininger side included the County Meeting Room and the Tax Office. The second floors accommodated Engineering, Planning & Zoning (Moffett) and the County Commission offices (Reininger). As needs shifted, the Assessor's Office expanded into the former meeting room space after meetings were relocated to the library basement. When the Tax Office later vacated its space, the Assessor's Office expanded further into the Reininger side. The County Commission relocated to the Hunter House, and Engineering, Planning & Zoning moved to the Mason Building. The vacated spaces were then repurposed to house Probation services.

The Assessor now occupies the entirety of the first floor of both buildings while the Probation Department occupies the second floor.

Historic Courthouse

100 E. Washington Street

The Historic Jefferson County Courthouse is a striking example of Greek Revival architecture and a central landmark in downtown Charles Town. Its red brick exterior is accented by a grand portico supported by the towering white columns, leading to a classical pediment with a louvered arch vent.

Rising above the roofline is the stately, clock tower. The tower includes four clock faces that overlook the surrounding streets. The tower not only enhances the building's historic character but also serves as a visual focal point for the town, visible from blocks away. Listed on the National Register of Historic Places, the courthouse has served a variety of public functions over the years, connecting the community's past with its present through both its architecture and its ongoing civic role.

The Details

Historic Courthouse

17,850 GSF

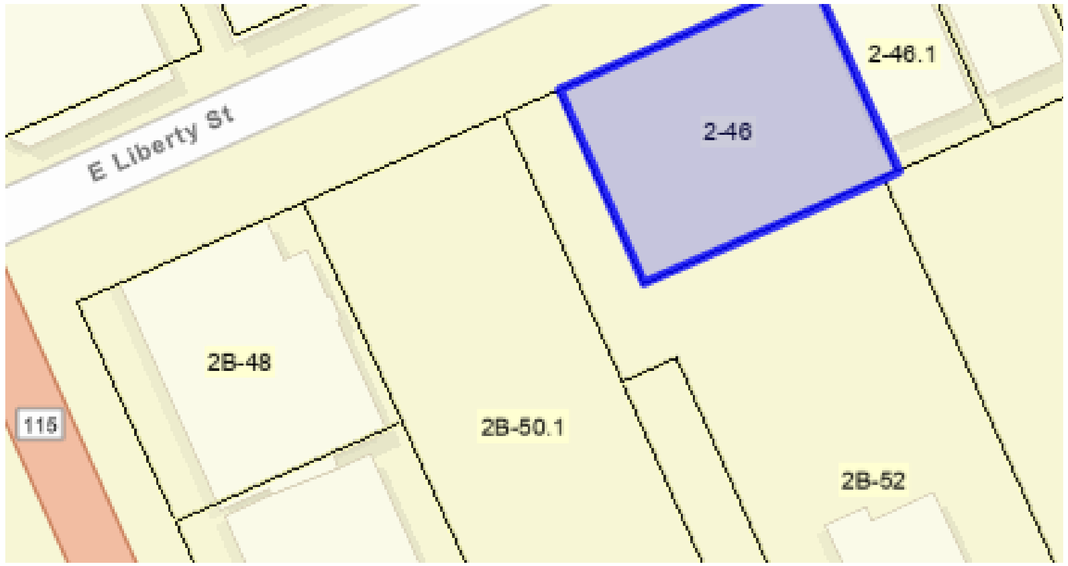
Lot Size - .354 acre

Over the years, the Historic Jefferson County Courthouse has served as the central hub for numerous county departments, reflecting its longstanding role in local governance. In addition to housing the Circuit Court and County Clerk—functions it still serves today—the courthouse was once home to the Circuit Clerk's Office, the County Commission offices, and the County Commission meeting chamber. These essential government functions operated under one roof, making the courthouse not only a judicial center but also the administrative heart of Jefferson County. Its multifunctional use over the decades highlights the building's significance in the daily workings of county government and its enduring role as a symbol of civic leadership.

The Details

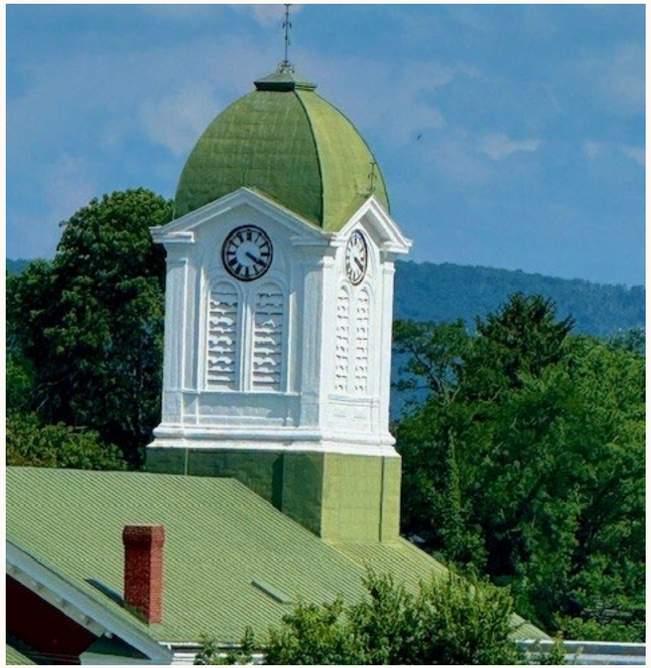
Parking Parcels

Parking Parcel - .291 acre



Parking Parcel - .0157 acre

The Hunter House and Mason Building parcels include dedicated parking areas. Together, these two separate parcels provide convenient parking behind the Courthouse, Moffett, and Reininger Buildings, as well as an auxiliary lot accessible from Liberty Street.



Tourism Market

Jefferson County leads West Virginia in tourism spending, with over $825 million in annual visitor expenditures —more than any other county in the state. Tourism here is growing steadily, driven by visitors from D.C., Northern Virginia, and beyond who come for history, gaming, recreation, and dining. With a strong, diverse tourism base and year - over - year growth, downtown Charles Town offers investors rare access to West Virginia's most dynamic visitor market.

E Liberty St
N Samuel St
2-46.2
2-46.1
2-46
2B-48
2B-50.1
2B-53
2B-52
2B-48.1
2B-50
Charles Town Corp
N George St
51
E Washing

Jefferson County
TEEN COURT

MASON BUILDING

Jefferson County's Historic Listings

10 Historic Districts

- Downtown Charles Town HD
- Old Charles Town HD
- South Charles Town HD
- The Rocks HD
- Harpers Ferry HD
- Harpers Ferry National Historic Park
- Middleway HD
- Scrabble HD
- Shepherdstown HD
- Morgan's Grove HD

89 Individually Listed Properties

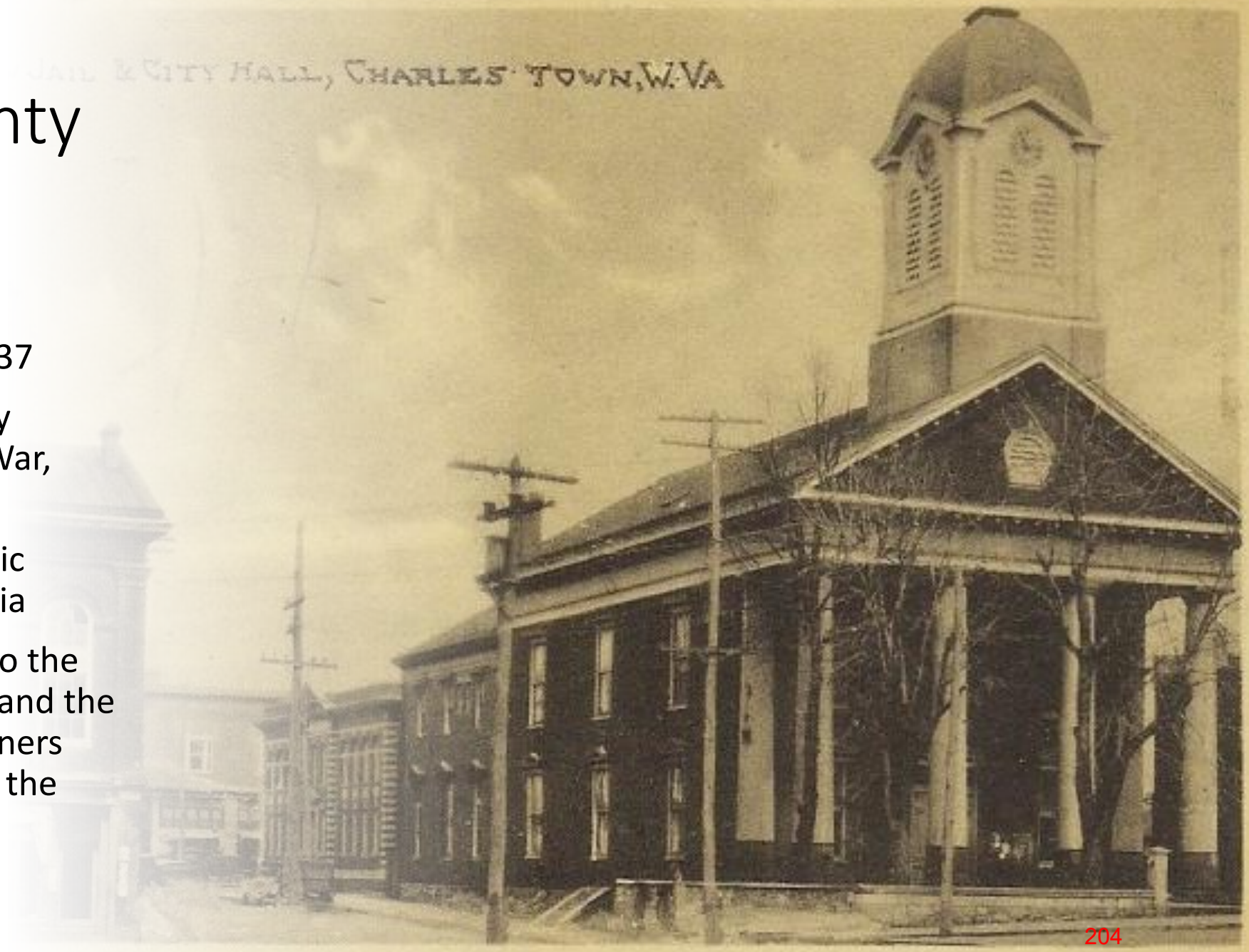
- Includes farms, schools and universities, churches, industrial, and public works/facilities
- Houser-Mahoney House
- Charles Town Opera House
- Cool Springs Farm
- Halltown Colored Free School
- Lee-Longsworth House
- Rellim Farm
- Charles Town Mining, Manufacturing, & Improvement Company Building
- Wild Goose Farm
- Allemong House

Properties Contributing to the Downtown Charles Town Historic District

- Resource #62 - Jefferson County Planning Commission, c. 1915
- Resource #63 - Jefferson County Mapping, Probation, & Appraisal Office c. 1910
- Resource #64 – Jefferson County Teen Court, c. 1900
- Resource #66 - Hunter House, c. 1820-30s
- Resource #78 - N. Samuel Street, c. 1850s
- Resource #85 – Jefferson County Jail, c.1920

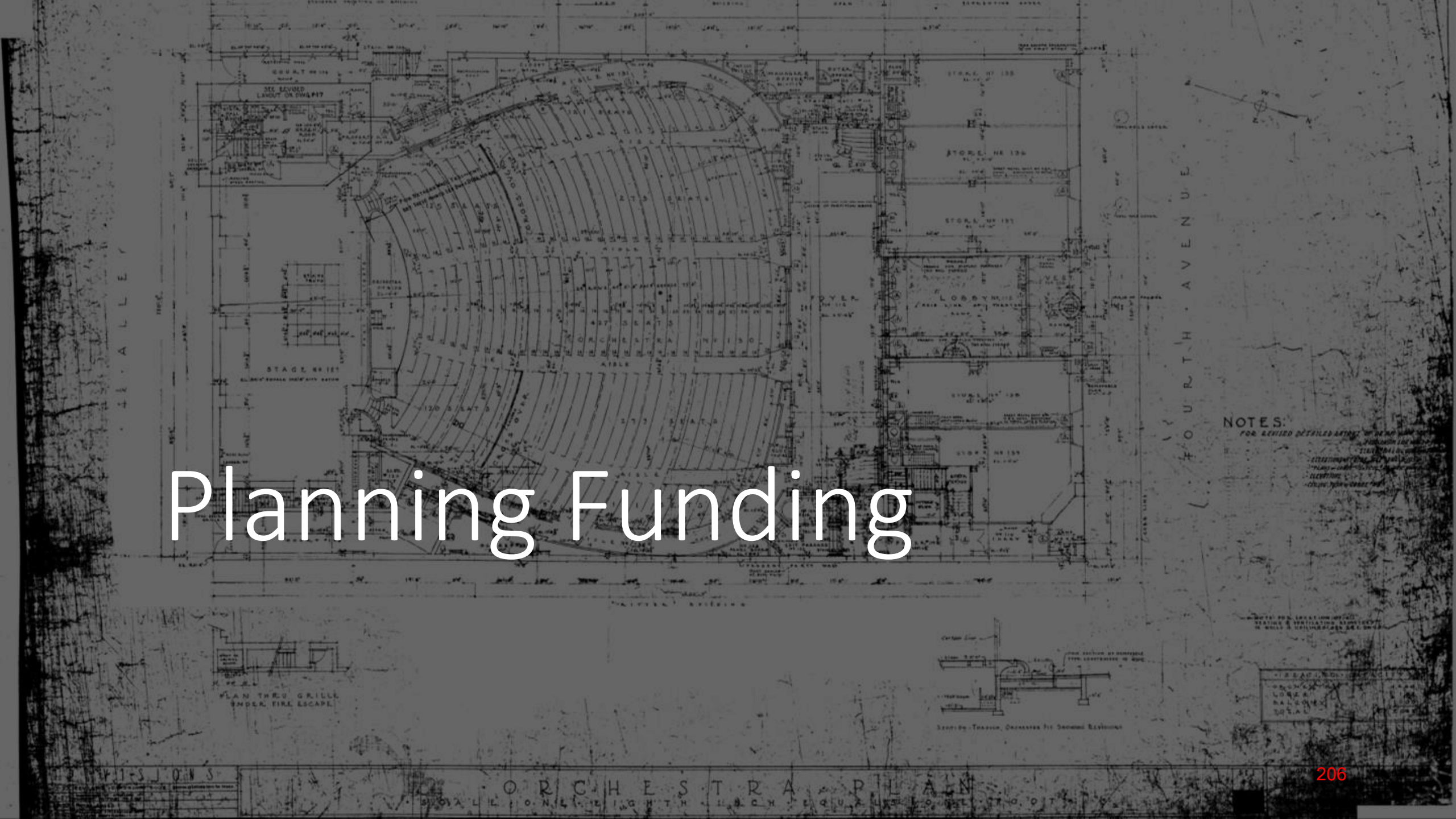
Jefferson County Courthouse

- Originally constructed 1837
- Largely rebuilt after heavy damage during the Civil War, reconstructed 1871-1872
- One of 16 National Historic Landmarks in West Virginia
- Listed for its connection to the West Virginia Mine Wars and the treason trials of union miners held at the courthouse in the early 1920s



Financial Incentives for Preservation

West Virginia State Historic Preservation Office

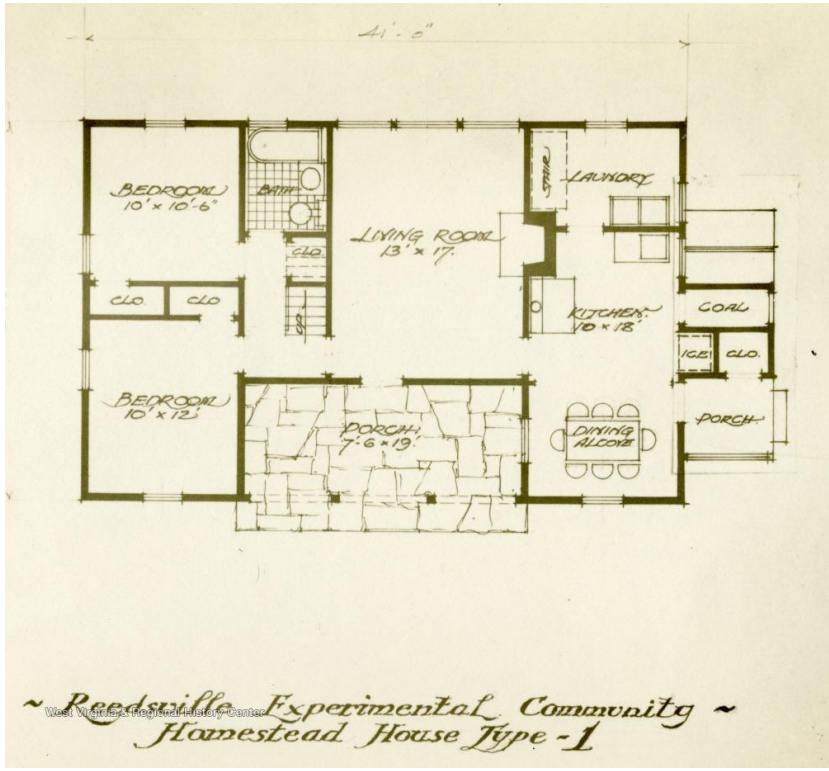


Planning Funding

Survey & Planning Grants

WVSHPO - due October 31st

- **Historic Structure Report** – Discusses a property's historic appearance, changes made over time, present conditions, and recommendations for rehabilitation plans.
- **Feasibility Studies** – Detailed physical investigation of a property to determine the technical and financial undertaking required for a proposed project.
- **Plans and Specifications** – Working drawings and technical specifications necessary for a rehabilitation project.



History of Equal Rights Grants

- **NPS** – deadline as Congress apportions funding, generally August
- For properties associated with equal rights movements
- Provides federal funding for pre-preservation costs such as architectural or engineering services of between $15,000 and $50,000 in federal share

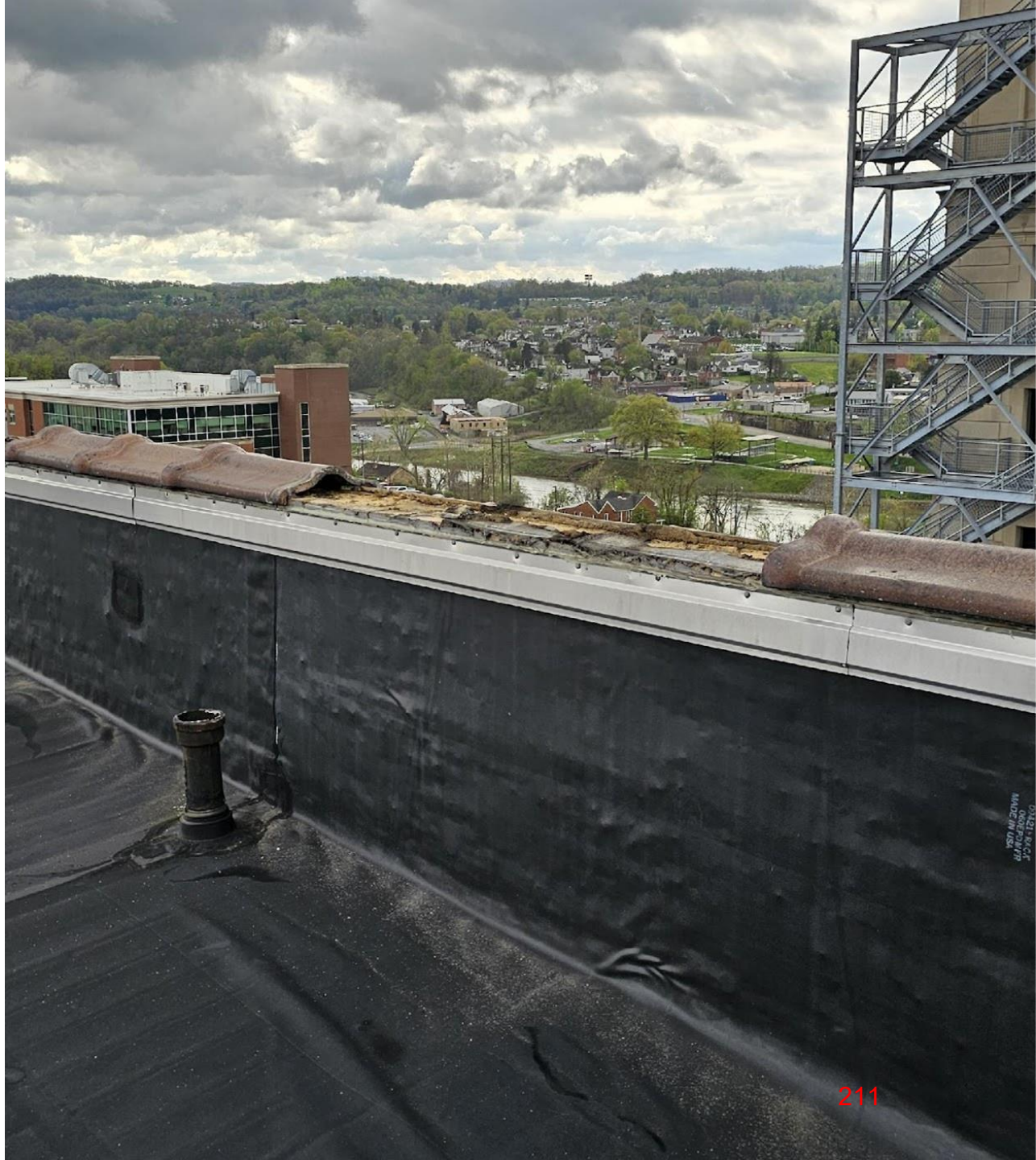
Physical Preservation Funding

Development Grants

- **WVSHPO** – due March 31st
- 50/50 matching grant
- Can provide up to $50,000 per project
- Must show benefit to the community:
  - Describe its significance to local history
  - Letters of support from mayor, representatives, historic landmarks commissions, preservation nonprofits, other community stakeholders

Emergency Grants

- **WVSHPO** – rolling deadline
- Provides funding for circumstances out of owner's control – generally cannot fund deferred maintenance
- 50/50 matching grant
- Up to $10,000 – mostly can fund stabilization



Save America's Treasures

- **NPS** - deadline as Congress apportions funding, generally December
- Properties must have national historic significance or be National Historic Landmarks
- For projects between $125,000 and $750,000 in federal share
- Requires a 50/50 match

Paul Bruhn Grant Funding (subgrant)

- NPS grants funding to a municipality, non-profit, CLG, SHPO, etc.
- The grantee disburses funding to applicants who have applied
- The grantee determines:
  - Which types of projects to fund
  - How much each project will be awarded

National Trust for Historic Preservation Grants

- National Trust Preservation Fund
- African American Cultural Heritage Action Fund
- National Fund for Sacred Places
- Cynthia Woods Mitchell Fund for Historic Interiors

Preservation Alliance of West Virginia

- Microloan Program
  - Provides loans at a 2% interest rate for 24 month periods
- Saving Historic Places Grant
  - Opens when PAWV has received subgrant funding, usually from the NPS

Brownfields Assistance & Grants

- Funding and assistance for properties with hazardous substances or contaminants
  - Lead
  - Asbestos
  - Chemical waste

Other Grants

- Regional Grants
  - State-wide preservation groups
  - Regional preservation orgs
- Friends Group Grants
  - City-wide preservation orgs
- Municipality Grants
  - Façade improvement grants
  - Upper-floor incentive grants
  - Reuse/development grants
  - General preservation grants

Historic Tax Credits

- The HTC Program allows building owners who have completed a qualified, *certified rehabilitation* of a *certified historic structures* to receive an income tax credit based on the amount spent on *qualified expenses* during the rehabilitation
- Administered by the National Park Service and the WV State Historic Preservation Office
- Leveraged over $70 million in private investment and earned historic building owners $17 million in state tax credits in FY 2024
- Follows the Secretary of the Interior's *Standards for Rehabilitation*
- 3-step application process

Ananias Pitsenbarger Farm, Franklin, Pendleton County

Commercial Historic Tax Credit

25% State income tax credit, 20% Federal income tax credit

- Total: 45% tax credit on all qualified rehabilitation expenditures (QREs)
- Credit taken differently for Fed & State credits

Eligibility Requirements:

- Building(s) must be listed on the National Register
- Expend the greater of $5,000 or the adjusted basis of the building within 2 years (5 years if phased rehabilitation is described)
- Secretary of the Interior's *Standards for Rehabilitation* must be met
- Must be used as an income-producing property for five years after rehabilitation is completed

Qualified Rehabilitation Expenditures (QREs)

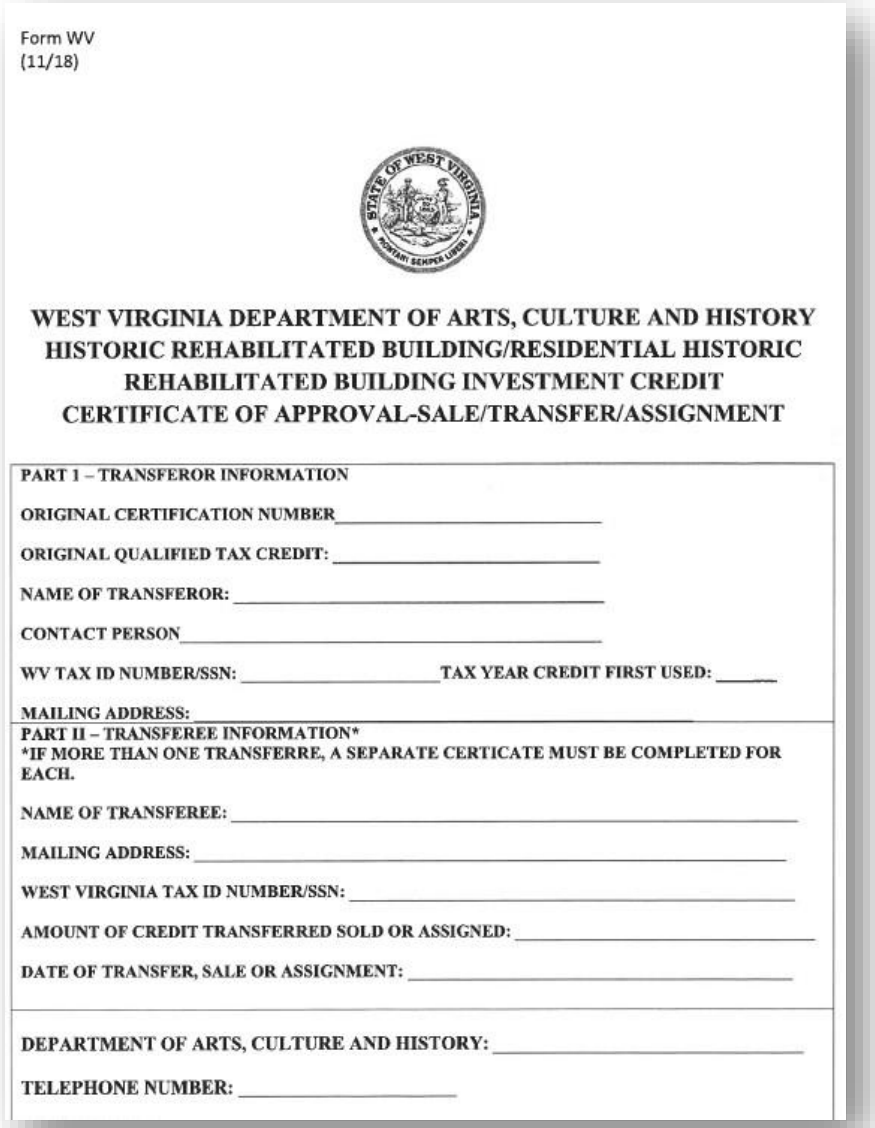
Qualified Expenditures:

- Structural components of a building
- Walls, roof, electrical, plumbing, chimneys, windows, etc.
- Soft costs like architect/engineer fees
- Construction period interest and taxes
- Other fees charged to a capital account

Non-Qualified:

- Acquisition costs
- Additions/enlargements
- Appliances
- Cabinets
- Decks (if not part of original building)
- Exterior facilities work
- Feasibility studies

806-808 Main St, Wheeling



Form WV
(11/18)

WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
HISTORIC REHABILITATED BUILDING/RESIDENTIAL HISTORIC REHABILITATED BUILDING INVESTMENT CREDIT
CERTIFICATE OF APPROVAL-SALE/TRANSFER/ASSIGNMENT

PART 1 – TRANSFEROR INFORMATION

ORIGINAL CERTIFICATION NUMBER_____

ORIGINAL QUALIFIED TAX CREDIT: _____

NAME OF TRANSFEROR: _____

CONTACT PERSON_____

WV TAX ID NUMBER/SSN: _____TAX YEAR CREDIT FIRST USED: _____

MAILING ADDRESS: _____

PART II – TRANSFEREE INFORMATION*
*IF MORE THAN ONE TRANSFERRE, A SEPARATE CERTICATE MUST BE COMPLETED FOR EACH.

NAME OF TRANSFEREE: _____

MAILING ADDRESS: _____

WEST VIRGINIA TAX ID NUMBER/SSN: _____

AMOUNT OF CREDIT TRANSFERRED SOLD OR ASSIGNED: _____

DATE OF TRANSFER, SALE OR ASSIGNMENT: _____

DEPARTMENT OF ARTS, CULTURE AND HISTORY: _____

TELEPHONE NUMBER: _____

Using Tax Credits

- Federal Historic Tax credits are **ineligible** for transfer, sale, or assignment
- State Historic Tax Credits are **eligible** for transfer, sale, or assignment
  - State HTC transfers must be approved by our office
  - Transfer Form found on the SHPO website

- Include approved Part 3, transfer form, phase determination (if applicable), and Tax Schedule RBIC or RBIC-A in submission to State Tax Department

- Reach out to State Tax Division for more information

Questions?

Meredith Dreistadt
Acting Deputy State Historic Preservation Officer
Tax Credit/Certified Local Government Coordinator
meredith.c.dreistadt@wv.gov
304-558-0240 ext. 138

SHPO website – wvculture.org

The program receives Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.

Jefferson County's Historic Listings

10 Historic Districts

- Downtown Charles Town HD
- Old Charles Town HD
- South Charles Town HD
- The Rocks HD
- Harpers Ferry HD
- Harpers Ferry National Historic Park
- Middleway HD
- Scrabble HD
- Shepherdstown HD
- Morgan's Grove HD

89 Individually Listed Properties

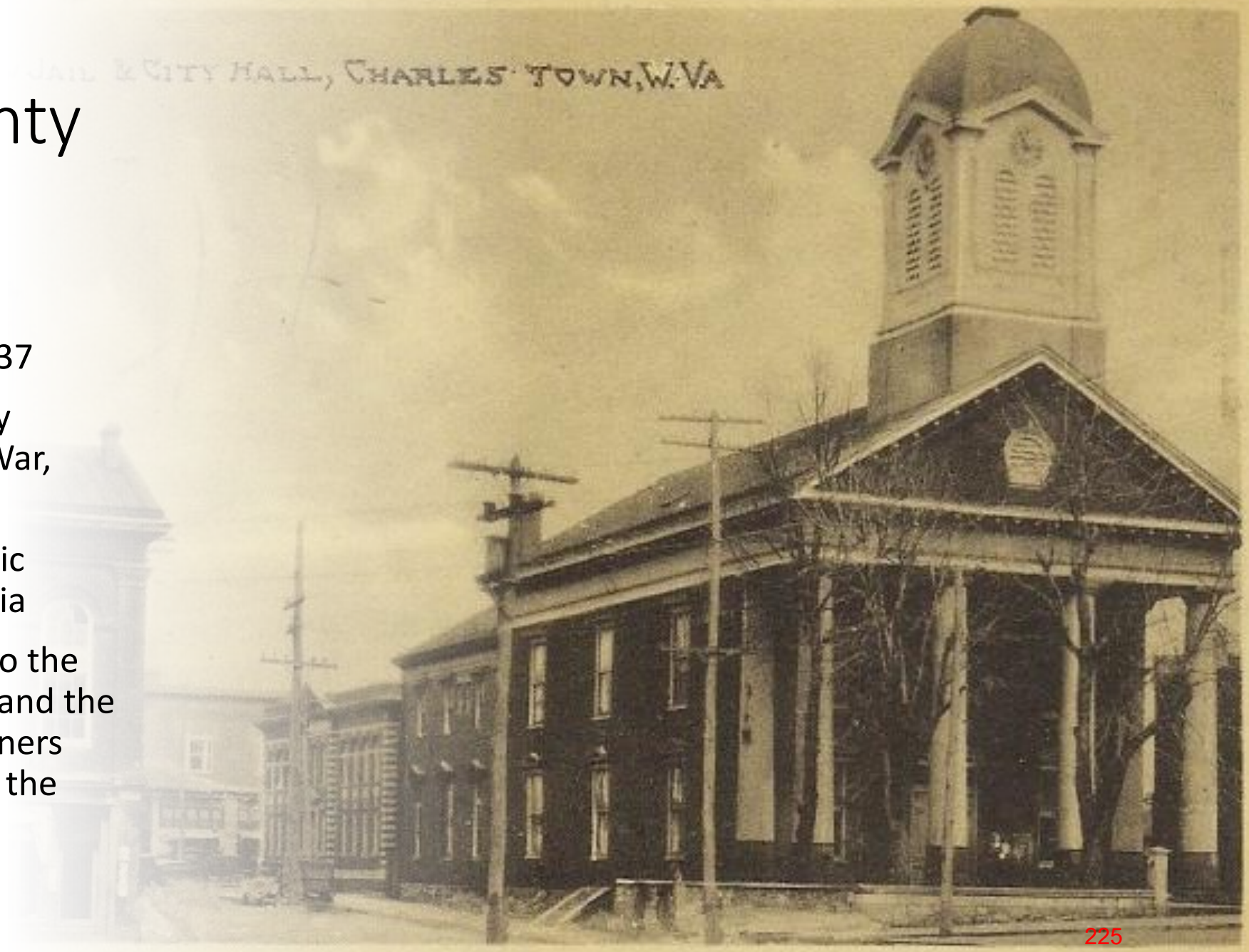
- Includes farms, schools and universities, churches, industrial, and public works/facilities
- Houser-Mahoney House
- Charles Town Opera House
- Cool Springs Farm
- Halltown Colored Free School
- Lee-Longsworth House
- Rellim Farm
- Charles Town Mining, Manufacturing, & Improvement Company Building
- Wild Goose Farm
- Allemong House

Properties Contributing to the Downtown Charles Town Historic District

- Resource #62 - Jefferson County Planning Commission, c. 1915
- Resource #63 - Jefferson County Mapping, Probation, & Appraisal Office c. 1910
- Resource #64 – Jefferson County Teen Court, c. 1900
- Resource #66 - Hunter House, c. 1820-30s
- Resource #78 - N. Samuel Street, c. 1850s
- Resource #85 – Jefferson County Jail, c.1920

Jefferson County Courthouse

- Originally constructed 1837
- Largely rebuilt after heavy damage during the Civil War, reconstructed 1871-1872
- One of 16 National Historic Landmarks in West Virginia
- Listed for its connection to the West Virginia Mine Wars and the treason trials of union miners held at the courthouse in the early 1920s



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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 25, 2025

Charles Town Library Board
200 E. Washington Street
Charles Town, WV 25414

Subject: Termination of Room Lease

Dear Marcella:

On behalf of the Jefferson County Commission, I want to express our sincere appreciation for the Charles Town Library's many years of partnership. Your generosity in allowing the Commission to use space within the library has provided a valuable community service and supported the operations of local government during a period of growth and transition.

This letter serves as our formal notice to conclude our lease for the use of the meeting space at the library. The Jefferson County Commission will vacate the meeting room no later than September 30, 2025. As we complete the move to the new Jefferson County Government and Judicial Center, we remain grateful for the Library's flexibility and support.

Additionally, we understand the United Way's Day of Caring is scheduled for September 9, and we fully support your plans to repaint the room that day. Please consider this letter as our consent to access the room for that purpose.

Thank you again for your continued service to the community and for the vital role the Charles Town Library plays in preserving knowledge, encouraging civic life, and supporting public institutions.

Sincerely,
Edwina Benites-LM
County Administrator
Jefferson County Commission

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 20, 2025

Charles Town Utility Board
661 South George Street
Suite 101
Charles Town, WV 25414

To Whom It May Concern,

The Jefferson County Commission supports the expansion of public water and sewer infrastructure in Jefferson County. I understand that Mr. Ronnie Marcus is seeking assistance to expand sewer service in the North Jefferson Elementary School and Fox Glen Subdivision area.

Expanding the sanitary sewer line will bring public sewer service to an unserved area and to an area currently experiencing failing septic systems, which will improve the public health and welfare of our community. It is my understanding that the sewer line is owned and maintained by the Charles Town Utility Board (CTUB).

The Commission recognizes that investments in water and sewer infrastructure are essential to ensuring safe, sustainable, and reliable services for our residents, schools, and businesses. For these reasons, we express our support for efforts to secure funding and assistance for water and sewer service expansions.

Sincerely,

Edwina Benites-LM
County Administrator
Jefferson County Commission

c: Mr. Ronald Marcus
Marcus Enterprises
777 East Washington Street
Charles Town, WV 25414

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

August 20, 2025

Region 9
226 Pilot Way, Suite E
Martinsburg, WV 25405

To Whom It May Concern,

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Sincerely,

Edwina Benites-LM
County Administrator
Jefferson County Commission

c: Mr. Ronald Marcus
Marcus Enterprises
777 East Washington Street
Charles Town, WV 25414

County Administrator
Edwina Benites-LM

Public Comment for Jefferson County Commission meeting for August 21, 2025

I, ***David Tabb***, a lifelong resident/taxpayer make the following comments; This is just a snapshot of what the county once was and what the county is facing now with less jobs and in debt.

Businesses that are now gone

Dixie Norco
Badger Powhatan
Royal Venders
Glendenning Motors
Merchant Noland Chevrolet
Thomassen Ford
Ranson Fruit
Ranson Cold Storage
Jefferson Cold Storage
Jefferson Orchard
Western Auto
Five & Dime
ACME
Stuck & Alger
3M/Kodiak Plant
Ox Papermill
Americast
Harpers Ferry Distillery
Valley Hardware
Charles Town Hardware
People Supply
Shepherdstown Lumber
Eastern Supply Co
ABC Supply
Shenandoah Downs
Charles Town Racetrack
Sears
JC Penny
A & P
Feather & Friend
Norm Thompson
Rainbow Club
John's Pappy's Place
Billie's Rest
Potomac Farms Nursey
Witmore Lumber

Businesses with government assistance

Rockwool
TEMA
WV American Water
Solar Farms
Transmission Power Lines
Data Centers
Housing developments (thousands of homes, no infrastructure)
Sidewinder/Mountain Pure

Government change without public oversight

JCC
JCDA
JC Planning & Zoning
JCESA (Ambulances and Jeff Co Fire Co)
JC Communications Center (911)
JC IT Department
JC Complex
100 block of Washington St is for SALE

"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!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement and affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 21st day of August, 2025

David C. Tabb

Sworn and subscribed before me this 21st day of August, 2025

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Amanda S Bennett
972 Files Cross Road
Martinsburg, WV 25404
My Commission Expires Feb. 07, 2030

Notary

Public Comment for Jefferson County Commission meeting for August 7, 2025

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

PUBLIC COMMENT –

Now that the Jefferson County Commission had their big spending spree and showed off the new County Complex; I believe it's time to report to the county resident/taxpayers how much this complex has cost and how long it will take to pay this back!

Did everyone enjoy receiving their tax bill? I told everyone that this was coming with the spending spree of the JCC – this is far from over!

It appears that the county is out of money.

It appears that the 911 center is in need of a communications director. This could be a good thing – but time will tell.

On Tuesday, 7-5-2025, the County Administrator made a request to the Jefferson County Fire and Rescue Association to sponsor multiple Town Hall meetings for the County's Fire Services Study. The Administrator is attempting to get public input before decisions are made in regards how emergency services will look and operate for the future. The Town Hall meetings could happen as soon as September.

There are some 24 volunteer positions to be filled over the next several weeks. Keep in mind - you do not get paid and if you don't follow the agenda of the JCC, you will be removed. The most recent examples are the JCESA board and the JCDA. Keep this in mind if you are removed from a volunteer position, this could be a part of your resume.

The JCC Administrator has been tasked with a lot of different projects. I would hope at some point, the JCC would head up some of these task, instead of the demand from others.

"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!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement and affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 7th day of August, 2025

David C. Tabb

Sworn and subscribed before me this 7th day of August, 2025

Amanda S. Bennett

Notary

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Amanda S Bennett
972 Files Cross Road
Martinsburg, WV 25404
My Commission Expires Feb. 07, 2030

Edwina Benites

From: Elizabeth Ricketts <ericketts@charlestownwv.us>
Sent: Tuesday, August 19, 2025 9:42 AM
To: Pasha Majdi; Mike Mood; Jack Hefestay; Cara Keys; Steve Stolipher; Edwina Benites
Cc: Alissa Meeks
Subject: Please review final draft: EPTA TDP - Transit Development Plan_FINAL (1)
Attachments: EPTA TDP - Transit Development Plan_FINAL (1).pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.
Hello Commissioners,

Attached is the final draft, yet to be adopted by the Eastern Panhandle Transit Authority (EPTA), of the 5-year Transportation Development Plan. I served on the steering committee and was able to work closely with the consultants to gain some major improvements and expansion of service for Jefferson County. Thank you also to Mayor Suits of Ranson and former councilmember Amanda Stroud for their participation and advocacy.

As you can see from the plan, Ranson, Charles Town, and Harpers Ferry will now benefit from a circulator route as well as Saturday service. We were sure to advocate for access to the County's new buildings as well. These changes will likely not go into effect until the completion of the Transit Center in Martinsburg next year.

The public comment period has closed, but the final plan is with the EPTA board for approval in September. Please feel free to let me know of any final thoughts on the plan as presented and I'd be happy to share with the board before the final adoption.

Elizabeth Ricketts

Hagerstown/Eastern Panhandle Metropolitan Planning Organization

EPTA 2025 Transit Development Plan

Final Report

July 2025

Prepared by:
Foursquare ITP

In association with:
Michael Baker International

© Mapbox, © OpenStreetMap

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1. Introduction

The 2025 Eastern Panhandle Transit Authority (EPTA) Transit Development Plan (TDP) is an opportunity to evaluate the existing transit service provided by EPTA and reassess the market and environment in which it operates. Since the 2020 TDP effort, which aimed to build on a refreshed transit network and substantial growth in ridership, the COVID-19 pandemic decimated ridership and paused any plans for further service improvements. However, ridership has rebounded since then and EPTA recently began construction on a new Multimodal Transit Center in downtown Martinsburg. As the facility nears completion, EPTA is looking toward the future to identify a reimagined transit network that serves the Multimodal Transit Center, simplifies complex routes, aligns evening and Saturday service with weekday service, and expands coverage and frequency in both Berkeley and Jefferson Counties.

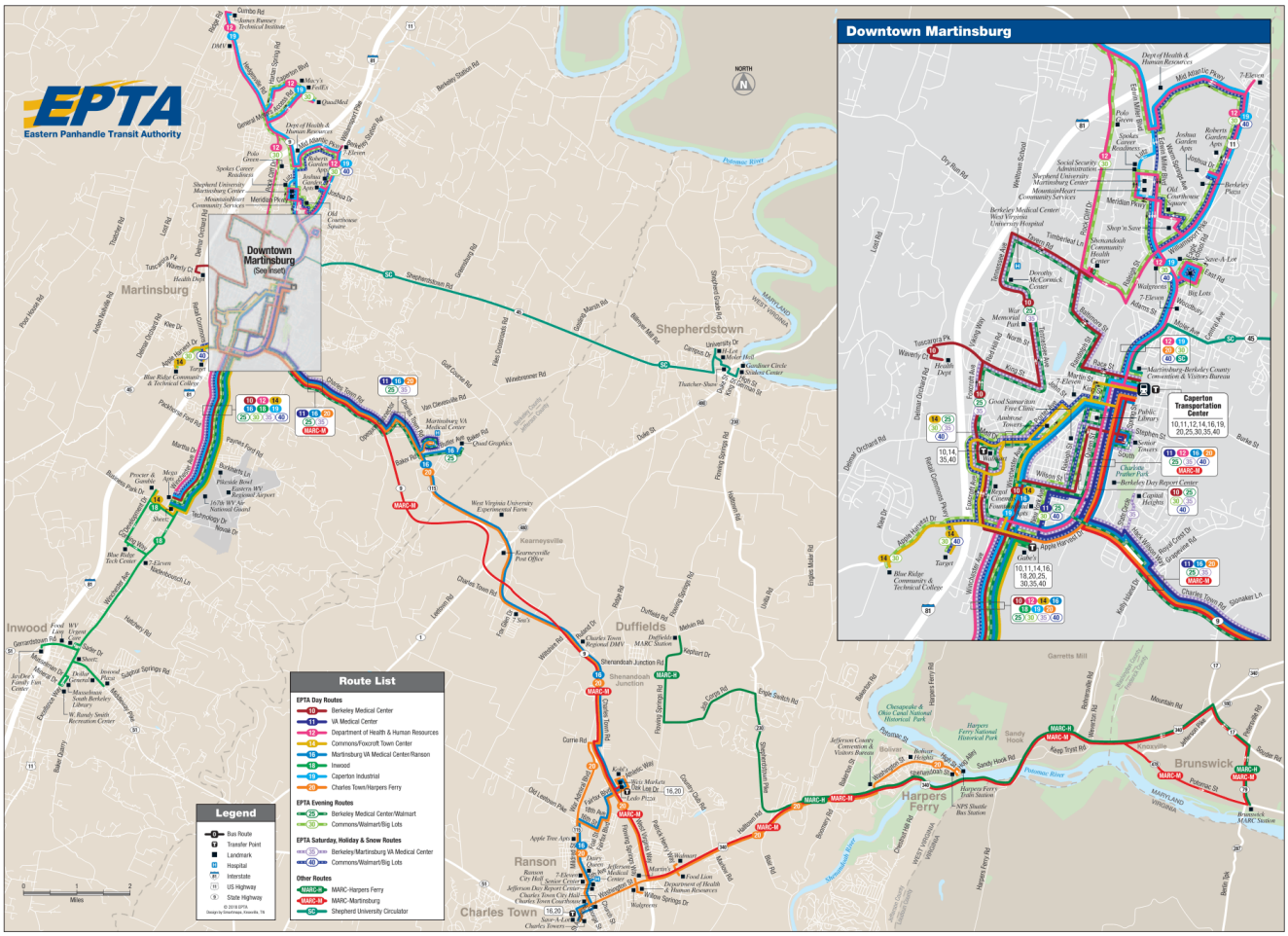
The TDP begins with service, market, and gaps analyses, which are detailed in Chapters 2 to 4. These analyses evaluate existing service, assess the regional transit market, and identify potential gaps. Chapter 5 describes the public and stakeholder engagement conducted for the TDP and summarizes the findings. Chapter 6 lists the goals and objectives of the 2025 TDP. Chapter 7 identifies service recommendations based on the findings from the service, market, and gaps analyses; public and stakeholder engagement; and goals and objectives. Included in this chapter are route profiles with the proposed alignment and operating characteristics, as well as high-level maps of the recommended weekday transit network. Chapters 8 and 9 provide further information on the capital program and implementation plan for the service recommendations.

2. Service Analysis

System Overview

The Eastern Panhandle Transit Authority (EPTA) provides fixed route and demand response transit service for residents in Berkeley and Jefferson Counties in West Virginia. Their service area includes Martinsburg, Charles Town, Ranson, Shepherdstown, Inwood, and Harpers Ferry. EPTA's mission is to enhance the quality of life for all citizens by providing safe, accessible, reliable, and affordable transit options. EPTA's vision is to implement a high-quality, sustainable, and coordinated public transportation network that promotes accessibility and economic vitality for the community. **Figure 1** illustrates the fixed route service provided by EPTA.

Figure 1 | EPTA System Map



Fixed Route Service

EPTA operates 12 fixed routes in Berkeley and Jefferson Counties, as well as two circulators for Shepherd University in Shepherdstown. There are eight routes that primarily provide daytime service on weekdays, two routes that primarily provide evening service on weekdays, and two routes that provide daytime service on weekends. Many of the fixed routes operate in and around Martinsburg. Charles Town and Ranson are served by two routes (one of which provides a connection to Harpers Ferry), and Inwood is served by one route; these routes provide limited service to Martinsburg at the beginning and end of the day. The weekday evening and weekend daytime routes only provide service to Martinsburg and its immediate surroundings. Every route allows for a limited number of off-route pickups, which must be within 0.75 miles of the published route and must be scheduled the previous day. **Table 1** provides an overview of the span, frequency, and major destinations for each route.

Table 1 | EPTA Fixed Route Services

ROUTE	SPAN	FREQUENCY	MAJOR DESTINATIONS SERVED
Weekday			
Route 10	7:00 a.m. – 5:30 p.m.	60 minutes	Caperton Transportation Station, Senior Towers, Gabe's, Foxcroft Walmart, Berkeley Medical Center
Route 11	9:20 a.m. – 4:30 p.m.	60 minutes	Caperton Transportation Station, Gabe's, VA Medical Center
Route 12	8:00 a.m. – 5:45 p.m.	60 minutes	Caperton Transportation Station, Big Lots/Save A Lot, Walgreens, Martin's
Route 14	6:00 a.m. – 7:23 p.m.	60 minutes	Caperton Transportation Station, Foxcroft Walmart, Target, Gabe's
Route 16	5:40 a.m. – 5:24 p.m.	60 minutes	VA Medical Center, Kearneysville, Downtown Ranson, Downtown Charles Town (with limited service to Caperton Transportation Station and Downtown Martinsburg)
Route 18	7:45 a.m. – 3:52 p.m.	60 minutes	Gabe's, Blue Ridge Tech Center, Inwood
Route 19	4:50 a.m. – 6:45 p.m.	Peak Only	Caperton Transportation Station, Caperton Industrial Park
Route 20	6:00 a.m. – 8:40 p.m.	60 minutes	Downtown Ranson, Downtown Charles Town, Martin's, Charles Town Walmart, Harpers Ferry (with limited service to Caperton Transportation Center and the VA Medical Center)
Weekday (Evening Only)			
Route 25	5:30 p.m. – 8:25 p.m.	N/A	Caperton Transportation Station, Senior Towers, Gabe's, Foxcroft Walmart, Berkeley Medical Center, VA Medical Center
Route 30	5:30 p.m. – 8:40 p.m.	N/A	Caperton Transportation Station, Big Lots/Save-A-Lot, Caperton Industrial Park, Gabe's, Walmart at Foxcroft Towne Center
Weekend			
Route 35	9:00 a.m. – 4:40 p.m.	90 minutes	Caperton Transportation Station, Senior Towers, VA Medical Center, Foxcroft Walmart, Berkeley Medical Center, Gabe's
Route 40	10:00 a.m. – 5:40 p.m.	90 minutes	Caperton Transportation Station, Big Lots, Martin's, Gabe's, Target, Foxcroft Walmart

ROUTE	SPAN	FREQUENCY	MAJOR DESTINATIONS SERVED
University Circulator			
Ram Force One	7:00 a.m. – 9:30 p.m.	30 minutes	Shepherd University (with limited service to Caperton Transportation Station)
Ram Express	8:00 a.m. – 3:50 p.m.	60 minutes	Shepherd University

TRANSFER CENTERS

The Caperton Transportation Station, which is owned and operated by the City of Martinsburg, is the primary transfer point for most routes, while Gabe's and the VA Medical Center act as secondary transfer points for some routes. EPTA recently broke ground on a new passenger transfer center that will be co-located with EPTA's garage, maintenance, and administrative facilities (see **Capital Inventory** for more information).

FARES AND PROGRAMS

EPTA's fixed route service follows a zone-based fare system, which means that fares are based on how far one travels. There is a base fare of $2.00 to board the bus and a $0.50 charge for each zone crossed; an off-route pickup incurs an additional $2.00 charge. Zone 1 includes Martinsburg, Zone 2 includes the VA Medical Center, Zone 3 includes Inwood, Zone 4 includes Jefferson County, and Zone 5 includes Boliver and Harpers Ferry. The maximum fare for any regular one-way trip is $3.50.

EPTA also offers a $60 monthly pass and a $5 daily pass, both of which include unlimited trips during their respective durations. Neither pass is eligible for demand response service or off-route pickups. Additionally, EPTA offers a $10 fare card as an alternative to individual ticket purchases. Riders can purchase fares and passes on the bus, through the Token Transit mobile app, or by calling the EPTA office.

EPTA offers several reduced-fare programs for different populations. EPTA offers a half-fare program for persons who are 60 years of age or older, have a Medicare card, or have a disability. The half-fare card includes a 50 percent discount on cash fares for fixed route service, as well as the monthly pass. It does not include demand response service, off-route pickups, or the daily pass.

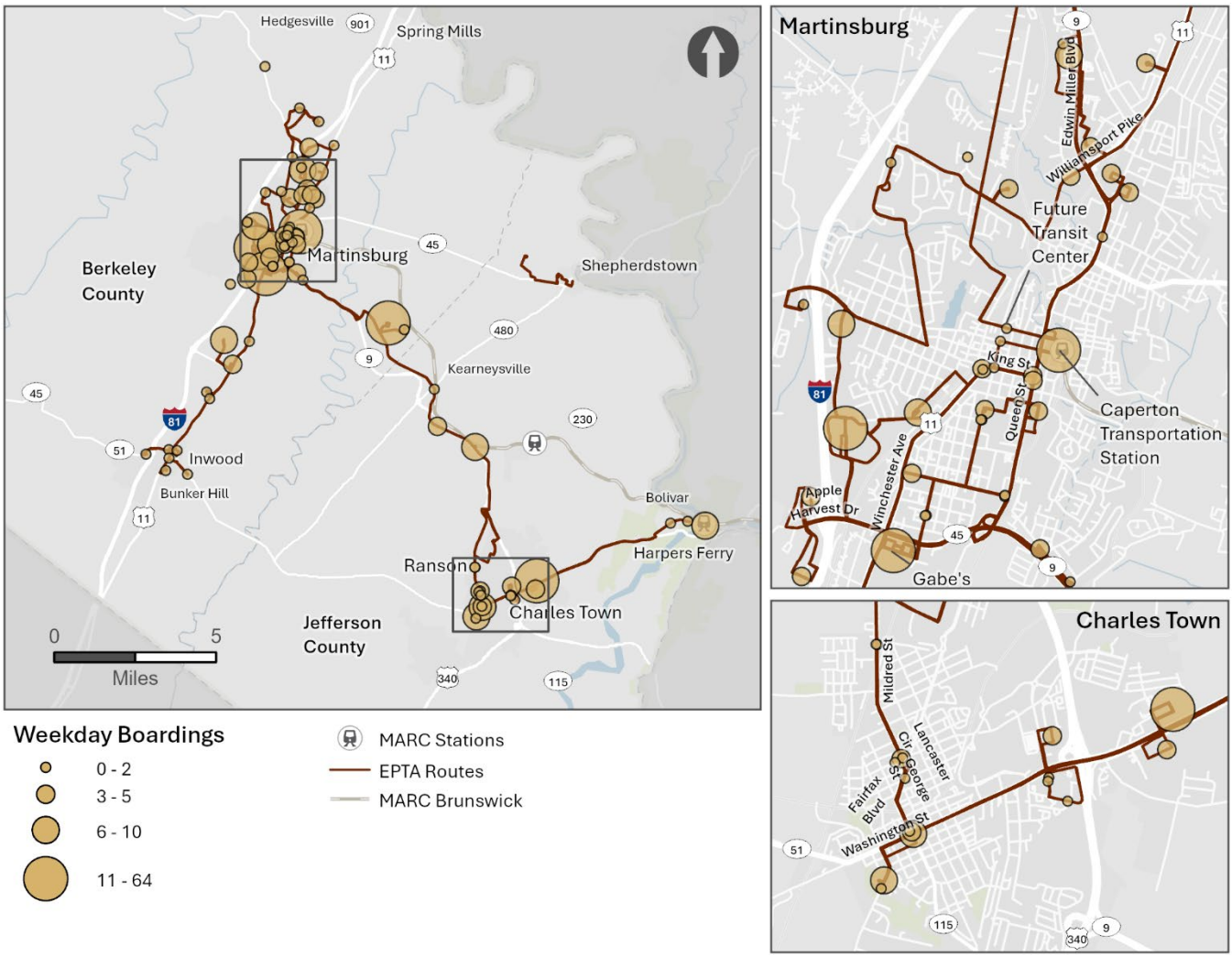
Another program EPTA offers is the "Get a Job, Get a Ride!" program, which allows new employees of EPTA corporate partners to receive 20 complimentary roundtrip rides to commute during their first month. To participate, a new employee must be a resident of West Virginia, at least 18 years old, and work at least 20 hours per week. The program is only available once per person and does not include demand response service or off-route pickups.

Lastly, students who are enrolled at a high school, college, or technical school can purchase a monthly pass at a 25 percent discount. Shepherd University students receive complementary rides on Ram Force One and Ram Express with their student identification card.

RIDERSHIP

Ridership data was obtained for May, June, and July 2024. **Figure 2** shows the average number of boardings at fixed route stops on weekdays.[1] Caperton Transportation Station sees the highest weekday ridership, with 64 boardings per day. The Walmart at Foxcroft Towne Center has the next highest ridership (27 boardings per day), followed by the VA Medical Center (20), Gabe's (13), and the Walmart in Charles Town (11). Outside of Martinsburg and Charles Town, pockets of relatively higher ridership include Berkeley Business Park, Fox Glen, and Harpers Ferry. Almost 85 percent of stops have less than five boardings on a typical weekday, with over half of those stops having less than one daily boarding on average.

Figure 2 | Fixed Route Average Weekday Ridership by Stop



[1] The average was calculated using boardings during May, June, and July 2024. Boarding data was not available for Ram Force One and Ram Express.

Figure 3 shows the average number of boardings at fixed route stops on Saturdays.[2] Sheetz/Mega Apartments sees the highest weekend ridership, with 47 boardings per day. Caperton Transportation Station has the next highest ridership (7 boardings per day), followed by the Walmart at Foxcroft Towne Center (6). The remaining stops with weekend service only average two boardings per day or fewer.

Figure 3 | Fixed Route Average Weekend Ridership by Stop

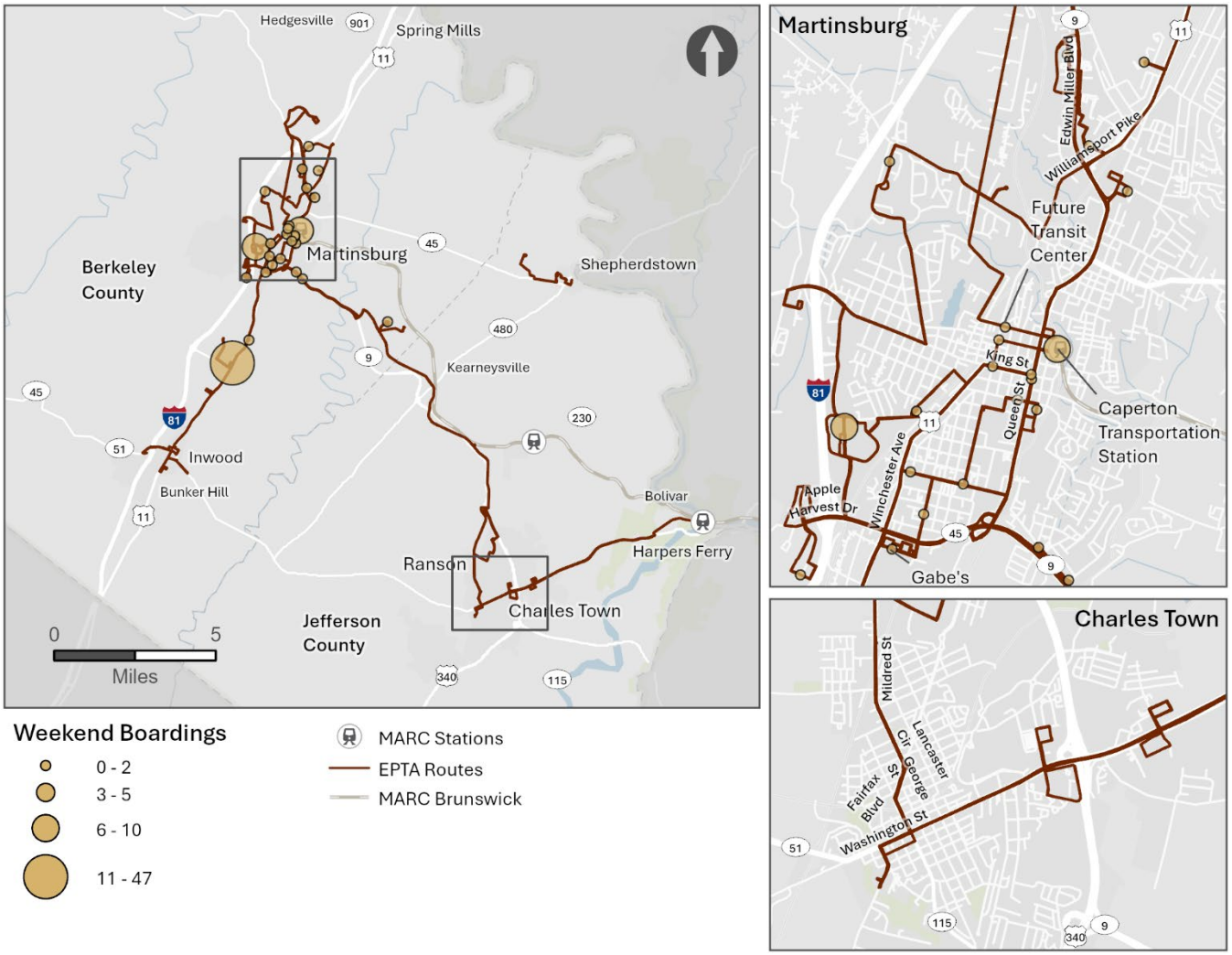


Figure 4 shows the average number of daily boardings by route during the same period. Route 20, which primarily serves Charles Town and Ranson, and Route 14, which primarily serves Foxcroft Towne Center and The Commons, have the highest ridership. Routes 25 and 30, which provide weekday evening service, have the lowest ridership, followed by Route 19, which serves Caperton Industrial Park. Routes 35 and 40, which provide weekend service, have similarly low ridership as well.

[2] The average was calculated using boardings during May, June, and July 2024. EPTA does not provide service on Sundays.

Figure 4 | Fixed Route Average Daily Ridership by Route

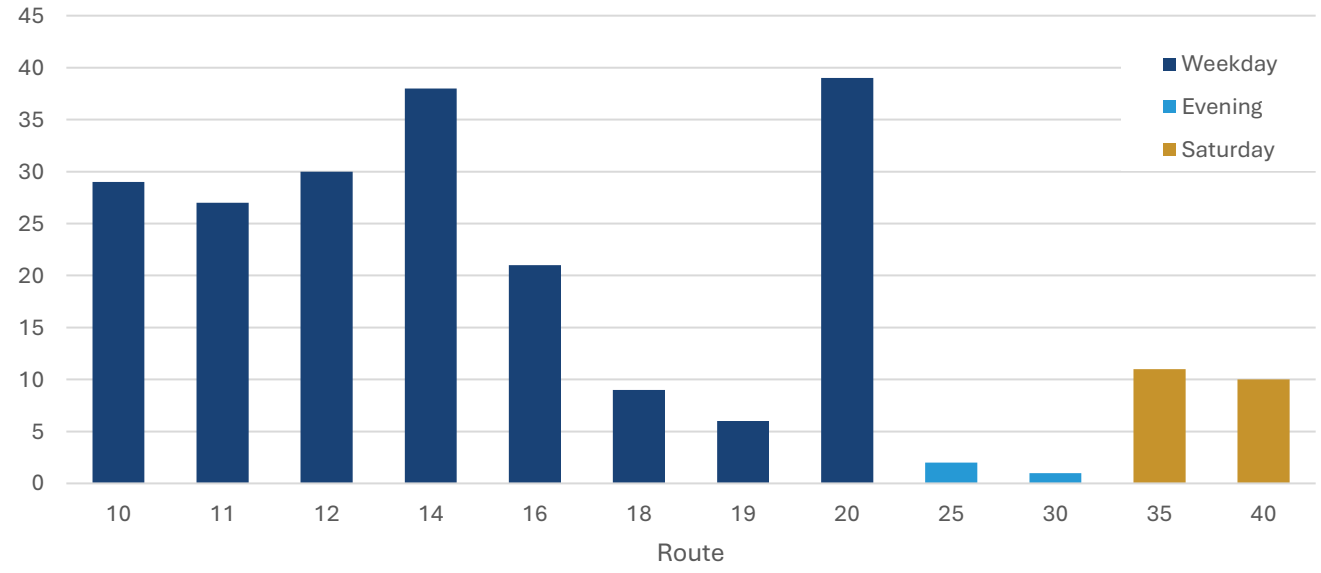
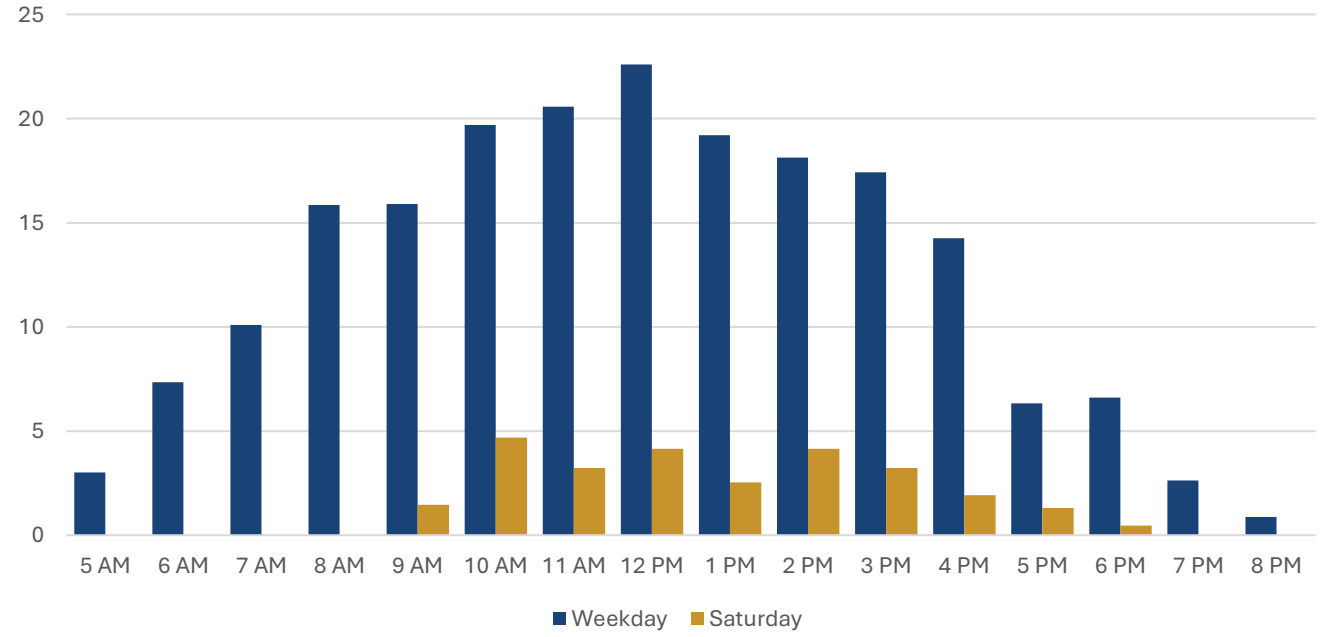


Figure 5 shows the average number of boardings by hour on weekdays and Saturday. Boardings are generally higher in the morning on weekdays, with a peak at noon. There is a noticeable drop-off after 5:00 p.m., which coincides with the transition to the evening routes. Boardings are more constant on Saturdays from 10:00 a.m. to 3:00 p.m.

Figure 5 | Fixed Route Average Boardings by Hour



Demand Response Service

EPTA offers demand response service on weekdays between 8:00 a.m. and 5:00 p.m. in select areas of Berkeley and Jefferson Counties. Trips must be scheduled on the previous day and they are limited to those who are unable to access fixed route bus stops. Demand response fares depend on the origin and destination zone, and range between four and six dollars. Half-Fare cards and other discount programs cannot be utilized for demand response trips, but an aide or caregiver can receive a complementary ride if they are assisting a passenger.

EPTA also provides non-emergency medical transportation, which is funded by Medicaid and Medicare. Additionally, individuals with a substance use disorder can receive transportation to treatment or recovery services through the State Opioid Response (SOR) program, which is funded through the West Virginia Department of Human Services.

Capital Inventory

EPTA currently has a single facility for their operational and administrative needs. The Novak Drive facility, which is located immediately south of Martinsburg, contains a garage and maintenance facility, administrative office space, and a meeting space. The garage can store 12 transit vehicles and has a supply lift, a transit lift, and a wash bay. The facility has a fueling station and secure outdoor parking for 23 additional vehicles. With the exception of transfers, all operational and administrative functions happen at the Novak Drive facility.

EPTA has an operational fleet of 26 revenue vehicles, which includes 19 cutaway buses, two transit vans, and seven minivans. The passenger capacity for the cutaway buses ranges from eight to 30, while the vans can transport five passengers. At present, eight cutaway buses are operating past their planned replacement year. EPTA has three Ford F550 Champion cutaway buses on order. **Table 2** provides an overview of EPTA's current fleet.

Table 2 | EPTA Fleet Characteristics

NUMBER	MODEL	SEATS	YEAR IN SERVICE	MILEAGE[3]	PLANNED REPLACEMENT YEAR
117	Ford E450 Cutaway	18	2017	262,770	2022
119	Ford Transit Cutaway	8	2019	187,049	2022
120	Ford F450 Challenger Cutaway	18	2020	89,722	2025
123	Ford E450 Terra Transit Cutaway	12	2023	24,010	2028
125	F550 Champion Defender Cutaway	28	2025	2,904	2031
217	Ford E450 Cutaway	18	2017	225,264	2022
220	Ford F450 Challenger Cutaway	18	2016	122,976	2025
223	Ford E450 Terra Transit Cutaway	12	2023	15,678	2028
225	F550 Champion Defender Cutaway	28	2025	4,461	2031
316	Ford E450 Cutaway	15	2016	257,536	---[4]

[3] The vehicle mileage on April 30, 2024 is reported.
[4] Vehicle 316 was transferred from the Tri-State Transit Authority and will not be replaced.

NUMBER	MODEL	SEATS	YEAR IN SERVICE	MILEAGE[3]	PLANNED REPLACEMENT YEAR
317	Ford E450 ECII Cutaway	18	2017	178,996	2022
319	Ford E450 Cutaway	12	2019	134,128	2024
325	F550 Champion Defender Cutaway	28	2025	4,123	2031
419	Ford F550 Champion Cutaway	26	2019	399,782	2026
519	Ford F550 Champion Cutaway	26	2019	82,784	2026
617	Ford Transit Cutaway	8	2017	207,324	2022
619	Ford F550 Champion Cutaway	26	2019	101,870	2026
719	Ford F550 Champion Cutaway	26	2019	100,826	2026
819	Ford F550 Champion Cutaway	26	2019	96,204	2026
DR5	Dodge Grand Caravan Van	5	2019	150,991	2024
DR6	Dodge Grand Caravan Van	5	2019	154,044	2024
DR7	Dodge Grand Caravan Van	5	2020	123,569	2025
DR8	Dodge Grand Caravan Van	5	2020	115,990	2025
DR9	Chrysler Voyager LX Van	5	2022	64,785	2027
DR10	Chrysler Voyager LX Van	5	2023	53,759	2027
DR11	Chrysler Voyager LX Van	5	2023	52,870	2027

NEW TRANSIT CENTER

In June 2024, EPTA broke ground on the Eastern Panhandle Transit Authority Multimodal Transit Center, which will include a transfer center, a maintenance and storage facility, and administrative office space. The new facility will be located at the intersection of Race Street and Raleigh Street in downtown Martinsburg, and it will replace EPTA's existing facility once complete. **Figure 6** is a rendering of the site's final design.

Figure 6 | Rendering of the EPTA Multimodal Transit Center

The new transit center will be more centrally located than Caperton Transportation Center and it will include benches, real-time information displays, bicycle parking, and platforms to enable level boarding. The maintenance facility will include a bus wash bay and wastewater reclamation station, eight electric bus chargers, and a two-pump fueling station. Additionally, there will be four electric vehicle charging stations available to the public.

The transit center played an important role in the development of the FY25 TDP since it will serve as the primary transfer point for EPTA's fixed route network in the future. As a result, the recommendations identified in the TDP include new route alignments that serve the transit center.

Service Trends

Like transit providers across the country, EPTA was heavily impacted by the COVID-19 pandemic in early 2020 and ridership has yet to fully recover. However, there have been improvements in recent years, especially in demand response service. The following section describes trends in ridership, efficiency, on-time performance, and other metrics over the past five years.

FIXED ROUTE SERVICE

While fixed route service has been slow to recover from pandemic losses, there have been signs of improvement in recent years. **Figure 7** shows the annual ridership for EPTA's fixed route service, which includes the Shepherd University circulators. Ridership decreased by over 60 percent from 2019 to 2021 before leveling off in 2022. Since then, however, ridership has steadily increased.[5]

Figure 7 | Fixed Route Annual Ridership (Fiscal Year)

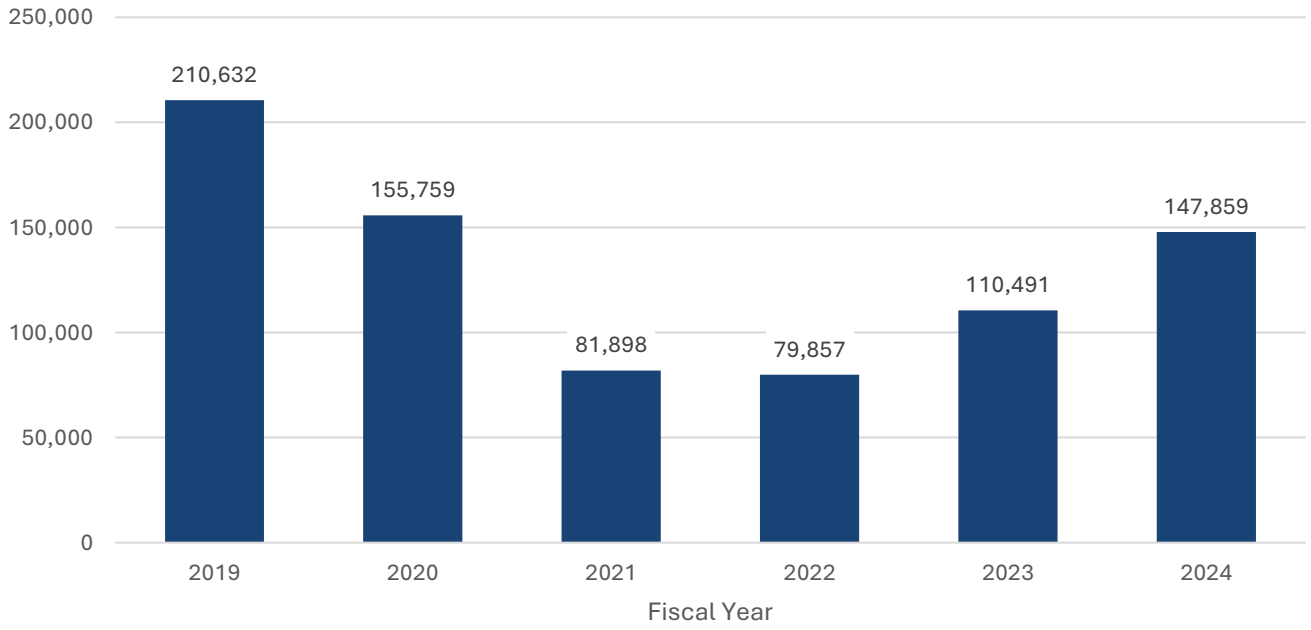


Figure 8 shows the change in annual ridership per revenue hour and mile for fixed route service. Both productivity metrics dropped substantially to less than half of pre-pandemic levels as service remained relatively constant amid ridership losses. However, recent growth in ridership has helped both metrics rebound.

[5] EPTA has submitted FY2024 data to NTD for approval.

Figure 8 | Fixed Route Annual Ridership Per Revenue Hour and Mile

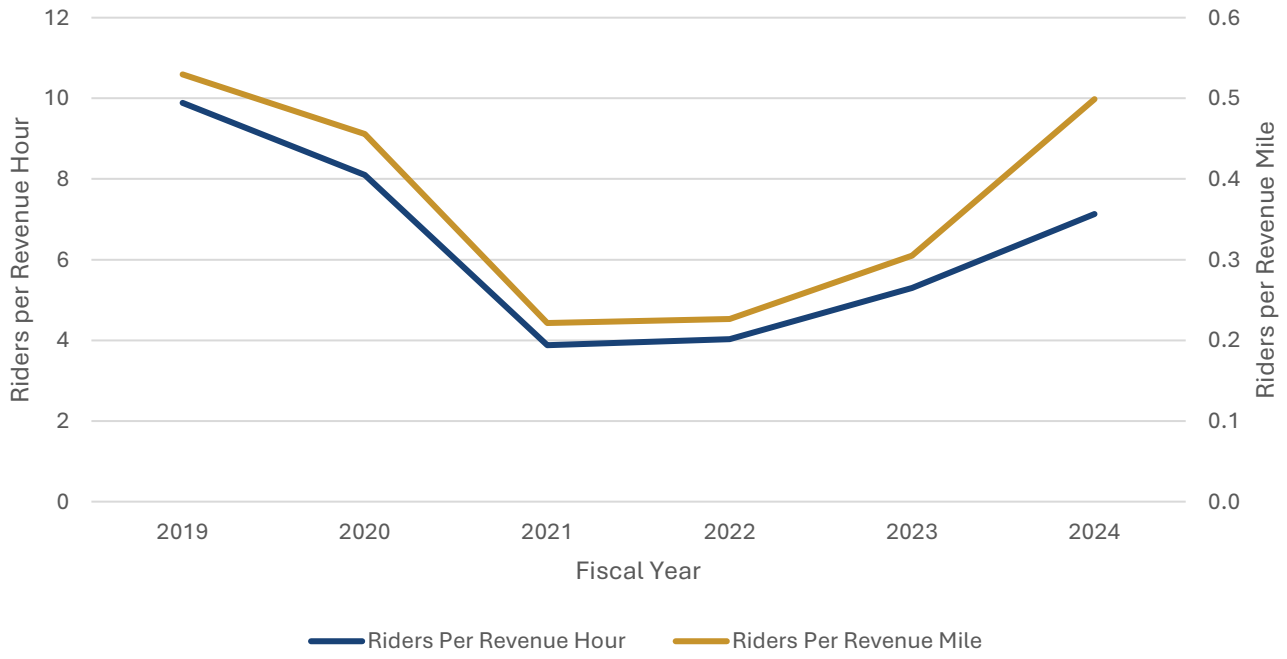


Figure 9 shows ridership per revenue hour and mile broken out by route. With the exception of Route 19, which serves Caperton Industrial Park, the weekday daytime routes outperform the weekday evening and weekend routes. The Shepherd University circulators, Ram Express (RE) and Ram Force One (RFO), have the highest productivity among all routes due to the large student base of their ridership and the more localized nature of their service.

Figure 9 | Fixed Route Ridership Per Revenue Hour and Mile by Route (2023)

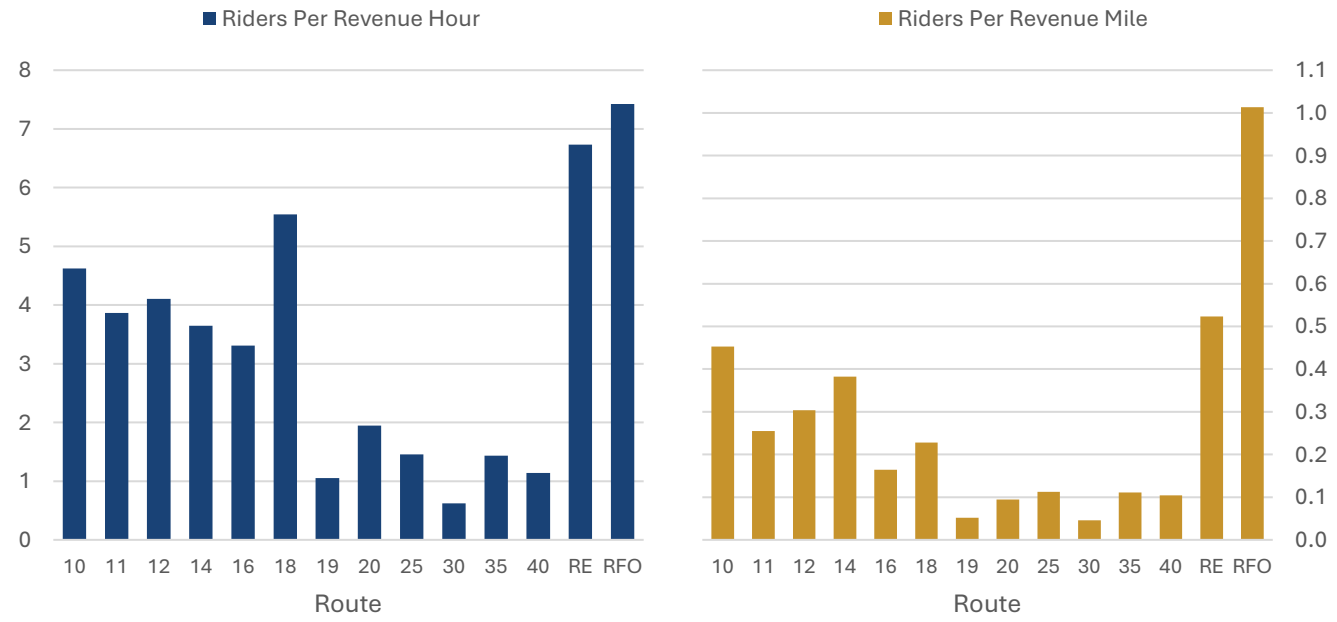
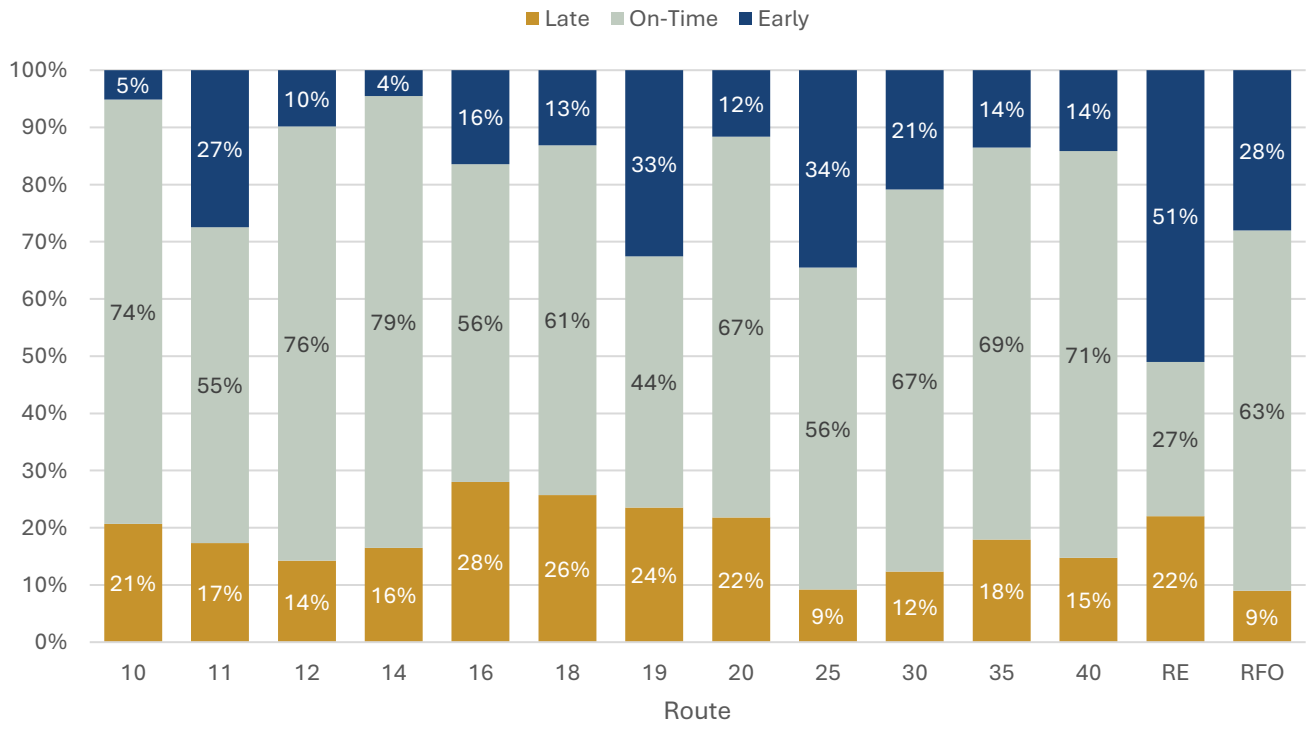


Figure 10 shows the on-time performance for each route, or how frequently the bus is early, on-time, or late.[6] A bus is considered on-time if it arrives less than two minutes after its scheduled arrival. Route 14, which provides service to southern Martinsburg, has the best on-time performance, followed by Routes 12 and 10. Route 19, which serves Caperton Industrial Park, has the worst on-time performance, with fewer than half of trips arriving on-time.

Both weekend routes tend to arrive more consistently than the weekday routes. Interestingly, there is a noticeable difference in on-time performance between the two routes that provide weekday evening service (Routes 25 and 30). Looking system-wide, 63 percent of weekday daytime trips are on-time, compared to 58 percent of weekday evening trips and 70 percent of weekend trips. If a trip is not on-time, weekday daytime trips are more likely to be late while weekday evening trips are more likely to be early.

Figure 10 | On-Time Performance by Route



DEMAND RESPONSE SERVICE

While demand response ridership decreased slightly during the pandemic, it has seen substantial growth since then. **Figure 11** shows the annual ridership for EPTA's demand response service. Ridership dipped in 2021 but grew by almost a third the following year.[7] These figures include both traditional demand response service, non-emergency medical transportation, and the State Opioid Response program. In August 2024, demand response service accounted for 38 percent of demand response trips, non-emergency medical transportation accounted for 59 percent of trips, and SOR accounted for three percent of trips.

[6] RE refers to Ram Express and RFO refers to Ram Force One.
[7] EPTA has submitted FY2024 data to NTD for approval.

Figure 11 | Demand Response Annual Ridership (Fiscal Year)

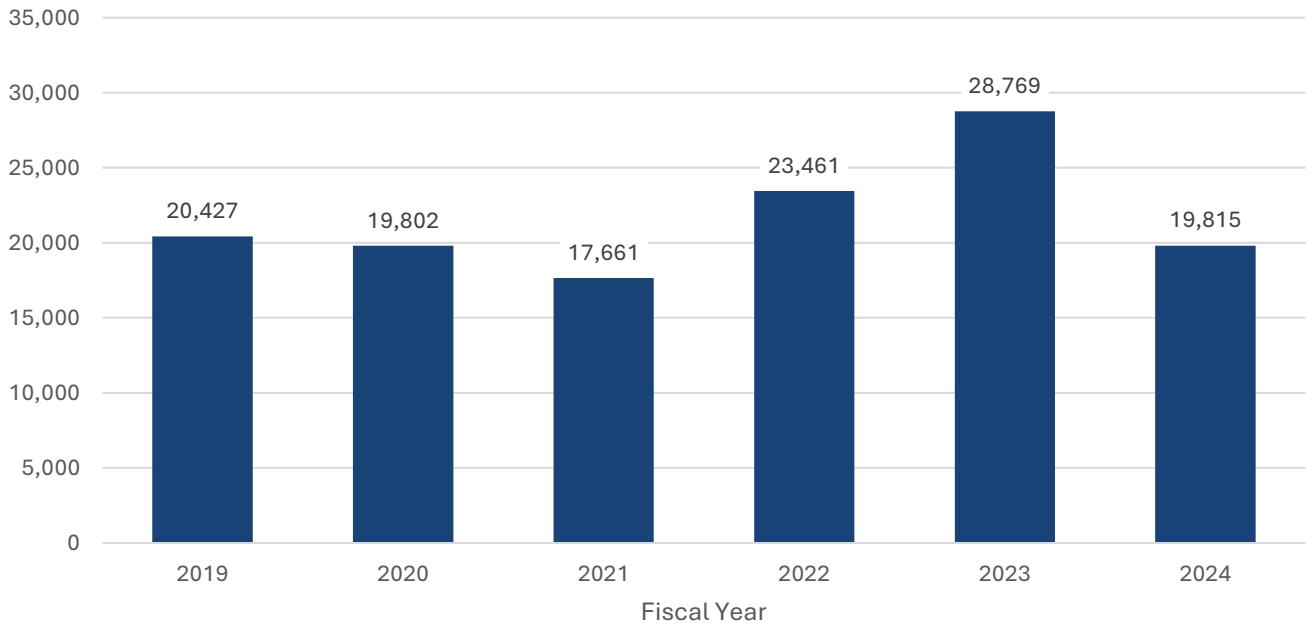
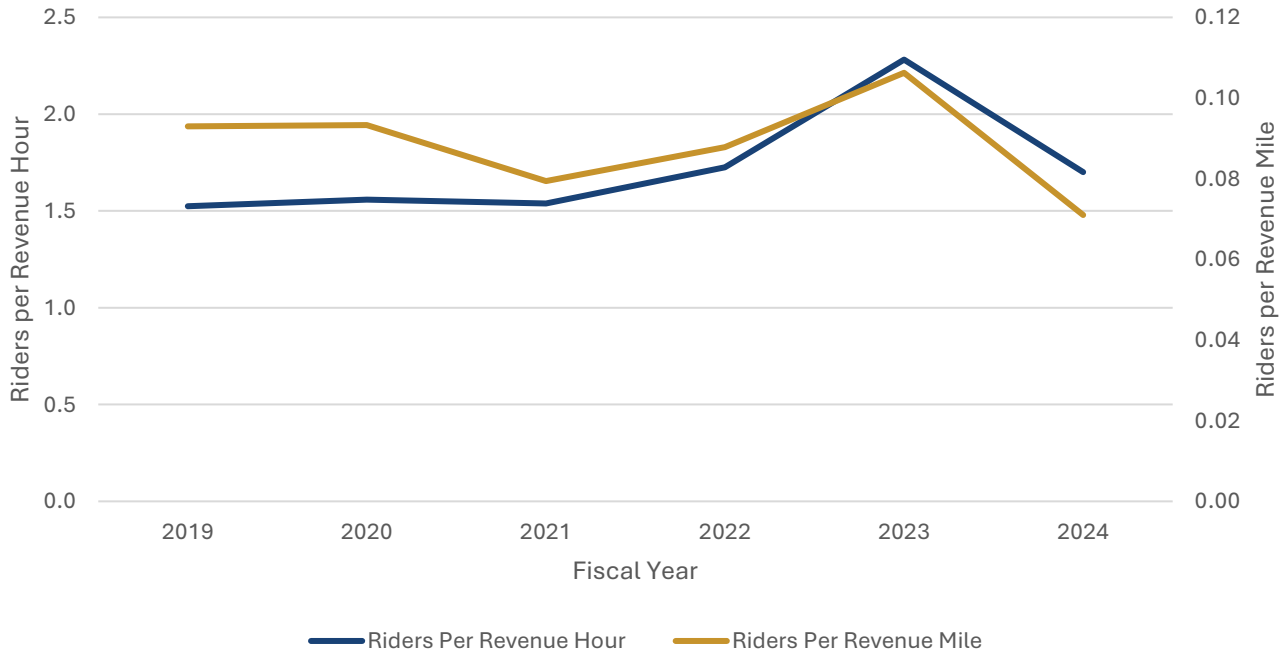


Figure 12 shows the change in annual ridership per revenue hour and mile for demand response service. Both values decreased slightly in 2021 before returning to near pre-pandemic levels in 2022. Since demand response revenue hours and miles are directly related to ridership, both rates remain relatively constant compared to fixed route service.

Figure 12 | Demand Response Annual Ridership Per Revenue Hour and Mile



3. Market Analysis

Density and Transit Potential

More than any other factor, density determines the effectiveness and efficiency of public transportation. Places with higher concentrations of people and/or jobs tend to have higher transit ridership. The demand for transit in an area can be assessed by examining both the population and employment densities of an area individually and as a combined measure. The transit potential analysis combines population and employment density and it is assumed that a minimum of three households (or approximately six people) per acre or four jobs per acre are necessary to support a minimum of hourly fixed route transit service.[8] The following maps show population density, employment density, and combined population and employment density (transit potential) for Berkeley and Jefferson Counties. Higher densities indicate potential demand for higher levels of transit service.

[8] Transit Capacity and Quality of Service Manual—2nd Edition. https://onlinepubs.trb.org/onlinepubs/tcrp/docs/tcrp100/Part3.pdf

Figure 13 shows the 2022 population density across Berkeley and Jefferson Counties. Pockets of higher population density (10 or more people per acre) are primarily seen in Martinsburg. The highest population density is approximately 30 people per acre along King Street in Martinsburg, followed by 20 people per acre along Faulkner Avenue. Moderately dense areas (five or more people per acre) in Martinsburg are primarily along Queen Street. In Jefferson County, moderately dense areas are found along Mildred Street in Ranson.

Figure 13 | 2022 Population Density

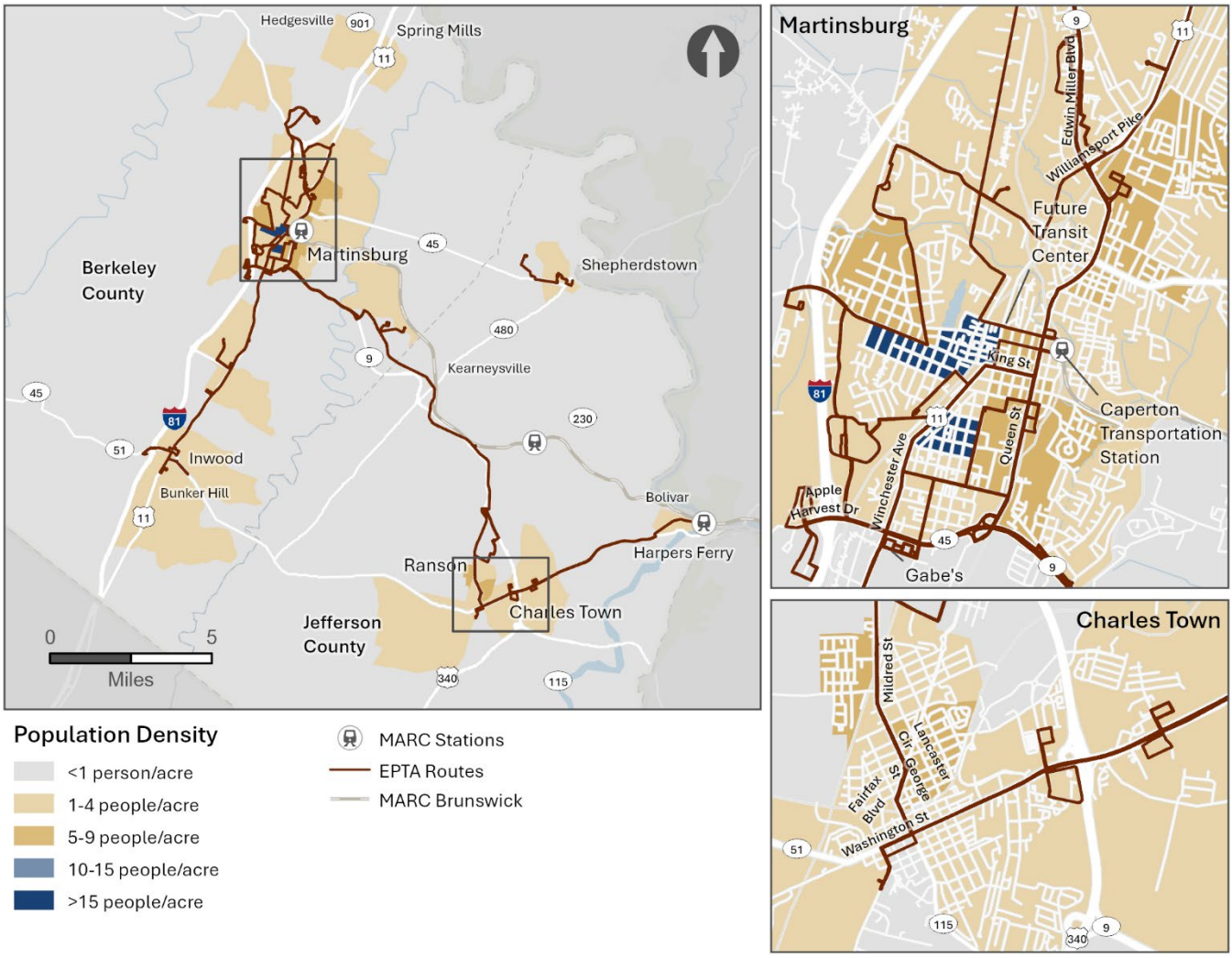


Figure 14 shows the 2022 employment density across Berkeley and Jefferson Counties. Pockets of moderate-to-high employment density (five or more jobs per acre) are found in Martinsburg and Charles Town. The highest employment density is approximately 26 jobs per acre in downtown Martinsburg. Employment is primarily concentrated along Queen Street, with moderate densities in Foxcroft Towne Center. In Jefferson County, the employment density is highest along Washington Street in Charles Town, which includes Charles Town Races.

Figure 14 | 2022 Job Density

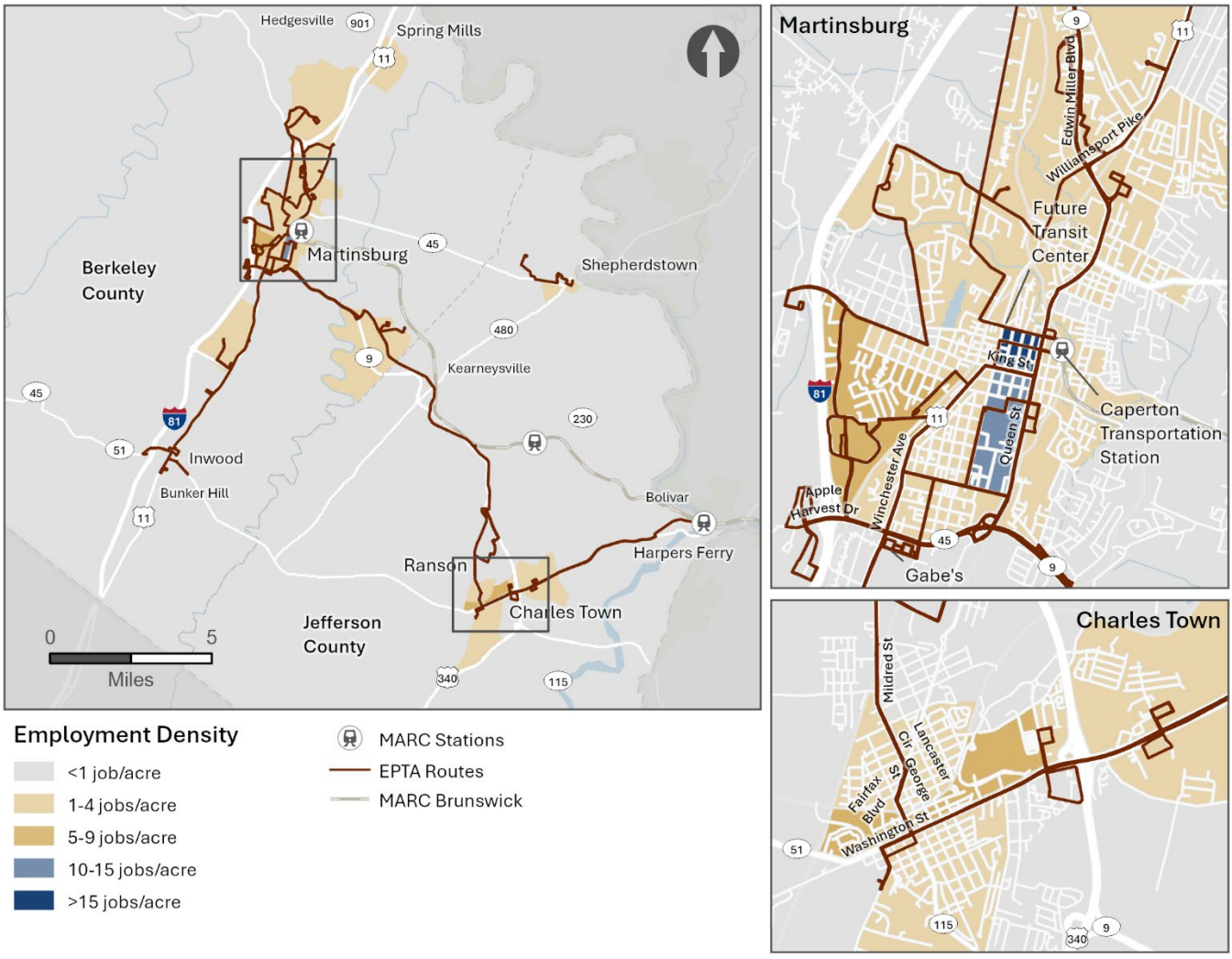
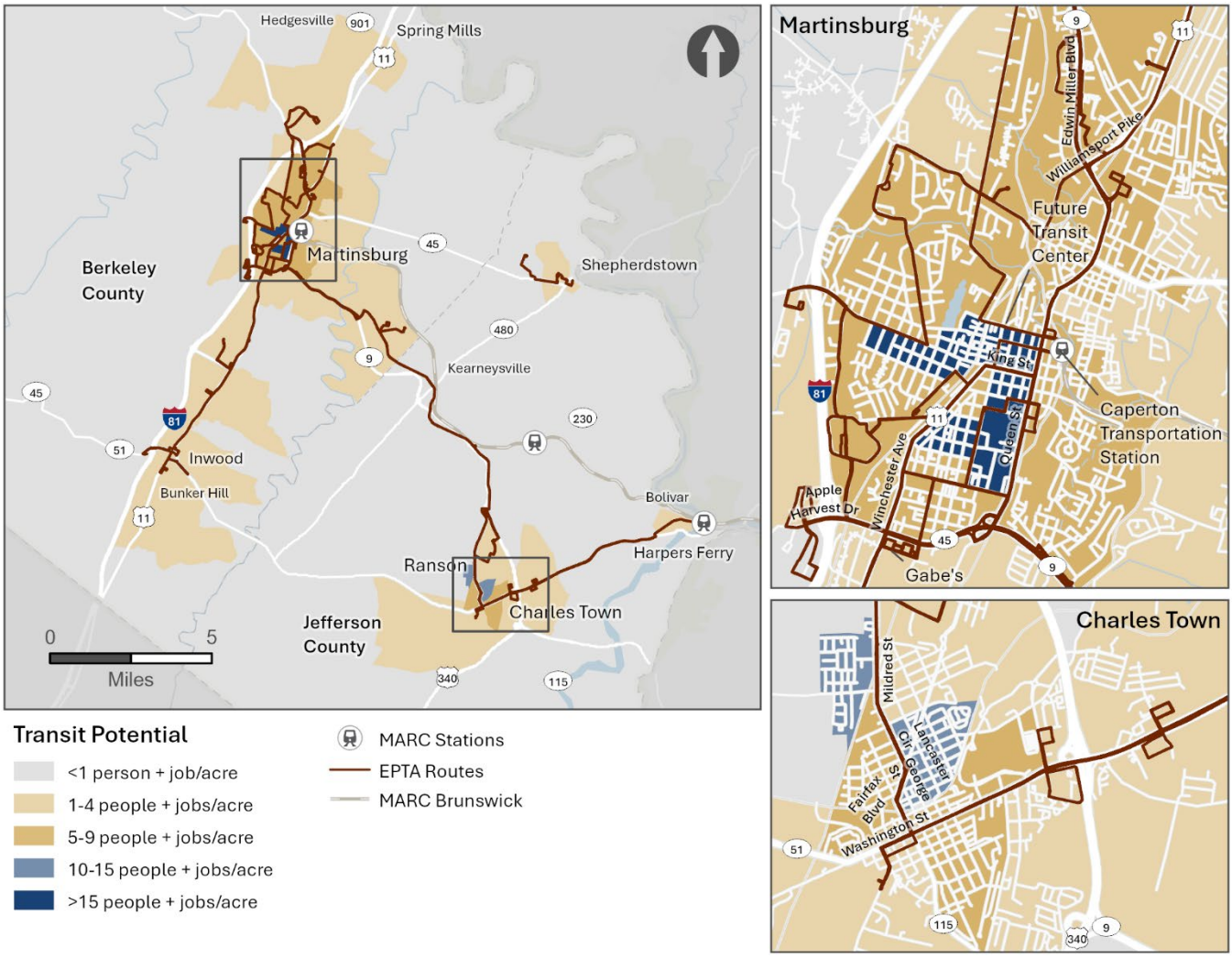


Figure 15 shows the 2022 transit potential (a combined measure of population and jobs per acre) across Berkeley and Jefferson Counties. Pockets of higher transit potential (10 or more people or jobs per acre) are found in Martinsburg, Ranson, and Charles Town. In Martinsburg, the areas with the highest transit potential are located downtown along Queen Street and King Street. Most of Martinsburg and its immediate surroundings have moderate transit potential (five or more people or jobs per acre). In Jefferson County, areas with higher transit potential are along Mildred Street in Ranson.

Figure 15 | 2022 Transit Potential



Growth Projections

The Eastern Panhandle is growing rapidly as families seek more affordable options to the Baltimore and Washington metropolitan areas and employees adopt hybrid or remote work schedules. While the Transit Development Plan focuses on near-term service changes, growth projections can help to identify broader trends that may impact service in the future. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) forecasts household and employment growth to support its long-range planning efforts. Their most recent projections estimated the number of households and jobs by traffic analysis zone (TAZ) for 2020 and 2050.

Figure 16 shows the projected growth in households by TAZ from 2020 to 2050. While the largest increases are expected north of Martinsburg, modest to significant growth will occur across the region. The number of households is projected to increase from 71,800 to 105,900 by 2050, with growth rates of 54 percent and 35 percent in Berkeley and Jefferson Counties, respectively.

Figure 16 | Projected Household Growth from 2020 to 2050

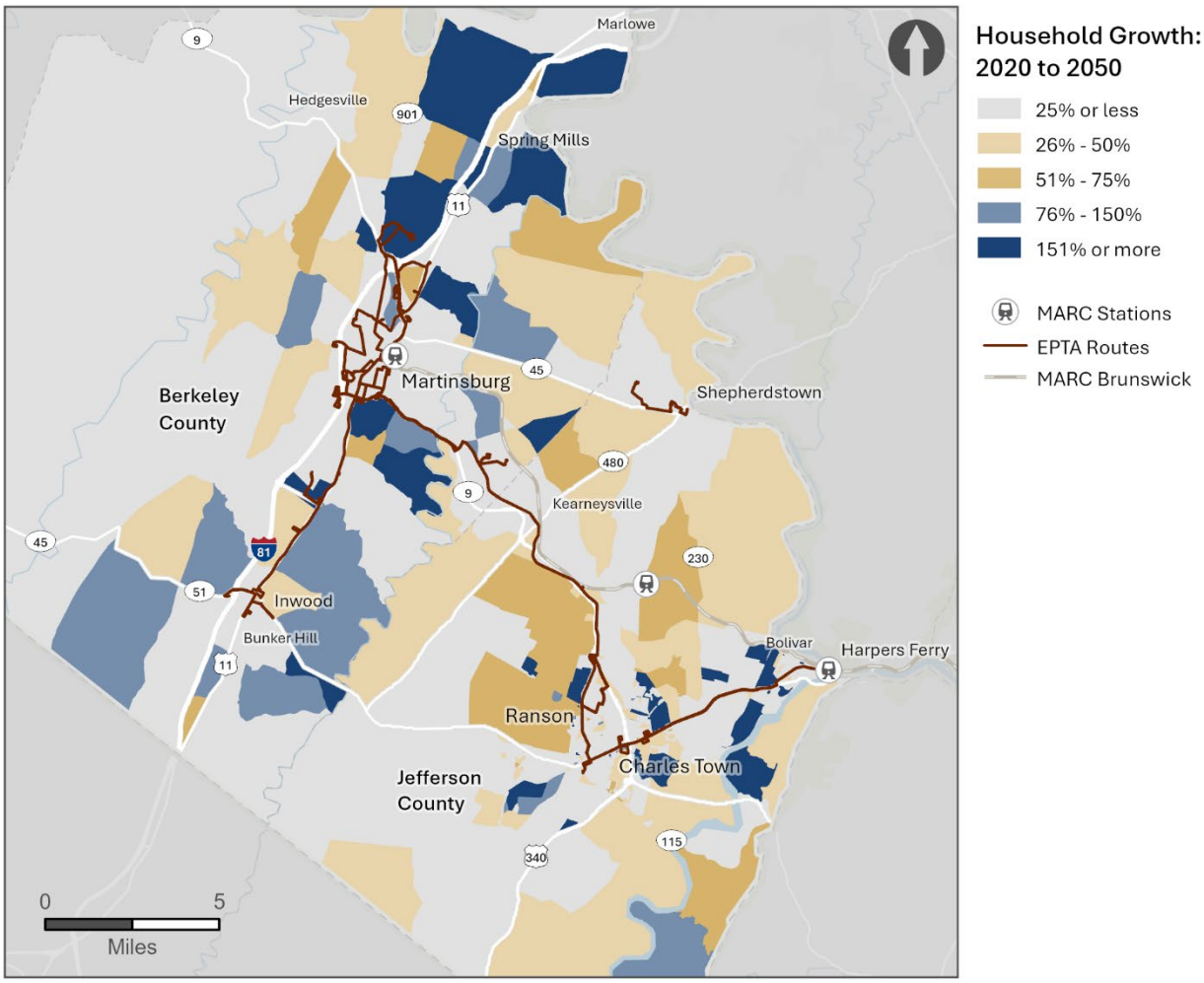
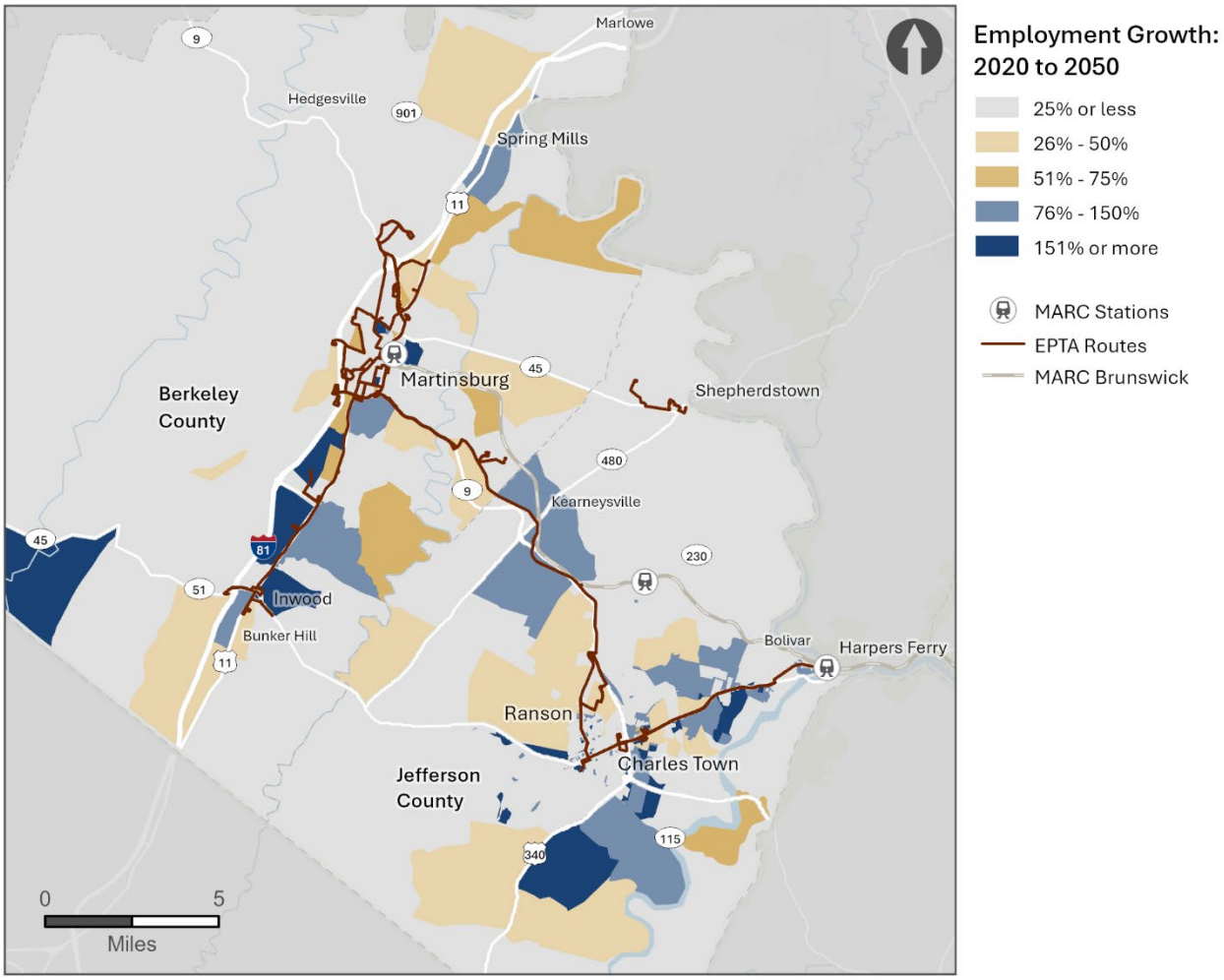


Figure 17 shows the projected growth in jobs per TAZ from 2020 to 2050. While the largest increases are expected south of Martinsburg and south and northeast of Charles Town, modest growth will occur across the region. The number of jobs is projected to increase from 94,000 to 121,700 by 2050, with growth rates of 32 percent and 24 percent in Berkeley and Jefferson Counties, respectively.

Figure 17 | Projected Employment Growth from 2020 to 2050



Transit Propensity

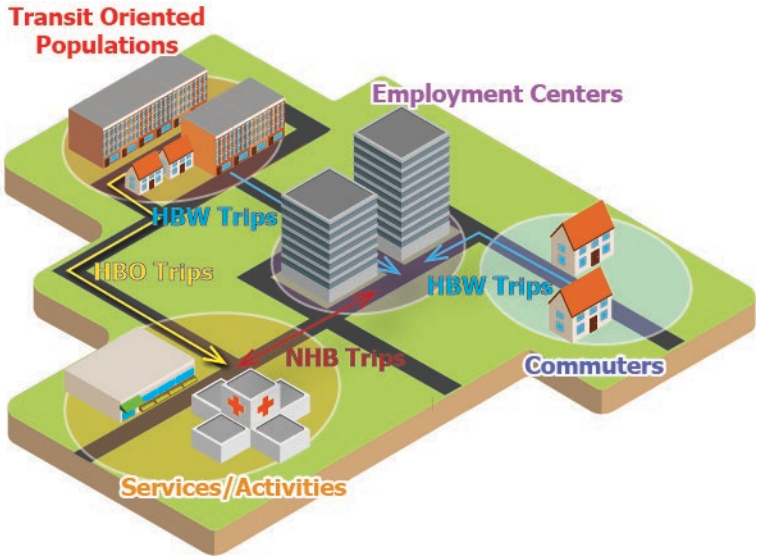
OVERVIEW

A key component in understanding EPTA's service area is knowing where potential transit users are and where they want to go. The transit propensity analysis uses a variety of demographic factors to identify areas with high propensity for transit use. The analysis consists of four indices:

- Transit-Oriented Populations (TOP) Index
- Commuter Origins Index
- Employment Destinations Index
- Activity Destinations Index

These indices can be used to identify potential origins and destinations that should be connected via transit. The Transit-Oriented Populations index can be indicative of the origins of trips to areas highlighted in the Employment Destinations index (home-based work trips) and the Activity Destinations Index (home-based other trips). The Commuter Origins index can be indicative of the origins of trips to areas highlighted in the Employment Destinations index (home-based work trips). **Figure 18** illustrates this relationship.

Figure 18 | Illustrative Diagram of Transit Propensity



Each index is comprised of one or more analysis factors that are weighted and combined to produce a score by which every block group in Berkeley and Jefferson Counties is ranked. These factors are shown in **Table 3**. Since the analysis is limited to EPTA's service area, the scores represent relative propensity for transit use in the two-county region. The indexes use 2018-2022 American Community Survey (ACS) 5-year estimates for the demographic factors and 2021 Longitudinal Employer-Household Dynamics (LEHD) data for the employment factors.

Table 3 | Analysis Factors and Datasets in Transit Propensity Indices

INDEX	ANALYSIS FACTOR	DATASET
Transit-Oriented Populations	Population	Total Population
		Non-White or Hispanic Population
	Age	Senior
		Youth
	Income	Households at or below 150 Percent of the Poverty Line per Acre
	Vehicle Ownership	Zero-Car Households
		One-Car Households
	Disability Status	Population with a Disability
Commuter Origins	Labor Force	Labor Force Size
		Employed Persons
		Commuters
	Non-Single Occupancy Vehicle (SOV) Commute Mode	Non-SOV Commuters
Employment Destinations	Employment	Jobs
Activity Destinations	Retail & Restaurant	Retail Jobs
		Restaurant Jobs
	Recreation	Entertainment/Recreation Jobs
	Healthcare & Social Assistance	Healthcare & Social Assistance Jobs
	Education	Education Jobs
	Government	Public Administration Jobs

TRANSIT-ORIENTED POPULATIONS (TOP) INDEX

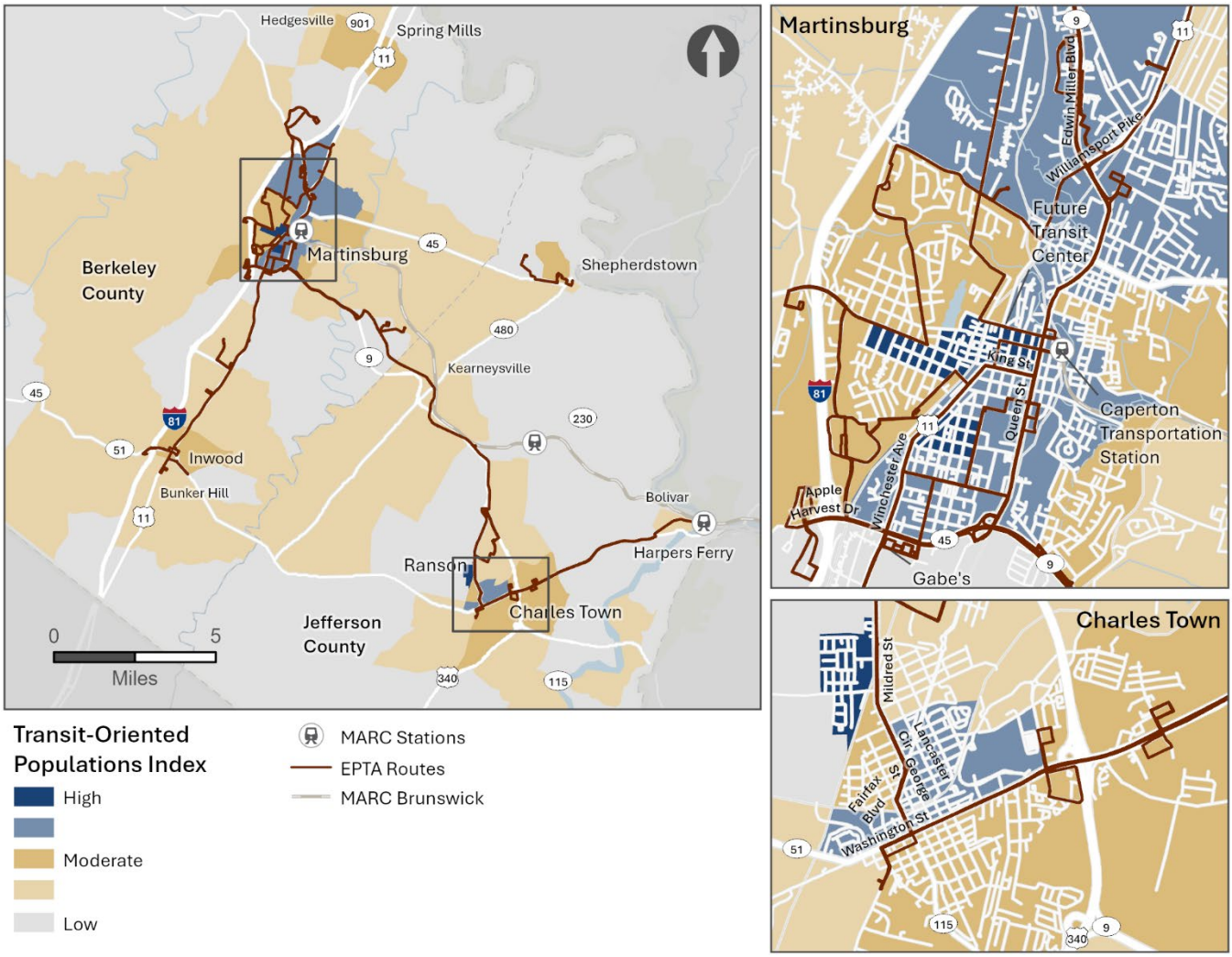
The Transit-Oriented Population index consists of five factors: total population, vehicle ownership, income, disability status, and age. **Table 4** lists the variables included in this index. Previous studies have found that these factors are indicative of populations that are more likely to be reliant on transit; the weights of the factors are based on their relative importance in identifying these populations. Since the datasets are geographically linked, the index can be used to identify where transit-oriented populations live.

Table 4 | Transit-Oriented Populations Index Variables

ANALYSIS FACTOR	VARIABLE
Population	Population Density
	Non-White and Hispanic Population Density
Age	Senior (65+) Population Density
	Seniors as Percentage of Total Population
	Youth (18-24) Population Density
	Youths as Percentage of Total Population
Households	Total Households
	Households Density
Income	Low-Income Households as Percentage of Total Number of Households
	Low-Income Household Density
Vehicle Ownership	Zero-Car Household Density
	Percentage of Zero-Car Households as Percentage of Total Number of Households
	One-Car Household Density
	Percentage of One-Car Households as Percentage of Total Number of Households
Disability Status	Disabled Population Density
	Persons with Disabilities as Percentage of Entire Population

Figure 19 shows transit-oriented populations in Berkeley and Jefferson Counties. The largest concentration is found in downtown Martinsburg, with moderately high concentrations immediately north of the city. Ranson and Charles Town have moderately high concentrations as well. Moderate concentrations of transit-oriented populations are located in Inwood and near Spring Mills and Falling Waters.

Figure 19 | Transit-Oriented Populations Index



COMMUTER ORIGINS INDEX

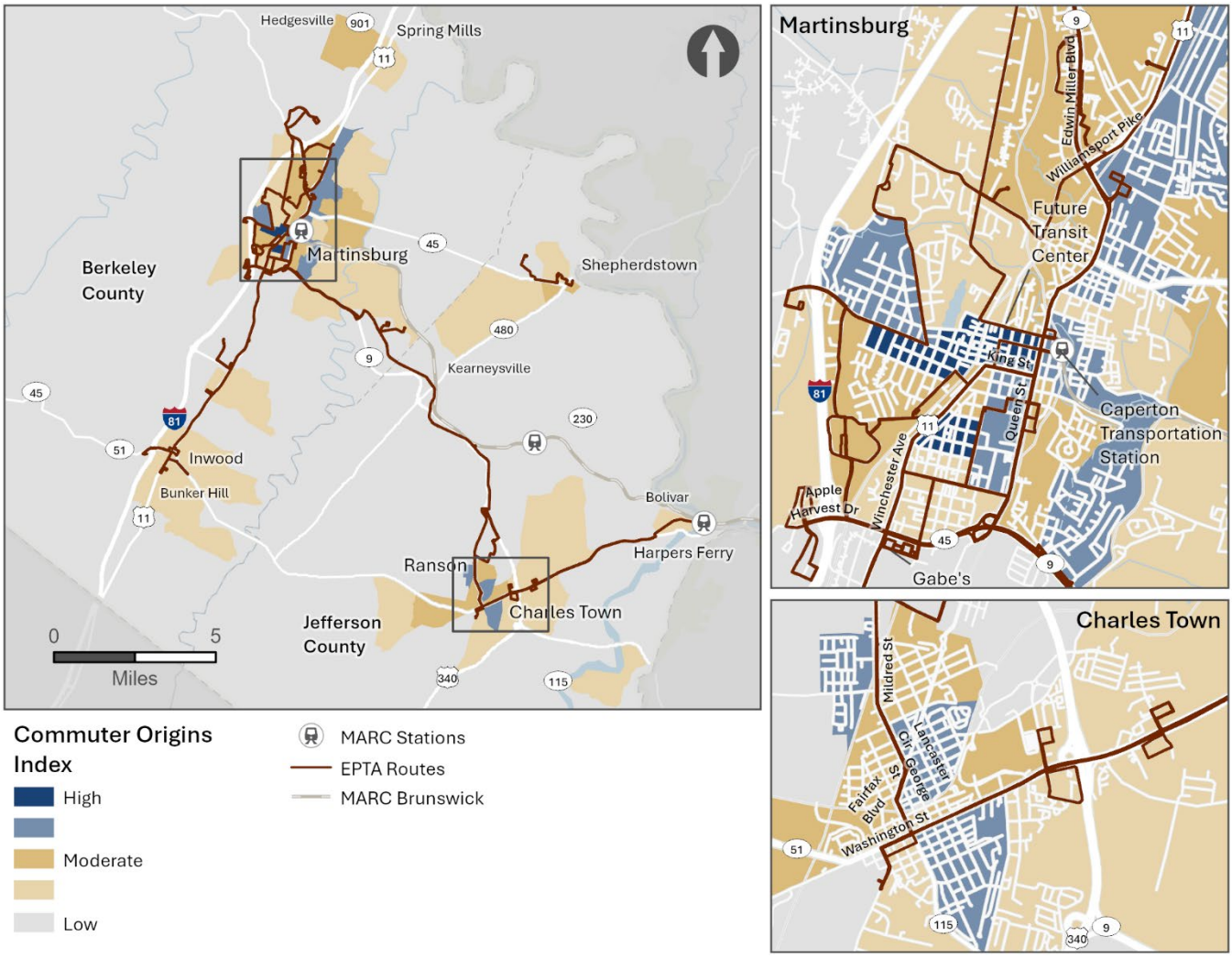
The Commuter Origins index combines four factors: those in the labor force, those employed, those who commute, and those with non-single occupancy vehicle (non-SOV) commutes. **Table 5** lists the variables included in this index. Since transit use in the service area is relatively low, non-SOV commuters who walk, bike, take transit, or carpool approximate those who may decide to commute by transit. The index can be used to identify where traditional peak hour commuters live, as well as those who use transit to commute.

Table 5 | Commuter Origins Index Variables

ANALYSIS FACTOR	VARIABLE
Labor Force	Labor Force Density
	Employed Person Density
	Employed Persons as Percentage of Total Population
	Commuter Density
Commute Mode	Non-SOV Commuter Density
	Non-SOV Commuters as Percentage of Total Commuters

Figure 20 shows concentrations of commuters in Berkeley and Jefferson Counties. The highest concentration is found in downtown Martinsburg, with moderately high concentrations in the surrounding neighborhoods, particularly along Queen Street and Williamsport Pike (US 11). Ranson and Charles Town have moderately high concentrations as well. Moderate concentrations of commuters can be found in residential developments outside of those three cities, as well as Spring Mills, Marlowe, Shepherdstown, and Inwood.

Figure 20 | Commuter Origins Index



EMPLOYMENT DESTINATIONS INDEX

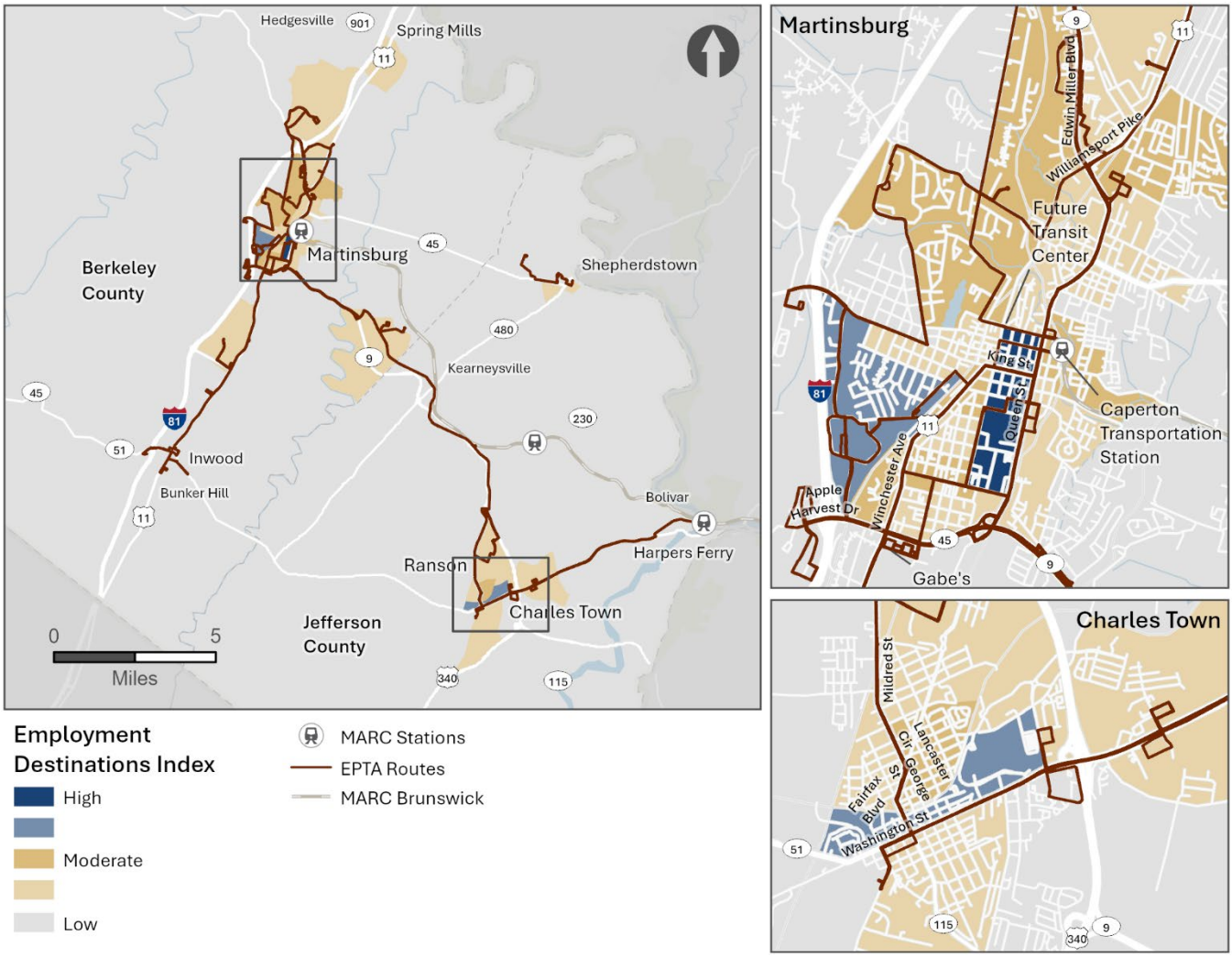
The Employment Destinations index combines two factors: total jobs and job density. **Table 6** lists the variables included in this index. The index can be used to identify where people commute for work purposes.

Table 6 | Employment Destinations Index Variables

ANALYSIS FACTOR	VARIABLE
Employment	Total Employment
	Employment Density

Figure 21 shows concentrations of jobs in Berkeley and Jefferson Counties. Compared to the commuter population, employment is much more highly concentrated around Martinsburg and Charles Town. The highest concentration of jobs is found in downtown Martinsburg, with moderately high concentrations found at Foxcroft Towne Center and downtown Charles Town. Moderate concentrations are found immediately north of Martinsburg along Tavern Road and around the intersection of Edwin Miller Boulevard (WV 9) and Williamsport Pike (US 11). The Procter & Gamble Plant and the VA Medical Center are two notable employment sites as well.

Figure 21 | Employment Destinations Index



ACTIVITY DESTINATIONS INDEX

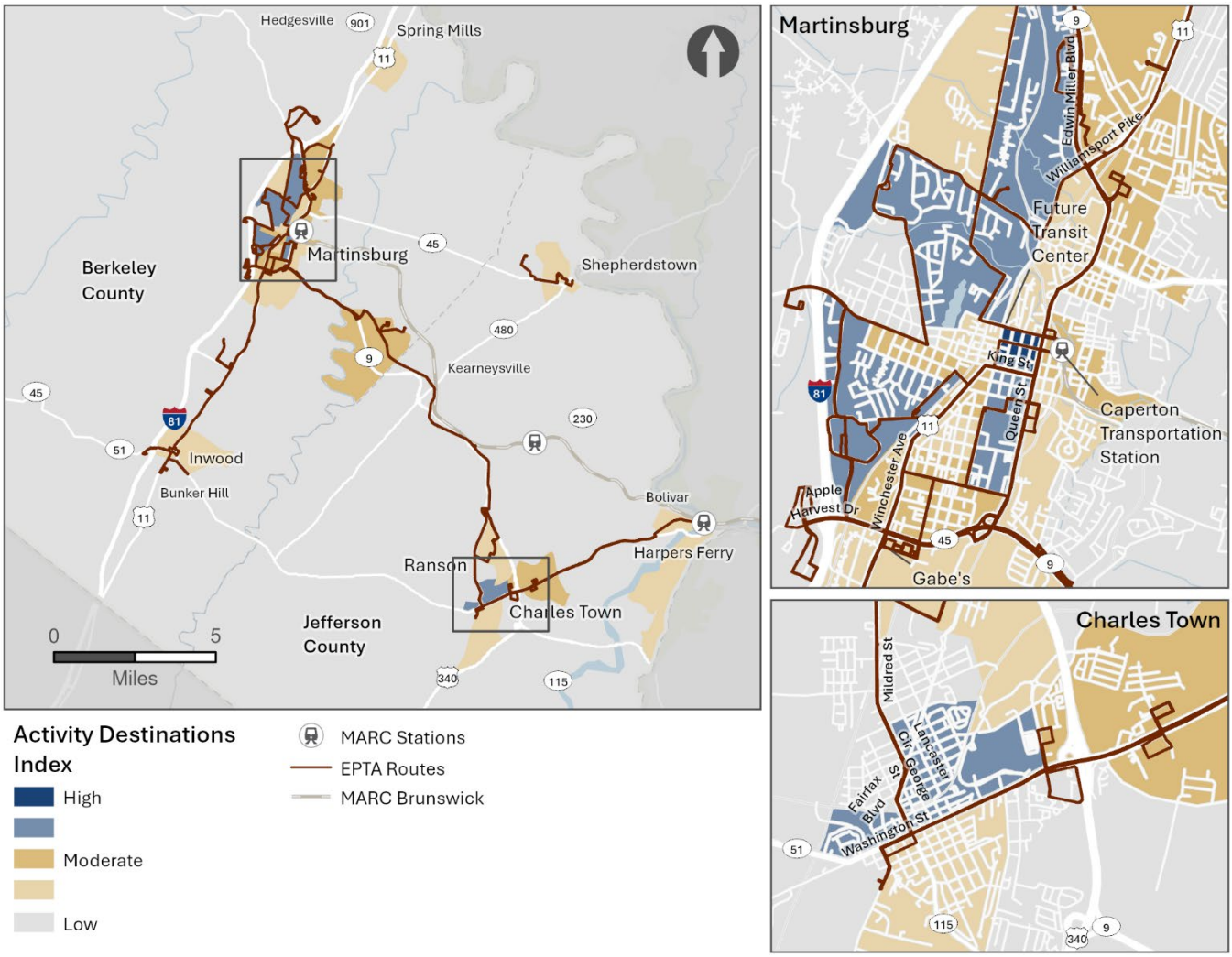
The Activity Destinations index consists of five factors: retail and restaurant, recreation, healthcare and social assistance, education, and government. These factors are weighted based on the typical proportion of trip types taken by transit users. The value of each factor is determined by the employment of that sector, which acts as a proxy for how much travel demand is produced. **Table 7** lists the variables included in this index. The index can be used to identify where people make non-work trips.

Table 7 | Activity Destinations Index Variables

ANALYSIS FACTOR	VARIABLE
Retail and Restaurant	Retail Jobs Density
	Restaurant Jobs Density
Recreation	Entertainment and Recreation Jobs Density
Healthcare & Social Assistance	Healthcare & Social Assistance Jobs Density
Education	Education Jobs Density
Government	Government Jobs Density

Figure 22 shows concentrations of non-work destinations in Berkeley and Jefferson Counties. The highest concentration is found in downtown Martinsburg, with moderately high concentrations at Foxcroft Towne Center and along Edwin Miller Boulevard (WV 9) and Tavern Road near Berkeley Medical Center. There are similarly high concentrations of potential destinations in downtown Ranson and Charles Town, as well as Charles Town Races. The VA Medical Center and the Harpers Ferry and Spring Mills commercial areas have moderate concentrations as well. While The Commons shopping complex outside of Martinsburg does not show up, this is likely because the development is within a much larger block group.

Figure 22 | Activity Destinations Index



Travel Flow Analysis

While the transit propensity analysis is helpful in identifying where potential transit users may wish to go, the travel flow analysis identifies actual travel patterns within EPTA's service area. Understanding these patterns is crucial for evaluating the existing fixed route network and identifying opportunities to enhance existing services or introduce new services. It is important to ensure that the transit network efficiently accommodates the most common travel patterns, since transit users share common destinations with those who use other transportation modes.

The travel flow analysis uses trip data from Replica, a platform that synthesizes mobile location data and other data sources to create an activity-based travel demand model. Given a particular set of parameters, Replica can provide detailed travel flow data between various trip origins and destinations. This analysis uses data from Replica's Fall 2023 model, which generates a representative dataset of trips on a typical weekday. In Berkeley and Jefferson Counties, this amounts to approximately 530,000 trips made by 142,000 individuals.

Trip origins and destinations were identified at the census block group level and then aggregated into travel zones that represent EPTA's service area. The travel zones were developed by the project team and defined based on factors such as community boundaries, roadways, and physical features. The analysis focused on two travel zone classifications, which are shown in **Figure 23** and **Figure 24**. The first looked at flows within Berkeley and Jefferson Counties as a whole, while the second looked at flows within Martinsburg specifically. Since EPTA's fixed route service is concentrated in Martinsburg but also provides connections to neighboring communities, it is important to consider both types of travel flows.

Figure 23 shows the travel zones for the regional analysis, which covers Berkeley and Jefferson Counties as well as four key regional centers. Some zones within the two-county region are anchored by cities or towns, while others are entirely rural. Zones are defined by features such as mountain ranges or administrative boundaries. Frederick, Hagerstown, Northern Virginia, and Winchester are included so that the magnitude of travel to regional centers can be compared to the magnitude of travel within EPTA's existing service area.

Figure 23 | Regional Travel Flow Analysis Zones

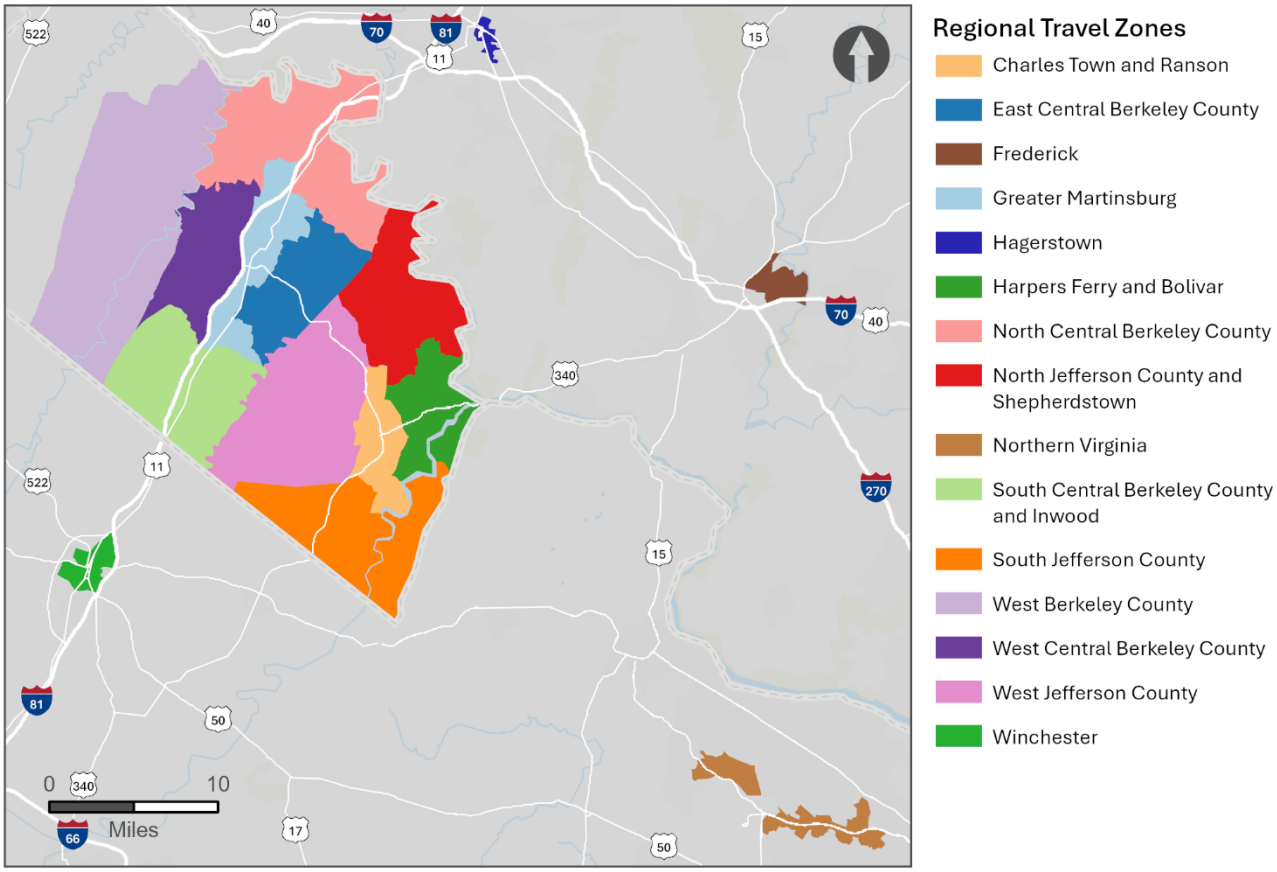


Figure 24 shows the travel zones for the Martinsburg analysis. Zones are defined by features such as roadways and land uses. Similar land uses are generally grouped together to capture similar travel behaviors; the primary uses are residential, commercial, and industrial.

Figure 24 | Martinsburg Travel Flow Analysis Zones

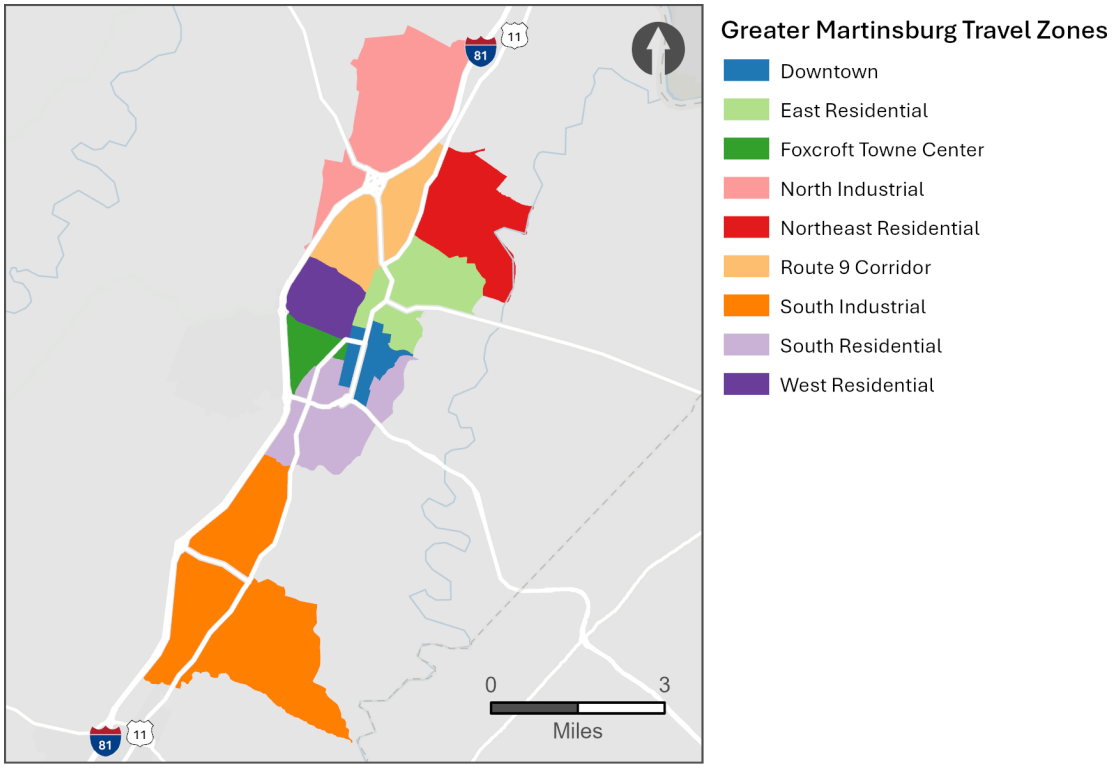
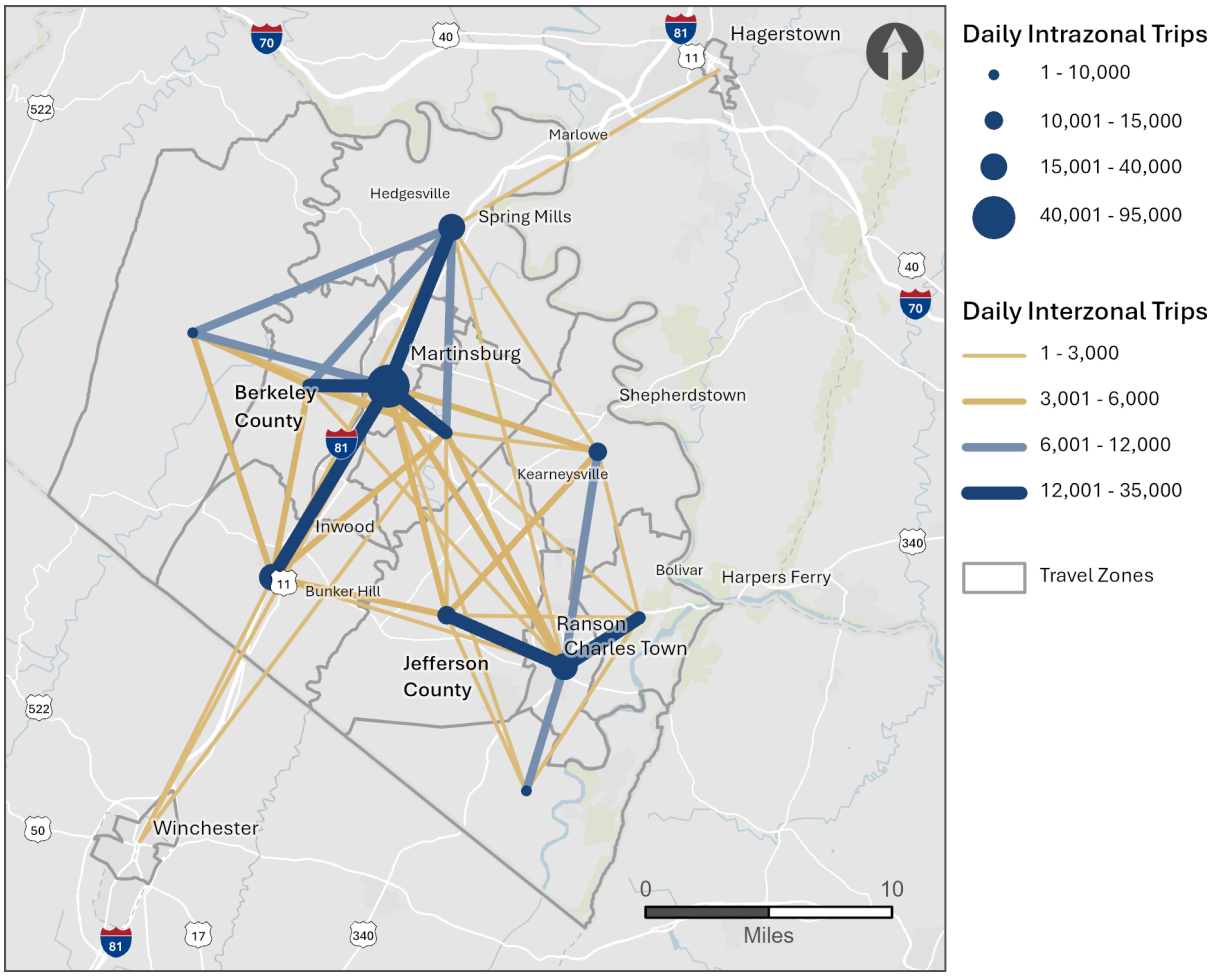


Figure 25 shows the number of trips taken on a typical weekday between different travel zones across the region.[9] The strongest travel flows occur between Martinsburg and its immediate surroundings in Berkeley County, as well as between Charles Town and Ranson and their immediate surroundings in Jefferson County. These flows experience anywhere from 10,000 to 35,000 trips on a typical weekday. Additionally, there are generally more trips within zones than between zones. Over 90,000 trips are taken within Martinsburg on a typical weekday, along with roughly 40,000 trips in North Central Berkeley County and Charles Town and Ranson.

There are relatively few trips between the two-county region and the four nearest regional centers. Most flows have fewer than 500 trips on a typical weekday, with the strongest flow being 3,000 trips between Winchester and South Central Berkeley County. These findings indicate that many trips within EPTA's service area are shorter in distance and happen within the same zone or between adjacent zones.

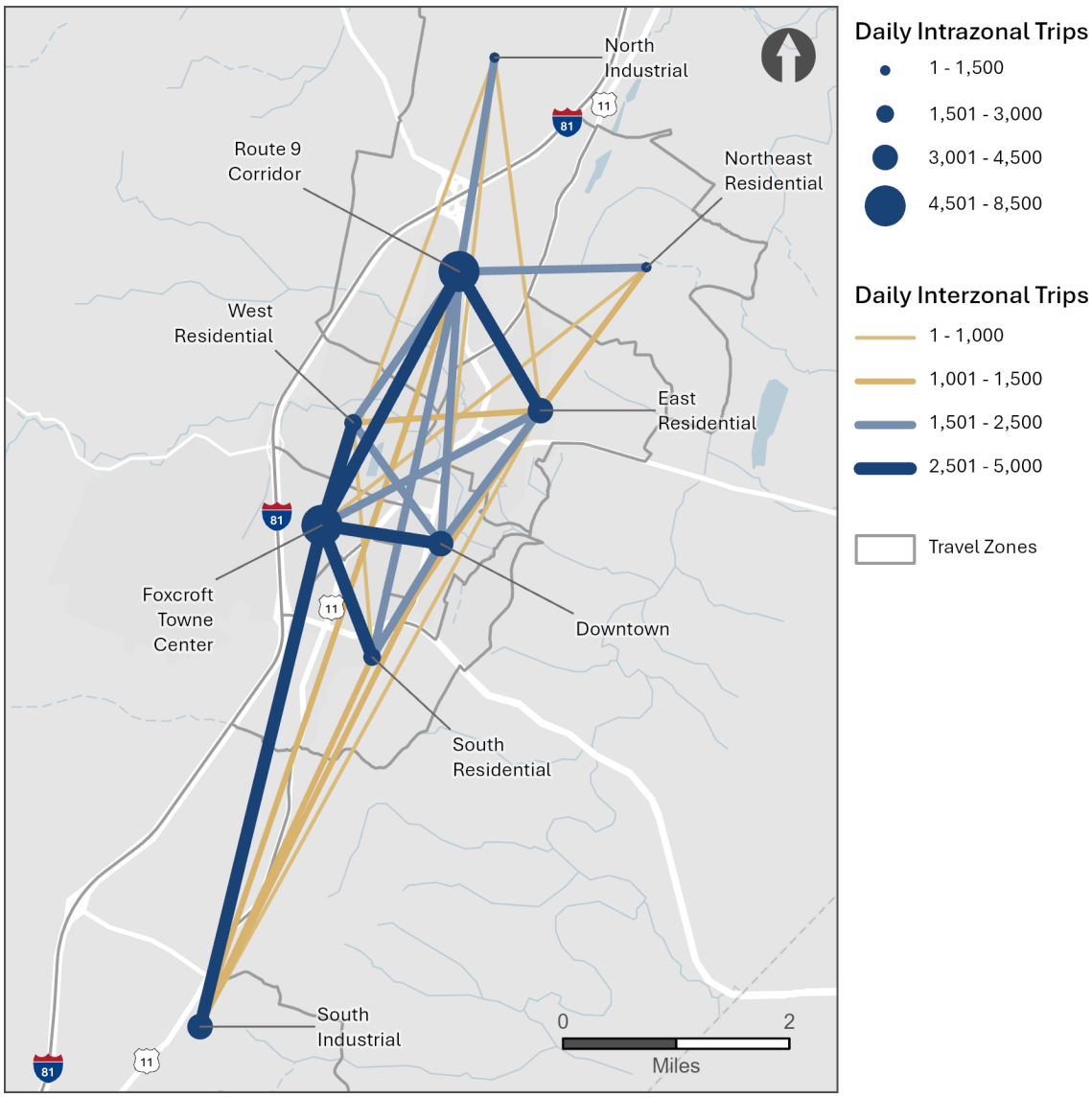
Figure 25 | Weekday Regional Travel Flows



[9] Flows with fewer than 1,000 trips were excluded.

Figure 26 shows the number of trips taken on a typical weekday between different travel zones with the greater Martinsburg area.[10] The strongest travel flows occur between the Foxcroft Towne Center zone and its surrounding zones, the southern US-11 corridor and southwest Martinsburg, as well as between the Route 9 corridor and its surrounding zones. These flows experience anywhere from 2,500 to 5,000 trips on a typical weekday. Similar to regional travel, there are generally more trips within zones than between zones. Over 8,000 trips are taken within the Foxcroft Towne Center, along with almost 7,00 trips within the Route 9 corridor.

Figure 26 | Weekday Martinsburg Travel Flows



[10] Flows with fewer than 500 trips were excluded.

Service Optimization Analysis

While the transit potential, transit propensity, and travel flow analyses are helpful for identifying where potential transit users are and where they want to go within EPTA's service area, the service optimization analysis identifies specific corridors that have the highest demand for transit service. The analysis applies an optimization algorithm to origin-destination flow data for the two-county region to identify the highest-demand corridors in the service area.

The service optimization analysis uses origin-destination flows from Replica's Fall 2023 model, which generates a representative dataset of trips on a typical weekday. Any commercial or freight trips were removed, leaving only multimodal passenger trips. Additionally, trips under one mile were removed to ensure that the identified corridors represent regional travel patterns that would benefit most from transit optimization. Hexagons were used to summarize the flows since block group geometries vary significantly across the service area, and equal weight was given across trips regardless of purpose or demographic.

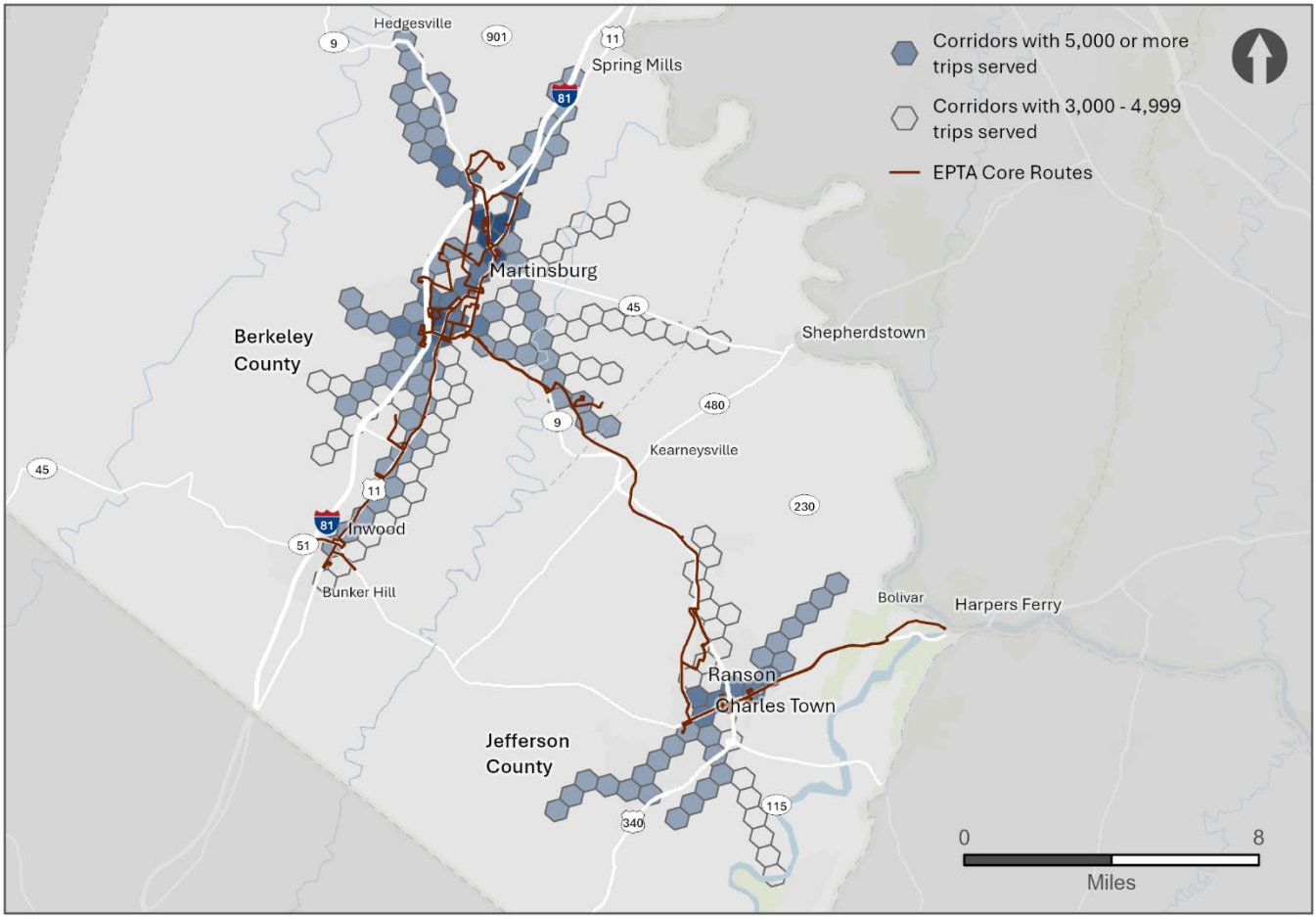
The optimization algorithm then identified high-demand corridors based on this trip data. Because the corridors are ultimately used to help determine how to optimize service, they were configured with similar characteristics to a typical bus route. The algorithm used a circuity factor of 1.25 (defined as the ratio of the corridor's alignment length to the direct distance between its endpoints), which encouraged direct corridors with limited deviations to serve high-volume flows, and corridors were limited to 10 miles in length.

The results of the service optimization analysis are shown in **Figure 27** and **Table 8**. The analysis generated sixteen corridors that serve 3,000 or more trips, including nine corridors that serve at least 5,000 trips. While these results are useful for identifying places with high transit demand, they are particularly useful for identifying how routes should be configured or aligned to serve common trip pairs.

Figure 27 shows the corridors generated by the service optimization analysis, with darker hexes indicating multiple overlapping corridors. The highest-ranked corridor stretches from Foxcroft Towne Center to Spring Mills along Winchester Avenue and Williamsport Pike, serving close to 14,000 daily trips. The next highest-ranked corridor has a similar span but is more closely aligned with I-81, serving over 10,000 daily trips. The remaining corridors serve between 3,000 and 7,000 daily trips. In both Martinsburg and Charles Town and Ranson, corridors traveling southwest to northeast are generally higher ranked than those traveling northwest to southeast.

The results of this analysis are one of many variables considered when developing service recommendations. They are high-level results that do not take into account roadway infrastructure, points of interest, or other elements that are inputs to transit service planning.

Figure 27 | Service Optimization Analysis Corridors[11]



[11] Legend shows only two hexagon classes; darker shades on the map indicate the overlap of multiple 5,000 trip or more features, indicating that the area is in more than one corridor

Table 8 lists the number of trips served and the percentage of total trips served by the corridors. **Appendix A** includes an individual map of each corridor.

Table 8 | Trip Volumes by Corridor

CORRIDOR	TRIPS SERVED	PERCENTAGE OF TRIPS SERVED
1	13,685	3.11%
2	10,301	2.34%
3	6,791	1.54%
4	6,645	1.51%
5	6,403	1.45%
6	6,218	1.41%
7	5,596	1.27%
8	5,481	1.24%
9	5,053	1.15%
10	4,860	1.10%
11	4,674	1.06%
12	3,948	0.90%
13	3,872	0.88%
14	3,860	0.88%
15	3,182	0.72%
16	3,094	0.70%

4. Service Gaps Analysis

Using the findings from previous analyses, two gaps analyses were conducted to identify potential gaps in EPTA's fixed route transit service. The analyses compared the number of trips serving a given location or flow to different measures of travel demand for that location. The first analysis considered transit potential and transit-oriented populations, while the second considered travel flows.

Transit Potential Gaps

Figure 28 compares the number of weekday trips that are accessible to a particular block group with its transit potential, or the number of people and jobs per acre. More purple areas, including much of Martinsburg, have higher transit potential and a higher number of trips, indicating that existing service is relatively well matched with demand. More blue areas have higher transit potential and a lower number of trips, indicating a possible gap in service. Spring Mills, which includes the Hammond's Mill neighborhood and Walmart, may be able to support transit service. Some neighborhoods surrounding Martinsburg may be able to support greater service, such as the Williamsport Pike corridor.

Figure 28 | Existing Weekday Trips vs. Transit Potential

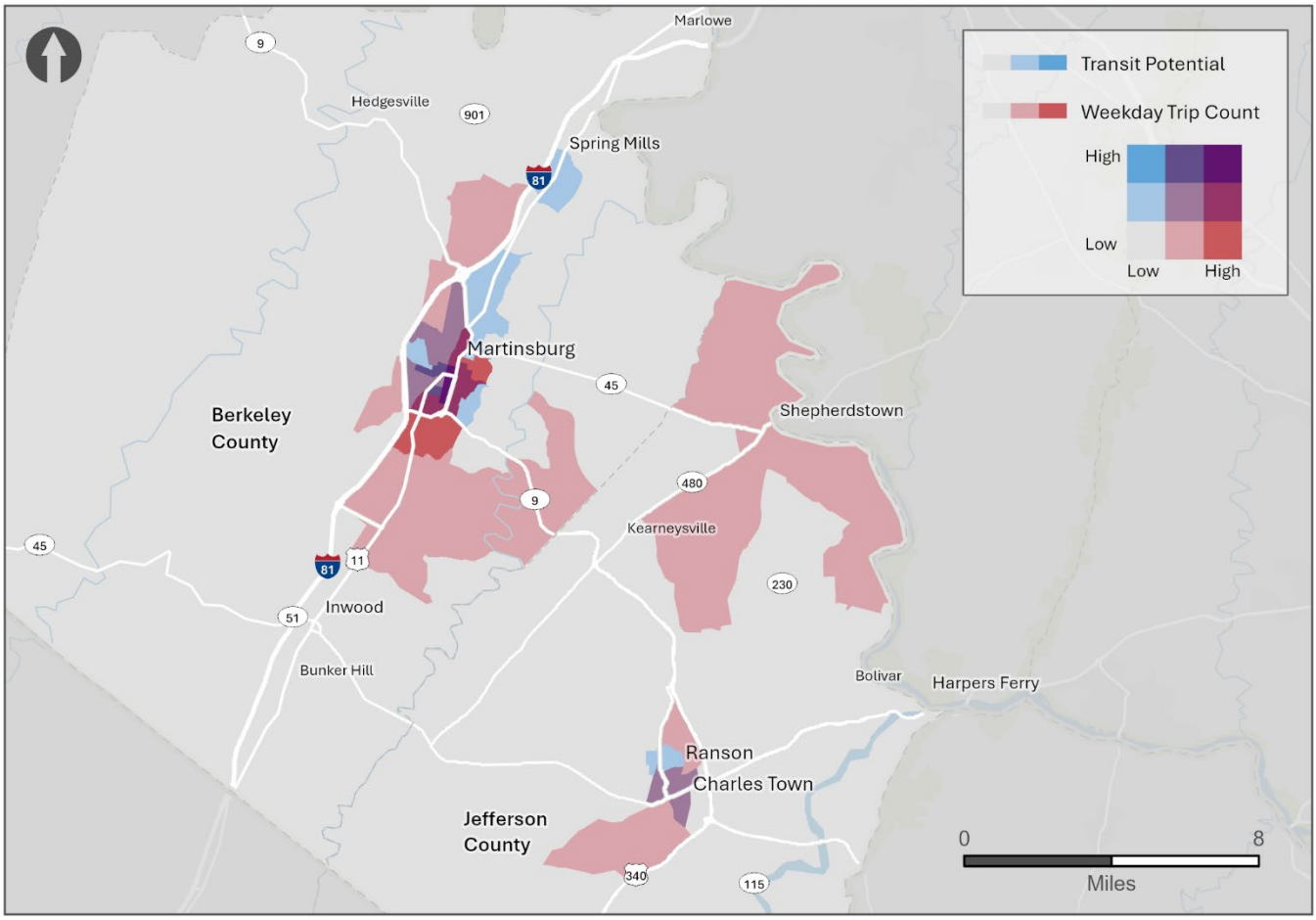
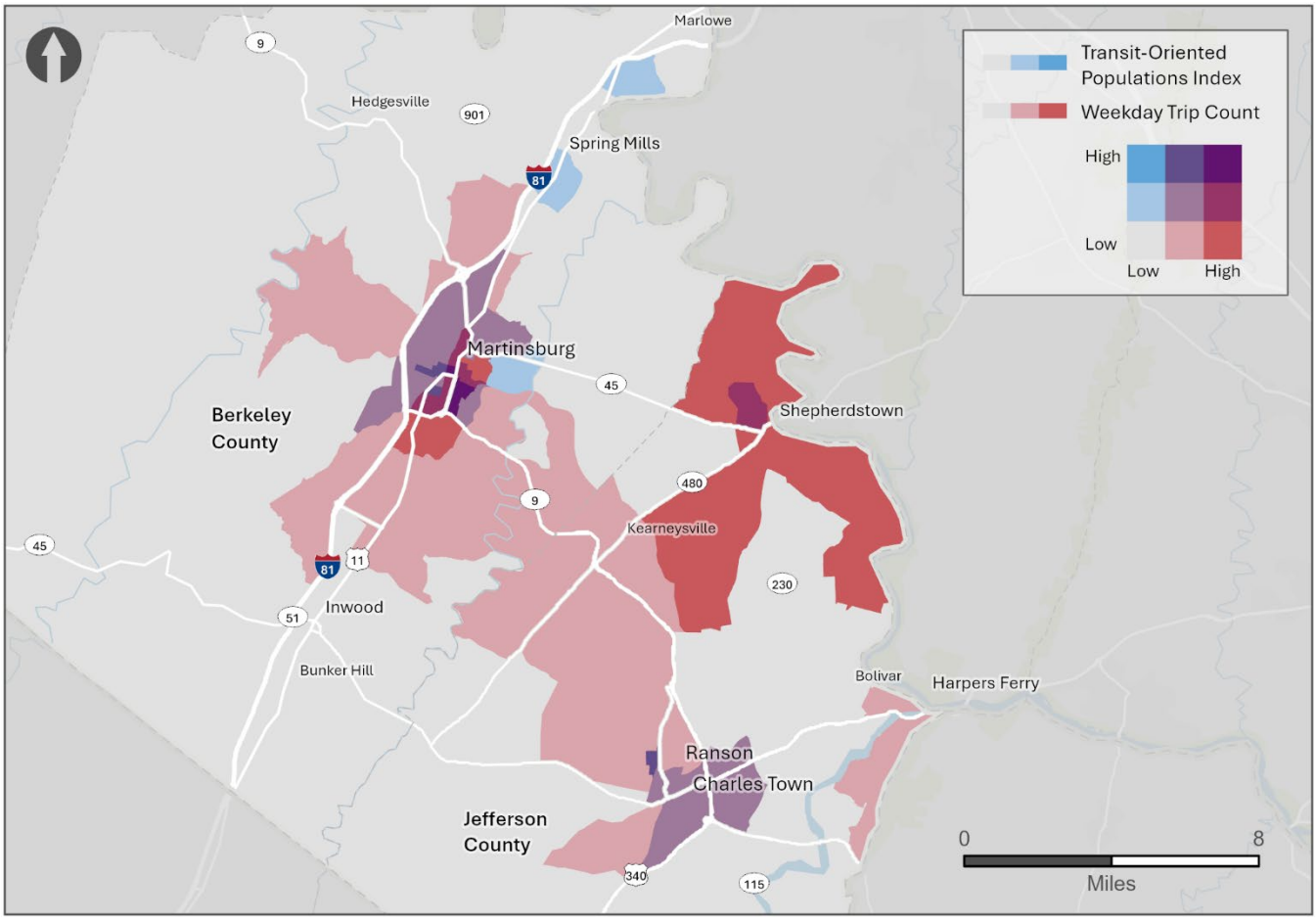


Figure 29 compares the number of weekday trips that are accessible to a particular block group with its transit-oriented population index. Like the previous figure, more purple areas indicate similar levels of service and potential demand, while more blue areas indicate possible gaps in service. The Shepherdstown area appears bright red due to the high frequency of trips made by Shepherd University's two circulator routes.

When looking at transit-oriented populations, which include seniors, low-income households, zero-car households, and other populations who are more likely to use or rely on transit, several areas may be able to support transit service. To the north of Martinsburg, parts of Spring Mills and Marlowe have transit-oriented populations that may be able to support transit service. This includes the Hammond's Mill neighborhoods and Walmart in Spring Mills and the Riverside Villages, Overlook at Riverside, and Homeplace at Riverside neighborhoods outside of Marlowe. On the east side of Martinsburg, the Wildflower Creek and Wildflower Ridge neighborhoods may be able to support transit service as well.

Figure 29 | Existing Weekday Trips vs. Transit-Oriented Populations Index



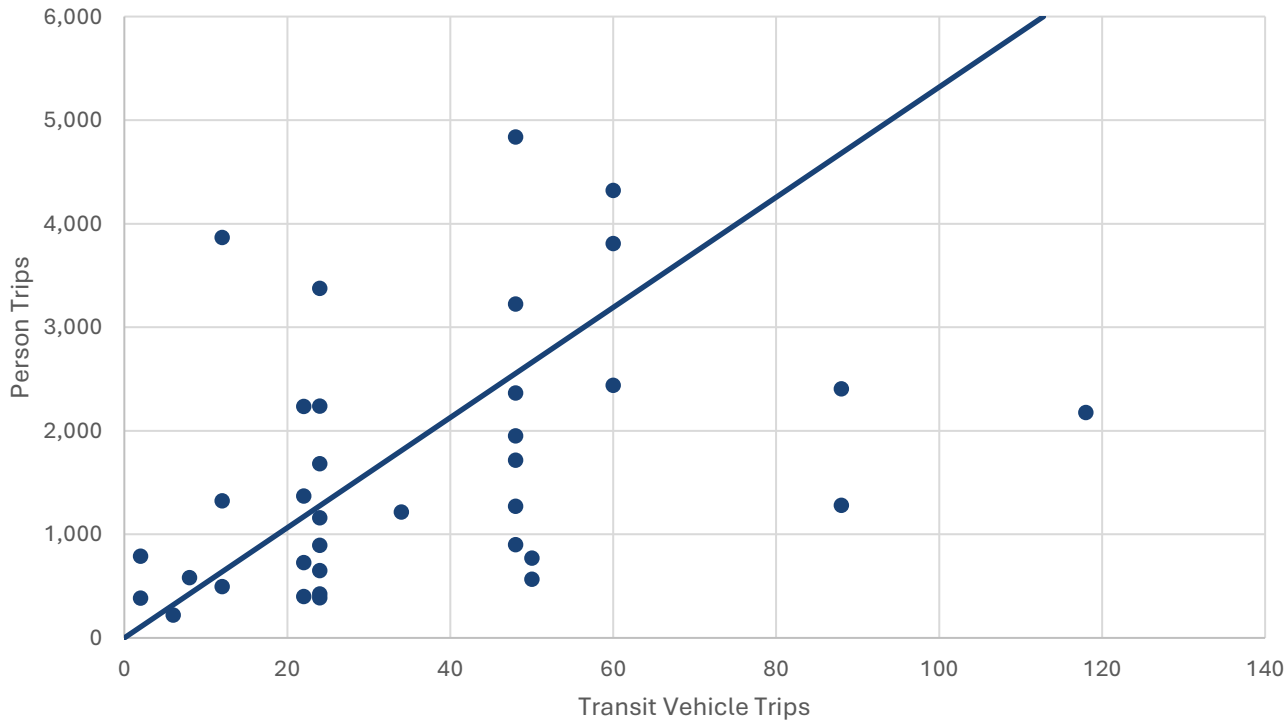
Travel Flow Gaps

The travel flow gaps analysis compares transit service between travel zones with observed trip patterns. The first measure is defined as the number of transit vehicle trips made between a set of zones on a typical weekday, while the second measure is defined as the number of person trips made.[12] The latter is the output of the travel flow analysis, which used trip data from Replica. This analysis was conducted first on the greater Martinsburg area and then on the EPTA region as a whole.

GREATER MARTINSBURG

Figure 30 shows the distribution of travel pairs for the greater Martinsburg area, with the diagonal line representing the median ratio of transit vehicle trips to person trips. Points above the line represent travel pairs where there are relatively more person trips and relatively fewer transit trips. This indicates a possible gap in transit service since there may be unmet transit demand.

Figure 30 | Transit Vehicle and Person Trip Distribution for Martinsburg



[12] The analysis does not include internal trips, or those that started and ended in the same zone. Additionally, travel pairs that lack transit service are excluded, such as Martinsburg to West Berkeley County.

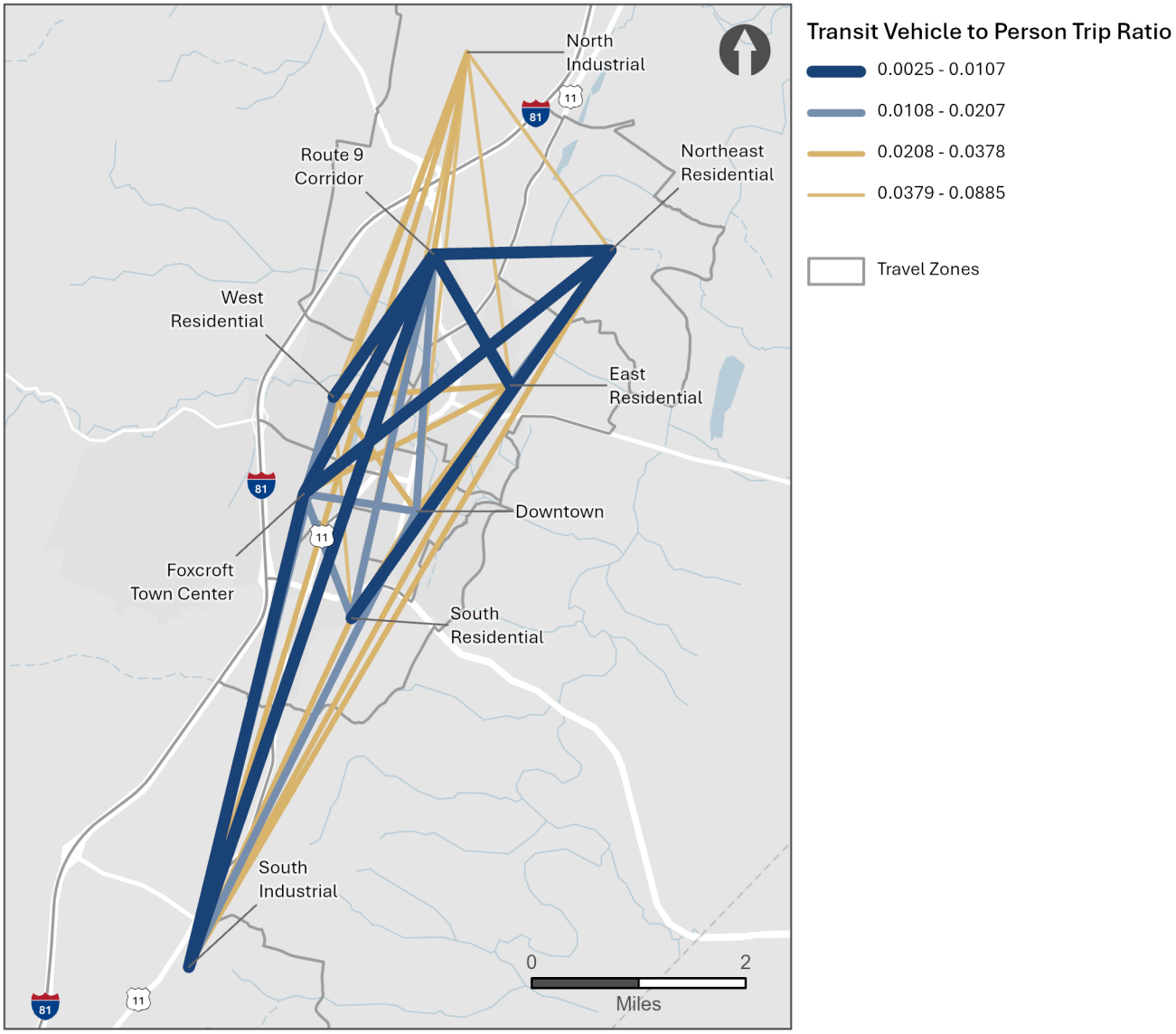
Table 9 lists the travel pairs with the lowest transit vehicle to person trip ratios, which indicate possible gaps in transit service. The median ratio for Martinsburg is 0.019, which means that there is one transit vehicle trip for every 50 person trips. The ratio for the lowest travel pair is more than seven times lower than the median. This suggests that increased transit service should be considered between the Northeast Residential zone and the Foxcroft Towne Center zone, and likewise for the other pairs listed on the table.

Table 9 | Lowest Transit Vehicle to Person Trip Ratios for Martinsburg

TRAVEL PAIR	TRIP RATIO
Northeast Residential – Foxcroft Towne Center	0.0025
South Industrial – Foxcroft Towne Center	0.0031
South Residential – Northeast Residential	0.0052
Route 9 Corridor – Foxcroft Towne Center	0.0071
South Industrial – Route 9 Corridor	0.0091
West Residential – Route 9 Corridor	0.0099
East Residential – Route 9 Corridor	0.0099
Northeast Residential – Route 9 Corridor	0.0107

The full results are shown in **Figure 31**, which symbolizes the travel flows based on their trip ratios. Flows with lower trip ratios, or those with possible gaps in transit service, are illustrated with thicker blue lines. Flows that are relatively well-served by transit are illustrated with thinner gold lines. Flows with the lowest trip ratios generally occur between residential zones and the more commercial Foxcroft Towne Center and US-11 corridor zones.

Figure 31 | Trip Ratios for Martinsburg Travel Flows



REGIONAL

Figure 32 shows the distribution of travel pairs for the two-county region, with the diagonal line representing the median ratio of transit vehicle trips to person trips. Like the previous figure, points above the line represent travel pairs where there are relatively more person trips and relatively fewer transit trips. This indicates a possible gap in transit service since there may be unmet transit demand.

Figure 32 | Transit Vehicle and Person Trip Distribution for the Region

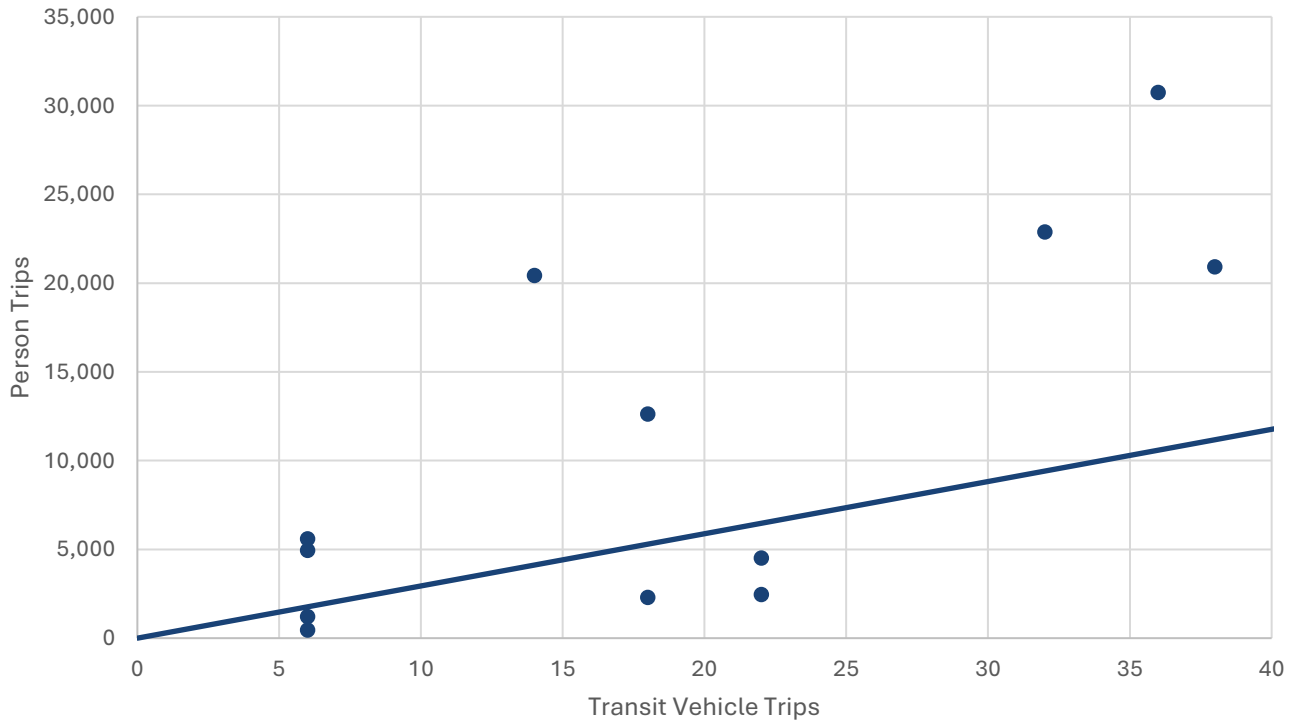


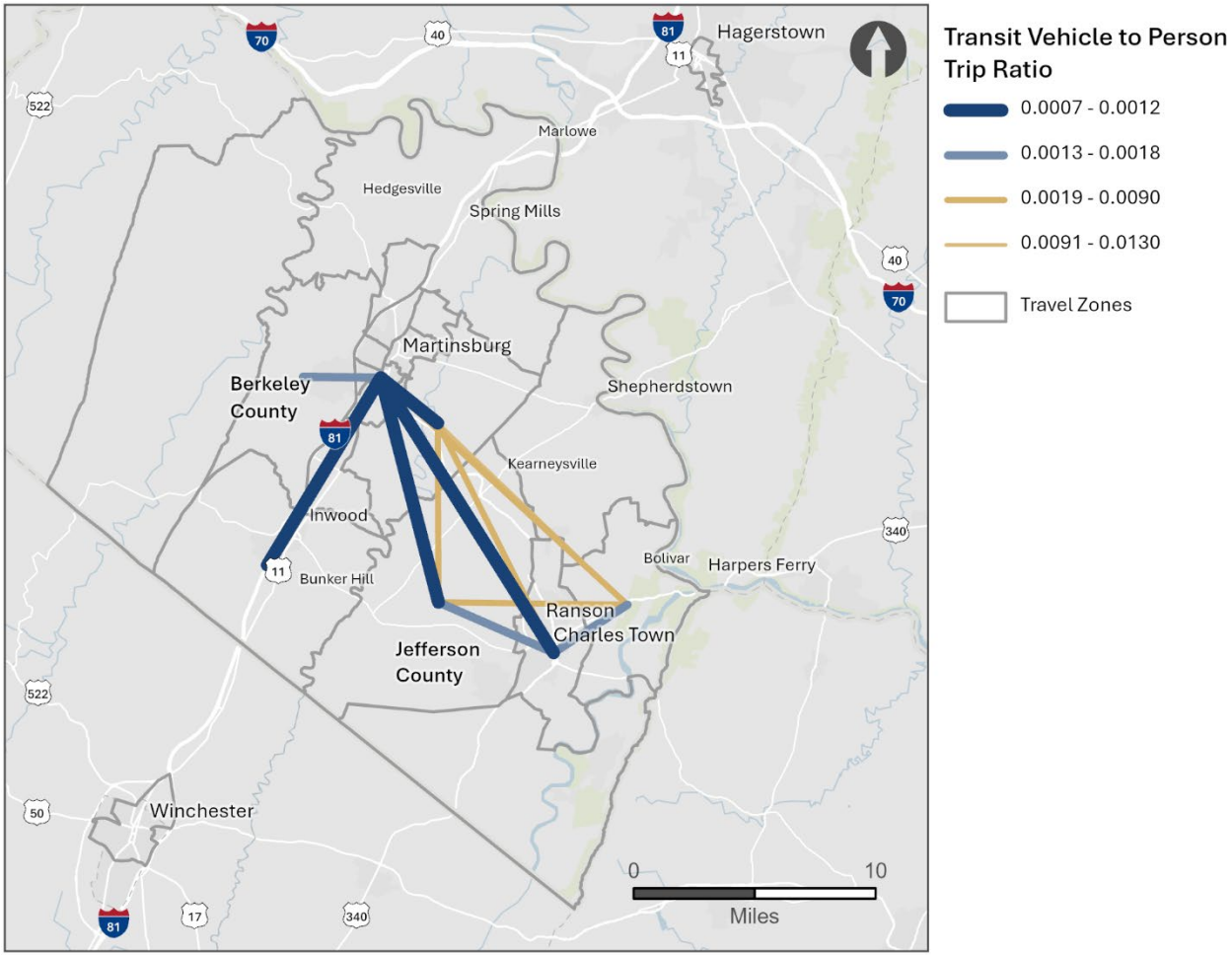
Table 10 lists the travel pairs with the lowest transit vehicle to person trip ratios, which indicate possible gaps in transit service. The median ratio for the region is 0.003, which means that there is one transit vehicle trip for every 300 person trips. The ratio for the lowest travel pair is nearly five times lower than the median. This suggests that increased transit service should be considered between the Martinsburg zone and the Inwood zone, and likewise for the other pairs listed on the table.

Table 10 | Lowest Transit Vehicle to Person Trip Ratios for the Region

TRAVEL PAIR	TRIP RATIO
Greater Martinsburg – South Central Berkeley County and Inwood	0.0007
Greater Martinsburg – Charles Town and Ranson	0.0011
Greater Martinsburg – East Central Berkeley County	0.0012
Greater Martinsburg – West Jefferson County	0.0012
Charles Town and Ranson – Harpers Ferry and Bolivar	0.0014
Greater Martinsburg – West Central Berkeley County	0.0014
Charles Town and Ranson – West Jefferson County	0.0018

The full results are shown in **Figure 33**, which symbolizes the travel flows based on their trip ratios. Flows with lower trip ratios, or those with possible gaps in transit service, are illustrated with thicker blue lines. Flows that are relatively well-served by transit are illustrated with thinner gold lines. Flows with the lowest trip ratios generally occur between Martinsburg and Inwood, Martinsburg and Charles Town, and Martinsburg and southwest Jefferson County.

Figure 33 | Trip Ratios for Regional Travel Flows



5. Public and Stakeholder Engagement

The service, market, and gaps analyses were complimented by extensive public engagement at different stages in the development of the TDP. The first stage consisted of a public survey and two stakeholder focus groups to gather feedback on the needs and desires of the community. The second stage involved a public survey and public meetings to gather feedback on the proposed service recommendations. The third stage involved a public survey to gather feedback on the draft TDP. This chapter summarizes the first stage of public engagement; feedback from the second and third stages is addressed in the **Service Recommendations** chapter.

Public Survey

SURVEY DESIGN

The survey for the 2025 TDP was based on the survey used for the 2020 TDP. Most questions remained the same or received only minor copyedits to improve clarity for respondents. The multiple-choice options for the household income and information source questions were updated to reflect current conditions, and the work location question was converted from multiple choice to text response. Additionally, three questions were added to the survey to identify whether the respondent was an existing rider, gauge awareness of the new transit center, and ask non-riders why they do not take EPTA service currently.

The survey was distributed to both existing riders and non-riders. The paper version was designed for existing riders, since it was distributed to riders on EPTA fixed route and demand response services. The online version was designed for both audiences; respondents were directed to different pages depending on their response to the opening question about whether they were an existing rider or not.

The online version of the survey was hosted on Google Forms, while the paper version was a single, double-sided sheet of paper. Responses for both versions were fully anonymous. The only question with a required response was the opening question about whether the respondent was an existing rider. The survey questions are listed in **Appendix B**.

SURVEY DISTRIBUTION AND PROMOTION

The survey was open from Wednesday, September 25, 2024 to Monday, November 4, 2024. The survey was distributed and promoted by EPTA and the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO). Both EPTA and HEPMPO posted the survey link on their websites, Facebook, and LinkedIn, and EPTA provided paper copies on their buses. Additionally, *The Journal*, a daily newspaper serving Berkeley and Jefferson Counties, published a story about the survey when it opened.

The paper version and the online version were both written and distributed in English. Spanish-language instructions on both versions directed Spanish-speaking respondents to the EPTA office for assistance.

The survey received 161 responses, which were split roughly evenly between existing riders (84 respondents) and non-riders (77 respondents). Approximately 65 percent of responses were submitted using the online version of the survey.

SURVEY FINDINGS

The key takeaways from the survey are listed below. The full results can be found in **Appendix C**.

Demographics

- Existing riders are generally "car-lite," as 55 percent do not have a driver license and only 13 percent have more than one vehicle. Only three percent of non-riders do not have a driver license, and two thirds have two or more vehicles in their household.
- There is an income gap between riders and non-riders. Almost 55 percent of riders earn less than $20,000, while over 60 percent of non-riders earn more than $80,000.
- Riders have more diverse racial and ethnic backgrounds than non-riders, but both groups overwhelmingly speak English. Around 36 percent of riders identified as non-White, compared to 12 percent of non-riders.
- Riders are generally middle-aged or older. The median age is 53 years old and almost 40 percent of existing riders are aged 60 years or older.

Travel Behavior

- Most riders make only a few trips each week using EPTA service. Over half of respondents make less than five weekly trips.
- Riders generally stay informed by calling the EPTA office, looking at the EPTA website, or talking with EPTA drivers.
- Riders are choosing to make more trips by bus. Only one in ten respondents rides less than they did in the previous year.
- EPTA serves both old and new riders. Almost a third of respondents have been riding for five or more years, while a quarter have been riding for less than a year.
- Riders rely on EPTA to get them to their destination. Over half of respondents would not be able to make their trip without EPTA service, and many of those who still could would be inconvenienced.
- Around 55 percent of existing riders are aware that EPTA will be opening a new downtown transit center.
- Over half of non-riders do not use EPTA service because it does not come close enough to their home and/or destination. Almost a quarter reported that it does not come frequently enough.

Trip Characteristics

- Roughly three quarters of respondents were picked up at their home or walked to the bus. Similarly, roughly two thirds of respondents were dropped off at their destination or walked from the bus. The walk was less than five minutes for the majority of riders.
- Common destinations included downtown Martinsburg, VA Medical Center, Caperton Station, the Foxcroft Towne Center Walmart, and riders' residences. Common trip purposes (in order from most to least) included work, shopping, medical or dental appointments, and personal business.

Service Feedback

- Roughly 97 percent of respondents believe that EPTA service is about the same or has gotten better since last year.

- Over 85 percent of respondents were very satisfied or satisfied with EPTA service.
- Riders rated driver courtesy highest among eight service-related areas, followed by system safety, value received for fare, and bus cleanliness. EPTA's hours of operation received the lowest rating, followed by bus frequency and places served.

Open-Ended Feedback

- The most common recommendations included increasing bus frequency, lengthening hours of operation, improving schedule consistency, and adding stops.
- Respondents would like to see EPTA's weekend service operate on Sundays and expand to include Charles Town.
- The most commonly requested new destination was Spring Mills.
- Several respondents commented positively about EPTA's drivers.
- Respondents were interested in keeping Caperton Station as a stop once the new transit center opens and adding direct service between Martinsburg and Charles Town.

Stakeholder Focus Groups

The stakeholder meetings convened representatives from Berkeley and Jefferson Counties to gather local insights and guidance to inform the development of the TDP. Each focus group consisted of approximately two dozen individuals who represent government and social agencies, civic groups, hospitals and medical facilities, business groups, educational entities, and other relevant local organizations.

The Consultant Team prepared a PowerPoint presentation to provide a progress update on the development of the TDP and guide the group discussion. The presentation began with a review of the goals and recommendations from the 2020 TDP. The middle of the presentation focused on sharing findings from the service and market analyses, which included ridership trends, transit potential, transit propensity, travel flows, service corridor optimization, market gaps, and travel flow gaps. This was followed by a brief look at the initial responses to the public survey.

Once the progress update was completed, the Consultant Team guided each focus group through an interactive polling exercise to gather feedback on goals and objectives for the 2025 TDP. Finally, the Consultant Team led a group discussion based on the following questions:

- Are there any locations where transit service expansion should be considered?
- How should EPTA respond to increasing operating costs and inflation and unchanged revenue?
- How does EPTA attract drivers?

BERKELEY COUNTY STAKEHOLDER MEETING

The Berkeley County stakeholder meeting was held on October 29, 2024 at the Berkeley County Development Authority; a virtual option was available for remote attendees. **Table 11** lists the stakeholders who participated.

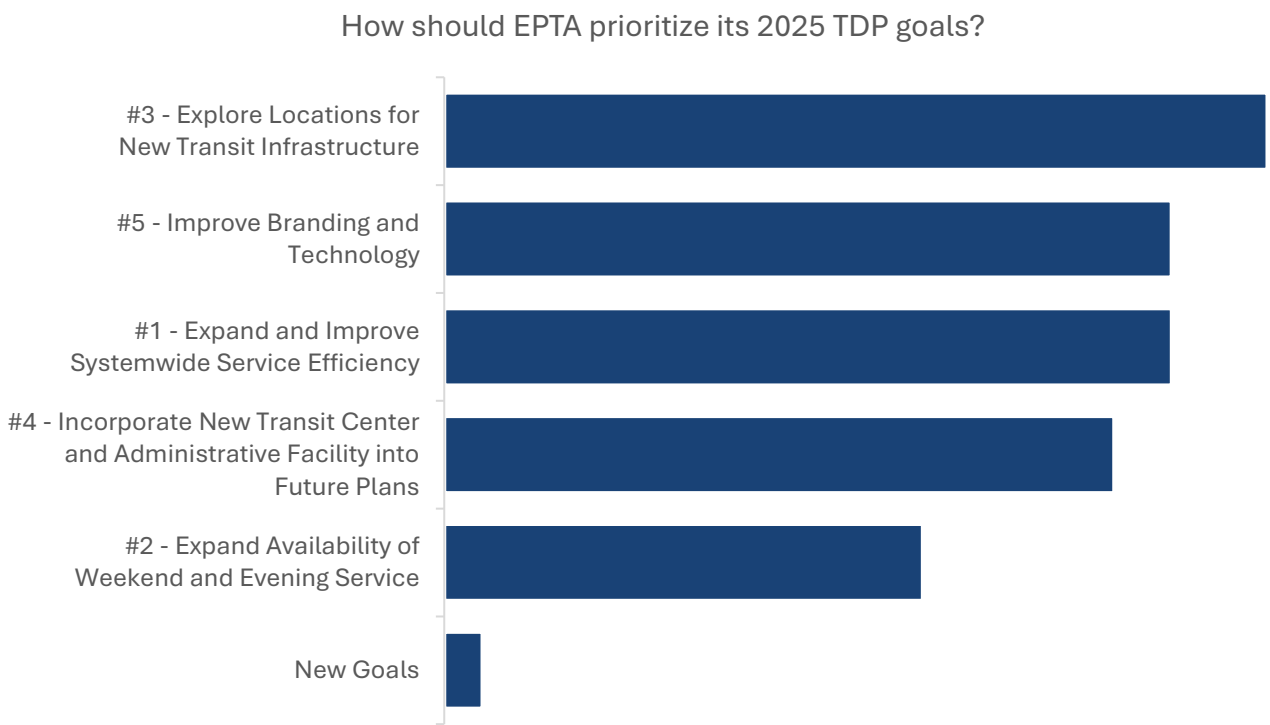
Table 11 | Berkeley County Stakeholder Focus Group Attendees

NAME	ORGANIZATION	NAME	ORGANIZATION
Brenda Al-akhras	Quad	Bill Robinson	WV Division of Public Transit
Kimberly Foore	EPTA Board of Directors	Jennifer Smith	Berkeley County Development Authority
Charlie Hall	EPTA Board of Directors	Chris Strovel	Resident, Senator Shelley Moore Capito
Traci Hodges	EPTA Rider	Stephanie Stout	Berkeley County Recovery Resource Center
Christina Johnson	Panhandle Home Health	Lynn Walker	Martinsburg-Berkeley Co. Public Library
Yannick Mundy	Telamon	Jennifer Wishmyer	Eastern Panhandle Regional Planning and Development Council (Region 9)

Polling Exercise

The interactive polling exercise was conducted using Mentimeter and consisted of four questions. The first question asked participants to prioritize goals for the 2025 TDP. The goals were drawn from the 2020 TDP, with an option to include a new goal. **Figure 34** shows the relative priority of each goal for the Berkeley County focus group.

Figure 34 | Goal Prioritization (Berkeley County)



The second question asked participants to share what goals they had for EPTA. Berkeley County participants shared the following:

- Consider adding staff to assist with marketing.
- Continue ridership rebound post-COVID.
- Create rideshare stops on [Interstate] 81.

- Expand marketing for transit and way finding.
- Marketing that appeals to younger people?
- Partnerships with local businesses and large companies.

The third question asked participants to rank how well EPTA accomplishes four objectives. The scale for the areas ranged from "Poorly (1)" to "Outstandingly (5)." **Figure 35** shows the average rating for each objective, while **Figure 36** shows the rating breakdown.

Figure 35 | Average Rating of EPTA Objectives (Berkeley County)

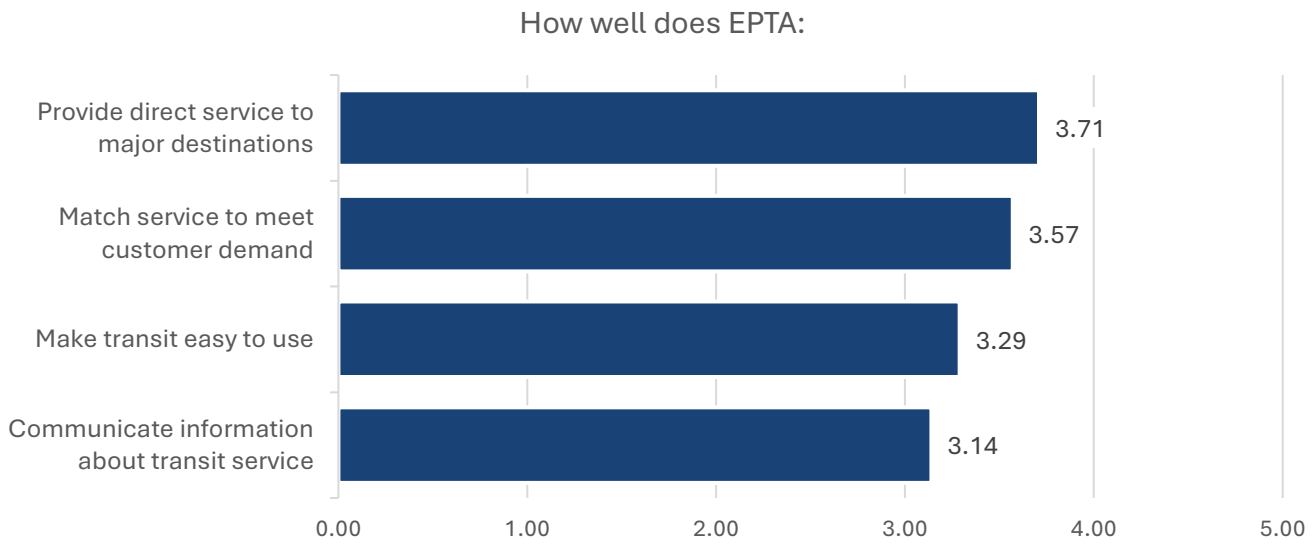
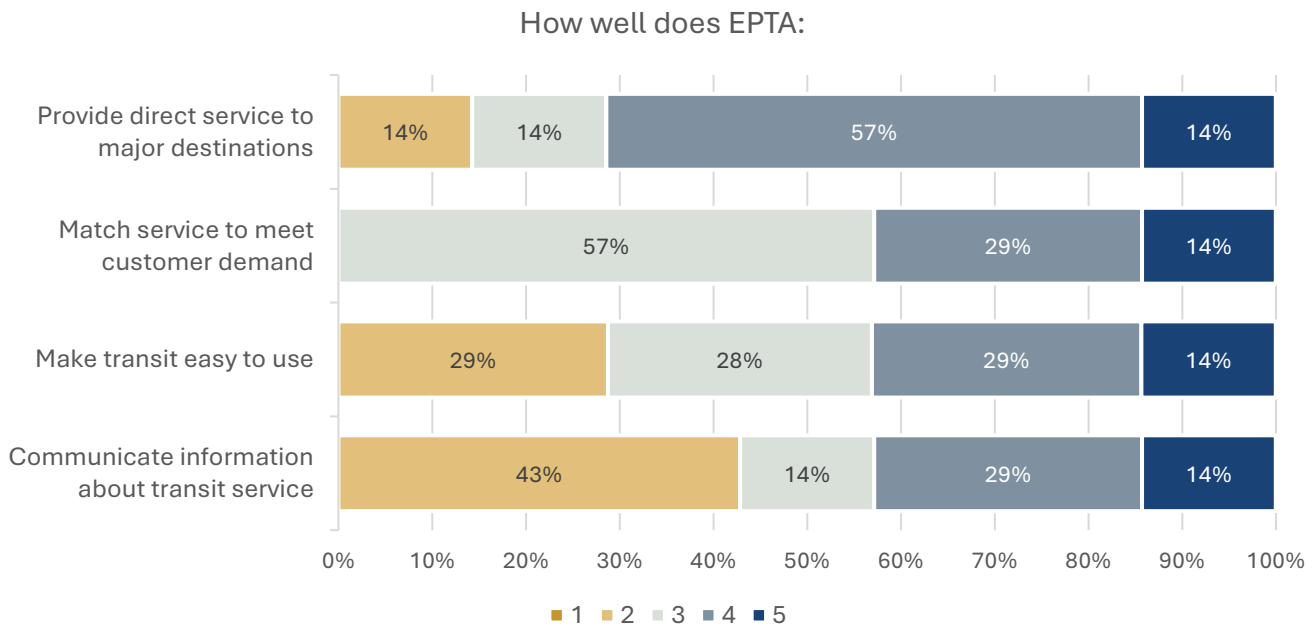
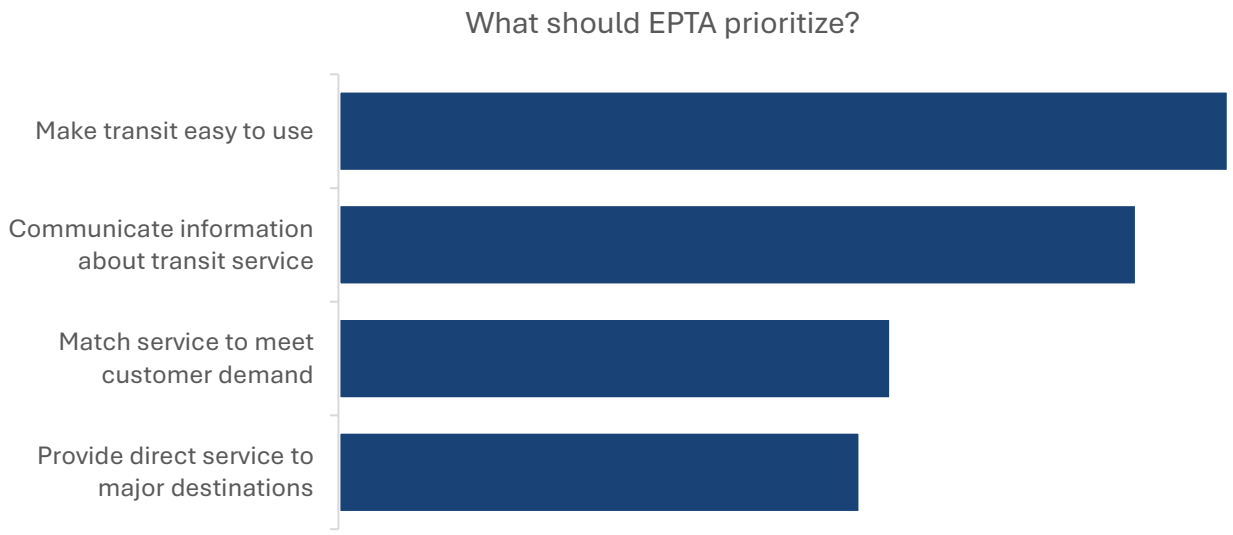


Figure 36 | Individual Ratings of EPTA Objectives (Berkeley County)



The fourth question asked participants to prioritize the objectives from the previous question. **Figure 37** shows the relative priority of each goal for the Berkeley County focus group.

Figure 37 | Objective Prioritization (Berkeley County)



Discussion

The discussion at the Berkeley County stakeholder meeting focused on driver recruitment and retention, funding sources, and changes in demand across the region. Participants had a variety of suggestions for recruiting drivers, including offering CDL training and certification; targeting immigrant, veteran, retirement, and rehabilitation communities; and bringing on Berkeley County School District bus drivers for split schedules. EPTA staff discussed the challenges they face with recruitment and retention, as well as how some of the participants' suggestions have already been implemented or attempted. Several participants offered to connect different job-seeking communities with EPTA staff.

Participants mainly asked questions about different funding sources, including federal matching funds, compensation from MARC for delivering riders, and local tax levies. EPTA has worked hard to maximize the federal match, but it has been challenging to secure local funding from local municipalities. Participants were curious about the feasibility of implementing a business tax or collaborating with new companies. There may be opportunities to utilize impact fees, but that money would go to the county first before being apportioned to EPTA. A participant from Quad invited EPTA staff to attend a standing meeting between the local manufacturing plants.

Some participants noted that local perceptions of growth were not necessarily reflected in the data presented during the meeting. A participant shared that it feels like there is explosive growth happening in Berkeley County. In Inwood in particular, development opportunities around the new traffic circles could create more transit demand. Another participant recommended that growth forecasts be taken into account. Several participants emphasized the need for marketing EPTA service as the region grows, especially among employees of large employers.

JEFFERSON COUNTY STAKEHOLDER MEETING

The Jefferson County stakeholder meeting was held on October 30, 2024 at Ranson City Hall; a virtual option was available for remote attendees. **Table 12** lists the stakeholders who participated.

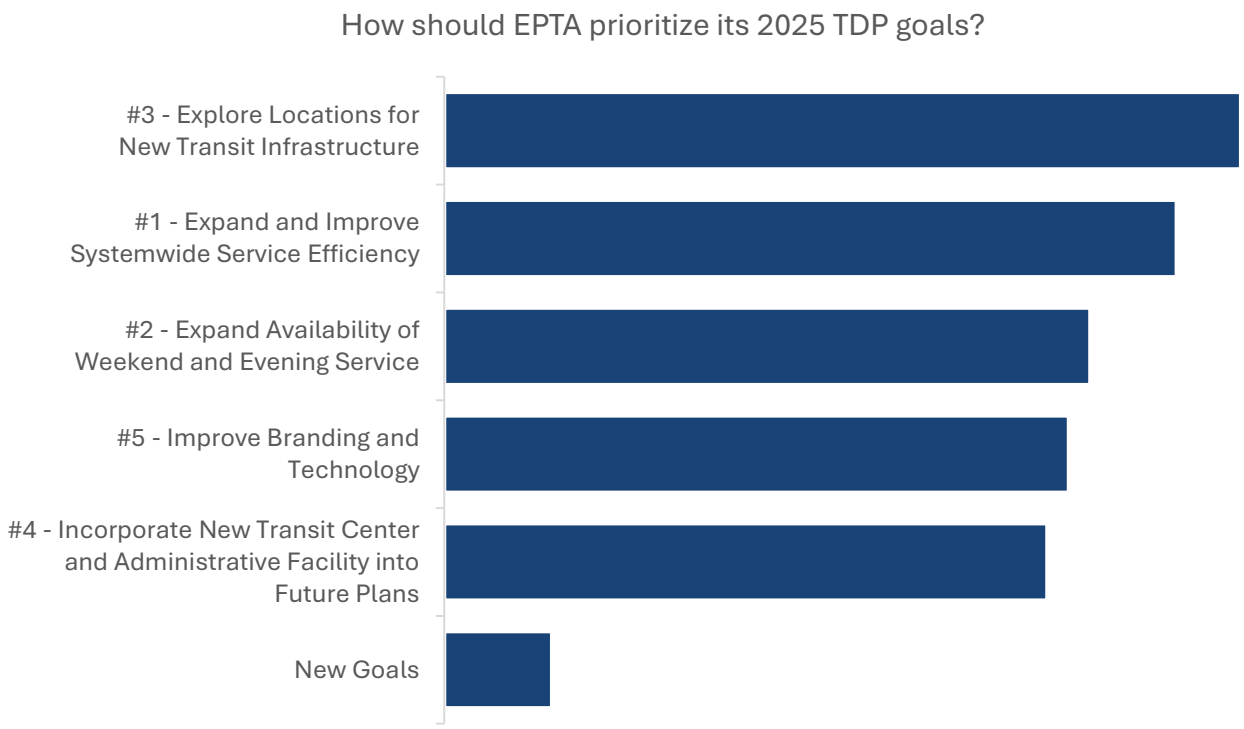
Table 12 | Jefferson County Stakeholder Focus Group Attendees

NAME	ORGANIZATION	NAME	ORGANIZATION
Jennie Brockman	Jefferson County Commission	Amanda Stroud	Ranson City Council
Joy Lewis	EPTA Board of Directors	Todd Wilt	City of Ranson
Elizabeth Rickets	Charles Town City Council	Ken Suits	Randon City Council
Bill Robinson	West Virginia Division of Public Transit	Heather McIntyre	Jefferson County Chamber of Commerce

Polling Exercise

The interactive polling exercise was conducted using Mentimeter and consisted of four questions. The first question asked participants to prioritize goals for the 2025 TDP. The goals were drawn from the 2020 TDP, with an option to include a new goal. **Figure 38** shows the relative priority of each goal for the Jefferson County focus group.

Figure 38 | Goal Prioritization (Jefferson County)



The second question asked participants to share what goals they had for EPTA. Jefferson County participants shared the following:

- Expand marketing.
- Expand service to those who NEED transit as well as making it attractive to those who may CHOOSE to take public transit.
- Improve visibility of services on the street level. The inability to access info easily and assess if the bus will suffice for travel needs will diminish ridership.
- Increase ridership to employers such as the hospitals.
- Transit to and from Shepherdstown for work, shopping, or medical appointments.
- Utilize Shepherd University for possible interns.

The third question asked participants to rank how well EPTA accomplishes four objectives. The scale for the areas ranged from "Poorly (1)" to "Outstandingly (5)." **Figure 39** shows the average rating for each objective, while **Figure 40** shows the rating breakdown.

Figure 39 | Average Rating of EPTA Objectives (Jefferson County)

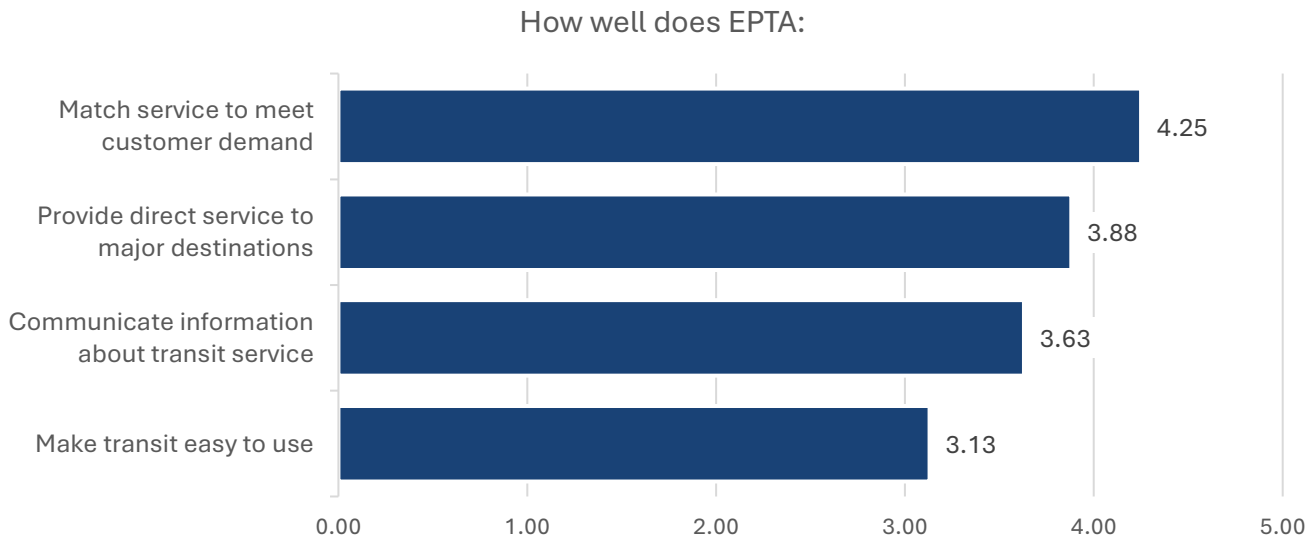
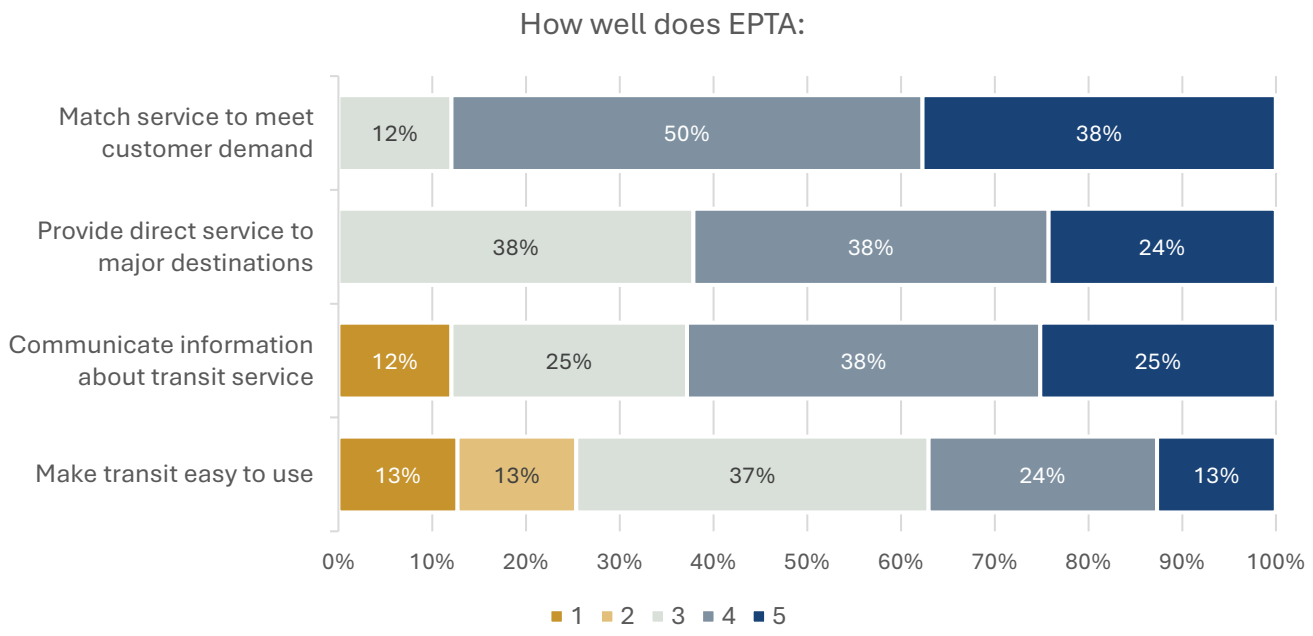
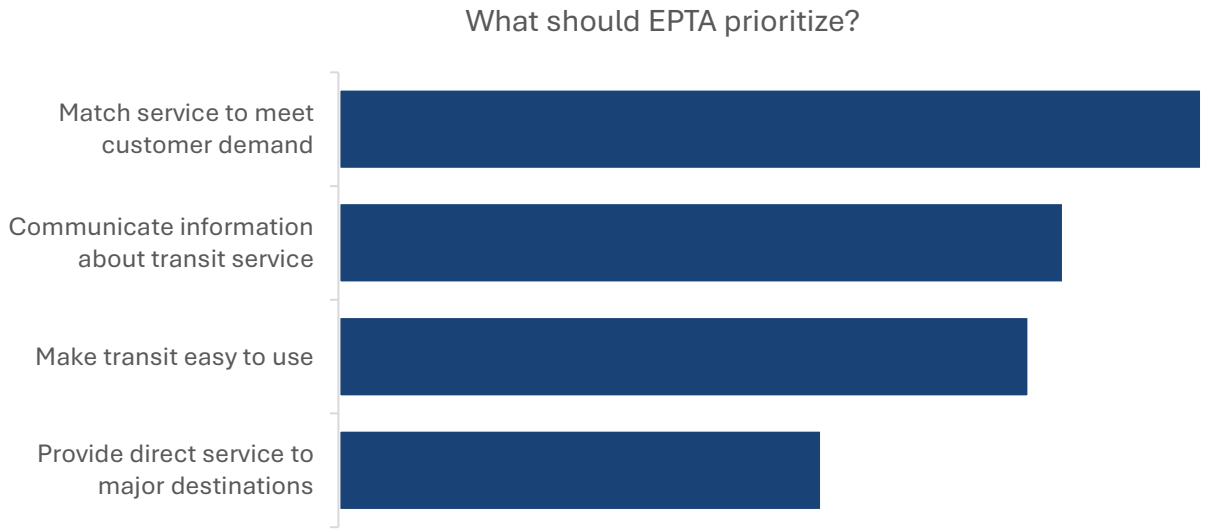


Figure 40 | Individual Ratings of EPTA Objectives (Jefferson County)



The fourth question asked participants to prioritize the objectives from the previous question. **Figure 41** shows the relative priority of each goal for the Jefferson County focus group.

Figure 41 | Objective Prioritization (Jefferson County)



Discussion

The discussion at the Jefferson County stakeholder meeting focused on how to increase awareness of EPTA service and grow ridership. Participants felt that EPTA could improve how they advertise in the community, since some people are not aware of recent service expansions or even that transit service

exists. A participant noted that it can be challenging to know where buses stop, while another referenced Washington, DC as an example of a place where signage is prominent. EPTA staff shared that bus stop signs and shelters will be deployed in the near future.

Participants discussed the differences between service in Jefferson and Berkeley Counties as well. Despite interest among the community in late night and Saturday service, there generally is not enough ridership to support additional EPTA service. Some participants suggested focusing on tourists and tourism-related destinations to support Saturday service. However, a limited budget forces EPTA to prioritize need-based trips. A Charles Town city councilmember noted that she has to advocate for the city to include EPTA in the budget every year.

Additionally, there were questions about adding a commuter route to northern Virginia or serving Census-designated places like Shannondale. However, these service changes would be too costly or not feasible with EPTA's current fleet.

6. Goals and Objectives

The goals and objectives for the 2025 TDP were drawn from the 2020 TDP's goals and objectives and updated based on input from stakeholders in Berkeley and Jefferson Counties, as well as the current state of EPTA's transit service. The goals, objectives, and vision (below) are key for guiding the development and prioritization of recommendations from the TDP.

EPTA's vision is to implement a high quality, sustainable, coordinated public transportation network that promotes accessibility and economic vitality for the community.

2020 TDP Goals and Objectives

The 2020 TDP identified five primary goals with 17 objectives to guide its service and system improvement, which are summarized in **Table 13**. The plan also identified systemwide service opportunities and goals from other planning initiatives, including those of Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO), Berkeley and Jefferson Counties, and local municipalities.

Table 13 | 2020 TDP Goals and Objectives

GOALS		OBJECTIVES	
1	**Expand and Improve Systemwide Service Efficiency**	1	Provide more direct service to major trip generators (i.e., shopping centers and hospitals)
		2	Identify opportunities for expanding service to emerging trip generators (i.e., employment locations)
		3	Match appropriate level of service and coverage with the transit demand for specific areas
		4	Coordinate trip patterns with commuter needs (e.g., time schedules)
		5	Encourage major employers to sponsor transit for employees
2	**Expand Availability of Weekend and Evening Service**	1	Provide more direct service to major trip generators (i.e. shopping centers and hospitals)
		2	Eliminate confusing nighttime and weekend patterns and replace with extended service on existing routes
		3	Add weekend service between Berkeley and Jefferson Counties
3	**Explore Locations for New Transit Infrastructure**	1	Identify new locations for shelters, benches, bike racks, and other infrastructure
		2	Identify locations to share transit-related information
		3	Explore interest from jurisdictions in the EPTA service area for making transit capital investments
4	**Incorporate New Transit Center**	1	Develop specific set of recommendations to redesign EPTA transit around new Transit Center

GOALS		OBJECTIVES	
	and Administrative Facility into Future Plans	2	Realign existing and planned routes to utilize new Transit Center
		3	Incorporate stakeholder feedback into plans for future uses
5	**Improve Branding and Technology**	1	Ensure that schedules published online are up-to-date with most recent operating characteristics
		2	Identify locations to share transit-related information
		3	Advertise mobile ticketing service and host workshops or training opportunities to educate riders on available resources

2025 TDP Workshops

In October of 2024, the project team met with stakeholder focus groups from Berkeley and Jefferson Counties. The meetings included an overview of the TDP process, a presentation of the findings from the market and service analyses, and interactive exercises to solicit stakeholder feedback on how the TDP goals and objectives should be modified for 2025.

The following sections summarize the responses to three questions related to the goals and objectives:

- How should EPTA prioritize its 2025 TDP goals?
- What goals do you have for EPTA?
- What should EPTA prioritize?

GOAL PRIORITIZATION

Focus group members were asked to rank the five existing goals from most important (first place) to least important (fifth place). Members also had the option to rank a sixth "new" goal. The number of members who ranked each goal in each ranking category is shown in **Table 14** and **Table 15**.

Table 14 | Results of Stakeholder Goal Prioritization Exercise (Berkeley County)

Goal	1st place	2nd place	3rd place	4th place	5th place	6th place	Weighted Average Rank
Expand and Improve Systemwide Service Efficiency	3	2	1	1	1	1	2.78
Expand Availability of Weekend and Evening Service	0	0	1	5	3	0	4.22
Explore Locations for New Transit Infrastructure	2	4	2	1	0	0	2.22
Incorporate New Transit Center and Administrative Facility into Future Plans	2	1	2	2	2	0	3.11
Improve Branding and Technology	2	2	3	0	2	0	2.78
New Goals	0	0	0	0	1	0	5.00

Based on the weighted average rank of the Berkely County stakeholders, the goals would be prioritized in the following order:

1. Explore Locations for New Transit Infrastructure.
2. **TIE:** Expand and Improve Systemwide Service Efficiency *AND* Improve Branding and Technology.
3. Incorporate New Transit Center and Administrative Facility into Future Plans.
4. Expand Availability of Weekend and Evening Plans.
5. New Goals.

Table 15 | Results of Stakeholder Goal Prioritization Exercise (Jefferson County)

Goal	1st place	2nd place	3rd place	4th place	5th place	6th place	Weighted Average Rank
Expand and Improve Systemwide Service Efficiency	2	1	2	3	0	0	2.75
Expand Availability of Weekend and Evening Service	1	2	2	0	3	0	3.25
Explore Locations for New Transit Infrastructure	2	2	3	1	0	0	2.38
Incorporate New Transit Center and Administrative Facility into Future Plans	2	0	1	2	3	0	3.50
Improve Branding and Technology	1	3	0	1	2	1	3.58
New Goals	0	0	0	1	0	2	5.33

Based on the weighted average rank of the Jefferson County stakeholders, the goals would be prioritized in the following order:

1. Explore Locations for New Transit Infrastructure.
2. Expand and Improve Systemwide Service Efficiency.
3. Expand Availability of Weekend and Evening Service.
4. Improve Branding and Technology.
5. Incorporate New Transit Center and Administrative Facility into Future Plans.
6. New Goals.

If the two stakeholder groups' responses are combined and the weighted average rank recalculated, then the goals would be prioritized in the following order:

1. Explore Locations for New Transit Infrastructure.
2. Expand and Improve Systemwide Service Efficiency.
3. Improve Branding and Technology.
4. Incorporate New Transit Center and Administrative Facility into Future Plans.
5. Expand Availability of Weekend and Evening Service.
6. New Goals.

GOALS FOR EPTA

After ranking the existing goals, focus group members were given the opportunity to suggest any additional goals that EPTA should consider incorporating into the 2025 TDP. The suggestions ranged from more generalized goals (i.e. expand marketing) to more specific planning and policy requests (i.e. create rideshare stops on I-81). The responses from both focus groups are documented in **Table 16**.

Table 16 | Suggestions for Additional Goals

STAKEHOLDER MEETING	RESPONSE
Berkeley County	Create rideshare stops on [Interstate] 81.
	Continue ridership rebound post-COVID.
	Partnerships with local business and large companies.
	Marketing that appeals to younger people?
	Expand marketing for transit and way finding.
	Consider adding staff to assist with marketing.
Jefferson County	Expand marketing.
	Transit to and from Shepherdstown for work, shopping, or medical appointments.
	Expand service to those who NEED transit as well as making it attractive to those who may CHOOSE to take public transit.
	Increase ridership to employers such as the hospitals.
	Improve visibility of services on the street level. The inability to access info easily and assess if the bus will suffice for travel needs will diminish ridership.
	Utilize Shepherd University for possible interns.

EPTA PRIORITIES

Focus group members were asked to rank four priorities from most important (first place) to least important (fourth place). The number of members who ranked each priority in each category is shown in **Table 17** and **Table 18**.

Table 17 | Results of Stakeholder Priority Ranking Exercise (Berkeley County)

PRIORITY	1ST PLACE	2ND PLACE	3RD PLACE	4TH PLACE	WEIGHTED AVERAGE RANK
Provide direct service to major destinations	0	2	4	3	3.1
Match service to meet customer demand	1	1	4	3	3.0
Communicate information about transit service	5	1	0	3	2.1
Make transit easy to use	3	5	1	0	1.8

Based on the weighted average rank of the Berkeley County stakeholders, the themes would be prioritized in the following order:

1. Make transit easy to use.
2. Communication information about transit service.
3. Match service to meet customer demand.
4. Provide direct service to major destinations.

Table 18 | Results of Stakeholder Priority Ranking Exercise (Jefferson County, 8 respondents)

PRIORITY	1ST PLACE	2ND PLACE	3RD PLACE	4TH PLACE	WEIGHTED AVERAGE RANK
Provide direct service to major destinations	0	3	0	5	3.3
Match service to meet customer demand	4	1	3	0	1.9
Communicate information about transit service	3	1	2	2	2.4
Make transit easy to use	1	3	3	1	2.5

Based on the weighted average rank of the Jefferson County stakeholders, the themes would be prioritized in the following order:

1. Match service to meet customer demand.
2. Communicate information about transit service.
3. Make transit easy to use.
4. Provide direct service to major destinations.

If the two stakeholder groups' responses are combined and the weighted average rank recalculated, then the themes would be prioritized in the following order:

1. Make transit easy to use.
2. Communication information about transit service.
3. Match service to meet customer demand.
4. Provide direct service to major destinations.

The results of this exercise indicate that stakeholders believe that more emphasis needs to be placed on promoting EPTA service and public awareness, rather than changing existing service.

2025 TDP Goals and Objectives

The goals and objectives for the 2025 TDP are summarized in **Table 19**. Some goals and objectives were modified or reordered to better reflect stakeholder input and EPTA priorities for the next five years. Realigning routes to serve the new Transit Center will be a key objective once the facility begins operation. The changes will be coupled with other adjustments to improve service efficiency, frequency, and coverage, which remain ongoing priorities for EPTA. As these changes go into effect, communicating them to existing riders and marketing transit to new riders will be a top priority.

Table 19 | 2025 TDP Goals and Objectives

GOALS		OBJECTIVES		COMMENTS
1	**Incorporate New Transit Center and Administrative Facility into Future Service**	1	Develop specific set of recommendations to redesign EPTA service to utilize new Transit Center	Construction of the new Transit Center began in June 2024 and is expected to be completed in 2026. As a result, adjusting service to serve the new Transit Center is top priority for the near future.

GOALS		OBJECTIVES		COMMENTS
		2	Realign EPTA service to utilize new Transit Center	*Change from 2020 TDP: This goal was shifted to the top to reflect its increased importance, and the phrase "Future Plans" was replaced with "Future Service" since the new Transit Center will begin to serve riders in the near future. Similarly, the wording of the first and second objectives was modified slightly to align with the goal.*
		3	Incorporate stakeholder feedback into plans for future uses	
2	**Improve Marketing, Communication, and Technology**	1	Ensure that schedules published online are up-to-date with most recent operating characteristics	Stakeholders frequently identified marketing and communication as a priority, especially as existing routes change to serve the new Transit Center (Goal 1) and improve frequency and coverage (Goals 4 and 5). *Change from 2020 TDP: This goal was moved up to reflect its increased importance. The word "Branding" was replaced with "Marketing and Communication" to more accurately reflect stakeholder and agency priorities. Similarly, the third objective was reworded to emphasize service-related communication.*
		2	Identify locations to share transit-related information	
		3	Advertise transit service to potential riders and provide education on mobile ticketing and other resources	
3	**Explore Locations for New Transit Infrastructure**	1	Identify new locations for shelters, benches, bike racks, and other infrastructure	Potential route changes will present an opportunity to reevaluate existing transit infrastructure. Stakeholders emphasized the importance of bus stop signage in marketing and improving the rider experience. *Change from 2020 TDP: This goal was moved up to reflect feedback from stakeholder.*
		2	Identify locations to share transit-related information	
		3	Explore interest from jurisdictions in the EPTA service area for making transit capital investments	
4	**Expand and Improve Systemwide Service Efficiency**	1	Provide more direct service to major trip generators (i.e., shopping centers and hospitals)	Improving service remains an important and ongoing priority for EPTA. *Change from 2020 TDP: This goal was moved down to reflect feedback from stakeholders.*
		2	Identify opportunities for expanding service to emerging trip generators (i.e., employment locations)	
		3	Match appropriate level of service and coverage with transit demand for specific areas	
		4	Coordinate trip patterns with commuter needs (e.g., time schedules)	
		5	Encourage major employers to sponsor transit for employees	
5	**Expand Availability of Weekend and Evening Service**	1	Provide more direct service to major trip generators (i.e. shopping centers and hospitals)	Improving service remains an important priority for EPTA. *Change from 2020 TDP: This goal was moved down to reflect feedback from stakeholders.*
		2	Eliminate confusing nighttime and weekend patterns and replace with extended service on existing routes	
		3	Add weekend service between Berkeley and Jefferson Counties	

7. Service Recommendations

The recommendations propose a realigned network that serves the new Multimodal Transit Center (TC), simplifies complex routes, aligns evening and Saturday service with weekday service, and expands coverage. The following sections describe the service planning process and the recommended service.

Service Planning Process

The service planning process was guided at a high level by the goals and objectives for the 2025 TDP, which identify EPTA's priorities for the next five years. Specific recommendations were based on service and market analyses, as well as feedback from stakeholders and the public.

GOALS AND OBJECTIVES

The goals and objectives for the 2025 TDP are summarized in **Table 19**, and the relationship between the recommendation themes and the goals is shown in **Table 20.** Routes were realigned to serve the new Multimodal Transit Center, which will now act as a primary transfer point where all Berkeley County routes will have centralized, timed transfers. Patterns were simplified to make service easier for the public to understand and use. Separate evening and Saturday routes were replaced with routes that extend or mirror weekday service. Finally, coverage was expanded to serve new destinations, such as Spring Mills and Hedgesville, and service was increased in Jefferson County.

Table 20 | Recommendation-Goal Crosswalk

RECOMMENDATION THEMES	GOAL #1: NEW TRANSIT CENTER	GOAL #2 IMPROVE MARKETING & COMMUNICATION	GOAL #3 NEW TRANSIT INFRASTRUCTURE	GOAL #4: SYSTEMWIDE SERVICE EFFICIENCY	GOAL #5: WEEKEND AND EVENING SERVICE
Realigned routes to serve new transit center	●	●	●		
Simplified routes with consistent service patterns throughout the day		●		●	
Eliminated major differences between weekday, evening, and Saturday service		●		●	●
Expanded coverage to new destinations		●	●		
Facilitated timed transfers at new transit facility	●			●	

SERVICE PLANNING INPUTS

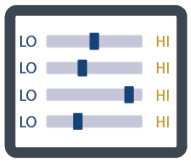
A range of inputs were used during the service planning process. These inputs are briefly described below; more details can be found in the **Service Analysis**, **Market Analysis**, **Service Gaps Analysis**, and **Public and Stakeholder Engagement** chapters.

Population and Job Density

Density is a major determinant of transit service effectiveness and efficiency for a given service area. The transit potential analysis combines population and employment density to identify areas that can support fixed route transit service. Pockets of higher transit potential are found in Martinsburg, Ranson, and Charles Town. Most of Martinsburg and its immediate surroundings have moderate transit potential, as well as parts of Ranson and Charles Town.

Transit Propensity

The transit propensity analysis uses a variety of demographic factors to identify areas with populations that have high propensity for transit use. The analysis consists of four indices: transit-oriented populations, commuter origins, employment destinations, and activity destinations. Similar to transit potential, areas with high transit propensity are generally found in downtown Martinsburg, Ranson, and Charles Town. Areas with moderate propensity can be found around the three municipalities.



Travel Flows

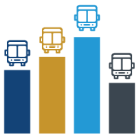
The travel flow analysis uses trip-level data from a synthetic travel demand model to identify travel patterns within both Martinsburg and the broader study area. There are generally more trips within zones than between zones, as well as more trips between adjacent zones than between separated zones. The strongest travel flows at a regional level are between the three major cities – Martinsburg, Charles Town, and Ranson – and their surroundings. The strongest travel flows at the local level are between the Foxcroft Towne Center and Route 9 Corridor zone and their respective surroundings.

Corridor Optimization

An optimization algorithm was applied to the trip-level data to identify specific corridors with high trip demand. The analysis identified nine corridors that serve at least 5,000 daily trips. The two highest-demand corridors stretch from Foxcroft Towne Center to Spring Mills. In both counties, corridors traveling southwest to northeast are generally ranked higher than those traveling northwest to southeast.

Existing Network & Performance

The performance analyses use transit ridership and service data to identify potential strengths or weaknesses in the existing network. Routes 14 and 20 have the highest average daily ridership, and the weekday routes are generally more productive than the evening and Saturday routes. Caperton Transportation Station is the highest ridership stop, followed by the Walmart at Foxcroft Towne Center, the VA Medical Center, Gabe's, and the Walmart in Charles Town. Over 50 percent of stops have less than one daily boarding on average. This section also indicates where the proposed recommendations have high overlap and similarity with the existing EPTA network.



Gaps Analyses

The gaps analyses compare the number of fixed-route vehicle trips serving a given location or travel flow to different measures of travel demand to identify potential gaps in transit service. The first analysis, which compared vehicle trips to transit potential and propensity, identified Spring Mills as a place with a notable gap in service compared to the rest of the study area. The second analysis, which compared vehicle trips to travel flows, identified the linkage between the Northeast Residential and Foxcroft Towne Center zones and the linkage between Martinsburg and Inwood as possible gaps.

Stakeholder Input

The Consultant Team held two focus groups with representatives from Berkeley and Jefferson Counties to gather local insights and guidance to inform the development of the TDP. Stakeholders emphasized the need for transit coverage in rapidly growing areas, including Spring Mills, and for better marketing and communication of transit services to potential customers. Additionally, stakeholders discussed driver recruitmeent and retention and potential funding sources.

Public Survey

The Consultant Team distributed a survey to riders and non-riders to gather feedback on their interests and concerns. Riders were asked about their transit usage and perception of existing transit service, while non-riders were asked about their reasons for not using transit. Over 150 responses were received, with a roughly even distribution between riders and non-riders. Key themes included increasing bus frequency, lengthening hours of operation, improving schedule consistency, adding weekday service to Spring Mills, and adding Saturday service in Jefferson County.

New Transit Center

The EPTA Multimodal Transit Center is under construction and will be completed in Spring 2026. Once opened, the facility will serve as the primary transfer point for all Berkeley County routes.

Weekday Service Recommendations

ROUTE A: SPRING MILLS

Route A provides service between Spring Mills, Martinsburg, and The Commons. Service would begin at the Multimodal Transit Center, go to Spring Mills, return to the Multimodal Transit Center, go to The Commons, and return to the Transit Center. Both legs would be served on each trip, with an opportunity to transfer to a different route in the middle of the trip.

Figure 42 | Proposed Alignment and Stops for Route A

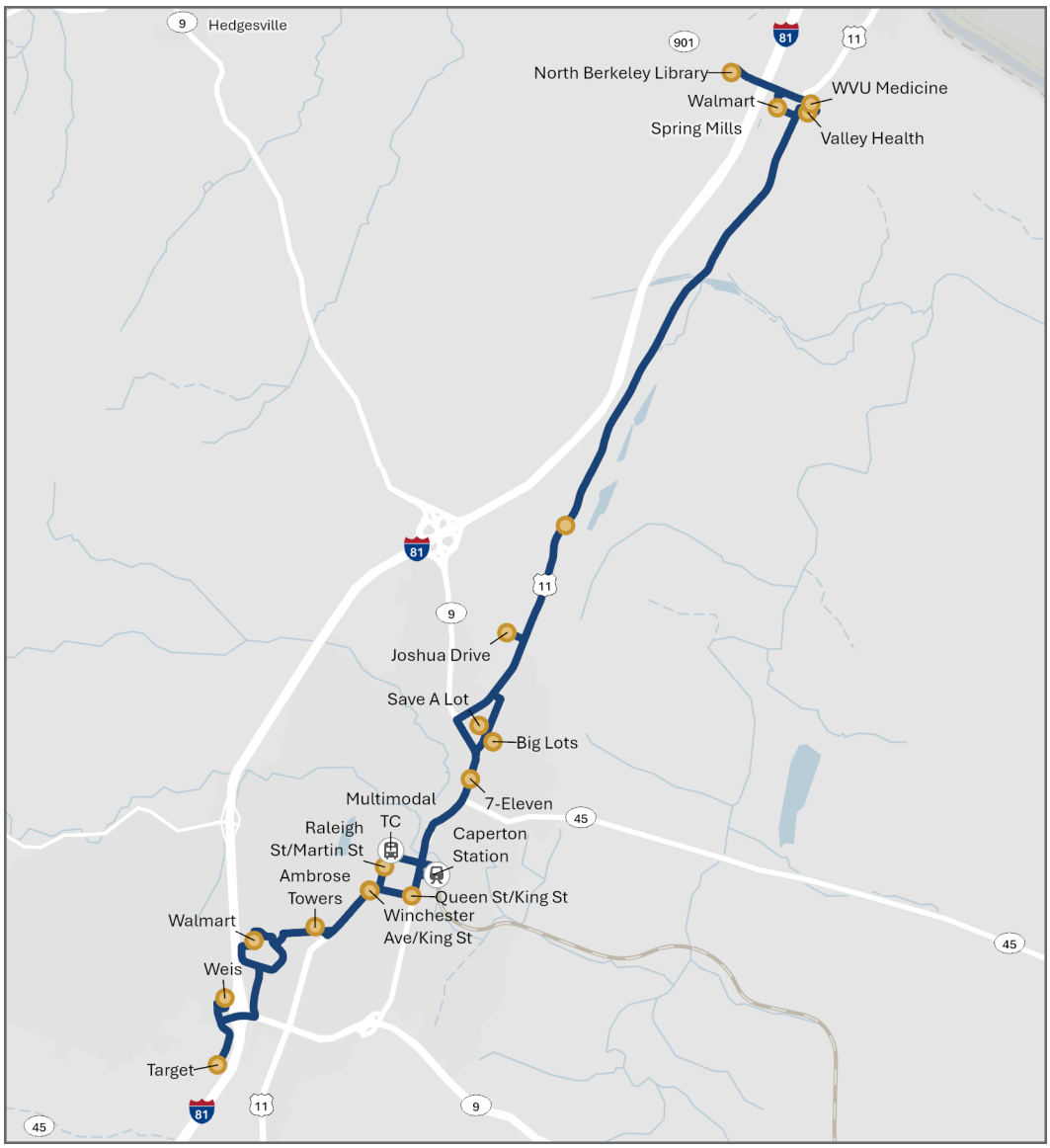


Table 21 | Service Characteristics for Route A

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 14
Approximate Timespan	9:00 AM – 5:00 PM
Daily Trips	5 trips per day
Headway	90 minutes
Estimated Distance	23.8 miles (roundtrip)
Estimated Runtime	76 minutes (without stops)

Table 22 | Service Planning Factors for Route A

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg and medium-to-low densities in Spring Mills.
Transit Propensity	There are moderate concentrations of transit-oriented populations in Spring Mills and high concentrations of multiple propensity indices in downtown Martinsburg.
Travel Flows	There are high regional flows between Martinsburg and Spring Mills and high local flows between the Downtown and South Industrial zones.
Corridor Optimization	The route is aligned entirely with Corridor 1 and partially with Corridors 2 and 6.
Existing Network & Performance	The route provides additional service for downtown Martinsburg and high ridership stops like the Walmart at Foxcroft Towne Center.
Gaps Analyses	There are gaps in density and propensity compared to transit service in Spring Mills and northern Martinsburg, as well as gaps in travel flows compared to transit service between the Foxcroft Towne Center and Northeast Residential zones.
Stakeholder Input	Stakeholders identified new residential and economic growth in Spring Mills.
Public Survey	Respondents requested service to Spring Mills, as well as more direct service to Foxcroft Towne Center.
New Transit Center	The primary transfer point would be the new Multimodal TC.

Public Comments

No comments specific to this route were provided during the April 2025 or June 2025 public comment periods.

ROUTE B: INWOOD

Route B provides service between Martinsburg, Procter & Gamble, and Inwood. The first two and last two trips of the day would operate on a short pattern that turns at Procter & Gamble, while the trips in the middle of the day would operate on the full route. Trips would be timed to serve Procter & Gamble at shift changes.

Figure 43 | Proposed Alignment and Stops for Route B

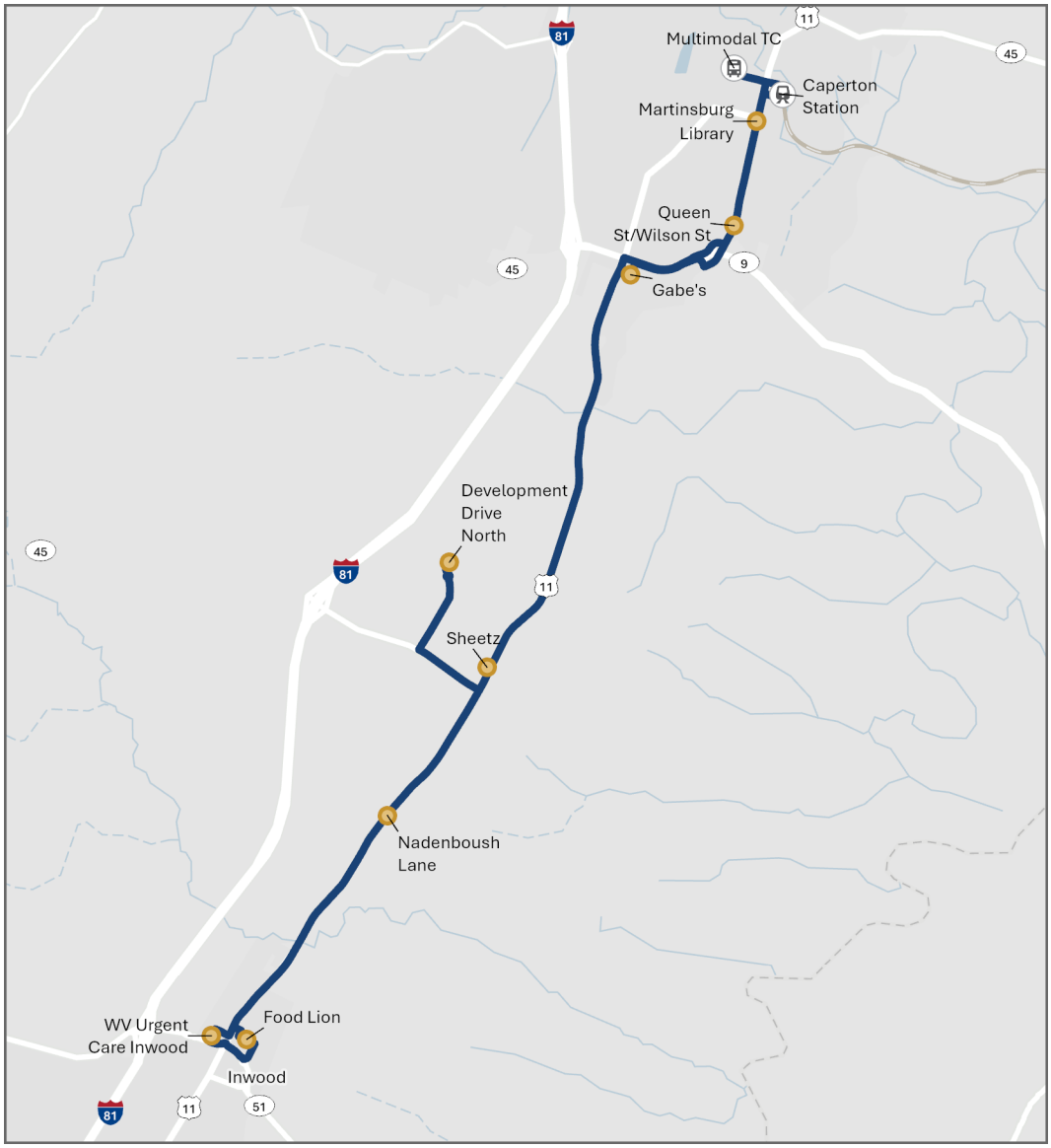


Table 23 | Service Characteristics for Route B

SERVICE CHARACTERISTIC	PATTERN 1	PATTERN 2
Pattern Description	Full route	Turns at P&G
Existing Analogue	Route 18	
Approximate Timespan	6:00 AM – 8:00 PM	
Daily Trips	5 trips per day	4 trips per day
Headway[13]	90 minutes	60 minutes
Estimated Distance	24.2 miles (roundtrip)	14.8 miles (roundtrip)
Estimated Runtime	65 minutes (without stops)	43 minutes (without stops)

Table 24 | Service Planning Factors for Route B

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg and medium-to-low densities in Inwood.
Transit Propensity	There are moderate concentrations of transit-oriented populations in Inwood and high concentrations of multiple propensity indices in downtown Martinsburg.
Travel Flows	There are high regional flows between Martinsburg and Inwood and moderate local flows between the Downtown and East Residential zones.
Corridor Optimization	The route is aligned entirely with Corridor 5 and partially with Corridor 16.
Existing Network & Performance	The route maintains Route 18's Inwood coverage while increasing ridership potential through Queen Street service and creating a one-seat trip between Inwood and Martinsburg.
Gaps Analyses	There are gaps in travel flows compared to transit service between Martinsburg and Inwood.
Stakeholder Input	Stakeholders identified new commercial growth in Inwood.
Public Survey	Respondents requested extended hours for Route 18.
New Transit Center	The primary transfer point would be the new Multimodal TC.

Public Comments

No comments specific to this route were provided during the April 2025 or June 2025 public comment periods.

[13] Headways between patterns is contingent on shift change needs at Procter and Gamble and will be finalized during final scheduling

ROUTE C: HEDGESVILLE / INDUSTRIAL PARK

Route C provides service between Martinsburg, Caperton Industrial Park, and Hedgesville. The first three and last three trips of the day would operate on a short pattern that turns at Caperton Industrial Park, while the trips in the middle of the day would operate on the full route. There would be a three-hour period in the morning and a two-hour period in the afternoon when the route does not operate due to school drop-off/pick-up and resource constraints. Trips would be timed to serve Caperton Industrial Park at shift changes.

Figure 44 | Proposed Alignment and Stops for Route C

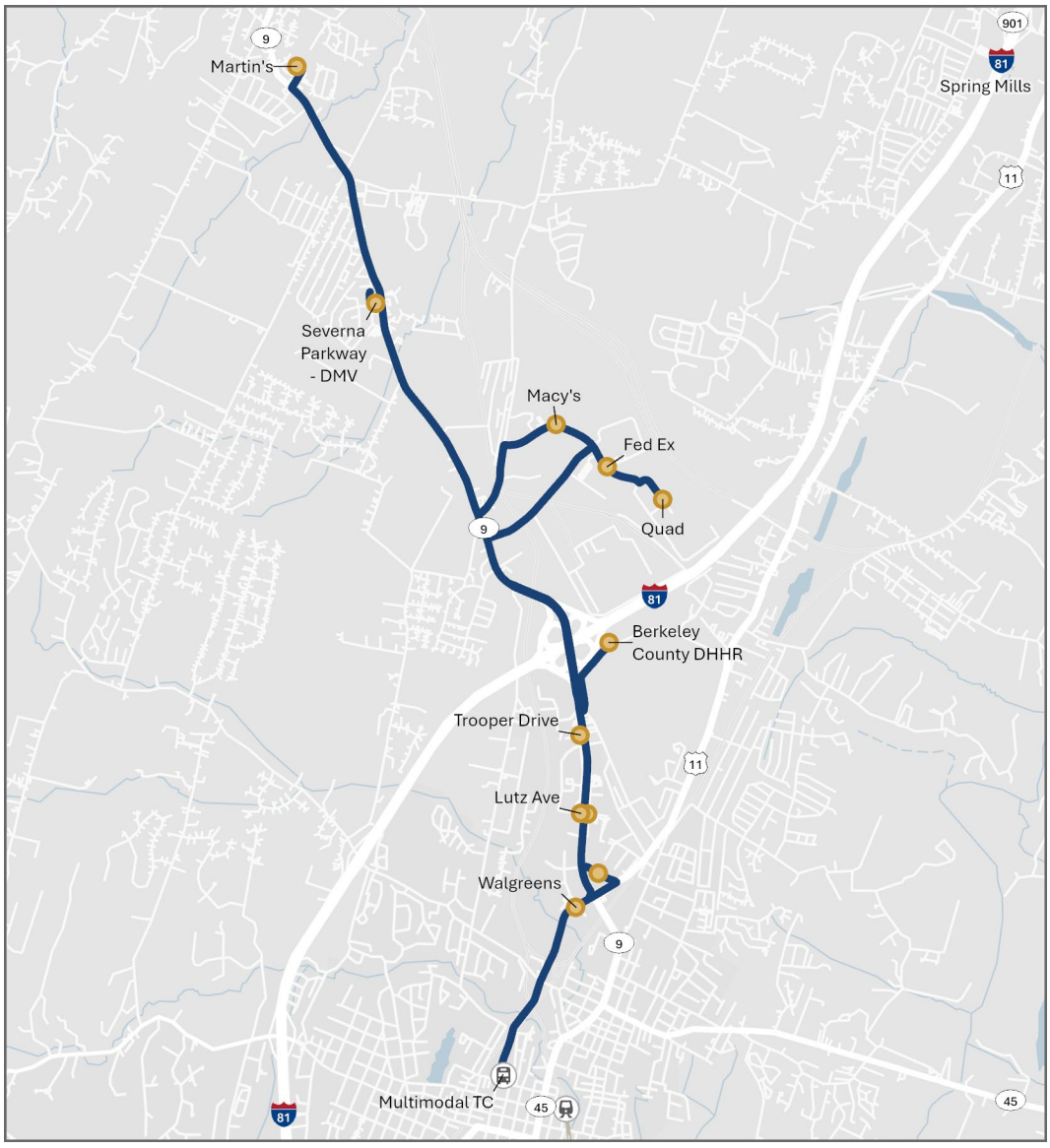


Table 25 | Service Characteristics for Route C

SERVICE CHARACTERISTIC	PATTERN 1	PATTERN 2
Pattern Description	Turns at Caperton Industrial Park	Full Route
Existing Analogue	Routes 12 and 19	
Approximate Timespan	5:30 AM – 7:00 PM	
Daily Trips	6 trips per day	5 trips per day
Headway[14]	30 minutes	60 minutes
Estimated Distance	10.0 miles (roundtrip)	18.2 miles (roundtrip)
Estimated Runtime	24 minutes (without stops)	45 minutes (without stops)

Table 26 | Service Planning Factors for Route C

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg and medium-to-low densities in Hedgesville.
Transit Propensity	There are high concentrations of multiple propensity indices in downtown Martinsburg. There are low concentrations of transit-oriented populations in Hedgesville but increasing retail and housing development.
Travel Flows	There are moderate local flows between the Downtown, Route 9 Corridor, and North Industrial zones.
Corridor Optimization	The route is aligned entirely with Corridor 9 and partially with Corridor 8.
Existing Network & Performance	The route streamlines Route 14 coverage and creates all-day service for Route 19.
Gaps Analyses	There are gaps in density and propensity compared to transit service in northern Martinsburg.
Public Survey	Respondents requested service to Hedgesville and more frequent service to Caperton Industrial Park.

Public Comments

No comments specific to this route were provided during the April 2025 public comment period. Feedback from the Berkeley County Sheriff's Office on the location of stops along Edwin Miller Boulevard was recorded during the June 2025 public comment period.

[14] Headways between patterns is contingent on shift change needs at Caperton Industrial Park and will be finalized during final scheduling

ROUTE D: MARTINSBURG CIRCULATOR

Route D provides clockwise circulator service to key destinations in Martinsburg. A similar alignment operates on Saturdays as well.

Figure 45 | Proposed Alignment and Stops for Route D

Table 27 | Service Characteristics for Route D

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 10
Approximate Timespan	6:00 AM – 9:00 PM
Daily Trips	15 trips per day
Headway	60 minutes
Estimated Distance	11.3 miles (roundtrip)
Estimated Runtime	46 minutes (without stops)

Table 28 | Service Planning Factors for Route D

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg and the surrounding neighborhoods.
Transit Propensity	There are high concentrations of multiple propensity indices in downtown Martinsburg and the surrounding neighborhoods.
Travel Flows	There are high internal flows in Martinsburg, including Foxcroft Towne Center and its surroundings.
Corridor Optimization	The route is aligned partially with Corridors 2, 6, and 14.
Existing Network & Performance	The route maintains a similar alignment to Route 10, which is a high ridership route. Additionally, Foxcroft Towne Center is a high ridership stop.
Public Survey	Respondents requested more direct service to Berkeley Medical Center and maintaining Caperton Transportation Station as a stop.
New Transit Center	The primary transfer point would be the new Multimodal TC.

Public Comments

No comments specific to this route were provided during the April 2025 public comment period. One comment requesting service along King Street and Tennessee Avenue was recorded during the June 2025 public comment period.

ROUTE E: VA MEDICAL CENTER NORTH

Route E provides service between Martinsburg and the VA Medical Center. Riders traveling between Berkeley and Jefferson Counties can transfer between Routes E and F at the VAMC.

Figure 46 | Proposed Alignment and Stops for Route E

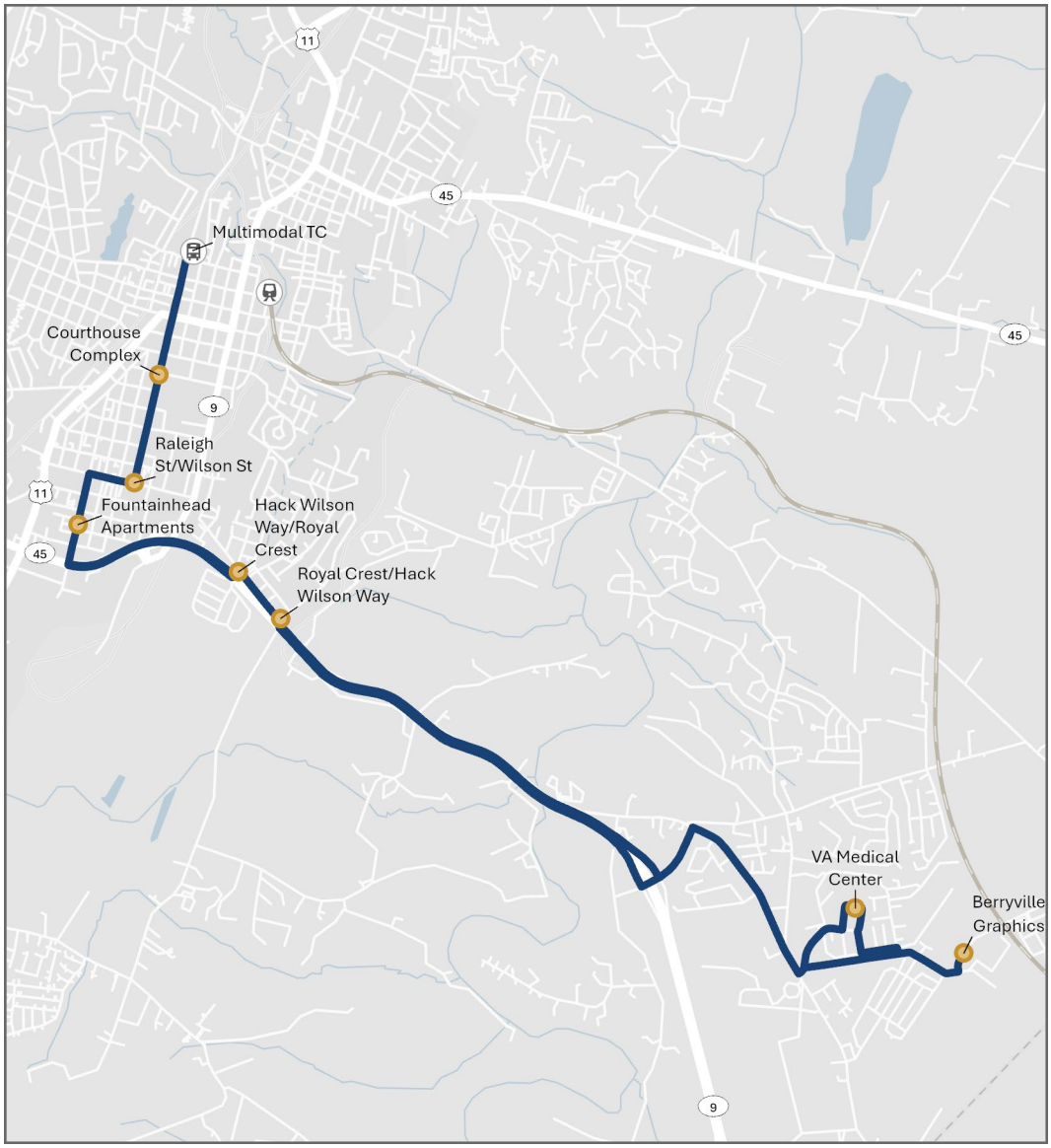


Table 29 | Service Characteristics for Route E

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 11
Approximate Timespan	8:00 AM – 6:00 PM
Daily Trips	10 trips per day
Headway	60 minutes
Estimated Distance	14.7 miles (roundtrip)
Estimated Runtime	38 minutes (without stops)

Table 30 | Service Planning Factors for Route E

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg.
Transit Propensity	There are high concentrations of multiple propensity indices in downtown Martinsburg.
Travel Flows	There are high regional flows between Martinsburg and eastern Berkeley County.
Corridor Optimization	The route is aligned entirely with Corridor 7.
Existing Network & Performance	The route alignment streamlines Route 11 and creates a central transfer in Martinsburg for Jefferson County riders. Additionally, the VA Medical Center is a high ridership stop.
Gaps Analyses	There are gaps in travel flows compared to transit service between Martinsburg and eastern Berkeley County.
Public Survey	Respondents requested a more direct route between Jefferson County and Martinsburg – this route connects directly with Route F to provide this cross-county connection.
New Transit Center	The primary transfer point would be the new Multimodal TC.

Public Comments

No comments specific to this route were provided during the April 2025 or June 2025 public comment periods.

ROUTE F: VA MEDICAL CENTER SOUTH

Route F provides service between Charles Town, Ranson, and the VA Medical Center. Riders traveling between Berkeley and Jefferson Counties can transfer between Routes E and F at the VAMC. Riders traveling within Jefferson County can transfer at multiple stops in Charles Town and Ranson, but transfers will be timed at Walmart. Route F operates revenue service between Martinsburg and Charles Town at the beginning of the day and between Charles Town and Martinsburg at the end of the day.

Figure 47 | Proposed Alignment and Stops for Route F

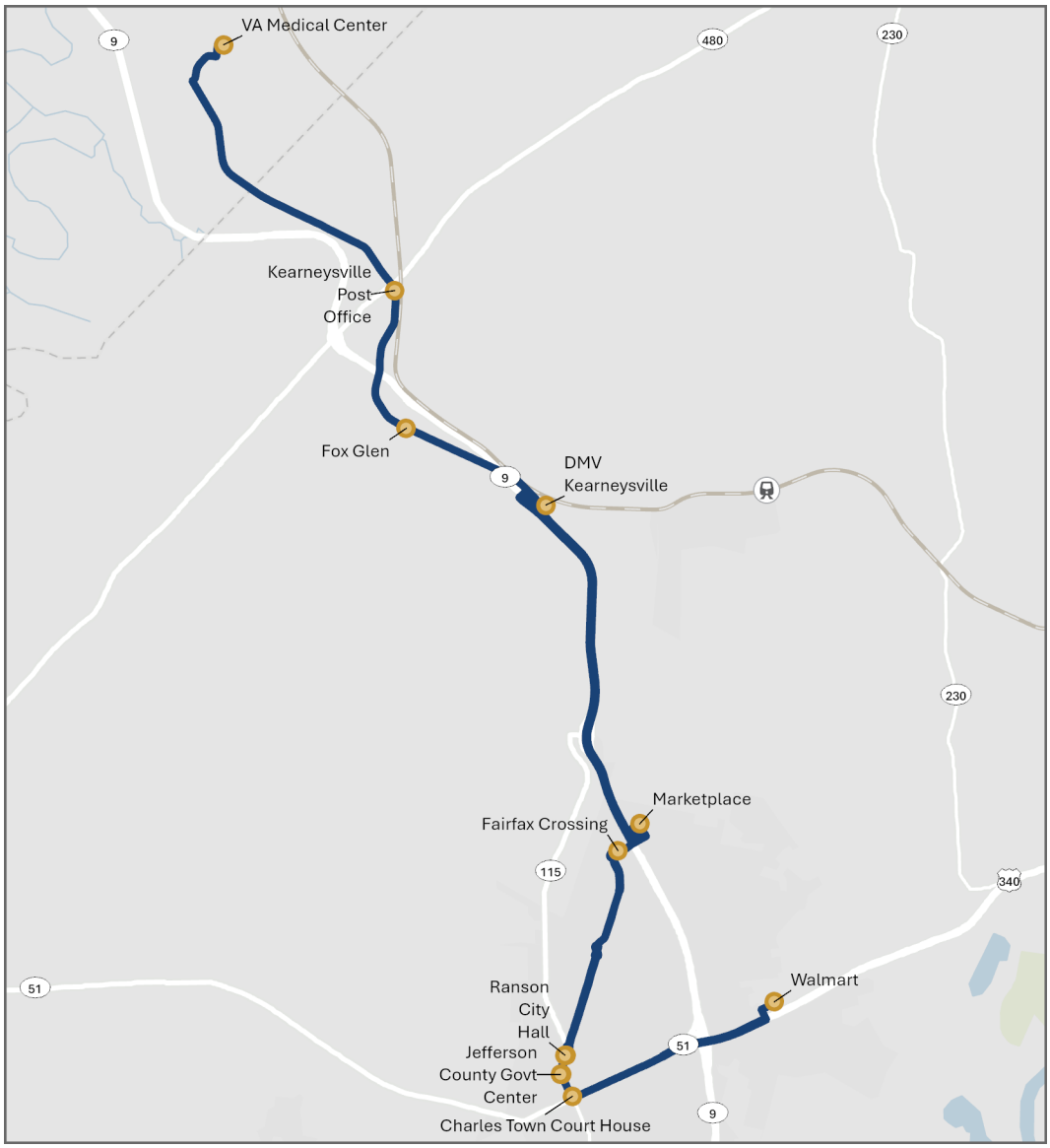


Table 31 | Service Characteristics for Route F

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 16
Approximate Timespan	7:15 AM – 7:15 PM
Daily Trips	7 trips per day
Headway	90 minutes
Estimated Distance	28.6 miles (roundtrip)
Estimated Runtime	79 minutes (without stops)

Table 32 | Service Planning Factors for Route F

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in Charles Town and Ranson.
Transit Propensity	There are high concentrations of multiple propensity indices in Charles Town and Ranson.
Travel Flows	There are high internal flows in Charles town.
Corridor Optimization	The route is aligned partially with Corridors 13 and 15.
Existing Network & Performance	The route alignment modifies Route 16 to provide more coverage in Ranson and Charles Town.
Public Survey	Respondents requested a more direct route between Jefferson County and Martinsburg – this route connects directly with Route E to provide this cross-county connection.

Public Comments

No comments specific to this route were provided during the April 2025 or June 2025 public comment periods. This route's headway and span were modified in response to the introduction of Route H.

ROUTE G: HARPERS FERRY

Route G provides service between Charles Town, Ranson, and Harpers Ferry. Service would begin at Walmart, go to Harpers Ferry, return to Walmart, go to Washington Landing, go to Marketplace, and return to Walmart. All legs would be served on each trip, with an opportunity to transfer to a different route in the middle of the trip. Riders traveling within Jefferson County can transfer at multiple stops in Charles Town and Ranson, but transfers will be timed at Walmart. Route G operates revenue service between Martinsburg and Charles Town at the beginning of the day and between Charles Town and Martinsburg at the end of the day.

Figure 48 | Proposed Alignment and Stops for Route G

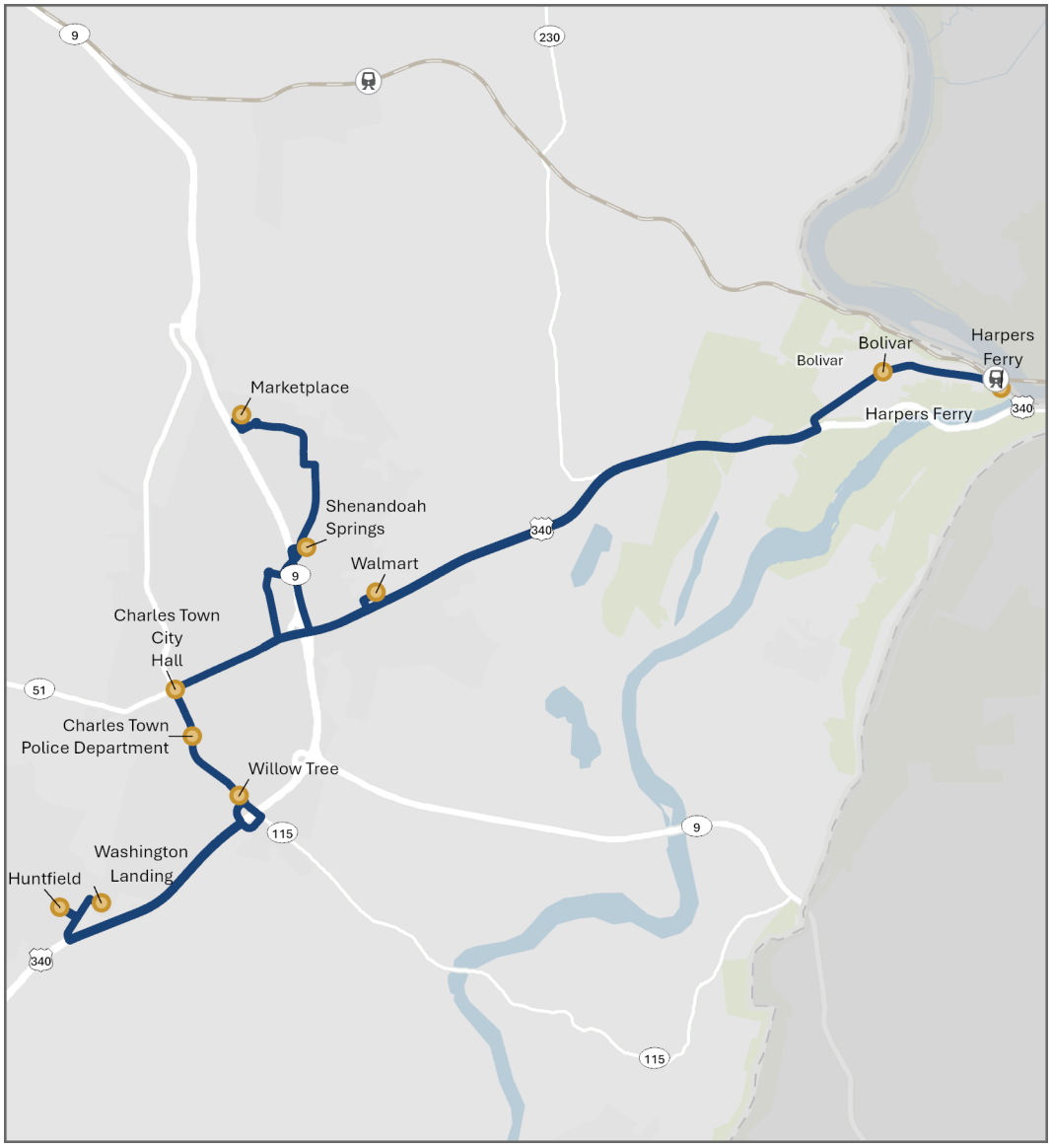


Table 33 | Service Characteristics for Route G

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 20
Approximate Timespan	7:15 AM – 5:45 PM
Daily Trips	6 trips per day
Headway	90 minutes
Estimated Distance	30.1 miles (roundtrip)
Estimated Runtime	80 minutes (without stops)

Table 34 | Service Planning Factors for Route G

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in Charles Town and Ranson and medium-to-low densities in Harpers Ferry.
Transit Propensity	There are high concentrations of multiple propensity indices in Charles Town and Ranson and low concentrations of transit-oriented populations in Harpers Ferry.
Travel Flows	There are high internal flows in Charles Town and Ranson and high regional flows between Charles Town and Harpers Ferry.
Corridor Optimization	The route is aligned partially with Corridors 3, 4, and 15.
Existing Network & Performance	The route maintains part of the Route 20 alignment, which is a high ridership route.

Public Comments

No comments specific to the initial iteration of this route were provided during the April 2025 or June 2025 public comment periods. However, this route's alignment, span, and level of service were modified in response to the introduction of Route H.

ROUTE H: CHARLES TOWN / RANSON CIRCULATOR

Route H provides clockwise circulator service to key destinations in Martinsburg. Riders traveling within Jefferson County can transfer at multiple stops in Charles Town and Ranson, but transfers will be timed at Walmart. Route H operates revenue service between Martinsburg and Charles Town at the beginning of the day and between Charles Town and Martinsburg at the end of the day.

Figure 49 | Proposed Alignment and Stops for Route H

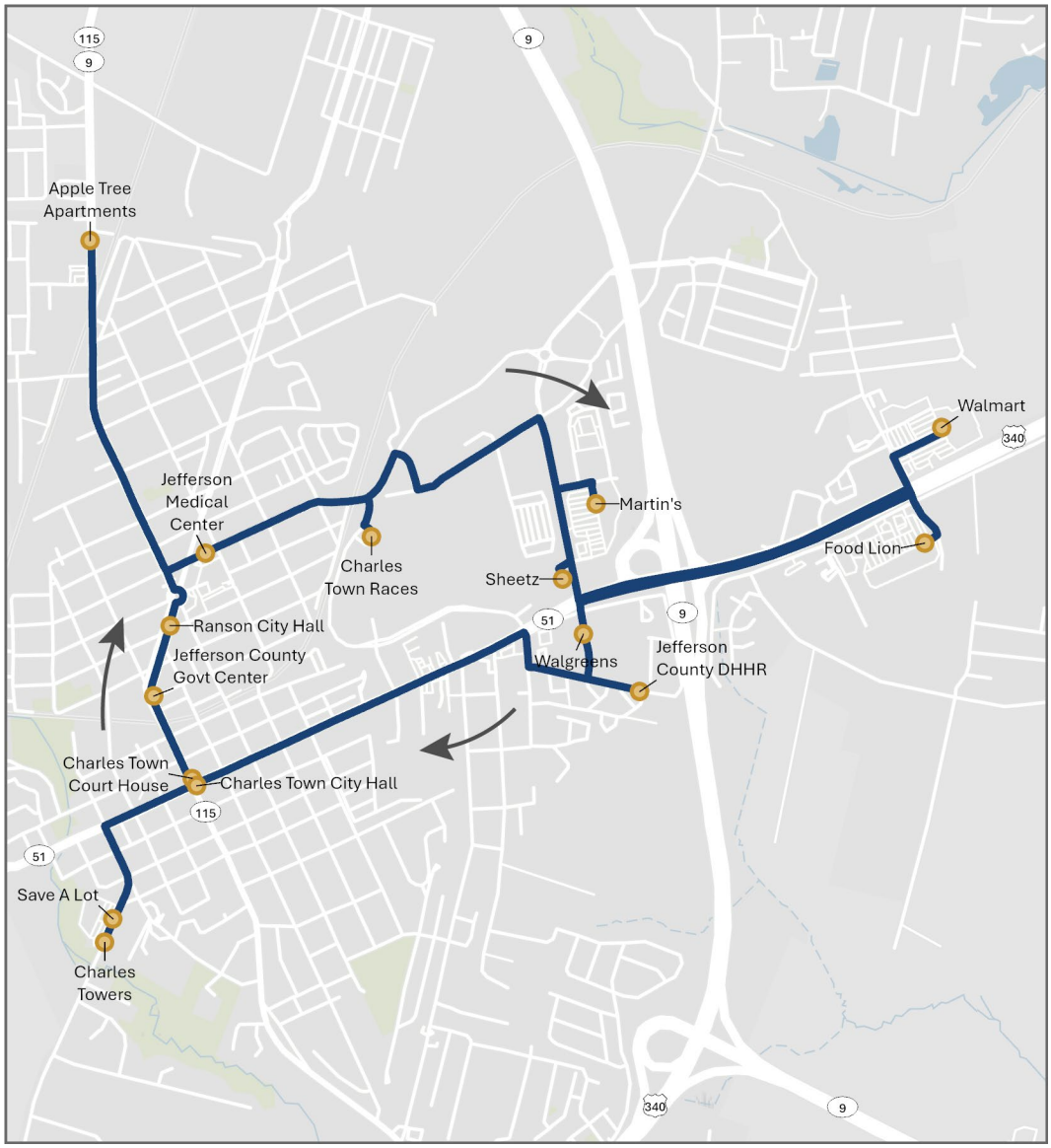


Table 35 | Service Characteristics for Route H

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	Route 20
Approximate Timespan	6:30 AM – 8:00 PM
Daily Trips	15 trips per day
Headway	45 minutes
Estimated Distance	9.0 miles (roundtrip)
Estimated Runtime	41 minutes (without stops)

Table 36 | Service Planning Factors for Route H

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in Charles Town and Ranson.
Transit Propensity	There are high concentrations of multiple propensity indices in Charles Town and Ranson.
Travel Flows	There are high internal flows in Charles Town and Ranson
Corridor Optimization	The route is aligned partially with Corridors 3, 4, and 15.
Existing Network & Performance	The route maintains part of the Route 20 alignment, which is a high ridership route.
Public Survey	Respondents requested more service in Jefferson County.

Public Comments

This route was added after the April 2025 public comment period. One comment requesting additional local service in Charles Town and Ranson was recorded, as well as feedback from the City of Ranson on providing more service. No comments specific to this route were provided during the June 2025 public comment period.

Weekend Service Recommendations

ROUTE D: SATURDAY BERKELEY CIRCULATOR

The Saturday version of Route D provides service in Martinsburg using two circulator patterns. The first pattern operates clockwise in downtown Martinsburg and the second pattern operates counterclockwise in northern Martinsburg. The patterns generally alternate throughout the day, with two extra trips for the first pattern in downtown Martinsburg.

Figure 50 | Proposed Alignment and Stops for Route D (Weekend)

Table 37 | Service Characteristics for Route D (Weekend)

SERVICE CHARACTERISTIC	PATTERN 1	PATTERN 2
Pattern Description	Downtown Martinsburg	Northern Martinsburg
Existing Analogue	Routes 35 and 40	
Approximate Timespan	8:00 AM – 6:00 PM	
Daily Trips	7 trips per day	5 trips per day
Headway	60 minutes	30 minutes
Estimated Distance	12.5 miles (roundtrip)	7.2 miles (roundtrip)
Estimated Runtime	53 minutes (without stops)	24 minutes (without stops)

Table 38 | Service Planning Factors for Route D (Weekend)

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in downtown Martinsburg and the surrounding neighborhoods.
Transit Propensity	There are high concentrations of multiple propensity indices in downtown Martinsburg and the surrounding neighborhoods.
Travel Flows	There are high internal flows in Martinsburg, including Foxcroft Towne Center and its surroundings.
Corridor Optimization	The route is aligned partially with Corridors 1, 2, 5, 6, 9, and 14.
Existing Network & Performance	The route maintains a similar alignment as Route D, which creates consistency between weekday and Saturday service.
Gaps Analyses	There are gaps in density and propensity compared to transit service in northern Martinsburg.
Public Survey	Respondents requested more direct service to Berkeley Medical Center and maintaining Caperton Transportation Station as a stop.

Public Comments

No comments specific to this route were provided during the April 2025 public comment period. One comment requesting service along King Street and Tennessee Avenue was recorded during the June 2025 public comment period, as well as feedback from the Berkeley County Sheriff's Office on the location of stops along Edwin Miller Boulevard.

ROUTE H: SATURDAY JEFFERSON CIRCULATOR

The Saturday version of Route H provides service in Charles Town, Ranson, and Harpers Ferry. The route operates on a similar alignment as the weekday version with lower frequency but more coverage.

Figure 51 | Proposed Alignment and Stops for Route H (Weekend)

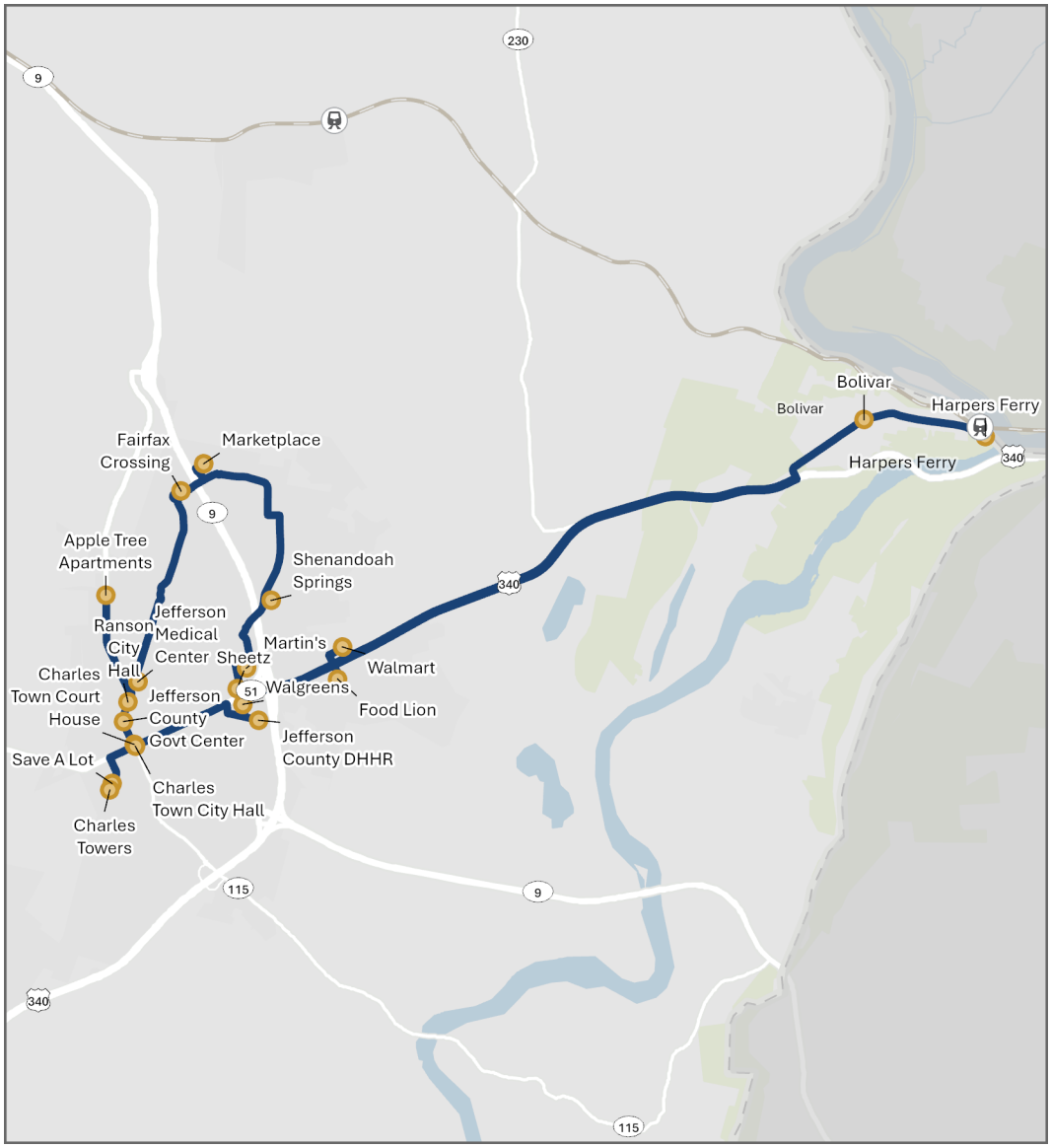


Table 39 | Service Characteristics for Route H (Weekend)

SERVICE CHARACTERISTIC	PATTERN 1
Existing Analogue	*None*
Approximate Timespan	8:00 AM – 6:00 PM
Daily Trips	6 trips per day
Headway	90 minutes
Estimated Distance	24.9 miles (roundtrip)
Estimated Runtime	82 minutes (without stops)

Table 40 | Service Planning Factors for Route H (Weekend)

SERVICE PLANNING INPUT	ROUTE-SPECIFIC FACTORS
Population and Job Density	There are high densities in Charles Town and Ranson and medium-to-low densities in Harpers Ferry.
Transit Propensity	There are high concentrations of multiple propensity indices in Charles Town and Ranson and low concentrations of transit-oriented populations in Harpers Ferry.
Travel Flows	There are high internal flows in Charles Town and Ranson and high regional flows between Charles Town and Harpers Ferry.
Corridor Optimization	The route is aligned partially with Corridors 3, 4, and 15.
Existing Network & Performance	The route maintains a similar alignment as Route H, which creates consistency between weekday and Saturday service.
Stakeholder Input	Stakeholders requested weekend service in Jefferson County.
Public Survey	Respondents requested weekend service in Jefferson County.

Public Comments

No comments specific to the initial iteration of this route were provided during the April 2025 public comment period. However, this route's alignment was modified to ensure adequate coverage on Saturdays in response to changes in the weekday network in Jefferson County.

Proposed Weekday Network

The following diagrams provide an overview of the proposed weekday network. **Figure 52** shows the proposed network for the entire study area, while **Figure 53** and **Figure 54** show the proposed network in Berkeley and Jefferson Counties, respectively.

Figure 52 | Proposed Weekday Network (Study Area)

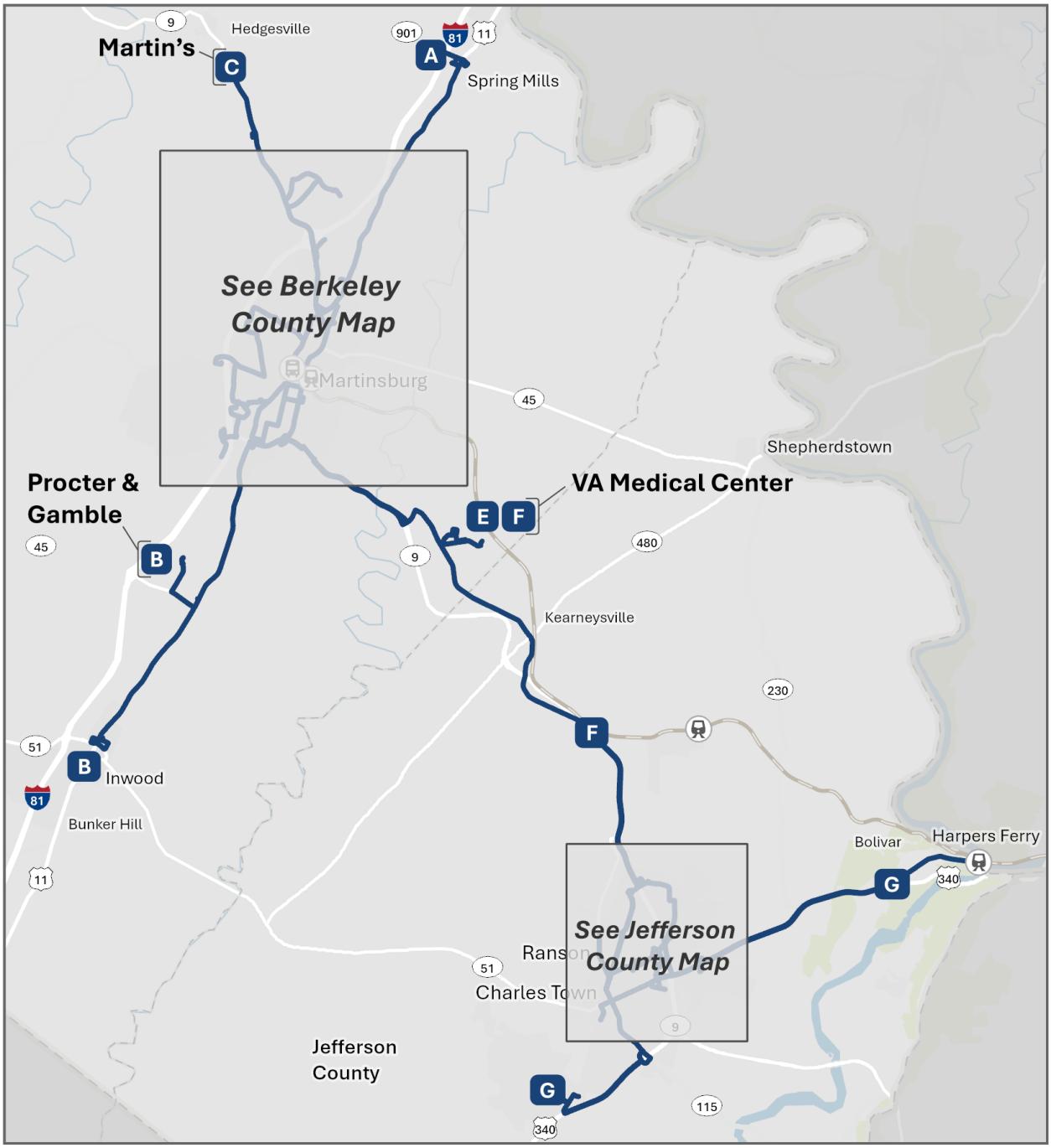


Figure 53 | Proposed Weekday Network (Berkeley County)

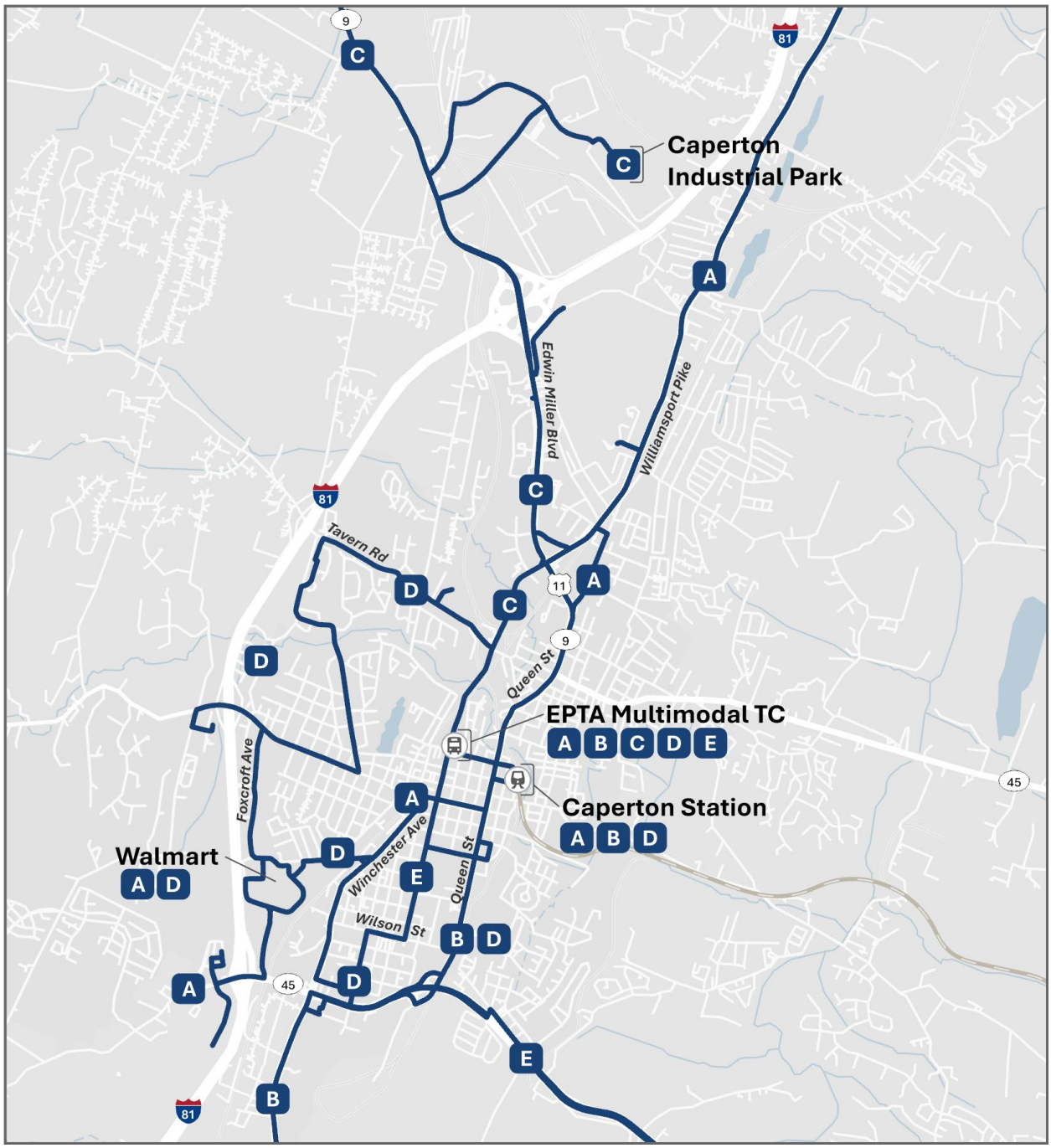
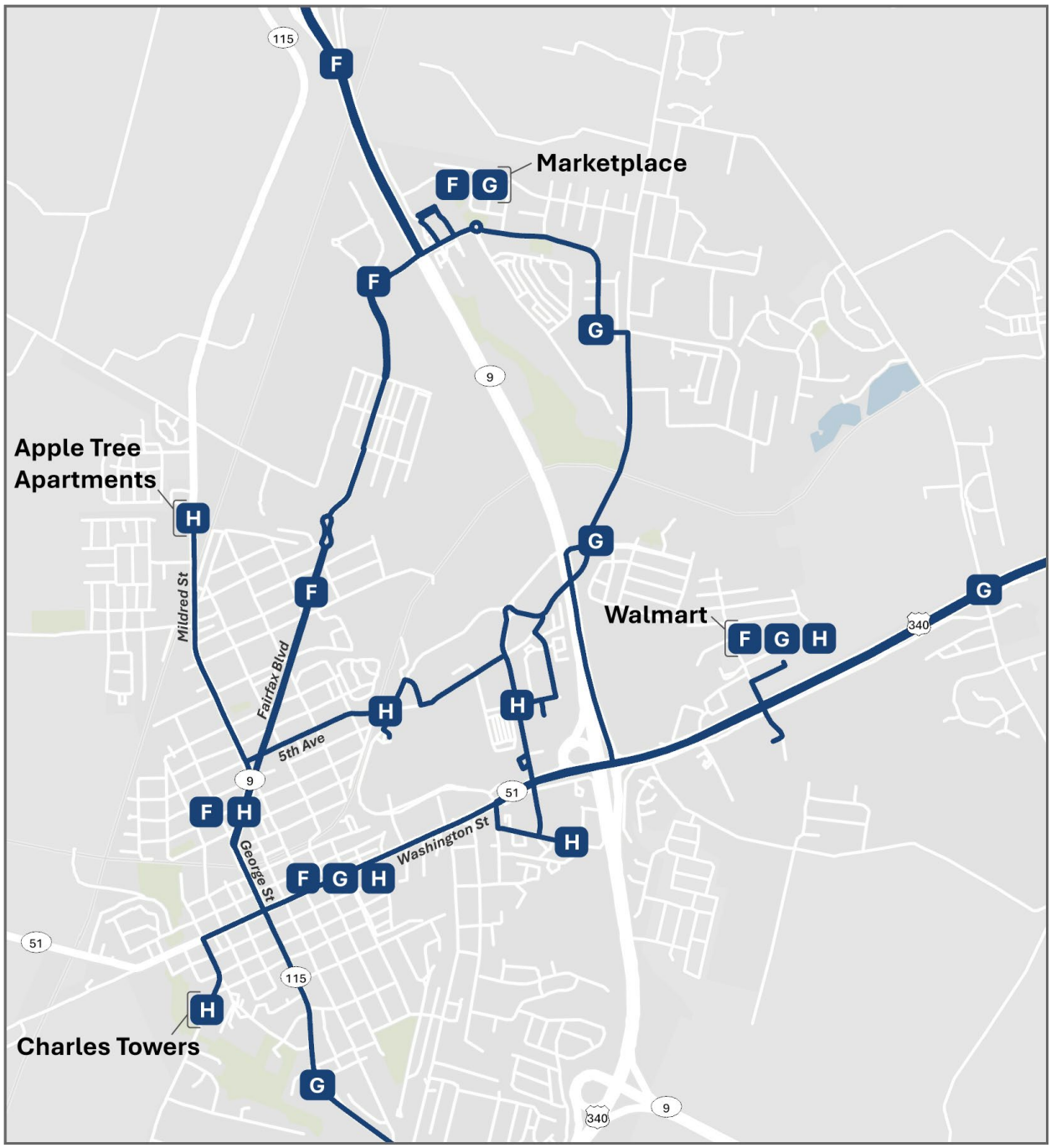


Figure 54 | Proposed Weekday Network (Jefferson County)



8. Capital Program

The service recommendations were designed to be cost-neutral, which means that the proposed service will cost approximately the same amount of money to operate as the existing service. As a result, the recommendations are not expected to require significant capital expenditures.[15] However, some capital improvements will be necessary to support the proposed service given the scope of the changes. The following sections describe the capital needs for EPTA's transit vehicles and bus stops.

Transit Vehicles

EPTA has an operational fleet of 27 revenue vehicles, which includes 20 cutaway buses and seven vans. At present, eight cutaway buses are operating past their planned replacement year. EPTA has three Ford F550 Champion cutaway buses on order.

EPTA currently operates one vehicle per route, although there may be limited times when two vehicles per route operate to accommodate driver shift changes. The service recommendations similarly assume that one vehicle will be operated per route. As a result, there is expected to be no net change in vehicle need for fixed-route service. No changes are proposed to the demand response service. **Table 41** shows the number of vehicles required to operate each route based on the proposed implementation plan.

Table 41 | Vehicle Requirements for Proposed Implementation Plan

ROUTE	2026 (FULL IMPLEMENTATION)
A – Spring Mills	1
B – Inwood	1
C – Hedgesville / Industrial Park	1
D – Martinsburg Circulator	1
E – VA Medical Center North	1
F – VA Medical Center South	1
G – Harpers Ferry	1
H – Charles Town / Ranson Circulator	1
D – Saturday Berkeley Circulator	1
G – Saturday Jefferson Circulator	1
Maximum Vehicles (Weekday)	**8**
Maximum Vehicles (Weekend)	**2**

Stop Signage and Amenities

The service recommendations include changes to route alignments that will require capital improvements for existing and proposed bus stops. EPTA has already procured and received new bus stop signs for the entire system, and the agency has ordered 10 new bus shelters as well. Approximately 25 signs will be

[15] The EPTA Multimodal Transit Center, which the proposed service is designed around, has already been funded and is under construction.

placed in the summer of 2025 at stops that are unchanged under the recommendations. The remaining signs will be placed once the recommendations go into effect. The shelters will be placed at priority stops throughout the system based on ridership, need, location, and other factors.

Table 42 identifies stops that are new or will change location. The exact position of certain stops, including stops not included in the table, may change upon implementation of the TDP. Since the recommendations represent the first major change to EPTA's bus network in almost a decade, the agency will evaluate the proposed alignments and stops to ensure that they can be served from an operational perspective. As a result, the exact position of stops may be adjusted to improve safety and customer experience.

Table 42 | Proposed Stop Changes

STOP NAME	PROPOSED CHANGE	IMPACTED ROUTES
Apple Tree Apartments	Only serve southbound stop (at the corner of N Mildred Street and Apple Tree Garden Road)	Route H
Charles Town Police Department	Add stop at Charles Town Police Department (661 S George Street)	Route G
Charles Town Races	Add stop at Hollywood Casino (750 Hollywood Drive)	Route H
DMV Severna Parkway	Add stop at Martinsburg DMV (38 Severna Parkway)	Route C
Fairfax Crossing	Add stop at Fairfax Crossing plaza; exact location will be determined based on operational considerations	Route F
Huntfield	Add stop at Huntfield subdivision (205 Butler Street)	Route G
Jefferson County Government Center	Add stop(s) at former APUS building (330 N George Street); exact location(s) will be determined based on operational considerations	Routes F, G, and H
Jefferson Medical Center	Add stop at Jefferson Medical Center (300 S Preston Street)	Route H
Luntz Avenue	Add northbound and southbound stops at Luntz Avenue and Edwin Miller Boulevard; exact locations will be determined based on operational considerations	Route C
Martin's (Hedgesville)	Add stop at Martin's in Hedgesville (147 Roaring Lion Drive)	Route C
North Berkeley Library	Add stop at North Berkeley Public Library (1255 T J Jackson Drive)	Route A
Queen Street/King Street	Move stop from westbound on Queen Street to northbound on King Street	Routes A and B
Ranson City Hall	Maintain northbound stop and add southbound stop to replace existing Dairy Queen stop	Route F
Shenandoah Springs	Add stop at Shenandoah Springs subdivision (85 Sandy Bottom Circle)	Route G
Sheetz (Charles Town)	Add stop at Sheetz in Charles Town (51 Flowing Springs Road)	Route H
Trooper Drive	Add stop at Trooper Drive and Edwin Miller Boulevard (Shenandoah Village Apartments)	Route C
Valley Health	Add stop at Valley Health (120 Campus Drive)	Route A
Walmart (Spring Mills)	Add stop at Walmart in Spring Mills (5680 Hammonds Mill Road)	Route A
Washington Landing	Add stop at Washington Landing subdivision (650 Summerchase Street)	Route G
Weis (Martinsburg)	Add stop at Weis in Martinsburg (400 Enterprise Circle)	Route A
Willow Tree	Add stop at or near Willow Tree Healthcare Center (1263 S George Street)	Route G
WVU Medicine	Add stop at WVU Medicine (61 Campus Drive)	Route A

In the future, EPTA could explore creating a small transit hub at the APUS complex, which Jefferson County intends to repurpose into a county government center. This would establish a more central

transfer point for the three Jefferson County routes. The hub could include a bus shelter, benches, and other passenger amenities.

Appendix E includes additional analysis of bus bay capacity at the Multimodal Transit Center. The facility has sufficient bays to accommodate the proposed service and could accommodate service increases or new routes in the future.

9. Implementation Plan

The proposed service recommendations are structured around a system redesign that orients service around the Multimodal Transit Center and delivers on EPTA's goals and objectives for the next five years and beyond. Since the recommendations are designed as a comprehensive package, they would be implemented at the same time in a single phase. Implementation would happen concurrently with the opening of the Multimodal Transit Center, which is expected in Spring 2026.

Table 43 details the revenue hours by route after full implementation. As currently proposed, there would be no change in service after the initial implementation phase. This initial increase in annual revenue hours (from what is operated today) is a result of additional funds being provided by the City of Ranson.

Table 43 | Revenue Hours Operated for Proposed Implementation Plan

ROUTE	2026 (FULL IMPLEMENTATION)
A – Spring Mills	1,928
B – Inwood	2,956
C – Hedgesville / Industrial Park	2,056
D – Martinsburg Circulator	3,855
E – VA Medical Center North	2,570
F – VA Medical Center South	3,084
G – Harpers Ferry	2,699
H – Charles Town / Ranson Circulator	3,277
D – Saturday Berkeley Circulator	560
G – Saturday Jefferson Circulator	560
Total Hours	**23,543**

10. Appendices

A. Service Optimization Analysis Corridor Profiles

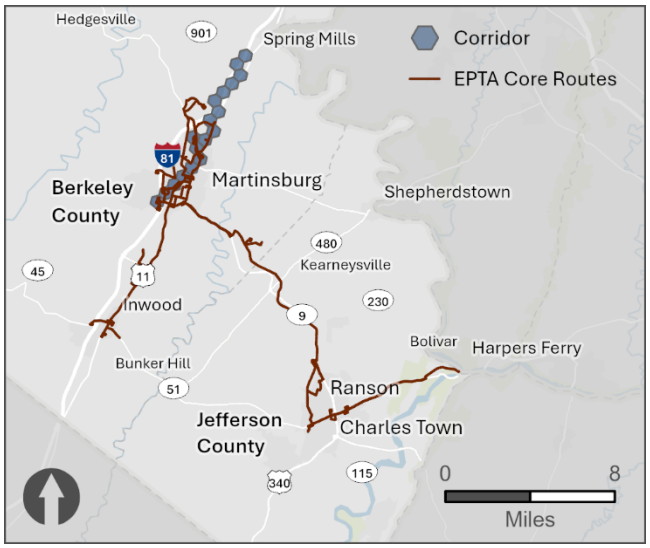


Figure 55 | Optimized Corridor #1

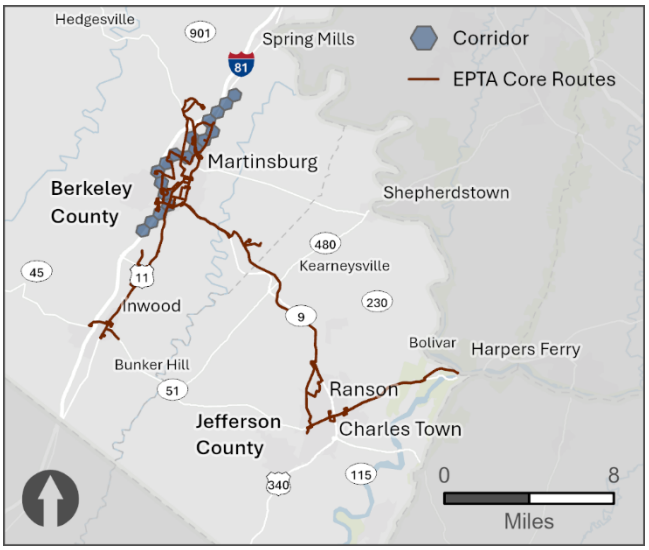


Figure 56 | Optimized Corridor #2

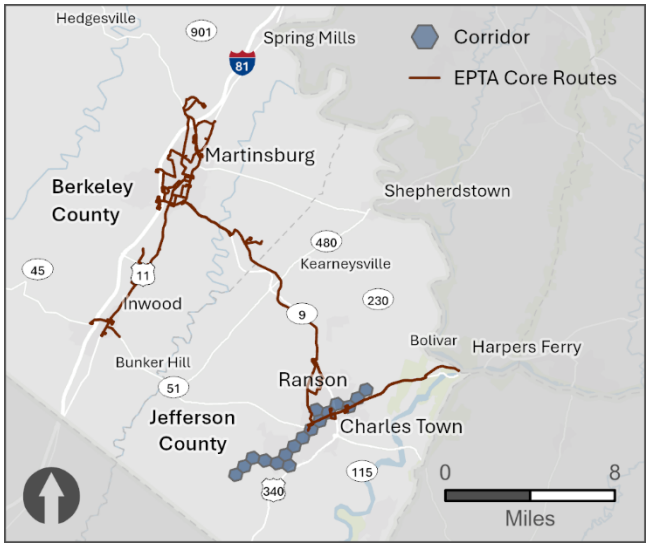


Figure 57 | Optimized Corridor #3

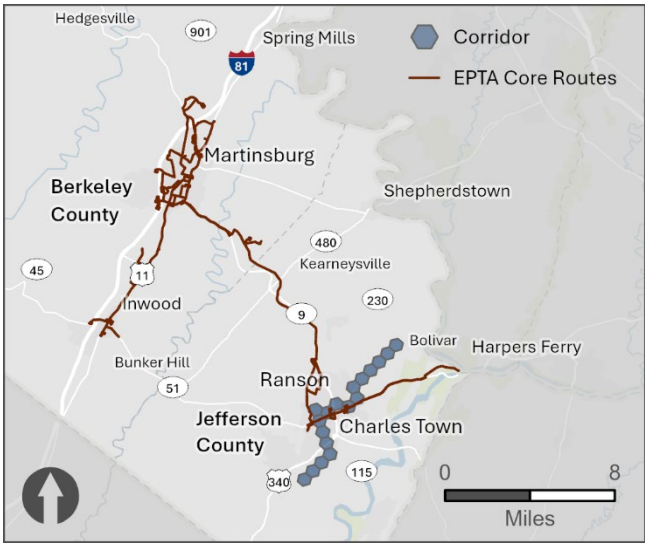


Figure 58 | Optimized Corridor #4

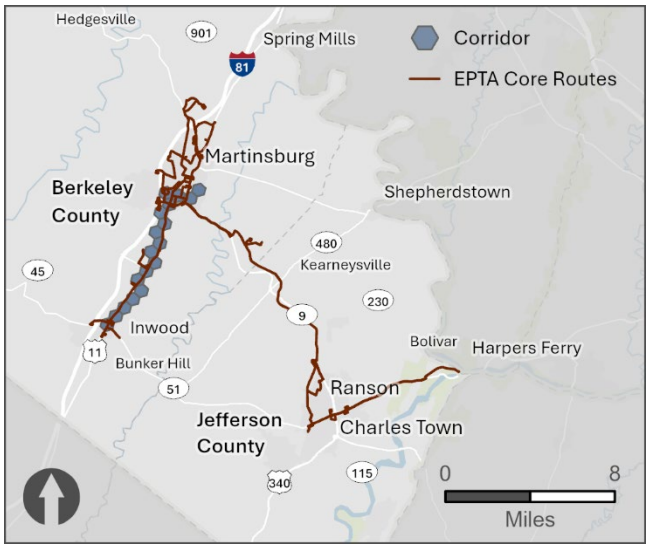


Figure 59 | Optimized Corridor #5

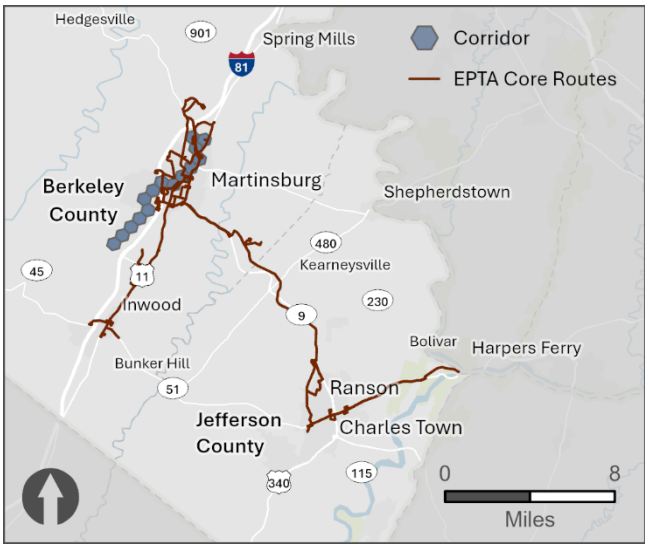


Figure 60 | Optimized Corridor #6

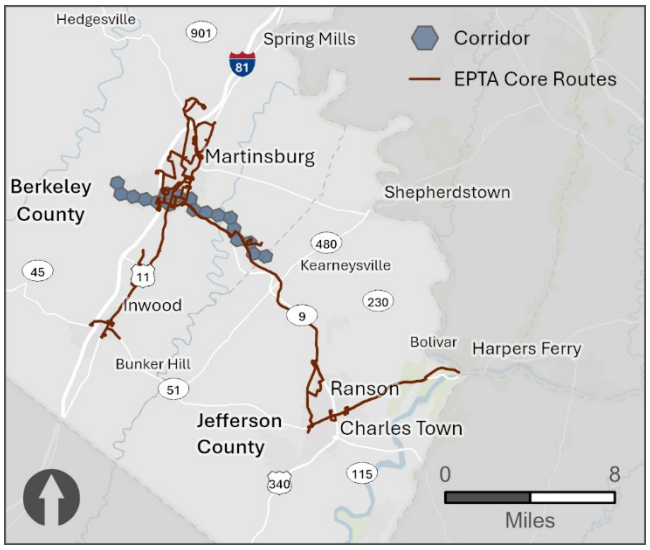


Figure 61 | Optimized Corridor #7

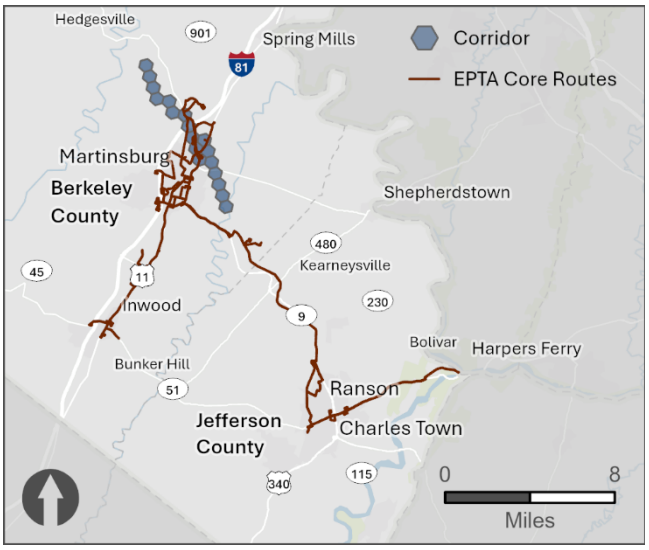


Figure 62 | Optimized Corridor #8

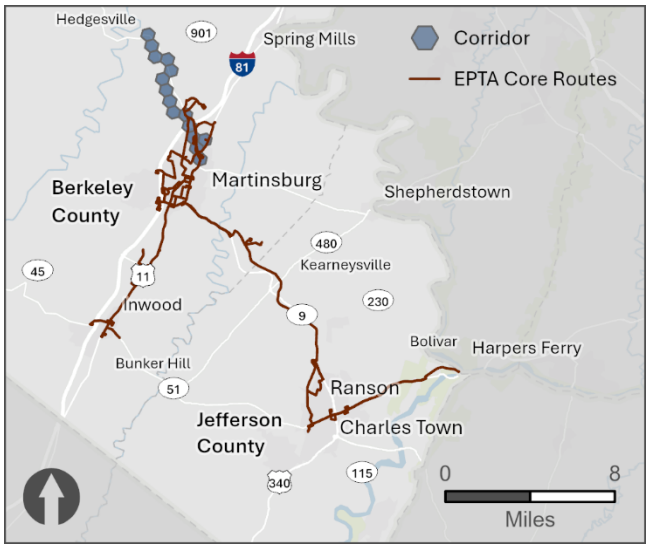


Figure 63 | Optimized Corridor #9

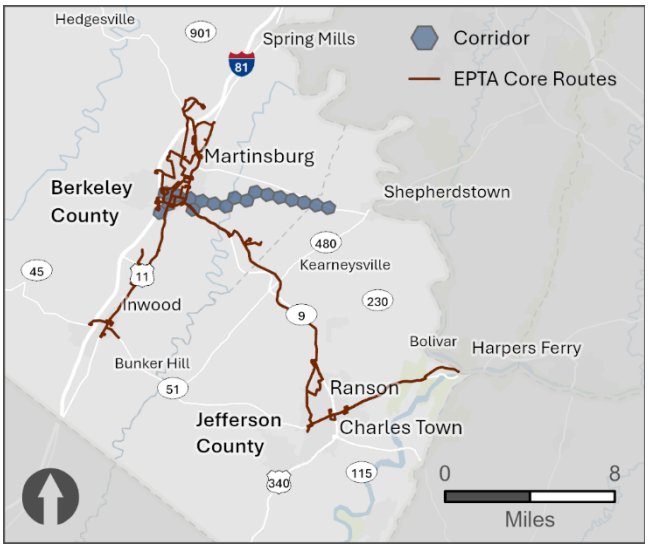


Figure 64 | Optimized Corridor #10

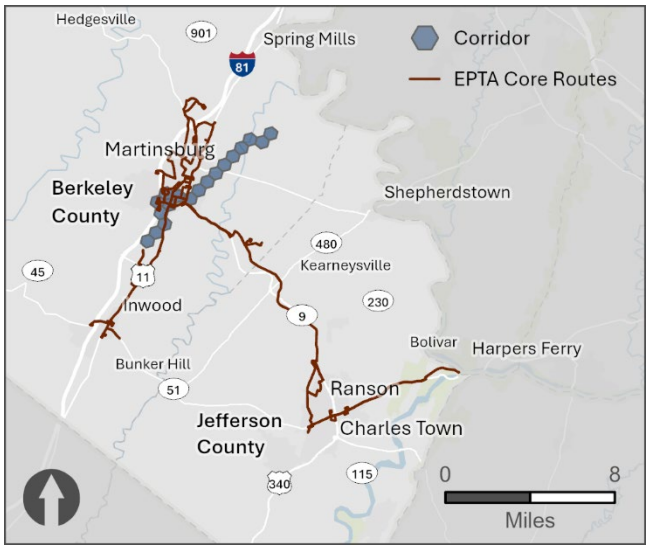


Figure 65 | Optimized Corridor #11

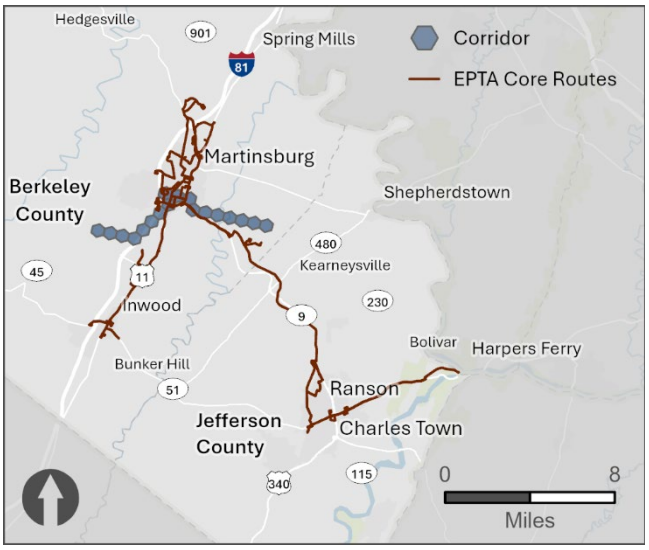


Figure 66 | Optimized Corridor #12

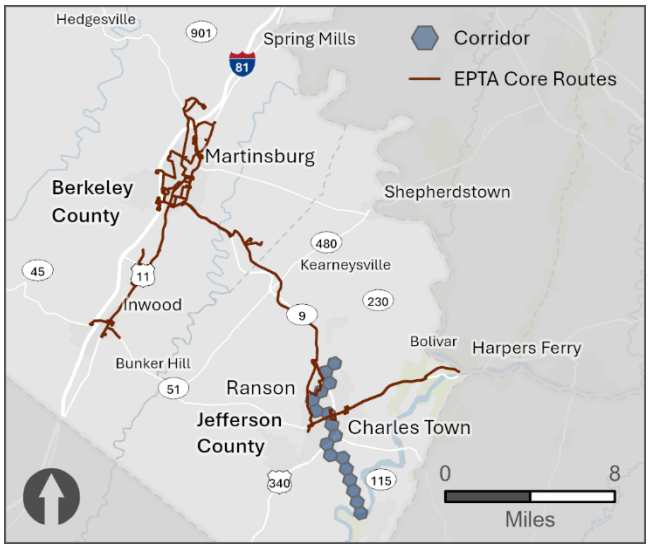


Figure 67 | Optimized Corridor #13

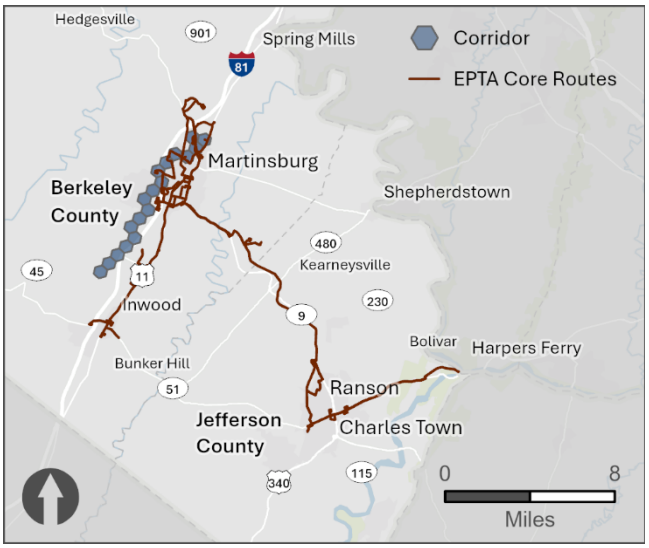


Figure 68 | Optimized Corridor #14

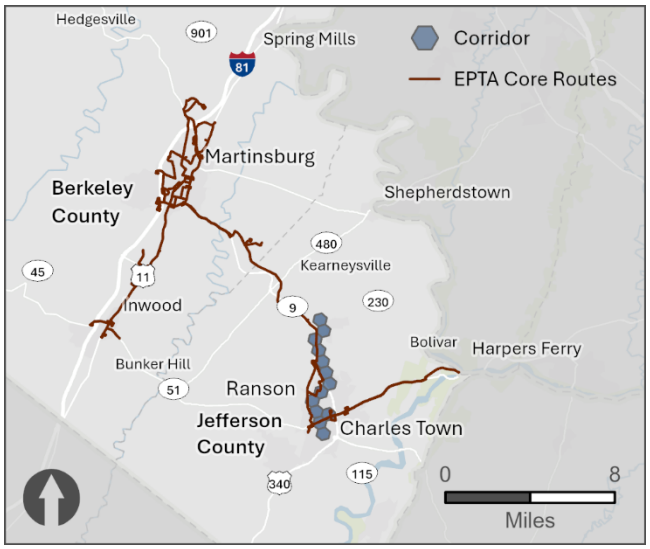


Figure 69 | Optimized Corridor #15

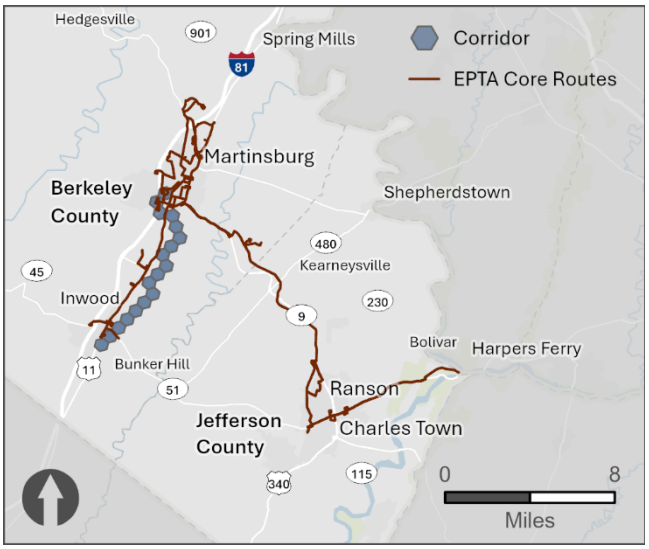


Figure 70 | Optimized Corridor #16

B. Public Survey Questions

All Respondents

1. Are you an existing EPTA rider?

   A. Yes
   B. No

2. What is your total household income in a year?

   A. Less than $20,000
   B. $20,000 – 39,999
   C. $40,000 – 79,999
   D. $80,000 and above

3. What is your race/ethnicity?

   A. American Indian or Alaska Native
   B. Asian
   C. Black or African American
   D. Hispanic or Latino (any race)
   E. Middle Eastern or North African
   F. Native Hawaiian or Pacific Islander
   G. White
   H. Two or more races
   I. Other: _____

4. How well do you speak English?

   A. Speak English well
   B. Limited English proficiency
   C. Do not speak English at all

5. What is the primary language spoken in your home?

   A. English
   B. Spanish
   C. Mandarin
   D. Korean
   E. Other: _____

Existing Riders Only

6. What route were you on when you received this survey?

   A. 10
   B. 11
   C. 12
   D. 14
   E. 16

F. 18
G. 19
H. 20
I. 25
J. 30
K. 35
L. 40
M. Demand Response
N. MARC
O. Other: _____

7. What stop did you get on at? *Please enter the name as it appears on the schedule or in 'street at street' format (e.g., Senior Towers or Spring St at Stephen St).* _____
8. How did you get to this bus?

A. Walked
B. Biked
C. Drove car
D. Dropped off in car
E. Another bus
F. Train
G. Other: _____

i. If you transferred to this bus from another route, please list it: _____
ii. If you walked to reach this bus, how long was your walk (in minutes)?: _____

9. What stop did you get off or will get off at? *Please enter the name as it appears on the schedule or in 'street at street' format (e.g., Senior Towers or Spring St at Stephen St).* _____
10. Please list your final destination:

A. Name, Address, or Intersection: _____
B. City, Town, or ZIP Code: _____

11. After leaving this bus, how will you complete your trip to your final destination?

A. Walk
B. Bike
C. Drive car
D. Picked up in car
E. Another bus
F. Train
G. Other: _____

i. If you will take another bus after this bus to reach your final destination, please list it here: _____
ii. If you will walk from this bus to your final destination, how long will your walk take (in minutes)?: _____

12. How did you pay your fare for this trip?

A. Cash

B. Ticket
C. Mobile Ticket
D. Punch Card
E. Monthly Pass
F. Monthly Student Pass
G. Other: _____

13. How much did you pay to board this bus? _____
14. Are you eligible for the half-fare discount?

A. Yes
B. No

15. How long have you been riding EPTA service?

A. Less than a year
B. 1-2 years
C. 3-4 years
D. 5 or more years

16. How many one-way trips do you make each week? *Going from home to work in the morning and from work to home in the evening is considered to be two one-way trips.* _____
17. What is the purpose of this trip today?

A. School
B. Work
C. Shopping
D. Personal Business
E. Medical/Dental
F. Social/Recreation
G. Other: _____

18. Compared to a year ago, EPTA service is:

A. Getting better
B. Staying about the same
C. Getting worse

19. Which information sources do you use to plan trips and/or stay informed about EPTA service? *Select up to 3 responses.*

A. Bus schedule
B. EPTA website
C. Bus drivers
D. Calling the office
E. Word-of-mouth
F. Notice on buses
G. Google Maps
H. Apple Maps
I. Passio GO app
J. Social media

K. Newspaper, TV, or radio
L. Phone book
M. Other: _____

20. Compared to last year, do you ride:

A. More
B. About the same
C. Less
D. I am a new rider

21. Could you make this trip if this service was not available?

A. No
B. Yes
C. Yes, but with inconvenience

22. Please rate EPTA service for each of the following areas. *Rate each item from 1 (Poor) to 5 (Excellent).*

A. Bus timeliness (bus showing up on time)
B. Bus cleanliness
C. Value received for fare
D. Driver courtesy
E. System safety
F. Places served
G. Bus frequency
H. Hours of operation

23. Overall, how satisfied are you with EPTA service? *Rate from 1 (Not Satisfied) to 5 (Very Satisfied).*

All Respondents

24. Do you have a valid driver license?

A. Yes
B. No

25. How many vehicles are there in your household?

A. 0
B. 1
C. 2
D. 3 or more

26. What is your gender?

A. Male
B. Female
C. Nonbinary

27. What is your age? _____
28. What is your occupation?

A. Student
B. Manager/Professional
C. Technical/Skilled
D. Clerical
E. Service
F. Homemaker
G. Retired
H. Unemployed
I. Other: _____

29. Where do you work? Please enter the ZIP code. _____
30. Are you aware that EPTA is opening a new downtown transit center in 2026 at Race and Raleigh?

A. Yes
B. No

31. What is the single most important improvement that you would suggest for EPTA service?
_____

Non-Riders Only

32. Why don't you take EPTA service today?

A. The service does not come frequently enough
B. The service does not come closer enough to my home and/or destination
C. I cannot afford the fare
D. I don't know how to find information about the service available
E. Other: _____

C. Public Survey Results

Figure 71 shows which routes riders were on when they received the survey. Only six respondents (seven percent of existing riders) were not riding EPTA service when they received the survey. The primary write-in response was the Ram Express.

Figure 71 | Current Route

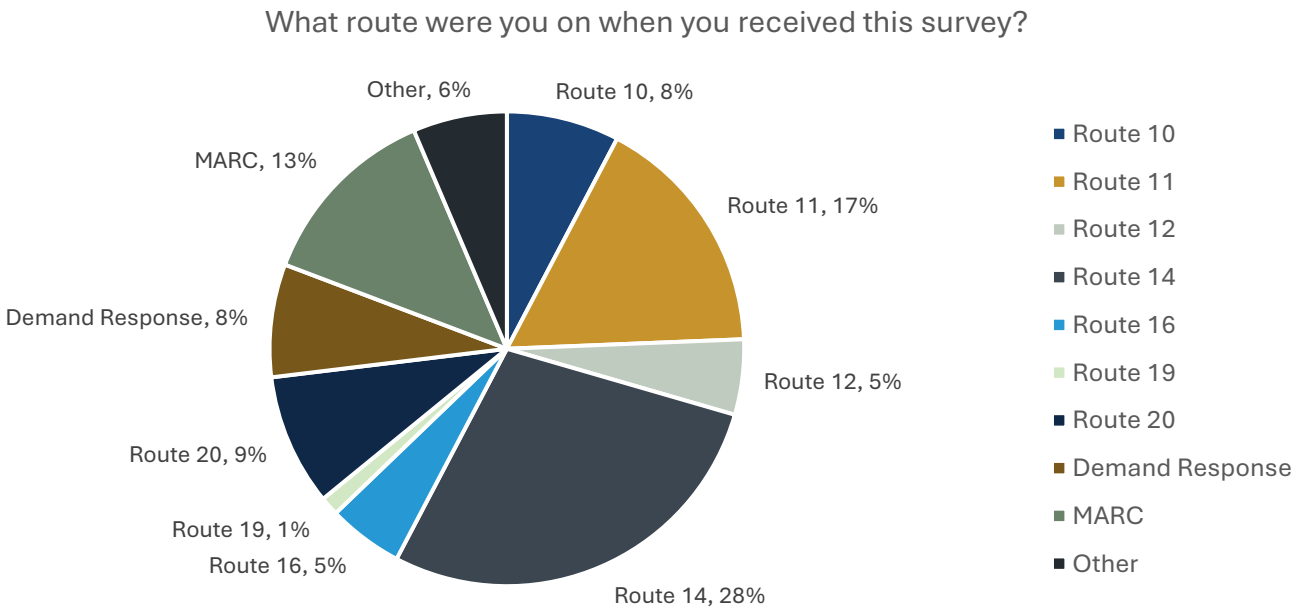


Table 44 lists the stops where riders boarded. Since the question was open-ended, some processing was required to create a clean list of stop names.

Table 44 | Stop Boarded At

STOP	RESPONSES	STOP	RESPONSES
Caperton Station	12	Save A Lot (Charles Town)	2
Home	10	Shenandoah Community Health	2
Brunswick MARC Station	7	Berkeley County Courthouse	1
7-Eleven (Winchester Ave)	5	Berkeley Medical Center	1
Shepherd University	4	Big Lots	1
Walmart (Foxcroft)	4	Charles Town City Hall	1
Walmart (unspecified)	4	Charles Town Courthouse	1
Senior Towers	3	DHHR (Martinsburg)	1
Ambrose Towers	2	Fountainhead Apartments	1
Joshua Drive	2	Ledo's (unspecified)	1
Martinsburg Library	2	Unclear	4

Figure 72 shows how riders reached the bus they were on. The primary write-in response was being picked up at home, and no respondent selected "biked."

Figure 72 | Mode for Getting to Bus[16]

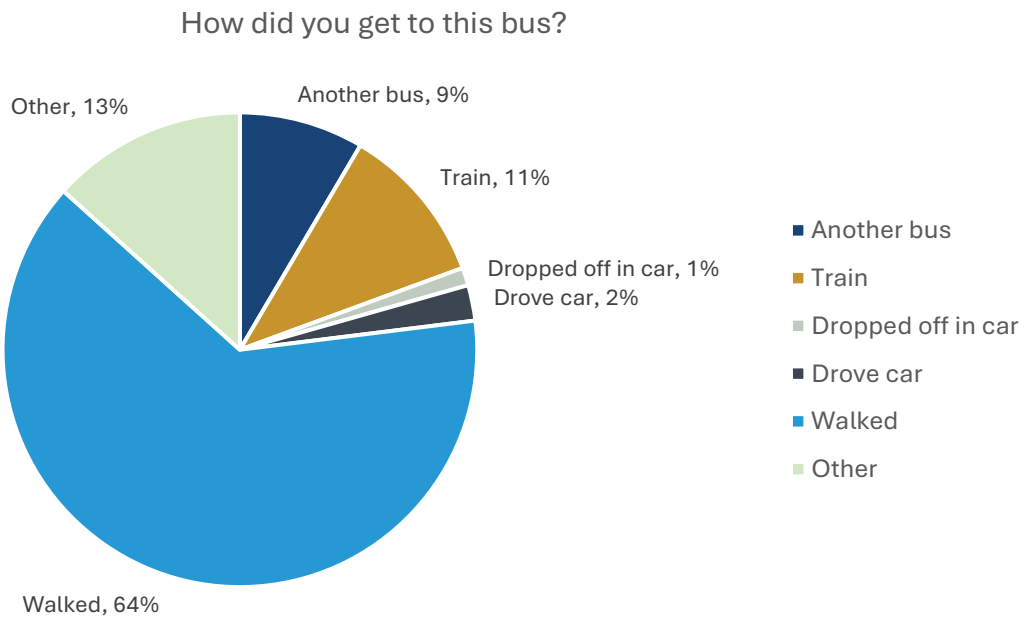


Figure 73 shows which routes riders transferred from. A majority of riders did not transfer. There were 11 unique transfer pairs, six of which had two responses each:

- **Route 10** (Berkeley Medical Center) to **Route 14** (Commons / Foxcroft Towne Center)
- **Route 11** (VA Medical Center) to **Route 14** (Commons / Foxcroft Towne Center)
- **Route 12** (DHHR) to **Route 11** (VA Medical Center)
- **Route 14** (Commons / Foxcroft Towne Center) to **Route 10** (Berkeley Medical Center)
- **Route 16** (VA Medical Center / Ranson) to **Route 14** (Commons / Foxcroft Towne Center)
- **Route 16** (VA Medical Center / Ranson) to **Route 20** (Charles Town / Harpers Ferry)

[16] Values add up to 99.9 percent due to rounding

Figure 73 | Route Transferred From

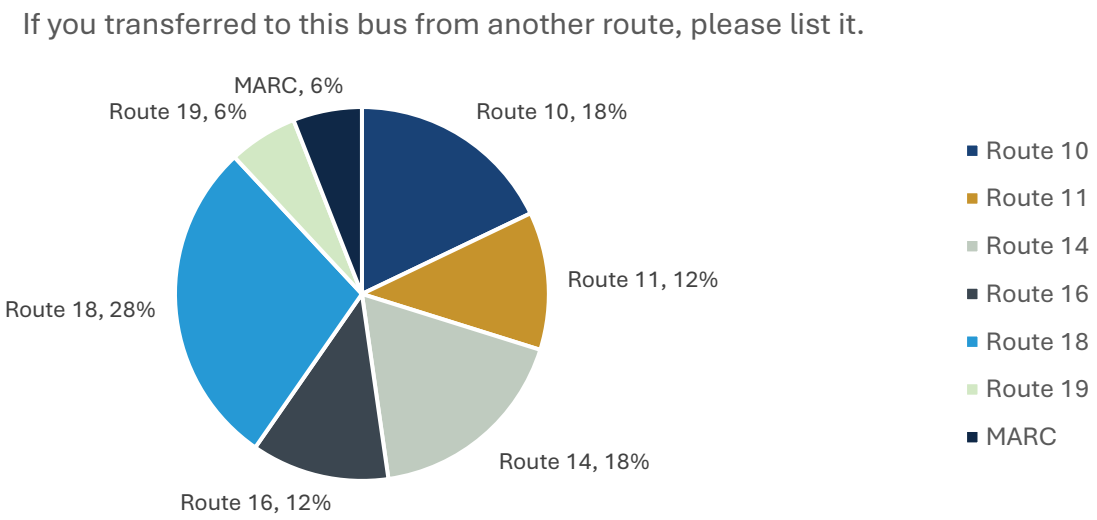


Figure 74 shows how long riders had to walk to reach the bus. Respondents were asked to enter a whole number representing minutes walked. The median length was five minutes, while the mean length was eight minutes. The longest reported walk was 40 minutes.

Figure 74 | Length of Walk to Bus (Minutes)

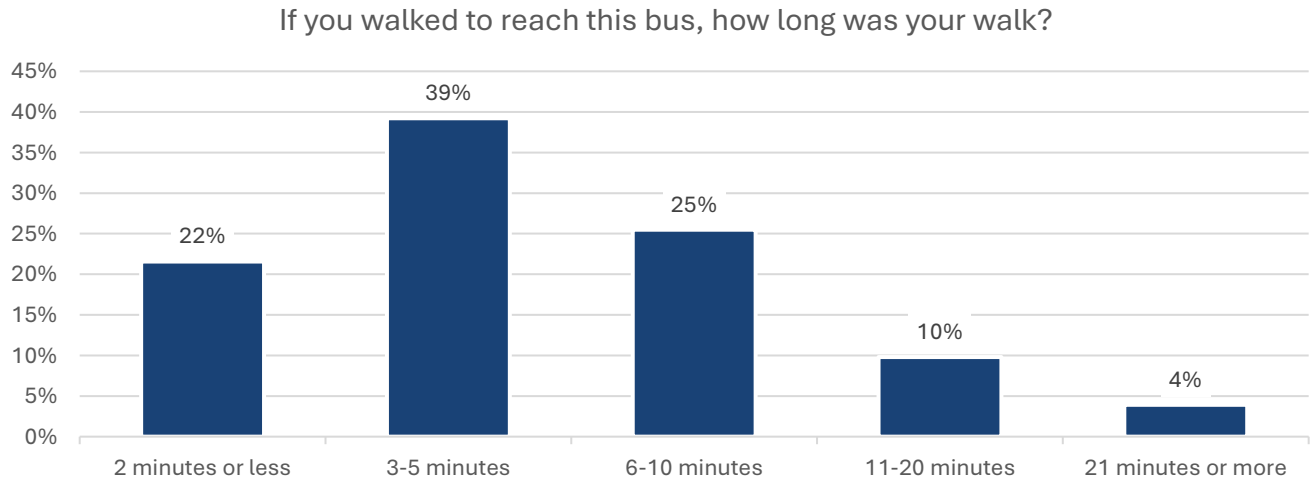


Table 45 lists the stops where riders alighted. Since the question was open-ended, some processing was required to create a clean list of stop names.

Table 45 | Stop Alighted At

STOP	RESPONSES	STOP	RESPONSES
Caperton Station	17	Blue Ridge CTC	1
Home	8	Brunswick MARC Station	1
VA Medical Center	8	Dairy Queen (Ranson)	1
Shepherd University	4	Development Drive (P&G)	1
Walmart (Foxcroft)	4	DMV (Kearneysville)	1
Walmart (unspecified)	4	Food Lion (unspecified)	1
Gabe's	3	Raleigh Street / Wilson Street	1
Target	3	Save A Lot (Martinsburg)	1
Martinsburg Library	2	Staples	1
Senior Towers	2	Walmart (Charles Town)	1
Sheetz / Mega Apartments	2	Weis	1
7-Eleven (Winchester Avenue)	1	Unclear	7

Table 46 lists the final destinations of riders. Respondents could provide a name, address, or intersection, and/or a city, town, or ZIP code. Since the question was open-ended, some processing was required to create a clean list of destinations.

Table 46 | Final Destination

STOP	RESPONSES	STOP	RESPONSES
Martinsburg (downtown)	8	DMV (Kearneysville)	1
Martinsburg (home)	7	Fountainhead Apartments	1
VA Medical Center	5	Hardy County, WV	1
Caperton Station	4	Harpers Ferry (home)	1
Charles Town (home)	4	Harpers Ferry MARC Station	1
Martinsburg (unspecified)	4	Kearneysville (home)	1
Inwood	3	Martinsburg Library	1
Walmart (Foxcroft)	3	Olive Garden	1
Martin's (Martinsburg)	2	Ross	1
Ranson	2	Save A Lot (Charles Town)	1
Shepherd University	2	Senior Towers	1
Treplar	2	Shenandoah Community Health	1
Berkeley Medical Center	1	Tablers Station	1
Berryville Graphics	1	Telamon	1
Bunker Hill (home)	1	Walmart (Charles Town)	1
Career One Stop	1	Unclear	4
Charles Town	1		

Figure 75 shows how riders reached their destination from the bus they were on. The primary write-in response was being dropped off at their destination, and no respondent selected "drive car."

Figure 75 | Mode for Getting From Bus

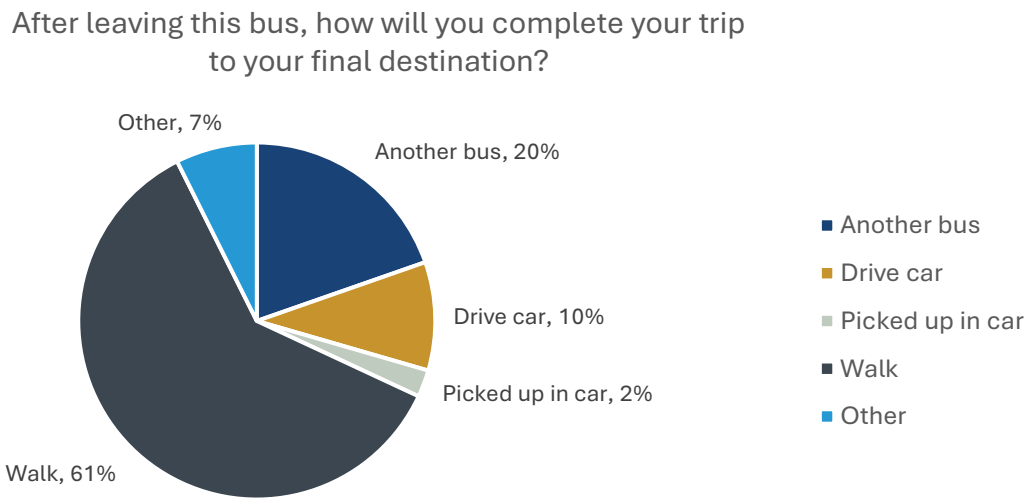


Figure 76 shows which routes riders transferred to. A majority of riders did not transfer. There were 13 unique transfer pairs, five of which had two responses each:

- **Route 11** (VA Medical Center) to **Route 12** (DHHR)
- **Route 11** (VA Medical Center) to **Route 16** (VA Medical Center / Ranson)
- **Route 14** (Commons / Foxcroft Towne Center) to **Route 10** (Berkely Medical Center)
- **Route 14** (Commons / Foxcroft Towne Center) to **Route 16** (VA Medical Center / Ranson)
- **Route 14** (Commons / Foxcroft Towne Center) to **Route 18** (Inwood)

Figure 76 | Route Transferred To

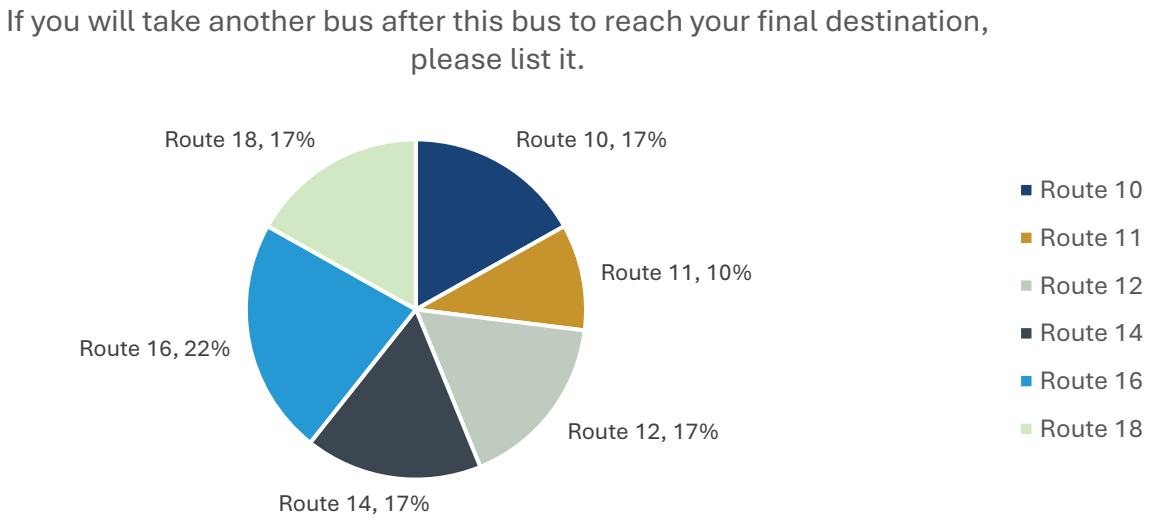


Figure 77 shows how long riders had to walk to reach their final destination from the bus. Respondents were asked to enter a whole number representing minutes walked. The median length was five minutes, while the mean length was 10 minutes. The longest reported walk was 90 minutes.

Figure 77 | Length of Walk From Bus (Minutes)

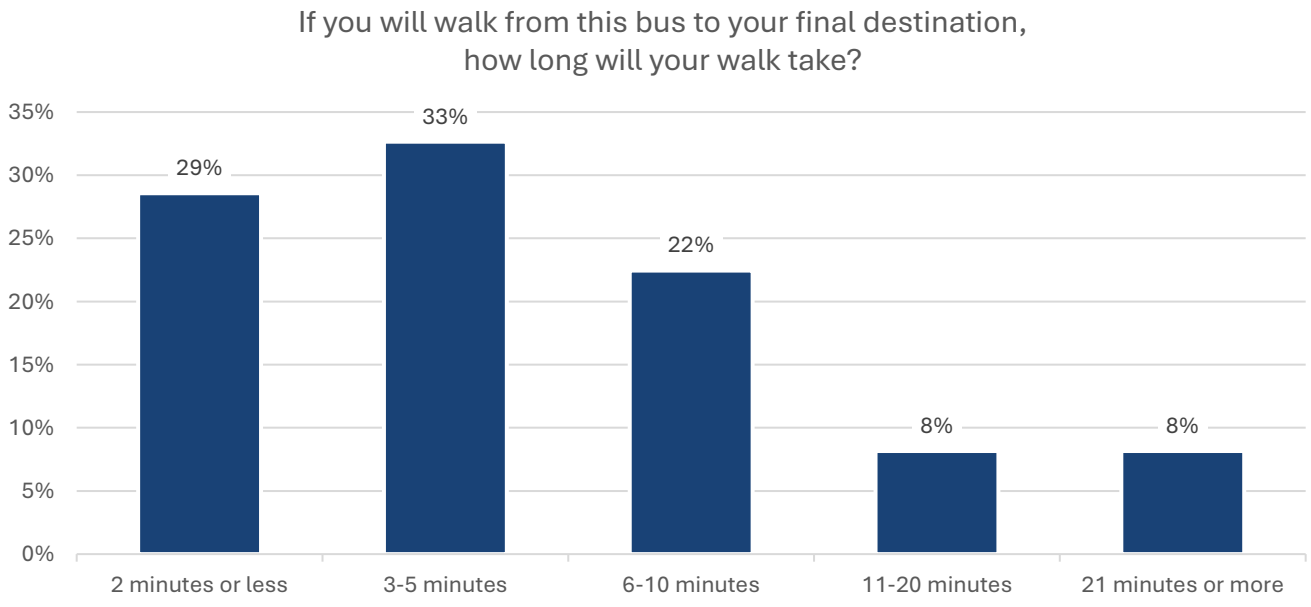


Figure 78 shows how riders paid their fare. The primary write-in responses were riding for free as a college student, riding for free by completing the survey, and Medicaid.

Figure 78 | Fare Method

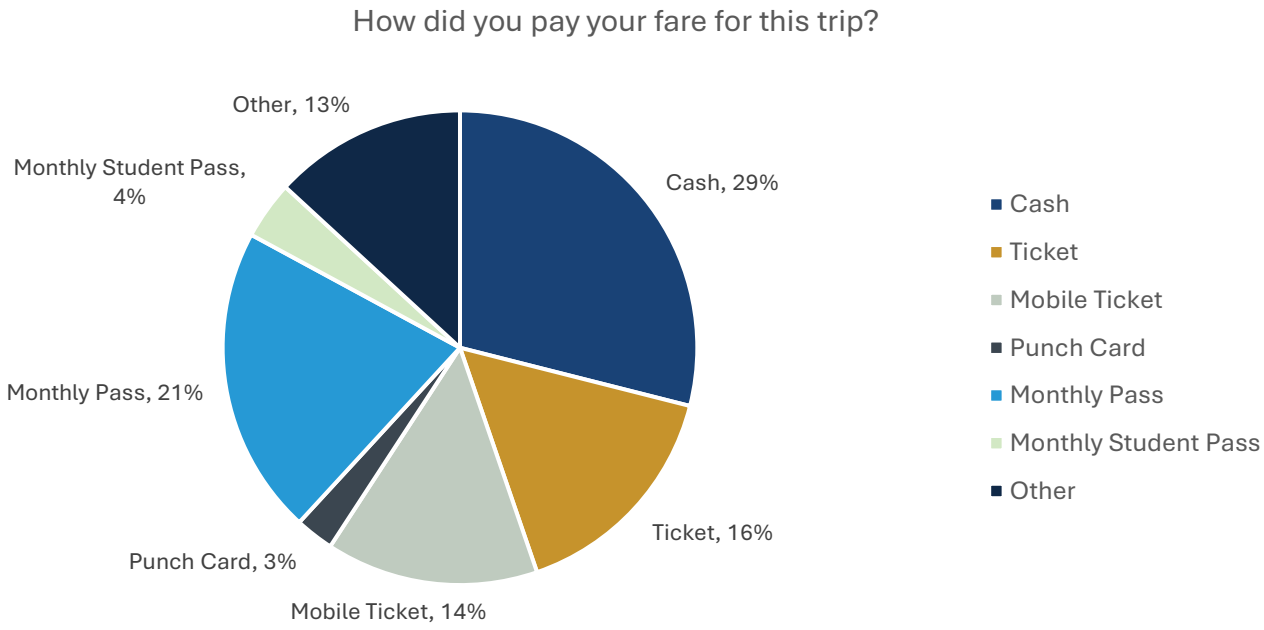


Figure 79 shows how much riders paid to board. Respondents were asked to enter a number representing the amount paid. The median fare was $1.63, while the mean fare was $10.30. The highest reported fare was $175. Some respondents appear to have entered the price of their monthly pass, while others may have mistyped their response (e.g., $175 instead of $1.75). After excluding outliers, the median fare for a single-use ticket was $1.25 and the mean fare was $1.69. The base fare is $2.00 and the maximum fare is $3.50.

Figure 79 | Fare Amount Paid

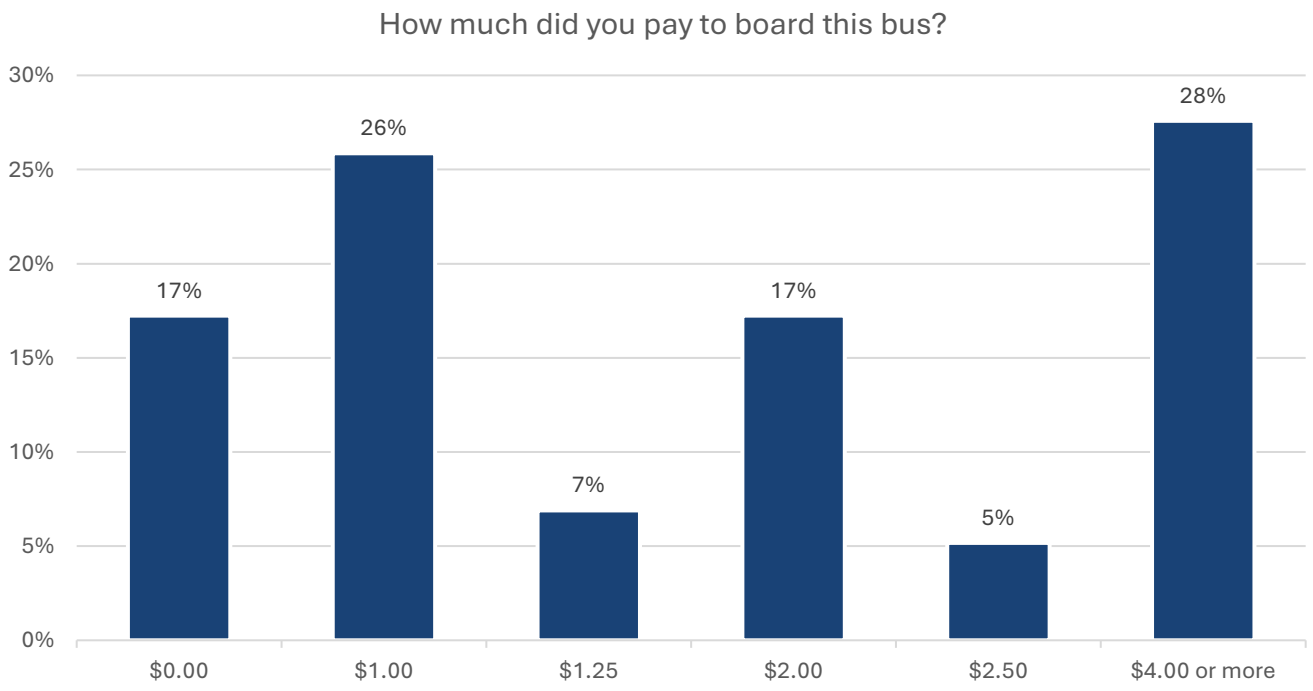


Figure 80 shows how many riders are eligible for the half-fare discount.

Figure 80 | Eligibility for Half-Fare Discount

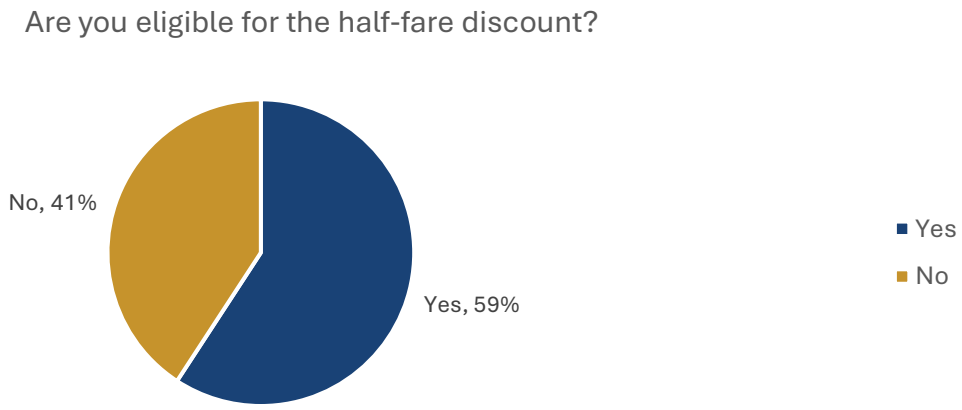


Figure 81 shows how long riders have been riding EPTA service.

Figure 81 | EPTA Ridership Tenure

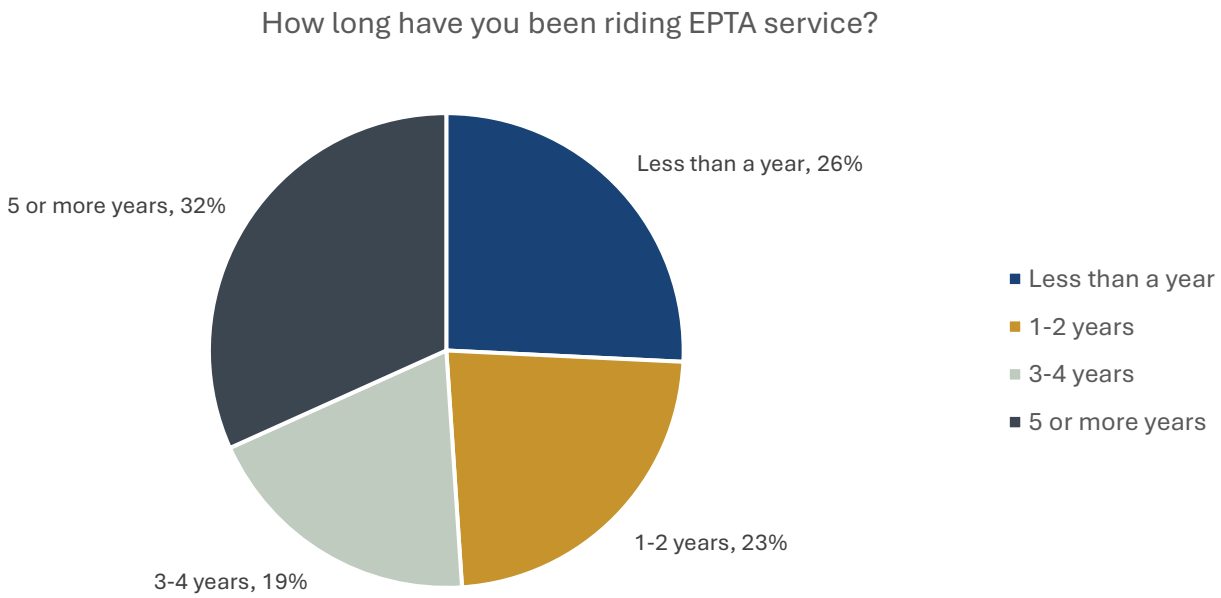


Figure 82 shows how riders' usage of EPTA service has changed since last year.

Figure 82 | Change in EPTA Ridership Frequency

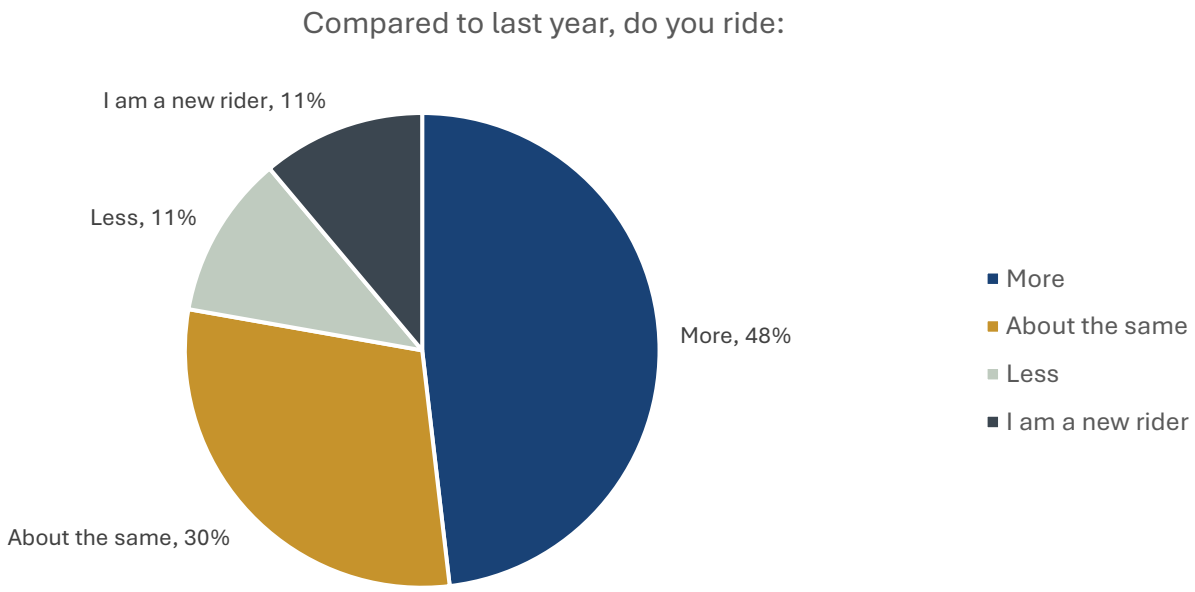


Figure 83 shows how many trips riders typically make each week. Given the relatively high percentage of respondents who wrote zero, it is possible that some riders misunderstood the question.

Figure 83 | Weekly Trips

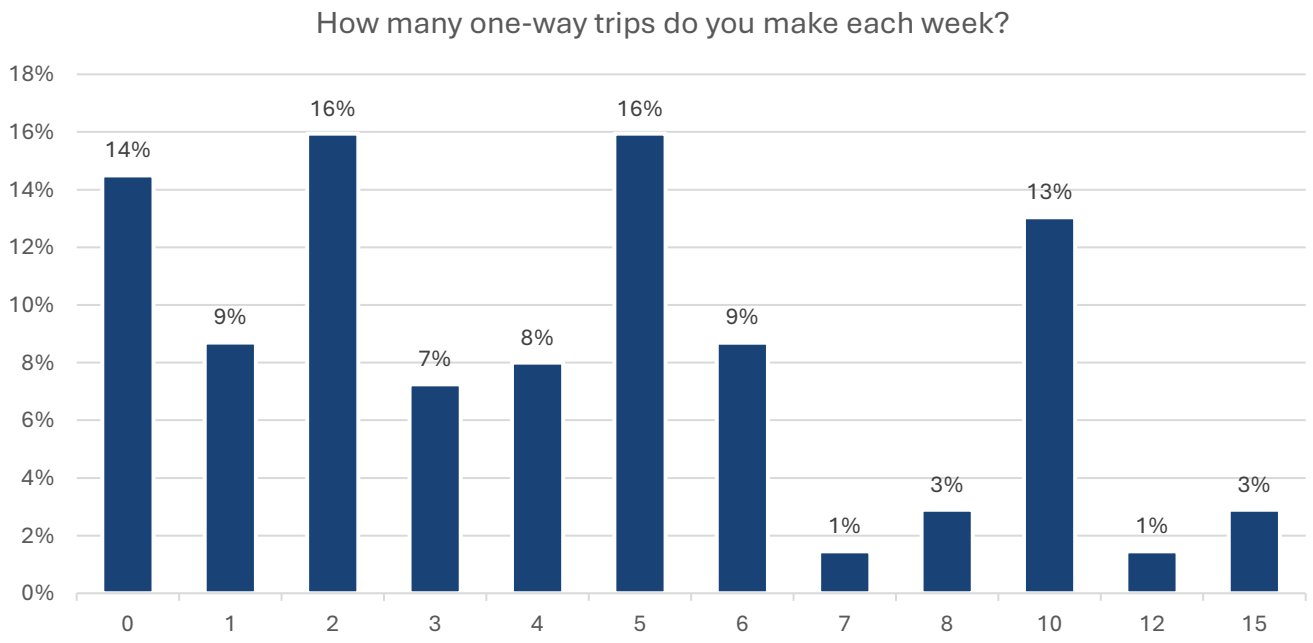


Figure 84 shows the purpose of the trip when the survey was taken. A plurality of riders use the service for work.

Figure 84 | Trip Purpose

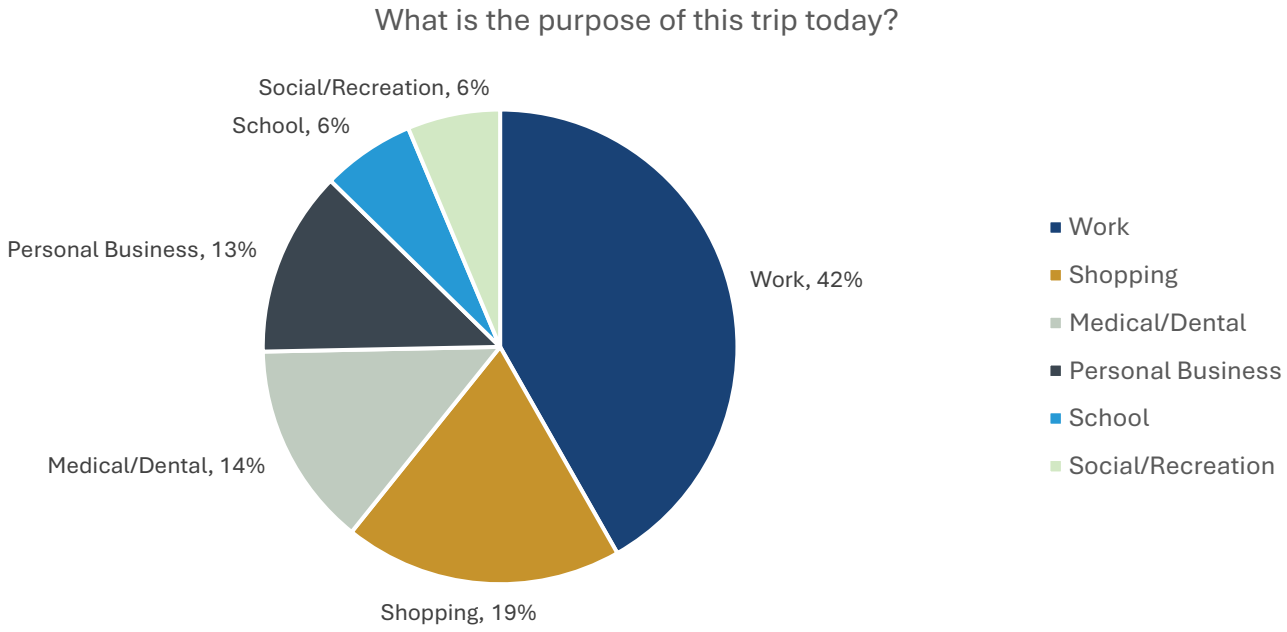


Figure 85 shows what information sources riders use to plan their trips or stay informed. Respondents could select up to three options. The write-in responses included receiving text notifications and using the MARC schedules, and no respondent selected “social media” or “phone book.”

Figure 85 | Information Sources

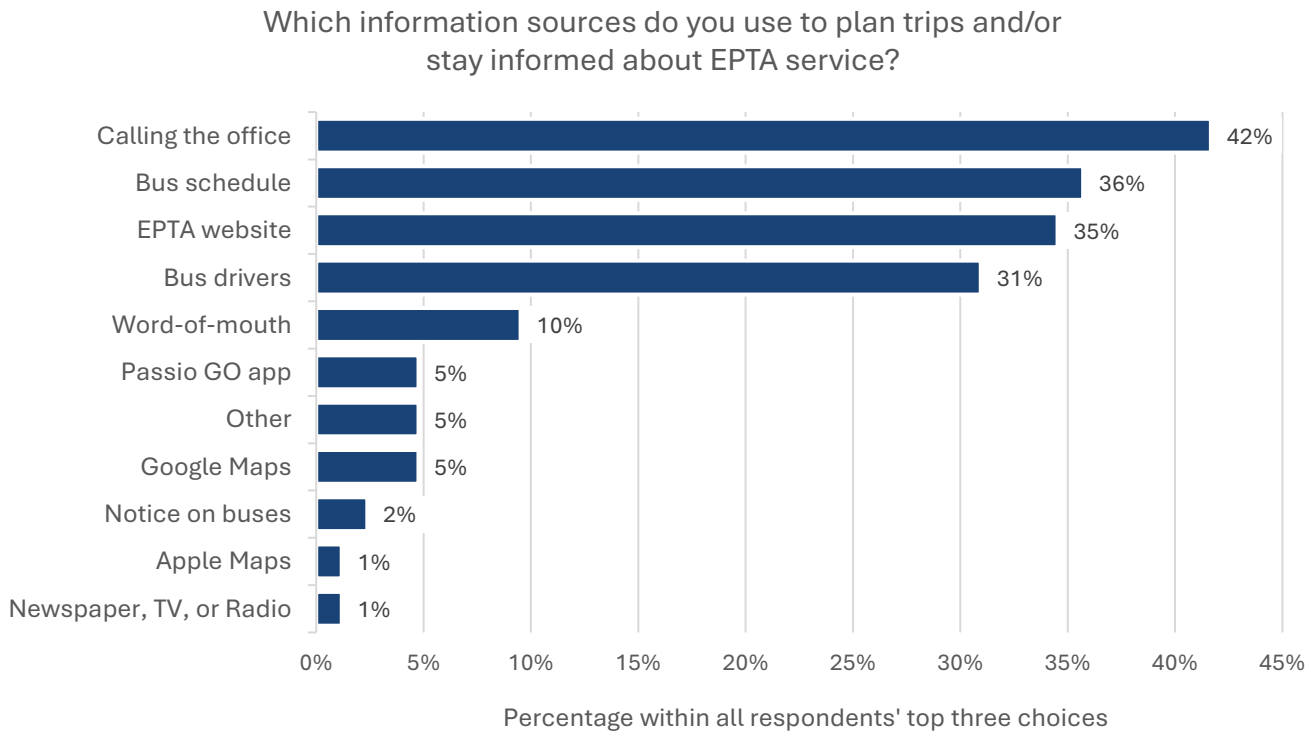


Figure 86 shows whether riders could make their trip if EPTA service was not available.

Figure 86 | Reliance on EPTA Service

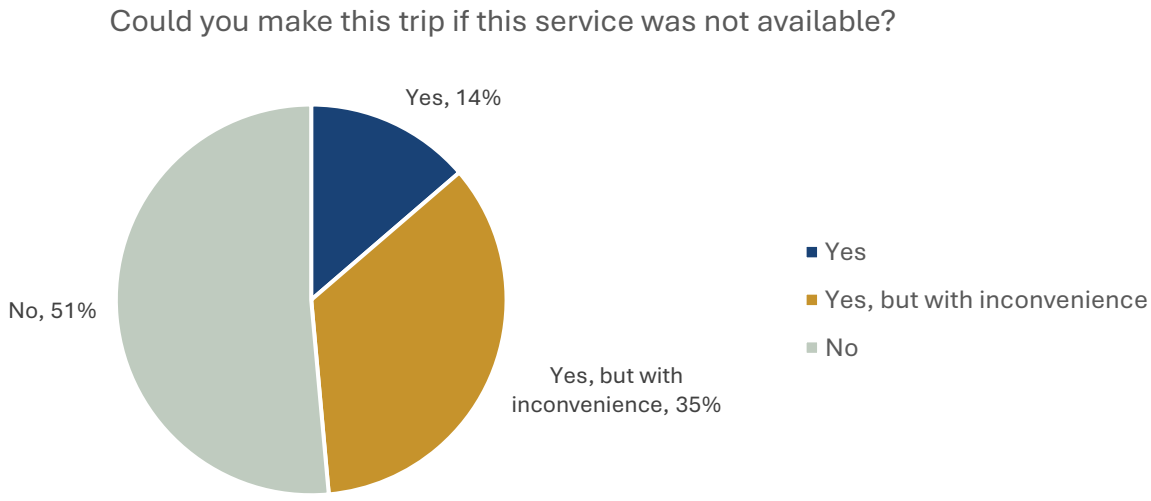


Figure 87 shows how riders rate EPTA service compared to last year.

Figure 87 | Change in EPTA Service Perception

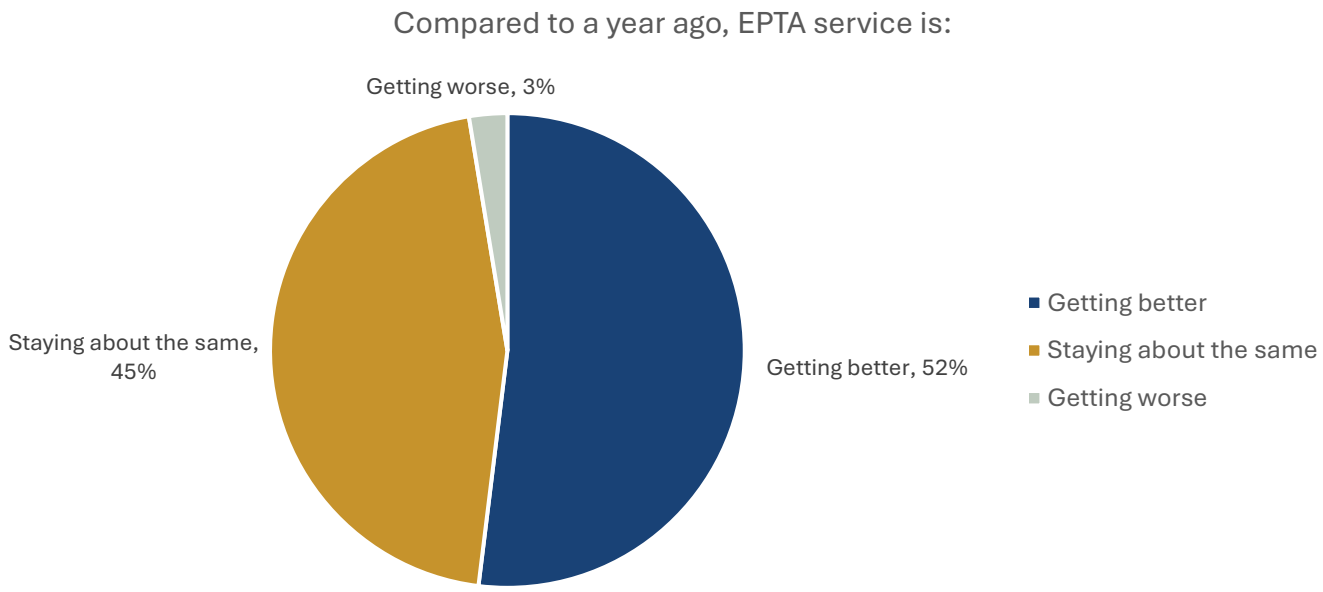


Figure 88 shows the average rating for eight different areas related to EPTA's service, as well as riders' overall satisfaction with EPTA service. Higher values indicate more favorable ratings.

Figure 88 | Average Rating of EPTA Service

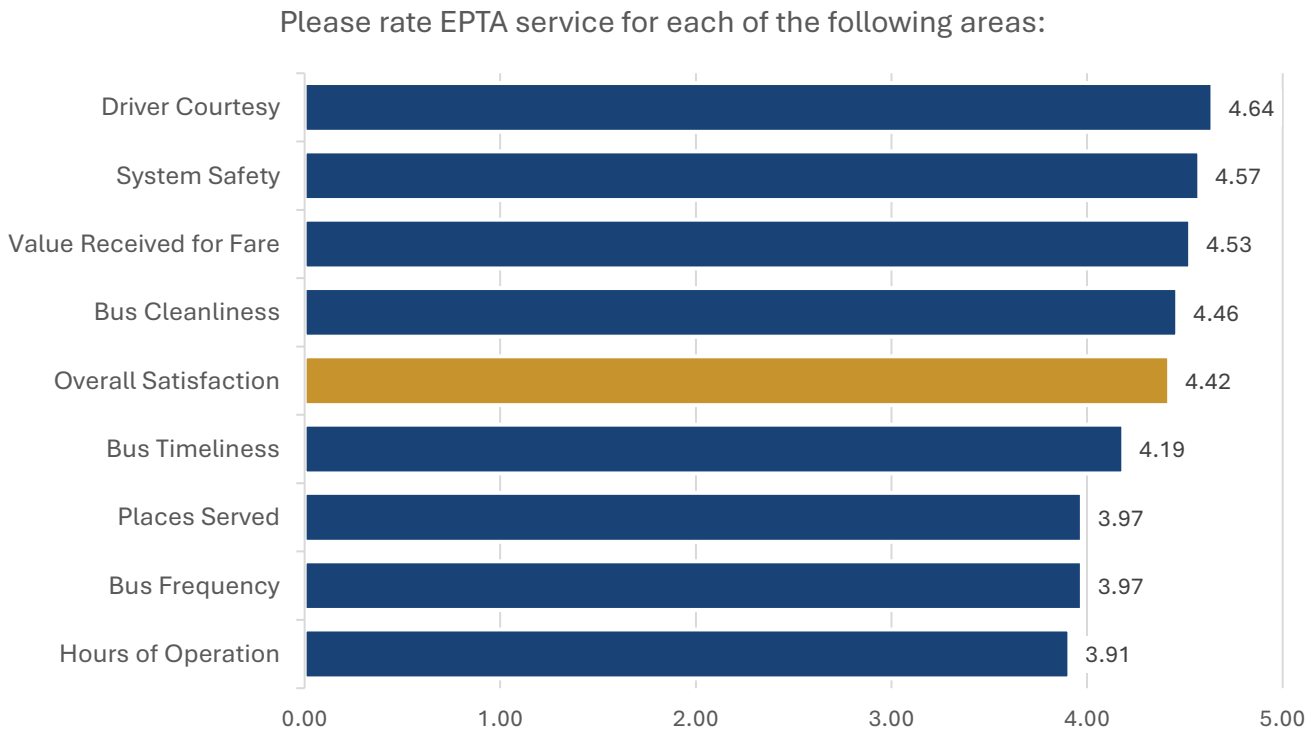


Figure 89 shows the breakdown of responses. The scale for the areas ranged from "Poor (1)" to "Excellent (5)." The scale for overall satisfaction ranged from "Not at all satisfied (1)" to "Very satisfied (5)."

Figure 89 | Individual Ratings of EPTA Service

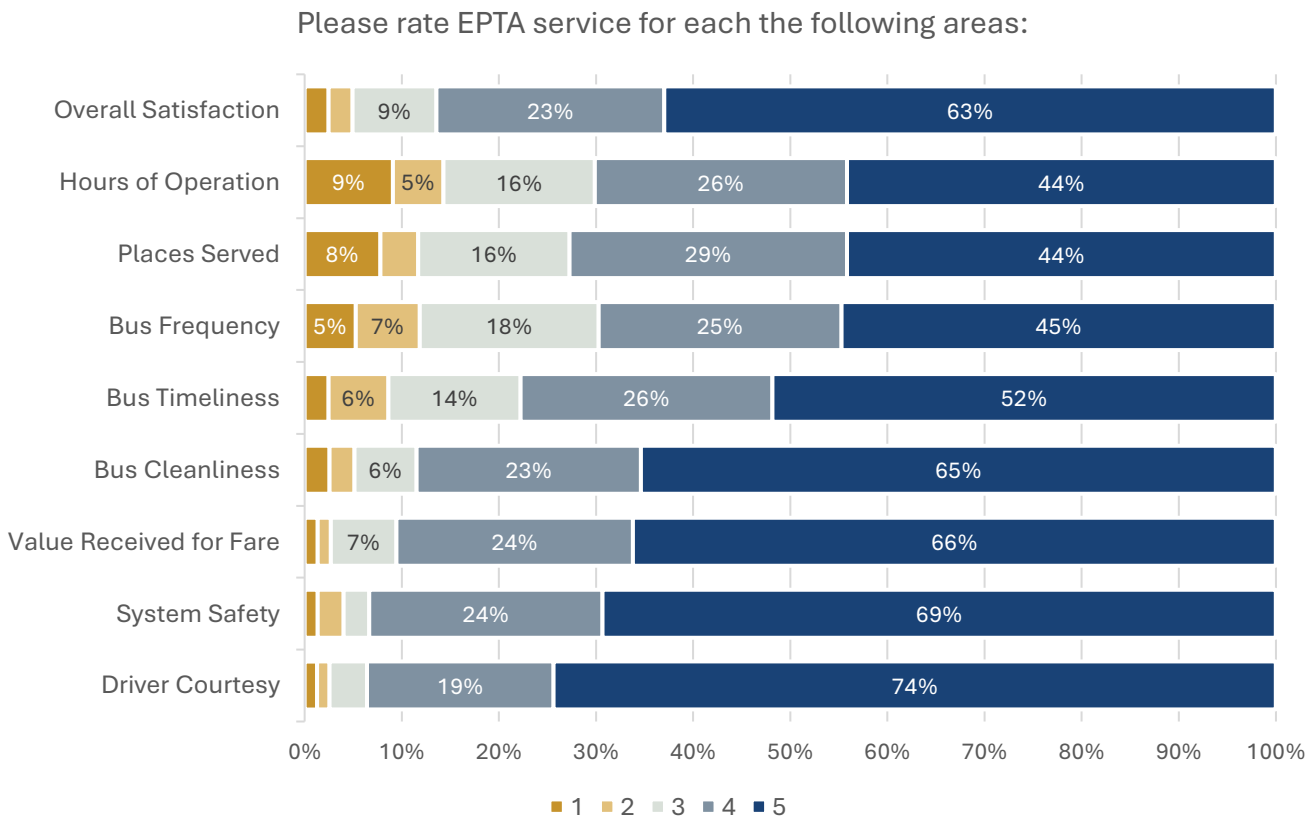


Figure 90 shows the difference in awareness of the new transit center between riders and non-riders.

Figure 90 | Awareness of New Transit Center

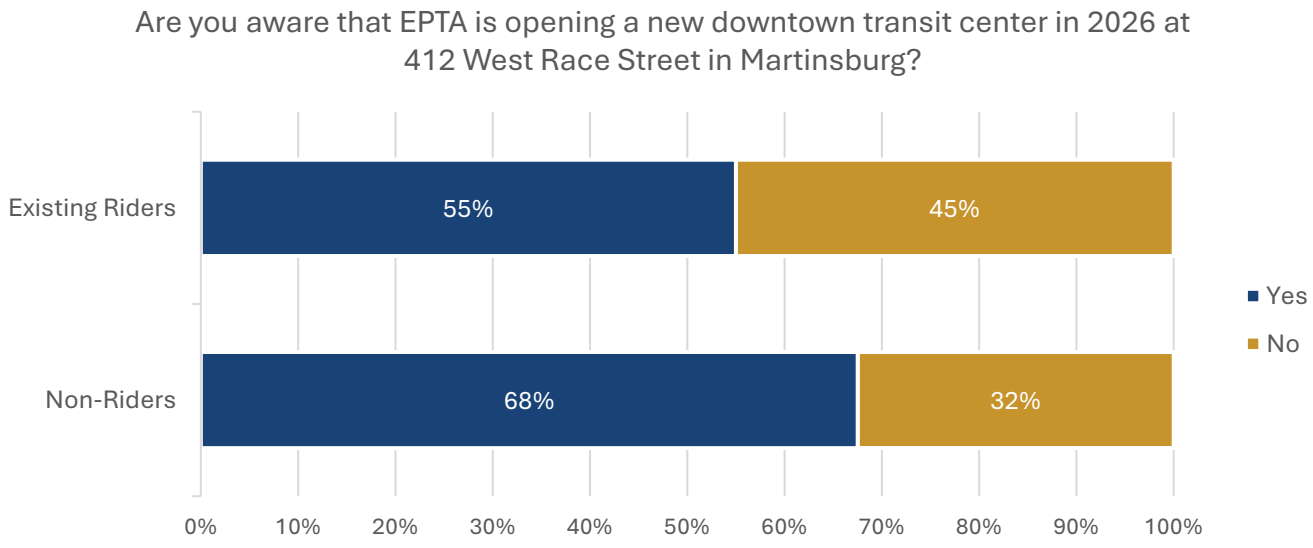


Figure 91 shows the reasons why non-riders do not currently use EPTA service. Over half of non-riders reported that the service does not come close enough to their home and/or destination. Other common responses included that the service does not come frequently enough or that they do not know how to find information about the service available. The primary write-in response was that they do not need the service.

Figure 91 | Reasons for Not Riding

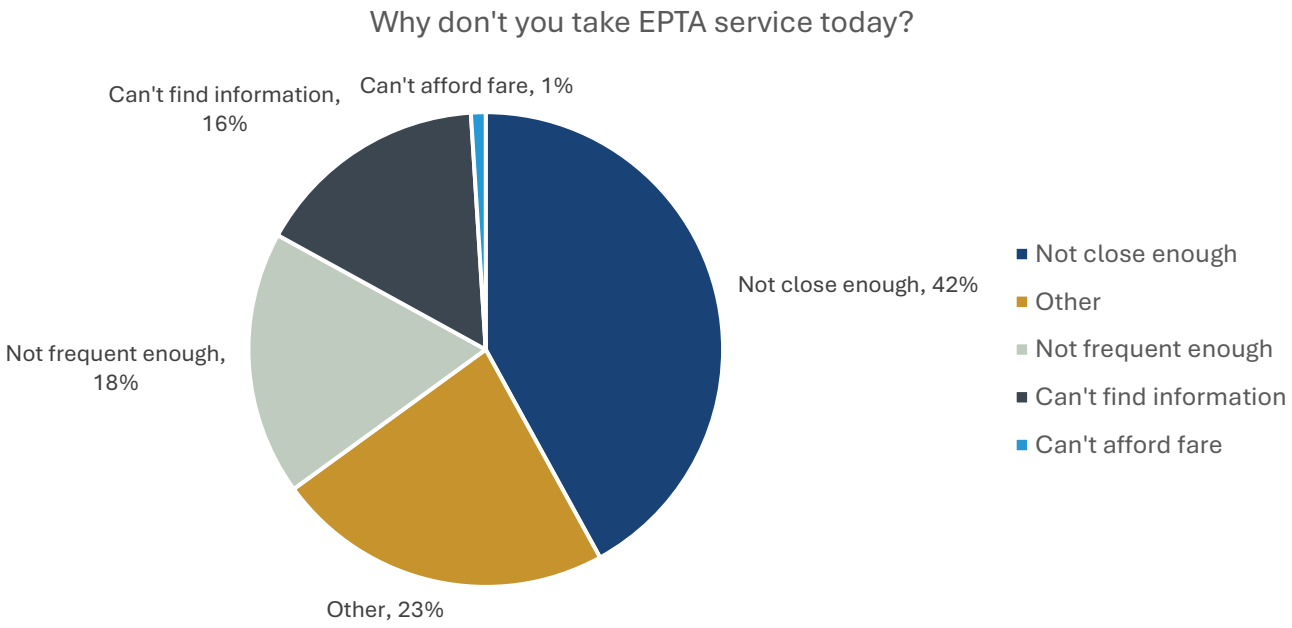


Table 47 lists the responses received to the question: "What is the single most important improvement that you would suggest for EPTA service?" The responses are presented as they were submitted.[17]

Table 47 | Recommendations for Most Important Improvement

COMMENT
30 day fare for less money. Fare not so much money.
7-days per week service, 6AM - 9PM
A medical plan would greatly help for the drivers, which are most important.
A rout that met up in the AM with Winchester VA public transit , and a PM pick up . Happy to pay more for this type of service if it ever becomes a viable . [Need] more weekend [availability] . And consistent coverage of rout 10 . Also the [colored] lines were much [easier] to navigate with pan Tran then the EPTA numbers rout type of schedule . I always have to call office now to figure out what my [availability] is and rely on drivers to help me navigate my transfer
Access to metro
Advertise more!
Advertise or have more busses. Many people do not even know public transit options even exist in our community
Advertise your services and schedule availability
Allowing customers to play music loud

[17] Text in brackets indicates that edits were made to the original comment for clarity

COMMENT
Augment MARC train service as minimize disruptions in a worse case scenario with the infrastructure and connect with Washington County Transit. Backing up MARC train in case of service breakdowns west [of] Brunswick as connect with MARC train Brunswick Line in Brunswick.
Be on time at dialysis
Better frequency - also starting service connections to Silver Line metro in VA
Better Information/marketing to lead to increased ridership to lead to increased routes
Better weekend service
Big warehouse people get off at different times and if you go only you wait hour - maybe 2
Connect the populous parts of the panhandle
Connection to rail and airport locations
Consistency
Consistent time
Dedicated City only line with more visible stops
Direct access to employers in Jefferson county
Easier to access information regarding their routes
Easy to understand website. Covered bus stop wait areas clearing colored and marked.
Employee opportunities to advance
Everything is good
Expand destinations
Expanded route destinations - direct route from Charles Town to Martinsburg
Expanded service in Jefferson County
Extended hours for Rt 18
Extended service to Hedgesville Spring Mills
Frequency
Friendliness
From what I hear, the services is good. However, people have a negative perception of the safety and accessibility of public transportation in this area.
Go into neighborhoods
Going to Charles Town on Saturdays
Good of communication with driver
Great bus drivers
Having buses consistently available for reliant customers and being timely
Hours of operation. Weekends should be longer
I have no answer. My ride was pleasant and the driver went above and beyond to accommodate us.
I suggest if EPTA could work in Charles Town on Saturday, and also holidays
I think the new facility is most important.
I was on the bus for 1.5 hours, dropping off and picking up other riders before taken home :(Q20 - Hour early
I would like if a bus went up to James Romsey, Spring Mills Walmart, and a bus to bring me back from work at 11pm
I would like to be able to use demand response and get to and from my medical appointments. It seems that although I am blind and a senior, everytime I call, the bus is already full ... and I cannot believe there are that many who truly cannot get to medical appointments, and are using it for other non-medical ... because they have Medicaid and can. This is a real problem which needs corrected.
I would like to see more coverage for Morgan co WV.
Include the north end of the county in your routes! There are people living up here!
increased MARC service

COMMENT
Keep all routes running, add Spring Mills
Keep Caperton Station as a stop (even with new transit center). Keep Hack Wilson Way as a stop. Can't attend Telamon (?) events, etc. due to hours of operation.
KEEP DOING WHAT YOU GUY'S ARE DOING IT HELPS US DAILY!!
Keeping scheduled appointments
Late night service
Later hours faster times!!!
Longer bus hours
Make a bus route on saturday, sunday, Martinsburg, Charlestown
Make sure it is safe for intellectually and physically disabled adults
Marked bus stops
More accessible stops
More accurate schedules
More availability on Saturdays
More Bus stop with shelters for people waiting for transportation. Make it known that it is a bus stop with schedule posted with bus times!
More bus stops
More buses, routes, and stops
More consistent schedule, and improved fare structure to reflect the area served
More Drivers
More drivers
More DRIVERS, more routes (Spring Mills?), longer evening hours
More frequent
More frequent, better connection between routes
More hours/frequencies , more destinations
More information
More organized in picking up patients within same area for time constraints
More Routes
More routes
More routes
More routes that go farther out
More routes throughout - Jefferson County - the entire Eastern Panhandle, or going between Berkeley and Jefferson. Once again, EPTA favors Berkeley County with the new transit center, instead of Jefferson County building a multi-modal transit facility at Northport Ave. (at the old Jefferson Orchards) where it was planned to include a MARC station, addressing REGIONAL needs.
More routes to Spring Mills
More routes, more often that go further through the Eastern Panhandle
More stops
More stops but maybe an express from downtown Martinsburg to Berkeley Medical Center?
More stops so more people can use the service.
More stops. i suggest working with business/land owners/DOH in certain areas in [Jefferson] County. Mission Road in Shannondale or anywhere east of the Shenandoah need at least 1 [route]. This might be better for a "once a day type route." A stop of the left side of Route 9 (near Five Guys/Chick Fil a). There is not a way to safely cross 9 via walking to reach the existing stop near Ledo/Weiss. A stop on this side would be good. That neighbor also has some lower income family renting and many of units are planning [to be built]. A pedestrian bridge/path safely over 9 is needed at this main area. An extra stop west of [Shepherdstown] on 45 would be good.
More time to be put on scheduled routes,
More visible bus stop signs or shelters

COMMENT
Need a pick up and drop off point on W.King with a route heading out to Foxcroft from W. King.
New route
No recommendations. They are doing great!
None
None at this time
None.
Not a thing, excellent job
Not sure
Nothing they are good
Offer routes to popular destinations during popular times. (e.g. service to downtown CT during weekend evenings to cut down on drunk driving, service to downtown Harper's Ferry, service to the River). Clearly marked bus stops that show the bus routes.
Pay driver's more so you can retain the good ones
Raise public awareness
Regular routes around the county.
Regular service to [Spring] Mills.
Reverse commute and weekend MARC service
Route to falling waters, a posted bus schedule, more frequency
Run on sunday
Running more on weekends
Safety
Saturdays and Sundays
Service north to Spring Mills/Falling Waters. Connections with Washington County Transit to continue on perhaps at Spring Mills Wal-Mart, Falling Waters or Williamsport.
Shorter wait times at stops and getting to and from quicker
Signage
Spring mills
Supplement MARC train service
Take trips to the Charles Town Race Track/Casino from Martinsburg.
That if you all are short-staffed, get some more new people in training too. Whoever is interested in driving and helping other people out.
The downtown transit center will be huge for ridership accessibility. Bravo!
The price
The ride to and from
Transit service to and from large subdivisions.
Unplug your dispatch
Various areas such as Shepherdstown need service

Figure 92 shows the distribution of household income among respondents by rider status. Riders have significantly lower household incomes than non-riders.

Figure 92 | Household Income

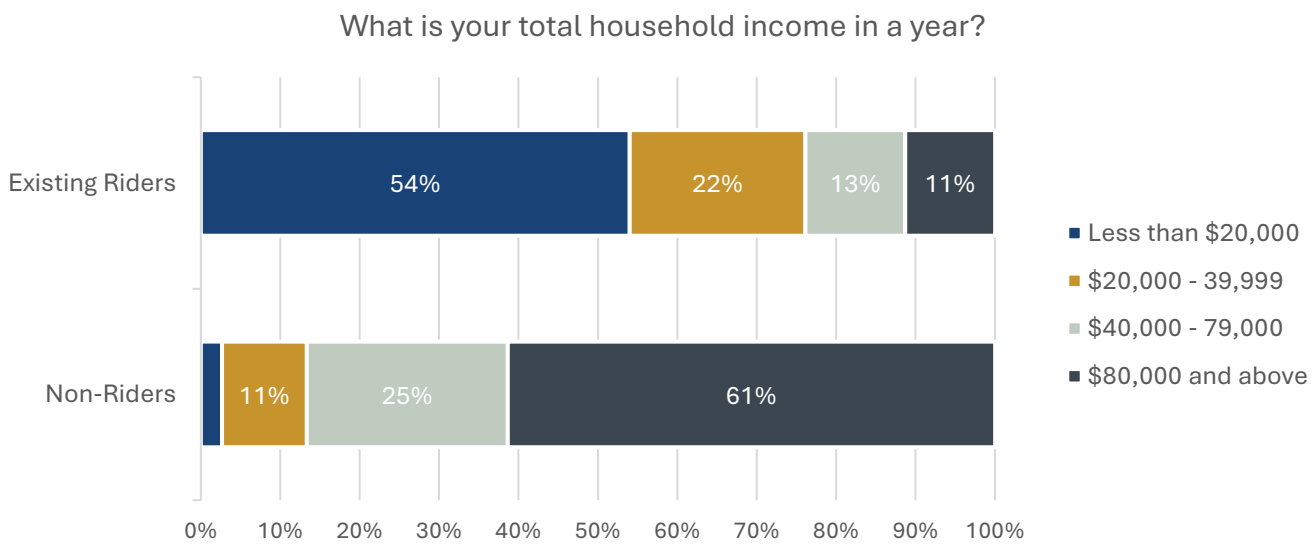


Figure 93 shows the distribution of race and ethnicity among respondents by rider status. Riders are more diverse than non-riders.

Figure 93 | Race and/or Ethnicity

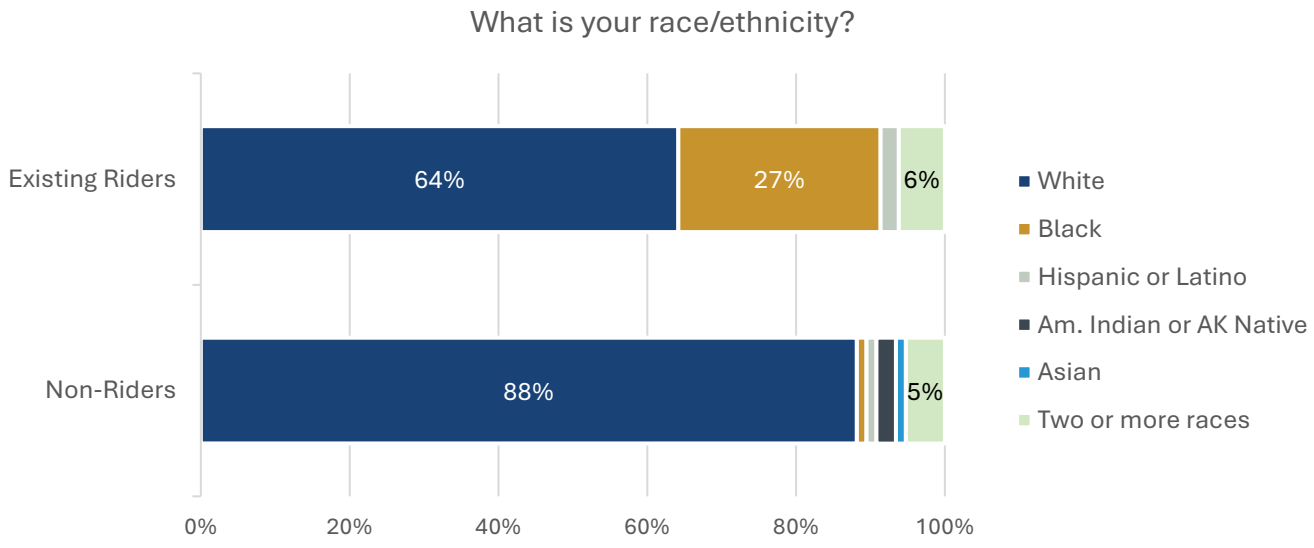


Figure 94 shows the English proficiency among respondents by rider status. Only one respondent, an existing rider, identified as having limited English proficiency and no respondents reported not speaking English at all.

Figure 94 | English Proficiency

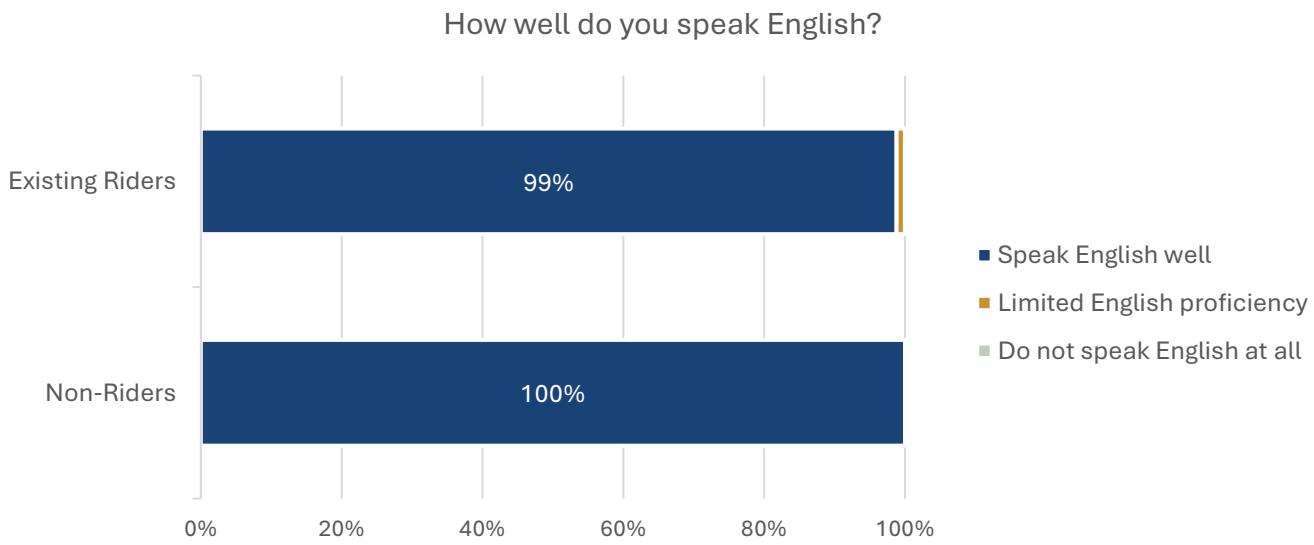


Figure 95 shows the primary languages spoken at home among respondents by rider status.

Figure 95 | Primary Language Spoken at Home

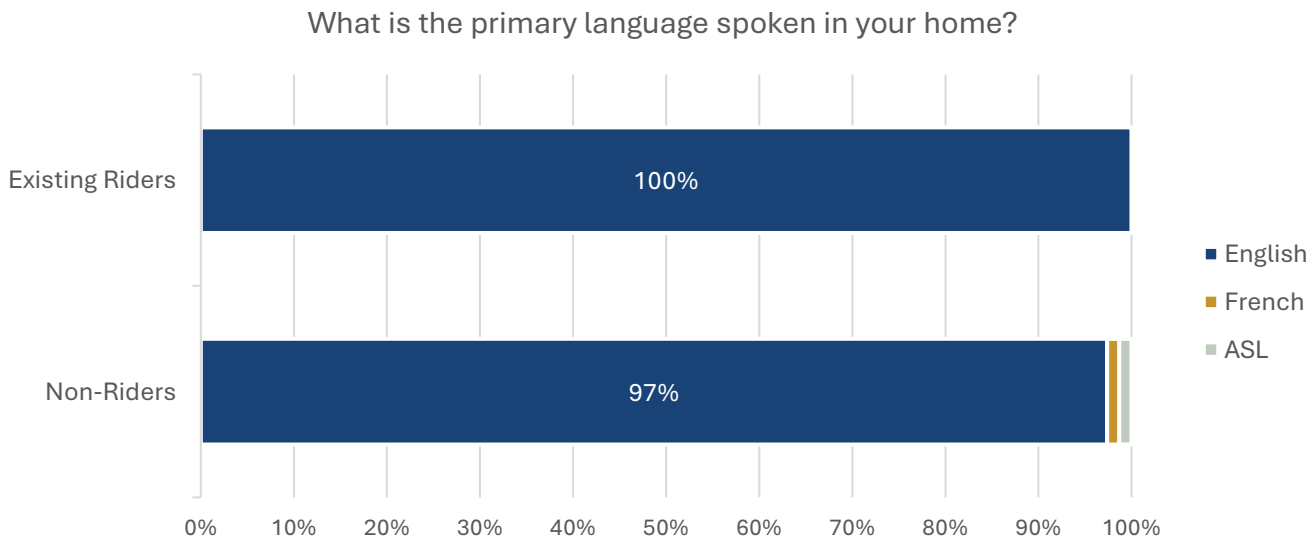


Figure 96 shows whether respondents have a driver license. Over half of existing riders do not have a valid driver license, while only two non-riders do not have a license.

Figure 96 | Driver License Status

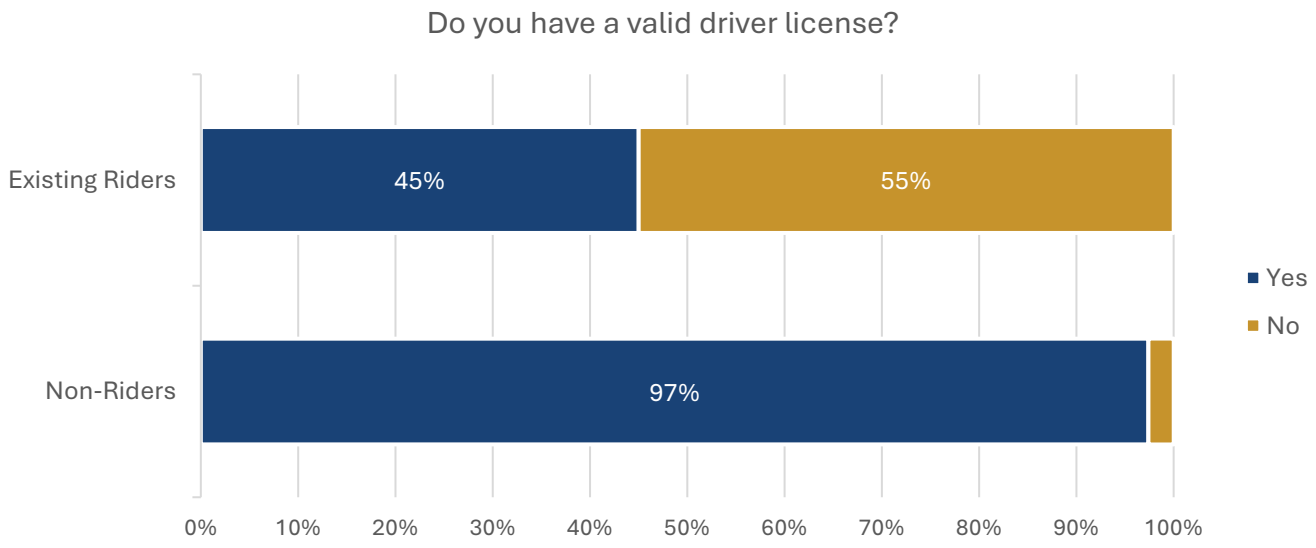


Figure 97 shows the distribution of household vehicles among respondents by rider status. Over half of riders do not have a vehicle in their household, and riders generally have fewer vehicles than non-riders.

Figure 97 | Household Vehicles

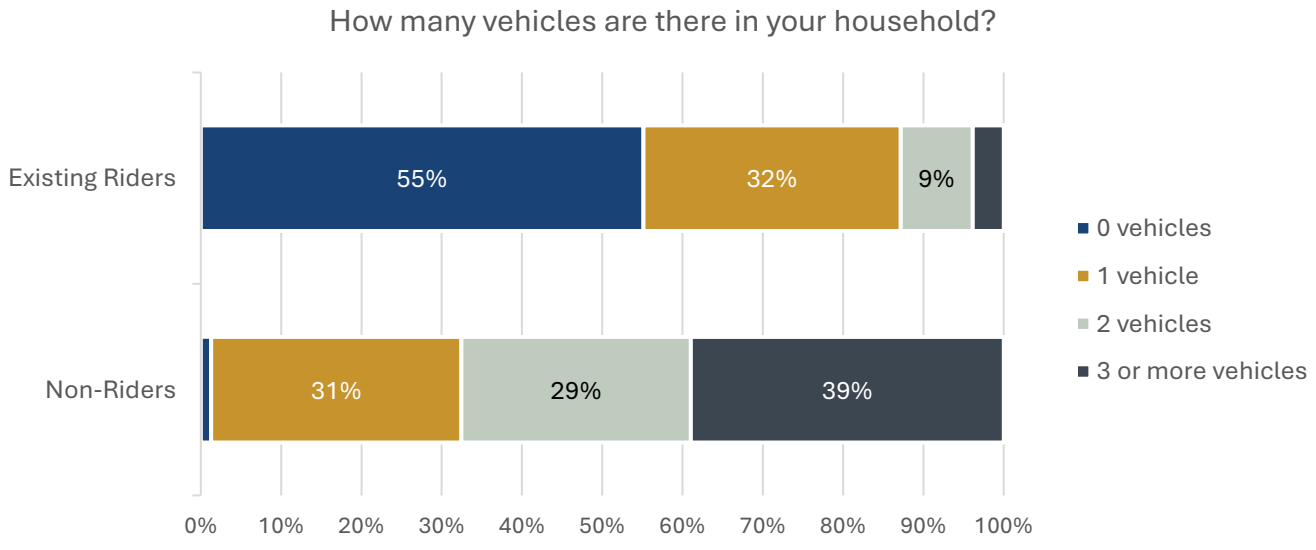


Figure 98 shows the gender distribution among respondents by rider status.

Figure 98 | Gender

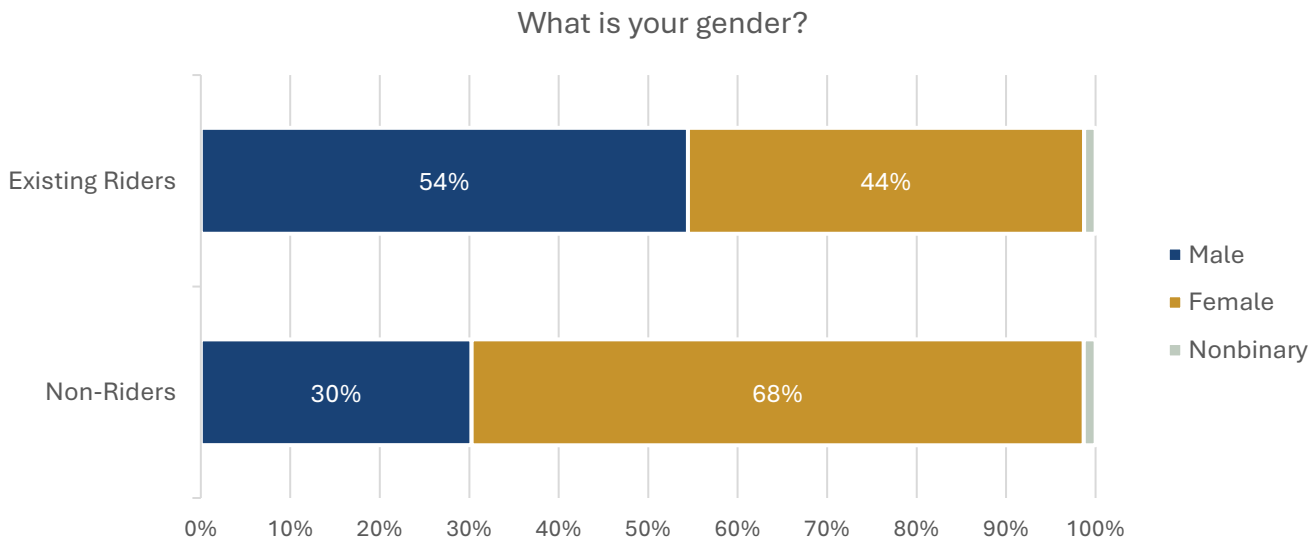


Figure 99 shows the age distribution among respondents by rider status. The median age for both riders and non-riders was 53 years. The mean ages for riders and non-riders were 51 and 50 years, respectively.

Figure 99 | Age

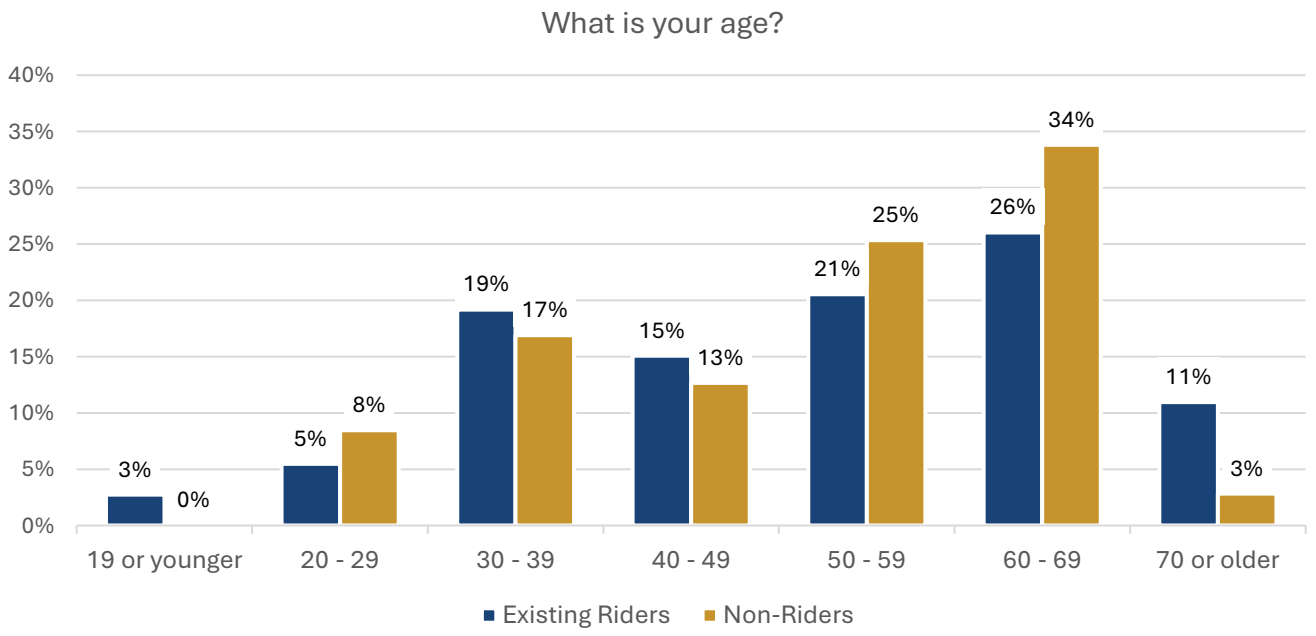


Figure 100 shows the distribution of occupations among respondents by rider status. The primary write-in response was "disability."

Figure 100 | Occupation

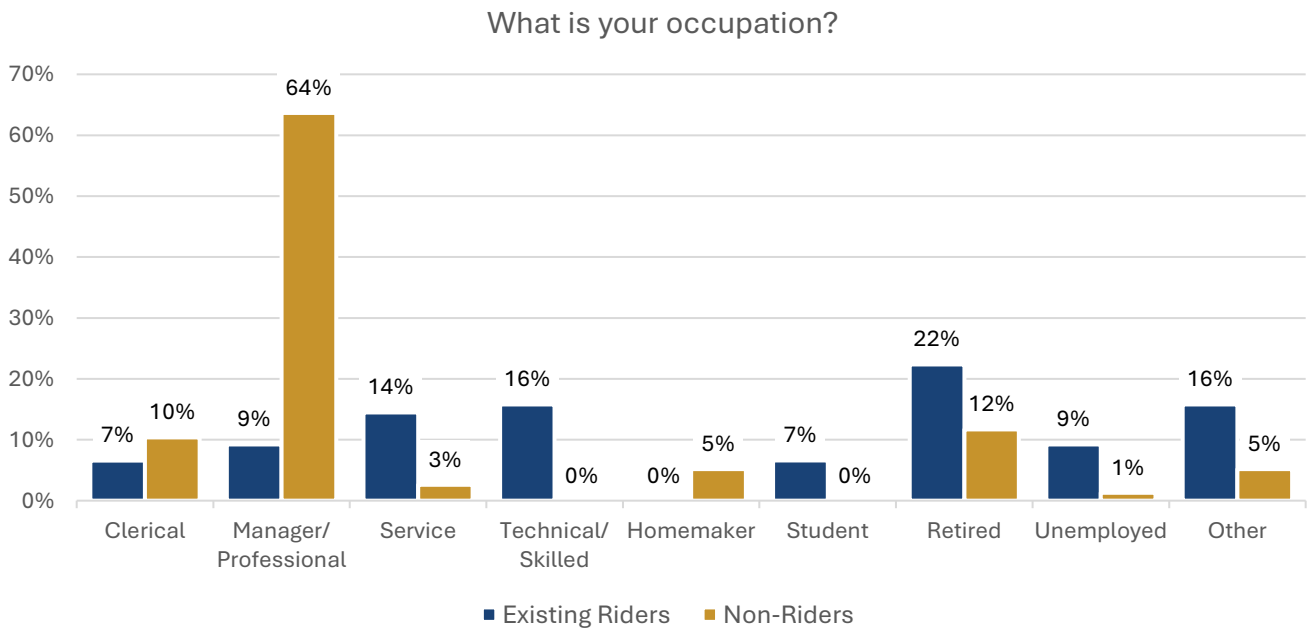


Table 48 and **Table 49** list the ZIP codes where existing riders and non-riders work. **Figure 101** shows where existing riders work geographically.

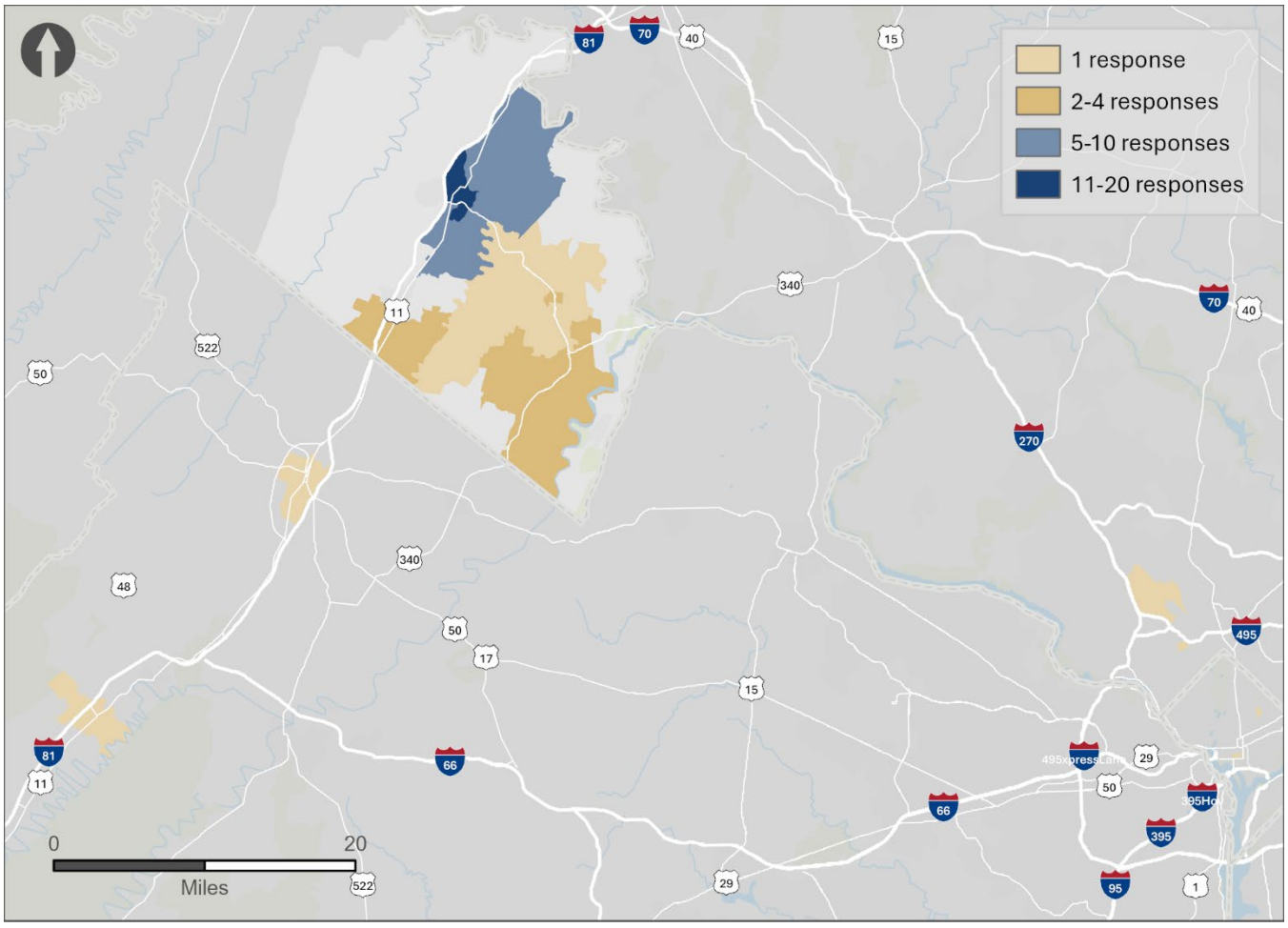
Table 48 | Workplace ZIP Code (Existing Riders)

ZIP CODE	LOCATION	RESPONSES	ZIP CODE	LOCATION	RESPONSES
25401	Martinsburg	20	20889	Bethesda, MD	1
25405	Southern Martinsburg	6	21540	Luke, MD	1
25404	Northern Martinsburg	5	22601	Winchester, VA	1
25413	Bunker Hill	2	22660	Toms Brook, VA	1
25414	Charles Town	2	24530	Callands, VA	1
20064	Washington, DC	1	25430	Kearneysville	1
20224	Washington, DC	1	25438	Ranson	1
20431	Washington, DC	1	25442	Shenandoah Junction	1
20857	Rockville, MD	1			

Table 49 | Workplace ZIP Code (Non-Riders)

ZIP CODE	LOCATION	RESPONSES	ZIP CODE	LOCATION	RESPONSES
25414	Charles Town	15	25403	Martinsburg	2
25401	Martinsburg	12	20141	Round Hill, VA	1
25404	Martinsburg	6	20175	Leesburg, VA	1
25405	Martinsburg	5	20176	Leesburg, VA	1
25425	Harpers Ferry	5	20177	Leesburg, VA	1
25443	Shepherdstown	4	21742	Hagerstown, MD	1
25430	Kearneysville	3	25419	Falling Waters	1
20910	Silver Spring, MD	2	25438	Ranson	1
22602	Winchester, VA	2			

Figure 101 | Workplace Location (Existing Riders)



D. Data Sources

Numerous analyses were conducted to support the development of the TDP. These analyses drew from a range of data sources, which are described in **Table 50**. More detailed descriptions of each source, including the specific variables used, can be found in the analysis narratives.

Table 50 | Data Sources

SOURCE	TIMESPAN	GRANULARITY	PURPOSE
Transit Ridership and Performance			
Passio (Boarding Summary)	May 2024 – July 2024	Individual boarding locations	Describe ridership by stop, route, service day, and time of day
Passio (Operational Summary)	2023	Route	Describe annual ridership, revenue hours, and revenue miles by route
Passio (Performance Summary)	January 2024 – June 2024	Route	Describe on-time performance
National Transit Database (NTD) – Agency Profiles	2019 – 2023	N/A	Describe annual ridership, revenue hours, and revenue miles by service type
EPTA GTFS Feed	2023	--	Conduct travel flow gaps analysis and stop ridership mapping
Population and Employment			
American Community Survey (ACS) 5-Year Estimates	2018-2022	Census Block Group	Conduct transit potential, transit propensity, and transit potential gaps analyses
Longitudinal Employer Household Dynamics (LEHD)	2021	Census Block Group	Conduct transit propensity analysis
Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Travel Demand Model (Growth Forecast)	2022	Traffic Analysis Zone (TAZ)	Describe growth projections
Travel Patterns			
Replica	Fall 2023	Census Tract	Conduct travel flow, travel flow gaps, and service optimization analyses

E. Transit Center Capacity Analysis

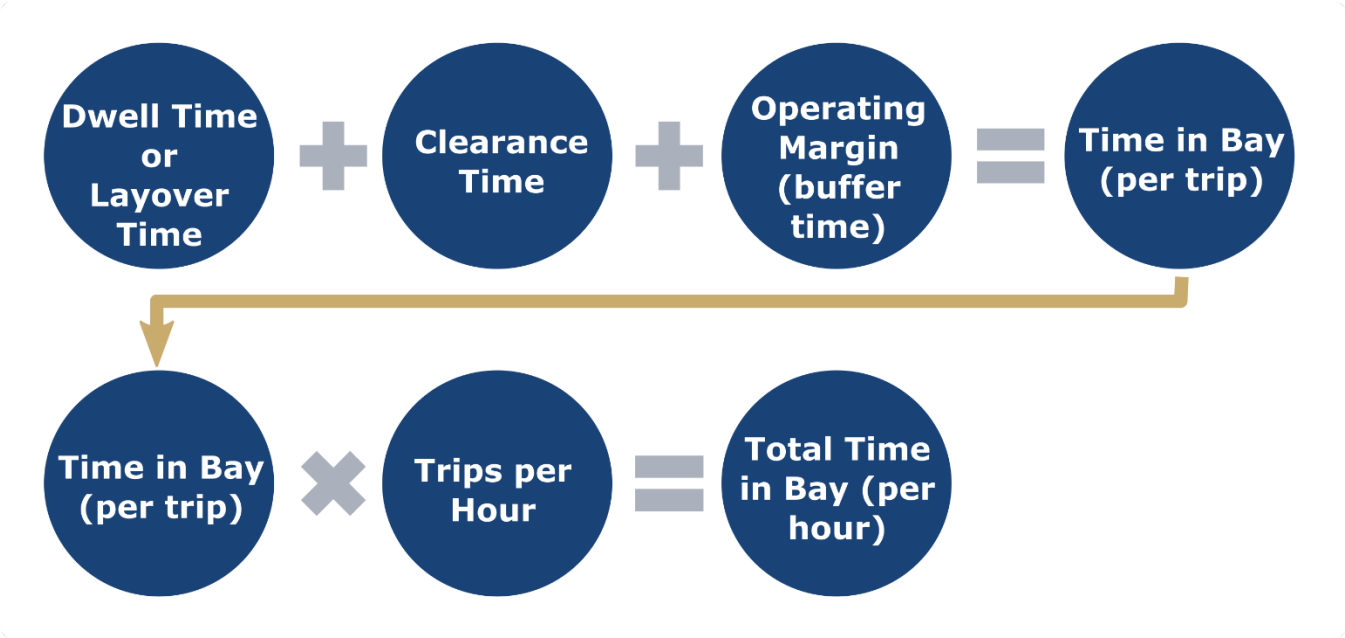
EPTA is currently constructing a new transit center in Martinsburg on Raleigh Street just north of Race Street (see **Figure 102**). Additionally, EPTA plans to implement recommendations from their FY25 Transit Development Plan (TDP) – which includes a redesign of their transit network – concurrent with the opening of the new transit center. The new network has five routes serving the transit center regularly with varying frequencies. This analysis will provide bay assignments for each route at the Multimodal Transit Center and assess its capacity for the redesigned network.

Figure 102 | New Multimodal Transit Center Location

This analysis uses Foursquare ITP's Bus Station Capacity Calculator, *Balance*, which compares the minutes a bus bay (or entire facility) is occupied by buses to the total capacity of minutes available at an individual bay (or a facility in its entirety). This tool takes service level and layover information and uses the methods described in the *Transit Capacity and Quality of Service Manual, 3rd Edition* (TCQSM) to calculate the total number of minutes in an hour that a bus will occupy a bay or facility, including additional time for buses to clear bays and a buffer time, or operating margin (see **Figure 103** and the accompanying definitions). The baseline assumption for layover is that 100 percent of a route's layover time will be spent at the station; however, some of this time can be shifted to the opposite end of a route if necessary to increase capacity.

The tool can calculate capacity for each individual bay and for a facility as a whole. For routes terminating at the facility, dwell time and layover time are considered, while for routes passing through a facility only dwell time is considered. Under the redesigned network, all five routes serving Martinsburg will be laying over at the facility.

Figure 103 | Bay Capacity Calculations and Definitions



- **Dwell Time:** *the amount of time a bus "dwells" at a stop to allow passengers to board and alight, and in some cases to ensure buses do not depart timepoints early. When routes are laying over, dwell time typically takes place during the layover time.*
- **Layover Time:** *the amount of time a bus stays at a route endpoint to accommodate driver breaks and changes and to recover from delays. Ideally, layover time should be between 10 and 20 percent of a route's runtime.*
- **Clearance Time:** *the amount of time it takes a bus to depart its bay, based on the bay length and adjacent vehicle or bus traffic.*
- **Operating Margin:** *the maximum amount of time a bus can exceed its planned time at a bus bay without creating a "failure", or an instance when the bay exceeds capacity (i.e. when a bus tries to enter a bay but is blocked by the previous bus still occupying the bay). The operating margin essentially creates a "buffer" around the scheduled time a bus should be occupying a bay.*

MULTIMODAL TRANSIT CENTER LAYOUT

The new Multimodal Transit Center bus loop will have six bus bays – two 40-foot bays and four 30-foot bays – as pictured in **Figure 104**. Buses will enter the bus loop via a driveway on Raleigh Street and then operate clockwise around a center island where passengers will board and alight. While bus bays have not been named yet, they were assigned names A through F for the purposes of this analysis.

Figure 104 | Multimodal Transit Center Bus Loop Layout

PROPOSED NETWORK

The redesigned EPTA network will comprise five routes serving the Multimodal Transit Center, as illustrated in **Figure 53**. The routes will have varying headways, as summarized in **Table 51**. Since some routes have long and short patterns, the headways represent the service operating during the peak periods. In addition, Routes E, F, and G, which serve Jefferson County, will only serve the transit center once during the AM peak and once during the PM peak.

Table 51 | Proposed Network Headways at the Multimodal Transit Center by Route

PROPOSED ROUTE	HEADWAY
Route A: Spring Mills	90
Route B: Inwood	90
Route C: Hedgesville	60
Route D: Martinsburg Circulator	60
Route E: VA Medical Center North	60
Route F: VA Medical Center South	1 AM/1 PM Trip
Route G: Harpers Ferry	1 AM/1 PM Trip
Route H: Charles Town/Ranson Circulator	1 AM/1 PM Trip

PROPOSED BAY ASSIGNMENTS

Bus bay assignments for the redesigned network are proposed in **Figure 105**. To make navigation easier for passengers and operators, each route is assigned to a single bay sharing the same name. With five routes proposed to serve Martinsburg all day, the three Jefferson County routes that serve Martinsburg once in each peak period would be assigned to Bay F.

Figure 105 | Multimodal Transit Center Layout and Proposed Bay Assignments

CAPACITY ANALYSIS

With the bus bay assignments outlined in **Figure 105**, each bay will operate well under capacity during peak periods (see **Figure 106**). Bay E will have the highest overall occupancy, being occupied for 27 minutes in the peak hour or 45 percent of the time. Overall, the facility will be at 29 percent capacity under the proposed network.

Table 52 summarizes the operating details for each route, including headways, cycle times, layover times, and time in each bay during the peak hour. The unit for each field, with the exception of *Buses per Hour*, is minutes and each field is defined below (see **Figure 103** for additional details).

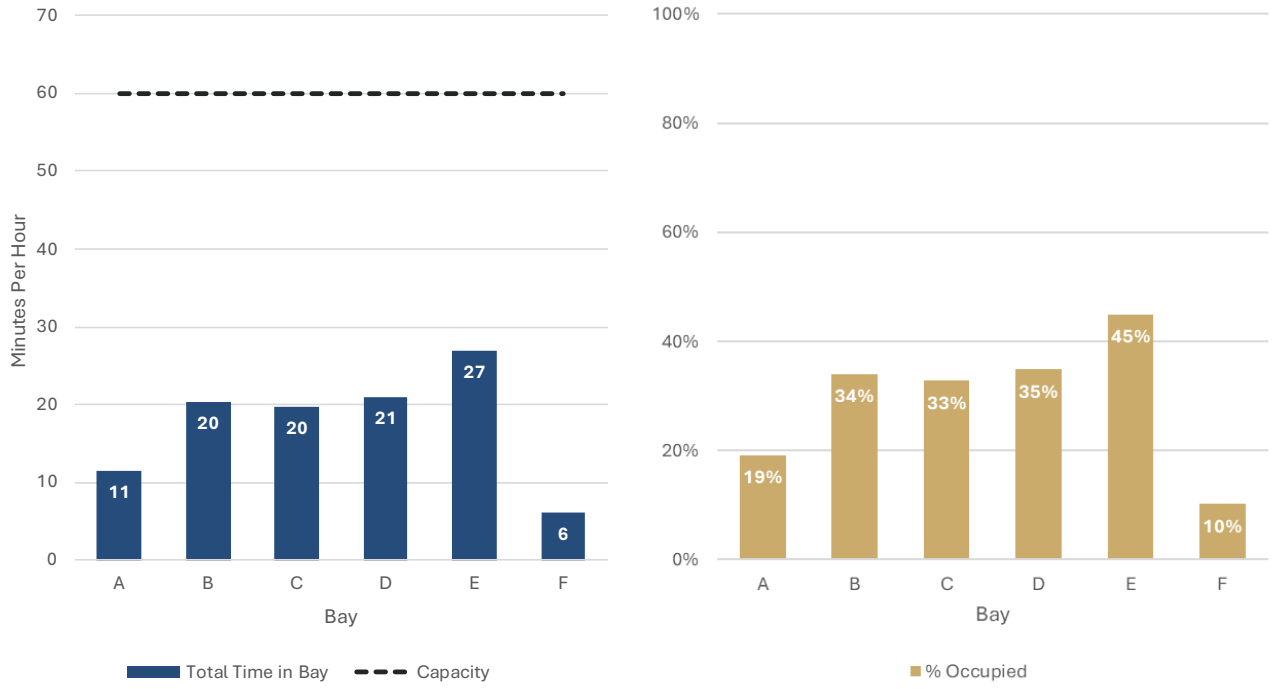
- **Headway:** the proposed headway for each route.

- **Bay:** the bay each route is assigned to.
- **Runtime:** the roundtrip runtime for each route.
- **Cycle Time:** the roundtrip runtime rounded up to a multiple of the headway, with the difference between cycle time and runtime equating to the layover time.
- **Layover Time:** the layover time for each route, which includes dwell time for passenger boarding and alighting.
- **Layover Time + Buffer**: the layover time for each route plus a buffer added based on guidance from the TCQSM. The buffer accounts for time needed to enter and exit a bay, variability in runtimes, and imperfect on-time performance.
- **Buses per Hour:** the resulting number of buses per hour based on the proposed headway.
- **Time in Bay:** the maximum amount of time each route will occupy its assigned bus bay during the peak hour: (*layover time + buffer) * buses per hour*. For Routes F, G, and H, which would not layover in their assigned bay, dwell time would substitute for layover time.

Table 52 | Capacity Analysis Details

Route	Headway	Bay	Runtime	Cycle Time	Layover Time	Layover Time + Buffer	Buses per Hour	Time in Bay (Minutes/ Hour)
Route A	90	A	76	90	14	17.2	0.7	11.5
Route B	90	B	65	90	25	30.6	0.7	20.4
Route C	60	C	44	60	16	19.7	1.0	19.7
Route D	60	D	43	60	17	20.9	1.0	20.9
Route E	60	E	38	60	22	26.9	1.0	26.9
Route F	1 trip	F	NA	NA	NA	NA	1.0	2.0
Route G	1 trip	F	NA	NA	NA	NA	1.0	2.0
Route H	1 trip	F	NA	NA	NA	NA	1.0	2.0
							Total	**105.3**
							Percent of Total Capacity	**29%**

Figure 106 | Capacity Analysis Results



FUTURE CONSIDERATIONS

Overall capacity at the Multimodal Transit Center is sufficient for certain service increases in the future. With Bay F having considerable extra capacity, new routes could be accommodated. Theoretically, four additional buses per hour with 10-minute layovers could easily fit into Bay F without capacity issues. For demonstration purposes, an additional bus and improved headways on all five proposed Martinsburg routes could also be accommodated within their assigned bays.[18]

Table 53 summarizes the operating details for each route, including the demonstration headways and resulting time in each bay during the peak hour. Additional buses and targeted improvements could be accommodated with a rearrangement of bay assignments.

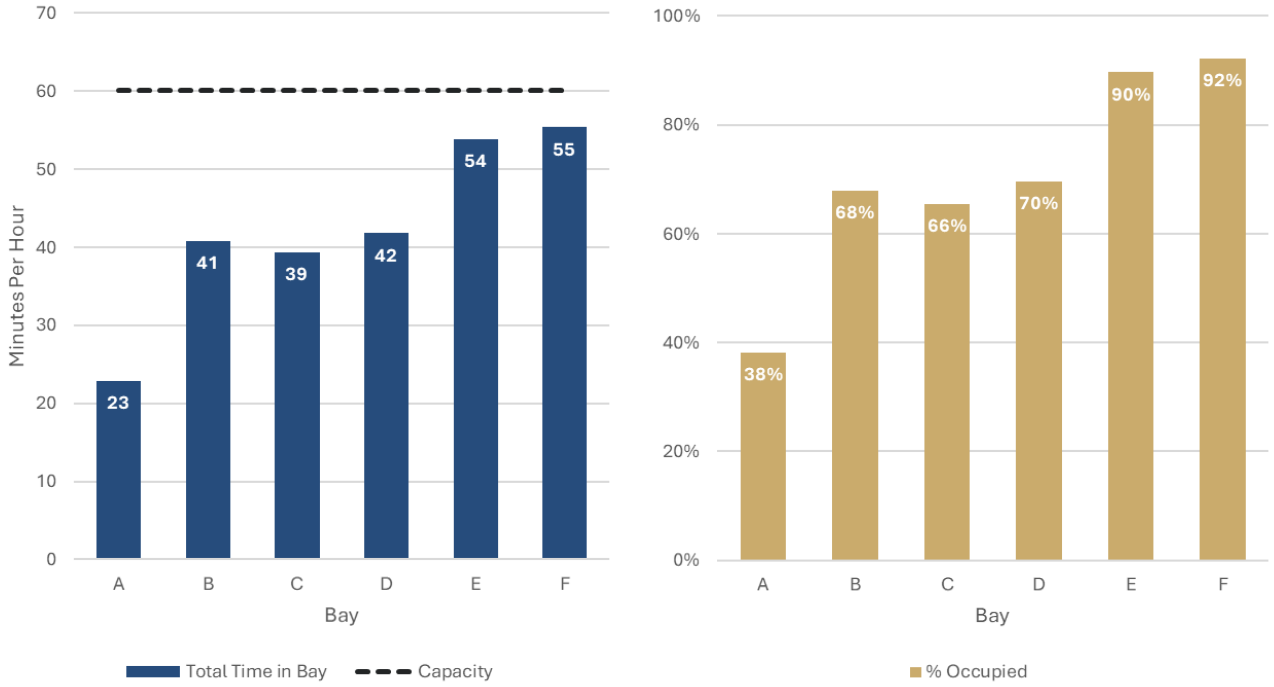
[18] This represents a theoretical scenario; currently there is no projected demand for additional service on these specific routes.

Table 53 | Capacity Analysis Details – Theoretical Future Service Increases

Route	Headway	Bay	Runtime	Cycle Time	Layover Time	Layover Time + Buffer	Buses per Hour	Time in Bay (Minutes/ Hour)
Route A	45	A	76	90	14	17.2	1.3	22.9
Route B	45	B	65	90	25	30.6	1.3	40.7
Route C	30	C	44	60	16	19.7	2.0	39.3
Route D	30	D	43	60	17	20.9	2.0	41.7
Route E	30	E	38	60	22	26.9	2.0	53.8
Route F	NA	F	NA	NA	NA	NA	1.0	2.0
Route G	NA	F	NA	NA	NA	NA	1.0	2.0
Route H	NA	F	NA	NA	NA	NA	1.0	2.0
Additional Routes	15	F	NA	NA	10	12.3	4.0	49.3
							Total	253.8
							Percent of Total Capacity	71%

Figure 107 summarizes this potential service increase. Bay F would be occupied 55 minutes out of the peak hour and all other bays would remain under capacity. In total, at least nine additional buses should be able to be accommodated at the transit center pending final layover times. Additional buses may be able to be accommodated with a rearrangement of bay assignments given that the facility will only be at 71 percent capacity overall in this future scenario.

Figure 107 | Future Capacity Analysis Results



CONCLUSIONS

Overall, the routes proposed in the redesigned network in the FY25 Transit Development Plan will comfortably fit into the new EPTA transit center in Martinsburg. In the future, the Multimodal Transit Center could accommodate an additional nine buses through the use of Bay F by future routes and service increases on other routes. Additional buses on top of these could be accommodated with a rearrangement of bay assignments and the splitting routes across multiple bays.

CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JULY 23, 2025

Regular Meeting | **661 South George Street, Charles Town, WV 25414** | **4:00 PM**

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 9, 2025 Regular Meeting Minutes
   UB Minutes 07.09.25.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meeting - Meeting Agendas and Minutes 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/88062542562?pwd=aeGdsVzckoaCAjLIwy3PL89RCzZUvF.1

   Meeting ID: 880 6254 2562
   Passcode: 390632
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development
   ii. 25-0263-W-C – West Virginia American Water Complaint Case
   b. Draft Sewer System Design and Construction Standards Manual
   Draft Sewer System Specs-Rev.pdf
   c. Riverpointe (formerly Ranson Heights) Pump Station Operation and Maintenance Agreement

Draft Ranson Heights O&M Agreement -Revised.pdf

d. Sleepy Hollow Mainline Extension Agreement Request

4. **NEW BUSINESS**
   a. Raftelis – Capacity Improvement Fee Assessment Presentation
      CTUB 2025 CIF Slides.pptx
      CIF Chart updated 2025.pdf
   b. Collection System Project – Resolution No. 12 – CWSRF No. 5, Pay Application No. 4
      Collection System Project - Resolution No. 12 - CWSRF No. 5, Pay App 4.pdf
   c. Collection System Project – Resolution No. 13 – CIF Payment No. 8
      Collection System Project - Resolution No. 13 - CIF No. 8.pdf
   d. Collection System Project - Change Order No. 1 (Information Only)
      Contract 1 CO 1 (7-2-25).pdf
   e. Locust Hill Pond Aerator Quote
      Locust Hill Pond Aerator Quote.pdf
   f. Service Area Map by Subdivision for Website, updated every 6 months (requested by Director Parker)
      Water and Sewer Maps.pdf
   g. General Manager Report Requirement for the Board of Directors to include: Written, signed GM report to include, monthly water loss percentages, fire hydrant compliance/mapping and manhole maintenance and repairs, total capacity improvement fees and also by subdivision, list task order performed each month, with improvements, critical challenges (requested by Director Parker)

5. **MANAGER REPORTS**
   a. Utility Manager Report
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. July 23, 2025
      Board Report 07.23.25.pdf
      Board Report 07.18.25.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - August 13, 2025 at 4:00 P.M.

Charles Town Utility Board
Regular Board Meeting
July 9, 2025

The Charles Town Utility Board held a regular meeting on July 9, 2025 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Heidi Parker, and Board Member; Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Chairman Micheal George, Treasurer Duke Pierson, Assistant Manager April Shultz and Secretary Ashley Stottlemyer were all absent from the meeting.

CALL TO ORDER

The Vice Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of June 25, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 25, 2025 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the June 25, 2025 regular meeting minutes.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron and Elizabeth Ricketts.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is still working with the other party on the revisions to the lease agreement. The Board provided discussions.

Action: **No action required by the Board.**

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker stated he is continuing to prepare for the July 30 hearing in Charles Town. He also mentioned the Jefferson County Commission voted to submit a letter of support and intervene in the case after Mrs. Stolipher briefed them on the case.

Action: **No action required by the Board.**

NEW BUSINESS

Draft Sewer System Design and Construction Standards Manual

Mrs. Stolipher provided the draft sewer system design and construction standards manual for the Board's review. The Board provided discussions on the use of mainline extension agreements and suggested adding language to the manual regarding that option. Mrs. Parker also suggested

language to protect CTUB relating to the upsizing of pipe. The Board directed Mrs. Stolipher to incorporate those changes and bring back to the Board at the next meeting for action.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved to table this until next meeting.**

Mrs. Stolipher mentioned the Sleepy Hollow request for a Mainline Extension Agreement will be brought back at the next meeting for discussion as Mr. Rodecker has prepared a response.

Raw Water Intake By-pass Quotes

Mrs. Stolipher provided two quotes for the installation of a bypass connection at the raw water intake in the event both pumps would fail at that location. She received quotes from Snyder Environmental Services for $69,100 and Greenridge Contractors for $53,305. The Board provided discussions.

Action: **Motion made by Mr. Kratovil, second by Mrs. Parker, the Board unanimously approved the quote with Greenridge Contractors.**

Summit Point Raceway Source Water Grant Report

Dave Pederson presented the Sanitary Survey and future alternatives for the source water grant relating to the Summit Point Raceway. He mentioned the report identified some sources of contamination, but most of the existing facilities operate as intended and within reasonable design standards. He also stated the results of the sampling and inspection program show the majority of on-lot systems in acceptable working order. The report identified two of the drinking water sources sampled were positive for bacteria and almost all of the sources sampled had measurable levels of Nitrate, but none above drinking water standards. Mr. Pederson provided that a malfunctioning on-lot septic system is more likely the source of the bacteria. The Board provided discussions.

Action: **No action required by the Board.**

Riverpointe (formerly Ranson Heights) Pump Station Operation and Maintenance Agreement

Mrs. Stolipher included an O&M agreement for the Riverpointe pump station at the request of the developer which would allow for CTUB to operate and maintain the pump station prior to accepting the phases of infrastructure at a cost to the developer. The Board provided discussions and suggested adding timeframe stipulations in the agreement.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved adding timeframe language to the agreement and bring back to the next meeting for action.**

Collection System Project – Authorized Representative Resolution

Mrs. Stolipher provided the Authorized Representative Resolution will authorize Chairman Micheal George to sign all documents related to the Collection System Project. The previous resolution dated 2024 authorized the previous Chairman.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Chairman Micheal George as the authorized representative.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned her briefing to the County Commission on the PSC case, which they voted to support and intervene in the case. She stated her intentions were to present the facts and represent the Board in her responses to their questions. Mrs. Stolipher also provided the Renewal and Replacement Project should be complete with the final pay application at the next meeting, while the Collections System Project is continuing to move forward. She also provided the Greenfield project should be going out to bid in August and Rafetelis will present their findings at the next meeting.

Action: **No action required by the Board.**

Chairman Report

The Vice Chairman apologized he could not attend the County Commission meeting with Mrs. Stolipher as he was attending a PSC seminar with Mrs. Parker.

Action: **No action required by the Board.**

After attending the PSC seminar, Mrs. Parker suggested two agenda items for the next meeting relating to information in the Utility Manager's Report and Board member policies.

APPROVAL OF BILLS

July 9, 2025

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:02 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, July 23, 2025 at 4:00 P.M. at 661 S. George Street.

John Maxey
Vice Chairman

Kristen Stolipher
Utility Manager

Edwina Benites

From: Heidi Parker <HParker@ctubwv.com>
Sent: Wednesday, August 27, 2025 9:06 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Edwina Benites; Lynn Dillow
Subject: CTUB July Meeting Minutes, Welcome Commissioner Mood
Attachments: CTUB Meeting Agenda 7.23.2025.pdf; CTUB Meeting Minutes 7.9.2025.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Welcome Commissioner Mood as the new County Commission Liason!

Attached you will find the meeting minutes for July.

Let me know if you have any questions or concerns.

Heidi Parker, County Ratepayer Representative

LOUDOUN COUNTY VIRGINIA | Planning and Zoning

1 Harrison Street, SE, PO Box 7000, Leesburg, VA 20177-7000
703-777-0246 O | 703-777-0441 F | dpz@loudoun.gov
loudoun.gov/planningandzoning

August 18, 2025

Edwina Benites, County Administrator
Jefferson County
P.O. Box 250
Charles Town WV 25414

RE: Public Hearing on Proposed Comprehensive Plan Amendment
St. Louis Village Plan (CPAM-2022-0001)

Dear Ms.Benites:

In accordance with Virginia Code § 15.2-2204.C, this letter provides you with written notice that **Loudoun County Board of Supervisors** will hold a public hearing on a proposed Comprehensive Plan Amendment (CPAM-2022-0001) to amend the Loudoun County 2019 General Plan (2019 GP) and Loudoun County 2019 Countywide Transportation Plan (2019 CTP) in order to establish the St. Louis Village Plan as a new component of the Loudoun County 2019 Comprehensive Plan (2019 CP). The public hearing will be held **on Wednesday, September 10, 2025, at 6:00 P.M.** in the Board of Supervisors' Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia.

The St. Louis Village Plan would apply to the Rural Historic Village of St. Louis located within the Little River Election District and Rural Policy Area. The St. Louis Village Plan would establish the geographic boundaries of the St. Louis Village Plan on the Small Area Plan Map and policies and actions regarding historic preservation, infrastructure, and community enhancements for the Rural Historic Village of St. Louis. CPAM-2022-0001 also proposes revisions to Chapters 1 and 2 of the 2019 GP, certain 2019 CTP maps, and such other Chapters, Sections, Subsections, Maps, and provisions of the 2019 CP as necessary to implement and maintain consistency with the foregoing amendments to update cross-references to, and further clarify the requirements of, the above-mentioned section(s) of the 2019 CP.

A copy of CPAM-2022-0001 may be examined at the Loudoun County Government Center, Office of County Administrator, Information Desk, First Floor, 1 Harrison Street, S.E., Leesburg, Virginia, from 8:30 AM to 5:00 PM, Monday through Friday, or call 703-777-0246 (option 5) to request a hard copy or electronic copy. You also may view all documents/materials within the project's file on the County's online application management system at *loudoun.gov/landmarc* under the search term "**CPAM-2022-0001**". In addition, documents may be viewed and downloaded electronically 72 hours in advance of the public hearing at: *loudoun.gov/bosdocuments.* Comments may be submitted online at www.loudoun.gov/5831/St-Louis-Village-Plan or mailed to the Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., P.O. Box 7000, Leesburg, Virginia, 20177-7000 (attention: Heidi Siebentritt). Any written comments received prior to the public hearing will be distributed to Board members.

Questions may be directed to Heidi Siebentritt via email heidi.siebentritt@loudoun.gov or by phone at (571) 627-8042.

Sincerely,

Daniel Galindo, AICP
Director, Department of Planning and Zoning

cc: Public File

LOUDOUN COUNTY VIRGINIA | Planning and Zoning

1 Harrison Street, SE, PO Box 7000, Leesburg, VA 20177-7000
703-777-0246 O | 703-777-0441 F | dpz@loudoun.gov
loudoun.gov/planningandzoning

August 18, 2025

Edwina Benites, County Administrator
Jefferson County
P.O. Box 250
Charles Town WV 25414

Dear Ms.Benites:

In accordance with Code of Virginia § 15.2-2204.C, this letter provides you with written notice that the **Loudoun County Board of Supervisors** will hold a public hearing on a proposed Comprehensive Plan Amendment (CPAM-2024-0006) to amend the *Loudoun County 2019 Countywide Transportation Plan* (2019 CTP). CPAM-2024-0006 proposes amendments to the 2019 CTP to eliminate the section of the extension of Gloucester Parkway between Cochran Mill Road (Route 653) and Belmont Ridge Road (Route 659). The public hearing will be held **on Wednesday, September 10, 2025, at 6:00 P.M.** in the Board of Supervisors' Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia.

CPAM-2024-0006 proposes revisions to Appendix 1 – Planning Guidelines for Major Roadways Countywide, certain Countywide Transportation Maps of the 2019 CTP, and such other Chapters, policies, provisions, and maps of the 2019 CTP as may be necessary to implement and maintain consistency with the foregoing amendments or as otherwise necessary to correct typographical errors, section and subsection numbering, and formatting within, update cross-references to, and further clarify the policies of, the above-mentioned section(s) of the 2019 CTP.

A copy of CPAM-2024-0006 may be examined at the Loudoun County Government Center, Office of County Administrator, Information Desk, First Floor, 1 Harrison Street, S.E., Leesburg, Virginia, from 8:30 AM to 5:00 PM, Monday through Friday, or call 703-777-0246 (option 5) to request a hard copy or electronic copy. You also may view all documents/materials within the project's file on the County's online application management system at *loudoun.gov/landmarc* under the search term "**CPAM-2024-0006**". In addition, documents may be viewed and downloaded electronically 72 hours in advance of the public hearing at: *loudoun.gov/bosdocuments.* Comments may be mailed to the Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., P.O. Box 7000, Leesburg, Virginia, 20177-7000 (attention: Pat Giglio). Any written comments received prior to the public hearing will be distributed to Board members.

Questions may be directed to Pat Giglio, Department of Planning and Zoning at patrick.giglio@loudoun.gov (571-627-8068) or Lindsay Marfurt, Department of Transportation and Capital Infrastructure at lindsay.marfurt@loudoun.gov (571-627-7065).

Sincerely,

Daniel Galindo,
Director, Department of Planning and Zoning

cc: Public

JCCInfo

From: William Kinley <williamkinley4@gmail.com>
Sent: Saturday, August 23, 2025 2:49 PM
To: Frank Hill; T. Kin; JCCInfo; Karen Olden
Subject: Another unsolicited email addressed to Frank Hill and his response

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

To start off with. I do understand the duties of the fiduciary officer. The duty is to do whatever the executor says. To blindly follow the executors lawyer. To not think for themselves and not search for the truth.
With that being said. Your email, while not as bad as Morrows. Is still full of wrong, uninformed information.
Or starters. I'm going to shut this down once and for all. With slim communication all this could have been avoided. If ANYBODY, ANYBODY at all would answer a simple question or hear our side of the story instead of blindly trusting your 40 year lawyer. That is being fed lies himself. Then maybe you and everyone wouldn't get so many emails. Trust me I never want to speak to you again. So get that one correct right off the bat.
To address your "opinions " cause to call your self a judge in any form is laughable due to not wanting to hear both sides of the story.
1. Objection 4. The roof repairs. I asked for pictures of the roof. I dont believe it
2. Objection 2.The gold coins were pure gold double eagles not Trump coins. That was a deflection and lie. He was standing right there when I showed them to him laying on my fathers bed. He put all the other coins in a draw and the gold coins disappeared the next time we all met. He has them or sold them. The were most certainly worth a lot of money.
3. Objection 5. I don't care what you think about the 22/410 over under rifle. I know what my dad told both me and your executor. Besides if I would not have pushed this issue he would have stole it. I will gladly pay for it. Like I did with all the other things I got from my fathers estate. I bought my stuff, not steal it.
4. Objection7. I do have screen shots of the bank account. But no one will give me the time of day to show them.
5. Objection 13. My father told me his whole funeral was paid for. I wanted to see receipts.
6.Objection 15. The Jawhorse and red charger was on his porch. In good condition. I asked him about them several times and he lied and said that he hadn't seen them.
7. Objection 16. The gearwrench sets were already set for auction. He was told by the auctioneer not to touch anything after they were set. He stole them. Then denied it to both me and the auctioneer.
8. Objection 18. The $148.37 plus $300.00 for the disc. Was NOT in the interim report. He stole that money that was cash.
9.Objections 19-21 guess those objections don't matter let's just overlook that. Pathetic
10. The bulk of our objections are correct. You and whomever else in Jefferson County just don't want both sides or hear the truth cause Mr 40 year lawyer says so.
11. I did have some respect for Morrow until his reply to our objections. To say the "little" I did. shows his character in believing the lies his client is telling him or he's just twisting it to make his client look good. Either way I took that as a personal insult. So don't twist it like so many other narratives in this joke of a probate.
In conclusion if you want to have a honest conversation and see the proof I have. If you want to be honest about this case and hear both side instead of blindly follow someone else. Then look me up. Otherwise I have no respect for your opinions in any matters. A one sided argument is just bullying. And that is all we have received.