



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, October 2, 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/87676537349?pwd=tVeN7blx5mht227O9a7QabG6T8mkEj.1>

Meeting ID: 876 7653 7349

Passcode: 497293

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

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

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

V. Consent Agenda

1. Approval of Minutes

- a. September 18, 2025 Regular Meeting Minutes DRAFT (pgs. 5-46)
- b. September 22, 2025 Special Meeting-ESA Minutes DRAFT (pgs. 47-50)

2. Approval of Accounts Payable:

- a. September 18, 2025 **\$ 357,509.36**
- b. September 25, 2025 **\$ 639,773.87**

3. Approval of Manual Checks:

- a. September 18, 2025 **\$ 29,129.25**
- b. September 22, 2025 **\$ 169,696.36**

4. Approval of Payroll:
 - a. September 26, 2025 \$ 483,244.30
5. Approval of Requisitions (pgs. 51-52)
 - a. September 18, 2025 \$ 248,531.43
6. Approval of Hires (pgs. 53-56)
 - a. Approval of Assessor's Certificate of Compliance and associated compensation
 - b. Approval of Promotion-Director-Jefferson County Emergency Communications
 - c. Approval of Promotion-Lead Building Inspector-Jefferson County Department of Engineering, Planning and Zoning

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. 9:45 am Angie Banks, Jefferson County Assessor (pgs. 57-58)
 - 1.1 Exoneration
2. 9:50 am Years of Service Awards, Professional Service Awards

3. 10:00 am Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 59-64)**
- 3.1 Bailiffs- new part time hire and assignment of additional Hours
 - 3.2 Grant award- GHSP
4. 10:15 am Nikki Painter, Jefferson County Clerk's Office **(pgs. 65-78)**
- 4.1 Monthly review of new estates, accountings, and waivers of final settlements
 - 4.2 Order dismissing claim for the Estate of Kenneth M. Robinson
5. 10:30 am Boards and Commissions **(pgs. 79-95)**
- 5.1 Consider the appointments, membership, and make up of the Jefferson County Board of Health
6. 10:45 am Roger Goodwin, Department of Engineering, Planning, and Zoning **(pgs. 82-138)**
- 6.1 Request to schedule a Public Hearing regarding the Historic Resource Protection Text Amendment to the Subdivision Regulations
 - 6.2 Submission of the Planning Commission Annual Report **(pgs. 139-160)**
7. 11:00 am Gabriel Areizaga, Chief Technology Officer **(pgs. 161-172)**
- 7.1 Grant announcement and request for proposals- cameras
 - 7.2 Request for proposals- website
8. 11:15 am Jessica James, Chief Human Resources Officer **(pgs. 173-177)**
- 8.1 Employee Issue Resolution Appeal- Charles Wise
 - 8.2 Employee Issue Resolutions Appeal- Mike Sine
- ** Break for Lunch**
9. 1:30 pm David Bound, chief financial officer **(pgs. 178-197)**
- 9.1 Maturing funds of a County Certificate of Deposit Account Registry Service, or CDARS.
 - 9.2 IRS required document for Middleway Volunteer Fire Company Inc. funding for equipment.
 - 9.3 Internal budget revision.
 - 9.4 Firehouse Subs grant application.
 - 9.5 Courthouse facilities grant updated application
 - 9.6 WV First Foundation grant
10. 1:45 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 198)**
- 10.1 Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County.
 - 10.2 Discussion and report from counsel on West Virginia Human Rights Commission Case No. ED-57-26.

- 11. 2:00 pm Edwina Benites-LM, county administrator **(pgs. 199-202)**
 - 11.1 Resolution to congratulate RISE
 - 11.2 Future of the Fire Service Town Halls
 - 11.3 Update on phone service
 - 11.4 Request to use the Courthouse- NPS

CORRESPONDENCE AND INFORMATION (pgs. 203-216)

Cheryl Middleton email
Elizabeth Ricketts email
Ellen Hardesty email
Richard Zigler email
Andrew Michaels email
Troy Miller email
William Baty email
Aline Schelling email
William Telfair email
Corey Ash email
Josh Curley email
Josh Smith email
Linda Lewis email

Minutes

Jefferson County Commission

Thursday, September 18, 2025

A meeting of the Jefferson County Commission was held on Thursday, September 18, 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; and Jacki Shadle, County Clerk. The archived meeting of the Thursday, September 18, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following item was approved without objection:

- September 4, 2025 Regular Meeting Minutes DRAFT
- *July 17, 2025 Minutes have been updated with presentation transcripts*

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for September 11, 2025, in the amount of \$ 911,062.99

CHECK NUMBER	VENDOR NAME	UNCLEARED
93072	AMANDA MARTINSON	5,250.00
93073	AMERIFLEX	122.40
93074	AT&T	41.94

93075		ATLANTIC EMERGENCY SOLUTIONS, INC.	664.78
93076		BEGIN COUNSELING PLLC	1,463.74
93077		BERKELEY CLUB BEVERAGES	845.95
93078		BERKELEY COUNTY COUNCIL	33,106.45
93079		BJ'S EMBROIDERY CO INC	7,230.00
93080		BOLAND TRANE SERVICES INC	2,123.00
93081		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	14,879.90
93082		BOUND TREE MEDICAL LLC	569.70
93083		BUREAU OF CHILD SUPPORT	717.69
93084		CHARLES WISE	56.00
93085		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93086		COMPTROLLER OF MARYLAND	1,805.21
93087		DIANN BROWN	38.00
93088		DOUGLAS PITTINGER	38.75
93089		DUNCAN-PARNELL INC	495.00
93090		EFTPS IRS TAXES	182,186.70
93091		EMPOWER RETIREMENT	11,850.40
93092		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	18,925.13
93093		FIDELITY POWER SYSTEMS	3,016.00
93094		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93095		FRONTIER	3,369.12
93096		GUTTMAN OIL CO	6,141.46
93097		JEFFERSON SECURITY BANK	3,368.00
93098		JOHN A DANGLER	30.36
93099		JOHN LINDSTROM	201.67
93100		KATHRYN KING	478.83
93101		KELSEY STIPANOVIC	154.00
93102		LANGUAGE LINE SERVICES	138.45
93103		MCA, INC	6,610.47
93104		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,047.30
93105		MERIDITH R BLACKFORD	56.00
93106		MICHAEL LEE	56.00
93107		MOBILE WIRELESS LLC	1,029.00
93108		MOTOROLA SOLUTIONS INC	840.16
93109		NAPA AUTO PARTS	123.87
93110		NORTH AMERICAN RESCUE HOLDINGS, LLC	4,000.00
93111		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93112		OBSESSION AUTOMOTIVE	669.22
93113		EMS TECHNOLOGY SOLUTIONS, LLC	31,376.75
93114		PA SCDU	320.00
93115		POTOMAC EDISON	10,315.51
93116		RANDALL DOANE	56.00
93117		RCN COMMUNICATIONS LLC	3,323.77
93119		ROBERTS OXYGEN COMPANY, INC	1,710.84
93120		SHEPHERDSTOWN PUB LIBRARY	13,351.68
93121		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	3,200.00
93122		SPIRIT OF JEFFERSON	222.40
93123		STATE TAX DEPARTMENT	393.81

93124		UNIFIRST	211.18
93125		URVIBEN PATEL	38.00
93126		WV DEPUTY SHERIFF RETIREMENT SYSTEM	33,658.97
93127		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,778.59
93128		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93129		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	95,853.42
93130		WV UNITED HEALTH SYSTEM	423.48
93131		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	341,568.50
93132	AM/053	SHERIFF OF JEFFERSON COUNTY	2,288.84
TOTAL			911,062.99

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for September 11, 2025, in the amount of \$ 860,241.64

		September 11, 2025	
Check #	Fund	Vendor	Amount
		OTHER FUNDS	
627	CS/002	RUGGED NOTEBOOKS	\$44,985.00
354	DG/003	SHERIFF OF JEFFERSON COUNTY	\$813.28
976	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US	\$3,468.80
977	HD/008	SATELLITE TRACKING OF PEOPLE, LLC	\$1,385.80
1264	AV/056	ANGELA L BANKS	\$126.00
1265	AV/056	COMMERCIAL PRESS INC	\$76.75
1266	AV/056	MONICA BENNETT	\$126.00
1267	AV/056	SEGRA	\$246.17
1946	CO/246	POTESTA & ASSOC. INC	\$2,500.00
1947	CO/246	SHERIFF OF JEFFERSON COUNTY	\$2,487.45
191	PI/249	JEFF CO PARKS & RECREATION COMMISSION	\$14,589.72
1537	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL	\$576,756.37
1538	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW	\$11,525.57
1539	IP/249	SHERIFF OF JEFFERSON COUNTY-PARK	\$100,417.37
1540	IP/249	SHERIFF OF JEFFERSON COUNTY-EMS	\$43,442.40
1541	IP/249	SHERIFF OF JEFFERSON COUNTY-ADMIN	\$57,014.96
1026	CW/059	WV STATE AUDITOR	\$280.00
TOTAL			\$860,241.64

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for September 12, 2025, in the amount of \$ 505,106.20

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

There were no requisitions this week.

6. APPROVAL OF HIRES/PROMOTIONS

The following items were approved without objection:

- Approve the hire of Brandon Wonder for the Grade Five, full-time, 80-hour, FLSA-exempt position of Public Affairs Coordinator within the Jefferson County Department of Homeland Security and Emergency Management at a salary of \$58,656, effective Tuesday, September 23, 2025.
- Approve the hire of Patti Richardson for the Grade Four, full-time, 80-hour, non-exempt position of Planning Clerk within the Jefferson County Office of Planning and Zoning at a salary of \$48,851.00, effective Monday, September 22 or Monday, September 29, 2025.

PUBLIC COMMENT:

Public comment was received by:

Bruce Chrisman	Jeff Hertrick	Tamar Kavaldjian-Liskey
Nichole Chapman	Stacy Chapman	Michael Binder
Rachel Shub	Adam McDowell	John Nissel
Heath Fleming	Charles Kerns	Jacquelyn Milliron
Lynn Delles	Amanda Stroud	Barbara Smith
Tina Michael	Chris Marshall	Cheryl Middleton
Christie Wimer	Bob Aitcheson	Adam McDowell
Heather Smith	David Tabb	John Doyle
Kelly Browne	Colin Stine	Diane Blust
Jessie Norris		

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

2. Presentation: Overview of Tax Increment Financing (TIF) and Sales Tax Increment Financing (STIF) (Majdi); John Stump, Steptoe & Johnson PLLC

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

3. Matt Harvey, Prosecuting Attorney's Office

Discussion of succession plan for the Prosecuting Attorney in the event of office vacancy and conditional appointment of temporary officer holder

Commissioner Stolipher motioned to adopt the order of appointment as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to advertise the position for two weeks and schedule a special interviews for the permanent replacement. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. Consideration of Residential Impact Fee Adjustment for 55+ Communities (Keys)

Commissioner Stolipher motioned to refer the matter to Tischler Bise for review. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Economic Enhancement Ordinance Update (Stolipher)

Commissioner Stolipher motioned to approve four requests (1) Engineering, Planning and Zoning staff and the Planning Commission to review the concept plans processes and provide recommendations for improvements to streamline the process, (2) Engineering, Planning and Zoning staff to design flow charts of the commercial plan approval process, (3) Engineering, Planning and Zoning staff to provide process recommendations following site plan approval to encourage a sped up process and (4) request Agritourism task force to provide recommendation to improve ordinances and encourage agritourism development. The motion was seconded by Commissioner Mood and approved unanimously.

6. Resolution to Recognize October 2025 as Breast Cancer Awareness Month in Jefferson County and to Designate October 10, 2025 as Pink Casual Day, Encouraging All County Staff to Wear Pink on that Day to Support Breast Cancer Fighters, Thrivers, and Survivors (Hefestay)

Commissioner Mood motioned to approve the resolution as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

7. Jessica James, Chief Human Resources Officer

Approval of revised employee performance appraisal period for 2024-2025

Commissioner Keys motioned to adopt the recommendation that FY25 employee performance appraisals be determined solely on performance in Quarters 3 and 4, provided employees meet all baseline requirements as outlined on the first page of the Quantifiable Annual County Employee Review Rubric. The motion was seconded by Commissioner Mood and approved unanimously.

Revision of IT Helpdesk Level I and II positions with corresponding salary adjustments.

Commissioner Majdi motioned to approve the adjusted position descriptions to the IT Helpdesk Level I and Level II positions, and authorize the following salary adjustments once the individuals have taken the SIRN training and obtained the associated certifications:

- Christopher Montemurno as a Grade 4, Info Tech Specialist-I/Junior Radio Programmer at a salary of \$45,560.
- Spencer Fraser as a Grade 5, Info Tech Specialist-II/Senior Radio Programmer at a salary of \$52,132.80.

The motion was seconded by Commissioner Mood and approved unanimously.

8. David Bound, Chief Financial Officer

Temporary assignment for approving County bills

Commissioner Stolipher motioned to approve Jack Hefestay or Steve Stolipher as the interim approver of County financial bills. The motion was seconded by Commissioner Mood and approved unanimously.

West Virginia Courthouse Facilities Improvement Authority's Courthouse Facilities Improvement Fund grant submission request

Commissioner Majdi motioned to approve the West Virginia Courthouse Facilities Improvement Authority's Courthouse Facilities Improvement Fund grant application. The motion was seconded by Commissioner Hefestay and approved unanimously.

West Virginia First Foundation grant submission request

Commissioner Majdi motioned to approve the submission of the West Virginia's First Foundation grant application. The motion was seconded by Commissioner Stolipher and approved unanimously.

Chief Tax Deputy and Chief Financial Officer are requesting Read Only online access to the County's current bank accounts

Commissioner Stolipher motioned to approve the Chief Tax Deputy and Chief Financial Officer read only online access to county bank accounts. The motion was seconded by Commissioner Mood and approved unanimously.

Ambulance Fee exonerations

No ambulance fee exonerations were presented at this meeting.

9. Nathan Cochran, Prosecuting Attorney's Office

Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C)

The agenda item was informational and provided updated information. No action was taken.

Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues

Commissioner Majdi motioned to designate the County Administrator as a person to e-sign the National Opioid Settlements agreements. The motion was seconded by Commissioner Stolipher and approved unanimously.

Discussion and report from counsel on West Virginia Human Rights Commission Case No. EDR-194-25.

No action was taken on this agenda item.

COUNTY ADMINISTRATOR REPORTS

10. Edwina Benites-LM, County Administrator

Letter to Ranson Building Commission regarding Parcel ID: 19-08-0008-0008-0000

Commissioner Majdi motioned to approve and send the letter as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Federal appropriations requests status

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

Upcoming Events

The agenda was informational only. No action was taken.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 11:50 p.m.

Pasha Majdi, PRESIDENT

DRAFT

Step toe & Johnson PLLC

Review of Tax Increment Financing

*The County Commission
Of Jefferson County*

John C. Stump

Charleston, WV

john.stump@step toe-johnson.com

O: (304) 353-8196

C: (304) 549-8196



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Overview

- Property Tax Increment Financing Districts (TIF)
- Economic Opportunity Development Districts (EODD)



Relationships



Communication



Budgeting
and Staffing



Know-How



Results



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Property TIF Districts

Executive Summary

- Statutory Authorization

- W. Va. Code §§ 7-11B-1, *et seq.* (the “TIF Act”)

- Purpose

- To capture projected increase in property tax revenue created by development and use increase to pay project costs.

- Authorized Governmental Entities

- County Commissions
 - Class I, II, and III Municipalities



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Executive Summary

- Eligible Projects

- Infrastructure (roads, streetscape, water, sewer, stormwater, fibre optic, etc.)
- Land Acquisition (historically no condemnation)
- New Buildings
- Renovation of Existing Buildings
- Demolition
- Environmental Remediation
- Other Capital Costs



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does TIF Work?

- TIF District:
 - Must be a contiguous geographic area;
 - May be located within a municipality, unincorporated area or within boundaries of a Public Service District;
 - A County Commission must obtain prior written consent of a municipality prior to establishment of TIF within the municipality;
 - May be proposed by project developer (private or public), one or more county commissions or municipalities, or combination thereof.



Relationships



Communication



Budgeting
and Staffing



Know-How

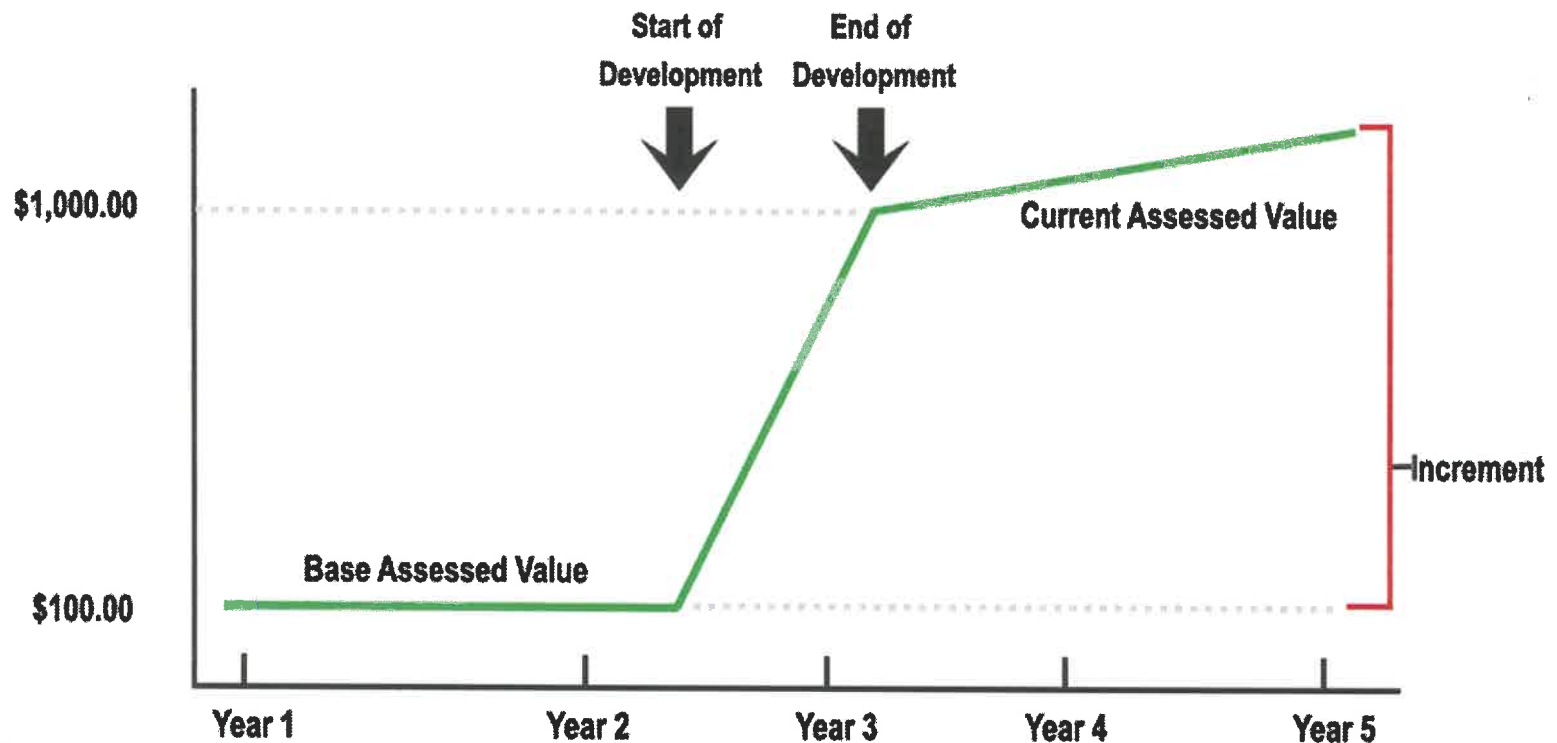


Results

How Does TIF Work?

- Tax Increment

- The difference between the base assessed value of property (before development) and the current assessed value of property (after development).



How Does TIF Work?

- Base Assessed Value

- Determined by County Assessor
- Value of all real and personal property within a District
- Personal motor vehicles, personal trailers, personal boats, personal campers, personal motor homes, personal ATVs, and personal motorcycles excluded.
- Valuation date of July 1 of year prior to order creating the District



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does TIF Work?

- Tax Increment

- County Assessor certifies current assessed value each subsequent year.
- Difference between Base Assessed Value and Current Assessed Value is Increment.
- Regular levies in Base Assessed Value are not affected by Increment.
- Excess levies and bond levies are not deposited in TIF Fund.
- County school boards are not hampered by existence of a TIF because they are made whole by the school aid formula.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does TIF Work?

- Tax increment is collected and deposited in Tax Increment Financing Fund.
 - Separate fund for a TIF District into which all tax increment revenues and other pledged revenues are deposited.
- Projects funded through either:
 - Pay-as-you-go.
 - TIF Bonds
 - Not automatically tax-exempt under IRS Code.
 - Secured by pledge of TIF Fund and not credit of Issuer.
 - Maturity cannot exceed earlier of expiration date of District or 30 years.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does TIF Work?

- Project Costs

- Expenditures related to development or redevelopment project which include:
- Capital costs, including:
 - Construction, demolition, repair, improvement, and remodeling of capital improvements;
 - Acquisition of land;
 - Acquisition of equipment and other personal property; and
 - Environmental remediation.
- Financing costs, including:
 - Capitalized interest; and
 - Costs of Issuance.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does TIF Work?

- Benefits of TIF

- Captures tax increase to benefit local project.
- Broad statutory authorization as to permitted uses of funds.
- Designed to fund project costs where other financing is not available.
- Local Control
- Public policy protections:
 - “But for” Test
 - Competitive Bidding of Construction Contracts
 - West Virginia Jobs Act
 - Public hearing and notice requirements
 - West Virginia Development Office Approval
 - All documents and information subject to FOIA



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Procedural Requirements

Overview

1. Prepare draft application for District/Project.
2. Meeting to propose District and/or Project.
3. Notice to affected taxing authorities and Development Office. (This recently changed to require at least 30 days before first publication date).
4. Publication of notice of public hearing on District and/or Project
5. Public hearing on District and/or Project.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Procedural Requirements

Overview - Continued

6. Submit application for District/Project to Development Office.
7. Development Office review (60 days): approve, reject, request changes or further development.
8. Order or Ordinance creating or authorizing District or Project.
 - City must approve if County establishing within City limits.
 - All meetings must comply with the Open Governmental Proceedings Act.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Issuer's Ongoing Responsibilities

- Follow requisitioning process outlined in bond documents for expenditure of TIF funds.
- Ensure tax increment is collected and allocated properly.
- Determine treatment of excess monies, if any, in TIF Fund.
- File Annual Report with the West Virginia Development Office each year.
- Publish status of TIF District annually and hold a public hearing every 5 years.
- Comply with continuing disclosure obligations for any publicly offered TIF Bonds.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

TIF Bonds and Other Obligations

Purchase of Bonds by Developer

- Bonds for Project issued by County but purchased initially by Developer
 - May reduce interest rate on debt as early development risk taken on by the Developer.
 - Bonds may be refinanced later once Project is "proven" and interest rate reduced.
 - May also reduce security requirements, e.g. coverage, personal guarantees.
 - Less restrictive document covenants.
 - Documents are prepared to limit default risk and incentivize Developer to comply with development schedule.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Common Characteristics of Successful TIF Projects

- Experienced developer, development team, and financing team
- Developer or developers with sufficient capital to make necessary private investments
- Ability of developer to attract investments by other parties
- Diversity of property taxpayer base
- Proximity to significant infrastructure already in place and/or a significant engine to drive future private investment (other successful developments, major employers, residential areas, college or university)



Relationships



Communication



Budgeting
and Staffing



Know-How



Results



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Economic Opportunity Development Districts

Executive Summary

- Statutory Authorization

- W. Va. Code §§ 7-22-1, *et seq.* (the “County EODD Act”)
- W. Va. Code §§ 8-38-1, *et seq.* (the “Municipal EODD Act”)

- Purpose

- To capture projected increase in sales and use tax revenue created by development and use increase to pay project costs
- Commonly known as “Sales Tax TIF” or “STIF”

- Authorized Governmental Entities

- County Commissions
- All classes of municipalities



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Executive Summary

- Requires approval of both WVDO and Legislature
- Currently only 4 EODDs in the State
 - Fort Henry (Ohio County)
 - Charles Pointe (Harrison County)
 - University Town Centre (Monongalia County)
 - Park Place (South Charleston)



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Executive Summary

- Requires clear information to satisfaction of WVDO that at least \$75 million in private capital will be invested within the first two years following creation of the District
- Eligible Projects
 - Similar to Property TIF, but broader in that permitted “Development Expenditures” may also include grants to private parties and ownership interests in private entities
 - “Development Expenditures” would include nearly all costs commonly thought of as necessary to build out and operate a retail/commercial development



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

How Does EODD Work?

- Benefits of EODD

- Captures tax increase that would otherwise go to the State to benefit local projects
- Broad statutory authorization as to permitted uses of funds
- Designed to fund project costs where other financing is not available
- Local Control
- Public policy protections:
 - “But for” Test
 - Requirement of \$75M in private investment over first 2 years
 - Competitive Bidding of Construction Contracts
 - West Virginia Jobs Act
 - Public hearing and notice requirements
 - Legislative and West Virginia Development Office Approval
 - All documents and information subject to FOIA



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Procedural Requirements

Overview

1. Prepare draft application for EODD.
2. Informal meetings to propose and discuss EODD.
3. Finalized application to WVDO based on discussions.
4. Publication of notice of public hearing on EODD.
5. Public hearing on EODD.
6. Submit application for EODD to WVDO.
7. WVDO review
8. WVDO requests certification of Base Tax Revenue Amount from Tax Commissioner (30 days)



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Procedural Requirements

Overview - Continued

9. WVDO acts on application (30 days following receipt of base certification)
10. If approved, WVDO issues written certificate to County Commission/City Council.
10. Approval to impose special district excise tax by WV Legislature.
11. Order or Ordinance creating EODD entered by County Commission/City Council. Excise tax effective on 1st day of calendar month that begins at least 60 days following entry of the Order or Ordinance.



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Procedural Requirements

WVDO Review

- WVDO considers an extensive list of criteria, including:
 - Whether project is supported by significant private sector investment and evidence that project would not be feasible but for EODD financing
 - Whether project will improve opportunities for successful establishment or expansion of industrial or commercial businesses
 - Whether project will assist in creation of long-term employment opportunities
 - Whether the project helps to diversify the local economy



Relationships



Communication



Budgeting
and Staffing



Know-How



Results



Relationships



Communication



Budgeting
and Staffing



Know-How



Results

Questions?

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, September 18, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Bruce Christian		Shubly 16th Charleston ✓
Jeff Hertrick		1st Venie way Yes - 254/43
Tamar Kavaldjian - Liskey		No. Family farm in Jeff Ct
Nichole Chapman		Shepherdstown, WV
Stacy Chapman		Middleway, WV
MICHAEL BINDER		y - shepherdstown
Rachel Shub		y - Shannade
Adam McDowell		y Shannade
JOHN NISSEK		Y SHEPHERDSTOWN
Heath Fleming	Jefferson County Professional Firefighters	NO - Employee
Charles Kerns	Jefferson County Professional Firefighters 5351	NO - Employee
Jacquelyn Millron		Yes
Lynn Delles		Yes
Arnolda Stroud		Yes

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

Name	Group	Jefferson county resident
Barbara Smith	Inclepent.	Middleway resident
Tina Michael	—	Middleway resident
Barbara Smith		Middleway resident
Chris Mar	Shull self	YES
Cheryl Middleton		yes
Christie Wimmer	x Foundation	yes
Bob Atcheson	self	yes
Adam McDowell	self	yes
Heather Smith	self	yes
Barbara Smith	self	yes
David TABB	me	yes
John Doyle	me	Yes
Kelly Browne		yes
Colin Skrie	self	yes
Diam Blust	self	yes
Jessie Norris	self	yes

My name is Glin Stire. I live at
7633 Flowing Springs Road. I live on a farm.
I have twelve springs on my farm. One of these, I
call Church Spring. My cows graze on grass in a pasture
next to Church Spring. The water emerges from the ground

ABOVE the level of the stream. It makes a mini waterfall.

A second spring, I call Milton's Spring is about 300 feet
away, upstream. It emerges level with stream.

I took water samples from each spring

The Coastal Ecology Program measured the E. coli

counts in the samples. E. coli grows in cows

-2-

and people and comes out in their poop.

~~The~~ In Milton's Spring the E. coli count was 18 in Church Spring the count was over twenty-four thousand. The only place those E. coli can come from is the church about eight tenths of a mile away.

The church has a standard septic system:

consisting of a septic tank and a septic field.

The septic field spreads the ~~sew~~ contaminated water into a septage field. State law defines the septage field area as 100 foot radius. It is illegal to build a septic field within 100 feet of a well and vice-versa; it is illegal to drill a well within 100 feet of a septic field. However, rock distorts the ~~water~~ septage field. When the contaminated water, it flows where the rock guides it, in this case to Church Spring.

What are the implications of this finding:

First, all new buildings on the Arabian Plain must be

A) built with composting toilets like the new Shepherds town

Elementary School, or B) connected to sewage treatment plant.

Second, there should be a moratorium ~~against~~ against

any and all septic systems not currently in use. Third

any septic system that needs to be repaired must be converted

to a composting toilet or connected to a sewage treatment

facility.

**Public Comment for Jefferson County Commission meeting for
September 18, 2025**

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

My heartfelt sympathy goes out to all around the world to those that have lost someone to violence.

As a local conservative political activist, I have numerous people concerned for my safety. That's why if something happens to me, there is a list of suspects. Of course, I already have multiple court orders such as sanctions, administrative orders, gage orders and pending fines.

The previous County Commission to include this line up of Commissioner still hold sanctions on me that violates my constitutional rights.

Last year's election, of which I was a candidate, all 9 candidates for Commissioner were more similar in pledges than different. Such as, no new or increased taxes, no more solar, reduce traffic congestion, planned growth and fix the JCESA (ambulance). Now, I would like to reflect on the four (4) newly elected County Commissioners and how they have honored their campaign pledges. I will not be negative on these points; I will only present the positive accomplishments that they promised. I may need a minute!

Nope, nothing really comes to mind.

"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 18th day of September, 2025



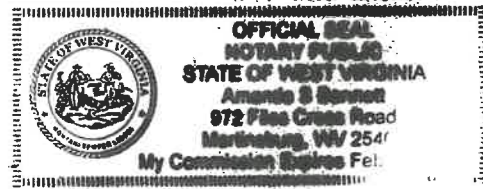
David C. Tabb

Sworn and subscribed before me this 18th day of September, 2025



Notary

My commission expires: 2-7-2030



Jefferson County Commission September 18, 2025 Meeting Public Comment–

offered by Jacquelyn Milliron

1. Agenda Item VIII.5:

- a. This Agenda item to advance to the planning commission a proposal to remove Concept Plan requirements in the current Zoning Ordinance is baseless.
- b. The removal of Concept Plan requirements to attract business is not a defensible argument as the county commission has historically supported the insufficient collection of business taxes via tax incentives and supported low to no impact fees. The county has not adequately funded emergency services through its own volition.

2. **The Concept Plan requirements in the existing County Ordinance act as a feasibility study protecting both business owner and the public from deep dive expenses should the business plan not be a good fit or allow initial proffers that would lead to successful business relationships.**

- a. A recent example of Concept Plan usefulness is when the public learned that DR Acquisitions advanced the concept that it was processing both water and sewer through CTUB, not WVAW. This calls to question the dispute case. Another, is the proposed changes to the rural residential zone at next week's Planning Commission meeting which may allow multiple duplexes, triplexes and quadplexes on 2.5 to 5 acre lots. Again, Concept Plan requirements of any of these proposed quasi rural cluster subdivisions helps the public gain insight into whether this change will initiate unwanted utility scale water and sewer across the county subverting the rural character premise of the 2045 Comprehensive Plan.

3. **This Agenda Item is not an update to zoning. it appears to be an effort to bypass public participation and open government. How about being business-friendly by just being friendly to the people who businesses will need to support them- the taxpayers. Concept Plans are an important functional feature in our Zoning Ordinance.**

I ask that the JCC vote this item down and not send it to the planning commission.

Minutes

SPECIAL SESSION-ESA

Jefferson County Commission

Monday, September 22, 2025

A SPECIAL SESSION of the Jefferson County Commission was held on Monday, September 22, 2025, during the third quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Jacki Shadle, County Clerk. The archived meeting of the Monday, September 22, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

Presentations:

1. Jefferson County Professional Firefighters, IAFF Local 5351; President, Matthew Locke; Vice President, Scott Biller; James West, Secretary/Treasurer

Department 715-Emergency Services Agency-Full-Time Salary Budget and Related Matters

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

Public Comment

Heath Fleming
Caitlyn Ralston
David Tabb
Pastor John Bethard
Josh Smith
Roger Fessner
Josh Smith

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 11:54 p.m.

Pasha Majdi, PRESIDENT

DRAFT

**Public Comment for Jefferson County Commission Special meeting for
September 22, 2025**

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

Again, this meeting is not in compliance of notice to include the bulletin board posting at 393 N. Lawrence St.

The agenda is in question. The Town Hall meeting was included but not on the agenda.

#V – ESA Full time salary budget and related matters

#1 There is no presentation posted on the agenda pack. So, how can one make public comments before any presentation.

It appears the County Commission have inappropriately used the budget. Now, the County is out of money and CAN NOT fund anything over budget. The law is clear; the County budget has to be balanced.

Looks like the four (4) newest County Commissioners are in a real pickle. The Pied Piper has led you down the wrong hole; used the budget improperly, put the County in millions of dollars in debt with no way to pay for anything you previously promised.

Good luck with that!

“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 22nd day of September, 2025

David C. Tabb

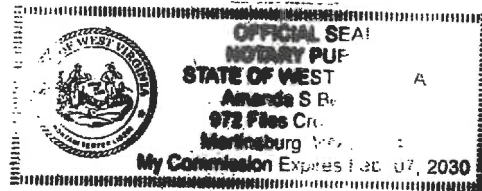
David C. Tabb

Sworn and subscribed before me this 22nd day of September, 2025

Amanda S. Bennett

Notary

My commission expires: *2/7/2030*



REQUISITIONS TO BE APPROVED

September 1

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR
SHERIFF - LAW				
JCESA	26060		42,698.70	STRYKER MEDICAL
COMMS CENTER	26067		9,630.00	CAROLINA RECORDING SYSTEMS LLC
IT	26058		10,437.75	JUDICIAL DIALOG SYSTEMS
	26057		14,274.12	ADOBE
	26065		37,250.00	BIG SKI CONSTRUCTION
	26064		18,258.99	SWEETWATER SOUND HOLDING LLC
	26066		10,186.87	SOFTWARE SYSTEMS INC
JCDA	26061		\$ 105,795.00	JEFFERSON COUNTY DEVELOPMENT AUTHORITY
GRAND TOTAL			\$ 248,531.43	

8, 2025

DESCRIPTION
EXTENDED MAINTENANCE ON LUCAS
ANNUAL MAINTENANCE CONTRACT
JUDICIAL DIALOG SYSTEMS
ADOBE LICENSURE PRO X 48 PHOTOSHOP
POLE BUILDING
WIRELESS SOUND GOVERNMENTAL BLDG
MAINTENANCE 3 YEARS
FY26 BUDGET ALLOCATION

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: 5-10 minutes

Date Requested – 1st Choice: **October 2, 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. Acknowledgement of Assessor’s Certificate of Compliance**
- 2. Approval of Promotion – Director – Jefferson County Emergency Communications**
- 3. Approval of Promotion – Lead Building Inspector – Jefferson County Department of Engineering, Planning, and Zoning**

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

1. County Assessor, Angela Banks, has completed the Farm Census of 2025 and received her certificate of compliance from the WV Dept. of Agriculture and is now eligible to receive compensation from the County Court (Jefferson County Commission) as delineated in Code.
2. Staff has identified a candidate for the position of Director with the Jefferson County Department of Emergency Communications, and is requesting approval of promotion to the Grade 9, full-time, 80-hour position.
3. Staff has identified a candidate for the position of Lead Building Inspector with the Jefferson County Department of Engineering, Planning, and Zoning, and is requesting approve of promotion to the Grade 5, 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*):

Assessor’s Certificate of Compliance

- I move to acknowledge the Assessor’s Certificate of Compliance provided by the West Virginia Department of Agriculture and authorize the payment of the Assessor’s compensation as outlined in Chapter7, Section 7, Article 6C of the West Virginia State Code.**

Promotion Request – Emergency Communications

- I move to approve the promotion of Tara Vann from Deputy Director to Director of the Jefferson County Emergency Communications Department, which is a Grade 9, full-time, 80-hour, FLSA-exempt position, with an annual salary of \$98,052.90, effective Friday, October 3, 2025.

Promotion Request – Engineering, Planning, and Zoning

- I move to approve the promotion of Ryan Mose from Building Inspector I to Lead Building Inspector II for the Jefferson County Department of Engineering, Planning, and Zoning, which is a Grade 5, full-time, 80-hour position, with an annual salary of \$74,925.00, effective Monday, October 6, 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

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela L. Banks, has completed the Farm Census of 2025 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in blue ink that reads "Kent A. Leonhardt".

Commissioner of Agriculture

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its program and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.



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: Oct. 2, 2025

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

County Assessor accomplished the Farm Census for 2025 and by code is eligible to receive compensation as outlined in WV code 7-7-6c

Required Compensation (up to 10% of current Salary)	\$ 5,679.30
FY26 Budgeted 001406.410200 Official Salary Supplement	\$20,679.00

Staff is requesting approval of promotion to the Grade 9, full-time, 80-hour position - Director with the Jefferson County Department of Emergency Communications,

Annual Salary	\$ 98,052.90
FY26 Budgeted Salary	<u>\$123,219.20</u>
Under Budget	\$ 25,166.30

Staff is requesting approval of promotion to the Grade 5, full-time, 80-hour position - Lead Building Inspector with the Jefferson County Department of Engineering, Planning, and Zoning,

Annual Salary	\$74,925.00
FY26 Budgeted Salary	<u>\$82,459.56</u>
Under Budget	\$ 7,534.56

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: **Oct 2 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

**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):

Bailiffs - New Part time hire and reassignment of additional hours
Grant Award - GHSP

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

- A candidate has been identified to fill the role of Part-time Bailiff requesting approval to hire
- An employee approved to work 1560 has taken additional employment elsewhere and is no longer able to fill his commitment to those hours so we wish to reassign the ability to work 1560 to another employee
- The Grant Award and Contract for the Governors Highway Safety Grant has been received and needs signed

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 James Rand as a part-time Bailiff beginning October 6, 2025 with a starting salary of 19.50 per hour.

-I move to approve Lea Dwyer the ability to work up to 1560 hours and reduce Ronald Dantzie to 1040 hours.

-I move to approve the acceptance of the GHSP grant award and authorize the President to sign the contract.

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

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: Oct 2, 2025

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

Sheriff Hansen proposes the hire of a Bailiff

Bailiff hourly wage	\$ 19.50
Total amount budgeted for 700.410303 Salaries and Wages Bailiff	\$243,859.50
<u>Total salaries and wages of 700.410303 (FY26) (annualized)</u>	<u>\$180,000.00</u>
Total under budget	\$ 63,859.50



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner
Division of Motor Vehicles

Stephen T. Rumbaugh P.E.
Secretary of Transportation
Commissioner of Highways

September 18, 2024

Jefferson County Commission
Mr. Pasha Madji
Commission President
Post Office Box 250
Charles Town, West Virginia 25414

Dear President Madji:

Your Highway Safety Grant has been approved for \$309,600.00. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Frazier".

Everett Frazier
Governor's Representative
for Highway Safety

EF/ta

GRANT CONTRACT AGREEMENT
BETWEEN THE
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
AND
JEFFERSON COUNTY COMMISSION
F26-HS-06

This **AGREEMENT**, entered into this **30th** day of **September 2025**, by the Commissioner of the Division of Motor Vehicles, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles, hereinafter referred to as “DMV,” and the Jefferson County Commission hereinafter referred to as “Subgrantee.”

Whereas, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

Whereas, the Subgrantee is an eligible applicant, who is desirous of receiving funds to continue the Jefferson County EP Traffic Safety Enforcement Program.

Now, Therefore, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations, and policies promulgated thereunder.
2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the attached application.
3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks, and functions necessary to implement the attached application.
4. The Subgrantee will commence its duties under the Agreement on **October 1, 2025**, and to continue those services/activities until **September 30, 2026**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Subgrantee, the sum of up to **\$309,600.00** shall be obligated by DMV and said amount shall be deemed to be the

maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.

6. It is the understanding of all parties to this Agreement that DMV, by joining in the Agreement, neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."
7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the attached application unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20th day of the following month.
8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore, attached and made a part of is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.
9. The Subgrantee agrees to abide by the grant conditions, terms, assurances, and certifications which are a part of the application and such other special terms and conditions that DMV has set forth in the Special Conditions, which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.
11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DMV are suspended or terminated, in whole or in part, funding for this agreement shall cease.
13. The Subgrantee shall, within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:

1. Governor's Highway Safety Program
5707 MacCorkle Avenue, SE
Post Office Box 17600
Charleston, West Virginia 25317-0010

2. **Subgrantee Mailing Address:**
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

15. The Subgrantee, unless the Subgrantee is a state agency of the State of West Virginia, shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Subgrantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Mr. Pasha Madji
Commission President
Jefferson County Commission

Mr. Everett Frazier
Commissioner
Division of Motor Vehicles

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **County Clerk - Probate**
Estimation of amount of time needed for appointment: **10 minutes**
Date Requested – 1st Choice: **October 2, 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. Monthly Review of New Estates, Accountings and Waivers of Final Settlements**
2. Order Dismissing Claim for the Estate of Kenneth M. Robinson

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

- 1. List of Estates opened Accountings and Waivers of Final Settlement received since July 2025.**
- 2. Samuel Byrer, filed an order to dismiss a claim against the estate from Bank of America on behalf of his client, Jordan Robinson, personal representative on the Estate of Kenneth M. Robinson for the reasons listed in the order**

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 approve the list of estates opened since July 2025 and closure of the estates that have met all statutory requirements.
2. To approve the order to dismiss a claim from Bank America against the Estate of Kenneth M. Robinson

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

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

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

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: Estate of Kenneth Martin Robinson, deceased

ORDER DISMISSING CLAIM

On the ____ day of _____, 2025, came the County Commission of Jefferson County, West Virginia, upon the Estate of Kenneth M. Robinson's Motion to Dismiss the Claim filed against the Estate by Bank of America, N.A., in the amount of \$8,228.53.

WHEREUPON, the County Commission of Jefferson County makes the following findings of fact:

1. The Estate submitted an Objection and Counter Affidavit to the Claim on September 23, 2022.
2. The Claimant never brought the Claim on for hearing and four (4) years have passed. Claimant has failed to prosecute its Claim.
3. The last page of the Claim lists "Claim Detail" and identifies Account Number *****5480.
4. Claimant Bank of America, N.A., sent to the decedent Kenneth Robinson the attached tax statement (Form 1099-C) showing "cancellation of debt" and reflecting "amount of debt discharged \$6,564.81. That form shows credit card 00005524336177905480 (emphasis added).
5. Claimant's 1099C is the same account as that which Claimant has now discharged.

WHEREFORE, because Claimant has not prosecuted its Claim for four years and because it has discharged and cancelled this debt, the Claim must be dismissed.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: Estate of Kenneth Martin Robinson, deceased

MOTION TO DISMISS CLAIM

COMES NOW the Estate of Kenneth M. Robinson, by Jordan Robinson, its personal representative, and its counsel, and moves the Court to dismiss the Claim filed against the Estate by Bank of America, N.A., in the amount of \$8,228.53.

In support of this Motion, the Estate respectfully submits as follows:

1. The Estate submitted an Objection and Counter Affidavit to the Claim on September 23, 2022.
2. The Claimant never brought the Claim on for hearing and four (4) years have passed. Claimant has failed to prosecute its Claim.
3. The last page of the Claim lists "Claim Detail" and identifies Account Number *****5480.
4. Claimant Bank of America, N.A., sent to the decedent Kenneth Robinson the attached tax statement (Form 1099-C) showing "cancellation of debt" and reflecting "amount of debt discharged \$6,564.81. That form shows credit card 00005524336177905480 (emphasis added).
5. Claimant's 1099C is the same account as that which Claimant has now discharged.

WHEREFORE, because Claimant has not prosecuted its Claim for four years and because it has discharged and cancelled this debt, the Claim must be dismissed.

**Jordan Robinson, Administrator of the
Estate of Kenneth Martin Robinson, deceased,
By Counsel**



**F. Samuel Byrer, Esquire
W.Va. State Bar No. 571
Law Office of F. Samuel Byrer, PLLC
202 West Liberty Street
P. O. Box 597
Charles Town, WV 25414
Telephone (304) 724-7228
Fax (304) 724-7278
fsamuelbyrer@frontiernet.net**

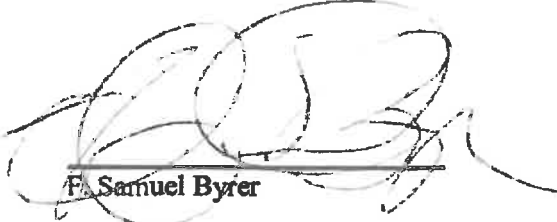
IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: Estate of Kenneth Martin Robinson, deceased

CERTIFICATE OF SERVICE

I, F. Samuel Byrer, hereby certify that on the 19th day of September, 2025, I served a copy of the foregoing *Motion to Dismiss Claim* upon the following:

Bank of America, N.A.
P.O. Box 982238
El Paso, TX 79998-2238


F. Samuel Byrer

BANK OF AMERICA, N.A.
P.O. BOX 653064
DALLAS TX 75265-3064

BANK OF AMERICA

BANK# 07319

KENNETH H ROBINSON
1006 AVON BEND RD
CHARLES TOWN WV 25414-4555

TAX STATEMENT FOR YEAR 2024

THIS STATEMENT REPORTS 1099-C (OMB No. 1545-1424),
DEPARTMENT OF THE TREASURY-INTERNAL REVENUE SERVICE

PAYER'S EIN
94-1687665

CUSTOMER SERVICE PHONE NUMBER
1-866-519-8501

TAXPAYER'S IDENTIFICATION NUMBER
***-**-8480

For Form 1099-A, B, C, DIV, INT, K, MISC, OID, O, S, and SA: This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if taxable income results from this transaction and the IRS determines that it has not been reported.

2024 - 1099-C, CANCELLATION OF DEBT

CREDIT CARD	ACCOUNT NUMBER	
BOX 1	00005524336177905480	
BOX 2	DATE OF IDENTIFIABLE EVENT	06/10/24
BOX 4	AMOUNT OF DEBT DISCHARGED	6,564.81
BOX 5	ESTATE BALANCE BORROWER WAS PERSONALLY LIABLE FOR REPAYMENT OF DEBT	
BOX 6	IDENTIFIABLE EVENT CODE	E
	KENNETH H ROBINSON	
TOTAL AMOUNT OF DEBT DISCHARGED		6,564.81

Regular Term

October 2025

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

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, October 2, 2025 at 9:30AM.

PRESENT: County Commissioners: Pasha Majdi, Mike Mood, Jack Hefestay, Cara Keys, and Steve Stolipher

The following Accountings and Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Accountings

Estate of Antoinette Nicole Hunter, deceased, First and Final Accounting, Y'Nona Hunter-Richardson, Administratrix

Estate of Alfred Lee Kidwell, deceased, First and Final Accounting, Chad M. Dinges, Executor

Estate of Mary Jean Light, deceased, First and Final Accounting, Linda J. Dunn, Executrix

Estate of Debra Kay Stillwell, deceased, First and Final Accounting, Robin High, Executrix

Waivers of Final Settlement

Estate of Ray Talbott Axline, deceased, Charles R. Axline & Christine M. Axline-Spielman, Co-Executors

Estate of Steven Binder, deceased, Leila P. Binder, Administratrix

Estate of William Marshall Bretton, deceased, Lee Slavin, Executrix

Estate of Paulette Marie Corbit, deceased, Thomas Stephens Corbit, Executor

Estate of Alma Jean Danner, deceased, Rebecca L. Wilson, Executrix

Estate of Rene Ethan Grace, deceased, Ann Grace, Executrix

Estate of Dallas L. Hedge, deceased, Debra A. Hunsucker, Administratrix

Estate of Joy Davis Humphries, deceased, Elizabeth D. Grant, Executrix

Estate of Anthony Lamont Hunter-Richardson, deceased, Y'Nona Dlane Hunter-Richardson, Executrix

Estate of Betty Ann James, deceased, Melissa Hawkins, Administratrix

Estate of Darlene D. Muse, deceased, Carolyn Siegel, Executrix

Estate of Susan P. Scott, deceased, Deborah L. McCauley, Executrix

Estate of Joe Ann Slusher, deceased, Sandra Slusher McDonald, Administratrix

Estate of Carol Bayne Soleimani, deceased, Susan Shackelford, Administratrix

Estate of Lee Clifford Soubier, deceased, Jason C. Soubier & Aimee Reiko Soubier, Co-Executors

Estate of Robert Harold Spaulding, deceased, Bobbie Jo Dehaven, Executrix

Estate of Charles Worth Stanley, deceased, James W. Stanley, Executor

Estate of Wayne Leroy Steiding, deceased, Krista Ann Steiding, Administratrix

Estate of John M. Stevens, deceased, Leslie Denise Johnson, Executrix

Estate of Connie Ann Tyrrell, deceased, David Tyrrell, Administrator

**Accountings and Waivers of Final Settlement submitted from the
Fiduciary Commissioners: June Kay Jovanelly & Bradley C Snowden**

Estate of Joan Lord Johnston, deceased, Waiver of Final Settlement, Johanna Johnson and Rebeckah Lord, Co-Executrix

Estate of Thelma Arbutus Pearl, deceased, Waiver of Final Settlement, Jeffrey Grove, Administrator CTA

President of the County Commission

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 6/26/2025 thru 9/24/2025 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: 162
APPOINT DATE: 08/01/2025
ESTATE NAME: CAROL V NAYLOR
ADMINISTRATOR CTA DBN HENRY W MORROW JR
ATTORNEY DAVID A DEJARNETT
FIDUCIARY COMMISSIONER D FRANK HILL
PO BOX A
SHEPHERDSTOWN, WV 25443-0600

ESTATE NUMBER: 1545
APPOINT DATE: 07/09/2025
ESTATE NAME: EDWARD G GAGEBY
EXECUTRIX MARY S GAGEBY

ESTATE NUMBER: 5196
APPOINT DATE: 07/21/2025
ESTATE NAME: JOAN SUTTON ROONEY FKA JOAN SUTTON WOODY
ADMINISTRATOR CTA SHERIFF THOMAS HANSEN

ESTATE NUMBER: 5281
APPOINT DATE: 06/30/2025
ESTATE NAME: ROGER ELDON FERG
EXECUTRIX YOVONNE STEWART
FIDUCIARY COMMISSIONER MICHAEL A BUSH
224 W KING ST
MARTINSBURG, WV 25401-3212

ESTATE NUMBER: 5282
APPOINT DATE: 07/01/2025
ESTATE NAME: RODNEY JAY WILKINS
EXECUTRIX STEPHANIE ANN WILSON

ESTATE NUMBER: 5284
APPOINT DATE: 07/02/2025
ESTATE NAME: JOHN H LACEY
EXECUTRIX CAROLYN J HOLCOMB
ATTORNEY D FRANK HILL III
PO BOX A
SHEPHERDSTOWN, WV 25443

ESTATE NUMBER: 5285
APPOINT DATE: 08/05/2025
ESTATE NAME: WILLIAM C PALMER SR
ANCILLARY ADMINISTRATOR ELINOR F SUMMERS

ESTATE NUMBER: 5286
APPOINT DATE: 07/08/2025
ESTATE NAME: DORRENE G HALE
EXECUTOR DONALD L HALE

ESTATE NUMBER: 5290
APPOINT DATE: 07/10/2025
ESTATE NAME: JONATHAN TYLER SIGLER
ADMINISTRATRIX ELIZABETH A SIGLER

ESTATE NUMBER: 5291
APPOINT DATE: 07/11/2025
ESTATE NAME: WANDA M TRUEX
EXECUTOR JOHN R SINON

ESTATE NUMBER: 5292
APPOINT DATE: 07/21/2025
ESTATE NAME: BRUCE EDWARD RIECKENBERG
CO EXECUTOR BARRY L CAMERON
CO EXECUTOR CHERI A CAMERON

ESTATE NUMBER: 5293
APPOINT DATE: 07/14/2025
ESTATE NAME: HELEN M STRICKLER
EXECUTRIX CAROL L COOPER

ESTATE NUMBER: 5295
APPOINT DATE: 07/14/2025
ESTATE NAME: JOSEPH J SNYDER
EXECUTRIX SALLY W SNYDER

ESTATE NUMBER: 5297
APPOINT DATE: 07/15/2025
ESTATE NAME: EDITH N DIEHL FKA CHANEY
ANCILLARY ADMINISTRATOR DEBBIE CONRAD

ESTATE NUMBER: 5299
APPOINT DATE: 07/15/2025
ESTATE NAME: EDNA MAY KING
EXECUTOR RONALD R MILTON

ESTATE NUMBER: 5303
APPOINT DATE: 07/22/2025
ESTATE NAME: DENNIS WAYNE DILLOW
CO ADMINISTRATOR JAMES DILLOW
CO ADMINISTRATOR BRIAN DILLOW

ESTATE NUMBER: 5308
APPOINT DATE: 07/28/2025
ESTATE NAME: JACK R HUYETT
EXECUTRIX ELIZABETH H SPENCER

ESTATE NUMBER: 5309
APPOINT DATE: 07/24/2025
ESTATE NAME: ROSALIND MARGARET KRISS
ADMINISTRATOR AARON KRISS

ESTATE NUMBER: 5311
APPOINT DATE: 07/30/2025
ESTATE NAME: ALMA LEE HARDY
CO ADMINISTRATOR CTA JASON P HARDY
CO ADMINISTRATOR CTA JENNIFER WILLIAMS

ESTATE NUMBER: 5312
APPOINT DATE: 07/28/2025
ESTATE NAME: WANDA L LEMON
EXECUTRIX TAMMY S BOYD

ESTATE NUMBER: 5314
APPOINT DATE: 07/29/2025
ESTATE NAME: ANNA MARIE RANALLI
ADMINISTRATOR FREDDIE RANALLI JR
SURETY DEBORAH ANN WELCH

ESTATE NUMBER: 5315
APPOINT DATE: 07/30/2025
ESTATE NAME: PHILIP GRAVES MASEMER
CO TRUSTEE JOANNE MARINO MASEMER
CO TRUSTEE PHILIP B MASEMER

ESTATE NUMBER: 5322
APPOINT DATE: 08/08/2025
ESTATE NAME: ALMA JEAN DANNER
EXECUTRIX REBECCA L WILSON

ESTATE NUMBER: 5323
APPOINT DATE: 08/08/2025
ESTATE NAME: EARLENE RUTHERFORD HARP
ADMINISTRATOR GREGORY HARP

ESTATE NUMBER: 5327
APPOINT DATE: 08/11/2025
ESTATE NAME: LAVERNE JANE DILLOW
CO EXECUTOR RONALD G SIGLER
CO EXECUTOR WARD F SIGLER JR

ESTATE NUMBER: 5328
APPOINT DATE: 08/12/2025
ESTATE NAME: JOHN H EATON SR
EXECUTRIX KIMBERLY A EATON
ATTORNEY D FRANK HILL
PO BOX A
SHEPHERDSTOWN, WV 25443-0600

ESTATE NUMBER: 5334
APPOINT DATE: 08/19/2025
ESTATE NAME: JANICE MAY CARPER
EXECUTRIX SAMANTHA E YATES

ESTATE NUMBER: 5335
APPOINT DATE: 08/21/2025
ESTATE NAME: ELIZABETH SUSAN HEDGE
ADMINISTRATRIX DEBRA HUNSUCKER

ESTATE NUMBER: 5337
APPOINT DATE: 08/25/2025
ESTATE NAME: DEBRA LYNN SPANGLER
ADMINISTRATRIX KENSEI BESAW
SURETY KENNETH BESAW III

ESTATE NUMBER: 5340
APPOINT DATE: 08/26/2025
ESTATE NAME: MARY JO WIKE
EXECUTOR FLOYD EDWIN WIKE
ATTORNEY JAMES KRATOVIL
PO BOX 337
CHARLES TOWN, WV 25414-0337

ESTATE NUMBER: 5341
APPOINT DATE: 08/26/2025
ESTATE NAME: ROBERT BERRY SHIFFLETT
ADMINISTRATRIX KATHRYN C SHIFFLETT

ESTATE NUMBER: 5342
APPOINT DATE: 08/15/2025
ESTATE NAME: **BOYD FRANKLIN PARKS SR**
EXECUTOR ERNEST DWAYNE PARKS

ESTATE NUMBER: 5343
APPOINT DATE: 08/27/2025
ESTATE NAME: **BERNICE ANN CLINE**
EXECUTRIX STACEY CLINE
ATTORNEY JAMIE HILL
299 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401-2835

ESTATE NUMBER: 5346
APPOINT DATE: 09/05/2025
ESTATE NAME: **KATHRYN LOUISE NEWCOMB**
EXECUTOR KAREN M TANNER

ESTATE NUMBER: 5347
APPOINT DATE: 09/02/2025
ESTATE NAME: **FRANK CORNELIUS KHARE JR**
EXECUTRIX CHERYL ALEXANDER BROWN
ATTORNEY JAMES B CRAWFORD
120 N GEORGE STREET STE 100
CHARLES TOWN, WV 25414-1566

ESTATE NUMBER: 5348
APPOINT DATE: 09/03/2025
ESTATE NAME: **SANGHWAN HOWARD KIM**
EXECUTRIX BOKJA JUDY KIM

ESTATE NUMBER: 5349
APPOINT DATE: 09/04/2025
ESTATE NAME: **CYNTHIA GANO WILSON**
ADMINISTRATRIX BRIANNE WILSON
ATTORNEY JOHN K DORSEY
104 W CONGRESS STREET
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: 5350
APPOINT DATE: 09/05/2025
ESTATE NAME: **RAYMOND F KING**
ADMINISTRATOR SCOTT KING

ESTATE NUMBER: 5351
APPOINT DATE: 09/05/2025
ESTATE NAME: **THOMAS GLENN MCDONALD**
EXECUTRIX WANDA L MCDONALD

ESTATE NUMBER: 5352
APPOINT DATE: 09/08/2025
ESTATE NAME: **CALEB DEAN BOWERS**
ADMINISTRATOR WALTER BOWERS

ESTATE NUMBER: 5353
APPOINT DATE: 09/08/2025
ESTATE NAME: **MARY PAGE ARVIN**

ESTATE NUMBER: 5355
APPOINT DATE: 09/09/2025
ESTATE NAME: **BARBARA A LEDFORD**
EXECUTRIX ANNETTE GOODE

ESTATE NUMBER: 5356
APPOINT DATE: 09/10/2025
ESTATE NAME: **CASANDRA ANDERSON COOPER**
ADMINISTRATRIX CTA CASANDRA RACHELLE CLATTERBUCK

ESTATE NUMBER: 5357
APPOINT DATE: 09/11/2025
ESTATE NAME: RUBY JEAN HUDSON
EXECUTOR STEPHEN P HUDSON

ESTATE NUMBER: 5361
APPOINT DATE: 09/17/2025
ESTATE NAME: ROBERT D FLETCHER
EXECUTOR TERRY LEE FLETCHER
ATTORNEY JOHN K DORSEY
104 W CONGRESS STREET
CHARLES TOWN, WV 25414-1622

ESTATE NUMBER: 5362
APPOINT DATE: 09/17/2025
ESTATE NAME: WILLIAM LEO CUMMINGS JR
ADMINISTRATRIX JULIE JESSUP

ESTATE NUMBER: 5364
APPOINT DATE: 09/17/2025
ESTATE NAME: HEATHER LEA SELF
EXECUTOR RYAN NEHER

ESTATE NUMBER: 5365
APPOINT DATE: 09/18/2025
ESTATE NAME: ALVIN MARSHALL RUSSELL
EXECUTRIX DIANE RUSSELL

ESTATE NUMBER: 5366
APPOINT DATE: 09/18/2025
ESTATE NAME: OZALENE B RUSSELL
EXECUTRIX DIANE RUSSELL

ESTATE NUMBER: 5373
APPOINT DATE: 09/24/2025
ESTATE NAME: DANIEL MICHAEL ALLEN
ADMINISTRATOR TIMOTHY CHARLES ALLEN

TOTAL ESTATES: 50
Subscribed and sworn to before me on 9/24/2025

President of the County Commission



Jacqueline C Shadle
Clerk of Jefferson County

By _____
GIORDANA BAKER
ASSISTANT CLERK

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: Boards and Commissions, October 2, 2025

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

1. Jefferson County Board of Health

1. Jefferson County Board of Health

The Commission will consider appointments, membership, and make up of Jefferson County Board of Health:

Applicants nominated for interview:

- Kathleen Stratton (D) (confirmed resident) Shepherdstown Magisterial District
- Louis Athey (R) (confirmed resident) Kabletown Magisterial District
- Laura Knott (R) Shepherdstown Magisterial District
- Katrina Lanham (R) (confirmed resident) Middleway Magisterial District
- Colin Stine (Mountain) (confirmed resident) Shepherdstown Magisterial District

Meeting dates: The Jefferson County Board of Health meets the second Friday of each month at 9:00 am at the Jefferson County Health Department- <https://www.jchdvv.org/our-mission/>

Bylaws link:

Code Links: <https://code.wvlegislature.gov/16-2-7/>

Term: 5-year

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health:

- **Shall be a resident of the county.**
- **No more than two members who reside in the same magisterial district** may be appointed and
- **No more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation.**

- **No more than three members** of a county board of health may belong to the **same political party**.

Name
Elliot Simon (R) Retired manager Harpers Ferry
Karen Bailey-Chapman (R) Government Relations Kabletown
Brandon Blake (I) ??? Charles Town
Ann Smith (I) Business owner Shepherdstown
Dan Caprio (R) Consultant Kabletown
Jack Hefestay- Non-voting Commissioner Liaison

Suggested Motions:

- Motion to appoint _____ to the Jefferson County Board of Health for a five-year term ending June 30, 2030.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 2, 2025**

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

Date Requested – 2nd Choice:

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

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

1. Jefferson County Board of Health

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

Colin Stine, 7633 Flowing springs Road, Shepherdstown requests to be appointed to the Health Department Board. I am semi-retired Professor of Epidemiology from the School of Medicine at the University of Maryland. Epidemiology is the study of epidemics, COVID is a large recent epidemic. But epidemics start much smaller as outbreaks like measles in the US today. The fundamental principle of epidemiology is to look for patterns of disease in populations, I spent my career applying genetics to bacterial diseases. MRSA, a dangerous multidrug resistant bacterium, often found in hospitals, is controlled by stopping its spread. My genetic analyses allowed physicians to identify how the MRSA was spreading and then to introduce appropriate methods to stop the spread. Another bacterial disease is cholera. It is deadly diarrheal disease; it can kill a person in less than 24 hours. Before scientists identified an appropriate therapy, 40% of the infected people died. They pooped themselves to death, an unpleasant way to go. A cholera cot has a hole that the patient's butt goes in and the poop is caught in a five-gallon bucket beneath the cot. Again, genetic analysis allows public health employees to know where the cholera came from and how to stop its further spread. The goal of the Department of Health is to stop diseases from spreading. I have spent 25 years doing just that. I think I can improve our department of Health if you appoint me to the board.

Boards

From: Kathleen Stratton <kathleenstratton2025@gmail.com>
Sent: Monday, April 14, 2025 1:55 PM
To: Boards
Subject: Application for Jefferson County Board of Health
Attachments: Jefferson County BOH Stratton.pdf

Attached please find my letter of interest and summary of qualifications for the upcoming empty seat on the County Board of Health.

Kathleen Stratton
202.531.5922

Kathleen Stratton
PO Box 3203
210 West Washington Street
Shepherdstown, WV 25443

Ms. Edwina Benites-LM:

I am a 30-year resident of Jefferson County with a 33-year career in public health at the National Academies of Sciences, Engineering, and Medicine. I would like to be considered for the upcoming open position on the Jefferson County Board of Health. I will retire at the end of September and would be willing and able to serve my community in this important way. My education and training in biomedical research and my career in public health science and policy analysis could be useful to the Board.

Please see my statement of qualifications. Do not hesitate to reach out via email at kathleenstratton2025@gmail.com or 202.531.5922.

Regards,

Kathleen Stratton

April 2025

Statement of Qualifications

Kathleen Stratton, Ph.D.

BA in Natural Sciences from Johns Hopkins University

PhD in Pharmacology and Toxicology from University of Maryland

33 years of employment with the National Academies of Sciences, Engineering, and Medicine providing analysis and policy advice on the following public health areas:

Tobacco control, including electronic cigarettes

Vaccine science and policy

Emergency preparedness

Environmental health

Occupational injury research

FDA regulation of drugs, devices, biologics, and tobacco

Social risk factors for health outcomes in Medicare and Medicaid enrollees

Clinical preventive services

My work has involved staffing expert committees to analyze important public health issues and steering them towards consensus. I enjoy looking at issues from all sides, scientific and policy analysis, respectful debate, and solving problems. A resume is available upon request.

KATRINA R. LANHAM
143 Van Clevesville Road
Kearneysville, WV 25430
304-582-1558 / KRLLegalNurse@gmail.com

SUMMARY OF RELEVANT SKILLS:

- Mental Health - Domiciliary PRRP/PTSD Program Nurse- Participate and advocate for the Veteran from admission throughout discharge, assuring their discharge planning and follow up is laid out for success
- Collaborate with interdisciplinary team and advocate for positive patient outcomes.
- Assume leadership where applicable and delegate as appropriate based on established clinical protocol.
- Proficient in current nursing process – self-directed in goal setting for managing complex patients.
- Proficient in CPRS, BCMA, MSS, E-Performance, AcuStaf, MS Office/Excel/PP/Teams, WebEx, ZOOM
- Certified Triage Fris educator- teach how to prioritize the urgency of patients’ medical needs and implement plan of care.

EDUCATION:

Western Governors University
Master of Science in Nursing Education (September 2023 - present)

Shepherd University
Bachelor of Science in Nursing (December 2015)
Associate of Science in Nursing (May 2004)

Vicki Milazzo Institute
Certified Legal Nurse Consultant (August 2006)

EXPERIENCE:

**MENTAL HEALTH/DOM PTSD PROGRAM NURSE | DEPARTMENT OF VETERANS AFFAIRS IN MARTINSBURG, WEST VIRGINIA | JUNE 2023 -PRESENT
FULL TIME (40 HOUR WEEK) NURSE 2 / STEP 10**

- Maintain ACLS, RQI BLS.
- Responsible in providing direction, delegating, and support to nursing staff while ensuring the nursing care provided complies with accepted standard of practice.
- Work collaboratively with providers, social workers, multiple treatment teams, and the veteran to provide all the patient’s healthcare and/or coordinating care with other qualified professionals.
- Demonstrate leadership in delivering and improving holistic care through collaborative strategies with others.

- Duties include patient triage, medication administration, accuchecks, participating in goal setting and program planning interventions, monitors patients' compliance with treatment plans, coordinates, and makes travel arrangements for scheduled, appropriate appointments to VAMC's and other community providers as ordered, participates in multidiscipline treatment teams.
- Perform multifaceted assessments, evaluating and modifying nursing care, patient education, patient orientation groups, suicide assessment, and offering complex therapeutic nursing care.
- Assist with developing specific departmental goals, standards, and objectives which directly support the mission, vision, goals, and core values of the VA.
- Promote, create, demonstrate, and ensure a culturally diverse workforce in which the values and needs of all individuals are respected.

**NURSE MANAGER | DEPARTMENT OF VETERANS AFFAIRS IN MARTINSBURG,
WEST VIRGINIA | AUGUST 2021 -JUNE 2023
FULL TIME (40 HOUR WEEK) NURSE 2 / STEP 12**

- Clinically supervise Charge Nurses and oversee them in the clinical training, supervision, and performance evaluation of RNs, LPNs, and NAs.
- Provide coverage and decision making for the chief of long-term care when assigned.
- Supervise all nursing (RN, LPN) and NA personnel on 5A/B, including but not limited to recruitment, hiring, orientation, training, retention, performance improvement coaching, and performance evaluation.
- Maintain ACLS, RQI BLS.
- Responsible in providing direction, delegating, and support to nursing staff while ensuring the nursing care provided complies with accepted standard of practice.
- Advise, counsel, instruct employees on administrative issues – for those issues needing further resolution, refer to appropriate department/supervisor/ERLR/Safety & Occupational Health Specialist, Employee Assistance Program/Human Resources.
- Manage staff relations including performance management, staff satisfaction, and conflict management. Perform and oversee scheduling, recruitment, payroll, and student engagements. Empower and encourage staff to further their education and provide resources for VA financial assistance.
- Assist with developing specific departmental goals, standards, and objectives which directly support the mission, vision, goals and core values of the VA.
- Promote, create, demonstrate, and ensure a culturally diverse workforce in which the values and needs of all individuals are respected.
- Duties as listed below as ANM.

**ASSISTANT NURSE MANAGER | DEPARTMENT OF VETERANS AFFAIRS IN
MARTINSBURG, WEST VIRGINIA | MAY 12, 2019 -AUGUST 2021
FULL TIME (40 HOUR WEEK) NURSE 2 / STEP 11**

- Function as a supervisor and assume accountability for the operation of Serenity and Tranquility House in collaboration with Janene Whitmore, Nurse Manager.
- Precept new assistant nurse managers: including but not limited to access VATAS, E-performance, AcuStaf, CPRS, BCMA, navigation through the intranet (SharePoint, HR, MCMs, SOPs, resource requests, Veterans Crisis Line, DBRs, JPSRs, TMS, Employee Whole Health, HRO)

- Promote, create, demonstrate, and ensure a culturally diverse workforce in which the values and needs of all individuals are respected.
- Proficient with current assistant nurse manager assigned duties.
- Apply clinical skills necessary to identify, coordinate and/or identify discipline-specific education, as well as training, leadership, professional staff development and emerging needs, to all levels of staff.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Contributes to team effort by accomplishing related results as needed.

SCHOOL NURSE | JEFFERSON COUNTY BOARD OF EDUCATION | AUGUST 2012- MAY 2019 FULL TIME (40 HOUR WEEK) \$34.78/HR

- Provide high-quality care for students and staff during the school day within the school environment.
- Precept Shepherd University nursing students (clinicals) on the responsibilities of a school nurse.
- Provide health-related orientation to all new hires for Jefferson County Board of Education.
- Coordinate American Red Cross blood drives at my school.
- Leader within the public-school system and community for health policy implementation and advocacy. Support administration with expert knowledge on the develop of cardiac health education and physical education curriculum.
- Organize and maintain files on all staff/student patients and office visits when appropriate.

ER NURSE | JEFFERSON MEDICAL CENTER | OCTOBER 2002 – MAY 2019 STARTED 4/5 TIME, WENT TO PER DIEM (12-36 HOURS/WEEK) \$40/HOUR

- Triage First educator
- Precept new nurses (clinicals).
- Work as part of a team with physicians, other nurses and healthcare professionals to provide care, monitor health conditions, plan long-term care needs, administer medicine, use medical equipment, perform minor medical operations, and advise patients and their families on illness, care and continued care after a hospital stay.
- Maintain ACLS, PALS, TNCC, NALS, BLS
- Being the first line of defense for accidents, allergic reactions, and any number of urgent medical care, I work to quickly assess the needs of each patient, prioritize care based on its critical nature, and work to stabilize a patient, treat the problem, discharge the patient after the emergency is over or make arrangements for a longer hospital stay.

LEGAL NURSE CONSULTANT | CONTRACT | AUGUST 2006 – PRESENT \$100/HOUR

- Identify and review relevant medical records, hospital policies and procedures, other essential documents, and tangible items.
- Define the applicable standards of care and nursing process.

- Define deviations from, and adherences to, the applicable standards of care.
- Develop written reports for use as study tools.
- Conduct literature searches and integrate the literature and standards/guidelines into the case analysis.

ICU NURSE | FREDERICK MEMORIAL HOSPITAL | NOVEMBER 2004 – AUGUST 2005
4/5 TIME – WEEKEND ALTERNATIVE (36 HOURS A WEEK) \$35/HOUR

- Assessing a patient’s condition and planning and implementing patient care plans
- Treating wounds and providing advanced life support
- Assisting physicians in performing procedures
- Observing and recording patient vital signs
- Ensuring that ventilators, monitors and other types of medical equipment function properly
- Administering intravenous fluids and medications
- Ordering diagnostic tests
- Collaborating with fellow members of the critical care team
- Responding to life-saving situations, using nursing standards and protocols for treatment
- Acting as patient advocate
- Providing education and support to patient families

REGISTERED NURSE | SHENANDOAH NURSING HOME | AUGUST 2005 – OCTOBER 2007
PART TIME (30 HOURS A WEEK) \$36/HOUR

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Instructor of intravenous therapy class to fellow registered nurses and licensed practical nurses.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Contributes to team effort by accomplishing related results as needed.

**EMT/PARAMEDIC/911 Dispatcher | BCEAA & JCESA | AUGUST 1995 – AUGUST 2003
STARTED FULLTIME (40/HR WEEK) THEN WENT TO PART TIME WHEN I STARTED
COLLEGE (24 HR/WEEK)**

- Provide an immediate course of treatment en route to hospital or at the scene
- Triage from simple situations to disasters/mass casualties
- Use technical equipment, including ventilators to assist breathing and defibrillators to treat heart failure, to resuscitate and stabilize patients
- Carry out certain surgical procedures when necessary, such as intubation (insertion of a breathing tube)
- Monitor the patient's condition
- Decide if admission to hospital is necessary and assess how to move patients and where the best location is for them
- Liaise with members of other emergency services, such as the police, fire brigade or coast guard and other ambulance services to ensure the appropriate level of response is provided
- Work closely with doctors and nurses in hospital accident and emergency departments, briefing them as their patient arrives at hospital
- Deal with members of the public and family members present at the scene
- Clean, decontaminate and check vehicles and equipment to maintain a state of operational readiness
- Assist with patient care in hospitals or health care centers
- Produce thorough case notes and report the patient's history, condition, and treatment to relevant hospital staff.

Laura Knott
2374 Bakerton Rd
Harpers Ferry, WV 25425
304-671-7199
laura@riverriders.com

July 31, 2025

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

Dear Members of the Jefferson County Commission,

I am writing to express my sincere interest in serving on the Jefferson County Board of Health. As a long-time resident, small business owner, and active community member, I bring a broad and relevant background in public service, health-related programming, and educational engagement that aligns with the mission and responsibilities of the Board.

I am the co-owner and manager of River Riders, Inc., and previously of the Clarion Inn Harpers Ferry and White Horse Tavern. For over two decades, I have overseen operations focused on outdoor recreation, hospitality, and guest safety—industries that require diligence in risk management, health compliance, and public interaction. Earlier in my career, I served as a recreational therapist at the Western Maryland Hospital Center in Hagerstown, where I worked closely with patients facing chronic health conditions. This experience gave me a deep appreciation for the connection between public health and quality of life.

Since 2009, I have also worked as a substitute teacher for Jefferson County Schools, helping to support the educational and developmental needs of our youth. My commitment to local education includes serving on the Harpers Ferry Middle School Local School Improvement Council since 2015, and as a PASS (Providing Academic and Social Support) Partner from 2006 to 2018. These roles have kept me engaged with families, educators, and administrators—important voices in public health policy conversations.

Additionally, I have volunteered with Hospice, providing compassionate care and support to patients and families at critical moments. These cumulative experiences reflect my dedication to community health, my collaborative approach to problem-solving, and my desire to serve the people of Jefferson County.

I would be honored to bring my perspective, experience, and passion for community wellness to the Board of Health. Thank you for your time and consideration of my application. I welcome the opportunity to contribute and to work collaboratively toward safeguarding and promoting the health of all county residents.

Sincerely,



Laura Knott

Laura Knott

2374 Bakerton Rd

Harpers Ferry, WV 25425

☎ 304-671-7199

✉ laura@riverriders.com

Professional Summary

Dedicated and community-oriented professional with over 25 years of experience in business ownership, education, recreational therapy, and volunteerism. Proven leadership as co-owner and manager of a successful full-service outdoor adventure company. Committed to supporting youth development and education through active involvement in public school initiatives and local partnerships.

Professional Experience**River Riders, Inc. — Harpers Ferry, WV**

Co-Owner & Manager | 1998 – Present

- Co-manage all aspects of a leading outdoor adventure business, including operations, staffing, customer service, and event planning.
- Spearhead seasonal hiring and training of over 100 staff members.
- Maintain strong community relations and regulatory compliance.
- Contribute to strategic planning and growth initiatives.

Clarion Inn Harpers Ferry and White Horse Tavern — Harpers Ferry, WV

Co-Owner & Manager | 2015 – 2021

- Oversaw operations of a full-service hotel and restaurant, including guest services, hospitality staffing, food and beverage management, and facility maintenance.
- Developed marketing initiatives and community partnerships to enhance visibility and profitability.
- Managed financial reporting, vendor contracts, and customer relations.

Jefferson County Schools — Jefferson County, WV

Substitute Teacher | 2009 – Present

- Provide instructional support in various K-12 classrooms.
- Adapt teaching methods and materials to meet student needs.
- Foster a positive and productive learning environment.

Western Maryland Hospital Center — Hagerstown, MD

Recreational Therapist | 1995 – 2001

- Designed and implemented recreational programs for patients with chronic illnesses and rehabilitation needs.
- Collaborated with interdisciplinary teams to support patient recovery and emotional well-being.
- Facilitated group and individual therapeutic activities.

Education

Shepherd University — Shepherdstown, WV

Bachelor's Degree

Graduated: 1997

Community Involvement

Hospice Volunteer

2025

- Provide compassionate support to individuals and families receiving end-of-life care.

Local School Improvement Council — Harpers Ferry Middle School

2015 – Present

- Advocate for school needs and student success through community engagement and school improvement initiatives.

PASS Partner — Jefferson County Schools

2006 – 2018

- Mentored students through the Providing Academic and Social Support (PASS) program.

Skills & Competencies

- Leadership & Team Management
- Educational Support & Youth Mentorship
- Community Engagement
- Event & Program Planning
- Communication & Interpersonal Skills
- Crisis Management
- Therapeutic Recreation

Boards

From: Louis Athey <louisathey50@gmail.com>
Sent: Thursday, June 5, 2025 2:49 PM
To: Boards
Subject: Resume Louis B. Athey

I was born in Winchester,VA in 1942.

For my formative years I was raised on a farm near Summit Point,WV. My college degree, a BA in Finance, was earned from the University of Richmond in 1967. After a stint in the National Guard and two years working for a Richmond bank I returned to Jefferson County. For the next 40 years I was engaged in various entrepreneurial pursuits which included, insurance brokerage,real estate brokerage, apple orcharding,gym ownership and real estate development. In 2010 I moved to Florida for my retirement years. After 5 years my wife and I decided to buy a Country Inn on the coast of North Carolina.

We moved to Oriental,NC and operated this business for 8 years before selling it in order to again try full retirement in Jefferson County. We anticipate this will be our final home and we are most happy to be Mountaineers once again.

Submitted by Louis B. Athey

6/5/25

Sent from my iPhone

Boards

From: Louis Athey <louisathey50@gmail.com>
Sent: Thursday, June 5, 2025 2:31 PM
To: Boards
Subject: Health Department vacancy

My name is Louis B. Athey.

My home address is :

710 Summerchase Street Apartment 101

Charles Town, WV 25414

I am interested in fulfilling the vacant position on the Jefferson County Health Department Board. I will send my resume detailing my background under separate cover.

Thank you,

Louis B. Athey

6/5/25

Sent from my iPhone

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Planning Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 2nd**

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

Date Requested – 2nd Choice: November 6th

Subject (*Wording to be placed on agenda*): **Request to schedule a Public Hearing regarding the Historic Resource Protection Text Amendment to the Subdivision Regulations**

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

Planning Commission has recommended a text amendment to the Subdivision and Land Development Regulations regarding Historic Resource Preservation studies for Major Subdivisions and Major Site Plans to the County Commission for review and approval. Prior to amending the subdivision and land development ordinance, the County Commission must hold a public hearing with public notice.

Is this a funding request? Y/N No

If so, how much? N/A

Provide exact financial impact/request: N/A

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

I move to schedule a Public Hearing on November 20th, 2025, regarding the Historic Preservation text amendment to the Subdivision Regulations File: STA25-01.

Alternate

I move to schedule a Public Hearing on December 4th, 2025, regarding the Historic Preservation text amendment to the Subdivision Regulations File: STA25-01.

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

Phone: (304) 728-3228

MEMO

TO: County Commission of Jefferson County
FROM: Planning Commission of Jefferson County
Luke Seigfried, Chief County Planner
DATE: October 2, 2025
RE: Proposed Amendment to Section 24.113.B.10, Section 24.122, and Division 26.200 of the Subdivision & Land Development Regulations.

At their September 23, 2025 meeting, Planning Commission held a Public Hearing on the proposed text amendment to the Subdivision Regulations regarding Historic Resource Preservation requirements for Major Subdivisions and Major Site Plans. The proposed amendments clarifies the existing requirement for a Phase I Archaeological Study in relation to the West Virginia Historical State Historical Preservation Organization guidelines. Subsurface studies are specifically noted as not a requirement for the required Phase 1 Archaeological study requirements. The text amendment also adds the requirement to Major Site Plans and adds the definition of a Phase I Archaeological Study to the Defitition of Terms.

Note that Subdivision & Land Development Regulations Section 24.113.B.10 currently states:

“(10) A Phase I archaeological study is required. A historic resources impact study shall also be included.”

Staff Reports and Comments

A Phase I archaeological study is not defined in the Subdivision Regulations but the West Virginia State Historic Preservation Office(SHPO) has Guidelines for preparing the *Phase I, II, III Archaeological Investigations and Technical Report Preparation*. These *Guidelines* are for ensuring a project’s compliance with Section 106 of the National Historic Preservation Act (NHPA). SHPO reviews state and federal projects for compliance with NHPA.

A historic resources impact study is not defined in the Subdivision Regulations and was added to the Subdivision Regulations in 2010.

The 2045 Comprehenive Plan does not speculate specifically on this requirement for Preliminary Plats. Obejective 4.1(see attached) “*Encourages the utilization of existing historic and agricultural areas for a variety of uses in ways that respect their historical function or setting.*” The requirement ia not included for Minor or Major Site Plans. Staff has proposed changing the requirement for Major Subdivisions, adding the requirement for Major Site Plans, and adding a definition to the Subdivision Regulations.

“Section 24.133 Major Subdivision Preliminary Plat – Application Submission and Completeness Review

The submission of a preliminary plat application is a required step for major subdivisions. The **staff Department** shall have 45 days to complete the sufficiency and completeness review unless the applicant chooses to waive the 45 day period. Within the 45 days, the **staff Department** shall have ten (10) days to review the submission and determine whether it is sufficient (at least 70% of the required elements are addressed) in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. The 45 day period shall restart when the applicant resubmits. After staff concludes completeness review, staff shall place the preliminary plat and application on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. In order for the preliminary plat to remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Office of Planning and Zoning at least 14 days prior to the scheduled Planning Commission.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the Department and reviewing agencies. It shall be accompanied by the fee for preliminary plat review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated.
 1. **Preliminary Plat.** A preliminary plat application shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*.
 2. **Density Calculation and Site Resource Map.** This map shall have the preliminary plat on it and shall identify the total area of each resource present, the amount protected and a summary table showing that the resource protection standards are met.
 3. **General Location.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
 4. **Preliminary Engineering Plans.** An engineering plan shall be submitted in accordance with the content and formatting guidelines provided by the County Engineer.⁶
 5. **Preliminary Landscape Plans.** A landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Department.
 6. **Transportation Impact Study.** If required, TIS and materials agreed to at the Concept Plan direction shall be submitted prior to final preliminary plat approval by staff. This element is not required for completeness review.
 7. **Well and Septic Systems.** Where applicable, preliminary plats shall include well and septic provisions and all appropriate Jefferson County Health Department approvals. This element is not required for completeness review. However, final Health Department (State and Local) approval is necessary prior to final Preliminary Plat approval by Staff.
 8. **Feasibility of Water and Sewer Systems.** Where applicable, preliminary plats shall include connections to existing water and sewer systems or provisions for these systems and for oversizing to serve additional properties. This shall include comments or material from the Jefferson County Public Service District regarding the impact study and any responses from the developer’s engineers. Capacity letters are required at completeness stage, but final approvals are necessary prior to final Preliminary Plat approval by Staff.
 9. **Special Engineering.** Special engineering studies are required if the site is in or partially in areas designated as high vulnerability areas. If other natural resources have specific resource protection standards contained in the Zoning Ordinance, a preliminary engineering assessment shall be provided regarding how those standards can be met.

10. **Historic Resource Preservation.** ~~A Phase I archaeological study is required. A historic resources impact study shall also be included.~~ Submit a Phase I archaeological study in accordance with the West Virginia State Historic Preservation Office Guidelines for Phase I, II, and III Archaeological Investigations. A site file search, cultural resource investigation, literature review, and documentation of archaeological sites are required. Subsurface studies are not required under this section.
 11. **Proposal Description.** This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, phasing, and development option selected if the development is residential.
 12. **Stormwater Management Plan and Narrative.** A Stormwater Management Plan, as described in the Jefferson County Stormwater Management Ordinance, must be submitted as part of the preliminary plat to be reviewed by the Office of Engineering. This is a required element in the first submission or the submission will automatically be determined as incomplete.⁴
 13. **Identified Concerns.** A report demonstrating how specific conditions identified in the concept plan evaluation and direction received from the Concept Plan public workshop have been addressed on the preliminary plat or will be addressed on the final plat documents.
 14. **Names.** Name of applicant and of consulting firms, addresses, phone, e-mail, and person(s) to whom correspondence shall be addressed.
 15. **Other Data.** Any other data the applicant believes will assist in the review. If there are proffers being offered, they shall be included here.
 16. **Other Agency Reviews.** Agency reviews as to the technical, engineering, zoning, landscaping, impact fee, and other agency reports, comments, and recommendations.
- C. **Review Content.** The Department and agency reviews shall address the areas indicated in paragraphs D to F below and any other areas of concern to the agencies.
- D. **Department Review.** The Department review shall include the following:
1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the preliminary plan submission. Staff shall identify conditions that must be adjusted if they would enable the plan to conform to Zoning and Subdivision Ordinance standards.
 2. Staff shall provide a written opinion as to whether the preliminary subdivision plat meets the site planning criteria specified in Articles 21 and 22 of these Regulations. In reviewing the submitted application, the Department shall determine whether the concept plan was fulfilled.
- E. **WVDOH.** The WVDOH approval is required prior to final Preliminary Plat approval by Staff.
- F. **Public Services.** The review shall indicate whether the preliminary engineering indicates that water and sewer can adequately be provided for the project and if a new system is provided, whether the proposal is sufficient to handle other development in the area. The Public Service District shall make recommendations for oversizing and methods to recapture costs.
- G. **Recommended Conditions.** All reviews shall contain recommended final engineering standards that shall be met to deal with specific issues or conditions that need to be addressed in final engineering, plat, landscape plan, or other documents.
- H. **Approval.** If the preliminary plat and application is incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, or is otherwise impossible, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it. The Planning Commission may also accept the Preliminary Plat and application with the condition that the remaining items identified as necessary by these Regulations be completed prior to final Preliminary Plat approval.

Effect. After staff concludes the completeness review, staff shall place the preliminary plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete or essentially complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.114, *Major Subdivision Preliminary Plat - Public Hearing*. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.”

“Sec. 24.122 Major Site Plan Application - Submission and Completeness Review

The submission of a site plan application is a required step for all major site plans. ~~The staff~~ ~~The Department~~ shall have 45 days to complete the sufficiency and completeness review. Within the 45 days, the ~~staff~~ ~~Department~~ shall have ten (10) days to review the submission and determine whether it is sufficient in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. The applicant shall resubmit a sufficient application within 10 days after being notified of insufficiency. In order for the review to be complete within 45 days and remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Office of Planning and Zoning at least 14 days prior to the scheduled Planning Commission. After staff concludes completeness, staff shall place the site plan on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the Office of Planning and Zoning. It shall be accompanied by the fee for site plan review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated.
 1. **Site Plan.** The site plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*.
 2. **Density Calculation and Site Resource Map.** This map shall have the site plan superimposed, and shall identify the total area of each resource present, the amount protected, and a summary table showing that the resource protection standards are met.
 3. **General Location Map.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
 4. **Final Engineering Plans.** The final engineering plan(s) shall be submitted in accordance with the content and formatting guidelines provided by the Office of Engineering. If preliminary engineering plans satisfy the requirements of the Office of Engineering and no modifications to the preliminary engineering plans are required, then preliminary plans previously approved shall be considered final plans.
 5. **Final Landscape Plans.** The final landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Office of Planning and Zoning.
 6. **Transportation Impact Study and WVDOH Approvals.** A transportation impact study shall be re-submitted only if there was a condition for revisions in the concept plan approval. WVDOH approvals shall be secured prior to final approval.
 7. **Water and Sewer Services.** This shall include a declaration of Public Service District’s approval of plans, or approval by the appropriate service provider, and an agreement to operate the facility. This shall also include documents necessary for the transfer of ownership of the facility to the Public Service District or appropriate operating agency.
 8. **On-Site Sewer and Water.** If on-site waste disposal and water supply are provided, approval of the soils, design of the system and its location on the site shall be indicated.

9. **Special Engineering.** Special engineering studies are required if the site is in or partially in areas designated as high vulnerability areas. All natural resources which have specific resource protection standards in the Zoning Ordinance or these Regulations, shall be complied with, and require final engineering approval.
 10. **Historic Resource Preservation.** Submit a Phase I archaeological study in accordance with the West Virginia State Historic Preservation Office Guidelines for Phase I, II, and III Archaeological Investigations. A site file search, cultural resource investigation, literature review, and documentation of archaeological sites are required. Subsurface studies are not required under this section.
 11. **Open Space.** Open space to be provided to satisfy the requirements of the Zoning Ordinance shall be identified on the site plan. Covenants and deed restrictions applicable to such open space to assure its retention shall be submitted and approved for recordation.
 12. **Stormwater Management Plan.** A Stormwater Management Plan, as described in the Jefferson County Stormwater Management Ordinance, must be submitted as part of the major site plan to be reviewed by the Office of Engineering.⁴
 13. **Surety.** Cost estimates for all improvements and proof of surety. See Section 24.503, *Amount of Surety*
 14. **Other Agencies.** Required agency sign offs that the site plan is approved by that agency. These agencies shall include the Jefferson County Health Department, West Virginia Division of Highways, West Virginia Department of Environmental Protection, the West Virginia Health Department, the Public Service District, appropriate utility service providers, Jefferson County GIS/Addressing Office, and other review agencies certifying that the application is consistent with approved site plans and meets all requirements of the applicable codes, ordinances, or standards or others when determined appropriate by County staff.
 15. **Names.** Name of applicant and of consulting firms, addresses, phone numbers, e-mail addresses, and person(s) to whom correspondence shall be addressed.
 16. **Additional Information.** The Department shall:
 - a. Review and approve all matters under its jurisdiction.
 - b. Issue a zoning compliance letter.
 - c. Certify that all proffers have been satisfied.
- C. **Signature Blocks on Site Plans.** The following certificates shall be placed on all site plans:
1. **Surveyor/Engineer.** Certificate of accuracy and mapping by professional licensed surveyor/engineer signed and sealed.
 2. **Owners.** Certificate of ownership and dedication signed and notarized, including all individuals, partnerships, corporations, and lenders with financial security interests.
 3. **County Staff.** A signature block for the County Engineer and the County Planner approvals in accordance with Appendix A, *Plan & Plat Standards*.
- D. **Approval.** If the site plan is incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it.
- E. **Effect.** Once the site plan is found complete, staff shall place the site plan on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. At the meeting where the application is found complete, the Planning Commission shall schedule a public hearing within 45 days and in accordance with Section 24.123. Upon determining the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.

Division 26.200 Definitions of Terms

Phase I Archaeological Study. A study designed to identify and document historical and cultural resources within the entirety of the project area. The study is performed by a principal investigator who meets or exceeds the minimum requirements in accordance with the Secretary of Interior's Professional Qualifications, 36 CFR Part 61 and includes a pedestrian survey. *(Source West Virginia State Historic Preservation Office)*

Prior to taking action on the proposed text amendment, a Public Hearing will be required before County Commission. The County Commission Public Hearing notice is 30 days.

Attachments

- 2045 Comprehensive Plan Historical Preservation Excerpt
- West Virginia State Historic Preservation Office Guidelines for Phase I, II, III Archaeological Investigations and Technical Report Preparation(Appendices removed)

Objective 4.1

Encourage the utilization of existing historic and agricultural areas for a variety of uses in ways that respect their historical function or setting.

1. Create a public art program working with municipalities that would encourage the installation of locally produced art in publicly owned facilities and sites.

CVB • Arts Council | Ongoing

2. Educate county residents and visitors about historic preservation efforts and current projects in Jefferson County.

HLC • CVB | Ongoing

3. Expand upon the existing interconnected marketing of the County's multiple historic resources and the National Historical Park to encourage visitation to multiple locations in the County.

HLC • CVB | Yearly

4. Encourage the ongoing documentation of Category 1 and 2 historic sites in the County.

HLC | Ongoing

Objective 4.2

Encourage the adaptive reuse of existing structures.

1. Encourage the state legislature to include adaptive reuses of historic structures in the state code.

EO | Yearly

2. Develop and maintain a public catalog of existing non-residential structures that are adaptable for reconfiguration as housing or other uses.

P&Z • JCDA | Yearly

3. Revise existing Jefferson County land use requirements and site plan standards to promote adaptive reuse.

P&Z | 3-5 years

Objective 4.3

Identify and implement feasible strategies to ensure short term rental compliance with local ordinances.

1. Perform a yearly review of short term rental offerings in the county and cross check adherence to local ordinances then work to bring offenders into compliance.

P&Z | Yearly

Please note this is not the full Guidelines for Phase I, II, III Archaeological Investigations and Technical Report Preparation, the appendices has not been included to reduce page count. The full document can be found at the West Virginia State Historic Preservation Office website.

**Guidelines for Phase I, II, and III Archaeological Investigations
and Technical Report Preparation**

**Prepared by the West Virginia State Historic Preservation Office
Written by Patrick Trader
Edited by Joanna Wilson**

Preface

The completion of Guidelines for Phase I, II, and III Archaeological Investigations and Technical Report Preparation is due in large part to the efforts of two former Historic Preservation Office archaeologists. Development of the guidelines was initiated by Eric Voigt, author of the original WVSHPO survey and curation regulations. Working from this foundation, Patrick Trader composed the text and compiled the appendices for the current edition, developing a comprehensive and useful document.

The WVSHPO would like to recognize the many individuals that contributed to this process. Under the guidance of Susan Pierce, Director, several past and present members of the WVSHPO staff assisted in the development of these guidelines. They include Dr. Jeanne Day Binning, Jeff Davis, Andrea Keller, Lora Lamarre, Dr. Fred McEvoy, J.T. Sutton, Mark Whitby and Joanna Wilson. West Virginia Division of Highways staff members Rodney DeMott, Matt Wilkerson and Roger Wise provided comments and guidance. C. Michael Anslinger of Cultural Resource Analysts, Inc. reviewed an early draft and supplied many editorial comments.

These guidelines have been revised to allow consultants greater diversity in their approach to archaeological investigation in West Virginia. The WVSHPO hopes that this document serves to clarify its expectations, as well as to assist the consultant in developing survey and excavation strategies.

I. Introduction

The following guidelines for archaeological and historical studies reviewed by the West Virginia State Historic Preservation Office (WVSHPO) were developed to assist researchers in conforming to the standards for cultural resource projects currently accepted by regulatory agencies and the professional archaeological community. These guidelines represent minimum standards and do not preclude innovative strategies. Alternative approaches or variations to approved scopes of work, however, **must be reviewed and approved by the State Historic Preservation Office prior to fieldwork**, and be justified by references to recognized literature regarding archaeological methods and techniques.

Included in these guidelines are professional qualifications for principal investigators, a guide for conducting literature reviews and site-file searches, current curation regulations, and provisions for encountering human skeletal remains. Also included are current state guidelines for conducting independent archaeological research and excavations.

The WVSHPO reviews projects to determine what effects, if any, they may have upon significant cultural resources as outlined within Federal and State laws and regulations. These include Section 106 of the National Historic Preservation Act (NHPA), as amended, and its implementing regulations, 36 CFR 800: "Protection of Historic Properties", the National Environmental Policy Act of 1969, The Archaeological and Historic Preservation Act of 1974, and West Virginia State Code 29-1-8, and its implementing regulations, Title 82, Series 2: "Standards and Procedures for Administering State Historic Preservation Programs". Other mandatory regulations include State Code 29-1-8a, "Protection of human skeletal remains, grave artifacts and grave markers; permits for excavation and removal; penalties", and its implementing regulations, Title 82, Series 3: "Standards and Procedures for Granting Permits to Excavate Archaeological Sites and Unmarked Graves". The WVSHPO also assists federal and state agencies in the review of and compliance with their cultural resource regulations, including the implementation of Programmatic Agreements, Memoranda of Agreement and Memoranda of Understanding.

As part of the review process, the WVSHPO may recommend archaeological investigations within a given project area or Area of Potential Effect (APE). The necessity for an archaeological investigation is based on the proximity of known archaeological sites within or near the project area, and the probability that archaeological sites might be found within a specific landform. Review of existing land conditions also contributes to this process of determination. If there is a moderate or high probability that archaeological sites may be found within a defined APE, then an archaeological investigation is recommended. The following guidelines have been developed to aid archaeologists in conducting such investigations in the State of West Virginia.

II. Professional Qualifications

All consultants currently conducting archaeological investigations in the State of West Virginia are included in an approved list of consultants. To be included in this list, consultants must meet a series of minimum requirements in accordance with the Secretary of Interior's Professional Qualifications, 36 CFR Part 61. In order to be considered as Principal Investigator for archaeological investigations, a person must satisfy the following requirements:

MA/MS or Ph.D. in Archaeology or Anthropology
or closely related field ¹

plus

At least 1 year full-time professional experience or
equivalent specialized training in archaeological
administration or management.

plus

At least 4 months of supervised field and analytic
experience in general North American archaeology.

plus

Demonstrated ability to carry research to completion.

plus

At least one year of full-time experience
at a supervisory level in the study of
archaeological resources of the prehistoric
or historic periods.

_____To request consideration for placement on the West Virginia State Historic Preservation Office consultants list, please submit current and detailed curriculum vitae for all principal investigators and field directors to the Senior Archaeologist at the West Virginia Division of Culture and History. Corporate or abbreviated vitae will not be accepted. All archaeological investigations must be conducted under the supervision of an archaeologist who meets the above

¹ What constitutes a closely related field will be established on a case-by-case basis. Persons without degrees in anthropology or archaeology must submit additional documentation to certify the extent of their archaeological background. This may include demonstration of the amount of graduate level coursework in archaeology that has been completed.

qualifications.

III. Archaeological Site File Searches

As of August 1, 1996, all consultants conducting archaeological investigations in review and compliance-related cultural resource inventory projects must conduct a literature review and site file search **prior** to initiating fieldwork. In the event of emergency situations, the conduct of a literature review prior to fieldwork may be waived. The consultant must still conduct the literature review after completion of fieldwork. The consultant must also bear in mind that additional archaeological investigations may be necessary following the literature review.

Literature reviews and site file searches must be conducted at the West Virginia Division of Culture and History/State Historic Preservation Office, located in the Cultural Center in Charleston, West Virginia. Consultants must contact the Survey Archaeologist and/or National Register Survey Coordinator at least 48 hours before scheduling a file search. This is necessary to ensure that appropriate WVSHPO staff are available to assist consultants. Office hours are Monday through Friday, 9 am to 12 pm and 1 pm to 4:30 pm. Walk-ins will not be permitted access to the files. The office is closed between 12 and 1 pm for lunch. There will be no exceptions.

All documents and site files must be removed and returned to the shelves by SHPO staff. Consultants will not be allowed access to these materials unless SHPO personnel are present. Documents may be copied upon approval of SHPO staff at a cost of \$0.25 per page. Copies will be free of charge to representatives of state and federal agencies, Historic Landmark Commissions, and Certified Local Governments.

In accordance with the Memorandum of Understanding between the West Virginia SHPO and the United States Forest Service - Monongahela National Forest, all consultants requesting information concerning archaeological sites on the National Forest property must contact the Forest Service Archaeologist in Elkins, West Virginia at 304/636-1800. This information will not be made available by the WVSHPO.

In order to monitor literature reviews and file searches, the WVSHPO has developed a form (see Appendix G) that **must** be filed with all technical reports generated for projects in compliance with Section 106 of NHPA. All file search requests will be assigned the individual WVSHPO File Reference (FR) number, if known. This form must be submitted by the Principal Investigator of each project as an appendix to each technical report. Failure to conduct the literature review and site file search, or to submit the form, will result in the rejection of the project report.

IV. Section 106 and Cultural Resource Investigations

Cultural Resource Investigations are conducted in stages commonly referred to as Phase I, II and III. A discussion of each phase follows.

Phase I Investigation

Phase I investigation consists of a combination of background research and fieldwork designed to identify resources and define site boundaries within a given project area or Area of Potential Effect (APE). During the Phase I investigation, the entirety of the project area must be studied. Locations not surveyed or only partially examined during a Phase I investigation will require additional work. For extensive projects, such as reservoirs or highway corridors, a sampling strategy (i.e. predictive model) may be employed at this stage **only** after consultation with the WVSHPO staff and with WVSHPO approval.

_____Phase I fieldwork consists of a number of methods including pedestrian survey, excavation of shovel test probes, remote sensing, and deep testing of appropriate landscapes. The use of specific field methods and techniques is dependent upon the type of ground cover present, the topographic setting, and the amount of observed disturbance in a given situation.

Phase II Investigation

Phase II archaeological investigation is conducted in order to test or evaluate an archaeological site's eligibility for inclusion in the National Register of Historic Places (NRHP). In order to facilitate the evaluation process, specific information should be recovered during a Phase II investigation. This information may include, but is not limited to: evaluating areas of moderate and high artifact densities, determining the vertical limits of the site, the presence of intact, sub-surface, and/or stratified deposits, site structure, and site formation processes. One of the more traditional and standard means of recovering this information is through the excavation of test units.

Following the completion of Phase II investigations, a consultant should be able to make a Determination of Eligibility (DOE) for all resources evaluated. The Criteria for Evaluation are outlined in the Department of Interior's regulations, 36 CFR Part 60: "National Register of Historic Places". Specific references to Criteria for Evaluation are found in 36 CFR 60.4. Additionally, the National Park Service has a series of publications regarding the evaluation of particular cultural resources, including archaeological sites, historic mining properties, and cemeteries (see Appendix A). Consultants should be aware that the determination of eligibility must also take into account "data gaps", or lapses in our understanding of area history and prehistory.

Phase II investigations consist of additional background research and fieldwork. Prior to the initiation of fieldwork, a detailed and concise scope of work must be submitted to WVSHPO for approval. The Phase II scope of work may be submitted as an appendix or addendum to the completed Phase I technical report. If, during the course of fieldwork, Phase II methods are

4

found to be inadequate, the scope of work may be modified upon consultation with WVSHPO staff. In order to facilitate a DOE for an archaeological site, a member of WVSHPO staff may conduct an on-site evaluation to consult with the project sponsor and archaeological consultant.

_____Field investigations at the Phase II level are conducted to determine the horizontal and vertical limits of an archaeological site, and to retrieve spatial, temporal, and subsistence information about the site. Field investigations should be designed to retrieve the information necessary to determine the eligibility of a site without seriously impacting the contextual integrity of the resource. Therefore, a limited testing regimen should be developed upon consultation with the WVSHPO staff.

A number of field methods and techniques may be implemented during Phase II investigations. These include systematic, controlled surface collection, additional shovel tests, mechanical augering, hand-excavated test units, deep testing, mechanical removal of the plowzone, and use of remote sensing techniques.

Phase III Investigation

_____Once an archaeological site is determined to be eligible for inclusion in the National Register, the effect a project may have on the property must be assessed. Avoidance of the property results in a determination of no effect. If the property cannot be avoided, and if any damage or disruption of the resource will result from implementation of the project, a determination of adverse effect is made. Phase III investigation, also known as data recovery, is one response to such a determination. Data recovery efforts are undertaken to mitigate the adverse effect by recovering significant data or information prior to disturbance or destruction.

When Phase III investigations are necessary, the lead federal agency must submit a detailed data recovery plan to the WVSHPO for review and comment. If the Phase III is to be undertaken in completion of Section 106 responsibilities, the Advisory Council on Historic Preservation (ACHP) must also be contacted. Briefly, the data recovery plan must include an overview of previous investigations that were conducted for the archaeological resource(s). The data recovery plan must include a brief description of the Phase II finding and justification for the determination of eligibility, and should guide the level and effort of fieldwork to be conducted.

A number of field methods and techniques may be implemented during Phase III investigations, including hand excavated test units, deep testing, and mechanical removal of the plowzone and other sediments.

V. Background Research

Background research is a necessary component to fieldwork and allows the researcher to form a basic understanding of the environmental, geological and cultural history of the region and project area. Preliminary background searches also serve as the basis for developing archaeological and historical contexts for the region under study. A thorough knowledge of previously recorded cultural resources and environmental characteristics of a region or project area allows the researcher to formulate predictions for the types of archaeological sites that might be encountered during fieldwork. Through a synthesis of this information, strategies for conducting fieldwork may be developed and implemented.

Background research **must** be conducted prior to the initiation of any fieldwork for this to be successful. Documents available at the WVSHPO include United States Geological Survey (USGS) quadrangle maps containing the location of known archaeological sites and previously surveyed project areas, and corresponding archaeological site form files. WVSHPO also maintains a library of cultural resource management technical reports produced for Section 106 projects conducted in the state, as well as county-wide historical survey files, National Register Files and Coal Heritage Survey files. There are a number of other research facilities available for use including the West Virginia State Archives in Charleston, the Institute for the History of Technology and Industrial Archaeology and the Geological and Economic Survey at West Virginia University in Morgantown, and the Eastern Coal Fields Archives in Bluefield. The West Virginia Archeological Society maintains a substantial collection of documents at the South Charleston Library as well. Researchers should contact local historical societies, libraries and courthouses for project-specific information, and should examine artifact collections held privately or in museums when possible.

Prior to initiating Phase II fieldwork, the consultant must conduct additional background research concerning the environmental, archaeological and historical background of the region. The consultant should conduct limited, comparative research on a regional level to identify potential data gaps in the area. A research design should be developed to serve as a guide to fieldwork. The research design should formulate specific questions to be addressed during fieldwork. Research questions should facilitate the determination of eligibility for the resource.

During Phase III investigations, the background research should be inclusive and concentrate on those aspects stipulated in the research design. For historic sites, the background research should include extensive document searches from such sources as local histories, deeds, diaries, correspondence, and journals. Again, the research design should formulate specific questions that can be addressed during fieldwork. Potential research questions may include, but

are not limited to, the following:

- How does the site fit into known regional settlement patterns?
- How did its inhabitants exploit locally available plant, animal and mineral resources?
- What resources were available?
- What are the temporal and/or cultural affiliations of the site?
- What is the research potential of this site?

6

VI. Field Methods

Pedestrian Survey

A pedestrian survey is conducted over the entirety of the project area in order to determine the locations of above-ground resources (i.e. cemeteries, rockshelters, petroglyphs, pictographs, earthworks and foundation remnants) and to determine the nature of physical and environmental aspects of the project area. This method is most useful in situations where slopes exceed 20%. Pedestrian survey transects shall be spaced at 10-15m intervals to ensure proper ground surveillance. As survey is conducted, photographs of the survey area should be taken, and any above ground resources should be mapped.

Plow Stripping

In project areas which have been previously cultivated, plow-stripping may be used in combination with shovel test probes. Plow-strips should be at least 2m wide and be placed at 15m intervals across the entirety of the project area.

Controlled Surface Collection

A systematic, controlled surface collection may be conducted in areas with surface visibility greater than 75% (100% visibility is preferred). Areas which have been previously cultivated may be disked and/or plowed to create greater surface exposure.

The controlled surface collection should be conducted within a metric, grid-coordinate system superimposed upon the area to be evaluated. Collection units may be 1x1 m, 2x2 m or 5x5 m on a side, but one unit size must be used consistently. All collection units and artifact concentrations must be placed on a map accompanying the technical report. Alternatively, the investigator may map the x, y and z coordinates for diagnostic and other artifact classes, and map artifact concentrations using a total station theodolite or other surveying instrument.

Surface collection should be conducted to define the horizontal limits of a site, to increase the sample size of artifacts (particularly temporally diagnostic artifacts) and to facilitate the identification of moderate and high artifact densities across the site. The identification of these areas should guide the placement of hand-excavated units.

Shovel Test Probes

When ground cover exceeds 25%, shovel test probes (STPs), must be used to locate cultural resources. Shovel tests are used to define areas of low, moderate and high artifact densities in order to guide the placement of excavation units. At a minimum, shovel test transects should:

a). adequately cover project corridors (e.g. follow a project centerline and both right-of-way limits for corridors); and

7

b). be placed systematically on a metric grid or in transects on land parcels.

Shovel test transects should be placed at 10-15 m intervals over the entirety of the project area. Shovel test pits must be a minimum of .50 x .50 m in diameter and excavated into subsoil or at least 10 cm into archaeologically sterile sediments. All excavated soils must be passed through 1/4-inch mesh hardware cloth. Representative profiles and/or photographs of STPs, including Munsell descriptions, must be included in technical reports.

If an archaeological site is identified, a detailed plan map indicating the location of both positive and negative shovel test probes must accompany the report. For surveys with large APEs, the map should indicate locations where shovel testing occurred. These areas may be outlined with cross-hatching.

When slope gradients exceed 20%, the ground surface is flooded or waterlogged, or landscapes are extensively altered or disturbed, STPs will not be necessary. All areas not shovel tested must be fully documented by photographs and indicated on maps in the technical report.

When a positive STP occurs, subsequent shovel tests must be placed at 5 m intervals in all cardinal directions (radials) until two negative shovel tests in a row are encountered. Testing of positive radials is not necessary if site boundaries have been adequately defined through other methods.

When historic structures greater than 50 years of age are encountered, shovel tests must be placed around the perimeter of each structure in order to determine if historic archaeological deposits are present.

A distinction should be made between a *rock overhang* and *rockshelter*. A rock overhang is used to define absence of human occupation, while the term “rockshelter” is used when evidence of human occupation is identified. When rock overhangs are encountered during pedestrian survey, the floor should be inspected to determine the presence/absence of cultural materials. If cultural material is not evident on the floor, then a shovel test probe must be excavated to determine the presence of cultural materials.

Remote-Sensing Techniques

Remote-sensing techniques are non-invasive means of identifying archaeological sites. They may include (but are not limited to) aerial photography, metal-detecting, magnetometry, electrical resistivity, electromagnetic conductivity surveying, and ground-penetrating radar.

False-color infrared aerial photographs have been used to detect village patterns, earthworks, foundation remnants and mounds. The use of metal detectors has also been successful in identifying and examining archaeological sites, particularly historic and military sites. The use of a metal detector or any other remote sensing technique should supplement rather than replace shovel testing, and must be coordinated with WVSHPO staff.

8

The implementation of remote-sensing methods should be conducted by persons versed in their use and interpretation. Not every project area and/or site has the potential to produce results worth the expenditure of time and funding to conduct remote sensing. Consult with WVSHPO staff prior to implementing any such methods.

Deep Testing

Deep testing is often necessary to determine if certain landscapes or topographic settings contain deeply buried archaeological deposits. Deep testing is also used to determine if deeply buried cultural deposits exist and to collect information on site structure and site formation processes. Appropriate landscapes include but are not limited to flood plains, terraces, and colluvial/alluvial fans.

During Phase I and II investigations, deep testing is conducted to determine the presence, absence, and nature of buried archaeological deposits. A variety of deep testing methods and techniques may be used, including backhoe trenching, hand-augering, truck-mounted borings to remove intact soil cores, and the examination of cut-bank profiles. The methods used depend upon the topographic setting, the size of the project area, and consultation with WVSHPO staff. Representative photographs and soil profiles, as well as detailed illustrations and descriptions of soil strata and composition, must be included in the technical report for any method chosen. Deep testing methods are used to supplement archaeological investigations, and are not a substitute for STPs or test units. The WVSHPO staff recommends that a professional geomorphologist be consulted during Phase II investigation to develop a geomorphological history and to define site formation processes within the project area. This information must be included in the final report.

The number and placement of backhoe trenches is dependent upon the landscape and should be determined in consultation with WVSHPO staff. Backhoe trenches should be excavated until Pleistocene or channel lag deposits are reached, if possible. Trenches should be excavated in such a way that soil strata may be examined, profiled, recorded, photographed and sampled safely. A complete and detailed profile of any trench must be included in the technical report, including the depth, length, and width of the trench. Additionally, the location of each backhoe trench must be mapped and included in the technical report. Photographs of profiles

must be taken with a photo board and vertical scale. The ground surface of the trench must be clearly visible in the photograph. It is the consultant's responsibility to ensure that all deep testing is performed in compliance with OSHA standards while attaining the necessary soils and resource information.

In order to correlate cultural and geomorphological data on landform and site formation processes, a .50 x .50 m test unit must be excavated along one wall of each backhoe trench. Units must be excavated in 10 cm arbitrary levels within artificial or natural soil strata. All excavated soils must be passed through a 1/4-inch mesh hardware cloth. Test units are not necessary for each backhoe trench, if soil columns are also being gathered.

9

During Phase III investigations, deep testing is often conducted to facilitate and guide data recovery efforts. Identification of archaeological and geological strata in backhoe trenches can coordinate excavations of deeply buried deposits. Understanding the geomorphological development of the area is as significant as understanding the cultural development of the site. Again, the WVSHPO staff recommends that a professional geomorphologist be consulted.

Excavation Units

Phase II Investigations

During a Phase II investigation, the placement of excavation units should be based on data gathered during the Phase I. Excavation units should also be placed so that the optimum amount of information is gathered without destroying the integrity of the site. Excavation units should be placed within a grid-coordinate system to ensure continuity. Units must be hand-excavated and at least 1x1 m on a side. Units may also be 1x2 m, or 2x2 m, but the unit size that is selected must be used consistently. Hand-excavated units should be excavated in 10 cm arbitrary levels within cultural or natural soil stratigraphy. In situations where soil strata are compacted or difficult to discern, an investigator may also use 5 cm arbitrary levels. All units must be excavated at least two levels (20 cm) below cultural deposits. All excavated sediments must be passed through 1/4-inch mesh hardware cloth. Two contiguous walls of each test unit must be troweled, profiled and photographed.

If cultural features or stratified cultural deposits are encountered during testing, an appropriate sampling strategy must be used. A detailed discussion concerning feature excavation and sampling strategies is found in the sections on **Feature Identification** and **Sampling Procedures**.

Test units placed near standing structures or foundation remnants may be excavated in the English System of measurement in accordance with current and acceptable historic archaeological excavation techniques. If structures and foundations are not evident, however, excavations should follow metric excavation techniques.

When rockshelters are evaluated, excavation strategy should take into consideration the types of site formation processes that developed these resources. Rockshelters represent a delicate and fragile archaeological resource, and contain sensitive environmental information. Because of the nature of deposition found in rockshelters, cultural deposits may be quite shallow, and may contain multiple occupation levels. The number and placement of test units within a rockshelter is dependent upon the size of the shelter to be tested. If possible, rockshelter deposits should be excavated in 5 cm arbitrary levels within cultural or naturally deposited sediments. If 5 cm levels are not possible, the investigator may wish to increase vertical control by obtaining x, y and z coordinates for diagnostic artifacts. If activity loci are defined, this method of vertical control may be used for other artifact classes. All soils should be passed through hardware cloth with mesh no larger than 1/4-inch, although mesh as fine as 1/8-inch may be used if necessary. At least one test unit should be placed outside the drip line of the shelter. Appropriate excavation of features and sampling strategies should follow those outlined below.

10

Phase III Investigations

During Phase III investigation, test units should be placed in order to optimize data recovery. Phase II investigations and the data recovery plan should guide the placement of test units at the site. For example, the use of block excavations may facilitate access to deeply buried archaeological deposits. Test units should be used where the use of heavy machinery (such as belly pan scrapers) would negatively impact archaeological deposits. The data recovery effort should include testing of both high and low density areas.

Mechanical Removal of Plowzone and Other Sediments

The mechanical removal of plowzone may be implemented only upon consultation and with the approval of WVSHPO staff, and should be stipulated in any scope of work or data recovery plan. Plowzone removal may be conducted in areas that were subject to previous cultivation practices and that exhibit a **definable** plowzone.

Plowzone removal may be used in previously cultivated areas to facilitate the identification of subsurface features. The degree of plowzone removal shall be determined by the intensity of the investigation effort. Plowzone removal during Phase II investigation should be as non-invasive as possible in order to protect the integrity of the site. Removal during data recovery efforts may be as extensive as necessary to identify subsurface features. It is also acceptable to mechanically remove sediments in order to reach buried archaeological deposits, if buried deposits are **known** to be overlain by culturally sterile soils (i.e. fill).

Phase II Investigations

Following the removal of plowzone, the area should be shovel-scraped or trowel-scraped to expose a clean surface for inspection and identification of subsurface features. A detailed

discussion on feature excavation and sampling strategies is found in the sections titled **Feature Identification** and **Sampling Procedures**.

Phase III Investigation

The mechanical removal of the plowzone may be implemented during Phase III investigations in areas that were subject to previous cultivation practices and that exhibit a **definable** plowzone. During Phase III investigations, plowzone removal may be conducted to expose large, contiguous areas of the surface in order to identify sub-plowzone features.

Feature Identification

Once a subsurface feature has been identified (e.g. postmold, hearth, storage/trash pit, etc.), its location must be mapped according to the site grid-coordinate system. Each feature must be mapped in planview and photographed. Once the planview has been drawn, one-half of the feature must be excavated in order to determine its content and stratigraphic profile. Features may be excavated in halves or quarters along its long axis. If internal stratigraphy is evident,

11

features should be excavated in 5-10 cm levels within stratified deposits or depositional episodes. One-half of each feature must be profiled and photographed. All profiles should have a north arrow, scale and key. Once the feature has been completely excavated, the basin should be photographed. All photographs should be taken with a photo board, vertical scale and north arrow.

Sampling Procedures

During the course of Phase II and III excavations, appropriate samples must be taken to aid the investigator in gathering as much information about the archaeological site as possible. Samples gathered from test units and features should be removed below the plowzone level to reduce the risk of contamination. It is especially important to collect samples from enclosed environments such as rockshelters, the interiors of containers and vessels, and burials.

Collected samples should include charcoal (for radiocarbon dating and species identification), flotation, phytolith, pollen, and soil. Flotation samples should be at least 5-10 liters in size and taken from each level below plowzone. Flotation samples gathered from features may be up to 15 liters per excavated half, or the half itself may be taken for a flotation sample. If internal stratigraphy is evident within feature fill, then a flotation sample should be removed from each stratified deposit. The types of samples to be gathered depend upon a number of factors including preservation, funding and processing capabilities. Most samples must be processed and analyzed by specialists.

Recovery Methods

The methods of recovering archaeological materials should be guided by the Phase II workplan or the data recovery plan. Methodology becomes particularly important when attempting to retrieve information on subsistence or settlement patterns. For example, dry and wet screening methods are both acceptable. Wet-screening, however, is less destructive to botanical and faunal materials. The technique chosen also depends upon soil types and conditions. All excavated soils should be screened through 1/4-inch mesh hardware cloth, although 1/8-inch and 1/16-inch mesh hardware cloth is also acceptable if smaller artifacts or ecofacts are expected to be recovered.

VII. Recordation and Documentation of Archaeological Sites

An archaeological site may be defined as a locus of human activity that is manifested by the presence of artifacts. Examples of archaeological sites include isolated finds, petroglyphs, pictographs, rockshelters, village sites, cemeteries, prehistoric earthworks and mounds, historic earthworks and fortifications, farmsteads, industrial sites, foundations, and ephemeral scatters of prehistoric and historic debris.

When an archaeological site is identified, additional steps are necessary to determine its horizontal boundaries. During a pedestrian survey, site boundaries can be defined by reducing survey intervals between observation points (in a plowed field) or by implementing shovel test probes (in wooded or grassy areas). If a previously recorded site is known to be within an area it must be relocated and re-identified.

Proper recordation and documentation of historic or prehistoric archaeological sites requires representative photographs and/or profiles of STPs, and the placement of STPs on the site map. Representative photographs of identified sites must also accompany each site form and technical report.

A West Virginia Archaeological Site Form (see Appendix H) must be prepared for each identified site. A revised archaeological site form must be prepared for each relocated and re-identified site. A West Virginia Isolated Find Site Form (see Appendix I) must be completed for each isolated find, defined as a single artifact find. A West Virginia Cemetery Survey Form (see

Appendix J) must be prepared for each identified cemetery. If standing structures are identified within the boundaries of the project area, then a West Virginia Historic Property Form must be completed (see Appendix K).

Completed West Virginia Archaeological Site forms must include the following: a detailed site plan or sketch map (must include location of STPs), a USGS quadrangle map with site location noted, and representative photographs of the site. The USGS map must include a north arrow, scale, quad name, year and contour interval. Site sketch maps must include a north arrow and scale. The form should also include a discussion of artifact densities or percentages noted, as well as a discussion of all diagnostic artifacts recovered. If structural or foundation remnants are identified, a site plan or sketch map of each foundation must be included. Two copies of each site form must be submitted separately, one for the permanent site records and one as an appendix to the technical report. Site forms must be printed on acid-free paper. Incomplete forms will be returned for revision.

Permanent, trinomial site numbers will be assigned upon receipt of the **original** archaeological site form. Facsimile transmission of site forms is not acceptable. As stated in WVSHPO June 25, 1994 and March 23, 1998 letters, site numbers will **not** be assigned over the telephone. Archaeological site numbers will be assigned within three working days upon receipt of the form. Site numbers are not necessary for report submission.

13

If a previously unrecorded site is identified during Phase II investigations, a West Virginia Archaeological Site Form must be prepared. An amended and revised archaeological site form should also be prepared for each site in which Phase II investigations have been completed. The form should include information concerning site size, archaeological components present, diagnostic artifacts recovered, and artifact density. The form should also include a map indicating the location of investigations and site boundaries.

VIII. Inclusion of West Virginia Historic Property Inventory Forms

When historic buildings or structures are located within the area of potential effect or project area, no archaeological report is complete without their identification and evaluation. Although report text may include a description of the resources, the West Virginia Historic Property Inventory Form (see Appendix K) must be completed. Original forms must be submitted separately, and copies may be included in the bound report. If Phase I archaeological results dictate additional research at the Phase II level, evaluation of the standing structure(s) according to National Register Criteria may be postponed until that time. If not, full evaluation of the structure(s) must be submitted with the completed Phase I report. Full evaluation includes, at minimum, the following:

1. Historic Context: an explanation of the relationship of the resource to its setting and historic use. Include dates within which the property was in use;
2. Deed Research: identification of date of construction and property ownership;
3. Oral History: information obtained from local informants regarding ownership, use and significance of the property;

4. Brief Description: information regarding the appearance of the structure and materials used in its construction; and
5. Statement of Significance: in relation to National Register Criteria.

The WV SHPO relies upon National Register (NR) Bulletins for further guidance regarding application of the Criteria of Eligibility. Notable among these are NR Bulletin No. 15 “How to Apply the National Register Criteria for Evaluation”, NR Bulletin No. 24 “Guidelines for Local Survey: A Basis for Preservation Planning”, and NR Bulletin No. 21 “Defining Boundaries for National Register Properties.” The WV SHPO encourages early consultation regarding historic properties, and can provide further guidance upon request.

IX. Recommendations

Phase I Investigation

If data generated during a Phase I investigation clearly document the absence of cultural resources, or if identified cultural resources do not meet the criteria for eligibility to the National Register of Historic Places, then a recommendation of no additional work is appropriate. WVSHPO staff will provide additional recommendations to the lead agency regarding the eligibility of the resource and whether additional investigations are necessary.

In order to reach this conclusion, reasons for the determination of ineligibility must be clearly stated. For example, an isolated find usually does not meet the minimum Criteria for inclusion in the National Register and will require no additional investigation. The recordation and documentation of such a site exhausts its research potential, therefore the project will have no effect on the site.

If the research potential for a particular site has not been exhausted at the Phase I level, further archaeological investigations may be necessary. A number of factors and questions may

be considered at this point, including site integrity, presence/absence of intact stratigraphic deposits, subsurface features and/or ecofactual materials, site location, and topographic setting.

If the eligibility of an archaeological resource cannot be determined upon completion of Phase I investigations, then avoidance or Phase II testing may be recommended. If avoidance is not a viable option, then Phase II investigations must proceed.

Phase II Investigation

At the close of Phase II investigation, the investigator must provide recommendations regarding the eligibility of the resource(s) for inclusion in the National Register of Historic Places. Following these recommendations, the federal agency responsible for the undertaking, in consultation with the WVSHPO, makes a final determination of eligibility. If the WVSHPO disagrees with the report's recommendations, or determines that the report is incomplete or insufficient, further Phase II investigations may be required in order to make an accurate determination.

If the resource is recommended to be not eligible for inclusion in the National Register of Historic Places, and the consulting parties concur, then no further archaeological investigations are considered necessary. Monitoring during construction activities may be recommended to ensure that a qualified archaeologist is on site in the event that archaeological deposits or features are discovered.

If the resource is recommended as eligible to the National Register and the consulting parties concur, the agency responsible must determine what effect the undertaking will have on the resource. In accordance with 36 CFR 800.5, the responsible agency must apply the Criteria of Effect. Once a resource has been determined to be eligible, two options may be exercised:

16

- 1). Avoidance
or
- 2). Mitigation

If a resource can be avoided, then the undertaking will have no effect on the National Register eligibility of the resource (36 CFR 800.4(d) as defined in 800.16(i)). If avoidance is possible, stipulations must be established to ensure that the resource will not be harmed. Avoidance measures may require fencing or monitoring activities.

If avoidance is not an option, then the undertaking will have an adverse effect on the resource in accordance with 36 CFR 800.5(a)(1). A finding of adverse effect requires resolution under 36 CFR 800.6, including involvement of consulting parties and the Advisory Council on Historic Preservation. Consultation results in the development of a Memorandum of Agreement outlining the methods to be used in the resolution of the adverse effect.

Phase III data recovery is usually recommended in response to a determination of adverse effect. Once data recovery efforts have been recommended as a mitigative response, a detailed data recovery plan must be submitted for review and comment to the WVSHPO and the Advisory Council on Historic Preservation. The WVSHPO will respond with written comments within thirty days of receipt of the data recovery plan.

X. Determination of Eligibility

A number of factors must be considered in order to make eligibility recommendations. The investigator must be able to answer the following questions: Does the data recovered answer research questions posed in the scope of work? More importantly, does the site have the potential to address research questions not answered?

The quality of significance is of paramount importance in any determination of eligibility for inclusion in the National Register. There are four Criteria of Eligibility, and a resource must meet at least one of these to be considered eligible (NR Bulletin No. 15). Briefly, these Criteria are:

- A. Association with events that have made significant contributions to broad patterns

- of history;
- B. Association with the lives of persons significant to our past;
- C. Embodiment of distinctive and significant characteristics of a type, period or method of construction;
- D. Having yielded, or having the potential to yield, significant information important to prehistory or history.

Archaeological sites are most often determined eligible under Criterion D, but may qualify under any or all of the Criteria above. For instance, a Civil War battlefield site may be eligible under Criterion A for its association with a pivotal conflict. Archaeological properties may also be classified as individual sites or as historic or prehistoric districts (NR Bulletin No. 36). It is important to keep the overall context of the site in mind when presenting a determination of eligibility.

There are several variables to consider when making recommendations concerning the eligibility of an archaeological site. These include the following:

- 1). Integrity
- 2). Site Type
- 3). Temporal and Cultural Affiliation

Archaeological sites are complex and the variables noted above are interrelated. Generally, an archaeological site is not considered eligible on the merits of one variable alone. In addition to these variables, the researcher should be familiar with the literature covering the area under study. This includes a familiarity with the so-called "gray literature" found in preservation offices and universities. A discussion of each variable follows.

A. Integrity - The integrity of an archaeological site is one of the most important variables to consider when determining the eligibility of a resource. Integrity refers to the level of site preservation as well as to the quality of information recovered from that site. The site must possess relatively intact deposits, even if such deposits lie beneath a plowzone or

18

other surface disturbance. As well, the site must provide spatially, temporally, and functionally diagnostic information (NR Bulletin No. 36).

B. Site Type - The type of site under investigation also contributes to the eligibility of a resource. It is important to consider the data that may be retrieved from a site and how that information may contribute to the understanding of similar site types in the state. Sites that address "data gaps", or areas where little or no documented archaeological research exists, are also potentially eligible. For example, little is known about historic grist mills in the western portion of the state, any information that can be gathered from such a site will contribute significantly to our knowledge of the archaeological record.

- C. Temporal or Cultural Affiliation - The age or temporal affiliation of a site is another important factor to consider. Some archaeological investigations have focused on sites from a specific temporal or cultural affiliation, to the exclusion of others. Again, sites that address such “data gaps” must be carefully considered.

XI. Data Recovery Plan

The data recovery plan must include an overview of previous investigations that were conducted for the archaeological resource(s) in question. The data recovery plan must include a brief description of the Phase II finding and justification for the determination of National Register eligibility. The plan must also discuss the research potential of the archaeological site(s) under study. The investigator must develop a research design that is tailored to the specific site type, and formulated to gain optimum information from the archaeological site. The development of research questions or topics may guide the research design. Research

questions may include such topics as placement of the site into regional subsistence and settlement patterns, or development of data regarding raw material procurement and trading networks.

A detailed discussion of field and laboratory methods should follow the introduction and research design. A field methods and technique section should discuss an excavation plan, including the size and number of test units and total square meters to be excavated. This section should indicate whether test units are to be excavated in arbitrary or natural levels, or arbitrary levels within natural or archaeological strata. It should also include unit level depth, in centimeters for prehistoric sites or inches for historic sites. As well, this section should discuss recovery techniques and what size hardware cloth mesh will be used. If large-scale mechanical stripping is to occur, the total area of exposure must be determined and included in this section.

The field methods section should also be concerned with the sampling strategy to be used. Because of the time and funding required, it is not always possible to excavate an entire site. In these instances, the site must be sampled in order to properly mitigate an adverse effect. Phase II investigations should be used to determine areas in which to concentrate data recovery efforts. This section must include the types of samples to be taken (e.g. radiocarbon, flotation, and soil), how they are to be recovered, and sample size. Methods for identification, excavation, and sampling of features must also be discussed.

A laboratory methods section should discuss the types of analysis to be used and how analysis is to be conducted. It should also discuss any special methods that may be used (e.g. residue or use-wear analysis, etc.). The data recovery plan should also contain discussion of the identification and treatment of human skeletal remains. In accordance with 36 CFR 79: "Curation of Federally Owned and Administered Archeological Collections", the data recovery plan must discuss the treatment and disposition of artifactual materials and associated documents.

Finally, the data recovery plan must include information about public access to data generated by the project. This may consist of setting up public displays or providing copies of reports to local public libraries, landmark commissions, historical societies or schools. Other means may include public lectures, videos, web sites, or traveling exhibits. The manner in which public access is provided should be developed in consultation with the sponsor and WVSHPO. Any revisions or amendments to the data recovery plan must be reviewed and approved by the WVSHPO and the ACHP prior to commencement of work.

XII. Report Format

Cultural resource reports for different stages of project development should adequately reflect the level of investigation completed. The following format outline is intended to serve as a guide to the types of information that should be included in each report. Certain sections may not be applicable to Phase I or Phase II investigations. The Society for American Archaeology

style guides should be used in preparing any report. Two copies of the report, one with original photographs and on acid-free paper, must be submitted to WVSHPO for review and comment.

During Phase I, II and III investigations, expedient review is often necessary in order to accommodate various state and federal agency project schedules. To facilitate these reviews, WVSHPO has (on a case by case basis) agreed to accept variations to technical reports, including Management Summaries, Addendum Reports and Letter Reports. For projects where no cultural resources or isolated finds are identified, Abbreviated Reports are acceptable. The formats for Management Summaries, Addendum Reports and Abbreviated Reports are found below. The numbers and letters referenced are defined in the Standard Technical Report Format.

Management Summaries

In order to expedite the review of a project, Management Summaries are acceptable with the understanding that a completed Phase I or Phase II report is still required. At the minimum a Management Summary should include:

- Title Page
- Introduction, 3 a-c (Standard Technical Report Format)
- Environmental Setting, 4 d
- Field Techniques, 7
- Results/Inventory of Resources, 9 a (1,2,4,5,6); and b (1,3,4,5,7)
- Composite Assemblage, 10 c
- Recommendations
- Conclusions
- References Cited
- Signed copy of Cultural Resources Files and Library User Registration and Research Record Form

Addendum Reports

If Phase I investigations are an extension or amendment to a previously submitted and reviewed project, an Addendum to the existing report may be prepared in lieu of a standard Phase I report and should include:

- Title Page
- Introduction, 3 a-c
- Environmental Setting, 4 d
- Field Techniques, 7

21

- Results/Inventory of Resources, 9 a (1,2,4,5,6); and b (1,3,4,5,7)
- Composite Assemblage, 10 c
- Recommendations

Conclusions
References Cited
Signed copy of Cultural Resources Files and Library User Registration and Research Record Form

Abbreviated Technical Reports

If no cultural resources have been identified during a Phase I Investigation, an Abbreviated Technical Report is acceptable for submission and must include:

Title Page
Introduction, 3 a-c
Environmental Setting, 4 c-d
Field Techniques, 7 a-c, and h
Results 9 a (1-5)
Recommendations
Conclusions
References Cited
Signed copy of Cultural Resources Files and Library User Registration and Research Record Form

Standard Technical Report (Phase I, II and III Investigations)

1. Title Page:

- a. Title of report including name and location of project;
- b. Author(s);
- c. Principal Investigator(s), affiliation, address, phone number and signature (mandatory);
- d. Name, address and phone number of client;
- e. Lead state/federal agency and contract/permit number(s);
- f. Date of report; and
- g. WVSHPO-assigned FR number, if known (should be placed in upper right hand corner of report to facilitate tracking).

2. **Abstract/Management Summary:** Should not exceed two pages, and should include:
 - a. Brief description of the project and purpose of investigation; and
 - b. Precise summation of report's findings, conclusions and recommendations.
3. **Introduction:** Discuss the purpose of the project, results and possible impacts to archaeological sites, including the following information:
 - a. Project sponsor, permit/contract numbers and include statutory regulations under which project is being conducted;
 - b. Detailed description of project area or area of potential effect (APE), specific project location (including county, town, or township), number of acres surveyed, reason for conducting project, how project areas were investigated, and potential impact on cultural resources. Locate the project area geographically on a state or county map, and include the project area on a 7.5' USGS quadrangle. Include the name and date of the USGS map. Construction or project planning maps may also be included. Each map must include a north arrow and key;
 - c. Dates of the investigation and personnel involved in the project; and
 - d. Disposition of field notes, artifacts and other materials.
4. **Environmental Setting:** This should be a detailed description of the project area environment, focusing on its resource utilization potential and factors affecting the preservation of archaeological sites. This should include past and present disturbances within the project area. This section should also discuss the ecological methods and techniques used to model past environments. At a minimum the following information should be included:
 - a. Physiographic province and local features of the landscape, including discussions of drainage, soils, hydrology, geomorphology, and geology;
 - b. Regional/local Pleistocene and Holocene environmental overview (if appropriate);
 - c. Modern environmental setting (historic environment and land use patterns, etc); and
 - d. Current land use pattern in project area.
5. **Previous Archaeological Investigations and Background Overview:** This section should include a statement that a site file search has been conducted at WVSHPO. An overview of previous archaeological investigations should include the names of investigators, institutions, dates of work, research purposes, methods, and results. A USGS 7.5' map indicating the locations of previously recorded archaeological sites

within a one mile radius must be included. Other information to be included:

23

- a. Location and nature of any publications, manuscripts, field notes and collected materials;
 - b. Informants and their addresses;
 - c. Listing of all known resources located within a one-mile radius of the project area, including all National Register properties and historic properties within and adjacent to a project area. (All previously identified archaeological sites and historic properties must be located on the appropriate USGS 7.5' quadrangle map, including the current project area); and
 - d. Concise synopsis of the prehistoric and historic cultural record for the project area and the surrounding region.
6. **Research Design:** Include a discussion on the expected archaeological potential for the project area and research objectives. This section should focus on the relation of the investigations to state, regional, and national archaeological, architectural and historical studies. Discuss the hypotheses and implications to be tested, including techniques (field and laboratory) used to test implications. Include discussions on the limitations of the research design.
7. **Field Techniques:** This section should be presented so that reviewers and future researchers may reconstruct what was done and why. Present a detailed discussion and evaluation of field techniques employed, including types of information collected, sampling techniques, artifact retrieval, and provenience recording measures. Include the following information:
- a. Field maps (should include locations of all areas investigated, including pedestrian and subsurface surveys);
 - b. Surface-survey techniques: Describe and justify in detail techniques used in the project area and on specific sites. Document surface conditions, survey intervals, and collection methods;
 - c. Subsurface techniques: Document shovel test and other subsurface methods used, including STP intervals and dimensions, and recovery methods used;
 - d. Remote-sensing techniques: Describe and evaluate;
 - e. Test units: Describe test units, discussing size, depth, types of levels used and screen mesh size. Specific information about individual units should be discussed in the

results section;

f. Backhoe trenches: Describe backhoe trenches, methods used, discussing length, width depth and location. Specific information about individual backhoe trenches should be discussed in the results section;

24

g. Features: Describe methods used to excavate features. Specific information about individual features should be discussed in the results section; and

h. Note all constraints on the investigation (e.g. limited access, poor visibility, landowner restrictions and weather conditions).

8. **Laboratory Methods and Artifact Curation:** This section should involve a detailed discussion of laboratory methods used to analyze and curate artifacts, and should include the following:

a. Describe classificatory or typological schemes used in artifact description and analysis. Give rationale for selection;

b. Discuss all metric and non-metric techniques used to process and analyze artifacts and other archaeological materials;

c. Note means of chronological determination for artifact assemblages (e.g. relative or radiometric);

d. Describe any specialized samples that were recovered and how they were processed and analyzed (e.g. flotation, radiocarbon, faunal, botanical, pollen, soils, residue analysis, lithics, ceramics or skeletal remains). Discuss size of samples taken; and

e. Include information regarding the future location of the curated artifacts and documents.

9. **Results/Inventory of Resources:**

a. Results: Discuss the results of fieldwork, including surface and subsurface investigations.

1. Maps should include the location of all STPs, auger probes, backhoe trenches, collection blocks, test units and features. All maps must include a north arrow scale, and legend;

2. Representative profiles of STPs, auger probes, backhoe trenches, and test units

must be in the report. All profiles must include a scale and legend;

feature
are
quality
preferred, but color

3. Representative photographs of the project area, excavation unit profiles, profiles, and backhoe trenches must be included. Photographs must have a photo board, scale, and legend. Photographs of backhoe trenches must include a vertical scale. All captions must include the direction from which photos taken. Original photographs, halftones or their equivalents, and high-scanned images are acceptable. Black-and-white photos are preferred, but color are also acceptable;

25

4. Describe the number of STPs, test units, auger probes, and backhoe trenches excavated. Discuss the total area excavated in square meters. If large areas were exposed through plowzone removal, indicate the amount of area in square meters;

5. Describe soils identified in STPs, test units and backhoe trenches, including texture, composition, and Munsell. Include a discussion on geomorphology and site formation processes. Discuss depth or limits of cultural deposits at site;

6. Indicate the depths at which artifacts were encountered within STPs and their overall density across the site;

7. Include planview and profile drawings of identified features with the appropriate scale and legend. Discuss and describe identified feature types (e.g. postmolds, hearths, basin-shaped pits, etc.). Information on length, width, and depth may be presented in table format;

8. Artifact densities per unit and unit level should be presented, as well as distribution of artifact types per unit and unit level. Unit and feature descriptions should include total artifacts and artifact types recovered;

9. Discuss comparisons in the variability between test unit and feature artifact frequencies across the site; and

10. Discuss the occupational history of the site.

b. Inventory of Resources: Discuss all of the cultural resources (i.e. archaeological and architectural) identified during the investigation. Clear, concise descriptions of the resource should include:

1. Maps: Include the location of all identified sites on USGS quadrangle. Sketch or site maps should include the location of all positive/negative STPs, as well as foundations, structures, earthworks, and gravestones;

2. Photographs: Include representative photographs of all resources identified;
3. Site number;
4. Site size and boundaries;
5. Site location, including verbal location description and UTM Coordinates;
6. Site setting, including landform, elevation, soils, and nearest water source;

26

collection,
artifacts

7. Discussion and description of artifacts recovered from STPs, surface test units and backhoe trenches. Discuss the number and types of artifacts recovered from each site, including the overall artifact density across the site; and

8. For historic sites include a discussion on archival research conducted for the site. Include chain of title, deeds, manifests and other inventories.

10. **Composite Assemblage:** This section should present the results of artifact and sample analysis, including:

- a. Definitions of analytical units used (e.g. used flake, shatter, biface, projectile point);
- b. Metric observations on artifacts recovered (i.e. length, width, thickness, weight, etc);
- c. Complete inventory of all artifacts and other materials recovered from field investigations with appropriate provenience information;
- d. Photographs and/or drawings of representative artifact types and diagnostic artifacts, including key and scale;
- e. Description and discussion of specialized analysis conducted (e.g. faunal and botanical);
- f. If variable densities are noted (e.g. define activity areas), discuss the variation in artifact types recovered at the site from one area to the next;
- g. If multiple occupations or components are identified; discuss variability in artifact density and types among and between components; and
- h. Discuss intersite variability, comparing the artifact assemblage between site and

similar sites in the region.

11. **Evaluation of Research:** Discuss and evaluate research goals and questions addressed in the research design, including:

- a. Data reliability;
- b. Relation of analysis to stated goals;
- c. Synthesis and comparison of analytical results;
- d. Integration of ancillary data;

27

e. Identification and discussion of the data in terms of regional and local history and prehistory; and

f. Address future research questions.

12. **Recommendations:** This section must be a concise statement concerning the eligibility of identified resource(s). Information must contain adequate information so that proper management decisions can be made. The following recommendations may be made:

A. No cultural resources present - no additional work (Abbreviated Report is acceptable)

B. Cultural resources present:

1. Resource is not eligible to the National Register - No Effect determination

2. Eligibility of resource is indeterminable - Phase II testing recommended

3. Resource is considered eligible to the National Register and project will have Adverse Effect:

- a. Develop Memorandum of Agreement, stipulating mitigative measures; and
- b. Develop data recovery plan to be implemented

4. Resource is considered eligible to the National Register and project will have no effect, through:

- a. Avoidance; or
- b. Preservation in Place

13. **Conclusions:** Succinct summation of project, findings, recommendations and effect determination.
14. **References Cited/Bibliography:** Must conform to the following Society for American Archaeology guidelines: **Editorial Policy, Information For Authors, And Style Guide For American Antiquity and Latin American Antiquity**, revised August 1996.
15. **Appendices**
 - a. Project correspondence;
 - b. Full reports on ancillary studies (may be placed within main body of report);
 - c. Artifact inventories;
 - d. Site forms (must also be submitted separately);
 - e. Current curriculum vitae of principal investigators and field directors; and
 - f. Signed copy of Cultural Resources Files and Library User Registration and Research Record Form.

Table of Contents

I.	Introduction	Pg. 1
II.	Professional Qualifications	Pg. 2
III.	Archaeological Site File Searches	Pg. 3
IV.	Section 106 and Cultural Resource Investigations	Pg. 4
V.	Background Research	Pg. 6
VI.	Field Methods	Pg. 7
VII.	Recordation and Documentation of Archaeological Sites	Pg. 13
VIII.	Inclusion of West Virginia Historic Property Inventory Form	Pg. 15
IX.	Recommendation	Pg. 16
X.	Determination of Eligibility	Pg. 18
XI.	Data Recovery Plan	Pg. 20

Appendices

Appendix A: Reference Materials	Pg. 30
Appendix B: Excavation and Analysis of Human Skeletal Remains	Pg. 33
Appendix C: Treatment of Human Skeletal Remains	Pg. 41
Appendix D: Application for Archaeological Excavation Permit	Pg. 43
Appendix E: Application for Archaeological Excavation of Unmarked Human Graves	Pg. 46
Appendix F: User's Guide to the Cultural Resource Files	Pg. 50
Appendix G: Cultural Resource Files and Library User Registration And Research Record Form	Pg. 52
Appendix H: West Virginia Archaeological Site Form	Pg. 55
Appendix I: West Virginia Isolated Find Site Form	Pg. 61

Appendix J:	West Virginia Cemetery Survey Form	Pg. 64
Appendix K:	Historic Properties Inventory Form	Pg. 68
Appendix L:	Curatorial Guidelines - Collections Management Facility	Pg. 72
	* Deed of Gift	
	*Memorandum of Understanding for Curatorial Services	

Appendix A - Reference Materials

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Planning Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 2nd**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Submission of the Planning Commission Annual Report**

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

Planning Commission is required to submit an annual report on the operations of the planning commission and the status of planning within its jurisdiction. This report was prepared by the Office of Planning and Zoning staff and approved by Planning Commission on August 12, 2025. The report is an overview of major activities performed by the Office of Planning and Zoning, the Board of Zoning Appeals, and Planning Commission. The quarterly reports are attached detailing what projects processed in each quarter.

Is this a funding request? Y/N No

If so, how much? N/A

Provide exact financial impact/request: N/A

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

N/A

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

If not attached, explain: Report is attached.

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

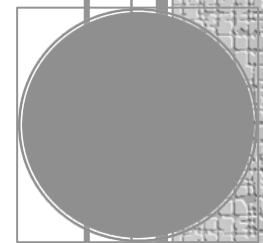
not applicable

ANNUAL REPORT FOR PLANNING AND ZONING

FY 2025 (July 1, 2024 – June 30, 2025)

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on August 12, 2025.



FY 2024 Annual Report for Planning and Zoning (July 1, 2024 – June 30, 2025)

Attached is an electronically generated report of all applications submitted and reviewed within FY2024. This data is being provided as a part of the Annual Report from the Planning Commission and Offices of Planning and Zoning to the County Commission as required by State Law. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings:	18 Meetings
Comprehensive Plan Work Sessions:	2 Work Sessions
Comprehensive Plan Public Input Meetings:	3 Public Meetings
Subdivision Regulations Text Amendments	1
#STA24-01 Proposed Amendment to Division 24.300 of the Jefferson County Subdivision and Land Development Regulations, “Waivers” to add a Public Hearing requirement. <i>PC PH held 4/09/24; referred to County Commission; CC Public Hearing 6/27/24.</i>	
Zoning Ordinance Text Amendments	None
Zoning Map Amendments/Rezoning	2
#24-2-Z Petition for a Zoning Map Amendment to rezone the subject parcels of the Media Farm Property from Rural to Residential Growth was found to be consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> . Owner/Applicant: Harvest Homes, LLC. Property Location: three properties southwest of the Flowing Springs Road & Daniel Road intersection; Parcel ID: 02000400110000, 02000400110001, & 02000400130000; Combined acreage: approximately 126.4 acres by Tax Map, 127.6 acres by Deed; Zoning District: Rural. <i>PC Discussion and Recommendation that that the requested Zoning Map Amendment for these three parcels of the Media Farm Properties to Residential Growth is consistent with the 2045 Comprehensive Plan.</i> <i>PC Meeting held 11-12-24; ZMA File #24-2-Z to recommend consistency unanimously.</i>	
#25-1-Z Petition for a Zoning Map Amendment to rezone the subject parcel of the Daniel’s Forest Property from Rural to Residential Growth was found to be consistent with the <i>2045 Comprehensive Plan.</i> ; Owner: IG Totonji Holding, LLC; Property Location: Vacant 31.48 acre lot located on the Southwest corner of Flowing Springs Road and Zoar Lane. Parcel ID: 02000300090004; Acreage: 31.48 acres Zoning District: Rural. <i>PC Discussion and Recommendation that that the requested Zoning Map Amendment for the IG Totonji Holding, LLC/Golden Eagle Group, Inc properties to Residential Growth is consistent with the 2045 Comprehensive Plan.</i> <i>PC Meeting held 06-10-25; ZMA File #25-1-Z to recommend consistency 5 in favor, 2 opposed.</i>	

- #24-5-SP** Concept Plan for the BCL Properties Brewpub for a Minor Site Development project that contains more than 5,000 square feet of gross floor area (GFA). The proposal includes construction of a new structure to be used as a brewpub, a pavilion, and association parking.
Property Owner/Applicant: Nicholas Wilson, Karen Dowd Wilson, Katie Main, and Ryan Main
Property Location: 640 War Admiral Blvd, Charles Town, WV;
Size: 4.70 acres; Zoning District: Industrial-Commercial.
Public Workshop 07/09/22; PC approved a motion to approve the Concept Plan as presented.
- #24-6-SP** Mountain Pure Concept Plan for a Major Site Development. The proposal consists of the following: Phase 1: a 304,000 square foot water bottling facility with associated parking on a proposed 30-acre parcel; and, Phase 2: a 696,000 square foot water bottling facility with associated parking on a proposed 66-acre parcel. The proposal will include the required stormwater management facilities.
Property Owner/Applicant: Sidewinder Enterprises, LLC.
Property Location: 1 Grace Street, Kearneysville, WV;
Size: ~260 acres; Zoning District: Industrial-Commercial.
Public Workshop 11/12/24; PC approved a motion to deny the Concept Plan as presented.
Public Workshop 03/25/25; PC approved a motion to deny the Concept Plan as presented.
- #25-3-SD** Harvest Meadows Concept Plan for a Major Subdivision. The proposal consists of a Major Residential Subdivision with 62 lots and associated infrastructure.
Property Owner/Applicant: Billy Kaye Moores, II.
Developer: William Fulk Lane, LLC
Property Location: 235 William Fulk Lane, Kearneysville, WV
Size: ~211 acres; Zoning District: Rural.
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.
- #25-4-SD** The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
Property Owner/Applicant: Harvest Homes, LLC.
Property Location: 4001 Engle Molers Road, Harpers Ferry, WV;
Size: ~100 acres; Zoning District: Rural.
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.
- #25-5-SD** The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
Property Owner/Applicant: Harvest Homes, LLC.
Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV.
Size: ~126 acres; Zoning District: Residential Growth
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.

#25-1-SP The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot. Property Owner/Applicant: Mark Roper
 Property Location: 11065 Middleway Pike, Charles Town, WV;
 Size: 2.142 acres; Zoning District: Residential Growth.
Public Workshop 04/08/25; PC approved a motion to approve the Concept Plan as presented.

#25-2-SP The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage. Property Owner/Applicant: Raymond & Susan Johnson
 Developer: Global Environmental & Remediation, LLC
 Property Location: 7367 Middleway Pike, Charles Town, WV
 Size: 6.03 acres; Zoning District: Rural.
Public Workshop 04/08/25; PC approved a motion to approve the Concept Plan as presented.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **12 meetings**

Zoning Appeal of Administrative Decision: **1 (pending)**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 78 Total (35 Subdivision, 37 Site Plan, & 5 other)

Information Request Forms (IRFs) -- general inquiries from the public: 137 Total

Zoning and Land Development Fees Collected: \$ 343,244

PLANNING COMMISSION MEMBERS – FY 2025

1. Mike Shepp, President (term expires 03/31/27)
2. Aaron Howell, Vice President (term expires 3/31/26)
3. Wade Louthan, Secretary (term expires 03/31/28)
4. Cara Keys (joined County Commission, last meeting 11/12/24, County Commission Liaison 01/02/25)
5. Donnie Fisher (term expires 03/31/26)
6. Jack Hefestay (joined County Commission, last meeting 11/12/24)
7. Steve Stolipher (County Commission Liaison, last meeting 11/12/24)
8. J Ware (term expires 03/31/28)
9. Tim Smith (term expires 3/31/26)
10. Bruce Chrisman (first meeting 2/25/25, term expires 03/31/27)
11. Daniel Hayes (first meeting 2/25/25, term expires 03/31/28)

BOARD OF ZONING APPEALS MEMBERS – FY 2024

1. J. Tyler Quynn, Chair (term expires 01/01/26)
2. Matt McKinney, Vice Chair (term expires 01/01/27)
3. Jacob Harris, Secretary (resigned from Board 05/19/25)
4. David Wiegand (term expires 01/01/26)
5. Steven Guier (resigned from Board 12/12/24)
6. Mikala Shremshock (through 01/01/28), former alternate, now member
7. Keith Semler (term expires 01/01/27), alternate
8. Elliott Kletter (term expires 01/01/28), alternate
9. One vacant Board member position, expiring 01/01/27
10. One vacant alternate position, expiring 01/01/26

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2022

1. Alexandra Beaulieu, Zoning Administrator/Deputy Director (resigned September 2024)
2. Mason Carter (Interim Zoning Administrator December 2024-March 2025)
3. Andy Beall, Zoning Administrator (hired March 2025)
4. Jennifer M. Brockman, AICP, Chief County Planner (retired December 2024)
5. Luke Seigfried, County Planner (Promoted to Chief County Planner April 2025)
6. Jennilee Hartman, Zoning Clerk
7. Colin Uhry, Planning and Zoning Clerk (Hired September 2024)
8. Shenandoah Olsen, Summer Intern (Summer 2024)
9. Charles Cain, Summer Intern (Summer 2025)

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	07/15/24, 08/19/24, 09/16/24, 10/28/24, 11/18/24
EPTA Committee Meetings	08/28/24, 10/30/24
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	08/21/24
West Virginia Infrastructure Hub team Workshop	8/1/24

Local/Regional/State Planning Related Meetings	
WV APA Chapter Meeting	9/10/24
WV APA Legislative Committee Meetings (ZOOM)	7/19/24, 8/2/24, 9/6/24, 10/3/24, 11/7/24, 1/2/25, 2/6/25, 3/6/25, 4/3/25, 5/1/25
WV APA Professional Development/Membership Committee	9/25/24
Jefferson Co. Dev. Authority (JCDA) Interdepartmental Meeting	5/30/25

<i>2045 Comprehensive Plan Update Meetings</i>	
Planning Commission Public Hearing	08/27/24
County Commission Public Hearing	12/04/24

**Planning and Zoning Quarterly Report
07/01/2024 - 09/30/2024 (Generated 10/21/2024)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	24-7-CUP	9/23/2024	Raymond M & Kerry F Muth Jr	21 SOUTHPAW LANE, SHEPHERDSTOWN, WV 25443	Open	Request for a Conditional Use Permit to expand Executive Emergency Lighting's business operations. The applicant is proposing to expand an existing emergency vehicle outfitting and retrofitting professional office, which is designated as a Contractor with Outdoor Storage (see Article 2). The proposal consists of constructing a new 1,200 square foot building to house vehicles and a workshop for the outfitting work.
	24-8-CUP	11/12/2024	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Closed	Request for a Conditional Use Permit to establish the following land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new building(s) and will be expanding the existing parking lot. All new signage will be in accordance with Article 10.
	25-1-CUP	12/10/2024	Corey Ramy	4360 Sulphur Springs Road, Kearneysville, WV 25430	Closed	Request for a Conditional Use Permit to establish the following land uses: a Convenience Store (dba The Country Store); and, an Automobile Repair, Sales and Service (dba RC Auto Service). The proposal includes continuing the use of the existing grocery store and establishing an auto repair business within an existing metal-frame building. The applicant intends on consolidating the subject parcels to expand the parking area for the proposed land uses. All new signage will comply with Article 10.
	25-2-CUP	12/12/2024	Nicholas Russo & Alice Davenport	1899 Trough Road, Shepherdstown, WV 25443	Closed	Request for a Conditional Use Permit to establish a federal firearms business to include retail sales and gunsmithing in accordance with the Alcohol, Tobacco, Firearms and Explosives (ATF) approvals. The proposal consists of utilizing a 1 acre portion of the 10 acre tract. The land use will be conducted from the existing dwelling unit and the accessory structure. The land use will operate by appointment only. No new structures or signage are proposed as part of this application. The proposed land use designations as listed in Appendix C are Retail Sales and Service, General and Custom Manufacturing, as defined in Article 2.
	25-3-CUP	2/13/2025	Richard Cluff	161 Shannon Hill Lane Charles Town, WV 25414	Open	Request for a Conditional Use Permit to operate a firearms business from an existing dwelling unit (proposed land use designation as listed in Appendix C of the Zoning Ordinance: Retail Sales and Service, General). All firearms related business will be by-appointment only. No employees other than the residents of the property. No business signs are proposed.
						Category Total:
Easements	24-3-E	9/19/2024	KEITH B JANSSEN	6864 Engle Molders Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle, two properties
	24-4-E	12/4/2024	John Aldis	4911 River Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle
	25-1-E	3/5/2025	ILA Properties, Inc.	Southwest Side of US Route 115, Kearneysville, WV 25430	Open	Utility Easement Plat
					Category Total:	
Merger or Boundary Line Adjustment	24-13-M	7/16/2024	DIANA M SEMON	120 Potomac Valley Court, Harpers Ferry WV 25425	Open	BLA of .328 acres from Parcel 84 to Parcel 82; and to vacate a previously platted 30' access easement (see DB 879/PG718)
	24-14-M	8/26/2024	JOHN P MILTON	917 Mount Hammon Lane, Charles Town, WV 25414	Open	Boundary line adjustment between Parcels 2.4 and 2.5
	24-15-M	9/4/2024	CAVALIER FARM LLC - TRISH SANDERSON	2043 Shepherdstown Pike, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment
	24-16-M	10/1/2024	Keith Janssen	6864 Engle Molders Road, Shepherdstown, WV 25443	Open	Editing previous boundary line adjustment
	24-17-M	10/4/2024	Potomac Valley Audubon Society, Inc	1735 Lloyd Road, Charles Town, WV 25414	Open	BLA of 1735 Lloyd Road
	24-18-M	10/18/2024	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	BLA of 2088 Lewisville Road
	24-19-M	10/24/2024	Jeffrey L & Robin A Smith	819 S George Street, Charles Town, WV 25414	Open	BLA 819 S George Street
	24-20-M	10/31/2024	Neal Randell & Amanda Reed	51 Mockingbird Lane, Shepherdstown, WV 25443	Open	BLA of 51 Mockingbird Lane
	24-21-M	11/6/2024	Suzette Snyder & John Heinz, JR	136 Hite Road, Kearneysville, WV 25430	Open	BLA of 136 Hite Road
	24-22-M	11/13/2024	Kevin Steeley	Earle Road, Charles Town ,WV 25414	Open	BLA of empty lot along Earle Road
	24-23-M	11/14/2024	Judy Weese	185 Shepherd Lane, Shepherdstown, WV 25443	Open	Boundary Line Adjustment and Easement for Weese Property
	25-1-M	1/13/2025	Hy-Crest Farms, LLC	1694 S Childs Road, Kearneysville, WV 25430	Open	Boundary Line Adjustment for Hy-Crest Farms
	25-2-M	1/14/2025	James Gibson	35 Needwood Farm Lane, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment and Minor Plat Change for Gibson Family Conveyance
25-3-M	1/22/2025	Michael D Rood	78 Scarlet Oak Drive, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Michael Rood	

	25-4-M	1/22/2025	Carol A Dyall	161 Bliss Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Carol Dyall
	25-5-M	1/22/2025	James R Kinley et al.	2048 Hinton Road, Kearneysville, WV 25430	Open	Boundary Line adjustment between Kinley Family and Robert Gruber
	25-6-M	1/26/2025	Linda C Renaud	405 Spring Creek Lane, Shepherdstown, WV 25443	Closed	Boundary Line Adjustment for Spring Creek Lane property and adjoining parcels
	25-7-M	1/31/2025	Cynthia and Donald Clipp	Lots 37 & 38 on Wild Cherry Tree Lane, Harpers Ferry, WV 25425	Open	Consolidation of Clipp Property
	25-8-M	2/3/2025	Halten Holdings, LLC	314 Mount Vista Trail, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for River View Park Section 1
	25-9-M	2/12/2025	Mark Bender	125 Worchester Lane, Kearneysville, WV 25430	Open	Boundary Line Adjustment between Mark Bender (Grantee) abd Frederik and Joanna Ferrell (Grantor)
	25-10-M	2/12/2025	Allen Ziegler	228 White Dogwood Road, Harpers Ferry, WV 25425	Open	Merger of two Ziegler Properties on White Dogwood Road
	25-11-M	2/21/2025	Shawn E Craig	5136 Middleway Pike, Kearneysville, WV 25430	Open	Merger of 3.18 acres from Parcel 29 to Parcel 30
	25-12-M	2/24/2025	Erik W & Cheryl A Berndt	1227 River Road, Shepherdstown, WV 25443	Open	Boundary Line Adjustment of 1.384 acres from Parcel 7.1 to Parcel 7
	25-13-M	3/3/2025	Edward M Robyn K Fowler	4344 Mission Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment of 2.7250 acres from Parcel 12.2 to 12.10
					Category Total:	
Miscellaneous Fees	24-14-Q	11/7/2024	John Sengewalt		Closed	Copies of Jefferson County General Highway Map (two, 24x36 inch maps) and Jefferson County Parks and Trails Map
	24-16-Q	N/A	N/A	N/A	Closed	Birdhill Subdivision Printoff
	24-17-Q	N/A	N/A	N/A	Closed	Solar Map Printoff
	25-1-Q	1/3/2025	Wormald Home Construction, LLC	5283 Corporate Drive, Suite 300, Frederick, MD 21703	Closed	Sign for corner of Colonel Black/Lafayette payment
	25-2-Q	1/17/2025	N/A	256 Halltown Road, Harpers Ferry, WV 25425	Closed	Copies of Site Plan S04-06 (Eackles-Spencer and Norton Funeral Home)
	25-3-Q	2/5/2025	N/A	N/A	Closed	Map of Rose Hill Cemetery
	25-4-Q	2/27/2025	N/A	Damon McArthur	Closed	Maps
	24-7-ABC	12/5/2024	Sarah Kane	798 E Washington Street, Charles Town, WV 25414	Closed	Change in Tenant
					Category Total:	
	24-23-PCW	7/15/2024	HENRY & RACHELL DUVALL	2648 Kabletown Road, Charles Town, WV 25414	Closed	Waiver from the requirements of Section 21.401 and 21.402.D of the Subdivision Regulations to allow an existing fence within the required 50' access easement of a proposed minor subdivision
	24-24-PCW	7/19/2024	STANDARD LAND COMPANY LLC	Peregrine Road, Harpers Ferry, WV 25425	Closed	Waiver from the requirements of Section 20.203B of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development. The project consists of the installation of a crane/bungee area affixed to a 400 sf slab, a 320 sf storage container, a 1,225 sf registration kiosk, a 75 sf floating dock, and a 216 sf staircase. The proposal will also include various walking paths, gravel drive aisles, grass & gravel parking, and signage.
Planning Commission Waiver	24-25-PCW	8/20/2024	TOWNHOME RENTAL LLC	4113 Charles Town Road, Kearneysville, WV 25430	Open	Waiver from Section 24.118 of the Subdivision Regulations to extend the timeframe to bond and record the final plat for Phase 2 of the Rocky Ridge Subdivision to December 31, 2024.
	24-26-PCW	8/21/2024	WILLIAM EUGENE CRUM	Doe Walk Lane, Kearneysville, WV 25430	Open	Waiver request from Section 20.201B of the Subdivision Regulations to reduce the required access easement width of Doe Walk Lane from 50' to 40' and to allow more than five lots to access Doe Walk Lane for a proposed two lot minor subdivision.
	24-27-PCW	10/2/2024	Sunnyside Investments, LLC	Wheatland Road, WV	Open	Waiver on 2 year approval for concept plan
	24-28-PCW	10/21/2024	Jefferson County Parks & Recreation	1123 Bloomery Road, Charles Town, WV 25414	Open	Waiver to allow the opening of the park property prior to processing a Concept Plan and Site Plan and prior to initiating any improvements on the property
	25-1-PCW	11/26/2024	Cavalier Investments, LLC	Morning Star Drive, Harpers Ferry, WV 25425	Open	Waiver request from a 50' access easement to a 30' access easement. Waiver request to allow more than 5 lots to use access easement. Waiver request to allow property to be subdivided into p to 4 additional lots for a total of 5 lots.
	25-2-PCW	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Waiver from Appendix B, Section 10.6 and Section 2.2.K to remove the requirement of a sidewalk along West Burr Boulevard and James Burr Boulevard.
	25-4-PCW	1/22/2025	Billy Kaye Moores II - Trust	235 William Fulk Lane, Kearneysville, WV 25430	Open	Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats.
	25-5-PCW	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Closed	Waiver from Section 2.3A.3 of the Subdivision Regulations to reduce the required road width surface from 24' to 20' for a proposed 20-lot residential subdivision (Hallmark Glen File #25-4-SD).
	25-6-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.3A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation.
	25-7-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation to utilize two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served.

	25-8-PCW	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP).
	25-9-PCW	2/28/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver for the road width of the Hallmark Glen Subdivision
	25-10-PCW	3/14/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road.
	25-11-PCW	3/17/2025	Randall R & Marta Conrad, Paige & Anthony Wenner	195 Vidon Farm Lane, Shepherdstown, WV 25443	Open	Waiver from Section 20.201A of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision
	25-12-PCW	3/17/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25414	Open	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street.
	25-13-PCW	3/18/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25415	Open	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'.
	25-14-PCW	3/28/2025	Kolan Investment, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development.
					Category Total:	
Planning Commission Variance (1979 ZO)	24-3-PCV	8/30/2024	DAWN WHITE	49 Boyer Lane, Summit Point, WV 25446	Open	Variance from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for a detached Accessory Dwelling Unit (In-Law Suite) pursuant to Section 8.15A of the Zoning Ordinance.
	25-1-PCV	1/17/2025	Rancho El Mayoral, LLC	1196 Van Clevesville Road, Kearneysville, WV 25430	Closed	Variance from Note 14 of Plat Book 14 Page 54 to allow the residue and two proposed lots access off of Van Clevesville Road for a proposed three lot minor subdivision.
					Category Total:	
Final Plat Amendment	24-4-FPA	8/21/2024	STEVE & MAUREEN LANA-SMOLKE	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Open	Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #9 on Final Plat PB 25 PG 85A. (File#24-5-FPA)
	25-1-FPA	3/31/2025	James Glass & Daniel Dillow	152 Independence Lane, Summit Point, WV 25446	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #4 on the Clear Field Subdivision Final Plat (PB 19/PG 59B).
					Category Total:	
Site Plan	24-5-RR	8/19/2024	COLONIAL HILLS LLC	127 Avon Bend, Charles Town, WV 25414	Open	1. Revise layout from previously approved 61 townhouse lots to 45 villa Lots. 2. Revise road horizontal and vertical alignments to accommodate villa Product. 3. Revise grading based on new road horizontal and vertical alignments, Villa product and drainage patterns. 4. Revise water, sanitary and storm drainage system as required by revised Horizontal and vertical layout. 5. Minor revisions to erosion and sediment control plan. 6. Minor revision to landscaping to coordinate with new layout.
	24-6-RR	11/22/2024	Flowing Springs Road, LLC	Flowing Springs Road, Charles Town, WV 25414	Open	Reline Revision #2 of Stonecrest Subdivision, continuation of 24-11-SD & 23-8-RR
	24-7-RR	11/22/2024	Mark Cerasi	65 Steeley Way, Kearneysville, WV 25430	Open	Redline Revision for Burr Lot 41 Expansion (19-5-5)
	24-8-RR	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Redline Revision for Milton's Landing Subdivision
	25-1-RR	3/17/2025	D.R. Horton Capital Division	Gumspring Drive, Charles Town, WV 25414	Open	Redline revision 5 to remove bioswales 4, 7, & 8 and expand bioretention basins A1 & C.
	24-6-SP	9/27/2024	SIDEWINDER ENTERPRISES LLC - SEAN MASTERSON	1 Grace Street, Kearneysville, WV 25430 340 OLD SHENNANDALE RD 1343 ROPER NORTH FORK RD	Open	Concept Plan for a Major Site Plan (water bottling facility).
	24-7-SP	11/20/2024	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	A 3,500 S.F. commercial building and associated infrastructure. Relocation of platted drainage area.
	24-8-SP	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Proposed warehouse structure for equipment and rental item storage in support of existing operations on adjacent lot. Will include necessary infrastructure and storm water controls.
	25-1-SP	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot.
	25-2-SP	2/5/2025	Global Environmental & Remediation, LLC	Parcel located north of Middleway Pike and Shirley Road intersection, Charles Town, WV 25414	Open	The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage.
	24-8-NPS	10/30/2024	Love 4 Golf, LLC	278 Saint Andrews Drive	Closed	Existing platform is approximately 2600 square feet. Proposed covered area is an additional approximately 450 square feet of new disturbed ground and will be a total of 540 square feet (30' x 18') of enclosure.

	25-1-NSP	1/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Carles Town, WV 25414	Open	Dunkin Donuts Drive Thru
					Category Total:	
Subdivision	24-20-SD	7/16/2024	DEBBY K & SAMUEL L COCHRAN	719 Mission Road, Harpers Ferry, WV 25425	Open	Creation of Lot 2B and 2C - Residue
	24-21-SD	7/19/2024	EDGAR C & NANCY S PUGH JR	2353 Terrapin Neck Road, Shepherdstown WV 25443	Open	Creation of six FT lots and a residue parcel
	24-22-SD	8/12/2024	SHENANDOAH SALES & SERVICE INC - DAVID TABB	107 Tabb Lane, Harpers Ferry, WV 25425	Open	Creation of three residential lots and one commercial lot (Lot 1).
	24-23-SD	8/14/2024	DEVIN MCCREERY	Turner Road, Shepherdstown, WV 25443	Open	Minor Subdivision to create Family Transfer Lots 2-12
	24-24-SD	8/23/2024	PETER KUBIC	241 Edmond Road, Kearneysville, WV 25430	Open	Family Transfer Minor Subdivision Lots C-1 Residue; C-2, and C-3
	24-25-SD	8/26/2024	TIMOTHY S & STEPHANIE S BOWLES	211 Border Road, Kearneysville, WV 25430	Open	Lots 3-A and 3-B - Family Transfer Minor Subdivision
	24-26-SD	8/27/2024	DR ACQUISITIONS LLC - MATT STARE	Charles Town Road, Charles Town, WV 25414	Open	Final Plat - Phase 2 includes:
	24-27-SD	9/6/2024	LINDA M SHIRLEY ET AL	4529 Middleway Pike, Kearneysville, WV 25430	Open	Creation of 1 lot and a residue
	24-28-SD	9/16/2024	LUTMAN LAND DEVELOPMENT	Middleway Pike, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-30-SD	9/27/2024	JUSTIN CONRAD STONE - JUSTIN STONE	228 Kenwood Lane, Harpers Ferry, WV 25425	Open	Final Plat Family Transfer
	24-31-SD		HENRY'S CONSTRUCTION LLC - JAMES HENRY	Whitmer Road, Shenandoah Junction, WV 25442		Proposed subdivision of Lot A & B on lands owned by Henry's Construction LLC
	24-32-SD	10/2/2024	Michael Nick & Marco Bustamante	1195 Summit Pint Road, Summit Point, WV 25446	Open	Creation of 3 lots
	24-33-SD	10/3/2024	Jacob & Anna Binkley	1177 Whitmer Road, Shenandoah Junction, WV 25442	Open	Creation of 3 lots
	24-34-SD	11/12/2024	Spunich Irrevocable Trust	Empty lot along Dutch Hill Road	Open	Creation of 3 lots via Family Transfer
	24-35-SD	12/6/2024	Gary Donley	3624 Engle Molers Road, Harpers Ferry, WV 25425	Open	Creation of 2 lots
	24-36-SD	12/12/2024	Jose Osorio	1196 Van Clevesville Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-37-SD	12/18/2024	Daniel Derito	105 Burch Meadow Lane, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-38-SD	12/18/2024	Lewis & Jennifer Allen	2703 Berryville Pike, Charles Town, WV 25414	Open	Creation of 3 lots
	24-39-SD	12/20/2024	David Lutman	Empty Lot adjacent to 1700 S Childs Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	25-1-SD	1/13/2025	Katherine B & Stanley W Dunn, Jr.	2646 Kabletown Road, Charles Town, WV 25414	Open	Creation of 2 lots
	25-2-SD	1/13/2025	Amy Martin	5092 Paynes Ford Road, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-3-SD	1/22/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	This project will be a cluster subdivision, of single-family homes, totaling 62 units. The property is
	25-4-SD	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
	25-5-SD	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
	25-6-SD	1/27/2025	Thomas E & Kathleen C Knock	3561 Bowers Road, Kearneysville, WV 25430	Open	Creation of 2 lots, Family Transfer
	25-7-SD	2/4/2025	George R & Edna C Enos	21 Anglers Ride Drive, Harpers Ferry, WV 25425	Open	Family transfer from grandparents to granddaughter
	25-8-SD	2/28/2025	Jefferson Orchards, Inc.	Kearneysville Pike, Kearneysville, WV 25430	Open	Creation of 5 lots
	25-9-SD	3/3/2025	William Eugene Crum	Doe Walk Lane, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-10-SD	3/11/2025	Timothy & Karen Carroll	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	25-11-SD	3/12/2025	Julie B & Merl D Nesselrodte	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	24-9-MPC	7/8/2024	LUTMAN LAND DEVELOPMENT - DAVE LUTMAN	92 Taliesen Way, Kearneysville, WV 25430	Closed	Leetown 2 MSD Lot 3 (septic)
	24-10-MPC	9/18/2024	TRI STATE IMPROVEMENTS LLC - CHRISTOPHER HILL	Pending Assignment, Haple Hill Lane, Harpers Ferry, WV 25425	Open	Minor Plat Change to move septic reserve for proposed house and garage.
	24-11-MPC	11/13/2024	Daniel & Tina Bohon	274 Willingham Road, Charles Town, WV 25414	Open	Minor Plat Change for realignment & vacation of part of 50' Access Easement
Zoning Certificate	24-12-MPC	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Easement minor plat change for Lot 13 of Milton's Landing
	24-13-MPC	12/13/2024	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Revision of approved septic system from project 23-6-MPC
					Category Total:	
	24-27-ZC	7/10/2024	DUANE C & REBECCA DUNN	230 Macoughtry Drive, Kearneysville, WV 25430	Closed	Accessory Dwelling Unit for a family member (detached in-law suite).
	24-28-ZC	7/12/2024	CABLE HOLDCO EXCHANGE V LLC	512 Sandpiper Lane, Shepherdstown, WV 25443	Closed	Dish proposes to install (3) antennas (3) frames, (8) RRU's, (11) OVP, and (1) hybrid cable, and ground work
	24-29-ZC	7/22/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Closed	Short term rental: The Moler Cottage on the Potomac Land Use 2 Farm Vacation Enterprise approved for up to five (5) units/lodges.
	24-19-ZC	7/26/2024	DENNY WARD	950 Wild Turkey Road, Harpers Ferry, WV 25425	Closed	Wild Turkey Ridge - Short Term Rental Five lodging units on each of the four tracts (twenty lodging units total).

Zoning Map Amendment	24-2-Z	10/9/2024	Harvest Homes, LLC	261 Media Farm Lane, Ranson, WV 25438	Open	Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 127 +/- acre Media Farm Property from Rural(R) to Residential Growth (RG) is consistent with the 2035 Comprehensive Plan.
						Category Total:
Zoning Variance	24-25-ZV	7/1/2024	CARTER & MAPLE PROPERTIES LLC - KEVIN CUELLER	Carter Avenue, Harpers Ferry, WV, 25425	Open	Variance request from Section 8.14B.1.a to reduce the minimum lot size for the proposed use from 5 acres to .63 acres and Section 8.14B.1.b to reduce the number of required parking spaces.
	24-26-ZV	7/23/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed five (5) unit campground from 10 acres to 5.92 acres.
	24-27-ZV	7/23/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed four (4) unit campground from 10 acres to 3 acres.
	24-28-ZV	7/26/2024	FELLOWSHIP BIBLE CHURCH	160 Daniel Road, Shenandoah Junction, WV 25442	Open	Variance from Appendix B to reduce the side setback & unscreened buffer area along the eastern property line for an addition to an accessory structure and the installation of a driveway.
	24-29-ZV	7/26/2024	HAZELTON STEPHANIE L & DALE A SANASKAS	50 VALENTINE CT, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5.7B of the Zoning Ordinance (as amended 05/01/03) to reduce the rear setback from 50' to 5' for a 66' x 40' accessory structure (detached garage).
	24-30-ZV	8/23/2024	DAVID BROWN & MICHELLE MITCHELL-BROWN	229 Bethany Lane, Charles Town, WV 25414	Open	Variance request from Appendix A to reduce the rear setback from 50' to 4' along the southern property line for a 15' x 25' accessory structure (greenhouse).
	24-31-ZV	8/26/2024	LEE V & JEANETTE M HAWK	328 Harry Shirley Road, Kearneysville, WV 25430	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed 10 unit campground from 10 acres to 6.3 acres.
	24-32-ZV	9/24/2024	CASTILLA CASTILLO REINIER & SANTANA LOURDES CASTILLO	414 Kearneysville Pike, Kearneysville, WV 25430	Open	Variance from Section 4.6D & Section 8.2 to reduce the distance requirement along the eastern property line from 50' to 12' for a 24' x 30' barn.
	24-33-ZV	9/26/2024	MARK R JOHNSON	3292 Old Leetown Pike, Ranson, WV 25438	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 6' for a 12' x 20' (240 sf) accessory structure.
	24-34-ZV	9/26/2024	MARK R JOHNSON	3292 Old Leetown Pike, Ranson, WV 25438	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 6' for a 12' x 20' (240 sf) accessory structure.
	24-35-ZV	9/26/2024	ANGELA J & JOSEPH F DELAUTER	58 Kaela Court, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the side setback from 15' to 5' for a 12' x 20' (240 sf) accessory structure.
	24-36-ZV	9/26/2022	ANGELA J & JOSEPH F DELAUTER	59 Kaela Court, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the side setback from 15' to 5' for a 12' x 20' (240 sf) accessory structure.
	24-37-ZV	9/26/2024	DURATRAC FLOORING LLC - MARK CERASI	64 Steeley Way, Kearneysville, WV 25430 272 James Burr Boulevard, Kearneysville, WV 25430	Open	Eliminate buffer, parking standards, and drive isle
24-38-ZV	9/27/2024	DURATRAC FLOORING LLC - MARK CERASI	65 Steeley Way, Kearneysville, WV 25430 272 James Burr Boulevard, Kearneysville, WV 25430	Open	Adjust 25' setback between buildings	
24-39-ZV	10/21/2024	Middleway Volunteer Fire Company, Inc.	110 Dark Hill Road, Kearneysville, WV 25430	Open	Variance from Section 10.7H to reduce the distance requirement of a freestanding sign from 200' to 110' from the southern property line; and, 100' to the northern property line. Variance from Section 10.4B to allow a freestanding sign to face a property that contains a residence to the north & south.	
24-40-ZV	11/25/2024	Mark Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.	
24-41-ZV	11/25/2024	Mark Roper	11066 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.	
25-1-ZV	11/15/2024	William Shiffet	41 Prospect Avenue, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 8' to replace an existing 12' x 60' mobile home with a 16' x 60' mobile home.	
25-2-ZV	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Appendix B and Section 4.11 to eliminate the required landscape buffer for a proposed 12,000 sf warehouse (Site Plan File #24-8-SP).	
25-3-ZV	12/18/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 11.1 to reduce the required number of parking spaces from 25 to 10 for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-3-ZV).	
25-4-ZV	12/19/2024	Chris & Elody Mackey	335 Acorn Circle, Harpers Ferry, WV 25425	Closed	Variance from Section 9.7 to reduce the rear setback from 50' to 12' for a 16' x 32' accessory structure.	

**Planning and Zoning Quarterly Report
10/01/2024 - 12/31/2024 (Generated 5/8/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	24-8-CUP	11/12/2024	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Closed	Request for a Conditional Use Permit to establish the following land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new building(s) and will be expanding the existing parking lot. All new signage will be in accordance with Article 10.
	25-1-CUP	12/10/2024	Corey Ramy	4360 Sulphur Springs Road, Kearneysville, WV 25430	Closed	Request for a Conditional Use Permit to establish the following land uses: a Convenience Store (dba The Country Store); and, an Automobile Repair, Sales and Service (dba RC Auto Service). The proposal includes continuing the use of the existing grocery store and establishing an auto repair business within an existing metal-frame building. The applicant intends on consolidating the subject parcels to expand the parking area for the proposed land uses. All new signage will comply with Article 10.
	25-2-CUP	12/12/2024	Nicholas Russo & Alice Davenport	1899 Trough Road, Shepherdstown, WV 25443	Closed	Request for a Conditional Use Permit to establish a federal firearms business to include retail sales and gunsmithing in accordance with the Alcohol, Tobacco, Firearms and Explosives (ATF) approvals. The proposal consists of utilizing a 1 acre portion of the 10 acre tract. The land use will be conducted from the existing dwelling unit and the accessory structure. The land use will operate by appointment only. No new structures or signage are proposed as part of this application. The proposed land use designations as listed in Appendix C are Retail Sales and Service, General and Custom Manufacturing, as defined in Article 7.
					Category Total:	3
Easements	24-4-E	12/4/2024	John Aldis	4911 River Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle
					Category Total:	1
Merger or Boundary Line Adjustment	24-16-M	10/1/2024	Keith Janssen	6864 Engle Mollers Road, Shepherdstown, WV 25443	Open	Editing previous boundary line adjustment
	24-17-M	10/4/2024	Potomac Valley Audubon Society, Inc	1735 Lloyd Road, Charles Town, WV 25414	Open	BLA of 1735 Lloyd Road
	24-18-M	10/18/2024	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	BLA of 2088 Lewisville Road
	24-19-M	10/24/2024	Jeffrey L & Robin A Smith	819 S George Street, Charles Town, WV 25414	Open	BLA 819 S George Street
	24-20-M	10/31/2024	Neal Randell & Amanda Reed	51 Mockingbird Lane, Shepherdstown, WV 25443	Open	BLA of 51 Mockingbird Lane
	24-21-M	11/6/2024	Suzette Snyder & John Heinz, JR	136 Hite Road, Kearneysville, WV 25430	Open	BLA of 136 Hite Road
	24-22-M	11/13/2024	Kevin Steeley	Earle Road, Charles Town, WV 25414	Open	BLA of empty lot along Earle Road
	24-23-M	11/14/2024	Judy Weese	185 Shepherd Lane, Shepherdstown, WV 25443	Open	Boundary Line Adjustment and Easement for Weese Property
				Category Total:	8	
Miscellaneous Fees	24-14-Q	11/7/2024	John Sengewalt		Closed	Copies of Jefferson County General Highway Map (two, 24x36 inch maps) and Jefferson County Parks and Trails Map
	24-16-Q	N/A	N/A	N/A	Closed	Birdhill Subdivision Printoff
	24-17-Q	N/A	N/A	N/A	Closed	Solar Map Printoff
	24-7-ABC	12/5/2024	Sarah Kane	798 E Washington Street, Charles Town, WV 25414	Closed	Change in Tenant
				Category Total:	4	
Planning Commission Waiver	24-27-PCW	10/2/2024	Sunnyside Investments, LLC	Wheatland Road, WV	Open	Waiver on 2 year approval for concept plan
	24-28-PCW	10/21/2024	Jefferson County Parks & Recreation	1123 Bloomery Road, Charles Town, WV 25414	Open	Waiver to allow the opening of the park property prior to processing a Concept Plan and Site Plan and prior to initiating any improvements on the property
	25-1-PCW	11/26/2024	Cavalier Investments, LLC	Morning Star Drive, Harpers Ferry, WV 25425	Open	Waiver request from a 50' access easement to a 30' access easement. Waiver request to allow more than 5 lots to use access easement. Waiver request to allow property to be subdivided into p to 4 additional lots for a total of 5 lots.
	25-2-PCW	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Waiver from Appendix B, Section 10.6 and Section 2.2.K to remove the requirement of a sidewalk along West Burr Boulevard and James Burr Boulevard.
				Category Total:	4	
Planning Commission Variance (1979 ZO)	24-3-PCV	8/30/2024	DAWN WHITE	49 Boyer Lane, Summit Point, WV 25446	Open	Variance from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for a detached Accessory Dwelling Unit (In-Law Suite) pursuant to Section 8.15A of the Zoning Ordinance.
				Category Total:	1	
Final Plat Amendment	24-4-FPA	8/21/2024	STEVE & MAUREEN LANASMOLKE	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Open	Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #9 on Final Plat PB 25 PG 85A. (File#24-5-FPA)
					Category Total:	1
	24-6-RR	11/22/2024	Flowing Springs Road, LLC	Flowing Springs Road, Charles Town, WV 25414	Open	Reline Revision #2 of Stonecrest Subdivision, continuation of 24-11-SD & 23-B-RR
	24-7-RR	11/22/2024	Mark Cerasi	65 Steeley Way, Kearneysville, WV 25430	Open	Redline Revision for Burr Lot 41 Expansion (19-5-5)

Site Plan	24-8-RR	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Redline Revision for Milton's Landing Subdivision
	24-7-SP	11/20/2024	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	A 3,500 S.F. commercial building and associated infrastructure. Relocation of platted drainage area.
	24-8-SP	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Proposed warehouse structure for equipment and rental item storage in support of existing operations on adjacent lot. Will include necessary infrastructure and storm water controls.
	24-8-NPS	10/30/2024	Love 4 Golf, LLC	278 Saint Andrews Drive	Closed	Existing platform is approximately 2600 square feet. Proposed covered area is an additional approximately 450 square feet of new disturbed ground and will be a total of 540 square feet (30' x 18') of enclosure.
				Category Total:	6	
Subdivision	24-32-SD	10/2/2024	Michael Nick & Marco Bustamante	1195 Summit Pint Road, Summit Point, WV 25446	Open	Creation of 3 lots
	24-33-SD	10/3/2024	Jacob & Anna Binkley	1177 Whitmer Road, Shenandoah Junction, WV 25442	Open	Creation of 3 lots
	24-34-SD	11/12/2024	Spunich Irrevocable Trust	Empty lot along Dutch Hill Road	Open	Creation of 3 lots via Family Transfer
	24-35-SD	12/6/2024	Gary Donley	3624 Engle Mollers Road, Harpers Ferry, WV 25425	Open	Creation of 2 lots
	24-36-SD	12/12/2024	Jose Osorio	1196 Van Clevesville Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-37-SD	12/18/2024	Daniel Derito	105 Burch Meadow Lane, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-38-SD	12/18/2024	Lewis & Jennifer Allen	2703 Berryville Pike, Charles Town, WV 25414	Open	Creation of 3 lots
	24-39-SD	12/20/2024	David Lutman	Empty Lot adjacent to 1700 S Childs Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-11-MPC	11/13/2024	Daniel & Tina Bohon	274 Willingham Road, Charles Town, WV 25414	Open	Minor Plat Change for realignment & vacation of part of 50' Access Easement
	24-12-MPC	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Easement minor plat change for Lot 13 of Milton's Landing
	24-13-MPC	12/13/2024	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Revision of approved septic system from project 23-6 MPC
				Category Total:	11	
Zoning Certificate	24-41-ZC	10/7/2024	Josephine Ball	219 Knott Road, Charles Town, WV 25414	Open	Cottage Industry. Chiropractor
	24-42-ZC	10/9/2024	Steve Lana & Maureen Smolke	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Closed	Accessory Dwelling Unit: In-Law Suite
	24-43-ZC	10/9/2024	Dawn & Jason White	49 Boyer Lane, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	24-44-ZC	10/10/2024	B33 Jefferson Crossing II, LLC	186 Flowing Springs Boulevard, Charles Town, WV 25414	Closed	Shopping Center - Change in Tenant
	24-46-ZC	10/16/2024	Kimberly & Jonathan Shoemaker	193 Scarlet Oak Drive, Harpers Ferry, WV 25425	Closed	Short Term Rental
	24-47-ZC	10/16/2024	Bridge 33 Capital, LLC	182 Flowing Springs Boulevard, Charles Town, WV 25414	Open	Shopping Center - Change in Signage for Sherwin Williams
	24-48-ZC	11/22/2024	Jefferson County Parks and Recreation Commission	1123 Bloemery Road, Charles Town, WV 25414	Open	Institutional Use - Park
	24-49-ZC	11/4/2024	Love 4 Golf, LLC	278 Saint Andrews Drive, Charles Town, WV 25414	Closed	Golf Course Accessory Use - Driving Range and Teaching Facility
	24-50-ZC	11/6/2024	Ann-Sofie Jespersen & Nicole Barden	126 Marcum Lane, Harpers Ferry WV 25425	Closed	Short Term Rental
	24-52-ZC	11/22/2024	Franklinton Farm, LLC	Various properties along Franklinton Road, Berry Hill Farm Lane, and Scooter Lane	Open	Solar Energy Facility
	24-53-ZC	11/26/2024	Kenneth Wilt	543 Mission Road N, Harpers Ferry, WV 25425	Open	Modification to an existing Telecommunications Tower Site: Installation of a Generator
	24-54-ZC	12/2/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Nursing or Retirement Home (Assisted Living Facility)
	24-55-ZC	12/4/2024	Flowing Springs Farm, LLC	Various properties along Job Corps Road, Old Country Club Road, and Shepherdstown Pike	Open	Solar Energy Facility
	24-56-ZC	12/5/2024	E. Sarah Kane	798 E. Washington Street, Charles Town, WV 25414	Closed	Change in Tenant - Nonconforming Use: Restaurant / Bar
	24-57-ZC	12/20/2024	Victor & Matthew Rushizky et al.	8428 Shepherdstown Pike, Shepherdstown, WV 25443	Closed	Modification to an existing Nonconforming Use - 200' Telecommunications Tower
				Category Total:	15	
Zoning Map amendment	24-2-Z	10/9/2024	Harvest Homes, LLC	261 Media Farm Lane, Ranson, WV 25438	Open	Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 127 +/- acre Media Farm Property from Rural(R) to Residential Growth (RG) is consistent with the 2035 Comprehensive Plan.
				Category Total:	1	
Zoning Variance	24-39-ZV	10/21/2024	Middleway Volunteer Fire Company, Inc.	110 Dark Hill Road, Kearneysville, WV 25430	Open	Variance from Section 10.7H to reduce the distance requirement of a freestanding sign from 200' to 110' from the southern property line; and, 100' to the northern property line. Variance from Section 10.4B to allow a freestanding sign to face a property that contains a residence to the north & south.
	24-40-ZV	11/25/2024	Mark Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.
	24-41-ZV	11/25/2024	Mark Roper	11066 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.
	25-1-ZV	11/15/2024	William Shifflet	41 Prospect Avenue, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 8' to replace an existing 12' x 60' mobile home with a 16' x 60' mobile home.
	25-2-ZV	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Appendix B and Section 4.11 to eliminate the required landscape buffer for a proposed 12,000 sf warehouse (Site Plan File #24-8-SP).

25-3-ZV	12/18/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 11.1 to reduce the required number of parking spaces from 25 to 10 for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-3-ZV).
25-4-ZV	12/19/2024	Chris & Elody Mackey	335 Acorn Circle, Harpers Ferry, WV 25425	Closed	Variance from Section 9.7 to reduce the rear setback from 50' to 12' for a 16' x 32' accessory structure.
25-5-ZV	12/27/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 4.10 to waive the requirement of a site plan for the installation of a parking lot for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-5-ZV).
				Category Total:	8
				Grand Total:	63

**Planning and Zoning Quarterly Report
1/1/2025 - 3/31/2025 (Generated 5/8/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	25-3-CUP	2/13/2025	Richard Cluff	161 Shannon Hill Lane Charles Town, WV 25414	Open	Request for a Conditional Use Permit to operate a firearms business from an existing dwelling unit (proposed land use designation as listed in Appendix C of the Zoning Ordinance: Retail Sales and Service, General). All firearms related business will be by-appointment only. No employees other than the residents of the property. No business signs are proposed.
					Category Total:	1
Easements	25-1-E	3/5/2025	ILA Properties, Inc.	Southwest Side of US Route 115, Keameysville, WV 25430	Open	Utility Easement Plat
					Category Total:	1
Merger or Boundary Line Adjustment	25-1-M	1/13/2025	Hy-Crest Farms, LLC	1694 S Childs Road, Kearneysville, WV 25430	Open	Boundary Line Adjustment for Hy-Crest Farms
	25-2-M	1/14/2025	James Gibson	35 Needwood Farm Lane, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment and Minor Plat Change for Gibson Family Conveyance
	25-3-M	1/22/2025	Michael D Rood	78 Scarlet Oak Drive, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Michael Rood
	25-4-M	1/22/2025	Carol A Dyall	161 Bliss Road, Harpers Herry, WV 25425	Open	Boundary Line Adjustment for Carol Dyall
	25-5-M	1/22/2025	James R Kinley et al.	2048 Hinton Road, Keanreysville, WV 25430	Open	Boundary Line adjustment between Kinley Family and Robert Gruber
	25-6-M	1/26/2025	Linda C Renaud	405 Spring Creek Lane, Shepherdstown, WV 25443	Closed	Boundary Line Adjustment for Spring Creek Lane property and adjoining parcels
	25-7-M	1/31/2025	Cynthia and Donald Clipp	Lots 37 & 38 on Wild Cherry Tree Lane, Harpers Ferry, WV 25425	Open	Consolidation of Clipp Property
	25-8-M	2/3/2025	Halten Holdings, LLC	314 Mount Vista Trail, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for River View Park Section 1
	25-9-M	2/12/2025	Mark Bender	125 Worchester Lane, Kearneysville, WV 25430	Open	Boundary Line Adjustment between Mark Bender (Grantee) abd Frederik and Joanna Ferrell (Grantor)
	25-10-M	2/12/2025	Allen Ziegler	228 White Dogwood Road, Harpers Ferry, WV 25425	Open	Merger of two Ziegler Properties on White Dogwood Road
	25-11-M	2/21/2025	Shawn E Craig	5136 Middleway Pike, Kearneysville, WV 25430	Open	Merger of 3.18 acres from Parcel 29 to Parcel 30
	25-12-M	2/24/2025	Erik W & Cheryl A Berndt	1227 River Road, Shepherdstown, WV 25443	Open	Boundary Line Adjustment of 1.384 acres from Parcel 7.1 to Parcel 7
	25-13-M	3/3/2025	Edward M Robyn K Fowler	4344 Mission Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment of 2.7250 acres from Parcel 12.2 to 12.10
					Category Total:	13
Miscellaneous Fees	25-1-Q	1/3/2025	Wormald Home Construction, LLC	5283 Corporate Drive, Suite 300, Frederick, MD 21703	Closed	Sign for corner of Colonel Black/Lafayette payment
	25-2-Q	1/17/2025	N/A	256 Halltown Road, Harpers Ferry, WV 25425	Closed	Copies of Site Plan S04-06 (Eackles-Spencer and Norton Funeral Home)
	25-3-Q	2/5/2025	N/A	N/A	Closed	Map of Rose Hill Cemetery
	25-4-Q	2/21/2025	N/A	Damon McArthur	Closed	Maps
				Category Total:	4	
Planning Commission Waiver	25-4-PCW	1/22/2025	Billy Kaye Moores II - Trust	235 William Fulk Lane, Kearneysville, WV 25430	Open	Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats
	25-5-PCW	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Closed	Waiver from Section 2.3A.3 of the Subdivision Regulations to reduce the required road width surface from 24' to 20' for a proposed 20-lot residential subdivision (Hallmark Glen File #25-4-SD).
	25-6-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.3A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation.
	25-7-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation that utilizes two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served
	25-8-PCW	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP1)
	25-9-PCW	2/28/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver for the road width of the Hallmark Glen Subdivision
	25-10-PCW	3/14/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road.
	25-11-PCW	3/17/2025	Randall R & Marta Conrad, Paige & Anthony Wenner	195 Vidon Farm Lane, Shepherdstown, WV 25443	Open	Waiver from Section 20.201A of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision
	25-12-PCW	3/17/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25414	Open	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street
	25-13-PCW	3/18/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25415	Open	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'
	25-14-PCW	3/28/2025	Kolan Investment, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development.
				Category Total:	10	

Planning Commission Variance (1979 ZO)	25-1-PCV	1/17/2025	Rancho El Mayoral, LLC	1196 Van Clevesville Road, Kearneysville, WV 25430	Closed	Variance from Note 14 of Plat Book 14 Page 54 to allow the residue and two proposed lots access off of Van Clevesville Road for a proposed three lot minor subdivision.
						Category Total:
Final Plat Amendment	25-1-FPA	3/31/2025	James Glass & Daniel Dillow	152 Independence Lane, Summit Point, WV 25446	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #4 on the Clear Field Subdivision Final Plat (PB 19/PG 59B).
						Category Total:
Site Plan	25-1-NSP	1/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Charles Town, WV 25414	Open	Dunkin Donuts Drive Thru
	25-1-SP	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot.
	25-2-SP	2/5/2025	Global Environmental & Remediation, LLC	Parcel located north of Middleway Pike and Shirley Road intersection, Charles Town, WV 25414	Open	The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage.
	25-1-RR	3/17/2025	D.R. Horton Capital Division	Gumspring Drive, Charles Town, WV 25414	Open	Redline revision 5 to remove bioswales 4, 7, & 8 and expand bioretention basins A1 & C.
						Category Total:
Subdivision	25-1-SD	1/13/2025	Katherine B & Stanley W Dunn, Jr.	2646 Kabletown Road, Charles Town, WV 25414	Open	Creation of 2 lots
	25-2-SD	1/13/2025	Amy Martin	5092 Paynes Ford Road, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-3-SD	1/22/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	This project will be a cluster subdivision, of single-family homes, totaling 62 units. The property is approximately 219 acres and will have stormwater management areas.
	25-4-SD	1/24/2025	Harvest Homes, LLC	4001 Engle Molars Road, Harpers Ferry, WV 25425	Open	The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
	25-5-SD	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
	25-6-SD	1/27/2025	Thomas E & Kathleen C Knock	3561 Bowers Road, Kearneysville, WV 25430	Open	Creation of 2 lots, Family Transfer
	25-7-SD	2/4/2025	George R & Edna C Enos	21 Anglers Ride Drive, Harpers Ferry, WV 25425	Open	Family transfer from grandparents to granddaughter
	25-8-SD	2/28/2025	Jefferson Orchards, Inc.	Kearneysville Pike, Kearneysville, WV 25430	Open	Creation of 5 lots
	25-9-SD	3/3/2025	William Eugene Crum	Doe Walk Lane, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-10-SD	3/11/2025	Timothy & Karen Carroll	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	25-11-SD	3/12/2025	Julie B & Meri D Nesselrodte	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
					Category Total:	11
Zoning Certificate	25-1-ZC	1/17/2025	Cheri Petropouleas	811 Willow Spring Drive, Charles Town, WV 25414	Withdrawn	Creation of 9' by 7' sign for Mountain View Diner
	25-2-ZC	1/27/2025	Standard Land Company, LLC	Peregrine Lane, Harpers Ferry, WV 25425	Closed	Bungee Jumping Facility and Sign Zoning Certificate for Old Standard Quarry
	25-3-ZC	2/3/2025	Sunnyside Limited Partnership	845 Wheatland Road, Charles Town, WV 25414	Closed	Tower modifications: Remove three (3) antennas and four (4) surge suppressions; and, Replace six (6) antennas and nine (9) radios; and, Add one (1) surge suppression
	25-4-ZC	2/3/2025	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-law suite
	25-5-ZC	3/4/2025	Summit Point Automotice Research Center, LLC	155 Gasoline Aly, Unit 24, Summit Point, WV 25446	Closed	Change in Tenant: Retail Sales and Service, General to include the sale and storage of controlled training aids.
	25-6-ZC	2/27/2025	Thomas Jeppesen	528 John Brown Farm Road, Harpers Ferry, WV 25425	Open	Accessory Dwelling Unite: In-law suite
	25-7-ZC	3/21/2025	The Ambika Group, LLC	4332 William L Wilson Freeway, Harpers Ferry, WV 25425	Open	Change in Tenant for Hilltop Trader - Retail Sales
	25-8-ZC	3/27/2025	Charles Town Real Estate	811 Willow Spring Drive, Charles Town, WV 25414	Open	Change in Owner/Tenant from Mountain View Diner to Charles Town Family Diner
					Category Total:	8
Zoning Variance	25-6-ZV	1/15/2025	Chris Tyler	Empty lot along 340 realignment	Open	a) Variance from Section 10.5B.1 to increase the sign face limitation from 300 square feet to 600 square feet; and, to allow two messages per sign face. b) Variance from Section 10.5B.3: to reduce the distance requirement from a public right-of-way from 300' to 50'.
	25-7-ZV	1/24/2025	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Section 4.16 and Section 5.6D of the Zoning Ordinance (as amended 11/30/89), to reduce the setback requirements from all property lines.
	25-8-ZV	1/31/2025	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Variance from Section 4.11 and Appendix B to eliminate the required landscaping along the southwestern property line for a proposed contractor with outdoor storage business (File #24-7-SP).
	25-9-ZV	2/6/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	Variance from Section 5.7D.2.b.i (b) to allow the required 50% green space to be allocated on two lots within the Harvest Meadows cluster subdivision
	25-10-ZV	2/14/2025	Christopher & Jamie Kerkstra	2410 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Variance from Section 9.7 to reduce the rear setback from 50' to 30' for a proposed accessory structure.
	25-11-ZV	2/20/2025	Nicholas Wilson et al	640 War Admiral Boulevard, Charles Town, WV 25414	Open	Waiver from Section 4.11 and Appendix B to eliminate the required street trees and landscape buffer.
	25-12-ZV	3/17/2025	Christian and Manuela Steppat	114 Gatehouse Place, Charles Town, WV 25414	Open	Variance from Appendix A to reduce the rear setback from 10' to 15' for a 9' x 23' covered patio.
					Category Total:	7

Special Exception Permit	25-1-SE	1/15/2025	Chris Tyler	Empty lot along 340 realignment	Open	Special Exception for construction of billboard
					Category Total:	1
					Grand Total:	62

**Planning and Zoning Quarterly Report
4/1/2025 - 6/30/2025 (Generated 7/16/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Easements	25-2-E	4/3/2025	Trish Sanderson	Empty lot at the end of Morning Star Drive to Hostler Road, Harpers Ferry, WV 25425	Closed	Adjust location of easement located on Morning Star Drive
	25-3-E	4/22/2025	Kevin & Leslie Steeley	43 Locust Knoll Drive, Charles Town, WV 25414	Closed	Revised Access Easement plat across the Steeley FT MSD (25-17-SD)
	25-4-E	6/27/2025	Ralph B Moler	721 Old Rider Road, Harpers Ferry, WV 25425	Open	Conservation Easement for 721 Old Rider Road
				Category Total:	3	
Merger or Boundary Line Adjustment	25-14-M	4/7/2025	Clifton 1834, LLC	2320 Lewisville Road, Summit Point, WV 25446	Open	Lot Consolidation for Clifton 1834, LLC
	25-15-M	4/28/2025	Deborah Burns (Grantor) and Jennifer Potocnak & Martin Sulsky (Grantee)	322 Moonstone Drive, Kearneysville, WV 25430	Open	Adjustment of lot lines for 322 and 346 Moonstone Drive properties
	25-16-M	5/8/2025	Meghan O'Sullivan	128 Sprouse Lane, Harpers Ferry, WV 25425	Open	BLA to Sprouse Lane properties
	25-17-M	5/19/2025	Barry A & Jody M Swaldo	449 Jenkins Hill Road, Charles Town, WV 25414	Open	BLA between Gontarek-Christian residue parcel and Swaldo lot 7 parcel
	25-18-M	6/16/2025	Trustees of the Shannondale Springs Chapel	3868 Mission Road, Harpers Ferry, WV 25425	Open	BLA of lots 2 (residue) and 1 for Shannondale Springs Chapel
	25-19-M	6/23/2025	Keith Crim	306 Withers Larue Road, Summit Point, WV 25446	Open	BLA of lot 1 (Parcel 1.3) to the area adjacent to neighboring property (Parcel 1.4)
				Category Total:	6	
Miscellaneous Fees	25-5-Q	5/12/2025	Harold Barlow	N/A	Closed	Copy of White Rock HD Approval Plat
	25-6-Q	5/28/2025	Matt Knott	N/A	Closed	Road renaming, purchase of a 2-way installed road sign
				Category Total:	2	
Planning Commission Waiver	25-15-PCW	4/21/2025	Russel & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Closed	Waiver from Section 20.201.B.3 to reduce the required access easement width from 50' to 40' for a proposed family transfer minor subdivision.
	25-16-PCW	25-16-PCW	Harry & Garnett Catrow	Lot 3 of the Mecklenburg Height Subdivision, Shepherdstown, WV 25443	Closed	Waiver from Section 20.201A.2 of the Subdivision Regulations to allow two proposed family transfer minor subdivisions to utilize an existing 40' right of way and existing private road as opposed to developing a county grade road.
	25-17-PCW	5/16/2025	Trustees of the Rock Spring Church	114 Poor Farm Road, Suite 101, Kearneysville, WV 25430	Closed	Waiver from Section 20.203B.1 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of an additional 3,950 sq/ft metal building shell for the expansion of an existing classroom.
	25-18-PCW	5/20/2025	DR Acquisitions, LLC	Vacant lot along Somerset Blvd	Closed	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street.
	25-19-PCW	5/20/2025	DR Acquisitions, LLC	Vacant lot along Somerset Blvd	Closed	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'.
	25-20-PCW	5/22/2025	Trustees of the Mission Tabernacle Church	Tabernacle Lane, Harpers Ferry, WV 25428	Open	Waiver from Section 20.203B.2 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of a 14,861 sq/ft gravel parking lot.
	25-21-PCW	6/5/2025	Alharmoosh Development Group, LLC	263 Ridge Road, Shenandoah Junction, WV 25442	Open	Waiver from Section 24.112.C of the Subdivision Regulations to extend the timeframe to submit a sufficient Preliminary Plat for the Orchard Springs Subdivision to July 11, 2026.
	25-22-PCW	6/17/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.102B of the Subdivision Regulations to allow site grading to commence prior to site plan approval for the proposed Hallmark Glen Subdivision (File: 25-4-SD).
					Category Total:	8
Final Plat Amendment	25-2-FPA	5/19/2025	Steven & Paulette Lashley	273 Job Corps Road, Shenandoah Junction, WV 25442	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a farm caretaker. See Note #3 on the Garrot Minor Subdivision Final Plat (PB 9/Pg 26).
				Category Total:	1	
Site Plan	25-2-NSP	4/14/2025	Todd Wilt	N/A	Closed	No site plan for fairgrounds to establish a grandstand, 700 feet of additional roof
	25-3-NSP	6/24/2025	Animal Welfare Society of Jefferson County	23 Poor Farm Road, Kearneysville, WV 25430	Closed	No Site Plan to assess changes to property for establishment of a patio
	25-4-NSP	6/27/2025	Tri-State Pets	10045 Leetown Road, Kearneysville, WV 25430	Closed	No Site Plan (NSP) for a 15' x 30' addition to an approved kennel/grooming business
	25-3-SP	4/21/2025	Michelle Sudduth	284 Edgewood School Road, Shenandoah Junction, WV 25442	Open	Agricultural Special Event Facility Concept Plan
	25-4-SP	6/16/2025	Kingdom Ventures, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Site development for renovating a vacant church into medical offices and a small pharmacy
	25-2-RR	6/4/2025	Beallair Homes, LLC	Vacant lots along Beallair Manor Drive, Charles Town, WV 25414	Open	Redline revision of Beallair Phase 4B to include/ edit walking trails
	25-3-RR	6/12/2025	Smartlink, LLC	41 S Childs Road, Kearneysville, WV 25430	Open	Redline Revision for Entrance: AT&T is proposing to build a 195ft monopole Cell tower which will include 6 Antennas and a 3,600 square foot fenced compound on the ground.
				Category Total:	7	
Subdivision	25-12-SD	4/8/2025	Norman & Lora Corbin	2751 Engle Molers Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-13-SD	4/10/2025	Michael & Sandra Donahue	Vacant lot along John Brown Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-15-SD	4/17/2025	Lynn & Brown Truslow	6731 Scrabble Road, Shepherdstown, WV 25443	Open	One lot and residue family transfer minor subdivision
	25-16-SD	4/21/2025	Larry & Tammy Sirbaugh	180 Sussex Lane, Charles Town, WV 25414	Open	One lot and residue family transfer minor subdivision

Subdivision	25-17-SD	4/18/2025	Kevin & Leslie Steeley	Vacant lot accessing off of Earle Road and Summit Point Road, Charles Town, WV 25414	Open	Three lot and residue family transfer minor subdivision
	25-18-SD	4/25/2025	DR Acquisitions, LLC	Vacant lot south of Somerset Boulevard, Charles Town, WV 25414	Open	The proposal consists of a total of 495 residential units and eight (8) commercial lots with associated infrastructure.
	25-19-SD	5/15/2025	Angela Kable	Vacant lot east of 986 & 976 Earle Road, Charles Town, WV 25414	Open	One lot and residue minor subdivision
	25-20-SD	5/16/2025	Jefferson Orchards, Inc	195.52 acres vacant lot east of Keanreysville Pike, Charles Town, WV 25414	Open	Preliminary Plat, Phase 2: the proposed site improvements are the construction of 81 Single-Family Detached Homes, 84 Townhomes, 36 Villas, SWM Facilities, Roads and Public Utilities.
	25-21-SD	6/4/2025	Tammy & Randolph Robinson	8816 Middleway Pike, Charles Town, WV 25414	Open	One lot and residue family transfer minor subdivision
	25-22-SD	6/9/2025	Flowing Springs Road, LLC	Vacant lot to the east of Flowing Springs Road, Charles Town, WV 25414	Open	Final Plat of Stonecrest Subdivision Section 2, including lots 42-61, 149-250, open spaces A, E, & F, SWM area A & B, and appropriate infrastructure
	25-23-SD	6/16/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-24-SD	6/18/2025	Cochran Mill Road, LLC	Eastern vacant property at the south end of Kanawha Lane, Charles Town, WV 25414	Open	Five lot minor subdivision
	25-25-SD	6/23/2025	Roberto Obong & Catherine Kemmerling	1960 Bloomery Road, Charles Town, WV 25414	Open	Four lots and residue minor subdivision
	25-26-SD	6/25/2025	Russell & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Open	One lot and residue family transfer minor subdivision
				Category Total:	15	
Zoning Certificate	25-9-ZC	4/3/2025	B33 Jefferson Crossing, LLC	188 Flowing Springs Road, Charles Town, WV 25414	Closed	Temporary Sale of Legal Fireworks at B33 Jefferson Crossing
	25-10-ZC	4/9/2025	Jordan & Chloe Butts	590 Winebrenner Road, Shepherdstown, WV 25443	Closed	Agricultural Event Facility
	25-11-ZC	4/11/2025	Sweet Beginnings Properties, LLC	59 Beverly Place, Harpers Ferry, WV 25425	Closed	Short Term Rental
	25-12-ZC	4/11/2025	Chapel at Rippon Village	2518 Berryville Pike, Charles Town, WV 25414	Closed	Change in Owner - Church
	25-13-ZC	4/15/2025	Bruce Kaiser	12 Steptoe Street, Summit Point, WV 25446	Closed	Bed & Breakfast
	25-14-ZC	4/24/2025	Cynthia McKee	244 Tel Farm Lane, Kearneysville, WV 25430	Closed	Modifications to an Existing Nonconforming 199' Telecommunications Tower Site - Generator
	25-15-ZC	5/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Charles Town, WV 25414	Closed	Change in Tenant: Buffalo Wild Wings GO
	25-16-ZC	5/9/2025	B33 Jefferson Crossing, LLC	115 Flowing Springs Road, Charles Town, WV 25414	Closed	Change in Tenant: Dunkin Donuts
	25-17-ZC	5/9/2025	Suso 2 Alabama LP	96 Patrick Henry Way, Charles Town, WV 25414	Closed	Temporary Sale of Legal Fireworks
	25-18-ZC	5/9/2025	Saiguru, LLC	106 Jefferson Terrace Road, Charles Town, WV 25414	Closed	Freestanding Business Sign: Motel 6
	25-19-ZC	5/12/2025	Cynthia McKee	244 Tel Farm Lane, Kearneysville, WV 25430	Closed	Modifications to an Existing Nonconforming 199' Telecommunications Tower Site
	25-20-ZC	5/14/2025	West Virginia American Water Company	426 Oak Lee Drive, Ranson, WV 25438	Closed	Equipment modifications to an existing 125' Tall Water Tank / Co-Located Telecommunications Facility Equipment Modifications
	25-21-ZC	5/19/2025	David & Maria Gibson	3784 Mission Road, Harpers Ferry, WV 25425	Closed	Accessory Dwelling Unit: In-Law Suite
	25-22-ZC	5/23/2025	Frances Morgan	1373 Summit Point Road, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	25-23-ZC	5/28/2025	Daniel Dillow & James Glass	152 Independence Lane, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	25-24-ZC	5/29/2025	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction 25442	Closed	Accessory Dwelling Unit: Agricultural / Caretaker
	25-25-ZC	5/29/2025	KITA, LLC	59 Ruland Road, Suites K & L, Kearneysville, WV 25430	Closed	Shopping Center (Change in Tenant) : The Little Treehouse Play Zone
	25-26-ZC	5/30/2025	Alvin & Cynthia Brown	2190 Hite Street, Kearneysville, WV 25430	Closed	Modifications to an Existing Nonconforming 300' Telecommunications Tower Site
	25-27-ZC	6/4/2025	Summit Point Automotive Research Center, LLC	770 Hardesty Road, Summit Point, WV 25446	Closed	Modifications to an Existing Nonconforming 199.6' Telecommunications Tower Site
	25-28-ZC	6/9/2025	Standard Land Company, LLC	Quarry Lake near the intersection of Olympic Way & Millville Road, Harpers Ferry, WV 25425	Closed	Commercial Use: Inflatable Water Park
25-29-ZC	6/10/2025	SUSO 2 Alabama, LP	118 Patrick Henry Way, Charles Town, WV 25414	Closed	Change in Tenant - Restaurant	
				Category Total:	21	
Zoning Variance	25-13-ZV	4/18/2025	Robert & Alice Hill-Murray	233 Sourmash Road, Harpers Ferry, WV 25425	Open	Variance from Section 9.7 to reduce the front setback from 20' to 14' for a handicap ramp.
	25-14-ZV	4/21/2025	Russell & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Open	Variance from Appendix A to reduce the front setback from 40' to 25' along a proposed access easement along the southern property line for an existing detached accessory structure; and Section 9.6C to allow an accessory structure within the required front yard.
	25-15-ZV	5/22/2025	Trustees of the Mission Tabernacle Church	25 Tabernacle Lane, Harpers Ferry, WV 25425	Open	Variance from Appendix B to reduce the required setback from 50' to 15' along the southern property line and from 50' to 30' along the western property line for a 60' x 30' accessory structure (garage).
	25-16-ZV	5/22/2025	Trustees of the Mission Tabernacle Church	Vacant Lot across from 25 Tabernacle Lane, Harpers Ferry, WV 25425	Open	Variance from Appendix B to reduce the front parking and drive aisle setback from 15' to 0' and for an existing parking lot.
	25-17-ZV	6/5/2025	SUSO 2 Alabama, LP	60 & 32 Patrick Henry Way, Charles Town, WV 25414	Open	Variance request to remove parking spaces so the site has less than the ordinance requires.
	25-18-ZV	6/5/2025	SUSO 2 Alabama, LP	61 & 32 Patrick Henry Way, Charles Town, WV 25414	Open	Variance request to reduce setbacks so the site has less than the ordinance requires.
	25-19-ZV	6/18/2025	Carolina Moncada	152 Atkinson Street, Shenandoah Junction, WV 25442	Open	Variance from Appendix A to reduce the rear setback from 20' to 8' for a 12' x 40' deck.
				Category Total:	7	

Zoning Appeal	25-1-AP	4/11/2025	Sidewinder Enterprises, LLC	1 Grace Street, Kearneysville, WV 25430	Open	Appeal of an Administrative Decision: Motion by Planning Commission of March 12, 2025 to reject the Concept Plan.
					Category Total:	1
Minor Plat Changes	25-1-MPC	4/8/2025	Carpe Diem Omada, LLC	Lot 39 of the Burr Industrial Park located on James Burr Boulevard, Charles Town, WV 25414	Open	Drainage Easement Vacation & Creation at Burr Lot 39
					Category Total:	1
Special Exception Permit	25-2-SE	6/18/2025	Federal Group, Inc	Lowe Drive, Shepherdstown, WV 25443	Open	Request for a Special Exception Permit to allow an off-premises sign for Rumsey Place. The applicant is requesting the following deviations: 1. A deviation from Section 10.2C to allow the proposed sign to be located within a platted right-of-way. 2. A deviation from Section 10.4B.4 to allow the proposed sign to face a residence. 3. A deviation from Section 10.5A.2 to reduce the distance between signage from 300' to 125'. 4. A deviation from Section 10.5A.4 to reduce the front setback from 25' to 17' along Kearneysville Pike.
					Category Total:	1

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Gabriel Areizaga

Department or Organization: Information Technology and GIS

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **First available**

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

Date Requested – 2nd Choice:

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

1. Grant announcement and request for proposals- cameras
2. Request for proposals- website

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 have legal review and then County staff to release the request for proposals for security cameras.

Motion to have legal review and then County staff to release the request for proposals for website design.

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

West Virginia
Department of Homeland Security –
Emergency Management Division

Homeland Security Grant Program (HSGP)

Fiscal Year 2024
Grant Application



Applicant/Organization Information

Organization Name (Enter exactly as shown in WVOASIS):

JEFFERSON CO COMMISSION

Organization Address (Enter exactly as shown in WVOASIS):

PO Box 250

City, State, and Zip Code:

Charles Town, 25414

Organization Phone Number (Use the format (###) ###-####):

304-728-3284

Type of Organization:

County Government

Is the Organization applying for funding, or for which the project is being completed, a Law Enforcement Agency?

YES NO

Federal Employer Identification Number (FEIN):

55-6000333

Unique Entity Identifier (UEI):

QQHBF74FRN61

(The UEI is required to receive federal grant funding. For more information on obtaining this for your organization, please visit <https://sam.gov/content/home>.)

WV OASIS Number:

211969

Points of Contact
Project Manager (Name and Title): Russell Burgess, Director, Information Technology
Project Manager Email: rburgess@jeffersoncountywv.org
Project Manager Phone: 304-728-5605
Project Manager Address, if different from Organization: 116 E. Washington St., Charles Town, WV 25414
Fiscal Officer (Name and Title): Bessie Nelson, Budget Director
Fiscal Officer Email: bnelson@jeffersoncountywv.org
Fiscal Officer Phone: 304-728-3284
Fiscal Officer Address, if different from Organization: 124 E. Washington Street, Charles Town, WV, 25414
How does the Organization receive payments, as configured in WVOASIS? <input type="checkbox"/> Check <input checked="" type="checkbox"/> EFT

The State Auditor's Office strongly encourages vendors to use Electronic Funds Transfers (EFT) for payments. Please use the link below to either set up or change your payments to EFT under the Vendor Forms.

<https://www.wvsao.gov/ElectronicPayments/Default>

PROJECT INFORMATION

Project Title (Organization Name – Primary Need)

Example: County Sheriff's Department – LPR & Cameras

Jefferson County Commission - County Complex Security Cameras

Project Description:

(Additional information can be submitted, as needed, to appropriately outline/explain project elements and outcomes. Supplemental information should be submitted to HSSAA@wv.gov with a reference to the project title in the subject line.)

The Jefferson County Commission (JCC) seeks to purchase 200 security cameras to provide full coverage at its two county office complexes - Downtown Charles Town and Bardane. The Downtown complex houses seventeen departments including the County Commission, Administration, County and Circuit Clerks, Circuit and Family Courts, Magistrate, Tax Office, and Bailiff's Office. The Bardane location houses nine departments including Homeland Security, the Sheriff's Department, Emergency Communications, and the Health Department.

Both locations receive visitors and conduct business with the public, and as such, are at risk of an attack. Terroristic acts, such as active shooter events, are an unfortunate reality that our employees must be adequately prepared for in order to aide law enforcement and medical personnel tasked with responding to and mitigating these tragedies. The new cameras will provide our county employees and emergency responders with the ability to assess ongoing situations, effectively deploy response tactics, and deter would-be threats to our employees.

These cameras will include a variety of series including fisheye, dome, turret, pinhole, dual sensor, bullet, and weather resistant, depending on the location within each building. The cameras share features like high resolution, panoramic views, Star-Light Plus technology, and vandal-resistant designs. Each model has unique capabilities tailored to specific surveillance needs. Star-Light Plus technology enhances surveillance capabilities, providing clear and detailed footage even in challenging lighting conditions. Several of the models also have Intelligent Video Analytics Basic inside and AI Deep Learning, AI Edge Onboard/One Channel. A centralized management system enables security access from any authorized device. This request includes the cost of a 5 year warranty. The JCC can implement this project within the period of performance and will provide an uninterruptible power source (UPS) for the servers as well as connect to our internal Gigabit PoE Switches. JCC will also be responsible for the camera installation. The JCC is requesting funding for the entirety of the project, although a building priority list is included to phase the project, as needed. JCC will maintain cameras after purchase.

The existing cameras in the office complexes are 10-20 years old, making them obsolete and inefficient. Searching and extracting video recordings is challenging due to outdated technology and firmware. This also poses a security risk to the network because the outdated camera firmware cannot be updated to defend against modern threats. The current obsolete cameras hinder security personnel from effectively viewing live and recorded footage, preventing them from adequately monitoring all areas. Many cameras are outdated, barely functional, or missing from critical locations. This significant security gap impairs the ability of county, security, law enforcement, and medical personnel to respond to or mitigate threats on county property.

This project meets the national priority of protecting soft targets and crowded places. This project meets the state priority of community/public notification and warning. Through the centralized management system, access to video streams are available to responders at any time, assisting in effective deployment of law enforcement and emergency medical response in the event of crisis (i.e. active shooter event; natural hazard emergency) through a real-time situational assessment. Video surveillance provides a deterrent to threats, improves emergency preparedness and response, and assists in controlling campus perimeters and access. Protecting against and preparing for possible active shooter events is identified in the regional 2022 Hazard Mitigation Plan. County infrastructure is an identified priority in the 2022 and 2023 THIRA.

National Preparedness System Integration

Does this Project...

- | | | |
|--|---|-----------------------------|
| 1.) Support Terrorism Prevention and Preparedness? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2.) Close a capability gap or sustain an existing capability? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3.) Help improve preparedness for all-hazard threats? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4.) Protect residents, visitors, and assets from high risk threats and hazards? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5.) Facilitate quick response to save lives, protect property and the environment, and meet basic human needs? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6.) Help support a culture of national preparedness by overcoming a logistical, technological, legal, policy, or other impediment? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

What Core Capabilities apply to this Project? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Critical Transportation |
| <input checked="" type="checkbox"/> Public Information & Warning | <input type="checkbox"/> Environmental Response/Health & Safety |
| <input type="checkbox"/> Operational Coordination | <input checked="" type="checkbox"/> Fatality Management |
| <input checked="" type="checkbox"/> Intelligence & Information Sharing | <input type="checkbox"/> Fire Management & Suppression |
| <input checked="" type="checkbox"/> Interdiction & Disruption | <input type="checkbox"/> Logistics & Supply Chain Management |
| <input checked="" type="checkbox"/> Screening, Search, and Detection | <input checked="" type="checkbox"/> Mass Care |
| <input type="checkbox"/> Forensics & Attribution | <input type="checkbox"/> Mass Search & Rescue |
| <input checked="" type="checkbox"/> Access Control & Identity Verification | <input checked="" type="checkbox"/> On-Scene Security, Protection, and Law Enforcement |
| <input checked="" type="checkbox"/> Cybersecurity | <input checked="" type="checkbox"/> Operational Communications |
| <input checked="" type="checkbox"/> Physical Protective Measures | <input type="checkbox"/> Public Health, Healthcare, and Emergency Medical Services |
| <input checked="" type="checkbox"/> Risk Management for Protection Programs & Activities | <input checked="" type="checkbox"/> Situational Assessment |
| <input type="checkbox"/> Supply Chain Integrity & Security | <input type="checkbox"/> Economic Recovery |
| <input checked="" type="checkbox"/> Community Resilience | <input type="checkbox"/> Health & Social Services |
| <input type="checkbox"/> Long-term Vulnerability Reduction | <input type="checkbox"/> Housing |
| <input checked="" type="checkbox"/> Risk & Disaster Resilience Assessment | <input type="checkbox"/> Natural & Cultural Resources |
| <input checked="" type="checkbox"/> Threat & Hazard Identification | |
| <input checked="" type="checkbox"/> Infrastructure Systems | |

PROJECT BUDGET

POETE – Planning, Organization, Equipment, Training, and Exercises (shaded areas are for WVEMD Staff only)

- 1.) Provide details of the proposed activities and costs associated with the **Planning Expenses.** (Quantities needed, type of expense and associated costs, and justification)

Proposed Activity	Requested Amount	Approved Amount

Investment Justification (Planning Expenses)

2.) Provide details of the proposed activities and costs associated with the **Organizational Expenses**. (Quantities needed, type of expense and associated costs, and justification)

Proposed Activity	Requested Amount	Approved Amount

Investment Justification (Organizational Expenses)

3.) Provide details of the proposed activities and costs associated with the **Equipment Expenses**. (Quantities needed, type of expense and associated costs, and justification)

To find the AEL number for each Item of Equipment requested, please go to:

<https://www.fema.gov/grants/tools/authorized-equipment-list>.

Item	Quantity	Price Per Unit	AEL Number
Please see attached XLS File for details			14SW-01-VIDA
Fisheye Cameras	85	\$669.42	
Corner and pole mount bracket - white	50	\$33.04	
Wall mount bracket - white	50	\$32.95	
Vandal Dome Cameras	72	\$241.73	
Wall mount for dome cameras	30	\$33.68	
Vandal Turret Cameras	18	\$358.20	
Wall mount bracket for vandal ball turret cameras	9	\$33.00	
Junction box for wall mount brackets - white	10	\$32.72	
Junction box for vandal ball turret cameras	9	\$30.97	
Pinhole Cameras	3	\$455.74	
Corner mount for pinhole camera	3	\$190.79	
Dual sensor Vandal Dome Cameras	11	\$1,011.85	
Wall mount bracket	1	\$55.13	
8P Bullet IP Camera	9	\$704.41	
Junction box for vandal dome cameras	11	\$38.00	
Weather Resistant Cameras	2	\$6451.7	
Speaker	1	\$505.73	
DVR	3	\$10,625.38	
DVR	1	\$5,204.63	
DVR	2	\$6,146.64	
DVR	1	\$8,722.82	
License	7	\$933.59	
Total Project Cost		\$172,277	
Jefferson County Match 10%		\$17,278	
Total Grant Request		\$154,999	

Investment Justification (Equipment Expenses)

Total project cost: \$172,277
JCC Match: \$17,278
Total Request: \$154,999

Jefferson County Director of IT provided a detailed breakdown by location. Cost estimates provided by a vendor. Please see attached xls file.

The county is able to provide \$17,278 in matching funds (approximately 10% of total budget). Please see attached match commitment letter. Note of clarification - Total camera purchase is 200.

In addition, the county will also be providing uninterruptible power supply (UPS) for the servers and connecting to their internal Gigabit PoE Switches.

Jefferson County IT Department will maintain the cameras after purchase.

Estimated Timeline - 6 months

RFP and Bid process

1. Complete grant paperwork - 4 weeks (1 month)
2. Develop scope of work - 2 weeks
3. Advertise - 4 weeks (1 month)
4. Review bids and select vendor - 1 week
5. Sign contract - 2 weeks
6. Equipment installation - 8 weeks (2 months)

October 2024 - March/April 2025

4.) Provide details of the proposed activities and costs associated with the **Training Expenses**. (Quantities needed, type of expense and associated costs, and justification)

Proposed Activity	Requested Amount	Approved Amount

Investment Justification (Training Expenses)

5.) Provide details of the proposed activities and costs associated with the **Exercise Expenses**. (Quantities needed, type of expense and associated costs, and justification)

Proposed Activity	Requested Amount	Approved Amount

Investment Justification (Exercise Expenses)

6.) Does the organization have the capacity to implement and sustain the project beyond the grant period?

YES NO

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Chief Human Resources Officer

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 2, 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. Employee Issue Resolution Appeal- Charles Wise**
- 2. Employee Issue Resolution Appeal- Mike Sine**

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

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Issue Resolution	Approved	10/14/2010
Policy Number:	205	Author:	Boyde
Associated:			

POLICY

The Jefferson County Commission will provide an issue resolution procedure for all employees when misunderstandings occur regarding working conditions, application of discipline, or interpretation of County policies and procedures.

PROVISIONS

It shall be the responsibility of all levels of Jefferson County Commission management to give the employee a completely fair and open hearing relative to the issue without prejudice.

In addition to the County procedure, Civil Service employees have the right of appeal for personnel actions under Civil Service regulations. Questions relating to the issue resolution procedure should be directed to the County Administrator or designee.

PROCEDURES

Issue Resolution Process

The employee shall first discuss the problem or complaint with his/her immediate supervisor. If the matter is not resolved to the employee's satisfaction, the employee shall have the right to submit a complaint in writing. The Issue Resolution Procedure may proceed, if necessary, through the following steps:

Step 1:

1. The employee shall discuss the complaint with his/her immediate supervisor within five (5) working days of the occurrence of the event.
2. The supervisor shall give the employee a written decision on the issue within five (5) working days of the meeting.

Step 2:

1. If the employee is not satisfied with the answer at Step I, he/she may move the complaint to the Department Head within five (5) working days.
2. The Department Head shall meet with the employee within five (5) working days of receipt of the Complaint and shall reply in writing to the employee within five (5) working days of the meeting.

Step 3:

1. If the employee is not satisfied with the disposition of the complaint at Step 2, he/she may move the complaint to the County Administrator (or designee) within five (5) working days of the Department Head's decision.
2. The County Administrator (or its designee) shall meet with the employee within *five* (5) working days of receipt of the complaint and shall respond in writing to the employee within ten (10) working days of the meeting.

Step 4:

1. If the employee is not satisfied with the disposition of the complaint at Step 3, he/she may move the complaint to the County Commission within five (5) working days of the Administrator's decision.
2. The County Commission shall meet with the employee within *five* (5) working days of receipt of the complaint and shall respond in writing to the employee within ten (10) working days of the meeting.
3. The decision of the County Commission shall be final.

The **Issue Resolution Form** shall be used to initiate the complaint. The employee shall complete the form by completing the information requested and presenting the form to his/her immediate supervisor. The information contained on the form shall not be altered during the issue resolution procedure.

A separate copy of the **Issue Resolution and Employee Answer Form** is executed for each reply to the employee's complaint. A separate copy of this form is completed by the employee in referring the complaint to the next higher step in the issue resolution procedure or in terminating the complaint.

Since the purpose of this form is to keep appropriate personnel apprised of the current status of the complaint, only one half of the form is completed and distribution is made immediately.

Copies of completed forms shall be *given* immediately to all appropriate persons involved in the issue resolution procedure and to the Human Resources Office.

The County Administrator or designee is responsible for providing copies of all completed issue resolution forms to the County Commission or its designee when complaints are referred to that *level*.

The County Administrator or designee is responsible for administering the uniform processing of issue resolution forms with Jefferson County Commission.

JEFFERSON COUNTY

Issue Resolution Form – 205 Form

Any employee having a problem regarding his/her employment must discuss the problem with their immediate supervisor. If the problem is not resolved to the employee's satisfaction, the employee may then submit their complaint in writing.

Employees presenting complaints must be specific and state exactly what occurred to cause the complaint. For example, what rule or regulation was unjustly applied, how, when, by whom and to whom. Complaints that are not specific or are incomplete will be returned for further information.

Employee Information:

Name _____ Class Title _____ Department _____

Date(s), Time, and Location

Date Occurred _____ Time _____ Location _____ Date Presented _____

Statement of Employee's Complaint :

Settlement Desired:

Employees' Signature _____ Received By _____

Date _____

JEFFERSON COUNTY

Issue Resolution – Reply Form

Complaint Reply:

No. _____ Step _____

Employee _____ Class Title _____ Dept. _____

Reply to Employee Complaint: _____

Signature _____ Received by _____

Title _____ Date _____

Date _____

Employee Answer

No. _____ Step _____

Employee _____ Class Title _____ Dept. _____

_____ I am satisfied with the answer to my complaint.

_____ I am not satisfied with the answer and wish to have it referred to the next step.

Additional Comment _____

Employee's Signature _____ Date _____

Received By _____ Date _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: **Oct. 2, 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. Maturing funds of a County Certificate of Deposit Account Registry Service, or CDARS.**
- 2. IRS required document for Middleway Volunteer Fire Company Inc. funding for equipment.**
- 3. Ambulance exonerations**
- 4. Internal budget revision.**
- 5. Firehouse Subs grant application.**
- 6. Courthouse facilities grant updated application**
- 7. WV First Foundation grant**

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*):

Requested motion to invest the maturing funds in a CDARS at 4.25% at \$105K for 13, 26, 39 weeks and \$1.4M for 52 weeks.

Requested motion to approve and sign the IRS required document for funding equipment.

Requested motion to approve the JCESA Ambulance fee adjustments and exonerations as presented.

Requested motion to approve the internal budget revision as presented.

Requested motion to approve the grant application as presented.

Grant clarification no motion.

Requested signatures from Commissioners for letter of support.

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

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: Oct. 2, 2025

Re: Fiscal Note: Determine investment strategy for Certificate of Deposit.

Maturing CDARS \$1.8M

The Commission will need to consider, at least on a short-term basis, what to do with CDARS funds at or during the October 2nd meeting.

The CDARS expired at the end of September, 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 13/26/39 or 52 week CDARS 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 funds are from the Opioid and WV First settlement.

The invested Opioid settlement funds in the matured CDARS could be used for renovations and/or Pay for the services which the Berkeley County Day Report is providing to Jefferson County citizens.

The CDARS can be reinvested with the following options with noted final payout.

Return on investment 13 weeks 4.25%

Return on investment 13 weeks 4.2%

Return on investment 26 weeks 4.25%

Return on investment 26 weeks 4.1%

Return on investment 26 weeks 2.62%

Return on investment 12 months 4.25%

Return on investment 12 months 3.13%

Checking Account 3.75%

Insured Cash Sweep (ICS) account 2.79%

I suggest approving the reinvestment of a CDARS at 4.25% at \$105K for 13 weeks, 26 weeks 39 weeks which funds the Berkeley Co. Day Report billings, and \$1.4M invest for 52 weeks.



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: 9/29/25

Section 147(f) Approval and Written Agreement

The undersigned Official of Jefferson County (hereinafter referred to as "County") pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the "code"), hereby approves the entering into by Middleway Volunteer Fire Company, Inc. of an Agreement in an aggregate principal amount not to exceed \$385,000.00 to finance equipment consisting of One (1) 2012 E-One Pumper Truck with Equipment which will be located at the fire house of the Middleway Volunteer Fire Company, Inc.. **This approval does not in any way constitute any financial involvement or obligation of the County.**

Furthermore, this document acknowledges that for consideration, the receipt and sufficiency of which are hereby acknowledged, the Middleway Volunteer Fire Company, Inc. has provided firefighting and other services for the County for many years and Middleway Volunteer Fire Company, Inc. hereby agrees to meet the requirement to continue to provide firefighting and other services for the County.

Dated as of October 2, 2025.

Middleway Volunteer Fire Company, Inc.

Jefferson County

Daniel Malamas, President

Signature of authorized representative
Pasha Majdi, President

Name and Title

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2026
 Internal Budget Revision
 IBR # FY26-001

Narrative:

DEPT. 711 ADJUST FY26 BUDGET TO INCLUDE TRAVEL, TRAINING, DUES WHILE REDUCING COMPUTER HARDWARE

DEPT. 428 IT - ADJUST FY26 BUDGET FOR PAYROLL AND BENEFITS USING ARPA PROJECT#20 NETWORK DEVELOPER FUNDS

DEPT.712 EMERGENCY COMMS - ADJUST FY26 BUDGET FOR COMPUTER SOFTWARE USING PAYROLL

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001711.421100	TELEPHONE	-	2,500		2,500
001711.421400	TRAVEL	-	1,400		1,400
001711.421600	MAINT/REP EQUIPMENT	-	200		200
001711.422000	ADVERTISING / LEGAL PUBS	-	100		100
001711.422100	TRAINING AND EDUCATION	-	1,000		1,000
001711.422200	DUES AND SUBSCRIPTIONS	-	800		800
001711.435400	COMPUTER HARDWARE	6,000		6,000	-
001712.435300	COMPUTER SOFTWARE	12,000	39,600		51,600
001712.410300	EMPLOYEES SALARY AND WAGES	1,438,738		19,800	1,418,938
001712.410801	OVERTIME	302,622		19,800	282,822

Requested by: David Bound / Chief Financial Officer

Approved by:(department head/elected): Stephen Allen, Tara Vann, Directors

Date: 9/25/2025

Reviewed by: Date: 09/25/25

David Bound / Chief Financial Officer

Date Submitted to County Commission: 10/2/2025

Date Approved: 10/2/2025

Authorizing Signature:

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

APPLICATION CHECKLIST

Before submitting, please check that your application has been submitted completely by reviewing the checklist below. Your application will not be considered if any of information requested throughout the application is missing.

Applicant & Alternate Contact Information

- Main applicant contact information must differ from alternate contact information
 - First and last name, email address and phone number must differ

Background/History Attachment

- Has the following documentation been submitted?
- Background/History- Brief history of your department or organization, and how this grant will benefit your community

Vendor Equipment Quote/Bid

- Does the submitted vendor equipment quote/bid include the following information?
 - Vendor sales representative first and last name
 - Vendor email address
 - The name & *physical* address of your organization
 - The first & last name of a contact person from your organization
 - Only one vendor quote has been submitted
 - The quote must be itemized
 - The quote is dated within six months of the application deadline
 - The quote *only* includes item(s) pertaining to your grant request
 - The total dollar amount and equipment quantities in the vendor quote **MATCH** the total that your department is requesting
 - Include sales tax if applicable and freight charges, if applicable. Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or sales tax not included in the submitted quote.
 - Sales tax and freight charges are included, if applicable

Please note: The cost of maintenance plans and extended warranties are not permissible and should not be included in submitted quotes.

Most Recent Financial Information

- Does the submitted financial information include the following information?
 - The organization, city or county name
 - Both revenue and expenses
 - One of the following:
 - A recent - within one month - Balance Sheet which consists of Assets and Liabilities
 - A recent - within one month - Profit & Loss Statement also called an Income Statement
 - A current year annual budget showing projected income and expenses
 - A previous year audit or 990

Equipment Inventory

- Does the submitted equipment inventory include the following information?
 - A list of your organization's apparatus, vehicles and other specialized equipment

NOTE: Equipment inventory is only required for first responder organizations. If your organization does not have apparatus, vehicles or specialized equipment, please upload a document noting that the organization does not have any applicable inventory.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

Internal Revenue Service Form W-9 (Rev. October 2018)

- Does the submitted W-9 include the following requirements?
 - Name as shown on your income tax return
 - Entity Name, *if different from line 1*
 - Federal Tax Classification (including Other explanation if required)
 - Exempt payee code (if any)
 - Address
 - City, State & Zip Code
 - Employer ID Number
 - Signed by an official of the organization
 - Dated no more than one year from the submission date of this application

SAMPLE



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

Re: Letter of Support – 2025 Momentum Initiative Grant

Dear Members of the West Virginia First Foundation Board and Expert Panels:

On behalf of the **Jefferson County Commission**, we are writing to express our strong support for our county’s application to the **2025 Momentum Initiative Grant**, under the **Day Report Centers and Reentry Programs** category.

Jefferson County, like many communities across West Virginia, faces significant challenges related to substance use disorder, recidivism, and the need for effective alternatives to incarceration. Establishing a **Day Report Center** will allow us to provide evidence-based supervision, connect participants with treatment and recovery services, and create pathways to successful reintegration into the community.

The Commission is committed to ensuring the sustainability and accountability of this program. We have developed a structure for oversight, reporting, and evaluation to guarantee that outcomes are transparent and measurable. This initiative will not only strengthen public safety but also reduce strain on the courts, correctional facilities, and law enforcement, while giving individuals the tools and support they need to change their lives.

We respectfully urge your favorable consideration of this application. With the support of the West Virginia First Foundation, Jefferson County can implement a program that will have meaningful and lasting benefits for individuals, families, and the community as a whole.

Sincerely,

Pasha Majdi, President

Jack Hefestay

Cara Keys

Mike Mood

Steve Stolipher



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: Oct. 2, 2025

Re: Fiscal Note: Firehouse Sub Grant Application Request

The grant coordinator is requesting to apply for the Firehouse Sub \$40,000 grant on behalf of the E911 Communication Center.

E911 is requesting grant funding for adjustable height standing consoles.

This grant will require:

Applicant information (see checklist)
Background on the department
How the grant will benefit the community
Vendor Equipment Quote/Bid
Most Recent Financial Information FY24 Audit
IRS Form W-9



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: Oct. 2, 2025

Re: Fiscal Note: JCESA Ambulance Bill Adjustments and Exonerations

JCESA has provided a list of adjustments and exonerations totaling \$7,334.00

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.

2026 – 23rd Grant Cycle



Application for Funding Assistance

Application Postmark Deadline: September 26, 2025

Contact Information:

Shelly L. Murray, Executive Director
2003 Quarrier Street, Charleston, WV 25311
Telephone (304) 558-5435
Cell (304) 380-4032
Email: shelly.murray@wvcfia.com
www.cfia.wv.gov

Courthouse Facilities Improvement Fund

Application for Funding Assistance - Instructions

The application must be completed in its entirety in order to be considered for funding. Focus your application on only ONE category. Incomplete applications will not be considered.

Each application shall consist of 7 tabs:

- I. County Applicant Information and Category Selection
- II. Define the Project
- III. Describe the Proposed Improvements
- IV. Project Budget
- V. Historical Significance / SHPO contact
- VI. Letters of Support
- VII. Supporting Documents, including pictures

Application Review. The Authority staff shall receive all applications and date-stamp them. All grants shall stand as received on the grant deadline date. If an application is incomplete as of the deadline, it will not be considered for funding.

Draft Review: To take advantage of the Draft Review, an applicant may submit a completed application by September 9th to the CFIA. The application must be received in the CFIA office by September 9th to take advantage of this review, not postmarked by that date. Staff will review the submitted application and contact the Grant Manager to let them know if information is missing. Staff will not provide feedback on ways to improve the application, but simply on its completeness. Grants received after the Draft Review deadline must stand as received. Staff will NOT contact grant applicants to notify of missing information within two weeks of the postmark deadline.

Application Postmark Deadline: September 26, 2025

Total number of pages submitted should not exceed fifty (50) pages. Do NOT staple any part of your application. Upon completion, please forward the original application, with blue ink signatures, and two (2) copies (for a total of 3) to:

WV Courthouse Facilities Improvement Authority
2003 Quarrier Street
Charleston, WV 25311

Tab I. County Contact Information and Category Selection

1. County Applicant: Please list county name, complete mailing address, and general telephone number for county applicant.

Jefferson County Commission

124 E Washington St, P.O. Box 250, Charles Town, WV, 25414
304-728-3284

2. Project Director: Name, mailing address, email address and telephone number of individual responsible for the daily implementation of the project. This person **cannot** also be listed as the Authorized Official or the Fiscal Director.

Laura Kuhn

128 Industrial Blvd, Kearneysville, WV, 25430
304-728-3355

Email Address is Required: lkuhn@jeffersoncountywv.org

3. Grant Manager: Name, mailing address, email address and telephone number of the individual responsible for submitting quarterly progress reports should the project receive funding. This person will be the contact person regarding the project who will communicate with the CFIA Director, if funded.

Kayla Whetstone

124 E Washington St, P.O. Box 250, Charles Town, WV, 25414
304-728-3284 ext 1007

Email Address is Required: kwhetstone@jeffersoncountywv.org

4. Fiscal Director: Name, mailing address, email address and telephone number of the individual responsible for the financial records of the project. This person **cannot** also be listed as the Project Director or the Authorized Official.

David Bound

124 E Washington St, P.O. Box 250, Charles Town, WV, 25414
304-728-3284 ext 1003

Email Address is Required: dbound@jeffersoncountywv.org

Authorized Official: Name, mailing address, email address and telephone number of County Commission President. This is the individual who would be authorized to enter into a contractual agreement.

Pasha Majdi
124 E Washington St, P.O. Box 250, Charles Town, WV, 25414
304-728-3284
Email Address is Required: **pmajdi@jeffersoncountywv.org**

5. Federal Employer's Identification Number (F. E. I. N. #): 55-6000333

6. Are you applying for grant funds that will be applied to the main courthouse building?

Yes

No, please explain _____

7. Provide a brief description of your construction project in the space below:

The County's goal is to use this grant to implement a sally port for a fire-rated, enclosed space for vehicle entry and detainee transfer. The roll-down fire-rated doors and a fire-rated personnel entry door into the building will isolate the sally port from interior spaces. Emergency lighting and egress signage will ensure safe evacuation in the event of a fire. Ventilation and sprinkler extensions will meet life safety code requirements. This design provides better protection for the public, detainees, and court personnel, and ensures compliance with relevant fire and building codes.

8. Applicants May Only Apply for Funding under one Category. Please place an X in the box next to the category for which you are requesting funding assistance.

Project Categories:

Life Safety

Accessibility

Structural Improvements

Roofing

Electrical

Communications Cabling

Exterior Improvements

Interior Improvements

Mechanical (HVAC/Plumbing)

Doors and Windows

New Construction / Space

Tab II and Tab III should be consistent with the category that you have indicated above.

Category 1: Life Safety

Types of

Projects:

Egress Lighting (Normal and Emergency), Fire Alarm, Exit Signage, NEC Code Compliance, Building Configuration (Dead-End Corridors), Automatic Fire Suppression (Sprinklers), Ventilation, Egress Capacity, Panic Hardware, Elevator Shut-Down/Recall, Fire and Smoke Separations, Exit Stairway Enclosures, Smoke Evacuation Systems, Fire Penetrations, Extinguisher Cabinets, Door Closers.

Tab II: Define the Project

- **Is the project occurring at the main courthouse facility? If not, describe the facility.**

Yes. The project will take place at 330 North George Street, the County's newly acquired facility undergoing renovation to serve as the Jefferson County Judicial Center and Courthouse. The facility will house the Circuit Court, Magistrate Court, Family Court, and the Circuit Clerk's Office, and other court-related functions.

- **Provide a general description of the building identifying all life safety concerns that exist.**

The building is a modern, LEED Gold-certified commercial office structure being retrofitted for use as a judicial center. While the building meets current life safety codes for a commercial office occupancy, it lacks critical infrastructure for the safe transfer and temporary holding of detainees. Specifically, there is no designated sally port or protected entry for detainee transport vehicles. As a result, detainees must currently be transferred in open, unprotected spaces, which poses a significant risk to staff, detainees, and the public. Additionally, the lack of fire-related separation and egress lighting at the intended transfer point creates potential hazards in the event of a fire or emergency.

- **Describe the building life safety issue that is the basis for this grant application. Include photos documenting the concern.**

The absence of a secure, enclosed vehicle transfer area creates exposure to environmental hazards and impedes safe evacuation of containment during emergencies. There is no fire-rated separation between vehicle drop-off and courthouse interior nor is there fire suppression or ventilation in the proposed transfer zone. The building also lacks emergency lighting or exit signage in the area where detainees would enter. This condition does not meet modern life safety codes for buildings handling temporary detention of individuals.

- **Does the life safety issue present a current hazard to building occupants?**

Yes. Transferring detainees through uncontrolled, unenclosed exterior areas increases the risk of injury to staff, potential escape attempts, or disruption to court operations, which compromises both safety and the integrity of judicial proceedings during emergencies such as fire alarms or severe weather. In addition, without fire-rated construction, smoke or flames from a vehicle fire could quickly breach into the occupied building without any containment.

▪ **How will the safety of building occupants be improved once the project is completed?**

The new sally port will provide a fire-rated, enclosed space for vehicle entry and detainee transfer. Roll-down fire-rated doors and a fire-rated personnel entry door into the building will isolate the sally port from interior spaces. Emergency lighting and egress signage will ensure safe evacuation in the event of fire. Ventilation and sprinkler extensions will meet life safety code requirements. This design provides better protection for the public, detainees, and court personnel, and ensures compliance with relevant fire and building codes.

▪ **Has a local or state fire safety official documented the problem? If yes, attach any reports, citations, etc.**

Not yet. A fire safety review of the renovation plans will be requested from the State's Fire Marshal's office and/or the local code official. Documentation will be provided when available.

▪ **Will this project correct all major life safety concerns? If no, describe other concerns that will remain.**

Yes, this project addresses the primary life and safety deficiency associated with detainee transport and fire separation at the judicial center. Other life safety systems in the building, including egress and alarms, are currently compliant or are being addressed in other phases of the renovation.

Tab III: Describe the Proposed Improvements

▪ **Describe the proposed improvements.**

The project will construct an enclosed, fire-rated sally port at the rear of the 330 North George Street building. The sally port will be built using CMU (concrete masonry units) with a flat or lightly sloped roof. It will accommodate a single transport vehicle and feature two roll-up, fire-rated vehicle doors (one for entry and one for exit.) A fire-rated personnel door with panic hardware will connect the sally port to the interior holding area of the courthouse.

Interior improvements will include:

- Overhead LED lighting
 - Emergency lighting and illuminated exit signs
 - Ventilation fans and ductwork with fire dampers
 - Sprinkler system extension for full coverage
 - Sloped concrete floor with drain for washdown and spill containment
 - Durable, easily cleanable finishes to support long-term maintenance and hygiene
- **Provide information about the system or product that will be used to correct the building life safety deficiency. If possible, provide product literature and/or architectural drawings of the proposed improvements.**
- **Walls:** 8” CMU block, fire-rated to 2 hours
 - **Doors:** Two UL-rated steel coiling doors (minimum 90-minute rating) and one 90-minute personnel door with exit hardware
 - **Roof:** Steel deck with TPO membrane over insulation, meeting fire, and snow load codes
 - **Fire Protection:** Wet-pipe sprinkler system tied to the building’s main system
 - **Lighting:** Surface-mounted LED fixtures with emergency battery backup
 - **Ventilation:** Wall-mounted exhaust fan with intake grille and fire-rated ducting.
 - **Egress:** Panic hardware on interior door, illuminated exit sign, and egress pathway markings per code.

Tab IV. Project Budget Information

Attach an overall detailed budget for the proposed improvements. Consider the requirements listed within the “Special Conditions and Assurances” section of this application when developing your project budget. Include testing, design fees, demolition costs, construction costs, and a project contingency in the budget. Indicate whether the project is a phased project and what phase you are seeking funding for with this application.

1. Provide an estimated total cost of the proposed project:

Total project cost: \$600,000

2. Provide the amount of funding assistance requested (cannot exceed \$100,000):

Funding assistance requested is \$100,000.

3. Please list or attach a detailed project budget:

Total project cost: \$600,000

Site Work & Excavation - \$40,000

- Includes:
 - o Demolition, grading, trenching, concrete pad

Concrete and Masonry Construction- \$120,000

- Includes:
 - o CMU block walls, reinforced foots, rebar
 - o Concrete floor with integral drain

Doors and Hardware- \$70,000

- Includes:
 - o (2) Fire-rated coiling steel doors
 - o (1) 90-minute rated steel personnel door
 - o Panic hardware, closers, and fire signage

Roof System - \$55,000

- Includes:
 - o Steel deck, insulation, TPO membrane roof

Lighting and Electrical- \$45,000

- Includes:
 - o Overhead LED fixtures
 - o Emergency lighting with battery backup
 - o Exit signs and controls

Projected Timeline:

Phase	Activities	Duration	Estimated Dates
Project Kickoff	Internal planning, scheduling, pre-construction setup	2 weeks	Jan 1 – Jan 15, 2026
Design & Engineering	Architectural drawings, MEP plans, fire/life safety design	6 weeks	Jan 16 – Feb 27, 2026
Bidding & Procurement	Advertise, collect bids, award construction contract	4 weeks	Mar 2 – Mar 27, 2026
Permits and Approvals	Permit applications, code review, fire marshal coordination	3 weeks	Mar 30 – Apr 17, 2026
Site Preparation	Demolition, excavation, grading, utilities	3 weeks	Apr 20 – May 8, 2026
Foundation & Masonry Work	Footers, concrete slab, CMU wall construction	5 weeks	May 11 – Jun 12, 2026
Roof & Structural Tie-In	Steel decking, insulation, waterproof membrane	3 weeks	Jun 15 – Jul 3, 2026
MEP Installations	Sprinklers, lighting, electrical, HVAC/ventilation	4 weeks	Jul 6 – Jul 31, 2026
Door & Hardware Installation	Coiling fire doors, personnel door, panic hardware, signage	2 weeks	Aug 3 – Aug 14, 2026
Interior Finishes & Cleanup	Paint, coatings, floor sealing, cleanout	2 weeks	Aug 17 – Aug 28, 2026
Systems Testing & Inspections	Fire system testing, inspections, punch list walk-through	4 weeks	Sep 1 – Sep 30, 2026
Final Completion & Turnover	Punch list resolution, walkthrough, operational readiness	8 weeks	Oct 1 – Nov 30, 2026

Tab V. Historical Significance

1. **Provide proof that SHPO has been contacted regarding your potential project. Provide a letter from SHPO, name of a contact person at SHPO or a general statement that explains your communication with SHPO.**
2. **Attach a description of how the proposed project will impact the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics.**

This proposed project does not have historical significance for 390 North George Street.

Tab VI. Letters of Support

Tab VII. Supporting Documents – resolution, statement of need, etc...

23rd Cycle Funding Application Requirements Checklist

- ___ Tabs I - VII
- ___ Included pages 3, 4, 30 and 31
- ___ Appropriate, single category narrative for Tab II and Tab III
- ___ Original, signed in blue ink signature page
- ___ 2 copies of the completed application, in its entirety, plus the original (total of 3)
- ___ Detailed Budget
- ___ SHPO contact information
- ___ Letters of Support
- ___ Before photos on thumb drive or email jpg photos to shelly.murray@wvcfia.com (no cds accepted)
- ___ Original, signed in blue ink, completed resolution

Remember, all completed application materials must be postmarked by September 26, 2025. All the items listed above in the checklist and identified on page 2 are required for an application to be considered complete. Please do NOT staple any portion of the application.

If you have any questions, please do not hesitate to call CFIA staff at (304) 558-5435, (304) 380-4032 or email: shelly.murray@wvcfia.com.

Important note: Please submit only pages that require a response from the application packet and any required supporting documentation. Do not return the instructional portion of the packet to us, the various category sheets or the special assurances section. This will reduce paper usage and mailing costs. These sections are for your information only and to assist you with completing the application. The special assurances section becomes part of your contract provided the project is funded.

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: **October 2, 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 and possible action regarding minor boundary issue between Berkeley and Jefferson County.**
- B. Discussion and report from counsel on West Virginia Human Rights Commission Case No. ED-57-26.**

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

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, September 18, 2025

Summary:

1. Resolution to congratulate RISE
2. Future of the Fire Service Town Halls
3. Update on phone service
4. Request to use the Courthouse- NPS

Opening of the RISE Building and 911 Call-Taking Program

Jefferson County Schools recently held the ribbon cutting for the new Regional Institute for Skilled Emergencies (RISE) building. As part of this facility, the County's 911 call-taking program will train and certify high school students to handle emergency calls, preparing them for careers in public safety while still in school. The program provides students with professional certifications, direct pathways to full-time employment with Jefferson County's 911 Center, and develops an important "bench" of trained individuals to serve as future employees in this critical discipline.

A short resolution is attached congratulating Jefferson County Schools on the opening of the RISE building and recognizing the inclusion of the 911 call-taking program.

Suggested Motion: Motion that the Jefferson County Commission approve and sign the resolution congratulating Jefferson County Schools on the opening of the RISE building and the inclusion of the 911 call-taking program.

Future of the Fire Service Town Halls

The Jefferson County Commission has been hosting a series of town halls to gather input on the future of the fire service in Jefferson County. To date, meetings have been held at the Commission Meeting Room, Citizens VFD, Friendship VFD, Middleway VFD, and Blue Ridge VFD. The week of October 13th, additional town halls will be hosted at Bakerton, Independent, and Shepherdstown volunteer fire departments. These forums provide community members, volunteer leaders, and County officials with an opportunity to discuss challenges, strengths, and expectations for the fire service over the next 20 years.

Update on Phone Service

The Commission's phone service has been failing for several months. Despite daily communications with our historic provider, they refused to resolve the issues. As a result, the Commission selected a new provider, which has already deployed service to the Assessor's Office and the St. Margaret's Building. Deployment to the remaining offices is expected next week.

As we transition to this new VOIP phone system, additional infrastructure issues have surfaced. Most notably, the County's IT infrastructure is dated and in some cases failing. For example, our Chief Technology Officer has noted that the life cycle of a network switch is typically 5–7 years, yet in the St. Margaret's Building we had a switch with firmware that was 16 years old. This week, those switches are being updated. I have also directed the CTO to develop a planned obsolescence schedule to proactively replace technology and avoid recurrence of these problems.

Request to use the Courthouse- NPS:

The National Park Service (NPS), through Park Ranger Isaac Wickenheiser of Harpers Ferry National Historical Park, has requested use of the Historic Courthouse grounds and interior space of the Courthouse for John Brown Trial anniversary programs scheduled for October 15, November 2, and December 2. These programs are a continuation of similar events held previously.

I have confirmed that the Historic Commission meeting room is available each of these days. There is a concern with using the room on November 2nd because it is a Sunday. Should you wish to allow the usage for the building on November 2nd, I will need to schedule staff and/or a bailiff to be present.

Suggested Motion: Motion that the Jefferson County Commission authorize the National Park Service to use the Historic Courthouse grounds and interior space for John Brown Trial anniversary programs on October 15, November 2, and December 2, 2025, subject to the National Park Service programming not interfering with County or court operations."

**Resolution of the Jefferson County Commission
Recognizing the Ribbon Cutting of the Ranson Institute for
Secondary Education (RISE) and the Jefferson County 911
Emergency Communications Program**

Approved: October 2, 2025

WHEREAS, the Jefferson County Commission recognizes the importance of investing in education, workforce development, and public safety as vital components of the County's long-term success and resilience; and

WHEREAS, Jefferson County Schools, in partnership with County leadership, have established the Ranson Institute for Secondary Education (RISE) as a creative solution to meet the educational and workforce needs of high school students in Jefferson County; and

WHEREAS, the Jefferson County 911 Emergency Communications (EmComm) program provides high school students with valuable certifications, hands-on training, and pathways into careers that allow them to serve their community while securing strong wages, benefits, and long-term stability; and

WHEREAS, this partnership ensures that Jefferson County residents have expanded opportunities to pursue meaningful employment close to home, while strengthening the County's emergency response system and preparing the next generation of public servants; and

WHEREAS, the Jefferson County Commission recognizes the leadership and collaboration of Jefferson County Schools, and in particular the efforts of Dr. Chuck Bishop, Superintendent of Schools, and Ian Hillman, Interim Deputy Superintendent of Instructional Support, for their commitment to creating innovative opportunities that serve students, families, and the entire community;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Commission hereby congratulates Jefferson County Schools on the ribbon cutting of the Ranson Institute for Secondary Education (RISE) and the launch of the Jefferson County 911 Emergency Communications Program, and commends this accomplishment as an outstanding example of opportunity, innovation, and service afforded to the residents of Jefferson County.

Pasha Majdi
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

Mike Mood
Jefferson County Commission Vice-President

Jack Hefestay
Jefferson County Commissioner

Steve Stolipher
Jefferson County Commissioner

Cara Keys
Jefferson County Commissioner

DRAFT

Edwina Benites

From: Cheryl Middleton <cmiddl01@yahoo.com>
Sent: Wednesday, September 17, 2025 11:44 AM
To: Steve Stolipher; Pasha Majdi; Cara Keys; Mike Mood; Jack Hefestay
Cc: Edwina Benites; Nathan Cochran
Subject: Proposed changes to Ordinances for "Economic Enhancements"

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Commissioners,

I am writing to express unequivocal opposition to the proposed amendments introduced by Commissioner Stolipher for consideration at the September 18 County Commission meeting found here: <https://www.jeffersoncountywv.org/Home/ShowDocument?id=28639>.

These amendments are being framed as “business friendly” and purportedly aimed at expanding the County’s tax base by inviting more commercial development. We all recognize that commercial growth is important to sustainability. However, the removal of the concept plan stage from the commercial development process is deeply concerning. This stage is not merely procedural—it is the primary point at which the public has a formal opportunity to review and comment on proposed developments. Eliminating it effectively silences citizen input and undermines the transparency and accountability that should be foundational to any planning process.

This proposal mirrors recent actions taken by the Planning Commission to curtail public comment, and appears to be part of a broader effort to exclude residents from decisions that directly affect their communities. Such a move is unacceptable. It signals a troubling prioritization of unchecked development over the rights and interests of existing property owners and neighborhoods without consideration for impact on resources.

Furthermore, granting staff unilateral authority to administratively approve concept plans raises serious concerns. Recent history has shown that staff reviews have, at times, failed to meet the standards of thoroughness and compliance required by our ordinances. Removing oversight and public scrutiny from this process invites further erosion of quality and accountability.

It is also deeply disappointing that these amendments are being introduced without adequate transparency. No supporting documentation has been provided to explain the scope of the changes, their potential impacts, or the stakeholders consulted. Any proposal of this magnitude should be accompanied by a comprehensive presentation—including a detailed slide deck—outlining the rationale, consequences, and community engagement involved.

The current development process, including the concept plan stage and public input, must remain intact. These safeguards are essential to ensuring responsible growth, protecting property values, and preserving the character of our communities.

The intent behind these changes is clear to many of us—and it is neither appropriate nor defensible. As elected officials, your duty is to represent the interests of all county residents, not to advance personal or politically expedient agendas. The exclusion of public input is a direct affront to democratic governance and undermines the integrity of the Commission’s work. And for those of you that ran on a campaign of transparency in government, you cannot support these changes with a straight face and continue to hold your head high in the community.

I urge you to reject these amendments in full and reaffirm your commitment to transparency, accountability, and meaningful public engagement. Voting in favor of these changes will only reaffirm what many in the community suspect today.

Sincerely,
Cheryl Middleton
Kearneysville resident

Edwina Benites

From: Elizabeth Ricketts <ericketts@charlestownwv.us>
Sent: Thursday, September 18, 2025 12:00 PM
To: Jack Hefestay; Mike Mood; Cara Keys
Cc: Edwina Benites
Subject: The public deserves a chance to vet Concept Plans.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Commissioners Mood, Keys, and Hefestay-

Urging you to vote "Nay" on agenda item #5 at tonight's meeting.

The public deserves a chance to vet Concept Plans and have them addressed at public meetings. There is no benefit to removing this process but there certainly would be consequences.

Elizabeth Ricketts
City Councilmember - Ward 1
Charles Town, WV
(304) 397-0115

JCCInfo

From: Ellen <ellenhardesty@comcast.net>
Sent: Wednesday, September 17, 2025 5:47 PM
To: JCCInfo
Subject: Eliminating public hearings

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I believe the public should have a voice when it comes to decisions that affect us.
Don and Ellen Hardesty

Sent from my iPhone

From: Richard Zigler <rzigler01@gmail.com>
Sent: Saturday, September 27, 2025 4:30 PM
To: JCCInfo
Subject: E bikes and scooters

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is a subject that needs to be addressed, sooner than later. There is now a problem on secondary highways that has become dangerous. Electric bikes and scooters are being used to travel on roads in dangerous manners, usually weaving in and out of traffic. With all the residential developments, outside of the municipal boundaries, using them is a responsibility of the HOA or community to regulate in those communities. I have no problem with them being on private roads. What I do not like is for them to be on State or Municipal roads, driving in a dangerous manner.

They are "motorized" vehicles. They can be required to be licensed by the county, or municipality, for insurance and identification purposes. Licensing said vehicles would tie the vehicles to an adult in case of accidents and identify in the event of hazardous behavior. Children, as young as six years old, have no business being on the streets, or state roadways, shared with large vehicles. It's bad enough to be run into on a sidewalk, but roads, meant for cars and trucks, is another matter.

Richard Zigler

JCCInfo

From: Andrew Michaels <andrew.michaels0505@gmail.com>
Sent: Friday, September 19, 2025 5:17 PM
To: JCCInfo
Subject: Ancestry research & Sam Michaels Park update

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

GA, To whom this concerns,

I relocated from Illinois to this region last year for work and new scenery, diving into my family ancestry. As a descendant of the German Michael family, who arrived in America in the early to mid-1700s, I discovered Sam Michael as my ancestor. I urge the park administration and county board to replace the outdated "stick sign" at Sam Michaels Park, which marks his former mansion and pillars, with a revitalized historical marker. Enhanced signage, like those detailing other park features, would honor Sam's legacy. Notably, Sam, son of Adam and Nancy Reel Michael, lived in Sharpsburg, Maryland, where their farm was damaged during the Civil War's Battle of Antietam. Sam endured significant hardship, losing his mother and sister to typhoid fever from contaminated water post-battle. Including these details on an improved marker would enrich the park and region's historical narrative. I also think the small bio describing Sam Michael on the county park website should list some of this historical ancestry research as well.

Respectfully,

Andrew S. Michaels "Andy"
911/OIF Veteran, Cell: 309-434-8525

We are a product of our choice/s, not circumstance/s - Stephen Covey

JCCInfo

From: Troy Miller <troynmillerwv@gmail.com>
Sent: Thursday, September 18, 2025 6:03 PM
To: JCCInfo
Subject: Public Comment re: "Economic Enhancement Ordinance Update" Agenda Item 5

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello --

My name is Troy Miller and I am a resident of Kearneysville, WV.

Please reject the proposed text amendments to the County Zoning Ordinance. Concept plans and public review are critical to ensure that developers have their ducks in a row and that proposed developments do not conflict with the public interest, existing zoning, or otherwise fail to meet all requirements.

Thank you,

Troy Miller

JCCInfo

From: kbaty <kbaty@frontiernet.net>
Sent: Thursday, September 18, 2025 5:24 PM
To: JCCInfo
Cc: kbaty
Subject: Rejection Response of Agenda Item 5: Economic Enhancement Ordinance Update by County Commissioner Steve Stolipher...

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good day Jefferson County Commision:

I respectfully request a rejection of Steve Stolipher's Agenda Item 5: Economic Enhancement Ordinance proposal. The recommended enhancement is a countervailing one for the Jefferson County Community. This ordinance enhancement allows for fewer eyes and expertise to review plans and projects like the Blake Solar Project, which has been cited and fined (in a Consent Order decree) by the WV EPD for repeated SWM violations and pollution laws over more than two years in fines, incongruent with the damage the project has wrought to the community and the environment. Incredibly, this has happened been after staff and the public reviewed and did not approve of these types of violations and problems. So, please do not allow a public process, imperfect at best, to be further weakened by this proposed (so-called) enhancement. Thank you for you hard work and consideration of my request. Regrets I could not be there in person for the meeting.

Respectfully,

Kelly

William Kelly Baty
4704 Kabletown Road
Charles Town, WV 25414
304 725-3748

JCCInfo

From: Aline Schelling <jinkwcats@gmail.com>
Sent: Thursday, September 18, 2025 4:28 PM
To: JCCInfo
Subject: Comment Regarding the Economic Enhancement Ordinance Update

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Commission:

Please reconsider rescinding the requirement for concept plans of proposed commercial developments to be submitted.

The public deserves to know what is being proposed and to be given the opportunity to comment on these proposals. We residents need to have a say on whom we will be living with as it affects our equality of life on everything from traffic patterns to air and water quality.

Please don't cut us out of the development of our community.

Sincerely,
Aline Schelling
304-433-6243
Resident of Harper's Ferry for 23 years

JCCInfo

From: Bill and Carole Telfair <wbchtelfair@sbcglobal.net>
Sent: Tuesday, September 16, 2025 9:30 PM
To: JCCInfo
Subject: Planning Commision Plan to eliminate Public input

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear JCC,

Do NOT eliminate Public input to new development projects in Jefferson County. Public comments, improvements, edits and critique is a necessary step in the process of approving new projects. Or with strong counter arguments, disapproving them.

For example, the Sidewinder project which plans to remove millions of gallons of water per day for free from our fragile Karst aquafer system and sell it to China or Saudia Arabia or whoever bids the highest. This will dry up our wells, creeks, stream and rivers removing farming from our local economy.

Resident of Jefferson County,
Shepherdstown
William B. Telfair, PhD

From: Corey Ash <ctash2@gmail.com>
Sent: Tuesday, September 16, 2025 12:25 PM
To: JCCInfo
Subject: Public Comment for Commission Meeting 9/18/25

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

County commission members,

I have read through most of the strikethroughs which seem to be a blanket removal of the public workshop and the concept plan for any commercial application. This directly violates the right of residents to voice their concerns publically and be part of the debate as to whether or not a commercial enterprise is valid for the community. If removed, residents have no opportunity to express valid reasons for or against anything. Thus, you as commissioners will no longer have to consider the input of the people you serve in order to make an informed decision. This is not what our founding fathers intended and, as a result, leads us into a form of dictatorship here in Jefferson County. Therefore, I am against the removal of the public workshop and concept plan requirements.

Regards, Corey Ash

JCCInfo

From: Josh Curley <joshcurley@gmail.com>
Sent: Thursday, September 18, 2025 3:29 AM
To: JCCInfo
Subject: Public Comment - Economic Enhancement Ordinance Update - Please Vote No

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Members of the Jefferson County Commission,

My name is Josh Curley, I live in Harpers Ferry and while I am unable to attend the meeting tonight I did want to at least reach out to make my opinion known on Steve Stolipher's Economic Enhancement Ordinance Update. All of you (except for Steve Stolipher) made promises during your campaigns last year that you were opposed to more solar farms and other industrial facilities in Jefferson County. I ask that you all please reaffirm the commitment you made during your campaign and vote AGAINST Steve Stolipher's proposed amendments to the County Zoning Ordinance.

Stolipher's motion will remove the requirement for concept plans and public hearings/comment for commercial developments prior to their approval. His stated goal is to accelerate the planning approval process to "help attract business," but this will undoubtedly lead to attracting only those types of businesses you and I do not want in Jefferson County.

How can this be allowed? How can Jefferson County residents not be made aware of plans for development on properties that we live next to, or not have the right to make our voices heard on developments that we oppose? This can only lead to secretive, corrupt, backdoor approvals for developers to place more solar farms, Rockwools, and other industrial facilities in our County that will ruin its rural beauty. If this passes, the data center boom in Loudoun County will surely be invading our County very soon, in addition to a rapid expansion of the solar farm infestation.

I respectfully ask you to uphold the promises you made during your campaign, to honor what you ran on, and vote AGAINST this amendment to preserve and protect Jefferson County.

Thank you very much for your time.

Josh Curley

JCCInfo

From: Josh Smith <backnb1ack62@yahoo.com>
Sent: Thursday, September 18, 2025 3:01 PM
To: JCCInfo
Subject: Public comments 9/18/25

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

[Sent from Yahoo Mail for iPhone](#)

JCCInfo

From: Linda <lalewis54@gmail.com>
Sent: Wednesday, September 17, 2025 12:59 AM
To: JCCInfo
Subject: Zoning comments

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I realize that the commission is an elected, representative form of government, but I don't believe that the representatives are giving all their constituents interests equal weight. For example, noone wants any private water company to drain our aquifer and risk our water table for the purpose of bottling and selling it to non county residents. Secondly, noone wants to give zoning or planning boards carte blanche controll over decisions which affect county residents without time for fresh input from those county residents. Thirdly, zoning and planning should give the opinions of residential land owners top priority over businesses. We do not want to make this a business friendly county. We want to make it a residential and agricultural friendly county, with adequate infrastructure to support those. If we aren't careful, in 20 years, there will be no "country" left in Jefferson County. Thank you. -Linda Lewis, Shannondale.