



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 16, 2025

6:00 p.m.

County Commission Meeting Room
393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):

<https://us06web.zoom.us/j/87004811887?pwd=89ta4lmvBzdRxXVTOa5ntBrboMcOVG.1>

Meeting ID: 870 0481 1887

Passcode: 737197

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. October 2, 2025 Regular Meeting Minutes DRAFT (pgs. 4-17)
2. Approval of Accounts Payable:
 - a. October 2, 2025 \$ 367,841.44
 - b. October 9, 2025 \$ 422,416.20
3. Approval of Manual Checks:
 - a. October 2, 2025 \$ 2,030.00
 - b. October 9, 2025 \$ 71,576.25

4. Approval of Payroll:
 - a. October 10, 2025 \$ 492,675.22
5. Approval of Requisitions (pg. 18)
 - a. October 16, 2025 \$ 267,086.31

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. 6:15 pm Angie Banks, Jefferson County Assessor (**pgs. 19-23**)
 - 1.1 Exoneration
 - 1.2 Approval of hire- General Fund 406
2. 6:20 pm Presentations: County-owned Washington Street properties (Majdi) (**pg. 24**)
 - 2.1 Preservation Alliance of West Virginia, Danielle Parker
 - 2.2 Financing options for investors, Raymond Goodrich
3. 7:00 pm Presentation: Governor Morrissey's work with the Trump Administration to Reopen West Virginia's National Parks During Government Shutdown (Majdi) (**pgs. 25-28**)
4. 7:20 pm Public Hearing: Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15 (**pgs. 29-37**)

- 4.1 Staff report on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15
- 4.2 Presentation by the applicant
- 4.3 Public comment

- 5. 7:30 pm Roger Goodwin, director of Engineering, Planning, and Zoning **(pgs. 38-75)**
 - 5.1 Consideration of County Commission action on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15
 - 5.2 West Virginia Code, Chapter 7, Article 1. County Commissions Generally, 7-1-3U Authority of Counties and Municipalities to Treat Streams to Present Floods

- 6. 7:50 pm Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 76-77)**
 - 6.1 School Safety Officers
 - 6.2 Full-time Bailiff/ Trip Guard

- 7. 8:00 pm Consideration of changes to the Jefferson County Issue Resolution Policy (Majdi) **(pg. 78)**

- 8. 8:10 pm Jessica James, Chief Human Resources Officer **(pgs. 79-80)**
 - 8.1 Resolution to adopt Jefferson County Emergency Services Agency Employee Benefits Plan and ERISA Wrap summary plan description

- 9. 8:15 pm Nathan Cochran, Prosecuting Attorney's Office **(pgs. 81-82)**
 - 9.1 Discussion and review of Comcast Contract/Franchise Agreement with counsel.
 - 9.2 Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues (U. S. District Court for the Northern District of WV - Wheeling Division Civil Action No. 5:24-CV-142)

CORRESPONDENCE AND INFORMATION **(pgs. 83-104)**

WV Department of Highways letter

Meeting Minutes-Jefferson County Historic Landmarks Commission 1/15/2025

Minutes

Jefferson County Commission

Thursday, October 2, 2025

A meeting of the Jefferson County Commission was held on Thursday, October 2, 2025, during the fourth 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 Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, October 2, 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 18, 2025 Regular Meeting Minutes DRAFT
- September 22, 2025 Special Meeting-ESA Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for September 18, 2025 \$357,509.36

CHECK NUMBER		VENDOR NAME	UNCLEARED
93133		AMERICAN PUBLIC UNIVERSITY SYTEMS, INC	1,350.00
93134		ARC DOCUMENT SOLUTIONS LLC	37,059.00
93135		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,664.20
93137		BERKELEY CLUB BEVERAGES	65.56
93138		BJ'S EMBROIDERY CO INC	861.00

93139		CARRIE ORR	724.22
93140		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV	3,900.00
93141		CYNTHIA DANNER	65.21
93142		DUSTIN MILLER	238.00
93143		ELIZABETH JUNE BOWERS	5,250.00
93144		ENTERPRISE FM TRUST	81,071.91
93145		FRONTIER	10,545.92
93146		GUTTMAN OIL CO	6,415.52
93147		J.C. EHRLICH	973.74
93148		JEFFERSON COUNTY SOLID WASTE AUTHORITY	56.00
93149		JEFF CO PARKS & RECREATION COMMISSION	57,883.74
93150		KATHRYN KING	24.56
93151		LEA DWYER	238.00
93152		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	91.39
93153		MILLENIUUM INSURANCE GROUP	900.00
93154		MORRIS & DICKSON CO	6,130.90
93155		MOTOROLA SOLUTIONS INC	19,113.45
93156		QUADIENT INC	704.20
93157		RICE TIRES CO	1,137.96
93158		RYAN MILBOURNE	551.24
93159		SANDRA L RUSH	796.95
93160		SHERIFF OF JEFFERSON COUNTY	256.66
93161		SHERIFF OF JEFFERSON COUNTY	15.80
93162		SOFTWARE SYSTEMS INC	1,147.95
93163		SPIRIT OF JEFFERSON	275.06
93164		STAPLES	57.36
93165		TEK ADVISORS LLC	18,844.50
93166		THOMAS HANSEN	98.00
93167		THOMAS TWIGG	238.00
93168		UNIFIRST	217.29
93169		US BANK	50,487.48
93170		USPS-POC	20,000.00
93171		VALLEY HEALTH EMPLOYER HEALTH	156.00
93172		WV EMERGENCY MANAGMENT COUNCIL	375.00
93173		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	67.27
93174		WV STATE POLICE TRAINING ACADEMY	295.00
93175	AM/053	US BANK	27,165.32
TOTAL			357,509.36

- Accounts payable for September 25, 2025 \$639,773.87

CHECK NUMBER		VENDOR NAME	UNCLEARED
93177		AT&T	2,292.24
93178		AT&T BILL PAYMENT	1.33
93179		BERKELEY CLUB BEVERAGES	304.09
93180		BEST BEST & KRIEGER LLP	2,335.50
93181		BOLAND TRANE SERVICES INC	349.87

93182		BUREAU OF CHILD SUPPORT	726.40
93183		CARRIE ORR	1,715.65
93184		CHERI VEST	6,181.70
93185		COMPILED TECHNOLOGIES LLC	500.00
93186		COMPTROLLER OF MARYLAND	1,710.53
93187		CYNTHIA DANNER	1,652.66
93188		DEVON THOMPSON	131.04
93189		DOING BETTER BUSINES	765.23
93190		DONNA MASON	1,944.52
93191		DOROTHY M REED	50.00
93192		EDITH COOPER	21.98
93193		EFTPS IRS TAXES	169,893.57
93194		EMPOWER RETIREMENT	11,821.67
93195		ENTERPRISE FM TRUST	38,525.56
93196		EVELYN STEPHENSON	3,283.36
93197		FRONTIER	136.56
93198		GUTTMAN OIL CO	6,389.26
93199		HIGHMARK WV	60,447.65
93200		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93201		JEFFERSON CO CONVENTION AND VISITORS BUREAU	13,158.56
93202		JEFFERSON SECURITY BANK	3,368.00
93203		JOHN DEERE FINANCIAL	85.99
93204		LANGUAGE LINE SERVICES	123.17
93205		LORI BROWN	2,331.26
93206		MARNEY TREESE	650.00
93207		MILLER'S SUPPLIES AT WORK	1,437.75
93208		MORGAN NICK	1,008.34
93209		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93210		PA DEPT OF REVENUE	562.89
93211		PA SCDU	320.00
93212		PATRIOT FIRE AND SECURITY LLC	1,653.00
93213		POTOMAC EDISON	32,652.89
93214		RETIREE HEALTH BENEFIT TRUST	8,689.00
93215		RICE TIRES CO	543.56
93216		DR. ROBERT E. JONES III	1,000.00
93217		STATE TAX DEPARTMENT	250.00
93218		UNIFIRST	211.18
93219		URVIBEN PATEL	23.20
93220		VA DEPT OF TAXATION	9,261.68
93221		VICTOR C LUPIS III	6,726.06
93222		VINCENT TIONG	6,743.02
93223		WHOLESALE TIRES INC.	82.24
93224		WV DEPUTY SHERIFF RETIREMENT SYSTEM	30,600.24
93225		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	84,857.69
93226		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,742.70
93227		WV STATE TAX DEPARTMENT	46,754.39
93228		WV UNITED HEALTH SYSTEM	264.30
93229	GS/004	GENERAL COUNTY FUND- J FEE	20,070.38

93230	AM/053	SHERIFF OF JEFFERSON COUNTY	2,157.01
TOTAL			639,773.87

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for September 18, 2025 \$29,129.25

		September 18, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
978	HD/008	D-TRAX LLC		\$ 496.00
979	HD/008	US BANK		\$ 92.16
1268	AV/056	US BANK		\$ 3,140.93
1948	CO/246	BAILEY & WYANT, PLLC		\$ 5,980.40
1949	CO/246	TEK ADVISORS LLC		\$ 13,000.15
1950	CO/246	US BANK		\$ 5,339.61
429	WV/369	SHERIFF OF JEFFERSON COUNTY		\$ 1,080.00
TOTAL				\$ 29,129.25

- Manual checks for September 25, 2025 \$169,696.36

		September 25, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1269	AV/056	PRINT-O-STAT, INC		\$199.50
390	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$169,496.86
TOTAL				\$169,696.36

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for September 26, 2025 \$483,244.30

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

- Requisitions for September 18, 2025 \$248,531.43

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 LICENSSE PRO X 48 PHOTOSHOP
POLE BUILDING
WIRELESS SOUND GOVERNMENTAL BLDG
MAINTENANCE 3 YEARS
FY26 BUDGET ALLOCATION

6. APPROVAL OF HIRES/PROMOTIONS

The following items were approved without objection:

- 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 Chapter 7, Section 7, Article 6c of the West Virginia State Code.
- 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.
- 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.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Caitlyn Ralston

Buster Nicholson

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

2. Years of Service Awards, Professional Service Awards

- Laura Kuhn, Director-Fleet & Facilities Management – 30 years
- Joshua Weaver-Deputy-Sheriff’s Department – 5 years
- Lynn Dillow-Clerk of Administration, Finance & HR – 1 year
- Krista Hoffman-Director-Development Authority – 1 year
- Chase Osman-FF/EMTI – Emergency Services Agency-1 year

3. Thomas Hansen, Jefferson County Sheriff and Treasurer

Bailiff's-new part-time hire and assignment of additional hours

Commissioner Stolipher motioned 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. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to approve Lea Dwyer the ability to work up to 1560 hours and reduce Ronald Danzic to 1040 hours. The motion was seconded by Commissioner Mood and approved unanimously.

Grant Award – GHSP

Commissioner Stolipher motioned to approve the acceptance of the GHSP grant award and authorize the President to sign the contract. The motion was seconded by Commissioner Keys and approved unanimously.

4. Nikki Painter, Jefferson County Clerk's Office

Monthly review of new estates, accountings, and waivers of final settlements

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

Commissioner Stolipher motioned to approve the list of estates opened since July 2025 and closure of estates that have met all statutory requirements. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Mood motioned to reconvene in regular session before hearing the next probate agenda item. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Order Dismissing claim for the Estate of Kenneth M. Robinson

Commissioner Stolipher motioned to deny the order to dismiss a claim from Bank of America against the Estate of Kenneth M. Robinson. The motion was seconded by Commissioner Keys and approved unanimously.

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

5. Boards and Commissions – 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) (confirmed resident) Shepherdstown Magisterial District
- Katrina Lanham (R) (confirmed resident) Middleway Magisterial District
- Colin Stine (Mountain) (confirmed resident) Shepherdstown Magisterial District

Commissioner Majdi motioned to appoint Laura Knott to the Jefferson County Board of Health for a five-year term ending June 30, 2030. The motion was seconded by Commissioner Mood and approved by a vote of 4 – 1 (Hefestay).

6. Luke Seigfried, Department of Engineering, Planning, and Zoning

Request to schedule a Public Hearing regarding the Historic Resource Protection Text Amendment to the Subdivision Regulations

Commissioner Stolipher motioned to schedule a Public Hearing on December 4, 2025, regarding the Historic Preservation text amendment to the Subdivision Regulations File: STA25-01. The motion was seconded by Commissioner Hefestay and approved unanimously.

Submission of the Planning Commission Annual Report

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

7. Gabriel Areizaga, Chief Technology Officer

Grant announcement and request for proposal-cameras

Commissioner Mood motioned to have legal review and then County staff to release the request for proposals for security cameras. The motion was seconded by Commissioner Stolipher and approved unanimously.

Request for proposals-website

Commissioner Hefestay motioned to have legal review and then County staff to release the request for proposals for website design. The motion was seconded by Commissioner Keys and approved unanimously.

8. Jessica James, Chief Human Resources Officer

Employee Issue Resolution Appeal – Charles Wise

Employee Issue Resolution Appeal – Mike Sine

Commissioner Keys motioned to deny the appeal submitted by Charles Wise and to provide Mr. Wise with a written response confirming the commission’s decision. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Majdi motioned to deny the appeal submitted by Mike Sine and to provide Mr. Sine with a written response confirming the commission’s decision. The motion was seconded by Commissioner Mood and approved unanimously.

9. David Bound, Chief Financial Officer

Maturing funds of a County Certificate of deposit Account Registry Service, or CDARS

Commissioner Stolipher motioned to invest the maturing funds in a CDARS at 4.25% at \$105K for 13 weeks and \$1.4M for 52 weeks. The motion was seconded by Commissioner Mood and approved unanimously.

IRS required document for Middleway Volunteer Fire Company Inc., funding for equipment

Commissioner Stolipher motioned to approve and sign the IRS required document for funding equipment. The motion was seconded by Commissioner Majdi and approved unanimously.

Internal Budget revisions

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

Firehouse Subs grant application

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

Courthouse Facilities grant updated application

Commissioner Majdi motioned to approve the updated grant application as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

WV First Foundation Grant

Commissioner Stolipher motioned to approve the signatures from the commissioners for letter of support. The motion was seconded by Commissioner Hefestay and approved unanimously.

10. Nathan Cochran, Prosecuting Attorney’s Office

Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County

Commissioner Stolipher motioned to approve the joint resolution for signature by the commission president. The motion was seconded by Commissioner Keys and approved unanimously.

Discussion and report from counsel on West Virginia Human Rights Commission Case No. ED-57-26

Commissioner Stolipher motioned to enter into executive session to receive legal advice. The motion was seconded by Commissioner Mood and approved unanimously.

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

COUNTY ADMINISTRATOR REPORTS

11. Edwina Benites-LM, County Administrator

Resolution to congratulate RISE

Commissioner Keys motioned to approve and sign the resolution congratulating Jefferson County Schools on the opening of the RISE building and the inclusion of the 9-1-1 call-taking program. The motion was seconded by Commissioner Mood and approved unanimously.

Future of the Fire Service Town Halls

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

Update on phone service

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

Request to use the Courthouse – NPS

Commissioner Hefestay motioned to 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, and that the

user pay for the cost of a bailiff on November 2, 2025. The motion was seconded by Commissioner Keys and approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 12:45 p.m.

Pasha Majdi, PRESIDENT

DRAFT

Public Comment for Jefferson County Commission for October 2, 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.

I, David Tabb, attended a Town Hall meeting at the Blue Ridge Volunteer Fire Dept on Sept. 26, 2025. The Town Hall meeting was, in part, to address what the Jefferson County Emergency Services would look like in the next several years. This meeting was to gather information from the community on a proposal for a fire levy to fund only the newly established Jefferson County fire station and personnel. In part, the community voiced their concerns that the JCC did remove the ambulance service from the independently run volunteer fire companies; that included 13 ambulances in service with two (2) on reserve. The Fitch study, in part, stated that the County would need at least twelve (12) ambulances to continue the rapid respond and level of need to what the community is accustomed too. Anything less would increase the time to respond and reduce the available services. The JCC choose to put four (4) in service, of which the participates in this Town Hall meeting, made numerous statements of the lack of response and to include no response at all. The ambulance fee was a strong topic that revealed the ambulance fee goes into the JCC's general fund, not the JCESA.

After I, David Tabb, made several factual statements, President Majdi asked me what would Mr. Tabb do? My response in part, was for everyone to make note this was the first time that the JCC asked me for my opinion of how to address the JCESA. In part, you left out the volunteers of 100+ years of "second to none" emergency service readiness and response. Secondly, the JCC has place more emphases on the newly acquired Jefferson County Complex than the needs of emergency services within Jefferson County.

A fatal house fire of Sept 30th, in Shannondale exposed what the County at large has warned the JCC that would occur. The JCESA, were large and in charge with a lack of personal, and the volunteers were to stand down. Emergency headquarters had to request mutual aid from several other jurisdictions during this tragic event to assist numerous other needs that seems to have become the norm.

The Town Hall that the JCC hosted, does not clearly state the amount of the funds proposed for the fire levy nor who it will service. The proposed fire levy from the Jefferson County Fire Association, last

year, was ready for the JCC to sign off on and refused to do so. The 2.5 million dollar a year levy would have equaled funded all seven (7) volunteer fire companies. Anything proposed that would not equally fund all fire stations would not be allowed to be placed on the ballot.

The JCC is in a real pickle and is out of money with emergency services continuing to deteriorate with loss of property and lives.

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 2nd day of October, 2025



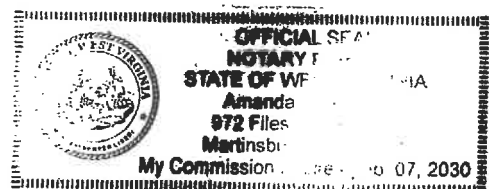
David C. Tabb

Sworn and subscribed before me this 2nd day of October, 2025



Notary

My commission expires: 2/7/2030



REQUISITIONS TO BE APPROVED

OCTOBER 16, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	26073		\$ 5,266.55	ATLANTIC EMERGENCY SOLUTIONS INC.	FIRE TRAINING ENGINE PARTS
COUNTY CLERK	26074		22,208.00	IDX & EM	ANNUAL SUPPORT CONTRACT
COMMS CENTER	26069		25,600.00	PRIORITY DISPATCH	PRIORITY DISPATCH SYSTEM ESP (
	26068		39,600.00	MOTOROLA SOLUTIONS INC	MOTOROLA RELIABLE ADMIN
IT	26070		5,272.50	TEK ADVISORS LLC	JUDICIAL DIALOG SYSTEMS
	26071		14,139.26	GRANCIUS	GOVACCESS HOSTING
COMMISSION	26072		\$ 155,000.00	BERKELEY CO SHERIFF'S OFFICE	BERKELEY COUNTY DAY REPORT EXPENSE
GRAND TOTAL			\$ 267,086.31		

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 16, 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*): I recommend to approved the assessor's exonerations.

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:

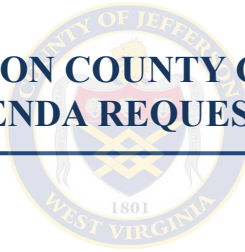
Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: 10/16/2025

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Approval of hire general fund 406

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

Approval to hire Lillian Tennis

Type of Request: (Funding/Hiring): Hiring

Funding/Salary/Hourly Amount: \$37,440

Name of Hire (if Applicable): Lillian Tennis

Grade/Step/Hours (PT/FT): 2

Start Date (beginning of pay period): October 20, 2025

Post Probationary Increase (If applicable): \$18.00 per hour to \$18.54

Any Additional Conditions of Employment or Funding Comments:

Already in the budget 406

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

I recommend to hire Lillian Tennis at \$18.00 per hour beginning October 20th, 2025.

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: Angela Banks

Phone Number: 304-728-3224

Email Address:
abanks@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 16, 2025

Re: Fiscal Note: Approval of Hire –Office assistant Jefferson County Assessor’s Office

Assessor Banks proposes the hire of an office assistant Lillian Tennis.

Office Assistant salary annualized	\$ 28,180.80
Total amount budgeted for 406.410300 Salaries and Wages Bailiff	\$315,669.00
<u>Total salaries and wages of 406.410300 (FY26) (annualized)</u>	<u>\$201,134.00</u>
Total under budget	\$114,535.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 40 minutes

Date Requested – 1st Choice: **October 16, 2025**

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

Date Requested – 2nd Choice:

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

Presentations: County-owned Washington Street properties (Majdi)

* Preservation Alliance of West Virginia, Danielle Parker

* Financing options for investors, Raymond Goodrich

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **October 16, 2025**

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

Date Requested – 2nd Choice:

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

Presentation: Governor Morrissey’s work with the Trump Administration to Reopen West Virginia’s National Parks During Government Shutdown (Majdi)

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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GOVERNOR PATRICK MORRISEY WORKS WITH TRUMP ADMINISTRATION TO REOPEN WEST VIRGINIA'S NATIONAL PARKS AMID FEDERAL GOVERNMENT SHUTDOWN

October 2, 2025

CHARLESTON, W.Va. - Governor Patrick Morrisey today announced that he has signed a donation agreement to keep West Virginia's national parks fully operational despite the recent federal government shutdown. Because of the federal shutdown, both parks have closed visitor centers and Harpers Ferry has ceased operations of public transportation. The Governor authorized resources to restore those services and make sure West Virginia's national parks are ready to welcome centers from near and far. Pending final approval

from the National Park Service, both parks' visitors centers are expected to re-open to visitors in the coming days.

"Our national parks are some of West Virginia's greatest treasures and I'm proud to ensure they remain open during this time," **said Governor Patrick Morrisey**. "I invite folks from near and far to take advantage of West Virginia's natural beauty and plan a trip to visit one of our national parks or nearby state parks."

After learning that national park visitor centers would be closed, the Governor and his team at the West Virginia Department of Tourism immediately began developing a plan to keep the state's national parks accessible to the public. This agreement guarantees two weeks and can be reevaluated if needed.

"We are going to do everything we can to limit the impact of the Schumer Shutdown on our state," **said Morrisey**.

"Tourism is essential to West Virginia's economy, and we want to ensure that our national parks are able to continue welcoming folks to the Mountain State," **said West Virginia Department of Tourism Secretary Chelsea Ruby**. "October is one of our busiest months for visitation, and thanks to Governor Morrisey for allowing us to use state funds, travelers can still visit our parks for stunning fall foliage."

Earlier this week, Governor Morrisey joined other Republican Governors [urging the Senate](#) to pass a clean short-term funding extension and avoid a government shutdown.

In 2024, New River Gorge National Park and Preserve recorded a total of 1,811,937 visitors, with more than 200,000 visiting in October alone. Last year, Harpers Ferry National Historical Park welcomed more than 488,000 guests, with nearly 78,000 arriving during the month of October.

Economic impact data released Tuesday at the Governor's Conference on Tourism revealed that West Virginia has surpassed \$9.1 billion in annual tourism economic impact for the first time, with visitor volume surpassing

77.2 million. On average, travelers spend more than \$18 million in West Virginia a day.

Visitors to West Virginia should not notice any disruptions once parks are reopened. West Virginia's expansive state park system remains unaffected and will continue operations as normal during this time. To start planning your trip to West Virginia's national parks, visit wvtourism.com/fall.

Image gallery: [linked here](#). Photo credit: West Virginia Department of Tourism

Office of the Governor

State Capitol
1900 Kanawha Blvd. E
Charleston, WV 25305

Ph 304.558.2000 or 1.888.438.2731

Fx 304.558.3588

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **West Virginia State Code, Chapter 7, Article 1. County Commissions Generally, §7-1-3U, Authority of Counties And Municipalities to Treat Streams to Prevent Floods.**

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

Approximately two years ago, in 2023, representatives of the West Virginia Conservation Agency appeared before the County Commission requesting that the County Commission enter into an agreement with the West Virginia Conservation Agency creating a partnership for preventing flooding of streams and for flood event stream cleanup. The County Commission referred the request to the County Administrator at that time (John Nissel) and the Chief County Engineer for review, which also included a review by the County Attorney.

Upon presentation to the County Commission of a draft agreement, that was acceptable to both the commission staff and the West Virginia Conservation Agency, the County Commission decided at that time to not enter into the agreement.

The West Virginia Conservation Agency has the technical expertise and possibly funding/grants to assist counties with stream flood prevention and stream cleanup work as noted in §7-1-3U of the West Virginia State Code, which states:

§7-1-3U, Authority of Counties And Municipalities to Treat Streams to Prevent Floods

To protect people and property from floods, counties and municipalities are hereby empowered to re-channel and dredge streams; remove accumulated debris, snags, sandbars, rocks and any other kinds of obstructions from streams; straighten stream channels; and carry out erosion and sedimentation control measures and programs.

For stream treatment to prevent floods as provided in this section, counties and municipalities are hereby further empowered to levy, within all Constitutional and statutory limitations; acquire property by purchase, exercise of the right of eminent domain, lease, gift or grant; accept any and all benefits, moneys, services and assistance which may be available from the federal and state government or any private source; issue and sell bonds within the Constitutional and statutory limitations prescribed by law for the issuance and sale of bonds by counties and municipalities for public purposes generally. Any such levy shall be equal and uniform throughout the county or municipality.

The power and authority granted in this section, may be exercised by any county or municipality in cooperation with each other or separately as provided in section three-i of this article. Any county or municipality which exercises any power or authority set forth in this section shall comply with all applicable provisions of federal and state laws and rules and regulations lawfully promulgated thereunder.

The term "stream" as used in this section means any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

The West Virginia Conservation Agency is making an effort to have these agreements already in place around the state before a flood event occurs. Therefore, the West Virginia Conservation Agency is requesting that the Jefferson County Commission execute the attached agreement so that a partnership is in place to assist Jefferson County should the need for assistance ever arise. Jefferson County is free to decline assistance on any project and/or to terminate the agreement upon 30 days written notice to the West Virginia Conservation Agency. The attached agreement is presented for consideration by the Jefferson County Commission.

Is this a funding request? **No.**
If so, how much?

Motion Requested: **Yes.**

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

Move to authorize the County Commission President to execute the 7-1-3U AGREEMENT BETWEEN THE WEST VIRGINIA CONSERVATION AGENCY AND THE JEFFERSON COUNTY COMMISSION CONCERNING STREAM RESTORATION, BANK STABILIZATION AND BLOCKAGE REMOVAL WORK.

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

7-1-3U AGREEMENT BETWEEN THE WEST VIRGINIA CONSERVATION AGENCY AND THE JEFFERSON COUNTY COMMISSION CONCERNING STREAM RESTORATION, BANK STABILIZATION AND BLOCKAGE REMOVAL WORK

If not attached, explain:

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

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

**7-1-3U AGREEMENT
BETWEEN
THE WEST VIRGINIA CONSERVATION AGENCY AND
THE JEFFERSON COUNTY COMMISSION
CONCERNING STREAM RESTORATION, BANK STABILIZATION AND
BLOCKAGE REMOVAL WORK**

THIS 7-1-3U Agreement (Agreement) is made this **2nd day of October, 2025**, by and between the West Virginia Conservation Agency (WVCA) and the Jefferson County Commission, a political subdivision of the State of West Virginia, (JCC). Authority to enter into this Agreement is found in W.Va. Code §19-21A-4 and W.Va. Code §7-1-3u.

WHEREAS, West Virginia has experienced disastrous flood events that have devastated the State and citizenry; and

WHEREAS, there exists a substantial need to protect people and property from floods, to respond to the effects of flooding, to minimize stream bank erosion and engage in flood prevention; and

WHEREAS, counties and municipalities have the authority to undertake works of improvement to protect people and property from floods through a variety of methods, including the rechanneling and dredging of streams; removal of accumulated debris, snags, sandbars, rocks and any other kinds of obstructions; and to carry out erosion and sedimentation control measures and programs; and

WHEREAS, the WVCA has the technical expertise to assist counties and municipalities with meeting this authority; and

WHEREAS, the need for such assistance can best be met through cooperative efforts of the Jefferson County Commission and the WVCA;

NOW, THEREFORE, it is hereby agreed between the parties as follows:

I. DEFINED TERMS

As used throughout this Agreement, the following terms have the meaning set forth below:

- A. “West Virginia Conservation Agency” means the administrative office of the State Conservation Committee as provided for by W.Va. Code §19-21A-4.
- B. “Executive Director of the WVCA” means the Administrator of the West Virginia Conservation Agency as set forth in W.Va. Code §19-21A-4.
- C. “The Jefferson County Commission,” means a political subdivision of the state created and defined by W. Va. Code §7-1-1.

- D. “Stream” means any watercourse, distinguishable by banks and a bed, regardless of its size, which water flows continually or intermittently, regardless of its volume.
- E. “In-kind” refers to payment, distribution or substitution of goods and services in lieu of money.
- F. “Sub-agreement” means those subordinate agreements entered into between the parties relating to a specific site, or sites, eligible for assistance. Sub-agreements shall include pertinent details for each site.

II. COVENANTS

- A. **Scope.** This agreement covers all work necessary to design and construct projects contemplated under W.Va. Code §7-1-3u. Subordinate agreements (Sub-agreements) will be developed for each project and contain the full scope of work for each site.
- B. **Cost Share Funding.** WVCA and the Jefferson County Commission have agreed to jointly fund work in accordance with a funding formula that will be negotiated for each project and included in the Sub-agreement developed for each planned project.
- C. The Jefferson County Commission may provide “in-kind” services or goods in lieu of cash payments to complete projects contemplated under this agreement.
- D. None of the stream or bank stabilization projects contemplated under this agreement involve the taking of land through eminent domain and/or condemnation.
- E. All of the projects contemplated under this agreement shall have their own sub-agreement that will include, but is not limited to specific scope of work, budget, and cost share funding. Not all sub-agreements will contain all possible terms and conditions.

III. FUNDING CONTINGENCY

This agreement is contingent upon both WVCA and the Jefferson County Commission’s availability of funds.

IV. THE JCC SHALL:

1. Identify and prioritize potential sites, as requested.
2. Provide an agreed upon portion of cost-share funding, as determined by the negotiated funding formula for each project.
3. Provide competitive contracting services associated with each project, with the assistance of WVCA, including, but not limited to advertising and awarding construction contracts to complete the agreed upon projects using the attached 7-1-3U Projects Contracts Policy

and Procedures, which have been adopted by the Jefferson County Commission for this Agreement and all 7-1-3U Sub-agreements between the parties.

4. Rely on their legislatively granted authority to access the land necessary to implement the agreed upon projects.
5. Obtain all necessary permits to complete the agreed upon project, as requested.
6. Identify temporary and permanent disposal sites in the county.

V. THE WVCA SHALL:

1. Provide technical assistance for the Scope of Work to be completed including permit, design, construction oversight, final inspection, and acceptance of the work performed.
2. Provide technical and administrative support to the Jefferson County Commission in the performance of their contracting services, to include final review and concurrence of the construction contract and final payout to the contractor in accordance with 7-1-3U Projects Contracts Policy and Procedure.
3. Provide engineering services to include contract review, project oversight, inspection of the work, and final acceptance of the work performed under the contract.
4. Pay its own administrative, engineering, and legal costs associated with carrying out its duties and responsibilities.
5. Provide an agreed upon portion of cost-share funding, as determined by the negotiated funding formula for each project.

VI. PROJECTS

1. A committee representing WVCA and the Jefferson County Commission will meet to discuss Jefferson County Commission's potential site list to determine project suitability and funding availability, and to prepare a recommendation for the Jefferson County Commission to accept or reject, as a governing body.
2. The Jefferson County Commission may reject the committee's recommendation on a project and may elect to complete said project at its own cost. In such cases, to the extent practicable, WVCA will provide technical assistance, but no cost-share funding.
3. The Jefferson County Commission may reject a project and still move forward under this Agreement for all approved projects.

VII. PRINCIPAL CONTACTS:

The parties agree to identify principal contacts for communication purposes related to this Agreement. Should these principal contacts change, the parties agree to notify one another as soon as practicable.

<p>For SCC/WVCA:</p> <p><u>Administrative:</u> Name: Anita May Title: Fiscal Services Manager WV Conservation Agency Address: 1900 Kanawha Blvd East Charleston, WV 25305 Telephone: 304-957-2983 Email: amay@wvca.us</p> <p><u>Technical:</u> Name: Gene Saurborn Title: Director of Watershed Projects Address: 201 Scott Avenue Morgantown, WV 26508 Telephone: 304-285-3118 Email: GSaurborn@wvca.us</p>	<p>For JCC:</p> <p><u>Administrative:</u> Name: Mason Carter, CFM Title: Deputy Director</p> <p>Address: Department of Engineering, Planning & Zoning 116 East Washington Street, Suite 100 Charles Town, WV 25414 Telephone: 304-728-3228 Email: dcarter@jeffersoncountywv.org</p> <p><u>Technical:</u> Name: Roger Goodwin, PE, CFM Title: Deputy County Administrator, Director & Chief County Engineer</p> <p>Address: Department of Engineering, Planning & Zoning 116 East Washington Street, Suite 100 Charles Town, WV 25414 Telephone: 304-728-3257 Email: rgoodwin@jeffersoncountywv.org</p>
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VIII. BILLING AND PAYMENT

1. WVCA agrees to pay their portion of the cost-share funding, within forty-five (45) days of receipt of both 1) a satisfactory final inspection of the project by WVCA, and 2) a properly documented and complete invoice.

2. The Jefferson County Commission agrees to pay its portion of the cost share funding, within forty-five (45) days of receipt of both 1) a satisfactory final inspection of the project by WVCA, and 2) a properly documented and complete invoice.
3. Advancement of up to one hundred percent (100%) of the construction funds to the Jefferson County Commission from WVCA may be available for some projects, at the sole discretion of WVCA. Should an advancement be requested by the Jefferson County Commission, WVCA shall take such measures and necessary steps to protect those funds and meet the requirements of the WV State Auditor's Office for advancements in the project Sub-agreement.

VIII. AMENDMENTS

This Agreement may be amended upon the terms reached in conference upon notice by each party to the other. Such amendment conference shall be attended by the President of the Jefferson County Commission, the Executive Director WVCA and held within ten (10) days after the giving of notice as aforesaid, should any party fail to attend a properly noticed amendment conference, the proposed amendment shall not act to amend this Agreement. For an amendment to take effect it shall be 1) in writing, 2) attached to this Agreement as an addendum hereto, and 3) include the signature of each party to this Agreement.

IX. EFFECTIVE DATE AND TERMINATION

This Agreement becomes effective on the date last signed by the parties and will remain in effect for one (1) year from the effective date and shall automatically renew for a term of one (1) year, unless terminated by either party by written notice delivered to the other thirty (30) days prior to the expiration of this agreement or any extension thereof. After one year, this Agreement shall be reevaluated. Each party may seek to terminate this agreement at any time, provided that at least thirty (30) days prior written notice of the effective date of termination is given to the other parties.

X. LEGAL NOTICE.

Any legal notices required to be given under this Agreement shall be delivered in person or sent by certified or registered mail

to the Jefferson County Commission at:

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

to the WVCA at:

WV Conservation Agency
Attn: Jennifer Skaggs, Executive Director

1900 Kanawha Blvd., East
Charleston WV 25305

XI. MISCELLANEOUS

1. This agreement does not confer any rights or benefits on any third party.
2. This agreement shall be governed by the laws of West Virginia.
3. The terms of this agreement are not intended to alter, amend, or rescind any provisions of State law. Any provision of this agreement, which conflicts with State law, will be null and void.
4. Insofar as any condition or term of this agreement is found, by a court of competent jurisdiction, to be unlawful, the remaining terms and conditions remain in full force and effect.
5. The venue for any dispute between the parties shall be the Circuit Court of Jefferson County, West Virginia.

IN WITNESS WHEREOF, the parties hereto have caused this 7-1-3U Agreement to be executed by their duly authorized representatives. **This Agreement shall be effective November 1, 2025.**

THE JEFFERSON COUNTY COMMISSION

By: _____
PASHA MAJDI, PRESIDENT

Date: October 2, 2025

WEST VIRGINIA CONSERVATION AGENCY

By: _____,
JUDITH LYONS
EXECUTIVE DIRECTOR

Date: October 2, 2025

ATTEST:

Jacqueline C. Shadle
Clerk, County Commission of Jefferson County, WV

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

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

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **October 16th**

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

Date Requested – 2nd Choice:

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

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

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

The applicant has requested a Zoning Map Amendment of five parcels to be rezoned from Rural (R) to General Commercial (GC). County Commission has scheduled the required Public Hearing for October 16th. Planning Commission reviewed the request on September 23rd and has found the application to be **consistent** with the Comprehensive Plan. Following the Public Hearing, County Commission must take action on the Zoning Map Amendment.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the Fours Seas Zoning Map Amendment as General Commercial to properties designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, & 12.15.

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

If not attached, explain:

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

Contact information: Luke Seigfried

Email address: planningdepartment@jeffersoncountywv.org

Phone Number: (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor; P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org

zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Luke Seigfried, Chief County Planner
DATE: **October 16, 2025**
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for Four Seas (General Commercial) (File #25-3-Z)

On Thursday, July 17, 2025, the petition for a Zoning Map Amendment for the proposed Four Seas Rezoning was presented to the Jefferson County Commission for five parcels located southwest of Kearneysville, adjacent to Route 9. The proposed zoning map amendment was updated on September 4, 2025, following the County Commission Public Hearing. The parcels, designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, & 12.15, consist of approximately 51.28 acres. The property is currently zoned Rural (R) and the updated petition requests rezoning to General Commercial (GC).

The first petition for these subject parcels was to request the Residential-Light Industrial-Commercial zoning district. The request came before Planning Commission on August 12, 2025 and was found inconsistent with the *2045 Comprehensive Plan*. The County Commission held a Public Hearing on September 4, 2025 and asked the applicant if they would be amenable to pursuing the General Commercial (GC) Zoning District. With the agreement of the applicant, the County Commission referred the updated request to the Planning Commission in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12 for their review and recommendation as to whether the proposed amendment is consistent with the adopted *2045 Comprehensive Plan*.

On Tuesday, September 23, 2025, the Jefferson County Planning Commission heard an overview of the updated Four Seas Zoning Map Amendment (#25-3-Z) petition as well as the recommendations in the staff report identifying relevant portions of the *2045 Comprehensive Plan* for the Planning Commission's consideration and review. The staff report noted that the Future Land Use Guide designates the property as "Residential or Commercial", which supports zoning districts that allow commercial developments of residences and businesses. The subject property is located within the Route 9 Preferred Growth Area, which supports higher intensity development. The staff report is attached to this memo for the County Commission's information and consideration.

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

Attachment:

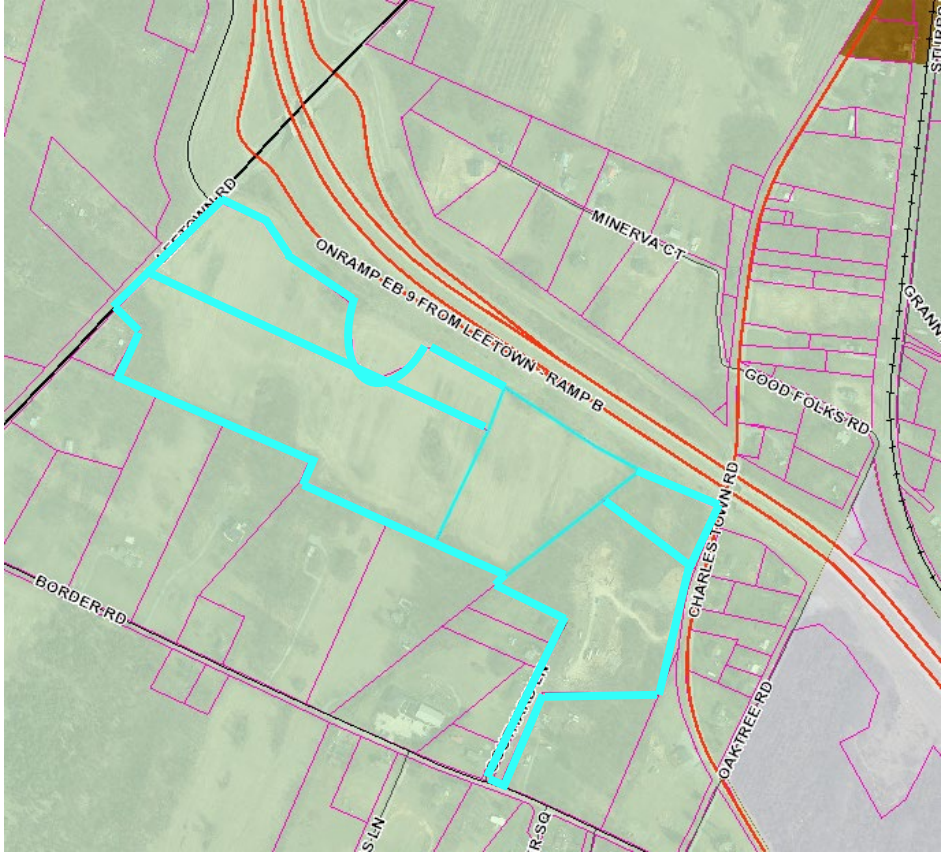
- *25-3-Z Four Seas (General Commercial) Rezoning Staff Report for 9/23/25 Planning Commission Meeting including Section 5.12 of the Zoning Ordinance, Appendix B&C of the Zoning Ordinance, excerpts from the 2045 Comprehensive Plan, 2045 Route 9 Preferred Growth Area Map, 2024 Highway Problem Areas Map, and 2025 Water & Sewer Service Areas Map.*

Staff Report
 Jefferson County Planning Commission Meeting
Postponed from September 9, 2025

September 23, 2025

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

Item # 10: Discussion and Action on the Cochran Properties (General Commercial) Zoning Map Amendment Request: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the combined 51.57 acre Four Seas of WV, LLC properties from Rural(R) to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*.

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

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025

September 23, 2025

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

Applicant's Request

The applicant is requesting to rezone approximately 51.28 acres from Rural (R) to General Commercial (GC).

The first petition for these subject parcels was to request the Residential-Light Industrial-Commercial zoning district. The request came before Planning Commission on August 12, 2025 and was found inconsistent with the *2045 Comprehensive Plan*. The County Commission held a Public Hearing on September 4, 2025 and asked the applicant if they would be amenable to pursuing the General Commercial (GC) Zoning District. With the agreement of the applicant, the County Commission has asked the Planning Commission to evaluate if a General Commercial (GC) Zoning Map Amendment for the same subject parcels is consistent with the *Comprehensive Plan*.

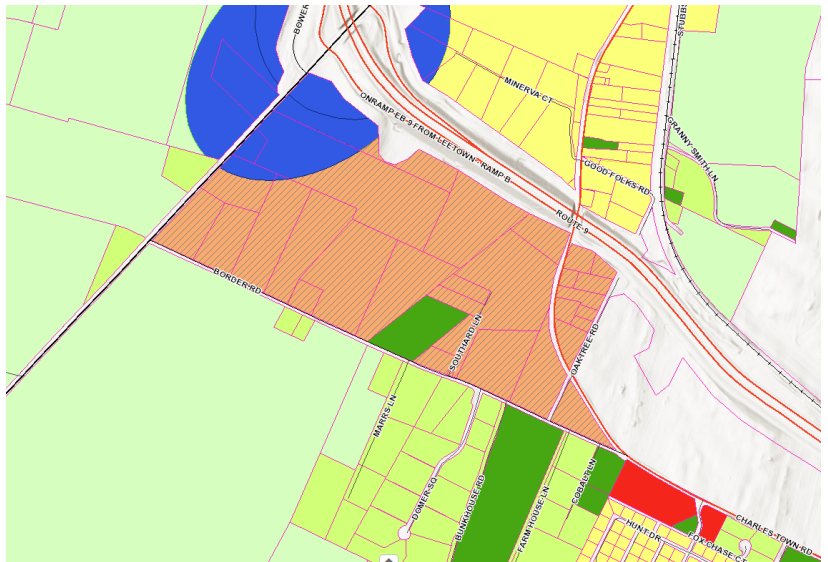
Neighboring Uses

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

Scope of this Assessment

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

Staff's professional recommendation is that the request is **consistent** with the *2045 Comprehensive Plan* because the subject properties are located in a Preferred Growth Area and the subject parcels are designated as Residential or Commercial on the Future Land Use Guide.



On the Future Land Use Guide, the subject parcels are designated "Residential or Commercial" which can include the uses permitted in the General Commercial Zoning District. The subject parcels are located in the Route 9 Preferred Growth Area (PGA). The owner-initiated rezoning to General Commercial (GC) would allow for a variety of commercial uses including, driving ranges, commercial storage, gas stations, and hotels. It should be noted that a Zoning Map Amendment is not confined to a specific project. The applicant is pursuing the proposed Zoning Map Amendment to develop the subject parcels within a newly expanded Preferred Growth Area.

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

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025

September 23, 2025

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

Zoning Map Amendment Public Hearing Process

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

Relevant 2045 Comprehensive Plan Elements and Commentary

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

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

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

One of the themes of the *2045 Comprehensive Plan* is Quality Land Use and Growth Management for Jefferson County. This theme identifies seven Preferred Growth Areas (PGA) as areas considered viable for higher intensity development. Preferred Growth Areas were identified based on access to infrastructure including water, sewer, and transportation. Preferred Growth Areas are generally intended to develop using the County’s development standards. Preferred Growth Areas were first identified in the *Envision Jefferson 2035 Plan* and are now part of the current *2045 Comprehensive Plan*. The subject parcel is located within

Residential or Commercial

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

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

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



Courtesy: JC Office of Planning and Zoning

are no historical sites, floodplains, or conservation easements located on any of the subject parcels.

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

the Route 9 PGA and is expected to develop.

2. Land Use Map Classifications

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

3. Proposed Zoning District – General Commercial (GC)

The purpose of the General Commercial (GC) District (Section 5.12 of the Zoning Ordinance) is “to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions” (complete description attached). The *Water & Sewer Service Areas* map found in the *2045 Comprehensive Plan* identifies both water and sewer in the vicinity but not currently at the subject parcels.

Staff Discussion and Recommendation

The subject parcels have been zoned Rural since zoning went into to effect in 1988. The subject parcels are essentially vacant. There

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combination with the recommendations of this Plan when considering owner initiated zoning map amendments.” (pp. 10). The *Plan* does not initiate any zoning map amendments and only provides recommendations to guide development including identifying Preferred Growth Areas.

Based on these recommendations of the *2045 Comprehensive Plan* related to the Future Land Use Guide and text, staff finds that the proposed General Commercial (GC) zoning category for the 51.57+/- acres included in this application is **consistent** with the *2045 Comprehensive Plan*.

Planning Commission Action Required

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

The public hearing has been scheduled for October 16, 2025 at a time to be determined. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this hearing.

Attachments:

- Section 5.12 of the Zoning Ordinance – General Commercial (GC) District
- Appendix B of the Zoning Ordinance
- Appendix C of the Zoning Ordinance
- 2045 Comprehensive Plan Excerpts from Quality Land Use and Growth Management Development (pg. 12, 14-16) and Land Use Guide Classifications (pg. 113)
- 2045 Comprehensive Plan FLU Guide Route 9 Preferred Growth Area
- 2045 Comprehensive Plan 2024 Highway Problem Areas Map
- 2045 Comprehensive Plan Water & Sewer Service Areas Map

Jefferson County Zoning and Land Development Ordinance

Jefferson County,
West Virginia

Prepared By
The Jefferson County
Planning Commission

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

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

Section 5.12 General Commercial (GC) District^{27, 32}

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

Section 5.13 Highway Commercial (HC) District^{27, 32}

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

APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE^{27, 32, 35}

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

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

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

* Maximum building height is subject to Sec. 9.2.

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

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

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

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

‡ Setback may be reduced if adjacent to industrial use.

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

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

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

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

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37, 39, 43}

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

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

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

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

NC Neighborhood Commercial

GC General Commercial

HC Highway Commercial

LI Light Industrial

MI Major Industrial

PND Planned Neighborhood Development

P Permitted Uses

NP Not Permitted Uses

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

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

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

² Approval process is per the Salvage Yard Ordinance.

2045 Comprehensive Plan

Jefferson County, West Virginia



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

Villages of Jefferson County

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

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

Urban Growth Boundary (UGB)

According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are...“an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective

Preferred Growth Areas (PGA)

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the *2045 Comprehensive Plan*. These areas are outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County's development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another.

The proposed PGAs are (in no particular order):

A. Shepherdstown PGA

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

B. US 340 East PGA

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

C. US 340 South PGA

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

D. Route 9 PGA

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

E. Middleway PGA

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

F. Shenandoah Junction PGA/School Based Growth Area

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

G. Residential PGA

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

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

Land Use Guide Classifications

Office or Commercial

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

Intensity: Commercial or office uses are served by public water and sewer system.

Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments. Access to public transit is encouraged.



Courtesy: JC Office of Planning and Zoning

Neighborhood Commercial

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

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

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



Courtesy: JC Office of Planning and Zoning

Residential or Commercial

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

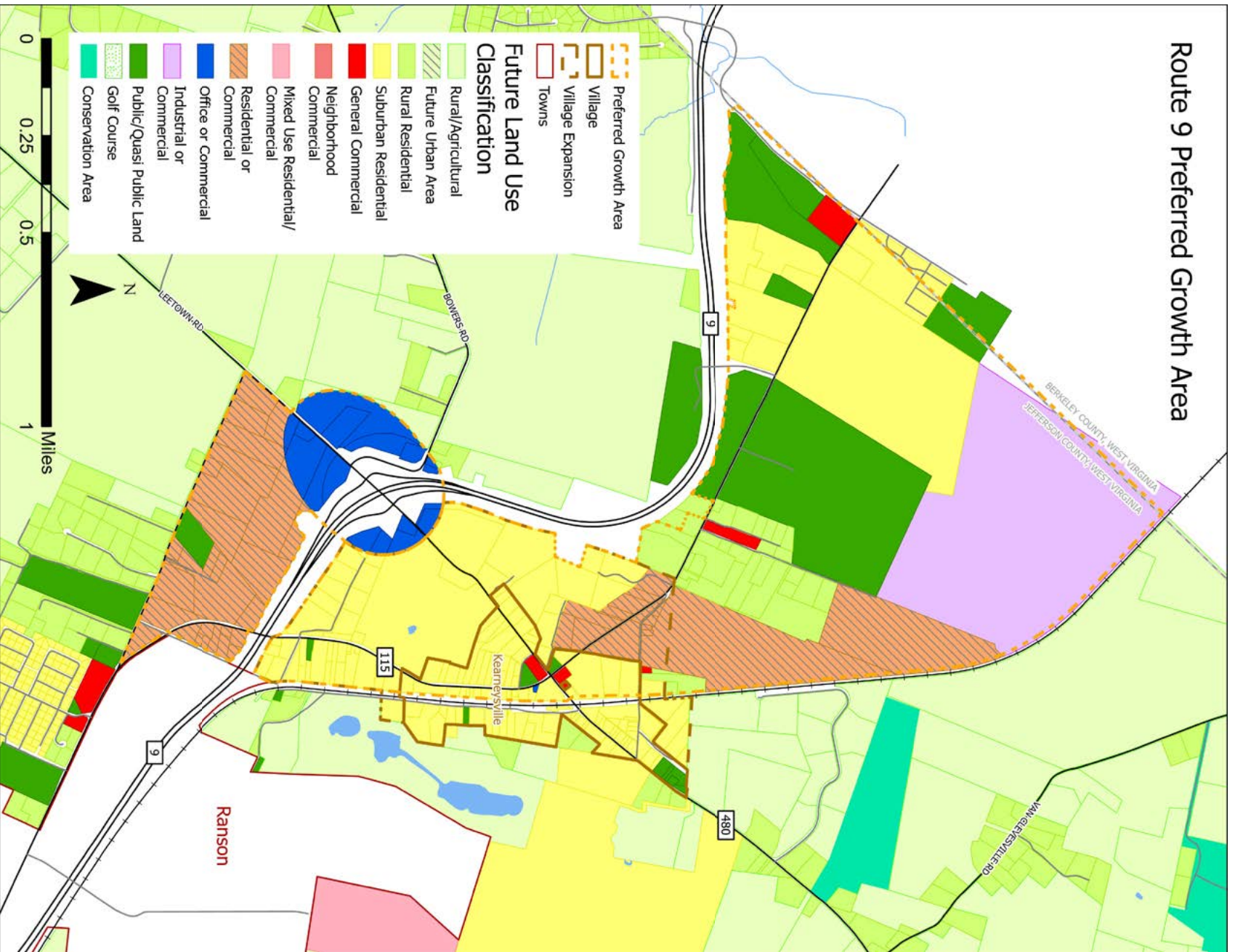
Intensity: Residences and commercial uses are served by public water and sewer system.

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



Courtesy: JC Office of Planning and Zoning

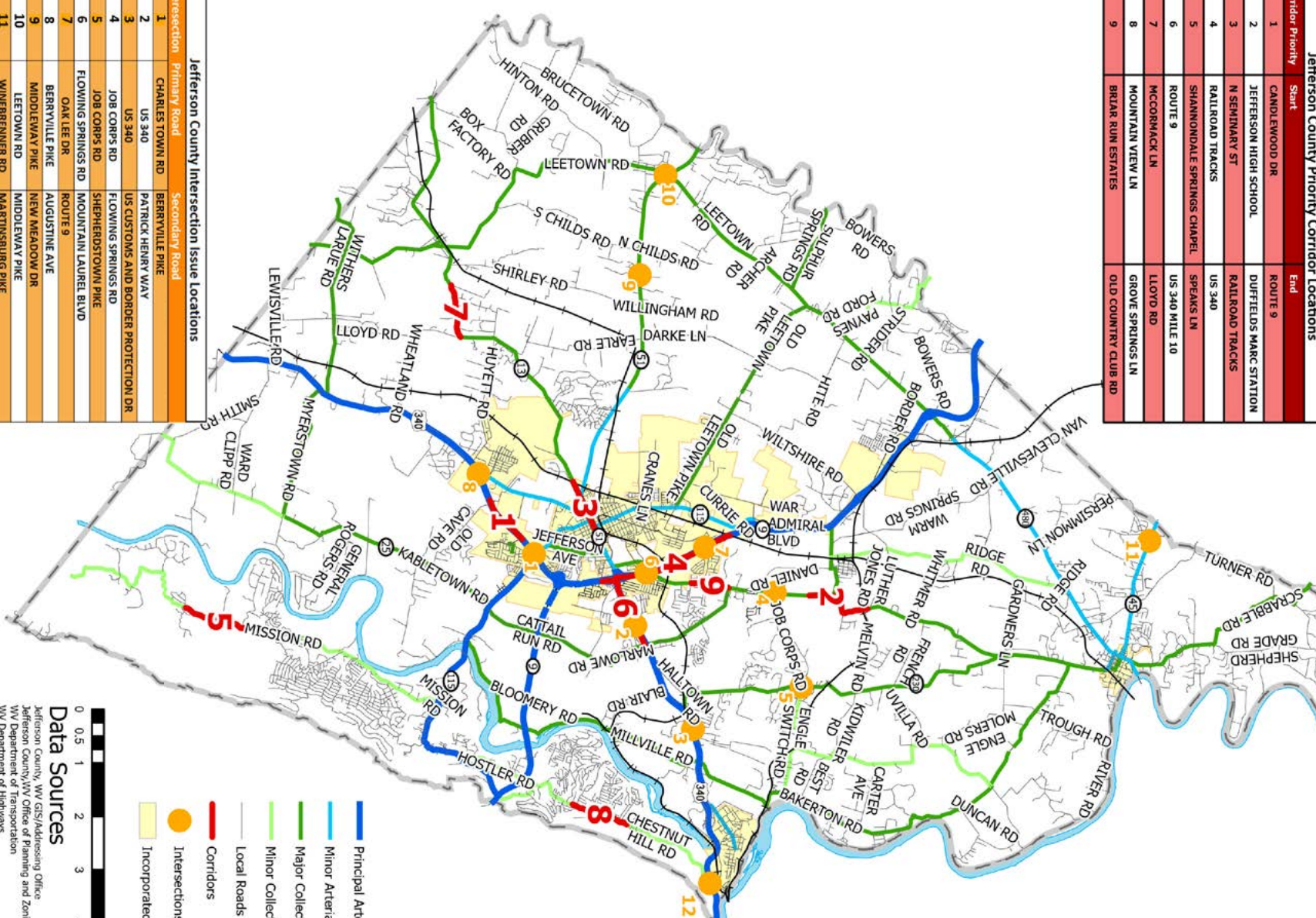
Route 9 Preferred Growth Area



2024 Highway Problem Areas Map

Jefferson County, West Virginia

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



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

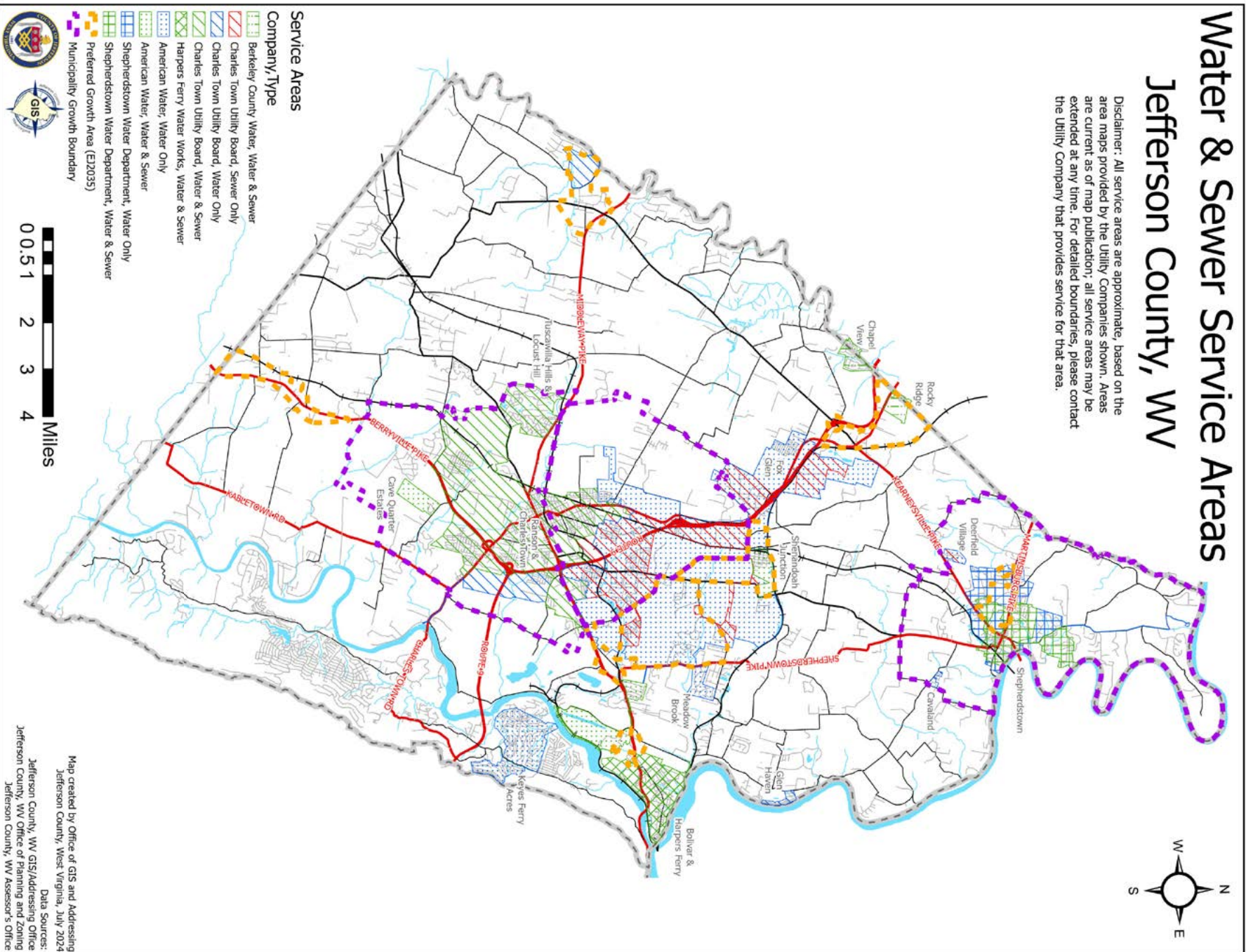
Data Sources

0 0.5 1 2 3 4
Miles

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

Water & Sewer Service Areas Jefferson County, WV

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





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

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

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Map Amendment (Rezoning)

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

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

Property Owner Information

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

Applicant Contact Information

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

Consultant Information

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

Physical Property Details

Physical Address: Vacant Lot:
 Parcel ID: (Tax District / Map No. / Parcel No.) Tax Map #5 Parcel #s10.3, 10.4, 10.7, 12.14 & 12.15
 Parcel Size: 51.57 Acres Total Deed Book: 1310 Page No: 171

Current Zoning District (please check one)

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

Proposed Zoning District: (GC) General Commercial

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

Substantiation for the Request

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

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

See attached

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

See attached

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

See attached

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

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

James Brett Cochran 6.22.2025
Property Owner Signature Date Property Owner Signature Date



The Cochran Properties

Zoning Map Amendment (Rezoning) Request

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

June 24, 2025 Revised September 4, 2025

Existing Zoning District: Rural (R)

Proposed Zoning District: General Commercial (GC)

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

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

Substantiation for the Request:

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

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

Currently zoned Rural (R), the applicant seeks to rezone the properties to General Commercial (GC). This request is grounded in the property's inclusion within the Route 9 Preferred Growth Area (PGA) and its adjacency to the Ranson Urban Growth Boundary (UGB), as designated in the Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025).

This rezoning is necessary to enable development consistent with the Comprehensive Plan and Future Land Use Guide, as Rural (R) zoning is no longer appropriate for land within a PGA. The proposed zoning change would allow for the highest and best use of the site, with approximately 14 acres in the northwest corner targeted for Office/Commercial development, and the remaining 38 acres intended for Residential/Commercial uses as envisioned in the Future Land Use Guide.

Office or Commercial

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

Residential or Commercial

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

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

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

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

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

The location of the subject parcels within the Route 9 PGA and adjacent to a UGB directly supports a mix of residential and commercial development. The 2045 Plan also includes an updated Future Land Use Guide and a restructured set of Land Use Classifications intended to better align with county zoning districts.

According to the 2045 Plan (p.16), "The land use classifications on the Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning

classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner-initiated zoning map amendments (rezoning requests).” In accordance with West Virginia State Code Chapter 8A, the County Commission may approve a rezoning request if it finds the request to be consistent with the Comprehensive Plan. The requested rezoning will support development that is complementary to the community and consistent with the 2045 Plan’s goals and policies.

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

Since the Zoning Ordinance was adopted Route 9 was expanded to a 4-lane divided highway, providing a high-capacity road corridor between Jefferson County and Interstate 81. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has exceptional access to Route 9 and supporting road network. As indicated in the High Problem Area Map, this proposed rezoning is not subject to any of the problem corridor and/or intersection areas.

The changes and improvements to the transportation network have taken place since 1988, when the Zoning Ordinance was adopted. Since the Comprehensive Plan was adopted in 2025, most of these road improvements have already been taken into consideration in the 2045 Comprehensive Plan. These changes strongly support the rezoning of the subject property.

The Original Zoning Ordinance was adopted on July 7, 1988. Changes in the immediate area of the subject properties include the following: Urban Growth Boundaries were proposed for Charles Town and Ranson in 2009 and subsequently adopted by the Jefferson County Commission. As such, the Utility Providers have concentrated their expansion efforts in these areas.

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

Route 9 PGA

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

The Future Land Use Guide and the Zoning Map are different. The categories on each may bear some similarities, but the maps themselves are not the same. This Plan does not call for County initiated zoning map amendments, as it is anticipated that all zoning map amendments will be owner initiated. All property owners within Jefferson County have the right to request a zoning map amendment. The Planning Commission reviews all zoning map amendment requests and makes a

recommendation to County Commission regarding whether if a given request is or is not consistent with the Future Land Use Guide and relevant text of the Plan.

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the 2045 Comprehensive Plan. These areas are outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County's development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another.

The following Goals of the 2045 Comprehensive Plan would be supported by this application:

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

Goal 2 - Concentrate high density development in the County's Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.

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

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

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

Conclusion

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

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

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

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

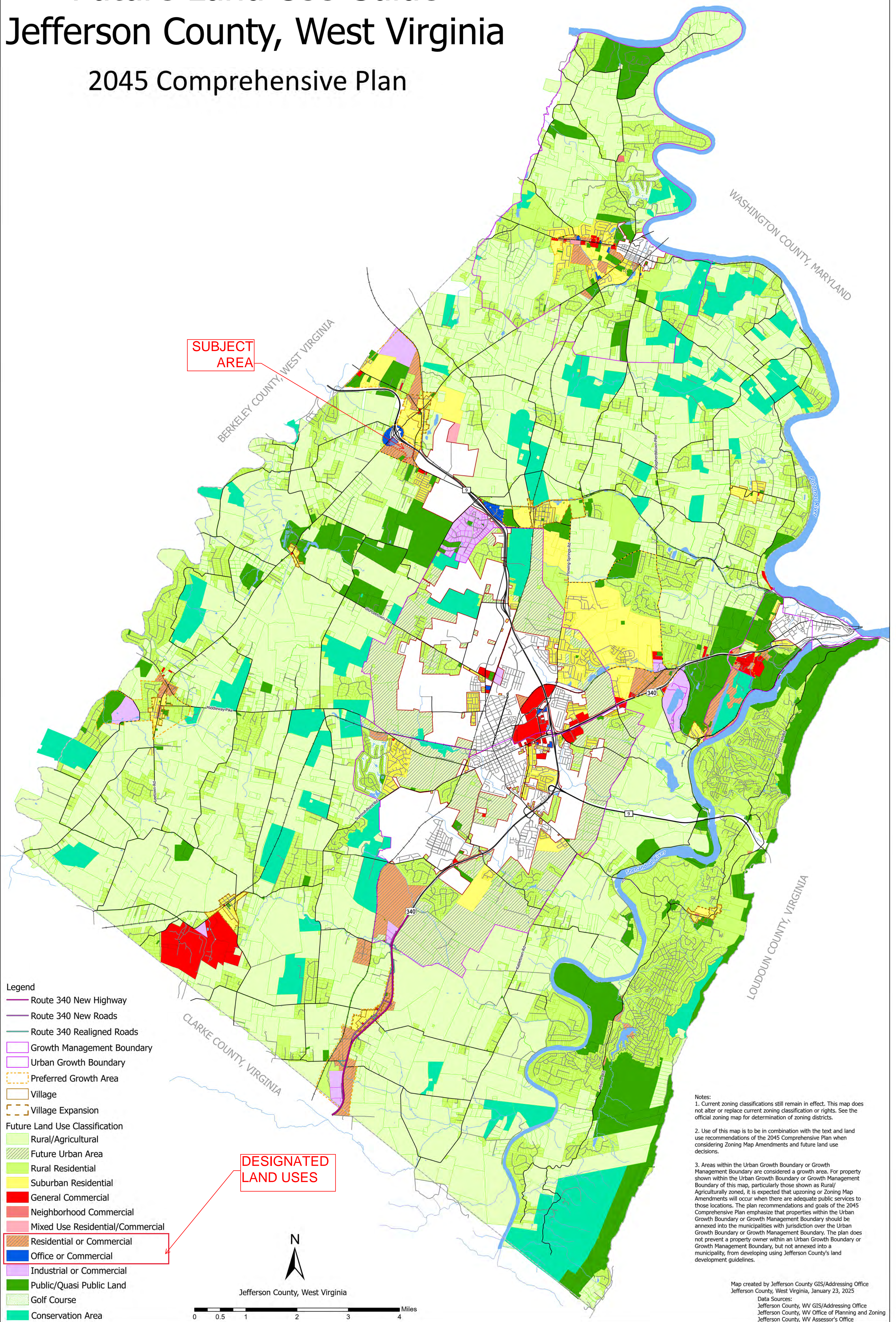
Attachments:

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

Future Land Use Guide

Jefferson County, West Virginia

2045 Comprehensive Plan



- Legend**
- Route 340 New Highway
 - Route 340 New Roads
 - Route 340 Realigned Roads
 - Growth Management Boundary
 - Urban Growth Boundary
 - Preferred Growth Area
 - Village
 - Village Expansion
- Future Land Use Classification**
- Rural/Agricultural
 - Future Urban Area
 - Rural Residential
 - Suburban Residential
 - General Commercial
 - Neighborhood Commercial
 - Mixed Use Residential/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course
 - Conservation Area

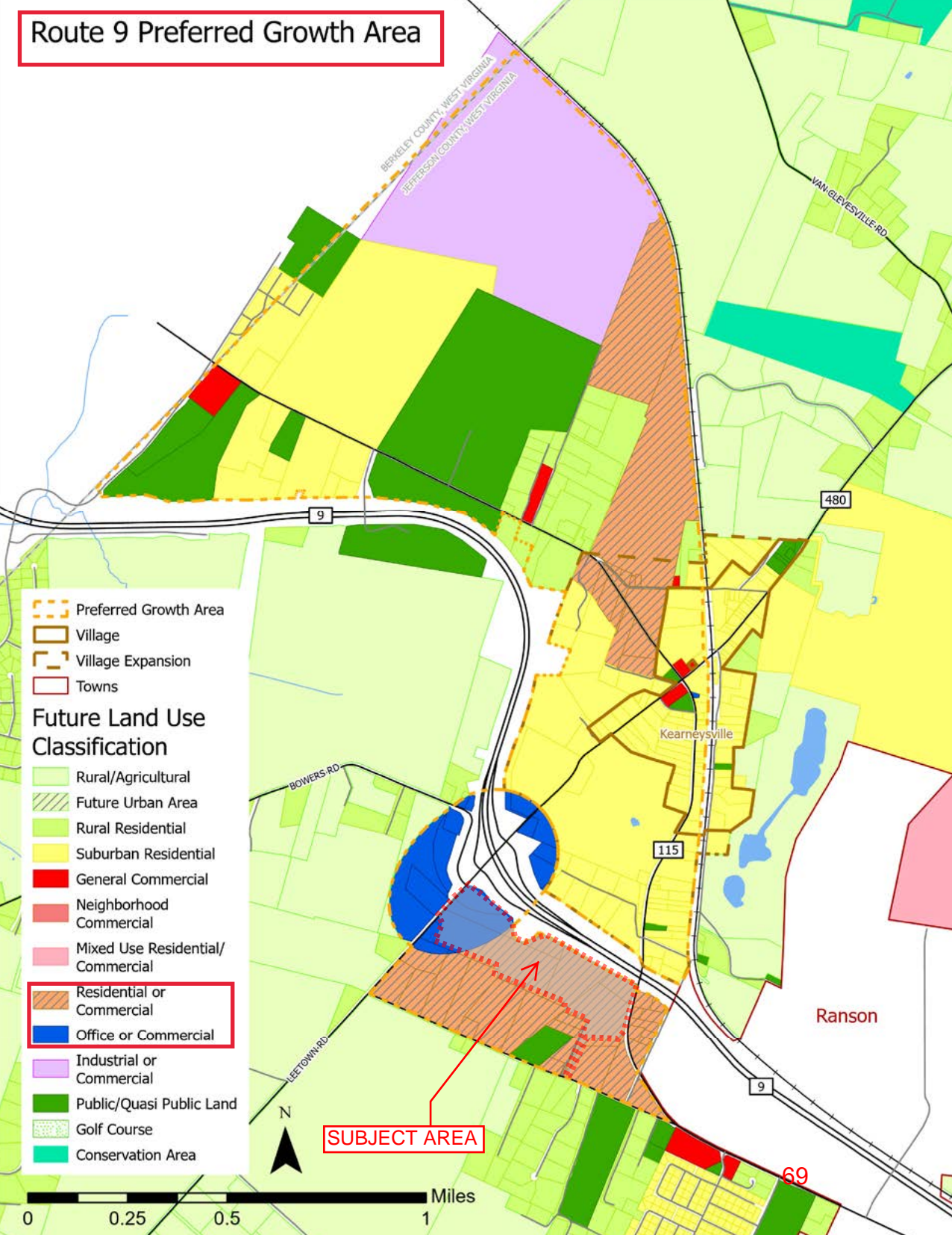
Notes:

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

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



Route 9 Preferred Growth Area



- Preferred Growth Area
- Village
- Village Expansion
- Towns

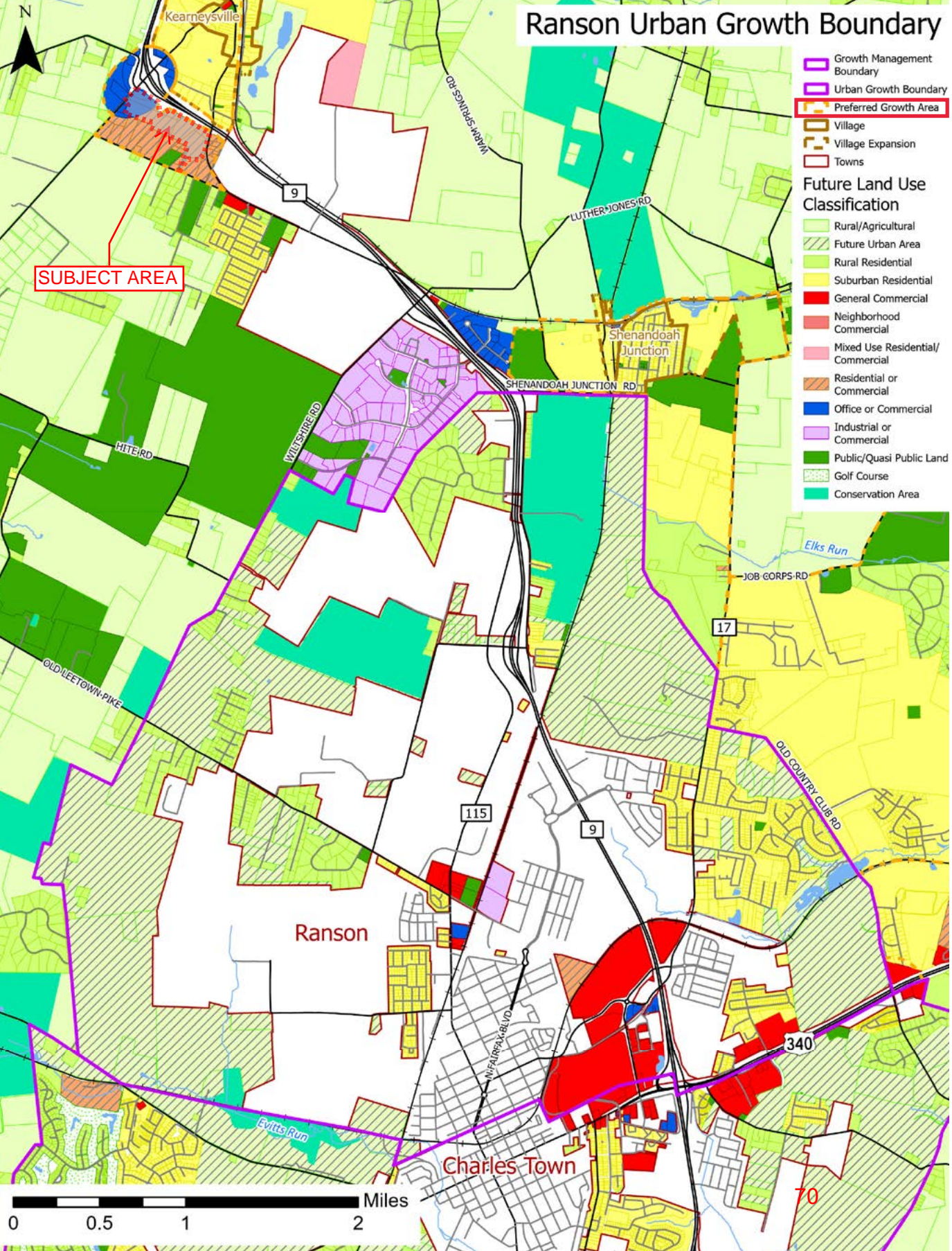
Future Land Use Classification

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

SUBJECT AREA

0 0.25 0.5 1 Miles

Ranson Urban Growth Boundary



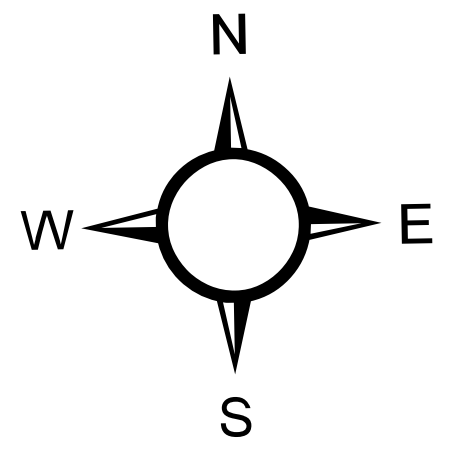
- Growth Management Boundary
 - Urban Growth Boundary
 - Preferred Growth Area
 - Village
 - Village Expansion
 - Towns
- ### Future Land Use Classification
- Rural/Agricultural
 - Future Urban Area
 - Rural Residential
 - Suburban Residential
 - General Commercial
 - Neighborhood Commercial
 - Mixed Use Residential/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course
 - Conservation Area

SUBJECT AREA

0 0.5 1 2 Miles

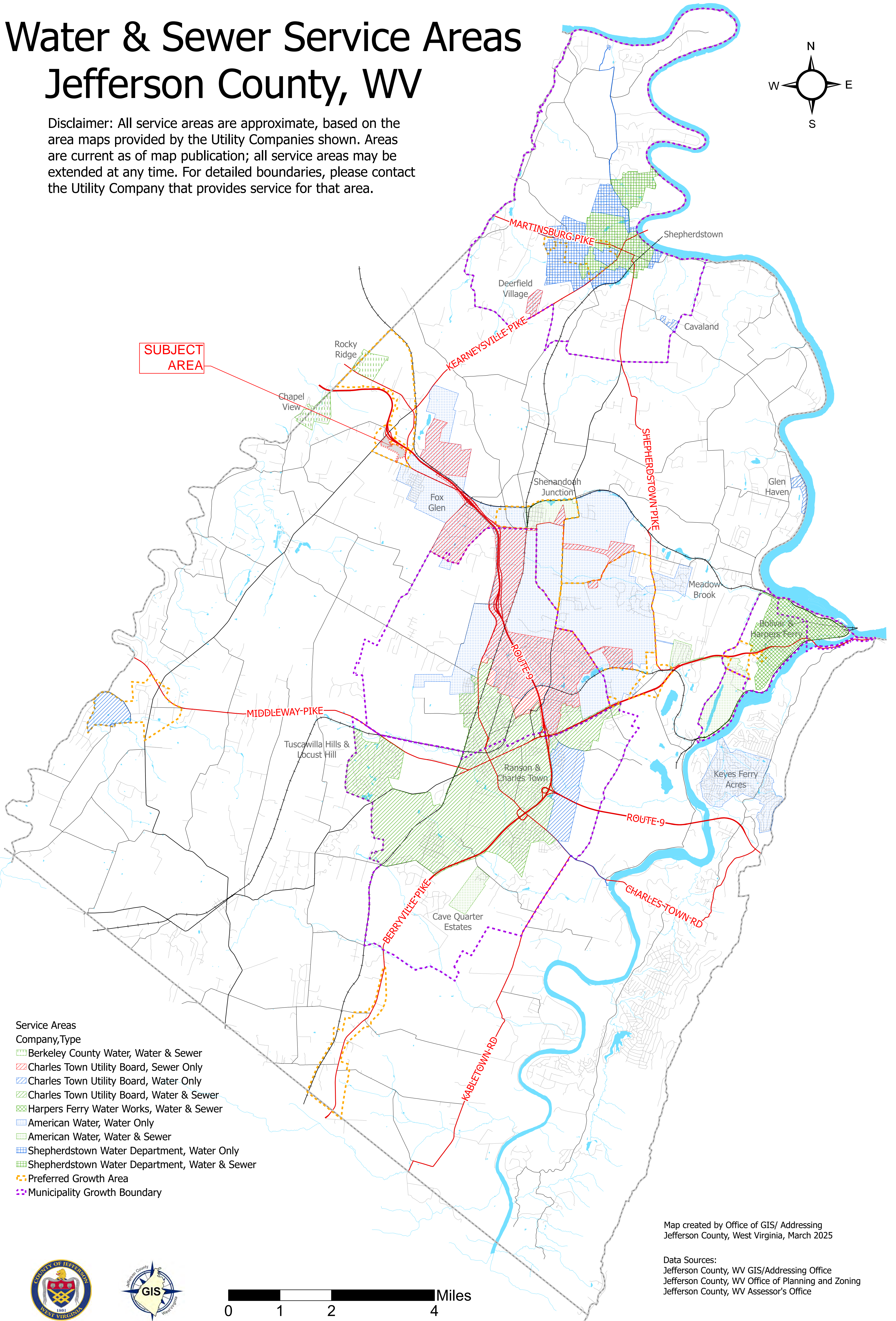
Water & Sewer Service Areas

Jefferson County, WV



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

SUBJECT AREA



Service Areas
Company, Type

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

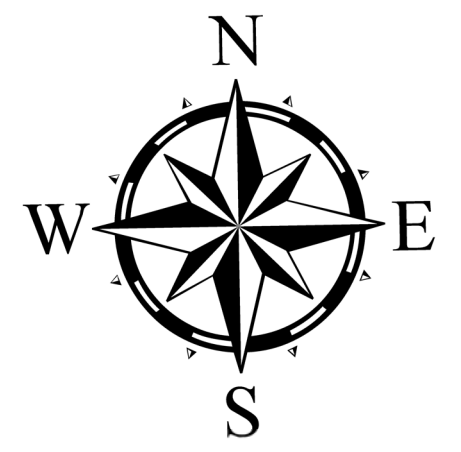
Map created by Office of GIS/ Addressing
Jefferson County, West Virginia, March 2025

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



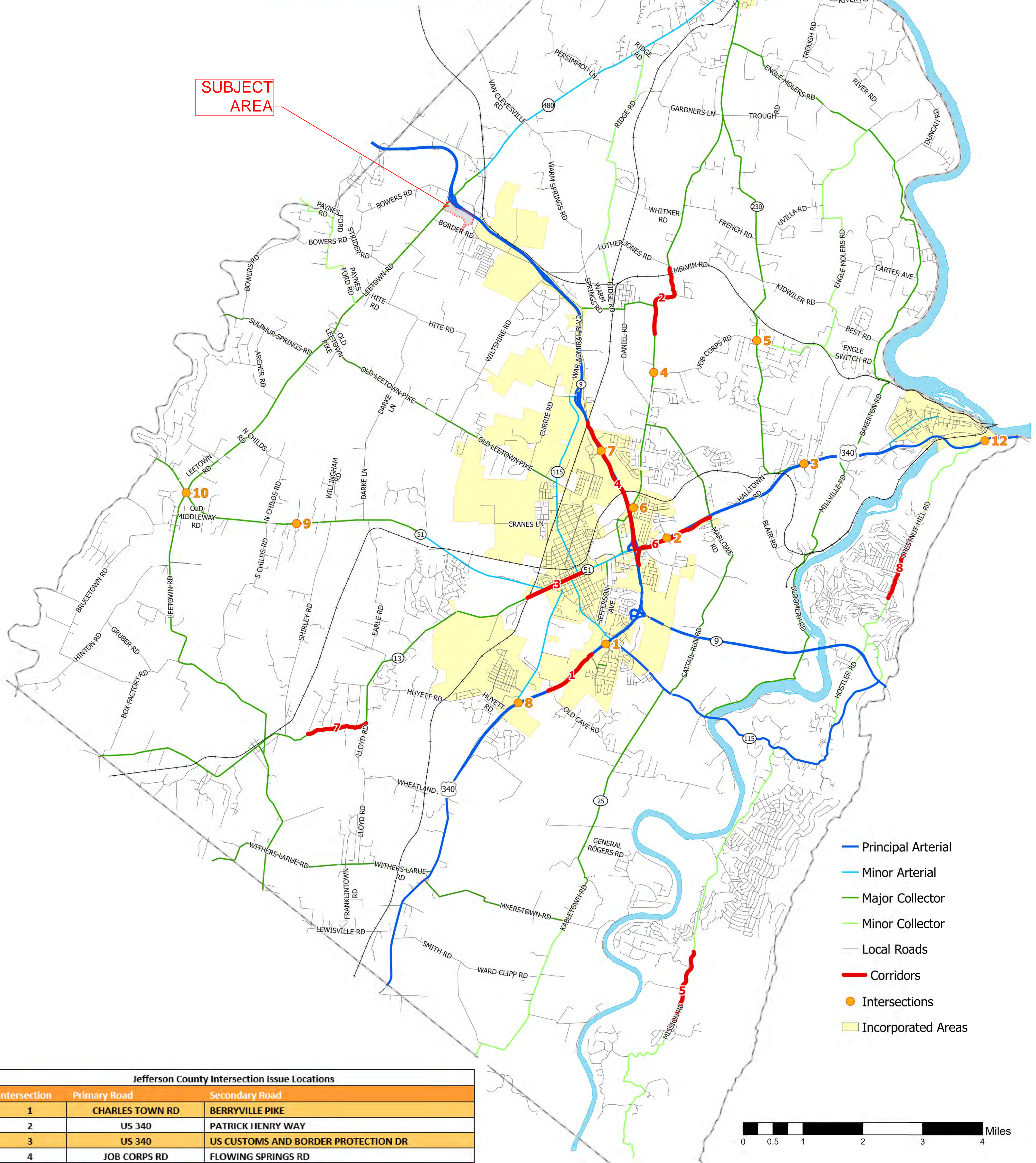
2024 Highway Problem Areas Map

Jefferson County, West Virginia

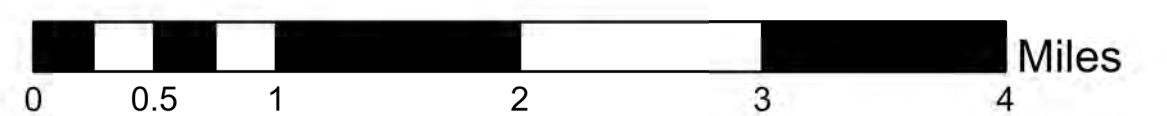


Jefferson County Priority Corridor Locations		
Corridor Property	Start	End
1	CANDLEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN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

SUBJECT AREA



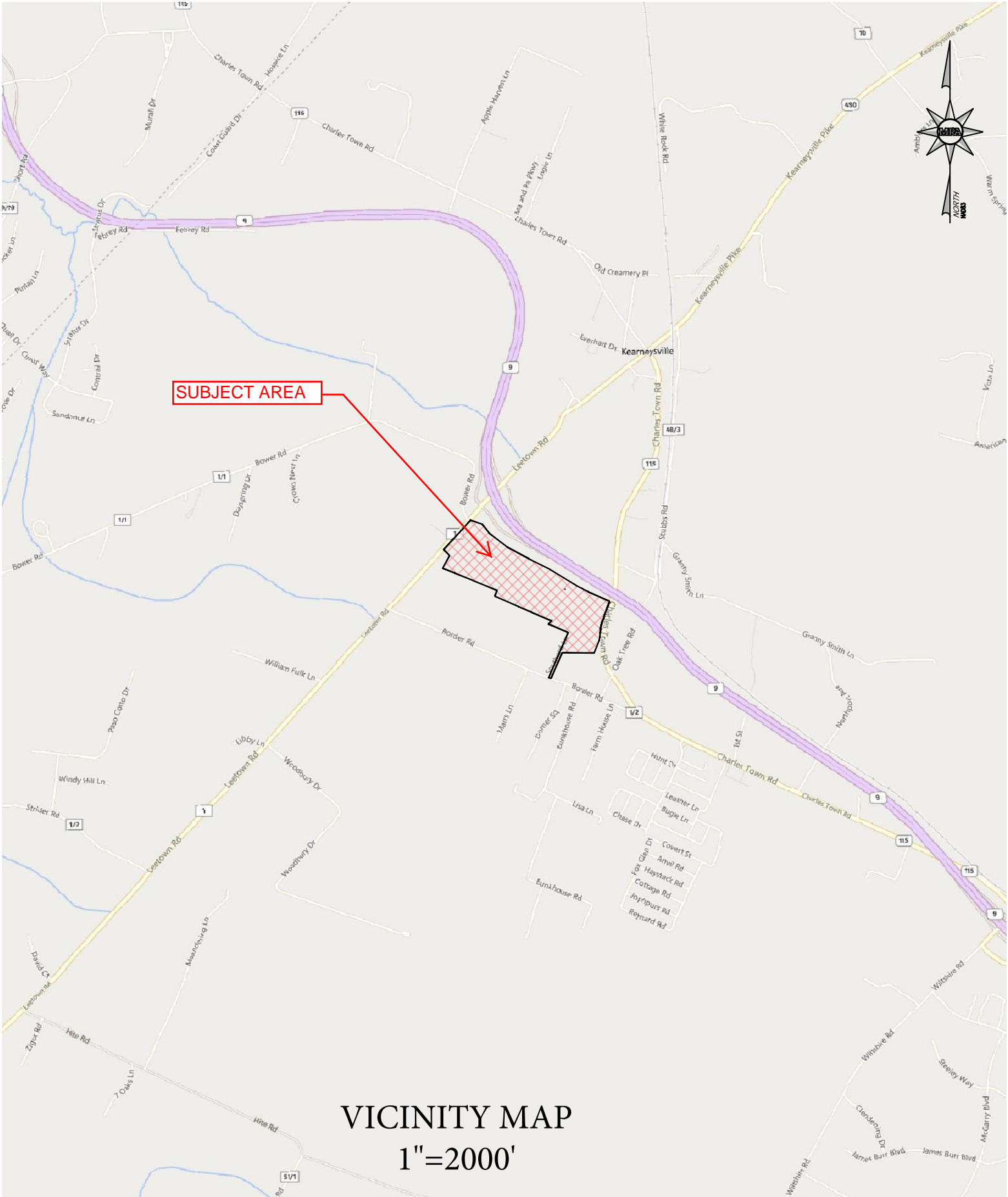
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Roads
- Corridors
- Intersections
- Incorporated Areas



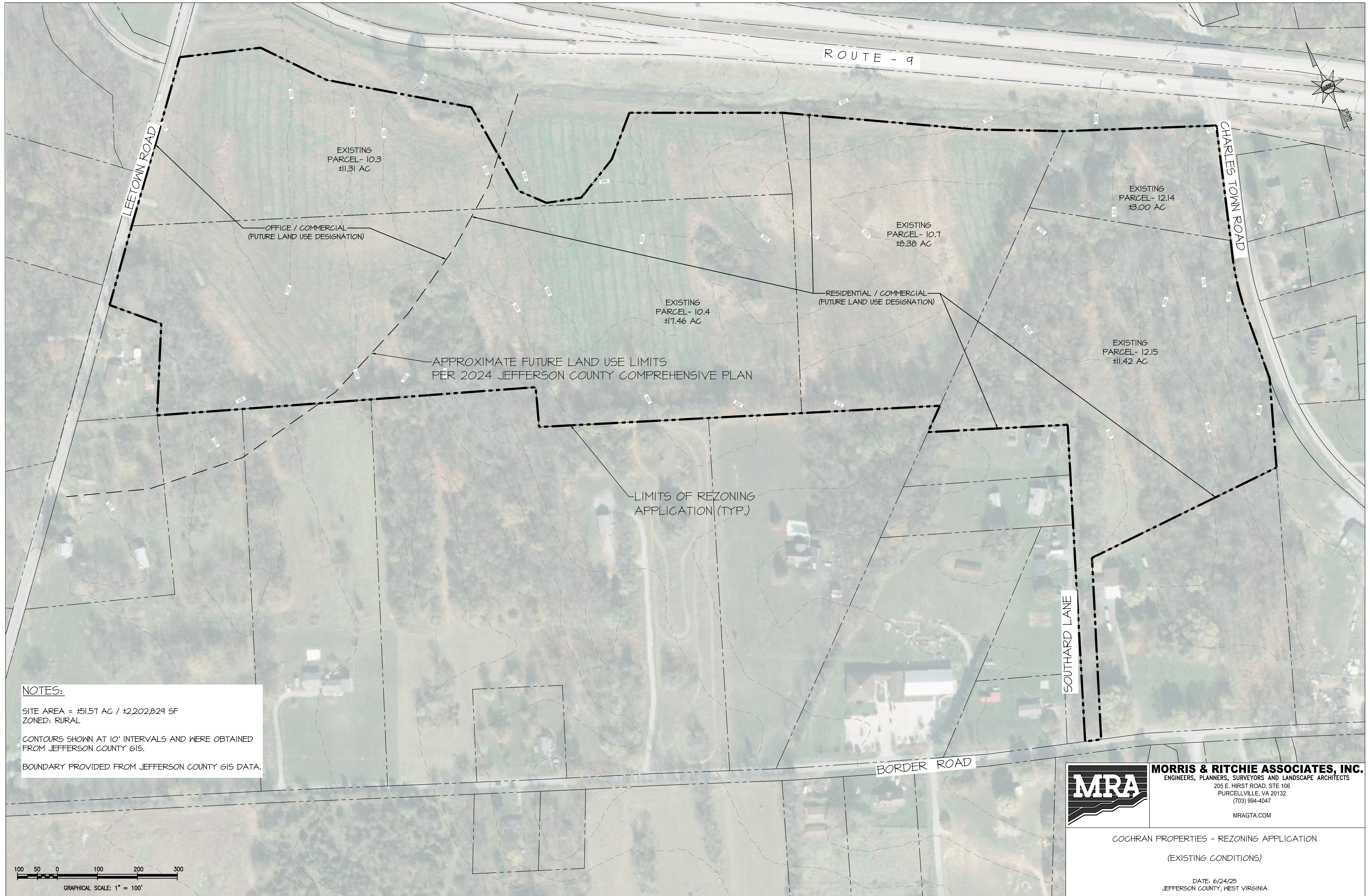
Jefferson County Intersection Issue Locations		
Intersection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD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

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





VICINITY MAP
1"=2000'



APPROXIMATE FUTURE LAND USE LIMITS
PER 2024 JEFFERSON COUNTY COMPREHENSIVE PLAN

LIMITS OF REZONING
APPLICATION (TYP.)

EXISTING
PARCEL- 10.3
±11.31 AC

OFFICE / COMMERCIAL
(FUTURE LAND USE DESIGNATION)

EXISTING
PARCEL- 10.4
±17.46 AC

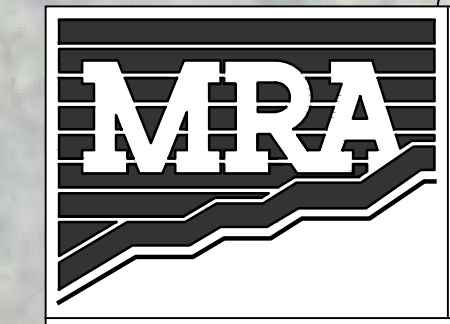
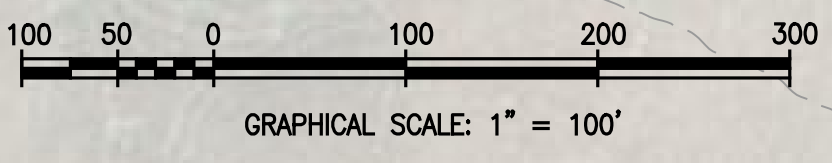
RESIDENTIAL / COMMERCIAL
(FUTURE LAND USE DESIGNATION)

EXISTING
PARCEL- 10.7
±8.38 AC

EXISTING
PARCEL- 12.14
±3.00 AC

EXISTING
PARCEL- 12.15
±11.42 AC

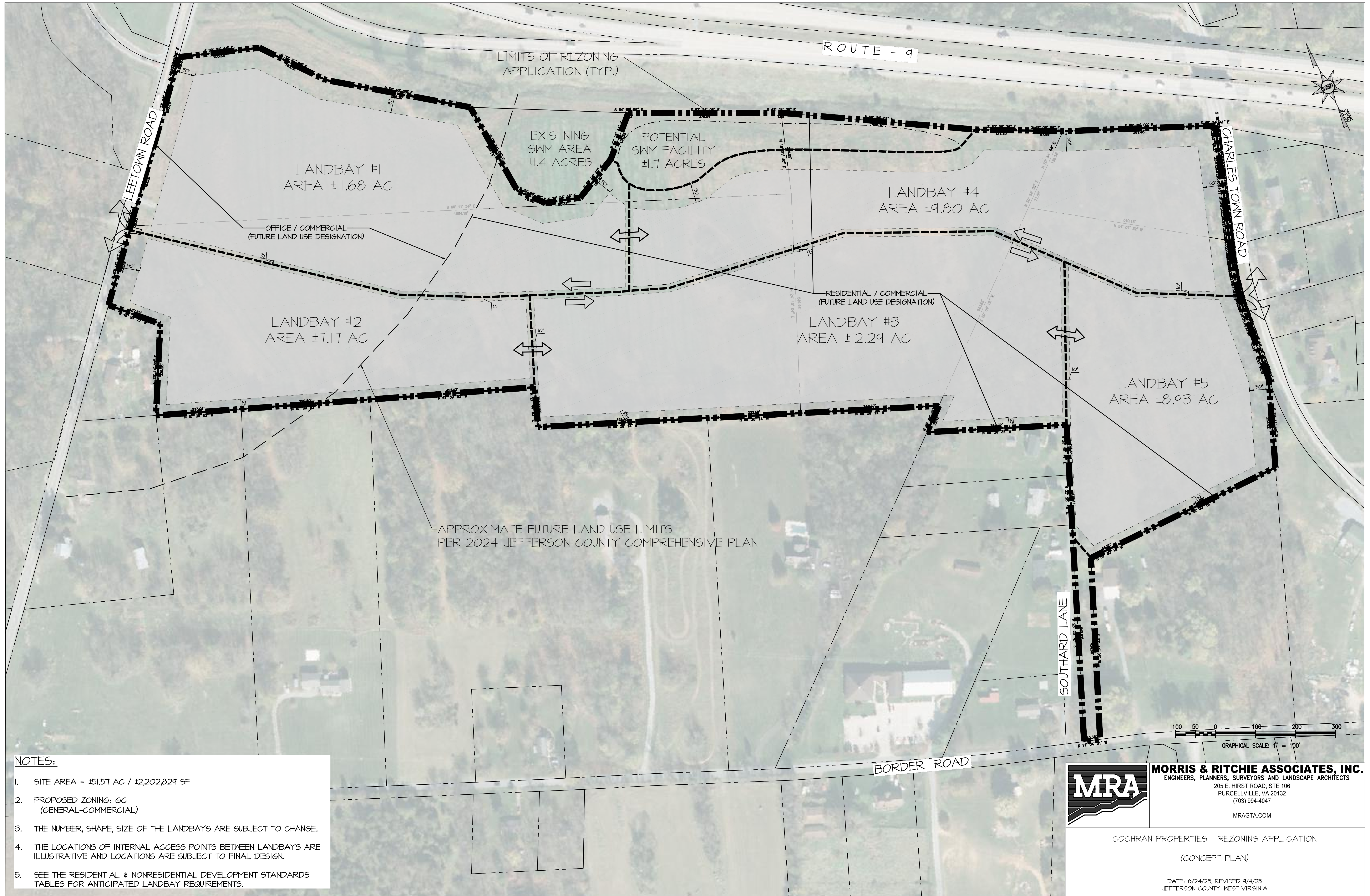
NOTES:
 SITE AREA = ±51.57 AC / ±2,202,829 SF
 ZONED: RURAL
 CONTOURS SHOWN AT 10' INTERVALS AND WERE OBTAINED FROM JEFFERSON COUNTY GIS.
 BOUNDARY PROVIDED FROM JEFFERSON COUNTY GIS DATA.



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

COCHRAN PROPERTIES - REZONING APPLICATION
 (EXISTING CONDITIONS)

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



- NOTES:**
1. SITE AREA = ±51.51 AC / ±2,202,824 SF
 2. PROPOSED ZONING: GC (GENERAL-COMMERCIAL)
 3. THE NUMBER, SHAPE, SIZE OF THE LANDBAYS ARE SUBJECT TO CHANGE.
 4. THE LOCATIONS OF INTERNAL ACCESS POINTS BETWEEN LANDBAYS ARE ILLUSTRATIVE AND LOCATIONS ARE SUBJECT TO FINAL DESIGN.
 5. SEE THE RESIDENTIAL & NONRESIDENTIAL DEVELOPMENT STANDARDS TABLES FOR ANTICIPATED LANDBAY REQUIREMENTS.

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

COCHRAN PROPERTIES - REZONING APPLICATION
 (CONCEPT PLAN)
 DATE: 6/24/25, REVISED 9/4/25
 JEFFERSON COUNTY, WEST VIRGINIA

C:\Users\cstephenstn\OneDrive\Documents\Projects\Jefferson County\WV\Planning\Rezoning\Sheets\Rezoning Concept Plan 03.dwg, C:\stephenstn

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Lt Ben Williams

Department or Organization: Sheriff's Office

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

School Safety Officers
Full-Time Bailiff/Trip Guard

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

- Presentation/discussion/decision regarding agreement with Board of Education to employ School Safety Officers.
- There is a full-time Bailiff/Trip Guard vacancy that a candidate has been found to fill.

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 agreement between the Jefferson County Commission, Sheriff's Office, and Board of Education for the School Safety Officers and authorize the President to affix his signature.
- I move to approve the hire of Allen Edward Bray as a 40 hour Bailiff/Trip Guard, beginning October 20,2025 at a rate of \$19.50 per hour.

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 16, 2025

Re: Fiscal Note: Approval of Hire –Bailiff/Trip Guard- Jefferson County Sheriff’s Office

Sheriff Hansen proposes the hire of a Bailiff/Trip Guard, Allen Edward Bray.

Bailiff/ Trip Guard hourly wage 19.50 Annualized	\$ 29,640.00
Total amount budgeted for 700.410303 Salaries and Wages Bailiff	\$293,000.00
Total amount budgeted for 700.410804 Trip Guard Pay	\$ 26,607.42
<u>Total salaries and wages of 700.410303 (FY26) (annualized)</u>	<u>\$170,335.00</u>
 Total under budget	 \$ 49,906.92

School Safety Officer

Per the proposed contract the Jefferson County Board of Education will reimburse the Jefferson County Sheriff’s Office for all costs, while levy funds are available, for a School Safety Officer via a monthly invoice from the Sheriff’s Office.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 16, 2025**

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

Date Requested – 2nd Choice:

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

Consideration of changes to the Jefferson County Issue Resolution Policy

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 Internet/Wi Fi Telephone for conference call

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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: **2 minutes**

Date Requested – 1st Choice: **October 16, 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. Resolution to Adopt Jefferson County Emergency Services Agency Employee Benefits Plan and ERISA Wrap Summary Plan Description

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

1. See attached Resolution.

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*):

I move to approve Resolution to adopt the Jefferson County Emergency Services Agency Employee Benefits Plan & ERISA WRAP Summary Plan Description for FY25-26.

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

If not attached, explain:

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

Contact information: **Jessica James**

Email address: **jjames@jeffersoncountywv.org**

Phone Number: **304-728-3282**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY EMERGENCY SERVICES
RESOLUTION TO ADOPT EMPLOYEE BENEFITS PLAN &
ERISA WRAP SUMMARY PLAN DESCRIPTION

WHEREAS, Jefferson County Emergency Services has determined that it would be in the best interests of its employees to adopt an "Employee Benefit(s) Plan" allowing for medical and other benefit coverage, so-called; be it known that a vote was taken, and all were in favor.

RESOLVED, that Jefferson County Emergency Services adopt an "Employee Benefit(s) Plan," all in accordance with the specifications annexed hereto; and, be it known that the " Jefferson County Emergency Services Employee Benefits Plan" was executed.

RESOLVED FURTHER, that Jefferson County Emergency Services adopt the required ERISA "Wrap Summary Plan Description," with all of the specifications annexed hereto; be it known that the " Jefferson County Emergency Services Employee Benefits Plan SPD Document" was also executed.

RESOLVED FURTHER, that the Company undertake all actions necessary to implement and administer said Employee Benefit(s) Plan and distribute said ERISA Wrap SPD to all participants and their beneficiaries.

IN WITNESS WHEREOF, I have executed my name for the above-named Company on October 1, 2025.

ATTEST:

Witness

Jessica James

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 16 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 review of Comcast Contract/Franchise Agreement with counsel.**
- B. Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues (U. S. District Court for the Northern District of WV - Wheeling Division Civil Action No. 5:24-CV-142)**

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



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. 16, 2025

Re: Fiscal Note: Comcast Franchise Revenue (Budgeted vs Actual)

FY25 Comcast Franchise Revenue Budgeted	\$560,000.00
FY25 Comcast Franchise Revenue Received	<u>\$475,055.86</u>
Total budgeted less receipts for FY25	- \$ 84,944.14
FY26 Comcast Franchise Revenue Budgeted	\$515,000.00
FY26 Comcast Franchise Revenue Received (Sept 25)	<u>\$115,830.60</u>
Annualized	<u>\$463,322.40</u>
Total budgeted less receipts for FY26	- \$ 51,677.60



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, 2025

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

RECEIVED

OCT 09 2025

County Commission
of Jefferson County, WV

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,

Everett Frazier
Governor's Representative
for Highway Safety

EF/ta



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

October 9, 2025

To Whom It May Concern:

Please see attached minutes from the Jefferson County Historic Landmarks Commission for inclusion in the next agenda meeting packet as correspondence.

Sincerely,
Jack Hefestay
Jefferson County Commissioner



Meeting Minutes
Jefferson County Historic Landmarks Commission
January 15, 2025, 7 pm Special Meeting

The purpose of this special meeting is to review the concept plan for Mountain Pure bottling facility (24-6-SP). Parcel information: 1 Grace St, Kearneysville, WV Parcel ID: 07002200090000; Size: ~260 acres; Zoning District: Industrial Commercial Parcel ID: 07002200340000; Size: 13.22 acres; Zoning District: Rural (supply well) Parcel ID: 07002200330009; Size: 8.31 acres; Zoning District: Rural (waterline easement).

Commissioner Reese called the meeting to order at 7 pm. All commissioners were present.

Public Comment

All public commenters opposed the concept plan due to the portions of development which would directly impact the Middleway Historic District. Commenters expressed concerns about the safety of the village, the potential damage to foundations and underground historic resources, and the disruption to the community. They also discussed the potential for accidents and the difficulty of clearing the road in case of an accident. The following individuals spoke during public comment: Greg Coble (Preservation Alliance of WV), Giuliana Brogna, Margaret Lisky, Jessie Norris (Middleway Conservancy Association), Christine Wimer (Jefferson County Foundation), and Jan Hafer.

After receiving public comments, the board went through maps and street view images (Google) to look at where the water transport pipe would cut through the district as well as the roads that would be the primary entrance and exit to the facility. Commissioners expressed serious concerns for historic structures in the village of Middleway, some dating back to the 1700s as well as the underground archeological resources that could be disturbed through portions of this development. The water transport line would pass multiple cemeteries with a history of unmarked graves, as well as beside an old soldiers burial ground that could potentially still contain the remains of soldiers who died in the area. Many of the structures have irreplaceable materials and repairs can cost thousands. Commissioners considered impacts on individual historic resources and the district as a whole.

The board unanimously agreed that this concept plan should be denied due to its impact on the historic district—going against the zoning ordinance that states, “Any development which would destroy the historical character of a property listed on the WV or National Register of Historic Places, shall not be permitted.” The board also agreed to recommended conditions including all connections to the facility (including the water transport pipe) should be rerouted around the district, there should be a bypass road for traffic associated with this development, and other future elements of the development should be considered for their impact on the historic

①



character of the district. Commissioner Reese agreed to compile all of the historic information and outline recommended conditions in the reviewing agency response to the concept plan. Commissioner Benzinger moved, Commissioner Carroll seconded. The board will review/edit the letter and report before submitting.

Commissioner Benzinger moved to close the meeting, Commissioner Reese seconded. Meeting closed at approximately 8:01 pm.



Meeting Minutes
Jefferson County Historic Landmarks Commission
January 23, 2025 Special Meeting

This meeting was held via zoom. Commissioner Reese called the meeting to order at 7 pm. All commissioners were present for the meeting.

The purpose of this meeting was to review the letter/report regarding the concept plan for Mountain Pure bottling facility (24-6-SP). Parcel information: 1 Grace St, Kearneysville, WV Parcel ID: 07002200090000; Size: ~260 acres; Zoning District: Industrial Commercial Parcel ID: 07002200340000; Size: 13.22 acres; Zoning District: Rural (supply well) Parcel ID: 07002200330009; Size: 8.31 acres; Zoning District: Rural (waterline easement).

As a reviewing agency, the JCHLC met on January 15, 2025 to review the Mountain Pure concept plan and unanimously agreed that the concept plan should be rejected for its detrimental impact on the historic district of Middleway. The board also came up with recommended conditions for the developer before the plan would be acceptable.

At this January 23 meeting, the board discussed the report and letter. All commissioners received the packet via email and Commissioner Reese added previously noted corrections she received prior to the meeting via email. The board reviewed the document together and agreed to send this final version to the Planning Commission. Commissioner Carroll moved to accept the letter and report to send to the Planning Commission, Commissioner Benzinger seconded, and the board unanimously approved.

Commissioner Reese agreed to send the approved copy to the Planning Commission. Meeting adjourned



Jefferson County Historic Landmarks Commission Meeting Minutes
Tuesday, February 18, 2025, 7:00 p.m.

Attendance: Ray Benzinger, David Carroll, Addison Reese, Elizabeth Nicholson (AmeriCorps Member)

Agenda

1. Public Comment - David Tabb. Tabb offered support for the JCHLC and discussed his ongoing concern for the county water and preserving the county's history.
2. Review and Approve Minutes from regular October meeting and January special meetings. David moved to approve the minutes, Ray seconded. Unanimously accepted.
3. Treasurer's Report - Ray Benzinger. Income total \$18,911.33 and \$14,515.91 in expenditures. \$30, 658.70 in the bank account. Addison moved to approve the treasurer's report, David seconded. Unanimously accepted.
4. Officers. Will delay appointment of new treasurer and secretary until new commissioners are appointed in March.
5. Reports and Announcements
 - a. Status of website and social media (Elizabeth Nicholson). Facebook following continues to increase. Website traffic is steady. Elizabeth is working to add missing photos of structures.
 - b. Zoom - Will purchase our own Zoom account in April. David Carrol moved to purchase Zoom account, Addison seconded. Unanimously approved.
 - c. JC Cemeteries - Projects and updates. Addison is waiting for the EWVCF cemetery grant to open up again. She will likely apply for funding for Fairview-Gibsonstown and Rose Hill (Shepherdstown). The stone wall around the Coyle cemetery also needs repairs.
 - d. Preservation Alliance of West Virginia (PAWV) endangered property designation for Middleway historic district. The JCHLC will continue to work together with PAWV and the Middleway Conservancy to preserve and protect the historic resources in Middleway.
 - e. Status of Concept Plan Reviews.
 - i. *Leetown Road Intersection Improvement* - Installation of roundabout at the intersection of County Route 51 and Co 1 (Leetown Rd.). Discuss DOH plans, review information, and discuss a response. State Project: S319-51-0.64 00. Federal Project: CMAQ-0051(054) D. No known historic structures on the property.
 - ii. *Media Farms Subdivision* (Parcel IDs 19-02-0004-0011-0000, 19-02-0004-0011-0001, 19-02-0004-0013-0000). 261 Media Farm Lane,

(4)



- Ranson. The project includes the development of 126.40 acres and proposes 99 residential lots. Media Farms was added to the National Register in 1994. Paul Raco, a representative for the project discussed waivers that will make the designated area of preservation larger. The developer has agreed to not seek the archeological survey waiver and will complete the Phase 1 archeological survey as required. Agreed to allow the JCHLC to do a site visit and take photos before ground is broken.
- iii. *Hallmark Glen Subdivision* (Parcel ID 19-09-0018-0025-0000). 4001 Engle Moler Rd., Harpers Ferry - Project includes the development of this parcel, deeded 100 acres, proposing 19 single family detached residential lots and one residue. Historic resources on property. JCHLC recommends a phase 1 archeological survey.
 - iv. *Harvest Meadows Subdivision* (Parcel ID: 19-07-0006-0015-0000). 235 William Fulk Ln. Kearneysville - Project includes a 62-lot rural subdivision with each lot being a minimum of one acre. There are historic resources on the property. The development will be limited to the side of the property without the historic structures. Addison spoke to a representative for the project in January and they agreed to complete an archeological survey on the property.
 - v. *Global Environmental & Remediation LLC* (Parcel ID: T.M. 20 Parcel 9.1 D.B. 1256 PG. 678) 7367 Middleway Pike, Charlestown - Project includes use of the property as a construction company with outdoor equipment storage. No historic resources identified on the site.
- f. Review National Register nomination and complete CLG National Register comment sheet for the Houser-Mahoney House/Quarryman's Rest. The nomination is very thorough and was unanimously approved by the board. Addison will complete the CLG comment sheet and send it along to WVSHPO.
- g. JCHLC Properties:
- i. *James Osbourn Farm* - Will keep the house vacant until everything is in working order. Addison is moving forward with getting a quote for the cabinets that had to be removed to repair pipes. Elizabeth met with representatives from the land trust about creating an easement for parking.
 - ii. *Duffields Depot* - Still working on acquiring the adjacent property. Need to fundraise for signage at the site (media was developed by the Mills Group).
 - iii. *Peter Burr Farm* - David mentioned blacksmith Dan Tokar as someone who could repair the latch on the Peter Burr house. No word yet on summer programming through Parks and Rec. Several people have expressed interest in volunteering at Peter Burr Farm.

5



Meeting adjourned at 7:50 pm

6

Jefferson County Historic Landmarks Commission
April 9th, 2025
Jefferson County Meeting Room

Members Present: Addison Reese (Chair), Lyle Rush, David Carroll, John-Henry Dale, Leigh Koonce, Jack Hefestay (County Commission Liaison)

Staff Present: Elizabeth Nicholson

Guests Present: Brooke Perry, Rev. Georgia DuBose, Steve Pearson, Amanda Updike

Ms. Reese called the meeting to order at 7:00 pm and appointed Mr. Koonce as temporary secretary.

Ms. Reese welcomed new commissioners Mr. Rush, Mr. Dale, and Mr. Koonce.

Commissioner Hefestay indicated he is continuing as the Jefferson County Commission's representative to the Landmarks Commission (JCHLC).

Mr. Carroll nominated Mr. Rush to serve as treasurer. Ms. Reese seconded the motion, which carried unanimously.

Ms. Reese nominated Mr. Koonce to serve as secretary. Mr. Rush seconded the motion, which carried unanimously.

Ms. Reese shared that authorized signatories on the Jefferson Security Bank account are as follows: Addison Reese and John Demer. She will have the paperwork filed to add Mr. Rush and remove Mr. Demer.

Ms. Reese indicated the minutes from the previous meeting stood approved as presented.

Ms. Nicholson presented the Treasurer's Report and indicated the balance stood at \$54,647.66. Mr. Carroll moved to approve the report as represented, with Ms. Reese seconding the motion, which passed unanimously.

Ms. Nicholson offered an update relating to the website and social media accounts of the JCHLC.

Ms. Reese reported three headstones were reset at Fairview Cemetery.

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Ms. Reese indicated she walked the grounds of the proposed Birdhill Subdivision and believes a graveyard may be on the property. Brooke Perry from Integrity Federal Services, contracted by the developer, stated a Phase 1 Historic Resource Preservation Survey was conducted.

Ms. Reese reported there may be potential renters identified for the Osbourn Farm House located at the Shepherdstown Battlefield property.

Ms. Reese indicated an archery camp was to take place at the Peter Burr Farm under the authority of the Jefferson County Parks and Recreation Commission (JCPRC).

Ms. Nicholson said April 26th will be the Park Day at James Osbourn Farm.

Ms. Reese reported that the estimate for the JCPRC to mow all JCHLC properties throughout the year is \$9,100. Kevin Shipley, another source, reported he would charge \$439 per visit. Mr. Koonce moved to authorize the Chair and staff to contract Kenny Shipley if he will honor the price quoted. Mr. Carroll seconded the motion, which passed unanimously.

Ms. Nicholson reported a quote from Eden Design is pending.

Ms. Reese reminded all members that without AmeriCorps, the JCHLC would have no staff and again thanked Ms. Nicholson for her diligent work.

Mr. Carroll gave a report about archeological standards in Jefferson County ordinances. As it stands there is no definitive archeological survey requirement in the ordinances. Any work is addressed in the Phase 1A survey, which doesn't involve any digging. Mr. Carroll will put together a draft of suggested language and updates.

Amanda Updike, of the Charles Town Historic Landmarks Commission, reported that a meeting had taken place between various organizations involving the future of the Jefferson County Court House.

Commissioner Hefestay reported that he expects Commission liaisons will soon be given full voting rights on the boards on which they sit.

Mr. Koonce offered the suggestion that the JCHLC receive an advisory seat on the Jefferson County Planning Commission to advise relating to matters of historic significance.

Ms. Reese moved to adjourn the meeting at 8:31 pm, with Mr. Carroll seconding. The motion carried.

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Respectfully submitted,

/s/

H.S. Leigh Koonce, Secretary
Jefferson County Historic Landmarks Commission

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Jefferson County Historic Landmarks Commission Meeting Minutes

Wednesday, June 11, 2025, 7:00 p.m.

Attendance: Lyle Rush, David Carroll, John Henry Dale, Addison Reese, Elizabeth Nicholson (AmeriCorps Member)

Agenda

1. Public Comment - Jessie Norris from the Middleway Conservancy thanked the JCHLC for the continued partnership and inquired about GeoExplorer.
2. Review and Approve Minutes. Commissioner Koonce will bring minutes to the next meeting for approval.
3. Treasurer's Report - Balance as of 4/8/2025: \$54,473.65. Expenses: \$7,201.19. Income: \$9,061.35. Balance as of 6/8/2025 \$56,333.81. All bills have been paid, and all accounts are up to date.
4. Reports and Announcements
 - a. Status of website and social media (Elizabeth Nicholson).
 - b. JC Cemeteries - Projects and updates. Commissioner Reese received grants for Rose Hill Cemetery in Shepherdstown (\$3000) and Fairview-Gibsonstown Cemetery near Charles Town (\$5000) from the Eastern West Virginia Community Foundation. Commissioner Rush also applied for and received a grant for the Catholic Cemetery in Shepherdstown for some ground penetrating radar, treework, and a bench. Reese announced a cleanup at the Middleway-Slabtown Cemetery on June 21. This event is co-sponsored by the Middleway Conservancy. Reese has also been working regularly at the Mount Pleasant Cemetery to clear out downed trees, brush, and invasive plants.
 - c. JCHLC Properties:
 - i. *James Osbourn Farm* - There are now renters in the house. DM Executive Properties LLC is the property manager. A damaged window needed to be replaced recently—the property management company took care of the repair and took it out of the monthly rent payment. Confirmed that the window was not original before replacing. Also recently signed the farming lease with Neill Banks (\$7000).
 - ii. *Duffields Depot* - The next project for Duffields Depot is plaster work. The ceiling has extensive damage and some of the walls need to be replaced. The project will cost about \$15,000. There is at least \$25,000 in the account dedicated to Duffields Depot projects. Former commissioner, Martin Burke,

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reminded the board of contact from the highway department for a grant for Duffields Depot; need to write the scope of work.

- iii. *Peter Burr Farm* - There are nesting turkey vultures under the stairs at the farm house so Parks and Rec will store their equipment for their camps in the kitchen to avoid disturbing the nest.

5. New Business

- a. Jacob Fulk House National Register Nomination CLG Review. The board agreed that the report was thorough and the house was in remarkable condition. The board unanimously supports the nomination.
- b. Charles Town Courthouse - More interested parties have been coming together to discuss the future of the courthouse. Charles Town representatives are getting more involved in discussions. Will continue to support them as needed.
- c. Commissioner Dale gave a presentation on land surrounding Claymont including Braddock's Well, the Byrd migrant camp, and graveyard. He discussed cultural resources and the value these resources hold for telling the history of the property and history of the area. The main concern is that the land is currently owned by DR Acquisitions, LLC—this land is part of the Huntfield development properties. The next step to protect historic resources on this land is to compile everything into a WV historic property inventory form and get guidance from the WVSHPO.

Meeting adjourned at 8:39 pm.



Jefferson County Historic Landmarks Commission
August 13, 2025
Jefferson County Meeting Room

Members Present: Addison Reese (Chair), Lyle Rush (Treasurer), David Carroll, John-Henry Dale, Leigh Koonce (Secretary), Jack Hefestay (County Commission Liaison)

Guests Present: Jessie Norris (Middleway Conservancy), Dr. Colin Stine

Ms. Reese called the meeting to order at 7:00 pm.

Public comment was heard from Dr. Colin Stine of Elmwood Farm who believes there may be a burial ground used for enslaved individuals on his farm. He inquired if the JCHLC can provide any assistance. Ms. Reese indicated there is existing funding for projects such as this and she will coordinate with him to begin a search in September. Mr. Koonce moved to utilize existing funding for African American graveyard stabilization to explore the possibility of graves at Elmwood Farm. Mr. Carroll seconded the motion which passed with an unanimous vote

Public comment was heard from Jessie Norris, President of the Middleway Conservancy. She reported the GeoExplorer program is once again usable. The Civil War hospital in Middleway is still for sale. Additionally, Ms. Norris asked if the JCHLC might consider hosting a workshop for the tax credit program for rehabbing historic homes.

Mr. Rush moved to approve the minutes of the April and June meetings. Mr. Carroll seconded the motion, which passed with four in favor and one abstention (Mr. Koonce who was absent from the June meeting).

Mr. Rush reported the bank balance stood at \$79,648.17, with all invoices paid. Mr. Rush also reported the signature cards for the checking account have been updated. Ms. Reese moved to approve the treasurer's report and Mr. Carroll seconded. The motion passed unanimously.

Ms. Reese reported a large increase in Facebook viewership has been noted.

Ms. Reese reported the AmeriCorps preservation positions have been re-instated. Elizabeth is with JCHLC through October and can opt to extend her time if desired.

Ms. Reese reported a grant was received for the Rose Hill cemetery in Shepherdstown.

Ms. Reese reported an exterminator was hired to deal with mice at the Osbourn property.

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Johnny Allen toured Duffields Depot and believes the walls need to be repointed. He also suggested the shutters be fastened.

Ms. Reese reported that Immediate Past Chairman Martin Burke donated \$25,000 to be used specifically for the Duffields Depot. Ms. Reese will pursue a well and holding tank at the property. Tree work is also ongoing at Duffields.

Ms. Reese reported that a state law now requires a back flow system to be present at the Peter Burr Farm. She has contacted a plumbing company and will report back. Mr. Rush moved to approve contracting a plumber for the project. Ms. Reese seconded the motion, which passed unanimously.

Ms. Reese presented a draft budget. Mr. Koonce moved to approve the draft budget and projects list as presented. Ms. Reese seconded the motion which passed unanimously.

Mr. Koonce moved to approve the printing of new brochures. Mr. Rush seconded the motion and it passed unanimously.

Mr. Koonce offered details of Doug Perks's retirement event and gave an update of the All Voices Oral History project at the Old Charles Town Library.

Commissioner Hefestay indicated he plans to present our minutes to his fellow Commissioners.

Ms. Reese moved to adjourn the meeting at 8:22 pm. Mr. Carroll seconded and the motion passed unanimously.

Respectfully submitted,

/s/

Leigh Koonce, Secretary

Jefferson County Historic Landmarks Commission

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Treasurer's Report

October 8, 2025

Checking balance as of 8/13/2025 \$79,648.17

Expenses: \$32,471.23

Income: \$10,624.29

Transfer to savings: \$30,000

Checking balance as of 8/13/2025 \$26,706.22

Savings balance as of 9/22/2025 \$30,000

Interest 9/22/2025 \$27.73

Savings balance as of 9/22/2025 \$30,027.73

Total assets: \$67,115.78

All bills have been paid, and all accounts are up to date.

Lyle Rush
Treasurer

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Date	Billing period	Bill amount
07/10/2025	06/06/2025 - 07/08/2025	\$43.07
06/09/2025	05/07/2025 - 06/05/2025	\$36.36
05/08/2025	04/08/2025 - 05/06/2025	\$11.00
04/09/2025	03/08/2025 - 04/07/2025	\$9.14
03/11/2025	02/08/2025 - 03/07/2025	\$18.62
02/11/2025	01/12/2025 - 02/07/2025	\$9.42
01/15/2025	12/10/2024 - 01/11/2025	\$6.00
12/11/2024	11/06/2024 - 12/09/2024	\$6.00
11/07/2024	10/08/2024 - 11/05/2024	\$6.00
10/09/2024	09/07/2024 - 10/07/2024	\$8.13
09/10/2024	08/07/2024 - 09/06/2024	\$21.27
08/08/2024	07/06/2024 - 08/06/2024	\$6.78

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Jefferson County Historic Landmarks Commission Social Media and Website Report

Date: October 8, 2025

Period: August 12, 2025 – October 7, 2025

1. Social Media Performance Overview:

Facebook

- Followers: 4,837
- New Followers: 96 in the past two months
- Recent Activity (Last 28 Days):
 - Views: 79,953 / 63,685
 - Interactions: 1,426
- Growth Since Last Meeting:
 - A net gain of 96 new followers
 - A 52.6% increase in interactions

Instagram

- Followers: 630
- Reach (Last 90 Days): 172
- Engagement (Last 90 Days): 106
- Views: 1,438
- Growth Since Last Meeting:
 - An increase of 10 followers
 - A decrease of 184 views
 - An increase in engagement of 65

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Current JCHLC Brochures:

- The Jefferson County Courthouse
- The Shepherdstown Cement Mill
- The Battle of Shepherdstown
- The Beeline March
- JCHLC Preservation, Education, Heritage Tourism
- Peter Burr Farm
- Duffields Depot on the Baltimore & Ohio Railroad
- The Washington Homes
- Morgans Grove Historic District

New JCHLC Brochures:

- Black Cemeteries of Jefferson County

Volunteer Liability Waiver and Agreement

This document explains possible risks of volunteering and includes liability waivers, consents, and other legal agreements.

By signing below, I, the volunteer (or volunteer's legal guardian), acknowledge that entry into this agreement ("Agreement") is in consideration of my participation as a volunteer, and confirm my understanding and agreement to the following:

Policies and Safety Rules: I will comply with the Jefferson County Historic Landmarks Commission's (JCHLC) volunteer policies, safety rules, conduct expectations, and other directions. I understand that JCHLC does not tolerate bullying, harassment, threatening behavior, or violence of any kind. I understand that noncompliance may result in termination of my volunteer status.

Volunteer Not an Employee: I understand that (a) I am not an employee of the JCHLC, (b) I will not be paid for my participation, and (c) I am not covered by or eligible for any JCHLC insurance, health care, worker's compensation, or other benefits. I understand that the JCHLC may terminate my volunteer status at any time, for any or no reason.

Risks Associated with Volunteering: Volunteering for JCHLC has risks. These risks may arise in a variety of ways. They include, without limitation: my lifting heavy objects or otherwise exerting myself, handling wood and metal materials, using hot or sharp objects or other tools, being exposed to dust, loud noises, and interacting with and being in the presence of other volunteers, visitors and other people. I understand that these risks include risks of injury, illness, death, and property damage or loss, and that they may arise from my own actions or from the actions of others at or near JCHLC facilities.

Awareness and Assumption of Risk: I understand the information above, and confirm and acknowledge that these are risks associated with volunteering. With such information and awareness, and with the recognition that other factors may create additional such risks, I knowingly, freely, and voluntarily: (a) sign up to volunteer for JCHLC; (b) engage in volunteer activities; and (c) assume and accept the risks of all injury, death, property damage or loss, financial obligation, loss of privacy, loss of reputation, and all other injuries and other consequences, whether known or unknown, whether foreseen or unforeseeable, and whether incurred at JCHLC facilities or elsewhere, that may result, directly or indirectly, from my presence at JCHLC facilities or participation as a JCHLC volunteer, regardless of the cause.

Waiver and Release of Claims: I waive and release JCHLC and its commissioners, employees, and affiliates from any and all liability, claims, costs, and expenses of any kind and of whatever nature which I or my heirs, next of kin, or legal representatives may have or which may later accrue, caused by or arising directly or indirectly from my presence at JCHLC facilities or participation in JCHLC activities. This release and waiver includes, in each such case, all claims in respect of the risks noted above, known and unknown, foreseen and unforeseeable, regardless of the cause or whether such claims arise from tort, contract, or otherwise, and even if caused by negligence, whether passive or active. I will not sue the commissioners, employees, and affiliates of the JCHLC on the basis of these waived and released claims.

Disclosure of Medical Conditions: I understand that I am solely responsible for knowing my own physical condition and making my own decision about volunteering. I have disclosed all medications and conditions relevant to my participation to my supervisor at JCHLC, including chronic conditions such as asthma, allergies, seizures, or diabetes. I understand that JCHLC needs such information because some medication side effects or medical conditions could affect my safety or that of others at JCHLC. I consent to JCHLC sharing this information with health professionals or first responders should I become ill or injured while at JCHLC facilities.

Medical Care Consent and Waiver: I authorize JCHLC to provide me with first aid and to arrange medical assistance, transportation, and emergency medical services for me if I get hurt while volunteering. I understand that JCHLC is not obligated to provide this care. I also understand that I am solely responsible for any costs related to my medical treatment and transport, and that JCHLC does not provide health, medical, disability, or other insurance coverage for me.

Confidentiality: I may have access to JCHLC's confidential information. At all times during and after my participation, I agree to hold any such confidential information in confidence and not disclose or use it except as JCHLC expressly authorizes.

Assignment of Work Product: I grant full rights to JCHLC in any reports, brochures, website content, photos, images, videos, or other materials or works I may create in the course of volunteer activities, and any intellectual property rights in or derivatives of such materials.

Use by Client of My Name and Image: I understand that JCHLC may take photos or videos of me. I consent to use by JCHLC of my image, voice, name, and story, and of images of any works I may create as a volunteer (collectively, "Materials"), in JCHLC's digital and print promotional, fundraising, educational, and other communications. JCHLC may use the Materials without obtaining my approval or paying me for such use. I grant JCHLC all copyrights in and waive any legal claims relating to the Materials, including those relating to copyright, rights of publicity or

privacy, or defamation, or arising from any distortion, blurring, or alteration that may occur in the making, editing, or use of the Materials.

My checking this box means that I do not wish to agree to this consent

General Provisions: I understand that this Agreement will be binding for so long as I am a volunteer at JCHLC. This Agreement will run in favor of, and may be enforced by, each of the Client Parties, and will bind my heirs, next of kin, and legal representatives. This Agreement will be binding to the fullest extent permitted by law. If any provision of this Agreement is found to be unenforceable, the other terms remain effective..

I affirm that I am of legal age and able to sign on my own behalf and am freely signing this Agreement. I have read this Agreement and fully understand that by signing this Agreement, I am giving up legal rights and remedies that may be available to me and to other persons.

I affirm that I am the parent or legal guardian of the participant and am freely signing this document on their behalf. I certify that I have the authority to sign on behalf of the participant and to make decisions for the participant regarding volunteering. I also waive and release Client Parties from any and all liability, claims, costs, and damages of any kind which I may have resulting or arising directly or indirectly from the participant's participation in volunteering. I have read this Agreement and fully understand that by signing this Agreement, I am giving up legal rights and remedies that may be available to the participant, to me, and to other persons.

Signature of Parent guardian, if applicable

Participant name, if parent signs

Print Name

Date

Emergency Contact name

Emergency contact phone

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