



JEFFERSON COUNTY COMMISSION

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

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

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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

MEETING AGENDA AND TOWN HALL JEFFERSON COUNTY COMMISSION

Thursday, November 20, 2025

Town hall: 5:30 pm

Commission meeting: 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/84150909336?pwd=CsKwxQjH3vaGlpI5bmVbXo6WNHNWSw.1>

Meeting ID: 841 5090 9336

Passcode: 081709

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

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

Town Hall

Topic: Balance Growth: New Zoning Regulations and Ordinances for Jefferson County

Commission Meeting

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. November 6, 2025 Regular Meeting DRAFT Minutes (pgs. 5-41)
2. Approval of Accounts Payable:
 - a. November 6, 2025 \$ 771,610.54
 - b. November 13, 2025 \$ 114,649.14
3. Approval of Manual Checks:
 - a. November 6, 2025 \$ 960,931.50
 - b. November 13, 2025 \$ 199.50
4. Approval of Payroll:
 - a. November 7, 2025 \$ 497,402.54
5. Approval of Requisitions: (pg. 42)
 - a. November 20, 2025 \$ 118,038.82
6. Approval of Hire: (pgs. 43-47)
 - a. Approval of Hire – Deputy Clerk – Jefferson County Clerk’s Office
 - b. Correction to Previous Hire – Building Inspector I – Jefferson County Department of Engineering, Planning, and Zoning
 - c. Approval of Hire – Facilities Helper – Jefferson County Department of Fleet and Facilities Management

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. Please note the agenda item for which you are speaking and your home address.

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. 48-52**)
 - 1.1 Exonerations
 - 1.2 Assessor's additional duty money
2. 6:20 pm Thomas Hansen, Jefferson County Sheriff and Treasurer (**pgs. 53-54**)
 - 2.1 Approval of Hire – Bailiff – Jefferson County Sheriff's Office
 - 2.2 Auction update
 - 2.3 Home Incarceration Program Update/ Decision
 - 2.4 Approval of Hire – Administrative Assistant – Jefferson County Sheriff's Office
3. 6:30 pm CTUB Expansion Plans (Majdi) (**pg. 55**)
4. 6:45 pm Discussion on the Summit Point Motorsports Complex package water/sewer plant with CTUB (Mood) (**pg. 56**)
5. 7:00 pm Discussion/ Action with JCDA on possible grant opportunity for Summit Point Motorsports Complex package water/sewer plant and possible PPP (pubic private partnership) (Mood) (**pg. 57**)
6. 7:10 pm Boards and Commissions (**pgs. 58-70**)
 - 6.1 Consider appointments, membership, and make up of Jefferson County Civil Service Commission
7. 7:30 pm Laura Kuhn, director Jefferson County Fleet and Facilities (**pgs. 71-73**)
 - 7.1 Request for approval of a partial floor plan and permission to proceed with associated renovations at 393 North Lawrence Street
8. 7:45 pm Roger Goodwin, director of Engineering, Planning, and Zoning (**pgs. 74-88**)
 - 8.1 Request to schedule a Public Hearing regarding an amendment to the Office Commercial Zoning District text of the Zoning Ordinance.
 - 8.2 Request to schedule a Public Hearing regarding the proposed

- Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.
- 8.3 Request to schedule a Public Hearing regarding the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.

- 9. 8:00 pm Edwina Benites-LM, county administrator **(pgs. 89-95)**
 - 9.1 Dry Hydrants
 - 9.2 Updated Agenda Policy
 - 9.3 Coffee Carts/ Jefferson County Development Authority
 - 9.4 Hospice Proclamation

IX. Additional public comment.

CORRESPONDENCE AND INFORMATION (pgs. 96-288)

CTUB Board Meeting Minutes
Loudoun County packet