

**MEETING AGENDA**

<b>Date:</b>	Tuesday, January 27, 2026
<b>Time:</b>	6:00 – 8:00 PM
<b>Location:</b>	Sam Michaels Park (AMP Conference Room), 150 Sam Michaels Lane, Shenandoah Junction, WV 25442
<b>Meeting Name:</b>	Shepherdstown Park Concept Plan – CAC Meeting #3

<b>Topic:</b>	<b>Time:</b>
<b>1) Welcome and Sign-In</b>	<b>6:00 PM</b>
<b>2) Recap of December 16, 2025, CAC Meeting (Attachment #1)</b>	<b>6:10 PM</b>
<b>3) Task 2. Research and Inventory</b> a) Jefferson County Zoning and Land Development Requirements Update	<b>6:15 PM</b>
<b>4) Task 4. Preliminary Plan Development</b> a) Revised Park Concept Plan b) Jefferson County BOE Ground Lease Agreement / Plan Submission	<b>6:20 PM</b>
<b>5) Task 3 Public Involvement</b> a) CAC Meetings 4 – 5 b) Public Meetings (JCPRC Board, JCBOE, Shepherdstown Town Council)	<b>7:40 PM</b>
<b>6) Next Steps</b> a) Task 4 Preliminary Plan Development (and Probable Cost Estimate) b) Task 3 Public Involvement c) Task 5 Final Concept Plan d) CAC Meeting #4 (February 17, 2026, 6 – 8 PM?)	<b>7:50 PM</b>

**MEETING SUMMARY**

<b>Date:</b>	Tuesday, December 16, 2025
<b>Time:</b>	6:00 – 8:00 PM
<b>Location:</b>	Sam Michaels Park, 150 Sam Michaels Lane, Shenandoah Junction, WV 25442
<b>Meeting Name:</b>	Shepherdstown Park Concept Plan – CAC Kick-off Meeting #2
<b>Materials:</b>	Meeting Agenda (Attachment #1) PowerPoint Presentation (Attachment #2)
<b>Attendees:</b>	Sign-in Sheet (Attachment #3) <input checked="" type="checkbox"/> Cara Keys, Jefferson County Commission <input checked="" type="checkbox"/> Jennifer Myers, JCPRC <input checked="" type="checkbox"/> David Kling, JCPRC <input checked="" type="checkbox"/> Andrew Upwright, JCPRC <input checked="" type="checkbox"/> Zac Holland, JCPRC <input checked="" type="checkbox"/> Bryan Derrickson, JCPRC <input checked="" type="checkbox"/> Debra Lee Allen, JCPRC <input checked="" type="checkbox"/> Jennie Brockman, Jefferson County Resident <input type="checkbox"/> Carrie Jane Blessing, Corporation of Shepherdstown <input checked="" type="checkbox"/> Gino Sisco, Corporation of Shepherdstown <input checked="" type="checkbox"/> Joyce White, Jefferson County Schools <input checked="" type="checkbox"/> Ashley Sanders, Shepherdstown Elementary Association (SEA/PTO) <input checked="" type="checkbox"/> Troy Truax, Michael Baker International, Inc. <input type="checkbox"/> John Fennell, Michael Baker International, Inc. <input checked="" type="checkbox"/> Brian Clay, Michael Baker International, Inc.

**Welcome and Introductions**

- Troy opened the meeting by welcoming everyone and provided a summary overview of the discussion and action items from the November 18, 2025, Kick-off Meeting.

**Ground Lease Update**

- Troy continued the meeting by providing an update on the park area boundary. He stated that based on the Ground Lease Agreement (between the Jefferson County Board of Education and Jefferson County Parks and Recreation) documentation obtained from Jennifer M. following the November 18<sup>th</sup> kick-off meeting, the Michael Baker team confirmed that the designated park area is delineated and bounded by the school's new access drive, Shepherdstown Pike, and Gardners Lane. This area is approximately ~34 acres (as opposed to the previously presumed area of ~24 acres).
- Joyce confirmed that the area specifically designated for the park is as specified in the Ground Lease document, specifically, as delineated on the subject survey plat referenced in the Ground Lease Agreement. She further confirmed the parcel ownership will remain with Board of Education.

**Planning and Zoning Requirements**

- Troy explained that pursuant to the Jefferson County Zoning and Land Development Ordinance, the parcel is within the “Rural” zoning district and a “park” use is permitted by right. The Rural zoning district permits a maximum building height of 45’ and requires a minimum 40’ front yard setback and a minimum 50’ setback in both the side and rear yards. Since this property has frontage on both Shepherdstown Pike and Gardners Lane, it has two front yards. Troy further noted that the County Ordinance only permits certain projections and non-building structures (e.g., fences and walls over six feet in height subject to building permit approval) to be located within the setback areas. Troy said that it is presumed that landscaping and buffer screening plantings may be permitted in the setback areas, but further clarification/confirmation is needed from the County.
- In addition, Troy noted the additional County regulatory requirements that will need to be considered as part of the concept plan development. These include requirements for off-street parking, stormwater management, and buffer screening.
- Jennie B. recommended that a meeting with the County Zoning Administrator and County Engineer be scheduled to review the draft concept plan prior to it being shared with the public. It will be important to obtain and consider the County staff’s comments before it’s presented to the County Planning Commission and JCPRC Board at their respective public meetings.

**Concept Plan Review**

- Next Troy introduced the initial concept plan drafts that were prepared following the November 18th kick-of meeting. He stated that two initial concepts were prepared to show alternative layouts based on the confirmed Ground Lease Agreement’s park boundary.
- Brian reviewed Concept #1 (see image on page 4 below) with the group and the following discussion points were made regarding various improvement needs/opportunities (note Concept #2 was also reviewed in context with Concept #1 to show alternative placements and layouts of the proposed improvements).

**Parking**

- o Parking lots serving the park need to have controlled (LED arm) access at the parking lot’s driveway juncture with the access road. Note the access road is owned by the Board of Education and does not have controlled gate access; it has open access 24/7 from both Shepherdstown Pike and Gardners Lane.
- o A new parking lot with entrance directly across from the Elementary school could provide a safe and accessible access between the park and school areas for parents and children.
  - Ashley said that the Shepherdstown Elementary Association (SEA/PTO) is very interested in having walkable and bikeable access between the school and park and creating regional connections with walking/biking networks in the future.

## Meeting Summary | Shepherdstown Park Concept Plan – CAC Meeting #2

### Playgrounds and Multi-purpose Areas

- The playground and pavilions should be located on the park's northern end, between the two existing tree lines.
- The playground area could feature a linear "kid's track" with poured in place surfacing and paint for sprinting.
  - Jennifer referenced a similar track at Fayetteville Park.
- The proposed multi-purpose field(s) (1 to 2) should be relocated on the park's southern end near south of the playground.
- Multi-purpose hard courts, with surface coating could be located in the original spot of Concept #1's playground area. Basketball, pickleball, and tennis courts were requested. For tennis and pickleball, movable nets could be used for a flexible space.

### Walking/Biking Trails

- A walking trail with a crushed stone dust material surface connecting parking areas with other use areas of the park should be included in the design. Again, connections with the school should be considered where feasible (safety).

### Pavilions

- Pavilions should be placed around playground, multipurpose fields, north of parcel where children and parents can access. The pavilions could be rented (revenue generating opportunity).
  - Ashley recommended that the pavilions could be a possible location for the school's annual graduation party and/or Spring Carnival that have about 300 students and family participants.

### Other Improvements and Operations

- The park's northern most end (adjacent to Shepherdstown Pike and the access road) should not have active recreation uses programmed here given the safety issue concerns with the school's access road ingress/egress. Instead, this area could possibly be used for stormwater management (depending on the surface flow and design feasibility) that could include an outdoor environmental education space.
- The previously proposed dog park was removed due to existing at a nearby park facility.
- A JCPRC maintenance shed is needed with electrical connections and road access. Approximately half the size of the shed located at Sam Michaels Park.
- Mowing operations would be 3.5" height for multi-purpose fields alternating directions in spring and fall. Running and walking trails should have a mowed edge, with "no-mow" mixes favored in larger areas.
- Community Garden or other passive use should be considered at northernmost part of the parcel, possibly stormwater management with an educational component.

## Meeting Summary | Shepherdstown Park Concept Plan – CAC Meeting #2

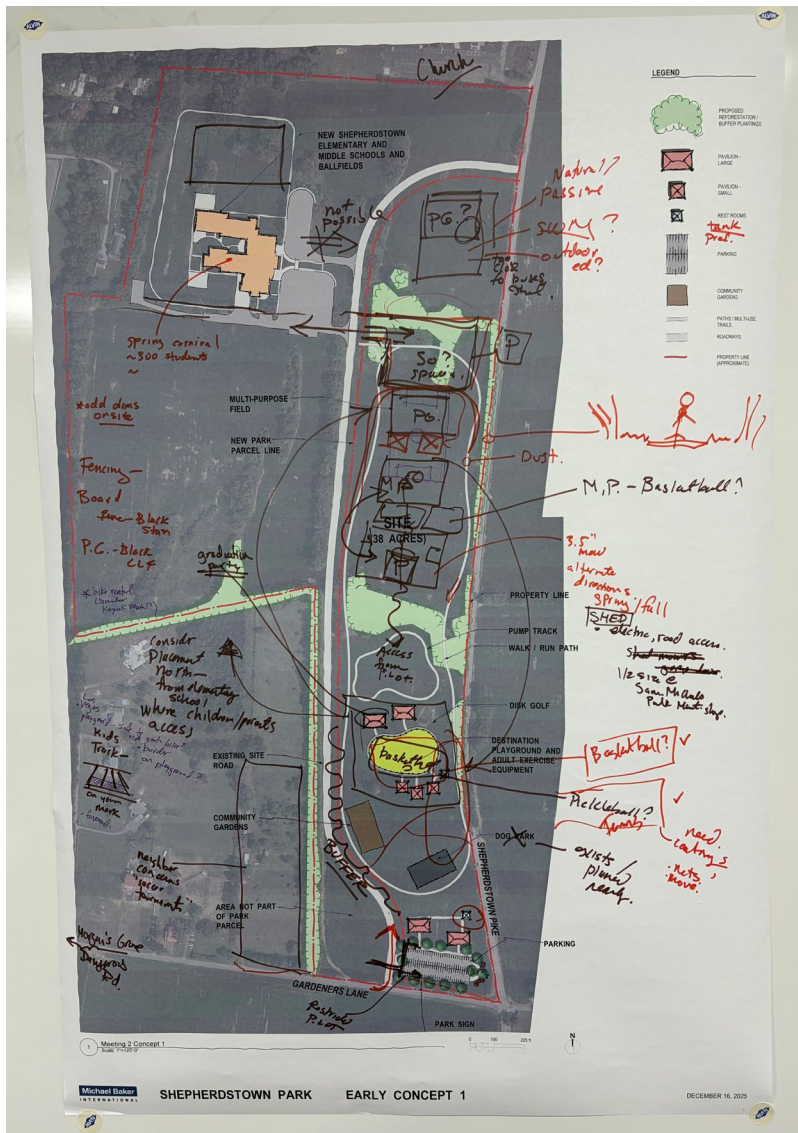
The group decided this area was too close to buses and cars entering to be suitable for playground use.

- Waterless restrooms were discussed, with an in-ground septic tank as the preferred over self-composting.
- Potable water would have to be provided by an on-site well with daily testing. Location of the well should be near the pavilion area, but specific location is to be determined through the preliminary/final design phase of the project.
- Fencing treatments would include both black split board and black coated chain link fencing, similar to Sam Michaels Park, etc. Chain link fencing is for areas where security access is deemed a priority. Fencing would be used on the entire outside perimeter of the park to delineate its boundary area.

### Landscaping, Screening, Buffering

- A deciduous, native screen buffer should be considered on the inside of the access road directly across from the property owner on the southwest of the parcel to screen views into the park.
  - Jennifer stated that the adjacent property owner has expressed concerns with having a park use located next door and wanted to make sure that noise issues stemming from the park were addressed as part of the planning process. Jennifer said that it will be important to share the draft concept plan proposal with this landowner to ensure we obtain his buy-in.
  - Troy recommended that a deciduous, native screen buffer be proposed as noted above.

CAC Conceptual Plan #1



**Additional Discussion Items**

- The Committee recommended that the Covenant Church located on the adjacent property to the north should be included in the stakeholder communications. The church has its own parks and recreation activities and they would be very interested in knowing what's being planned for the new park and how the respective uses can be coordinated/connected.
- The Committee recommended that the next draft concept plan include a scaled grid to show dimensions of the proposed improvements.

## Meeting Summary | Shepherdstown Park Concept Plan – CAC Meeting #2

### Next Steps

- The group discussed the need to schedule a plan review consultation (virtual) meeting with the Jefferson County Zoning Administrator and Engineer to review the proposed revised initial concept plan and confirm what questions/comments they'll have before MBI will finalize the Draft Preliminary Development Plan.
- Troy concluded the meeting by confirming the next CAC Meeting date as **Tuesday, January 27, 2026, at 6:00 PM** at the Sam Micheals Park AMP Building. Jennifer M. will distribute a meeting invitation. Michael Baker will prepare a revised draft concept plan for review at the January 27<sup>th</sup> CAC meeting.

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1) <b>Welcome and Sign-In</b>	<b>6:00 PM</b>
2) <b>Recap of November 18, 2025, CAC Kick-off Meeting (Attachment #1)</b>	<b>6:10 PM</b>
3) <b>Task 2. Research and Inventory</b> a) Ground Lease – Shepherdstown Park Platted Area b) Jefferson County Zoning Requirements c) Communication with Bill Shelton, ZMM Architects and Engineers	<b>6:30 PM</b>
4) <b>Task 4. Preliminary Plan Development</b> a) Proposed Use Alternative Concepts	<b>6:45 PM</b>
5) <b>Next Steps</b> a) Task 4 Preliminary Plan Development b) CAC Meeting #3 (January 20, 2026, 6 – 8 PM?)	<b>7:50 PM</b>

# SHEPHERDSTOWN PARK CONCEPT PLAN

Attachment #2



**Michael Baker**  
INTERNATIONAL

CAC MEETING #2  
DECEMBER 16, 2025

# AGENDA

- 1) Welcome and Sign-In
- 2) Recap of November 18, 2025, Kick-off Meeting
- 3) Task 2. Research and Inventory
- 4) Task 4. Preliminary Plan Development
- 5) Next Steps

# RECAP OF NOVEMBER 18, 2025, KICK-OFF MEETING

- Background / Purpose and Need
- Citizens Advisory Committee (CAC)  
Roles and Expectations
- Project Scope and Schedule
- Site Plan Overview and SWOT Analysis

# SITE PLAN OVERVIEW AND SWOT ANALYSIS

## Near Gardners Ln.

- Public parking lot
- Food truck parking/electrical hookup
- Community garden west of school access road
- Dog Park
- Area for tree planting by school children

## Interior of parcel:

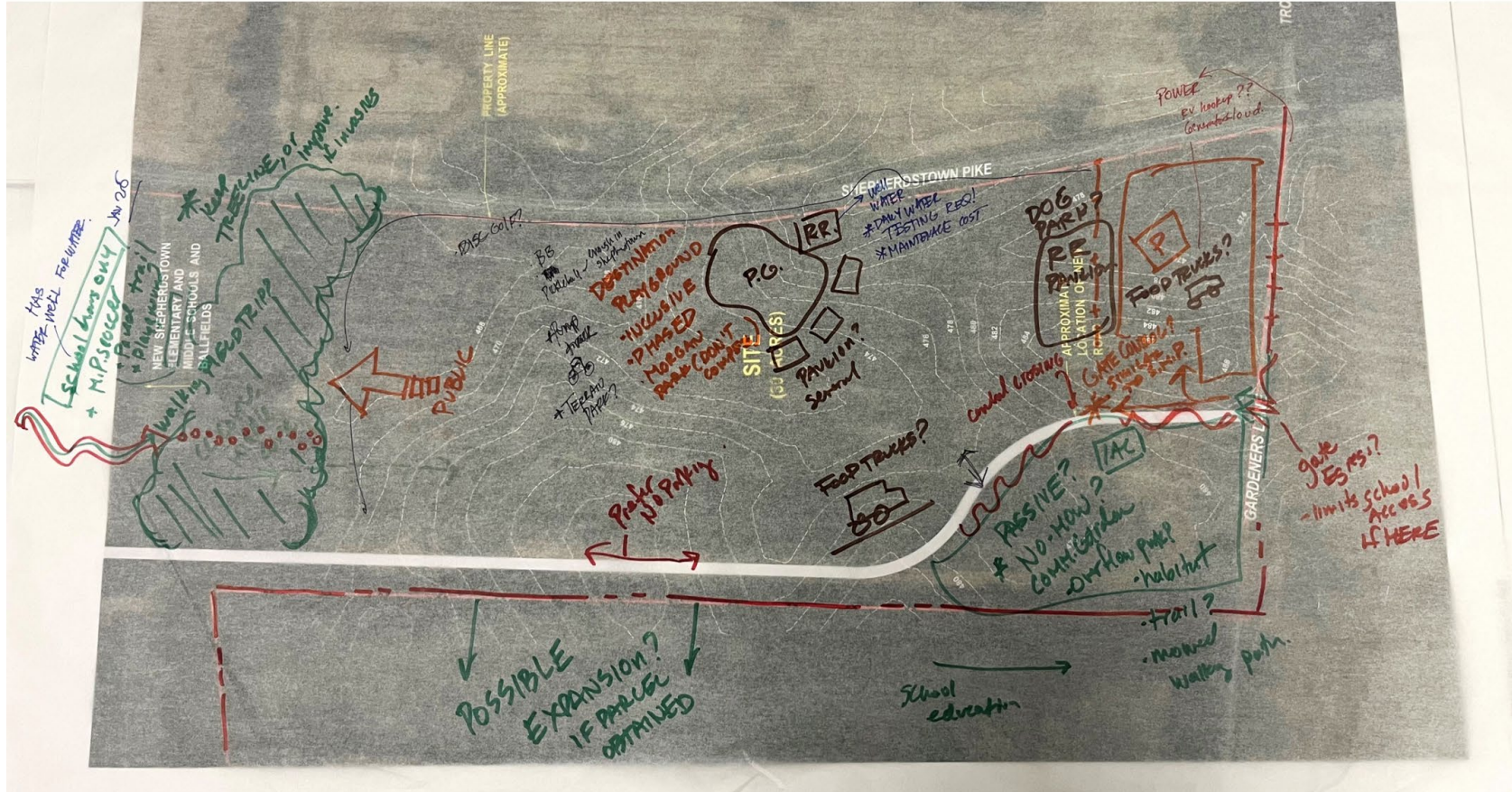
- Adult exercise equipment
- Cross country trail (3 loops on parcel = 5K)
- Destination playground – inclusive, poured in place, multi-generational
- Disc golf
- Multi-purpose fields

- Pavilions
- Possibly parking
- Potable water connection. If implemented, would require a well and have daily testing.
- Pump track
- Restroom facility – waterless
- Sports court – pickleball, but do not want to compete with nearby parks that might have them.
- Terrain park
- Trail connections

## Northend tree buffer:

- The existing tree line located at the site's northern end should be retained to serve as a visual and physical buffer between the park and school use areas.
- Provide a pedestrian pathway connecting the school and park use areas.

# SITE PLAN OVERVIEW AND SWOT ANALYSIS



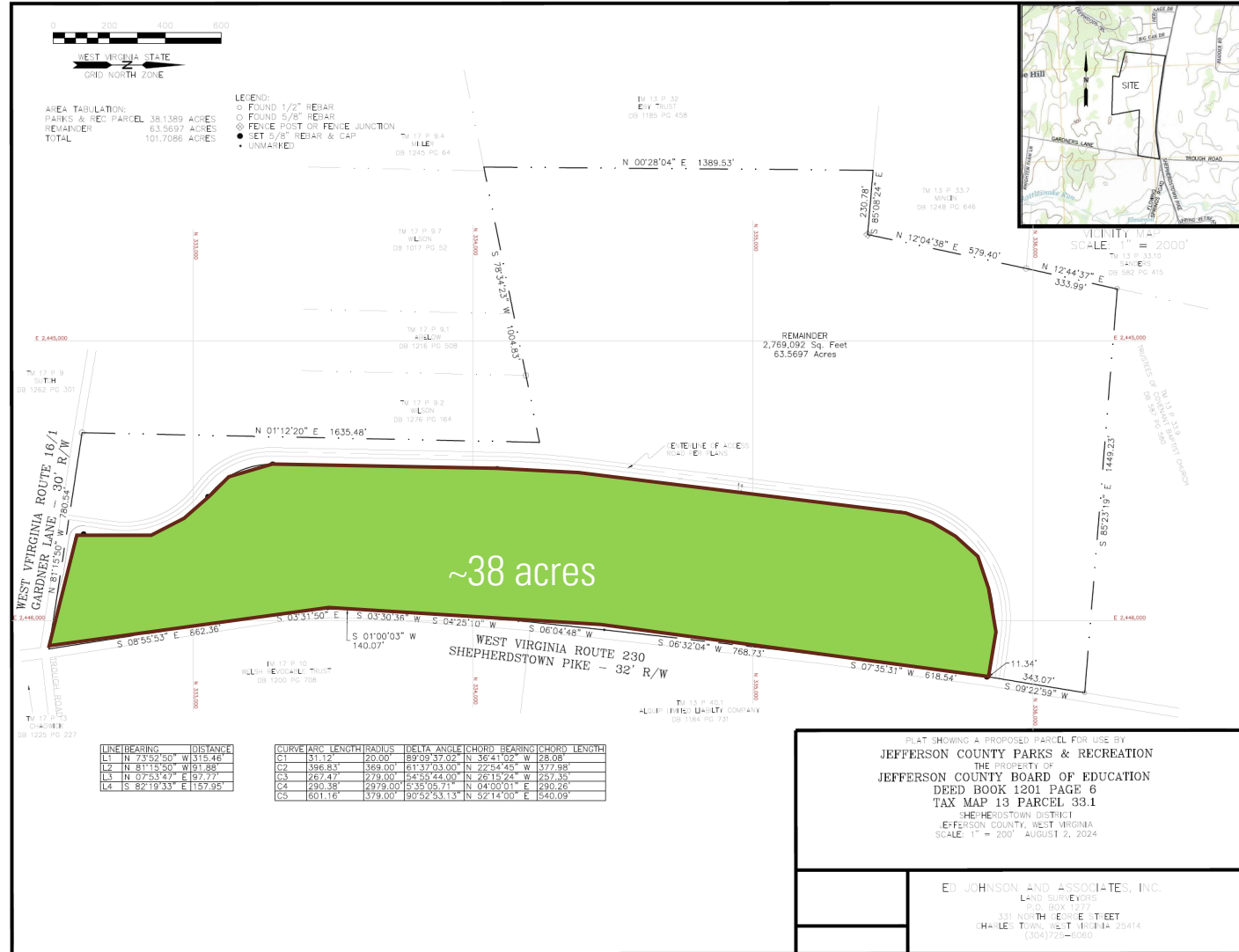


# TASK 2. RESEARCH AND INVENTORY

## Ground Lease

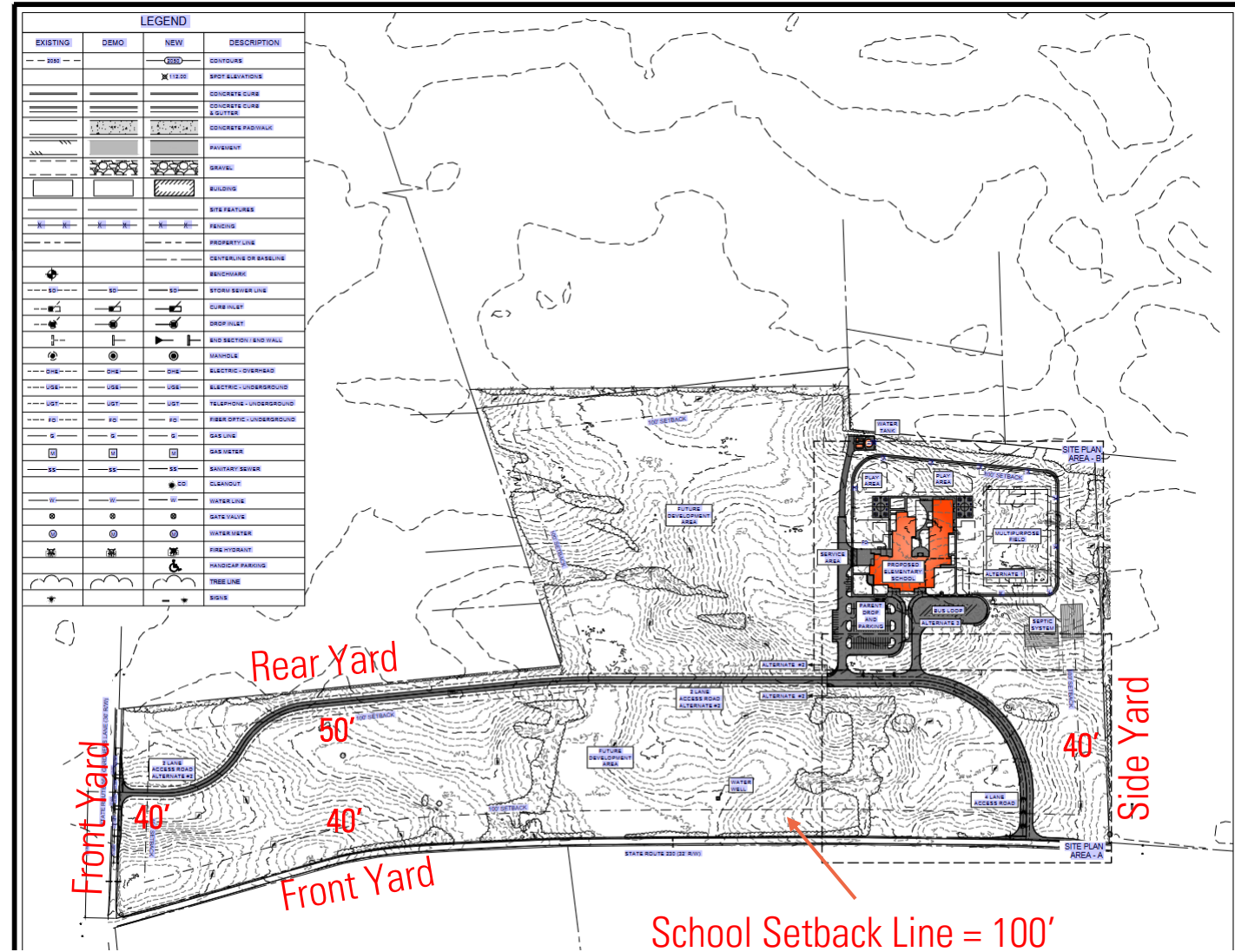
(A) Landlord is the owner of that certain real property located in the Shepherdstown District, Jefferson County, West Virginia as the same is shown on a plat made by Ed Johnson and Associates, Inc., Land Surveyors, entitled “Plat Showing a Proposed Parcel for Use by Jefferson County Parks & Recreation The Property of Jefferson County Board of Education Deed Book 1201 Page 6, Tax Map 13 Parcel 33.1”, dated August 2, 2024 and attached hereto as Exhibit A, (the “Land”);

Exhibit A



# TASK 2. RESEARCH AND INVENTORY

- Rural (R) Zoning District
- “Park” permitted use by right (use not specifically defined)
- Setbacks (for “Other Rural principal permitted uses):
  - Front Yard = 40’
  - Side Yard = 50’
  - Rear Yard = 50’
- Building Height: 45’



# TASK 2. RESEARCH AND INVENTORY

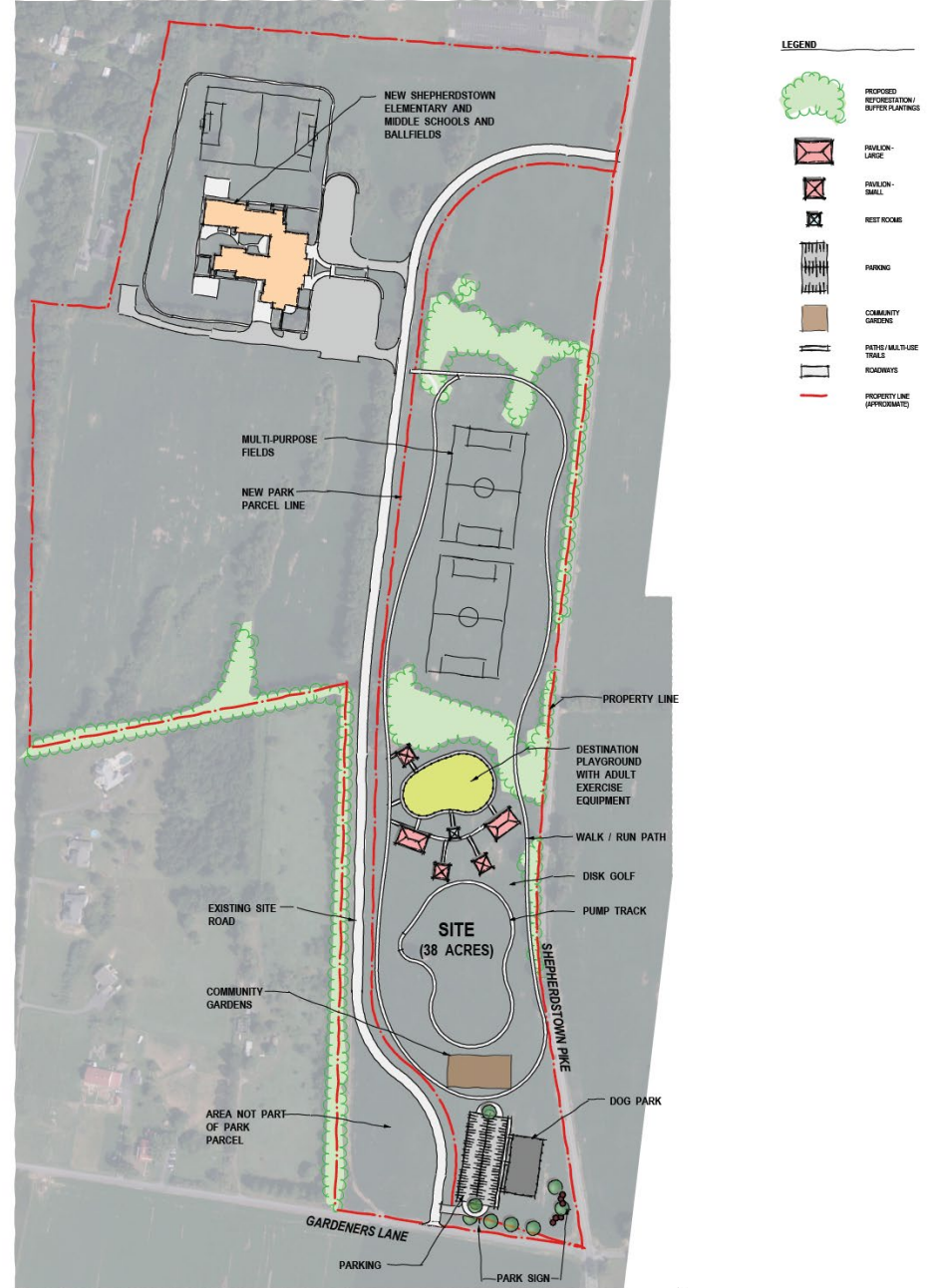
## Shepherdstown Park

- What is the vision for the ~38-acre site (park type)?
- How does it fit within the JCPRC portfolio of parks?
- What populations will it serve?
- What use amenities are needed?
- How will the site interact with the school and its facilities?
- What other amenities will it serve/support (bike/ped pathways, etc.)?
- What are the site's limitations/constraints to achieve the vision and proposed uses?





1 Meeting 2 Concept 1  
Scale: 1"=125'-0"



3 Meeting 2 Concept 2  
Scale: 1"=125'-0"

## PARK PRECEDENT IMAGES: SHELTERS



# PARK PRECEDENT IMAGES: TRAILS



# PARK PRECEDENT IMAGES: **FITNESS STATIONS**



# PARK PRECEDENT IMAGES: **OUTDOOR EDUCATION AREAS**



# PARK PRECEDENT IMAGES: **PLAYGROUNDS**



## PARK PRECEDENT IMAGES: VENUES



# PARK PRECEDENT IMAGES: AMENITIES



# PARK PRECEDENT IMAGES: **SITE FURNISHINGS**



# PARK PRECEDENT IMAGES: SPORTS FIELDS/COURTS



# NEXT STEPS

Research and Analysis

Preliminary Concept Plan Development

Steering Committee Meeting #2 (Date and Time?)



# SIGN-IN SHEET

Shepherdstown Park Concept Plan Citizens Advisory Committee (CAC) Kick-off Meeting  
 Sam Michaels Park, 150 Sam Michaels Lane, Shenandoah Junction, WV 25442  
 Tuesday, December 16, 2025  
 6:00 – 8:00 PM

Name	Organization	Email	Signature
Cara Keys	Jefferson County Commission	<a href="mailto:ckey@jeffersoncountywv.org">ckey@jeffersoncountywv.org</a>	ON Zoom
Jennifer Myers	JCPRC	<a href="mailto:jmyers@jcprc.org">jmyers@jcprc.org</a>	
David Kling	JCPRC	<a href="mailto:dkling@jcprc.org">dkling@jcprc.org</a>	
Andrew Upwright	JCPRC	<a href="mailto:aupwright@jcprc.org">aupwright@jcprc.org</a>	
Zac Holland	JCPRC	<a href="mailto:zholland4@yahoo.com">zholland4@yahoo.com</a>	<del>ON Zoom</del> z/holland
Bryan Derrickson	JCPRC	<a href="mailto:derricksonb@hotmail.com">derricksonb@hotmail.com</a>	
Debra Lee Allen	JCPRC	<a href="mailto:dla2882017@gmail.com">dla2882017@gmail.com</a>	Debra Lee Allen
Jennifer Brockman	Jefferson County Resident	<a href="mailto:jm_brock@msn.com">jm_brock@msn.com</a>	Jennifer Brockman
Carrie Jane Blessing	Corporation of Shepherdstown	<a href="mailto:carriejaneblessing@gmail.com">carriejaneblessing@gmail.com</a>	
Gino Sisco	Corporation of Shepherdstown	<a href="mailto:gsisco@shepherdstown.us">gsisco@shepherdstown.us</a>	ON Zoom
Joyce White	Jefferson County Schools	<a href="mailto:joyce.a.white@k12.wv.us">joyce.a.white@k12.wv.us</a>	ON Zoom
Troy Truax	Michael Baker International, Inc.	<a href="mailto:troy.truax@mbakerintl.com">troy.truax@mbakerintl.com</a>	
John Fennell	Michael Baker International, Inc.	<a href="mailto:jfennell@mbakerintl.com">jfennell@mbakerintl.com</a>	
Brian Clay	Michael Baker International, Inc.	<a href="mailto:brian.clay@mbakerintl.com">brian.clay@mbakerintl.com</a>	
Ashley Sanders	Shepherdstown Elem		ON Zoom