



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

File #: 26-1-2  
 Fees Paid: \$ 1650.-

Email: [planningdepartment@jeffersoncountywv.org](mailto: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: Shepherdstown Profit Center LLC  
 Business Name: \_\_\_\_\_  
 Mailing Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791  
 Phone Number: 304-876-0822 Email: [REDACTED]

**Applicant Contact Information**

Applicant Name: Tom Maiden Same as owner:   
 Business Name: Shepherdstown Profit Center LLC  
 Mailing Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791  
 Phone Number: 304-876-0822 Email: [REDACTED]

**Consultant Information**

Consultant Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: 7866 Martinsburg Pike, Shepherdstown WV 25443-4791 Vacant Lot:   
 Parcel ID: (Tax District / Map No. / Parcel No.) 8 / 0010 0007 0000  
 Parcel Size: 2 acres Deed Book: Book 1042 Page No: Page 38

**Current Zoning District (please check one)**

- |   |   |
|---|---|
| <input checked="" 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 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:** Office/Commercial Mixed-Use (OC)

\*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.

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**Substantiation for the Request**

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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.

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

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The property has been used for commercial use since 1985. From 1985 to 2007, it was used by a bank. From 2007 to present it has been used by an insurance agency. It will continue to be used as Office/Commercial Mixed-Use (OC) for the foreseeable future.

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

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This property is part of the Shepherdstown Preferred Growth Area and is designated as General Commercial on the Future Land Use Guide. Because the property is within a Preferred Growth Area, the County considers this property to be a good location for higher intensity uses, such as Commercial projects.

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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.

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No changes in current transportation & neighborhood characteristics are anticipated.

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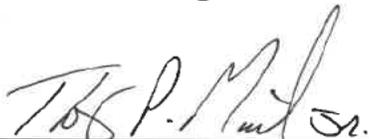
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A plat or sketch shall include the entire original parcel as it appeared on the date the Zoning Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan 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.

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



Property Owner Signature

2/19/2026

Date

Property Owner Signature

Date

