

SPECIAL TOWN COUNCIL MEETING AGENDA

Tuesday, April 21, 2026 – 6:30 p.m.

Town Hall – 104 North King Street

or

By Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to order
2. Public Comment
3. Laying of the Levy for FY 27
4. Public Hearing
 - a. Second Reading of An Ordinance Annexing to the Corporation of Shepherdstown Two Contiguous Parcels of Real Estate Containing 4.37 Acres, More or Less, in the Aggregate and Identified as Parcels 41 and 44.1 on Tax Map 8, Which are Presently Located in the Shepherdstown District, Jefferson County, West Virginia.
 - b. Second Reading of an Ordinance Amending Section 2-601 of Chapter 6 of Title 2 of the Code of Shepherdstown, West Virginia for Clarification and to Allow an Official to Decline Compensation
5. Real Estate Matters
6. Adjournment

FY 27 Laying of the Levy

**MUNICIPALITY OF SHEPHERDSTOWN
LEVY ORDER AND RATE SHEET
2026 - 2027**

The following is a true copy from the record of orders entered by this entity
on the 21 day of April, 2026.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E		
Current Year	Certificate of Valuation	Levy	Taxes
	Assessed Value for Tax Purposes	Rate/\$100	Levied
Class I			
Personal Property	\$ <u>0</u>	8.650	\$ <u>0</u>
Public Utility	<u>0</u>		<u>0</u>
Total Class I	\$ <u><u>0</u></u>		\$ <u><u>0</u></u>
Class II			
Real Estate	\$ <u>69,702,060</u>	17.300	\$ <u>120,585</u>
Personal Property	<u>31,250</u>		<u>54</u>
Total Class II	\$ <u><u>69,733,310</u></u>		\$ <u><u>120,639</u></u>
Class IV			
Real Estate	\$ <u>38,838,200</u>	34.600	\$ <u>134,380</u>
Personal Property	<u>6,915,720</u>		<u>23,928</u>
Public Utility	<u>2,883,146</u>		<u>9,976</u>
Total Class IV	\$ <u><u>48,637,066</u></u>		\$ <u><u>168,284</u></u>
Total Value & Projected Revenue	\$ <u><u><u>118,370,376</u></u></u>		\$ <u><u><u>288,923</u></u></u>
Less Delinquencies, Exonerations & Uncollectable Taxes		<u>7.50%</u>	<u>21,669</u>
Less Tax Discounts		<u>2.00%</u>	<u>5,345</u>
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			<u>0</u>
Total Projected Property Tax Collection			<u>261,909</u>
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		<u>1.90%</u>	<u>4,976</u>
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			<u><u>\$ 256,933</u></u>

Second Reading of an Annexation Ordinance

To: Town Council
Subject: Review and Analysis of Petition for Annexation
Date: February 9, 2026

This memo presents the Shepherdstown staff review of the revised petition to annex two contiguous parcels of land as submitted by Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley on January 8, 2026.

While the current petition is limited to the annexation request, this memo notes several information gaps that the petitioner should be required to address when it submits the full development plan for review and approval by the Town.

Background:

The annexation petition concerns two parcels located adjacent to the eastern border of Shepherdstown in the Shepherdstown Growth Management Boundary area. The property consists of 4.37 acres situated between the south side of High Street and the north side of River Road. The property is unoccupied and unimproved. The petitioners are the sole owners of the property.

Authority for Annexation:

The petition seeks annexation pursuant to Town Ordinance at Title 9, Chapter 14, Section 1424. The Town Ordinance and the Town Annexation Policy require the petitioner to address the eight topics discussed below.

1) **Reasons for the request.**

The petition includes the following two-sentence rationale for requesting the annexation: “The Petitioners desire to annex the Property and begin construction of a 148-unit condominium for owners 55+ years and older. A more detailed development plan will be provided once development is ready to proceed.”

Staff Analysis: The stated reason is sufficient for purposes of annexation. The Council’s review and decision regarding the petition for annexation should be focused solely on the request for annexation without reference to the details of the planned use of the property.

2) **Metes and Bounds description and survey.**

The petition includes legal descriptions and official plats of the two parcels dated December 9, 2025.

Staff Analysis: The legal description of the properties is sufficient.

3) **Impacts to the Corporation of Shepherdstown which would result from the proposed annexation and all associated development.**

The petition indicates that the Shepherdstown water and sewer authorities will provide water and sewer services; Potomac Edison would provide electrical services; and Comcast or another telecommunications firm would provide internet services on the annexed parcels. These services would be installed by the petitioner at no cost to the town.

Staff Analysis: Staff recommend that no additional information on this topic is needed for approval of the petition for annexation. However, staff recommend that the petitioners must provide additional details on the impacts of the proposed development when it submits the full development plan including, for example, the extent to which the annexation and planned development will require Town trash collection, police protection, fire and ambulance services, and other services.

4) **Voluntary Proffers.**

The petition states, “No proffers will be made to the Town.”

Analysis: The Town does not require petitioners to propose any proffer when requesting an annexation. However, staff recommend that the Town should consider requiring the petitioner to assist the Town in developing new sidewalks from the development to the Town.

5) **Financial Impact to the Town.**

The petition states that the annexation alone will not produce any detrimental fiscal impact on the town. However, it indicates that the envisioned development will be financially beneficial for the Town due to increased real estate taxes, additional residential housing, and downtown businesses will benefit from the additional residents who are within walking distance to the downtown area. The petition also states that the planned development will include residential units and a small retail store which will produce sales tax revenue for the town.

Analysis: The information provided is sufficient for the town’s review and approval of the request for annexation. However, staff recommend that the petitioners must be required to provide a more robust description and analysis of the financial impacts when it submits the full development plan. The additional details must include estimates of the property tax revenue to the Town during planning and construction and over a five-year period after the development is complete.

6) **Traffic Study.**

The annexation petition does not include a traffic study. However, the petition notes that as currently envisioned, the overall development to be proposed later would generate additional automobile traffic.

Staff Analysis: The information provided is sufficient for the Town’s review and approval of the request for annexation. However, staff recommend that the petitioner must be required to present a traffic study when it presents its full development plan. The traffic study must provide information on the projected impacts on traffic during construction and after the proposed development is complete.

7) **Public Facilities**

The petition states that as envisioned, the overall development will increase the demand for public services managed by the Town. It indicates that the Town’s water and sewer systems currently have sufficient capacity for the future development. The petition also asserts that the planned development will be limited to households of “55+” residents. The petitioners assert that residents of this age group use “significantly less water per unit than the average single-family home.”

Staff Analysis: The statement on the impact of annexation on public facilities is sufficient for the Town’s review and approval of the request for annexation. However, staff recommend that petitioners must provide a more thorough description and analysis of the impact on town facilities including water, sewer, police, trash pick-up and other public works services when it submits its full development plan for review and approval by the town.

8) **Zoning**

The petition requests that the parcels should be zoned R-1 upon annexation. The petitioners anticipate submitting a request for rezoning when they submit the overall development plan.

Staff Analysis: If annexed, the parcels would be zoned as R-1 as the Town’s standard zoning category. The property could be rezoned if the Town approves a plan for the development of the property.

AN ORDINANCE ANNEXING TO THE CORPORATION
OF SHEPHERDSTOWN TWO CONTIGUOUS PARCELS OF
REAL ESTATE CONTAINING 4.37 ACRES, MORE OR LESS, IN THE AGGREGATE
AND IDENTIFIED AS PARCELS 41 AND 44.1 ON TAX MAP 8,
WHICH ARE PRESENTLY LOCATED IN SHEPHERDSTOWN DISTRICT,
JEFFERSON COUNTY, WEST VIRGINIA, OWNED BY EARL C. YOUNG, SAMATHA P.
YOUNG, GARRY H. SHIPLEY AND MICHELLE A. SHIPLEY, AND ADJACENT TO AND
CONTIGUOUS WITH THE EXISTING CORPORATE BOUNDARY OF THE
CORPORATION OF SHEPHERDSTOWN, AND PROVIDING FOR THE INSTITUTION OF
THE NECESSARY PROCEEDINGS BEFORE THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA IN ACCORDANCE WITH WEST VIRGINIA
CODE § 8-6-4
(ANNEXATION WITHOUT ELECTION)

WHEREAS, Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley are the owners of two (2) contiguous and adjacent parcels of real estate within Shepherdstown District, Jefferson County, West Virginia, consisting of 4.37 acres, more or less, in the aggregate and identified as Parcels 41(0.37 acres) and 44.1 (3.94 acres) on Tax Map 8, said property being included in the metes and bounds descriptions of the real estate conveyed in that deed to Earl Young, Samantha P. Young, Garry H. Shipley, an Michelle A. Shipley , dated September 8, 2023, and recorded September 15, 2023, in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1308, page 687, and more particularly referenced and described in those certain legal descriptions and plats, prepared by Civil & Environmental Consultants, Inc., dated December 9, 2025, recorded in the aforesaid County Clerk’s Office in Plat Book 27 at pages 572 and 573 respectively; and

WHEREAS, Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley have petitioned the Corporation of Shepherdstown to annex to it Parcels 41 and 44.1 on Tax Map 8, that are located in Shepherdstown District, Jefferson County, West Virginia, and are part of the same real estate conveyed to them as set forth in the preceding paragraph; and

WHEREAS, it appears from the Petition of Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, that the subject real estate is unimproved and that there are no occupants or voters residing or living there; and

WHEREAS, it has been represented to the Corporation of Shepherdstown and verified by the deed of record in the aforesaid County Clerk’s Office that Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley are the respective sole fee simple owners of said parcels of real estate which are the subject of this Petition for Annexation; and

WHEREAS, the property to be annexed is located between the south side of High Street and the north side of River Road in Shepherdstown District and is contiguous with the municipal boundary of the Corporation of Shepherdstown; and

WHEREAS, the proposed property to be annexed is entirely within the Corporation of Shepherdstown’s Growth Management Boundary, and the annexation is consistent with its Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Corporation of Shepherdstown that parcels 41 and 44.1 of Tax Map 8, consisting of 4.37 acres, more or less, in the aggregate, all of which are contiguous and adjacent to each other, located in Shepherdstown District, Jefferson County, West Virginia, are adjacent and contiguous to the corporate boundary of the Corporation of Shepherdstown, are owned Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley, are a part of the same real estate conveyed to Earl Young, Samantha Young, Garry Shipley, and Michelle Shipley by deed dated September 8, 2023, and recorded in the aforesaid County Clerk's Office in Deed Book 1308, page 687, attached hereto as Exhibit A, and are more particularly referenced and described in those certain legal descriptions and plats, prepared by Civil & Environmental Consultants, Inc., dated December 9, 2025, recorded in the aforesaid County Clerk's Office in Plat Book 27 at pages 572 and 573 respectively, and attached hereto as Exhibits B and C (Parcel 41) and D and E (Parcel 44.1), be and they are annexed to and made a part of the corporate limits of the Corporation of Shepherdstown, West Virginia, as provided and permitted under the provisions of West Virginia Code § 8-6-4 ; and

BE IT FURTHER ORDAINED that the said parcels of real estate shall be classified for purposes of zoning in the Residential District (R-1).

BE IT FURTHER ORDAINED that before further development of said parcels of real estate, a development plan and traffic study must be submitted to the Shepherdstown Planning Commission.

BE IT FURTHER ORDAINED that the Mayor of the Corporation of Shepherdstown or the Town's Attorney on behalf of the Corporation of Shepherdstown, is hereby authorized and directed to present to the County Commission of Jefferson County, West Virginia, a Certificate of the Town Council of the Corporation of Shepherdstown stating that the aforesaid annexation has been completed, certified, and accepted by the Corporation of Shepherdstown as provided by W. Va. Code § 8-6-4 and § 8-6-4a(c)(1).

This Ordinance shall become effective and in full force and effect as of the date of its adoption.

Introduced: February 11, 2026_____

Adopted: _____

ATTEST:_____

Recorder

CORPORATION OF SHEPHERDSTOWN,
a West Virginia municipal corporation

By _____
The Honorable James Gatz, Mayor



NORTH

GRID NORTH IS BASED UPON WEST VIRGINIA STATE PLANE COORDINATES NORTH ZONE, NAD83, 2011. ALL DIMENSIONS BY CEC & ENVIRONMENTAL CONSULTANTS, INC. LOCAL CURV MEASUREMENTS AS OF JUNE, 2023.

BEING THE SAME TRACTS OR PARCELS OF LAND CONVEYED TO EARL C. YOUNG, ET AL FROM MICHAEL S. KALATRAS BY A DEED DATED THE 2ND DAY OF SEPTEMBER, 2023, AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY, WEST VIRGINIA, IN DEED BOOK 1303 AT PAGE 687.

SITUATE ALONG THE SOUTHERN SIDE OF HIGH STREET APPROXIMATELY 800 FEET FROM THE INTERSECTION OF HIGH STREET AND COLLEGE STREET, IN SHEPHERDSTOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

FERBERT L. MAY ESTATE
DISTRICT 10, MAP 5, PARCEL 08
DEED BOOK 164, PAGE 452

EARL C. YOUNG et al
DISTRICT 9, MAP 8, PARCEL 44.1
DEED BOOK 1308, PAGE 687
3.94 ACRES ±

ANNEXATION AREA
3.94 AC. TOTAL

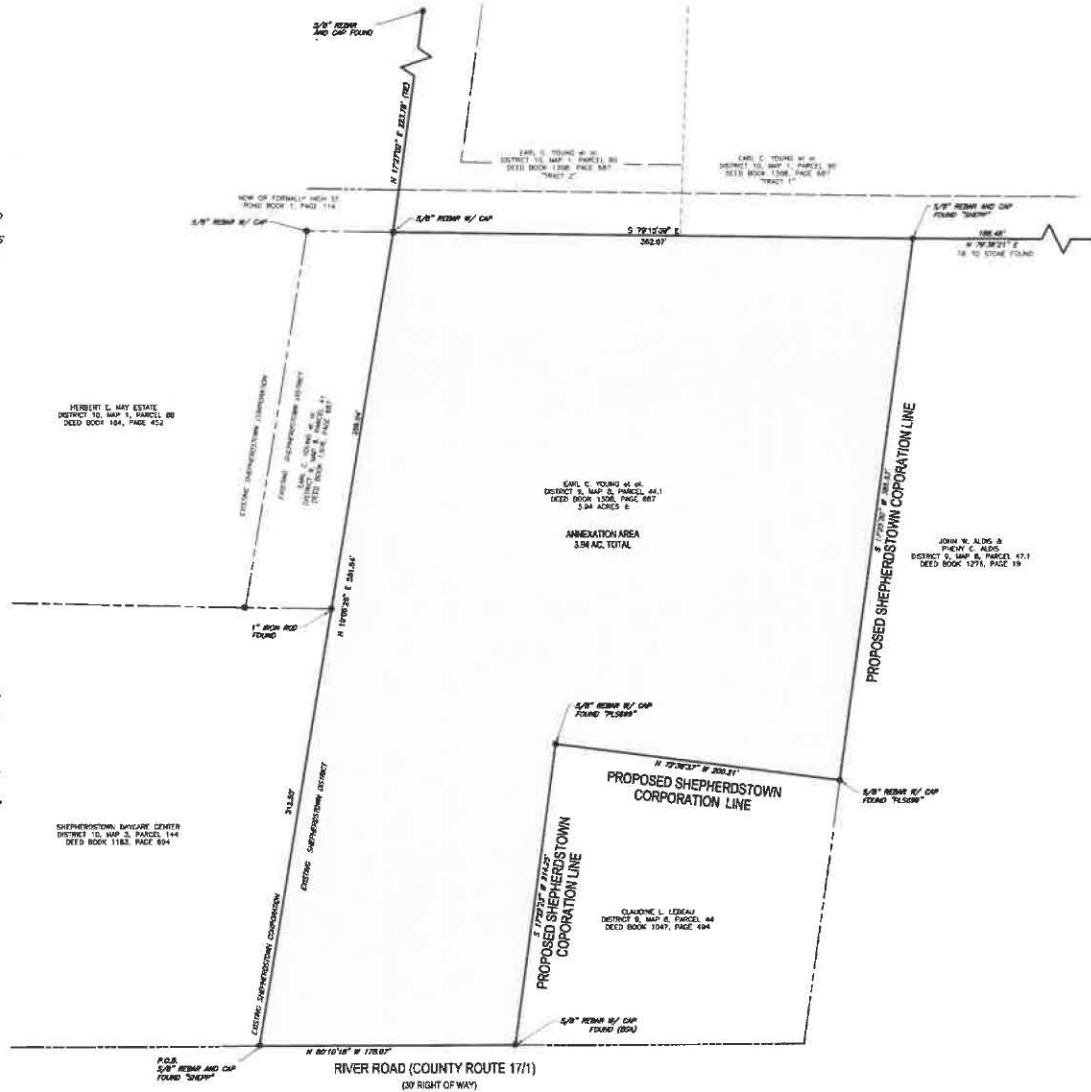
JOHN W. ALDS &
TERRY C. ALDS
DISTRICT 9, MAP 8, PARCEL 47.1
DEED BOOK 1271, PAGE 19

CLAUDINE L. IDEAL
DISTRICT 9, MAP 8, PARCEL 48
DEED BOOK 1047, PAGE 494

SHEPHERDSTOWN BAYVIEW CENTER
DISTRICT 10, MAP 5, PARCEL 114
DEED BOOK 1183, PAGE 894

THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY CEC, INC. TO DETERMINE OWNERSHIP OR EASEMENTS OF RECORD AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON. UTILITY EASEMENTS AND/OR UNDERGROUND UTILITIES MAY EXIST ON THIS PROPERTY THAT HAVE NOT BEEN VERIFIED BY THIS SURVEY.

ALL PARCEL OWNERSHIP WAS OBTAINED FROM THE JEFFERSON COUNTY ASSESSOR'S OFFICE IN JUNE 2023. IT IS NOT THE INTENT OF THIS MAP TO IDENTIFY AND STATE OWNERSHIP OF ADJOINER PARCELS. THE ADJOINERS NAMES, ACREAGE, AND LINE LOCATIONS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION



VICINITY MAP
SCALE IN FEET
0 1000 2000

EXISTING LEGEND

- EXISTING PROPERTY LINE
- - - EXISTING ADJACENT PROPERTY LINE
- - - EXISTING RIGHT-OF-WAY
- MONUMENT FOUND AS NOTED



ANNEXATION AREA



Zachary R. Hupp 12/9/25
ZACHARY R. HUPP, PS #2396 DATE

CEC 786 Foxcroft Ave.
Martinsburg, WV 25401
Civil & Environmental Ph: 304.808.7600
Consultants, Inc. www.cecinc.com

PROFESSIONAL ENGINEER AND SURVEYOR APPROVED BY THE STATE OF WEST VIRGINIA. THIS IS THE PROPERTY OF CEC CONSULTANTS, INC. ANY CHANGES TO THIS MAP MUST BE MADE BY CEC CONSULTANTS, INC. ANY CHANGES MADE BY OTHERS WILL BE AT THE USER'S RISK. THIS MAP IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF CEC CONSULTANTS, INC.

**PLAT SHOWING
PROPOSED ANNEXATION
EARL C. YOUNG et al.
DISTRICT 9, MAP 8, PARCEL 44.1**

DRAWN BY: [blank] CHECKED BY: [blank] APPROVED BY: [blank] DATE: NOVEMBER 19, 2023 (THIS SCALE) 1"=400' PROJECT NO.: 360-001

SHEPHERDSTOWN DISTRICT DEED BOOK 1308, PAGE 298 JEFFERSON COUNTY, WV
DRAWING NO.: 1
SHEET 1 OF 1

SCALE IN FEET
0 40 80

Additional Location Details of the Proposed Annexation

Young and Shipley
Annexation

Shepherdstown
Sewer
Plant

Young and Shipley
Previously
Annexed

Duncan

E HIGH ST

May
Estate

Painter

Young and Shipley
Proposed
Annexation

Day
Care

Aldis

Lukens

Lebeau

GERMAN ST

Demer

Jenkins

Bosley 13 of 15

RIVER RD



**Second Reading of an Ordinance Amending Section 2-601
for Clarification and to Allow An Official to Decline Compensation**

**AN ORDINANCE AMENDING
SECTION 2-601 OF CHAPTER 6 OF TITLE 2 OF THE
CODE OF SHEPHERDSTOWN, WEST VIRGINIA
FOR CLARIFICATION AND TO ALLOW AN
OFFICIAL TO DECLINE COMPENSATION**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 6 of Title 2 of the Code of Shepherdstown is hereby amended by amending and re-enacting Section 2-601 to be re-titled “Compensation of Elected Officials”, to provide clarification on compensation, and to allow any official to decline compensation. Accordingly, there is re-enacted Section 2-601 of Chapter 6 of Title 2 to read as follows:

Section 2-601 Compensation of Elected Officials

The annual compensation and remuneration for the Town’s elected officials during their respective terms of office and those officials appointed to complete unexpired terms shall be as follows:

- (a) Mayor - \$2,000.00, payable monthly;
- (b) Recorder - \$1,500.00, payable monthly; and
- (c) Members of Town Council - \$1,200.00 payable monthly.

Any official may decline compensation in whole or in part or donate any paid compensation to the Town of Shepherdstown by timely written communication to the Town’s financial officer.

Mayor

Recorder

First Reading: April 8, 2026

Second Reading: _____

Adopted: _____