

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 4, 2016
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 21, 2016 Regular Meeting
- January 21, 2016 Public Hearing
- January 28, 2016 Board of Review and Equalization and Approval of Employment

APPROVAL OF ACCOUNTS PAYABLE

- January 28, 2016
- February 4, 2016

APPROVAL OF MANUAL CHECKS

- February 4, 2016

PAYROLL APPROVAL

- January 28, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
 - Discussion/update from Snowstorm Jonas January 22-January 29, 2016
 - Request to post the vacant Deputy Director/Planner/Program Manager position - Discussion/Action

2. 10:00 a.m. Jennifer Brockman, Director of Planning and Zoning
 - Recommendation from the Planning Commission to the County Commission to amend Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Test Amendments. The purpose of this request is to schedule a public hearing to be held by the County Commission - Discussion/Action
 - Recommendation from the Planning Commission to the County Commission to amend the draft proposed Mass Event Regulations (ZTA14-02). The purpose of this request is to schedule a public hearing to be held by the County Commission - Discussion/Action
3. 10:15 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of case number CK-19-2015-AA-4 - Possible Executive Session - Discussion/Action

NEW BUSINESS

4. Discuss amending various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts - Public Hearing was held January 21, 2016 - Discussion/Action
5. Request to hold a Community Forum on the County Budget in February - Discussion/Action (DM)
6. Discussion of appointees to the Regional Airport Authority - Discussion/Action (EB)
7. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

8. **LUNCH BREAK**

~~~~~ **AFTERNOON SESSION** ~~~~~

9. 1:30 p.m. Board of Review and Equalization  
Location: Jefferson County Courthouse  
100 East Washington Street, Charles Town, WV

10. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

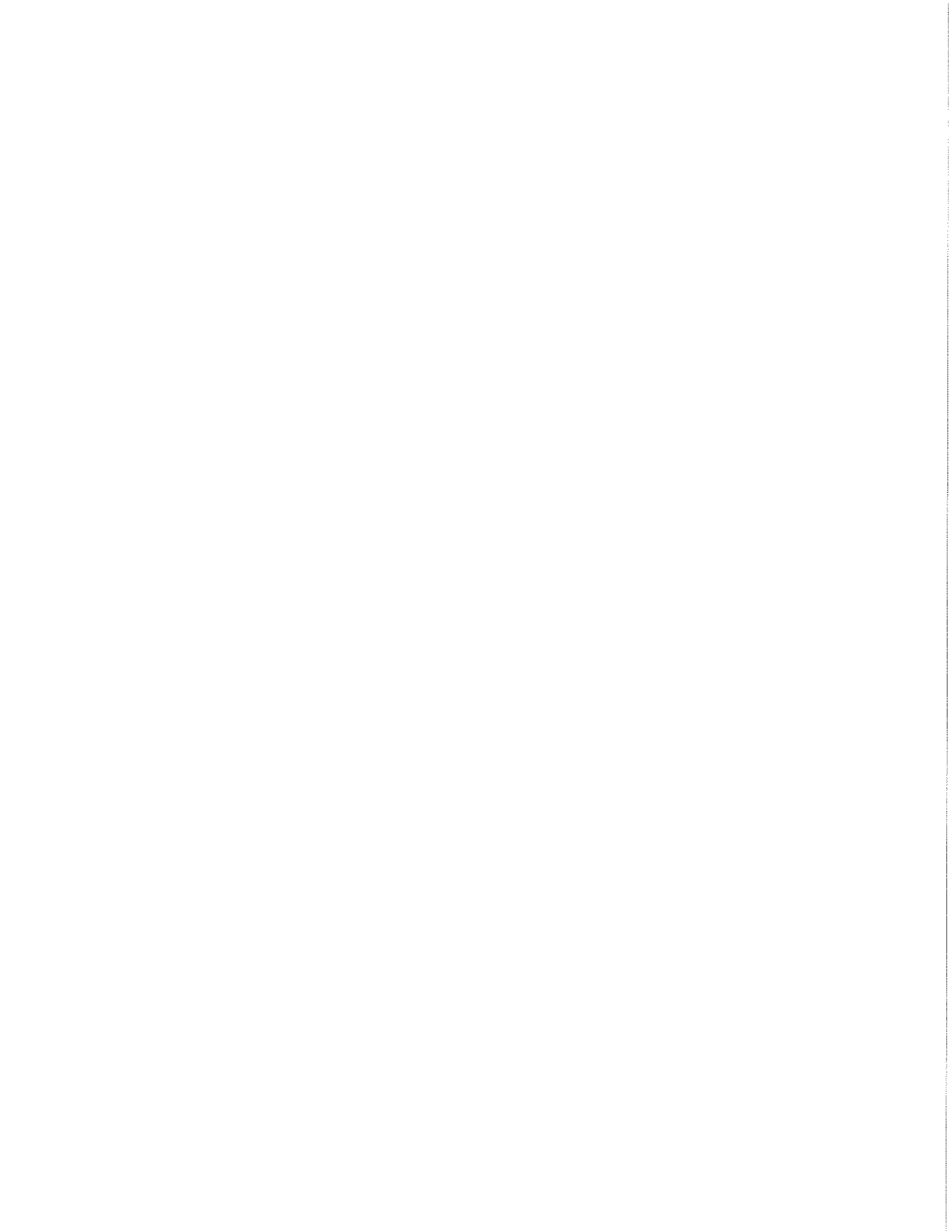
Notice of the 2016 Board of Review and Equalization.

WV Lottery Weekly Settlement for Charles Town - week ending January 16, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending January 23, 2016.

Financial Director's Report Documents as presented during the January 21, 2016 Regular Meeting.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



# Minutes

## Jefferson County Commission

Thursday, January 21, 2016

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A meeting of the Jefferson County Commission was held on Thursday, January 21, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 21, 2016 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

### APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the January 7, 2016 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

### APPROVAL OF PURCHASE ORDERS

Motion by Mr. Bell to approve the Purchase Orders for January 21, 2016 in the amount of \$10,950.00 to include Purchase Order Number 51389. Motion seconded and unanimously approved.

### APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the January 14, 2016 Payroll in the amount of \$233,774.38. Motion seconded and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT     | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-----------|--------------|
| 075732 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 952.52 | \$ 952.52    |
| 075733 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -  | \$ 49.85  | \$ 49.85     |
| 075734 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -  | \$ 212.31 | \$ 212.31    |

|        |         |                          |  |      |              |              |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 075735 | PAYROLL | BUREAU OF CHILD SUPPORT  |  | \$ - | \$ 461.54    | \$ 461.54    |
| 075736 | PAYROLL | BUREAU OF CHILD SUPPORT  |  | \$ - | \$ 119.54    | \$ 119.54    |
| 075737 | PAYROLL | BUREAU OF CHILD SUPPORT  |  | \$ - | \$ 530.77    | \$ 530.77    |
| 075738 | 424     | CHARLES TOWN UTILITIES   |  | \$ - | \$ 54.27     | \$ 54.27     |
| 075738 | 425     | CHARLES TOWN UTILITIES   |  | \$ - | \$ 832.39    | \$ 832.39    |
| 075739 | 405     | CLAYMAN & ASSOCIATES,PLL |  | \$ - | \$ 3,100.00  | \$ 3,100.00  |
| 075740 | 405     | CYNTHIA DANNER           |  | \$ - | \$ 34.50     | \$ 34.50     |
| 075741 | 424     | J.C.EHRLICH              |  | \$ - | \$ 30.00     | \$ 30.00     |
| 075741 | 425     | J.C.EHRLICH              |  | \$ - | \$ 603.00    | \$ 603.00    |
| 075742 | 415     | GENERAL COUNTY FUND-J FE |  | \$ - | \$ 20,035.25 | \$ 20,035.25 |
| 075743 | ALLOC   | JEFFERSON COUNTY HISTORI |  | \$ - | \$ 1,410.44  | \$ 1,410.44  |
| 075744 | 401     | JEFFERSON PUBLISH CO INC |  | \$ - | \$ 186.94    | \$ 186.94    |
| 075744 | 402     | JEFFERSON PUBLISH CO INC |  | \$ - | \$ 293.80    | \$ 293.80    |
| 075744 | 413     | JEFFERSON PUBLISH CO INC |  | \$ - | \$ 729.06    | \$ 729.06    |
| 075745 | 425     | JEFFERSON COUNTY SOLID   |  | \$ - | \$ 21.33     | \$ 21.33     |
| 075746 | GRANT   | JEFFERSON DAY REPORT CNT |  | \$ - | \$ 1,791.00  | \$ 1,791.00  |
| 075747 | PAYROLL | JEFFERSON SECURITY BANK  |  | \$ - | \$ 5,510.00  | \$ 5,510.00  |
| 075748 | 425     | KONE INC.                |  | \$ - | \$ 547.70    | \$ 547.70    |
| 075749 | PAYROLL | SARAH LANNING            |  | \$ - | \$ 1,565.17  | \$ 1,565.17  |
| 075750 | 403     | MATTHEW BENDER & CO      |  | \$ - | \$ 155.10    | \$ 155.10    |
| 075751 | 712     | MOTOROLA INC             |  | \$ - | \$ 57,129.12 | \$ 57,129.12 |
| 075752 | 711     | BARBARA J. MILLER        |  | \$ - | \$ 162.00    | \$ 162.00    |
| 075753 | PAYROLL | GAIL MAGAHA              |  | \$ - | \$ 827.25    | \$ 827.25    |
| 075754 | PAYROLL | HELEN M. MORRIS, TRUSTEE |  | \$ - | \$ 150.00    | \$ 150.00    |
| 075755 | PAYROLL | PATRICIA A NOLAND        |  | \$ - | \$ 2,250.00  | \$ 2,250.00  |
| 075756 | PAYROLL | NATIONWIDE RETIREMENT    |  | \$ - | \$ 749.00    | \$ 749.00    |
| 075757 | 424     | NEOPOST USA INC.         |  | \$ - | \$ 331.30    | \$ 331.30    |
| 075758 | ALLOC   | JEFF CO PARKS &          |  | \$ - | \$ 21,449.94 | \$ 21,449.94 |
| 075759 | 425     | PATRIOT FIRE AND SECURIT |  | \$ - | \$ 170.00    | \$ 170.00    |
| 075760 | 424     | POTOMAC EDISON/OH        |  | \$ - | \$ 1,540.79  | \$ 1,540.79  |
| 075760 | 425     | POTOMAC EDISON/OH        |  | \$ - | \$ 17,027.16 | \$ 17,027.16 |
| 075760 | 425     | POTOMAC EDISON/OH        |  | \$ - | \$ 3,062.44  | \$ 3,062.44  |
| 075761 | 425     | RCS SECURITY             |  | \$ - | \$ 410.85    | \$ 410.85    |
| 075762 | 717     | RICE TIRES CO            |  | \$ - | \$ 647.24    | \$ 647.24    |
| 075763 | 413     | SHEPHERDSTOWN CHRONICLE  |  | \$ - | \$ 913.33    | \$ 913.33    |
| 075764 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 43,473.58 | \$ 43,473.58 |
| 075764 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 10,167.30 | \$ 10,167.30 |
| 075764 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 41,384.62 | \$ 41,384.62 |
| 075765 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 3,035.00  | \$ 3,035.00  |
| 075766 | 401     | STAPLES CREDIT PLAN      |  | \$ - | \$ 62.99     | \$ 62.99     |
| 075767 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 1,322.01  | \$ 1,322.01  |
| 075767 | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ - | \$ 114.75    | \$ 114.75    |
| 075768 | 717     | S & S MOTOR PARTS        |  | \$ - | \$ 1,698.11  | \$ 1,698.11  |

|        |     |                          |  |      |              |              |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 075769 | 425 | CAPITAL TRISTATE         |  | \$ - | \$ 950.86    | \$ 950.86    |
| 075770 | 425 | TML COPIERS & DIGITAL    |  | \$ - | \$ 313.75    | \$ 313.75    |
| 075773 | 401 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 401 | STAPLES                  |  | \$ - | \$ 123.25    | \$ 123.25    |
| 075773 | 402 | COMPILED TECHNOLOGIES    |  | \$ - | \$ 6,633.00  | \$ 6,633.00  |
| 075773 | 402 | EZ NETTOOLS              |  | \$ - | \$ 34.95     | \$ 34.95     |
| 075773 | 402 | LABOR LAW POSTERS        |  | \$ - | \$ 187.75    | \$ 187.75    |
| 075773 | 402 | STAPLES                  |  | \$ - | \$ 22.25     | \$ 22.25     |
| 075773 | 403 | SHOPLET                  |  | \$ - | \$ 70.60     | \$ 70.60     |
| 075773 | 403 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 405 | AMAZON                   |  | \$ - | \$ 19.99     | \$ 19.99     |
| 075773 | 405 | EMBASSY SUITES           |  | \$ - | \$ 3.00      | \$ 3.00      |
| 075773 | 405 | WATERFRONT PLACE HOTEL   |  | \$ - | \$ 102.00    | \$ 102.00    |
| 075773 | 412 | COMCAST                  |  | \$ - | \$ 103.63    | \$ 103.63    |
| 075773 | 412 | STAPLES                  |  | \$ - | \$ 156.10    | \$ 156.10    |
| 075773 | 415 | SPRINT                   |  | \$ - | \$ 217.26    | \$ 217.26    |
| 075773 | 424 | FRONTIER                 |  | \$ - | \$ 10,824.07 | \$ 10,824.07 |
| 075773 | 424 | ROACH ENERGY             |  | \$ - | \$ 486.17    | \$ 486.17    |
| 075773 | 424 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 425 | AMAZON                   |  | \$ - | \$ 252.59    | \$ 252.59    |
| 075773 | 425 | COMCAST                  |  | \$ - | \$ 1,038.84  | \$ 1,038.84  |
| 075773 | 425 | GRAINGER                 |  | \$ - | \$ 13.96     | \$ 13.96     |
| 075773 | 425 | INTERSTATE ALL BATTERY   |  | \$ - | \$ 1,216.41  | \$ 1,216.41  |
| 075773 | 425 | JEFFERSON COUNTY P.S.D   |  | \$ - | \$ 479.89    | \$ 479.89    |
| 075773 | 425 | JEFFERSON RENTALS        |  | \$ - | \$ 229.95    | \$ 229.95    |
| 075773 | 425 | JEFFERSON UTILITIES, INC |  | \$ - | \$ 559.76    | \$ 559.76    |
| 075773 | 425 | OTTERBOX/LIFE PROOF      |  | \$ - | \$ 2.99      | \$ 2.99      |
| 075773 | 425 | ROACH ENERGY             |  | \$ - | \$ 607.56    | \$ 607.56    |
| 075773 | 425 | SHENANDOAH SPRING WATER  |  | \$ - | \$ 503.35    | \$ 503.35    |
| 075773 | 425 | THE HOME DEPOT           |  | \$ - | \$ 349.92    | \$ 349.92    |
| 075773 | 425 | TRENNY HVAC GROUP        |  | \$ - | \$ 305.95    | \$ 305.95    |
| 075773 | 425 | WEISS BROS OF HAGERSTOWN |  | \$ - | \$ 1,039.27  | \$ 1,039.27  |
| 075773 | 425 | 84 LUMBER                |  | \$ - | \$ 305.87    | \$ 305.87    |
| 075773 | 428 | AMAZON                   |  | \$ - | \$ 97.23     | \$ 97.23     |
| 075773 | 428 | AMAZON                   |  | \$ - | \$ 78.97     | \$ 78.97     |
| 075773 | 428 | CDW GOVERNMENT           |  | \$ - | \$ 140.03    | \$ 140.03    |
| 075773 | 428 | SPRINT                   |  | \$ - | \$ 219.44    | \$ 219.44    |
| 075773 | 428 | STAPLES                  |  | \$ - | \$ 64.39     | \$ 64.39     |
| 075773 | 428 | WWW.NEWEGG.COM           |  | \$ - | \$ 1,333.00  | \$ 1,333.00  |
| 075773 | 428 | WWW.NEWEGG.COM           |  | \$ - | \$ 27.90     | \$ 27.90     |
| 075773 | 433 | LYLE SIGNS               |  | \$ - | \$ 240.40    | \$ 240.40    |
| 075773 | 433 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 439 | B K OFFICE SUPPLY        |  | \$ - | \$ 18.99     | \$ 18.99     |

|        |     |                          |  |      |              |              |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 075773 | 439 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 117.49    | \$ 117.49    |
| 075773 | 439 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 440 | B K OFFICE SUPPLY        |  | \$ - | \$ 101.62    | \$ 101.62    |
| 075773 | 440 | FLATWOODS HOTEL & CONFER |  | \$ - | \$ 178.00    | \$ 178.00    |
| 075773 | 440 | INTL CODE COUNCIL INC    |  | \$ - | \$ 376.20    | \$ 376.20    |
| 075773 | 440 | INTL CODE COUNCIL INC    |  | \$ - | \$ 79.00     | \$ 79.00     |
| 075773 | 440 | INTL CODE COUNCIL INC    |  | \$ - | \$ 135.00    | \$ 135.00    |
| 075773 | 440 | PAYPAL                   |  | \$ - | \$ 150.00    | \$ 150.00    |
| 075773 | 440 | SPRINT                   |  | \$ - | \$ 109.72    | \$ 109.72    |
| 075773 | 451 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 201.12    | \$ 201.12    |
| 075773 | 700 | APPAREL SEWN RIGHT       |  | \$ - | \$ 65.00     | \$ 65.00     |
| 075773 | 700 | BOUND TREE MEDICAL LLC   |  | \$ - | \$ 615.98    | \$ 615.98    |
| 075773 | 700 | BRUCE'S 24 HOUR WRECK    |  | \$ - | \$ 95.00     | \$ 95.00     |
| 075773 | 700 | CRASH DATA GROUP         |  | \$ - | \$ 899.00    | \$ 899.00    |
| 075773 | 700 | EMBASSY SUITES           |  | \$ - | \$ 148.74    | \$ 148.74    |
| 075773 | 700 | GALLS                    |  | \$ - | \$ 1,292.59  | \$ 1,292.59  |
| 075773 | 700 | GOWERS FEED INC          |  | \$ - | \$ 95.98     | \$ 95.98     |
| 075773 | 700 | GS IMAGES                |  | \$ - | \$ 1,380.00  | \$ 1,380.00  |
| 075773 | 700 | HOLIDAY INN              |  | \$ - | \$ 136.74    | \$ 136.74    |
| 075773 | 700 | JEFFERSON URGENT CARE    |  | \$ - | \$ 365.00    | \$ 365.00    |
| 075773 | 700 | K-9 GUARDAIN INC.        |  | \$ - | \$ 3,550.00  | \$ 3,550.00  |
| 075773 | 700 | MORGANTOWN PRINTING      |  | \$ - | \$ 175.00    | \$ 175.00    |
| 075773 | 700 | MPH INDUSTRIES, INC      |  | \$ - | \$ 339.95    | \$ 339.95    |
| 075773 | 700 | RAMEY'S TOWING           |  | \$ - | \$ 90.00     | \$ 90.00     |
| 075773 | 700 | RIVER CITY FARM & PET SU |  | \$ - | \$ 66.51     | \$ 66.51     |
| 075773 | 700 | SPIRIT OF JEFFERSON      |  | \$ - | \$ 61.62     | \$ 61.62     |
| 075773 | 700 | SPRINT                   |  | \$ - | \$ 2,609.86  | \$ 2,609.86  |
| 075773 | 700 | STAPLES                  |  | \$ - | \$ 202.44    | \$ 202.44    |
| 075773 | 700 | TASER INTERNATIONAL      |  | \$ - | \$ 4,087.23  | \$ 4,087.23  |
| 075773 | 700 | TELTRONIC                |  | \$ - | \$ 2,370.00  | \$ 2,370.00  |
| 075773 | 700 | TRACTOR SUPPLY CO        |  | \$ - | \$ 87.98     | \$ 87.98     |
| 075773 | 700 | VANCES LAW ENFORCEMENT   |  | \$ - | \$ 320.00    | \$ 320.00    |
| 075773 | 700 | WV SIGNAL & LIGHT        |  | \$ - | \$ 12,365.16 | \$ 12,365.16 |
| 075773 | 701 | LAWMEN SUPPLY CO.        |  | \$ - | \$ 482.70    | \$ 482.70    |
| 075773 | 711 | AMAZON                   |  | \$ - | \$ 25.83     | \$ 25.83     |
| 075773 | 711 | AMAZON                   |  | \$ - | \$ 29.45     | \$ 29.45     |
| 075773 | 711 | HOMESTEAD INN MOTEL      |  | \$ - | \$ 58.00     | \$ 58.00     |
| 075773 | 711 | SOUTH BRANCH INN         |  | \$ - | \$ 83.00     | \$ 83.00     |
| 075773 | 711 | SPRINT                   |  | \$ - | \$ 373.82    | \$ 373.82    |
| 075773 | 711 | STAPLES                  |  | \$ - | \$ 51.98     | \$ 51.98     |
| 075773 | 712 | APCO INTERNATIONAL INC.  |  | \$ - | \$ 159.00    | \$ 159.00    |
| 075773 | 712 | FRONTIER                 |  | \$ - | \$ 5,099.85  | \$ 5,099.85  |
| 075773 | 712 | SPRINT                   |  | \$ - | \$ 2,205.93  | \$ 2,205.93  |

|              |         |                           |  |      |                      |                      |
|--------------|---------|---------------------------|--|------|----------------------|----------------------|
| 075773       | 712     | STAPLES                   |  | \$ - | \$ 6.49              | \$ 6.49              |
| 075773       | 716     | ALLEGNT TRAVEL            |  | \$ - | \$ 392.16            | \$ 392.16            |
| 075773       | 716     | HILLSIDE VETERINARY HOSPT |  | \$ - | \$ 234.98            | \$ 234.98            |
| 075773       | 716     | NATIONAL ANIMAL CARE CO   |  | \$ - | \$ 525.00            | \$ 525.00            |
| 075773       | 716     | SPIRIT OF JEFFERSON       |  | \$ - | \$ 138.00            | \$ 138.00            |
| 075773       | 717     | FISHER AUTO PARTS         |  | \$ - | \$ 765.45            | \$ 765.45            |
| 075773       | 717     | INTERSTATE ALL BATTERY    |  | \$ - | \$ 218.50            | \$ 218.50            |
| 075773       | 900     | SPRINT                    |  | \$ - | \$ 291.78            | \$ 291.78            |
| 075774       | ALLOC   | JEFFERSON CO CONVENTION   |  | \$ - | \$ 23,812.90         | \$ 23,812.90         |
| 075775       | 425     | WM OF WEST VIRGINIA, INC  |  | \$ - | \$ 647.25            | \$ 647.25            |
| 075776       | 712     | WV ENHANCED 911 COUNCIL   |  | \$ - | \$ 50.00             | \$ 50.00             |
| 075777       | PAYROLL | WV BUREAU OF EMPLOYMENT   |  | \$ - | \$ 5,512.00          | \$ 5,512.00          |
| 075778       | 439     | XEROX CORPORATION         |  | \$ - | \$ 511.66            | \$ 511.66            |
|              |         |                           |  |      |                      |                      |
| <b>TOTAL</b> |         |                           |  |      |                      | <b>\$ 351,772.81</b> |
| <b>TOTAL</b> |         |                           |  |      | <b>\$ 351,772.81</b> |                      |

**Motion by Mr. Bell to approve the Accounts Payable for January 14, 2016 in the amount of \$351,772.81. Motion seconded and unanimously approved.**

| CHCKNO       | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT              | CHECK AMOUNT       |
|--------------|---------|--------------------------|-------|-------|--------------------|--------------------|
| 075780       | 424     | AT&T/IL                  |       | \$ -  | \$ 6.40            | \$ 6.40            |
| 075781       | 402     | APPLE VALLEY OFF.PRODUCT |       | \$ -  | \$ 141.76          | \$ 141.76          |
| 075782       | 425     | B-K OFFICE SUPPLY INC    |       | \$ -  | \$ 1,447.30        | \$ 1,447.30        |
| 075783       | 424     | BOLAND SERVICES          |       | \$ -  | \$ 270.00          | \$ 270.00          |
| 075783       | 425     | BOLAND SERVICES          |       | \$ -  | \$ 1,325.00        | \$ 1,325.00        |
| 075784       | 424     | KONE INC.                |       | \$ -  | \$ 370.50          | \$ 370.50          |
| 075784       | 425     | KONE INC.                |       | \$ -  | \$ 1,111.50        | \$ 1,111.50        |
| 075785       | PAYROLL | CARRIE L. LEHMAN         |       | \$ -  | \$ 73.32           | \$ 73.32           |
| 075786       | 424     | NFPA                     |       | \$ -  | \$ 175.00          | \$ 175.00          |
| 075787       | 406     | PIFER OFFICE SUPPLY, INC |       | \$ -  | \$ 18.75           | \$ 18.75           |
| 075788       | 425     | POTOMAC EDISON/OH        |       | \$ -  | \$ 83.39           | \$ 83.39           |
| 075789       | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -  | \$ 122.00          | \$ 122.00          |
| 075790       | 405     | SPECIALTY BUS SUPPLIES   |       | \$ -  | \$ 681.82          | \$ 681.82          |
| 075791       | PAYROLL | EVELYN STEPHENSON        |       | \$ -  | \$ 393.33          | \$ 393.33          |
| 075792       | 403     | VITAL SIGNS              |       | \$ -  | \$ 475.00          | \$ 475.00          |
|              |         |                          |       |       |                    |                    |
| <b>TOTAL</b> |         |                          |       |       |                    | <b>\$ 6,695.07</b> |
| <b>TOTAL</b> |         |                          |       |       | <b>\$ 6,695.07</b> |                    |

Motion by Mr. Bell to approve the accounts payable for January 21, 2016 in the amount of \$6,695.07.  
 Motion seconded and unanimously approved.

**MANUAL CHECKS**

| <b>MAGISTRATE COURT</b>          |         |                             |                     |
|----------------------------------|---------|-----------------------------|---------------------|
| <b>005</b>                       |         |                             |                     |
| Date                             | Check # | VENDOR                      | Amount              |
| 1/15/2016                        | 272     | SHERIFF OF JEFFERSON CO     | \$ 3,750.00         |
|                                  |         |                             |                     |
|                                  |         |                             |                     |
| <b>HOME DETENTION</b>            |         |                             |                     |
| <b>008</b>                       |         |                             |                     |
| Date                             | Check # | VENDOR                      | Amount              |
| 01/15/16                         | 518     | CDA                         | \$ 255.75           |
| 01/15/16                         | 519     | UNITED BANK                 | \$ 54.88            |
|                                  |         |                             |                     |
|                                  |         |                             |                     |
| <b>FARMLAND PROTECTION BOARD</b> |         |                             |                     |
| <b>057</b>                       |         |                             |                     |
| Date                             | Check # | VENDOR                      | Amount              |
| 1/15/2016                        | 272     | JEFFERSON CO FARMLAND PROT. | \$ 56,401.02        |
|                                  |         |                             |                     |
|                                  |         |                             |                     |
| <b>BARDANE</b>                   |         |                             |                     |
| <b>244</b>                       |         |                             |                     |
| Date                             | Check # | VENDOR                      | Amount              |
| 1/15/2016                        | 585     | POTOMAC EDISON              | \$ 4,337.25         |
| 1/15/2016                        | 584     | JEFFERSON UTILITIES         | \$ 301.01           |
| 1/15/2016                        | 584     | JEFFERSON CO P.S.D          | \$ 506.06           |
|                                  |         |                             |                     |
|                                  |         |                             |                     |
| <b>TOTAL</b>                     |         |                             | <b>\$ 65,605.97</b> |

Motion by Ms. Tabb to approve the Manual Checks for January 14, 2016 in the amount of \$65, 605.97.  
 Motion seconded and unanimously approved.

**PUBLIC COMMENT:**

Keryn Newman, resident – provided comments regarding her concerns about the Jefferson County Public Service District and intervention by the ratepayers affected by potential new projects and rate increases.

Debbie Royalty, President, Jefferson County League of Women Voters – urged the Commission to consider holding a budget forum for the public so they may be involved and provide input regarding the use of county tax dollars.

David Tabb, resident – provided the Commission with an update on the multiple cases he has pending against the Commission. Mr. Tabb also stated he was here to “fix” the “broken system” as it only takes one person to make a difference.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following Exonerations:

| NAME             | TYPE | DISTRICT | TICKET # | AMOUNT     |
|------------------|------|----------|----------|------------|
| Kyle Tennant, II | RE   | Ranson   | 25764    | \$1,713.16 |

- **Motion by Ms. Tabb to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**
2. Helen Dettmer, Mayor of Bolivar – provided the Commission with a discussion of the potential growth boundary for the Town of Bolivar.
    - **Motion by Mr. Bell to deny the Bolivar Urban Growth Boundary as presented at this time. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
  3. John Reisenweber, Director, Jefferson County Development Authority – provided the Commission with an update on the Bill Scott Racing location in Summit Point, West Virginia.
  4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  5. Lynn Fields, Probate Office – requested a quarterly review of accounts and waivers.
    - **Motion by Ms. Tabb to convene as a Fiduciary Review Board to hear matters concerning the Probate Office. Motion seconded and unanimously approved.**
    - **Motion by Mr. Manuel to approve estates for closure that have met all requirements for probate, and approve the opening of new estates since last quarterly review. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
6. Laura Storm, Circuit Clerk – provided the Commission with a presentation regarding the Jefferson County Jail Annex.
  7. Roger Goodwin, Chief County Engineer – requested approval of Contractor’s Request for Payment and Release of Performance Bond for Property Safety Enforcement Agency Case 12-002 (Williams).
    - **Motion by Mr. Bell to authorize payment of Pittsnogle, LLC’s invoice in the amount of \$5,872.00 and to release the performance bond; and to direct the county’s legal counsel to file a lien on the property for the total cost of the work. Motion seconded and unanimously approved.**
  8. Jeffrey A. Polczynski, Director, Jefferson County Emergency Communications – requested the approval of promotion of Supervising Public Safety Dispatcher.
    - **Motion by Ms. Tabb to approve the promotional appointment of Mr. William Schweitzer from Public Safety Dispatcher to Supervising Public Safety Dispatcher within the Emergency Communications Center from a Grade III, Step C to a Grade IV, Step H. Motion seconded and unanimously approved.**
  9. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of the Emergency Management Performance Grant application for the calendar year 2015.
    - **Motion by Mr. Manuel to approve the 2015 Emergency Management Performance Grant in the amount of \$108,710.88. Motion seconded and unanimously approved.**
    - **Motion by Mr. Bell to approve the Proclamation regarding the State of Emergency and activation of the Emergency Operations Center for Jefferson County at 5:00 p.m. on Friday, January 22, 2016 due to the impending snow storm. Motion seconded and unanimously approved.**
    - **Motion by Mr. Bell to close county offices at 12:00 p.m. on Friday, January 22 due to the impending snow storm. Motion seconded and unanimously approved.**

**UNFINISHED BUSINESS**

10. Committee Assignments – Development Authority and HEPMPO
  - After a vote, Mr. Pellish was reappointed as Commission liaison to the Development Authority with four votes in his favor – Tabb, Noland, Bell, Pellish, with Mr. Manuel opposing.
  - Commissioner Tabb volunteered to become the Commission liaison for the Hagerstown/ Eastern Panhandle Metropolitan Planning Organization.

## NEW BUSINESS

### 11. Legislative Updates

## FINANCE DIRECTOR REPORTS

- Review of Budget to Actual as of December 31, 2015
- Review and approve payment of Region 9 invoice for FY16 Air Quality Program Funding Request – Commissioner Noland provided clarification stating she spoke with the Executive Director of Region 9 and he confirmed Jefferson County was paid up and did not owe payment for the invoice.

## COUNTY ADMINISTRATOR REPORTS

- Property Purchase Negotiation – Possible Executive Session
  - **Motion by Mr. Manuel to enter into Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb directing staff to proceed as directed in executive session with regard to the property purchase negotiation and allowing the fees for contracted counsel on this issue to exceed the originally approved five hours of work. Motion seconded and unanimously approved.**

12. The Commission recessed for lunch at 12:17 p.m.  
The Commission reconvened at 1:30 p.m.

13. Work Session – WVPSC – Information session about the purpose, function, and authority of the WVPSC and how it relates to the Jefferson County Public Service District.

14. RECESS

15. Public Hearing – Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA-15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts (separate set of minutes)

## COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a Leadership WV meet-and-greet.
- Attended an EPBA luncheon.
- Attended a HEPMPO meeting.

Dale Manuel

- Attended a Planning Commission meeting.
- Attended a Day Report Center meeting.
- Attended a Health Department meeting.
- Attended the Public Hearing on the campground ordinance.
- Met with the Jefferson County Director of Maintenance to discuss building repairs and upgrades.

Eric Bell

- Attended a Planning Commission meeting.
- Attended an Adult Drug Court meeting.
- Attended the 10<sup>th</sup> annual Juvenile Drug Court Graduation

Walt Pellish

- Attended a Development Authority meeting.
- Attended an E911 meeting.
- Completed paperwork for re-election.

Jane Tabb

- Participated in an ESA ride along.
- Attended a Farmland Protection Board meeting.
- Attended an LEPC meeting.
- Spoke to Leadership Jefferson about County Government
- Attended the Citizen's Volunteer Fire Company Banquet
- Volunteered for the Extension Service program "Maintain, Don't Gain."

16. The meeting was adjourned at 8:15 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

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PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

**SPECIAL SESSION:**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on January 21, 2016 at 7:00 pm (An audio file of the January 21, 2016 meeting is available through the Jefferson County Commission Office.)

**PRESENT:** Patsy Noland, Vice President  
Walt Pellish, Vice President  
Eric Bell, Commissioner  
Dale Manuel, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Jennie Brockman, Director of Planning and Zoning  
Alex Beaulieu, Project Manager

**RE: Public Hearing – Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA-15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts**

Commissioner Noland called the meeting to order at 7:02 pm, and stated those who wished to make public comment would be allotted five minutes. Ms. Noland also reminded the audience that the Commission was not allowed to respond to comments or answer questions during the public hearing. Jennie Brockman provided the Commission and the audience with a timeline and summary of the amendments drafted by the campground committee. Ms. Noland then opened the floor for public comment. Comments were provided by the following:

Steven Shea, resident – requested the Commission reexamine setback distances and also possibly add language to prevent trespassing on adjoining residential properties.

Doug Rockwell, resident – requested the Commission put a limit to the number of camping units per campsite to prevent overcrowding. Mr. Rockwell also expressed concerns regarding setbacks, buffers, and recreational vehicles on unmarked roads.

Bob Aitcheson, resident – also expressed concerns regarding setbacks, stating 20 feet was far too close for comfort. Mr. Aitcheson also questioned the connections and motivations of some of the members of the Board of Zoning Appeals, the Planning Commission, and the County Commission in regards to the proposed amendments.

Stan Carroll, resident – expressed concerns regarding setbacks and the integrity of the Shenandoah River, questioning the means of disposal of human and solid waste. Mr. Carroll also stated he did not believe access roads could handle the potential traffic increase due to the campgrounds.

Randy Creller, resident – expressed concerns that the proposed amendments to the campground ordinance would allow housing for migrant or illegal workers. Mr. Creller also stated he believed

the Commission needed to consult with the Health Department regarding the requirements for sanitation, bathhouses, and restrooms for campsites.

Neal Nilsen, resident – expressed concerns that the quality of living in Jefferson County may diminish due to an increase in rural campgrounds.

Ted Schiltz, resident and member of the Jefferson County Board of Zoning Appeals – stated he believed campsites should not be permitted in rural areas. Also expressed frustration that the Planning Commission seemed to have completely changed the original campground ordinance as developed by the Campground Committee.

Janice Shiltz, resident – stated that campgrounds are not compatible with rural residential areas due to potential problems with noise, light, and pollution.

Jessica Getman, General Manager of Harpers Ferry KOA – spoke in support of the campground amendments, but asked the Commission to reexamine the annual stay limit, road requirements, and sanitation standards.

Peter Fricke, resident and member of the Jefferson County Planning Commission – expressed frustration regarding the changes made by the Planning Commission to the original campground ordinance which was intended to protect property owners and enhance the experience of the campers.

Douglas Stroop, resident – stated local roads near the river are not suitable for RV traffic, particularly concerning safety and EMS vehicles. Mr. Stroop also expressed concerns regarding the integrity of the river's health should there be an influx of campers.

Joyce Dailey, resident – expressed concerns regarding the 20 foot setback, stating this number needs to be changed back to the originally proposed 200 feet.

Mark Dyck, resident – spoke in support of the campground ordinance, stating the County needed more recreational areas and points of access to the river for both residents and tourists.

Jeanne Morton, resident – requested the Commission not make any quick decisions regarding the campground ordinance and asked the Commission to consider the impact their decision may have on future generations.

Matt Knott, resident and owner of River Riders – spoke in support of the campground ordinance stating potential campgrounds would provide additional tourism revenue to the County.

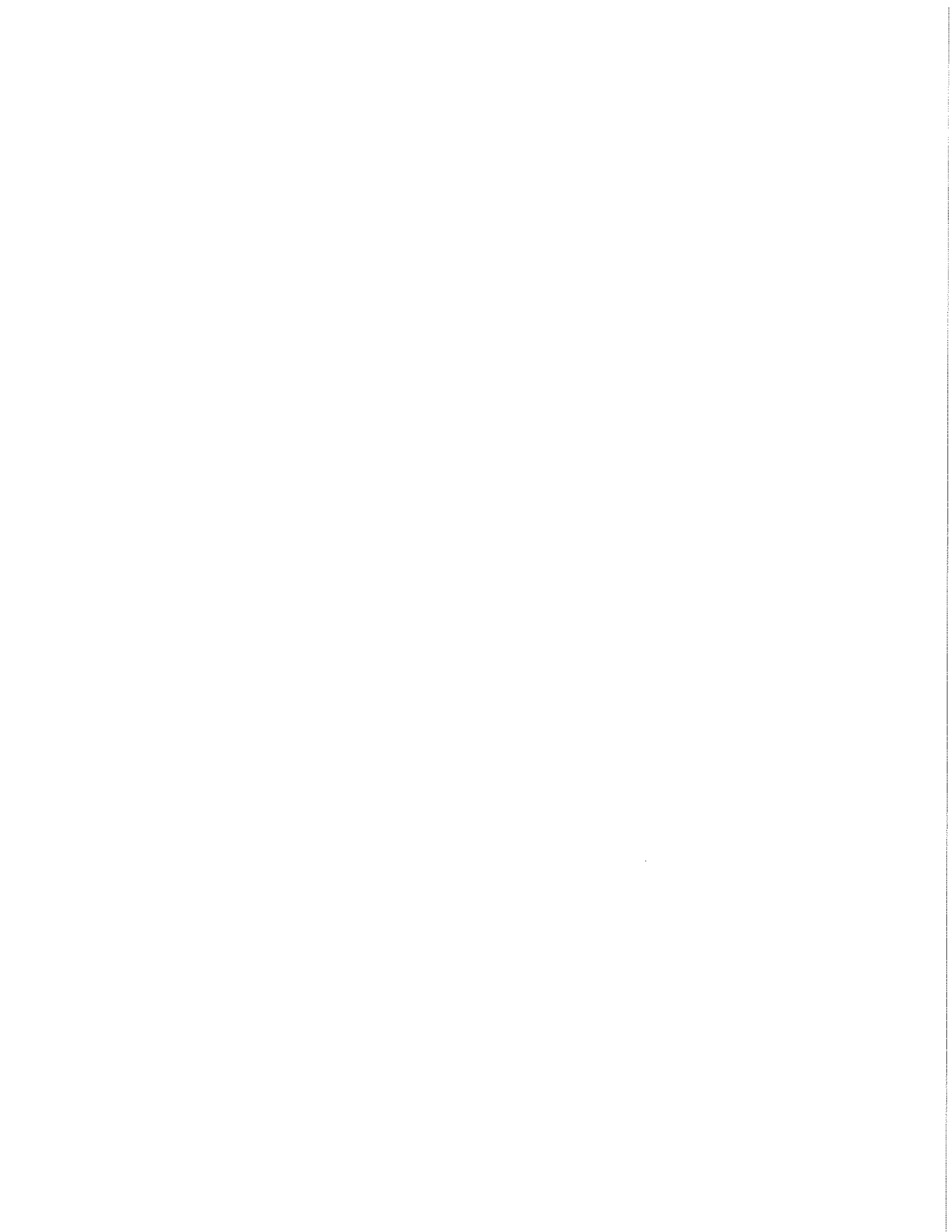
Matt Zenkovich, resident – expressed concerns regarding the proposed 20 foot setback and questioned why the Planning Commission would go against the citizens' committee recommendation.

There being no further comments, Commissioner Noland thanked the participants and stated the record would remain open for two weeks to allow time for written comments.

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PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at the Jefferson County Commission meeting room located at 200 E. Washington Street, Charles Town, WV 25414 on January 28, 2016 at 1:30 pm (An audio file of the January 28, 2016 meeting is available through the Jefferson County Commission Office.)

PRESENT: Patsy Noland, President  
Walt Pellish, Vice President  
Eric Bell, Commissioner  
Dale Manuel, Commissioner  
Jane Tabb, Commissioner  
Angie Banks, Assessor  
June Bowers, Senior Appraiser  
Stephanie Grove, County Administrator  
Jessica Carroll, Administrative Assistant

RE: **2016 Board of Review and Equalization/Approval of Maintenance Employee**

Commissioner Noland called the meeting to order at 1:31 p.m. and led the Pledge of Allegiance. Commissioner Noland stated the purpose of the meeting was to convene as a Board of Review and Equalization. Angela Banks, Assessor, stated there were no hearings scheduled for the day; however, there were two hearings scheduled for Tuesday, February 2, 2016 at 1:30 pm.

- **There being no further business before the Board of Review and Equalization, motion by Mr. Manuel to recess as a Board of Review and Equalization until Tuesday, February 2, 2016 at 1:30 pm. Motion seconded and unanimously approved.**

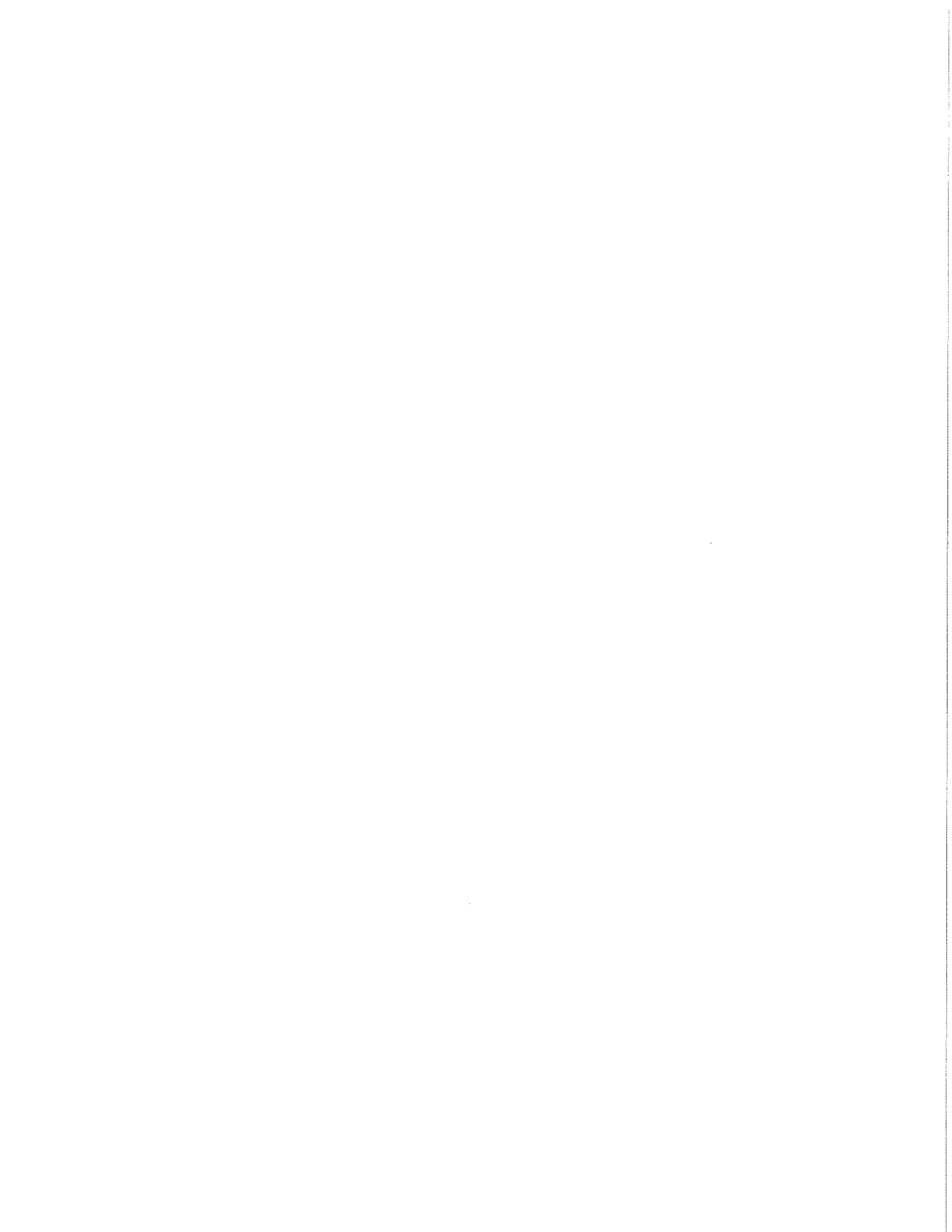
The Commission then convened in regular session to discuss the approval of employment for Ciara Mick, potential custodian for the Jefferson County Maintenance Department.

- **Motion by Mr. Manuel to approve the employment of Ciara Mick within the Jefferson County Maintenance Department at a Step A, Grade II with a starting salary of \$25,625.00, effective immediately. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Pellish to adjourn at 1:36 pm. Motion seconded and unanimously approved.**

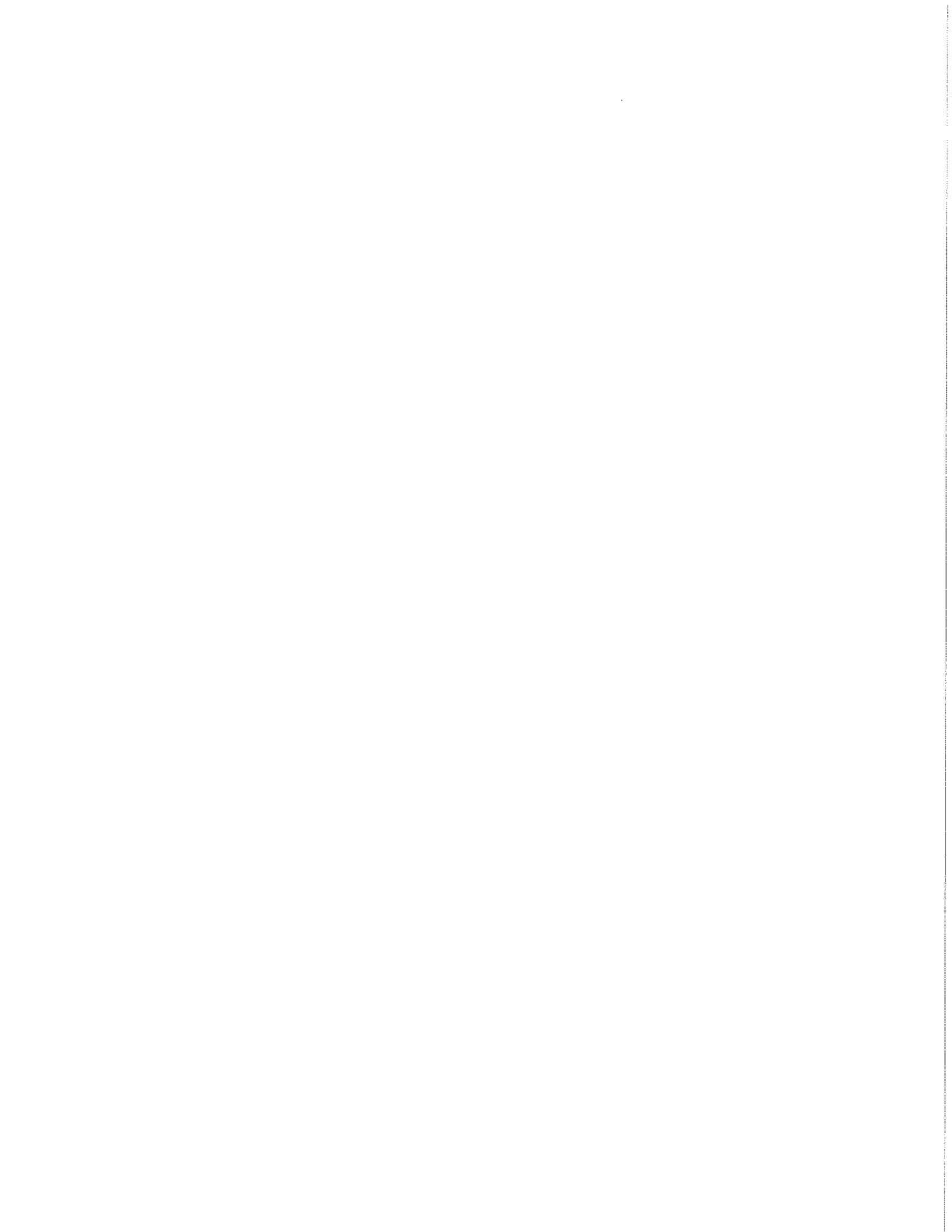
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PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



| DESCRIPTION                 | Fund 001 CO.         | Fund 003 Dog    | Total                |
|-----------------------------|----------------------|-----------------|----------------------|
| Gross Wages                 | \$ 378,010.50        | \$ 54.80        | \$ 378,065.30        |
| 6.2% Tax Payable OASDI      | \$ 22,565.40         | \$ 3.12         | \$ 22,568.52         |
| 1.45% Tax Payable HI        | \$ 5,277.46          | \$ 0.73         | \$ 5,278.19          |
| Fed Withholding             | \$ 44,114.06         | \$ 4.08         | \$ 44,118.14         |
| WV State Withholding        | \$ 16,176.46         | \$ 2.23         | \$ 16,178.69         |
| PERS Retirement Deduct 4.5% | \$ 12,355.40         | \$ 2.47         | \$ 12,357.87         |
| PERS Retirement Deduct 6%   | \$ 854.16            |                 | \$ 854.16            |
| Hosp. Pre-Tax               | \$ 11,534.50         |                 | \$ 11,534.50         |
| Cancer/ICU Pre-Taxed        | \$ 1,015.12          |                 | \$ 1,015.12          |
| Cancer/ICU Not Pre-Taxed    | \$ 819.17            |                 | \$ 819.17            |
| Optional Life Not Pre-Taxed | \$ 2,205.46          |                 | \$ 2,205.46          |
| Christmas Club              | \$ 5,510.00          |                 | \$ 5,510.00          |
| Wage Attach #1              | \$ 1,311.70          |                 | \$ 1,311.70          |
| Wage Attach #3              | \$ 212.31            |                 | \$ 212.31            |
| DSRS Retirement Deduct 8.5% | \$ 6,264.18          |                 | \$ 6,264.18          |
| 457 - Nationwide            | \$ 749.00            |                 | \$ 749.00            |
| 457I - Empower              | \$ 3,035.00          |                 | \$ 3,035.00          |
| MD State Tax                | \$ 471.56            |                 | \$ 471.56            |
| D/VF                        | \$ 1,507.47          |                 | \$ 1,507.47          |
| VA. State Tax               | \$ 119.81            |                 | \$ 119.81            |
| COLONIAL(PLUS)              | \$ 192.71            |                 | \$ 192.71            |
| <b>Total Deductions</b>     | <b>\$ 136,290.93</b> | <b>\$ 12.63</b> | <b>\$ 136,303.56</b> |
|                             |                      |                 |                      |
| <b>Net Wages Total</b>      | <b>\$ 241,719.57</b> | <b>\$ 42.17</b> | <b>\$ 241,761.74</b> |
| Payroll Date                | 28-Jan-2016          |                 |                      |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: February 4, 2016

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

1. Request to post the vacant Deputy Director/Planner/Program Manager position.
2. Discussion/update from Snowstorm Jonas January 22-January 29, 2016

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

1. I am requesting to post the vacant position for our Deputy Director/Planner/Program Manager. This position is current an Exempt position that is Step A, Grade 4. This is a position that is already budgeted.
2. Discuss with the County Commission Snowstorm Jonas. A quick report to the County Commission about Snowstorm Jonas and to answer any outstanding questions that the County Commissioners might have.

Is this a funding request? No

If so, how much?

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

I move to approve the posting of the position of the JCHSEM Deputy Director/Planner/Program Manager, which is an Exempt position as a Step A, Grade 4 position.

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

If not attached, explain:

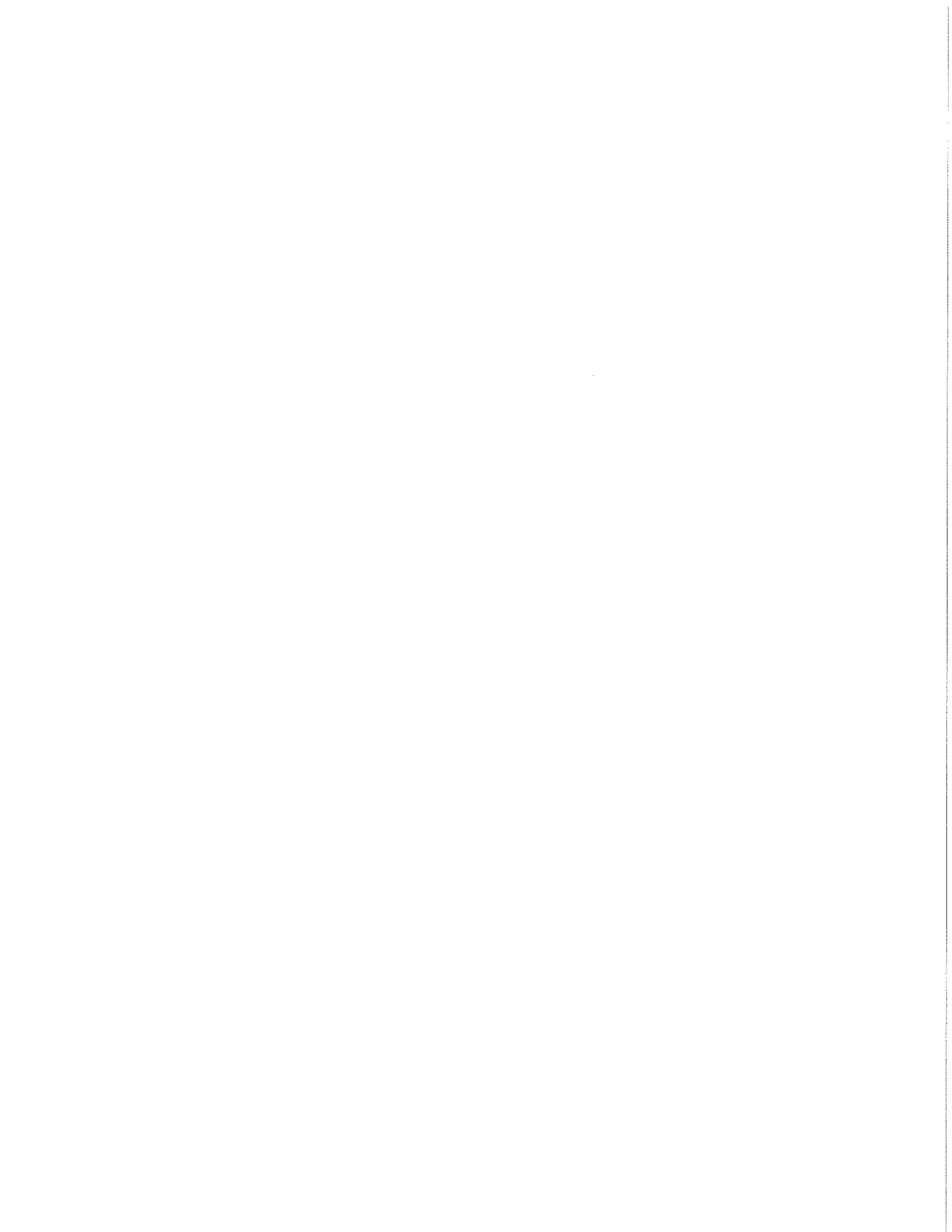
Attachment:

Is equipment needed? Projector N Click here to enter text. Internet/Wi Fi N Click here to enter text. Telephone for conference call N Click here to enter text.

Contact information:

Email address: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org). Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Jennifer Brockman, Director

**Department or Organization:** Planning and Zoning

**Estimation of amount of time needed for appointment:** 15 – 30 minutes

**Date Requested – 1<sup>st</sup> Choice:** February 4, 2016

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

**Date Requested – 2<sup>nd</sup> Choice:**

**Subject (*Wording to be placed on agenda*):** Recommendation from the Planning Commission to the County Commission to amend Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments. The purpose of this request is to schedule a public hearing to be held by the County Commission.

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

Planning and Zoning staff met with Legal staff to determine the edits that are required to Section 12.3 of the Jefferson County Zoning and Land Development Ordinance “Procedure for Map Amendment by Petition” to ensure conformity to the requirements of WV Code 8A. In particular edits need to clarify that petitions may be submitted to either the Planning Commission or the County Commission and that the required Public Hearing can be held by either body.

On January 12, 2016 the Planning Commission held a Public Hearing. There were no public comments. The Planning Commission voted unanimously to recommend the proposed text amendment to the County Commission for consideration and final action.

**Is this a funding request?** No  
**If so, how much?** N/A

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

I move to (schedule) a public hearing to receive input on the proposed redlined edits to the Jefferson County Subdivision Regulations (File #ZTA15-03) on \_\_\_\_\_, 2015 at \_\_\_\_\_ a.m./p.m..

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

**Attachments:**

- ZTA15-03, proposed redlined edits to the Zoning Ordinance as recommended by the Planning Commission on 01-12-16.

**If not attached, explain:**

Is equipment needed?                      Projector:            No    Internet/Wi Fi:            No.  
Telephone for conference call: No.

**Contact information:**

**Email address:** PlanningDepartment@jeffersoncountywv.org    **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

## Section 12.3 Procedure for Map Amendment by Petition<sup>25</sup>

### A. Map Amendments by Landowners

The procedure for processing a map amendment petition initiated by the owners of fifty percent or more of the real property to which the petition relates shall be as dictated in §8A-7-9 et seq of the West Virginia State Code, as amended.

The procedure for processing a map amendment petition to change the zoning map designation of a property to the Planned Neighborhood Development district shall also include the applicable requirements of Article 5.<sup>27</sup>

Petitions for a map amendment initiated by landowners shall be submitted to the Planning Commission or the County Commission and shall contain the following information:

1. Substantiation for the request
2. Tax District, Map and Parcel number
3. Deed Book reference
4. Plat or sketch pursuant to Section 7.4B
5. Tract size
6. Discussion on:
  - a. Comprehensive Plan compatibility of the proposed change.
  - b. Any change of transportation characteristics and neighborhood from when the original ordinance was adopted.<sup>17, 21, 27</sup>
7. A petition for a map amendment to change the zoning designation for a property to the Planned Neighborhood Development (PND) district shall include a Preliminary PND Plan for the subject property. The submittal review process for a Preliminary PND Plan is described in Article 5 of this Ordinance.<sup>27</sup>

In accordance with §8A-7-9 et seq of the West Virginia State Code, the Planning Commission or the County Commission is required to set a public hearing on the proposed Zoning Map amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission or to the County Commission at a Planning Commission or County Commission meeting, as relevant. If a public hearing is held by the Planning Commission, it shall be at the discretion of the County Commission whether an additional public hearing is required to be held by the County Commission.

If the petition is to be presented to the Planning Commission, a complete petition, and related fees, shall be submitted to the office of the Departments of Planning and Zoning for placement on a Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented for the purpose of setting the public hearing date within 60 days of the date the petition is presented. Upon request, the Departments of Planning and Zoning staff can

present the petition to the Planning Commission on behalf of the applicant for the purpose of setting the public hearing date.

If the petition is to be presented to the County Commission, a complete petition and complete agenda request form shall be submitted to the office of the County Commission for placement on the County Commission agenda no later than noon on the Thursday prior to the requested meeting date. One copy of the petition along with relevant fees shall be submitted to the office of the Departments of Planning and Zoning prior to appearing at the County Commission to present the petition. Before amending the Zoning Ordinance map, 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 West Virginia State Code, as amended. To this end, the County Commission shall refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation will be 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.

~~One copy of the petition along with rthe County Commission~~ Notice of the Planning Commission's or County Commission's Public Hearing shall be in accordance with Section 12.2 of this Ordinance. If heard by the Planning Commission, aAt the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding whether 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 West Virginia State Code, as amended approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four weeks of the final Planning Commission action. The County Commission shall take action to schedule their own public hearing, if desired, or take action to approve or disapprove the requested Zoning Map amendment within the next two regularly scheduled County Commission meetings. If heard by the County Commission, at the conclusion of the County Commission's Public Hearing, or at the next regular County Commission meeting, the County Commission shall, with the advice of the Planning Commission, determine if 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 West Virginia State Code, as amended. Upon making these findings, the County Commission shall approve or disapprove the petition.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Jennifer Brockman, Director

**Department or Organization:** Planning and Zoning

**Estimation of amount of time needed for appointment:** 15 – 30 minutes

**Date Requested – 1<sup>st</sup> Choice:** February 4, 2016

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

**Date Requested – 2<sup>nd</sup> Choice:**

**Subject (*Wording to be placed on agenda*):** Recommendation from the Planning Commission to the County Commission to amend the draft proposed Mass Event Regulations (ZTA14-02). The purpose of this request is to schedule a public hearing to be held by the County Commission.

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

In May 2015, the County Commission returned the draft of the proposed Mass Event Regulations for which the County Commission held a Public Hearing on October 1, 2014 and requested that they review and make possible revisions. The Planning Commission revised the proposed text amendment during their October and November 2015 meetings based on input received at the 2014 Planning Commission and County Commission public hearings.

On December 8, 2015 the Planning Commission held a public hearing on their revised draft of the proposed text amendment regarding Mass Event Regulations (ZTA14-02). They kept the public hearing open for two weeks and made their final revisions during the January 12, 2016 meeting. The Planning Commission's recommended revisions are attached for your consideration and final action.

**Is this a funding request?** No

**If so, how much?** N/A

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

I move to   (schedule)   a public hearing to receive input on the proposed redlined edits to the Jefferson County Subdivision Regulations (File #ZTA14-02) on \_\_\_\_\_, 2015 at \_\_\_\_\_ a.m./p.m..

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

**Attachments:**

- ZTA14-02, 01-12-16, Planning Commission revised draft (redlined edits)

**If not attached, explain:**

Is equipment needed?                      Projector:            No    Internet/Wi Fi:            No.  
Telephone for conference call: No.

**Contact information:**

**Email address:** PlanningDepartment@jeffersoncountywv.org    **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

PROPOSED AMENDMENTS TO THE ZONING ORDINANCE  
RELATED TO MASS EVENTS (ZTA 14-02)

**DELETE THE FOLLOWING SECTIONS:**

**Section 2.2 Terms Defined**

Seasonal Use<sup>5</sup> — A use that is carried on for not more than a single three-day consecutive period in each of the four solar seasons.

**Section 9.8 Seasonal Uses<sup>5,7</sup>**

Seasonal uses must be considered by the Board of Zoning Appeals pursuant to a Public Hearing. Newspaper notification requirements of Section 3.4A.3.b apply. Seasonal uses cannot be approved for longer than one year at a time.<sup>17, 21, 23</sup>

**ADD THE FOLLOWING SECTIONS:**

**Section 2.2 Terms Defined**

Mass Event Any outdoor gathering of more than 1,000 people on any parcel; regardless of the length of time or type of activity. A Mass Event may be permitted to occur in the Rural Zoning District, General Commercial, Highway Commercial, Residential-Light Industrial-Commercial, or Industrial Commercial or any commercial zoning districts and is prohibited on a property in any the Residential Growth zoning district and in any major subdivision. A Mass Event shall not qualify as a Rural Reception/Event Facility. Any property owned by the County is exempt from the requirements of this Ordinance.

**Section 8.16 Mass Event Regulations**

A Mass Event is any outdoor gathering of more than 1,000 people on any parcel; regardless of the length of time or type of activity. Such event shall be permitted to occur in the Rural Zoning District, General Commercial, Highway Commercial, Residential-Light Industrial-Commercial, or Industrial Commercial or any Commercial Zoning Districts, provided that it processes according to the following requirements:

A. Mass Event Application

1. Approval of all Mass Events shall require the submission of an application at least 180 days prior to the event, and Public Hearing before the Board of Zoning Appeals, in accordance with the following criteria: Each Mass Event shall require a separate application.
2. Applications for events with less than 5,000 attendees will be processed administratively, unless the parcel where the proposed Mass Event will occur is on a shared access. If the proposed parcel is on a shared access, the application shall be considered by the Board of Zoning Appeals pursuant to a Public Hearing. The notification requirements in Section 3.4A.3.b shall apply. Applications for events with more than 5,000 attendees and any event requesting camping for attendees will require a public hearing before the Board of Zoning Appeals in accordance with 3.e below.

1.3. All Mass Events will be in accordance with the following criteria:

- a. Each Mass Event must be the subject of separate application ~~and Public Hearing.~~

b. Any application must be submitted by and with the original signature of all persons or entities with ownership interest in the parcel on which the event is proposed.

c. As part of the application, a sketch plan detailing the layout of the proposed event shall be submitted. A sketch plan should delineate areas for parking, performance areas (if applicable), bathrooms, food, concessions, setbacks, and any other information required by planning or engineering staff.

d. No Mass Event may last more than seven days, including attendee arrival and departure dates.

~~e.~~

d.e. Each Mass Event application will be required to submit an application fee that shall be based on the projected number of attendees:

i. 1,000 to 5,000 attendees \$500

ii. Over 5,000 attendees and/or if camping by attendees is proposed \$1,000

iii. Non-profits and Government Agencies \$100

~~shall require a Public Hearing before the Board of Zoning Appeals at least 180 days in advance of the planned event. The application fee for said hearing shall be based on the projected number of attendees and whether participants may spend the night at the event:~~

|                                    |                  |
|------------------------------------|------------------|
| <del>1,000 – 2,000 attendees</del> | <del>\$200</del> |
|------------------------------------|------------------|

|                                       |                  |
|---------------------------------------|------------------|
| <del>a. 2,000 – 5,000 attendees</del> | <del>\$300</del> |
|---------------------------------------|------------------|

|                                        |                  |
|----------------------------------------|------------------|
| <del>b. 5,000 – 10,000 attendees</del> | <del>\$400</del> |
|----------------------------------------|------------------|

|                                     |                  |
|-------------------------------------|------------------|
| <del>c. Over 10,000 attendees</del> | <del>\$500</del> |
|-------------------------------------|------------------|

2.4. Mass Events with a projected number of attendees over 5,000 shall require a Public Hearing before the Board of Zoning Appeals at least 180 days in advance of the planned event. The notification requirements in Section 3.4A.3.b shall apply. The applicant shall notify adjacent and confronting property owners by certified mail of the date, time, and location of the Public Hearing and will include a copy of the application in the mailing. The applicant shall provide the Planning Office with a list of mailing addresses, a copy of what was included in the mailing and the certified mail receipts for the file within two weeks of the mailing.

5. All Mass Events must be insured and bonded. The insurance and bonding shall be posted 60 days in advance of an event. The County Commission shall be listed as additionally insured on any insurance policy. Documentation of liability insurance and bonding shall be submitted with the Zoning Certificate application. In addition to the application fee for the Board of Zoning Appeals hearing, the applicant for any Mass Event must post a Letter of Credit (LOC) or Cash in Escrow Bond, payable to the Jefferson County Commission, from a bank or financial institution within a 150 mile radius of Charles Town, WV, to cover any unexpected costs to the County related to the Mass Event, based on the sliding scale below. Said LOC or Cash Bond shall be posted after approval by the Board of Zoning Appeals, but at least 45 days in advance of the event and shall be submitted as an additional condition of the issuance of a zoning certificate.

The applicant for any Mass Event must post a Letter of Credit (LOC) or Cash in Escrow Bond, payable to the Jefferson County Commission, from a bank or financial institution within a 150 mile radius of Charles Town, WV, to cover any unexpected costs to the County related to the Mass Event, in an amount determined by the Board of Zoning Appeals, which shall use this sliding scale as a minimum:

- |      |                              |                            |
|------|------------------------------|----------------------------|
| i.   | 1,000 – 2,000 attendees/day  | \$2,000/day                |
| ii.  | 2,000 – 5,000 attendees/day  | \$5,000/day                |
| iii. | 5,000 – 10,000 attendees/day | \$10,000/day               |
| iv.  | Over 10,000 attendees/day    | <del>\$15</del> 20,000/day |

~~The applicant shall be required to meet with County staff, including representatives of legal, finance, planning, zoning and the agencies referenced in Subsection 6 below, within 60 days of the close of the event to discuss any issues or concerns with the event and to determine if there were any unexpected costs to the County. Each agency referenced in Subsection 6 and any other County or Regional agency which incurred costs related to the Mass Event shall provide a full accounting of costs incurred and a letter of release stating that all of their costs had been reimbursed by the applicant, which shall be provided at the 60 day meeting. Any unexpected costs to the County related to the Mass Event which were not paid by the applicant shall be chargeable against the bond required to be posted herein. After 90 days, the applicant may request the return of any remaining value to the Letter of Credit (LOC) or Cash Bond, which shall require action of the County Commission. The Public Hearing must comply with notice requirements of the Zoning Ordinance. In addition, the applicant must send written notice and a copy of the application first class mail postage pre paid to all adjoining land owners and all land owners within 1000 feet with land fronting on any proposed access route. The following supplemental site preparedness information shall be addressed and shall accompany the application prior to the Board of Zoning Appeals Public Hearing:~~

~~Applicant for Mass Event must consult with local law enforcement, EMS/Fire, 911 agencies, a licensed garbage removal company, and a licensed towing company. The applicant shall develop a written agreement with and a contract to cover all costs of said agencies which satisfy their public safety and clean up or maintenance concerns. Such written proof of said agreements and each signed contract shall be submitted with the application for consideration at the Public Hearing required herein and, again, prior to issuance of a Zoning Certificate if the hearing is greater than 270 days prior to the event.~~

~~Applicant for the Mass Event must have and submit with the application written approval from the County Health Department for the provision of adequate potable water and proper sanitation facilities for the event. Applicant will also contact the WV Division of Highways to inform them of the proposed temporary event/use and discuss any traffic control and entrance concerns they might have with the proposed temporary activity. Applicant shall submit a signed letter of agreement from both the County Health Department and the WV Division of Highways with the application for consideration at the Public Hearing required herein and, again, prior to issuance of Zoning Certificate if the hearing is greater than 270 days prior to the event.~~

~~The applicant shall provide written proof of appropriate general commercial liability insurance coverage which specifically covers the Mass Event based on the following sliding scale:~~

|                                       |                  |                        |
|---------------------------------------|------------------|------------------------|
| <del>1,000—2,000 attendees/day</del>  | <del>—————</del> | <del>\$500,000</del>   |
| <del>2,000—5,000 attendees/day</del>  | <del>—————</del> | <del>\$750,000</del>   |
| <del>5,000—10,000 attendees/day</del> | <del>—————</del> | <del>\$1,000,000</del> |
| <del>Over 10,000 attendees/day</del>  | <del>—————</del> | <del>\$2,000,000</del> |

~~The Board of Zoning Appeals may take into consideration any past Mass Event on the same parcel by the same applicant in considering whether to grant the application and/or additional conditions or restrictions placed upon the event.~~

~~3.6. If the Mass Event application is approved by the Board of Zoning Appeals, in addition to all other permits and agreements required, the applicant shall~~ must also submit a Zoning Certificate application ~~Concept Plan~~ in accordance with the requirements found below, which shall be administratively reviewed and approved.

~~4. During the event, any violation of the requirements of this section of the Ordinance and/or any violation of additional terms and conditions set by the Board of Zoning Appeals will result in imposition of a fee equal to the additional Event Fee for every hour in which a violation occurs for each restriction that is violated. In addition, the County may seek other legal and equitable relief.~~

#### B. Zoning Certificate Application

1. ~~If approved by the Board of Zoning Appeals, in addition to all other permits and agreements required, t~~Upon approval of the Mass Event Application, the applicant shall submit a Zoning Certificate Application and Concept Sketch Plan for administrative review and approval at least 60 days prior to the event date.; The Sketch Plan shall be in accordance with Concept Plan guidelines as outlined in Section 24.116 and Appendix A, Section 1.2 of the Subdivision Regulations ~~Minor Site Plan Process, for administrative review and approval,~~ and in accordance with the requirements found below:

a. The ~~Concept Sketch~~ Plan shall be to scale; on a 24"x36" sheet; showing appropriate areas for parking, performance areas (if applicable), bathrooms, food, concessions, public entrance, separate emergency entrance, area for on-site stacking of vehicles for admissions processing, garbage collection area, location of performance lighting and amplification; setbacks; areas dedicated to camping for participants and/or attendees and related circulation patterns, if applicable; and any other information required by planning or engineering staff; ~~at the Public Hearing at least 120 days before the event. The Concept Plan shall also show all structures located on neighboring properties with 500 feet of the property upon which the Mass Event is proposed to occur.~~

2. Staff will review the Zoning Certificate application and ~~Concept Sketch~~ Plan for completeness within 10 days of receipt. All applications must meet the requirements of all applicable laws, ordinances, and regulations. Any application that fails to meet the requirements of all applicable laws, ordinances, and regulations shall be rejected. There will be a 30 day period for staff to review and approve the Sketch Plan once the application is deemed complete. The Zoning Certificate shall be approved within 60 days if all requirements are met.

3. The applicant must comply with standards in this Ordinance. Any violation of the requirements of this section of the Ordinance and/or any violation of additional terms and conditions set by the Board of Zoning Appeals shall result in the imposition of the maximum fine allowable by law in accordance with Section 3.3 of this Ordinance. In addition, the County may seek other legal and equitable relief.
4. The following supplemental site preparedness information shall be addressed and shall accompany the Zoning Certificate application. All Mass Events must contract with the following agencies:
  - a. Jefferson County Sheriff's Department
  - b. WV Licensed EMS Medical Provider
  - c. Appropriate Local Fire Department
  - d. Licensed Garbage Removal Company
  - a.e. Licensed Towing Company (if required by the BZA)

All Mass Events must consult with the following agencies:

- a. County Health Department (approval or permit required)
- b. WV Division of Highways (approval or permit required)

~~There will be a 30 day period for staff to review the application and the Concept Plan once the application is deemed complete. Staff shall approve any application and Concept Plan that meet the requirements of all applicable laws, ordinances and regulations and shall reject any application that fails to meet the requirements of all applicable laws, ordinances and regulations.~~

5. A Mass Event shall meet the following site requirements and such requirements will be depicted on the ~~Concept~~ Sketch Plan:
  - a. A setback of 500 feet from the property line is required for any performance area;
  - b. A setback of 250 feet from the property line is required for any area in which camping is permitted;
  - c. A setback of 250 feet from the property line is required for all dumpsters and trash collection areas;
  - d. A setback of 50 feet from the property line is required for all parking areas, provided that all parking areas meet a minimum distance requirement of 250 feet from any structures on adjoining properties, unless written documentation from adjoining property owners granting permission to be closer is submitted; and
  - e. A setback of 250 feet from the property line is required for any alcohol, food, or other sales or concession.
  - f. Any variance from these requirements shall be ~~referenced~~ included in the Mass Event Application and the applicant shall ~~process~~ submit a Variance application which shall be presented to the Board of Zoning Appeals for their approval.

f.g. Note that performers, presenters, or production crews that are a part of the event may stay on the site overnight without further approval.

6. A Mass Event is subject to the following conditions and restrictions and such notes shall be placed on the ~~Concept~~ Sketch Plan:
  - a. No outdoor amplified performances after ~~3 a.m. or before 10 a.m.~~ 1 a.m. or before 10 a.m. Sunday through Thursday; and not after 2 a.m. or before 10 a.m. on Friday and Saturday (amplified announcements are permitted).
  - b. No outdoor performance lighting after ~~3 a.m. or before 10 a.m.~~ 1 a.m. or before 10 a.m. Sunday through Thursday; and not after 2 a.m. or before 10 a.m. on Friday and Saturday.
  - c. All sale of alcohol shall be regulated by the West Virginia Alcohol Beverage Control (ABC) Administration.
  - d. No Mass Event may last more than ~~four~~ seven days, including attendee arrival and departure dates. A day shall be defined as a 24 hour period from midnight to midnight. Only one Mass Event may occur on any given parcel or a portion of any given parcel. Event set up and tear down may take place outside of this delineated time period and upon approval of the Zoning Certificate. Each Mass Event shall require a separate application.
  - e. All lighting and all sound shall be aligned so as to minimize impact on nearby residents and shall conform to the requirements of Section 8.9 of the Jefferson County Zoning and Land Development Ordinance.
  - f. The Mass Event ~~applicant site~~ shall provide ample potable water supply and proper sanitation facilities.
  - g. All trash shall be removed daily.
  - h. Any variation from these requirements shall be included in the Mass Event Application which is presented to the Board of Zoning Appeals for their approval.
7. Proof of liability insurance, including a certificate listing Jefferson County as additionally insured, and bonding documents in the amount as determined by the Board of Zoning Appeals based on the sliding scale above shall be submitted with the Zoning Certificate Application.

~~A Upon approval of the Mass Event by the Board of Zoning Appeals and administrative approval of the Concept Plan, an application for a Zoning Certificate, signed by the applicant and the landowner(s), shall be submitted a minimum of 60 days prior to the Mass Event and all LOC or Bond documents as well as proof of liability insurance shall be submitted with the Zoning Certificate application. The Zoning Certificate for a Mass Event shall be reviewed and issued within 30 days of submission of a complete application.~~



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2016**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Discussion of case number CK-19-2015-AA-4 - Possible Executive Session**

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

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

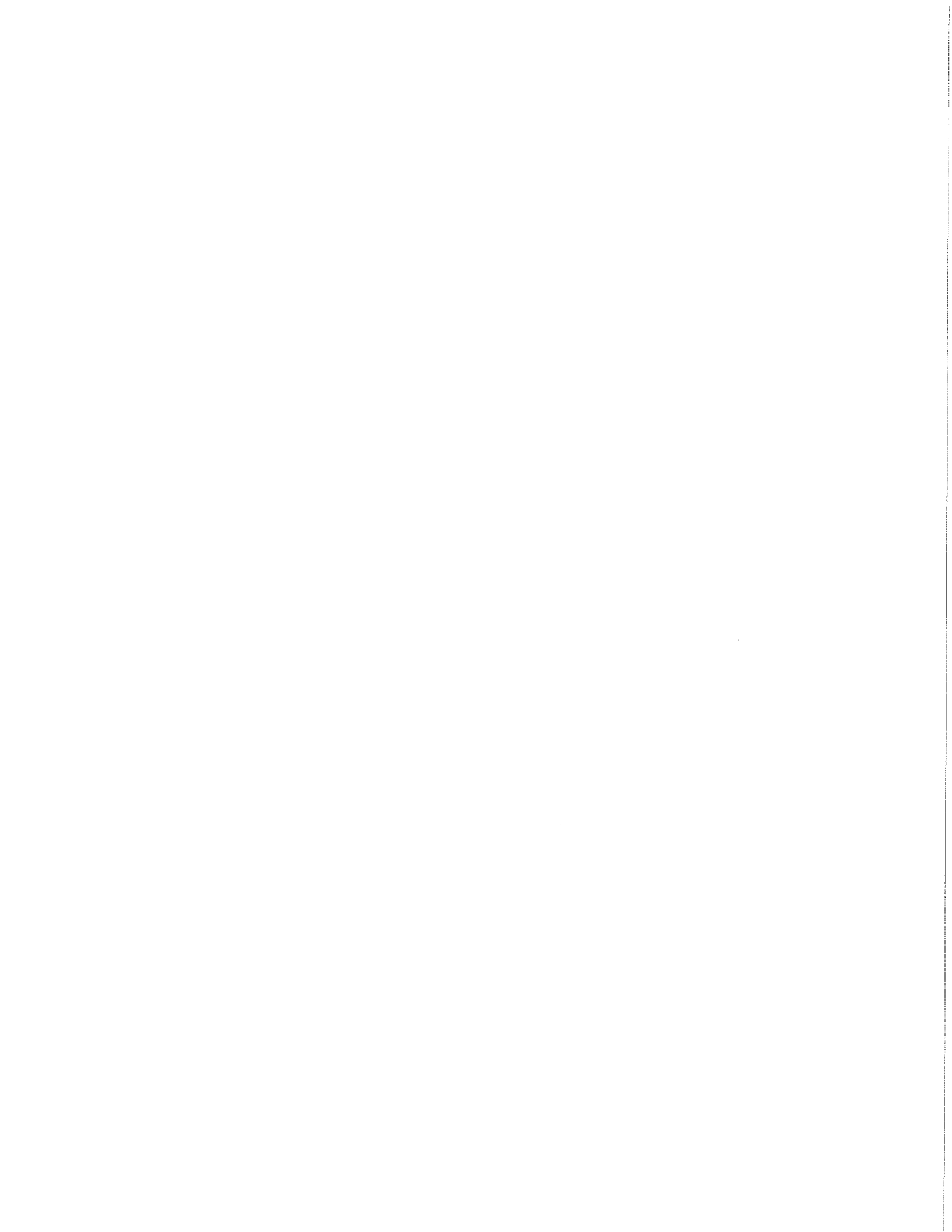
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2016**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Discuss amending various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts - Public Hearing was held January 21, 2016

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

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**NOTICE OF PUBLIC HEARING**  
**Thursday, January 21, 2016 at 7:00 PM**

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendments regarding rural campground standards. The proposed amendments include amending Article 2, Definitions, Appendix C, Principal Permitted Uses, and creating a new section 8.17, Campgrounds to the Zoning Ordinance (ZTA 15-02), and amending Article 26, Terminology and Appendix B, Division 7 of the Subdivision Regulations (STA15-04).

Oral or written comments can be provided at the hearing, **7:00 PM Thursday, January 21, 2016** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Copies of the proposed text amendments are available at the Dept. of Planning & Zoning office and on the County's website at: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). If you have any questions, please call the Dept. of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission  
Patricia A. Noland, President

AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jennifer Brockman, Director

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 – 30 minutes

Date Requested -- 1<sup>st</sup> Choice: December 17, 2015

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

Date Requested -- 2<sup>nd</sup> Choice: first available date

**Subject (Wording to be placed on agenda):** Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts. The purpose of this request is to schedule a Public Hearing to be held by the County Commission.

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

On February 10, 2015, the Jefferson County Planning Commission appointed a citizen-based committee to develop proposed language regarding rural campground facility standards and processes in both the Jefferson County Zoning and Land Development Ordinance (Zoning Ordinance) and Jefferson County Subdivision and Land Development Regulations (Subdivision Regulations) and recommend draft amendments to the Planning Commission. The appointees included Annette Gavin, Mike Shepp, Duane Marcus, Janis Schiltz, Randy Celler, Wayne Bishop, Jim Gibson, Mark Dyck, and Glen Hetzell.

On May 12, 2015, the proposed amendments were given to the Planning Commission for their consideration and at their July 2015 meeting, the Planning Commission reviewed the citizen-based committee's recommended language regarding rural campground facility standards and processes for both the Zoning Ordinance and Subdivision Regulations, and staff comments on the same, and made minor edits incorporated into a red-lined version prepared for public input at a public hearing held on September 8, 2015.

The Planning Commission carefully considered the public input received at their September 8, 2015 Public Hearing and spent time at their meetings in October, November, and December finalizing the attached versions of the proposed amendments. These versions of the proposed amendments were unanimously approved by the Planning Commission at their December 8, 2015 meeting and are being forwarded to the County Commission for their consideration and action.

WV Code 8A-4-5 states that "After the enactment of the subdivision and land development ordinance by the governing body, all amendments to the subdivision and land development ordinance shall be made by the governing body after holding a public hearing with public notice." Therefore, the purpose of this agenda request is to inform the County Commission of the proposed amendments and request that a Public Hearing be scheduled.

ZTA15-02 and STA15-04, PC recommendation 12-08-15

Is this a funding request? No  
If so, how much? N/A

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

I move to (schedule) a public hearing to receive input on the proposed redlined edits to the Jefferson County Zoning Ordinance (File # ZTA 15-02 ) and proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-04) regarding permitting campgrounds in rural and commercial zoning districts on \_\_\_\_\_, 2016 at \_\_\_\_\_ a.m./p.m..

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

**Attachments:**

- ZTA 15-02 Proposed amendments to Jefferson Co. Zoning Ordinance (redlined for public hearing)
- STA 15-04 Proposed amendments to Jefferson Co. Subdivision Regulations Ordinance (redline for public hearing)

If not attached, explain:

Is equipment needed? Projector: No Internet/Wi Fi: No.  
Telephone for conference call: No.

**Contact information:**

Email address: [PlanningDepartment@jeffersoncountywv.org](mailto:PlanningDepartment@jeffersoncountywv.org) Phone Number: (304) 728-3228

| FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS |
|------------------------------------------------------------|
| Click here to enter text.                                  |

Proposed Amendments (ZTA 15-02) to  
Jefferson County Zoning and Land Development Ordinance  
Amendments adopted by the County Commission, June 1, 2014

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cabin                    | <p><u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. Cabins are intended for temporary occupancy, not permanent residency; and shall not sleep more than 8 people per cabin. Cabins shall not be sold separately from the parent parcel without further processing under the appropriate land use ordinances in effect at that time. This structure shall at least provide a sleeping and bathroom area with appropriate campground health department approval for water and wastewater services and may provide an indoor kitchen/cooking area. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit. A cabin permitted under the Campground articles of the Jefferson County Ordinances, shall not need to be located on a separate parcel and multiple cabins can be located on the same parcel as the parent parcel.</u></p> |
| Camping Cabin            | <p><u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. A cabin which provides a sleeping area only, requires separate outdoor meal preparation and the use of a common bathhouse. Such cabin may include heating and/or air conditioning. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Campground <sup>27</sup> | <p><u>An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by customer tourists occupying camping units such as trailers, self propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.</u></p>                                                                                                                                                                                                                                                                                                                     |

|                                   |                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Campground, Developed</u>      | <u>A campground including sites for camping units accessible by vehicular traffic, where sites are substantially developed and refuse disposal systems, flush toilets, bathing facilities, and water are provided.</u>          |
| <u>Campground, Primitive</u>      | <u>A campground that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.</u>                                                                                                |
| <u>Campground, Semi-Developed</u> | <u>A campground with campsites accessible by vehicular traffic. Roads and limited amenities are provided.</u>                                                                                                                   |
| <u>Campground, Semi-Primitive</u> | <u>A campground, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities may be provided for the comfort and convenience of the campers.</u>                                            |
| <u>Camping Units</u>              | <u>Individual units designed for temporary occupancy within an approved campground such trailers, self-propelled campers, recreational vehicles, tents, cabins, camping cabins, fifth wheels, pop-up campers, and/or lodges</u> |
| <u>Campsite or Campsite Pad</u>   | <u>Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.</u>                                                                                      |
| <u>Caretaker Residence</u>        | <u>A permanent or temporary residential structure that is secondary or accessory to the primary use of the property for the use of a caretaker or security guard.</u>                                                           |
| <u>RV Park</u>                    | <u>A recreational vehicle park (RV park) is a campground where privately owned recreational vehicles can stay overnight, or longer, in allotted spaces known as "sites".</u>                                                    |

## **ARTICLE 8: SUPPLEMENTAL USE REGULATIONS<sup>23</sup>**

### **Section 8.17 Campgrounds**

Campground facilities provide tourism-related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. The zones in which Campgrounds are permitted are found in Appendix C.

#### **A. General Standards for All Campgrounds:**

1. Campgrounds shall be located on properties with a minimum of 10 acres.
2. No more than 15 campsites per acre are permitted, which shall be averaged over the total acreage of the campground, after providing for the setbacks noted below.
3. Setbacks or Buffers:
  - i. No campsite or amenity shall be located less than 20 feet from an existing property line.
  - ii. All campsites and amenities shall be screened by a 10 foot vegetative buffer; provided that if the campground abuts the river, no vegetative screen is required in this area. A 10 foot buffer of natural vegetation (evergreen or hardwood) may be administratively approved in place of a planted buffer.

- iii. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
4. Individual sites for camping units as defined in the Zoning Ordinance shall not be divided into individual lots for sale.
5. Campground residency shall be temporary, limited to a 180 days per calendar year.
6. One caretaker residence as defined in the Zoning Ordinance shall be permitted for each campground. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.
7. All campgrounds shall have direct access from WV State roads.
8. Campgrounds, campsites, and amenities shall comply with the Jefferson County Floodplain Ordinance.
9. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.
10. Campground amenities detailed in Subsection C below may be rented out to the general public without the rental of a campsite; however the primary use of the amenity must be for the use and enjoyment of campers.
11. Any campground wishing to host an event or activity at the campground shall process a Zoning Certificate application prior to commencement. Should the Zoning Administrator determine the proposed use meets the definition of a Mass Event, or any other land use defined in this Ordinance, the Zoning Certificate application shall not be issued unless the applicant has processed the use as required by the Zoning Ordinance. Festivals/mass gatherings shall not be a by-right accessory use to Campgrounds.

B. Parking Requirements for all Campgrounds

1. All campsites in Developed and Semi-Developed Campgrounds shall provide one flat parking area at each site.
2. If parking is not provided at individual campsites, one (1) space per campsite shall be provided in a common parking area. This standard may be modified at the Concept Plan stage for Primitive and Semi-Primitive Campgrounds that can document how access is provided to their campsites.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users. Article 11 Parking Requirements shall be utilized for any uses open to the public.

C. Development Guidelines by Campground Type

1. Developed Campgrounds

A campground including sites for all types of camping units including cabins and camping cabins, recreational vehicles, trailers, self-propelled campers and/or tents accessible by vehicular traffic, where sites are substantially developed and full amenities are provided.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the Developed Campground and may include shelters, pavilions, gathering halls, bathhouses, pools, recreational areas, trails, fire pits, and other uses related to the

campground. Uses such as retail stores, food service for the needs of the campers, and limited size amphitheaters shall only be permitted in developed campgrounds and shall be limited to the commercial zoning categories which permit developed campgrounds.

## 2. Semi-Developed Campgrounds

A campground for camping units such as tents, camping cabins and/or recreational vehicle sites accessible by vehicular traffic. Roads and limited amenities are provided.

### a. Amenities:

Campground amenities shall be clearly incidental to the use as the semi-developed campground and may include shelters, pavilions, pools, recreational areas, trails, fire pits, common bathrooms with flush toilets, running water, and/or showers, and other uses related to the semi-developed campground. If the campground proposes to permit RVs, a dump stations shall be provided. Uses such as retail camp stores with supplies for the campers shall be permitted in semi-developed campgrounds.

## 3. Semi-Primitive Campgrounds

A campground for camping units such which do not require water or power hook up, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities described below may be provided for the comfort and convenience of the campers.

### a. Amenities:

Campground amenities shall be clearly incidental to the use as the campground and may include shelters, trail, fire pits, outhouses/port-a-pots, common water spigot, trash containers, and other uses related to the semi-primitive campground. Small camp stores with camping supplies only may be permitted in semi-primitive campgrounds.

## 4. Primitive Campgrounds

A campground limited to camping units such as tents that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.

### a. Amenities:

Campground amenities shall be clearly incidental to the use as the campground and may include primitive shelters, trails, fire pits, and other uses related to a primitive campground.

## D. Regulatory Approval of all Campgrounds:

1. Campground uses must submit a Concept Plan in accordance with the Jefferson County Subdivision Regulations and be approved by the Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan, a minor site plan must be processed in accordance with Jefferson County Subdivision Regulations.
3. All state regulations pertaining to the operation and licensing of a campground must be followed.

APPENDIX C: PRINCIPAL PERMITTED USES TABLE<sup>23,27</sup>

| Land Use                             | NC                     | GC        | HC        | LI        | MI        | PND <sup>1</sup>      | OC        | R         | RG        | RLIC      | IC        | V         | Additional Standards  |
|--------------------------------------|------------------------|-----------|-----------|-----------|-----------|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------------------|
| <b>Commercial Uses Continued</b>     |                        |           |           |           |           |                       |           |           |           |           |           |           | <u>Sec. 8.9</u>       |
| Bail Bond Services                   | NP                     | P         | P         | P         | PC        | NP                    | NP        | NP        | NP        | PC        | P         | NP        |                       |
| Bank                                 | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Bank with Drive-Through Facility     | PC                     | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Bar                                  | P                      | P         | P         | P         | NP        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Barber/Beauty Shop, Limited          | P                      | P         | P         | P         | NP        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Bed and Breakfast                    | P                      | NP        | NP        | NP        | NP        | NP                    | NP        | P         | NP        | NP        | NP        | PC        | Sec. 8.3              |
| Business Equipment Sales and Service | PC                     | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Building Maintenance Services        | PC                     | P         | P         | P         | P         | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Building Materials and Supplies      | NP                     | P         | P         | P         | P         | P                     | NP        | NP        | NP        | P         | P         | NP        |                       |
| Campground, <u>Developed</u>         | <u>PC</u><br><u>NP</u> | P         | NP        | NP        | NP        | <u>P</u><br><u>NP</u> | NP        | NP        | NP        | P         | P         | NP        | <u>Sec. 8.17</u>      |
| <u>Campground, Primitive</u>         | <u>NP</u>              | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u>             | <u>NP</u> | <u>P</u>  | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>Sec. 8.17</u>      |
| <u>Campground, Semi-Developed</u>    | <u>NP</u>              | <u>P</u>  | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u>             | <u>NP</u> | <u>PC</u> | <u>NP</u> | <u>P</u>  | <u>P</u>  | <u>NP</u> | <u>Sec. 8.17</u>      |
| <u>Campground, Semi-Primitive</u>    | <u>NP</u>              | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u>             | <u>NP</u> | <u>P</u>  | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>NP</u> | <u>Sec. 8.17</u>      |
| Car Wash                             | NP                     | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Commercial Blood Plasma Center       | NP                     | P         | P         | P         | NP        | PC                    | PC        | NP        | NP        | PC        | P         | NP        |                       |
| Contractor with No Outdoor Storage   | P                      | P         | P         | P         | P         | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Contractor with Outdoor Storage      | NP                     | P         | P         | P         | P         | P                     | NP        | NP        | NP        | P         | P         | NP        |                       |
| Convenience Store, Limited           | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Convenience Store                    | PC                     | P         | P         | P         | PC        | P                     | NP        | NP        | NP        | PC        | P         | NP        | Sec. 5.8C (RLIC only) |
| Country Inn                          | P                      | P         | P         | P         | NP        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Custom Manufacturing                 | P                      | P         | P         | P         | P         | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Dry cleaning and Laundry Services    | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Dry cleaning and Laundry Facility    | NP                     | P         | P         | P         | P         | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Equipment Rental, Sales, or Service  | NP                     | P         | P         | P         | P         | P                     | NP        | NP        | NP        | P         | P         | NP        |                       |
| Exterminating Services               | NP                     | P         | P         | P         | P         | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Florist                              | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | PC        |                       |
| Food Preparation                     | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Hotel/Motel                          | NP                     | P         | P         | P         | NP        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Gambling Facilities                  | NP                     | NP        | NP        | NP        | PC        | NP                    | NP        | NP        | NP        | NP        | PC        | NP        | Sec. 4.4G             |
| Gas Station, Limited                 | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Gas Station                          | NP                     | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Gas Station, Large                   | NP                     | PC        | P         | P         | PC        | PC                    | PC        | NP        | NP        | P         | P         | NP        |                       |
| Golf Course                          | NP                     | P         | P         | P         | NP        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Grocery Store                        | P                      | P         | P         | P         | PC        | P                     | NP        | NP        | NP        | P         | P         | NP        |                       |
| Horse Racing Facility                | NP                     | NP        | NP        | P         | NP        | NP                    | NP        | NP        | NP        | P         | P         | NP        |                       |
| Kennel                               | NP                     | P         | P         | P         | PC        | P                     | P         | P         | NP        | P         | P         | NP        | Sec. 8.4              |
| Medical/Dental/Optical Office, Small | P                      | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | P         |                       |
| Medical/Dental/Optical Office        | NP                     | P         | P         | P         | PC        | P                     | P         | NP        | NP        | P         | P         | NP        |                       |
| Mobile Home, Boat and Trailer Sales  | NP                     | P         | P         | P         | PC        | P                     | NP        | NP        | NP        | PC        | P         | NP        |                       |
| Movie Theater                        | NP                     | P         | P         | P         | NP        | P                     | NP        | NP        | NP        | P         | P         | NP        |                       |

Proposed Amendment (STA15-04) to  
Subdivision and Land Development Regulations  
(Effective January 1, 2014)

C

Campground.

An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of the Zoning Ordinance and relevant sections of these Regulations.

Campsite Pad.

Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

**Division 7.0 Mobile/Manufactured Home Parks & Campgrounds**

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**Section 7.1 Minimum Requirements and Standards**

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Division 8.0 Campgrounds

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Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The different types of campgrounds are defined in the Jefferson County Zoning and Land Development Ordinance. All campgrounds shall process as a Minor Site Plan with a Concept Plan. The Site Plan shall reflect the provisions of the Supplemental Use Regulations of the Zoning and Land Development Ordinance ; the requirements of Appendix A of the Subdivision Regulations, and the requirements of this Division as follows:

**Section 8.27.3 Campground Requirements**

- A. The following provisions supplement the provisions of the Jefferson County Zoning

Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities should be designed in a manner that complies with State and County Regulations, and meets the minimum requirements of NFPA 1194 standards.

If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. West Virginia State Regulations pertaining to Campgrounds apply to all camping facilities in Jefferson County.

B. Dimensional Requirements

1. Campgrounds shall be located and shall meet the setback requirements in Section 8.17 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way easement~~.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way easements~~.
4. Each campsite shall provide an adequate stand ~~pad~~ for the placement of a camping unit. A campsite stand ~~pad~~ shall be at least 15 feet by 25 feet in size, and shall be flat, shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet.

~~No more than one camping unit shall be placed on or above a campsite.~~

- ~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

C.E. Road and Access Requirements

1. Campground roads within Semi-Developed and Semi-Primitive Campgrounds shall meet the following standards:
  - a. Existing roads may be used to access campsites without meeting road standards.
  - b. May have asphalt or gravel surface.
  - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
  - d. Maximum slope 15%
  - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
  - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing Best Management Practices (BMPs).
2. Campground roads within Developed Campgrounds shall meet the following standards:
  - a. May have asphalt or gravel surface
  - b. 15 foot minimum width.
  - c. Maximum slope 15%
  - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
  - e. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing BMPs and the Jefferson County Stormwater Regulations.

~~Main entrance and primary looping roads as determined by the County Engineer within a~~

campground, shall be minimum 22-foot-wide asphalt-paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, *Residential Subdivision with more than 12 lots*.

- F. ~~Roads within a campground that are not main entrance or primary looping roads as determined by the County Engineer shall be a minimum of 20-foot-wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, *Residential Subdivision with a maximum of 12 lots*.~~

D. Parking Requirements

~~Convenient off-street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each~~ Each Parking spaces shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

1. ~~Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.~~
2. ~~A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and toilet facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 250' of all campsites located within developed or semi-developed campgrounds.~~  
~~Campsites located within Primitive or Semi-Primitive Campgrounds may have more primitive facilities in accordance with the Zoning Ordinance and per Health Department Regulations. At least one covered trash receptacle shall be provided at the entrance to Semi-Primitive Campgrounds~~

~~Each campsite shall be provided with a sanitary, covered garbage can.~~

3. ~~J. A campground All developed or semi-developed campgrounds shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility which may be located in a convenient location, generally the exit of the campground.~~
4. ~~J. As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus 25 percent again to accommodate the tent area (if any), plus capacity to accommodate any public buildings an allowance for a sewerage dump station and a water refill station.~~

- K. ~~All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.~~

- L. ~~Road rights of way in a campground shall be a minimum of 50 feet in width.~~

- M. ~~One-way roads shall be at least 12 feet in width with 3-foot-wide gravel shoulders. Drainage ditch lines 1-1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~

- F. ~~Fire Pits (if provided) for campsites must be shown on the site plan. A detail of the fire pit must also be provided.~~

- G. Camping associated with short term, temporary uses, lasting 7 days or less and approved by the Jefferson County Board of Zoning Appeals in conjunction with another application, shall not be considered approved campgrounds and are not subject to these regulations.

**Division 11.0.8.0 – Non-Residential Subdivisions**

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**Section 11.1.8.1 General**

Non-residential subdivisions shall be subject to all requirements of the Subdivision Regulations except for those requirements which are specifically intended for residences (e.g. Land for Parks and Schools) as determined by staff.



January 7, 2016

County Commission of Jefferson County  
P.O. Box 250  
Charles Town, WV 25414

Dear Commissioners,

Thank you for an opportunity to comment on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. As you know, there was a committee that was appointed to make recommendations to the campground regulations in both the zoning and site plan ordinances. The Planning Commission decided to allow campgrounds in the Rural District, rather than just within the commercial districts. After the committee presented their proposal, as an owner and developer of two campgrounds in Jefferson County, I participated in the process. Also, the owner of the other successful campground, KOA, participated in the process. We agreed with the committee and helped refine the ordinances to reflect what the PC and public wanted. Unfortunately, late in the process several people came in and confused this process with the ongoing Mass Gathering Ordinance Process and the final document of the Campground proposal was changed back to the original zoning standards requiring a conditional use permit for developed and semi-developed campgrounds in the rural districts. It also apparently took some of my rights (against the recommendation of the Comprehensive Plan) in the commercial zone where it declared that primitive campgrounds wouldn't be permitted.

I have taken an area of the County (next to the Bakerton Underpass) that was used for unregulated camping without any facilities for many, many years in Jefferson County and converted it into a successful, clean campground. I transformed an unsightly, unmonitored campground along the river into a Health Department approved campground with a bathhouse and a properly approved waste station to prevent any contamination of the area that may have previously been taking place. I have also processed a very expensive site plan to add a campground to the River Rider site along Route 340. It includes all types of camping from a primitive area for tents to a developed area with cabins. This property is very conducive to all types of campgrounds since it has wooded areas and open areas and I should be allowed to continue with this type of development. There should be no differentiations in the type of campgrounds. Just as the committee recommended, all types of campgrounds should continue to be permitted in the Commercial Districts and also be permitted in the Rural District.

I have done much research on campgrounds and my family has camped in all types of campgrounds. These facilities are permitted in most areas in every place that I have visited. Hopefully, you will think of the other campgrounds in the West Virginia like Dolly Sods, Cacapon, Summersville and Sutton Lakes, Babcock, Greenbriar, Stonewall Jackson, etc. that are located in a variety of areas and have campgrounds and associated services and amenities located in the rural areas of the State. Certainly, these haven't become 'cities' that have taken over the area with massive commercial services. They are great tourist centers that people use to escape the City life. Developers of Campgrounds, including

State Parks, don't want these places to look like cities, but they need services and amenities so that users don't have to travel 10 miles to get camp supplies and do their laundry. It is just a matter of common sense to allow these both in the commercial and rural areas of the County.

Regarding setbacks, I am currently allowed to be as close as 50 feet away from other property lines on my River Riders property. I can put any commercial use in compliance with 50 feet, so I don't know why a campground would need more than a commercial use such as a Sheetz or 7-Eleven. Please don't overthink this proposal. And, please don't buy into the scare tactics of some by threatening that campgrounds will turn into huge, offensive cities. All you have to do is look at KOA in Jefferson County. It is located next to the National Park Service. Has this turned into a Mass Gathering Facility or a huge, self-contained scary facility?

Accordingly, please change the proposal back to what the committee recommended. All types of campgrounds should be permitted in all of the districts other than the Residential Growth District. The Comprehensive Plan recommends that commercial tourism should be supported across Jefferson County. Please allow campgrounds to facilitate the type of lodging that these tourists want to use when visiting Harpers Ferry National Park and other federal facilities in Jefferson County. Since these government owned facilities don't pay taxes, it would be wise for Jefferson County to capitalize on the commercial tourism that the NPS believes that they draw to the County.

Look around Jefferson County and compare it to growing Counties in the tri-state area. There is very little development going on in Jefferson County, while other Counties have resumed their development trends. It is very strange that projects haven't begun in Jefferson like Frederick, Washington and Berkeley Counties. My site plan for the expansion of River Riders was one of the few major projects that processed in Jefferson County last year. Please do anything that you can to prevent the continued stagnation of growth in Jefferson County. In the last year alone, over five restaurants have closed in and around Charles Town and Ranson. This is not a good trend and it does not bode well for the future economic health of Jefferson County.

In summary, I believe that the Planning Commission's original goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts, while continuing to allow them within the commercial areas. Please simply change the proposal to allow all campgrounds with accessory amenities in all districts except for the Residential Growth District.

Thank you.

Sincerely,



Matt Knott

Dr. James G. Gibson  
201 Needwood Farm Lane  
Harpers Ferry, WV 25425

January 7, 2016

County Commission of Jefferson County  
P.O. Box 250  
Charles Town, WV 25414

Received

JAN 08 2016

Jefferson County Commission

Dear Commissioners,

Thank you for an opportunity to comment on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. As you may be aware, the Planning Commission appointed me to the Campground Committee that was created to make the appropriate changes to the ordinances. This committee was appointed with one member selected by each of the Planning Commissioners and represented a fair and balanced segment of Jefferson County. As a reminder, this committee was appointed with the direction to facilitate the location of campgrounds in the rural areas of the County since the current regulations only allowed them in the commercial and industrial areas of the County. The prescribed duty of the committee was to correct this problem and to allow campgrounds as a principal permitted use in the Rural (and less dense) Zoning Districts.

After the committee proposed the changes, the first question that was asked of the Planning Commission and their attorney (Lydia) was whether or not the Commission wanted all campgrounds to be Principal Permitted Uses in the Rural Districts. This was discussed in emails between Steve Stolipher, Staff, Mark Dyck and Lydia Lehman and the answer was yes that was the task. This notion was upheld by the Planning Commission on May 12, 2015 at the regular meeting when it was again discussed by Planning Commissioners. Otherwise, what was the purpose of the committee changes, since the ordinance already allowed them as Conditional Uses?

Essentially, the proposal before you is back to where the ordinance was before the committee's offered changes. Most campgrounds would have to process as a Conditional Use in the Rural District. The exceptions would be for primitive or semi-primitive campgrounds that don't allow most amenities or even access by vehicles. They only allow access by walking, ATVs and horses. I don't believe that anyone will be rushing to develop a primitive campground in Jefferson County under those conditions.

The Planning Commission recognized that there was a problem with campgrounds when one or more were denied a conditional use permit in the middle of rural areas. Where else should a campground be located, if not in the Rural District? If you have ever camped in either tents, cabins or RVs, most campgrounds are located in a rural area, since very few want to be located in the middle of a commercial district. Accordingly, the committee recommended changes to allow them in the rural district. Now, because of confusion associated with a completely unrelated mass gathering ordinance proposal, the campground changes have reverted back to making them conditional uses in the only logical place they should be located, the rural zones.

The original changes were vetted by the KOA folks and they agreed with the changes to allow them in the Rural District. This can be fixed by either making ALL campgrounds permitted in the Rural District or by at least adding Semi-Developed Campgrounds in the Rural District. I believe that neighbors to my

farm would rather have a small cabin or RV park on my property with vehicle access than a primitive one with ATVs and campfires.

The proposal seemed to lose the initial intent when folks started to make mass gathering comparisons to the campground regulations. Now, the way that it is written, no one will be able to open a nice campground in the rural district since Conditional Use permits will be denied for legitimate ones; and, no one will want to put a primitive one in since there will be no access or camp amenities. Would you really want to come up from the city to 'camp' and hike to your primitive spot with no services? We already have that and it is known as the Appalachian Trail. Ironically, I don't believe that the County's campground along Bloomery Road would be permitted under this new proposal because of the vehicle access to the sites.

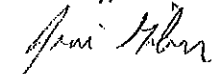
Just two changes to this proposal will return the proposal to the task that was assigned to the committee. The first one is to allow ALL campgrounds in the Rural District or at least allow Semi-Developed ones as a permitted use along with the primitive ones. The second change would be to include cabins in the Semi-Developed Definition. It stands to reason that a small number of cabins seem to be a more appropriate use on the less farmable portions of my farm than to allow a bunch of primitive campers accessing an area of my farm with ATVs.

Regarding complaints on these campgrounds becoming Cities, I don't believe that these folks have actually visited a campground with amenities. That is the last thing a successful campground wants to look like. Think of some campgrounds throughout the State or in neighboring states. These are located in private, rural areas with little or no evidence that they exist. However, they do exist and they have campstores, laundry rooms, recreational areas and bathhouses, because why would you make people leave the campground for these basic amenities?

In summary, I believe that the Planning Commission's original goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts. I also believe that the Commission's intent was to facilitate the location of campgrounds in a way that allowed the Planning Commission to be in charge of the design of the campground. Please don't let alarmists tell you that campgrounds will become mass gatherings or that they shouldn't have services and amenities that are actually intended to keep traffic off the road. All I ask is for the Commission to think about other campgrounds around the State and even the KOA in Jefferson County. Should those only be located in the Commercial District and if so, would you want to go to one next to Walmart to get away from the City?

Thank you for opportunity to clarify some of my thoughts as a committee member. As you know, I was also a member of the Envision 2035 Steering Committee and a major goal of the Comprehensive Plan was to support Rural Economic Development and Tourism opportunities. This is a perfect first opportunity to realize that goal. Please let me know if you have any questions.

Sincerely,



Jim Gibson  
304/279-2688

January 11, 2016

Patsy Noland, President  
Jefferson County Commission  
Charles Town, WV 25414

Re: Campground Amendments (ZTA15-02) & (STA15-04)

Dear Mrs. Noland:

I note a public hearing is to be held on the above proposed amendments. Let me offer two suggestions. First, the amendment to Zoning Ordinance (ZTA15-02) Section 8.17A 11 states that an event or activity must be reviewed to determine if it meets the definition of a Mass Event. Neither the above amendments nor the Zoning Ordinance defines a Mass Event. The Mass Event amendment is still a work in progress. Shouldn't the County Commission adopt the Mass Event amendment before adopting the campground amendments?

Second, there are two campground amendments, each requiring a public hearing. If the hearings are combined the speakers should be entitled to six minutes.

Thank you for your consideration.

Very truly yours,

  
Douglas S. Rockwell

cc: Commissioners  
S. Grové

22 ft 16 ft

Ted Schiltz

## 1 Planning Commission

Why did the Planning Committee have a Public Hearing if the comments/recommendations were totally ignored when it came to the final review of the document?

## 2 Campground Types

During the Public Hearing several speakers identified the fact that there are different types of camping and all the different types are not compatible in all the zoning categories.

**Developed and Semi-Developed** campgrounds do not belong in the rural zoning district. These type of campgrounds should be required to be along roads that can accommodate the type of vehicles that will be utilizing them. A 25-40 foot motorhome is entirely too large to safely traverse the roads in the rural area of the county. The problem is compounded when a towed car is added to it's length.

An area that is designated as tent only can be part of either a Developed or Semi Developed campground and would not be classified as a Primitive campground.

### Campground, Developed

A campground including sites for camping units accessible by vehicular traffic, where sites are substantially developed and refuse disposal systems, flush toilets, bathing facilities, and water are provided.

### Campground, Semi-Developed

A campground with campsites accessible by vehicular traffic. Roads and limited amenities are provided.

**Primitive** campgrounds by definition do not provide for the comfort and convenience of campers. This type of campground is designed for the back packer for an overnight stay. It provides them with a place to pitch their tent and build a fire.

**Primitive and semi-primitive campgrounds are not designed for vehicle traffic. If they are on a river they should not be utilized as drop off sites for large groups of people to have access to the rivers.**

### Campground, Primitive

A campground that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.

### Campground, Semi-Primitive

A campground, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities may be provided for the comfort and convenience of the campers.

## 3 Campground Setbacks

As we look at setbacks let me plant a picture in your mind. Twenty feet is from the back wall to this podium. It is approximately another 20 feet to where the ~~front~~ <sup>front</sup> tables are within this room. Would you find it disturbing for people to have a conversation at the back of the room? How disturbing would it be if this conversation was around a fire ring, at midnight, with the participants being loud.

Looking at Appendix B of the Zoning Ordinance within the Rural District I see that a Church with a MLA of 2 acres has a 25/50/50 foot setback.

A school with a MLA of 10 acres has a 100 foot setback all the way around. Why would anyone in their right mind think that a setback of 20 feet is OK for a campground. Schools don't operate day and night and with the exception of some of the sporting events or recess all activities are indoors.

Having stayed in both recreational campgrounds and major road campgrounds I know that the majority of the campers do not turn out the lights at 10:00 pm. Especially in the recreational campgrounds where the participants are younger and don't seem to require the same amount of sleep on weekends as the residents of the county might.

At the PC meeting, it was determined that the Public Hearing recommendation of 200 feet was too great because they could not get enough campsites on ten acres. During the discussion of setbacks not one of the PC members brought up the fact that in order to get more campsites they could increase the acreage. Instead the majority of the PC voted to reduce the setback to 20 feet from 200 feet from the property line.

There are subdivisions within this county that require a greater setback between houses in subdivisions than the PC is recommending for the campground setback from property lines. Residential property lines are included in this 20 foot setback. Would you want a campground within 20 ft of your residential property line.

Proposed Amendment (STA15-04) to Subdivision and Land Development Regulations states that all pads shall be separated from all other campsite pads by 20 feet. Does it seem logical that the same distance of 20 feet from a residential property line is sufficient?

Recommend that the 200 foot setback from property lines as identified at the Planning Commission Public Hearing be the established setback.

#### 4 Location

Looking at the zoning map there are more than just a few areas large enough to host a campground. But knowing that a bean field at Molors crossroads contains zero potential as a campground, there is absolutely no reason to build one there. However, either the Potomac river or Shenandoah river with its tubing, canoeing, fishing and swimming calling cards would be an excellent location for a potential campground. Jefferson County Subdivision and Land Development Regulations (pg 104) require a Riparian buffer between water and upland environments to protect the aquatic environment from pollution and sediment. The 500 ft set back from the rivers required by the Zoning Ordinance is being identified as not applying to campgrounds. The setback for the rivers and streams should comply with the requirements of the Riparian Buffers.

Jefferson County Subdivision and Land Development Regulations require a Riparian Buffer width of:

- A. Lakes and Ponds - 75 feet.
- B. **Ephemeral Streams with stream channels - 50 feet (100 feet when located in the Elk Run and Elk Branch watersheds).**
- C. **Potomac River and Shenandoah Rivers - 300 feet (unless a greater standard is required by the Zoning Ordinance).**
- D. **Opequon Creek and Perennial Streams - 100 feet.**
- E. Wetlands, Marl - 75 feet.
- F. Wetlands, Farmed - 10 feet.
- G. Wetlands - 50 feet.
- H. Hillside 15 to 25 percent - to the top of the slope where it falls below 15 percent or 400 feet, whichever is less.
- I. Hillside 25 percent or more - to the top of the slope where it falls below 15 percent or 600 feet, whichever is less. Road

Good Evening,

Thank you for allowing me to speak here tonight regarding the proposed amendments to ZTA 15-02 and STA 15-04 effectively creating a campground ordinance. My name is Randy R. Creller and I have been a citizen of Jefferson County WV for over 23 years now or a little less than half my age. I have enjoyed camping since I was 5 years old, and have camped up and down the East Coast, and as far north as Michigan. I was one of the original citizens appointed to the group responsible for the original drafting of the Campground Ordinance. Wow, where do I start, Well first I want to congratulate the authors of the latest draft with the most recent amendments, what you have before you here tonight is the perfect means of housing a migrant and itinerant workforce, on 10 or more acres of land, in tents forever with a 1 day grace period between each 180 days of residency, with the absolute least amount of infrastructure investment possible, all disguised as a campground ordinance. There truly is nothing preventing this based on the proposed amendments before you today. I ask, is providing housing for such a workforce the intended purpose of this ordinance change? Honestly I did not even recognize the ordinance and it bears little to no resemblance to the original citizen provided document, which was respectful to the adjoining parcel owners, as well as its surrounding neighbors. Just look at it, it is all red; practically nothing has been left in its original state as was drafted by the citizen committee.

The authors of these amendments have simply ~~are contort~~ <sup>contorted</sup> the definition of a campground to fit their desire for little or no infrastructure. I believe a Campground is a Campground first, with an infrastructure in place to support the needs of its customers, with

various types of campsites, including primitive walk in and, primitive drive in, also known as tenting sites, as well as RV sites capable of handling various size dwelling units, which are anything other than tents, and may also include cabins or other structures like yurts for example, for housing its occupants overnight.

These proposed amendments would create 4 separate types of campgrounds, all designed with the intent of limiting the cost for proper infrastructure. I oppose the creation of 4 types of campgrounds. Only a developed camp ground needs to be discussed here, not semi-developed, semi – primitive, and primitive campgrounds, these are types of campsites not campgrounds. These have no place in the Jefferson County zoning ordinance. The types of campgrounds in these amendments are simply masquerading as a means to circumvent proper and reasonable infrastructure development required to support a campground like asphalt roads and proper sanitation

Also, I believe it is perfectly reasonable that every citizen and customer of any public commercial enterprise, including campgrounds to have the expectation there is a 911 Police, Fire or Ambulance response capable of arriving at their time of need as close as reasonable possible to their mishap over an asphalt road designed to support the heavy equipment of our first responders. It should be no different than if they were to call from a Restaurant or Retail establishment, which by code requires the proper road access to the site.

- 1) There needs to be a minimum number of campsites ion this ordinance, before the campground it ever open its doors to the

2058

public. I am going to suggest a 50 campsite minimum, while most campground designers would suggest at least 120 or more to be a profitable enterprise. This will ensure the proper infrastructure is in place on day one for opening a campground. If investors are unwilling to provide the proper infrastructure for such, don't build a campground. No one is forcing anyone to build campgrounds here in Jefferson County.

- 2) The original requirements for Entrance and Primary Loops to be a minimum of 22 feet wide, an asphalt surface with shoulders, in the Original Section E, and those for secondary roads to be a minimum 20 feet wide, gravel with shoulders in the original section F, must remain part of any campground ordinance. They may be costly but are quite reasonable for a commercial enterprise. The intent of asphalt roads is to provide emergency equipment access to the majority of the campground. This is not negotiable, regardless of the type of campsite our emergency personnel may be called too. The proposed amendments would directly impact the safety and wellbeing of campground customers as well as the emergency responders.
- 3) All Utilities should be buried underground, including power lines, any and all plumbing. Overhead power lines create a safety hazard should they come down as the result of a storm, something we frequently have here in Jefferson County. This is a safety issue more than aesthetic one. We need to be concerned about the safety of the Public, the customers of our campgrounds, not the expense to the commercial enterprise owner?
- 4) I encourage you to look at the State of Virginia and State of Ohio Health department's minimum requirements for sanitation as well

as overall ordinance design. Each requirement is broken out in a separate section with its requirements listed. I have attached the minimum requirements for the potable water, showers, toilets, urinals, sinks and sanitary dump stations based on the number of campsites. Any ordinance this commission approves must also include such a document. I question has this commission has ever consulted with our own health department to see what they would require regarding campgrounds. I believe whatever the requirements are; they must be stated here in this ordinance. This section needs much work, and should be modeled using the format for the sites I mentioned above. The West Virginia Health Department regulations are just 5 pages and not specific enough.

- 5) The amendment to decrease the parcel boundary buffer to 20 feet is incredulous. The original citizens group started out at 500 feet from a residence! Personally I never thought the original 50 foot boundary buffer was ever enough and was waiting to speak out at a public hearing such as this. This boundary buffer should be at least 100 feet from all property boundaries, and water features such as ponds, lakes, streams and the Shenandoah River and Potomac Rivers. The buffer to this boundary needs to be screened at least 10 feet wide and specify a minimum height of at least 6 feet... The ordinance should go further as to describe what a proper boundary screen is. This is to protect the neighbors from viewing potentially dozens of tents, trailers and cabins just feet from the property line. I would like to see a 6 foot tall fencing requirement around the entire property to keep customers from trespassing onto a neighboring property. It also is imperative we protect the Riparian Buffer of our most prized

resources the Shenandoah and Potomac rivers. Campsites should not be located within this 100 foot boundary buffer. Too much foot traffic in a riparian buffer will compact it, and would destroy the natural vegetation, as well as the ruin the scenic views from the river itself. This area provides for a natural filter / trap to run off which contains chemicals harmful to the river itself. Also there is concern about safety during flooding situations, a yearly event on the Shenandoah. I recently had friends in Tennessee that saw their entire RV flooded upon arrival back at their site, during a flooding event. The entire unit was just about swept away. We need to do everything we can to prevent tents and RV's often unattended for many hours a day, from being swept down the river in a flooding situation. A 100 foot buffer would be the first line of defense at preventing this.

- 6) Campground residency must be limited to 30 days per calendar year in total, and any consecutive stay not to exceed 15 consecutive days. After a consecutive stay of 15 days the campers must vacate the campsite and campground for 30 or more days before returning. This would eliminate the possibility of housing the migrant workforce for 180 days, as I mentioned in my introduction, and prevent the campground ordinance from being used as a means of hoteling, thereby circumventing any hotel / lodging zoning we may already have on the books. As the current amendment reads these campsites could become year round residences, leave for just 1 day and return for 180 more days.
- 7) Regarding Campsite design
  - a. 1500 square feet or more should be used for campsites with a 25 foot minimum width at its narrowest point. A 25 feet X

60 feet is a very reasonable RV site at 1500 square feet and would make for very attractive site, and allows for 2 cars to be parked at the site itself. The WV State Health department is actually recommending 1800 square feet you might want to consider this as a recommendation as well.

- b. 2 parking spaces NOT just 1, should be provided for each drive in campsite, primitive or RV it does not matter. Walk-in Primitive camping parking can be in another designated area than the actual campsite but still at 2 spaces per campsite minimum. These spaces should not be counted as part of the overflow parking in the next section. This is a safety issue to prevent the use of on street parking as an overflow and potentially blocking emergency vehicles. Again this is for the safety of the public and customers.
- c. Overflow parking should be required at a minimum of one half times the number of campsites of the campground. Asking for just 25 parking spaces extra is not a stretch for such a commercial establishment. Campgrounds always have guests visiting, often family and friends from the local area as well as host events to non-campers.
- d. Every Campsite must contain the following amenities
  - i. 15 X 25 minimum level area / pad for tent or RV
  - ii. 1 Sanitary trash receptacle that is Rodent and insect proof
  - iii. 1 Picnic table for the sanitary eating of meals
  - iv. 1 non movable fire pit whose location is listed on the site plan for the campground
  - v. 20 foot buffer from the next campsite

- vi. All Structures erected on a campsite, Cabins, Yurts etc. other than RV's must be smaller than 400 square feet and subject to applicable zoning rules and inspections.
- vii. This is all for the enjoyment of the Customer and ensure safety and proper sanitation.

Some of you are going to say this is a developed campground. Yes a campground must be developed in a means to ensure the safety of its customers as well as our Emergency Personnel. Every customer should have the reasonable expectation of proper sanitary conditions, just as if it were using a restaurant restroom. I believe the requirements I have just detailed are reasonable and would properly promote camping here in Jefferson County West Virginia and are something we all can live with. Yes infrastructure is expensive, but we must ensure these establishments are indeed operating as campgrounds, and not just a means to circumvent current zoning ordinances for subdivisions, lodging and mass events that we currently have on record. Please do not allow the special interest groups to hijack our zoning regulations with these amendments. I urge you to reject these amendments in their entirety.

Thank you for your time here tonight.

Sincerely,

Randy R. Creller

I can be reached via email at [rcrell@gmail.com](mailto:rcrell@gmail.com).

### **Attachments / Links**

Campsite Layout

West Virginia Health Department Campground Regulations

Ohio Sanitary Requirements per campsite

Virginia Sanitary requirements per campsite

West Virginia Health Department Campground Regulations

<https://www.vdh.virginia.gov/EnvironmentalHealth/Food/Regulations/CampGrounds/index.htm>

<https://www.odh.ohio.gov/odhprograms/eh/parks/3701-26.aspx>

## Riparian Buffer Links

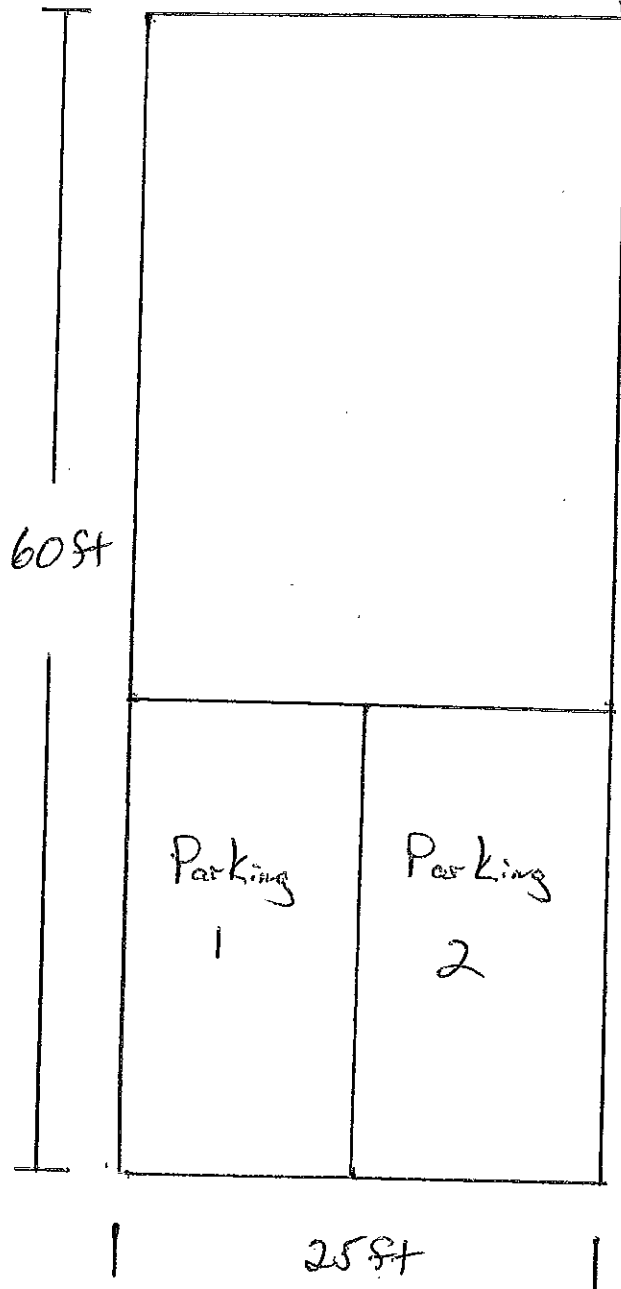
<http://extension.psu.edu/natural-resources/wildlife/habitat-management/pa-wildlife-16-riparian-buffers-for-wildlife>

<http://www.extension.umn.edu/environment/agroforestry/riparian-forest-buffers-series/benefits-of-riparian-forest-buffers/>

<http://www.fws.gov/r5crc/Habitat/Riparianbuffers.html>

# RV Campsite

1500 SQ FT 25x60



Scale 1 inch  $\approx$  10ft  
Randy R. Cretter  
1/21/2016

# WV Health Department

## CAMPGROUND, TENT AND TRAVEL TRAILER PARKS

Authority: General Sanitation Rule (64 CSR 18)

Previous Authority: Tourist and Resort Camp Rule (64 CSR 24)

### Definitions:

- Campground - A tract of land established, maintained and offered to the public for payment for the location or placement of two or more camping units.
- Camping Unit - Any tent, camping vehicle, cabin, or similar vehicle or structure designed or intended to be used for camping purposes. Includes: tents, tent campers, fold down campers, pop up campers, travel trailers, camping vans, motor homes, pick up coach campers. Does not include: camping units kept by the owner on his land at his dwelling or unoccupied units stored in a campground in an area reserved for storage.

### Plan Review, Application, Permit -

- a. Plans for new facility submitted 45 days prior to construction
- b. Application for permit submitted at least 15 days prior to operation
- c. Permit required and expires June 30<sup>th</sup> each year

Inspection - At least 1 per year

Reason For Inspection - Increasing use of travel trailers and camping units for leisure activity has overtaxed accommodation facilities. When left to fend for themselves, the lack of suitable facilities results in unsanitary conditions that affect not only the park but also the community as well (sewer, water, solid waste, fire, safety and traffic problems).

### Inspection Highlights

#### General Requirements

1. Camp or park of a adequate area
  - a. Camping/travel trailer lots must be at least 1,200 sq. ft. (30 X 40) with average density not to exceed 25 sites per acre. The previous minimum was 700 sq. ft.. We would prefer 1,800 sq. ft. per lot.
  - b. Units must be at least 10 ft. apart (prefer 25 ft.) And at least 10 ft. from any street or common area.
2. Park located in well drained area away from swamps/wetlands.
3. Each lot should have unobstructed access to a designated right-of-way or road. Roadways of sufficient width to allow easy access for travel trailers.
4. Camp occupants must register with name and address and dates of occupancy. The register must be maintained for 12 months by the operator.
5. Auxiliary facilities under separate permit (swimming pool, food service, etc.)

6. Comfort stations (bathhouse) kept sanitary, properly equipped:

| <u># Campsites</u> | <u>Water<br/>Closets</u> | <u>Lavatory</u> | <u>Bathtub/Shower</u> |
|--------------------|--------------------------|-----------------|-----------------------|
| 20                 | M-1 F-2                  | M-1 F-1         | M-1 F-1               |

Sewage:

1. Design flow (travel trailers)
  - a. No water to site, per person - 35 g.p.d. (105 gal./site)
  - b. Water to site, per person - 50 g.p.d. (150 gal./site)
  - c. Assume 3 persons per trailer
2. Disposal system must meet design standards.
3. If sewage facilities are not provided to each site, one sewage dump station to each 100 sites should be provided ( at least 50 ft. from any campsite).
4. Sewage disposal would be by septic tank and soil absorption systems or sewage stabilization pond. Extended aeration plants do not work well with travel trailer parks due to inconsistent loading.
5. Sewer risers must extend 4 inches above ground and be capped while not in use.

Water Supply:

1. Supply must be properly protected, and of safe bacterial quality. Supply would fall under public water regulations if 9 or more travel trailers are involved (25 or more people). Chlorination is required with 9 or more units.
2. If water is not plumbed to each site, a minimum of one water station for each fifteen (15) sites should be installed and the supply should be capable of providing each trailer with 50 gal.

of water per day minimum .

3. If water is plumbed to each site, the supply should be able to provide 100 gal. per day per site minimum.
4. Water supply must meet the requirements of the Cross-Connection Backsiphonage and Backflow Regulations.
5. Water fountains must be of the angle jet type with a non-oxidizing mouthguard.
6. Individual water risers must extend at least 4 inches above the ground and be capped when not in use.
7. Water pressure should be 20 psi or greater.

#### Solid Waste:

1. Solid waste must be stored in covered, flytight, leakproof, rodent proof, durable, easily cleanable containers.
2. Masonry platforms, metal racks, posts, or similar type holder must be provided for solid waste containers.
3. In areas where the volume is sufficient, bulk storage containers may be used.
4. Solid waste must be collected twice weekly or more often if needed.

#### Vermin Control/Safety:

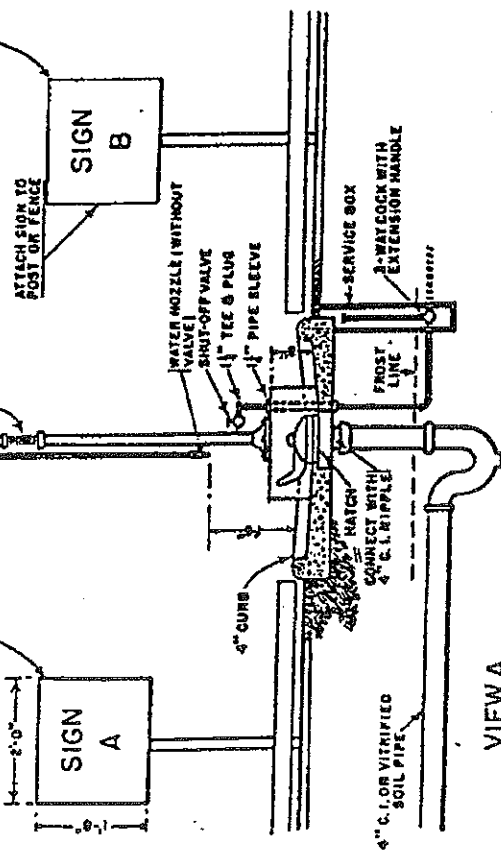
1. Grounds clean and free of litter and harborage areas.
2. Playground and recreation facilities safe and in good repair.
3. Fuel supplies properly located and secured.
4. Vegetation within park kept cut.
5. Animals not a threat to health and safety of occupants (dogs, cats and wild).

**TOWERS**

**HOLDING TANK DISPOSAL INSTRUCTIONS**  
 CONNECT YOUR HOSE TO HOLDING TANK - PLACE END SECURELY IN DRAIN OPENING WHILE HOLDING COVER OPEN WITH FOOT. OPEN TRAILER TANK DRAIN VALVE. FLUSH AWAY ANY SPILLAGE ON CONCRETE INTO DRAIN.

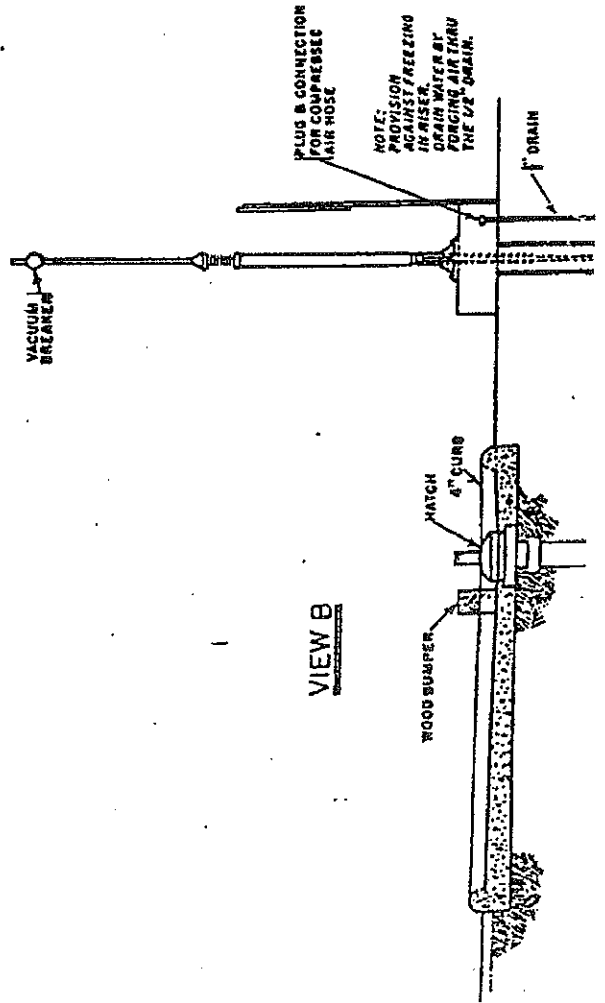
**THIS WATER FOR FLUSHING AND CLEANING PURPOSE ONLY**

WATER TOWER (OPTIONAL) MAY BE PLACED BY OTHER LOGICALLY APPROVED ARRANGEMENT

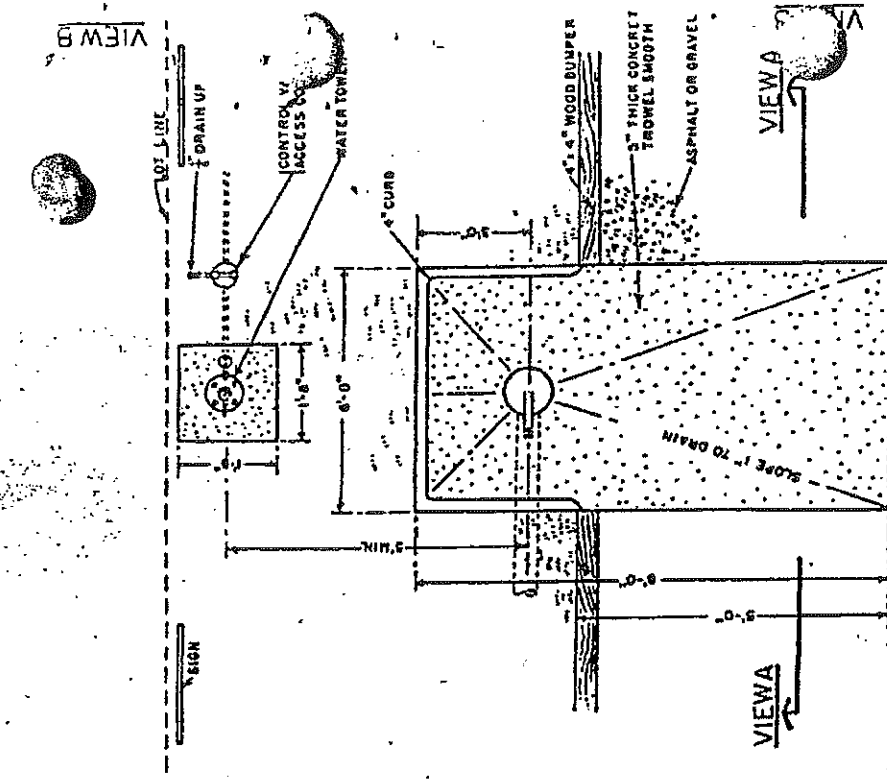


**VIEW A**

**VIEW B**



NOTE: PROVISION AGAINST FREEZING IN WINTER. DRAIN WATER BY FORCING AIR THRU THE 1/2" DRAIN.



**PLAN**

**VIEW A**

**VIEW B**

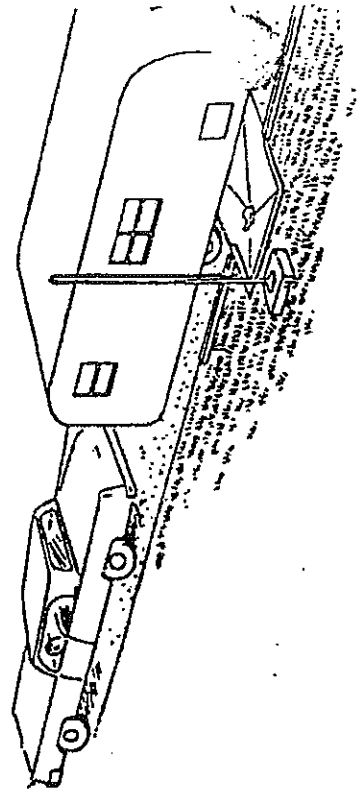


Figure 33 Typical sanitary situation.



• [Forms](#)

• |

• [Rules](#)

- [Ohio Public Health Advisory Board \(OPHAB\)](#)
- [Draft](#)
- [Pending](#)
- [Final](#)
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## Ohio Administrative Code

### Chapter 3701-26

#### Recreational Vehicle Parks, Combined Park Camps, and Temporary Park-Camps

These files are in .PDF format. The free [Adobe Acrobat Viewer](#) is required to view them.

| File Size | Rule No.                   | Title                                                           |
|-----------|----------------------------|-----------------------------------------------------------------|
| 18.0 KB   | <a href="#">3701-26-01</a> | Definitions                                                     |
| 20.0 KB   | <a href="#">3701-26-02</a> | Plans: approval and content                                     |
| 11.0 KB   | <a href="#">3701-26-03</a> | Compliance with approved plans, verification inspections        |
| 18.0 KB   | <a href="#">3701-26-04</a> | Licensing                                                       |
| 8.0 KB    | <a href="#">3701-26-05</a> | License fee categories                                          |
| 8.0 KB    | <a href="#">3701-26-06</a> | Cost methodology                                                |
| 20.0 KB   | <a href="#">3701-26-07</a> | Density                                                         |
| 8.0 KB    | <a href="#">3701-26-08</a> | Site                                                            |
| 7.0 KB    | <a href="#">3701-26-09</a> | Water, sewage and gray water systems                            |
| 14.0 KB   | <a href="#">3701-26-10</a> | Water supply                                                    |
| 10.0 KB   | <a href="#">3701-26-11</a> | Sewage and gray water                                           |
| 12.0 KB   | <a href="#">3701-26-12</a> | Required gray water and sewage facilities                       |
| 12.0 KB   | <a href="#">3701-26-13</a> | Toilet facilities                                               |
| 15.0 KB   | <a href="#">3701-26-14</a> | Dump station                                                    |
| 14.0 KB   | <a href="#">3701-26-15</a> | Gray water disposal facilities                                  |
| 9.0 KB    | <a href="#">3701-26-16</a> | Handwashing and shower facilities                               |
| 8.0 KB    | <a href="#">3701-26-17</a> | Solid waste storage and collection                              |
| 10.0 KB   | <a href="#">3701-26-18</a> | Safety                                                          |
| 8.0 KB    | <a href="#">3701-26-19</a> | Rules                                                           |
| 9.0 KB    | <a href="#">3701-26-20</a> | Electrical service                                              |
| 7.0 KB    | <a href="#">3701-26-21</a> | Lighting                                                        |
| 8.0 KB    | <a href="#">3701-26-22</a> | Maintenance, control and insects, rats, mice and noxious plants |
| 8.0 KB    | <a href="#">3701-26-23</a> | Restrictions of animals and pets                                |
| 8.0 KB    | <a href="#">3701-26-24</a> | Responsibility of camp licensee                                 |

Page updated: 12/30/14

**Ohio Department of Health**  
 Phone: (614) 466-3543 ~ [Contact Us](#)  
 Address: 246 N. High St., Columbus, Ohio 43215



To report a public health emergency, call your [local health department](#).  
 Personal health questions? Contact your local health care provider.  
 For emergencies, dial 911.

3701-26-13

**Toilet facilities.**

(A) When toilet facilities are required as established in rule 3701-26-12 of the Administrative Code, they shall:

(1) Be provided in accordance with the following minimum schedule:

**-Required Number of Toilet Facilities-**

| SITES     | MEN - Urinals | MEN - Toilets | WOMEN - Toilets |
|-----------|---------------|---------------|-----------------|
| 5 - 15    |               | 1             | 1               |
| 16 - 30   | 1             | 1             | 2               |
| 31 - 60   | 1             | 2             | 3               |
| 61 - 90   | 2             | 2             | 4               |
| 91 - 120  | 2             | 3             | 5               |
| 121 - 150 | 3             | 3             | 6               |
| 151 - 200 | 4             | 4             | 8               |
| 201 - 300 | 5             | 5             | 10              |
| 301 - 400 | 6             | 6             | 12              |
| 401 - 500 | 7             | 7             | 14              |
| 501 - Up  | Add 1 per 200 | Add 1 per 200 | Add 2 per 200   |

(2) Be located so that no site is farther than one thousand feet walking distance from such facilities;

(3) Be properly designed, constructed, and maintained. In addition to standard water closets and fixtures, vault privies and portable toilets are acceptable for use at parks or camps. Where water is provided for these facilities, plans shall be submitted to and approved by the Ohio environmental protection agency;

(4) Provide facilities or rooms for men and women. Each facility or room shall be plainly designated. If a family facility is provided it shall be counted as one unit in the total required minimum;

(5) Provide adequate toilet tissue at each toilet fixture;

(6) Be provided with self-closing doors or modesty shields at the entrance and exits;

(7) Be installed and maintained in accordance with the approved plans.

(B) Vault privies shall be constructed of a water-tight holding tank capable of holding a minimum volume of one thousand gallons.

R.C. 119.032 review dates:

03/05/2013 and 11/15/2014

**Handwashing and shower facilities.**

- (A) When shower facilities are provided and will be used by more than one family at one time or by non-family groups, separate facilities shall be provided for each sex. If shower facilities for each sex are in the same building, they shall be separated by solid walls or partitions extending from the floor to the ceiling. A covered base at the juncture of walls and floors is required in new or remodeled rooms. Shower building entrances and exits shall be provided with self-closing doors or modesty shields.
- (B) The floors shall have an easily cleanable non-skid finish, shall be impervious to moisture and shall be designed to drain water and facilitate cleaning.
- (C) During night hours, the interiors of these facilities shall be illuminated by artificial lighting.
- (D) Gray water from handwashing and shower facilities shall be disposed of in a safe and sanitary manner so as not to create a nuisance.
- (E) Handwashing and shower facilities shall be maintained in a clean and sanitary condition.
- (F) Where shower facilities are proposed, plans for Gray water disposal shall be submitted to and approved by the Ohio environmental protection agency.

R.C. 119.032 review dates: 03/05/2013 and 11/15/2014

**CERTIFIED ELECTRONICALLY**

\_\_\_\_\_  
Certification

03/05/2013

\_\_\_\_\_  
Date

Promulgated Under: 119.03  
Statutory Authority: 3729.02  
Rule Amplifies: 3729.02  
Prior Effective Dates: 1/1/1972, 4/3/80, 3/22/97, 5/1/07



## Rules and Regulations Governing Campgrounds

|                                         |
|-----------------------------------------|
| EH Calendar                             |
| Bedding & Upholstery                    |
| Food Safety                             |
| Milk Safety                             |
| Links                                   |
| PIMS                                    |
| Regulations                             |
| Restaurant Inspections                  |
| Food and General Environmental Services |

### 12 VAC 5-450-10 - Definitions

For the purpose of this chapter, the following terms shall have the meanings respectively indicated unless another meaning is clearly intended or required by the context.

**Approved** - means a procedure of operation or construction which is in accordance with the standards established by the Virginia Department of Health, or which is acceptable to the Health Commissioner based on his determination as to the conformance with appropriate standards and good public health practice.

**Campgrounds** - means and includes, but is not limited to tourist camps, travel trailer camps, recreation camps, family campgrounds, camping resorts, camping communities or any other area, place, parcel or tract of land, by whatever name called, on which three or more campsites are occupied or intended for occupancy, or facilities are established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of the campsites and/or facilities is granted gratuitously, by a rental fee, by lease, by conditional sale or by covenants, restrictions and easements. This definition is not intended to include summer camps, and migrant labor camps as defined in §§ 35.1-16 and 32.1-203 of the Code of Virginia, construction camps, permanent mobile home parks, or storage areas for unoccupied camping units, or property upon which the individual owner may choose to camp and not be prohibited or encumbered by covenants, restrictions and conditions from providing his sanitary facilities within his property lines.

**Camping unit** - means and includes tents, tent trailers, travel trailers, camping trailers, pick-up campers, motor homes or any other device or vehicular-type structure as may be developed marketed and used by the camping trade for use as temporary living quarters or shelter during periods of recreation, vacation, leisure time, or travel.

**Campsite** - means and includes any plot of ground within a campground used or intended for the exclusive occupation by a camping unit or units under the control of a camper.

**Emergency** - means a condition that in the exercise of the sound discretion of the Health Commissioner is found deleterious to the public health, safety and welfare and requires immediate action.

**Health Commissioner** - means the chief executive officer of the State Board of Health or his authorized agent.

**Independent camping unit** - means a unit which contains a water- flushed toilet, lavatory and shower as an integral part of the structure, and which requires an on-site sewer connection due to the absence of a waste holding tank on the unit.

**Non-self-contained camping unit** - means a unit, which is dependent upon a service building for toilet and lavatory facilities.

**Outdoor bathing facilities** - means lakes, ponds, rivers, tidal waters, impoundments, beaches, streams or other places, whether natural or man-made, in which an area is held out for swimming or bathing purposes.

**Overflow area** - means a plot of ground in or adjacent to the campground set apart for accommodating those campers for whom no designated sites are available in the general geographical area, and which is subject to certain restrictions as to size, length of stay, temporary facilities, etc.

**Overnight** - means the occupation of a camping unit as a temporary habitation between the hours of 7 p.m. and 7 a.m., or major portion thereof.

**Permit** - means a written permit issued by the Health Commissioner authorizing a designated person to operate a specific camping place.

**Person** - means and include any individual or group of individuals, partnership, firm, private or public association or corporation, state, county, city, town, or anyone who by covenant, restriction or agreement has care, control, custody or management of property or parts thereof, or any combination of the above or other legal entity.

**Primitive camps** - means camps which are characterized by the absence of what is generally understood as modern conveniences such as water- flushed toilets, showers and electrical connections. A campground shall be classified as a primitive camp when half or more of the required number of toilet seats are nonflush type.

**Self-contained camping unit** - means a unit, which contains a water-flushed toilet, lavatory, shower and kitchen sink, all of which are connected, as an integral part of the structure, to water storage and sewage holding tanks located within the unit.

**Service building** - means a structure housing toilet, showers or lavatories.

**Sewage** - means the human excrement from service buildings, sanitary stations, camping units or other places together with such kitchen, laundry or shower wastes as may be present.

**Swimming pool** - means any swimming, wading or spray pool, including all appurtenant equipment, structures and facilities provided for the use of the campers.

#### 12 VAC 5-450-20 - Local requirements

In addition to the requirements of this chapter, all applicable local ordinances, including plumbing, building, electrical and zoning ordinances shall also apply in the construction, maintenance and operation of all campgrounds.

#### 12 VAC 5-450-30 - Approval of plans required

1.) In order to insure the provision of adequate, properly designed sanitation facilities at campgrounds, any person planning construction, major alteration or extensive addition to any campground shall, prior to the initiation of any such construction, submit to the Health Commissioner, through the local health department in the county in which the proposed project is located, complete plans or statements which show the following:

- a.) The proposed method and location of sewage disposal system.
- b.) The proposed sources and location of the water supply.
- c.) The number, location and dimensions of all campsites.
- d.) The number, description and location of proposed sanitary facilities such as toilets, dump stations, sewer lines, etc.
- e.) Name and address of applicant.
- f.) Location, boundaries and dimensions of the proposed project.
- g.) Such other pertinent information as the Health Commissioner may deem necessary.

2.) When, upon review of the plans, the Health Commissioner is satisfied that the proposed plans, if executed, will meet the requirements of this regulation and other pertinent laws and regulations designed to protect the public health, written approval shall be issued.

3.) When upon review of the plans, the Health Commissioner determines that the proposed plans preclude a safe, sanitary operation, the plans shall be disapproved and the applicant shall be notified of any deficiency in the plans that constitute the basis for disapproval.

4.) No person shall begin construction, major alteration or addition to a campground until written approval has been granted by the Health Commissioner.

5.) If construction is not begun within one year from the date of the approval of the plans, such approval shall be considered null and void.

6.) All construction, reconstruction or alteration shall be done in accordance with and limited to work covered by the plans and recorded changes, which have been approved by the Health Commissioner.

7.) Any person whose plans have been disapproved may request and shall be granted a hearing on the matter under the procedure provided by 12 VAC 5-450-60.

#### 12 VAC 5-450-40 - Permits

1.) No person or persons, directly or indirectly shall conduct, control, manage, operate, or maintain a campground or offer campsites for occupancy within the Commonwealth without first making application for and receiving a valid permit from the Health Commissioner for the operation of said camp.

2.) Any campground for which a permit was not issued during the previous year shall file an application for a permit with the local health department in writing on a form and in a manner prescribed by the Health Commissioner at least 30 days before such camp is to be opened.

- 3.) If, after receipt of an application to operate a campground, the Health Commissioner finds that the campground is not in compliance with the provisions of this regulation, he shall notify the applicant in writing citing the noncomplying items that constitute his reason for denying the permit.
- 4.) A permit may be revoked by the Health Commissioner, or his authorized agent, if he finds that the camp for which the permit was issued is operated, maintained, or occupied in violation of this chapter, or any law, ordinance or regulation applicable to such establishments, or in violation of the conditions stated in the permit.
- 5.) The permit shall be conspicuously posted in the office of the camp or on the premises if no office is available.
- 6.) The permit shall not be transferable and shall expire on December 31 of each year, unless stated otherwise in special permits such as temporary permits that may be granted by the Health Commissioner to allow a reasonable time to conform to the requirements of this chapter, or to correct existing violations.

#### **12 VAC 5-450-50 - Inspection of camping places**

- 1.) The Health Commissioner is hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this chapter.
- 2.) It shall be the duty of the operator or occupant(s) of a campground to give the Health Commissioner free access to such premises at reasonable times for the purpose of inspection.
- 3.) A register shall be kept indicating name and address of the camper, the date of the campsite occupancy, and the number of the campsite occupied. Such register shall be made available to the Health Commissioner, upon request, during his inspection of the campground.

#### **12 VAC 5-450-60 - Enforcement, notices, and hearings**

- 1.) Whenever the Health Commissioner finds violations of this chapter, an inspection report shall be filled out and left with the person in charge of the campground. Such inspection report shall be legible, contain written notation of the violation and remedial action to be taken to effect compliance with this chapter.
- 2.) If, after a reasonable time has elapsed for the correction of noted items, the violation is found to continue to exist, a formal notice shall be issued which;
  - (i) includes a written statement of the reasons for its issuance;
  - (ii) sets forth a time for the performance of the corrections;
  - (iii) is served upon the operator or his agent; Provided: that such notice shall be deemed to have been properly served upon such operator or agent when a copy has been sent by certified mail to his last known address; or when he has been served with such notice by any other method authorized or required by the laws of this Commonwealth;
  - (iv) contains an outline of remedial action which, if taken will effect compliance with the provisions of this chapter;
  - (v) informs the person to whom the notice is directed of his right to a hearing and of his responsibility to request the hearing and to whom the request should be made.
- 3.) Periods of time allowed to elapse between notation of the violation on the inspection report and issuance of a formal notice, and time allowed in formal notice for performance of correction shall depend upon the nature and seriousness of the violation, but shall generally not exceed 30 days.
- 4.) Whenever the Health Commissioner finds that an emergency exists which requires immediate action to protect the public health, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he may deem necessary to meet the emergency including the suspension of the permit. Notwithstanding any other provisions of this chapter, such order shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately, by upon petition to the Health Commissioner, shall be afforded a hearing as soon as possible.
- 5.) Any person affected by any notice which has been issued in connection with the enforcement of any provision of this chapter may request and shall be granted a hearing in accordance with the provisions of Title 9, Chapter 1.1:1 of the Administrative Process Act.
- 6.) If a request for a hearing is not made within 10 days after the receipt of a formal notice of violation of this chapter, or correction of the violation has not taken place within the prescribed time, the permit may be revoked and the continued operation of the campground shall be considered unlawful.
- 7.) Nothing in this chapter shall be construed as preventing the Health Commissioner from making efforts to obtain voluntary compliance through warning, conference or any other appropriate means.

**12 VAC 5-450-70 - Location**

- 1.) Each campground shall be located on ground which has good surface drainage and which is free of natural and man-made hazards such as mine pits, shafts and quarries. Camps shall not be located on ground which is in or adjacent to swamps, marshes, landfills or abandoned landfills, or breeding places for insects or rodents of public health importance unless adequate, approved safeguards or preventive measures are taken.
- 2.) The density of campsites in a campground shall not exceed an average of 20 campsites per acre inclusive of service roads, toilet buildings, recreational areas, etc.
- 3.) Each campsite (including parking space) shall provide a minimum of 1600 square feet of space and shall not be less than 25 feet at its narrowest point.
- 4.) Each campsite shall be identified by number and section. Camping units within a campground shall be required to locate within the designated campsites.

**12 VAC 5-450-80 - Water supplies**

- 1.) The water supply, storage reservoirs and distribution system shall be approved by the Health Commissioner.
- 2.) An adequate supply of safe, sanitary, potable water capable of supplying a total capacity of at least 50 gallons per campsite per day if privies are used, and at least 100 gallons per campsite per day if water-flushed toilets are used, shall be provided at one or more easily accessible locations within the camping area. Adequate water storage facilities shall be provided to meet the demands for water during periods of peak use by the campers.
- 3.) All water storage reservoirs shall be covered, watertight and constructed of impervious material. Overflows and vents of such reservoirs shall be effectively screened. Manholes shall be constructed with over-lapping covers so as to prevent the entrance of contaminating material. Reservoir overflow pipes shall discharge through an acceptable air gap.
- 4.) All cross connections, between approved and nonapproved water supply systems are prohibited, and the supply shall be protected against the hazards of backflow or back siphonage.
- 5.) Drinking fountains and water coolers, if provided, shall be of an approved type. Common drinking cups, glasses, or vessels are prohibited.
- 6.) Unsafe wells or springs in the camp area shall be eliminated or made inaccessible.
- 7.) All ice provided shall be from an approved source. All ice shall be handled and stored in such a manner as to prevent contamination. Ice-making machines shall be of approved construction.
- 8.) Portable water tanks or watering stations shall not be approved, except in emergencies, and then such tanks, stations and dispensing shall be approved by the Health Commissioner.
- 9.) The area surrounding a pump or hydrant used for a water supply shall be maintained in a properly drained and sanitary condition, to prevent the accumulation of standing water or the creation of muddy conditions.
- 10.) The connection for potable water piped to individual campsites shall be so installed that it will not be damaged by the parking of camping vehicles.
- 11.) If installed above the ground; the riser shall terminate at least four inches above the ground surface. If installed in a pit, the riser shall terminate at least 12 inches above the floor of the pit, and the pit shall be drained to prevent it from containing standing water. The drain for the pit shall not be connected to a sanitary sewerage system.
- 12.) If a water connection and a sewer connection are provided at individual campsites, the two connections shall be separated by a minimum horizontal distance of five feet.
- 13.) Adequate provisions shall be made to prevent the freezing of service lines, valves and riser pipes.

**12 VAC 5-450-90 - Sewage disposal**

- 1.) Every campground shall be provided with an approved method of collection, conveying and disposing of all sewage and liquid wastes.
- 2.) Privies shall be an acceptable method of sewage disposal when the location, design, construction, and quantity have been approved by the Health Commissioner provided their use is not prohibited or restricted by local requirements.
- 3.) All methods or systems of collecting and disposing of sewage and liquid wastes, whether temporary or permanent shall be subject to the approval of the Health Commissioner.

- 4.) It shall be unlawful to discharge sewage, sink waste water, shower waste water, or other putrescible wastes in such a manner as to enter the ground surface or subsurface, or a body of water except following a treatment device or process approved prior to construction by the Health Commissioner.
- 5.) A sanitary or dump station for the disposal of sewage and other liquid wastes from self-contained camping units shall be provided which complies with the following requirements:
  - a.) Campgrounds having less than 200 campsites shall provide a minimum of one sanitary station.
  - b.) Campgrounds having more than 200 campsites shall provide an additional sanitary station for each additional 200 campsites or major fraction thereof, provided that campsites equipped with sewer connections shall not be included in the total.
  - c.) Where two or more sanitary stations are required they shall be so located as to facilitate the simultaneous discharge of sewage wastes from different units.
  - d.) Each sanitary station shall be so located and designed as to be easily accessible and facilitate ingress and egress for camping vehicles.
- 6.) The sanitary station shall consist of the following:
  - a.) A four-inch sewer pipe trapped below the frost line connected to an approved sewage disposal system.
  - b.) The sewer pipe, at the inlet, shall be surrounded by a reinforced, concrete apron sloped to drain to the sewer pipe.
  - c.) The minimum dimensions of the concrete apron shall be 36 inches wide, 60 inches long and four inches thick. The sewer pipe shall be located such that the major portion of the apron will project under the camping unit when it is discharging.
  - d.) The inlet of the sewer pipe shall be provided with a suitable fly-tight cover.
  - e.) The sanitary station shall be provided with a water outlet to permit wash down of the immediate area after each use and so arranged as to prevent a cross-connection or back siphonage.
  - f.) Each water outlet used for such purposes shall display a sign stating, in effect, "Notice: Unsafe Water Outlet-This water for wash-down purposes only."
- 7.) Individual sewer connections for camping vehicles, if provided, shall be installed in accordance with the following provisions:
  - a.) The individual sewer (equivalent to the building sewer for a permanent building), shall be at least four inches in diameter, shall be trapped below the frost line, and shall be laid at depths sufficient to provide adequate protection against physical injury.
  - b.) The sewer inlet shall consist of four inch riser extending, at a minimum four inches above the surface of the surrounding ground to accommodate a hose connection from the camping vehicle, or so designed as to divert surface drainage away from the riser. The riser shall be imbedded firmly in the ground and be protected against heaving and shifting.
  - c.) The sewer riser shall be equipped with a standard ferrule and close nipple provided with a tight cap or expanding sewer plug. The screw cap or sewer plug shall be fastened by a durable chain to prevent removal while the sewer riser is in use. When the sewer riser is not in use, it shall be capped or plugged.
  - d.) The sewer hose between the camping vehicle drain and the sewer riser shall be watertight, and shall be of flexible, noncollapsible, corrosion and weather-resistant material of suitable diameter to fit the camping vehicle drain. Its lower end shall be secured into the open sewer riser with a gasket of rubber or other suitable material. All joints shall be effected so as to prevent the leakage of sewage, odor or prevent the entrance of rodents.

**12 VAC 5-450-100 - Service buildings**

- 1.) Each campground shall be provided with one or more service buildings, which contain an adequate number of toilet and sanitary facilities. The minimum ratio of sanitary facilities to the number of campsites shall be provided according to the following schedule:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

| Number Sites | Toilets |        | Urinals | Lavatories |        | Showers* |        | Other Fixtures                            |
|--------------|---------|--------|---------|------------|--------|----------|--------|-------------------------------------------|
|              | Male    | Female | Male    | Male       | Female | Male     | Female |                                           |
| 0-15         | 1       | 1      | 0       | 1          | 1      | 1        | 1      | 1 slop drain                              |
| 16-30        | 2       | 2      | 0       | 2          | 2      | 1        | 1      | See<br>Subsection F<br>of this<br>section |
| 31-45        | 2       | 3      | 1       | 3          | 3      | 1        | 1      |                                           |
| 46-60        | 3       | 4      | 1       | 3          | 3      | 2        | 2      |                                           |
| 61-75        | 4       | 5      | 1       | 4          | 4      | 2        | 2      |                                           |
| 76-90        | 4       | 6      | 2       | 4          | 4      | 2        | 2      |                                           |
| 91-105       | 5       | 7      | 2       | 4          | 4      | 3        | 3      |                                           |
| 106-120      | 6       | 8      | 2       | 5          | 5      | 3        | 3      |                                           |
| 121-135      | 6       | 9      | 3       | 5          | 5      | 3        | 3      |                                           |
| 136-150      | 7       | 10     | 3       | 5          | 5      | 4        | 4      |                                           |

\* The providing of showers in the service building(s) is optional on the part of the campground owner, but when they are provided the schedule will apply.

2.) For campgrounds having more than 150 campsites located, in the opinion of the Health Commissioner, contiguously to the service building or buildings required by the schedule in subsection A, there shall be provided one toilet seat and one lavatory for each sex for each additional 30 campsites, and one additional shower for each additional 40 campsites and one additional men's urinal for each 100 campsites. When a section or sections of a campground are found to be inconiguous, the Health Commissioner may apply the schedule in subsection A above in determining the adequacy of the fixtures for such section. Whenever the number of campsites fall in between the numbers listed above, the larger number of required fixtures shall apply when a major fraction of the difference in the two numbers is attained.

3.) Primitive camps shall be exempted from the provisions for lavatories and showers. If, however, any showers are provided at a campground designated as a primitive camp, the schedule in subsections A and B shall apply.

4.) Where urinal troughs are used, two feet of urinal trough shall constitute one urinal.

5.) Exemptions. Any person desiring to furnish temporary facilities for accommodating a travel trailer rally, or other group of camping units assembled for the purpose of traveling together, shall make application for such activity to the Health Commissioner through the local health department having jurisdiction, 15 days in advance of the intended date of use. The requirements for a service building may be waived by the Health Commissioner on the determination that public health will not be endangered; but the location of the site, the facilities which must be provided, and the method of conducting such rally shall be acceptable to the Health Commissioner before a special permit shall be issued specifying the location of the site, the period of operation not to exceed seven days, and any conditions of issuance.

6.) A slop sink or suitable drain shall be provided within 500 feet of all campsites for the disposal of liquid wastes unless a sanitary station is accessible for this purpose. Adequate provision shall be made by the operator of a campground to assure that the slop sink or other suitable drain, if necessary, is kept in a sanitary condition and is used for the purpose for which it was intended such as the disposal of dish water and wash water.

7.) Lavatories shall be provided adjacent to the toilet fixtures.

- 8.) When a campground is operated in connection with a resort or other business establishment, the total number of sanitary facilities shall be in excess of those required by the aforementioned schedules and shall be based on the total number of persons using such facilities.
- 9.) Service buildings shall be located no farther than 500 feet from any campsite served by such building, nor closer than 30 feet to any campsite. When two or more service buildings exist, the ratio of fixtures as specified in subsections A and B shall be in approximate relation to the number of campsites located within a 500-foot radius of each building.
- 10.) All service buildings and the commodes, urinals, lavatories, shower and other appurtenances located therein shall be maintained in a state of good repair and shall be kept in a clean and sanitary condition at all times.
- 11.) All doors to the exterior from service buildings shall be self-closing.
- 12.) Toilet rooms, shower rooms and other areas receiving heavy camper use shall not be used for miscellaneous storage during operation of the camp.
- 13.) Toilet tissue shall be provided at each privy or toilet seat.
- 14.) Shower compartments, whether individual type with partitions or group type without partitions, shall have not less than 1,024 square inches in floor area and, if rectangular, square or triangular in plan, shall be not less than 30 inches in shortest dimension.
- 15.) In a campground where there is a combination of campsites, part of which are provided with a water connection and a sewer outlet, the minimum number of fixtures as required in subsections A and B above may be adjusted by the Health Commissioner based on individual conditions provided any request for an adjustment complies with 12 VAC 5-450-190.

#### **12 VAC 5-450-110 - Structural requirements for service buildings**

- 1.) All portions of the structure shall be properly protected from damage by ordinary use and by decay and corrosion. Exterior portions shall be of such material and be so constructed and protected as to prevent entrance or penetration of moisture and weather.
- 2.) Effective ventilation of all service buildings shall be provided to prevent condensation, moisture and odors.
- 3.) Interior of service buildings shall be finished in a light color and provided with adequate natural or artificial illumination, or both.
- 4.) The floors of toilet and shower rooms shall be sloped to a properly trapped floor drain connected to the sewerage system.
- 5.) Partitions between flush toilets in the same room shall be raised a minimum of eight inches from the floor to permit easy cleaning.
- 6.) The interior finish of such buildings shall be of moisture resistant and easily cleanable material, which will withstand frequent washing and cleaning. Special attention shall be given wall finishes immediately around lavatories, urinals, and commodes and in showers to insure a surface in these heavily used areas, which will withstand commercial use.
- 7.) The floors shall be constructed of material impervious to water and be of easily cleanable material. Duck boards or walkways made of wood or other absorptive material shall not be permitted.
- 8.) All windows and openings to the outside from areas containing commodes and urinals shall be provided with fly-proof screening material of at least 16 mesh per inch.
- 9.) Water closets and bathing facilities shall not be located in the same compartment.
- 10.) Permanent service buildings shall be provided with an artificial light at the entrance to the building to facilitate its use at night: Provided, that primitive camps with privies may be exempted from this requirement.
- 11.) Service buildings shall have appropriate signs to denote its use such as "Men's Toilet," "Women's Toilet," "Showers," etc.
- 12.) Showers shall be equipped with a drain or drains, which will prevent the shower water from running across floors that, are used for other purposes.
- 13.) All fixtures shall be of durable material, which will be capable of withstanding the heavy usage which public facilities receive.

#### **12 VAC 5-450-120 - Garbage and refuse disposal**

- 1.) All garbage and refuse shall be stored in durable, watertight, rodent-proof, fly-proof containers with tight-fitting covers. All containers shall be maintained in a state of good repair, and shall be kept clean.
- 2.) Collection and disposal of garbage and refuse shall be in an approved manner, and of such frequency as to prevent a nuisance or health hazard to campers or adjacent areas.
- 3.) An adequate number of containers shall be provided for the depositing of garbage and refuse.
- 4.) Containers for garbage and refuse shall be supported in such a manner as to minimize tipping or spillage and the area around such containers shall be kept clean.

#### **12 VAC 5-450-130 - Insect, rodent and weed control**

- 1.) Camping places shall be kept free from cans, jars, buckets, old tires and other articles which may hold water and provide temporary breeding places for mosquitoes. Mosquito control measures and supplemental larvicidal measures shall be undertaken by the owner when the need is indicated.
- 2.) Fly breeding shall be controlled by eliminating the insanitary practices, which provide breeding, places. The area surrounding the garbage cans shall not be permitted to become littered with garbage nor saturated with waste liquid from garbage.
- 3.) The growth of weeds, grass, poison ivy or other noxious plants shall be controlled as a safety measure and as a means toward the elimination of ticks and chiggers. Pesticidal measures shall be applied, if necessary provided the pesticide and its use is in accordance with the rules promulgated by the Pesticide Control Board.
- 4.) The campsite and the premises shall be maintained in a clean and orderly manner.

#### **12 VAC 5-450-140 - Swimming pools and outdoor bathing facilities**

The construction, modification, maintenance, operation and use of any swimming pool at a campground, if provided, shall be subject to the State Board of Health regulations adopted under §§ 35.1-17 of the Code of Virginia.

#### **12 VAC 5-450-150 - Safety**

- 1.) The electrical installation and electrical hook-up provided travel trailers, and other similar units shall be in accordance with the provisions of local electrical ordinances, or if no such ordinance exists, in accordance with the provisions of the National Electrical Code, applicable at the time of installation.
- 2.) Adequate precautions shall be exercised by the operator to prevent the outbreak of fires. If open fires are permitted, there shall be a definite area provided within the bounds of each campsite for the building of fires by the camper, with a cleared area surrounding the firesite to aid in fire control.
- 3.) Adequate precautions shall be taken by the operator in the storage and handling of gasoline, gas cylinders or other explosive materials, in accordance with local, state and national safety standards.
- 4.) The operator shall make adequate provisions for the use and control of mini-bikes, trail bikes and other similar vehicles within the confines of the camping area to prevent accidents to small children and campers.
- 5.) Broken bottles, glass and other sharp objects shall not be allowed to create a hazard to children or others.

#### **12 VAC 5-450-160 - Storage and handling of liquified petroleum gases**

Filling plants may be located in the campground provided that the entire operation, including the storage container, is located not less than 50 feet from the nearest campsite; important buildings, or group of buildings, or line of adjoining property which may be built upon, and not less than 25 feet from any public street or highway. Such filling plant and storage containers shall be enclosed by man-proof fencing or otherwise protected from tampering or physical damage. The access to the enclosed area shall be kept locked when unattended.

#### **12 VAC 5-450-170 - Control of animals and pets**

- 1.) Every pet permitted in a campground shall be maintained under control at all times and not be permitted to create a public health problem. Dogs shall be kept on leash at all times. Dung shall be removed immediately and be buried in a location, which will not interfere with the site for camping purposes.
- 2.) Any kennels, pens or other facilities provided for such pets shall be maintained in a sanitary condition at all times.

#### **12 VAC 5-450-180 - Overflow areas**

- 1.) It shall be unlawful for any person operating a campground to exceed the design capacity of the campground as stated on the health permit by the use of certain unequipped areas as an overflow area for campers, camping clubs

or rallies unless and until the overflow area and its proposed use have been approved by the Health Commissioner in writing as to the specific location of the overflow area, number and location of sanitary facilities, size and number of campsites and such other factors as may be deemed necessary to prevent overcrowding and the accompanying insanitary conditions.

2.) The length of stay of any camping unit permitted to use an area specifically designated and approved as an overflow area shall be limited to a 12 hour period.

#### **12 VAC 5-450-190 - Waiver**

1.) One or more of the provisions in the above regulation may be waived in whole or in part when, in the opinion of the Health Commissioner, there are factors or circumstances which render compliance with such provision(s) unnecessary; provided, that such provision(s) shall be specifically exempt in writing by the Health Commissioner.

2.) It shall be the duty of the campground operator to file a written request for such waiver in which the reasons for noncompliance of a certain provision(s) are stated fully. If data, test or other adequate information is necessary to the rendering of a decision by the Health Commissioner, it shall be the responsibility of the applicant to provide such evidence.

#### **12 VAC 5-450-200 - Penalties**

Any person who violates any provision of this chapter shall, upon conviction, be punished by a fine of not less than \$10 nor more than \$100; and each day's failure of compliance with any provision shall constitute a separate violation.

#### **12 VAC 5-450-210 - Constitutionality**

If any provision of any section of this chapter is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the validity and constitutionality of the remainder of such regulations shall not be affected thereby.

#### **12 VAC 5-450-220 - [Reserved Section]**

#### **12 VAC 5-450-230 - Exemptions**

Whenever it is found that existing facilities provided at a campground prior to the effective date of this chapter such as the size of campsites and design of structures are in noncompliance, and that the required changes would work an undue hardship on the operator and not materially affect the public health or safety, such major items shall be exempted from this chapter. Other nonconforming items at existing campgrounds such as dump station requirements and number of sanitary facilities may continue in use for a reasonable period of time not to exceed two years from the effective date, provided that a diligent effort is made by the owner to effect compliance. All new campgrounds, sections added to existing campgrounds and additions and extensions within existing campgrounds shall be subject to the provisions of this chapter.

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**To:** commissionerpnoland <commissionerpnoland@gmail.com>; vinemont <vinemont@frontiernet.net>; dmanuel <dmanuel@frontiernet.net>; walterpelish <walterpelish@mac.com>; ebell <ebell@jeffersoncountywv.org>  
**Subject:** PLANNING COMMISSION - CAMPSITE REGULATIONS  
**Date:** Wed, Jan 20, 2016 9:18 am

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I am a resident of Jefferson County. I have several comments to offer regarding campsite regulations.

The most upsetting and unbelievable recommendation is that campsites can be located 20 feet from property line.. I find this to be appalling. I would not want any county resident to reside 20 feet from a commercial campsite. The suggestions offered from county residents at the numerous prior meetings seem to be ignored. The original suggestion of 200 feet set back has been lowered to 20 feet. Ridiculous,very inconsiderate to neighboring property owner. Why was the county residents recommendation of 200 feet changed?

When an application is submitted for a campground is there a requirement that the neighboring property owners be notified in advance of final approval? There should be documentation provided that the property owner is aware of commercial business on the neighboring property.

Campground owner should be required to install some type of buffer bordering the property which hopefully would lesson overflow of debris on neighboring property..

Lighting on campground property should be regulated to reduce disturbance to neighboring property owners.

A major concern is inadequacy of county roads for heavy traffic. It is quite obvious that county roads bordering the Potomac River are narrow, broken edges, not well maintained.

Thank you for considering my comments when making a decision on campsites in rural residential areas.

Joyce Dailey  
P. O. Box 216  
Harpers Ferry, WV

**Comments on proposed Campground Ordinance**

On May 12, 2015 the ad-hoc citizens' committee presented the Planning Commission with a proposed draft of the Campground Ordinance.

- One of the assumptions made was that the density of campsites within a campground should not exceed 15 campsites per acre.
- A second was that the minimum area of a campground would be 10 acres.
- A third was that a campground would be screened from adjacent properties by a fence or a natural vegetation buffer to provide privacy.
- The ad-hoc committee also recommended that a setback of 200 feet between campsites and the property line be maintained.

Each of these criteria was designed to maintain the quality of life of adjacent residents and to enhance the quality of the experience for campers.

The Planning Commission recommendation to you is that the setback should be 20 feet with no buffer.

My back-of-the envelope estimates are that on a ten-acre campground the following would be the effect of different setback requirements, assuming 15 campsites /acre and maximum of 8 persons per campsite::

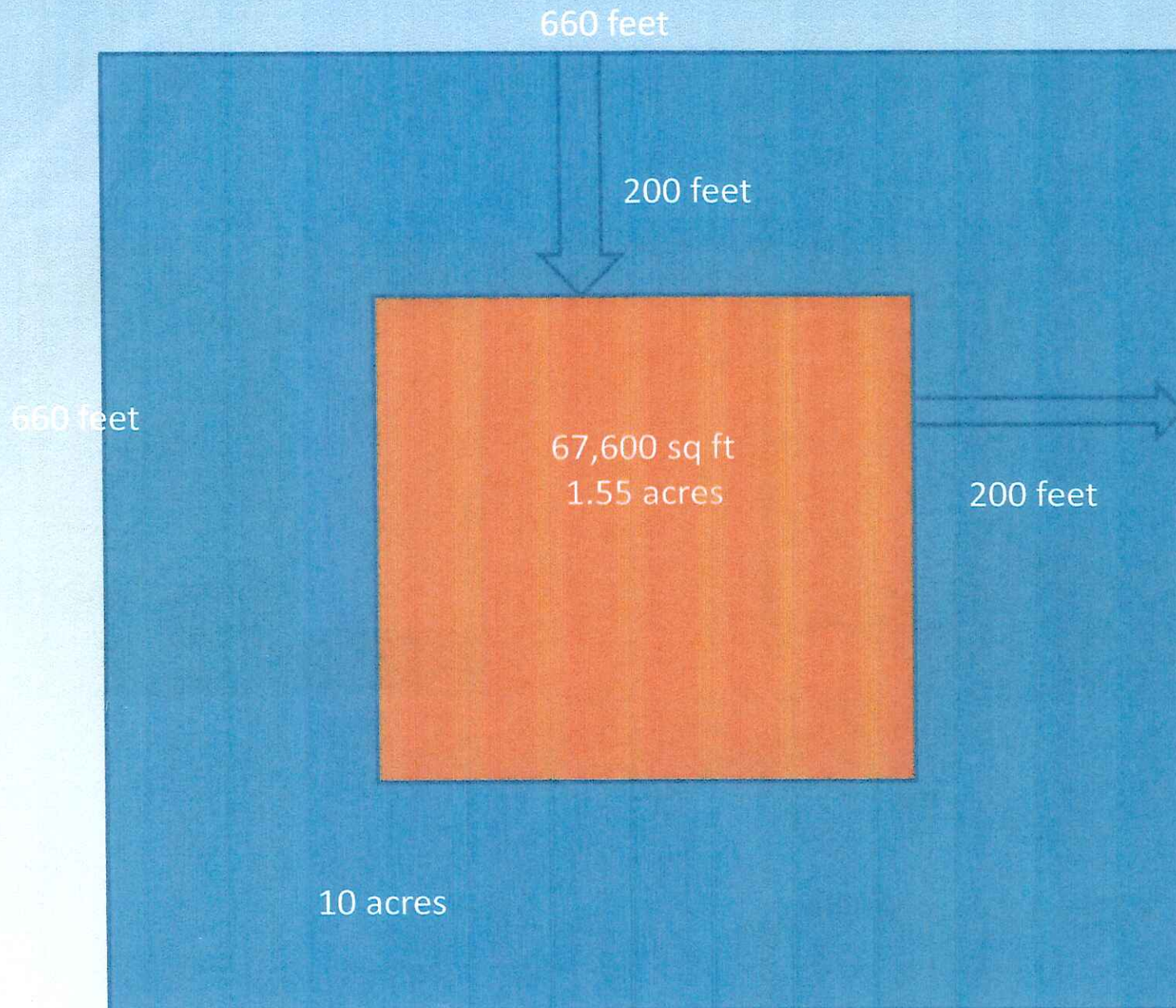
| Setback in feet | # of campsites | Max. # campers |
|-----------------|----------------|----------------|
| 0               | 150            | 1200           |
| 20              | 132            | 1056           |
| 50              | 106            | 848            |
| 100             | 72             | 576            |
| 200             | 23             | 184            |

I ask you to please examine these densities and consider a setback of at least 100 feet and include a buffer or screening fence as part of the campground ordinance.

Peter H. Fricke

Middleway, WV

14 January, 2016



Re: 8.17A(2)  
changes:

10 acres @ 1/15 =  
150 sites

After providing for  
200' setbacks:  
1.55 ac. @ 1/15 =  
23 sites

If 100' setbacks:  
4.86 ac. @ 1/15 =  
72 sites

NTS

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Dale Manuel, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2015**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Request to hold a Community Forum on the County Budget in February**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Hold a Community Forum on the County Budget to allow citizens to give input in the budget process before all the funding decisions are made**

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

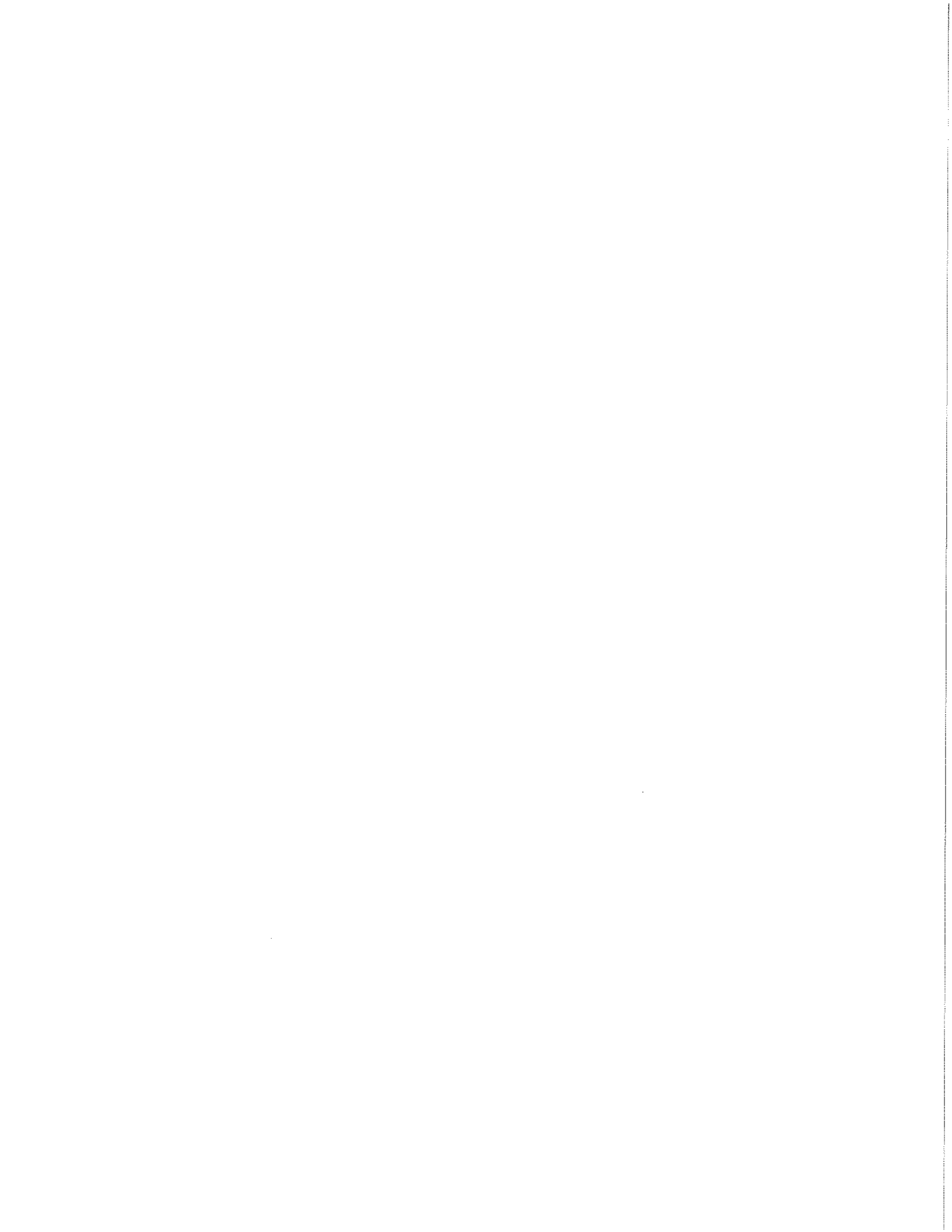
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Eric Bell, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 4, 2015**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Discuss appointees to the Regional Airport Authority**

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

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

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: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1<sup>st</sup> Choice: Click here to enter text.

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

Is this a funding request? Y/N **no**

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

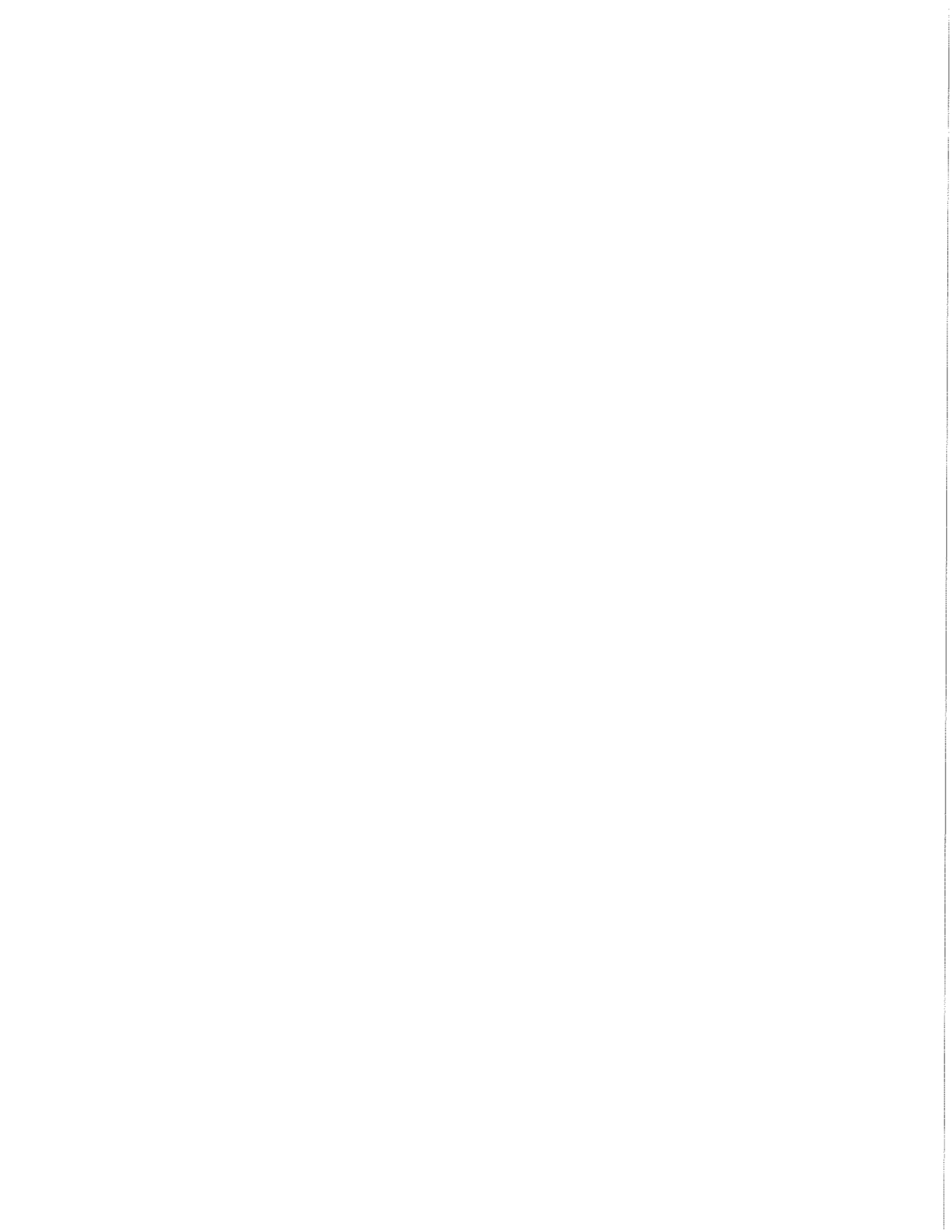
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**NOTICE**  
**Board of Review and**  
**Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 28, 2016, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2016.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2016 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

|          |                   |           |
|----------|-------------------|-----------|
| Tuesday  | February 2, 2016  | 1:30 p.m. |
| Thursday | February 4, 2016  | 1:30 p.m. |
| Tuesday  | February 9, 2016  | 1:30 p.m. |
| Thursday | February 11, 2016 | 1:30 p.m. |
| Tuesday  | February 16, 2016 | 1:30 p.m. |

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 12, 2016 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 16, 2016.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 19, 2016, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016. If the Board of Review and Equalization has adjourned sine die before February 19, 2016, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 19, 2016 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016.

Given under my hand this 7<sup>th</sup> day of January, 2016.

  
JENNIFER MAGHAN, COUNTY CLERK

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

|                                                  |                            |
|--------------------------------------------------|----------------------------|
| <b>Week Ending Date</b>                          | <b>January 16, 2016</b>    |
| <b>To be Deposited on:</b>                       | <b>January 25, 2016</b>    |
| Amount Played                                    | 51,730,925.23              |
| Amount Won                                       | 46,468,173.44              |
| Amount Promo                                     | 231,067.00                 |
| MWAP Contribution                                | <u>2,102.73</u>            |
| <b>Adjusted Gross Terminal Revenue</b>           | <b><u>5,029,582.06</u></b> |
| Administrative Costs @ 4%                        | 0.00                       |
| Excess Lottery Fund @ 4%                         | <u>201,183.29</u>          |
| <b>Net Terminal Revenue</b>                      | <b><u>4,828,398.77</u></b> |
| Surcharge @ 10%                                  | 482,839.89                 |
| State Share Excess @ 58% & 10% of 42%            | 300,326.41                 |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>182,513.48</u>          |
| <i>Track Share of Capital Reinvestment @ 96%</i> | <i>175,212.94</i>          |
| <i>Track Share of Capital Reinvestment @ 4%</i>  | <i>7,300.54</i>            |
| <b>Adjusted Net Terminal Revenue</b>             | <b><u>4,345,558.88</u></b> |
| Racetrack @ 46.50% / 42%                         | 1,825,134.73               |
| Lottery Fund @ 30% / 0%                          | 0.00                       |
| Excess Lottery Fund @ 0% / 41%                   | 1,781,679.18               |
| Excess Lottery Fund @ 12.85% / 9.55%             | 415,000.86                 |
| Race Track Purses @ 90% of 7% / 4%               | 156,440.12                 |
| Employee Pension Fund @ 1% / .5%                 | 21,727.79                  |
| Greyhound Development @ 90% of .75%              | 29,332.52                  |
| Thoroughbred Development @ 90% of .75%           | 29,332.52                  |
| County/Municipality @ 2%                         | <u>86,911.16</u>           |
|                                                  | <b><u>4,345,558.88</u></b> |

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2016

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| DATE                       | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending:<br>07/04/15 | \$ 89,446.56                 | \$ 89,446.56              | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:               |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/11/15                   | \$ 119,132.68                | \$ 119,132.68             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/18/15                   | \$ 112,706.24                | \$ 112,706.24             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/25/15                   | \$ 109,356.88                | \$ 109,356.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/01/15                   | \$ 119,089.60                | \$ 119,089.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/08/15                   | \$ 115,689.52                | \$ 115,689.52             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/15/15                   | \$ 108,726.48                | \$ 108,726.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/22/15                   | \$ 108,922.12                | \$ 108,922.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/29/15                   | \$ 117,576.80                | \$ 73,285.10              | \$ 44,291.70         | \$ 3,512.33      | \$ 17,672.39              | \$ 961.13                 | \$ 14,917.44     | \$ 7,228.41                 |
| 09/05/15                   | \$ 111,781.52                | \$ 55,890.76              | \$ 55,890.76         | \$ 4,432.14      | \$ 22,300.41              | \$ 1,212.83               | \$ 18,824.01     | \$ 9,121.37                 |
| 09/12/15                   | \$ 126,546.60                | \$ 63,273.30              | \$ 63,273.30         | \$ 5,017.57      | \$ 25,246.05              | \$ 1,373.03               | \$ 21,310.45     | \$ 10,326.20                |
| 09/19/15                   | \$ 108,466.12                | \$ 54,233.06              | \$ 54,233.06         | \$ 4,300.68      | \$ 21,638.99              | \$ 1,176.86               | \$ 18,265.69     | \$ 8,850.84                 |
| 09/26/15                   | \$ 104,879.20                | \$ 52,439.60              | \$ 52,439.60         | \$ 4,158.46      | \$ 20,923.40              | \$ 1,137.94               | \$ 17,661.66     | \$ 8,558.14                 |
| 10/03/15                   | \$ 106,209.88                | \$ 53,104.94              | \$ 53,104.94         | \$ 4,211.22      | \$ 21,188.87              | \$ 1,152.38               | \$ 17,885.74     | \$ 8,666.73                 |
| 10/10/15                   | \$ 100,582.52                | \$ 50,291.26              | \$ 50,291.26         | \$ 3,988.10      | \$ 20,066.21              | \$ 1,091.32               | \$ 16,938.10     | \$ 8,207.53                 |
| 10/17/15                   | \$ 106,097.60                | \$ 53,048.80              | \$ 53,048.80         | \$ 4,206.77      | \$ 21,166.47              | \$ 1,151.16               | \$ 17,866.84     | \$ 8,657.58                 |
| 10/24/15                   | \$ 110,837.44                | \$ 55,418.72              | \$ 55,418.72         | \$ 4,394.70      | \$ 22,112.07              | \$ 1,202.59               | \$ 18,665.02     | \$ 9,044.34                 |
| 10/31/15                   | \$ 114,047.28                | \$ 57,023.64              | \$ 57,023.64         | \$ 4,521.98      | \$ 22,752.43              | \$ 1,237.41               | \$ 19,205.56     | \$ 9,306.26                 |
| 11/07/15                   | \$ 111,664.16                | \$ 55,832.08              | \$ 55,832.08         | \$ 4,427.48      | \$ 22,277.00              | \$ 1,211.56               | \$ 18,804.24     | \$ 9,111.80                 |
| 11/14/15                   | \$ 112,025.72                | \$ 56,012.86              | \$ 56,012.86         | \$ 4,441.82      | \$ 22,349.13              | \$ 1,215.48               | \$ 18,865.13     | \$ 9,141.30                 |
| 11/21/15                   | \$ 100,387.52                | \$ 50,193.76              | \$ 50,193.76         | \$ 3,980.37      | \$ 20,027.31              | \$ 1,089.20               | \$ 16,905.26     | \$ 8,191.62                 |
| 11/28/15                   | \$ 120,021.96                | \$ 60,010.98              | \$ 60,010.98         | \$ 4,758.87      | \$ 23,944.38              | \$ 1,302.24               | \$ 20,211.70     | \$ 9,793.79                 |
| 12/05/15                   | \$ 95,535.72                 | \$ 47,767.86              | \$ 47,767.86         | \$ 3,787.99      | \$ 19,059.38              | \$ 1,036.56               | \$ 16,088.22     | \$ 7,795.71                 |
| 12/12/15                   | \$ 85,877.12                 | \$ 42,938.56              | \$ 42,938.56         | \$ 3,405.03      | \$ 17,132.48              | \$ 931.77                 | \$ 14,461.71     | \$ 7,007.57                 |
| 12/19/15                   | \$ 86,174.32                 | \$ 43,087.16              | \$ 43,087.16         | \$ 3,416.81      | \$ 17,191.78              | \$ 934.99                 | \$ 14,511.76     | \$ 7,031.82                 |
| 12/26/15                   | \$ 105,670.96                | \$ 52,835.48              | \$ 52,835.48         | \$ 4,189.85      | \$ 21,081.36              | \$ 1,146.53               | \$ 17,794.99     | \$ 8,622.75                 |
| 01/02/16                   | \$ 149,926.28                | \$ 74,963.14              | \$ 74,963.14         | \$ 5,944.58      | \$ 29,910.29              | \$ 1,626.70               | \$ 25,247.59     | \$ 12,233.98                |
| 01/09/16                   | \$ 82,948.48                 | \$ 41,474.24              | \$ 41,474.24         | \$ 3,286.91      | \$ 16,548.22              | \$ 899.99                 | \$ 13,968.52     | \$ 6,768.60                 |
| 01/16/16                   | \$ 86,911.16                 | \$ 43,455.58              | \$ 43,455.58         | \$ 3,446.03      | \$ 17,338.78              | \$ 942.98                 | \$ 14,635.84     | \$ 7,091.95                 |
| Subtotal                   | \$ 3,127,238.44              | \$ 2,019,650.96           | \$ 1,107,587.48      | \$ 87,831.69     | \$ 441,927.40             | \$ 24,034.65              | \$ 373,035.47    | \$ 180,758.27               |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$

## VIDEO LOTTERY REPORT

| FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            | FY 2016    |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     |
| 7/1-2/2011 | 69,824.12  | 7/7/2012   | 161,637.92 | 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 | 7/4/2015   | 89,446.56  |
| 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015  | 119,132.68 |
| 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015  | 112,706.24 |
| 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015  | 109,356.88 |
| 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015   | 119,089.60 |
| 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015   | 115,689.52 |
| 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015  | 108,726.48 |
| 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015  | 108,922.12 |
| 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015  | 73,285.10  |
| 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015   | 55,890.76  |
| 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015  | 63,273.30  |
| 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015  | 54,233.06  |
| 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015  | 52,439.60  |
| 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015  | 53,104.94  |
| 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  | 10/10/2015 | 50,291.26  |
| 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  | 10/17/2015 | 53,048.80  |
| 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  | 10/24/2015 | 55,418.72  |
| 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  | 10/31/2015 | 57,023.64  |
| 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  | 11/7/2015  | 55,832.08  |
| 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  | 11/14/2015 | 56,012.86  |
| 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  | 11/21/2015 | 50,193.76  |
| 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  | 11/28/2015 | 60,010.98  |
| 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  | 12/5/2015  | 47,767.86  |
| 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  | 12/12/2015 | 42,938.56  |
| 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  | 12/19/2015 | 43,087.16  |
| 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  | 12/26/2015 | 52,835.48  |
| 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  | 1/2/2016   | 74,963.14  |
| 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  | 1/9/2016   | 41,474.24  |
| 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  | 1/16/2016  | 43,455.58  |
| 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  |            |            |
| 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  |            |            |
| 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  |            |            |
| 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  |            |            |
| 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  |            |            |
| 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  |            |            |
| 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  |            |            |
| 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  |            |            |
| 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  |            |            |
| 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  |            |            |
| 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  |            |            |
| 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  |            |            |
| 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  |            |            |
| 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  |            |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 | 5/2/2015  | 54,079.66 |
| 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 | 5/9/2015  | 50,062.82 |
| 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 |
| 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 |
| 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 |
| 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 | 6/6/2015  | 53,927.82 |
| 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 |
| 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 |
| 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 |
| 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 |

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**2,019,650.96**



*West Virginia State  
Treasurer's Office*

John D. Perdue  
State Treasurer

| <u>Political Subdivision</u>  | <u>Amount</u> |
|-------------------------------|---------------|
| Huntington                    | 1,136.48      |
| Hurricane                     | 1,136.48      |
| Huttonsville                  | 1,136.48      |
| laeger                        | 1,136.48      |
| Jackson County                | 4,523.62      |
| Jane Lew                      | 1,136.48      |
| Jefferson County              | 73,055.05     |
| Jefferson County School Board | 219,165.15    |
| Junior                        | 1,136.48      |
| Kanawha County                | 21,771.09     |
| Kenova                        | 1,136.48      |
| Kermit                        | 1,136.48      |
| Keyser                        | 1,136.48      |
| Keystone                      | 1,136.48      |
| Kimball                       | 1,136.48      |
| Kingwood                      | 1,136.48      |
| Leon                          | 1,136.48      |
| Lester                        | 1,136.48      |
| Lewis County                  | 4,523.62      |

## Table Game Revenue

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | January, 2014          | 75,093.81         |
| March, 2011            | 120,927.10          | February, 2012         | 142,770.01          | February, 2013         | 121,636.62          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date                   | Amount            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         |
| September, 2014        | 71,967.51         | September, 2015        | 64,845.44         |
| October, 2014          | 66,257.02         | October, 2015          | 68,440.97         |
| November, 2014         | 71,046.66         | November, 2015         | 67,488.54         |
| December, 2014         | 76,797.24         | December, 2015         | 73,055.05         |
| January, 2015          | 73,346.66         |                        |                   |
| February, 2015         | 66,262.78         |                        |                   |
| March, 2015            | 73,747.70         |                        |                   |
| April, 2015            | 76,343.68         |                        |                   |
| May, 2015              | 78,424.23         |                        |                   |
| June, 2015             | 81,569.83         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>419,569.52</b> |

**Table Game Revenue Distribution - Jefferson County School Board**

| <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>2,697,386.67</b> |

| <u>Date</u>     | <u>Amount</u> |
|-----------------|---------------|
| July, 2015      | 227,024.37    |
| August, 2015    | 210,194.19    |
| September, 2015 | 194,536.32    |
| October, 2015   | 205,322.91    |
| November, 2015  | 202,465.62    |
| December, 2015  | 219,165.15    |

**Total 2015-2016 1,258,708.56**

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

| <b>Week Ending Date</b>                                 | <b>January 23, 2016</b> |
|---------------------------------------------------------|-------------------------|
| <b>To be Deposited on:</b>                              | January 29, 2016        |
| <b>Amount Played</b>                                    | 29,686,423.85           |
| <b>Amount Won</b>                                       | 26,659,191.59           |
| <b>Amount Promo</b>                                     | 129,562.00              |
| <b>MWAP Contribution</b>                                | <u>1,211.10</u>         |
| <b>Adjusted Gross Terminal Revenue</b>                  | <u>2,896,459.16</u>     |
| <b>Administrative Costs @ 4%</b>                        | 0.00                    |
| <b>Excess Lottery Fund @ 4%</b>                         | <u>115,858.37</u>       |
| <b>Net Terminal Revenue</b>                             | <u>2,780,600.79</u>     |
| <b>Surcharge @ 10%</b>                                  | 278,060.07              |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | 172,953.36              |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <u>105,106.71</u>       |
| <i>Track Share of Capital Reinvestment @ 96%</i>        | 100,902.44              |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | 4,204.27                |
| <b>Adjusted Net Terminal Revenue</b>                    | <u>2,502,540.72</u>     |
| <b>Racetrack @ 46.50% / 42%</b>                         | 1,051,067.10            |
| <b>Lottery Fund @ 30% / 0%</b>                          | 0.00                    |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | 1,026,041.72            |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | 238,992.63              |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | 90,091.47               |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | 12,512.70               |
| <b>Greyhound Development @ 90% of .75%</b>              | 16,892.15               |
| <b>Thoroughbred Development @ 90% of .75%</b>           | 16,892.15               |
| <b>County/Municipality @ 2%</b>                         | <u>50,050.80</u>        |
|                                                         | <u>2,502,540.72</u>     |

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2016

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| DATE                       | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.88% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending:<br>07/04/15 | \$ 89,446.56                 | \$ 89,446.56              | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:               |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/11/15                   | \$ 119,132.68                | \$ 119,132.68             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/18/15                   | \$ 112,706.24                | \$ 112,706.24             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/25/15                   | \$ 109,356.88                | \$ 109,356.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/01/15                   | \$ 119,089.60                | \$ 119,089.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/08/15                   | \$ 115,689.52                | \$ 115,689.52             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/15/15                   | \$ 108,726.48                | \$ 108,726.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/22/15                   | \$ 108,922.12                | \$ 108,922.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/29/15                   | \$ 117,576.80                | \$ 73,285.10              | \$ 44,291.70         | \$ 3,512.33      | \$ 17,672.39              | \$ 961.13                 | \$ 14,917.44     | \$ 7,228.41                 |
| 09/05/15                   | \$ 111,781.52                | \$ 55,890.76              | \$ 55,890.76         | \$ 4,432.14      | \$ 22,300.41              | \$ 1,212.83               | \$ 18,824.01     | \$ 9,121.37                 |
| 09/12/15                   | \$ 126,546.60                | \$ 63,273.30              | \$ 63,273.30         | \$ 5,017.57      | \$ 25,246.05              | \$ 1,373.03               | \$ 21,310.45     | \$ 10,326.20                |
| 09/19/15                   | \$ 108,466.12                | \$ 54,233.06              | \$ 54,233.06         | \$ 4,300.68      | \$ 21,638.99              | \$ 1,176.86               | \$ 18,265.69     | \$ 8,850.84                 |
| 09/26/15                   | \$ 104,879.20                | \$ 52,439.60              | \$ 52,439.60         | \$ 4,158.46      | \$ 20,923.40              | \$ 1,137.94               | \$ 17,661.66     | \$ 8,558.14                 |
| 10/03/15                   | \$ 106,209.88                | \$ 53,104.94              | \$ 53,104.94         | \$ 4,211.22      | \$ 21,188.87              | \$ 1,152.38               | \$ 17,885.74     | \$ 8,666.73                 |
| 10/10/15                   | \$ 100,582.52                | \$ 50,291.26              | \$ 50,291.26         | \$ 3,988.10      | \$ 20,066.21              | \$ 1,091.32               | \$ 16,938.10     | \$ 8,207.53                 |
| 10/17/15                   | \$ 106,097.60                | \$ 53,048.80              | \$ 53,048.80         | \$ 4,206.77      | \$ 21,166.47              | \$ 1,151.16               | \$ 17,866.84     | \$ 8,657.56                 |
| 10/24/15                   | \$ 110,837.44                | \$ 55,418.72              | \$ 55,418.72         | \$ 4,394.70      | \$ 22,112.07              | \$ 1,202.59               | \$ 18,665.02     | \$ 9,044.34                 |
| 10/31/15                   | \$ 114,047.28                | \$ 57,023.64              | \$ 57,023.64         | \$ 4,521.98      | \$ 22,752.43              | \$ 1,237.41               | \$ 19,205.56     | \$ 9,306.26                 |
| 11/07/15                   | \$ 111,664.16                | \$ 55,832.08              | \$ 55,832.08         | \$ 4,427.48      | \$ 22,277.00              | \$ 1,211.56               | \$ 18,804.24     | \$ 9,111.80                 |
| 11/14/15                   | \$ 112,025.72                | \$ 56,012.86              | \$ 56,012.86         | \$ 4,441.82      | \$ 22,349.13              | \$ 1,215.48               | \$ 18,865.13     | \$ 9,141.30                 |
| 11/21/15                   | \$ 100,387.52                | \$ 50,193.76              | \$ 50,193.76         | \$ 3,980.37      | \$ 20,027.31              | \$ 1,089.20               | \$ 16,905.26     | \$ 8,191.62                 |
| 11/28/15                   | \$ 120,021.96                | \$ 60,010.98              | \$ 60,010.98         | \$ 4,758.87      | \$ 23,944.38              | \$ 1,302.24               | \$ 20,211.70     | \$ 9,793.79                 |
| 12/05/15                   | \$ 95,535.72                 | \$ 47,767.86              | \$ 47,767.86         | \$ 3,787.99      | \$ 19,059.38              | \$ 1,036.56               | \$ 16,088.22     | \$ 7,795.71                 |
| 12/12/15                   | \$ 85,877.12                 | \$ 42,938.56              | \$ 42,938.56         | \$ 3,405.03      | \$ 17,132.48              | \$ 931.77                 | \$ 14,461.71     | \$ 7,007.57                 |
| 12/19/15                   | \$ 86,174.32                 | \$ 43,087.16              | \$ 43,087.16         | \$ 3,416.81      | \$ 17,191.78              | \$ 934.99                 | \$ 14,511.76     | \$ 7,031.82                 |
| 12/26/15                   | \$ 105,670.96                | \$ 52,835.48              | \$ 52,835.48         | \$ 4,189.85      | \$ 21,081.36              | \$ 1,146.53               | \$ 17,794.99     | \$ 8,622.75                 |
| 01/02/16                   | \$ 149,926.28                | \$ 74,963.14              | \$ 74,963.14         | \$ 5,944.58      | \$ 29,910.29              | \$ 1,626.70               | \$ 25,247.59     | \$ 12,233.98                |
| 01/09/16                   | \$ 82,948.48                 | \$ 41,474.24              | \$ 41,474.24         | \$ 3,288.91      | \$ 16,548.22              | \$ 899.99                 | \$ 13,968.52     | \$ 6,768.60                 |
| 01/16/16                   | \$ 86,911.16                 | \$ 43,455.58              | \$ 43,455.58         | \$ 3,446.03      | \$ 17,338.78              | \$ 942.98                 | \$ 14,635.84     | \$ 7,091.95                 |
| 01/23/16                   | \$ 50,050.80                 | \$ 25,025.40              | \$ 25,025.40         | \$ 1,984.51      | \$ 9,985.13               | \$ 543.05                 | \$ 8,428.56      | \$ 4,084.15                 |
| Subtotal                   | \$ 3,177,289.24              | \$ 2,044,676.36           | \$ 1,132,612.88      | \$ 89,816.20     | \$ 451,912.53             | \$ 24,577.70              | \$ 381,464.03    | \$ 184,842.42               |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

| FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            | FY 2016    |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     |
| 7/1-2/2011 | 69,824.12  | 7/7/2012   | 161,637.92 | 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 | 7/4/2015   | 89,446.56  |
| 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015  | 119,132.68 |
| 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015  | 112,706.24 |
| 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015  | 109,356.88 |
| 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015   | 119,089.60 |
| 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015   | 115,689.52 |
| 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015  | 108,726.48 |
| 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015  | 108,922.12 |
| 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015  | 73,285.10  |
| 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015   | 55,890.76  |
| 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015  | 63,273.30  |
| 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015  | 54,233.06  |
| 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015  | 52,439.60  |
| 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015  | 53,104.94  |
| 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  | 10/10/2015 | 50,291.26  |
| 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  | 10/17/2015 | 53,048.80  |
| 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  | 10/24/2015 | 55,418.72  |
| 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  | 10/31/2015 | 57,023.64  |
| 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  | 11/7/2015  | 55,832.08  |
| 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  | 11/14/2015 | 56,012.86  |
| 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  | 11/21/2015 | 50,193.76  |
| 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  | 11/28/2015 | 60,010.98  |
| 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  | 12/5/2015  | 47,767.86  |
| 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  | 12/12/2015 | 42,938.56  |
| 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  | 12/19/2015 | 43,087.16  |
| 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  | 12/26/2015 | 52,835.48  |
| 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  | 1/2/2016   | 74,963.14  |
| 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  | 1/9/2016   | 41,474.24  |
| 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  | 1/16/2016  | 43,455.58  |
| 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  | 1/23/2016  | 25,025.40  |
| 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  |            |            |
| 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  |            |            |
| 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  |            |            |
| 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  |            |            |
| 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  |            |            |
| 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  |            |            |
| 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  |            |            |
| 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  |            |            |
| 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  |            |            |
| 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  |            |            |
| 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  |            |            |
| 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  |            |            |
| 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  |            |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 | 5/2/2015  | 54,079.66 |
| 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 | 5/9/2015  | 50,062.82 |
| 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 |
| 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 |
| 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 |
| 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 | 6/6/2015  | 53,927.82 |
| 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 |
| 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 |
| 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 |
| 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 |

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**2,044,676.36**

## Table Game Revenue

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | January, 2014          | 75,093.81         |
| March, 2011            | 120,927.10          | February, 2012         | 142,770.01          | February, 2013         | 121,636.62          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date                   | Amount            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         |
| September, 2014        | 71,967.51         | September, 2015        | 64,845.44         |
| October, 2014          | 66,257.02         | October, 2015          | 68,440.97         |
| November, 2014         | 71,046.66         | November, 2015         | 67,488.54         |
| December, 2014         | 76,797.24         | December, 2015         | 73,055.05         |
| January, 2015          | 73,346.66         |                        |                   |
| February, 2015         | 66,262.78         |                        |                   |
| March, 2015            | 73,747.70         |                        |                   |
| April, 2015            | 76,343.68         |                        |                   |
| May, 2015              | 78,424.23         |                        |                   |
| June, 2015             | 81,569.83         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>419,569.52</b> |

**Table Game Revenue Distribution - Jefferson County School Board**

| <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>2,697,386.67</b> |

| <u>Date</u>     | <u>Amount</u> |
|-----------------|---------------|
| July, 2015      | 227,024.37    |
| August, 2015    | 210,194.19    |
| September, 2015 | 194,536.32    |
| October, 2015   | 205,322.91    |
| November, 2015  | 202,465.62    |
| December, 2015  | 219,165.15    |

|                        |                     |
|------------------------|---------------------|
| <b>Total 2015-2016</b> | <b>1,258,708.56</b> |
|------------------------|---------------------|

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Pombo, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 21, 2016**

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

Date Requested – 2<sup>nd</sup> Choice: February 4, 2016

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

Review of Budget to Actual as of December 31, 2015

Review and Approve payment of Region 9 Invoice for FY16 Air Quality Program Funding Request

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

Is this a funding request? Y/N Yes

If so, how much? \$500

Provide exact financial impact/request: Will fund by reducing an expenditure within Dept 401's budget.

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:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

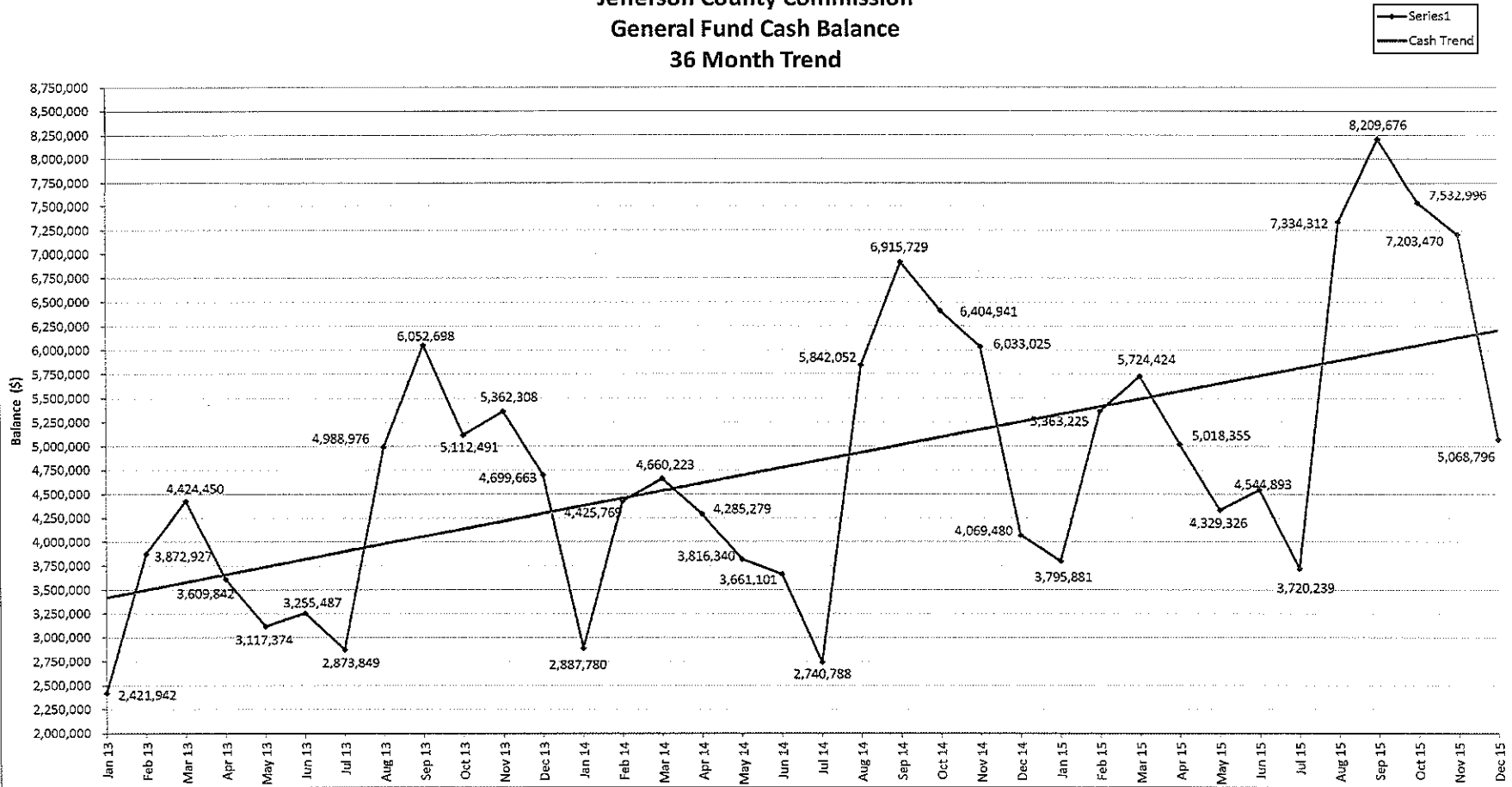
# Jefferson County Commission

## Cash Balances by Fund

As of 12-31-2015

| Fund                 | Description                  | Balance              |
|----------------------|------------------------------|----------------------|
| 001                  | General Operating            | \$ 5,608,796         |
| 002                  | Coal Severance               | 62,242               |
| 003                  | Dog & Kennel                 | 32,357               |
| 004                  | General School               | -                    |
| 005                  | Magistrate Court             | 3,041                |
| 006                  | Worthless Check              | 30,746               |
| 008                  | Home Confinement             | 27,636               |
| 009                  | Federal Grants               | -                    |
| 010                  | State Grant                  | -                    |
| 023                  | Flood Mitigation             | 34,959               |
| 039                  | Waste Coal                   | 8,373                |
| 056                  | Assessor Valuation           | 525,070              |
| 057                  | Farmland Protection          | 2                    |
| 059                  | Concealed Weapons            | 62,168               |
| 063                  | Voter Registration           | 217                  |
| 074                  | Drug Forfeiture              | 13,743               |
| 075                  | Sub Division Bond Forfeiture | 172                  |
| 077                  | Teen Court                   | -                    |
| 244                  | Bardane Public Health Center | 56,784               |
| 246                  | Capital Outlay               | 4,339,385            |
| 247                  | Parks Land Fund              | -                    |
| 249                  | Impact Fees                  | 2,050,710            |
| 315                  | State Police                 | 60                   |
| 369                  | Deputy Sheriff Retire        | 1                    |
| Total Cash all Funds |                              | <u>\$ 12,856,462</u> |

### Jefferson County Commission General Fund Cash Balance 36 Month Trend



Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled January 15, 2016  
 Expenditures by Department

|                           | Budget            |                   |                              |                   | YTD Actual        |                              |                   |
|---------------------------|-------------------|-------------------|------------------------------|-------------------|-------------------|------------------------------|-------------------|
|                           | FY16 YTD          |                   | Variance                     |                   | FY15 YTD          | FY16-FY15 Var                |                   |
|                           | FY16 Budget       | Actual            | Favorable /<br>(Unfavorable) | % Rec'd<br>/Exp'd | Actual            | Favorable /<br>(Unfavorable) | % Rec'd<br>/Exp'd |
| <b>REVENUE</b>            |                   |                   |                              |                   |                   |                              |                   |
| UNENCUMBERED BALANCE      | 3,951,985         | -                 | (3,951,985)                  | -                 | -                 | -                            | -                 |
| AD VALOREM TAXES          | 12,582,514        | 7,502,120         | (5,080,394)                  | 59.62 %           | 7,195,809         | 306,311                      | 4.26 %            |
| TAX PENALTIES             | 295,000           | 205,962           | (89,038)                     | 69.82 %           | 209,785           | (3,823)                      | (1.82) %          |
| PROPERTY TRANSFER TAX     | 598,000           | 336,628           | (261,373)                    | 56.29 %           | 319,382           | 17,246                       | 5.40 %            |
| GAS & OIL SEVERANCE TAX   | 41,000            | 95,320            | 54,320                       | 232.49 %          | 81,957            | 13,363                       | 16.30 %           |
| HORSE & DOG RACING TAX    | 12,686            | 6,799             | (5,887)                      | 53.59 %           | 6,920             | (121)                        | (1.75) %          |
| WINE & LIQUOR TAX         | 32,000            | 16,469            | (15,531)                     | 51.46 %           | 18,902            | (2,434)                      | (12.87) %         |
| HOTEL OCCUPANCY TAX       | 549,500           | 364,215           | (185,285)                    | 66.28 %           | 350,279           | 13,936                       | 3.98 %            |
| LICENSE/DECALS            | 65                | 38                | (27)                         | 58.46 %           | 22                | 16                           | 72.73 %           |
| BUILDING PERMIT FEES      | 200,000           | 189,672           | (10,328)                     | 94.84 %           | 105,411           | 84,261                       | 79.94 %           |
| MISC. RENTS               | 131               | 128               | (3)                          | 97.71 %           | 124               | 4                            | 3.23 %            |
| FEDERAL GOV GRANTS        | 160,462           | 29,031            | (131,431)                    | 18.09 %           | 121,209           | (92,178)                     | (76.05) %         |
| FED PYMNT IN LIEU OF TAXS | 11,676            | 516               | (11,160)                     | 4.42 %            | 11,676            | (11,160)                     | (95.58) %         |
| SHERIFF'S SRVC OF PROCESS | 17,600            | 10,280            | (7,320)                      | 58.41 %           | 9,675             | 605                          | 6.25 %            |
| SHERIFF EARNINGS          | 30,000            | 10,589            | (19,411)                     | 35.30 %           | 16,048            | (5,459)                      | (34.02) %         |
| COUNTY CLERK'S EARNING    | 192,375           | 95,021            | (97,354)                     | 49.39 %           | 86,863            | 8,158                        | 9.39 %            |
| CIRCUIT CLERK'S EARNING   | 65,815            | 28,366            | (37,449)                     | 43.10 %           | 29,713            | (1,347)                      | (4.53) %          |
| PROSECUTING ATTY EARNINGS | 1,278             | 432               | (846)                        | 33.81 %           | 643               | (211)                        | (32.80) %         |
| ACCIDENT REPORTS          | 3,500             | 1,850             | (1,650)                      | 52.86 %           | 2,040             | (190)                        | (9.31) %          |
| MAP SALES                 | 2,700             | 1,449             | (1,251)                      | 53.67 %           | 872               | 577                          | 66.17 %           |
| RENT - CONCESSIONS        | 47,400            | 15,600            | (31,800)                     | 32.91 %           | 19,350            | (3,750)                      | (19.38) %         |
| AMBULANCE FEES            | 675,000           | 650,460           | (24,540)                     | 96.36 %           | 375,000           | 275,460                      | 73.46 %           |
| EMG COMM - 911 FEE        | 1,760,000         | 912,134           | (847,866)                    | 51.83 %           | 750,133           | 162,002                      | 21.60 %           |
| FRANCHISE FEES            | 400,000           | 226,643           | (173,357)                    | 56.66 %           | 105,398           | 121,245                      | 115.04 %          |
| IRP FEES-INTNATL REG PGM  | 8,000             | 10,868            | 2,868                        | 135.85 %          | 4,218             | 6,651                        | 157.69 %          |
| JAIL FEES                 | 95,000            | 97,813            | 2,813                        | 102.96 %          | 96,912            | 901                          | 0.93 %            |
| INTEREST EARNED           | 20,290            | 15,848            | (4,442)                      | 78.11 %           | 12,926            | 2,922                        | 22.61 %           |
| MISCELLANEOUS REVENUE     | 100               | 18                | (82)                         | 18.17 %           | 147               | (129)                        | (87.68) %         |
| SHERIFF'S COMMISSION      | 15,000            | 11,563            | (3,437)                      | 77.09 %           | 11,619            | (56)                         | (0.48) %          |
| REIMBURSEMENTS            | 277,873           | 206,459           | (71,414)                     | 74.30 %           | 146,231           | 60,227                       | 41.19 %           |
| GEN SCHOOL FUND REIMB     | 250,000           | 96,360            | (153,640)                    | 38.54 %           | 134,163           | (37,803)                     | (28.18) %         |
| TRANS/ASSR VAL FUND       | 430,228           | -                 | (430,228)                    | -                 | -                 | -                            | -                 |
| <b>TOTAL REVENUES</b>     | <b>22,727,178</b> | <b>11,138,650</b> | <b>(11,588,528)</b>          | <b>49.01 %</b>    | <b>10,223,427</b> | <b>915,223</b>               | <b>8.95 %</b>     |
| <b>EXPENDITURES</b>       |                   |                   |                              |                   |                   |                              |                   |
| COUNTY COMMISSION         | 1,774,171         | 901,379           | 872,792                      | 50.81 %           | 887,917           | (13,462)                     | (1.52) %          |
| COUNTY CLERK              | 753,392           | 363,037           | 390,355                      | 48.19 %           | 362,921           | (116)                        | (0.03) %          |
| CIRCUIT CLERK             | 632,182           | 299,809           | 332,373                      | 47.42 %           | 313,661           | 13,852                       | 4.42 %            |
| SHERIFF AND TREASURER     | 575,687           | 288,811           | 286,876                      | 50.17 %           | 313,349           | 24,539                       | 7.83 %            |
| PROSECUTING ATTORNEY      | 1,799,740         | 879,963           | 919,777                      | 48.89 %           | 887,203           | 7,240                        | 0.82 %            |
| ASSESSOR                  | 526,372           | 274,548           | 251,824                      | 52.16 %           | 292,929           | 18,381                       | 6.27 %            |
| ASSESSOR'S VALUATION FUND | 430,228           | 215,543           | 214,685                      | 50.10 %           | 229,882           | 14,340                       | 6.24 %            |
| STATEWIDE COMPUTER NET    | 63,100            | 13,547            | 49,553                       | 21.47 %           | 14,261            | 714                          | 5.01 %            |
| AGRICULTURAL AGENT        | 129,461           | 60,453            | 69,008                       | 46.70 %           | 61,148            | 695                          | 1.14 %            |

Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled January 15, 2016  
 Expenditures by Department

|                              | Budget            |                   |                   |                | YTD Actual        |                  |                 |
|------------------------------|-------------------|-------------------|-------------------|----------------|-------------------|------------------|-----------------|
|                              | FY16 YTD          | Variance          |                   | FY15 YTD       | FY16-FY15 Var     |                  |                 |
|                              | Actual            | Favorable /       | % Rec'd           | Actual         | Favorable /       | % Rec'd          |                 |
| FY16 Budget                  | as of 12/31/15    | (Unfavorable)     | /Exp'd            | as of 12/31/14 | (Unfavorable)     | /Exp'd           |                 |
| ELECTIONS COUNTY CLERK       | 336,434           | 141,547           | 194,887           | 42.07 %        | 183,833           | 42,285           | 23.00 %         |
| MAGISTRATE COURT             | 1,000             | 856               | 144               | 85.60 %        | 414               | (442)            | (106.93) %      |
| COURTHOUSE (MAINTENANCE)     | 1,130,004         | 591,468           | 538,536           | 52.34 %        | 525,214           | (66,254)         | (12.61) %       |
| OTHER BUILDINGS              | 634,750           | 252,649           | 382,101           | 39.80 %        | 245,680           | (6,969)          | (2.84) %        |
| DATA PROCESSING              | 335,993           | 111,389           | 224,604           | 33.15 %        | 90,144            | (21,245)         | (23.57) %       |
| REGIONAL DEVELOPMENT AUTH    | 19,795            | 19,794            | 1                 | 100.00 %       | 19,794            | -                | -               |
| ECONOMIC DEVELOPMENT         | 429,155           | 238,388           | 190,767           | 55.55 %        | 277,286           | 38,898           | 14.03 %         |
| GIS DEPT                     | 246,674           | 114,922           | 131,752           | 46.59 %        | 115,964           | 1,042            | 0.90 %          |
| PLANNING AND ZONING          | 315,787           | 149,042           | 166,745           | 47.20 %        | 171,243           | 22,200           | 12.96 %         |
| ENGINEERING                  | 770,404           | 372,610           | 397,794           | 48.37 %        | 366,522           | (6,089)          | (1.66) %        |
| DEPT OF ZONING               | 149,360           | 72,970            | 76,390            | 48.85 %        | 35,500            | (37,470)         | (105.55) %      |
| FINANCIAL STABILIZATION      | 2,106,758         | -                 | 2,106,758         | -              | -                 | -                | -               |
| CONTINGENCIES                | 2,073,354         | -                 | 2,073,354         | -              | -                 | -                | -               |
| SHERIFF LAW ENFORCEMENT      | 3,521,034         | 1,770,098         | 1,750,936         | 50.27 %        | 1,682,627         | (87,471)         | (5.20) %        |
| SHERIFF SVC OF PROCESS       | 18,000            | 16,723            | 1,277             | 92.90 %        | 3,198             | (13,525)         | (422.92) %      |
| REGIONAL JAIL                | 1,350,000         | 535,286           | 814,715           | 39.65 %        | 452,489           | (82,797)         | (18.30) %       |
| EMERGENCY SERVICES           | 274,197           | 118,203           | 155,994           | 43.11 %        | 108,147           | (10,056)         | (9.30) %        |
| COMMUNICATIONS CENTER        | 1,991,164         | 863,146           | 1,128,018         | 43.35 %        | 970,553           | 107,406          | 11.07 %         |
| FIRE DEPARTMENTS             | 420,000           | 260,000           | 160,000           | 61.90 %        | 243,500           | (16,500)         | (6.78) %        |
| AMBULANCE AUTHORITY          | 2,123,312         | 1,736,422         | 386,890           | 81.78 %        | 1,460,672         | (275,750)        | (18.88) %       |
| ANIMAL CONTROL               | 325,809           | 145,310           | 180,499           | 44.60 %        | 154,610           | 9,300            | 6.01 %          |
| CENTRAL GARAGE               | 306,979           | 124,834           | 182,145           | 40.67 %        | 135,710           | 10,876           | 8.01 %          |
| PARKS AND RECREATION         | 505,160           | 319,970           | 185,190           | 63.34 %        | 323,858           | 3,888            | 1.20 %          |
| ARTS AND HUMANITIES          | 10,990            | 6,332             | 4,658             | 57.61 %        | 6,067             | (265)            | (4.37) %        |
| HISTORICAL COMMISSION        | 15,900            | 9,376             | 6,524             | 58.97 %        | 8,983             | (393)            | (4.37) %        |
| VISITOR'S BUREAU             | 275,110           | 158,295           | 116,815           | 57.54 %        | 151,664           | (6,631)          | (4.37) %        |
| LIBRARIES                    | 250,000           | 187,500           | 62,500            | 75.00 %        | 175,500           | (12,000)         | (6.84) %        |
| PUBLIC TRANSPORTATION        | 10,275            | 7,706             | 2,569             | 75.00 %        | 7,706             | -                | -               |
| SOLID WASTE AUTHORITY        | -                 | -                 | -                 | -              | 1,500             | 1,500            | 100.00 %        |
| <b>TOTAL EXPENDITURES</b>    | <b>26,631,731</b> | <b>11,621,927</b> | <b>15,009,804</b> | <b>43.64 %</b> | <b>11,281,647</b> | <b>(340,280)</b> | <b>(3.02) %</b> |
| NET PRIOR TO GAMING REVENUE  | (3,904,553)       | (483,276)         | (3,421,277)       |                | (1,058,219)       | 574,943          | -54.33 %        |
| TABLE GAMES                  | 790,000           | 428,855           | (361,145)         | 54.29 %        | 445,693           | (16,838)         | (3.78) %        |
| VIDEO LOTTERY                | 3,114,553         | 1,926,808         | (1,187,745)       | 61.86 %        | 1,890,861         | 35,946           | 1.90 %          |
| NET REVENUE LESS EXPENDITURE | -                 | 1,872,386         | (1,872,386)       |                | 1,278,335         | 594,051          | 46.47 %         |

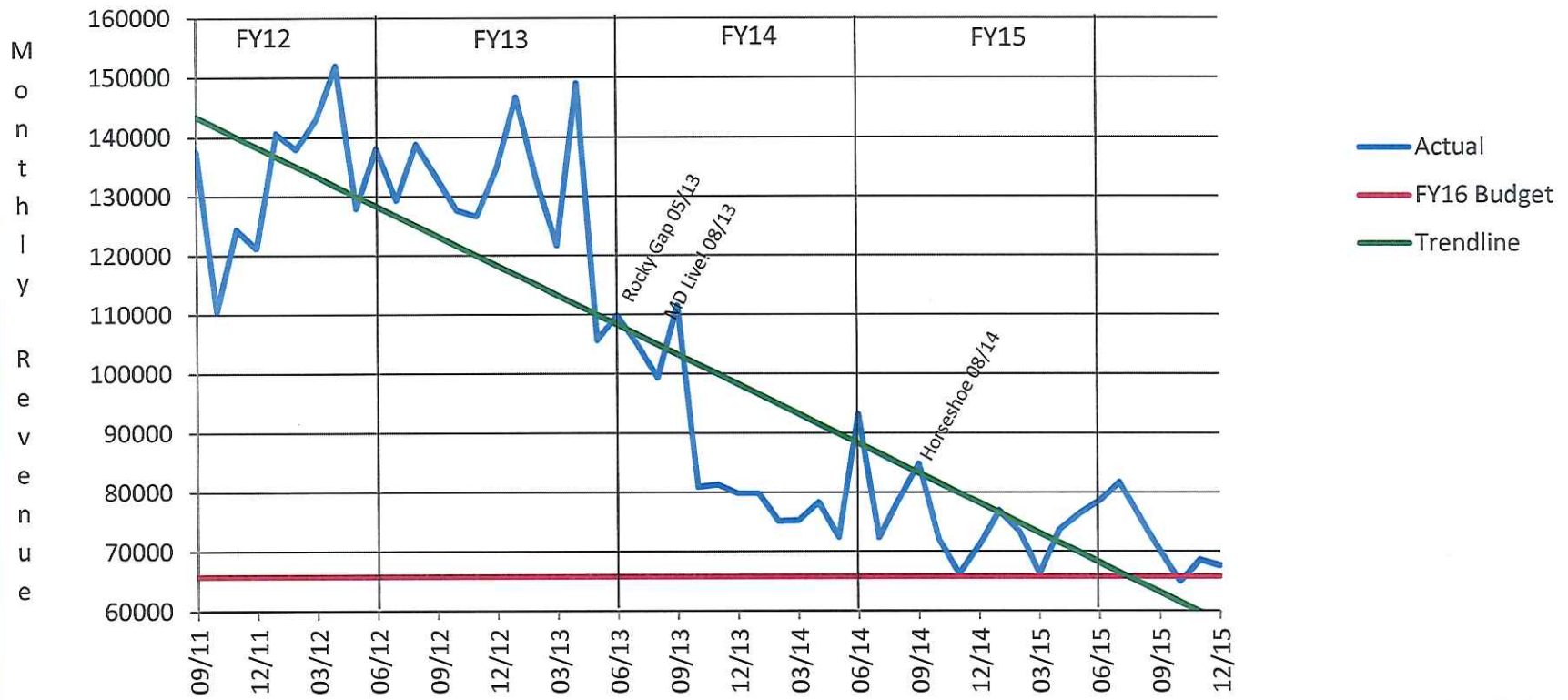
Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled January 15, 2016  
 General Fund Expenditures by Object Code

|                           | FY16 YTD          |                          | Budget                                   | % Rec'd<br>/Exp'd | YTD Actual                           |                                               | % Rec'd<br>/Exp'd |
|---------------------------|-------------------|--------------------------|------------------------------------------|-------------------|--------------------------------------|-----------------------------------------------|-------------------|
|                           | FY16 Budget       | Actual<br>as of 12/31/15 | Variance<br>Favorable /<br>(Unfavorable) |                   | FY15 YTD<br>Actual<br>as of 12/31/14 | FY16-FY15 Var<br>Favorable /<br>(Unfavorable) |                   |
| <b>REVENUES</b>           |                   |                          |                                          |                   |                                      |                                               |                   |
| UNENCUMBERED BALANCE      | 3,951,985         | -                        | (3,951,985)                              | -                 | -                                    | -                                             | -                 |
| AD VALOREM TAXES          | 12,582,514        | 7,502,120                | (5,080,394)                              | 59.62 %           | 7,195,809                            | 306,311                                       | 4.26 %            |
| TAX PENALTIES             | 295,000           | 205,962                  | (89,038)                                 | 69.82 %           | 209,785                              | (3,823)                                       | (1.82) %          |
| PROPERTY TRANSFER TAX     | 598,000           | 336,628                  | (261,373)                                | 56.29 %           | 319,382                              | 17,246                                        | 5.40 %            |
| GAS & OIL SEVERANCE TAX   | 41,000            | 95,320                   | 54,320                                   | 232.49 %          | 81,957                               | 13,363                                        | 16.30 %           |
| HORSE & DOG RACING TAX    | 12,686            | 6,799                    | (5,887)                                  | 53.59 %           | 6,920                                | (121)                                         | (1.75) %          |
| WINE & LIQUOR TAX         | 32,000            | 16,469                   | (15,531)                                 | 51.46 %           | 18,902                               | (2,434)                                       | (12.87) %         |
| HOTEL OCCUPANCY TAX       | 549,500           | 364,215                  | (185,285)                                | 66.28 %           | 350,279                              | 13,936                                        | 3.98 %            |
| LICENSE/DECALS            | 65                | 38                       | (27)                                     | 58.46 %           | 22                                   | 16                                            | 72.73 %           |
| BUILDING PERMIT FEES      | 200,000           | 189,672                  | (10,328)                                 | 94.84 %           | 105,411                              | 84,261                                        | 79.94 %           |
| MISC. RENTS               | 131               | 128                      | (3)                                      | 97.71 %           | 124                                  | 4                                             | 3.23 %            |
| FEDERAL GOV GRANTS        | 160,462           | 29,031                   | (131,431)                                | 18.09 %           | 121,209                              | (92,178)                                      | (76.05) %         |
| FED PYMNT IN LIEU OF TAXS | 11,676            | 516                      | (11,160)                                 | 4.42 %            | 11,676                               | (11,160)                                      | (95.58) %         |
| SHERIFF'S SRVC OF PROCESS | 17,600            | 10,280                   | (7,320)                                  | 58.41 %           | 9,675                                | 605                                           | 6.25 %            |
| SHERIFF EARNINGS          | 30,000            | 10,589                   | (19,411)                                 | 35.30 %           | 16,048                               | (5,459)                                       | (34.02) %         |
| COUNTY CLERK'S EARNING    | 192,375           | 95,021                   | (97,354)                                 | 49.39 %           | 86,863                               | 8,158                                         | 9.39 %            |
| CIRCUIT CLERK'S EARNING   | 65,815            | 28,366                   | (37,449)                                 | 43.10 %           | 29,713                               | (1,347)                                       | (4.53) %          |
| PROSECUTING ATTY EARNINGS | 1,278             | 432                      | (846)                                    | 33.81 %           | 643                                  | (211)                                         | (32.80) %         |
| ACCIDENT REPORTS          | 3,500             | 1,850                    | (1,650)                                  | 52.86 %           | 2,040                                | (190)                                         | (9.31) %          |
| MAP SALES                 | 2,700             | 1,449                    | (1,251)                                  | 53.67 %           | 872                                  | 577                                           | 66.17 %           |
| RENT - CONCESSIONS        | 47,400            | 15,600                   | (31,800)                                 | 32.91 %           | 19,350                               | (3,750)                                       | (19.38) %         |
| AMBULANCE FEES            | 675,000           | 650,460                  | (24,540)                                 | 96.36 %           | 375,000                              | 275,460                                       | 73.46 %           |
| EMG COMM - 911 FEE        | 1,760,000         | 912,134                  | (847,866)                                | 51.83 %           | 750,133                              | 162,002                                       | 21.60 %           |
| FRANCHISE FEES            | 400,000           | 226,643                  | (173,357)                                | 56.66 %           | 105,398                              | 121,245                                       | 115.04 %          |
| IRP FEES-INTNATL REG PGM  | 8,000             | 10,868                   | 2,868                                    | 135.85 %          | 4,218                                | 6,651                                         | 157.69 %          |
| JAIL FEES                 | 95,000            | 97,813                   | 2,813                                    | 102.96 %          | 96,912                               | 901                                           | 0.93 %            |
| INTEREST EARNED           | 20,290            | 15,848                   | (4,442)                                  | 78.11 %           | 12,926                               | 2,922                                         | 22.61 %           |
| MISCELLANEOUS REVENUE     | 100               | 18                       | (82)                                     | 18.17 %           | 147                                  | (129)                                         | (87.68) %         |
| SHERIFF'S COMMISSION      | 15,000            | 11,563                   | (3,437)                                  | 77.09 %           | 11,619                               | (56)                                          | (0.48) %          |
| REIMBURSEMENTS            | 277,873           | 206,459                  | (71,414)                                 | 74.30 %           | 146,231                              | 60,227                                        | 41.19 %           |
| GEN SCHOOL FUND REIMB     | 250,000           | 96,360                   | (153,640)                                | 38.54 %           | 134,163                              | (37,803)                                      | (28.18) %         |
| TRANS/ASSR VAL FUND       | 430,228           | -                        | (430,228)                                | -                 | -                                    | -                                             | -                 |
| <b>TOTAL REVENUES</b>     | <b>22,727,178</b> | <b>11,138,650</b>        | <b>(11,588,528)</b>                      | <b>49.01 %</b>    | <b>10,223,427</b>                    | <b>915,223</b>                                | <b>8.95 %</b>     |
| <b>EXPENDITURES</b>       |                   |                          |                                          |                   |                                      |                                               |                   |
| SALARIES                  | 9,785,552         | 4,786,696                | 4,998,856                                | 48.92 %           | 4,840,293                            | 53,597                                        | 1.11 %            |
| FICA                      | 748,886           | 381,883                  | 367,003                                  | 50.99 %           | 384,481                              | 2,598                                         | 0.68 %            |
| HEALTH INSURANCE          | 1,860,168         | 926,567                  | 933,601                                  | 49.81 %           | 920,893                              | (5,674)                                       | (0.62) %          |
| RETIREMENT                | 1,215,056         | 644,051                  | 571,005                                  | 53.01 %           | 670,896                              | 26,846                                        | 4.00 %            |
| TELEPHONE                 | 222,167           | 92,879                   | 129,288                                  | 41.81 %           | 94,951                               | 2,072                                         | 2.18 %            |
| PRINTING                  | 24,920            | 5,390                    | 19,530                                   | 21.63 %           | 4,893                                | (497)                                         | (10.16) %         |
| UTILITIES                 | 284,700           | 128,990                  | 155,710                                  | 45.31 %           | 106,541                              | (22,449)                                      | (21.07) %         |
| TRAVEL                    | 61,214            | 24,512                   | 36,702                                   | 40.04 %           | 16,226                               | (8,287)                                       | (51.07) %         |
| MAINT/REP BLDG & GRNDS    | 60,000            | 33,971                   | 26,029                                   | 56.62 %           | 13,078                               | (20,893)                                      | (159.75) %        |
| MAINT/REP EQUIPMENT       | 192,721           | 30,800                   | 161,921                                  | 15.98 %           | 93,214                               | 62,414                                        | 66.96 %           |
| MAINT/REP AUTO            | 8,000             | 1,255                    | 6,745                                    | 15.69 %           | 256                                  | (999)                                         | (390.88) %        |
| POSTAGE                   | 123,763           | 80,546                   | 43,217                                   | 65.08 %           | 59,782                               | (20,763)                                      | (34.73) %         |
| BLDG/EQUIP RENTAL         | 140,717           | 79,872                   | 60,845                                   | 56.76 %           | 81,709                               | 1,837                                         | 2.25 %            |
| ADVERTISING/LEGAL PUBS    | 48,184            | 15,218                   | 32,966                                   | 31.58 %           | 15,007                               | (211)                                         | (1.41) %          |
| TRAINING AND EDUCATION    | 50,767            | 13,406                   | 37,361                                   | 26.41 %           | 9,748                                | (3,658)                                       | (37.53) %         |
| DUES AND SUBSCRIPTIONS    | 72,990            | 40,487                   | 32,503                                   | 55.47 %           | 38,393                               | (2,095)                                       | (5.46) %          |
| PROFESSIONAL SERVICES     | 270,928           | 90,841                   | 180,087                                  | 33.53 %           | 91,969                               | 1,128                                         | 1.23 %            |
| AUDIT COSTS               | 70,000            | 17,300                   | 52,700                                   | 24.71 %           | 34,600                               | 17,300                                        | 50.00 %           |
| INSURANCE AND BONDS       | 479,379           | 268,178                  | 211,201                                  | 55.94 %           | 257,959                              | (10,220)                                      | (3.96) %          |

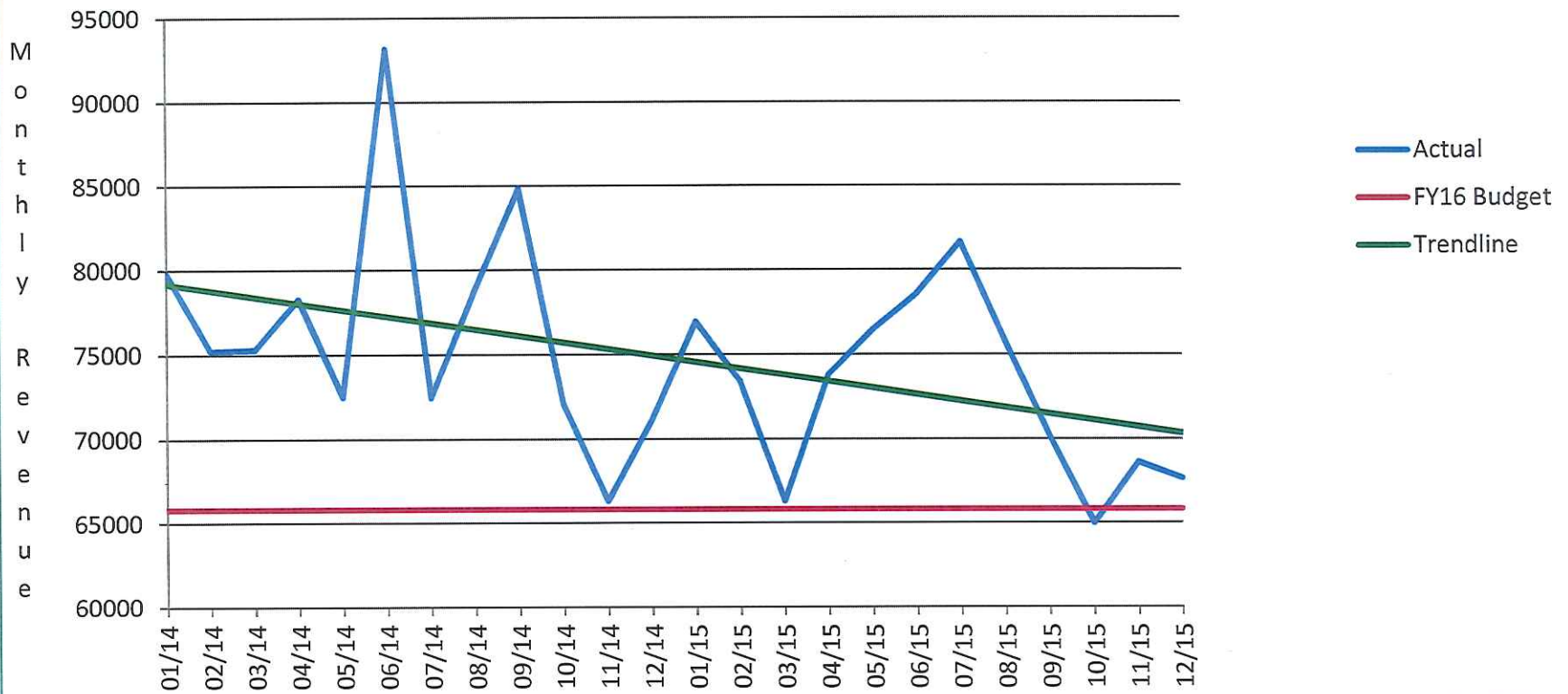
Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled January 15, 2016  
 General Fund Expenditures by Object Code

|                                      | FY16 YTD           |                          | Budget                                   | % Rec'd<br>/Exp'd | YTD Actual                           |                                               |                    |
|--------------------------------------|--------------------|--------------------------|------------------------------------------|-------------------|--------------------------------------|-----------------------------------------------|--------------------|
|                                      | FY16 Budget        | Actual<br>as of 12/31/15 | Variance<br>Favorable /<br>(Unfavorable) |                   | FY15 YTD<br>Actual<br>as of 12/31/14 | FY16-FY15 Var<br>Favorable /<br>(Unfavorable) | % Rec'd<br>/Exp'd  |
| COURT COSTS AND DAMAGES              | 1,000              | 200                      | 800                                      | 20.00 %           | -                                    | (200)                                         | -                  |
| CONTRACTED SERVICES                  | 337,372            | 126,493                  | 210,879                                  | 37.49 %           | 149,060                              | 22,567                                        | 15.14 %            |
| BANK CHARGES                         | 500                | 19                       | 481                                      | 3.82 %            | 130                                  | 111                                           | 85.28 %            |
| REMITTANCE FEES COLLECTED            | 675,000            | 650,000                  | 25,000                                   | 96.30 %           | 375,000                              | (275,000)                                     | (73.33) %          |
| REFUNDING ERRONEOUS PMTS             | -                  | 69                       | (69)                                     | -                 | 96                                   | 27                                            | 27.99 %            |
| INSURANCE PREMIUM RETIREE            | 89,484             | 43,086                   | 46,398                                   | 48.15 %           | 43,293                               | 207                                           | 0.48 %             |
| REFUNDS / REIMBURSEMENTS             | -                  | 10                       | (10)                                     | #DIV/0!           | 146,750                              | 146,740                                       | 99.99 %            |
| MATERIALS AND SUPPLIES               | 385,479            | 117,613                  | 267,866                                  | 30.51 %           | 5,054                                | (112,559)                                     | (2,227.19) %       |
| RECORD BOOKS                         | 6,450              | 1,721                    | 4,729                                    | 26.68 %           | 91,404                               | 89,683                                        | 98.12 %            |
| AUTO SUPPLIES                        | 198,744            | 69,508                   | 129,236                                  | 34.97 %           | 452,489                              | 382,980                                       | 84.64 %            |
| C/F PRISONRS REG JAIL FEE            | 1,350,000          | 535,286                  | 814,715                                  | 39.65 %           | 12,883                               | (522,403)                                     | (4,054.99) %       |
| UNIFORMS                             | 25,875             | 21,081                   | 4,794                                    | 81.47 %           | 14,261                               | (6,819)                                       | (47.82) %          |
| CHARGES BY OTHR GOV UNITS            | 63,100             | 13,547                   | 49,553                                   | 21.47 %           | 458                                  | (13,089)                                      | (2,856.60) %       |
| COMPUTER SOFTWARE                    | 50,160             | 2,054                    | 48,106                                   | 4.10 %            | 9,508                                | 7,454                                         | 78.39 %            |
| COMPUTER HARDWARE                    | 50,907             | 7,105                    | 43,802                                   | 13.96 %           | 14,586                               | 7,481                                         | 51.29 %            |
| IT SUPPORT                           | 102,500            | 45,427                   | 57,073                                   | 44.32 %           | 16,711                               | (28,716)                                      | (171.84) %         |
| CONTRIBUTIONS TO OTHER ENTITIES      | 2,200,758          | 78,000                   | 2,122,758                                | 3.54 %            | 0                                    | (78,000)                                      | (129,999,900.00) % |
| LICENSE AND ANNUAL FEES              | 76,443             | 15,029                   | 61,414                                   | 19.66 %           | -                                    | (15,029)                                      | -                  |
| CONTR/TRSFR OTHR GOV UNIT            | 2,995,065          | 2,082,907                | 912,158                                  | 69.54 %           | 2,039,263                            | (43,644)                                      | (2.14) %           |
| CONTR/TRSFR OTHER                    | 229,428            | 149,928                  | 79,500                                   | 65.35 %           | 175,812                              | 25,884                                        | 14.72 %            |
| CONTINGENCY RESERVE                  | 2,073,354          | -                        | 2,073,354                                | -                 | -                                    | -                                             | -                  |
| <b>TOTAL EXPENDITURES</b>            | <b>26,631,731</b>  | <b>11,621,927</b>        | <b>15,009,804</b>                        | <b>43.64 %</b>    | <b>11,281,647</b>                    | <b>(340,280)</b>                              | <b>(3.02) %</b>    |
| <b>NET PRIOR TO GAMING REVENUE</b>   | <b>(3,904,553)</b> | <b>(483,276)</b>         | <b>(3,421,277)</b>                       |                   | <b>(1,058,219)</b>                   | <b>(574,943)</b>                              |                    |
| TABLE GAMES                          | 790,000            | 428,855                  | (361,145)                                | 54.29 %           | 445,693                              | (16,838)                                      | (3.78) %           |
| VIDEO LOTTERY                        | 3,114,553          | 1,926,808                | (1,187,745)                              | 61.86 %           | 1,890,861                            | 35,946                                        | 1.90 %             |
| <b>NET REVENUE LESS EXPENDITURES</b> | <b>-</b>           | <b>1,872,386</b>         |                                          |                   | <b>1,278,335</b>                     | <b>(555,835)</b>                              | <b>46.47</b>       |

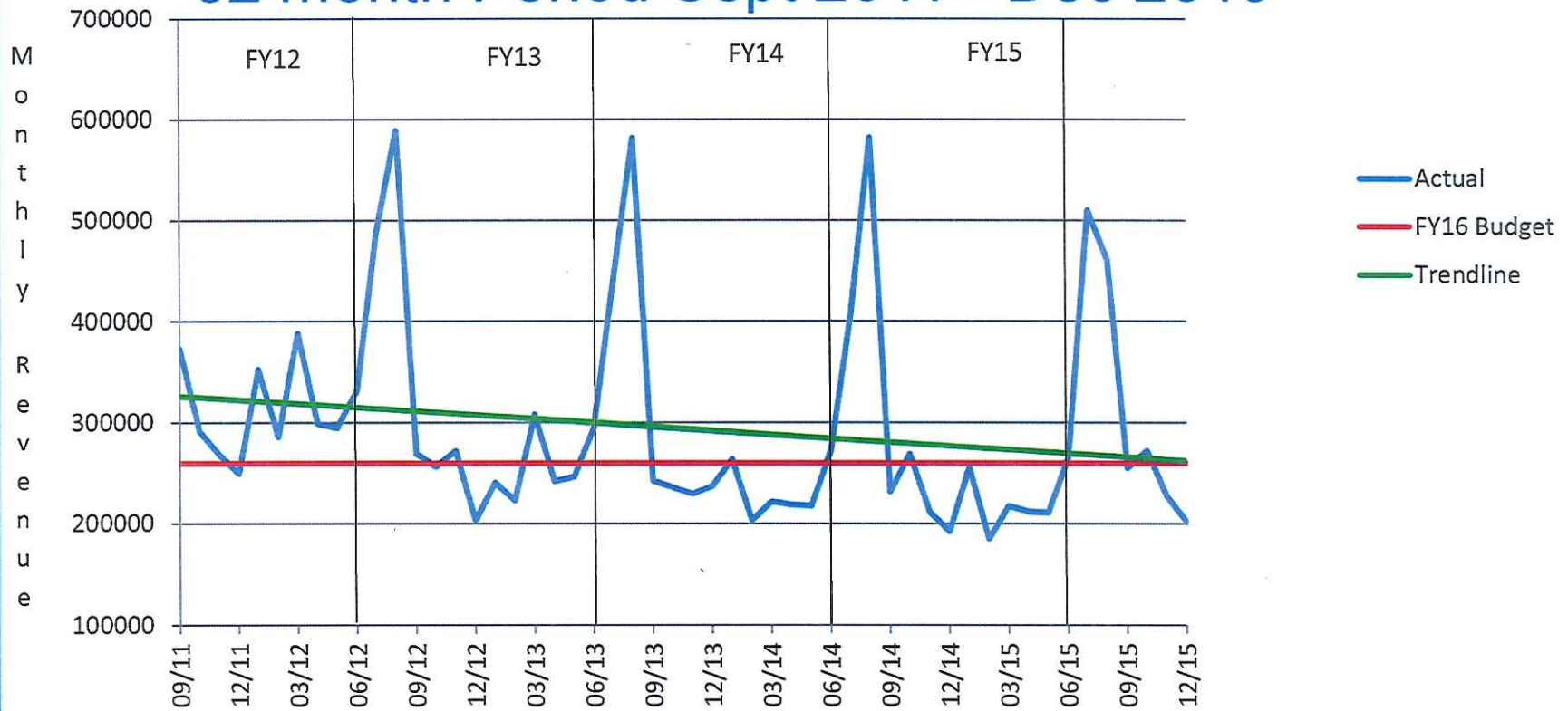
# Jefferson County Commission Table Games Revenue G/L Account 001-370-OT-000 52 month Period Sept 2011 - Dec 2015



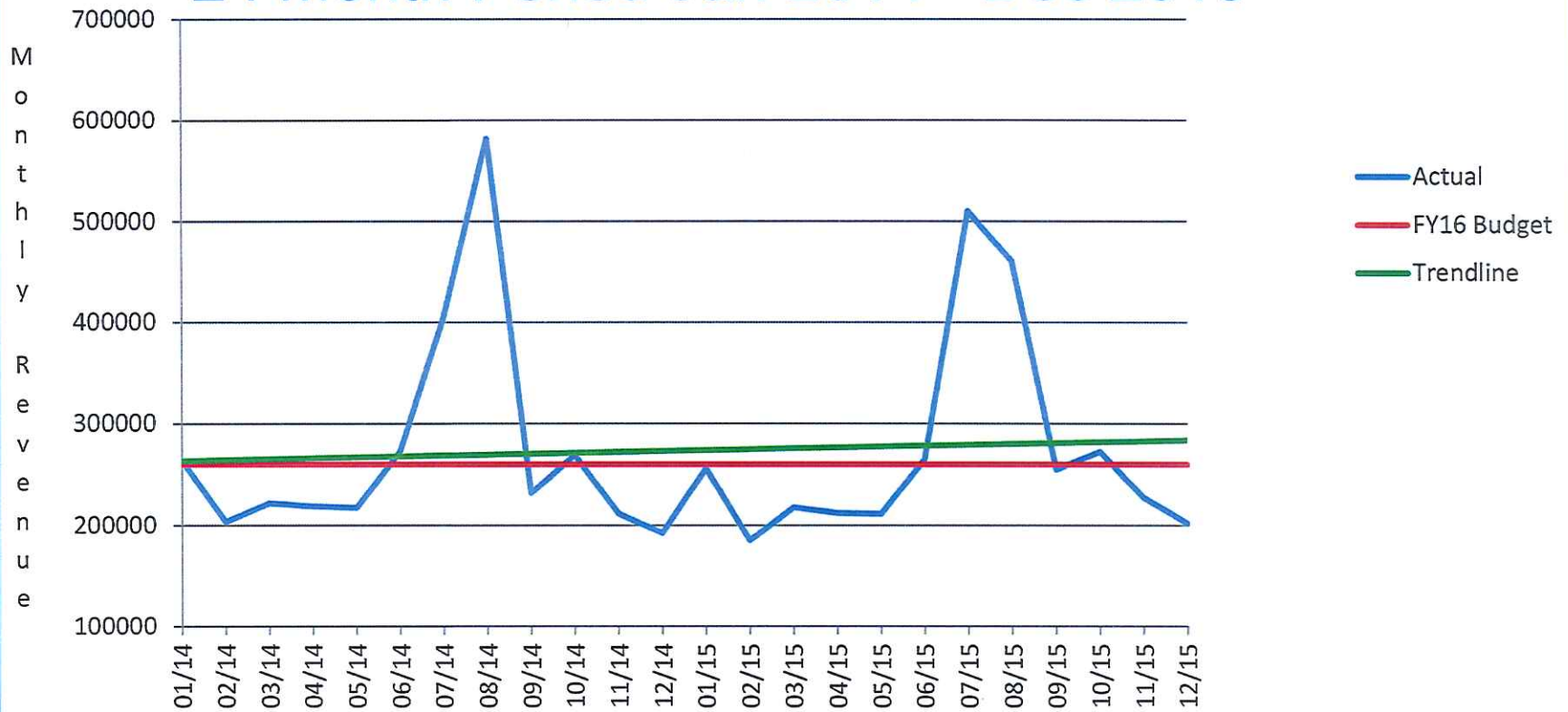
# Jefferson County Commission Table Games Revenue G/L Account 001-370-OT-000 24 month Period Jan 2014 - Dec 2015

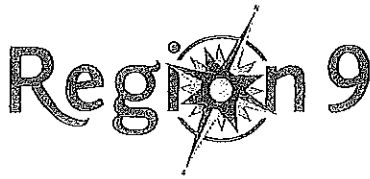


# Jefferson County Commission Video Lottery Revenue G/L Account 001-373-OT-000 & 001 52 month Period Sept 2011 - Dec 2015



# Jefferson County Commission Video Lottery Revenue G/L Account 001-373-OT-000 & 001 24 month Period Jan 2014 - Dec 2015





## INVOICE

**DATE:** July 1, 2015

**TO:** Commissioner Jane Tabb, Jefferson County Commission

**RE:** Air Quality Program Funding Request – FY2016

As you know, Region 9 has been under contract with the member governments who initiated the Early Action Compact (EAC) for the Air Quality Program. Please note that we have reduced the air quality budget to \$30,000 for FY 2016. This allowed us to use reserves from FY 2014 and FY 2015, reducing your payment. Please be advised that your requested allotment will be slightly greater in FY 2017, with the program requiring full payment by FY 2018.

At this time, we are requesting your portion of the funding be made available no later than August 30, 2015.

| Funding Source              | Amount Due |
|-----------------------------|------------|
| Jefferson County Commission | \$500.00   |

Thank you for your continued participation and funding for the Air Quality Program.