

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 18, 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

- February 2, 2016 Board of Review and Equalization
- February 4, 2016 Regular Meeting
- February 4, 2016 Board of Review and Equalization
- February 9, 2016 Board of Review and Equalization

APPROVAL OF ACCOUNTS PAYABLE

- February 11, 2016
- February 18, 2016

APPROVAL OF MANUAL CHECKS

- February 18, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Resolution
- Support of Senate Bill 21 "Brunch Bill" - Discussion/Action

2. 10:00 a.m. Tom Trumble, Chairman - Jefferson County Health Department
- FY2017 Budget Presentation
3. 10:30 a.m. Lynn Fields, Probate Office
- Order to Reopen Estate and Appoint Executrix - Estate of Margaret F. Spahitz, deceased - Discussion/Action
4. 10:45 a.m. BREAK
5. 11:00 a.m. Public Hearing - FY16 HOME Investment Partnership Program
- Approval of Resolution to participate in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2016 to June 30, 2017 - Discussion/Action
6. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Presentation of Calendar Year 2015 Annual Report for the Office of Impact Fees - Discussion/Action
- Presentation of the FY2017 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
7. 11:45 a.m. Jennifer Brockman, Director of Planning and Zoning and Michelle Gordon, Finance Director
- Discuss FY17 Budget/Personnel Matters - Executive Session - Discussion/Action
8. 12:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of case number CK-19-2015-AA-4 - Possible Executive Session - Discussion/Action
9. *Break for Lunch*

NEW BUSINESS

10. Determine which line item to use for payment of Leadership West Virginia tuition - Discussion/Action (PN)
11. Request to use JCC Meeting Room on Sunday, February 28, 2016 - Discussion/Action
12. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

- Government Sponsorship of Old Charles Town Public Library
- Discussion of dates for Mass Events Ordinance public hearing
- P-Card rebate update

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

- 13. 1:30 p.m. Public Hearing - Proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments**

- 14. 1:45 p.m. Jennifer Brockman, Director of Planning and Zoning**
 - Discuss amending various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts - public hearing was held on January 21, 2016 - Discussion/Action**
 - Update on Planning Commission Text Amendments (possible executive session related to LESA/Conditional Use Permit and Cluster Subdivision Provision Modifications) - Discussion/Action**

- 15. Recess**

~~~~~ EVENING SESSION ~~~~~

- 16. 7:00 p.m. Public Budget Forum - Budget FY2017**

- 17. ADJOURN**

CORRESPONDENCE/INFORMATION

Impact Fee Status Report - January 2016.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Notice of Intent to Appoint to the Jefferson County Property Safety Enforcement Agency.

Notice of Intent to Appoint to the North Eastern Regional EMS, Inc. Board.

Notice of Intent to Appoint to the Jefferson County Community Criminal Justice Board.

Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Notice of Intent to Appoint to the Regional Airport Authority.

Jefferson County Public Service District Regular Board Meeting Minutes from January 4, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending January 30, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending February 6, 2016.

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.

REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 2, 2016, beginning at 1:30 p.m.

PRESENT: Patricia Noland, Commission President
Walt Pellish, Commission Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jason Mickey, Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: **APPLICATION FOR ASSESSMENT REVIEW – Steve Mason, Bonnie Casely, and William Ault**

A hearing was conducted on an appeal by Steve Mason on Map 9E, Parcels 26, 27, and 28 in Kabletown District.

After sworn testimony and presentation of exhibits, motion by Mr. Pellish to deny the appeal on Map 9E, Parcels 26, 27, and 28 in Kabletown District. Motion seconded by Ms. Tabb and approved unanimously.

A hearing was conducted on an appeal by Bonnie Casely on Map 3, Parcel 28 in Shepherdstown District.

After sworn testimony and presentation of exhibits, motion by Ms. Tabb to deny the appeal on Map 3, Parcel 28 in Shepherdstown District. Motion seconded by Mr. Pellish and approved unanimously.

A hearing was conducted on an appeal by William Ault on Map 6J, Parcel 9 in Kabletown District.

Because Mr. Ault did not appear in person to present his case, motion by Mr. Bell to dismiss the appeal. Motion seconded by Ms. Noland and unanimously approved.

Ms. Bowers also presented to the Commission a request for approval of reduction for property owned by John R. Keller. (Dist/Map/Parcel)

Motion by Mr. Manuel to approve the reduction from \$97,000 to \$74,800. Motion seconded and unanimously approved.

There being no further business, President Noland stated the Board would remain in recess until 1:30 pm on Thursday, February 9, 2016.

PATRICIA A. NOLAND, COMMISSION PRESIDENT

Minutes

Jefferson County Commission

Thursday, February 4, 2016

A meeting of the Jefferson County Commission was held on Thursday, February 4, 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, February 4, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the January 21, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the January 21, 2016 Public Hearing Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the January 28, 2016 Board of Review and Equalization/Approval of Employment Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the January 28, 2016 Payroll in the amount of \$241,761.74. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|--------------|--------------|
| 075795 | PAYROLL | AMERICAN FAMILY LIFE ICU | | \$ - | \$ 3,668.58 | \$ 3,668.58 |
| 075796 | 428 | ACCURATE SYSTEMS INC | | \$ - | \$ 4,200.00 | \$ 4,200.00 |
| 075797 | 406 | ANGELA L BANKS | | \$ - | \$ 72.00 | \$ 72.00 |
| 075798 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 075799 | PAYROLL | BUREAU F/CHILD SPVRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 075800 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 075801 | 401 | 201 N. GEORGE ST LLC | | \$ - | \$ 9,638.92 | \$ 9,638.92 |
| 075802 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 075803 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 530.77 | \$ 530.77 |
| 075804 | PAYROLL | COLONIAL LIFE | | \$ - | \$ 385.42 | \$ 385.42 |
| 075805 | 717 | GUTTMAN OIL CO | | \$ - | \$ 7,799.72 | \$ 7,799.72 |
| 075806 | 712 | ROBERT E. JONES III | | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| 075807 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,510.00 | \$ 5,510.00 |
| 075808 | PAYROLL | JOSEPH KENT | | \$ - | \$ 639.35 | \$ 639.35 |
| 075809 | 712 | LANGUAGE LINE SERVICES | | \$ - | \$ 192.40 | \$ 192.40 |
| 075810 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 075811 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |
| 075812 | 428 | OFFICEMAX | | \$ - | \$ 3,431.43 | \$ 3,431.43 |
| 075813 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 6.50 | \$ 6.50 |
| 075814 | 405 | TRACY P. HERRON-RICE RPR | | \$ - | \$ 503.10 | \$ 503.10 |
| 075815 | 425 | RCS SECURITY | | \$ - | \$ 510.00 | \$ 510.00 |
| 075816 | 401 | RICOH USA, INC./GA | | \$ - | \$ 252.73 | \$ 252.73 |
| 075816 | 403 | RICOH USA, INC./GA | | \$ - | \$ 287.58 | \$ 287.58 |
| 075816 | 404 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 075816 | 405 | RICOH USA, INC./GA | | \$ - | \$ 423.90 | \$ 423.90 |
| 075816 | 406 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 075816 | 425 | RICOH USA, INC./GA | | \$ - | \$ 48.10 | \$ 48.10 |
| 075816 | 433 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 075816 | 440 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 075816 | 700 | RICOH USA, INC./GA | | \$ - | \$ 295.90 | \$ 295.90 |
| 075816 | 712 | RICOH USA, INC./GA | | \$ - | \$ 267.08 | \$ 267.08 |
| 075817 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 27.00 | \$ 27.00 |
| 075817 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 737.00 | \$ 737.00 |
| 075817 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 58.00 | \$ 58.00 |
| 075817 | 428 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 392.00 | \$ 392.00 |
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,554.92 | \$ 10,554.92 |
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 45,130.80 | \$ 45,130.80 |

| | | | | | | |
|--------------|---------|--------------------------|--|------|----------------------|----------------------|
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 6.24 | \$ 6.24 |
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 1.46 | \$ 1.46 |
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 4.08 | \$ 4.08 |
| 075818 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 44,114.06 | \$ 44,114.06 |
| 075819 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 943.12 | \$ 943.12 |
| 075819 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 31,588.74 | \$ 31,588.74 |
| 075819 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 2.23 | \$ 2.23 |
| 075819 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3,035.00 | \$ 3,035.00 |
| 075820 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 16,878.81 | \$ 16,878.81 |
| 075820 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 11,955.80 | \$ 11,955.80 |
| 075821 | PAYROLL | MARY K. THOMPSON | | \$ - | \$ 392.73 | \$ 392.73 |
| 075822 | 405 | THOMSON REUTER - WEST | | \$ - | \$ 2,757.45 | \$ 2,757.45 |
| 075823 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 2.47 | \$ 2.47 |
| 075823 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 7.40 | \$ 7.40 |
| 075823 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 73,325.99 | \$ 73,325.99 |
| 075823 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 24,442.00 | \$ 24,442.00 |
| 075824 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 3,688.89 | \$ 3,688.89 |
| 075824 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 1,639.54 | \$ 1,639.54 |
| | | | | | | |
| TOTAL | | | | | | \$ 313,734.07 |
| TOTAL | | | | | \$ 313,734.07 | |

Motion by Mr. Bell to approve the Accounts Payable for January 28, 2016 in the amount of \$313,734.07. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | | NOAMT | CHECK AMOUNT |
|--------|---------|-----------------------|--|-------------|--------------|
| 075826 | 712 | AT&T/GA | | \$ 35.33 | \$ 35.33 |
| 075827 | 401 | ERIC BELL | | \$ 180.00 | \$ 180.00 |
| 075828 | PAYROLL | KIMBERLY D BURKE | | \$ 1,793.19 | \$ 1,793.19 |
| 075829 | 425 | B-K OFFICE SUPPLY INC | | \$ 79.08 | \$ 79.08 |
| 075829 | 425 | B-K OFFICE SUPPLY INC | | \$ 487.80 | \$ 487.80 |
| 075830 | 425 | BOLAND SERVICES | | \$ 924.00 | \$ 924.00 |
| 075831 | 425 | MERIDITH R BLACKFORD | | \$ 35.52 | \$ 35.52 |
| 075832 | 403 | CASTO & HARRIS INC | | \$ 1,133.46 | \$ 1,133.46 |
| 075833 | 712 | FRONTIER WV, INC | | \$ 380.00 | \$ 380.00 |
| 075834 | 425 | DAYCON | | \$ 217.00 | \$ 217.00 |
| 075835 | 425 | DEAN'S LAWNMOWER SHOP | | \$ 49.85 | \$ 49.85 |
| 075836 | PAYROLL | DELTA DENTAL OF WV | | \$ 6,184.68 | \$ 6,184.68 |
| 075837 | 401 | FEDEX | | \$ 110.86 | \$ 110.86 |

| | | | | | | |
|--------|---------|---------------------------|--|--|---------------|---------------|
| 075837 | 700 | FEDEX | | | \$ 36.90 | \$ 36.90 |
| 075838 | 425 | FIRE SAFETY EQUIP | | | \$ 369.00 | \$ 369.00 |
| 075839 | 425 | FIDELITY POWER SYSTEMS | | | \$ 1,247.10 | \$ 1,247.10 |
| 075840 | 717 | FLEETPRIDE | | | \$ 191.48 | \$ 191.48 |
| 075841 | 405 | FPF TRAINING LLC | | | \$ 400.00 | \$ 400.00 |
| 075842 | PAYROLL | THE HARTFORD | | | \$ 2,279.65 | \$ 2,279.65 |
| 075842 | PAYROLL | THE HARTFORD | | | \$ 4,480.44 | \$ 4,480.44 |
| 075843 | 401 | RICOH USA, INC | | | \$ 29.06 | \$ 29.06 |
| 075843 | 403 | RICOH USA, INC | | | \$ 58.14 | \$ 58.14 |
| 075843 | 404 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075843 | 405 | RICOH USA, INC | | | \$ 87.21 | \$ 87.21 |
| 075843 | 406 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075843 | 425 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075843 | 433 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075843 | 440 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075843 | 700 | RICOH USA, INC | | | \$ 58.14 | \$ 58.14 |
| 075843 | 712 | RICOH USA, INC | | | \$ 29.07 | \$ 29.07 |
| 075844 | GRANT | JEFFERSON DAY REPORT CNT | | | \$ 676.60 | \$ 676.60 |
| 075845 | GRANT | JEFFERSON DAY REPORT CNT | | | \$ 34,613.40 | \$ 34,613.40 |
| 075846 | 403 | THE JEFFERSON CENTER | | | \$ 100.00 | \$ 100.00 |
| 075847 | 412 | JUDITH A MATLICK | | | \$ 306.51 | \$ 306.51 |
| 075848 | 404 | MONROE SYS FOR BUSINESS | | | \$ 187.96 | \$ 187.96 |
| 075849 | GRANT | MINGHINI'S | | | \$ 29,934.98 | \$ 29,934.98 |
| 075850 | PAYROLL | HIGHMARK WV | | | \$ 169,749.53 | \$ 169,749.53 |
| 075851 | PAYROLL | MILLENIUUM INSURANCE GROU | | | \$ 600.00 | \$ 600.00 |
| 075852 | PAYROLL | NATIONAL VISION ADMIN. | | | \$ 1,799.26 | \$ 1,799.26 |
| 075853 | 402 | PIFER OFFICE SUPPLY, INC | | | \$ 77.34 | \$ 77.34 |
| 075853 | 403 | PIFER OFFICE SUPPLY, INC | | | \$ 62.38 | \$ 62.38 |
| 075854 | 425 | WILLIAM POLK | | | \$ 61.54 | \$ 61.54 |
| 075855 | 425 | PATRIOT FIRE AND SECURIT | | | \$ 255.00 | \$ 255.00 |
| 075856 | 424 | POTOMAC EDISON/OH | | | \$ 1,626.76 | \$ 1,626.76 |
| 075856 | 425 | POTOMAC EDISON/OH | | | \$ 16,059.52 | \$ 16,059.52 |
| 075857 | 405 | BRANDON C.H. SIMS | | | \$ 324.00 | \$ 324.00 |
| 075858 | 700 | ALLAN THOMAS | | | \$ 69.76 | \$ 69.76 |
| 075859 | PAYROLL | HOPE THOMPSON | | | \$ 2,250.00 | \$ 2,250.00 |
| 075860 | 425 | WM OF WEST VIRGINIA, INC | | | \$ 647.25 | \$ 647.25 |
| 075861 | 401 | WV STATE AUDITOR** | | | \$ 17,300.00 | \$ 17,300.00 |
| 075862 | PAYROLL | WV COUNTIES GROUP | | | \$ 150,625.50 | \$ 150,625.50 |
| 075863 | 402 | XEROX CORPORATION | | | \$ 2,357.86 | \$ 2,357.86 |
| 075863 | 402 | XEROX CORPORATION | | | \$ 1,323.63 | \$ 1,323.63 |

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|--------------|--|--|--|---------------|---------------|
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| | | | | | |
| TOTAL | | | | \$ 452,031.09 | \$ 452,031.09 |

Motion by Mr. Bell to approve the Accounts Payable for February 4, 2016 in the amount of \$452,031.09. Motion seconded and unanimously approved.

MANUAL CHECKS

| | | | |
|---------------------------|----------------|---------------------------------|---------------|
| COAL SEVERANCE | | | |
| 002 | | | |
| Date | Check # | VENDOR | Amount |
| 2/5/2016 | 417 | LEWIS CO. CIRCUIT CLERK | \$ 46.21 |
| ASSESSOR VALUATION | | | |
| 056 | | | |
| Date | Check # | VENDOR | Amount |
| 2/5/2016 | 572 | KNIGHT CONSULTING | \$ 100.00 |
| BARDANE | | | |
| 244 | | | |
| Date | Check # | VENDOR | Amount |
| 2/5/2016 | 586 | POTOMAC EDISON | \$ 4,517.36 |
| IMPACT FEES | | | |
| 249 | | | |
| Date | Check # | VENDOR | Amount |
| 2/5/2016 | 1028 | SHERIFF JEFFERSON CO -SCHOOL | \$ 74,122.15 |
| 2/5/2016 | 1029 | SHERIFF JEFFERSON CO - LAW | \$ 1,451.49 |
| 2/5/2016 | 1030 | SHERIFF JEFFERSON CO - PARKS | \$ 5,695.72 |
| 2/5/2016 | 1031 | SHERIFF JEFFERSON CO - FIRE/EMS | \$ 626.25 |

| | | | |
|-------|--|--|--------------|
| TOTAL | | | \$ 86,559.18 |
| | | | |

Motion by Mr. Bell to approve the Manual Checks for February 5, 2016 in the amount of \$86,559.18. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Debbie Royalty, resident and President of the League of Women Voters – stated she was happy to see the County would be holding a Community Budget Forum and said the League would be happy to assist with the event.

Gary Phalen, resident and member of the Planning Commission – suggested the Commission start holding meetings with the cities and municipalities to ensure communication remains open. Mr. Phalen also stated he would like to see the Commission take an official stance on the Brunch Bill.

David Tabb, resident – spoke about his dissatisfaction regarding the handling of Snow Storm Jonas.

Pete Dougherty, Sheriff – informed the Commission that Jefferson County was one of 14 jurisdictions admitted into a high intensity drug trafficking area. The Sheriff also provided a visual demonstration of the bulletproof and stab proof vests for the K-9s.

PRESENTATIONS

1. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management
 - a. Provided the Commission & audience with an update regarding Snow Storm Jonas (January 22 – January 29, 2016)
 - b. Requested approval to post vacant Deputy Director/Planner/Program Manager position.
 - **Motion by Ms. Tabb to approve the posting of the position for the Jefferson County Homeland Security and Emergency Management Deputy Director/Planner/Program Manager, which is an Exempt position, as a Step A, Grade IV position. Motion seconded and unanimously approved.**

2. Jennifer Brockman, Director, Jefferson County Planning and Zoning
 - a. 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 the request is to schedule a public hearing to be held by the County Commission.
 - **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlines edits to the Jefferson County Subdivision Regulations (File#ZTA15-03) on Thursday, February 18 at 1:30 pm. Motion seconded and unanimously approved.**
 - b. 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.
 - **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlined edits to the Jefferson County Mass Event Regulations (ZTA14-02) at a date to later be determined. Motion seconded and unanimously approved.**
3. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with an update on Case No. CK-19-2015-AA-4.
 - **Motion by Mr. Bell to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to direct counsel to proceed as directed with regard to Judge Lorensen’s assignment in Civil Action 15-AA-4.**
4. Discuss amending various section 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.
 - It was the consensus of the Commission to discuss this item during the February 18, 2016 Regular County Commission meeting.
5. Request to hold Community Budget Forum on the County Budget in February (DM)

- **Motion by Mr. Manuel to schedule the County Budget Forum on Thursday, February 18, 2016 at 7:00 pm. Motion seconded and unanimously approved.**

6. Discussion of appointees to the Regional Airport Authority (EB).

- **Motion by Mr. Bell to advertise for the vacant position on the Regional Airport Authority Board. Motion seconded and unanimously approved.**

7. Legislative Updates – Commissioner Noland and Commissioner Manuel reported on multiple House and Senate Bills, including the following:

- The Brunch Bill, which would allow dining establishments to serve alcohol before 1:00 p.m. on Sundays.
- Senate Bill 300, which would charge \$1.00 per wireless subscriber.
- Senate Bill 424, which would allow fire companies to charge up to \$5,000 for the containment of structure fires.

COUNTY COMMISSION REPORTS

Patsy Noland

- Visited the EOC during Snowstorm Jonas.
- Attended a CVB budget meeting.
- Attended the Board of Review and Equalization.
- Attended a Courthouse Security meeting.
- Attended a Public Service District meeting.

Dale Manuel

- Attended the public hearing on the campground ordinance.
- Attended the Board of Review and Equalization.
- Attended the end of the filing period at the Elections department.
- Attended an Affordable Housing meeting.
- Attended a Public Service District meeting.

Eric Bell

- Visited the EOC during Snowstorm Jonas.
- Attended the Board of Review and Equalization.
- Attended Juvenile Drug Court.

Walt Pellish

- Attended a Public Service District forum.

Jane Tabb

- Attended an Extension Service meeting.
- Attended a Public Service District forum.

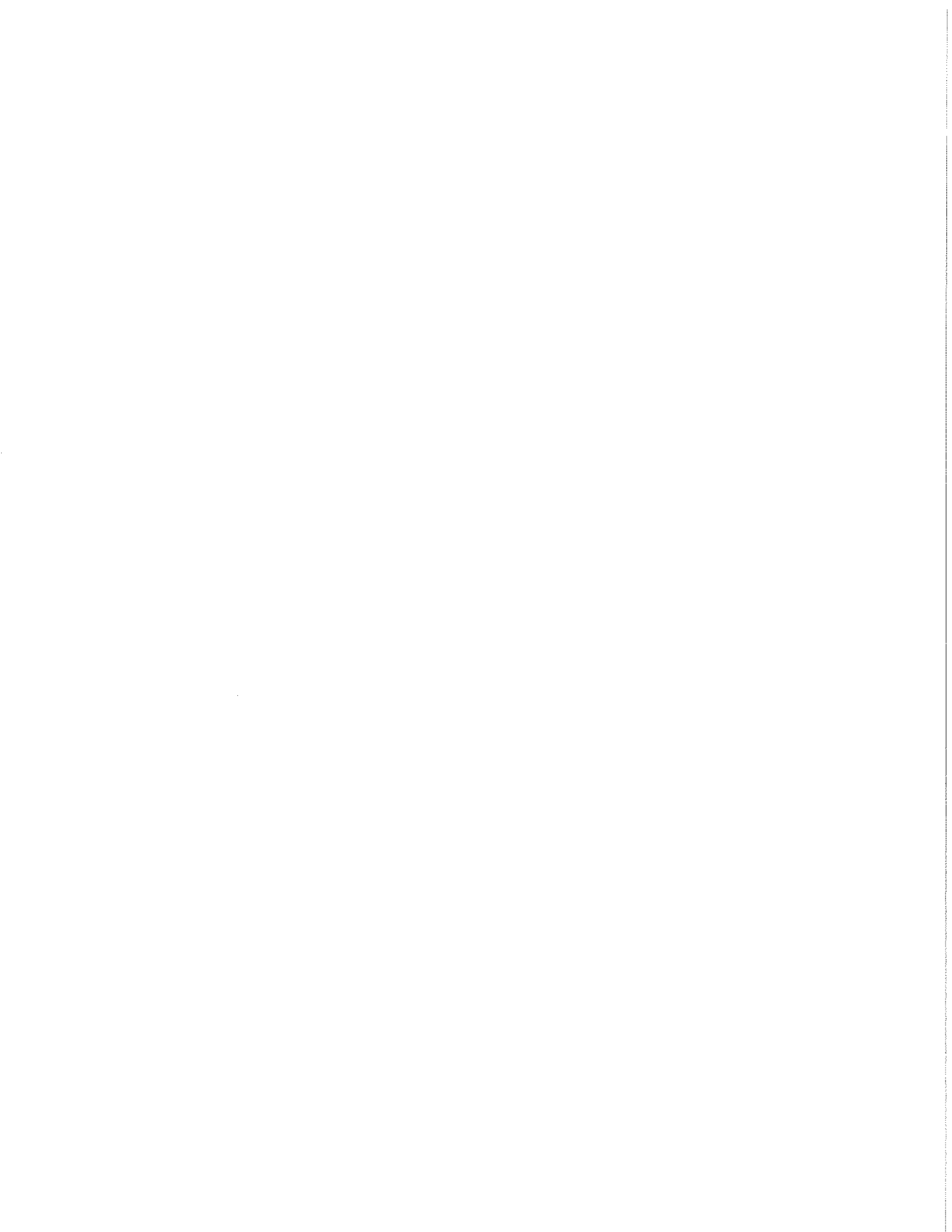
- Stated she'd be attending a Fire and Rescue Association meeting at the request of the President of the Fire and Rescue Association.

AFTERNOON SESSION (BOARD OF REVIEW AND EQUALIZATION)

8. The meeting was adjourned at 2:30 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 4, 2016, beginning at 1:30 p.m.

PRESENT: Patricia Noland, Commission President
Walt Pellish, Commission Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jason Mickey, Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

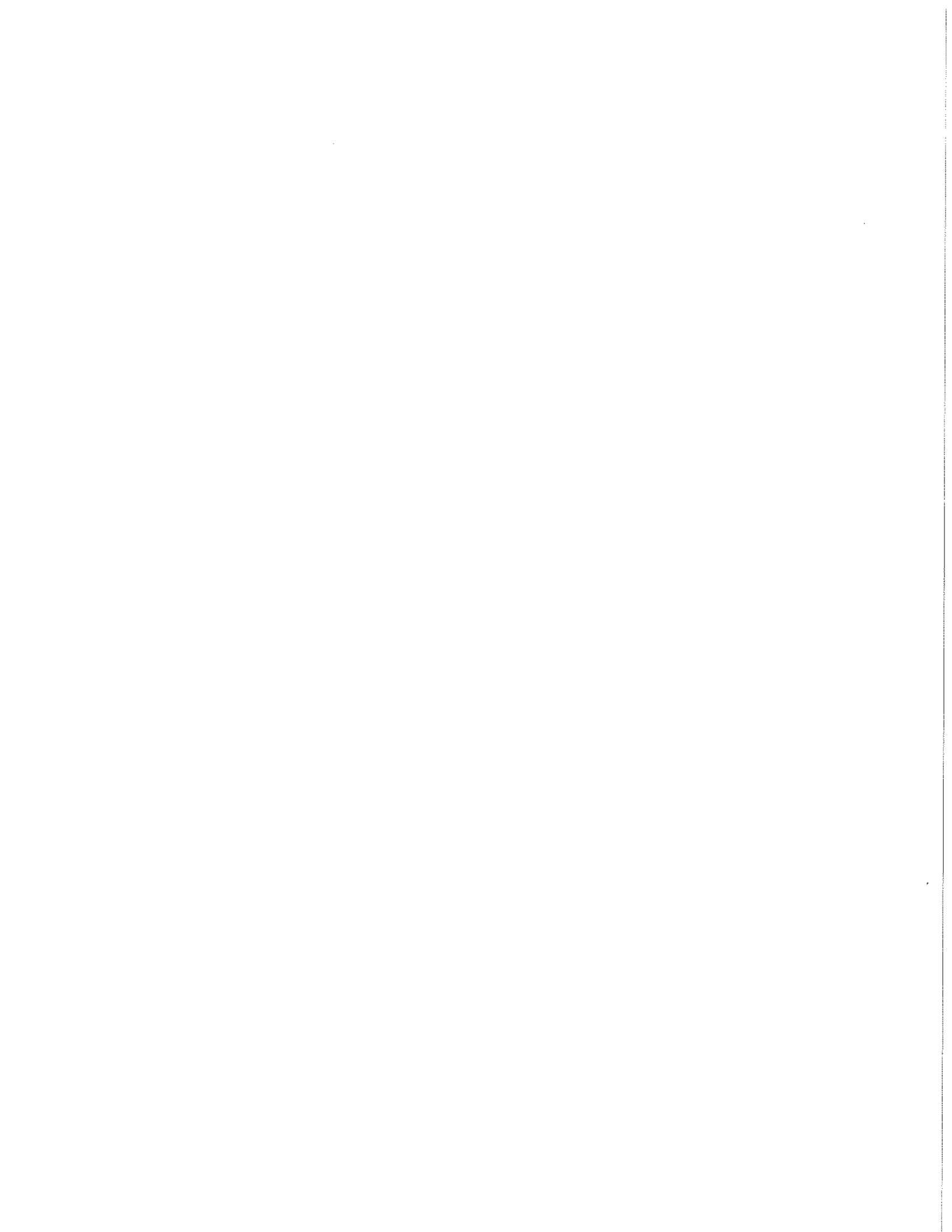
In re: **APPLICATION FOR ASSESSMENT REVIEW – Thomas Roselius**

A hearing was conducted on an appeal by Thomas Roselius on Map 9B, Parcel 6 in Kabletown District.

After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 9B, Parcel 6 in Kabletown District. Motion seconded by Mr. Bell and approved unanimously.

There being no further business, President Noland stated the Board would remain in recess until 1:30 pm on Thursday, February 9, 2016.

PATRICIA A. NOLAND, COMMISSION PRESIDENT



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 Courthouse located at 100 E. Washington Street, Charles Town, WV 25414 on February 9, 2016 at 1:30 pm (An audio file of the February 9, 2016 meeting is available through the Jefferson County Commission Office.)

PRESENT: Walt Pellish, Vice President
 Dale Manuel, Commissioner
 Jane Tabb, Commissioner
 June Bowers, Senior Appraiser
 Jessica Carroll, Administrative Assistant

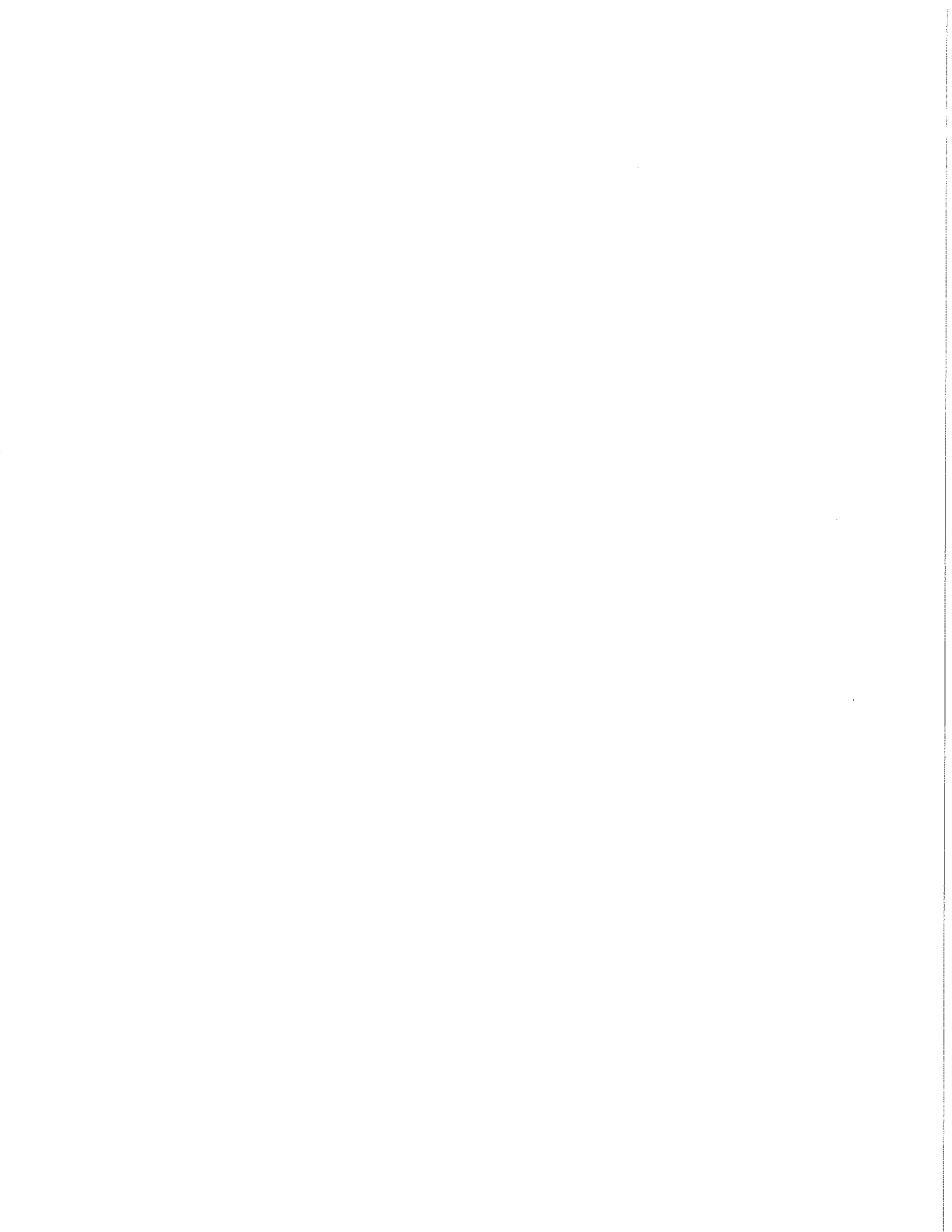
RE: **2016 Board of Review and Equalization**

Vice President Pellish called the session to order at 1:32 pm. Ms. Bowers stated there were no hearings scheduled for the afternoon but there would be four hearings conducted on Thursday, February 11, 2016.

There being no further business, motion by Mr. Manuel to recess as a Board of Review and Equalization and reconvene at 1:30 pm on Thursday, February 11th. Motion seconded and unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 18, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Resolution in Support of Senate Bill 21 – “Brunch Bill”**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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 **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV

RESOLUTION

Whereas, Senate Bill 21, referred to as the “brunch bill” was introduced by Senator Robert Beach, D-Monongalia County, WV;

Whereas, Senate Bill 21 would permit restaurants to sell alcohol on Sundays at 10 a.m., and the law currently prohibits Sunday alcohol sales before 1 p.m.;

Whereas, Senate Bill 21 would be in West Virginia’s economic interests;

Whereas, tourism is the largest economic generator in the State of West Virginia, generating over 161 million dollars in revenue.

Whereas, Jefferson County restaurants that serve tourists and visitors in serve hundreds of customers during the typical brunch hours of 11 a.m. to 2 p.m., many whom request beverages containing alcohol.

Whereas, passage of the “Brunch Bill” would create jobs and revenue in West Virginia and across the state without any negative impact on the budgets of the state or local governments.

Therefore, Be It Resolved, that the County Commission of Jefferson County supports Senate Bill 21.

Date: _____

Patricia A. Noland, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Tom Trumble, Chairman**

Department or Organization: **Jefferson County Health Department**

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

Date Requested – 1st Choice: **February 18, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **FY 2016-2017 Budget Requirements Presentation**

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? **\$ 242,500**

Provide exact financial impact/request: **Presentation to follow**

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 **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: **Dr. David Didden** Director/Administrator

Email address: **David.Didden@wv.gov**

Phone Number: **304 728-8416**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The logo is a circular emblem with a blue border. The top half of the border contains the text "JEFFERSON COUNTY" and the bottom half contains "HEALTH DEPARTMENT". In the center of the emblem is a white cross with a blue outline, set against a light blue background. Below the cross, the words "PUBLIC HEALTH" are written in a smaller, blue, sans-serif font.

Jefferson County Health Department

Presentation to the Jefferson County
Commission

FY 2016-2017 Budget

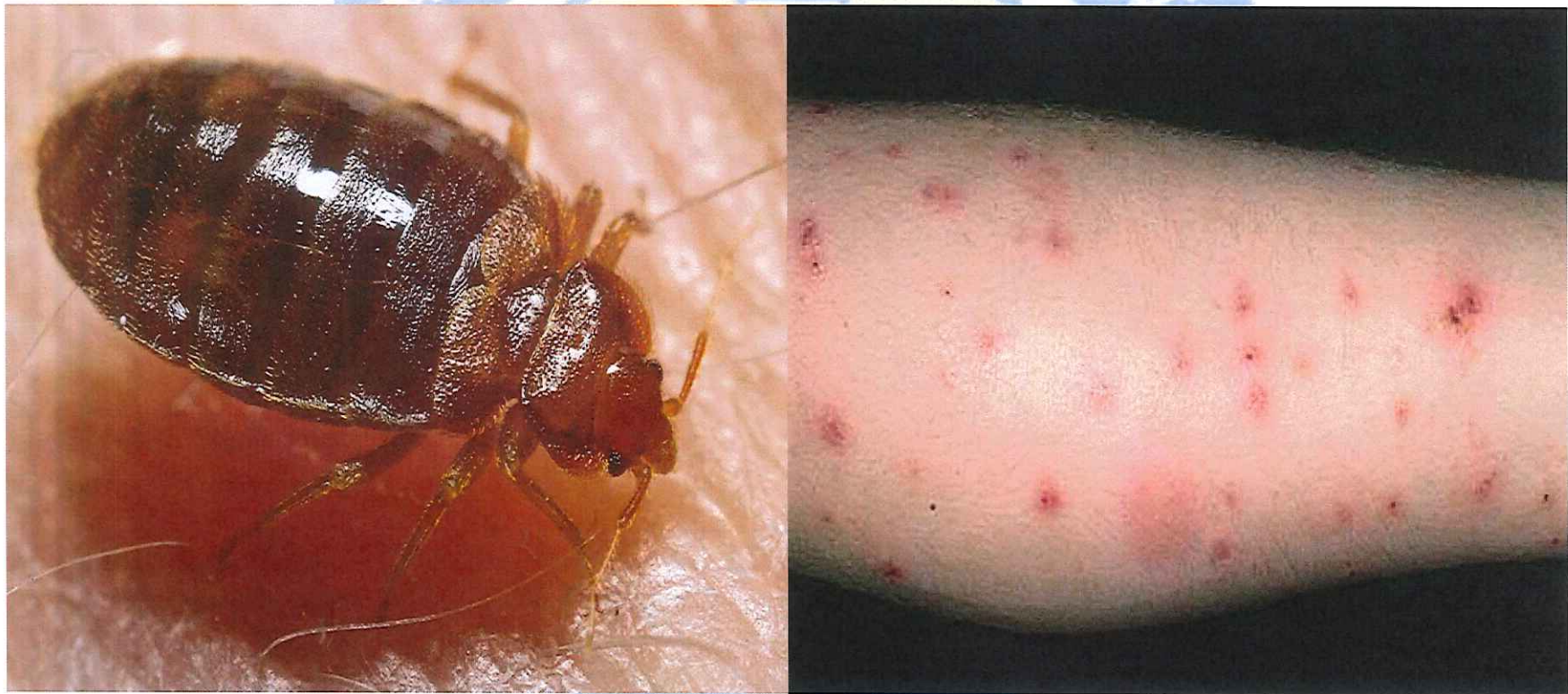
Remember This...

- The public health needs of Jefferson County are increasing: rates of drug addiction, mental illness, obesity, and diabetes are on the rise.
- Public health is a shared responsibility.
- The public health department protects the public from potentially devastating adverse health events, and fuels the economic engine by enhancing the livability and community attractiveness of Jefferson County.

What We Do...Protect the Children



What We Do...Protect the Children (...and county leadership!)



What We Do...Investigate Disease



What We Do...Protect the Water

2015 North Branch Latex Spill



The Numbers: Increased Service

December Actual Represents 50% of Year*

| | FY 15 | Dec FY 16* | % of Entire FY 15 |
|---------------------------------|-------|------------|-------------------|
| Medical Services | 7,269 | 5,137 | 71% |
| Vaccinations | 360 | 1,413 | 393% |
| Billable Environmental Services | 3,721 | 2,161 | 58% |
| Food Inspections | 243 | 466 | 191% |

Increased Services

- Outreach
- Pediatric Dental Clinic
- Health counseling through JCCM
- In development:
 - Sharps disposal
 - Syringe Exchange (pending legislative action)
 - Car seats (pending legislative action)

Increased Efficiency

- Increased services with fewer staff
- Billing insurance companies
- Improved Financial Management and **Audits**
- ADA/HIPPA compliance
- Trained 2 Sanitarians

The Numbers: Increased Deficit

| | 2015 Actual | 2016 Projection | 2017 Projection |
|----------------------|----------------|-----------------|-----------------|
| State Revenue | \$423,551.01 | \$413,078.00 | \$309,808.00 |
| Total Revenue | \$789,894.77 | \$782,732.00 | \$680,135.00 |
| Total Expenditures | \$1,043,722.71 | \$1,022,075.00 | \$980,247.00 |
| Reduction in Reserve | \$(253,827.94) | \$(239,343.00) | \$(300,112.00) |
| Remaining Reserve | | \$850,000 | |

| | |
|---------------------------------------|------------|
| Years to Depletion of Reserves | 2.8 |
|---------------------------------------|------------|

Efforts to locate Other Sources of Income

- Requests for fee increases
 - Proposed legislation addresses clinical and environmental fee structure.
- Grants and Contracts
 - Substance Abuse Prevention
 - Jefferson County Schools
 - Veteran Evaluations
- Reaching out to County, Municipalities, BOE for Collaborative Opportunities

Jefferson County Commission Funding By Fiscal Year

- FY 2009 \$242,500
- FY 2010 \$242,500
- FY 2011 \$130,375
- FY 2012 \$65,188
- FY 2013 \$10,000
- FY 2014-Present \$0

Reduction in Services: Who's Impacted?

Children

Vaccinations

School Cafeteria Inspections

School Infection/Infestation Outbreaks

Reduction in Services: “Commercial Gridlock”

Businesses

Food vendors

Restaurants

Hotel-Motel

Development

Well and Septic approval



Reduction In Services: What's the Next Threat?

Preparation for Uncertainty

Disease outbreak

Extreme Weather

Chemical spills



Remember This...

- The public health needs of Jefferson County are increasing: rates of drug addiction, mental illness, obesity, and diabetes are on the rise.
- Public health is a shared responsibility.
- The public health department protects the public from potentially devastating adverse health events, and fuels the economic engine by enhancing the livability and community attractiveness of Jefferson County.

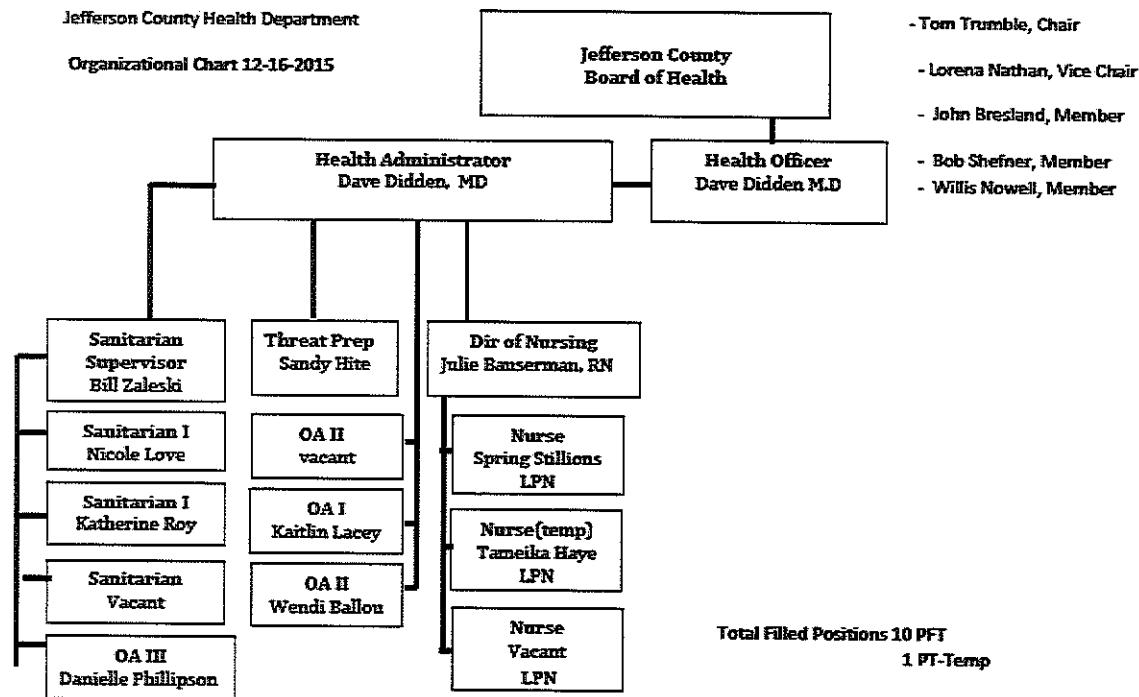


Appendix

Appendix: Powers and Duties

- **§16-2-11. Local board of health; powers and duties.**
 - (a) Each local board of health created, established and operated pursuant to the provisions of this article shall:
 - (1) Provide the following basic public health services and programs in accordance with state public health performance-based standards:
 - (i) **Community health promotion** including assessing and reporting community health needs to improve health status, facilitating community partnerships including identifying the community's priority health needs, mobilization of a community around identified priorities and monitoring the progress of community health education services;
 - (ii) **Environmental health protection** including the promoting and maintaining of clean and safe air, water, food and facilities and the administering of public health laws as specified by the commissioner as to general sanitation, the sanitation of public drinking water, sewage and wastewater, food and milk, and the sanitation of housing, institutions, and recreation; and
 - (iii) **Communicable or reportable disease prevention and control** including disease surveillance, case investigation and follow-up, outbreak investigation, response to epidemics, and prevention and control of rabies, sexually transmitted diseases, vaccine preventable diseases, HIV/AIDS, tuberculosis and other communicable and reportable diseases;

Appendix: Organization Chart



Appendix: Workload

Clinical

December Actual Represents 50% of Year*

| | FY 15 | Dec FY 16* | % of Last Year |
|---------------------------|--------------|--------------|----------------|
| Family Planning | 961 | 421 | 44% |
| Breast/Cervical Cancer | 54 | 24 | 44% |
| STD | 195 | 95 | 49% |
| Infectious Disease | 214 | 99 | 46% |
| TB Tests | 606 | 189 | 31% |
| TB Assessments | 2,688 | 1,026 | 38% |
| Immunization Patients | 828 | 749 | 90% |
| Vaccinations Administered | 360 | 1,413 | 393% |
| Flu Vaccine Administered | 1,363 | 1,121 | 82% |
| | | | |
| Total | 7,269 | 5,137 | 71% |

Appendix: Workload

Environmental

December Actual Represents 50% of Year*

| | FY 15 | Dec FY 16* | % of Last Year |
|------------------------------|--------------|--------------|----------------|
| Food Establishment opened | 17 | 20 | 118% |
| Food Inspections | 243 | 464 | 191% |
| Complaint Investigations | 41 | 53 | 129% |
| Food Handlers Cards | 3,168 | 1,280 | 40% |
| Permits – Septic/Well | 88 | 22 | 25% |
| Water Testing | 7 | 90 | 1286% |
| Well and Septic Evaluations | 19 | 48 | 253% |
| B & B Inspections | 3 | 8 | 167% |
| Hotel Inspections/Complaints | 24 | 34 | 142% |
| Bite Reports Investigated | 105 | 140 | 133% |
| Total | 3,721 | 2,161 | 58% |

Appendix: 2015/2016/2017 Budget Revenue

| | 2015 Actual | 2016 Projection | 2017 Projection |
|----------------------------|--------------------|--------------------|--------------------|
| State Revenue | \$423,551.01 | \$413,078.00 | \$309,808.00 |
| Clinical Service Revenue | \$78,907.06 | \$88,066.00 | \$88,066.00 |
| Environmental Fee Permits | \$151,083.44 | \$151,727.00 | \$152,400.00 |
| Environmental Fee Services | \$55,205.00 | \$48,223.00 | \$48,223.00 |
| Federal – Threat Prep | <u>\$81,148.26</u> | <u>\$81,638.00</u> | <u>\$81,638.00</u> |
| Total Revenue | \$789,894.77 | \$782,732.00 | \$680,135.00 |

Appendix: 2015/2016/2017 Budget Expenditures

| | 2015 Actual | 2016 Projection | 2017 Projection |
|--------------------------------|---------------------|---------------------|---------------------|
| Classified Service Personnel | \$761,481.28 | \$667,781.00 | \$625,954.00 |
| Current Operating Expenditures | <u>\$282,241.43</u> | <u>\$354,294.00</u> | <u>\$354,293.00</u> |
| Total Expenditures | \$1,043,722.71 | \$1,022,075.00 | \$980,247.00 |
| Reduction in Reserve | \$(253,827.94) | \$(239,343.00) | \$(300,112.00) |

Appendix: Projected Reduction in Reserve

| | |
|---------------------------------|-------------|
| Bank Balance Dec 31, 2015 | \$1,122,000 |
| Projected Balance June 30, 2016 | \$1,145,000 |
| Required Reserve – 3 months | \$245,000 |
| Board Reserve | \$50,000 |
| Total Reserve | \$295,000 |
| Operational Funds | \$850,000 |
| Years to Depletion | 2.8 |

Appendix: The State of the State

| Indicator | US | WV | WV Rank |
|---|-------|------|---------|
| Current Smoking (% of Population) | 17.3 | 26.8 | 50 |
| Obesity (% of Population) | 27.5 | 32.9 | 48 |
| Teenage Birthrate | 41.5 | 48.8 | 35 |
| Infant Mortality (Per 1000 live birth) | 6.7 | 7.6 | 37 |
| Poor Mental Health Day (in previous 30 days) | 3.5 | 4.5 | 50 |
| Cancer Deaths per 100,000 | 190.8 | 220 | 49 |
| Source: 2012 West Virginia State Health Profile | | | |

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 – 15 minutes

DATE REQUESTED: 1ST CHOICE February 18th, 2016

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Order to Reopen Estate and Appoint Executrix

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION,
INCLUDING ANY BACKGROUND INFORMATION:

Petition to reopen estate and appoint Executrix on the estate of Margaret F. Spahitz, deceased

RECOMMENDED MOTION: Approve petition to reopen the estate of Margaret F. Spahitz, deceased

ARE DOCUMENTS ATTACHED: Yes

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In re: The Estate of Margaret F. Spahitz, deceased


PETITION TO REOPEN ESTATE AND APPOINT EXECUTRIX

Comes now, Ann Spahitz Mackey, in her capacity as the duly designated substitute executrix of the Estate of Margaret F. Spahitz, by and through her counsel, Henry W. Morrow, Jr., and moves to reopen the Estate and to appoint Ann Spahitz Mackey as executrix therein and that the grounds in support of said motion are as follows:

1. Frank Spahitz died testate in 2005, a resident of the state of Pennsylvania, where his estate was administered, leaving as his sole beneficiary of his estate, Margaret Spahitz.
2. Margaret Spahitz died testate in 2008 and her estate was thereafter administered and closed without apparent knowledge that there was an estate of inheritance due and payable to her from the Estate of Frank Spahitz.
3. In order to claim the inheritance from the Estate of Frank Spahitz, it will become necessary to appoint a personal representative for Margaret Spahitz's estate and issue letters of administration to permit the personal representative to make a claim against that estate and receive the proceeds of any assets due the Estate of Margaret Spahitz from the Estate of Frank Spahitz.
4. Mary Collis, the named executrix under the will of Margaret Spahitz and the personal representative who served to administer the estate prior to its closure, has executed a written declination declining to serve as personal representative in the reopening of the estate.
5. Ann Spahitz Mackey, formerly known as Ann Spahitz, is the duly designated alternate executrix under the will of Margaret Spahitz and, as such, is entitled to appointment as executrix in the reopening of the estate.

WHEREFORE, Your Petitioner would respectfully request that this Honorable Commission order that the estate be reopened and that Ann Spahitz Mackey be appointed as executrix therein, without bond, as provided under the last will and testament of Margaret F. Spahitz.

Respectfully presented.



Henry W. Morrow, Jr
Counsel for Petitioner
P.O. Box 459
Charles Town, WV 25414
West Virginia State Bar ID #: 2647
(304) 725-3441
morrowlawoffice@aol.com

ANN SPAHITZ MACKEY
By Counsel

DECLINATION

I, **MARY COLLIS**, do hereby decline to serve as executrix of the Estate of **MARGARET F. SPAHITZ**, and request that **ANN SPAHITZ MACKEY** be appointed as substitute executrix without bond in my place and stead as provided under Article Seven of the Last Will and Testament of Margaret F. Spahitz.

Given my hand this 11th day of January, 2016.

Mary Collis
MARY COLLIS

STATE OF Florida,

COUNTY OF Indian River, to-wit:

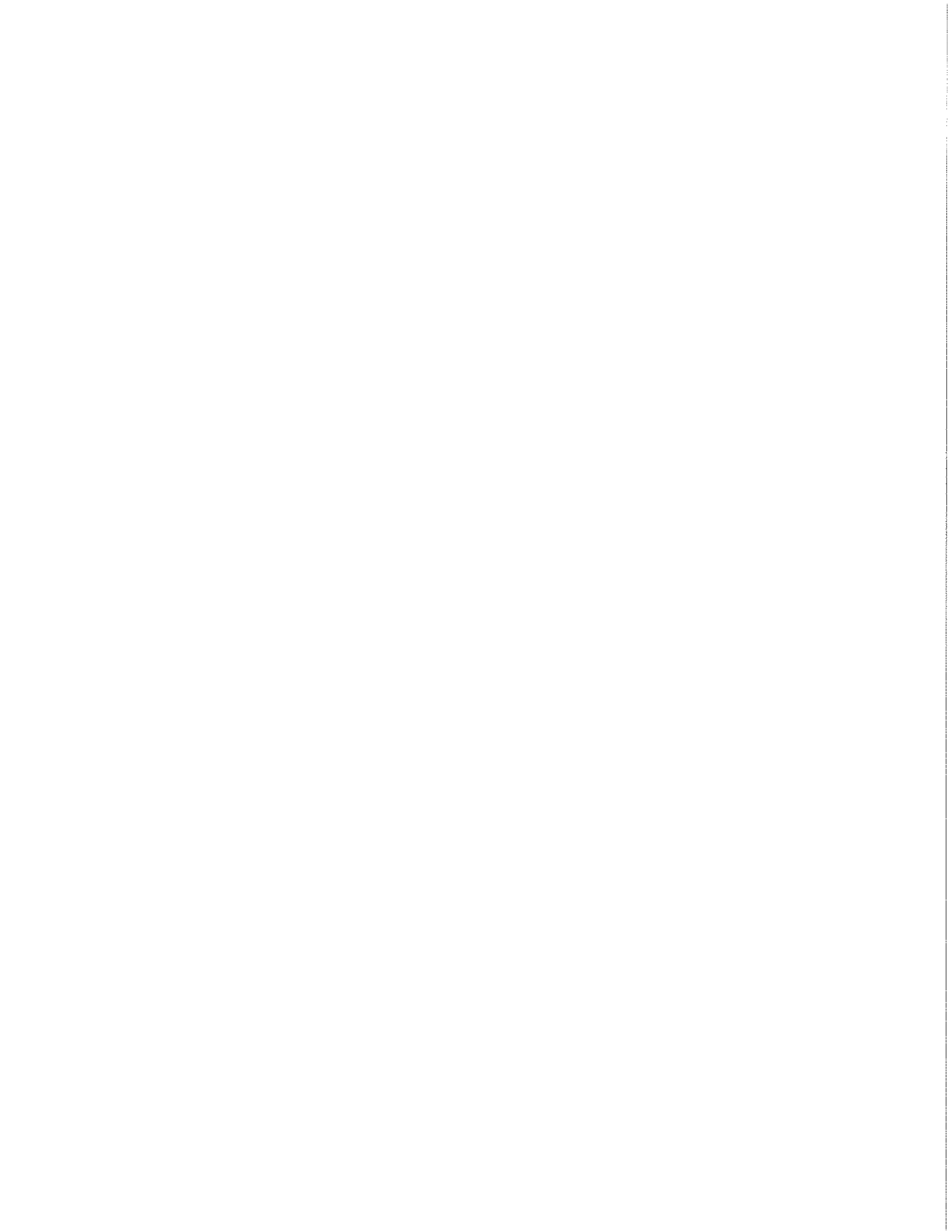
Taken, subscribed and sworn to before me, the undersigned notary public, by **MARY COLLIS** on the 11th day of January, 2016.

AFFIX NOTARIAL SEAL



Lar'Nesheia Ponders
NOTARY PUBLIC Lar'Nesheia Ponders

My Commission Expires: 10-8-2019



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nancy Strine, Community Development Administrator

Department or Organization: Community Development, City of Martinsburg

Estimation of amount of time needed for appointment: 5-10 minutes

Date Requested – 1st Choice: **February 18th**

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

Date Requested – 2nd Choice: March 3rd

Subject (*Wording to be placed on agenda*): 1. Hold a public hearing for the FY 2016 HOME Investment Partnership Program (HOME).
2. Approve Resolution to participate in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2015 to June 30, 2016.

Please provide the County Commission with a description of your request or presentation, including any background information:
Annual requirement of the HOME grant program and annual resolution to continue to receive our HOME funding allocations from HUD for the first time Homebuyers Assistance Program (HAP).

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

If so, how much? \$

Provide exact financial impact/request:

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

2016 HOME Public Hearing and Approve of RESOLUTION for THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2017.

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

If not attached, explain:

Is equipment needed? Projector **Y/N** NO Internet/Wi Fi **Y/N** NO Telephone for conference call **Y/N** NO

Contact information: Nancy Strine

Email address: nstrine@cityofmartinsburg.org

Phone Number: 304-264-2131 ext 278

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2016 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, February 18th, 2016 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2016. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2016. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2016 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2016 beginning January 11, 2016. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Patsy Noland, President
Jefferson County Commission

RESOLUTION

A RESOLUTION OF THE County Commission of Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2017.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2016; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, Corporation of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2016 to June 30, 2017 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2016 HOME Investment Partnership Program.

Adopted this 18th day of February, 2016.

BY:

Patricia A. Noland, President
Jefferson County Commission

ATTEST:

Jennifer S. Maghan, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

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

Date Requested – 1st Choice: **February 18, 2016**

Date Requested – 2nd Choice: **March 3, 2016**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2015 Annual Report for the Office of Impact Fees**

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

Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."

The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."

The impact fees annual report for calendar year 2015 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2016. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.

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*):

Motion to approve the 2015 Annual Report for the Office of Impact Fees, as presented.

Motion to (approve or stay) the annual inflationary adjustments to the impact fees.

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

If not attached, explain: **CY 2015 Impact Fees Annual Report**

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

| <u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u> |
|--|
| |

Annual Report on Impact Fees

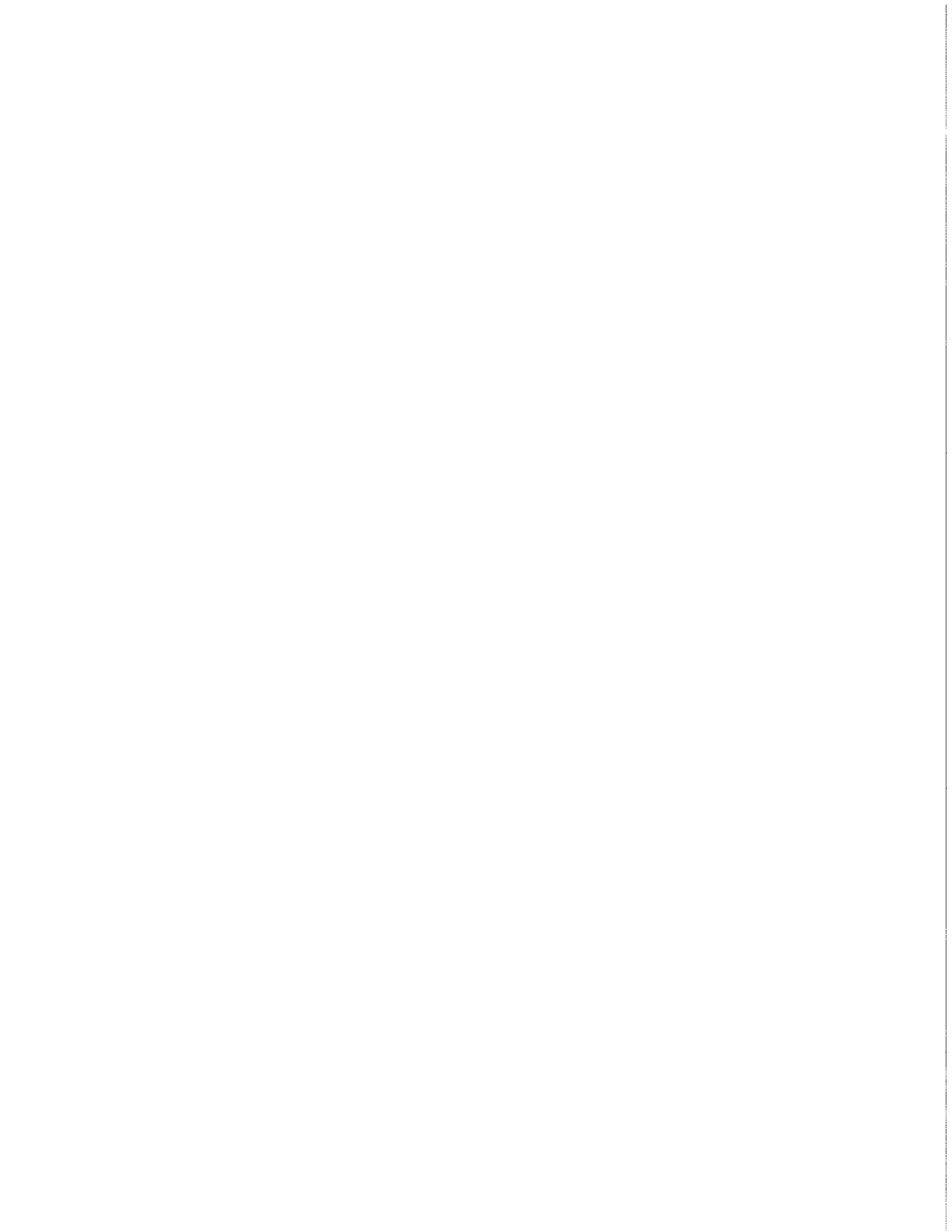
January 2015 – December 2015

Engineering Department

Office of Impact Fees

Jefferson County Government

8 February 2016



Contents

| | |
|---|----|
| Tables and Figures | 3 |
| Appendices..... | 3 |
| 1.1. Trends in Fee Collection..... | 4 |
| 1.2. Fees Collected..... | 6 |
| 1.3. Financial Data | 9 |
| 1.4. Fees Disbursed..... | 11 |
| 1.4.1. Refunds | 11 |
| 1.4.2. Requisitions..... | 11 |
| 2. Annual Review..... | 13 |
| 2.1. Recommended Changes to Ordinances or Procedures | 13 |
| 2.1.1. Ordinance Changes During 2016..... | 13 |
| 2.2. Identification of FY 2017 Impact Fee-Fundable Capital Projects | 14 |
| 2.2.1. Schools..... | 15 |
| 2.2.2. Parks & Recreation | 15 |
| 2.2.3. EMS | 15 |
| 2.3. Proposed Fee Boundary Districts..... | 15 |
| 2.4. Proposed Fee Schedule Changes | 16 |
| 2.4.1. Inflation Adjustments..... | 17 |
| 2.5. Proposed Changes to Level of Service Standards..... | 17 |
| 2.5.1. Overview..... | 17 |
| 2.6. Proposed Changes to Base Data for Fee Calculation..... | 17 |
| 3. 2011 Inflation Adjustments..... | 17 |
| 3.1. Source Data..... | 17 |
| 3.2. Inflation Adjustment – Schools | 18 |
| 3.3. Inflation Adjustment – Law Enforcement | 19 |
| 3.4. Inflation Adjustment – Parks & Recreation..... | 19 |
| 3.5. Inflation Adjustment – EMS..... | 20 |
| 3.6. Residential Fee Totals – Inflation Adjusted..... | 21 |

Tables and Figures

| | |
|--|----|
| Table 1A. Total County Residential Building Permits (CY 2004-2015) | 4 |
| Table 1B. Total County Non-Residential Building Permits (CY 2004-2015) | 5 |
| Table 2. Fees Collected – Calendar Year 2015 | 6 |
| Table 3. Fees Collected by County Tax District – Calendar Year 2015 | 7 |
| Table 4. Fees Collected by Municipal Tax District – Calendar Year 2015 | 8 |
| Table 5. Office of Impact Fees General Account (3111776) | 9 |
| Table 6. Impact Fee Holding Accounts | 10 |
| Table 7. FY 2016 Approved Fee Fundable Projects | 11 |
| Table 8. Impact Fee Holding Account Withdraws | 12 |
| Table 9. BOE Fee Fundable Projects | 15 |
| Table 11. Park & Recreation Fee Fundable Projects | 15 |
| Table 12. Jefferson County EMS Projects | 15 |
| Table 13. Price Indices and Cost of Living Adjustment | 18 |
| Table 14. Inflation Adjustment – Schools | 18 |
| Table 15. Inflation Adjustment - Law Enforcement | 19 |
| Table 16. Inflation Adjustment - Parks & Recreation | 19 |
| Table 17. Inflation Adjustment - EMS | 20 |
| Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2015 | 21 |

Appendices

| | |
|--|---|
| Appendix A. Reduction of Commercial Impact Fee Ordinance | A |
| Appendix B. Affordable Housing Discount Fee Schedule | B |

Executive Summary

1.1. Trends in Fee Collection

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2015 increased relative to CY 2014 while commercial was equal to the prior year's units, as indicated in Tables 1A and 1B. However, impact fee revenue relative to last year is lower. In CY 2015 there were 304 impact fee applications processed. Of that total, 14 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Table 1A. Total County Residential Building Permits (CY 2004-2015)

| Year | Single Family | | | Town Home | | | Duplex | | | Multifamily | | | Grand Total |
|--------------|---------------|-------------|-------------|-----------|------------|------------|----------|----------|----------|-------------|-----------|-----------|-------------|
| | Exempt | Fees | Total | Exempt | Fees | Total | Exempt | Fees | Total | Exempt | Fees | Total | |
| 2004 | 49 | 269 | 318 | 0 | 5 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 323 |
| 2005 | 39 | 324 | 363 | 0 | 22 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 385 |
| 2006 | 42 | 256 | 298 | 0 | 57 | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 355 |
| 2007 | 38 | 213 | 251 | 0 | 66 | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 317 |
| 2008 | 22 | 108 | 130 | 0 | 39 | 39 | 0 | 0 | 0 | 0 | 0 | 0 | 169 |
| 2009 | 25 | 75 | 100 | 0 | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 150 |
| 2010 | 32 | 91 | 123 | 0 | 39 | 39 | 0 | 0 | 0 | 0 | 0 | 0 | 162 |
| 2011 | 21 | 73 | 94 | 1 | 40 | 41 | 0 | 0 | 0 | 0 | 0 | 0 | 135 |
| 2012 | 13 | 118 | 131 | 0 | 24 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 155 |
| 2013 | 4 | 207 | 211 | 0 | 38 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 249 |
| 2014 | 4 | 182 | 186 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 202 |
| 2015 | 14 | 182 | 196 | 0 | 8 | 8 | 0 | 4 | 4 | 0 | 96 | 96 | 304 |
| Total | 303 | 2098 | 2401 | 1 | 405 | 406 | 0 | 4 | 4 | 0 | 96 | 96 | 2906 |

Table 1B. Total County Non-Residential Building Permits (CY 2004-2015)

| Year | Exempt | Fees | Total |
|--------------------|---------------|-------------|--------------|
| 2004 | 0 | 4 | 4 |
| 2005 | 0 | 5 | 5 |
| 2006 | 0 | 0 | 0 |
| 2007 | 10 | 12 | 22 |
| 2008 | 4 | 9 | 13 |
| 2009 | 3 | 2 | 5 |
| 2010 | 10 | 8 | 18 |
| 2011 | 1 | 11 | 12 |
| 2012 | 3 | 13 | 16 |
| 2013 | 1 | 3 | 4 |
| 2014 | 0 | 4 | 4 |
| 2015 | 0 | 5 | 5 |
| Grand Total | 32 | 76 | 108 |

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2015 and 2016 and run from 1 January 2015 through 31 December 2015. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the four long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, and EMS).

Table 2. Fees Collected – Calendar Year 2015

| Land Use | Type | Schools | Law | Parks & Rec | EMS | Grand Total |
|--------------------------|------------------|--------------------|-----------------|------------------|-----------------|--------------------|
| Residential | Single Family | \$1,310,805 | \$18,471 | \$94,431 | \$42,426 | \$1,466,133 |
| | Town Home/Duplex | \$34,240 | \$800 | \$2,300 | \$2,132 | \$39,472 |
| | Town Home | \$25,680 | \$644 | \$1,752 | \$192 | \$28,268 |
| | Duplex | \$13,096 | \$0 | \$656 | \$74 | \$13,826 |
| | Multifamily | \$183,456 | \$0 | \$14,880 | \$1,632 | \$199,968 |
| Residential Total | | \$1,567,277 | \$19,915 | \$114,019 | \$46,456 | \$1,747,667 |
| Commercial | Comm25Less | \$0 | \$14 | \$0 | \$5 | \$19 |
| | Ware House | \$0 | \$7 | \$0 | \$4 | \$11 |
| Commercial Total | | \$0 | \$21 | \$0 | \$9 | \$30 |
| Grand Total | | \$1,567,277 | \$19,936 | \$114,019 | \$46,465 | 1,747,697 |

Table 3. Fees Collected by County Tax District – Calendar Year 2015

| Tax District | Land Use | Type | Schools | Law | Parks & Rec | EMS | Grand Total |
|-------------------------------|--------------------------|--------------------|----------------|------------|------------------------|------------|--------------------|
| 02 Charles Town | Residential | Single Family | \$97,064 | \$2,652 | \$7,275 | \$1,733 | \$108,724 |
| | | Town Home/Duplex | \$34,240 | \$800 | \$2,300 | \$2,132 | \$39,472 |
| | | Town Home | \$25,680 | \$644 | \$1,752 | \$192 | \$28,268 |
| | Residential Total | | | | | | \$176,464 |
| | Commercial | Comm25Less | \$0 | \$14 | \$0 | \$2 | \$16 |
| | Ware House | \$0 | \$2 | \$0 | \$1 | \$3 | |
| | Commercial Total | | | | | | \$19 |
| 02 Charles Town Total | | | | | | | \$176,483 |
| 04 Harpers Ferry | Residential | Single Family | \$287,616 | \$7,477 | \$20,773 | \$9,047 | \$324,913 |
| | Residential Total | | | | | | \$324,913 |
| 04 Harpers Ferry Total | | | | | | | \$324,913 |
| 06 Kabletown | Residential | Single Family | \$96,681 | \$2,584 | \$7,129 | \$2,314 | \$108,708 |
| | Residential Total | | | | | | \$108,708 |
| 06 Kabletown Total | | | | | | | \$108,708 |
| 07 Middleway | Residential | Single Family | \$22,800 | \$644 | \$1,752 | \$192 | \$25,388 |
| | Residential Total | | | | | | \$25,388 |
| | Commercial | Ware House | \$0 | \$5 | \$0 | \$3 | \$8 |
| | Commercial Total | | | | | | \$8 |
| 07 Middleway Total | | | | | | | \$25,396 |
| 09 Shepherdstown | Residential | Single Family | \$193,548 | \$5,114 | \$14,148 | \$5,244 | \$218,054 |
| | Residential Total | | | | | | \$218,054 |
| 09 Shepherdstown Total | | | | | | | \$218,054 |
| | | Grand Total | | | | | \$853,554 |

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2015

| Tax District | Land Use | Type | Schools | Parks & Rec | EMS | Grand Total |
|-----------------------------------|--------------------------|--------------------|----------------|------------------------|------------|--------------------|
| 03 Charles Town Corp | Residential | Single Family | \$415,092 | \$28,998 | \$17,952 | \$462,042 |
| | Residential Total | | | | | \$462,042 |
| | Commercial | Comm25Less | \$0 | \$0 | \$3 | \$3 |
| | Commercial Total | | | | | \$3 |
| 03 Charles Town Corp Total | | | | | | \$462,045 |
| 08 Ranson Corp | Residential | Single Family | \$198,004 | \$14,356 | \$5,944 | \$218,304 |
| | | Duplex | \$13,096 | \$656 | \$74 | \$13,826 |
| | | Multifamily | \$183,456 | \$14,880 | \$1,632 | \$199,968 |
| | Residential Total | | | | | \$432,098 |
| 08 Ranson Corp Total | | | | | | |
| | | Grand Total | | | | \$894,143 |

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

| Month | Starting Balance | Total Deposits | Total Checks | Interest | Ending Balance |
|---------------|-------------------------|-----------------------|-----------------------------------|-----------------|-----------------------|
| January | \$123,293.92 | \$239,698.00 | \$123,293.92 | \$64.67 | \$239,762.67 |
| February | \$239,762.67 | \$90,704.00 | \$239,762.67 | \$78.44 | \$90,782.44 |
| March | \$90,782.44 | \$201,898.00 | \$90,782.44 | \$45.91 | \$201,943.91 |
| April | \$201,943.91 | \$180,098.00 | \$201,943.91 | \$85.73 | \$180,183.73 |
| May | \$180,183.73 | \$455,842.00 | \$180,183.73 | \$169.65 | \$456,011.65 |
| June | \$456,011.65 | \$115,624.00 | \$456,011.65 | \$78.41 | \$115,702.41 |
| July | \$115,702.41 | \$129,184.00 | \$115,702.41 | \$43.09 | \$129,227.09 |
| August | \$129,227.09 | \$63,716.00 | \$129,227.09 | \$24.77 | \$63,740.77 |
| September | \$63,740.77 | \$66,316.00 | \$63,740.77 | \$16.01 | \$66,332.01 |
| October | \$66,332.01 | \$112,958.00 | \$66,332.01 | \$29.30 | \$112,987.30 |
| November | \$112,987.30 | \$78,965.00 | \$112,987.30 | \$49.92 | \$79,014.92 |
| December | \$79,014.92 | \$12,694.00 | \$79,014.92 | \$17.12 | \$12,711.12 |
| Totals | | \$1,747,697.00 | \$1,858,982.82 | \$703.02 | |
| | | | December 2015 Outstanding Credits | | 0.00 |
| | | | January 2016 Transfers | | (\$12,711.12) |
| | | | 01 January 2016 Deposits | | 0.00 |
| | | | 01 January 2016 Balance | | 0.00 |

Table 6. Impact Fee Holding Accounts

| Category | Schools | Law | Parks | EMS |
|--------------------------------------|-------------------------|--------------------|-----------------------|----------------------|
| Account Number | 3107582 | 3120120 | 3122808 | 3122816 |
| Balance on 01 January 2015 | \$1,202,443.11 | \$41,176.10 | \$478,716.14 | \$114,482.68 |
| Total Deposits | \$1,664,516.90 | \$21,069.75 | \$120,357.03 | \$53,039.14 |
| Withdraws /1 | (\$1,000,000.00) | (\$0.00) | (\$573,380.00) | (\$81,000.00) |
| Interest Accrued - CY 2015 | \$6,822.77 | \$262.39 | \$1,521.64 | \$681.93 |
| Balance on 31 December 2015 | \$1,873,782.78 | \$62,508.24 | \$27,214.81 | \$87,203.75 |
| January Transfers /2 | \$11,415.41 | \$322.34 | \$877.20 | \$96.17 |
| <i>Of Which</i> | | | | |
| <i>Transferred Fees</i> | \$11,400.00 | \$322.00 | \$876.00 | \$96.00 |
| <i>Transferred Interest</i> | \$15.41 | \$0.34 | \$1.20 | \$0.47 |
| Final Balance 06 January 2016 | \$1,885,198.19 | \$62,830.58 | \$28,092.01 | \$87,299.92 |

Notes

/1 See Table 7 for details.

/2 From fees collected in December 2015 and transferred in January 2016.

1.4. Fees Disbursed

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

1.4.1. Refunds

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant.

1.4.2. Requisitions

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2016 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2016 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2017 remain to be presented to the County Commission for approval.

Table 7. FY 2016 Approved Fee Fundable Projects

| Category | Capital Improvement Project | Approved Impact Fee Funding |
|----------------------|--|------------------------------------|
| Schools | Classroom & Gym Renovation at Ranson Elementary | \$500,000 |
| | Classroom & Gym Renovation at Shepherdstown Elementary | \$500,000 |
| | County-Wide Improvement (All Schools) | \$1,000,000 |
| Law Enforcement | Weapons Training Qualifications Range | \$20,000 |
| | Mobile Data Terminal System | \$27,500 |
| Parks and Recreation | Hite Road Park Improvements | \$400,000 |
| | Park System master Plan | \$21,500 |
| EMS | JCESA Building Mortgage | \$81,000 |

Table 8. Impact Fee Holding Account Withdraws

| Account | Check Date | Statement Date | Debit | Notes |
|----------------|-------------------|-----------------------|-----------------------|---|
| School | 3/13/2015 | 3/31/2015 | \$1,000,000.00 | Requisition 15R0110 - Jefferson County New Bus Garage |
| | | Total | \$1,000,000.00 | |
| Parks | 5/8/2015 | 5/31/2015 | \$7,228.69 | Requisition 15R0111 - Park Master Plan |
| | 5/15/2015 | 5/31/2015 | \$179,745.63 | Requisition 15R0112 - Hite Park Phase I |
| | 5/29/2015 | 6/30/2015 | \$1,462.86 | Requisition 15R0113 - Park Master Plan |
| | 7/1/2015 | 7/31/2015 | \$113,241.62 | Requisition 15R0114 - Hite Park Phase I |
| | 8/21/2015 | 9/30/2015 | \$59,664.65 | Requisition 15R0115 - James Hite Park Phase I |
| | 9/4/2015 | 9/30/2015 | \$157,036.55 | Requisition 15R0116 - James Hite Park Phase I |
| | 9/4/2015 | 9/30/2015 | \$55,000.00 | Requisition 15R0117 - James Hite Park Phase I |
| | | Total | \$573,380.00 | |
| EMS | 10/9/2015 | 10/31/2015 | \$81,000.00 | Requisition 15R0118 - JCESA Mortgage |
| | | Total | \$81,000.00 | |
| | | Grand Total | \$1,654,380.00 | |

2. Annual Review

2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

2.1.1. Ordinance Changes During 2015

In 2014, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2015 and the new impact fees were adopted by the County Commission on April 2, 2015, at 70% of the full calculated amounts. The fees became effective May 1, 2015. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended April 2, 2015; Effective May 1, 2015

Parks & Recreation Ordinance No. 2005-2

Amended April 2, 2015; Effective May 1, 2015

Law Enforcement Ordinance No. 2005-1

Amended April 2, 2015; Effective May 1, 2015

EMS Ordinance No. 2005-3

Amended April 2, 2015; Effective May 1, 2015

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the July 2, 2015, County Commission meeting, John Reisenweber, Executive Director, Jefferson County Development Authority, presented a report to the County Commission. Commissioner Jane Tabb made a motion “to request the Jefferson County Development Authority complete an updated report on the data regarding the two year reduction of commercial impact fees in Jefferson County and to continue with the current reduced commercial impact fee rates until all impact fees are ready to be reviewed or as needed.” Motion was seconded and unanimously approved.

The Impact Fees Procedure Ordinance was last amended on November 12, 2012, to provide for the Affordable Housing Discount. The discount is required under West Virginia Code §7-20-7A “Impact Fees for Affordable Housing”, which was enacted during the CY 2011 Legislative Session. There were no amendments to the Impact Fee Procedures Ordinance in 2015.

2.2. Identification of FY 2017 Impact Fee-Fundable Capital Projects

The following projects will appear on the FY 2017 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent expansion of the current level of service. Exclusion of other projects, listed in the FY 2017 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-12 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

2.2.1. Schools

Table 9. BOE Fee Fundable Projects

| Project | Current Request | Funding Potential | Category |
|--|------------------------|--------------------------|---------------------|
| County-Wide Expansion of School Facilities | \$1,000,000 | \$1,000,000 | (Varies by Project) |
| Totals | \$1,000,000 | \$1,000,000 | |

2.2.2. Parks & Recreation

Table 11. Park & Recreation Fee Fundable Projects

| Project | Current Request | Funding Potential | Category |
|-------------------------------|------------------------|--------------------------|-----------------------------|
| Hite Road Park Improvements/1 | \$80,000 | \$32,000 | Facilities and Improvements |
| Totals | \$80,000 | \$32,000 | |

Note: /1 Request exceeds funds anticipated by beginning of FY 2016.

2.2.3. EMS

Table 12. Jefferson County EMS Projects

| Company | Project | Current Request | Funding Potential | Category |
|----------------|-------------------|------------------------|--------------------------|-----------------|
| JCESA | Building Mortgage | \$81,000 | \$81,000 | Facilities |
| | Totals | \$81,000 | \$81,000 | |

2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.4. Proposed Fee Schedule Changes

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three year cycle. In December of 2011, all four impact fee categories underwent a recalculation of which the County Commission elected to retain the current Impact Fee Schedule upon the 2012 Annual Report presentation.

The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2014. The County Commission recalculated the fees beginning in 2014 and adopted new fee schedules, which became effective on 1 May 2015.

2.4.1. Inflation Adjustments

It is generally recommended that all ordinance schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2012 and 2013. These represent the most recent price indices and were released on 5 August, 2015. These data constitute the source for the annual inflation adjustments for the four impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2016 unless the County Commission acts to stay these adjustments.

2.5. Proposed Changes to Level of Service Standards

2.5.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, and EMS services were last updated and adopted in April 2015.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in 2020.

2.6. Proposed Changes to Base Data for Fee Calculation

There are no changes at this time.

3. 2016 Inflation Adjustments

3.1. Source Data

The following Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2013 and 2014². These represent the most recent price indices and were released on 5 August, 2015. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1,

¹ Source is Table 5.9.4B, lines 35, 36 and 37.

² Source: <http://www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1#reqid=9&step=3&isuri=1&903=338> (select Table 5.9.4B).

Section 6(B), the annual inflation adjustment will be applied on 1 April 2016 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2015 Impact Fee (tables 14-17) are the fees in effect as of 1 May 2015.

Table 13. Price Indices and Cost of Living Adjustment

| BEA Table Line | Fee Category | Structure Class | Price Index CY 2013 | Price Index CY 2014 | Differential (Inflation Adjustment Factor) |
|-------------------------------|-------------------------|---------------------------------|------------------------------------|------------------------------------|---|
| 35 | School | State and Local – Educational | 107.624 | 111.29 | 1.0341 |
| 36 | Law & EMS | State and Local – Public Safety | 102.458 | 108.535 | 1.0593 |
| 37 | Parks | Amusement & Recreation | 102.479 | 108.609 | 1.0598 |

Source: Bureau of Economic Analysis, US Department of Commerce.

3.2. Inflation Adjustment – Schools

Table 14. Inflation Adjustment – Schools

| Residential Development | 2015 Impact Fee | 2016 Adjusted | Differential |
|--------------------------------|------------------------|----------------------|---------------------|
| Single Family | \$5,700 | \$5,894 | \$194 |
| Town home | \$6,420 | \$6,639 | \$219 |
| Duplex | \$6,420 | \$6,639 | \$219 |
| Multi-family | \$3,982 | \$4,118 | \$136 |

3.3. Inflation Adjustment – Law Enforcement

Table 15. Inflation Adjustment - Law Enforcement

| Residential Development | 2015 Impact Fee | 2016 Adjusted | Differential |
|---|----------------------------|--------------------------|---------------------|
| Single Family | \$161 | \$170.55 | \$9.55 |
| Town home | \$161 | \$170.55 | \$9.55 |
| Duplex | \$118 | \$125.00 | \$7.00 |
| Multi-family | \$118 | \$125.00 | \$7.00 |
| Non Residential Development (fees per 1,000 sq ft gross usable floor area) | 2015 Impact Fee | 2016 Adjusted | Differential |
| Commercial/Shopping Center 25,000 SF or less | \$278 | \$294.49 | \$16.49 |
| Commercial/Shopping Center 25,001 – 50,000 SF | \$278 | \$294.49 | \$16.49 |
| Commercial/Shopping Center 50,001 – 100,000 SF | \$278 | \$294.49 | \$16.49 |
| Commercial/Shopping Center 100,001 – 200,000 SF | \$278 | \$294.49 | \$16.49 |
| Commercial/Shopping Center over 200,000 SF | \$278 | \$294.49 | \$16.49 |
| Office/Institutional 10,000 SF or less | \$109 | \$115.47 | \$6.47 |
| Office/Institutional 10,001 – 25,000 SF | \$109 | \$115.47 | \$6.47 |
| Office/Institutional 25,001 – 50,000 SF | \$109 | \$115.47 | \$6.47 |
| Office/Institutional 50,001 – 100,000 SF | \$109 | \$115.47 | \$6.47 |
| Office/Institutional over 100,000 SF | \$109 | \$115.47 | \$6.47 |
| Business Park | \$123 | \$130.30 | \$7.30 |
| Light Industrial | \$69 | \$73.09 | \$4.09 |
| Warehousing | \$35 | \$37.08 | \$2.08 |
| Manufacturing | \$37 | \$39.19 | \$2.19 |

3.4. Inflation Adjustment – Parks & Recreation

Table 16. Inflation Adjustment - Parks & Recreation

| Residential Development | 2015 Impact Fee | 2016 Adjusted | Differential |
|--------------------------------|------------------------|----------------------|---------------------|
| Single Family | \$438 | \$464.20 | \$26.20 |
| Town home | \$438 | \$464.20 | \$26.20 |
| Duplex | \$322 | \$341.26 | \$19.26 |
| Multi-family | \$322 | \$341.26 | \$19.26 |

3.5. Inflation Adjustment – EMS

Table 17. Inflation Adjustment - EMS

| Residential Development | 2015 Impact Fee | 2016 Adjusted | Differential |
|---|----------------------------|--------------------------|---------------------|
| Single Family | \$48 | \$50.85 | \$2.85 |
| Town home | \$48 | \$50.85 | \$2.85 |
| Duplex | \$36 | \$38.14 | \$2.14 |
| Multi-family | \$36 | \$38.14 | \$2.14 |
| Non Residential Development (fees per 1,000 sq ft gross usable floor area) | 2015 Impact Fee | 2016 Adjusted | Differential |
| Commercial/Shopping Center 25,000 SF or less | \$52 | \$55.08 | \$3.08 |
| Commercial/Shopping Center 25,001 – 50,000 SF | \$52 | \$55.08 | \$3.08 |
| Commercial/Shopping Center 50,001 – 100,000 SF | \$52 | \$55.08 | \$3.08 |
| Commercial/Shopping Center 100,001 – 200,000 SF | \$52 | \$55.08 | \$3.08 |
| Commercial/Shopping Center over 200,000 SF | \$52 | \$55.08 | \$3.08 |
| Office/Institutional 10,000 SF or less | \$86 | \$91.10 | \$5.10 |
| Office/Institutional 10,001 – 25,000 SF | \$86 | \$91.10 | \$5.10 |
| Office/Institutional 25,001 – 50,000 SF | \$86 | \$91.10 | \$5.10 |
| Office/Institutional 50,001 – 100,000 SF | \$86 | \$91.10 | \$5.10 |
| Office/Institutional over 100,000 SF | \$86 | \$91.10 | \$5.10 |
| Business Park | \$80 | \$84.74 | \$4.74 |
| Light Industrial | \$60 | \$63.56 | \$3.56 |
| Warehousing | \$24 | \$25.42 | \$1.42 |
| Manufacturing | \$46 | \$48.73 | \$2.73 |

3.6. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq.*). If the County Commission does not act to prevent the inflation adjustments listed in Table 18 from going into effect, the fee schedule listed in Table 18 below will apply on 1 April 2016. Commercial fee schedules are always determined by the Impact Fee Program Specialist on a case by case basis and thus may not easily be condensed into a summary table. This fee schedule is based on the schedule resulting from the fee recalculations of 2015. There has been no inflationary adjustments to the fee amounts since 2011.

Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2016

| Residential Development | Impact Fee Category | Current Impact Fee per Dwelling Unit | 01 April 2016 Impact Fee per Dwelling Unit |
|-------------------------|---------------------|--------------------------------------|--|
| Single Family | Schools | \$5,700 | \$5,894 |
| | Law Enforcement | \$161 | \$170 |
| | Parks & Recreation | \$438 | \$464 |
| | EMS | \$48 | \$50 |
| | TOTAL | \$6,347 | \$6,578 |
| Town Home | Schools | \$6,420 | \$6,639 |
| | Law Enforcement | \$161 | \$170 |
| | Parks & Recreation | \$438 | \$464 |
| | EMS | \$48 | \$50 |
| | TOTAL | \$7,067 | \$7,323 |
| Duplex | Schools | \$6,420 | \$6,639 |
| | Law Enforcement | \$118 | \$125 |
| | Parks & Recreation | \$322 | \$341 |
| | EMS | \$36 | \$38 |
| | | \$6,896 | \$7,143 |
| Multi-Family | Schools | \$3,982 | \$4,118 |
| | Law Enforcement | \$118 | \$125 |
| | Parks & Recreation | \$322 | \$341 |
| | EMS | \$36 | \$38 |
| | TOTAL | \$4,458 | \$4,622 |

ORDINANCE NO. 2013-1

AN ORDINANCE OF JEFFERSON COUNTY, WEST VIRGINIA, AMENDING CERTAIN PARTS OF PRIOR COUNTY IMPACT FEE ORDINANCES 2005-1 AND 2005-3; REGARDING AMENDING AND/OR REDUCING CERTAIN IMPACT FEE RATES APPLYING TO NON-RESIDENTIAL UNITS FOR A SPECIFIED PERIOD OF TIME; REQUIRING A REVIEW OF COMMERCIAL AND ECONOMIC DEVELOPMENT AT THE END OF ONE YEAR .

WHEREAS, the County Commission of Jefferson County, West Virginia adopted Ordinance 2005-1 and 2005-3 on January 20, 2005, which Ordinances provide for Law Enforcement and Fire and EMS fees to be paid on new construction;

WHEREAS, the Jefferson County Commission recognizes that the adverse effects of the national recession and the financial and credit crises are still impacting the state and local economy;

WHEREAS, said impacts have resulted in a significant reduction in new non-residential commercial development and construction activity in Jefferson County;

WHEREAS, Non-residential Commercial development provides local jobs and economic opportunity to the citizens of Jefferson County;

WHEREAS, a decrease in Non-residential Commercial development has a negative impact upon the citizens of Jefferson County;

WHEREAS, the Jefferson County Commission hereby finds that it is in the best interest of the citizens of Jefferson County to encourage economic development by temporarily reducing the impact fees assessed on new Non-residential Commercial Development;

WHEREAS, the Commission has determined that a reduction on the rate of collection of the Law Enforcement and the Fire and EMS impact fees will further the desired purpose of stimulating economic development and non-residential commercial construction activity in Jefferson County;

WHEREAS, the County Commission desires an update from the Jefferson County Development Authority on the development and permitting activity of non-residential construction after the initial twenty-four (24) months of the reduction to determine the effectiveness of the reduction in stimulating economic and commercial growth;

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA:

SECTION 1. AMENDING THE NON-RESIDENTIAL IMPACT FEES SET FORTH IN ORDINANCES 2005-1 AND 2005-3.

- (1) The impact fee rates charged to Non-residential Development in Ordinance No. 2005-1 (Law Enforcement Impact Fees) and Ordinance No. 2005-3 (Fire and EMS Impact Fees) shall be reduced to by ninety-nine percent (99%) commencing on July 1, 2013 for a period of twenty-

four (24) months through the County Commission's review at the end of the twenty-four (24) month period.

- (2) At the end of the initial twenty-four (24) month period, the County Commission, using the report received from the Jefferson County Development Authority, shall review the effectiveness of the reduction in encouraging commercial development and stimulating the local economy. After completion of such review, the Commission shall either: 1) maintain the reduction implemented by the Ordinance; 2) return the non-residential development impact fees to the fee schedule provided in Ordinance Nos. 2005-1 and 2005-3; or 3) implement a new non-residential development impact fee schedule.
- (3) The reduction in the non-residential fees as provided for in this Ordinance may extend beyond the initial twenty-four (24) month period and shall remain in effect until the County Commission completes its review of the reduction's impact on commercial and economic development.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect upon an affirmative, majority vote of the County Commission. Except as specifically provided otherwise herein, this Ordinance shall supersede all other Ordinance(s) of Jefferson County, West Virginia to the extent such other Ordinance(s) are in conflict herewith. However, the amended impact fees associated with non-residential development as set forth in this Ordinance shall not become effective until July 1, 2013.

SECTION 3. Severability.

- (1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.
- (2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

SECTION 4. DEFINITIONS.

Terms used in this Ordinance shall have the meaning provided in the applicable "Definition" Section(s) of the Jefferson County Impact Fee Procedures Ordinance unless modified or otherwise stated herein.

SECTION 5. INCLUSION IN THE CODE.

It is the intention of the County Commission of Jefferson County, West Virginia, and it is hereby provided, that the provisions of this Ordinance shall be made part of the Jefferson County Impact Fee Ordinances. To this end, any section or subsection of this Ordinance may be re-numbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate designation.

SECTION 6. FULL FORCE AND EFFECT OF REMAINDER.

All section, subsections, clauses, sentences, phrases, and provisions of Ordinance Nos. 2005-1 and 2005-3 not changed or amended herein shall stay the same and remain in full force and effect until amended, repealed or otherwise acted upon by the County Commission of Jefferson County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the ____ day of June, 2013.

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason
Impact Fee Program Specialist

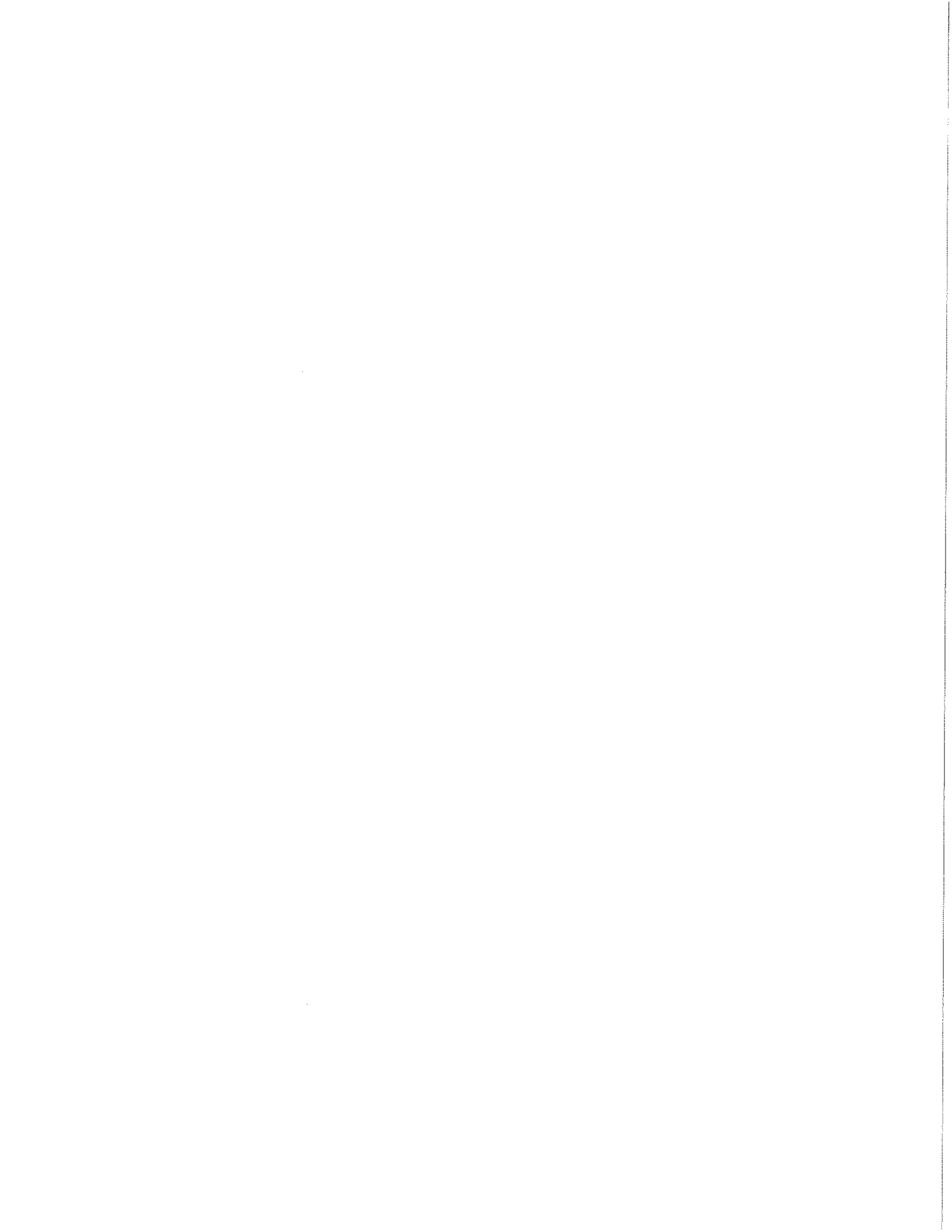
mmason@jeffersoncountywv.org

Affordable Housing Discounted Impact Fee Per Dwelling Unit Type

**December 31, 2015 Housing Index Average Market Value
for Jefferson County, WV: \$226,149**

| Current Impact Fee | | <i>Single Family</i> | <i>Town Home</i> | <i>Duplex</i> | <i>Multi-Family</i> |
|--------------------|--------------|---|------------------|---------------|---------------------|
| | | \$6,347 | \$7,067 | \$6,896 | \$4,458 |
| Affordable Housing | | <i>Discounted Impact Fee Per Dwelling Unit Type</i> | | | |
| Percentage | Market Value | | | | |
| 60% | \$135,689 | \$3,808 | \$4,240 | \$4,138 | \$2,675 |
| 59% | \$133,428 | \$3,745 | \$4,170 | \$4,069 | \$2,630 |
| 58% | \$131,166 | \$3,681 | \$4,099 | \$4,000 | \$2,586 |
| 57% | \$128,905 | \$3,618 | \$4,028 | \$3,931 | \$2,541 |
| 56% | \$126,643 | \$3,554 | \$3,958 | \$3,862 | \$2,496 |
| 55% | \$124,382 | \$3,491 | \$3,887 | \$3,793 | \$2,452 |
| 54% | \$122,120 | \$3,427 | \$3,816 | \$3,724 | \$2,407 |
| 53% | \$119,859 | \$3,364 | \$3,746 | \$3,655 | \$2,363 |
| 52% | \$117,597 | \$3,300 | \$3,675 | \$3,586 | \$2,318 |
| 51% | \$115,336 | \$3,237 | \$3,604 | \$3,517 | \$2,274 |
| 50% | \$113,075 | \$3,173 | \$3,533 | \$3,448 | \$2,229 |
| 49% | \$110,813 | \$3,110 | \$3,463 | \$3,379 | \$2,184 |
| 48% | \$108,552 | \$3,047 | \$3,392 | \$3,310 | \$2,140 |
| 47% | \$106,290 | \$2,983 | \$3,321 | \$3,241 | \$2,095 |
| 46% | \$104,029 | \$2,920 | \$3,251 | \$3,172 | \$2,051 |
| 45% | \$101,767 | \$2,856 | \$3,180 | \$3,103 | \$2,006 |
| 44% | \$99,506 | \$2,793 | \$3,109 | \$3,034 | \$1,962 |
| 43% | \$97,244 | \$2,729 | \$3,039 | \$2,965 | \$1,917 |
| 42% | \$94,983 | \$2,666 | \$2,968 | \$2,896 | \$1,872 |
| 41% | \$92,721 | \$2,602 | \$2,897 | \$2,827 | \$1,828 |
| 40% | \$90,460 | \$2,539 | \$2,827 | \$2,758 | \$1,783 |
| 39% | \$88,198 | \$2,475 | \$2,756 | \$2,689 | \$1,739 |
| 38% | \$85,937 | \$2,412 | \$2,685 | \$2,620 | \$1,694 |
| 37% | \$83,675 | \$2,348 | \$2,615 | \$2,552 | \$1,649 |
| 36% | \$81,414 | \$2,285 | \$2,544 | \$2,483 | \$1,605 |
| 35% | \$79,152 | \$2,221 | \$2,473 | \$2,414 | \$1,560 |
| 34% | \$76,891 | \$2,158 | \$2,403 | \$2,345 | \$1,516 |
| 33% | \$74,629 | \$2,095 | \$2,332 | \$2,276 | \$1,471 |
| 32% | \$72,368 | \$2,031 | \$2,261 | \$2,207 | \$1,427 |
| 31% | \$70,106 | \$1,968 | \$2,191 | \$2,138 | \$1,382 |
| 30% | \$67,845 | \$1,904 | \$2,120 | \$2,069 | \$1,337 |
| 29% | \$65,583 | \$1,841 | \$2,049 | \$2,000 | \$1,293 |
| 28% | \$63,322 | \$1,777 | \$1,979 | \$1,931 | \$1,248 |
| 27% | \$61,060 | \$1,714 | \$1,908 | \$1,862 | \$1,204 |
| 26% | \$58,799 | \$1,650 | \$1,837 | \$1,793 | \$1,159 |
| 25% | \$56,537 | \$1,587 | \$1,767 | \$1,724 | \$1,115 |

Disclaimer: Figures updated and effective through 31 December 2016 per the WV Tax Commissioner.



FY 2017 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

Jefferson County Commission
Engineering Department/Office of Impact Fees
28 January 2016

FY 2017 Impact Fee Program Capital Improvement Plan

Contents

| | |
|---|----|
| Overview..... | 2 |
| Overview of Funding Options | 3 |
| Direct County Support | 3 |
| General Obligation/Construction Bonds..... | 3 |
| State Support..... | 4 |
| Federal Support..... | 4 |
| Summary of Impact Fee Fundable Projects | 4 |
| Impact Fee Program Specialist's Notes | 10 |
| Overview..... | 10 |
| Authority | 10 |
| Cash Flow Analyses..... | 11 |

Tables

| | |
|---|----|
| Table 1. FY 2017 Priority 1 Projects - All Funding Sources..... | 5 |
| Table 2. FY 2017 Impact Fee Projects - All Priorities | 6 |
| Table 3. FY 2017 Impact Fee Fundable Projects..... | 7 |
| Table 4. School Cash Flow Analysis | 12 |
| Table 5. Law Enforcement Cash Flow Analysis | 12 |
| Table 6. Parks & Recreation Cash Flow Analysis..... | 14 |
| Table 7. EMS Cash Flow Analysis | 15 |

FY 2017 Capital Improvement Plan Submissions

| | Divider |
|---|---------|
| Board of Education | 1 |
| Sheriff of Jefferson County..... | 2 |
| Jefferson County Parks & Recreation Commission..... | 3 |
| Jefferson County Emergency Services Agency..... | 4 |

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2017 (which begins July 1 2016). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$112,859,750 (down from \$123,119,095 in FY 2016). Of this amount, \$1,261,500 represents the funding requests for FY 2017 (in FY 2016 the amount was \$4,436,150).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2017 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 10 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, a section of the Briel building was renovated which now houses a portion of the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds of which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹. As an example, through the authority of the Building Commission, secure funding for the New Bus Facility for the Board of Education requested for FY 2017 may be obtained.

State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

Federal Support

Unfortunately Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs. **Table 2** lists all capital improvement projects requested by each entity regardless of being fundable by impact fees.

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2017 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2016.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2017 Priority 1 Projects - All Funding Sources

| # | Pri | Project | Estimated Total | Prior Allocation | Current Request | Other Sources Allocation | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
|---|-----|--|----------------------|------------------|--------------------|--------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Jefferson County Board of Education | | | | | | | | | | | |
| 1 | 1 | Middleway Elementary | \$18,000,000 | \$0 | \$0 | \$6,000,000 | \$6,000,000 | \$6,000,000 | \$0 | \$0 | \$0 |
| 2 | 1 | Middleway Middle School | \$25,000,000 | \$0 | \$0 | \$8,000,000 | \$0 | \$0 | \$10,000,000 | \$7,000,000 | \$0 |
| 3 | 1 | County Wide Improvement (Elementary and Middle School) | \$18,000,000 | \$0 | \$1,000,000 | \$0 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| 4 | 1 | Middleway High School | \$51,000,000 | \$0 | \$0 | \$20,000,000 | \$0 | \$0 | \$0 | \$15,000,000 | \$16,000,000 |
| TOTALS | | | \$112,000,000 | \$0 | \$1,000,000 | \$34,000,000 | \$7,000,000 | \$7,000,000 | \$11,000,000 | \$17,000,000 | \$17,000,000 |
| Jefferson County Emergency Services Agency | | | | | | | | | | | |
| 1 | 1 | JCESA Building Mortgage | \$520,328 | \$0 | \$81,000 | \$0 | \$81,000 | \$81,000 | \$81,000 | \$81,000 | \$81,000 |
| TOTALS | | | \$520,328 | \$0 | \$81,000 | \$0 | \$81,000 | \$81,000 | \$81,000 | \$81,000 | \$81,000 |

Table 2. FY 2017 Projects - All Priorities

| # | Pri | Project | Estimated Total | Prior Allocation | Current Request | Other Sources Allocation | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
|---|-----|--|----------------------|------------------|--------------------|--------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Jefferson County Board of Education | | | | | | | | | | | |
| 1 | 1 | Middleway Elementary | \$18,000,000 | \$0 | \$0 | \$6,000,000 | \$6,000,000 | \$6,000,000 | \$0 | \$0 | \$0 |
| 2 | 1 | Middleway Middle School | \$25,000,000 | \$0 | \$0 | \$8,000,000 | \$0 | \$0 | \$10,000,000 | \$7,000,000 | \$0 |
| | | County Wide Improvement (Elementary and Middle School) | \$18,000,000 | \$0 | \$1,000,000 | \$0 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| 4 | 1 | Middleway High School | \$51,000,000 | \$0 | \$0 | \$20,000,000 | \$0 | \$0 | \$0 | \$15,000,000 | \$16,000,000 |
| TOTALS | | | \$112,000,000 | \$0 | \$1,000,000 | \$34,000,000 | \$7,000,000 | \$7,000,000 | \$11,000,000 | \$17,000,000 | \$17,000,000 |
| Sheriff of Jefferson County | | | | | | | | | | | |
| 1 | 2 | Purchase of Police Cruisers x (18) | \$1,355,445 | \$0 | \$0 | \$0 | \$214,500 | \$214,500 | \$235,950 | \$235,950 | \$259,545 |
| 2 | 2 | Weapons Training | \$50,000 | \$0 | \$0 | \$0 | \$10,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| 3 | 2 | Qualifications Range | \$180,500 | \$0 | \$0 | \$0 | \$27,000 | \$31,500 | \$31,500 | \$31,500 | \$31,500 |
| 4 | 3 | Mobile Data Terminal System for Police Vehicle | \$6,000,000 | \$0 | \$0 | \$0 | \$100,000 | \$500,000 | \$1,500,000 | \$1,900,000 | \$2,000,000 |
| 5 | 4 | Construction of New Jefferson Co. Sheriff's Office | \$700,000 | \$0 | \$0 | \$0 | \$300,000 | \$400,000 | \$0 | \$0 | \$0 |
| TOTALS | | | \$8,285,945 | \$0 | \$0 | \$0 | \$651,500 | \$1,151,000 | \$1,772,450 | \$2,172,450 | \$2,296,045 |
| Jefferson County Emergency Services Agency | | | | | | | | | | | |
| 1 | 1 | JCESA Building Mortgage | \$520,328 | \$0 | \$81,000 | \$0 | \$81,000 | \$81,000 | \$81,000 | \$81,000 | \$81,000 |
| 2 | 2 | NFPA Compliant Gear - PPE | \$55,500 | \$0 | \$55,500 | \$0 | \$9,250 | \$9,250 | \$9,250 | \$9,250 | \$9,250 |
| TOTALS | | | \$575,828 | \$0 | \$136,500 | \$0 | \$90,250 | \$90,250 | \$90,250 | \$90,250 | \$90,250 |

Table 2. FY 2017 Projects - All Priorities

| # | Pri | Project | Estimated Total | Prior Allocation | Current Request | Other Sources Allocation | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
|---|-----|-------------------------------------|------------------|------------------|------------------|--------------------------|------------------|-----------------|--------------|--------------|--------------|
| Jefferson County Parks & Recreation Commission | | | | | | | | | | | |
| 1 | 2 | Hite Road Park Development Phase II | \$145,000 | \$0 | \$80,000 | \$0 | \$65,000 | \$0 | \$0 | \$0 | \$0 |
| 2 | 2 | Maintenance Vehicle | \$45,000 | \$0 | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 3 | 2 | Mowing Equipment | \$32,000 | \$0 | \$0 | \$0 | \$32,000 | \$0 | \$0 | \$0 | \$0 |
| 4 | 2 | South Jefferson Park | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 5 | 2 | Park Maintenance Software | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$0 | \$0 |
| TOTALS | | | \$272,000 | \$0 | \$125,000 | \$0 | \$137,000 | \$10,000 | \$0 | \$0 | \$0 |

Table 3. FY 2017 Impact Fundable Projects

| # | Pri | Project | Estimated Total | Prior Allocation | Other Sources Allocation | Current Request | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
|---|-----|---------------------------|------------------|------------------|--------------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Jefferson County Emergency Services Agency (EMS) | | | | | | | | | | | |
| 1 | 1 | JCESA Building Mortgage | \$520,328 | \$0 | \$0 | \$81,000 | \$81,000 | \$81,000 | \$81,000 | \$81,000 | \$81,000 |
| 2 | 2 | NFPA Compliant Gear - PPE | \$55,500 | \$0 | \$0 | \$55,500 | \$9,250 | \$9,250 | \$9,250 | \$9,250 | \$9,250 |
| TOTALS | | | \$575,828 | \$0 | \$0 | \$136,500 | \$90,250 | \$90,250 | \$90,250 | \$90,250 | \$90,250 |

| Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS) | | | | | | | | | | | |
|---|-----|---------------------------|-----------------------|--|--|--|--|--|--|--|--|
| # | Pri | Project | Fee Funding Potential | Comments | | | | | | | |
| 1 | 1 | JCESA Building Mortgage | Full | As of January 6, 2016, the remaining allocation amount is \$379,071 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328 contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of \$93,185 on July 1, 2016. | | | | | | | |
| 2 | 2 | NFPA Compliant Gear - PPE | Non Fundable | As of January 6, 2016, the allocation amount for the "Vehicles & Equipment" capital category has been met. Impact fee funds are not available for the "Vehicles & Equipment" capital category of this project at this time. | | | | | | | |

| Jefferson County Parks & Recreation Commission | | | | | | | | | | | |
|---|-----|-------------------------------------|------------------|------------------|--------------------------|------------------|-----------------|--------------|--------------|--------------|--------------|
| # | Pri | Project | Estimated Total | Prior Allocation | Other Sources Allocation | Current Request | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
| 1 | 2 | Hite Road Park Development Phase II | \$145,000 | \$0 | \$0 | \$80,000 | \$65,000 | \$0 | \$0 | \$0 | \$0 |
| 2 | 2 | Maintenance Vehicle | \$45,000 | \$0 | \$0 | \$45,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTALS | | | \$190,000 | \$0 | \$0 | \$125,000 | \$65,000 | \$0 | \$0 | \$0 | \$0 |

| Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission | | | | | | | | | | | |
|---|-----|-------------------------------------|-----------------------|---|--|--|--|--|--|--|--|
| # | Pri | Project | Fee Funding Potential | Comments | | | | | | | |
| 1 | 2 | Hite Road Park Development Phase II | Partial | As of January 6, 2016, the allocation amount for the "Park Improvements & Rec Facilities" capital category has been met. This request is partially fundable contingent upon availability of funds in the Parks impact fee account; which is projected to have an estimated balance of \$32,141 on July 1, 2016. | | | | | | | |
| 3 | 2 | Maintenance Vehicle | Non Fundable | As of January 6, 2016, the allocation amount for the "Maintenance Equipment & Vehicles" capital category has been met. Impact fee funds are not available for the "Maintenance Equipment & Vehicles" capital category of this project at this time. | | | | | | | |

Table 3. FY 2017 Impact Fundable Projects

| # | Pri | Project | Estimated Total | Prior Allocation | Other Sources Allocation | Current Request | Yr 1 FY 2018 | Yr 2 FY 2019 | Yr 3 FY 2020 | Yr 4 FY 2021 | Yr 5 FY 2022 |
|--|-----|--|---------------------|------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Jefferson County Board of Education | | | | | | | | | | | |
| 3 | 1 | County Wide Improvement (Elementary and Middle School) | \$18,000,000 | \$0 | \$0 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| TOTALS | | | \$18,000,000 | \$0 | \$0 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |

| Impact Fee Specialist Recommendations – Jefferson County Board of Education | | | | |
|---|-----|--|-----------------------|--|
| # | Pri | Project | Fee Funding Potential | Comments |
| 3 | 1 | County Wide Improvement (Elementary and Middle School) | Full | As of January 6, 2016, the remaining allocation amount is \$1,067,481 in the "Elementary School & Land" capital category of this project. As of January 6, 2016, the remaining allocation amount is \$2,943,867 in the "Middle Schools/High Schools & Land" capital category of this project. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$3,472,092 on July 1, 2016. |

Impact Fee Program Specialist's Notes

Overview

One role of the Impact Fee Program Specialist in preparing the Capital Improvement Plan is to indicate which projects, within each category for which impact fees are collected, are eligible for funding by impact fees. There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is *yes*, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is *yes*, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

One of the tasks of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding by Impact Fees (Ordinance 2003-1 Section 6(A)(2)(b)).

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through January 6, 2016 (50% of FY 2016). The projected balance runs through the end of FY 2016.

For the purposes of projecting the cash flow analysis from 6 January 2016 through 30 June 2016 (the beginning of FY 2017), it was assumed that the County growth rate for the period of 6 January 2016 through 30 June 2016, will be constant and equal to the same time period last year. During this period, there were 112 new single family detached structures (of which 5 qualified for the Affordable Housing Discount), zero new townhouse structures, 6 duplex structures and 96 multi-family apartment units. For projecting the future cash flow from 1 January 2016 through 30 June 2016, we are assumed the following:

| | |
|-----|---------------------|
| 112 | Single-family units |
| 6 | Townhouse units |
| 6 | Duplex units |
| 0 | Multi-family units |

Note: The 96 multi-family units in CY 2015 is an apartment complex that we do not expect to occur again in the first half of CY 2016.

While there was some commercial development in CY 2015, the amount of commercial development impact fees collected during the same cash flow projection time period last year is \$0.00.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 6 January 2016

| Capital Category | Target Allocation % | | Total Revenue Collected | | Capital Category Allocation | | Total Expended | | Jan. 6, 2016 Amount Available by Allocation % |
|-----------------------------------|----------------------------|---|--------------------------------|---|------------------------------------|---|-----------------------|---|--|
| Elementary School & Land | 29.2% | x | \$24,843,462 | = | \$7,254,291 | - | \$6,186,810 | = | \$1,067,481 |
| Middle School/High Schools & Land | 67.8% | x | \$24,843,462 | = | \$16,843,867 | - | \$13,900,000 | = | \$2,943,867 |
| Admin Office/Shop/Bus Garage | 3.0% | x | \$24,843,462 | = | \$745,304 | - | \$2,000,000 | = | -\$1,254,696 |
| Total for Schools | 100% | | | | \$24,843,462 | | \$22,086,810 | | \$2,756,652 |

Balance Projected Through 30 June 2016

| Capital Category | Percent of Total LOS* | | Projected Total Revenue Collected | | Capital Category Allocation | | Total Expended | | June 30, 2016 Projected Amount Available by Allocation % |
|-----------------------------------|------------------------------|---|--|---|------------------------------------|---|-----------------------|---|---|
| Elementary School & Land | 29.2% | x | \$25,558,902 | = | \$7,463,199 | - | \$6,186,810 | = | \$1,276,389 |
| Middle School/High Schools & Land | 67.8% | x | \$25,558,902 | = | \$17,328,936 | - | \$13,900,000 | = | \$3,428,936 |
| Admin Office/Shop/Bus Garage | 3.0% | x | \$25,558,902 | = | \$766,767 | - | \$2,000,000 | = | -\$1,233,233 |
| Total for Schools | 100% | | | | \$25,558,902 | | \$22,086,810 | | \$3,472,092 |

*Percent Allocation Calculations Based on February 10, 2015 Recalculation Report by TischlerBise using the Capital Category LOS Cost Figures

Table 5. Law Enforcement

Percent Allocation & Amount Available by Capital Category

Balance as of 6 January 2016

| Capital Category | LOS Value | Percent of Total LOS* | Total Revenue Collected | Capital Category Allocation | Total Expended | Jan. 31, 2015 Amount Available by Allocation % |
|----------------------------------|--------------------|-----------------------|-------------------------|-----------------------------|------------------|--|
| Vehicles | \$2,748,201 | 39.7% x | \$296,726 = | \$117,872 - | \$254,665 = | -\$136,793 |
| Equipment | \$150,000 | 2.2% x | \$296,726 = | \$6,434 - | \$0 = | \$6,434 |
| Buildings & Land | \$4,020,000 | 58.1% x | \$296,726 = | \$172,420 - | \$0 = | \$172,420 |
| Total for Law Enforcement | \$6,918,201 | 100% | | \$296,726 | \$254,665 | \$42,061 |

Balance Projected Through 30 June 2014

| Capital Category | Percent of Total LOS* | Projected Total Revenue Collected | Capital Category Allocation | Total Expended | June 30, 2015 Projected Amount Available by Allocation % |
|----------------------------------|-----------------------|-----------------------------------|-----------------------------|------------------|--|
| Vehicles | 39.7% x | \$308,834 = | \$122,682 - | \$254,665 = | -\$131,983 |
| Equipment | 2.2% x | \$308,834 = | \$6,696 - | \$0 = | \$6,696 |
| Buildings & Land | 58.1% x | \$308,834 = | \$179,456 - | \$0 = | \$179,456 |
| Total for Law Enforcement | 100% | | \$308,834 | \$254,665 | \$54,169 |

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Table 6. Parks & Recreation Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 6 January 2016

| Capital Category | LOS Value | Percent of Total LOS* | Total Revenue Collected | Capital Category Allocation | Total Expended | Jan. 6, 2016 Amount Available by Allocation % |
|---|---------------------|-----------------------|-------------------------|-----------------------------|--------------------|---|
| Park Improvements & Rec Facilities | \$10,086,983 | 69.1% x | \$1,373,645 = | \$949,806 - | \$954,738 = | -\$4,932 |
| Park Land | \$4,156,920 | 28.5% x | \$1,373,645 = | \$391,422 - | \$300,000 = | \$91,422 |
| Maintenance Equipment & Vehicles | \$344,265 | 2.4% x | \$1,373,645 = | \$32,417 - | \$90,815 = | -\$58,398 |
| Total for Parks & Recreation | \$14,588,168 | 100% | | \$1,373,645 | \$1,345,553 | \$28,092 |

Balance Projected Through 30 June 2016

| Capital Category | Percent of Total LOS* | Projected Total Revenue Collected | Capital Category Allocation | Total Expended | June 30, 2016 Projected Amount Available by Allocation % |
|---|-----------------------|-----------------------------------|-----------------------------|--------------------|--|
| Park Improvements & Rec Facilities | 69.1% x | \$1,427,261 = | \$986,879 - | \$954,738 = | \$32,141 |
| Park Land | 28.5% x | \$1,427,261 = | \$406,700 - | \$300,000 = | \$106,700 |
| Maintenance Equipment & Vehicles | 2.4% x | \$1,427,261 = | \$33,682 - | \$90,815 = | -\$57,133 |
| Total for Parks & Recreation | 100% | | \$1,427,261 | \$1,345,553 | \$81,708 |

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 6 January 2016

| Capital Category | LOS Value | Percent of Total LOS* | Total Revenue Collected | Capital Category Allocation | Total Expended | Jan. 6, 2016 Amount Available by Allocation % |
|---|--------------------|------------------------------|--------------------------------|------------------------------------|-----------------------|--|
| EMS Vehicles & Equipment | \$610,000 | 54.0% x | \$1,539,256 = | \$830,685 - | \$1,122,451 = | -\$291,766 |
| EMS Facilities Mortgage - Cost Recovery | \$520,328 | 46.0% x | \$1,539,256 = | \$708,571 - | \$329,500 = | \$379,071 |
| Total for Emergency Services | \$1,130,328 | 100% | | \$1,539,256 | \$1,451,951 | \$87,305 |

Balance Projected Through 30 June 2016

| Capital Category | Percent of Total LOS* | Projected Total Revenue Collected | Capital Category Allocation | Total Expended | June 30, 2016 Projected Amount Available by Allocation % |
|---|------------------------------|--|------------------------------------|-----------------------|---|
| EMS Vehicles & Equipment | 54.0% X | \$1,545,136 = | \$833,858 - | \$1,122,451 = | -\$288,593 |
| EMS Facilities Mortgage - Cost Recovery | 46.0% x | \$1,545,136 = | \$711,278 - | \$329,500 = | \$381,778 |
| Total for Emergency Services | 100% | | \$1,545,136 | \$1,451,951 | \$93,185 |

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

| (1) Pri No | (2) PROJECT NAME DESCRIPTION | (3) ESTIMATED TOTAL COST | (4) PRIOR ALLOC. SOURCE | (5) CURRENT REQUEST FY 2017 | (6) CURRENT ALLOC. OTHER SOURCES | (7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS | | | | |
|------------------|---------------------------------|--------------------------------|----------------------------------|--------------------------------------|--|---|------------|--------------|--------------|--------------|
| | | | | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
| 1 | County Wide Improvement | 18000000 | 0 | 1000000 | 0 | 1000000 | 1000000 | 1000000 | 1000000 | 1000000 |
| 1 | Middleway High School | 51000000 | 0 | 0 | 20000000 | 0 | 0 | 0 | 1500000 0 | 1600000 0 |
| 1 | Middleway Elementary | 18000000 | 0 | 0 | 6000000 | 6000000 | 6000000 | 0 | 0 | 0 |
| 1 | Middleway Middle School | 25000000 | 0 | 0 | 8000000 | 0 | 0 | 1000000 0 | 7000000 | 0 |

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

| (1) Pri No | (2) PROJECT NAME DESCRIPTION | (3) ESTIMATED TOTAL COST | (4) PRIOR ALLOC. SOURCE | (5) CURRENT REQUEST FY 2017 | (6) CURRENT ALLOC. OTHER SOURCES | (7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS | | | | |
|------------------|---|--------------------------------|----------------------------------|--------------------------------------|--|---|------------|------------|------------|------------|
| | | | | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
| 1 | Purchase of Police Cruisers x (18) | 1355445 | 0 | 0 | 0 | 214500 | 214500 | 235950 | 235950 | 259545 |
| 2 | Weapons Training Qualifications Range | 50000 | 0 | 0 | 0 | 10000 | 5000 | 5000 | 5000 | 5000 |
| 2 | Mobile Data Terminal System for Police Vehicle | 180500 | 0 | 0 | 0 | 27000 | 31500 | 31500 | 31500 | 31500 |
| 3 | Construction of New Jefferson County Sheriff's Office | 6000000 | 0 | 0 | 0 | 100000 | 500000 | 1500000 | 1900000 | 2000000 |
| 4 | Route 230 Uvilla Sub-Station | 700000 | 0 | 0 | 0 | 300000 | 400000 | 0 | 0 | 0 |

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: _____ Date this form prepared: 1/19/2016

Project Title: Purchase of Police Cruisers x (18) (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the Departments fleet of vehicles and to enable the Sheriffs Office the ability to assign this equipment to newly hired personnel. Several of the cruisers in use have reached the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectation.

Estimated Total Cost of Project (\$) \$1,355,445.00

| | | |
|---|---------------------|------------------------------|
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$214,500.00</u> | (FY 2018) Out Year 2 |
| | <u>\$214,500.00</u> | (FY 2019) Out Year 3 |
| | <u>\$235,950.00</u> | (FY 2020) Out Year 4 |
| | <u>\$235,950.00</u> | (FY 2021) Out Year 5 |
| | <u>\$259,545.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based upon FY 2015 purchase prices on like items and provided estimates. Current purchase price of fully equipped police vehicles

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: _____ Date this form prepared: 1/19/2016

Project Title: Weapons training qualifications range

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the modernization of the existing firearms range to include the erection of a shooting pavilion.

| | | |
|---|-------------|------------------------------|
| Estimated Total Cost of Project (\$) | \$50,000.00 | |
| Funding Request Breakdown by Year (\$): | \$0.00 | (FY 2017) Current Request |
| | \$10,000.00 | (FY 2018) All Other Sources |
| | \$5,000.00 | (FY 2018) Out Year 2 |
| | \$5,000.00 | (FY 2019) Out Year 3 |
| | \$5,000.00 | (FY 2020) Out Year 4 |
| | \$5,000.00 | (FY 2021) Out Year 5 |
| | \$5,000.00 | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: _____ Date this form prepared: 1/19/2016

Project Title: Mobile Data Terminal System for police vehicle - communications

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The Sheriff's Office has purchased mobile data tablets for all sheriff office police cruisers. The mobile dispatching along with the CAD system will enhance our already taxed and limited radio communication networking systems, thus reducing the volume of audible transmitted radio traffic. Each vehicle will be equipped with a tablet over which calls can be dispatched record and traffic checks performed and other networking capabilities could be performed from the police vehicle. Police reports could be prepared and directly forwarded to the police facility allowing deputies to remain in specific assigned areas for longer periods of time. The additional costs will be replacement tablet systems and docking stations in newly purchased cruisers.

| | | |
|--|---------------------|-------------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$180,000.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$27,000.00</u> | (FY 2018) Out Year 2 |
| | <u>\$31,500.00</u> | (FY 2019) Out Year 3 |
| | <u>\$31,500.00</u> | (FY 2020) Out Year 4 |
| | <u>\$31,500.00</u> | (FY 2021) Out Year 5 |
| | <u>\$31,500.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based upon FY 2015 purchase prices on like items and provided estimates. Cost based upon current projection of \$4500 per tablet unit.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: _____ Date this form prepared: 1/19/2016

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY 2007/beginning of FY 2008. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "Hardened" requirements and standards for a permanent "Police Station" set down by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy being accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards for plans a public safety building and the Jefferson County Sheriff's Office will be a completely hardened and secure structure. The new Sheriff's Office will also be larger than the current 10,000 sq ft that the current "Temporary" which will allow the JCSO room for future manpower and future growth.

| | | |
|--|----------------|------------------------------------|
| Estimated Total Cost of Project (\$) | \$6,000,000.00 | |
| Funding Request Breakdown by Year (\$): | \$0.00 | (FY 2017) Current Request |
| | \$100,000.00 | (FY 2018) All Other Sources |
| | \$500,000.00 | (FY 2018) Out Year 2 |
| | \$1,500,000.00 | (FY 2019) Out Year 3 |
| | \$1,900,000.00 | (FY 2020) Out Year 4 |
| | \$2,000,000.00 | (FY 2021) Out Year 5 |
| | \$2,000,000.00 | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: _____ Date this form prepared: 1/19/2016

Project Title: Route 230 Uvilla Sub-station

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

In an effort to improve upon our responses for the publics calls for service and provide the Harpers Ferry Shepherdstown communities with the level of police services that they deserve a police facility (sub-station) should be placed in close proximity to these communities. In positioning such a facility along the Route 230 and Bakerton corridor would allow on duty deputies who are assigned to this area the ability to greatly reduce response time to calls for service and allow for directed patrol activities whenever time allows. Having deputies assigned to this facility will allow for familiarity of the environment and its citizens thereby creating an atmosphere of partnership and ownership between the community and the sheriff's office. Additionally this facility would provide both an immediate safe haven for those persons in immediate critical need of assistance and a location by which citizens and victims alike may meet with law enforcement to address issues concerns and to work on investigative matters and to file police reports.

| | | |
|--|---------------------|-------------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$700,000.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$300,000.00</u> | (FY 2018) Out Year 2 |
| | <u>\$400,000.00</u> | (FY 2019) Out Year 3 |
| | <u>\$0.00</u> | (FY 2020) Out Year 4 |
| | <u>\$0.00</u> | (FY 2021) Out Year 5 |
| | <u>\$0.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 Based upon FY 2010 purchase prices on like items and provided estimates. Architectural plan and design projections not yet obtained.

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

| (1) Pri No | (2) PROJECT NAME DESCRIPTION | (3) ESTIMATED TOTAL COST | (4) PRIOR ALLOC. SOURCE | (5) CURRENT REQUEST FY 2017 | (6) CURRENT ALLOC. OTHER SOURCES | (7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS | | | | |
|------------------|---------------------------------|--------------------------------|----------------------------------|--------------------------------------|--|---|------------|------------|------------|------------|
| | | | | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
| 2 | Hite Road Park Development | 145000 | 0 | 80000 | 0 | 65000 | 0 | 0 | 0 | 0 |
| 2 | Maintenance Vehicle | 45000 | 0 | 45000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Mowing Equipment | 32000 | 0 | 0 | 0 | 32000 | 0 | 0 | 0 | 0 |
| 2 | South Jefferson Park | 40000 | 0 | 0 | 0 | 40000 | 0 | 0 | 0 | 0 |
| 2 | Park Maintenance Software | 10000 | 0 | 0 | 0 | 0 | 10000 | 0 | 0 | 0 |

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2015

Project Title: James Hite Park Improvements

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2006 survey of parks and recreation needs conducted by the department. The project involves construction and improvements at James Hite Park to begin Phase II development. Improvements may include but are not limited to: restrooms, pavilions, dog park and playground.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be significantly lower as a result of alternative funding streams.

Estimated Total Cost of Project (\$) \$145,000.00

| | | |
|---|--------------------|-----------------------------|
| Funding Request Breakdown by Year (\$): | <u>\$80,000.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$65,000.00</u> | (FY 2018) Out Year 2 |
| | <u>\$0.00</u> | (FY 2019) Out Year 3 |
| | <u>\$0.00</u> | (FY 2020) Out Year 4 |
| | <u>\$0.00</u> | (FY 2021) Out Year 5 |
| | <u>\$0.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2015

Project Title: Maintenance Department Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has four maintenance vehicles to maintain 10 parks that spread across Jefferson County. With the additional maintenance of James Hite Park coming on board in the Spring of 2016, JPCRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport staff, mowers and field equipment to the park on a daily basis. This truck will be heavy duty and able to transport 4 staff to the park, so 2 vehicles will not be needed each day.

| | | |
|--|--------------------|-------------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$45,000.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$45,000.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$0.00</u> | (FY 2018) Out Year 2 |
| | <u>\$0.00</u> | (FY 2019) Out Year 3 |
| | <u>\$0.00</u> | (FY 2020) Out Year 4 |
| | <u>\$0.00</u> | (FY 2021) Out Year 5 |
| | <u>\$0.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2015

Project Title: Mowing Equipment

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Due to increased park usage and development, the JCPRC is mowing more acreage and more often therefore, necessitates the need for additional mowing equipment. The JCPRC estimates that we are currently mowing 200 acres of grass; which includes playing fields, playgrounds, pavilions, and open green space. In addition, the JCPRC is mowing 5 acres in Bardane at the Jefferson County Public Services Center. In 2016, the JCPRC is planning to expand its mowing to include an additional 40 acres at James Hite Park, which will be used by youth organizations such as soccer and football for practice and game space. Furthermore, additional field space has been created at Sam Michael's Park. Our request is to purchase two mowers for the 2016 park season.

Table with 2 columns: Funding Request Breakdown by Year (\$) and Amount. Rows include Estimated Total Cost of Project (\$32,000.00) and breakdown by year from FY 2017 to FY 2022.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

[] Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2015

Project Title: South Jefferson Park Improvements

Project Type: Construction

Project Location: South Jefferson Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Due to the expansion of facilities as well as the user groups at South Jefferson Park, an additional pavilion needs to be constructed at the park to accommodate the growth and demand.

| | | |
|--|--------------------|-------------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$40,000.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$0.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$40,000.00</u> | (FY 2018) Out Year 2 |
| | <u>\$0.00</u> | (FY 2019) Out Year 3 |
| | <u>\$0.00</u> | (FY 2020) Out Year 4 |
| | <u>\$0.00</u> | (FY 2021) Out Year 5 |
| | <u>\$0.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

| (1) Pri No | (2) PROJECT NAME DESCRIPTION | (3) ESTIMATED TOTAL COST | (4) PRIOR ALLOC. SOURCE | (5) CURRENT REQUEST FY 2017 | (6) CURRENT ALLOC. OTHER SOURCES | (7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS | | | | |
|------------------|---------------------------------------|--------------------------------|----------------------------------|--------------------------------------|--|---|------------|------------|------------|------------|
| | | | | | | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
| | | | | | | 1 | Mortgage | 520328 | 0 | 81000 |
| 2 | NFPA Compliant Turn Out Gear - PPE | 55500 | 0 | 55500 | 0 | 9250 | 9250 | 9250 | 9250 | 9250 |

CIP FORM 2

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Denise Pouget Date this form prepared: 12/11/2015

Project Title: Mortgage

Project Type: Other

Project Location: 419 16th Avenue, Ranson

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

These fees pay the mortgage for the JCESA building located at 419 16th Avenue, Ranson, WV.

| | | |
|---|---------------------|------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$520,328.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$81,000.00</u> | (FY 2017) Current Request |
| | <u>\$81,000.00</u> | (FY 2018) All Other Sources |
| | <u>\$81,000.00</u> | (FY 2018) Out Year 2 |
| | <u>\$81,000.00</u> | (FY 2019) Out Year 3 |
| | <u>\$81,000.00</u> | (FY 2020) Out Year 4 |
| | <u>\$81,000.00</u> | (FY 2021) Out Year 5 |
| | <u>\$81,000.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Monthly Mortgage payment over a 12 month cycle.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Denise Pouget Date this form prepared: 1/5/2016

Project Title: NFPA Turn Out Gear - PPE

Project Type: Acquisition of Major Equipment

Project Location: 419 16th Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

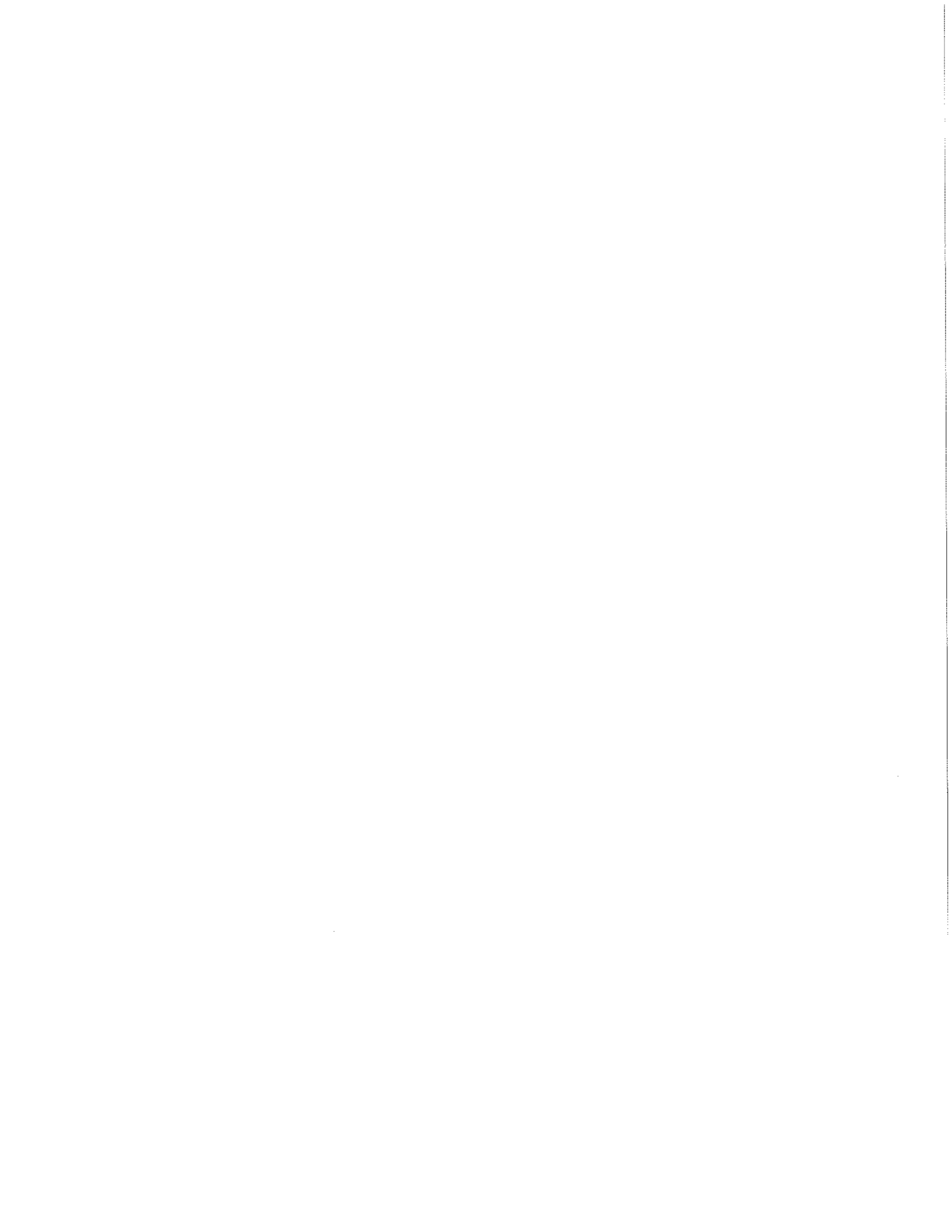
Our personnel respond to emergency incidents daily. There is significant risk and liability doing this without turn out gear (PPE). Paramedics can not get into vehicles with entrapped patients to perform patient care even though they are in charge of patient care. Staffing shortages put them in a position of having to act on behalf of the patient without proper protection.

| | | |
|---|--------------------|------------------------------|
| Estimated Total Cost of Project (\$) | <u>\$55,500.00</u> | |
| Funding Request Breakdown by Year (\$): | <u>\$55,500.00</u> | (FY 2017) Current Request |
| | | (FY 2018) All Other Sources |
| | <u>\$9,250.00</u> | (FY 2018) Out Year 2 |
| | <u>\$9,250.00</u> | (FY 2019) Out Year 3 |
| | <u>\$9,250.00</u> | (FY 2020) Out Year 4 |
| | <u>\$9,250.00</u> | (FY 2021) Out Year 5 |
| | <u>\$9,250.00</u> | (FY 2022) Out Year 6 |

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Quotes received from various vendors.

Additional pages attached.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 18, 2015**

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Determine what line item to use for payment of Leadership tuition**

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.



1624 Kanawha Boulevard, East
 Charleston, WV 25311
 Phone: 304-342-1497 | Fax: 304-342-1130
 Email: wvleaders@leadershipwv.org
 www.leadershipwv.org

Invoice

Ms. Patricia Noland
 Jefferson County Commission
 124 E. Washington Street
 Charles Town, WV 25414

Invoice No. 108737
 Invoicing Date: 02/04/2016
 Member ID: 18745
 Invoice Due: 03/18/2016

| Description | Qty | Rate | Amount |
|-----------------------------|------|----------|----------|
| LWV Tuition - Class of 2016 | 1.00 | 1,250.00 | 1,250.00 |
| Total: | | | 1,250.00 |
| Amt Paid: | | | 0.00 |
| Balance Due: | | | 1,250.00 |



(Please include this section with your remittance)

Ms. Patricia Noland
 Jefferson County Commission
 124 E. Washington Street
 Charles Town, WV 25414

Member ID: 18745
 Invoice Number: 108737
 Due Date: 03/18/2016
 Total Due: 1,250.00

Payment Enclosed: \$ _____

Make checks payable to:

Leadership West Virginia
 1624 Kanawha Boulevard, East
 Charleston, WV 25311

Please verify address and provide corrections below:

Organization Name: _____
 Primary Billing Person: _____
 Mailing Address: _____
 City, State, Zipcode: _____

LWV Tuition - Class of 2016

Charge:

VISA Mastercard

Card No. _____ Exp. Date _____

Signature _____ Sec. Code _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Arthur "Skip" Cridler

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: ~~March 3, 2016~~ Feb. 18, 2016
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request to use JCC Meeting Room on Sunday, February 28, 2016 at 5:30 pm – Committee to Elect Skip for Magistrate

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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 Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: FEBRUARY 28, 2016
Meeting Time: 5:30 pm to 8:30 pm
Organization Name: COMMITTEE to ELECT SKIP MAGISTRATE
Purpose of Meeting: EDUCATIONAL AND INFORMATIONAL MEETING

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Arthur (Skip) Cridler

Signature of Person Making Request: Arthur Cridler Date: 02/02/2016

Contact Person: _____

(If other than the representative signing above)

Representative's Address: 894 Willingham Rd

CHARLES TOWN, WV 25414

Telephone: 304-676-4203 Fax: NONE

E-mail:

SKIPRIDLER4MAGISTRATE@YAHOO.COM

COUNTY COMMISSION OF JEFFERSON COUNTY

| <i>Jefferson County Policies & Procedures</i> | | | |
|---|---------------------|-----------|--------------|
| Policy Name: | Meeting Room Policy | Approved: | June 7, 2012 |
| Policy Number: | 910 | Author: | Keyser |
| Associated: | | | |

PURPOSE:

All meeting rooms in Jefferson County-owned buildings are to be used only for County related meetings and/or business. All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Use of county-owned meeting rooms does not imply endorsement by the County Commission or staff of the viewpoints presented.

POLICY:

The Jefferson County Commission encourages the widest possible use of county meeting rooms by government agencies and nonprofit community groups.

All meetings shall be open to the public. (exception: a partisan party and the groups that are under their umbrella)

Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.

Room bookings are subject to cancellation if the room is needed for county government business.

Rooms will not be used for personal or family purposes.

Users agree to abide by all regulations of the meeting room relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

PROCEDURES:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Organizations authorized to use these rooms are as follows:

- County appointed Commissions, Boards and Authorities
- Republican and Democratic Executive Committees
- Meeting rooms may be used by elected officials (county, state, etc.) for meetings when it is for a stated public purpose. Any organization or individual using meeting rooms is

subject to being "bumped" if the rooms are needed for any county related business. County appointed Boards, Commissions, Authorities, etc. will take precedence over any scheduling conflict.

County Commission Meeting Room – 200 E. Washington Street, lower level of the Old Charles Town Library, Charles Town, WV 25414:

The County Commission meeting room must be scheduled through the County Commission Office. The key to the meeting room may be picked up and returned to the County Commission staff during normal business hours. The applicant is responsible for getting an alarm code from the County Commission office. The applicant is responsible for the security alarm.

Groups interested in using the County meeting rooms must first fill out an application form provided by the Jefferson County Commission.

Proof of Liability Insurance must be submitted with application by the person reserving the room. Applicants not covered by insurance must sign the provided indemnification form. Submission of application does not constitute approval.

The County Commission reserves the right to cancel any reservations of the County Meeting Rooms.

For programs occurring outside of normal business hours applicant is responsible for entry and/or closure. A \$40 deposit is required for any meeting occurring outside of normal business hours. Payment is due once approval has been granted to use the meeting room. These funds will be refunded once the key has been returned and the building was secured. Any violation of this rule could lead to privileges of meeting room usage being revoked. Process for getting and returning the meeting room key is the responsibility of the applicant.

Maximum capacity is 112 people with tables and 171 people without tables.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Microphone Use:

The County Commission has one standard microphone and speaker which you can use if you wish to do so. You will need to indicate on your request form that you wish to use the microphone so we can place it in the room for you prior to your meeting. This basic microphone can be used free of charge.

Multi-Microphone/Projector Use:

If you wish to use the County Commission's projector or microphone system for your meeting, you can do so by paying in advance \$35.00 per hour for each hour you will be using the room. The check should be made payable to Jefferson County Commission and received at a minimum the day before your scheduled meeting. ***If you fail to submit the rental payment within four days of your request,*** you will not have access to the equipment. You will be provided the name and cell phone number of the technician who will be managing your equipment needs once your check is received. We do not allow for you or anyone from your group to utilize our equipment without someone from our staff being present to set-up and store the equipment.

County Commission Courtroom – 100 E. Washington Street, Charles Town, WV 25414: The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Circuit Court Courtroom – 100 E. Washington Street, Charles Town, WV 25414: The Circuit Court Courtroom may be scheduled through the Circuit Judge's office. Maximum capacity is 150 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

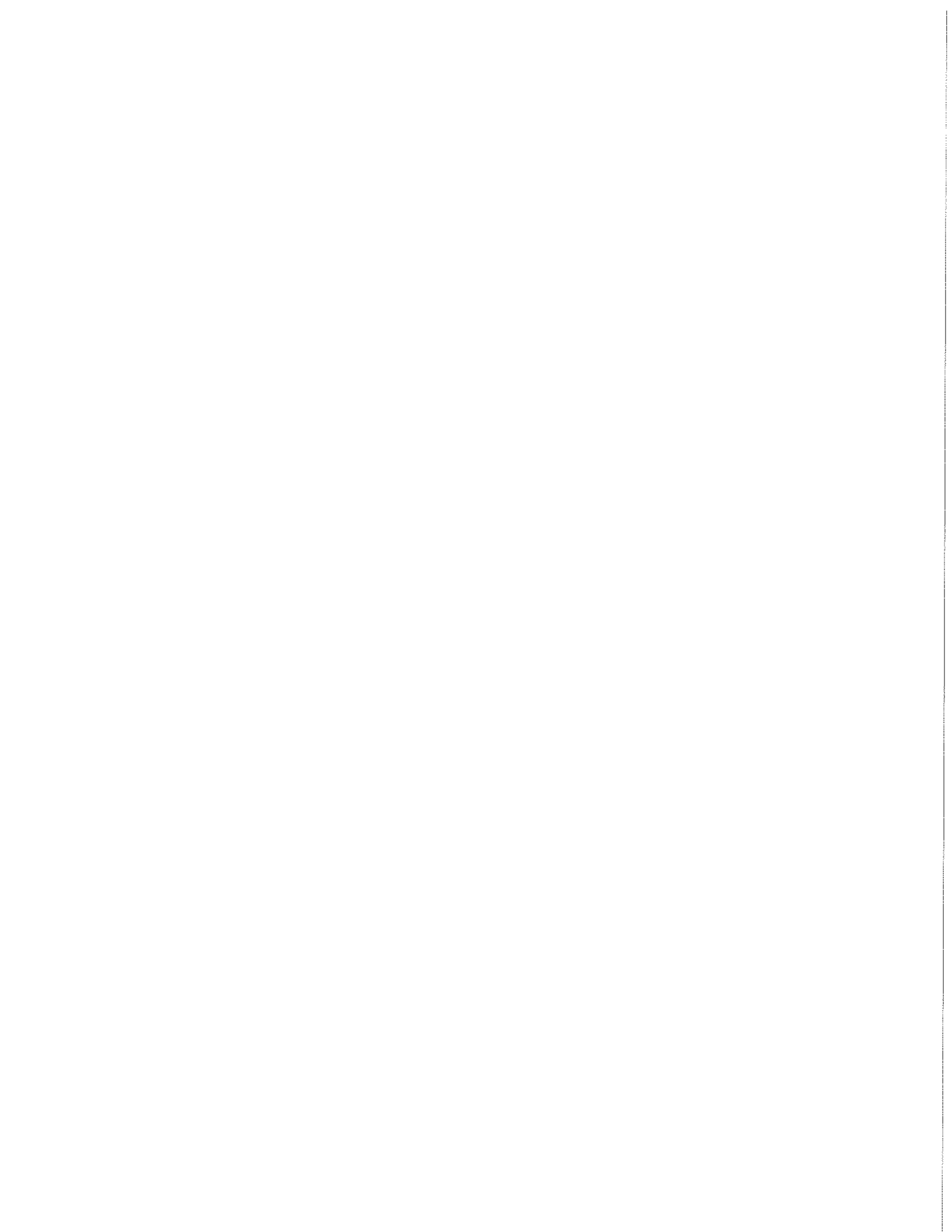
Bardane Public Service Center Conference Rooms – 1948 Wiltshire Road, Suite 3, Kearneysville, WV 25430: All conference rooms located at the Bardane Public Service Center must be scheduled through the Extension Office located in the Bardane Public Service Center. In the event that meetings are held after hours, a responsible employee shall be in attendance. This employee will be responsible for making sure there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving. In addition, employees working after normal business hours at the Bardane Public Service Center are responsible for securing the building.

Maximum capacity for large room is 104 people and the small room is 36 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.



AGENDA REQUEST FORM
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 – 1st 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 – 2nd 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.

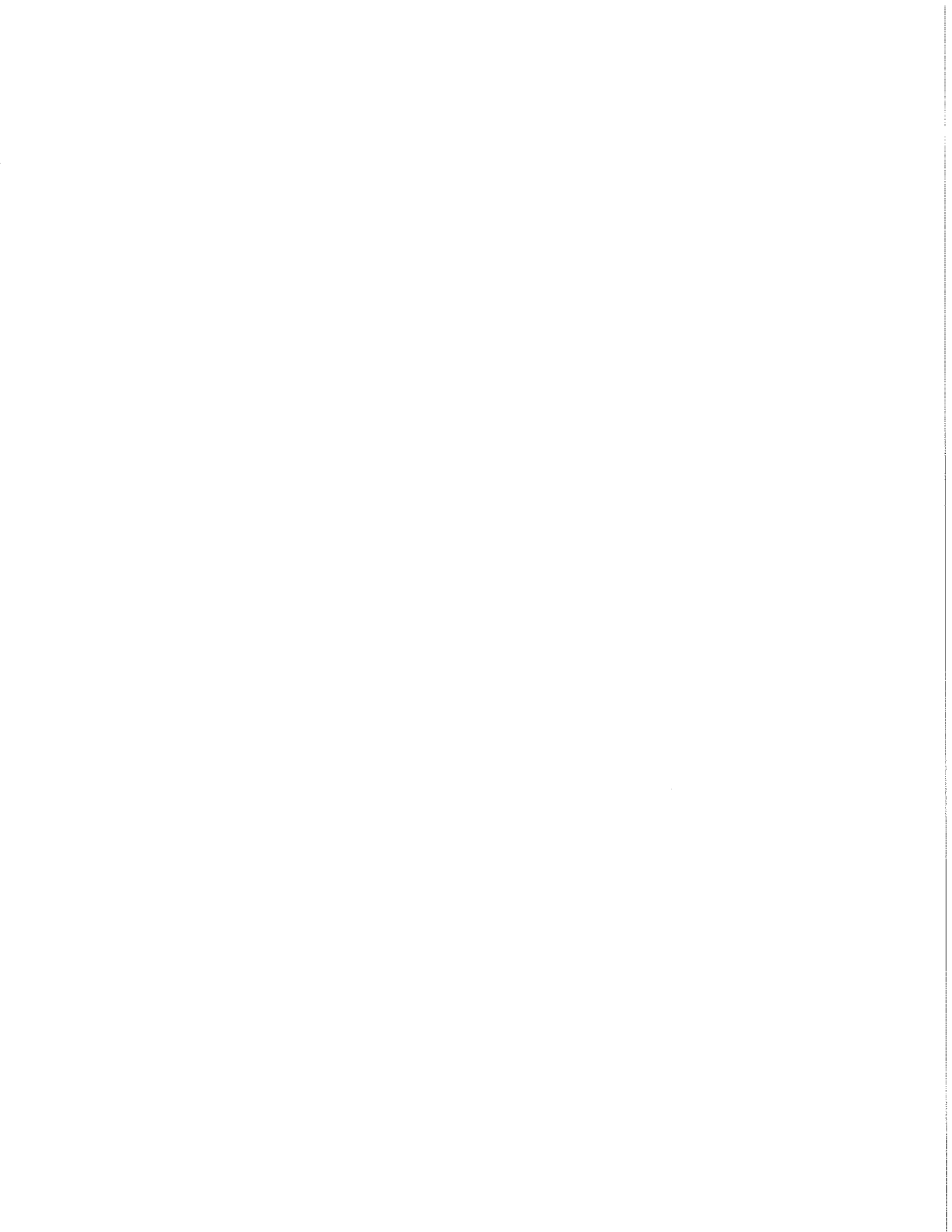
Telephone for conference call Y/N Click here to enter text.

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.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Administrator**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 18, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Government Sponsorship of Old Charles Town Public Library

Please provide the County Commission with a description of your request or presentation, including any background information: Currently, the Charles Town Library does not qualify as a public library, and as such does not receive state funding or a portion of the Board of Education's excess levy dedicated to public libraries. In order to be considered a public library pursuant to the relevant statutes, a library must be sponsored by a governing body that appoints its board and provides a monetary contribution. The Commission already provides a contribution every year but does not appoint members to the library board.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to direct that the County Administrator pursue the process of establishing the Old Charles Town Library as public library.

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

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

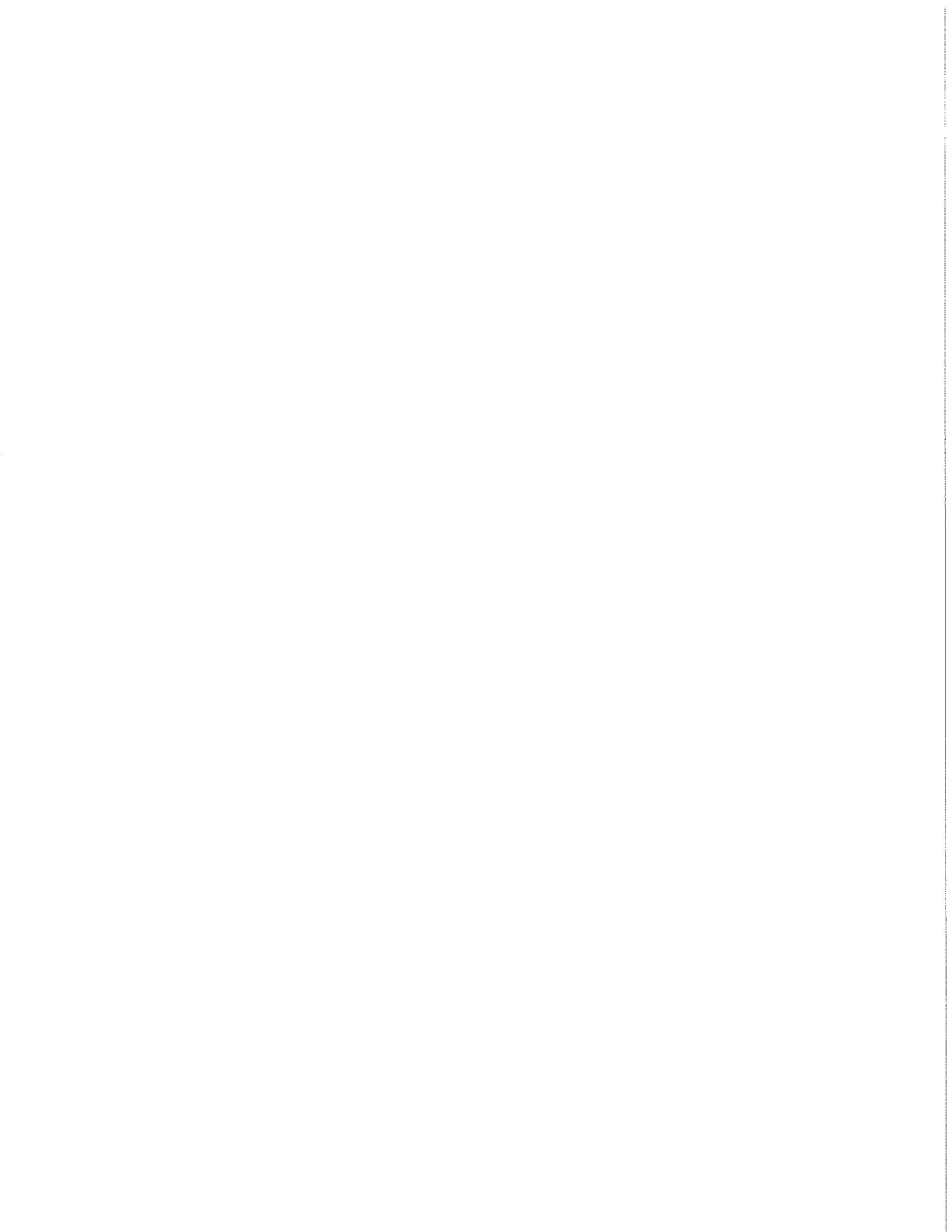
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



DEPT: AUDITORS OFFICE
TOTAL OF INVOICE(S): \$2,365.86

WARRANT #: 1001517788
VENDOR CODE: 000000211969

W.AMT: \$2,365.86
DATE: 02/02/2016

CHECK
DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

PCLG January 2016

2ND QTR 2016 REBATE

\$2,365.86

Received

FEB 09 2016

Jefferson County Commission

P-Card Rebate
for JCC

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, Please contact ANGELIA ROSE, 3045582251X2133.

Learn more about the launching of your new State-wide accounting system (wvoasis), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 33824670

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT #1001517788

PAYEE

JEFFERSON CO COMMISSION

02/02/2016

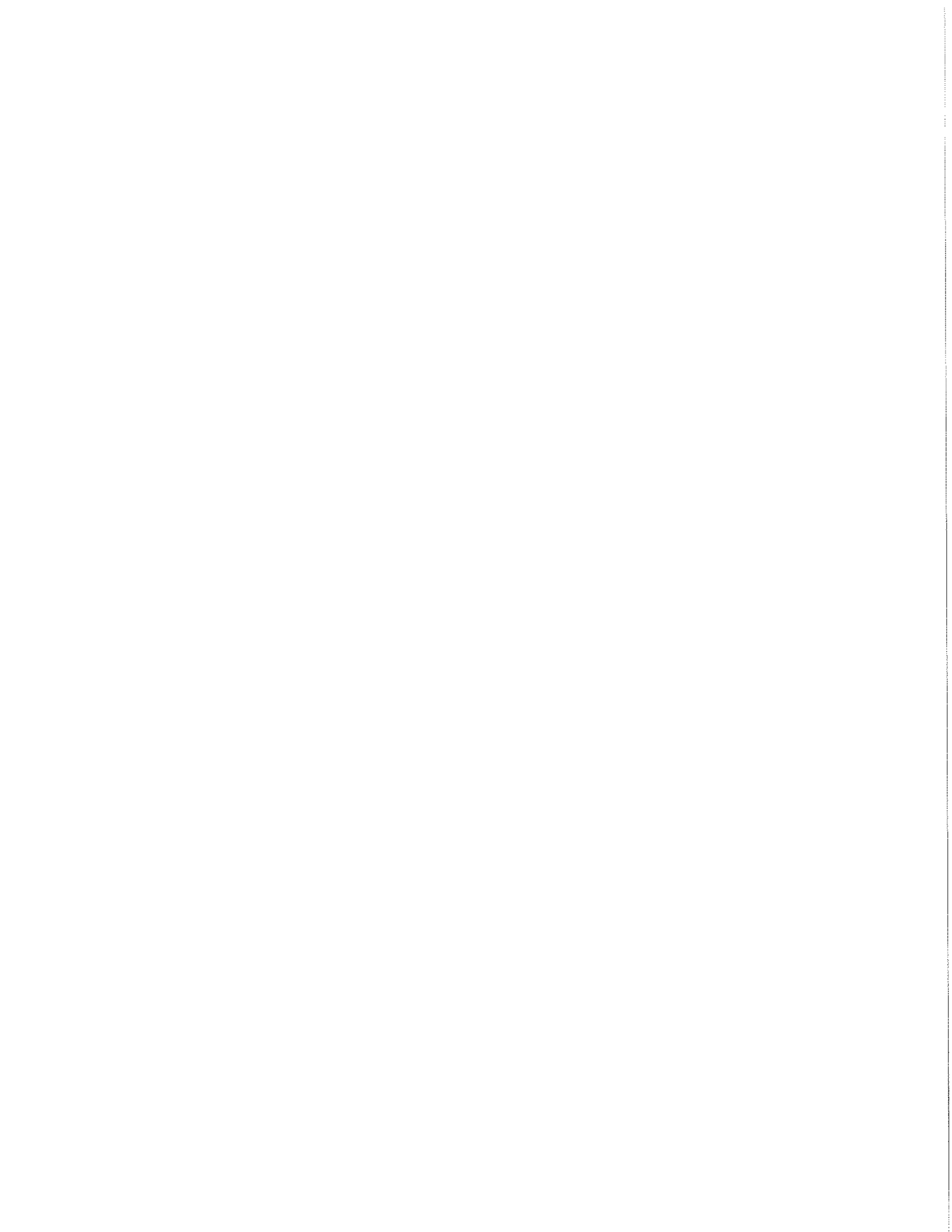
*****\$2,365.86**

WEST VIRGINIA TREASURY

John D. Perdue
STATE TREASURER

Glen B. Haimes III
STATE AUDITOR

1001517788 051902322 0005270537822



**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
Thursday, February 18, 2016 at 1:30 PM**

The Jefferson County Commission has scheduled a Public Hearing to receive input on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments.

Oral or written comments can be provided at the hearing, **1:30 PM, Thursday, February 18, 2016** during the regularly scheduled County Commission meeting **in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel Street**. In addition, you may provide written comments to info@jeffersoncountywv.org or mail to PO Box 250, Charles Town, WV 25414, or fax to 304-725-2916.

Questions related to the proposed amendment may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or zoning@jeffersoncountywv.org

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

AGENDA REQUEST FORM
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 – 1st Choice: February 4, 2016

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

Date Requested – 2nd 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:

Section 12.3 Procedure for Map Amendment by Petition²⁵

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 5.²⁷

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.^{17, 21, 27}
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.²⁷

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, a At 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



Name: **Jennifer Brockman, Director**

Department or Organization: **Planning and Zoning**

Estimation of amount of time needed for appointment: 15-30 Minutes

Date Requested – 1st Choice: **February 18, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discuss amending various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts. Public Hearing was held on January 21, 2016 – Discussion/Action.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Review of public comments received on January 21, 2016 during the Public Hearing and the two weeks following the Public Hearing.**

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

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.

- Comments Matrix with summary of comments received and Staff Responses
- Written Comments Received

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: planningdepartment@jeffersoncountywv.org

Phone Number: **304-728-3228**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|---|---|------------------|
| Multiple comments related to road safety - roads too narrow to handle increased traffic and large RVs. | The County Commission could choose to limit RV Parks (or developed campgrounds) to roads that meet a certain standard. | |
| Multiple concerns regarding the 20' Setback - dissatisfied with setback reduction from 200'. Also believes there should be a buffer between residential property and campground. Consider requiring a 6-8' high evergreen screen and/or a 6' fence to insure that campers do not trespass onto adjoining properties. | Currently, within the Commercial Zoning District, the setback requirements from non-industrial properties are 25' Front; 50' Side and Rear. Landscape buffers between commercial uses are 10' for side and rear yard. Landscape buffers for commercial development on lots greater than 1.5 acres adjacent to any residential district requires the use of the Medium Buffer, Standard Detail M-53. | |
| Campsites are generally not an intensive use of land. A 20' setback coupled with the 10' vegetative screen should be sufficient. | Staff recommends that at a minimum, the setback should be increased to the commercial setback requirements. | |
| Include setbacks in the density calculation to allow for all properties to be regulated in the same fashion. | Seems reasonable. Delete the end of Section 8.17.A.2: "...after providing for the setbacks noted below." | |
| A 180 day cap per calendar year is too arbitrary. Keep use as a temporary use, but eliminate the arbitrary annual stay limit. (another suggests 30 days per calendar year) (another suggests 270 days a year) | The goal of this amendment is to ensure that these sites are for temporary stays. The 180 days was based on the Flood Plain Ordinance which defines a Recreational Vehicle and states that an RV may be located within a floodplain for less than 180 days. | |

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|---|---|------------------|
| The proposed amendment would allow housing for migrant or illegal workers. | Campgrounds are by nature a temporary use and can be used as temporary housing by anyone. | |
| Restrict the number of camping units per site to prevent overcrowding. | Staff believes that the number of units per site should be regulated by the campground developer because it is in the interest of their business to not allow over-crowding on a single site. There ought to be some flexibility for the owner in order to accommodate large families, etc. | |
| There needs to be a minimum number of campsites in this ordinance, before the campground opens its doors. Suggests a 50 campsite minimum. | The proposed regulations require a minimum acreage of 10 acres which would permit up to 150 sites. Staff believes that the minimum number of sites should be determined by the campground developer. | |
| The purpose of this amendment was to create regulations to allow campgrounds in the Rural District. The amendment has been revised so many times that it has been reverted back to making them a conditional use. | It is correct that the purpose of this Ordinance amendment was to permit campgrounds in the Rural District and that the final product requires certain types of Campgrounds to process before the BZA. Changing this is a policy decision that needs to be made by the County Commission. | |
| Campgrounds should not be permitted in rural-residential areas. | Staff does not agree. Staff suggests requiring a substantial buffer between campgrounds and major residential subdivisions. | |

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|---|---|------------------|
| <p>Primitive campgrounds should be reserved for the wilderness and should not be permitted in rural areas with neighbors nearby. Only allow developed campgrounds with sufficient infrastructure.</p> | <p>As noted above, staff suggests requiring a substantial buffer between campgrounds and major residential subdivisions. This amendment is to allow campgrounds within the Rural Zoning District, which includes areas that are considered wooded or undeveloped, as well as residential.</p> | |
| <p>Campgrounds are not compatible with rural residential areas due to potential problems with noise, light, and pollution.</p> | <p>Reasonable concern. Perhaps include standards requiring that lights be fully shielded, pointing downward. The County already has in place a Noise Ordinance. Staff believes that a 50' setback with a 10' buffer would help minimize these concerns.</p> | |
| <p>Do not allow commercial access points to the river. Do not allow day passes to the river.</p> | <p>A statement could be added to the amenities sections that states, "River access shall be permitted by campers only and shall not be used for any commercial access purposes." Staff recommends adding a sentence to the end of the paragraph in Section 8.17.A.10.</p> | |
| <p>Concerns for the integrity of the river and the effects of proximity of human and solid waste disposal (pollution).</p> | <p>The Health Department oversees sewage systems. The proposed amendment requires verification of Health Department approval.</p> | |
| <p>The County needs more recreational areas and points of access to the river for County residents and tourists.</p> | <p>These regulations are not intended to increase access to the river. While this is a valid comment, it would need to be addressed in a separate amendment.</p> | |

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|--|--|------------------|
| Please allow campgrounds to facilitate the type of lodging that tourists want to use when visiting HFNP and other federal facilities in the County. | Inclusion of semi-developed and developed campgrounds in the Rural District would accomplish this request. It is a policy decision that needs to be made by the County Commission. | |
| There should be documentation provided to property owners when an application for a campground is submitted. | The public receives notice anytime our Department receives an application for a Concept Plan, which requires a public hearing before the Planning Commission. Notification requirements for Concept Plan Public Hearing include: an ad in the Spirit of Jefferson; letters adjoining property owners; and a sign posted on the property. | |
| Opposes the creation of 4 types of campgrounds. Recommends that a developed campground be the only category. | The four types of campgrounds were adopted by the Planning Commission from the NFPA Regulations as a guideline for drafting this amendment. Staff has no recommendation. | |
| Allow Primitive and Semi-Primitive campsites in the R-LI-C zoning district. | Reasonable request. An oversight during the drafting of the amendment and should be included anywhere a Developed Campground is permitted. | |
| The amendment should be revised to allow ALL campgrounds in the Rural District or at least allow Semi-Developed ones as a permitted use along with the primitive ones. | This is a policy decision of the County Commission. | |

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|--|--|-----------|
| Include cabins in the Semi-Developed definition. | Camping cabins, which provide sleeping area only, are permitted in this category. | |
| All utilities should be buried underground, including power lines and plumbing. | This is a policy decision for the County Commission. | |
| Review Virginia and Ohio Health Departments' minimum requirements for sanitation. WV Health Department regulations are not specific enough. | Planning and Zoning does not have jurisdiction over Health Dept. regulations. | |
| 25' x 60' (1,500 sq. ft.) is a reasonable size for an RV site. WV Health Dept. recommends 1,800 square feet. | <p>The WV Health Dept. <u>requires</u> at least 1,200 sq. ft. (30' x 40') with averaged density not to exceed 25 sites per acre. Units must be 10' apart (prefer 25'), and at least 10' from any street or common area (see 64 CSR 18).</p> <p>The proposed regulations require 1,200 sq. ft. and 20' between units.</p> | |
| <p>Two parking spaces should be provided for each drive in campsite.</p> <p>Overflow parking should be required at a minimum of 1.5 times the number of campsites.</p> | Staff believes that the proposed regulations are sufficient and are in line with the current regulations. Limiting excess parking reduces stormwater runoff. | |
| <p>Every campsite should contain the following amenities:</p> <ul style="list-style-type: none"> • 15 x 25 minimum level area for tent or RV • 1 trash receptacle • 1 picnic table • 1 permanent fire pit • 20' buffer between campsites • All structures erected on a campsite (cabins, yurts, etc.) other than RVs must be smaller than 400 square feet. | <p>These are design standards that would be determined by the developer.</p> <p>The proposed regulations already require a minimum level area of 15' x 25' for tent or rv sites and a 20' separation between units.</p> | |

**Public Comment Received at 01/21/16 County Commission Public Hearing
and/or within 2 week public input timeframe**

| Public Comment | Staff Recommendation | CC Action |
|--|---|------------------|
| Consider the clean water act of 1972 and the Endangered Species Act of 1973 while planning to do stuff in floodplain areas. | All federal regulations have to be complied with. | |
| There is little development going on in the County while nearby counties have resumed development trends. The County should do anything that they can to prevent the continued stagnation of growth in Jefferson County. | The purpose of these regulations is to encourage recreational tourism and economic development in the County. | |

DATE: January 20, 2016

To: Jefferson County Planning Commission

From: Kathleen Flynn, Property Owner, Shannondale

RE: Proposed amendment to the Jefferson County Zoning and Land Development Ordinance creating a new Section 8.17 Campgrounds (ZTA 15-02)

As a property owner in Jefferson County, I welcome the development of additional avenues for tourism and feel that campgrounds in rural areas are appropriate. However, I am strongly opposed to several of the guidelines set forth in the proposed amendments to the county's zoning and land development ordinance. Specifically, I take issue with the following:

- 20' buffers – to allow hundreds of campers within 20' of neighboring properties is outrageous and would completely ruin the rural nature of the area for neighbors of the campground. A **100-200' buffer is far more reasonable** and allows the original property owners some semblance of the privacy they sought when they bought the rural property. Additionally, within this buffer the campground should be required to provide a reasonably thick, 6-8' high evergreen screen – and/or a 6' fence – to insure that campers do not trespass onto adjoining properties.
- Primitive campsites at 15 sites per acre is a stunningly ridiculous idea – especially on land as small as 10 acres. Let's face it, people have to go to the bathroom somewhere. They need to wash their hands and dishes. And if they stay more than a few days, they will need to shower. If each campsite can accommodate 4 people, there is the potential for 60 people per acre who will need to urinate and defecate somewhere. The putrefaction would be horrendous. (And don't be fooled into thinking smelly porta-johns are the solution.) Primitive campgrounds in rural areas would be completely uncivilized and would play into every stereotype people have about West Virginia. Jefferson County is better than that. **Primitive campgrounds should be reserved for the wilderness** – NOT for rural areas with neighbors nearby.
- In rural areas, the county should **only allow "developed" campgrounds with sufficient infrastructure** (potable water, sinks, toilets, showers, trash receptacles and dump stations) to support the campers in a safe and sanitary manner. If these campgrounds are going to allow tenants to stay 180 days (as suggested), they must supply the resources tenants will need to accomplish their activities of daily living. Jefferson County should not be in the business of encouraging substandard living conditions.

Please keep in mind, most of us who live in rural areas do so by choice. We bought in fairly undeveloped parts of the county so we could enjoy the tranquility that comes with sizeable buffers from our neighbors. While development and tourism are important, it is equally important to honor the expectation of privacy of those who purposely live in rural areas.

Thank you for considering my input.



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 tourist 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.

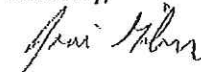
Just two changes to this proposal will return the proposal to the task that was assigned to the committee. The first one is to allow ALL campgrounds in the Rural District or at least allow Semi-Developed ones as a permitted use along with the primitive ones. The second change would be to include cabins 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

From: [Jennifer Brockman](#)
To: [Jessica Carroll](#)
Cc: [Alexandra Beaulieu](#)
Subject: Fwd: Campgrounds, proposed amendments
Date: Wednesday, January 20, 2016 6:06:46 PM

Jessica

This was already emailed to the CC but we will bring paper copies tomorrow night for the record.

Jennie

Sent from my iPhone

Begin forwarded message:

From: Cathy <winterscat@aol.com>
Date: January 14, 2016 at 9:56:40 AM EST
To: commissionerpnoland@gmail.com, walterpellish@mac.com,
dmanuel@frontiernet.net, vinemont@frontiernet.net,
ebell@jeffersoncountywv.org
Cc: jbrockman@jeffersoncountywv.org
Subject: **Campgrounds, proposed amendments**

Dear County Commissioner:

After years of vigilance to protect our neighborhoods, it appears our voices

have not been heard and commercial river access points will be created along

the rivers under the guise of creating campgrounds. We have attended

Planning Commission meetings, County Commission meetings, Comprehensive Plan

meetings and in spite of this, our voices are still drowned out.

Yes, we

support vital county tourism, but we also support viable neighborhoods that

have existed for many generations along the rivers. Most of our neighborhoods began as fishing camps and we wonder if the only use

recognized by our county is what and who is on top of the river rather than

what is in the river for fisherman who also have generations of memories

Grandfather/grandson, father, son, father daughter, fishing for the first time on or along the Potomac. Fishing is an important tourist attraction.

We have pointed out that it takes 25 minutes for EMS service to reach us, the roads have no shoulders, 90 degree turns, blind turns, hills with 90 degree turns, yes, Jefferson County rural roads are WV's first roller coasters and not suitable for commercial traffic. Motorhomes driving on these narrow roads will not have room to negotiate the turns or meet oncoming traffic without tearing up the road edges and or the vehicles. With motorhomes being in excess of 10 ft wide what good is a 3 foot pull off on a road that has only a few hundred feet of straight road prior to either a steep hill or curve or both.

Will transient workers live in these campgrounds? Is there any reason they cannot? Are there protections for our children and grandchildren who play openly and freely STILL? Obviously that will change when you are bringing in people 20 ft from our property lines and not 200 feet as recommended.

We would like to see or rather not see these "campgrounds" and hope that natural screening will be used to block the view from the road

and also the rivers and along property lines. We would like to see that all buildings are constructed of natural materials along with the signage directing people to the sites.

We are happy to think that people camping will be able to enjoy the river but we do not think it appropriate to bus in people or use the campsites for commercial access points. No busing should be allowed to utilize the camp grounds as drop off or pickup points for day river users. Accessory uses must be carefully considered.

The purpose of planning and zoning is to prevent conflicting land uses in close proximity. Campgrounds are not appropriate in residential rural areas where there are a lot of children and older people, poor roads, poor EMS, poor road access.

As Washington DC edges closer and closer to us and people work from home more and more, riverfront properties will continue to appreciate faster than other jeff co real estate. The county needs to recognize that you hold the key to smart development. Your decisions last for generations. Look around. What will your legacy be?

Oh and finally, the river day users should pay a fee to Jefferson County in these very difficult budgeting days like they currently pay to the National Park Service. Fees of this type are paid in most places where river outfitters

operate.

The fees can be used to help the county provide true public access to the rivers as called for in the Comprehensive Plan. Imagine \$4 per person and 80,000 people (stats from 2012 I believe) that's \$320,000 for the county!

Cathy Vance

From: [Jennifer Brockman](#)
To: [Jessica Carroll](#)
Cc: [Alexandra Beaulieu](#)
Subject: Fwd: Campgrounds, proposed amendments
Date: Wednesday, January 20, 2016 6:07:22 PM

We will also bring copies of this tomorrow night
Jennie

Sent from my iPhone

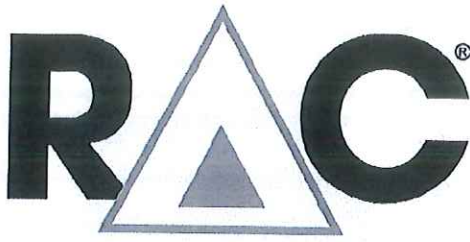
Begin forwarded message:

From: Douglas Stroop <douglasstroop@gmail.com>
Date: January 14, 2016 at 5:44:20 PM EST
To: Cathy <winterscat@aol.com>
Cc: commissionerpnoland@gmail.com, walterpellish@mac.com,
dmanuel@frontiernet.net, vinemont@frontiernet.net,
ebell@jeffersoncountyywv.org, jbrockman@jeffersoncountyywv.org
Subject: Re: Campgrounds, proposed amendments

. I myself have a 33 ft, 22000 lb motorhome, and a 24 ft. pull behind rv. I plan to challenge the commission members to allow me, at my expense, to take them, in either unit anywhere they think is a good place to put a campground. There is no place in Jefferson County, along the rivers, where the highway designs can handle that kind of traffic. You are right about the width of a motorhome. and there is no way that these types of vehicles can maneuver on the roads that are in place now. I also think that with campgrounds will come boat ramps, and the stretch of the Potomac river in Jefferson County can be dangerous at certain times of the year, due to water levels. This could, potentially increase the amount of boat traffic with operators unfamiliar with the waters. If need be I will hook my 24ft pontoon boat trailer to my 33 ft motorhome, which is perfectly legal, and a possible scenario, and ride the commission members anywhere they wish to go. They will soon see that you need a whole lot more road than what there is. I think that you are right about this being a backdoor approach to establishing commercial spots for placing tubers and boats in the river. Is there anyplace in particular that a campground is rumored to go? I have had my motorhome to my place before, but I hold my breath, that I don't meet another vehicle, when traveling in and out. I spent 30 years in the fire and EMS field, and this kind of scenario, in many ways, will put lives and properties in danger. I cant say that I will be heard, but I will be there to voice my opinion and to put forth a challenge

On Thu, Jan 14, 2016 at 9:56 AM, Cathy <winterscat@aol.com> wrote:
Dear County Commissioner:

After years of vigilance to protect our neighborhoods, it
appears our voices



RECREATIONAL ADVENTURES CO.

J. Alan Johnson *Executive Vice President*
Christopher A. Cutler *Vice President, Administration*
Justin W. Cutler *Vice President, Operations*
Eric Johnson *Assistant Vice President, Operations*
Gwyn Wathen *Marketing Director*
Edith Sudyatmiko *Merchandising Director*

January 20, 2016

Ms. Jennifer Brockman, AICP
Director, Planning and Zoning
116 E. Washington St.
Charles Town, WV 25414

Dear Ms. Brockman,

Thank you for this opportunity to comment on the proposed changes to the campground zoning and regulation in Jefferson County. Please include these comments in the public hearing information provided to the County Commission.

I am the Executive Vice President of Recreational Adventures Co. We own and operate one of the largest campgrounds in the county, the Harpers Ferry KOA. In addition, I have recently been accepted as a member of the NFPA 1194 Technical Committee which provides national standards for RV Parks. My comments here relate only to the KOA, not NFPA 1194.

The zoning and regulation that is being proposed is thoughtful and appropriate and should be enacted. I especially appreciate the inclusion of a reference to NFPA 1194 as a consensus authority on RV Park regulation. I also am relieved that this proposal has included a 20' setback instead of the devastating original 200' proposal. I cannot think of any zoning in Jefferson County or elsewhere that gives that much property value away. We operate 13 parks in 10 states and about half of them have adjacent residential property. The setbacks are all in the 20' range and we have had no conflicts with our neighbors at any of the parks. The fear of a nearby campsite is irrational. Indeed, setbacks at the Harpers Ferry KOA would affect no one, since there is undevelopable land all around us.

There are a few items in the proposals that I hope you will consider amending:

In Article 8 of the Regulations, Item 5 affirms that RV Parks are for temporary use, which is very appropriate. I encourage you to consider changing the word "residency" in this item to "occupancy". Being for temporary use, the term "residency" should never be implied. Also in this item, I would suggest that a 180 day cap per calendar year is too arbitrary. A guest could stay for the last 180 days of one calendar year and the first 180 days of the next year and be there for 360 days. Some temporary guests are there while their house is being built or a spouse is receiving long-term medical treatment that might last longer than 180 days but still be temporary. I suggest keeping the use as a temporary use, but eliminating the arbitrary annual stay limit. (This could be combined with Item 6).

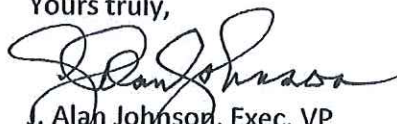
In Division 8 of the Requirements, Item B. 3. requires interior campground roads to be platted easements. Not only is this unnecessarily expensive, but it prevents flexibility on the part of the park owner to change to meet a changing market. This flexibility is a goal of the regulations as expressed in 8. 2. A. The same spacing and road frontage can be required without platting.

Item E. 2. Sanitation requires that the campground provide toilet facilities within 250' of any campsite. RVs carry their own toilet facilities. For sites without sewers, KOA has a 400' standard.

Item E. 3. Sanitation makes a significant break from NFPA 1194 Standards by requiring a sewer dump station for every 40 sites. From our experience this would be an unnecessarily expensive requirement. For example, if the RV sites already have a sewer hookup, no one would need a dump station. For RV sites that don't have a sewer hookup, the national standard is one per one hundred sites. The superfluous dump stations would receive very limited use. I encourage you to adopt the national standard in this item.

Thank you for your consideration of these items and for your interest in updating the Jefferson County campground rules to make them more adapted to modern RVing. I hope you find my comments useful.

Yours truly,



J. Alan Johnson, Exec. VP
Recreational Adventures Co.

ps. I might humbly suggest to you that, as you form future committees to consider regulations for other industries, an industry representative be included in the panel.

From: [Jennifer Brockman](#)
To: [planningdepartment](#); [Jessica Carroll](#)
Subject: Fwd: Concerns about Proposed Amendments re Campgrounds
Date: Wednesday, January 20, 2016 11:48:06 PM

Sent from my iPhone

Begin forwarded message:

From: "Pennington, Catherine J." <cpenning@mitre.org>
Date: January 20, 2016 at 9:06:16 PM EST
To: "commissionerpnoland@gmail.com"
<commissionerpnoland@gmail.com>, "walterpellish@mac.com"
<walterpellish@mac.com>, "dmanuel@frontiernet.net"
<dmanuel@frontiernet.net>, "vinemont@frontiernet.net"
<vinemont@frontiernet.net>, "ebell@jeffersoncountywv.org"
<ebell@jeffersoncountywv.org>
Cc: "jbrockman@jeffersoncountywv.org"
<jbrockman@jeffersoncountywv.org>
Subject: Concerns about Proposed Amendments re Campgrounds

Dear County Commissioner:

As a homeowner and resident in the Packhorse Ford area, my neighbors and I remain **concerned about the proposed amendments surrounding commercial campgrounds in rural areas** and the potential for negative impact to homeowners in our historic riverfront neighborhoods that the proposed amendments represent. Our beautiful rivers are here for all to enjoy. We encourage you to be proponents of smart growth, to encourage tourism, enable protection of our rivers and access to the rivers for our future generations, and at the same time, protect the equities of the current homeowners and taxpayers who represent your constituency.

Broadening commercial river use (such as campgrounds and concomitant commercial river access) has the potential to negatively and irretrievably change the character of our rivers and riverfront communities for generations to come. Our rivers are fragile ecosystems that have been able to

survive with limited recreational use for many years. Fish, fowl, and wildlife are thriving, with the return of the eagles a strong indicator that our current use is in harmony with that balance. Increasing commercial use of the rivers can easily alter this delicate balance in ways that cannot be reversed. We need to encourage recreational use for all (with the benefits that river tourism brings to our county), but also ensure that there are reasonable limits placed on riverfront alterations that could damage our precious resources and surrounding neighborhoods.

What are the smart growth issues that should be addressed by regulation?

- Our riverfront properties are rural residential, and their property values depend on maintaining the spirit of that zoning. Maintaining their rural character means not interleaving commercial use with rural neighborhoods.
 - Do not allow commercial access points to the river, including campgrounds, interleaved in residential neighborhoods.
- Do not allow campgrounds to infringe on rural residential communities.
 - Ensure there is adequate protection in terms of a 200 ft setback for any new campgrounds from existing neighboring residential property.
 - Ensure that infrastructure is sufficient to support campgrounds BEFORE they are allowed. Current roads, access points, and community services (EMS, police, etc) along the river are all very much inadequate to support any commercial use.
 - Ensure that the character of any campgrounds (signage,

buildings, etc) is in keeping with the rural character (i.e. use of natural materials).

• Do not allow commercial river outfitters to masquerade as campgrounds. If campgrounds allow river access, this should be ONLY for registered campers – not for day trippers.

You, the zoning commission, have been entrusted to protect county resources and county residents with smart management decisions. We support the use of the rivers by all. We also support the protection of the residents and resources with smart access – which can be enabled through good decisions by you.

Thank you

Hugh M Smith and Mary T Smith
McShanes Landing

DATE: January 20, 2016

To: Jefferson County Planning Commission

From: Kathleen Flynn, Property Owner, Shannondale

RE: Proposed amendment to the Jefferson County Zoning and Land Development Ordinance creating a new Section 8.17 Campgrounds (ZTA 15-02)

As a property owner in Jefferson County, I welcome the development of additional avenues for tourism and feel that campgrounds in rural areas are appropriate. However, I am strongly opposed to several of the guidelines set forth in the proposed amendments to the county's zoning and land development ordinance. Specifically, I take issue with the following:

- 20' buffers – to allow hundreds of campers within 20' of neighboring properties is outrageous and would completely ruin the rural nature of the area for neighbors of the campground. A **100-200' buffer is far more reasonable** and allows the original property owners some semblance of the privacy they sought when they bought the rural property. Additionally, within this buffer the campground should be required to provide a reasonably thick, 6-8' high evergreen screen – and/or a 6' fence – to insure that campers do not trespass onto adjoining properties.
- Primitive campsites at 15 sites per acre is a stunningly ridiculous idea – especially on land as small as 10 acres. Let's face it, people have to go to the bathroom somewhere. They need to wash their hands and dishes. And if they stay more than a few days, they will need to shower. If each campsite can accommodate 4 people, there is the potential for 60 people per acre who will need to urinate and defecate somewhere. The putrefaction would be horrendous. (And don't be fooled into thinking smelly porta-johns are the solution.) Primitive campgrounds in rural areas would be completely uncivilized and would play into every stereotype people have about West Virginia. Jefferson County is better than that. **Primitive campgrounds should be reserved for the wilderness** – NOT for rural areas with neighbors nearby.
- In rural areas, the county should **only allow "developed" campgrounds with sufficient infrastructure** (potable water, sinks, toilets, showers, trash receptacles and dump stations) to support the campers in a safe and sanitary manner. If these campgrounds are going to allow tenants to stay 180 days (as suggested), they must supply the resources tenants will need to accomplish their activities of daily living. Jefferson County should not be in the business of encouraging substandard living conditions.

Please keep in mind, most of us who live in rural areas do so by choice. We bought in fairly undeveloped parts of the county so we could enjoy the tranquility that comes with sizeable buffers from our neighbors. While development and tourism are important, it is equally important to honor the expectation of privacy of those who purposely live in rural areas.

Thank you for considering my input.

From: [Jessica Carroll](#)
To: ["Jennifer Brockman"; "Alexandra Beaulieu"](#)
Subject: FW: Camp ground regulations
Date: Thursday, January 21, 2016 4:10:00 PM
Attachments: [camp ground article 8.docx](#)

Just fyi

From: ghetzel@citlink.net [mailto:ghetzel@citlink.net]
Sent: Thursday, January 21, 2016 2:53 PM
To: jcarroll@jeffersoncountywv.org
Subject: Camp ground regulations

As a member of the original committee appointed to formulate these ordinances, I am greatly disappointed to see what has evolved to this point. The many hours discussion and compromises seem to have been wasted on our part.

Having used many campgrounds over the past 45 plus years, I realize that without more specific details in regulations some campground developers and operators will not do the "right" things to ensure user friendly and safe facilities.

While most of what has evolved into the documents being presented are a good start, what has been removed or modified from the original documents, watered down the regulations and will lead to inferior facilities and safeguards for adjacent landowners, as well as frustrated campground users.

It would appear that the changes and omissions were made in an effort to appease and cater to friends who may be considering developing a camp ground of their own.

Attached find my specific comments to certain sections of the proposed regulations.

Glen H. Hetzel, PhD
Professor Emeritus

Article 8

Section 8.16 Camp Grounds (New)

Camp ground 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. Camp ground facilities may include both commercial and non-profit operations.

A. Permitted Uses

- a. Camp sites, cabins, campers and recreational vehicles sites.
- b. Camp ground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year.
- c. Caretaker residence
- d. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the camp ground.
- e. Camp ground amenities 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.
- f. A camp ground site shall not be used as a primary residence on either a temporary or permanent basis.

B. Development Guidelines

- a. Campgrounds shall be located on properties a minimum of 10 acres in size.
- b. A variance to the minimum camp ground size may be granted by the Board of Zoning Appeals.
- c. When camp sites or amenities are within 1,000' of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers or other methods to prevent unintentional trespass.
- d. All camp grounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards. A variance to this standard may be granted by the Board of Zoning Approvals.
- e. All camp sites shall be located a minimum of 200' from existing residential dwellings.
- f. All camp sites shall be visually screened from existing residential dwellings within 500'.
- g. Camp sites within 100' of the Potomac or Shenandoah Rivers shall be limited to tent camping.
- h. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
- i. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
- j. Campgrounds may be served by well and drain fields.

C. Regulatory Approval

- a. Camp grounds developers ~~uses~~ must submit a concept plan and be approved by the Board of Zoning Appeals pursuant to a public hearing.
- b. Upon approval of the concept plan, a site plan must be processed in accordance with Jefferson County regulations.

- c. All state regulations pertaining to the operation and licensing of a camp ground must be followed.

From: jcmonument1 <jcmonument1@aol.com>

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

I am a resident of Jefferson County. I have several comments to offer regarding campsites 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 campsites. 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::

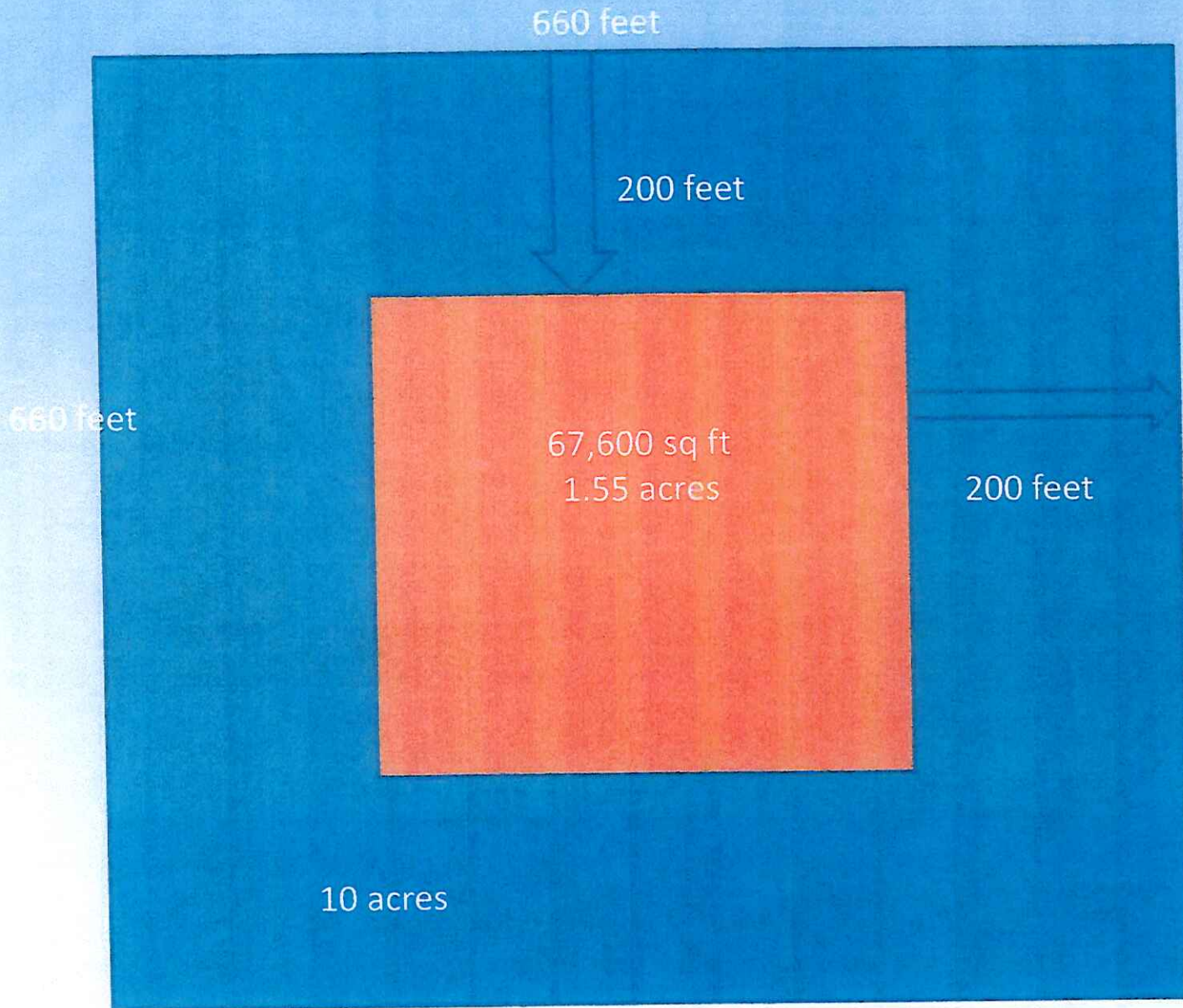
| Setback in feet | # of campsites | Max. # campers |
|-----------------|----------------|----------------|
| 0 | 150 | 1200 |
| 20 | 132 | 1056 |
| 50 | 106 | 848 |
| 100 | 72 | 576 |
| 200 | 23 | 184 |

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

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 ^{contorted} ~~are contort~~ 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

2 of 8

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

3 of 8

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

2/28/16

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

5 of 8

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

6 of 8

- 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.

Attachments / Links

Campsite Layout

7 of 8

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

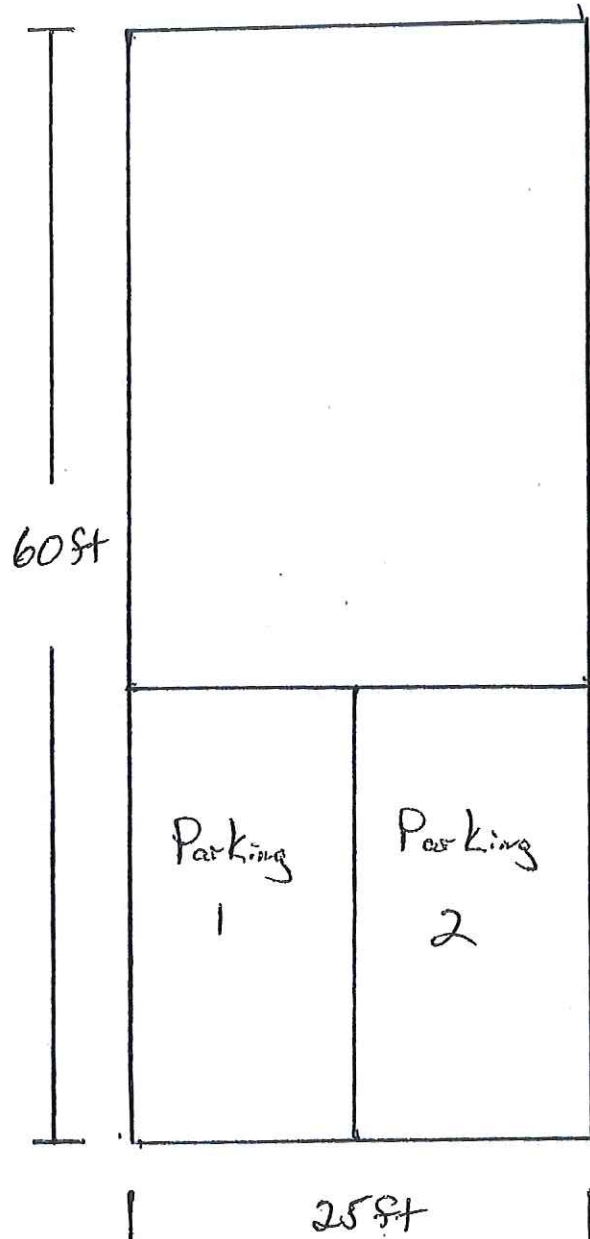
<http://extension.psu.edu/natural-resources/wildlife/habitat-management/pa-wildlife-16-riparian-buffers-for-wildlife>

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

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

8 2 9

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 30th 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 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).



- [Forms](#)
- |
- [Rules](#)
 - [Ohio Public Health Advisory Board \(OPHAB\)](#)
 - [Draft](#)
 - [Pending](#)
 - [Final](#)
 - [Referenced Material](#)
- |
- [Local Health Depts](#)
 - [Find My Local Health Department](#)
 - [What Do LHDs Do?](#)
- |
- [About Us](#)
 - [About ODH](#)
 - [ODH Locations](#)
 - [News](#)
 - [Reports](#)
 - [Online Services](#)
 - [What is Public Health?](#)
 - [Employment](#)
- |
- [Data & Statistics](#)
 - [Birth](#)
 - [Cancer](#)
 - [Death](#)
 - [Infectious Diseases](#)
 - [Network of Care](#)
 - [STDs](#)
 - [A-Z List of Stats](#)
- |
- [Our Programs](#)
 - [A-Z Listing](#)
 - [Program Search](#)
 - [Who Does What?](#)
- |
- [Grant/Contract](#)

[A--Z Index](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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 | 3701-26-01 | Definitions |
| 20.0 KB | 3701-26-02 | Plans: approval and content |
| 11.0 KB | 3701-26-03 | Compliance with approved plans, verification inspections |
| 18.0 KB | 3701-26-04 | Licensing |
| 8.0 KB | 3701-26-05 | License fee categories |
| 8.0 KB | 3701-26-06 | Cost methodology |
| 20.0 KB | 3701-26-07 | Density |
| 8.0 KB | 3701-26-08 | Site |
| 7.0 KB | 3701-26-09 | Water, sewage and gray water systems |
| 14.0 KB | 3701-26-10 | Water supply |
| 10.0 KB | 3701-26-11 | Sewage and gray water |
| 12.0 KB | 3701-26-12 | Required gray water and sewage facilities |
| 12.0 KB | 3701-26-13 | Toilet facilities |
| 15.0 KB | 3701-26-14 | Dump station |
| 14.0 KB | 3701-26-15 | Gray water disposal facilities |
| 9.0 KB | 3701-26-16 | Handwashing and shower facilities |
| 8.0 KB | 3701-26-17 | Solid waste storage and collection |
| 10.0 KB | 3701-26-18 | Safety |
| 8.0 KB | 3701-26-19 | Rules |
| 9.0 KB | 3701-26-20 | Electrical service |
| 7.0 KB | 3701-26-21 | Lighting |
| 8.0 KB | 3701-26-22 | Maintenance, control and insects, rats, mice and noxious plants |
| 8.0 KB | 3701-26-23 | Restrictions of animals and pets |
| 8.0 KB | 3701-26-24 | 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

3701-26-16 **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 coved 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.

Rules and Regulations Governing Campgrounds

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.

Rules and Regulations Governing Campgrounds

- 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.

Rules and Regulations Governing Campgrounds

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.

Rules and Regulations Governing Campgrounds

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:

Rules and Regulations Governing Campgrounds

| 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 Subsection F of this 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.

Rules and Regulations Governing Campgrounds

- 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

Rules and Regulations Governing Campgrounds

- 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 liquefied 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

Rules and Regulations Governing Campgrounds

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.

Last Updated: 07-30-2011

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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 tables~~ ^{front of the stage} 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. Hillides 15 to 25 percent - to the top of the slope where it falls below 15 percent or 400 feet, whichever is less.

I. Hillides 25 percent or more - to the top of the slope where it falls below 15 percent or 600 feet, whichever is less. Road

Be Careful Not to Violate the clean
water Act of 1972 And the Endangered
Species Act of 1973 while planning to
do stuff in Flood Plains and Flood
Prone Areas !

Bernard M. Simmons
Po. Box 494 25443
304 876 6571

P.S. A sixty year Jefferson Co.
Rez.

STANDARD LAND COMPANY, LLC

February 1, 2016

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

**Subject: Comments related to Zoning and Land Development Ordinance (regulation of campgrounds)
Standard Land Company, LLC, Harpers Ferry, WV**

VIA EMAIL: sgrove@jeffersoncountywv.org

Dear President Noland:

Below you will find a list of comments on the Proposed Amendments (ZTA 15-02) to the Jefferson County Zoning and Land Development Ordinance. The County Staff, Planning Commission and all involved in the drafting of this amendment should be commended and I am offering the recommendations below in an effort to help refine the current draft. I am currently exploring the potential for a new campground in Jefferson County and my comments are partly based on what I have discovered for this type of business.

- Section 8.17.A.1. : 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.
 - It is requested that “after providing for the setbacks noted below” be removed from this requirement. The setback is a passive area of any proposed campgrounds and should be used in the density calculations. The exclusion of setbacks from the calculation would result in different permitted densities based on particular property’s geometric dimensions and not its actual land area. The inclusion of setbacks in the density calculation would allow for all property’s to be regulated in the same fashion.
- Section 8.17.A.3.i. : No campsite or amenity shall be located less than 20 feet from an existing property line.
 - Campsites are generally not an intensive use of land and a 20 foot setback coupled with the 10 foot vegetative screen proposed under Section 8.17A.3.ii. should be sufficient. Campgrounds are similar in nature to residential uses and increasing the distance requirement beyond 20 feet is not necessary and contrary to the Jefferson County’s desire to promote the tourism industry.
- Section 8.17.A.5. : Campground residency shall be temporary, limited to a 180 days per calendar year.
 - It is requested that this Section be removed or extended to at least 270 days a year. Campgrounds are somewhat self-regulating based on weather patterns and also varies with the seasons. There are

many events that a campground could potentially provide a service to tourists in the area. Examples of these events include fall foliage, varying fishing or hunting seasons and historic events. Allowing this industry to self-regulate would allow campgrounds to capitalize on special events and remove the burden of enforcement from Jefferson County.

- Appendix C: Primitive and Semi-Primitive not permitted in Residential-Light Industrial-Commercial Zone.
 - It is requested that "Primitive" and "Semi-Primitive" be a permitted use in the Residential-Light-Industrial zoning district. Disallowing these uses restricts a campground's ability to provide a mixture of different camping options for customers. The varied uses permitted under the Residential-Light Industrial-Commercial zone is ideal for allowing a zoning option under which a multi-use campground could be provided.

Thank you for your time and consideration of these requested revisions.

Sincerely,
STANDARD LAND COMPANY, LLC



Noah Mehrkam, Managing Member

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

February 2, 2016

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

Dear Commissioners,

Thank you for another opportunity to comment on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. Hopefully, after the public hearing you now understand that the proposed campground regulations started as a simple request by the Planning Commission and Staff to allow campgrounds in the Rural District without a Conditional Use Permit. However, the final product became unnecessarily complicated. The 2035 Comprehensive Plan includes some fundamental goals including the elimination of the controversial LESA Conditional Use Process and to allow more uses by right in the various districts. The campground provisions were one of the first tasks initiated by the Planning Commission to accomplish those goals.

I was appointed to a Stakeholders' Committee to write a simple campground ordinance just as the Comprehensive Plan directs in recommendation 3 under the Economic Development Recommendations found on page 70:

3.

Work with key stakeholders to effectively streamline Jefferson County's permitting and development review processes in a manner that balances the protection of the public health, safety, and welfare of the community with economic development priorities.

The Planning Commission followed this recommendation and appointed a committee of stakeholders and invited participation by others with experience in campgrounds in Jefferson County including the KOA. The committee presented a simple plan that allowed campgrounds in the rural district pursuant to this recommendation. Health Department, Highway Department, Building Code, Site Plan and Flood Plain Regulations were reviewed and compliance with these regulations was included in the new regulations. The intent of the committee was to require that campgrounds had to still meet all of these regulations to ensure that campgrounds would satisfy the public health, safety, and welfare of the community through conformance with these other regulations.

The committee presented these changes and after a series of meetings, the proposal slowly became complicated even though the public hearings were not controversial. Accordingly, I would strongly recommend that you go back to the original proposal by the stakeholders' committee and simply allow

all campgrounds in the Rural District as principal permitted uses. As you all know, this is where campgrounds need to be located. Do not over complicate the process when the Comprehensive Plan clearly recommends streamlining the approval processes. All of the other regulations still need to be met.

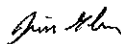
Regarding the setback issue, the committee did not suggest 20' setbacks and I have no issue with the setbacks being established to be consistent with the already existing setbacks of 50 feet for structures and a distance requirement of 75 feet for the commercial use, as they are already written in the ordinance for other commercial uses.

Also, regarding cabins, these should be a permitted form of camping unit, because of the type of campers that will be visiting Jefferson County. Cabins were added during the committee and Planning Commission process and they still need to have be approved by all of the other regulatory authorities. The number of cabins still would need to be consistent with Health Department regulations. Also, it may be easier to allow the number of cabins by the size of the parcels. For instance, you could simply allow them as a camping unit, but add a stipulation of no more than one cabin per every 5 acres of land. This seems an easy fix and would allow rural areas the ability to add some cabins to their campground to attract campers that may prefer a less rustic experience. Nevertheless, the Planning Commission agreed that cabins should be allowed in campgrounds.

The complication to the proposal arose when campgrounds were separated into 4 different types of campgrounds late in the process for no apparent reason. If you have visited other campgrounds, you know that most allow a variety of types of camping within the campground including tent areas, RV areas and Cabin or Lodge areas. All of these would be an asset to the County and I would strongly suggest going back to the one category of camping that allows a variety of different types of camping units. This would make it much simpler as the original committee intended. You, of course, would also need to allow accessory uses as recommended by the committee and the KOA, such as stores, bathhouses, gathering areas and recreational areas as found in campgrounds in other parts of West Virginia, as well as, in other States.

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



February 2, 2016

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

Dear Commissioners,

Thank you for an opportunity to follow up on my comments that I made at the Public Hearing on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. I won't repeat everything that I said since I submitted a letter for public comment as a part of that process. However, I did want to cite the section of the 2035 Comprehensive Plan that I read. It is found on page 72 and the theme is repeated throughout the document:

"The enhancement of the rural economy is a central focus of the rural strategy of this Plan and requires the support of the Jefferson County Development Authority and other organizations which support the agricultural economy. A broad-based rural economy can be a net-revenue generator for the County because tax revenues generally exceed expenditures for rural properties. The County recognizes its fiscal responsibility to protect the land resource for the rural economy, to provide fundamental protection for rural businesses, to ensure prudent fiscal management of limited public resources, and to provide needed protection of the public health and safety."

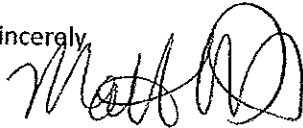
I believe that members of this County Commission are also strong believers of the Rural Economy and the need to enhance the taxability of this area in order to preserve it. If the Commission eliminates the LESA System of Conditional Uses as the Plan suggests, it is vital to lean on other uses in the large Rural District that can be taxed. This, in turn, will protect the ability to keep a large portion of this area in farm and rural use.

The original draft of the campground regulations achieved this goal. It allowed campgrounds and their accessory uses as permitted uses in the Rural District. However, the resultant Planning Commission proposal complicated the committee's work. This was caused, in part, by apocalyptic predictions of near impossible scenarios. Please understand that the market will take care of most of these less than plausible predictions.

Accordingly, please change the proposal back to what the committee recommended. All types of campgrounds with accessory uses should be permitted in all of the districts other than the Residential Growth District. Do not complicate it by segmenting campgrounds into four different types. In order for a campground to be successful, the County needs to allow each campground to plan for what type of units they need; and, to which market that they want to satisfy.

Thank you for this additional opportunity to comment and please review my previous letter in order to get a complete impression of my thoughts.

Sincerely

A handwritten signature in black ink, appearing to read "Matt Knott". The signature is stylized with a large, circular flourish at the end.

Matt Knott

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Planning & Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: February 18, 2016

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Update on Planning Commission Text Amendments (possible executive session related to LESA/Conditional Use Permit and Cluster Subdivision Provision Modifications)

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

A brief report to update the County Commission on the status of various Zoning Ordinance and Subdivision Regulation Text Amendments (list attached).

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*): N/A

Attach supporting documents for request, or request may be denied. Memo to County Commission

If not attached, explain:

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

Contact information:

Email address: jbrockman@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Jefferson County, West Virginia

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

County Commission Meeting February 18, 2016

1) Recently Approved Zoning Ordinance and Subdivision Regulation Amendments

a) Major and Minor Subdivision and Site Plan Process (STA15-05):

- i. Approved by County Commission 12/17/15, effective 01/01/16

2) Pending Zoning Ordinance and Subdivision Regulation Amendments

b) Campgrounds (STA15-04 and ZTA15-02):

- i. County Commission PH held 01/21/16; action tentatively scheduled for 2/18/16

c) Article 12 Zoning Ordinance (ZTA15-03)

- i. Referred to the County Commission at their 02/04/16 CC Meeting – PH pending

d) Mass Events Ordinance (ZTA 14-02):

- i. Referred to the County Commission at their 02/04/16 CC Meeting – PH pending

3) Proposed Zoning Ordinance and Subdivision Regulation Amendments

a) LESA/Conditional Use and Cluster Subdivision Provision Modifications (ZTA16-01)

- i. Staff had a follow up meeting with Legal on 02/03/16
- ii. Staff work initiated on amendments
- iii. Tentatively scheduled for PC discuss/workshop March 2016 (no public input at this point)

b) Historic Resource Demolition and Adaptive Reuse

- i. Staff anticipates a meeting with the HLC to discuss their efforts on the draft ordinance in February 2016

c) Parking Standards

d) Landscape Standards

e) Signage

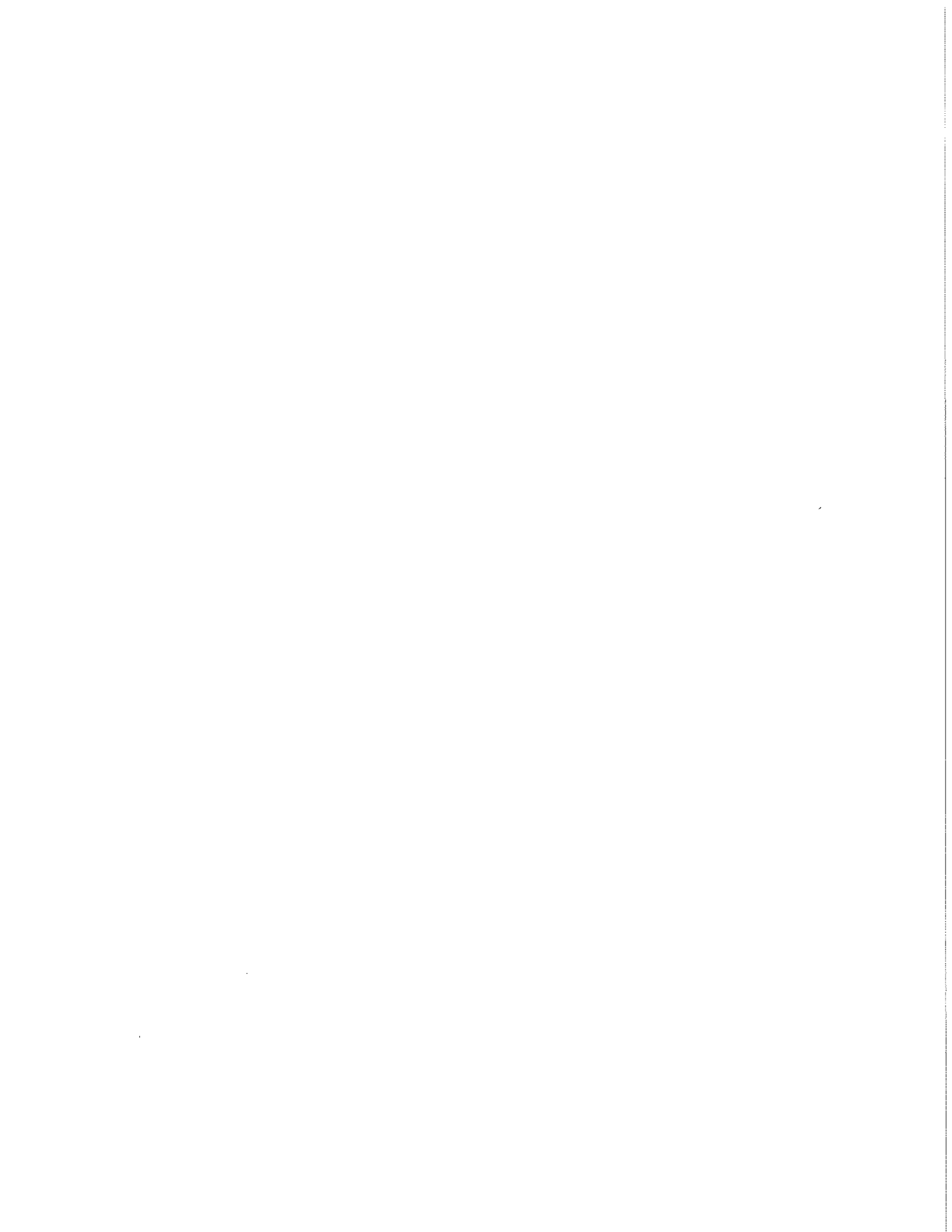
**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF PUBLIC BUDGET FORUM
BUDGET FY2017**

The County Commission of Jefferson County will hold a public budget forum on Thursday, February 18, 2016, at 7:00 p.m. in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the forum is to provide information regarding the upcoming FY17 budget and educate the public on the county budget process. There will be an opportunity for attendees to provide comment. Written comments can be sent to info@jeffersoncountywv.org.

No decisions will be made during the forum.

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



Impact Fee Status Report

January 2016

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 January 2016

Report Date: 1 February 2016

Process Number Range: 1600001-1600017

Total Applications: 17

Total Non-Exempt: 17

Of which:

Commercial: 2

Residential: 15

Of which:

County: 11

Municipal: 6

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2016. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

| | Exempt | Commercial | Residential | Total |
|------------------------|--------|------------|-------------|--------------------|
| 1 – 31 January 2016 | 0 | 0 | 17 | 17 |
| Fees collected | | \$4.00 | \$94,239.00 | \$94,243.00 |
| <i>Of which</i> | | | | |
| School Impact Fee | | | \$85,500.00 | \$85,500.00 |
| Law Enforcement Fee | | \$2.00 | \$1,449.00 | \$1,451.00 |
| Parks & Recreation Fee | | | \$6,570.00 | \$6,570.00 |
| EMS Fee | | \$2.00 | \$720.00 | \$722.00 |

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

| Description | Amount |
|--|--------------------|
| Opening Statement Balance (1 January 2016) | \$12,711.12 |
| January Deposits (1 – 31 January 2016) | \$94,243.00 |
| School December Transactions (withdraws via transfer on 11 Jan. 2016) | (\$11,415.41) |
| Law December Transactions (withdraws via transfer on 11 Jan. 2016) | (\$322.34) |
| Parks & Rec Dec. Transactions (withdraws via transfer on 11 Jan. 2016) | (\$877.20) |
| EMS December Transactions (withdraws via transfer on 11 Jan. 2016) | (\$96.17) |
| Interest Earned (31 January 2016) | \$24.61 |
| Ending Statement Balance (31 January 2016) | \$81,895.61 |
| <i>Outstanding Credits (deposits through 1 February 2016)</i> | <i>\$12,372.00</i> |

Table 3. Financial Data – School Impact Fee Account (3107582)

| Description | Amount |
|--|-----------------------|
| Opening Balance (1 January 2016) | \$1,873,782.78 |
| December Transactions (deposits via transfer on 11 January 2016) | \$11,415.41 |
| Interest Earned (31 January 2016) | \$799.00 |
| Ending Balance (31 January 2016) | \$1,885,997.19 |

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

| Description | Amount |
|--|--------------------|
| Opening Balance (1 January 2016) | \$62,508.24 |
| December Transactions (deposits via transfer on 11 January 2016) | \$322.34 |
| Interest Earned (31 January 2016) | \$26.63 |
| Ending Balance (31 January 2016) | \$62,857.21 |

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

| Description | Amount |
|--|--------------------|
| Opening Balance (1 January 2016) | \$27,214.81 |
| December Transactions (deposits via transfer on 11 January 2016) | \$877.20 |
| Interest Earned (31 January 2016) | \$11.81 |
| Ending Balance (31 January 2016) | \$28,103.82 |

Table 6. Financial Data –EMS Impact Fee Account (3122816)

| Description | Amount |
|--|--------------------|
| Opening Balance (1 January 2016) | \$87,203.75 |
| December Transactions (deposits via transfer on 11 January 2016) | \$96.17 |
| Interest Earned (31 January 2016) | \$37.06 |
| Ending Balance (31 January 2016) | \$87,336.98 |

Table 7. Total Impact Fees as of 1 February 2016/1

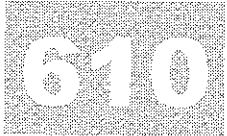
| Description | Amount |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$94,267.61 |
| School Impact Fee Account | \$1,885,997.19 |
| Law Enforcement Fee Account | \$62,857.21 |
| Parks & Recreation Impact Fee Account | \$28,103.82 |
| EMS Impact Fee Account | \$87,336.98 |
| Total Impact Fees | \$2,158,562.81 |

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending February 2016 Fee Transfers /1

| Account | 31 Dec. 2016 Account Totals | Pending Impact Fee Transfers | Account Totals |
|---------------------------------------|--------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account | \$1,885,997.19 | \$74,122.15 | \$1,960,119.34 |
| Law Enforcement Fee Account | \$62,857.21 | \$1,451.49 | \$64,308.70 |
| Parks & Recreation Impact Fee Account | \$28,103.82 | \$5,695.72 | \$33,799.54 |
| EMS Impact Fee Account | \$87,336.98 | \$626.25 | \$87,963.23 |
| Total Impact Fees | \$2,064,295.20 | \$81,895.61 | \$2,146,190.81 |

/1 This table represents each of the impact fee category account totals as of 31 January 2016 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2016 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Friday 1 through Sunday 31 January 2016

| Process Number | Date | Lot Name | Site Name | Tract District | District | Acres | Tax Map | Parcels | Impact Fees Collected | Date | Exemption Reason |
|--------------------------------|------------|--------------|---------------|------------------|-----------------------|-------|--------------------|---------|-----------------------|------------|------------------|
| Exempt Applications | | | | | | | | | | | |
| Category Count: 0 | | | | | Category Total | | \$0.00 | | | | |
| Non-Exempt Applications | | | | | | | | | | | |
| 1600001 | 01/04/2016 | Teed | Diana | 04 Harpers Ferry | 1163 | 465 | 1 | 1.1 | \$6,347.00 | 01/04/2016 | N/A |
| 1600002 | 01/04/2016 | Marcum | Zachariah | 09 Shepherdstown | 1127 | 724 | 13 | 13.3 | \$6,347.00 | 01/04/2016 | N/A |
| 1600003 | 01/05/2016 | Strong | Joe and Kacie | 09 Shepherdstown | 1161 | 675 | 14 | 4.15 | \$6,347.00 | 01/05/2016 | N/A |
| 1600004 | 01/11/2016 | Julie Duval | Arcadia | 03 Charles Town | 23 | 67 | 12A | 214 | \$6,186.00 | 01/11/2016 | N/A |
| 1600005 | 01/11/2016 | Wormald, Jr. | Robert | 04 Harpers Ferry | 975 | 635 | 10A | 92 | \$6,347.00 | 01/11/2016 | N/A |
| 1600006 | 01/11/2016 | Wormald, Jr. | Robert | 04 Harpers Ferry | 975 | 635 | 10A | 109 | \$6,347.00 | 01/11/2016 | N/A |
| 1600007 | 01/11/2016 | Wormald, Jr. | Robert | 04 Harpers Ferry | 975 | 635 | 10A | 111 | \$6,347.00 | 01/11/2016 | N/A |
| 1600008 | 01/12/2016 | Ainsworth | Donald | 02 Charles Town | 276 | 283 | 5A | 29 | \$6,347.00 | 01/12/2016 | N/A |
| 1600009 | 01/12/2016 | Charles | Ryan Homes | 08 Ranson Corp | 982 | 137 | 8D | 15F | \$6,186.00 | 01/12/2016 | N/A |
| 1600010 | 01/12/2016 | Charles | Ryan Homes | 08 Ranson Corp | 982 | 137 | 8D | 21F | \$6,186.00 | 01/12/2016 | N/A |
| 1600011 | 01/12/2016 | Charles | Ryan Homes | 08 Ranson Corp | 982 | 137 | 8D | 22F | \$6,186.00 | 01/12/2016 | N/A |
| 1600012 | 01/14/2016 | WVA340 LP | | 02 Charles Town | 792 | 98 | 8 | 24.11 | \$2.00 | 01/14/2016 | N/A |
| 1600013 | 01/14/2016 | WVA340 LP | | 02 Charles Town | 792 | 98 | 8 | 24.11 | \$2.00 | 01/14/2016 | N/A |
| 1600014 | 01/14/2016 | Edwards | Amy | 06 Kabletown | 1161 | 540 | 13 | 2.15 | \$6,347.00 | 01/14/2016 | N/A |
| 1600015 | 01/19/2016 | Melillo | Michael & | 06 Kabletown | 1127 | 570 | 8C | 42 & 40 | \$6,347.00 | 01/19/2016 | N/A |
| 1600016 | 01/29/2016 | Julie Duval | Arcadia | 03 Charles Town | 23 | 67 | 12A | 132 | \$6,186.00 | 01/29/2016 | N/A |
| 1600017 | 01/29/2016 | Julie Duval | Arcadia | 03 Charles Town | 23 | 67 | 12A | 173 | \$6,186.00 | 01/29/2016 | N/A |
| Category Count: 17 | | | | | Category Total | | \$94,243.00 | | | | |
| TOTAL APPLICATIONS: 17 | | | | | Grand Total | | \$94,243.00 | | | | |

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 February 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600001** through **1600015**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$74,100.00**.
- Interest earned by the Office of Impact Fees General Account in January 2016 amounts to **\$24.61**, of which **\$22.15** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$74,122.15.

Check # 1028

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16005
Date: 2/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

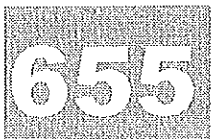
Amount

| | |
|---|-------------|
| Impact Fee payments collected for month of January 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). | \$74,100.00 |
| Interest earned by the Office of Impact Fees General Account January 2016. | \$22.15 |
| Impact Fee Process Numbers 1600001 through 1600015, inclusive. Within this range, there were 13 non-exempt impact fee payments. | |

Total: \$74,122.15

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1028



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1028

Trace 20160201:51230.17

Date 2/1/2016

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$74,100.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in January 2016.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount |
|---------------------------------------|----------------|-----------|------------|--------------------|
| 1/5/2016 | 1600001 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/5/2016 | 1600002 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/6/2016 | 1600003 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/12/2016 | 1600004 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/12/2016 | 1600005 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/12/2016 | 1600006 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/12/2016 | 1600007 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/13/2016 | 1600008 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/13/2016 | 1600009 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/13/2016 | 1600010 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/13/2016 | 1600011 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/15/2016 | 1600012 | 2003-3 | 11/24/2005 | \$0.00 |
| 1/15/2016 | 1600013 | 2003-3 | 11/24/2005 | \$0.00 |
| 1/15/2016 | 1600014 | 2003-3 | 11/24/2005 | \$5,700.00 |
| 1/20/2016 | 1600015 | 2003-3 | 11/24/2005 | \$5,700.00 |
| Total amount for this withdraw | | | | \$74,100.00 |
| Total amount for this account | | | | \$74,100.00 |
| Total amount all accounts | | | | \$74,100.00 |

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 February 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600001** through **1600015**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$1,451.00**.
- Interest earned by the Office of Impact Fees General Account in January 2016 amounts to **\$24.61**, of which **\$0.49** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,451.49.

Check # 1029

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16006
Date: 2/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).

\$1,451.00

Interest earned by the Office of Impact Fees General Account January 2016.

\$0.49

Impact Fee Process Numbers 1600001 through 1600015, inclusive. Within this range, there were 11 non-exempt impact fee payments.

Total: \$1,451.49

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1029



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1029

Trace 20160201:51349.1

Date 2/1/2016 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$1,451.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in January 2016.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount |
|---------------------------------------|----------------|-----------|------------|-------------------|
| 1/5/2016 | 1600001 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/5/2016 | 1600002 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/6/2016 | 1600003 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/12/2016 | 1600004 | 2005-1 | 3/22/2005 | \$0.00 |
| 1/12/2016 | 1600005 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/12/2016 | 1600006 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/12/2016 | 1600007 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/13/2016 | 1600008 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/13/2016 | 1600009 | 2005-1 | 3/22/2005 | \$0.00 |
| 1/13/2016 | 1600010 | 2005-1 | 3/22/2005 | \$0.00 |
| 1/13/2016 | 1600011 | 2005-1 | 3/22/2005 | \$0.00 |
| 1/15/2016 | 1600012 | 2005-1 | 3/22/2005 | \$1.00 |
| 1/15/2016 | 1600013 | 2005-1 | 3/22/2005 | \$1.00 |
| 1/15/2016 | 1600014 | 2005-1 | 3/22/2005 | \$161.00 |
| 1/20/2016 | 1600015 | 2005-1 | 3/22/2005 | \$161.00 |
| Total amount for this withdraw | | | | \$1,451.00 |
| Total amount for this account | | | | \$1,451.00 |
| Total amount all accounts | | | | \$1,451.00 |

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 February 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600001** through **1600015**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$5,694.00**.
- Interest earned by the Office of Impact Fees General Account in January 2016 amounts to **\$24.61**, of which **\$1.72** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$5,695.72**.

Check # 1030

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 16007
 Date: 2/1/2016

Bill To:

Office of Impact Fees
 116 East Washington Street
 Suite 100
 Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
 P.O. Box 9
 Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$5,694.00

Interest earned by the Office of Impact Fees General Account January 2016.

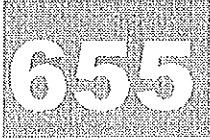
\$1.72

Impact Fee Process Numbers 1600001 through 1600015, inclusive. Within this range, there were 13 non-exempt impact fee payments.

Total: \$5,695.72

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1030



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1030

Trace 20160201:51386.27

Date 2/1/2016 Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$5,694.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in January 2016.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount |
|---------------------------------------|----------------|-----------|------------|------------|
| 1/5/2016 | 1600001 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/5/2016 | 1600002 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/6/2016 | 1600003 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/12/2016 | 1600004 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/12/2016 | 1600005 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/12/2016 | 1600006 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/12/2016 | 1600007 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/13/2016 | 1600008 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/13/2016 | 1600009 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/13/2016 | 1600010 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/13/2016 | 1600011 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/15/2016 | 1600012 | 2005-2 | 5/12/2005 | \$0.00 |
| 1/15/2016 | 1600013 | 2005-2 | 5/12/2005 | \$0.00 |
| 1/15/2016 | 1600014 | 2005-2 | 5/12/2005 | \$438.00 |
| 1/20/2016 | 1600015 | 2005-2 | 5/12/2005 | \$438.00 |
| Total amount for this withdraw | | | | \$5,694.00 |
| Total amount for this account | | | | \$5,694.00 |
| Total amount all accounts | | | | \$5,694.00 |

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 February 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2016.

This transfer consists of two components:

- Impact Fee Process Numbers **1600001** through **1600015**, inclusive. Within this range there were 15 non-exempt impact fee payments. This amounts to **\$626.00**.
- Interest earned by the Office of Impact Fees General Account in January 2016 amounts to **\$24.61**, of which **\$0.25** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$626.25.

Check # 1031

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16008

Date: 2/1/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2016 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$626.00

Interest earned by the Office of Impact Fees General Account January 2016. \$0.25

Impact Fee Process Numbers 1600001 through 1600015, inclusive. Within this range, there were 15 non-exempt impact fee payments.

Total: \$626.25

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1031



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1031

Trace 20160201:51417.75

Date 2/1/2016 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$626.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in January 2016.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount |
|---------------------------------------|----------------|-----------|------------|-----------------|
| 1/5/2016 | 1600001 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/5/2016 | 1600002 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/6/2016 | 1600003 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/12/2016 | 1600004 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/12/2016 | 1600005 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/12/2016 | 1600006 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/12/2016 | 1600007 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/13/2016 | 1600008 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/13/2016 | 1600009 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/13/2016 | 1600010 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/13/2016 | 1600011 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/15/2016 | 1600012 | 2005-3 | 5/12/2005 | \$1.00 |
| 1/15/2016 | 1600013 | 2005-3 | 5/12/2005 | \$1.00 |
| 1/15/2016 | 1600014 | 2005-3 | 5/12/2005 | \$48.00 |
| 1/20/2016 | 1600015 | 2005-3 | 5/12/2005 | \$48.00 |
| Total amount for this withdraw | | | | \$626.00 |
| Total amount for this account | | | | \$626.00 |
| Total amount all accounts | | | | \$626.00 |

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Property Safety Enforcement Agency: Two 2-year citizen representative terms ending February 8, 2018.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the scheduled appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 10 and 17

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016, or as soon thereafter as the Commission may decide:

North Eastern Regional EMS, Inc. - one unexpired term ending October 31, 2016.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 10 & 17

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Community Criminal Justice Board - two unexpired terms ending July 03, 2017

The following board member positions are vacant:

- One member with a background in mental health care and services.
- One member who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence.

“The Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday before the proposed appointment date.

Please direct any questions regarding the background needed to apply for these positions to Ronda Eddy, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016 or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2017.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

February 17 and 24

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2016 or as soon thereafter as the Commission may decide:

Regional Airport Authority - one unexpired term ending June 30, 2016.

Persons who may be interested in the above listed agency must be residents of Jefferson County and should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 17 and 24

THANKS - JEFFERSON COUNTY COMMISSION

Jefferson County Public Service District

Received

FEB 09 2016

Jefferson County Public Service District Regular Board Meeting January 4, 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, January 4, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; and from Thrasher Engineering, Wayne Morgan.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Election of Officers

Action: Motion made by Mr. Strider and seconded by Weese to keep the officers the same as 2015. Unanimously approved.

Approval of agenda

The Board made no changes to the agenda.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the agenda with no changes. Unanimously approved.

OLD BUSINESS

Review Minutes of December 7 regular board meeting

The minutes of the December 7, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the December 7, 2015 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- Consider date for public meeting

Mr. Morgan has drafted a proposed project schedule. Next month Chuck Young will have an updated Rule 42 which is necessary to submit with the Public Service Commission application. Ms. Lawton informed the Board that in accordance with the RUS application process, the Board will need to plan a date for a public meeting for the project. The Board will have a public meeting for the project on February 1st from 630-730 PM and the regular Board meeting at 730 PM. They also asked that all written comments be submitted to the District by close of business on January 27th.

Action: No action required by the Board.

Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc., and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

There is no new information since last month.

Action: No action required by the Board.

Discuss the District's financial status (status of paying bills)

Ms. Lawton stated that the District will need an estimated \$67,000 in payments to cover the disbursements for sewer and \$8,900 for water.

Action: No action required by the Board.

Discussion of supporting legislation to:

- Modification of Public Service Commission project approval process
- Modification of Public Service Commission intervenor process
- Modification of Public Service Commission Capacity Improvement Free stance
- Modification of number of Board Members on PSD Boards from 3 to 5

Mr. Kelsh drafted a legislative bill to modify the Public Service Commission (PSC) project approval process. The modifications would require a preliminary engineering report to be filed in support of an application for a certificate of convenience and necessity. The Board was supportive of the drafted bill and suggested delegating Mr. Strider the "point man" for this bill. Mr. Kelsh recommended the Board utilize Tom Hayward and Kit Francis from Bowles Rice for lobbying efforts.

Action: Motion made by Mr. Appignani and seconded by Mr. Weese to delegate Mr. Strider to take the lead on the legislation for the PSC project approval process. Unanimously approved.

Action: Motion made by Mr. Appignani to limit the costs of lobbying for the PSD project approval process legislation to \$3,000. Unanimously approved.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to convene in executive session for the purpose of discussing modifications of Public Service Commission intervenor process, the Capacity Improvement Free stance, and the number of Board Members on PSD Boards from 3 to 5. Approved 2-1. Mr. Appignani voted against the motion.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.

NEW BUSINESS

Consider revised PSD Bylaws

Mr. Kelsh reviewed the suggested changes to the bylaws made after the change to the District public comment process at last month's meeting. In Article IV, Section 3 the following changes were suggested: (1) public comments shall be received at the end of the meeting, (2) each comment shall be limited to five minutes in length, (3) the person making the comment shall identify himself or herself by name and place of residence, and indicate whether or not he or she is a customer of the District, and (4) once that person has provided a comment, that person is not entitled to make further comment at the same meeting. There was also a revision made to Article IV, Section 4 which allows notice to the Board of an agenda of a regular or special meeting shall be emailed or other means, at least 48 hours prior to such meeting.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the revisions as presented. Unanimously approved.

Consider 2016 Board Meeting Schedule

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2016 holiday schedule as presented. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – The PSC issued a procedural order granting intervenor status to Ms. Milliron and Ms. Parker and setting several deadlines including the District pre-filed direct testimony due by January 6th.

Jacquelyn Milliron et al v. Jefferson County PSD, Case No. 15-1478-PSWD-C – The case has been dismissed.

American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load – The Supreme Court should be deciding whether to hear the case or not by mid-February.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$10,685.78. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$189,158.95. Unanimously approved.

Approve transfer of \$1,347.70 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 3-8

Approve transfer of \$3,276.63 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$1,347.70 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 3-8 and approve the transfer of \$3,276.63 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Charles Cheezum, ratepayer, commented that he appreciates the kind words from Mr. Freeze at the end of last month's meeting and called the office and left a message to thank him, but Ms. Lawton returned the call to ask him if he had questions and not Mr. Freeze which he thought was odd. Mr. Cheezum also would like to discuss several items from Chapter 16 with the Board next month.


Sarah Smith, ratepayer, questioned how the Board and Ms. Lawton interpret Mr. Kelsh's guidance and that certain matters taken up in executive session should not always be discussed in closed session in her opinion.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

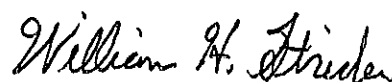
There being no further business at this time, the meeting was adjourned at 8:10PM.

The next regular meeting is scheduled for Monday, February 1, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer

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

Week Ending Date

January 30, 2016

| | |
|---|---------------------|
| To be Deposited on: | February 5, 2016 |
| Amount Played | 42,114,207.11 |
| Amount Won | 37,671,289.36 |
| Amount Promo | 181,546.00 |
| MWAP Contribution | <u>1,504.81</u> |
| Adjusted Gross Terminal Revenue | <u>4,259,866.94</u> |
| Administrative Costs @ 4% | 0.00 |
| Excess Lottery Fund @ 4% | <u>170,394.67</u> |
| Net Terminal Revenue | <u>4,089,472.27</u> |
| Surcharge @ 10% | 408,947.22 |
| State Share Excess @ 58% & 10% of 42% | 254,365.17 |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>154,582.05</u> |
| <i>Track Share of Capital Reinvestment @ 96%</i> | 148,398.77 |
| <i>Track Share of Capital Reinvestment @ 4%</i> | 6,183.28 |
| Adjusted Net Terminal Revenue | <u>3,680,525.05</u> |
| Racetrack @ 46.50% / 42% | 1,545,820.52 |
| Lottery Fund @ 30% / 0% | 0.00 |
| Excess Lottery Fund @ 0% / 41% | 1,509,015.22 |
| Excess Lottery Fund @ 12.85% / 9.55% | 351,490.18 |
| Race Track Purses @ 90% of 7% / 4% | 132,498.90 |
| Employee Pension Fund @ 1% / .5% | 18,402.63 |
| Greyhound Development @ 90% of .75% | 24,843.54 |
| Thoroughbred Development @ 90% of .75% | 24,843.54 |
| County/Municipality @ 2% | <u>73,610.52</u> |
| | <u>3,680,525.05</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 ADJ. NET REVENUE | TO JEFFERSON COUNTY | TO FIVE CITIES | BOLIVAR 7.93% | CHARLES TOWN 39.90% | HARPERS FERRY 2.17% | RANSON 33.68% | SHEPHERDS TOWN 16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending: 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 | \$ 106,209.98 | \$ 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 |
| 01/30/16 | \$ 73,610.52 | \$ 36,805.26 | \$ 36,805.26 | \$ 2,918.66 | \$ 14,685.30 | \$ 798.67 | \$ 12,396.01 | \$ 6,006.62 |
| Subtotal | \$ 3,250,899.76 | \$ 2,081,481.62 | \$ 1,169,418.14 | \$ 92,734.86 | \$ 466,597.83 | \$ 25,376.37 | \$ 393,860.04 | \$ 190,849.04 |

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 | 1/30/2016 | 36,805.26 |
| 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 |

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

2,081,481.62

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 |
| Total 2010-2011 | 1,297,391.70 | Total 2011-2012 | 1,602,900.84 | Total 2012-2013 | 1,530,462.31 | Total 2013-2014 | 998,486.72 |

| 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 | | |
| Total 2014-2015 | 899,128.89 | Total 2015-2016 | 419,569.52 |

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 |
| Total 2011-2012 | 4,808,702.50 | Total 2012-2013 | 4,608,334.13 | Total 2013-2014 | 2,995,460.18 | Total 2014-2015 | 2,697,386.67 |

| <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**

Week Ending Date

February 6, 2016

To be Deposited on:

February 12, 2016

| | |
|--|----------------------------|
| Amount Played | 63,503,133.92 |
| Amount Won | 57,171,021.12 |
| Amount Promo | 346,602.00 |
| MWAP Contribution | <u>2,207.27</u> |
| Adjusted Gross Terminal Revenue | <u>5,983,303.53</u> |
| Administrative Costs @ 4% | 0.00 |
| Excess Lottery Fund @ 4% | <u>239,332.14</u> |
| Net Terminal Revenue | <u>5,743,971.39</u> |
| Surcharge @ 10% | 574,397.15 |
| State Share Excess @ 58% & 10% of 42% | 357,275.03 |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>217,122.12</u> |
| Track Share of Capital Reinvestment @ 96% | 208,437.24 |
| Track Share of Capital Reinvestment @ 4% | 8,684.88 |
| Adjusted Net Terminal Revenue | <u>5,169,574.24</u> |
| Racetrack @ 46.50% / 42% | 2,171,221.18 |
| Lottery Fund @ 30% / 0% | 0.00 |
| Excess Lottery Fund @ 0% / 41% | 2,119,525.45 |
| Excess Lottery Fund @ 12.85% / 9.55% | 493,694.33 |
| Race Track Purses @ 90% of 7% / 4% | 186,104.67 |
| Employee Pension Fund @ 1% / .5% | 25,847.87 |
| Greyhound Development @ 90% of .75% | 34,894.63 |
| Thoroughbred Development @ 90% of .75% | 34,894.63 |
| County/Municipality @ 2% | <u>103,391.48</u> |
| | <u>5,169,574.24</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 ADJ. NET REVENUE | TO JEFFERSON COUNTY | TO FIVE CITIES | BOLIVAR 7.93% | CHARLES TOWN 39.90% | HARPERS FERRY 2.17% | RANSON 33.68% | SHEPHERDS TOWN 16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending: 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 | \$ 19,059.36 | \$ 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 |
| 01/30/16 | \$ 73,610.52 | \$ 36,805.26 | \$ 36,805.26 | \$ 2,918.66 | \$ 14,685.30 | \$ 798.67 | \$ 12,396.01 | \$ 6,006.62 |
| 02/06/16 | \$ 103,391.48 | \$ 51,695.74 | \$ 51,695.74 | \$ 4,099.47 | \$ 20,626.60 | \$ 1,121.80 | \$ 17,411.13 | \$ 8,436.74 |
| Subtotal | \$ 3,354,291.24 | \$ 2,133,177.36 | \$ 1,221,113.88 | \$ 96,834.33 | \$ 487,224.43 | \$ 26,498.17 | \$ 411,271.17 | \$ 199,285.78 |

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 | 1/25/2014 | 42,720.80 | 1/31/2015 | 42,783.32 | 1/30/2016 | 36,805.26 |
| 2/4/2012 | 72,154.66 | 2/9/2013 | 52,222.20 | 2/8/2014 | 45,434.52 | 2/7/2015 | 47,859.18 | 2/4/2016 | 51,695.74 |
| 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 |

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

2,133,177.36

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 |
| Total 2010-2011 | 1,297,391.70 | Total 2011-2012 | 1,602,900.84 | Total 2012-2013 | 1,530,462.31 | Total 2013-2014 | 998,486.72 |

| 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 | | |
| Total 2014-2015 | 899,128.89 | Total 2015-2016 | 419,569.52 |

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 |
| Total 2011-2012 | 4,808,702.50 | Total 2012-2013 | 4,608,334.13 | Total 2013-2014 | 2,995,460.18 | Total 2014-2015 | 2,697,386.67 |

| <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