

**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

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**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.***