

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MAY 5, 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**

- April 19, 2016 Special Session to Lay the Levy
- April 21, 2016 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- May 5, 2016

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- April 28, 2016
- May 5, 2016

**APPROVAL OF PAYROLL**

- April 21, 2016
- May 5, 2016

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Ralph Lorenzetti, Prosecuting Attorney  
- Request to hire a summer Intern in the Victim Advocate's Office -  
Discussion/Action

2. 10:00 a.m. Barbara Miller, Jefferson County Office of Homeland Security and Emergency Management  
- Approval of employment - Deputy Director - Discussion/Action
3. 10:15 a.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for Asbury United Methodist Church (File #S11-05) - Discussion/Action  
- Complete Construction Bond Release for Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03) - Discussion/Action  
- Complete Construction Bond Release for Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 (File #04-33) - Discussion/Action
4. 10:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Review and report regarding the following cases:  
15-AA-4  
16-AA-2  
15-C-282  
16-C-18  
13-C-432/15-1155  
16-C-43  
Any or all of which may require an Executive Session to obtain legal advice
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Probate in Solemn Form - Last Will and Testament of Lawrence L. Cook, deceased - Discussion/Action
7. 11:30 a.m. **Break for Lunch**

#### **NEW BUSINESS**

8. Discussion to determine the process and request support for placing on the November General Election Ballot a Levy to support the following organizations: Jefferson Arts Counsel, Parks and Recreation, Libraries, and Fire Departments - Discussion/Action (PN)
9. Discuss possibility of a Public Hearing for citizens to provide input regarding the restructuring of the Departments of Planning, Zoning, Engineering, Impact Fees, and GIS - Discussion/Action
10. Ratification of the motion made on April 21, 2016 to approve the hire of Noemi Brun for the custodial vacancy within the Maintenance Department - Discussion/Action
11. Discuss the appointment to the Harpers Ferry/Bolivar Public Service District - One unexpired term ending June 30, 2016 - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Review of HRA 18 month impact for employees due to the Highmark Medical Insurance Renewal period change from calendar year to fiscal year (July 1, 2016 - June 30, 2017) - Discussion/Action
- Review of WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation coverage for July 1, 2016 to July 1, 2017 - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

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

12. 1:30 p.m. Work Session - Amendments of the 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
13. **ADJOURN**

## **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Quarterly Report for the Planning and Zoning Department

## **CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Public Hearing - Draft Amendment to the Affordable Housing Discount Provision of the Impact Fees Procedure Ordinance.

Budget to Actual Documents as of March 31, 2016 as presented by Financial Director during the April 21, 2016 Regular Meeting.

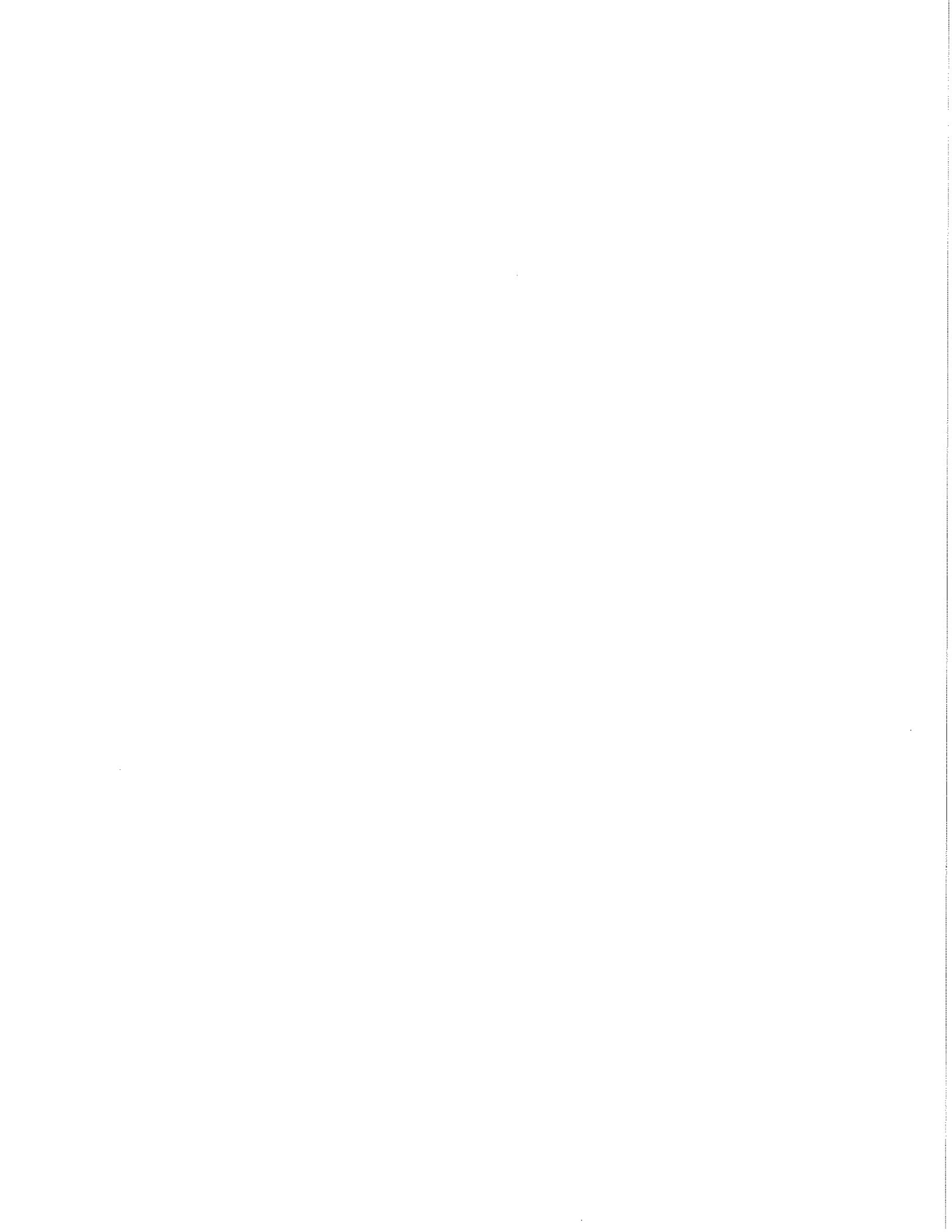
Letter from the Senate of West Virginia re: programming of traffic lights within the County.

2016 Jefferson County Levy Rate Sheet.

Jefferson County Public Service District Regular Board Meeting Minutes from March 7, 2016.

WV Lottery weekly settlement for Charles Town - week ending April 16, 2016.

WV Lottery weekly settlement for Charles Town - week ending April 23, 2016.



## **SPECIAL SESSION TO LAY THE LEVY**

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 in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, April 19, 2016, beginning at 10:00 o'clock a.m.

**PRESENT:** Patsy Noland, President  
Walt Pellish, Vice President  
Eric Bell, Commissioner  
Dale Manuel, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Michelle Gordon, Finance Director  
Jessica Carroll, Administrative Assistant

### **In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2016 - 2017**

The meeting was called to order at 10:00 a.m. by Commissioner Noland.

Commissioner Manuel led the Pledge of Allegiance.

The purpose of the meeting was to Lay the Levy for FY2016 - FY2017.

**Motion by Mr. Manuel to adopt the Levy Order and Levy Rates for Fiscal Year 2016 - 2017 as reflected in the Levy Order Rate Sheet and forward the proper documents to the State Auditor's Office. Motion seconded by Mr. Bell and unanimously approved.**

### **AUTHORIZED RATES**

Thirteen and ninety four hundredths cents	(13.94) Class I Property
Twenty-seven and eighty eight hundredths cents	(27.88) Class II Property
Fifty-five and seventy six hundredths cents	(55.76) Class III and Class IV Property

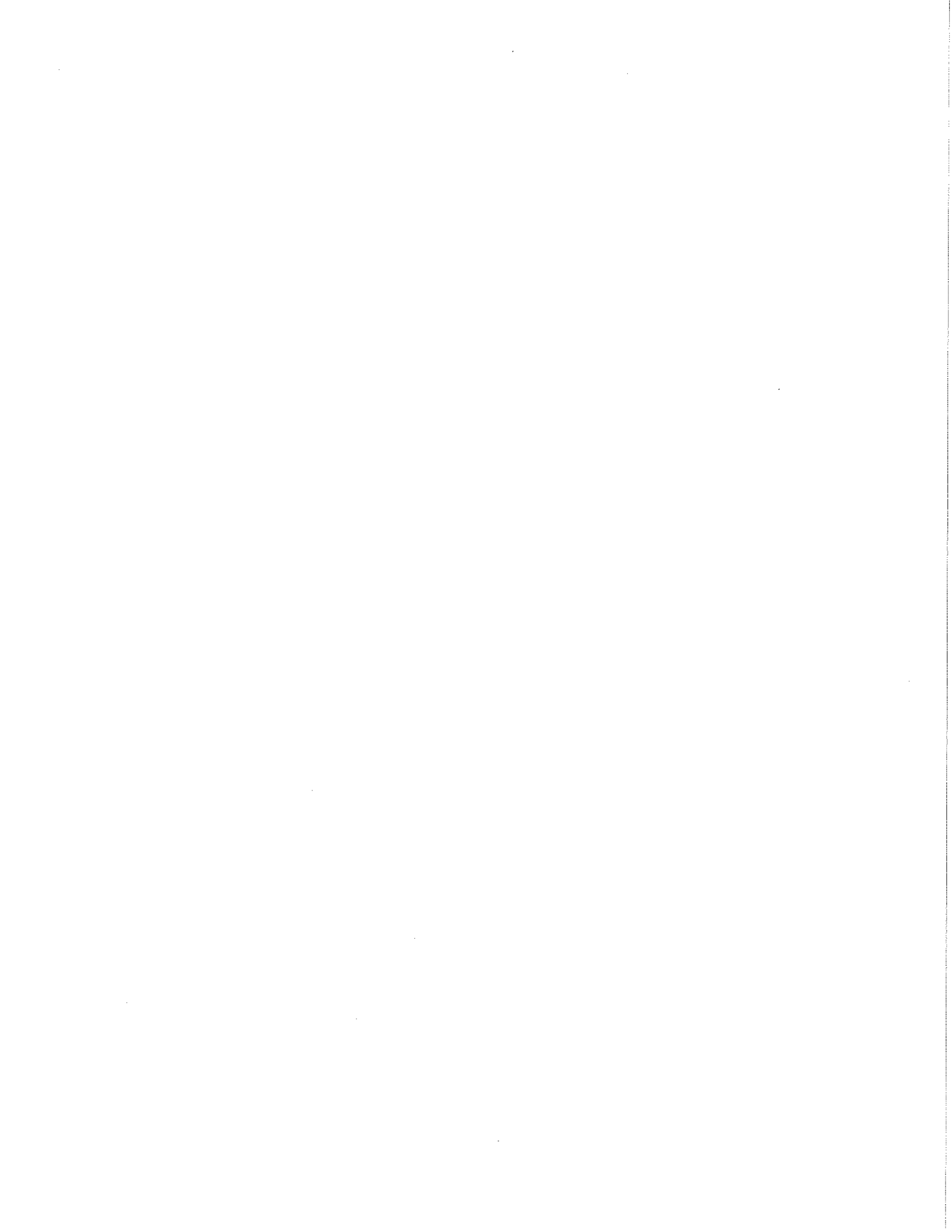
There being no further business, motion by Ms. Noland to adjourn the Special Session to Lay the Levy. Motion seconded and unanimously approved.

Upon rising, the Commission adjourned until the regular meeting on Thursday, April 21, 2016 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



# Minutes

## Jefferson County Commission

Thursday, April 21, 2016

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

### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

### APPROVAL OF MINUTES

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

### APPROVAL OF PAYROLL

**Motion by Mr. Manuel to approve the April 7, 2016 Payroll in the amount of \$227,388.11. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076203	406	ASSESSOR OF JEFFERSON CO		0	\$ 100.88	\$ 100.88
076204	428	ACCURATE SYSTEMS INC		0	\$ 4,200.00	\$ 4,200.00
076205	717	AUTOZONE		0	\$ 243.61	\$ 243.61
076206	402	APPLE VALLEY OFF.PRODUCT		0	\$ 253.09	\$ 253.09

076207	405	ADC LEGAL SYSTEMS, INC.		0	\$ 1,254.00	\$ 1,254.00
076208	PAYROLL	ANGELA L BANKS		0	\$ 214.06	\$ 214.06
076209	425	BLUE RIDGE GARAGE DOORS		0	\$ 125.00	\$ 125.00
076210	700	KEVIN J. BOYCE		0	\$ 92.70	\$ 92.70
076211	405	MARCIA LYNN CHANDLER		0	\$ 376.10	\$ 376.10
076212	700	DIV OF JUSTICE & COMMUNT		0	\$ 1,500.00	\$ 1,500.00
076213	PAYROLL	KAREN ECHEMENT		0	\$ 827.94	\$ 827.94
076214	717	FISHER AUTO PARTS		0	\$ 107.42	\$ 107.42
076215	717	FLEETPRIDE		0	\$ 52.56	\$ 52.56
076216	415	GENERAL COUNTY FUND-J FE		0	\$ 23,680.11	\$ 23,680.11
076217	413	INTAB		0	\$ 69.29	\$ 69.29
076218	717	INTERSTATE ALL BATTERY		0	\$ 276.90	\$ 276.90
076219	401	THE SPIRIT OF JEFFERSON		0	\$ 43.58	\$ 43.58
076219	402	THE SPIRIT OF JEFFERSON		0	\$ 166.58	\$ 166.58
076220	401	THE JOURNAL		0	\$ 1,210.51	\$ 1,210.51
076221	425	JEFFERSON COUNTY SOLID		0	\$ 5.00	\$ 5.00
076222	GRANT	JEFFERSON DAY REPORT CNT		0	\$ 13,642.85	\$ 13,642.85
076223	425	MINGHINI'S		0	\$ 2,600.00	\$ 2,600.00
076224	PAYROLL	ELIZABETH MALONEY		0	\$ 310.92	\$ 310.92
076225	717	MILLER'S CHRYSLER JEEP		0	\$ 56.92	\$ 56.92
076226	425	MILLER'S SUPPLIES AT WOR		0	\$ 987.01	\$ 987.01
076226	425	MILLER'S SUPPLIES AT WOR		0	\$ 2,000.09	\$ 2,000.09
076227	424	NEOPOST USA INC.		0	\$ 331.30	\$ 331.30
076228	404	PIFER OFFICE SUPPLY, INC		0	\$ 430.94	\$ 430.94
076228	406	PIFER OFFICE SUPPLY, INC		0	\$ 135.91	\$ 135.91
076229	425	PATRIOT FIRE AND SECURIT		0	\$ 1,577.00	\$ 1,577.00
076230	425	RCS SECURITY		0	\$ 523.75	\$ 523.75
076231	402	RECORD MANAGEMENT SOLUTN		0	\$ 35.00	\$ 35.00
076232	717	RICE TIRES CO		0	\$ 961.54	\$ 961.54
076233	404	SHERIFF OF JEFFERSON CO		0	\$ 159.80	\$ 159.80
076234	402	SOFTWARE SYSTEMS, INC		0	\$ 27.00	\$ 27.00
076234	404	SOFTWARE SYSTEMS, INC		0	\$ 737.00	\$ 737.00
076234	406	SOFTWARE SYSTEMS, INC		0	\$ 58.00	\$ 58.00
076234	428	SOFTWARE SYSTEMS, INC		0	\$ 392.00	\$ 392.00
076235	704	WV REGIONAL JAIL &		0	\$ 95,535.00	\$ 95,535.00
076236	425	SHERWIN-WILLIAMS		0	\$ 88.64	\$ 88.64
076237	717	S & S MOTOR PARTS		0	\$ 1,084.63	\$ 1,084.63
076238	425	CAPITAL TRISTATE		0	\$ 2,075.34	\$ 2,075.34
076239	425	TML A XEROX CO.		0	\$ 313.75	\$ 313.75
076239	425	TML A XEROX CO.		0	\$ 313.75	\$ 313.75

076240	PAYROLL	WV BUREAU OF EMPLOYMENT		0	\$ 4,770.30	\$ 4,770.30
076241	402	XEROX CORPORATION		0	\$ 1,218.62	\$ 1,218.62
<b>TOTAL</b>					<b>\$ 165,166.39</b>	<b>\$ 165,166.39</b>

**Motion by Mr. Bell to approve the Accounts Payable for April 14, 2016 in the amount of \$165,166.39. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076244	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,578.28	\$ 3,578.28
076245	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 1,334.00	\$ 1,334.00
076246	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076246	425	BOLAND SERVICES		\$ -	\$ 946.46	\$ 946.46
076246	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076246	425	BOLAND SERVICES		\$ -	\$ 603.00	\$ 603.00
076246	425	BOLAND SERVICES		\$ -	\$ 308.00	\$ 308.00
076247	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076248	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
076249	439	JENNIFER M. BROCKMAN		\$ -	\$ 76.50	\$ 76.50
076250	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076251	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076252	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
076253	402	WV ASSOC OF COUNTY CLERK		\$ -	\$ 650.00	\$ 650.00
076254	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076255	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
076255	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
076256	717	GUTTMAN OIL CO		\$ -	\$ 9,474.26	\$ 9,474.26
076257	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 150,000.00	\$ 150,000.00
076258	711	THE SPIRIT OF JEFFERSON		\$ -	\$ 62.10	\$ 62.10
076259	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 517.40	\$ 517.40
076260	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,460.00	\$ 5,460.00
076261	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
076261	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
076261	425	KONE INC.		\$ -	\$ 902.42	\$ 902.42
076262	401	KABLE EXCAVATING, LLC		\$ -	\$ 7,800.00	\$ 7,800.00
076263	712	LANGUAGE LINE SERVICES		\$ -	\$ 66.86	\$ 66.86
076264	PAYROLL	LYNDSEY W. MATSCHAT		\$ -	\$ 94.33	\$ 94.33
076265	PAYROLL	GAIL MAGAHA		\$ -	\$ 2,250.00	\$ 2,250.00
076266	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076267	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 2,223.13	\$ 2,223.13

076268	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076269	425	POTOMAC EDISON/OH		\$ -	\$ 4,094.59	\$ 4,094.59
076269	425	POTOMAC EDISON/OH		\$ -	\$ 87.40	\$ 87.40
076270	404	SPECIALTY BUS SUPPLIES		\$ -	\$ 943.90	\$ 943.90
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.26	\$ 1.26
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,228.50	\$ 42,228.50
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,876.02	\$ 9,876.02
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.40	\$ 5.40
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.52	\$ 3.52
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,783.24	\$ 39,783.24
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.92	\$ 1.92
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,172.90	\$ 30,172.90
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 922.78	\$ 922.78
076273	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,694.11	\$ 14,694.11
076273	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,408.27	\$ 10,408.27
076274	712	SEN COMMUNICATIONS		\$ -	\$ 300.90	\$ 300.90
076275	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076276	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
076279	401	AMAZON		\$ -	\$ 150.71	\$ 150.71
076279	401	MARRIOTT		\$ -	\$ 316.04	\$ 316.04
076279	401	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	401	WAL-MART		\$ -	\$ 419.44	\$ 419.44
076279	402	CVS		\$ -	\$ 21.19	\$ 21.19
076279	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
076279	402	WV TREASURY		\$ -	\$ 735.00	\$ 735.00
076279	403	ANYTIME WORLD WIDE		\$ -	\$ 333.03	\$ 333.03
076279	403	ENVELOPE SUPERSTORE		\$ -	\$ 818.70	\$ 818.70
076279	403	SHOPLET		\$ -	\$ 30.54	\$ 30.54
076279	403	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	403	STAPLES		\$ -	\$ 12.49	\$ 12.49
076279	405	AMAZON		\$ -	\$ 25.98	\$ 25.98
076279	405	WAL-MART		\$ -	\$ 272.64	\$ 272.64
076279	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076279	412	STAPLES		\$ -	\$ 114.99	\$ 114.99
076279	415	FRONTIER		\$ -	\$ 84.54	\$ 84.54
076279	415	SPRINT		\$ -	\$ 108.63	\$ 108.63
076279	424	CHARLES TOWN UTILITIES		\$ -	\$ 50.04	\$ 50.04
076279	424	FRONTIER		\$ -	\$ 11,032.60	\$ 11,032.60
076279	424	ROACH ENERGY		\$ -	\$ 1,257.86	\$ 1,257.86
076279	424	SPRINT		\$ -	\$ 54.84	\$ 54.84

076279	425	AMAZON		\$ -	\$ 1,896.83	\$ 1,896.83
076279	425	CHARLES TOWN UTILITIES		\$ -	\$ 825.60	\$ 825.60
076279	425	COMCAST		\$ -	\$ 1,044.26	\$ 1,044.26
076279	425	GRAINGER		\$ -	\$ 255.04	\$ 255.04
076279	425	HVAC BRAIN		\$ -	\$ 241.14	\$ 241.14
076279	425	INTERSTATE ALL BATTERY		\$ -	\$ 134.90	\$ 134.90
076279	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 226.86	\$ 226.86
076279	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076279	425	ROACH ENERGY		\$ -	\$ 1,777.23	\$ 1,777.23
076279	425	SHENANDOAH SPRING WATER		\$ -	\$ 664.35	\$ 664.35
076279	425	STICKELLS GENERAL STORES		\$ -	\$ 90.00	\$ 90.00
076279	425	THE HOME DEPOT		\$ -	\$ 601.77	\$ 601.77
076279	425	TRENNY HVAC GROUP		\$ -	\$ 2,002.00	\$ 2,002.00
076279	425	WAL-MART		\$ -	\$ 43.75	\$ 43.75
076279	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 853.55	\$ 853.55
076279	425	84 LUMBER		\$ -	\$ 154.48	\$ 154.48
076279	428	AMAZON		\$ -	\$ 311.04	\$ 311.04
076279	428	BATTERY MART		\$ -	\$ 143.55	\$ 143.55
076279	428	CDW GOVERNMENT		\$ -	\$ 383.02	\$ 383.02
076279	428	CRUCIAL		\$ -	\$ 37.99	\$ 37.99
076279	428	DELL		\$ -	\$ 2,734.94	\$ 2,734.94
076279	428	IT HELP AND SUPPORT LTD		\$ -	\$ 2,539.50	\$ 2,539.50
076279	428	PCM TIGER DIRECT		\$ -	\$ 470.96	\$ 470.96
076279	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
076279	428	STAPLES		\$ -	\$ 158.98	\$ 158.98
076279	433	LYLE SIGNS		\$ -	\$ 104.39	\$ 104.39
076279	433	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	433	WVAGP		\$ -	\$ 125.00	\$ 125.00
076279	433	WVAGP		\$ -	\$ 180.00	\$ 180.00
076279	439	MARTINSBURG-BERKELEY COU		\$ -	\$ 35.00	\$ 35.00
076279	439	MARTINSBURG-BERKELEY COU		\$ -	\$ 25.00	\$ 25.00
076279	439	SPIRIT OF JEFFERSON		\$ -	\$ 61.00	\$ 61.00
076279	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	440	BLACKWATER FALLS STATE P		\$ -	\$ 76.00	\$ 76.00
076279	440	INTL CODE COUNCIL INC		\$ -	\$ 199.00	\$ 199.00
076279	440	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	440	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	440	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	443	BERKELEY GLASS LTD		\$ -	\$ 2,250.00	\$ 2,250.00
076279	443	GALLS		\$ -	\$ 314.93	\$ 314.93

076279	451	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
076279	700	AMAZON		\$ -	\$ 331.03	\$ 331.03
076279	700	BERKELEY GLASS LTD		\$ -	\$ 112.00	\$ 112.00
076279	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
076279	700	INST. OF POLICE TECH/MAN		\$ -	\$ 825.00	\$ 825.00
076279	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 933.05	\$ 933.05
076279	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076279	700	SPRINT		\$ -	\$ 1,304.93	\$ 1,304.93
076279	700	THE HOME DEPOT		\$ -	\$ 21.36	\$ 21.36
076279	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
076279	700	2016 MASS CASUALTY		\$ -	\$ 587.52	\$ 587.52
076279	711	AMAZON		\$ -	\$ 104.91	\$ 104.91
076279	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
076279	711	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	712	APCO INTERNATIONAL INC.		\$ -	\$ 1,904.37	\$ 1,904.37
076279	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076279	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 539.00	\$ 539.00
076279	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
076279	712	SPRINT		\$ -	\$ 1,049.33	\$ 1,049.33
076279	712	STAPLES		\$ -	\$ 28.27	\$ 28.27
076279	712	TELTRONIC		\$ -	\$ 122.28	\$ 122.28
076279	712	2016 MASS CASUALTY		\$ -	\$ 97.92	\$ 97.92
076279	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 200.00	\$ 200.00
076279	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 459.59	\$ 459.59
076279	716	STAPLES		\$ -	\$ 105.99	\$ 105.99
076279	716	THE HOME DEPOT		\$ -	\$ 213.94	\$ 213.94
076279	717	CAPITOL USED CAR		\$ -	\$ 80.00	\$ 80.00
076279	717	DEANS LAWNMOWER SHOP		\$ -	\$ 68.02	\$ 68.02
076279	717	FISHER AUTO PARTS		\$ -	\$ 522.16	\$ 522.16
076279	717	HARBOR FREIGHT TOOL		\$ -	\$ 639.96	\$ 639.96
076279	717	INTERSTATE ALL BATTERY		\$ -	\$ 485.86	\$ 485.86
076279	900	SPRINT		\$ -	\$ 145.89	\$ 145.89
076280	711	BRANDON VALLEE		\$ -	\$ 148.00	\$ 148.00
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 70,922.01	\$ 70,922.01
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 6.40	\$ 6.40
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.13	\$ 2.13
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,640.68	\$ 23,640.68
076282	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,188.49	\$ 4,188.49
076282	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1,861.57	\$ 1,861.57
076283	439	XEROX CORPORATION		\$ -	\$ 558.98	\$ 558.98

076284	428	DELL		\$ -	\$ 2,397.27	\$ 2,397.27
<b>TOTAL</b>					<b>\$ 508,259.91</b>	<b>\$ 508,259.91</b>

**Motion by Mr. Bell to approve the Accounts Payable for April 21, 2016 in the amount of \$508,259.91. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>MAGISTRATE COURT</b>			
<b>OO5</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/15/2016	330	SHERIFF OF JEFFERSON CO	\$ 3,750.00
<b>HOME DETETION</b>			
<b>OO8</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/15/2016	527	3M ELECTRONIC MONITORING	\$ 3,540.00
4/15/2016	528	CDA	\$ 255.75
4/15/2016	526	UNITED BANK	\$ 54.84
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/15/2016	582	GLOBAL SCIENCE & TECH INC.	\$ 1,480.12
<b>FARMLAND PROTECTION BOARD</b>			
<b>O57</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/15/2016	275	JEFFERSON CO FARMLAND PROT.	\$ 55,407.63

<b>BARDANE</b>			
<b>244</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/15/2016	591	<b>UNITED BANK</b>	\$ 423.16
<b>TOTAL</b>			<b>\$ 64,911.50</b>

**Motion by Mr. Bell to approve the Manual Checks for April 15, 2016 in the amount of \$64,911.50. Motion seconded and unanimously approved.**

<b>COAL SEVERANCE</b>			
<b>002</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/22/1946	423	<b>JOHN STEVENS</b>	\$ 202.48
<b>PROSECUTING ATTY</b>			
<b>074</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/19/2016	347	<b>EASTERN PANHANDLE BAR ASSOC</b>	\$ 210.00
<b>SHERIFF CAPITOL</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
4/22/2016	1501	<b>SPILLMAN TECH</b>	\$ 59,802.00
<b>TOTAL</b>			<b>\$ 60,214.48</b>

**Motion by Mr. Bell to approve the Manual Checks for April 22, 2016 in the amount of \$60,214.48. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – provided an update on his ongoing issues with the Commission.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Joseph and Susanne Cartagirone	PP	HFD	306969	\$61.26

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**
2. JAK Kincaid and Christian Vargo, Citizens Conservation Corps – requested the approval of a future meeting to discuss project development for a single day community service project for Jefferson County.
    - The Commission provided Mr. Kincaid with suggestions for community groups to contact concerning this project, including Community Ministries, the United Way, and the Jefferson County Chamber of Commerce.
  3. Susan McFadden, Kabletown Community Educaiton Outreach Service – requested the approval of a Proclamation to designate May 15 – May 21 as West Virginia Community Education Outreach Service Week.
    - **Motion by Ms. Tabb to approve the Proclamation declaring May 15-May 21, 2016 as West Virginia Community Education Outreach Service Week and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
  4. Dr. David Didden, Jefferson County Board of Health – requested a Letter of Commitment on behalf of the Board of Health to participate in a community outreach clinic with a functional medicine program.
    - **Motion by Mr. Manuel to authorize the President of the Commission to sign a letter of Commitment to the Board of Health to participate in a community outreach clinic with a functional medicine program. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested the review and approval of quarterly accounts and waivers. For the record, Commissioner Tabb recused herself from voting on this matter as her mother’s estate was included in the quarterly accounts and waivers.
  - **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Mr. Bell to approve the quarterly accounts and waivers. Motion seconded and unanimously approved.**
  - **Motion by Mr. Bell to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Monica A. Whyte, West Virginia Bureau for Public Health, Source Water Assessment and Protection Program – requested a discussion with the County Commission to update them on SB373 Source Water Protection Plan requirements and Safe Water Forum for Jefferson County.
8. John Reisenweber, Jefferson County Development Authority – requested approval of a Resolution of Participation and Cooperation for the Local Economic Development Grant Program.
  - **Motion by Ms. Tabb to approve the Resolution of Participation and Cooperation for the Local Economic Development Grant Program. Motion seconded and unanimously approved.**
9. Interviews and Appointments to the Jefferson County Development Authority – two city/municipality representative terms – Harpers Ferry and Bolivar – each for a term of three years, ending April 5, 2019.
  - **Motion by Ms. Tabb to appoint Laura Whittington as the JCDA appointee for the Corporation of Bolivar and Karan Townsend as the JCDA appointee for the Corporation of Harpers Ferry. Motion seconded and unanimously approved.**
10. The Commission recessed for lunch at 12:15 pm  
The Commission reconvened at 1:30 pm.

**NEW BUSINESS**

11. Ambulance Fee Exoneration Request for Ann Christy

- **Motion by Ms. Tabb to deny the ambulance fee exoneration request for 2015-2016 for Ann Christy. Motion seconded and unanimously approved.**

12. Discussion on the possibility of satellite early voting sites for the 2016 General Election

- **Motion by Mr. Bell to not pursue satellite early voting sites for the 2016 General Election. Motion seconded and unanimously approved.**

### **FINANCIAL DIRECTOR REPORTS**

- Review of Budget to Actual as of March 31, 2016
- Approval of 2016 Internal Budget Revision #5 – General Fund
  - **Motion by Ms. Tabb to approve Internal Budget Revision #5 as presented. Motion seconded and unanimously approved.**
- Approval of 2016 State Budget Revision
  - **Motion by Mr. Bell to approve State Budget Revision #5 as presented. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Contract with APUS for employee tuition reduction program
  - **Motion by Mr. Manuel to approve the contract with APUS for the employee tuition reduction program pending legal approval. Motion seconded and unanimously approved.**
- Renewal of employee health insurance with Highmark Blue Cross Blue Shield
  - **Motion by Mr. Bell to renew County health insurance on a fiscal year basis opposed to a calendar year basis. Motion seconded and unanimously approved.**
- Potential long term lease for the Jefferson County Animal Welfare Society
  - **Motion by Mr. Bell to approve the long-term lease for the Jefferson County Animal Welfare Society. Motion seconded and unanimously approved.**
- Approval to advertise for vacant custodial position within the Maintenance Department

- **Motion by Mr. Manuel to approve the hire of Noemi Brun for the custodial position within the Maintenance Department. Motion seconded and unanimously approved.**

### 13. Public Hearing – Amendments to the E9-1-1 Addressing Ordinance

Mr. Pellish opened the public hearing at 1:31 pm, and Todd Fagan, Director of GIS/Addressing, provided some background information regarding the proposed amendments to the E9-1-1 addressing Ordinance. Mr. Pellish then opened the floor for public comment. Comments were made by the following:

Nance Briscoe, resident and Eastern Panhandle Organization of Homeowners' Associations – expressed frustration and concern over the fact that mailbox clusters within a development cannot be assigned a physical address.

There being no further comments, Mr. Pellish closed the public hearing and noted the record would remain open for two weeks to allow time for written comment.

## **COUNTY COMMISSION REPORTS**

Eric Bell

- Attended multiple candidate forums and meetings.
- Attended the Lay of the Levy.

Walt Pellish

- Attended multiple candidate forums and debates.
- Attended the Lay of the Levy.
- Attended the Independent Fire Company fire engine dedication.
- Attended a Development Authority meeting,
- Participated in multiple radio shows.

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended the Lay of the Levy.
- Attended the Independent Fire Company fire engine dedication.

Dale Manuel

- Attended the Lay of the Levy.
- Attended the Jefferson County Community Center 10 Year Anniversary Celebration.
- Attended the Eastern Panhandle Music Teacher's Piano Recital.
- Attended the Day Report Center Dinner and Benefit.
- Attended a JCCOA meeting.
- Attended the opening of the Charles Town Farmer's Market.

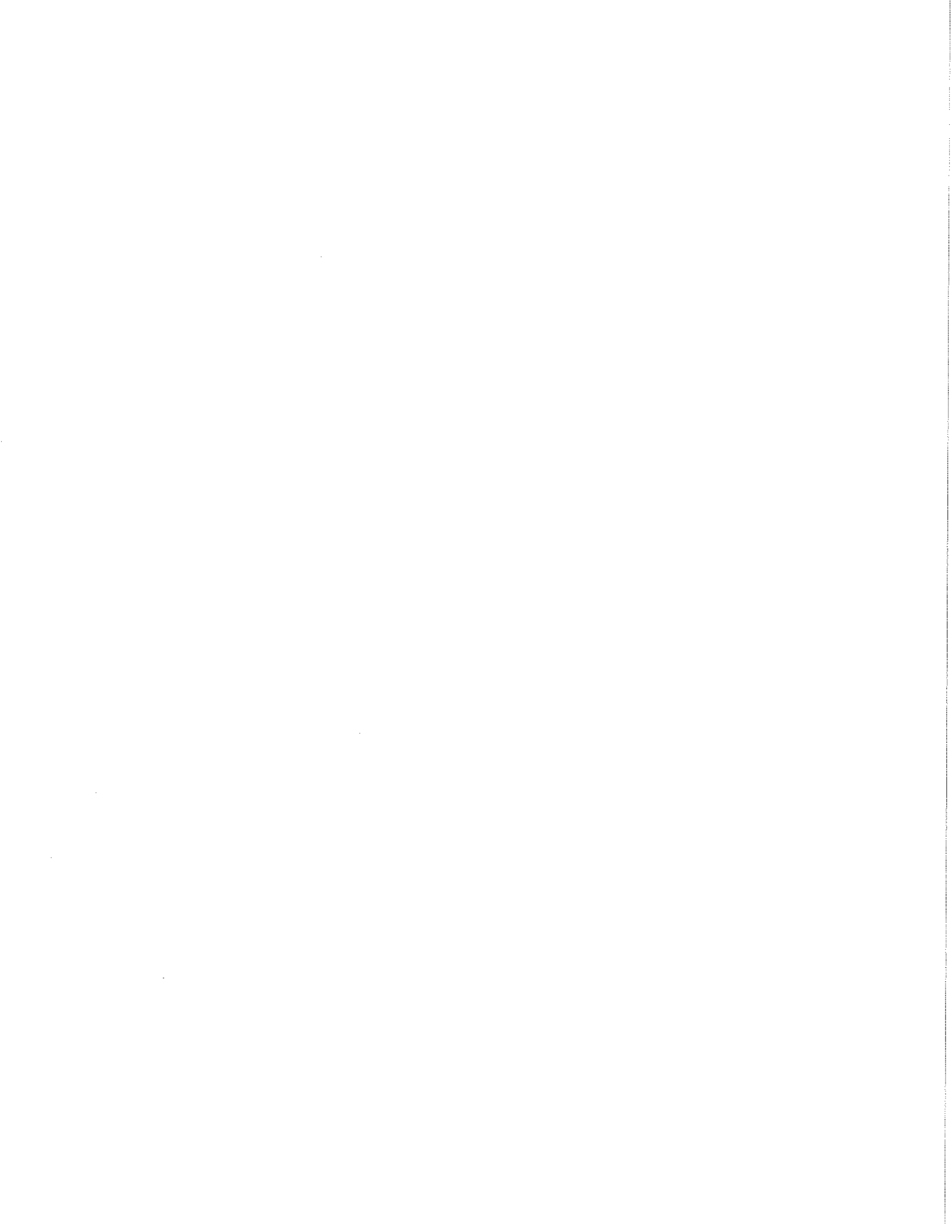
- Attended a Water Advisory Committee meeting.
- Attended a Parks and Recreation meeting.

14. The Commission meeting was adjourned at 1:35 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

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PATRICIA A. NOLAND,  
PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED**

**May 5, 2016**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT	52339	\$ 22,555.00	Storage Networks	EMC Storage Area Network
<b>GRAND TOTAL</b>		<b>\$ 22,555.00</b>		



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52339

VENDOR:

DELIVER TO:

STORAGE NETWORKS  
270 Littleton Road  
Building 25  
Westford, MA 01886

JEFFERSON COUNTY COMMISSION  
ATTN: RUSSELL BURGESS  
124 E. WASHINGTON STREET  
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	EMC STORAGE AREA NETWORK Multiple RAID 10GB ETHERNET VNXE3200 SYSTEM WITH 3 YEAR HARDWARE/SOFTWARE SUPPORT  LOW BID SAVES APPROXIMATELY \$12,000 OVER 3 YEARS OF SUPPORT CONTRACT INSTEAD OF ADDITIONAL DRIVES.  THIS IS A DATA STORAGE SYSTEM.  PLANNED FOR AND BUDGETED FOR.  001-428-03-354-000-66-000  MULTIPLE BIDS WERE OBTAINED - ATTACHED - LOWEST CHOSEN	1  22,555.00	2 UNITS	TOTAL AMOUNT \$22,555.00

- ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
- PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
- PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
- INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
- SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Russell W. Burgess* 4-25-2016  
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

\_\_\_\_\_  
Signature Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 354,881.47	\$ 47.40	\$ 354,928.87
6.2% Tax Payable OASDI	21,114.25	\$ 2.70	\$ 21,116.95
1.45% Tax Payable HI	4,938.01	\$ 0.63	\$ 4,938.64
Fed Withholding	39,783.24	\$ 3.52	\$ 39,786.76
WV State Withholding	15,029.09	\$ 1.92	\$ 15,031.01
PERS Retirement Deduct 4.5%	11,814.52	\$ 2.13	\$ 11,816.65
PERS Retirement Deduct 6%	979.31		\$ 979.31
Hosp. Pre-Tax	11,817.00		\$ 11,817.00
Cancer/ICU Pre-Taxed	987.25		\$ 987.25
Cancer/ICU Not Pre-Taxed	801.89		\$ 801.89
Optional Life Not Pre-Taxed	2,298.56		\$ 2,298.56
Christmas Club	5,460.00		\$ 5,460.00
Wage Attach #1	1,311.70		\$ 1,311.70
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,131.12		\$ 5,131.12
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,985.00		\$ 2,985.00
MD State Tax	461.39		\$ 461.39
D/VF	1,528.75		\$ 1,528.75
VA. State Tax	51.27		\$ 51.27
COLONIAL(PLUS)	192.71		\$ 192.71
<b>Total Deductions</b>	<b>\$ 127,646.37</b>	<b>\$ 10.90</b>	<b>\$ 127,657.27</b>
<b>Net Wages Total</b>	<b>\$ 227,235.10</b>	<b>\$ 36.50</b>	<b>\$ 227,271.60</b>
Payroll Date	21-Apr-2016		

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 359,040.67	\$ -	\$ 359,040.67
6.2% Tax Payable OASDI	21,392.93	\$ -	\$ 21,392.93
1.45% Tax Payable HI	5,003.17	\$ -	\$ 5,003.17
Fed Withholding	39,888.27	\$ -	\$ 39,888.27
WV State Withholding	15,134.50	\$ -	\$ 15,134.50
PERS Retirement Deduct 4.5%	11,795.53	\$ -	\$ 11,795.53
PERS Retirement Deduct 6%	1,079.07		\$ 1,079.07
Hosp. Pre-Tax	11,908.50		\$ 11,908.50
Cancer/ICU Pre-Taxed	987.25		\$ 987.25
Cancer/ICU Not Pre-Taxed	801.89		\$ 801.89
Optional Life Not Pre-Taxed	2,271.06		\$ 2,271.06
Christmas Club	5,460.00		\$ 5,460.00
Wage Attach #1	1,311.70		\$ 1,311.70
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,197.64		\$ 5,197.64
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,985.00		\$ 2,985.00
MD State Tax	461.39		\$ 461.39
D/VF	1,557.17		\$ 1,557.17
VA. State Tax	104.58		\$ 104.58
COLONIAL(PLUS)	192.71		\$ 192.71
<b>Total Deductions</b>	<b>\$ 128,493.67</b>	<b>\$ -</b>	<b>\$ 128,493.67</b>
<b>Net Wages Total</b>	<b>\$ 230,547.00</b>	<b>\$ -</b>	<b>\$ 230,547.00</b>
Payroll Date	5-May-2016		

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



Name: Ralph Lorenzetti

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1<sup>st</sup> Choice:

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information:  
Request to hire a summer intern in the Victim Advocate's Office to assist while staff is out on leave.

Is this a funding request? Y/N Y

If so, how much? \$10,188.00

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to approve the hire of a summer intern to support the Victim Advocate's office, beginning May 16, 2016 through September 2, 2016, and transfer the appropriate amount of funds to the Prosecuting Attorney's budget

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

Intern: \$16.90/hr

Based on 35 hr work week

Pay Period 1 (70)	\$ 1,183.00
Fica	\$ 73.35
Medicare	\$ 17.15
Total Salary/Benefits per payroll	<u>\$ 1,273.50</u>

If start date is 5/16/16 ( beginning of the 1st payroll in June)

6/2/16, 6/16/16, 6/30/16	\$ 3,820.50
7/14/16, 7/28/16	\$ 2,547.00
8/11/16, 8/25/16	\$ 2,547.00
Total thru period ending 8/20/16	<u>\$ 8,914.50</u>

If they were to continue on thru 9/2/16 \$ 1,273.50

Total \$ 10,188.00

**Adonejjah Gilmore**

BS in Social Work

Graduates May 7, 2016

Interned w/Victim Advocacy program from Aug 2015 to May 2016



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



**Name:** Barbara J. Miller, Director.

**Department or Organization:** Jefferson County Homeland Security and Emergency Management

**Estimation of amount of time needed for appointment:** 10 minutes

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

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

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

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

Approval to hire Deputy Director/Planner/Program Manager at \$40,996.80

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

**Is this a funding request? Yes**

**If so, how much? \$40,996.80, within our current budget**

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

I move to approve the hiring of Stephen S. Allen for the position of Deputy Director/Planner/Program Manager for Homeland Security and Emergency Management at the rate of \$40,996.80 annually. (Grade 4, Step A)

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

**If not attached, explain:**

**Attachment:**

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

**Contact information:**

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

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

Click here to enter text.

**Jefferson County Commission  
Employee Action Form**

Employee Name:	Stephen S. Allen	Date Completed:	4/14/2016
Department Number:	711	Work Location:	Homeland Security/Emergency Mgt.
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:		Salary:	\$40,997
Reason:			<b>New Hire</b> Promotion Temporary Assignment Annual Increase
Step:		Step:	A
Grade:		Grade:	4
Min/Mid/Max		Min/Mid/Max	
From:	<b>Candidate</b>	To:	Candidate
Select One:	Non-Exempt Exempt Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract Termination/Retirement	Select One:	Non-Exempt <b>Exempt</b> Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract Termination/Retirement
From:		To:	
FMLA	Military	FMLA	Military
Personal Unpaid	Personal Paid	Personal Unpaid	Personal Paid
Active	Return to Work	Active	Return to Work
Workers Comp	WC Code	Workers Comp	WC Code
WC Rate:		WC Rate:	
Additional Info:			
<b>Effective Date:</b>			
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Processed	

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



Name: Roger Goodwin  
Department or Organization: Engineering  
Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: May 5, 2016  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.  
Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): 3 Bond Release Requests for:  
1. Complete Construction Bond Release for Asbury United Methodist Church (File #S11-05)  
2. Complete Construction Bond Release for Colonial Hills Subdivision, Phase 1, Lots D1-D20 – (File #00-03)  
3. Complete Construction Bond Release for Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 – (File #04-33)

Please provide the County Commission with a description of your request or presentation, including any background information:  
1. Complete release of construction bond security for Asbury United Methodist Church/Asbury United Methodist Church Addition (File #S11-05) – Performance Bond No. 1000965945 with United States Surety Company, Timonium, MD.  
2. Complete release of construction bond security for Mark Colonial Hills, LLC/Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03) – Letter of Credit #18107623-00-000 with PNC Bank, National Association, Pittsburgh, PA.  
3. Complete release of construction bond security for Kinsley Construction, Inc./Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 (File #04-33) – Letter of Credit #SB1278560001 with M&T Bank, Baltimore, MD.

Is this a funding request? Y/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*):  
1. I authorize a complete release of the remaining \$100,000.00 from the construction bond for Asbury United Methodist Church - Asbury United Methodist Church Addition (File #S11-05).  
2. I authorize a complete release of the remaining \$163,750.00 from the construction bond amount for Mark Colonial Hills, LLC - Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03).  
3. I authorize a complete release of the remaining \$358,541.10 from the construction bond amount for Kinsley Construction, Inc. - Colonial Hills Subdivision, Phase 2, Lots TH1-Th60 (File #04-33).

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

Construction Bond Release Letter  
Bond Release Request Report  
Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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

Click here to enter text.



## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
*Patricia A. Noland*

May 5, 2016

VICE PRESIDENT  
*Walt Pellish*

Mr. Monroe Burger, Trustee  
United States Surety Company

COMMISSIONER  
*Eric Bell*

P. O. Box 5605  
Timonium, MD 21094-5605

COMMISSIONER  
*Dale Manuel*

RE: Performance Bond No. 1000965945 dated March 22, 2013, Construction Bond  
Surety for Asbury United Methodist Church – Asbury United Methodist Church

COMMISSIONER  
*Jane Tabb*

Addition (File #S11-05).

Dear Mr. Burger:

The Jefferson County Commission authorizes a complete release of the remaining \$100,000.00 from the construction bond for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05). This project is located at 4257 Kearneysville Pike across from Morgan's Grove Parks. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Performance Bond No. 1000965945 originally issued in the amount of \$870,736.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia Noland, President  
Jefferson County Commission

PN:rfb

cc: Pastor Rudolph Bropleh  
Asbury United Methodist Church  
4257 Kearneysville Pike  
Shepherdstown, WV 25443  
Department of Engineering

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 04 / 04 / 2016

J.C.P.C. File No. 511 - 05

Consultant/Engineer/Firm Name: FREDERICK SEIBERT & ASSOC.

Mailing Address: 128 S. POTOMAC ST.

City: HAGERSTOWN State: MD Zip: 21790

Contact Person: MIKE NICKS Phone: 301 + 791-3650

Project/Subdivision Name: ASBURY UNITED METHODIST CHURCH SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: FINAL STABILIZATION ACHIEVED ON 04/15/2016

NOTE: THE MINIMUM \$100,000 WAS NEEDED PER BONDING POLICY ONLY

TO ENSURE STABILIZATION OF A SPAN AREA AT THE REAR OF THE SITE. THIS WORK IS NOW COMPLETE.

**Approved for:**  
BOND RELEASE  
 By [Signature] 04/18/2016  
**County Engineer** **Date**

Original Bond Amt. \$ 757,161<sup>25</sup> + 15% Cont. \$ 113,574<sup>25</sup> = Total Original Bond Amt. \$ 870,736

Total Current Bond Amount \$ 100,000.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph A. KENT Title: L.O.I.

Signature: [Signature] Date: 04 / 18 / 2016



## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Patricia A. Noland*

May 5, 2016

VICE PRESIDENT

*Walt Pellish*

Mr. Christian Harris

PNC Bank, National Association

COMMISSIONER

*Eric Bell*

500 First Amendment Avenue

3RD Floor

COMMISSIONER

*Dale Manuel*

P7-PFSC-03-T

Pittsburgh, Pennsylvania 15219

COMMISSIONER

*Jane Tabb*

RE: Irrevocable Letter of Credit #18107623-00-000 dated September 17, 2007, for Mark-Colonial Hills, LLC – Colonial Hills Subdivision, Phase I, Lots D1-D20 (File #00-03).

Dear Mr. Harris:

The Jefferson County Commission authorizes a complete release of the remaining \$163,750.00 from the construction bond for Mark-Colonial Hills, LLC – Colonial Hills Subdivision, Phase I, Lots D1-D20 (File #00-03). This project is located off of Route 480 and Alternate Route 45 adjacent to Potomac Farms Nursery. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit originally issued in the amount of \$523,250.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257.

Sincerely,

Patricia Noland, President  
Jefferson County Commission

PN:rfb

cc: Mr. Ryan P. Perks, PE  
Alpha Architects & Engineers  
535 West King Street  
Martinsburg, WV 25401-2651  
Jefferson County Department of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 19 / 2015

J.C.P.C. File No. 00 - 03

Consultant/Engineer/Firm Name: ALPHA

Mailing Address: 535 W. KING STREET

City: MARTINSBURG State: WV Zip: 25401

Contact Person: RICHARD KLEIN Phone: 304+264-0707

Project/Subdivision Name: COLONIAL HILLS

Section/Phase: PHASE I Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK NOW APPEARS TO BE COMPLETE.

RECOMMEND RELEASE OF BOND

Approved for:  
BOND RELEASE  
By: [Signature] 10/19/15  
County Engineer Date

Original Bond Amt. \$ 455,000 + 15% Cont. \$ 68,250 = Total Original Bond Amt. \$ 523,250

Total Current Bond Amount \$ 163,750.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent [Signature] Title: L.D.I.

Signature: [Signature] Date: 10 / 20 / 2015



## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**PRESIDENT**

*Patricia A. Noland*

**VICE PRESIDENT**

*Walt Pellish*

May 5, 2016

**COMMISSIONER**

*Eric Bell*

Ms. Kathleen Burton

M&T Bank

**COMMISSIONER**

*Dale Manuel*

Trade Finance Operations

1800 Washington Boulevard 8<sup>th</sup> Floor

MC-MD1-MP37

**COMMISSIONER**

*Jane Tabb*

Baltimore, Maryland 21230

RE: Irrevocable Letter of Credit #SB1278560001 dated June 15, 2012, for Kinsley Construction, Inc./Colonial Hills Subdivision, Phase II (File #04-33).

Dear Ms. Burton:

The Jefferson County Commission authorizes a complete release of the remaining \$358,541.10 from the construction bond for Kinsley Construction, Inc./Colonial Hills Subdivision, Phase II. This project is located off of Route 480 and Alternate Route 45 adjacent to Potomac Farms Nursery. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount from the above referenced Letter of Credit originally issued in the amount of \$1,098,665.98. Please contact the Jefferson Department of Engineering at (304)-728-3257.

Sincerely,

Patricia Noland, President  
Jefferson County Commission

PN:rfb

cc: Mr. Ryan P. Perks, PE  
Alpha Architects & Engineers  
535 West King Street  
Martinsburg, WV 25401-2651  
Department of Engineering

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 19 / 2015 J.C.P.C. File No. 04 - 33

Consultant/Engineer/Firm Name: ALPHA

Mailing Address: 535 W. KING STREET

City: MARTINSBURG State: WV Zip: 25401

Contact Person: RICHARD KLEW Phone: 304-264-0707

Project/Subdivision Name: COLONIAL MILLS

Section/Phase: PHASE II Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS COMPLETE

RECOMMEND RELEASE OF BOND

**Approved for:**  
BOND RELEASE  
 By ALPHA 10/28/15  
**County Engineer. Date**

Original Bond Amt. \$ 955,361<sup>00</sup> + 15% Cont. \$ 193,304<sup>00</sup> = Total Original Bond Amt. \$ 1,098,665<sup>00</sup> 23

Total Current Bond Amount \$ 358,541<sup>00</sup>

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

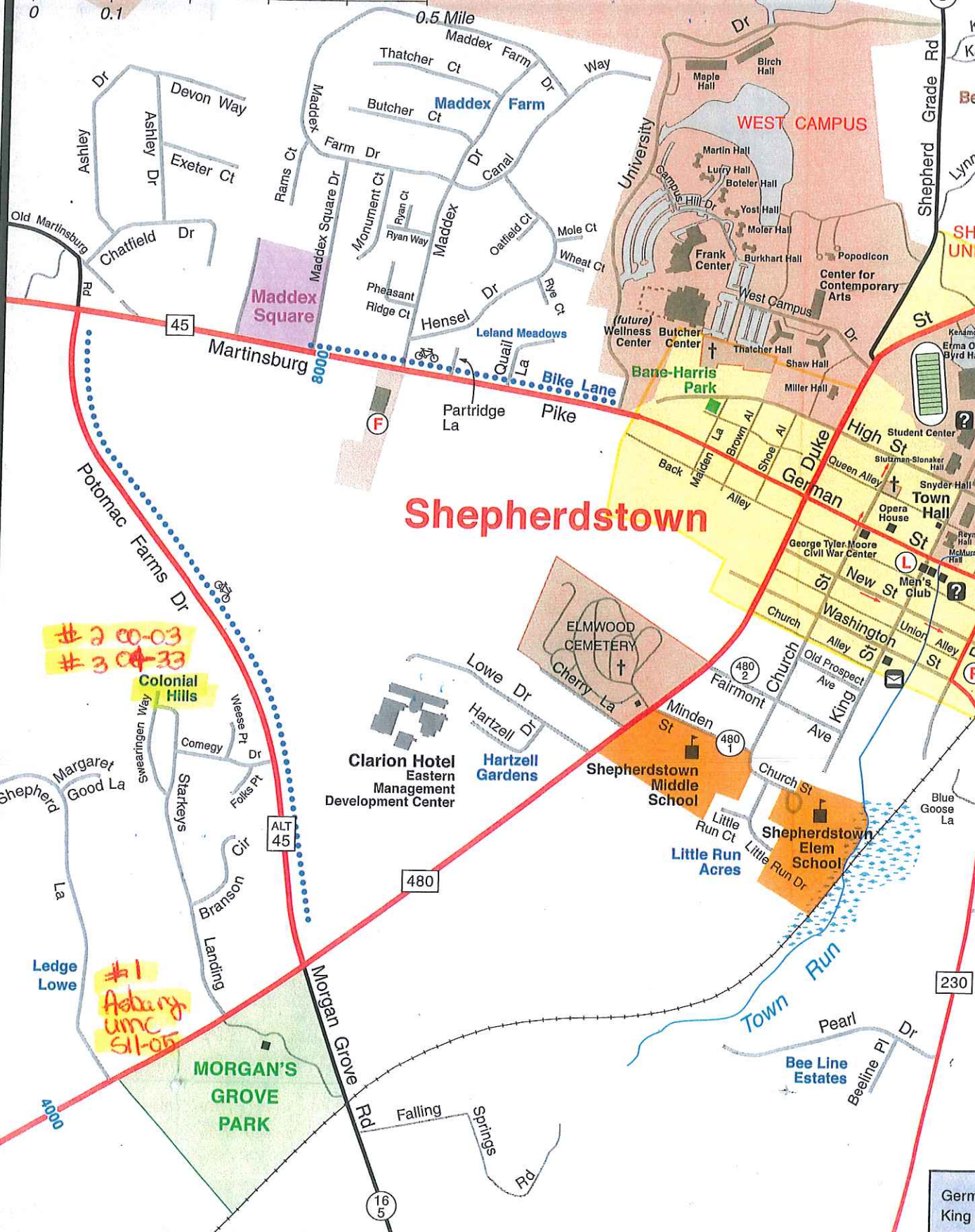
Reviewed By: JOSEPH W. KENT RWK Title: L.O.I.

Signature: [Signature] Date: 10 / 28 / 2015

# Shepherdstown



anch Rd  
iver Dr  
...K-7  
w Dr...G-5  
r...P-6  
e Rd  
-3, N-2  
t La...G-4  
Pike...F-3  
11  
Rd...G-7  
7  
...L-1  
12  
-12  
...F-1  
-2  
0  
2  
...F-5  
9  
R-11  
...F-7  
...F-7  
G-6  
R-7  
E-5  
7  
-7  
rd...F-7  
12  
2  
L-3  
3  
5  
3  
-11  
d...L-1  
.F-6  
-4  
1  
3  
7  
F-4  
C-8  
...E-3  
9  
11



#2 00-03  
#3 04-33

#1  
Ashbury  
umc  
511-05

Germa  
King St

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

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

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** May 5<sup>th</sup>, 2016

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

**SUBJECT:** PROBATE IN SOLEMN FORM

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

The original Last Will and Testament of Lawrence L. Cook cannot be located. Mr. Cook's wife who is also the executrix named in the will is only able to find a copy in which she is named beneficiary along with their grandchildren.

**RECOMMENDED MOTION:** Permit the copy of the Last Will and Testament of Lawrence L. Cook to be probated in solemn form.

**ARE DOCUMENTS ATTACHED:** Yes

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210

**Last Will and Testament**  
**of**  
**LAWRENCE L. COOK**

I. LAWRENCE L. COOK. of Charles Town, West Virginia. being of sound and disposing mind and memory, make this my LAST WILL AND TESTAMENT, hereby revoking all previous wills which I have made.

**ARTICLE I. DEFINITIONS**

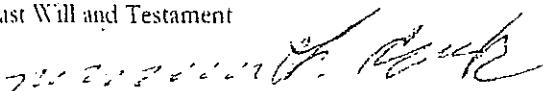
- A. My heirs pursuant to this Will are my wife. CAROLYN COOK. and my grandchildren. CAROLINE COOK, CLAIR COOK, HANNAH WARFIELD, EMILY WARFIELD, KENNEDY COOK and LEA COOK.
- B. The words "survive me", or words of like import shall be taken to mean survive me for a period of at least thirty days.

**ARTICLE II. SPECIFIC BEQUESTS**

Any real estate of which I may die possessed, specifically the residence in Charles Town, West Virginia. and the condominium in Florida, I bequeath to my wife. CAROLYN COOK.

**ARTICLE III. DISPOSITION OF ESTATE**

After the payment of all proper charges against and claims upon my estate, all the rest, residue and remainder of my property, real and person, tangible and intangible.



wheresoever situated and howsoever held, to which I shall be legally or equitably entitled, or over which I may have a power of appointment, hereinafter referred to as my Residuary Estate. I give, devise and bequeath and appoint as follows:

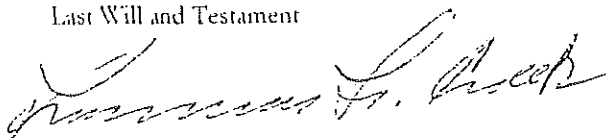
- A. I bequeath all the rest, residue and remainder of my Residuary Estate to my grandchildren, CAROLINE COOK, CLAIR COOK, HANNAH WARFIELD, EMILY WARFIELD, KENNEDY COOK and LEA COOK in fee simple absolutely.

If any beneficiary shall not have attained the age of eighteen (18) years, that beneficiary's share shall be distributed to that child's parent or legal guardian to be held in trust for such child until he or she reaches the age of eighteen.

In the event one or more of these individual beneficiaries shall have pre-deceased me leaving no lineal descendants, the proceeds shall be redistributed to the remaining beneficiaries pro-rata.

#### ARTICLE IV. REAL ESTATE

If my wife, CAROLYN COOK, has pre-deceased me, I hereby direct the executor of my estate to sell all real estate or interest therein owned by me as of the time of my death not otherwise disposed of in this will. I specifically grant to my Executor a power of sale over any and all real estate owned by me. Towards this end, I grant my Executor all those fiduciary powers enumerated in West Virginia Code § 44-5A-3 to achieve this objective. Upon sale, the net proceeds shall be disbursed in accordance with Article III.



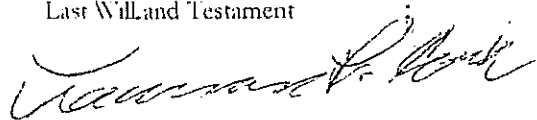
## ARTICLE V. DEBTS

I direct my Executor to pay all of my just debts existing as of the time of my death and funeral expenses. Towards this end, I direct my Executor to look first towards any life insurance policies which may be payable to the estate as the fund for paying my debts and funeral expenses.

## ARTICLE VI. APPOINTMENT OF EXECUTOR

I appoint my daughter, AMY SUE WARFIELD, Executor of this Last Will and Testament. In the event my daughter, Amy Sue Warfield does not survive me or is unable to serve as Executor, I hereby appoint LAURIE COOK as Executor of this Last Will and Testament. I direct that my Executor(s) pay all of my just debts, funeral expenses the costs of the administration of my estate, and all inheritance and estate taxes. Further, my Executor, in her sole discretion, may sell any of my assets as they may direct to pay any of my just debts. I further direct that neither bond nor surety be required of my Executor(s), if appointed under this Will.

The Executor shall have complete discretion and authority to sell, transfer, mortgage, lease and convey at public or private sale, for cash or credit, all of my property and estate of every kind and description upon such terms and conditions as may be deemed advisable, to make distribution to the beneficiaries hereunder in cash or in kind, or in undivided interest in the property owned by me, and to execute all necessary instruments and do all other things required for the convenient and expeditious administration of my estate. Any mortgage or lease made by my Executor may extend beyond the term of my estate.



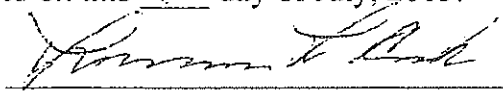
(c) The Executor shall pay out of the assets which would otherwise become a part of the residue of my estate, all estate and inheritance taxes which may be assessed by reason of my death, with any interest or penalties thereon, and make deposits on account of such taxes. The Executor shall waive any right of reimbursement for such taxes except as to property over which I may have a general power of appointment.

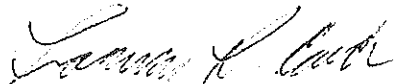
(d) The Executor shall elect to claim expenses of the administration of my estate as income tax deduction to the extent that such election, in the judgment of the Executor, will result in overall reduction of the aggregate income and death taxes.

(e) I direct that my Executor shall exercise his powers without prior application to or subsequent ratification by any Court.

In addition to the common law and statutory powers granted to Executors by the laws of the State of West Virginia, in accordance with the provision of West Virginia Code §44-5A-1, *et seq.*, as amended, I hereby authorize and empower my Executor, and his successors, to exercise the powers, or any portion thereof, enumerated in section three [West Virginia Code §44-5A-3] of said article which are hereby incorporated herein by reference as if set forth verbatim in this Will.

IN THE WITNESS WHEREOF, I, LAWRENCE L. COOK, have placed my signature at the end of the preceding pages; furthermore, I have signed this document and acknowledged it to be my LAST WILL AND TESTAMENT, in the presence of the undersigned witnesses on this 1<sup>st</sup> day of July, 2015.

  
\_\_\_\_\_  
LAWRENCE L. COOK (SEAL)



SIGNED AND SEALED by LAWRENCE L. COOK. and at the same time published, declared, and acknowledged by him to be his LAST WILL AND TESTAMENT. therefore, in the presence of LAWRENCE L. COOK. and in the presence of each other, we each sign our names at the request of the testator, who is under no duress or disability, this 10<sup>th</sup> day of July, 2015.

This instrument, consisting of six (6) typewritten pages, was signed, published and declared by the Testator to be his Last Will and Testament, in the presence of us, who in his presence and in the presence of each other, have hereunto subscribed our names as witnesses and made an affidavit for proof of this Will. The witnesses to this Last Will and Testament, other than Robin Skinner Prinz, the attorney who assisted in the drafting, have not read the will and hereby affirm that they do not know the contents of the will.

Bonnie N Lehman of City of Harper's Ferry  
Nancy Maynard of Charleston  
Robin Skinner Prinz of Leesburg, VA

STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON, to-wit:

This day personally appeared before the undersigned authority, LAWRENCE L. COOK Bonnie N Lehman Nancy Maynard and Robin Skinner Prinz, who, being first duly sworn, depose and say that they were witnesses to the Last Will and Testament of LAWRENCE L. COOK, which appears above; that they were, on the date set forth above, of lawful age; that they were not beneficiaries under said Will; that the

Lawrence L. Cook

said testator, LAWRENCE L. COOK, signed and declared the same to be his Last Will and Testament, and they, in the presence of the said testator, and in the presence of each other, affixed their signatures and seals thereto as witnesses; that the said witnesses further state under their oath that at the time of the signing of said Will the said LAWRENCE L. COOK was, in their opinion, of sound mind and above the age of eighteen (18) years, and fully competent to make a will.

Further affiants sayeth not.

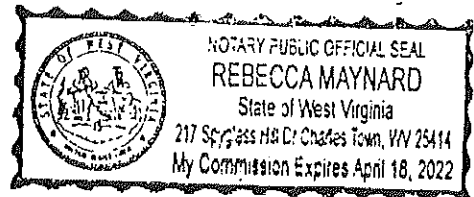
[Signature]  
LAWRENCE L. COOK  
[Signature]  
[Signature]  
[Signature]

Taken, subscribed and sworn to by Lawrence L. Cook, Testator,

Bonda N Lehman, Nancy Maynard, and  
Robin Skinner Prinz before the undersigned Notary Public, this 10<sup>th</sup> day  
of July, 2015, each of whom is personally known to me.

[Signature]  
Notary Public

My Commission Expires: 4/18/22



This Instrument prepared by  
Robin Skinner Prinz, Attorney At Law  
CASSELL & PRINZ, PLLC  
120 North George Street, Suite 200  
Charles Town, WV 25414

[Signature]

Review And Report Regarding  
the following cases:

<del>Tax Loans</del>	15-AA-4
<del>Tax Sander</del>	16-AA-2
<del>School</del>	15-C-282
<del>ORSO</del>	16-C-18
<del>Flats</del>	13-C-432 / 15-1155
<del>Estate</del>	16-C-43

Any or All of which may  
Require AN executive session  
to obtain legal Advice

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



Name: Patsy Noland, Commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: May 5, 2016

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

Subject (*Wording to be placed on agenda*): Discussion to determine the process and request support for placing on the November General Election Ballot a Levy to support the following organizations: Jefferson Arts Counsel, Parks and Recreation, Libraries, and Fire Departments.

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

I initiated this discussion at a county commission meeting during budget deliberations, and would hope to gain the support of my fellow commissioners as we explore ways in which the county can help provide the means for the monetary support necessary to fund the growing needs of our community.

It is obvious that due to declining county revenue, it is the best interest of our citizens that the county commission search for alternative methods of funding agencies such as The Arts, Fire Departments, our 4 Libraries, and Jefferson County Parks and Recreation in order to meet the desire and the need for a good quality of life for our community. As the revenue from various revenue sources coming into the county continue to decline, it is becoming more difficult to fund these organizations to the level needed to continue to provide their valuable services to our citizens. I therefore request that the Jefferson County Commissioners join me in support of placing on the November Election Ballot a Levy that would be of an amount sufficient to assist the above mentioned organizations with a funding mechanism necessary to meeting the needs of our growing community; and I further request support for the organization of an independent task force made up of interested parties representing the interests of the previously mentioned organizations in order to determine the level of funding needed; and to provide to the county commission in a timely manner (in order to place the issue on the November General Election Ballot) documentation outlining the monetary needs of each organization and for what the requested funding would be used.

Finally, it is necessary to develop a time line for gathering the necessary information and getting it to the county commission in a timely manner that would be sufficient for placing this Levy on the General Election Ballot in November.

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*):

I move that the Jefferson County Commission support a Levy to be placed on the General Election Ballot in November, 2016, to fund the following agencies: The Arts, Fire Departments, our 4 Libraries, and the Jefferson County Parks and Recreation; and that an independent task force be organized by interested parties representing the aforementioned organizations to develop a document outlining the funding needs of each organization, and how the funds raised from such Levy would be spent; and that the committee provide the County Commission with the required information in a timely manner in order to be able to place the issue on the General Election Ballot in the November Election.

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



## Jessica Carroll

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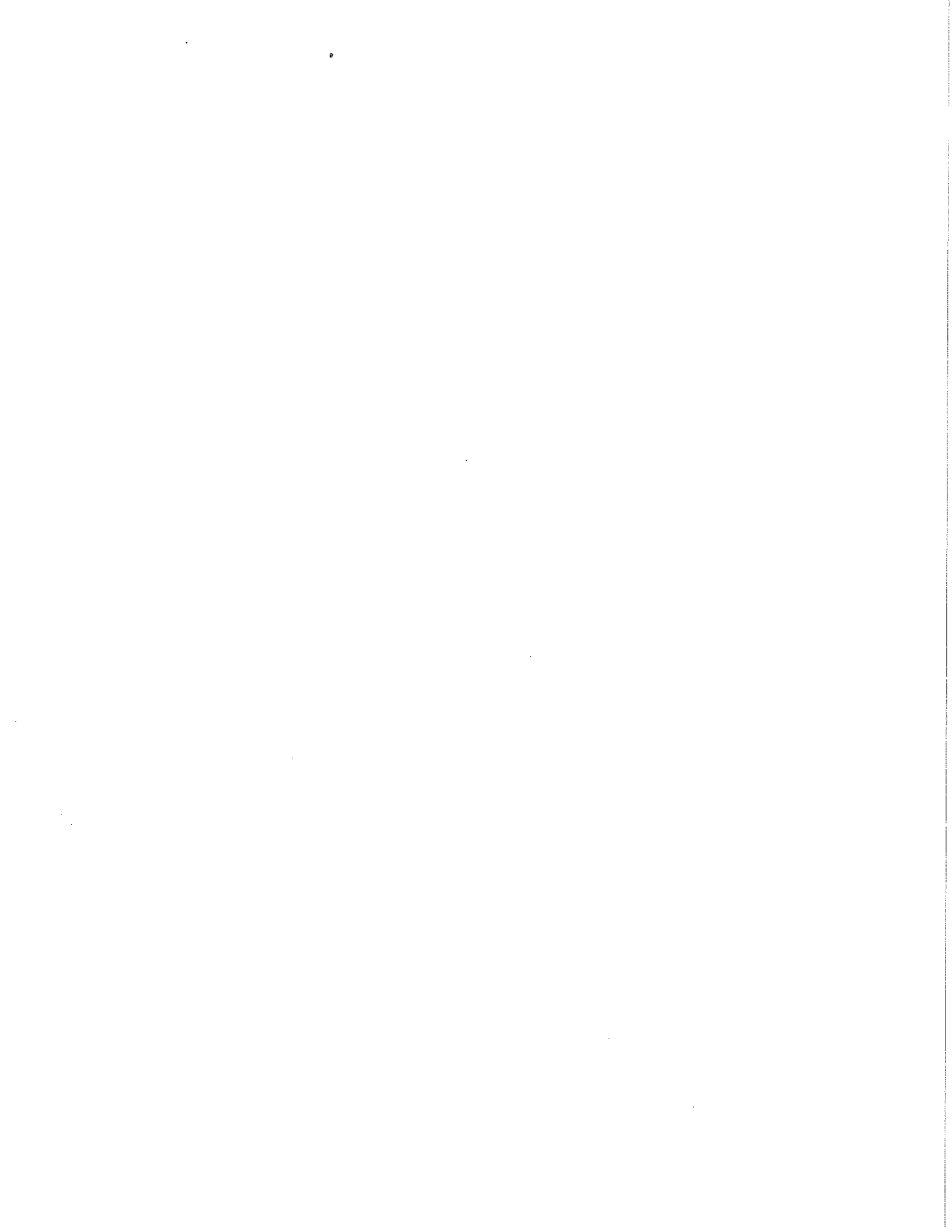
**From:** Dale Manuel <dmanuel@frontiernet.net>  
**Sent:** Monday, April 18, 2016 4:05 PM  
**To:** Stephanie Grove; Stephanie Grove; Jessica Carroll  
**Subject:** agenda request

Stephanie, Sandy, and Jessica,

Please place the following on the next agenda:

I move that a public hearing be held to allow the public to weigh in on the Restructuring of the Departments of Planning, Zoning, Engineering, Impact Fees, and GIS. A public hearing in advance of the vote to restructure these departments is in the public's best interest.

Thanks,  
Dale Manuel



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



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: May 5, 2016

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

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

Subject (*Wording to be placed on agenda*): Interviews/Appointment to the Harpers Ferry/Bolivar Public Service District – one unexpired term ending June 30, 2016.

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

Is this a funding request? Y/N 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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, May 5, 2016, or as soon thereafter as the Commission may decide:

**Harpers Ferry/Bolivar Public Service District - one unexpired term ending June 30, 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:**

**April 20 and 27**

**THANKS - JEFFERSON COUNTY COMMISSION**

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



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **May 5, 2016**

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

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

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

- Review of HRA 18 month impact for employees due to the Highmark Medical Insurance Renewal period change from calendar year to fiscal year (July 1, 2016 to June 30, 2017).
- Review of WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation coverage for July 1, 2016 to July 1, 2017

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? \$N/A

Provide exact financial impact/request: N/A

Recommended motion (*Please type out the wording of the motion that you would like*)

- Motion to accept WVCORP Renewal Option for Liability and Workers' Compensation Coverage for July 1, 2016 to July 1, 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

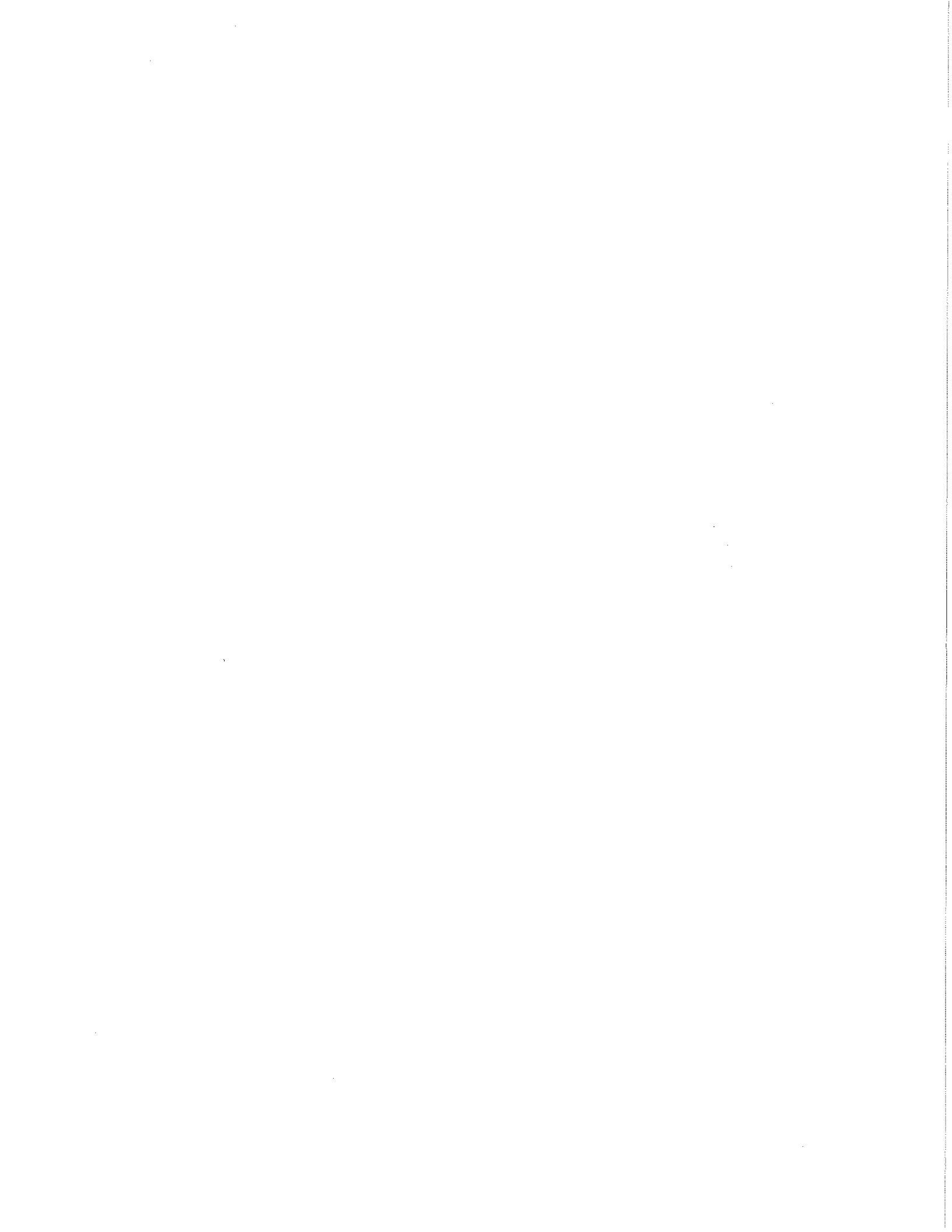
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Name:

Jefferson County Commission

Client:

123888

Eff Dt:

7/1/16

Rater:

ME

Current Renewal Increase:

9.00%

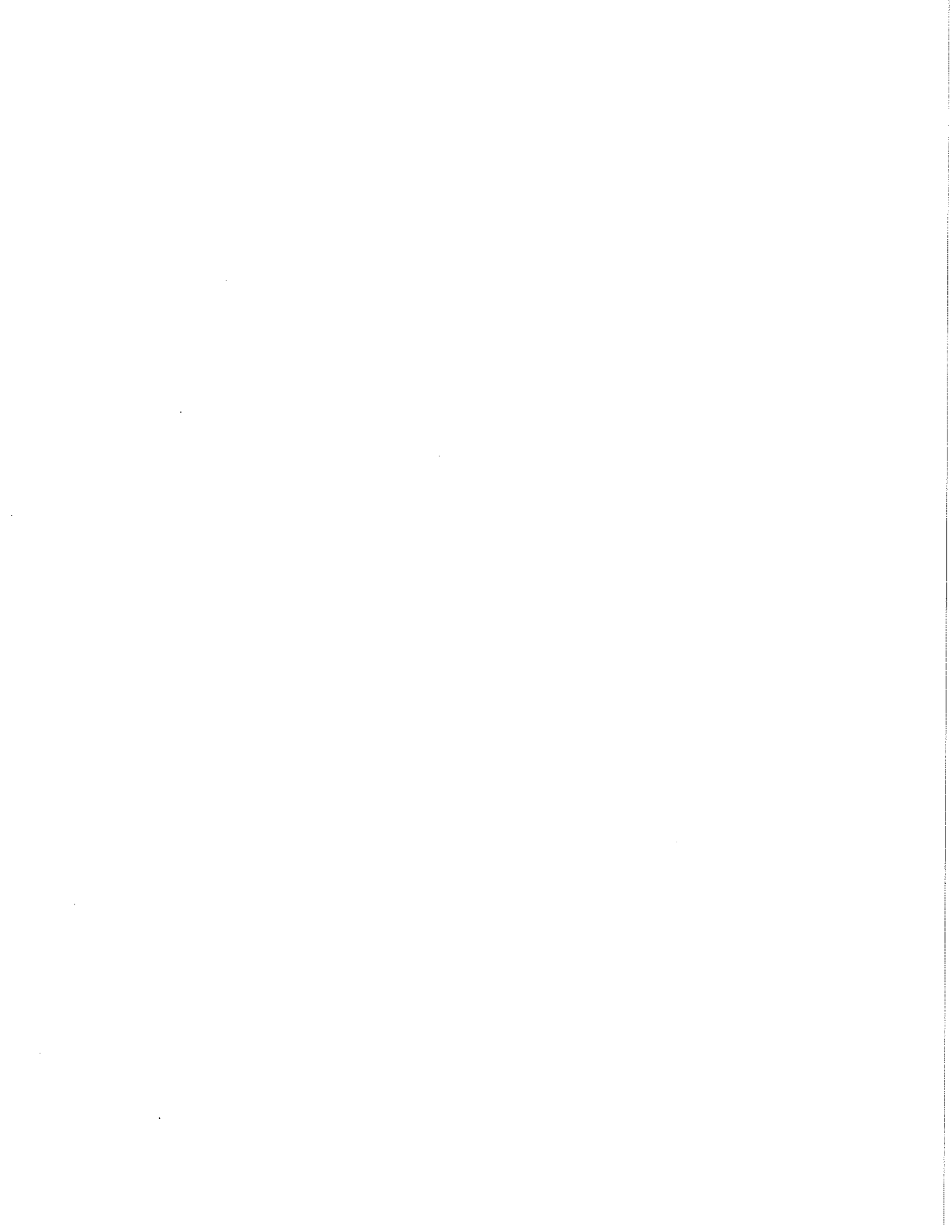
Options List for Current Clients



	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	SIN	EC	ECDN	ES	FAM	TOTAL	Ren Inc						
Current	\$3K/6K Calendar Year	100/80	\$1K/2K	\$25/35/50	\$125, 100%	Ret: \$10/20/40 MO: \$25/50/90	\$6600	\$769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60	\$170,134							
Renewal								\$839.08	\$1,678.17	\$2,097.72	\$1,678.17	\$2,097.72	\$185,437	9.00%						
													Contracts:	107	2	3	15	29	156	
													Total Current Premium:	\$170,134	Increase					
													Total Renewal Premium:	\$185,437	8.99%					

	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	SIN	EC	ECDN	ES	FAM	Mo Prem	Inc from CUR
Concession Keeping Current Benefits as is	\$3K/6K Calendar Year	100/80	\$1K/2K	\$25/35/50	\$125, 100%	Ret: \$10/20/40 MO: \$25/50/90	\$6600	\$827.54	\$1,655.08	\$2,068.85	\$1,655.08	\$2,068.85	\$182,886	7.50%
0% Rate Increase Moving to Contract Year	\$3K/6K Contract Year	100/80	\$1K/2K	\$25/35/50	\$125, 100%	Ret: \$10/20/40 MO: \$25/50/90	\$6600	\$769.84	\$1,539.67	\$1,924.60	\$1,539.67	\$1,924.60	\$170,134	0.00%

The above rates are based on the contract counts listed at the top of the sheet and assume TOTAL REPLACEMENT of the current plan(s) unless otherwise noted.  
Final rates will be determined upon final enrollment into the plan(s) and on the final participation calculation.





2016-2017 Self Insurance Proposal

**Proposal to: Jefferson County Commission**

For additional information, contact:  
Steve Rawlings  
1315 Franklin Road SW  
Roanoke, VA 24016  
Phone: (844) 986-2705

Presented on: April 20, 2016

West Virginia Counties Group Self Insurance Risk Pool  
Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract.



We provide the most extensive coverage and service  
at stable and extremely competitive pricing.

## Why Choose WVCoRP?

### Member-Owned, Member Governed

West Virginia Counties Group Self-Insurance Risk Pool (WVCoRP) provides coverage and risk management expertise to local government entities throughout West Virginia. By pooling risks, members enjoy the benefits of cost savings, price stability and comprehensive coverages. Unlike a commercial carrier, WVCoRP is governed by a Supervisory Board that is comprised of pool members. As a member governed organization, WVCoRP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates.



### Services and Resources Available

WVCoRP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Online tools allow our members easy access to claim reporting, claims data, customized loss reports, Certificate of Insurance requests, and changes to Property, Inland Marine, and Auto schedules
- Cyber risk coverage provided at no charge
- Contract and lease review to ensure adequate coverage requirements and indemnification language
- Property appraisals are completed on a rotating basis at no charge
- Live and recorded training webinars
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Nurse triage services available by trained professionals
- Defensive Driver Training with Enhanced On-Site Driving Simulator
- Onsite Law Enforcement Staff Training with continuing education credits





## Contribution Summary Form

Coverage	Deductible	Contribution
<b>Property:</b> Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	\$5,000	\$33,244
<b>Inland Marine:</b> Replacement Cost if Reported, otherwise Actual Cash Value	\$2,500	Included
<b>Computers</b>	\$2,500	Included
<b>Boiler &amp; Machinery</b>	\$1,000	\$3,847
<b>General Liability:</b> \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate	None	\$125,248
<b>Cyber Risk</b>	None	Included
<b>Law Enforcement Liability:</b> \$2,000,000 Limit Each Wrongful Act	\$5,000	Included
<b>Public Officials Liability:</b> \$2,000,000 Limit Each Wrongful Act	\$5,000	\$40,365
<b>Automobile:</b> \$1,000,000 Liability for Owned Autos; Comprehensive/Collision on All Automobiles; Automatic Coverage for Additions;	\$1,000 Comp/Coll	\$84,480
<b>Crime:</b> Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud	\$250	\$950
<b>Excess Limits - \$1,000,000</b>	None	\$19,342
<b>Workers' Compensation</b>	None	\$148,611
<b>Total Annual Contribution</b>		<b>\$456,087</b>

*In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty coverage must be in effect with WVCoRP.*

*Quarterly installment payment terms available for Workers' Compensation coverage only.*



## Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form; all perils are covered except those specifically excluded.

### Buildings and Contents

Total Building Values	\$29,438,100
Total Contents Values	\$2,619,500
Business Income/Extra Expense (\$100,000 Automatic or as scheduled)	\$0

### Inland Marine

Blanket Inland Marine Values	\$1,649,600
Contractors' Equipment	Included

### Additional Coverages: (no additional charge)\*

- Architects' and Engineers' fees for plans, specifications and supervision included upon replacement
- Back-up of Sewers & Drains: \$25,000 Per Occurrence
- Debris Removal: \$10,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Newly Acquired Property: \$5,000,000 Limit (up to 120 Days)
  - When timely reported, covered until renewal at no additional charge if under \$500,000 in value; additional charge for new values above \$500,000)
- Property in Transit: \$5,000,000 Pool Limit
- Off Premises Power Failure: \$1,000,000 Pool Limit
- Signs, fences, light poles & antenna incl. lead in wiring, masts and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$10,000,000 Pool Limit
- Accounts Receivable: \$100,000 Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$50,250,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$50,250,000 Pool Limit

\*Does not apply to properties valued at Actual Cash Value (ACV)

### Coverage Available: (additional charge)

Builders' Risk during building construction (optional - must be reported)

### Perils Covered

- Special Form; specifically drafted for public entities, all perils are covered, except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

## Valuation

- Building & Contents - Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Inland Marine –Replacement Cost if reported, otherwise Actual Cash Value
- Business Income – Actual Loss Sustained

## Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported. *If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.*

## Deductibles (Per Occurrence)

- \$5,000 Building & Contents
- \$2,500 Inland Marine
- \$25,000 Flood
- \$25,000 Earthquake

## Definitions

- **Replacement Cost:** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant** means a building that does not contain adequate Covered Property to conduct customary business operations.



## Computers

- This covers direct physical loss to member-owned computer equipment, 911 systems, telemetry equipment, phone systems, fax machines, printers, and copiers.

### Basis of Contribution - (\$100,000 Automatic Coverage or as scheduled)

Hardware	\$882,350
Software	Included

### Perils Covered

Special form of direct physical damage loss including electrical and mechanical breakdown

### Valuation

Functional Replacement Cost, subject to reporting of 100% replacement values, otherwise Actual Cash Value

### Deductible

\$2,500

### Definitions

- **Replacement Cost:** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

## Boiler and Machinery

- Boiler and machinery is comprehensive equipment breakdown coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry.

### Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Utility Interruption
- \$1,000,000 Business Income and Extra Expense
- \$500,000 Expediting Expense
- \$500,000 Water Damage
- \$250,000 Hazardous Substance
- \$100,000 Ammonia Contamination
- \$250,000 Spoilage Damage
- \$25,000 Data or Media Damage

### Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

### Deductibles

- \$1,000, except 24 Hours Business Income Loss



## General Liability

- WVCoRP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCoRP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available.

### Basis of Contribution

Net Operating Expense

\$11,928,404

### Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

### Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 Feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

### Sublimits

- \$100,000 Fire Damage Legal Liability – Real Property
- \$100,000 Care, Custody, and Control of Others' Property

### Deductible

None



## Cyber Risk

- WVCoRP members are covered for online privacy issues (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.

### Limits

- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.
- \$250,000 Limit:
  - Network and Information Security Liability
  - Communications and Media Liability
  - Regulatory Defense Expenses
- \$25,000 Limit:
  - Crisis Management Expenses
  - Security Breach Remediation and Notification Expenses

### Coverages

#### Network and Information Security Liability

- Liability for unauthorized access to personal identifying information such as social security numbers, credit card numbers, etc.
- Liability for transmission of a computer virus
- Includes regulatory defense, crisis management and security breach and notification expenses

#### Communications and Media Liability

- Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through electronic mail and/or web
- Includes regulatory defense and crisis management expenses

#### Regulatory Defense Expenses

- Defense expenses for any claim by a state or federal agency resulting from Network and Information Security Liability or Communications and Media Liability

#### Crisis Management Event Expenses

- Expenses for public relations services recommended as a result of Network and Information Security Liability or Communications and Media Liability
- Subject to a \$25,000 sublimit

#### Security Breach Notification Expenses

- Expenses to determine scope of breach
- Notification expenses required by law, including mailings and monitoring
- Subject to a \$25,000 sublimit

### Deductible

None



## Law Enforcement Liability

- WVCoRP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

### Limits

- \$1,000,000 Each Wrongful Act
- No Annual Aggregate

### Coverages

Follows Coverage Contract for Liability Coverage

### Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as Covered Persons (volunteer fire & rescue are excluded)
- Contractual Liability for Covered Contracts

### Deductible

\$5,000 Each Loss including Loss Adjustment Expense



## Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages.

### Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate

### Policy Form

Occurrence

### Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

### Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

#### **\$100,000 Defense Limit provided for the following excluded coverages:**

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

#### **\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:**

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

### Deductible

\$5,000 Each Loss including Loss Adjustment Expense

***\*Prior Acts Coverage included if prior coverage was written on claims-made basis.\****



## Automobile Liability and Physical Damage

- WVCoRP coverage includes hired and non-owned vehicles.
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

### Basis of Contribution

Number of Vehicles

88

### Liability

#### Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-owned and Hired Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist

#### Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- **\*Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000:**
  - Must be reported at 100% of replacement cost value
  - Additional charge will apply

### Physical Damage

#### Deductibles

- \$1,000 Comprehensive (Actual Cash Value)
- \$1,000 Collision (Actual Cash Value)
- \$1,000 Physical Damage to Hired or Borrowed Automobiles – up to \$25,000

### Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

\*Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2016.



## Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

### Limit

\$250,000 Per Occurrence

### Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Broad Form Money and Securities (Inside the Premises)
- Broad Form Money and Securities (Outside the Premises)
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Telephone Toll Fraud

### Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10:

- (1) \$200,000 per County Commissioner;
- (2) \$50,000 per Circuit Court Clerk;
- (3) Assessor - \$5,000;
- (4) County Clerk - \$50,000;
- (5) Surveyor of Lands - \$3,000;
- (6) Sheriff - the aggregate amount of all state, county, district, school, municipal and other moneys which will probably come into his hands during any one year of his term of office, up to \$250,000;
- (7) Deputy Sheriff - \$100,000

### Deductible

\$250 Per Occurrence

## Excess Liability

### Limits

\$1,000,000

### Coverages

- Applies to Automobile Liability\*
- Applies to General Liability
- Applies to Public Officials
- Applies to Law Enforcement Liability, if applicable

*\*Does not include Hired & Non-Owned Automobile Liability and Uninsured/Underinsured Motorists Coverage*

### Deductible

None



## Workers' Compensation

- WVCoRP provides the most responsive Workers' Compensation coverage available.
- WVCoRP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCoRP member website.

### Coverage

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

#### Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

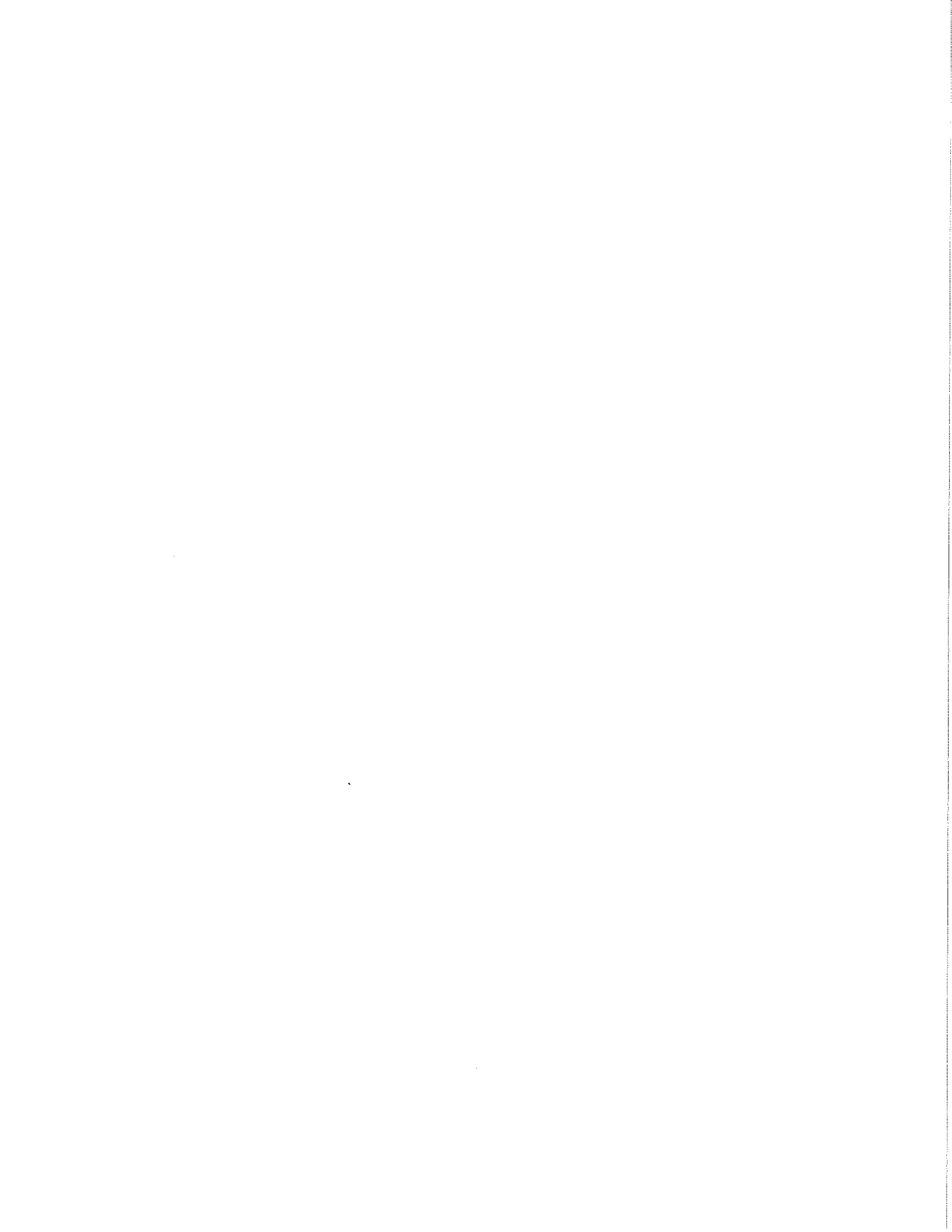
Classification	Code	Payroll	Rate (Per \$100 Payroll)	Contribution
Police Officers & Drivers	7720	\$2,220,095	3.50	\$77,703
Auto Service or Repair	8380	\$45,096	2.68	\$1,209
Clerical	8810	\$4,744,809	0.22	\$10,439
Attorney-All Employees	8820	\$1,236,792	0.17	\$2,103
Animal Control	8831	\$213,911	1.19	\$2,546
Building Operated by Owner	9015	\$531,881	2.88	\$15,318
Municipal Employees NOC	9410	\$691,412	3.19	\$22,056
<b>Total Payroll</b>		<b>\$9,683,996</b>		
		Manual Contribution		\$131,374
		Experience Modification		1.01
		Modified Contribution		\$132,688
		Regulatory & Debt Reduction		1.12
		<b>Total Estimated Contribution</b>		<b>\$148,611</b>

Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCoRP.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments or on an annual basis.

Subject to Audit and Annual Adjustment



# Quarterly Report for Planning and Zoning

3rd Quarter – FY 2016 (January 1, 2016 – March 31, 2016)

## STAFF MEETINGS AND ACTIVITIES

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- Planning Commission Meetings: 5 Total
- Board of Zoning Appeals Meetings: 3 Total
- Pre-Proposal Conference Meetings: 16 Total (7 Subdivision & 9 Site Plan)
- Freedom of Information Act Requests: 0 Total
- Information Request Forms (general inquiries from the public): 53 Total
- Zoning and Land Development Fees Collected: \$2,359.

## PROJECT STATUS

Zoning Ordinance Text Amendments		Status
ZTA16-01	LESA/CUP Processes, Cluster Development Provisions, and minor Rural/Agricultural Amendments Various Sections of the Zoning Ordinance	Submitted to PC on 03-08-16

Minor Subdivisions (Staff)		5 Total	Status
15-18	Jefferson Business Park Associates, LLC (Alex Chevrolet Building) – 2 Lots and a Residue		Pending
15-19	James Gibson – 1 Lot and a Residue		Pending
15-20	Lawrence Elmer Vickers, Jr. – 1 Lot and a Residue		Approved 01-14-16
16-01	Daniel's Forest – 1 Lot and a Residue		Approved 02-23-16
16-02	Billie Garde – 1 Lot and a Residue		Pending

Boundary Line Adjustments (Staff)		6 Total	Status
01-04-16	Richard and Barbara Nickell – Michael and Susan Carroll		Approved
01-19-16	Julia Garvin		Approved
03-03-16	Gregory & Amy Byrne “Trussell’s Addition”		Approved
03-21-16	Jackson Woods Subdivision – Tolling of the Bond		Pending
03-23-16	William Knighten		Pending

03-29-16 Eric and Ana Brown – Leslie Williams Pending

**Waiver or Variance from Subdivision Regulations (PC) 1 Total Status**

PCW16-01 Daniel Zappe – waiver request from 2008 Subdivision Regulations, Section 21.104.B.1 Approved

**Zoning Variance Requests (BZA) 6 Total Status**

ZV16-01 Jessica Howard – variance request from Section 8.2 of the current Zoning Ordinance. Approved

ZV16-02 Burr Industrial, Lot 11 – variance request from Sections 4.11.A.2, 4.11.E, & Appendix B of the current Zoning Ordinance. Approved

ZV16-03 United Methodist Church Trustees – variance request from Sections 10.4.C of the current Zoning Ordinance. Approved

ZV16-04 United Methodist Church Trustees – variance request from Sections 10.4.A and Appendix B of the current Zoning Ordinance. Approved

ZV16-05 CTSS, LLC – variance request from Appendix B of the current Zoning Ordinance. Approved

ZV16-06 LSCG Fund 11 Lanes, LLC – variance request from Appendix B of the current Zoning Ordinance. Approved

**Zoning Certificates (Staff) 10 Total Status**

ZC16-01 David Waddell – Owner/Applicant  
Champion Auto, Inc.  
Classic Automobile Storage and Dealership  
118 Amanda Court; Harpers Ferry, WV 25425  
Zoned: Residential Light Industrial Commercial  
Approved  
02-03-16

ZC16-02 Leslie Cromer – Owner  
Majestic Reins Stables, LLC  
Convert office trailer to farm caretaker residential unit.  
4937 Shepherdstown Pike, Shenandoah Junction, WV 25442  
Zoned: Rural  
Approved  
02-03-16

ZC16-03 Jefferson Business Park Association, LLC – Owner  
Wade Johnson – Applicant  
Collision Repair Facility to include an existing paint booth.  
1 Chevrolet Drive, Charles Town, WV 25414  
Zoned: Residential-Light Industrial-Commercial.  
Approved  
03-09-16

ZC16-04	WVA340 LP (M. Collier) – Owner Jefferson Crossing II – Lot 8 Doctor’s Office / Podiatrist. 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	Approved 03-04-16
ZC16-05	WVA340 LP (M. Collier) – Owner Jefferson Crossing II – Lot 8 Insurance Agency 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	Approved 03-04-16
ZC16-06	Rodney Kidwell – Owner Insurance Agency to include two illuminated signs. 35 Halltown Road, Harpers Ferry, WV 25425 Zoned: Residential-Light Industrial-Commercial	Approved 03-04-16
ZC16-07	7-Eleven, Inc. Store #20685 – Owner Change in Tenant 7364 Martinsburg Pike, Shepherdstown, WV 25443 Zoned: Residential-Growth	Approved 03-08-16
ZC16-08	Amy Secrist – Owner Morgan Academy Private school catering to up to 60 students. Shepherdstown Pike, Shepherdstown, WV 25443 Zoned: Residential Growth	Approved 03-10-16
ZC16-09	Kenneth Wilt – Owner Telecommunications tower improvements. 524 Mission Road, North; Harpers Ferry, WV 25425 Zoned: Rural	Approved 03-25-16
ZC16-10	American Towers, LLC Telecommunications tower improvements. 17435 Ravens Rock Road, Charles Town, WV 25414 Zoned: Rural	Pending

## ITEMS REQUIRING COMMISSION ATTENTION

Status

Bolivar Urban Growth Boundary (UGB) – On July 30, 2015 the County Commission received the Planning Commission’s recommendation that the request to expand the Bolivar UGB was not in conformance with the Envision Jefferson 2035 Comprehensive Plan.

Pending

ZTA14-02	Mass Event Regulations	PC Public Hearing on 12-08-16; Forwarded to CC on 02-04-16
ZTA15-03	Zoning Map and Text Amendments Article 12 of the Zoning Ordinance	CC approved on 03-17-16
STA15-04	Campground Standards (Definitions, Division 7, 8, and 11)	CC Public Hearing Held on 01-21-16; workshop scheduled for 05-05-16
ZTA15-02	Campground Standards	CC Public Hearing Held on 01-21-16; workshop scheduled for 05-05-16
ZTA16-01	LESA/CUP Processes, Cluster Development Provisions, and minor Rural/Agricultural Amendments to various Sections of the Zoning Ordinance	Once PC completes review of public comment

## PENDING PROJECTS

### Status

*(received during 1st Quarter – Not Yet Completed)*

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ZC15-51	Eugene Abelow Increase the number of existing rental units by three. 1585 Gardners Lane, Shepherdstown, WV 25443 Zoned: Rural	Pending. Waiting on supplemental information from applicant.
S15-06	Burr Business Park Lot 41 – Sur-Loc (Minor Site Plan)	Pending
S15-07	Burr Business Park Lot 40 – McGee Civil Construction (Minor Site Plan)	Pending
11-24-15	Keith Janssen – Edward and Helen Moore	Pending (applicant requested to place a hold on the review)

**NOTICE OF WORK SESSION  
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a work session on Thursday, May 5<sup>th</sup>, 2016 at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this work session is to discuss the amendments of the 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.

Though the public is welcome and encouraged to attend this work session, no public comments will be accepted during this session.

You can view the draft amendments at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

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

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

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

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

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



# Jefferson County, West Virginia

## Departments of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor  
Charles Town, WV 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Fax: (304) 728-8126

### MEMO

**To:** County Commission of Jefferson County

**From:** Jennifer Brockman, AICP, Director, Planning and Zoning

**Date:** May 5, 2016

**RE:** Envision Jefferson 2035 Comp Plan review related to Campgrounds

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West Virginia Code §8A-7-8 contains the requirements for all map and text amendments to the zoning ordinance by the governing body. It states that “before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. . . .”

The following are excerpts from the Envision Jefferson 2035 Comprehensive Plan which relate to the provision of campgrounds in the rural areas of the county (*emphasis added*):

Under the “**Land Use and Growth Management Element**”:

“**Rural/Agricultural Areas** (Pg 24 of 256)

Rural/Agricultural properties outside the UGBs and PGAs are allowed to develop using the “by right” standard of one lot per 15 acres and a cluster development of one lot per ten acres. Over the past number of years, the Zoning Ordinance has been amended to allow many additional uses in the Rural District to promote more rural agricultural uses and value added operations. The 2008 Subdivision and Land Development Regulations have been amended to reduce the site improvement standards for rural business. *This Plan proposes that a holistic review of Rural zoned properties should occur that would allow for greater scope and variety of agriculture related activities and rural recreation.* It should be noted that regardless of location, whether in an UGB, GMB, or PGA, all Rural zoned properties shall be permitted to undertake the activities noted above. Additionally, this Plan proposes that the Zoning Ordinance be reviewed and amended to consider a higher density for rural/agricultural lots utilizing the cluster provision instead of allowing rural residential developments via the Condition Use Permit process.”

Under the “**Economic Development, Employment, and Infrastructure Element**”:

“**2.B. Agricultural and Rural Economy** (Pg 72 of 256)

One of the more significant issues expressed by County residents involved in the Envision Jefferson 2035 process was maintaining the rural economy and small town lifestyle of Jefferson County. It is important that this discussion not be framed by the concept of preservation but of creating opportunities for farms to be economically viable.

This would include identifying ways to protect and enhance the farms and open spaces that provide the rural character along with the agribusinesses that have been the historical heart of the Jefferson County economy. One goal of this Plan is to maintain productive farmland soils and the rural character and economy of the County by reducing the conversion of farmland to non-agricultural based uses.

*There must be a viable rural economy to maintain the rural landscape.* The rural economy is much more than traditional farming. It includes innovative agriculture, horticulture, forestry, commercial and non-commercial equine industry, other forms of animal husbandry, *tourism, rural based public and commercial recreation, ancillary rural business*, and compatible rural institutional uses. Many of these sectors are growing and collectively contribute significantly to Jefferson County’s economy and provide several thousand jobs. The County’s citizens benefit from the proximity of rural based activities and services and the rural enterprises benefit from nearby markets for goods and services. With this potential, the rural areas of Jefferson County should be seen as ripe for investment and reinvestment.”

**“Recreational Tourism (Pg 83 of 256):**

. . . . Outdoor recreation complements the County’s natural, cultural, and built environments. *It is anticipated that recreational tourism opportunities in Jefferson County will continue to expand in the coming years.* This is particularly true in areas near the Potomac and Shenandoah Rivers, where the numerous outfitters and private outdoor recreation providers in the region are expanding their offerings to visitors and residents. *The type and scale of new recreational development should be appropriate to the rural nature of Jefferson County.*”

**Tourism Recommendations (Goal 9) (Pg 84 of 256)**

<b>8.</b>	Coordinate with riverside property owners and river tourism service providers to identify and implement methods that would enhance recreation options along the County’s waterways, including public river access.
	<ul style="list-style-type: none"> <li>a. When considering additional river recreation activities, rural landowners’ property rights and the quality of life of the individuals and families living along the waterways should be factored into proposed development plans.</li> <li>b. Encourage all river recreation activities to occur in a manner which supports the Chesapeake Bay Initiative.</li> </ul>
<b>9.</b>	Support and promote rural and recreational tourism to help achieve the County’s economic goals.

Under the **“Cultural, Historic, Natural Resources and Recreation Element”**:

**Parks and Recreation Recommendations (Goals 19, 20, & 21) (Pg 131 of 256)**

<b>9.</b>	Work with the Jefferson County Development Authority to explore how an effective park and recreation system and trail network can entice businesses and new residents to relocate to or expand their operations in Jefferson County.
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10.	Collaborate with the Jefferson County Convention and Visitors Bureau and private commercial entities to provide a wider variety of recreation needs for Jefferson County residents and tourists to the County.
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Under **Appendix D Goals and Objectives:**

**Goal #9:** Preserve, Promote and Enhance Components of Jefferson County's Natural, Cultural, Built, Historic, Recreational, and Rural Environments which Encourage Tourism. (Pg 195 of 256)

**Objective #3:** Protect and enhance the viability of natural, cultural, and built environments within Jefferson County *while allowing recreational and tourism opportunities.*

**Goal # 19** Develop and Expand Well-Programmed Publicly and Privately Owned Local, Regional and Federal Recreation, Park, and Trail Facilities and Opportunities Distributed throughout the County. (Pg 201 of 256)

**Objective # 6:** Coordinate with public and private sector recreation providers located within Jefferson County to ensure that their facilities reflect the character of the communities or areas where they are located.

**Goal #21:** Balance the Use of Jefferson County's Natural Resources for Recreational and Tourism Purposes with Conservation Practices that Ensure the Resources will be Available for Future Generations.

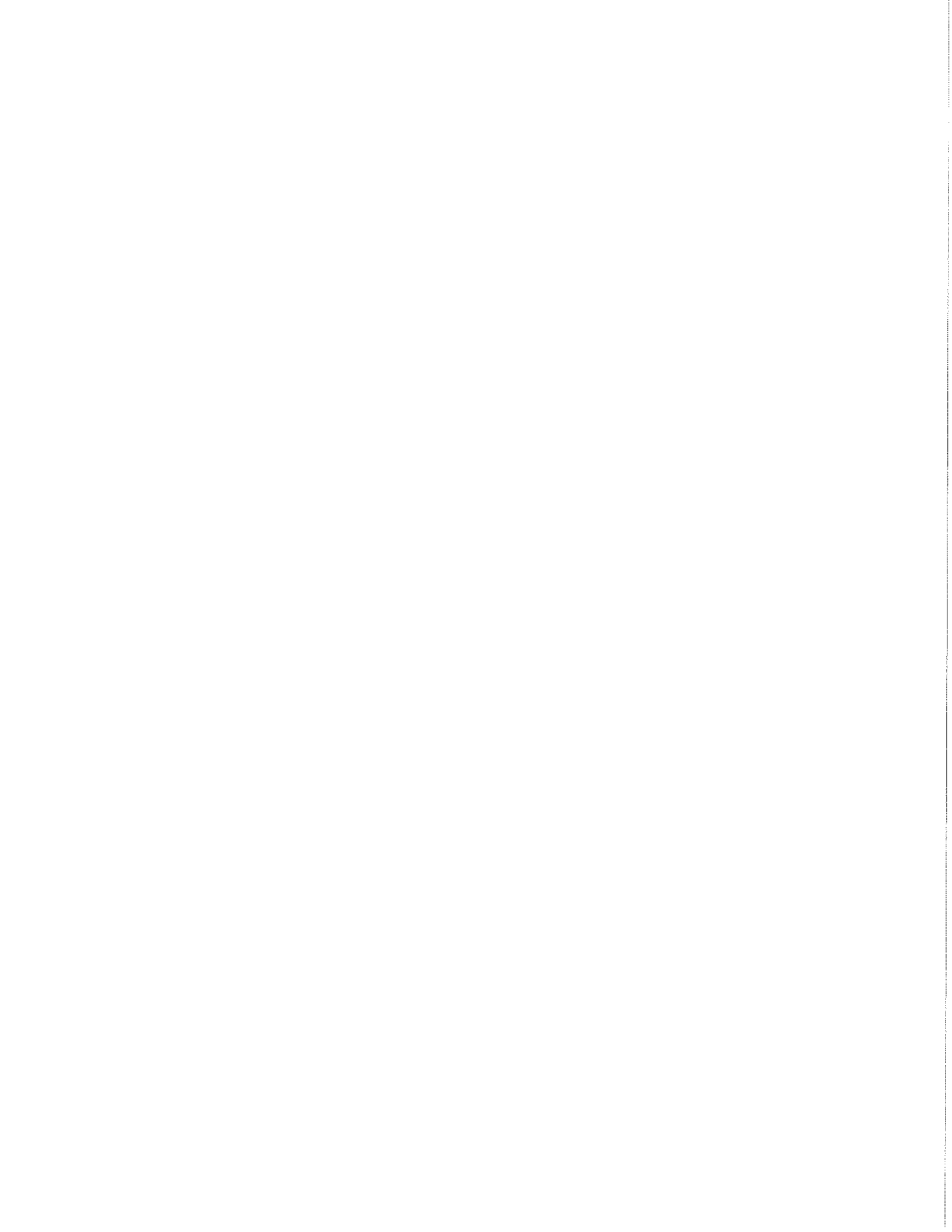
**Objective #1:** Ensure that public and privately owned parks and recreation facilities within Jefferson County are designed in a way that respects the natural features of the properties where the facilities are located.

**Objective #3:** *Encourage the provision of a variety of public and private camping facilities located in appropriate areas of Jefferson County.*

**Objective #4:** Provide improved public access to the Potomac and Shenandoah Rivers for residents and tourists in a manner that is compatible with existing neighborhoods and rural areas, for all water sports and related activities.

**Attachments (in order):**

- A. 2015-05-12, STA15-04, Committee Draft re Campground Regs (Sub Regs)
- B. 2015-05-12, ZTA15-02, Committee Draft re Campground Regs (Zoning Ord)
- C. 2015-07-14, PC Memo ZTA 15-02 new 8.16 campgrounds (staff memo)
- D. 2015-07-14, STA15-04 Campgrounds redline draft PC meeting (1<sup>st</sup> redline version)
- E. 2015-07-14, ZTA15-02 Campgrounds redline draft PC meeting (1<sup>st</sup> redline version)
- F. 2015-09-08, STA15-04 Proposed Campgrounds Amendments for PC Public Hearing
- G. 2015-09-08, ZTA15-02 Proposed Campgrounds Amendments for PC Public Hearing
- H. 2015-10-13, PC Public Hearing Comments from 9-18-15 Public Hearing with Planning Commission Notes
- I. 2016-01-21, CC Public Hearing Draft Campground Regulations
- J. 2016-01-21 CC Public Hearing Comments Matrix for Campground Regulations



# Attachment A: STA15-04, Committee Draft Re: Campground Regulations (Subdivision Regulations)

**Introduction** – campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. The use of these private facilities does not post a transferable risk to Jefferson County, whose primary responsibility lies in the requirement to ensure the following;

1. Safe access and egress to state roads (WVDOT, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering department, JC Public Service District, WV Health Department)

## Division 8.0 Campgrounds

### Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results.
- B. West Virginia regulations pertaining to campgrounds apply to all facilities.

### Section 8.2 Campground Requirements

- A. The following provisions supplement the provisions of the Jefferson County Zoning Ordinance. If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply.
- B. Dimensional Requirements
  1. All campsites shall be a minimum of 20' apart.
  2. The area of each campsite shall be a minimum of 1,200 square feet.
  3. No more than 15 campsites per acre are permitted.
  4. Each campsite shall provide an adequate stand for the placement of a camping unit. A campsite stand shall be at least 15 feet by 25 feet in size, shall be flat, and shall not exceed a 3 percent slope in any direction. No more than one camping unit shall be placed on or above a campsite.
- C. Road and Requirements
  1. Campground roads that serve have less than 300 vehicle trips per day;
    - a. Existing roads may be used to access campsites without meeting road standards.
    - b. May have asphalt or gravel surface.
    - c. 12 foot width with 3 foot pull off areas that allow larger vehicles to pass.
    - d. Maximum slope 15%
    - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
    - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
  2. Campground roads that serve more than 300 vehicle trips per day;
    - a. May have asphalt or gravel surface
    - b. 15 foot minimum width.
    - c. 15% maximum slopes

## Attachment A: STA15-04, Committee Draft Re: Campground Regulations (Subdivision Regulations)

- d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
- e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

### D. Parking

1. Campsites accessed by vehicles shall provide a level parking area.
2. If parking is not provided at the camp site, one space per camp site shall be provided.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.

### E. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
2. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations within 500' of all campsites.
3. Each campsite shall be provided with a sanitary, covered garbage can.
4. A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility.
5. As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus capacity to accommodate any public buildings.

### F. Power

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

### G. Fire Pits

1. If fire pits are provided for camp site they must be shown on the site plan. A detail of the fire pit must be provided.

### H. Exceptions

1. Camping associated with short term, temporary uses, approved by Jefferson County, are not subject to these regulations.

**Attachment B: ZTA 15-02 Committee Draft Re: Campground Regulations  
(Zoning Ordinance)**

Article 8

Section 8.16 Campgrounds (New)

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

A. Permitted Uses

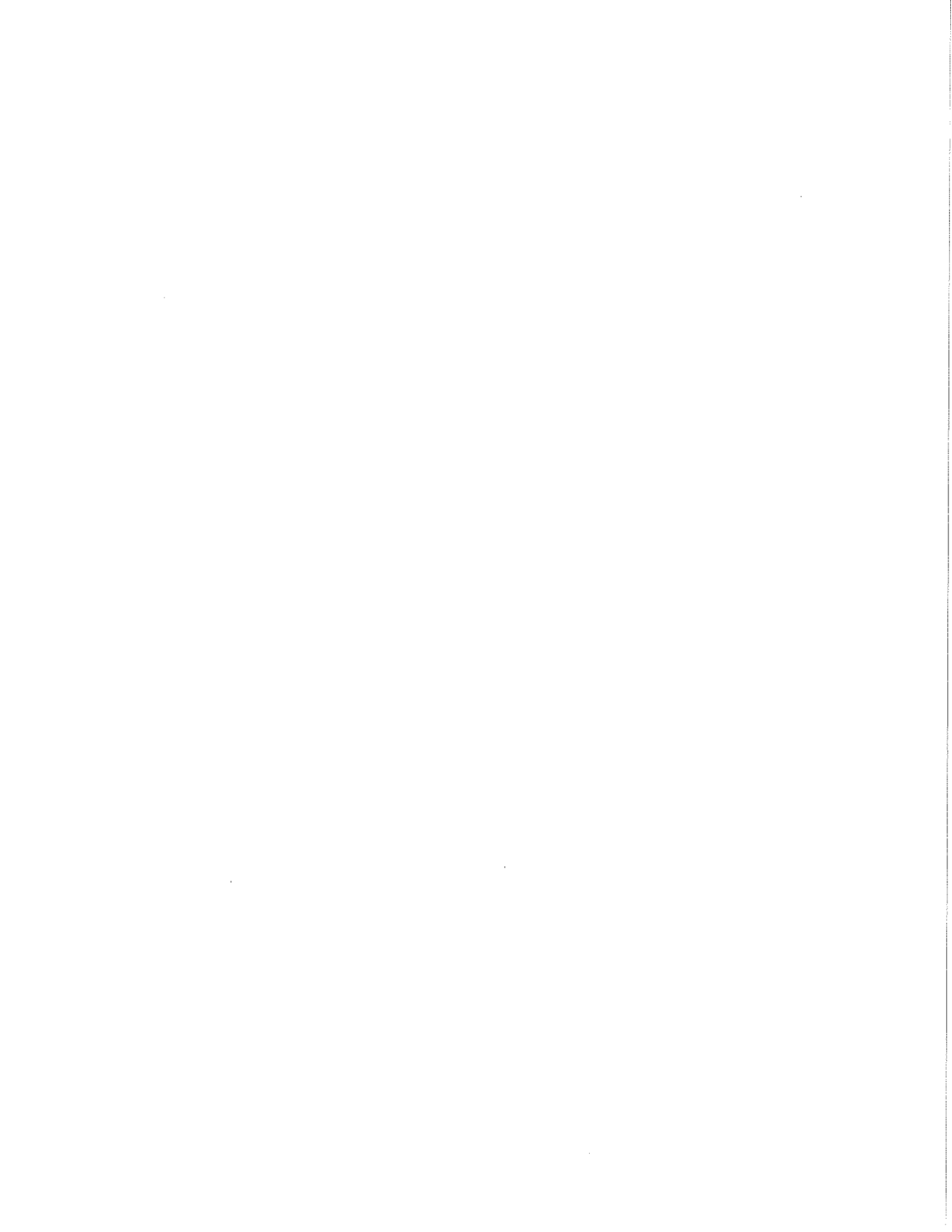
- a. Campsites, cabins, campers and recreational vehicles sites.
- b. Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year.
- c. Caretaker residence
- d. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the campground.
- e. Campground 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 campground 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 campground size may be granted by the Board of Zoning Appeals.
- c. When campsites 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 campgrounds 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 campsites shall be located a minimum of 200' from existing residential dwellings.
- f. All campsites shall be visually screened from existing residential dwellings within 500'.
- g. Campsites within 100' of the Potomac or Shenandoah River 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. Campsites 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. Campgrounds 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 campground must be followed.



**Attachment C: PC Memo ZTA 15-02 new 8.16 Campgrounds  
(Staff Memo)**

**JEFFERSON COUNTY, WEST VIRGINIA**

**Departments of Planning and Zoning**

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[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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**MEMO**

**To:** Jefferson County Planning Commission

**From:** Jennifer M. Brockman, AICP  
Director of Planning and Zoning

**Date:** July 14, 2015

**RE:** Proposed amendment to the Jefferson County Zoning and Land Development Ordinance creating a new Section 8.16 Campgrounds (ZTA 15-02) and proposed amendments to the Jefferson County Subdivision and Land Development Regulations regarding the development of Campgrounds (STA15-04)

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

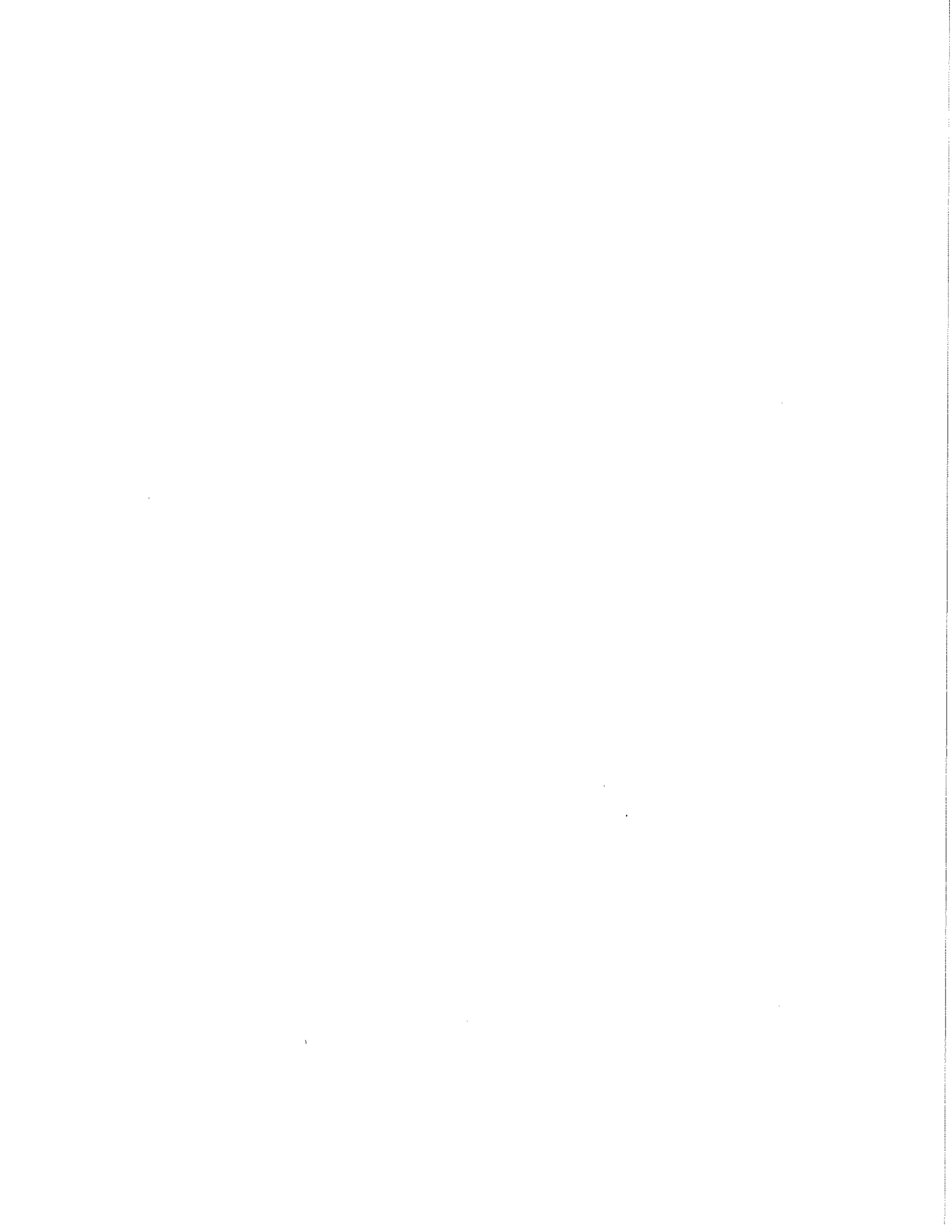
On May 12, 2015, the proposed amendments to the Jefferson County Zoning and Land Development Ordinance and the Jefferson County Subdivision and Land Development Regulations were given to the Planning Commission for their consideration. Staff has taken the recommended amendments and developed a red-lined version of the existing Ordinance and Regulations to enable the Planning Commission to see the recommendations in context and determine whether a public hearing should be scheduled.

On the attached documents, the colored text and strike-throughs are the “track changes” which include the recommendations from the Citizen’s Committee regarding campgrounds in the Zoning Ordinance and Subdivision Regulations. Highlighted areas are additions or comments that staff made in order to put their recommendations in context or to provide some staff direction.

It is important to note that the role of the Zoning Ordinance is to define the land use; to state where it is permitted; and to define setbacks and location criteria (the “what” and “where”). The role of the Subdivision Regulations is to define the development standards and process for a permitted use (the “how”).

**Attachments**

- ❖ Recommended amendments from the Citizen Committee May 12, 2015 (Sub Regs and Zoning)
- ❖ ZTA15-02 Proposed amendments to Jefferson Co. Zoning Ordinance (redlined for public hearing)
- ❖ STA15-04 Proposed amendments to Jefferson Co. Subdivision Regulations Ordinance (redline for public hearing)



Attachment D: 2015-07-14, STA 15-04 Campgrounds Redline draft  
PC mtg. (1st redline version)  
(Subdivision Regulations)

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

C

**Campground.**

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

**Comment [JB1]:** Staff edits are highlighted in yellow – staff recommends adding a definition to the Sub Regs similar to that in the Zoning Ordinance

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

**Section 7.1 Minimum Requirements and Standards**

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

**Section 7.3 Campground Requirements**

- A. The following provisions supplement the provisions of the Jefferson County Zoning Ordinance. The requirements and standards of this Section ~~Division 8.0~~ are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards: The use of these private facilities does not post a transferable risk to Jefferson County, whose primary responsibility lies in the requirement to ensure the following:

1. Safe access and egress to state roads (WVDOT, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering department, JC Public Service District, WV Health Department)

If any of these provisions or standards conflict with those contained in the Zoning

**Comment [JB2]:** Staff Comment: The committee recommended taking Campgrounds out this Division and making it Division 8, separating it from Mobile Home Parks. This can be done but Division 8 is already in use and it may require renumbering multiple sections – this should be discussed prior to advertising the public hearing.

Attachment D: 2015-07-14, STA 15-04 Campgrounds Redline draft  
PC mtg. (1st redline version)  
(Subdivision Regulations)

Ordinance, the provisions contained within this section shall apply. West Virginia Regulations pertaining to Campgrounds apply to all facilities.

**B. Dimensional Requirements**

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet the setback requirements in Section 8.16 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500-1,200~~ square feet not to include road rights-of-way or road easement.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road right-of-way.
4. No more than 15 campsites per acre are permitted.
5. All campsites shall be a minimum of 20' apart.
6. ~~C.~~ Each campsite shall provide an adequate stand-pad for the placement of a camping unit. A campsite stand shall be at least 15 feet by 25 feet in size, shall be flat, and shall not exceed a 3 percent slope in any direction.
7. No more than one camping unit shall be placed on or above a campsite.

**Comment [JB3]:** Staff added – copied from new provisions in Zoning Ordinance

**Comment [JB4]:** Staff comment: Campgrounds are typically processed as site plans held in single ownership. In such case roads would be in an easement located on the site and not created as a separate dedicated right-of-way. Staff recommends changing this to platted road easement.

**Comment [JB5]:** The term "stand" is in the current regs, but staff is not sure that is the best term to be used – is "pad" better?

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

**Comment [JB6]:** Moved and modified to E2 below

**C.E. Road and Access Requirements**

1. Campground roads that serve have less than 300 vehicle trips per day shall meet the following standards:
  - a. Existing roads may be used to access campsites without meeting road standards.
  - b. May have asphalt or gravel surface.
  - c. 12 foot width with 3 foot pull off areas that allow larger vehicles to pass.
  - d. Maximum slope 15%
  - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
  - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
2. Campground roads that serve more than 300 vehicle trips per day:
  - a. May have asphalt or gravel surface
  - b. 15 foot minimum width.
  - c. Maximum slope 15%
  - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
  - e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

**Comment [JB7]:** 12 foot is too narrow unless this a one way road – PC may want to consult with Engineering before considering this standard. If this is for one-way roads, may want to add the standards deleted from M below

**Comment [JB8]:** Again too narrow for two cars to pass

~~Main entrance and primary looping roads – as determined by the County Engineer – within a campground, shall be minimum 22 feet wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

**Comment [JB9]:** Staff has some concern that there does not seem to be a differentiation between main entrance and primary loop and other camp site access roads. Perhaps for the campgrounds roads in C2

~~F. Roads within a campground that are not main entrance or primary looping roads – as determined by the County Engineer – shall be a minimum of 20 feet wide gravel with~~

Attachment D: 2015-07-14, STA 15-04 Campgrounds Redline draft  
PC mtg. (1st redline version)  
(Subdivision Regulations)

shoulders and ditch ~~lines are required~~, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, *Residential Subdivision with a maximum of 12 lots*.

D.G. Parking Requirements

1. Campsites accessed by vehicles shall provide one level parking area at each site.
2. If parking is not provided at the camp site, one space per camp site shall be provided in a common parking area.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.

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

Comment [JB10]: Staff recommends retaining these sentences.

E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
2. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations within 500' of all campsites.
3. Each campsite shall be provided with a sanitary, covered garbage can.
4. ~~I.~~—A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility.
5. ~~J.~~—As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus 25 percent again to accommodate the tent area (if any), plus capacity to accommodate any public buildings an allowance for a sewerage dump station and a water refill station.

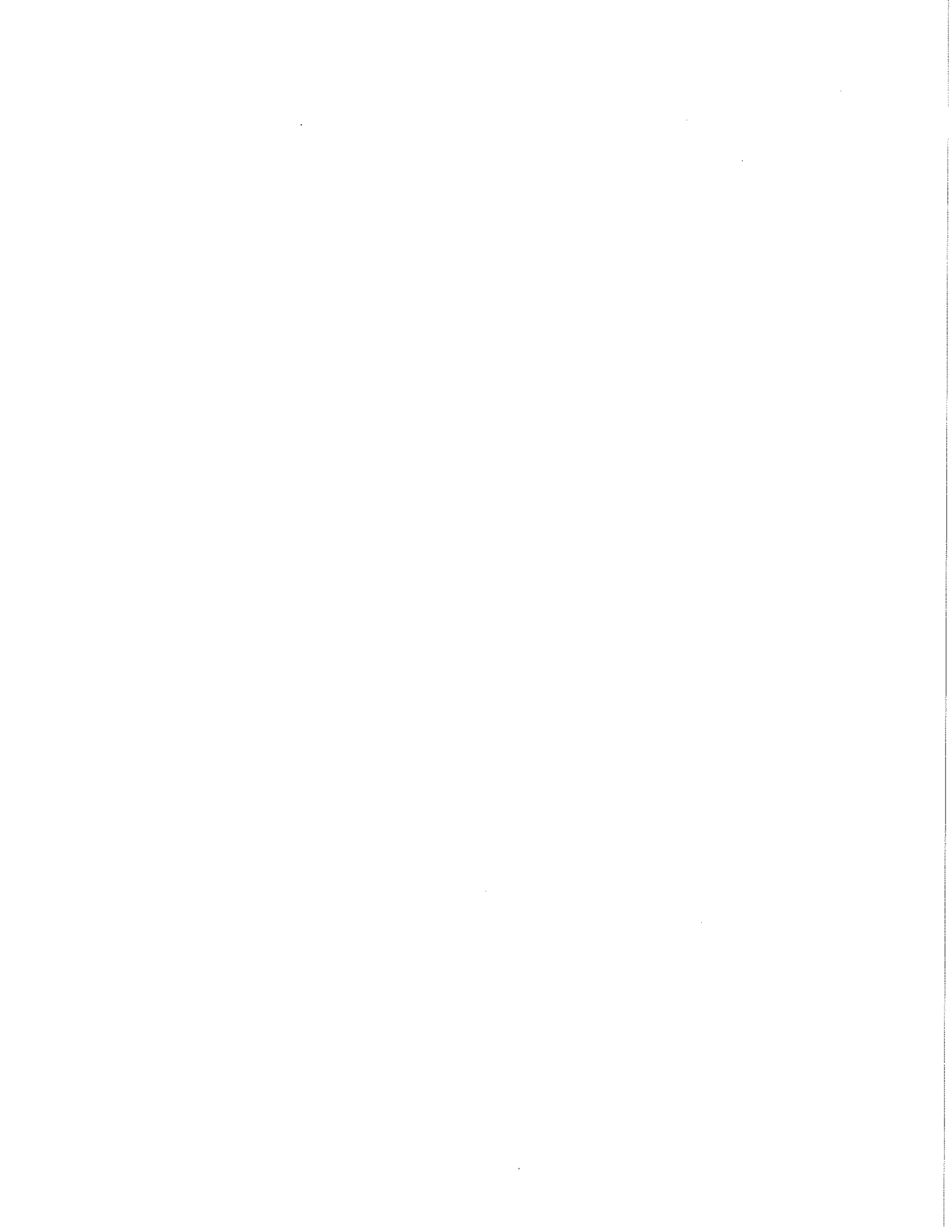
F.K. All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.

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

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

N. Fire Pits (if provided) for campsite must be shown on the site plan. A detail of the fire pit must also be provided.

O. Camping associated with short term, temporary uses, approved by Jefferson County, are not subject to these regulations.



Attachment E: 2015-07-14, ZTA 15-02  
Campgrounds Redline draft PC Meeting  
Zoning Ordinance (1st Redline version)

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

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Campground<sup>27</sup> An area or premises operated as a commercial enterprise, generally providing space for seasonal accommodations for transient occupancy or use by tourists occupying camping trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of this Ordinance and relevant sections of the Subdivision Regulations.

Comment [JB1]: Staff added highlighted areas in text

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

Section 8.16 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. Campgrounds are identified as Principal Permitted Uses in Appendix C in the General Commercial (GC), Residential-Light Industrial-Commercial (RLIC), Industrial-Commercial (IC) and Rural (R) zoning districts.

A. The following uses are identified as Permitted Uses within a campground:

1. Campsites, cabins, campers and recreational vehicles sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year.
3. Caretaker residence
4. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the campground.
5. Campground 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.
6. A campground shall not be used as a primary residence on either a temporary or permanent basis.

Comment [JB2]: Staff comment: maybe this should be recommended for campgrounds in the rural zone but in the commercial zone, longer stays could be permitted, at least for a certain percentage of the sites

B. Development Guidelines

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet all of the following setbacks.
2. A variance to the minimum campground size may be granted by the Board of Zoning Appeals.

Comment [JB3]: Staff comment: The statements about variances are not necessary as they are defined in the ordinance as a whole and apply to any dimensional provisions

Attachment E: 2015-07-14, ZTA 15-02  
Campgrounds Redline draft PC Meeting  
Zoning Ordinance (1st Redline version)

3. When campsites 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.
4. All campgrounds 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 Appeals.
5. All camp sites shall be located a minimum of 200' from existing residential dwellings.
6. All camp sites shall be visually screened from existing residential dwellings within 500'.
7. Camp sites within 100' of the Potomac or Shenandoah River shall be limited to tent camping.
8. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
9. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
10. Campgrounds may be served by well and drain fields.

**Comment [JB4]:** Staff comment: BZA statement not necessary

C. Regulatory Approval

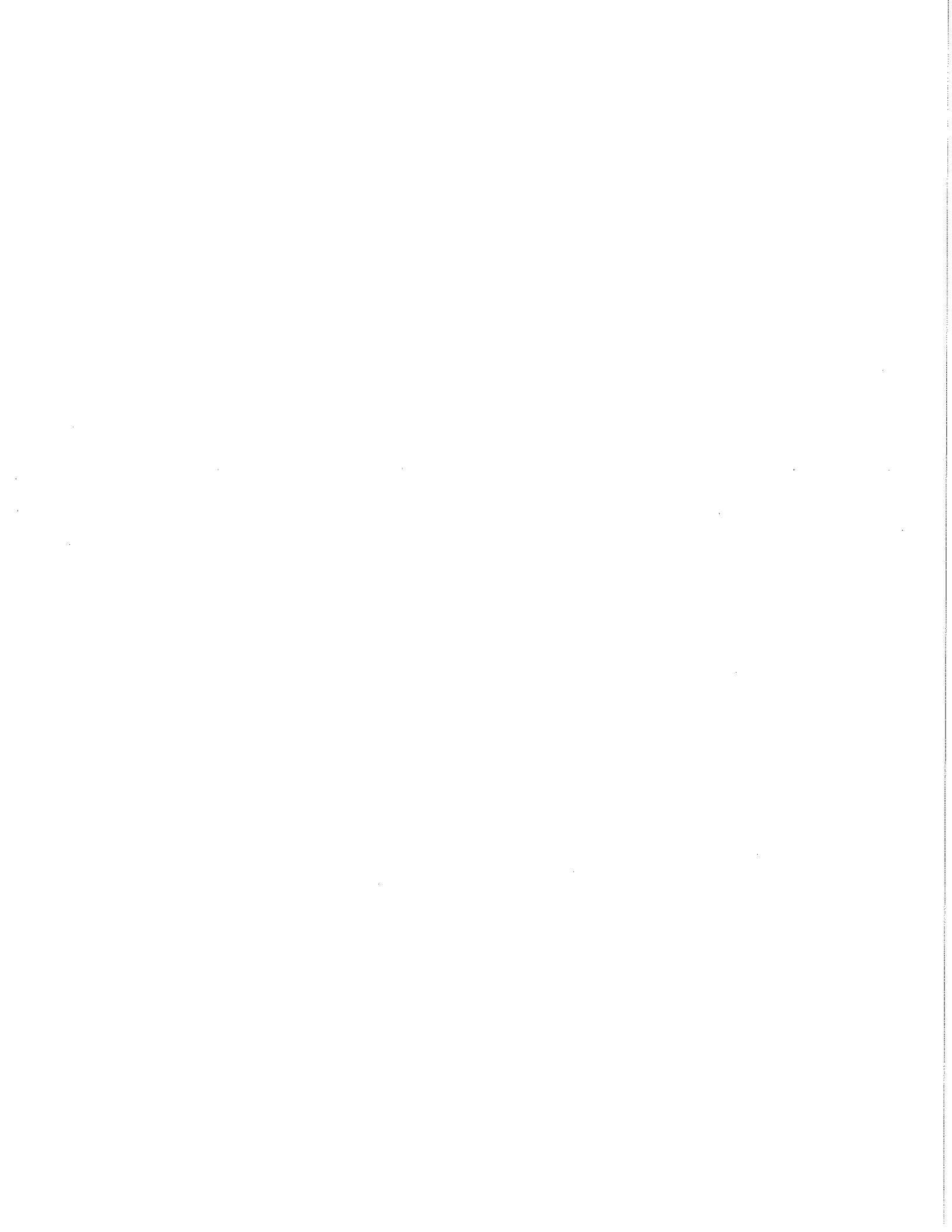
1. Campgrounds uses must submit a Concept Plan and be approved by the Board of Zoning Appeals Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan a site plan must be processed in accordance with Jefferson County regulations.
3. All state regulations pertaining to the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

**Comment [JB5]:** Staff recommended change: Concept plans are generally approved by the Planning Commission, not the BZA. The BZA is involved if someone wants to vary from the Zoning requirements or if the use is considered a Conditional Use or Special exception.

**Attachment E: 2015-07-14, ZTA 15-02  
Campgrounds Redline draft PC Meeting  
Zoning Ordinance (1st Redline version)**

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses Continued</b>													<b>Sec. 8.9</b>
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground	NP PC	P	NP	NP	NP	NP P	NP	P NP	NP	P	P	NP	Sec. 8.16
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Nightclub	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Non-Profit Community Centers	P	P	P	P	PC	P	NP	P	NP	P	P	NP	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Pawn Shop Services	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	

**Comment [JB6]:** Staff comment: Note that the Ordinance currently permits campgrounds in NC (conditionally), GC, PND, RLIC and IC. The Committee was not specific to what zones they recommend that campgrounds should be permitted in but did state verbally that they would like for campgrounds to occur in the Rural zone. Staff has added it as "P" in Rural and changed it to "NP" in NC and PND. It is still listed as "P" in GC, RLIC, and IC.



Attachment F: 2015-09-08, STA 15-04 Proposed Campground Amendments  
for PC Public Hearing  
(Subdivision Regulations)  
Proposed Amendment (STA15-04) to  
Subdivision and Land Development Regulations  
(Effective January 1, 2014)

C

**Campground.**

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

**Campsite Pad.**

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

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

**Section 7.1 Minimum Requirements and Standards**

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

**Division 8.0 Campgrounds**

**Section 8.1 Minimum Requirements and Standards**

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The provisions of Division 8.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 8.0, then the requirement of Division 8.0 shall apply.

**Section ~~8.27.3~~ Campground Requirements**

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

Attachment F: 2015-09-08, STA 15-04 Proposed Campground Amendments  
for PC Public Hearing  
(Subdivision Regulations)

Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards:

1. Safe access and egress to state roads (WVDOH, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering Department, JC Public Service District, WV Health Department)

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

B. Dimensional Requirements

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet the setback requirements in Section 8.16 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way easement~~.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way easement~~.
4. No more than 15 campsites per acre are permitted.
5. ~~C.~~ Each campsite shall provide an adequate ~~stand~~ pad for the placement of a camping unit. A campsite ~~padstand~~ shall be at least 15 feet by 25 feet in size, shall be flat, ~~and~~ shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet.

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

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

~~C.E.~~ Road and Access Requirements

1. Campground roads that serve less than 300 vehicle trips per day shall meet the following standards:
  - a. Existing roads may be used to access campsites without meeting road standards.
  - b. May have asphalt or gravel surface.
  - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
  - d. Maximum slope 15%
  - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
  - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
2. Campground roads that serve more than 300 vehicle trips per day:
  - a. May have asphalt or gravel surface

Attachment F: 2015-09-08, STA 15-04 Proposed Campground Amendments  
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- b. 15 foot minimum width.
- c. Maximum slope 15%
- d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
- e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

~~Main entrance and primary looping roads—as determined by the County Engineer—within a campground, shall be minimum 22 feet wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

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

D.G. Parking Requirements

- 1. Campsites accessed by vehicles shall provide one level parking area at each site.
- 2. If parking is not provided at the camp site, one space per camp site shall be provided in a common parking area.
- 3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.
- 4. Convenient off-street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each ~~Each~~ parking space shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

- 1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
- 2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and sewerage facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 500' of all campsites.

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

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

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

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for PC Public Hearing  
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- ~~L. Road rights-of-way in a campground shall be a minimum of 50 feet in width.~~
- ~~M. One-way roads shall be at least 12 feet in width with 3 foot wide gravel shoulders. Drainage ditch lines 1 1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~
- N. Fire Pits (if provided) for campsite must be shown on the site plan. A detail of the fire pit must also be provided.
- O. Camping associated with short term, temporary uses, approved by the appropriate Jefferson County board or agency, are not subject to these regulations.

**Division 11.0 8.0 – Non-Residential Subdivisions**

**Section 11.1 8.1 General**

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

Attachment G: 2015-09-08, ZTA 15-02 Proposed Campground Amendments  
for PC Public Hearing  
(Zoning Ordinance)

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

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Campground<sup>27</sup> An area or premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsites pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of this Ordinance and relevant sections of the Subdivision Regulations.

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

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

Section 8.16 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. Campgrounds are identified as Principal Permitted Uses in Appendix C in the General Commercial (GC), Residential-Light Industrial-Commercial (RLIC), Industrial-Commercial (IC) and Rural (R) zoning districts.

A. The following uses are identified as Permitted Uses within a campground:

1. Campsites, cabins, campers and recreational vehicles sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year.
3. Caretaker residence
4. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the campground.
5. Campground amenities may be rented out to the general public without the rental of a campsites, however the primary use of the amenity must be for the use and enjoyment of campers.
6. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.

Attachment G: 2015-09-08, ZTA 15-02 Proposed Campground Amendments  
for PC Public Hearing  
(Zoning Ordinance)

B. Development Guidelines

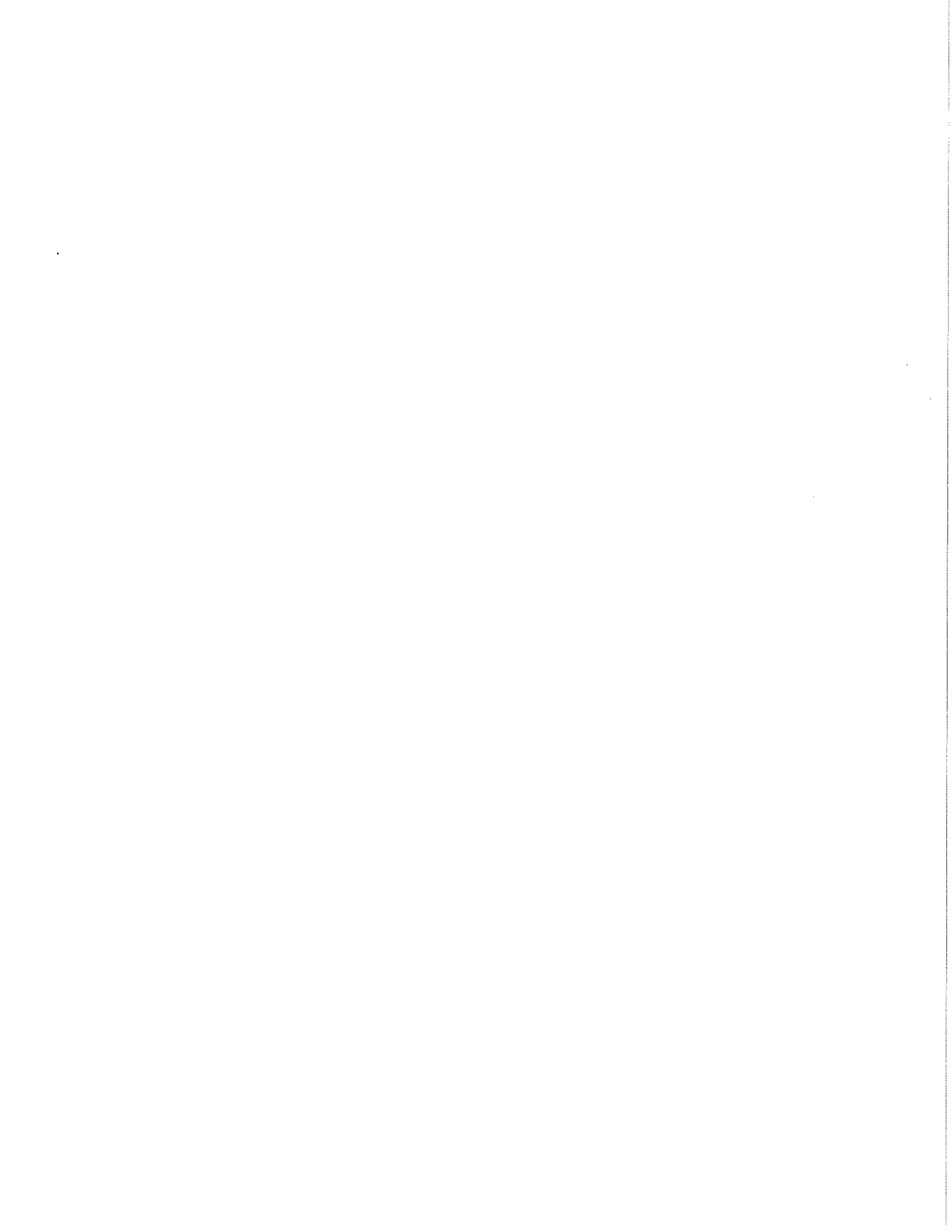
1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet all of the following setbacks.
  - a. When campsites or amenities are within 1,000' of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers or other methods to prevent unintentional trespass.
  - b. All camp sites shall be located a minimum of 200' from existing residential dwellings.
  - c. All camp sites shall be visually screened from existing residential dwellings within 500'.
  - d. Camp sites within 100' of the Potomac or Shenandoah River shall be limited to tent camping.
  - e. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
2. All campgrounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards.
3. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
4. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.

C. Regulatory Approval

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

**Attachment G: 2015-09-08, ZTA 15-02 Proposed Campground Amendments  
for PC Public Hearing  
(Zoning Ordinance)**

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses Continued</b>													<b>Sec. 8.9</b>
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground	<del>NP</del> <del>PC</del>	P	NP	NP	NP	<del>NP</del> <del>P</del>	NP	<del>P</del> <del>NP</del>	NP	P	P	NP	Sec. 8.16
Car Wash	NP	P	P	P	PC	P	P	NP	<del>NP</del>	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Nightclub	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Non-Profit Community Centers	P	P	P	P	PC	P	NP	P	NP	P	P	NP	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Pawn Shop Services	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	



Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes  
**Proposed Zoning Text Amendment regarding Campgrounds in the Rural District –**  
**Zoning and Land Development Ordinance and Subdivision and Land Development Regulations**  
 Public Comments Received at 09/08/15 Planning Commission Public Hearing

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
	ZONING ORDINANCE			
1		Review and consider NFPA 1194 standards. County should certainly comply with national standards but no reason to exceed or modify them.	Reasonable suggestion.	Use as a reference for minimum standards.
2	Zoning Ordinance	There needs to be different standards in the requirements between Rural and the three commercial districts identified in the Zoning Ordinance where campgrounds would be permitted (GC, RLIC, and IC).	Staff concurs.	The PC discussed this item at length and determined that it would be best to differentiate guidelines for campgrounds in the Rural and Commercial districts. E.G.: developed campgrounds (KOA as an example) in the commercial district; primitive or semi-developed campgrounds (tent camping, minimum facilities such as bathhouse) in the rural district. Mr. Chapman referenced the NFPA definitions for developed, primitive, semi-developed, and semi-primitive campgrounds.
			*Note: the referenced "NFPA 1194" document as referenced by Mr. Chapman was purchased by an individual Planning Commissioner in his individual capacity. At this point in time, staff has not obtained a copy of the referenced document and cannot reproduce copies due to the document being copyright protected; however, it is available for review online at <a href="http://www.nfpa.org">http://www.nfpa.org</a> .	

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
3	<p>Section 2.2 Terms defined.</p> <p>Campground:                      "An area of premises in <u>single ownership</u> operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient trailers, self-propelled campers, tents, cabins and/or lodges. ..."</p>	<p>Questioned the use of the term "in single ownership"</p>	<p>The purpose of this provision was to require the campground development to be on a single parcel of land rather than multiple parcels with their own setback requirements. Single ownership does not preclude ownership by multiple investors and could be worded differently.</p>	<p>No objections. Staff will amend definition to clarify intent that campground occur on a single parcel rather than multiple parcels.</p>
4	<p>Section 2.2 Terms defined.</p> <p>Campground:                      "An area of premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient trailers, self-propelled campers, tents, cabins and/or lodges. ..."</p>	<p>The intent of the committee was to allow permanent cabin structures in addition to cabins like the KOA has on their property. Consider adding definition of "Cabin" to the proposal.</p> <p>Proposed definition of Cabin:                      "A temporary or permanent structure for the purposes expressly permitted in Article ___ of the zoning Ordinance and Article ___ of the Subdivision regulations. Cabins are intended for temporary occupancy, not permanent residency; and shall not sleep more than 8 people per cabin. Cabins shall not be sold separately from the parent parcel without further processing under the appropriate land use ordinances in effect at that time. This structure shall at least provide a sleeping and bathroom area with appropriate campground health department approval for water and wastewater services. A permanent structure shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit. A cabin permitted under the Campground articles of the Jefferson County Ordinances, shall not need to be located on a</p>	<p>A definition of cabin is a reasonable request. It should be noted that many campgrounds provide a "camping cabin" which is in essence just a sleeping cabin replacing the use of a tent, but the sites still require camp stoves and outdoor meal preparation and the use of a common bathhouse. We may want to differentiate between these types of cabins.</p>	<p>No objections. Staff will add "Cabin" and "Camping Cabin" to the definitions.</p>

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
		separate parcel and multiple cabins can be located on the same parcel as the parent parcel.		
5	Section 2.2 Terms Defined Campground An area or premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for <u>seasonal occupancy, as opposed to permanent year-round occupancy.</u>	Questioned whether this implied that permanent and year round were the same thing, noting that some campgrounds may be used year round by transient guest who are not permanent residents.	Staff believes that the current wording clearly differentiates between seasonal occupancy (which is temporary) and permanent occupancy. The term temporary could be added to the definition.	No objections. Keep proposed text as is.
6	Section 2.2 Terms Defined Campground An area or premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying <u>camping units such as trailers, self-propelled campers, tents, cabins and/or lodges.</u> A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of this Ordinance and relevant sections of the Subdivision Regulations.		Recommend deleting "such as trailers, self-propelled campers, tents, cabins and/or lodges" from the definition of campground and developing a separate definition for "camping unit" such as:  "individual units designed for temporary occupancy such trailers, self-propelled campers, recreational vehicles, tents, cabins, fifth wheels, pop-up campers, and/or lodges"  Also suggest changing the term "tourist" to "guests" or "customers"	No objections. Amend text to reflect staff's recommendation.

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
7	Section 2.2 Terms Defined	Clarify that caretaker residence is clearly incidental to the overall campground use and does not set precedence for other permanent residences.	Note that the Zoning Ordinance already includes a definition as follows:  "Caretaker Residence: An accessory residential structure for the use of a caretaker or security guard."  This could be broadened to include the phrase "Permanent or temporary residential structure that is secondary or accessory to the primary use of the property....." or similar language	No objections. Broaden definition to include staff's recommendation.
8	Section 8.16.A.2 "Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year."	It would be impossible for the County to keep track of the number of days an individual is using a campground in 4 or 5 different campgrounds around the County. Consider removing this standard.	The purpose of this requirement is to ensure that campgrounds do not become permanent residential settings which lack adequate infrastructure for such use.  FYI: The Flood Plain Ordinance defines a Recreational Vehicle and states that an RV may be placed in the Flood Plain only if it is fully licensed and ready for highway use and may be located on the site for less than 180 days to be temporary.	Extend length of stay to 180 days, which is consistent with Floodplain Ordinance. (Staff will get the exact language from the Floodplain Compliance Officer.)
9	Section 8.16.A.2 "Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year."	Include recreational park trailers as found in the national code. This is a strong growth area in the campground industry and parks within the county should not be restricted from meeting this modern market demand.		PC had no comments. Addressed above.

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
10	Section 8.16.A	No more than six individuals may use or occupy a campsite in a Rural District.		PC did not accept this public comment. They believe the business owner will monitor the number of people permitted on a campsite as part of their business model.
11	Section 8.16.A.4 & 5	<p>These sections need more detail as to the types of recreational areas that may be permitted and/or rented out to the general public --</p> <p>Accessory Uses to Campgrounds should be clearly incidental to the use as the campground and have restrictions to ensure events cannot be held on the site that exceeds the expectation of a traditional campground facility.</p> <p>Consider including retail stores and food service for the needs of the campers; trails; fire pits; pavilions; limited size amphitheatres; etc.</p>	Staff concurs that this needs to be clarified including additional uses that are permitted and limiting the size of some types of uses (or requiring separate approval)	<p>Add language to clarify that if a campground hosts an event or activity that meets the definition of "Mass Event" or falls under another provision within the Zoning Ordinance, campground would have to process as a "Mass Event" or "Seasonal Use".</p> <p>Festivals/gatherings would not be an accessory use to Campgrounds.</p> <p>Discussion pertaining to primitive/Rural campgrounds came up again. The Planning Commission stated that there should be a restriction from permitting retail stores, food service, or amphitheatres in the Rural District. Fire pits and trails would be permitted in the Rural District. Such amenities would be permitted for a campground located in a Commercial District.</p>

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
12	Zoning Ordinance Section 8.16.B – Development Guidelines	Proposed setbacks for General Commercial, Residential-Light Industrial-Commercial, and Industrial Commercial districts:  “Perimeter of campgrounds shall be defined by fencing, posting, natural boundaries or other methods to prevent unintentional trespass.  All campsites shall be located a minimum of 200’ from existing residential dwellings and if within 500’ of an existing dwelling shall be screened for visibility, glare, and noise.”		Change the term “private property” and “residential dwelling” to “property lines”.  “When campsites or amenities are within <del>1,000’</del> 500’ of a <del>private</del> -property line, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers, or other methods to prevent unintentional trespass.”
13	Section 8.16.B.1.a and b  “When campsites 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.”  “All campsites shall be located a minimum of 200’ from existing residential dwellings.”	Do the 200’ setbacks from dwellings and the 1000’ barrier requirement apply to hotels and other hospitality enterprises or just to campgrounds?	Setbacks would be different for facilities that are primarily indoors vs facilities which are primarily outdoors.	“All campsites shall be located a minimum of <del>200’</del> 500’ from existing <del>residential dwellings</del> property lines and visually screened.”  8.16.B.1(c) should be deleted because it is the same as (a).

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
14	Section 8.16.B.1.a	Proposed setbacks for Rural district:  "All campgrounds shall be located at least 1000' from adjoining property boundaries.  All campgrounds shall be screened by a planting of trees, shrubs or other plant material, or a fence or both to serve as a barrier to visibility, glare, and noise."		See above comments.
15	Section 8.16.B.2  "All campgrounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards."	Existing roads, driveways, easements, or rights of way can continue to be used to serve the farm, family lots, or the existing residences without being upgraded to the new standards. If a campground is only on a certain area of a farm, then it can share the access with the other activities along the farm lane or easement without the need for upgrading.		Amend text to read "All campgrounds shall have direct access from WV State roads," <del>or roads that meet the Jefferson County Subdivision Ordinance standards."</del>
16	Section 8.16.B.3	Restrict camping within 500' of either river to tent camping only. No above ground structure, building or amenity, other than aforesaid tents, shall be erected, constructed or allowed within 500' of the river. Campsites may only be used between May 1 and October 31. Other than by the forces of nature, no change or alteration of the topography is permitted within 100' of the river.  Campsites located within 500' or within the floodplain of either river must comply with all applicable federal, state, and county laws, ordinances and regulations.	Staff met with Mason Carter, the floodplain compliance officer, who stated that floodplain regulations allow certain types of permanent structures to be built within the floodplain, but they have to be built to specific standards and certified that they meet floodplain requirements. It is reasonable to restrict the camping within a set distance of the rivers to tent camping.  Mr. Carter also stated that per floodplain regulations, RVs can be in the floodplain, provided they are still on wheels and not on site for more than 180 days.  Mr. Carter felt it was sufficient for the	No objections. Use current language as proposed by committee.

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
			Subdivision Regulations and/or Zoning Ordinance to state that "camp sites may be located within floodplain areas, provided all floodplain regulations applying to permanent structures are followed" (Zoning Ordinance, Section 8.16.B.23)	
17	Section 8.16.B1.b "A campsites shall be located a minimum of 200 feet from existing residential dwellings."	Change language to state that Also recommends that campsites shall be located a minimum of 200' from any property line (no the dwelling itself).	Staff concurs	No comment. Addressed above.
18	Section 8.16.B	There should be a minimum of 200 feet between the property lines of campgrounds and the property lines of subdivisions.	This would be difficult to enforce; however there could be a greater setback requirement if adjacent to a major residential subdivision, if desired.	No comment. Addressed above.
	<b>SUBDIVISION REGULATION AMENDMENTS</b>			
19	Section 8.2.A Campground Requirements	Amend proposed language in Section 8.2 of the Subdivision Regulations to delete "All campground facilities shall be designed in a manner which meets the following standards:" and replace with the following language: "The use of these private facilities does not post a transferable risk to Jefferson County, whose primary responsibility lies in the requirement to ensure the following:"	It is difficult to balance public health safety and welfare with the desire for flexibility. Engineering should be involved in this discussion.	Change text to read: "...All campground facilities should be designed in a manner that complies with State and County Regulations, and meets the minimum requirements of NFPA 1194 standards."  Delete the list of items 1-6

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

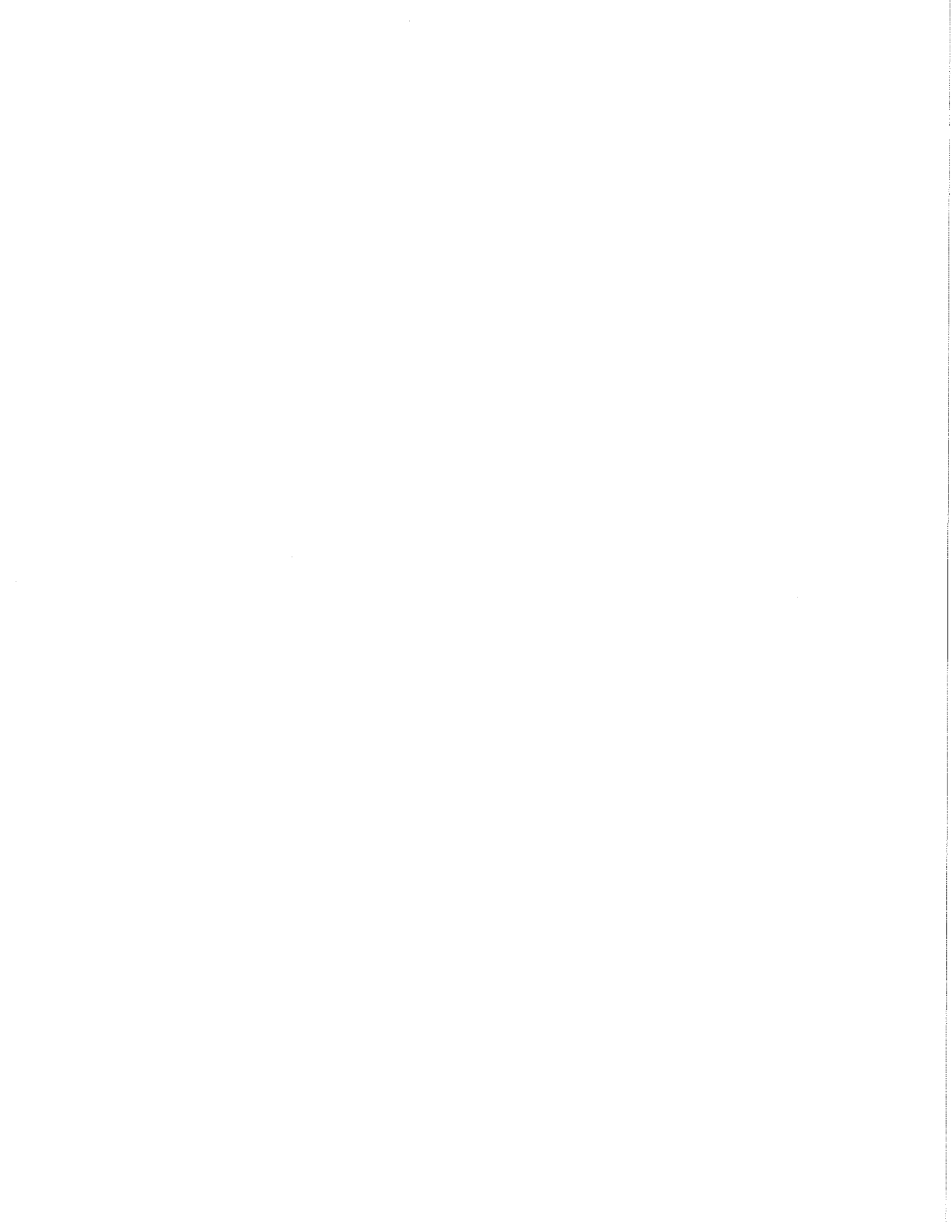
#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
20	Section 8.2.A.1 Safe access and egress to state roads	Questioned whether this meant that campgrounds are only permitted with direct access to state roads	Staff interprets this to mean that the internal campground access road would have to have direct access to a state road.	As discussed above, this item will be deleted and the section will be amended to a concise statement as noted above.
21	Section 8.2.B.1 "Campgrounds shall be located on properties of 10 acres in size and shall meet the setback requirements in Section 8.16 of the Zoning Ordinance."	The 10 acre size limitation is proposed to be in the [Subdivision Regulations] and Zoning Ordinance. It should only be in the Zoning Ordinance so that [the BZA is] the only body that needs to grant the variance.  Clarify in the proposed amendments that properties less than 10 acres are not prohibited if the BZA grants a variance.	Minimum lot size is normally a Zoning provision. Section 8.2.B(1) of the Sub Regs could be amended as follows:  "Campgrounds shall be located and shall meet setbacks as required in Section 8.16 of the Zoning Ordinance."	Move "Campgrounds shall be located on properties of a minimum of 10 acres in size." To the Zoning Ordinance.  Amend the Subdivision Regulations Section 8.2.B.1 to read: "Campgrounds shall be located <del>on properties of a minimum of 10 acres in size</del> and shall meet setback requirements in Section 8.16 of the Zoning Ordinance."
22	Section 8.2.B.4, "Dimensional Requirements" "No more than 15 campsites per acre are permitted."	The maximum number of campsites per acre should be in the Zoning Ordinance, not the Subdivision [Regulations].	Density is normally a Zoning provision. This can be moved to Section 8.16B of the proposed Zoning Ordinance Amendment.	No objections. Staff will relocate this requirement to the Zoning Ordinance.

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language In Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
23	Section 8.2.B.4 "No more than 15 campsites per acre are permitted."	County's proposal limits no more than 15 sites on an acre. Modern campgrounds provide larger sites for larger RVs and smaller sites for others.	The standard of 15 campsites per acre would be maximum number based the entire proposed campground and there could be larger and smaller site in different sections of the campground based on the needs to the campground facility. Again it may be that a different standard would apply in rural vs commercial zones.	Amend to read, "No more than 15 campsites per acre are permitted, which shall be averaged over the total acreage of the campground."
24	Section 8.2.B-O	There should be different standards for campgrounds for tents, RVs and cabins	This may address some of the public's concerns related to road adequacy and impact to adjacent uses.	No action; keep the proposed amendment as it is written by the Committee.
25	Section 8.2.B.5	NFPA calls for 10' between stands while County's proposal calls for a minimum of 20' apart. If a stand is 10' wide, then standards may be the same; however, County's standards call for stands to be 15' wide which is wider than the national standard.	I think it should be clear that this effort was intended to develop a provision for allowing for the development of campgrounds in the Rural Zoning district. Typically rural campgrounds would be lower density and smaller than those found in more commercial areas. Staff recommends considering two standards related to the zoning categories (Rural vs GC, RLIC, and IC).	Keep the proposed amendment as it is written. 20' is reasonable for the Rural district.
26	Section 8.2.C.2 "Campground roads that serve more than 300 vehicle trips per day.....15 foot minimum width....."	300 vehicles per day is excessive. Pull-offs are not wide enough to accommodate RVs.	The purpose of the 300 vehicle trips per day standard is to differentiate between the design of the internal campground road that would need to be constructed. Only those serving less than 300 vpd allow a 12 foot road with three foot pull-off areas.	No changes. Keep the proposed amendment as it is written by the Committee.

Attachment H: 2015-10-13, PC Public Hearing Comments Matrix from 09-18-15 Public Hearing with Planning Commission Notes

#	Proposed Language in Draft Amendment	Public Comment	Staff Recommendation	Planning Commission Direction (10/13/15)
27	Section 8.2.D	Parking standards should remain flexible as proposed by the committee. Additional parking and/or surfacing requirements require more land and makes the area appear less rural.	Prior to the Public Hearing, staff had recommended including the language that required the public parking areas near the office or public facilities be required to meet parking standards. This language was included in the version for the Public Hearing but did not come from the committee. It is still staff's recommendation but it could be modified for campgrounds under a certain number of sites.	No changes. Keep the proposed amendment as it is written by the Committee.  8.2. D.2 to read "If parking is not provided at the campsite, 1.5 <del>one</del> spaces per campsite shall be provided in a common parking area."
28	Section 8.E.3 & E.4:  "A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility."  "As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus capacity to accommodate any public buildings."	Requiring a garbage can at each site is excessive. The national standard is for a dump station for every 100 RV sites that do not provide a sewer hookup.  NFPA 1194 National Code for RV Parks states "one sanitary disposal station shall be provided for each 100 RV sites...."	The draft ordinance states that a campsite <u>may</u> include trash collection but otherwise sanitary covered trash receptacles must be provided within 500' of all campsite.  Consider increasing the number of RV sites per sewerage dump station.	Keep the proposed amendment as it is written by the Committee.  Change 8.E.2 to read "A campsite may contain any combination of water, sewerage, or electrical connection; or trash collection. If not provided at campsites, water and sewerage facilities and sanitary covered trash receptacle must be provided at convenient comfort stations within <del>500'</del> 250' of all campsite."
29	Section 8.2.F  "All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees."	This should be a business decision of the park owner as to the aesthetics of his park.		No objections – remove the requirement from the proposed amendment.



Attachment I: Public Hearing Draft  
Campground Regulations

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Jennifer Brockman, Director

**Department or Organization:** Planning and Zoning

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

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

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

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

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

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

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

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

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

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

**Attachment I: Public Hearing Draft  
Campground Regulations**

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

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

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

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

**Attachments:**

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

**If not attached, explain:**

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

**Contact information:**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

# Attachment I: Public Hearing Draft Campground Regulations

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

### ARTICLE 2: DEFINITIONS

#### Section 2.2 Terms Defined

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

# Attachment I: Public Hearing Draft Campground Regulations

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

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

### **Section 8.17 Campgrounds**

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

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

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

## Attachment I: Public Hearing Draft Campground Regulations

iii. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.

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

### B. Parking Requirements for all Campgrounds

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

### C. Development Guidelines by Campground Type

#### 1. Developed Campgrounds

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

##### a. Amenities:

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

# Attachment I: Public Hearing Draft Campground Regulations

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

## 2. Semi-Developed Campgrounds

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

### a. Amenities:

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

## 3. Semi-Primitive Campgrounds

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

### a. Amenities:

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

## 4. Primitive Campgrounds

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

### a. Amenities:

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

## D. Regulatory Approval of all Campgrounds:

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

## Attachment I: Public Hearing Draft Campground Regulations

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

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

# Attachment I: Public Hearing Draft Campground Regulations

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

C

### Campground.

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

### Campsite Pad.

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

## Division 7.0 Mobile/Manufactured Home Parks ~~& Campgrounds~~

### Section 7.1 Minimum Requirements and Standards

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

## Division 8.0 Campgrounds

### Section 8.1 Minimum Requirements and Standards

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

### Section ~~8.2~~<sup>7.3</sup> Campground Requirements

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

# Attachment I: Public Hearing Draft Campground Regulations

Ordinance.

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

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

## B. Dimensional Requirements

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

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

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

## ~~C.E.~~ Road and Access Requirements

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

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

## Attachment I: Public Hearing Draft Campground Regulations

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

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

### D. Parking Requirements

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

### E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.

2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and toilet facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 250' of all campsites located within developed or semi-developed campgrounds.

Campsites located within Primitive or Semi-Primitive Campgrounds may have more primitive facilities in accordance with the Zoning Ordinance and per Health Department Regulations. At least one covered trash receptacle shall be provided at the entrance to Semi-Primitive Campgrounds

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

3. I. — A campground ~~All developed or semi-developed campgrounds~~ shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility which may be located in a convenient location, generally the exit of the campground.

4. J. — As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed ~~plus 25 percent again to accommodate the tent area (if any),~~ plus capacity to accommodate any public buildings an allowance for a sewerage dump station and a water refill station.

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

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

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

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

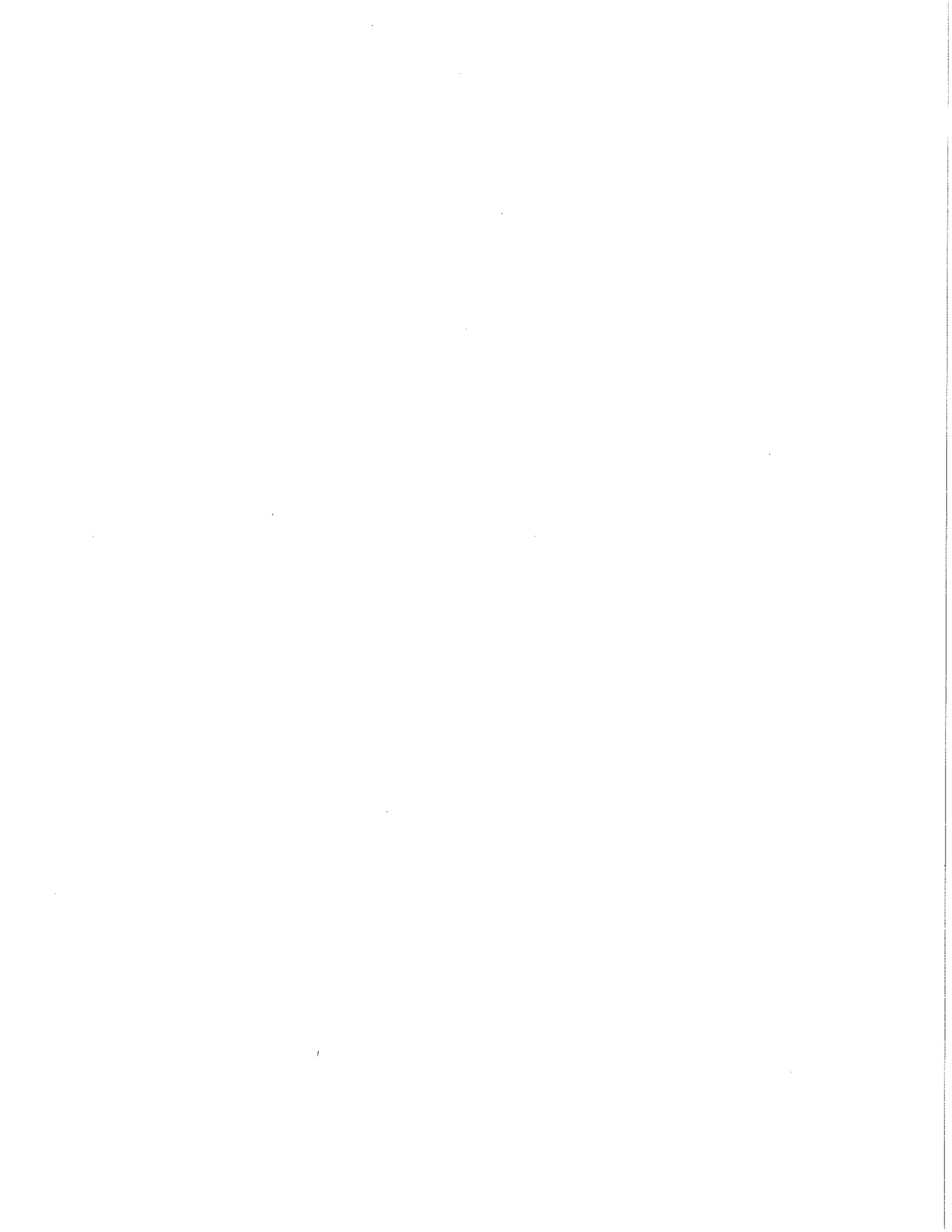
## Attachment I: Public Hearing Draft Campground Regulations

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

### Division **11.0 8.0** – Non-Residential Subdivisions

#### Section **11.1 8.1** General

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



**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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.	

**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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.	

**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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.	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.	
Campgrounds are not compatible with rural residential areas due to potential problems with noise, light, and pollution.	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.	
Do not allow commercial access points to the river. Do not allow day passes to the river.	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.	
Concerns for the integrity of the river and the effects of proximity of human and solid waste disposal (pollution).	The Health Department oversees sewage systems. The proposed amendment requires verification of Health Department approval.	
The County needs more recreational areas and points of access to the river for County residents and tourists.	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.	

**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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 <b>adjoining</b> 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.	

**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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.	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).  The proposed regulations require 1,200 sq. ft. and 20' between units.	
Two parking spaces should be provided for each drive in campsite.  Overflow parking should be required at a minimum of 1.5 times the number of campsites.	Staff believes that the proposed regulations are sufficient and are in line with the current regulations. Limiting excess parking reduces stormwater runoff.	
Every campsite should contain the following amenities: <ul style="list-style-type: none"> <li>• 15 x 25 minimum level area for tent or RV</li> <li>• 1 trash receptacle</li> <li>• 1 picnic table</li> <li>• 1 permanent fire pit</li> <li>• 20' buffer between campsites</li> <li>• All structures erected on a campsite (cabins, yurts, etc.) other than RVs must be smaller than 400 square feet.</li> </ul>	These are design standards that would be determined by the developer.  The proposed regulations already require a minimum level area of 15' x 25' for tent or rv sites and a 20' separation between units.	

**Attachment J: CC Public Hearing Matrix for Campground Regulations**

<b>Public Comment Received at 01/21/16 County Commission Public Hearing and/or within 2 week public input timeframe</b>		
<b>Public Comment</b>	<b>Staff Recommendation</b>	<b>CC Action</b>
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.	

**NOTICE OF PUBLIC HEARING  
COUNTY COMMISSION OF JEFFERSON COUNTY  
DRAFT AMENDMENT TO THE AFFORDABLE HOUSING DISCOUNT PROVISION  
OF THE IMPACT FEES PROCEDURE ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning the Draft Impact Fees Procedure Ordinance on Thursday, June 2<sup>nd</sup>, 2016 at 1:30 p.m. in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Draft Amendment to the Affordable Housing Discount provision of the Impact Fees Procedure Ordinance.

Review of the documents are available at the following website:  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Anyone wishing to provide comment may do so at this meeting or by email at [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

The public is invited to attend.

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

# Jefferson County Commission

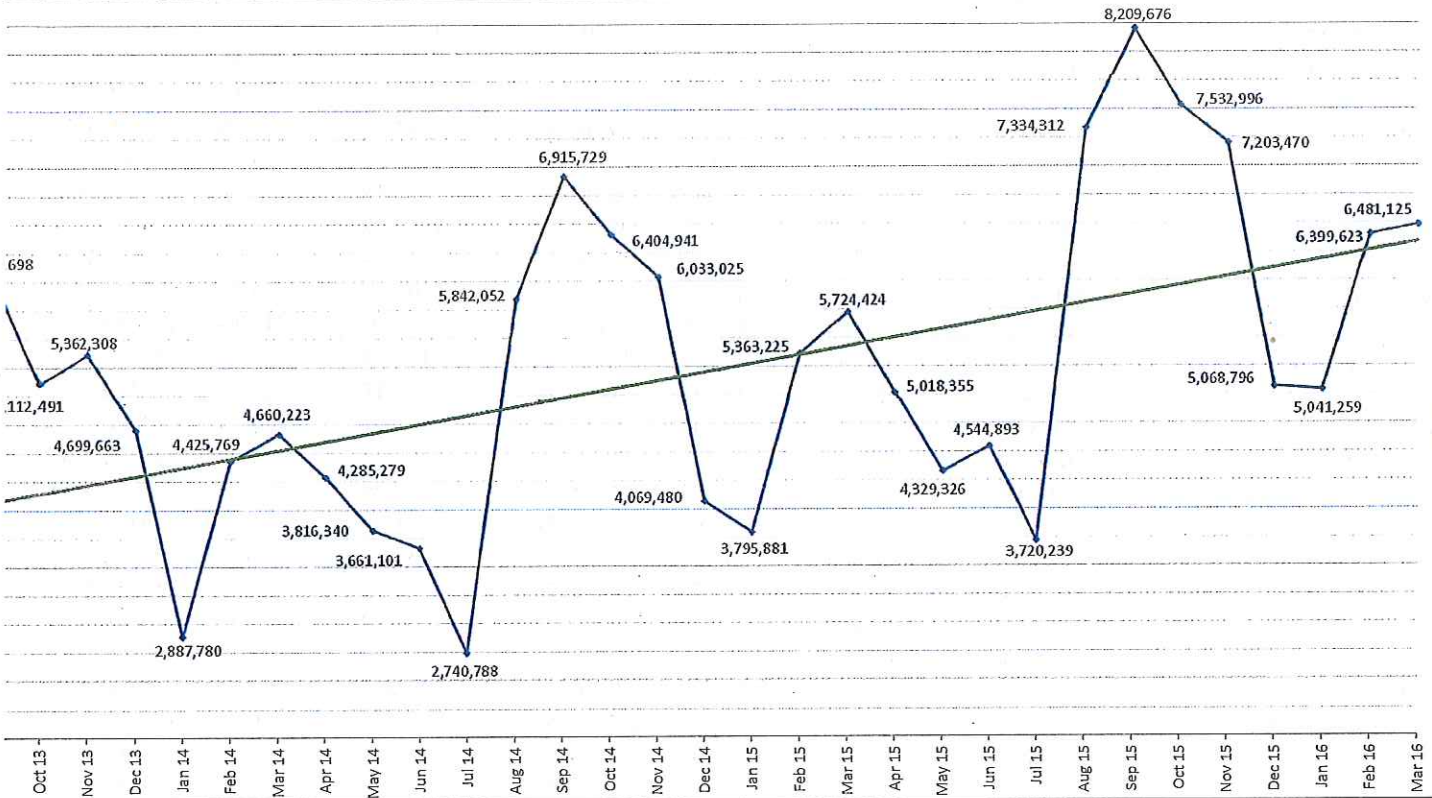
Cash Balances by Fund

As of 03-31-2016

Fund	Description	Balance
001	General Operating	\$ 6,481,125
002	Coal Severance	90,522
003	Dog & Kennel	34,553
004	General School	-
005	Magistrate Court	1,259
006	Worthless Check	30,950
008	Home Confinement	35,081
009	Federal Grants	-
010	State Grant	-
023	Flood Mitigation	34,959
039	Waste Coal	8,383
056	Assessor Valuation	724,484
057	Farmland Protection	1
059	Concealed Weapons	65,432
063	Voter Registration	486
074	Drug Forfeiture	13,999
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	49,348
246	Capital Outlay	4,342,748
247	Parks Land Fund	-
249	Impact Fees	2,191,924
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		<u>\$ 14,105,487</u>

Jefferson County Commission  
 General Fund Cash Balance  
 36 Month Trend

Series1  
 Cash Trend



Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled April 18, 2016  
 Expenditures by Department

	Budget				YTD Actual		
	FY16 YTD	Variance	% Rec'd	FY15 YTD	FY16-FY15 Var	% Rec'd	
	Actual	Favorable /		Actual	Favorable /		
FY16 Budget	as of 03/31/16	(Unfavorable)	/Exp'd	as of 03/31/15	(Unfavorable)	/Exp'd	
<b>REVENUE</b>							
UNENCUMBERED BALANCE	3,951,985	-	(3,951,985)	-			
AD VALOREM TAXES	12,582,514	11,418,924	(1,163,590)	90.75 %	11,052,328	366,596	3.32 %
TAX PENALTIES	295,000	230,995	(64,005)	78.30 %	232,045	(1,049)	(0.45) %
PROPERTY TRANSFER TAX	598,000	461,074	(136,926)	77.10 %	431,189	29,885	6.93 %
GAS & OIL SEVERANCE TAX	41,000	95,320	54,320	232.49 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	9,218	(3,468)	72.66 %	9,046	171	1.90 %
WINE & LIQUOR TAX	32,000	28,007	(3,993)	87.52 %	27,049	958	3.54 %
HOTEL OCCUPANCY TAX	549,500	473,845	(75,655)	86.23 %	440,352	33,493	7.61 %
LICENSE/DECALS	65	48	(17)	73.85 %	26	22	84.62 %
BUILDING PERMIT FEES	200,000	220,408	20,408	110.20 %	148,745	71,664	48.18 %
MISC. RENTS	131	136	5	103.82 %	130	6	4.62 %
FEDERAL GOV GRANTS	160,462	155,560	(4,902)	96.95 %	140,836	14,724	10.45 %
FED PYMNT IN LIEU OF TAXS	11,676	516	(11,160)	4.42 %	11,676	(11,160)	(95.58) %
SHERIFF'S SRVC OF PROCESS	17,600	15,269	(2,331)	86.75 %	13,800	1,469	10.64 %
SHERIFF EARNINGS	30,000	15,088	(14,912)	50.29 %	21,547	(6,459)	(29.97) %
COUNTY CLERK'S EARNING	192,375	151,535	(40,840)	78.77 %	127,404	24,132	18.94 %
CIRCUIT CLERK'S EARNING	65,815	42,640	(23,175)	64.79 %	45,293	(2,653)	(5.86) %
PROSECUTING ATTY EARNINGS	1,278	757	(521)	59.24 %	993	(236)	(23.76) %
ACCIDENT REPORTS	3,500	3,000	(500)	85.71 %	3,020	(20)	(0.66) %
MAP SALES	2,700	1,653	(1,047)	61.22 %	1,789	(136)	(7.60) %
RENT - CONCESSIONS	47,400	28,025	(19,375)	59.12 %	31,775	(3,750)	(11.80) %
AMBULANCE FEES	675,000	650,460	(24,540)	96.36 %	375,000	275,460	73.46 %
EMG COMM - 911 FEE	1,760,000	1,401,185	(358,815)	79.61 %	1,331,090	70,094	5.27 %
FRANCHISE FEES	400,000	340,381	(59,619)	85.10 %	317,551	22,830	7.19 %
IRP FEES-INTNATL REG PGM	8,000	12,091	4,091	151.14 %	5,238	6,853	130.83 %
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	22,597	2,307	111.37 %	18,674	3,922	21.00 %
MISCELLANEOUS REVENUE	100	26	(74)	26.08 %	155	(129)	(83.17) %
SHERIFF'S COMMISSION	15,000	11,563	(3,437)	77.09 %	11,619	(56)	(0.48) %
FILING FEES					3,542	(3,542)	(100.00) %
REIMBURSEMENTS	277,873	342,077	64,204	123.11 %	183,665	158,412	86.25 %
GAIN/LOSS SALE-FIX ASSETS	10,950	10,950	-	100.00 %			
GEN SCHOOL FUND REIMB	250,000	154,859	(95,141)	61.94 %	207,767	(52,908)	(25.47) %
TRANS/ASSR VAL FUND	430,228	-	(430,228)	-			
<b>TOTAL REVENUES</b>	<b>22,738,128</b>	<b>16,396,021</b>	<b>(6,342,107)</b>	<b>72.11 %</b>	<b>15,372,214</b>	<b>1,012,856</b>	<b>6.66 %</b>
<b>EXPENDITURES</b>							
COUNTY COMMISSION	1,774,171	1,417,283	356,888	79.88 %	1,291,190	(126,094)	(9.77) %
COUNTY CLERK	753,392	532,322	221,070	70.66 %	515,246	(17,076)	(3.31) %
CIRCUIT CLERK	632,182	437,620	194,562	69.22 %	457,859	20,239	4.42 %
SHERIFF AND TREASURER	575,687	406,851	168,836	70.67 %	443,693	36,842	8.30 %
PROSECUTING ATTORNEY	1,799,740	1,285,936	513,804	71.45 %	1,271,179	(14,756)	(1.16) %
ASSESSOR	526,372	383,192	143,180	72.80 %	401,423	18,231	4.54 %
ASSESSOR'S VALUATION FUND	430,228	314,872	115,356	73.19 %	335,072	20,200	6.03 %
STATEWIDE COMPUTER NET	63,100	27,616	35,484	43.77 %	33,417	5,802	17.36 %
AGRICULTURAL AGENT	129,461	86,757	42,704	67.01 %	83,963	(2,795)	(3.33) %
ELECTIONS COUNTY CLERK	336,434	169,796	166,638	50.47 %	211,534	41,737	19.73 %
MAGISTRATE COURT	1,000	1,375	(375)	137.51 %	665	(710)	(106.66) %

Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled April 18, 2016  
 Expenditures by Department

	FY16 YTD		Budget Variance		FY15 YTD		YTD Actual	
	Actual	Favorable /	% Rec'd	Actual	Favorable /	% Rec'd		
	as of 03/31/16	(Unfavorable)	/Exp'd	as of 03/31/15	(Unfavorable)	/Exp'd		
COURTHOUSE (MAINTENANCE)	1,130,004	846,846	283,158	74.94 %	808,206	(38,640)	(4.78) %	
OTHER BUILDINGS	634,750	380,724	254,026	59.98 %	399,881	19,157	4.79 %	
DATA PROCESSING	335,993	163,824	172,169	48.76 %	175,682	11,858	6.75 %	
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-	
ECONOMIC DEVELOPMENT	429,155	334,042	95,113	77.84 %	344,967	10,924	3.17 %	
GIS DEPT	246,674	178,676	67,998	72.43 %	179,469	793	0.44 %	
PLANNING AND ZONING	315,787	222,477	93,310	70.45 %	244,000	21,523	8.82 %	
ENGINEERING	770,404	548,531	221,873	71.20 %	533,752	(14,778)	(2.77) %	
DEPT OF ZONING	149,360	101,575	47,785	68.01 %	52,596	(48,980)	(93.13) %	
FINANCIAL STABILIZATION	2,106,758	-	2,106,758	-	-	-	-	
CONTINGENCIES	2,073,354	-	2,073,354	-	-	-	-	
SHERIFF LAW ENFORCEMENT	3,531,984	2,692,121	839,863	76.22 %	2,448,871	(243,250)	(9.93) %	
SHERIFF SVC OF PROCESS	18,000	17,564	436	97.58 %	3,198	(14,366)	(449.23) %	
REGIONAL JAIL	1,350,000	834,629	515,372	61.82 %	782,209	(52,420)	(6.70) %	
EMERGENCY SERVICES	274,197	165,334	108,863	60.30 %	162,124	(3,210)	(1.98) %	
COMMUNICATIONS CENTER	1,991,164	1,317,681	673,483	66.18 %	1,409,597	91,916	6.52 %	
FIRE DEPARTMENTS	420,000	370,000	50,000	88.10 %	330,250	(39,750)	(12.04) %	
AMBULANCE AUTHORITY	2,123,312	2,098,312	25,000	98.82 %	1,672,562	(425,750)	(25.45) %	
ANIMAL CONTROL	325,809	222,502	103,307	68.29 %	223,524	1,022	0.46 %	
CENTRAL GARAGE	306,979	172,916	134,063	56.33 %	179,601	6,685	3.72 %	
SOLID WASTE AUTHORITY					1,500	1,500	100.00 %	
PARKS AND RECREATION	505,160	434,685	70,475	86.05 %	374,204	(60,481)	(16.16) %	
ARTS AND HUMANITIES	10,990	8,634	2,356	78.57 %	8,283	(351)	(4.24) %	
HISTORICAL COMMISSION	15,900	12,785	3,115	80.41 %	12,264	(521)	(4.25) %	
VISITOR'S BUREAU	275,110	215,860	59,250	78.46 %	207,065	(8,795)	(4.25) %	
LIBRARIES	250,000	250,000	-	100.00 %	175,500	(74,500)	(42.45) %	
PUBLIC TRANSPORTATION	10,275	10,275	-	100.00 %	7,706	(2,569)	(33.33) %	
<b>TOTAL EXPENDITURES</b>	<b>26,642,681</b>	<b>16,683,409</b>	<b>9,959,272</b>	<b>62.62 %</b>	<b>15,802,046</b>	<b>(881,363)</b>	<b>(5.58) %</b>	
<b>NET PRIOR TO GAMING REVENUE</b>	<b>(3,904,553)</b>	<b>(287,389)</b>	<b>(3,617,164)</b>		<b>(429,832)</b>	<b>142,443</b>	<b>-33.14 %</b>	
TABLE GAMES	790,000	635,187	(154,813)	80.40 %	662,368	(27,181)	(4.10) %	
VIDEO LOTTERY	3,114,553	2,580,884	(533,669)	82.87 %	2,549,449	31,435	1.23 %	
<b>NET REVENUE LESS EXPENDITURES</b>	<b>-</b>	<b>2,928,682</b>	<b>(2,928,682)</b>		<b>2,781,985</b>	<b>146,697</b>	<b>5.27 %</b>	

Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled April 18, 2016  
 General Fund Expenditures by Object Code

	FY16 YTD		Budget	% Rec'd /Exp'd	FY15 YTD	YTD Actual	
	FY16 Budget	Actual as of 03/31/16	Variance Favorable / (Unfavorable)		Actual as of 03/31/15	FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
<b>REVENUES</b>							
UNENCUMBERED BALANCE	3,951,985	-	(3,951,985)	-	-	-	-
AD VALOREM TAXES	12,582,514	11,418,924	(1,163,590)	90.75 %	11,052,328	366,596	3.32 %
TAX PENALTIES	295,000	230,995	(64,005)	78.30 %	232,045	(1,049)	(0.45) %
PROPERTY TRANSFER TAX	598,000	461,074	(136,926)	77.10 %	431,189	29,885	6.93 %
GAS & OIL SEVERANCE TAX	41,000	95,320	54,320	232.49 %	81,957	13,363	16.30 %
HORSE & DOG RACING TAX	12,686	9,218	(3,468)	72.66 %	9,046	171	1.90 %
WINE & LIQUOR TAX	32,000	28,007	(3,993)	87.52 %	27,049	958	3.54 %
HOTEL OCCUPANCY TAX	549,500	473,845	(75,655)	86.23 %	440,352	33,493	7.61 %
LICENSE/DECALS	65	48	(17)	73.85 %	26	22	84.62 %
BUILDING PERMIT FEES	200,000	220,408	20,408	110.20 %	148,745	71,664	48.18 %
MISC. RENTS	131	136	5	103.82 %	130	6	4.62 %
FEDERAL GOV GRANTS	160,462	155,560	(4,902)	96.95 %	140,836	14,724	10.45 %
FED PYMNT IN LIEU OF TAXS	11,676	516	(11,160)	4.42 %	11,676	(11,160)	(95.58) %
SHERIFF'S SRVC OF PROCESS	17,600	15,269	(2,331)	86.75 %	13,800	1,469	10.64 %
SHERIFF EARNINGS	30,000	15,088	(14,912)	50.29 %	21,547	(6,459)	(29.97) %
COUNTY CLERK'S EARNING	192,375	151,535	(40,840)	78.77 %	127,404	24,132	18.94 %
CIRCUIT CLERK'S EARNING	65,815	42,640	(23,175)	64.79 %	45,293	(2,653)	(5.86) %
PROSECUTING ATTY EARNINGS	1,278	757	(521)	59.24 %	993	(236)	(23.76) %
ACCIDENT REPORTS	3,500	3,000	(500)	85.71 %	3,020	(20)	(0.66) %
MAP SALES	2,700	1,653	(1,047)	61.22 %	1,789	(136)	(7.60) %
RENT - CONCESSIONS	47,400	28,025	(19,375)	59.12 %	31,775	(3,750)	(11.80) %
AMBULANCE FEES	675,000	650,460	(24,540)	96.36 %	375,000	275,460	73.46 %
EMG COMM - 911 FEE	1,760,000	1,401,185	(358,815)	79.61 %	1,331,090	70,094	5.27 %
FRANCHISE FEES	400,000	340,381	(59,619)	85.10 %	317,551	22,830	7.19 %
IRP FEES-INTNATL REG PGM	8,000	12,091	4,091	151.14 %	5,238	6,853	130.83 %
JAIL FEES	95,000	97,813	2,813	102.96 %	96,912	901	0.93 %
INTEREST EARNED	20,290	22,597	2,307	111.37 %	18,674	3,922	21.00 %
MISCELLANEOUS REVENUE	100	26	(74)	26.08 %	155	(129)	(83.17) %
SHERIFF'S COMMISSION	15,000	11,563	(3,437)	77.09 %	11,619	(56)	(0.48) %
FILING FEES					3,542	(3,542)	(100.00) %
REIMBURSEMENTS	277,873	342,077	64,204	123.11 %	183,665	158,412	86.25 %
GAIN/LOSS SALE-FIX ASSETS	10,950	10,950	-	100.00 %	-	10,950	-
GEN SCHOOL FUND REIMB	250,000	154,859	(95,141)	61.94 %	207,767	(52,908)	(25.47) %
TRANS/ASSR VAL FUND	430,228	-	(430,228)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>22,738,128</b>	<b>16,396,021</b>	<b>(6,342,107)</b>	<b>72.11 %</b>	<b>15,372,214</b>	<b>1,023,806</b>	<b>6.66 %</b>
<b>EXPENDITURES</b>							
SALARIES	1,775,821	1,350,151	(425,670)	76.03 %	1,390,323	40,172	2.89 %
FICA	8,427,298	5,964,143	(2,463,155)	70.77 %	5,976,900	12,757	0.21 %
HEALTH INSURANCE	746,935	545,143	(201,792)	72.98 %	542,518	(2,625)	(0.48) %
RETIREMENT	1,860,168	1,389,919	(470,249)	74.72 %	1,368,806	(21,113)	(1.54) %
OVERTIME/EXTRA HELP	773,940	613,721	(160,219)	79.30 %	565,308	(48,413)	(8.56) %
TELEPHONE	222,272	161,814	(60,458)	72.80 %	157,238	(4,576)	(2.91) %
PRINTING	24,920	9,077	(15,843)	36.42 %	9,213	136	1.47 %
UTILITIES	284,700	216,104	(68,596)	75.91 %	200,786	(15,318)	(7.63) %
TRAVEL	61,814	35,882	(25,932)	58.05 %	25,177	(10,705)	(42.52) %
MAINT/REP BLDG & GRNDS	60,000	36,604	(23,396)	61.01 %	21,261	(15,343)	(72.16) %
MAINT/REP EQUIPMENT	192,721	98,157	(94,564)	50.93 %	111,239	13,083	11.76 %
MAINT/REP AUTO	8,000	1,307	(6,693)	16.34 %	1,051	(256)	(24.31) %
POSTAGE	123,763	81,354	(42,409)	65.73 %	101,448	20,093	19.81 %
BLDG/EQUIP RENTAL	140,717	113,519	(27,198)	80.67 %	104,313	(9,206)	(8.83) %
ADVERTISING/LEGAL PUBS	48,184	19,572	(28,612)	40.62 %	20,427	855	4.18 %
TRAINING AND EDUCATION	50,767	17,287	(33,480)	34.05 %	16,037	(1,250)	(7.80) %
DUES AND SUBSCRIPTIONS	72,990	51,782	(21,208)	70.94 %	49,845	(1,937)	(3.89) %
PROFESSIONAL SERVICES	270,928	162,998	(107,930)	60.16 %	126,173	(36,826)	(29.19) %
AUDIT COSTS	70,000	34,600	(35,400)	49.43 %	34,600	-	-
INSURANCE AND BONDS	479,379	463,924	(15,455)	96.78 %	427,594	(36,330)	(8.50) %

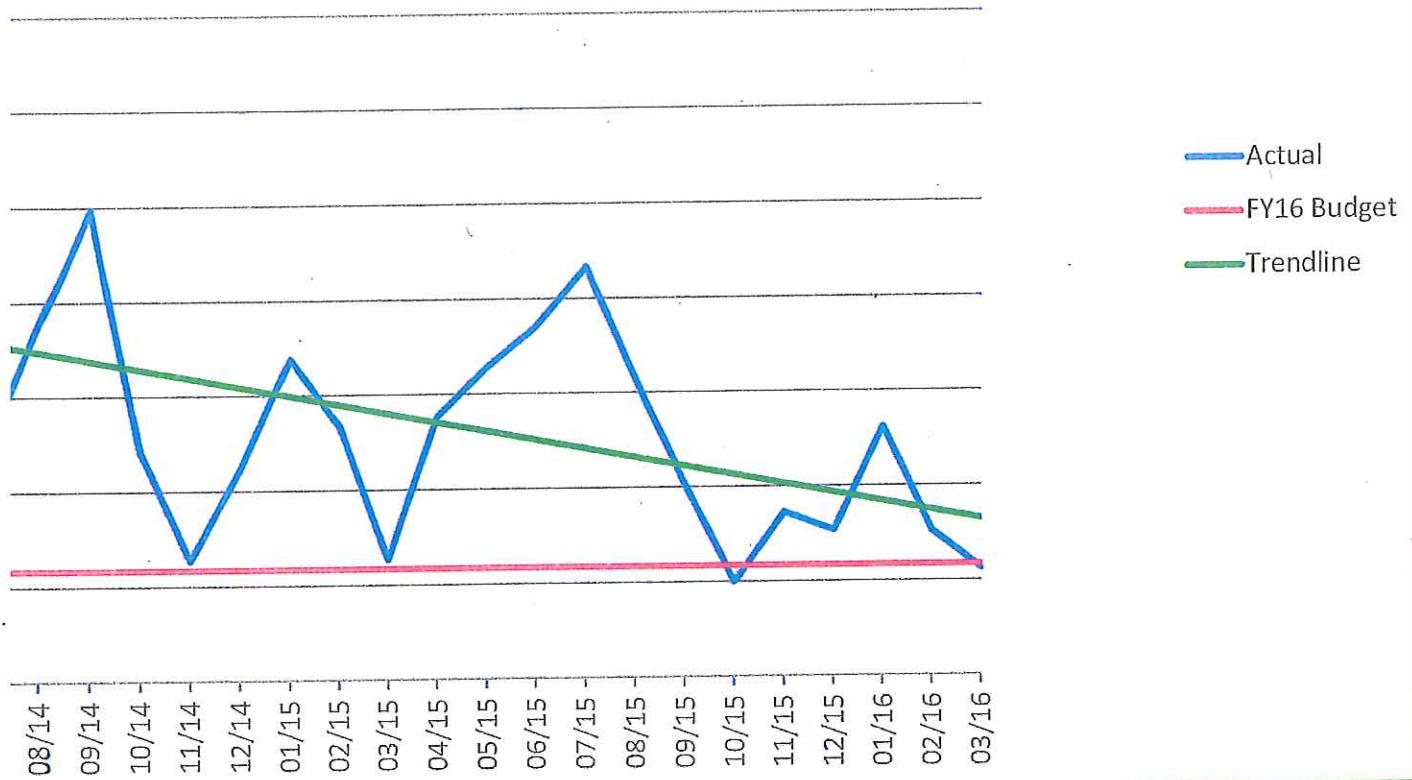
Jefferson County Commission  
 FY16 General Fund Revenues and Expenditures  
 Compiled April 18, 2016  
 General Fund Expenditures by Object Code

	FY16 YTD		Budget	% Rec'd /Exp'd	FY15 YTD	YTD Actual	
	FY16 Budget	Actual as of 03/31/16	Variance Favorable / (Unfavorable)		Actual as of 03/31/15	FY16-FY15 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
COURT COSTS AND DAMAGES	1,200	200	1,000	16.67 %	-	(200)	-
CONTRACTED SERVICES	337,372	179,036	158,336	53.07 %	203,091	24,055	11.84 %
BANK CHARGES	500	38	462	7.63 %	130	91	70.56 %
REMITTANCE FEES COLLECTED	675,000	650,000	25,000	-	375,000	(275,000)	(73.33) %
REFUNDING ERRONEOUS PMTS	-	69	(69)	(100.00) %	96	27	27.99 %
INSURANCE PREMIUM RETIREE	89,484	64,289	25,195	71.84 %	65,112	823	1.26 %
REFUNDS / REIMBURSEMENTS	-	10	(10)	(100.00) %	100	90	90.00 %
MATERIALS AND SUPPLIES	384,574	193,275	191,299	50.26 %	214,017	20,742	9.69 %
RECORD BOOKS	6,450	1,876	4,574	29.08 %	5,189	3,313	63.85 %
AUTO SUPPLIES	198,744	96,282	102,462	48.45 %	118,365	22,083	18.66 %
C/F PRISONRS REG JAIL FEE	1,350,000	834,629	515,372	61.82 %	782,209	(52,420)	(6.70) %
UNIFORMS	25,875	25,236	639	97.53 %	13,092	(12,144)	(92.76) %
CHARGES BY OTHR GOV UNITS	63,100	27,616	35,484	43.77 %	33,417	5,802	17.36 %
COMPUTER SOFTWARE	50,160	3,165	46,995	6.31 %	3,848	683	17.74 %
COMPUTER HARDWARE	50,907	14,820	36,087	29.11 %	28,050	13,229	47.16 %
CONTRIBUTIONS TO OTHER ENTITIES	206,893	160,002	46,891	77.34 %	40,548	(119,454)	(294.60) %
IT SUPPORT	102,500	60,403	42,097	58.93 %	45,007	(15,396)	(34.21) %
CONTR/TRSFR TO OTHR FUNDS	2,106,758	-	2,106,758	-	0	0	100.00 %
CONTR/TRSFR OTHR GOV UNIT	2,995,065	2,800,976	194,089	93.52 %	2,448,706	(352,270)	(14.39) %
CONTR/TRSFR OTHER	229,428	204,428	25,000	89.10 %	175,812	(28,616)	(16.28) %
CONTINGENCY RESERVE	2,073,354	-	2,073,354	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>26,642,681</b>	<b>16,683,409</b>	<b>9,959,272</b>	<b>62.62 %</b>	<b>15,802,046</b>	<b>(881,363)</b>	<b>(5.58) %</b>
<b>NET PRIOR TO GAMING REVENUE</b>	<b>(3,904,553)</b>	<b>(287,389)</b>	<b>(3,617,164)</b>		<b>(429,832)</b>	<b>142,443</b>	
TABLE GAMES	790,000	635,187	(154,813)	80.40 %	662,368	(27,181)	(4.10) %
VIDEO LOTTERY	3,114,553	2,580,884	(533,669)	82.87 %	2,549,449	31,435	1.23 %
<b>NET REVENUE LESS EXPENDITURES</b>	<b>-</b>	<b>2,928,682</b>	<b>2,928,682</b>		<b>2,781,985</b>	<b>146,697</b>	<b>5.27</b>

# Jefferson County Commission Table Games Revenue

G/L Account 001-370-OT-000

12 month Period Apr 2014 - Mar 2016



Jefferson County Commission  
Table Games Revenue

0013700T000

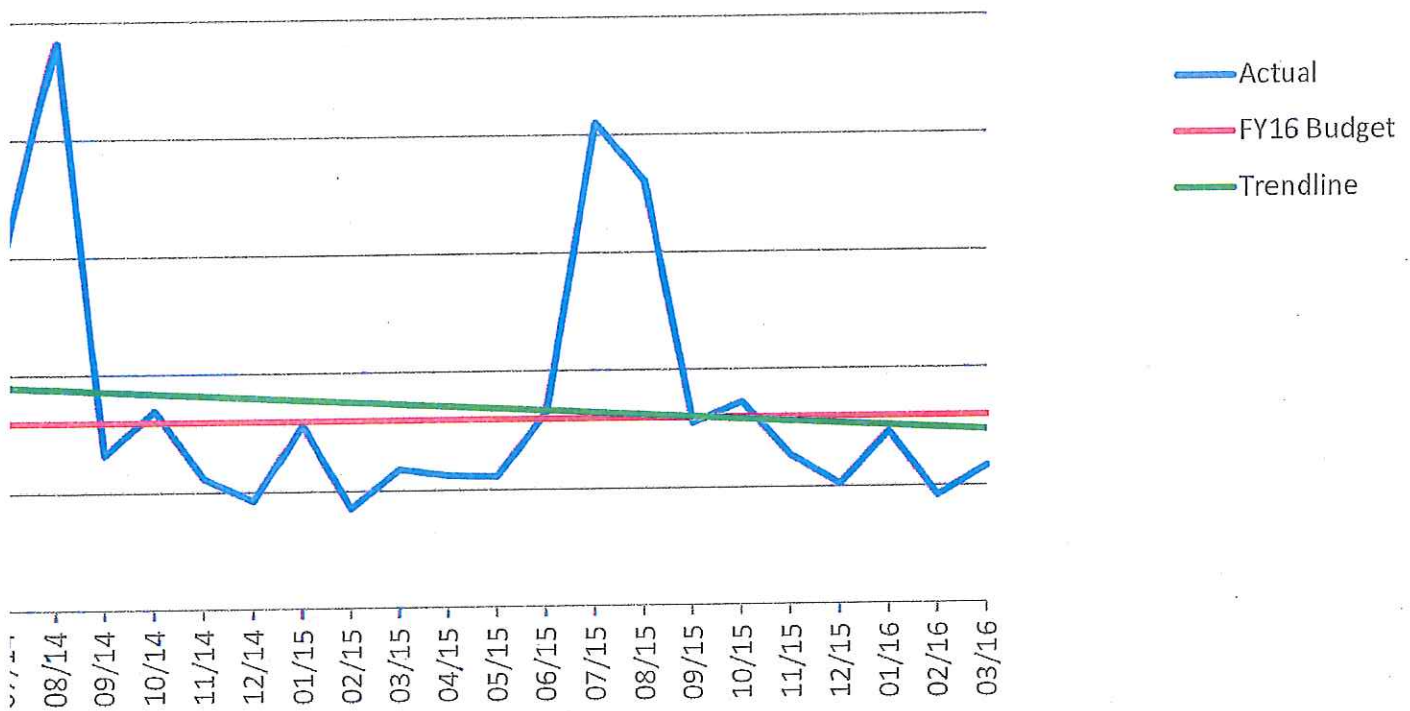
	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	\$ (705,363)
FY16	635,186	840,952	790,000	-5.6%	70,079	-47.3%	\$ (755,564)
FY17			740,000	-12%	61,667		
			Avg Dec	-13.9%			

Jefferson County Commission  
Table Games Revenue  
FY16 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY16 Total Revenue	FY16 Budget	Projected Variance
07/15	81,662					
08/15	75,763					
09/15	70,152					
10/15	64,988					
11/15	68,626					
12/15	67,664					
01/16	73,103					
02/16	67,612					
03/16	65,616					
04/16	-	13.4%	74,387			
05/16	-	-13.8%	64,124			
06/16	-	4.9%	67,255			
Totals	635,186		205,766	840,952	790,000	50,952

# Jefferson County Commission Video Lottery Revenue

## Account 001-373-OT-000 & 001 Month Period Apr 2014 - Mar 2016



Jefferson County Commission  
Video Lottery Revenue

0013730T000 0013730T001

	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	\$ (1,032,581)
FY16	2,580,885	3,189,632	3,114,553	-1.5%	265,803	-25.3%	(1,080,254)
FY17			3,140,000	-1.6%	261,667	-26.5%	(1,129,886)
			Average Dec	-8.7%			

Jefferson County Commission  
Video Lottery Revenue  
FY16 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY16 Total Revenue	FY16 Budget	Projected Variance
Jul 15	510,178					
Aug 15	460,690					
Sept 15	254,791					
Oct 15	272,305					
Nov 15	226,992					
Dec 15	201,852					
Jan 16	246,511					
Feb 16	191,469					
Mar 16	216,097					
Apr 16	-	-12.1%	189,915			
May 16	-	-0.1%	189,714			
Jun 16	-	20.8%	229,118			
Totals	<u>2,580,885</u>		<u>608,747</u>	<u>3,189,632</u>	<u>3,114,553</u>	<u>75,079</u>

The Senate of West Virginia  
Charleston

SENATOR CRAIG BLAIR  
CHAIRMAN  
COMMITTEE ON GOVERNMENT ORGANIZATION

STATE CAPITOL, ROOM 217-W  
304-357-7867

Received

APR 18 2016

Jefferson County Commission

April 12, 2016

Commissioner Jane Tabb  
PO Box 250  
Charles Town, WV 25414

Dear Commissioner Tabb:

A very exciting piece of legislation has passed that will have a huge impact on the citizens of West Virginia, especially those who work on second and third shifts. Senate Bill 648, which becomes effective on June 6, 2016, allows local authorities to permit traffic signals to flash during low traffic times.

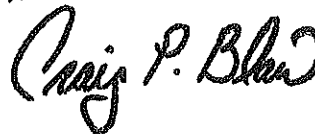
Traffic signals can be reprogrammed at your request, which will allow lights to flash yellow one way and red the other or the lights can flash red both ways. This may occur between the hours of 11:00 p.m. and 6:00 a.m.

It's now up to our local authorities to conduct surveys to determine which traffic lights should be reprogrammed to flash during low traffic times. Once the information is gathered, the West Virginia Division of Highways can begin programming those lights.

West Virginia Division of Highways, District Contact: J. Lee Thorne, District Engineer, (304) 289-3521.

This bill provides a common-sense approach to improving the lives of the people of West Virginia.

Sincerely,



Senator Craig P. Blair, Chairman  
Senate Committee on Government Organization

CPB/ik

**2016 JEFFERSON COUNTY LEVY RATE SHEET**  
**RATES PER \$100 VALUATION**

	State	County Current	School Current Expenses	School Excess Levy	School Per. Improvement	Municipal	TOTAL	State	County Current	School Current Expenses	School Excess Levy	School Per. Improvement	Municipal	TOTAL
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**Class I**

**Class II**

Charles Town District	0.0025	0.1394	0.1940	0.2295	0.0203		0.5857	0.0050	0.2788	0.3880	0.4590	0.0406		1.1714
Charles Town Corporation	0.0025	0.1394	0.1940	0.2295	0.0203	0.1091	0.6948	0.0050	0.2788	0.3880	0.4590	0.0406	0.2182	1.3896
Ranson Corporation	0.0025	0.1394	0.1940	0.2295	0.0203	0.1226	0.7083	0.0050	0.2788	0.3880	0.4590	0.0406	0.2452	1.4166
Harpers Ferry District	0.0025	0.1394	0.1940	0.2295	0.0203		0.5857	0.0050	0.2788	0.3880	0.4590	0.0406		1.1714
Harpers Ferry Corporation	0.0025	0.1394	0.1940	0.2295	0.0203	0.0684	0.6541	0.0050	0.2788	0.3880	0.4590	0.0406	0.1368	1.3082
Bolivar Corporation	0.0025	0.1394	0.1940	0.2295	0.0203	0.0777	0.6634	0.0050	0.2788	0.3880	0.4590	0.0406	0.1554	1.3268
Kabletown District	0.0025	0.1394	0.1940	0.2295	0.0203		0.5857	0.0050	0.2788	0.3880	0.4590	0.0406		1.1714
Middleway District	0.0025	0.1394	0.1940	0.2295	0.0203		0.5857	0.0050	0.2788	0.3880	0.4590	0.0406		1.1714
Shepherdstown District	0.0025	0.1394	0.1940	0.2295	0.0203		0.5857	0.0050	0.2788	0.3880	0.4590	0.0406		1.1714
Shepherdstown Corporation	0.0025	0.1394	0.1940	0.2295	0.0203	0.0817	0.6674	0.0050	0.2788	0.3880	0.4590	0.0406	0.1634	1.3348

**Class III**

**Class IV**

Charles Town District	0.0100	0.5576	0.7760	0.9180	0.0812		2.3428							
Charles Town Corporation								0.0100	0.5576	0.7760	0.9180	0.0812	0.4364	2.7792
Ranson Corporation								0.0100	0.5576	0.7760	0.9180	0.0812	0.4904	2.8332
Harpers Ferry District	0.0100	0.5576	0.7760	0.9180	0.0812		2.3428							
Harpers Ferry Corporation								0.0100	0.5576	0.7760	0.9180	0.0812	0.2736	2.6164
Bolivar Corporation								0.0100	0.5576	0.7760	0.9180	0.0812	0.3108	2.6536
Kabletown District	0.0100	0.5576	0.7760	0.9180	0.0812		2.3428							
Middleway District	0.0100	0.5576	0.7760	0.9180	0.0812		2.3428							
Shepherdstown District	0.0100	0.5576	0.7760	0.9180	0.0812		2.3428							
Shepherdstown Corporation								0.0100	0.5576	0.7760	0.9180	0.0812	0.3268	2.6696

# Jefferson County Public Service District

Received

APR 11 2016

## Jefferson County Public Service District Regular Board Meeting March 7, 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, March 7, 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; from Thrasher Engineering, Wayne Morgan; from Dunn Engineers, Fred Hypes and liaison for the County Commission, Commissioner Jane Tabb.

### CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:02PM.

### Approval of agenda

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the agenda as presented. Unanimously approved.

### OLD BUSINESS

#### Review Minutes of February 1 public comment meeting

The minutes of the February 1, 2016 public comment meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the February 1, 2016 public comment meeting minutes as presented. Unanimously approved.

#### Review Minutes of February 1 regular board meeting

The minutes of the February 1, 2016 regular board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the February 1, 2016 regular board meeting minutes as presented. Unanimously approved.

#### Review Minutes of February 10 special board meeting

The minutes of the February 10, 2016 special board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the February 10, 2016 special board meeting minutes as presented. Unanimously approved.

#### Discuss sewer collection and transmission project

- Address comments from February 1 public comment meeting
- Consider resolution #3 to pay Thrasher for engineering services for the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

Ms. Lawton gave a brief overview of the comments and questions from the February 1<sup>st</sup> public comment hearing for the sewer project. Staff will attach the Districts responses as well as the written comments and the associated responses as part of the response to the USDA as well as on the Districts website.

Ms. Lawton also requested the Board approve resolution number three to reimburse Thrasher Engineering \$110,245.28 out of the \$660,000 loan for engineering work completed on the sewer project. Mr. Appignani recused himself from the discussions relating to this item. Mr. Strider read resolution #3 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE SEWER TRANSMISSION IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF \$110,245.48.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$110,245.48. Approved 2-0. Mr. Appignani recused himself.

Mr. Appignani returned to the meeting.

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

Ms. Lawton stated that the District will need an estimated \$32,000 in payments to cover the disbursements for sewer and \$6,000 for water.

**Action:** No action required by the Board.

Discussion current legislation

Mr. Kelsh informed the Board that House Bill 4660, to modify the Public Service Commission (PSC) project approval process, was approved in the House and referred to the Senate for approval. Senate Bill 12 which amends the Local Powers Act was approved at the Senate and referred to the House.

**Action:** No action required by the Board.

**NEW BUSINESS**

Discuss Charles Town bulk rate increase

- Consider authorizing the filing of a Tariff Rule 30-B sewer rate increase application with the PSC to pass on increased bulk wastewater treatment charges from Charles Town

Mr. Kelsh discussed the Charles Town rate increase that will pass a 6.4% increase to the District customers since the District is a bulk rate customer of Charles Town. The bulk rate would go from \$6.13 per 1000 gallons to \$6.53 per 1000 gallons. Mr. Kelsh explained that the Board could either file with the Public Service Commission a 30B rate increase or file a complaint against the rate increase. Jane Arnett, Charles Town Utility Board (CTUB) Manager, provided clarification, thanked the District for meeting earlier in the month with the CTUB to discuss the increase, and answered questions.

**Action:** No action required by the Board.

Discuss pump station 4-7 repairs

Ms. Lawton informed the Board that staff has been working with Dunn Engineering and Fluid Solutions on the most cost effective solution for pump station 4-7 which has been problematic for the past couple of years. The cost for repair will be an estimated \$8,000.

**Action:** No action required by the Board.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – The Public Service Commission scheduled an evidentiary hearing for April 27, 28.

American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load – The Supreme Court refused to grant the petition for a writ of certiorari by the American Farm Bureau so the EPA's TMDL for the Chesapeake Bay will remain in effect.

**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 \$7,652.75. 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 \$214,209.50. Unanimously approved.

Approve transfer of \$3,618.10 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$65.23 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$3,618.10 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, and approve transfer of \$65.23 from the Water Security Deposit account to the Water 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

Jacquelyn Milliron, District customer, asked the Board if the answers to the questions from the public comment meeting from last month that Ms. Lawton discussed would be available to the public. She also questioned the status of the filling of the certification application for the sewer project since it was supposed to be filed with the Public Service Commission at the end of February and has yet to be done. Ms. Milliron commented that the capital improvement fees being collected at the current growth rate are not enough and cannot be depended on to help finance the sewer project. She doesn't think the existing customers need this project and suggested possibly rehabilitating or replacing pump stations or researching cheaper alternatives than the current sewer project proposal.

Marchel Pitcher, District customer, questioned why some of the Districts existing customers become customers of Charles Town with cheaper rates.

**Action:** Motion made by Mr. Weese and seconded by Mr. Strider to convene in executive session for the purpose of discussing potential litigation regarding the Charles Town bulk rate increase. Unanimously approved.

Mr. Weese recused himself from the discussions on the Charles Town bulk rate increase.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the 30-B rate increase as presented by the City of Charles Town to go in effect on or after July 1, 2016 predicated on concurrence of Charles Town City Councils 2<sup>nd</sup> reading on March 21 and direct Counsel to file the rate increase to the PSC if no major substantial changes to what has already been agreed to. Approved 2-0. Mr. Weese recused himself.

Mr. Weese returned to the meeting.

**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 7:59PM.

The next regular meeting is scheduled for Monday, April 4, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter L. Appignani", with a long horizontal line extending to the right.

Peter L. Appignani  
Chairman

A handwritten signature in black ink, appearing to read "William H. Strider", written in a cursive style.

William H. Strider  
Treasurer

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

<b>Week Ending Date</b>	<b>April 16, 2016</b>
To be Deposited on:	April 22, 2016
Amount Played	59,490,546.61
Amount Won	53,492,239.56
Amount Promo	316,577.00
MWAP Contribution	<u>2,120.20</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,679,609.85</u></b>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>227,184.40</u>
<b>Net Terminal Revenue</b>	<b><u>5,452,425.45</u></b>
Surcharge @ 10%	545,242.55
State Share Excess @ 58% & 10% of 42%	339,140.87
Track Share of Capital Reinvestment @ 90% of 42%	<u>206,101.68</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>197,857.61</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,244.07</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,907,182.90</u></b>
Racetrack @ 46.50% / 42%	2,061,016.82
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,011,945.03
Excess Lottery Fund @ 12.85% / 9.55%	468,635.96
Race Track Purses @ 90% of 7% / 4%	176,658.58
Employee Pension Fund @ 1% / .5%	24,535.91
Greyhound Development @ 90% of .75%	33,123.48
Thoroughbred Development @ 90% of .75%	33,123.48
County/Municipality @ 2%	<u>98,143.64</u>
	<b><u>4,907,182.90</u></b>

**WEST VIRGINIA LOTTERY**  
**First Benchmark**  
**Charles Town**  
**County / City Split**  
**Fiscal Year 2016**

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RAMSON 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	\$ 18,265.89	\$ 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	\$ 20,068.21	\$ 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	\$ 9,308.26
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	\$ 149,928.28	\$ 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
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
04/09/16	\$ 99,380.08	\$ 49,690.04	\$ 49,690.04	\$ 3,940.42	\$ 19,826.33	\$ 1,078.27	\$ 16,735.61	\$ 8,109.41
04/16/16	\$ 98,143.64	\$ 49,071.82	\$ 49,071.82	\$ 3,891.39	\$ 19,579.66	\$ 1,064.86	\$ 16,527.39	\$ 8,008.52
<b>Subtotal</b>	<b>\$ 4,370,926.68</b>	<b>\$ 2,641,495.08</b>	<b>\$ 1,729,431.60</b>	<b>\$ 137,143.92</b>	<b>\$ 690,043.21</b>	<b>\$ 37,528.66</b>	<b>\$ 582,472.59</b>	<b>\$ 282,243.22</b>

Benchmark Goal @ 2%     \$   912,063.48

Remainder until 1% / 1% Split     \$           -



*West Virginia State  
Treasurer's Office*

John D. Perdue  
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,197.20
Hurricane	1,197.20
Huttonsville	1,197.20
laeger	1,197.20
Jackson County	4,765.36
Jane Lew	1,197.20
Jefferson County	72,986.23
Jefferson County School Board	218,958.69
Junior	1,197.20
Kanawha County	29,083.65
Kenova	1,197.20
Kermit	1,197.20
Keyser	1,197.20
Keystone	1,197.20
Kimball	1,197.20
Kingwood	1,197.20
Leon	1,197.20
Lester	1,197.20
Lewis County	4,765.36

**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	2/4/2016	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	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78

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

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**4,124,906.80**

**3,580,645.18**

**3,261,565.02**

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**3,148,372.80**

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**2,690,980.86**

**Table Game Revenue**

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
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	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>625,619.45</b>

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

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

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69

**Total 2015-2016 1,876,858.35**

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

**Week Ending Date**

**April 23, 2016**

To be Deposited on:

April 29, 2016

Amount Played	57,886,159.83
Amount Won	51,844,854.38
Amount Promo	311,528.00
MWAP Contribution	<u>2,257.64</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,727,519.81</u></b>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>229,100.80</u>
<b>Net Terminal Revenue</b>	<b><u>5,498,419.01</u></b>
Surcharge @ 10%	549,841.92
State Share Excess @ 58% & 10% of 42%	342,001.67
Track Share of Capital Reinvestment @ 90% of 42%	<u>207,840.25</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>199,526.64</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,313.61</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,948,577.09</u></b>
Racetrack @ 46.50% / 42%	2,078,402.38
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,028,916.57
Excess Lottery Fund @ 12.85% / 9.55%	472,589.11
Race Track Purses @ 90% of 7% / 4%	178,148.78
Employee Pension Fund @ 1% / .5%	24,742.89
Greyhound Development @ 90% of .75%	33,402.90
Thoroughbred Development @ 90% of .75%	33,402.90
County/Municipality @ 2%	<u>98,971.56</u>
	<b><u>4,948,577.09</u></b>

**WEST VIRGINIA LOTTERY**  
**First Benchmark**  
**Charles Town**  
**County / City Split**  
**Fiscal Year 2016**

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RAMSON 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	\$ 73,265.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,968.52	\$ 6,768.60
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
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
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
03/26/16	\$ 104,434.92	\$ 52,217.46	\$ 52,217.46	\$ 4,140.84	\$ 20,834.77	\$ 1,133.12	\$ 17,586.84	\$ 8,521.89
04/02/16	\$ 108,371.76	\$ 54,185.88	\$ 54,185.88	\$ 4,296.94	\$ 21,620.17	\$ 1,175.83	\$ 18,249.80	\$ 8,843.14
04/09/16	\$ 99,380.08	\$ 49,690.04	\$ 49,690.04	\$ 3,940.42	\$ 19,826.33	\$ 1,078.27	\$ 16,735.61	\$ 8,109.41
04/16/16	\$ 98,143.64	\$ 49,071.82	\$ 49,071.82	\$ 3,891.39	\$ 19,579.66	\$ 1,064.86	\$ 16,527.39	\$ 8,008.52
04/23/16	\$ 98,971.56	\$ 49,485.78	\$ 49,485.78	\$ 3,924.22	\$ 19,744.83	\$ 1,073.84	\$ 16,666.81	\$ 8,076.08
Subtotal	\$ 4,469,898.24	\$ 2,690,980.86	\$ 1,778,917.38	\$ 141,068.14	\$ 709,788.04	\$ 38,602.50	\$ 599,139.40	\$ 290,319.30

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -