

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 5, 2017
9:30 A.M.**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF MINUTES

- December 12, 2016 - Special Session
- December 15, 2016 - Regular Meeting
- December 21, 2016 - Special Session

APPROVAL OF PURCHASE ORDERS

- January 5, 2017

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- December 22, 2016
- December 29, 2016
- January 5, 2017

APPROVAL OF PAYROLL

- December 15, 2016
- December 29, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

2. 10:00 a.m. Daniel P. Lutz, jr., Eastern Panhandle Conservation District
- Sinkhole remediation at the Burr Industrial Park - Discussion/Action
3. 10:15 a.m. Lynn Fields, Probate Office
- Confirm and accept Fiduciary Commissioner's Report - Estate of Clarence L. E. Best, Deceased - Discussion/Action
4. 10:30 a.m. Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator
- Follow up discussion regarding the changes requested by the County Commission on December 15, 2016 to the proposed Zoning Ordinance text amendment (ZTA16-01) and request to schedule a work session - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. James B. Crawford, III - Crawford Law Group
- Decision on Public Hearing held on December 15, 2016 - Closure of Alley in Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways - Discussion/Action

NEW BUSINESS

7. Approval of the 2017 Board of Review and Equalization Notice - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review of FY2017 Budget to Actual as of 11/30/2016
- Discuss availability for the FY18 budget schedule during the week of 2/13/17

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

8. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Homeland Security and Emergency Management Quarterly Report

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals.

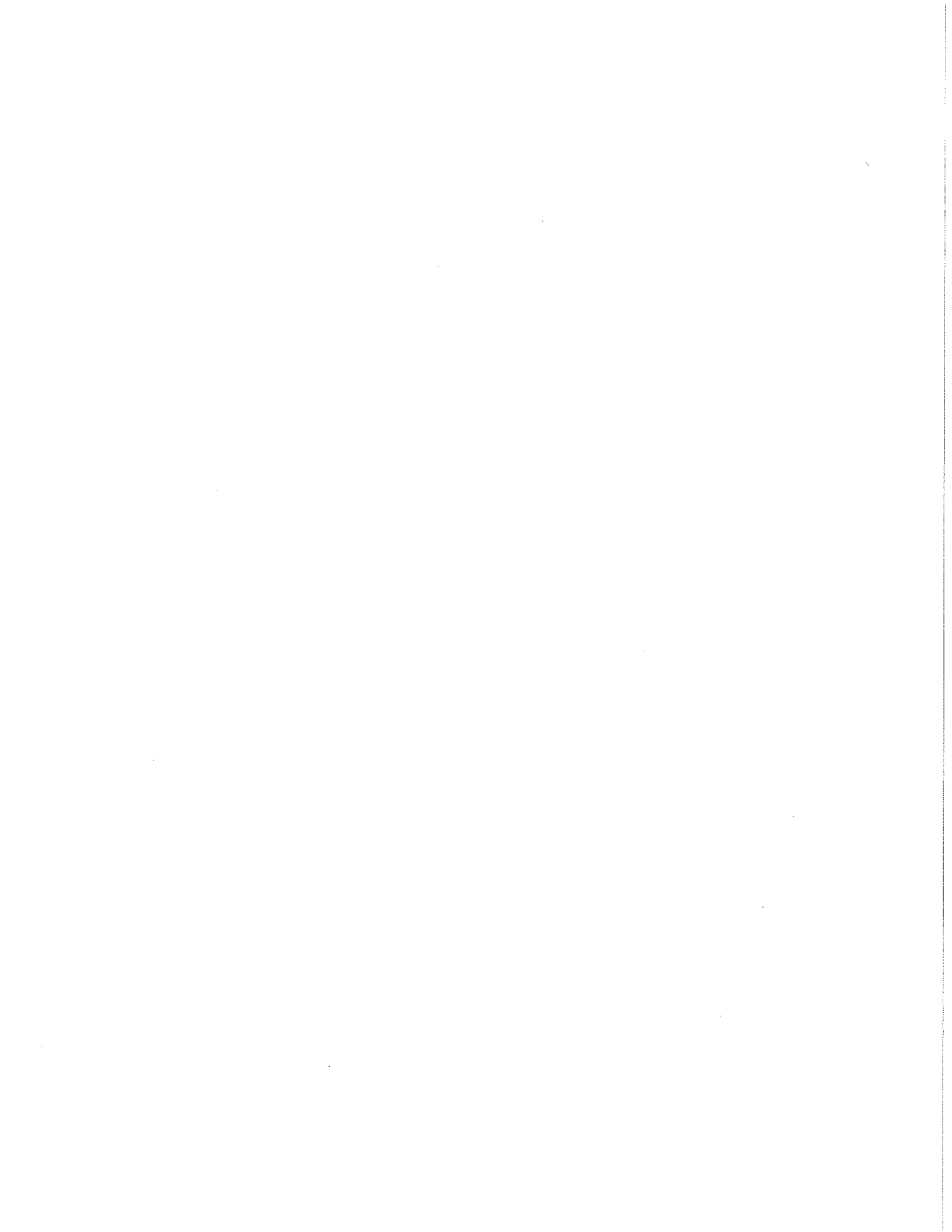
Notice of Intent to Appoint to the Jefferson County Water Advisory Committee.

Notice of Office Closure on Monday, January 16, 2017.

Minutes from the JCPSD November 7, 2016 Regular Meeting.

Letter from the WVPSC re: Disbursement of Wireless E-911 Subscriber Fees.

WV Lottery Weekly Settlement for Charles Town - week ending December 17, 2016.



SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, December 21 , 2016, beginning at 3:00 o'clock p.m.

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Peter Onoszko, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Jessica Carroll, Administrative Assistant

In re: Authorization of Friday, December 23, 2016 as an official holiday to excuse employees from their work duties beginning at 12:00 pm.

The meeting was called to order at 3:01 p.m. by Commissioner Noland.

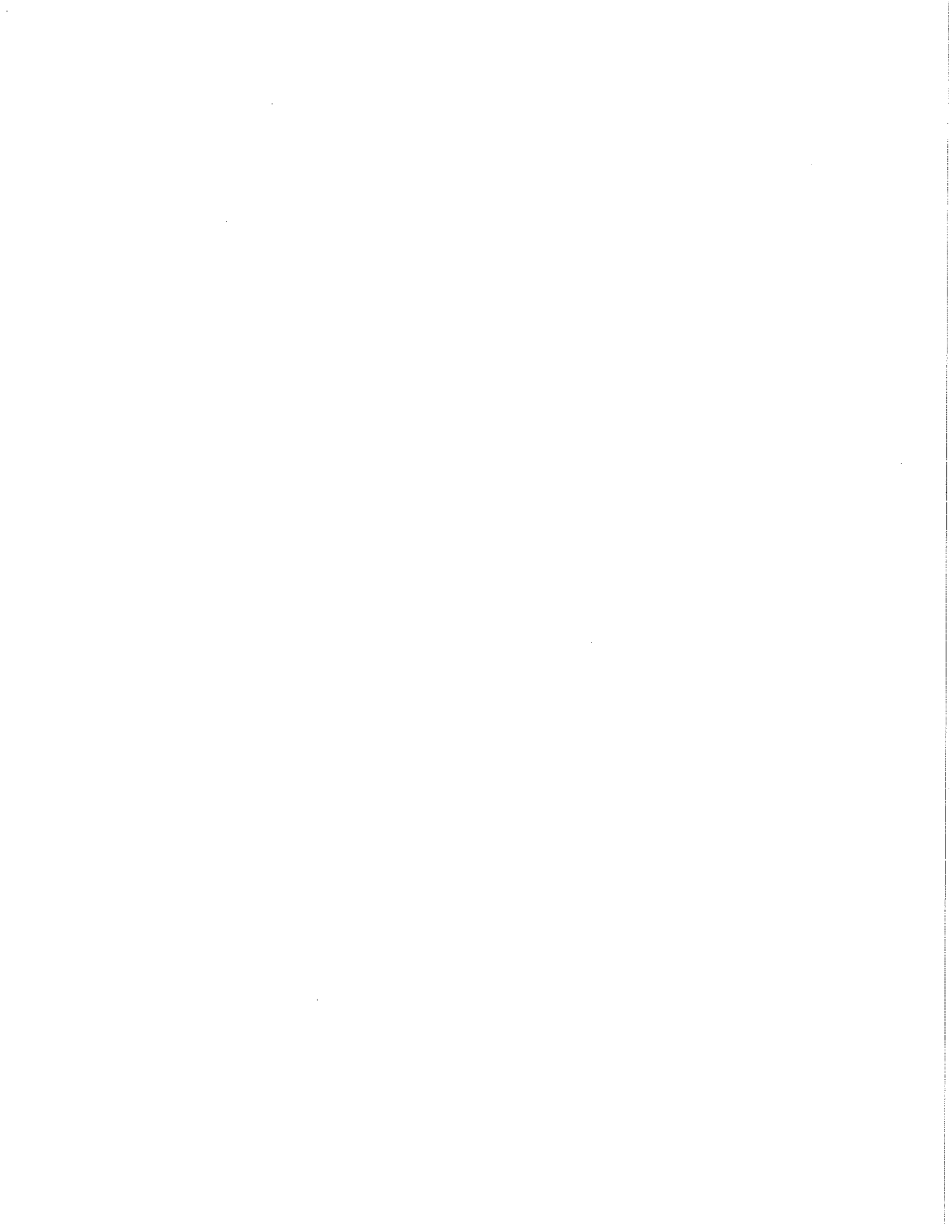
Commissioner Manuel led the Pledge of Allegiance.

Ms. Noland began the meeting by explaining that Governor Tomblin had declared Friday, December 23, 2016 as an official holiday for State employees and would be excusing staff from their duties beginning at 12:00 p.m. Since the County follows the State's holiday schedule, Ms. Grove asked the Commission to consider the same action for County employees. Ms. Grove also mentioned she will consider revising the County holiday schedule to state that any holidays designated by the governor will also be considered holidays by the County Commission.

- **Motion by Mr. Manuel to authorize Friday, December 23, 2016 as an official holiday for Jefferson County staff and excuse employees from their work duties beginning at 12:00 pm.**

PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant



Minutes

Jefferson County Commission

Thursday, December 15, 2016

A meeting of the Jefferson County Commission was held on Thursday, December 15, 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 Patricia Noland, Dale Manuel, Peter Onoszko, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, December 15, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Regular Meeting Minutes for December 1, 2016 as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for December 15, 2016 in the amount of \$35,146.04 to include Purchase Order No. 52487. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077530	712	AT&T/GA		\$ -	\$ 37.30	\$ 37.30
077531	425	BOLAND SERVICES		\$ -	\$ 922.86	\$ 922.86
077532	PAYROLL	LORI BROWN		\$ -	\$ 2,250.00	\$ 2,250.00

077533	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
077534	PAYROLL	PAMELA DUDASH		\$ -	\$ 1,769.34	\$ 1,769.34
077535	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,337.91	\$ 6,337.91
077536	405	HR DIRECT		\$ -	\$ 42.99	\$ 42.99
077537	PAYROLL	THE HARTFORD		\$ -	\$ 4,665.36	\$ 4,665.36
077537	PAYROLL	THE HARTFORD		\$ -	\$ 2,311.40	\$ 2,311.40
077538	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
077538	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077538	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077538	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
077538	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077538	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077538	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077538	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077538	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077538	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077539	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 2,789.58	\$ 2,789.58
077540	425	JEFFERSON COUNTY SOLID		\$ -	\$ 18.17	\$ 18.17
077541	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 915.40	\$ 915.40
077541	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,219.99	\$ 14,219.99
077542	425	KONE INC.		\$ -	\$ 333.03	\$ 333.03
077543	PAYROLL	GAIL MCMILLION		\$ -	\$ 61.79	\$ 61.79
077544	PAYROLL	GAIL MAGAHA		\$ -	\$ 119.25	\$ 119.25
077545	PAYROLL	MERRI A. MCINTYRE		\$ -	\$ 166.10	\$ 166.10
077546	PAYROLL	CHRISTINE MILLER		\$ -	\$ 1,718.25	\$ 1,718.25
077547	440	MICHAEL MONAGHAN		\$ -	\$ 122.00	\$ 122.00
077548	PAYROLL	HIGHMARK WV		\$ -	\$ 172,443.95	\$ 172,443.95
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 84.87	\$ 84.87
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 17.23	\$ 17.23
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 53.67	\$ 53.67
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 43.17	\$ 43.17
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 219.21	\$ 219.21
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 318.00	\$ 318.00
077549	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 120.79	\$ 120.79
077549	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 144.48	\$ 144.48
077549	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 240.00	\$ 240.00
077549	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 11.38	\$ 11.38
077550	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,776.28	\$ 1,776.28
077551	PAYROLL	WALTER PELLISH		\$ -	\$ 5,250.00	\$ 5,250.00
077552	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00

077553	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 5,993.00	\$ 5,993.00
077554	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 12.70	\$ 12.70
077555	408	STATE TAX DEPARTMENT		\$ -	\$ 14,443.70	\$ 14,443.70
077556	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077557	PAYROLL	EVELYN STEPHENSON		\$ -	\$ 579.45	\$ 579.45
077558	712	TELTRONIC		\$ -	\$ 530.00	\$ 530.00
077558	712	TELTRONIC		\$ -	\$ 57.50	\$ 57.50
077559	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 115.00	\$ 115.00
077560	402	XEROX CORPORATION		\$ -	\$ 401.19	\$ 401.19
077560	402	XEROX CORPORATION		\$ -	\$ 394.07	\$ 394.07
077560	402	XEROX CORPORATION		\$ -	\$ 417.84	\$ 417.84
077560	440	XEROX CORPORATION		\$ -	\$ 507.68	\$ 507.68
TOTAL					\$ 243,914.60	\$ 243,914.60

Motion by Ms. Tabb to approve the Accounts Payable for December 8, 2016 in the amount of \$243,914.60. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077563	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,484.26	\$ 1,484.26
077564	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
077564	425	BOLAND SERVICES		\$ -	\$ 898.00	\$ 898.00
077564	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
077564	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
077564	425	BOLAND SERVICES		\$ -	\$ 872.00	\$ 872.00
077564	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
077565	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077566	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077567	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077568	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077569	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077570	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
077571	PAYROLL	CHRISTINE CHALMERS		\$ -	\$ 2,250.00	\$ 2,250.00
077572	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
077572	425	J.C.EHRLICH		\$ -	\$ 615.00	\$ 615.00
077573	PAYROLL	KAREN ECHEMENT		\$ -	\$ 35.15	\$ 35.15
077574	440	ROGER GOODWIN		\$ -	\$ 45.00	\$ 45.00
077575	717	GUTTMAN OIL CO		\$ -	\$ 1,730.22	\$ 1,730.22
077575	717	GUTTMAN OIL CO		\$ -	\$ 2,203.81	\$ 2,203.81

077575	717	GUTTMAN OIL CO		\$ -	\$ 2,346.78	\$ 2,346.78
077575	717	GUTTMAN OIL CO		\$ -	\$ 2,272.78	\$ 2,272.78
077576	700	ABBIE GRAORA		\$ -	\$ 23.30	\$ 23.30
077577	PAYROLL	JERRI HERBERT		\$ -	\$ 110.43	\$ 110.43
077578	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 10,000.00	\$ 10,000.00
077579	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077580	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,197.82	\$ 2,197.82
077581	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 151.82	\$ 151.82
077581	404	THE SPIRIT OF JEFFERSON		\$ -	\$ 1,068.62	\$ 1,068.62
077581	404	THE SPIRIT OF JEFFERSON		\$ -	\$ 4,340.46	\$ 4,340.46
077582	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,760.00	\$ 5,760.00
077583	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
077584	PAYROLL	VICTOR C LUPIS III		\$ -	\$ 1,059.92	\$ 1,059.92
077585	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 563.67	\$ 563.67
077586	PAYROLL	HIGHMARK WV		\$ -	\$ 769.83	\$ 769.83
077587	PAYROLL	JASON MICKEY		\$ -	\$ 182.46	\$ 182.46
077588	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077589	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077590	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,424.51	\$ 33,424.51
077591	424	POTOMAC EDISON/OH		\$ -	\$ 2,017.40	\$ 2,017.40
077591	425	POTOMAC EDISON/OH		\$ -	\$ 9.91	\$ 9.91
077591	425	POTOMAC EDISON/OH		\$ -	\$ 2,801.44	\$ 2,801.44
077591	425	POTOMAC EDISON/OH		\$ -	\$ 16,573.79	\$ 16,573.79
077592	700	WILLIAM POTTER		\$ -	\$ 21.15	\$ 21.15
077593	700	DOUGLAS PITTINGER		\$ -	\$ 14.82	\$ 14.82
077594	717	RICE TIRES CO		\$ -	\$ 647.24	\$ 647.24
077595	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
077595	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,497.06	\$ 3,497.06
077595	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077595	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.36	\$ 7.36
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.72	\$ 1.72
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,546.16	\$ 10,546.16
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,094.10	\$ 45,094.10
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.25	\$ 5.25
077596	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,561.98	\$ 42,561.98
077597	402	JACQUELINE SHADLE		\$ -	\$ 241.45	\$ 241.45
077598	428	STAPLES CREDIT PLAN		\$ -	\$ 33.99	\$ 33.99
077599	425	SHERWIN-WILLIAMS		\$ -	\$ 14.09	\$ 14.09
077600	401	SANDRA MCDONALD		\$ -	\$ 251.64	\$ 251.64

077601	717	S & S MOTOR PARTS		\$ -	\$ 171.56	\$ 171.56
077601	717	S & S MOTOR PARTS		\$ -	\$ 81.49	\$ 81.49
077601	717	S & S MOTOR PARTS		\$ -	\$ 14.61	\$ 14.61
077601	717	S & S MOTOR PARTS		\$ -	\$ 49.93	\$ 49.93
077601	717	S & S MOTOR PARTS		\$ -	\$ 6.49	\$ 6.49
077601	717	S & S MOTOR PARTS		\$ -	\$ 164.33	\$ 164.33
077601	717	S & S MOTOR PARTS		\$ -	\$ 27.98	\$ 27.98
077602	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,870.00	\$ 2,870.00
077603	425	CAPITAL TRISTATE		\$ -	\$ 151.06	\$ 151.06
077603	425	CAPITAL TRISTATE		\$ -	\$ 159.30	\$ 159.30
077603	425	CAPITAL TRISTATE		\$ -	\$ 530.19	\$ 530.19
077603	425	CAPITAL TRISTATE		\$ -	\$ 13.90	\$ 13.90
077604	700	LARRY THOMPSON		\$ -	\$ 10.03	\$ 10.03
077605	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
077608	700	ELSAG,NORTH AMERICA	48572	\$ 63,225.00	\$ -	\$ 63,225.00
077608	401	GREENBRIER HOTEL		\$ -	\$ 336.46	\$ 336.46
077608	401	MARRIOTT		\$ -	\$ 496.09	\$ 496.09
077608	401	SPRINT		\$ -	\$ 253.93	\$ 253.93
077608	401	STONEWALL RESORT		\$ -	\$ 93.22	\$ 93.22
077608	402	AMERICAN PAYROLL ASSOC		\$ -	\$ 219.00	\$ 219.00
077608	402	MONROE SYSTEMS FOR BUSIN		\$ -	\$ 231.28	\$ 231.28
077608	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
077608	405	THE HOME DEPOT		\$ -	\$ 1,168.55	\$ 1,168.55
077608	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077608	412	STAPLES		\$ -	\$ 59.97	\$ 59.97
077608	413	PANHANDLE PRINTING AND D		\$ -	\$ 25.68	\$ 25.68
077608	413	SHEETZ		\$ -	\$ 91.00	\$ 91.00
077608	413	THE HOME DEPOT		\$ -	\$ 39.94	\$ 39.94
077608	413	THE HOME DEPOT		\$ -	\$ 676.89	\$ 676.89
077608	413	WAL-MART		\$ -	\$ 28.46	\$ 28.46
077608	415	FRONTIER		\$ -	\$ 84.49	\$ 84.49
077608	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
077608	424	CHARLES TOWN UTILITIES		\$ -	\$ 87.66	\$ 87.66
077608	424	FRONTIER		\$ -	\$ 10,524.81	\$ 10,524.81
077608	424	ROACH ENERGY		\$ -	\$ 360.88	\$ 360.88
077608	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
077608	424	THE HOME DEPOT		\$ -	\$ 54.66	\$ 54.66
077608	424	WEISS BROS OF HAGERSTOWN		\$ -	\$ 810.21	\$ 810.21
077608	425	AMAZON		\$ -	\$ 146.10	\$ 146.10
077608	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,753.37	\$ 1,753.37

077608	425	COMCAST		\$ -	\$ 1,070.25	\$ 1,070.25
077608	425	GRAINGER		\$ -	\$ 214.86	\$ 214.86
077608	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 222.72	\$ 222.72
077608	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077608	425	ROACH ENERGY		\$ -	\$ 874.18	\$ 874.18
077608	425	SHENANDOAH SPRING WATER		\$ -	\$ 662.25	\$ 662.25
077608	425	THE HOME DEPOT		\$ -	\$ 21.92	\$ 21.92
077608	425	WAL-MART		\$ -	\$ 63.06	\$ 63.06
077608	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,077.70	\$ 2,077.70
077608	425	WM WASTE MGNT		\$ -	\$ 1,232.35	\$ 1,232.35
077608	428	AMAZON		\$ -	\$ 129.72	\$ 129.72
077608	428	AMAZON		\$ -	\$ 159.99	\$ 159.99
077608	428	CDW GOVERMENT		\$ -	\$ 289.27	\$ 289.27
077608	428	CDW GOVERMENT		\$ -	\$ 153.57	\$ 153.57
077608	428	ERGODRIVEN		\$ -	\$ 25.00	\$ 25.00
077608	428	LAKE ERIE SYSTEM & SRVC		\$ -	\$ 110.02	\$ 110.02
077608	428	PC PARTS INC		\$ -	\$ 236.66	\$ 236.66
077608	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
077608	440	AMERICAN SOC CIVIL ENGIN		\$ -	\$ 99.00	\$ 99.00
077608	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 25.09	\$ 25.09
077608	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
077608	440	VITAL SIGNS PLUS		\$ -	\$ 518.00	\$ 518.00
077608	440	VITAL SIGNS PLUS		\$ -	\$ 37.00	\$ 37.00
077608	700	AMAZON		\$ -	\$ 564.77	\$ 564.77
077608	700	CRACKER BARREL		\$ -	\$ 38.86	\$ 38.86
077608	700	DAVIS & STANTON		\$ -	\$ 69.00	\$ 69.00
077608	700	FARM AND HOME SERVICE		\$ -	\$ 89.02	\$ 89.02
077608	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
077608	700	IHOP		\$ -	\$ 25.54	\$ 25.54
077608	700	MILLERS OFFICE PRODUCTS		\$ -	\$ 120.00	\$ 120.00
077608	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
077608	700	TACO BELL		\$ -	\$ 12.20	\$ 12.20
077608	700	TRACTOR SUPPLY CO		\$ -	\$ 69.98	\$ 69.98
077608	711	ASFPM		\$ -	\$ 150.00	\$ 150.00
077608	711	HAMPTON INNS		\$ -	\$ 91.00	\$ 91.00
077608	711	HOLIDAY INN		\$ -	\$ 127.33	\$ 127.33
077608	711	NFPA NATINAL FIRE PROTEC		\$ -	\$ 175.00	\$ 175.00
077608	711	SOUTH BRANCH INN		\$ -	\$ 89.00	\$ 89.00
077608	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
077608	711	STAPLES		\$ -	\$ 91.55	\$ 91.55

077608	711	TARGET		\$ -	\$ 53.48	\$ 53.48
077608	711	WHALE OF A WASH		\$ -	\$ 14.00	\$ 14.00
077608	712	APCO INTERNATIONAL INC.		\$ -	\$ 380.92	\$ 380.92
077608	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077608	712	LaCROSSE TECHNOLOGY		\$ -	\$ 124.85	\$ 124.85
077608	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 1,800.00	\$ 1,800.00
077608	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
077608	712	NENA		\$ -	\$ 137.00	\$ 137.00
077608	712	SPRINT		\$ -	\$ 837.32	\$ 837.32
077608	712	STAPLES		\$ -	\$ 51.33	\$ 51.33
077608	712	THE HOME DEPOT		\$ -	\$ 39.76	\$ 39.76
077608	712	WAL-MART		\$ -	\$ 9.41	\$ 9.41
077608	716	CHEWY		\$ -	\$ 231.98	\$ 231.98
077608	716	GALLS		\$ -	\$ 654.47	\$ 654.47
077608	716	THE HOME DEPOT		\$ -	\$ 101.15	\$ 101.15
077608	716	TRACTOR SUPPLY CO		\$ -	\$ 74.79	\$ 74.79
077608	716	WAL-MART		\$ -	\$ 18.13	\$ 18.13
077608	716	WV TREASURY		\$ -	\$ 50.00	\$ 50.00
077608	716	WV TREASURY		\$ -	\$ 50.00	\$ 50.00
077608	717	FISHER AUTO PARTS		\$ -	\$ 83.95	\$ 83.95
077608	717	GLEN BURNIE TRANSMISSION		\$ -	\$ 1,785.65	\$ 1,785.65
077608	717	SHEETZ		\$ -	\$ 98.38	\$ 98.38
077608	717	THE HOME DEPOT		\$ -	\$ 6.32	\$ 6.32
077609	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,106.60	\$ 37,106.60
077610	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 35.00	\$ 35.00
077611	402	W.B. MASON CO. INC		\$ -	\$ 154.97	\$ 154.97
077612	413	CAROL SMITH		\$ -	\$ 50.00	\$ 50.00
TOTAL						\$ 544,429.89
TOTAL				\$ 63,225.00	\$ 481,204.89	\$ 544,429.89

Motion by Ms. Tabb to approve the Accounts Payable for December 15, 2016 in the amount of \$544,429.89. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
12/09/16	551	UNITED BANK	\$ 54.93
12/09/16	552	3M ELECTRONIC MONITORING	\$ 2,860.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
12/9/2016	606	UNITED BANK	\$ 550.63
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
12/09/16	1543	UNITED BANK	\$ 507.22
12/09/16	1544	UNITED BANK	\$ 3,667.88
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
12/9/2016	1068	SHERIFF JEFFERSON CO -SCHOOL	\$ 60,268.25
12/9/2016	1069	SHERIFF JEFFERSON CO - LAW	\$ 1,059.43
12/9/2016	1070	SHERIFF JEFFERSON CO - PARKS	\$ 4,631.50
12/9/2016	1071	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 508.21
TOTAL			\$ 74,108.05

Motion by Ms. Noland to approve the Manual Checks for December 9, 2016 in the amount of \$74,108.05. Motion seconded and unanimously approved.

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
12/16/2016	606	WB MASON	\$ 621.00
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
12/16/2016	283	JEFFERSON CO FARMLAND PROT.	\$ 63,329.73
BARDANE			
244			
Date	Check #	VENDOR	Amount
12/16/2016	607	POTOMAC EDISON	\$ 3,728.80
SHERIFF CAPITOL			
246			
Date	Check #	VENDOR	Amount
12/16/2016	1545	CAPITALTRISTATE	\$ 3,180.23
TOTAL			\$ 70,859.76

Motion by Ms. Noland to approve the Manual Checks for December 16, 2016 in the amount of \$70,859.76. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for the December 1, 2016 the amount of \$253,011.50. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Sara Lambert, resident – urged the Commission to participate in the conversation regarding the Jefferson County Public Schools redistricting.

Eleanor Finn, resident and member of the League of Women Voters – thanked Commissioners Manuel and Pellish for their service and also complained that the most recent Meet Your Commissioners event wasn't published in the local papers.

David Tabb, resident – stated again that he will continue to challenge the local government.

Walt Pellish, resident and County Commissioner – thanked his fellow Commissioners for their service, stating he believes they've accomplished a great deal for the county during his years as Commissioner. Mr. Pellish also thanked the County Administrator, department heads, and staff for their hard work.

PRESENTATIONS

1. Emily Wells, WVU Extension Agent – requested the approval to reclassify WVU Extension Service County Employee.
 - **Motion by Ms. Tabb to approve the request to reclassify WVU Extension Service's Secretary II position to Administrative Assistant I at a Grade III, Step C, effective February 1, 2017. Motion seconded and unanimously approved.**
2. Public Hearing – Closure of Alley in the Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways pursuant to WV Code 7-1-3.

Ms. Noland opened the Public Hearing at 11:03 am. Statements were made by both Jim Crawford and Samuel Byrer, counsel for both parties, simply stating there was no conflict in the matter and both parties were agreeable to the closure of the alley.

There being no further comment, Ms. Noland stated the record would remain open for two weeks to allow time for written comment, and a final decision would be made by the Commission during the January 5, 2016 Regular Meeting.

3. Peter Dougherty, Sheriff
 - a. Bailiff/Trip Guards/Special Deputy Additions
 - **Motion by Mr. Pellish to approve the hire of Daryll Wimer and Robert Juarez as Trip Guards within the Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to approve the hire of Terry Carter, Monte Conner, Michael Mahoney, Benjamin Repine, and Timothy Carroll as Bailiffs/Trip Guards within the Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
 - b. Transfer Title of 2004 Jeep Cherokee to JCESA
 - **Motion by Mr. Manuel to approve the transfer of title for a 2004 Jeep Cherokee (9829) to the Jefferson County Emergency Services Agency. Motion seconded and unanimously approved.**
 - c. Addition of New Reserve Deputies
 - **Motion by Ms. Noland to approve the additions of George Booth, Earl Gill III, and Micah Hutchins as Reserve Deputies within the Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
 - d. Approval of additional position, vehicle, and corresponding budget revision associated with the Bolivar Intergovernmental Agreement
 - **Motion by Ms. Noland to approve an additional deputy and vehicle within the Sheriff's budget to be funded from salary savings within the Sheriff's current budget and monies received from the Bolivar Intergovernmental Agreement, with funding for the additional deputy in subsequent years contingent upon renewal of the Intergovernmental Agreement. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to approve corresponding State Budget Revision #3 in relation to the motion made above. Motion seconded and unanimously approved.**
4. Daniel Zappe, Resident – requested a waiver of review fee of subdivision.

- **Motion by Ms. Tabb to waive the review fee for subdivision plat. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer
 - a. Request to call Letter of Credits due to expire on January 15, 2017
 - **Motion by Mr. Manuel to authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Monday, January 9, 2017. Motion seconded and unanimously approved.**
 - b. Complete Construction Bond Release for Daniel G. McGinn/McGinn and Company – Burr Business Park Lot 11 (File #S15-08).
 - **Motion by Ms. Tabb to authorize a complete release of the remaining \$103,206.00 from the construction bond for Daniel G. McGinn/McGinn And Company – Burr Business Park Lot 11 (File #S15-08). Motion seconded and unanimously approved.**
 - c. Complete Construction Bond Release for McGee Civil Construction, LLC – Burr Business Park Lot 40 (File #S15-07)
 - **Motion by Mr. Pellish to authorize a complete release of the remaining \$86,229.00 from the construction bond for McGee Civil Construction, LLC – Burr Business Park Lot 40 (File #S15-07). Motion seconded and unanimously approved.**
 6. The Commission recessed for break at 12:00 pm.
The Commission reconvened at 12:10 pm.
 7. Bill Polk, Director of Maintenance – provided the Commission with an update on the 3rd floor Judicial Center renovation project and requested approval of a quote for changes needed for the elevator.
 - **Motion by Mr. Manuel to approve the quote from Kone Elevators in the amount of \$44,597 in order to add a rear entrance to the elevator. Motion seconded and unanimously approved.**
 8. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management
 - a. Requested approval of the Emergency Management Performance Grant (EMPG) Application

- **Motion by Ms. Tabb to approve the 2016 EMPG Grant Application as presented. Motion seconded and unanimously approved.**
- b. Requested approval of the Jefferson County Emergency Operations Plan
- **Motion by Ms. Tabb to approve the 2016 Jefferson County Emergency Operations Plan. Motion seconded and unanimously approved.**
- c. Recommendation from Jefferson County Homeland Security and Emergency Management Steering Committee for appointments/reappointments to the JCHSEM Steering Committee
- **Motion by Mr. Manuel to approve the reappointments of the following people to serve on the JCHSEM Steering Committee for a term of two years beginning January 1, 2017: Sheriff Pete Dougherty, representing Law Enforcement; Kelly Parsons (Nichols, DeHaven and Associates), representing the Private Sector; John Reisenweber, Jefferson County Development Authority, representing business; Holly Morgan Frye, Shepherd University, representing education; Mason Carter, representing the Jefferson County Engineering Department, and Jane Tabb, Jefferson County Commission representative. Motion seconded and unanimously approved.**
- d. Reminder that all County Commissioners and County Administrator Staff need to complete NIMS On-line Training (National Incident Management Training) Courses IS-700 and IS-100 to be in compliance with grant application.
9. Jeff Polczynski, Director of Communications – requested an appointment of a full-time public safety dispatcher.
- **Motion by Mr. Manuel to approve the employment of Jessica Ashley as a full-time Public Safety Dispatcher. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Approval of WV Courthouse Facilities Improvement Authority Grant Contract
- **Motion by Ms. Tabb to approve the WV Courthouse Facilities Improvement Authority Grant Contract as presented and authorize the president of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**

11. Appointments to the Jefferson County Community Criminal Justice Board – five unexpired terms ending July 3, 2017 (Commissioner Manuel recused himself from this vote as he’s interested in being appointed to a seat on the board.)
 - **Motion by Ms. Tabb to appoint Dale Manuel and Gilbert Heiman to the Community Corrections Board as at-large members and Catherine Oliver as a member to represent vietim rights and services, each for a term ending July 3, 2017. Motion seconded and unanimously approved.**
12. Interview/Appointment to the Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2018
 - **Motion by Mr. Manuel to appoint Jeff Bresee to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2018. Motion seconded and unanimously approved.**
13. Discuss sending a letter to the Harpers Ferry Town Council to offer support of the Amendment to the Zoning Ordinance to allow for the Promontory Overlay District
 - **Motion by Ms. Noland to send a letter to the Harpers Ferry Town Council encouraging passage of the Amendment of the Land Use Development Ordinance 1313-04. Motion seconded and unanimously approved.**
14. Discuss Jefferson Utilities request to purchase the Jefferson County Public Service District’s Westridge Hills well.
 - **Motion by Mr. Pellish to postpone decision on this item until a date to be determined. Motion seconded and fails on a vote of 1-4 with Mr. Onoszko, Mr. Manuel, Ms. Noland, and Ms. Tabb.**
 - **Motion by Mr. Manuel to reject the \$5,000 offer of purchase by Jefferson Utilities, Inc. and allow the Westridge Hills well to remain with the Jefferson County Public Service District. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**
15. Decision on the proposed redline edits to the Jefferson County Zoning Ordinance (File #ZTA16-01) to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use Process. The proposed text amendment also included a recommendation to increase the density

provisions of the Rural Zoning Cluster Development in Section 5.7; and proposed amending various sections related to rural land use throughout the Ordinance.

- It was the consensus of the Commission to postpone a decision on this item until holding an additional work session during one of the regular meetings in January 2017.

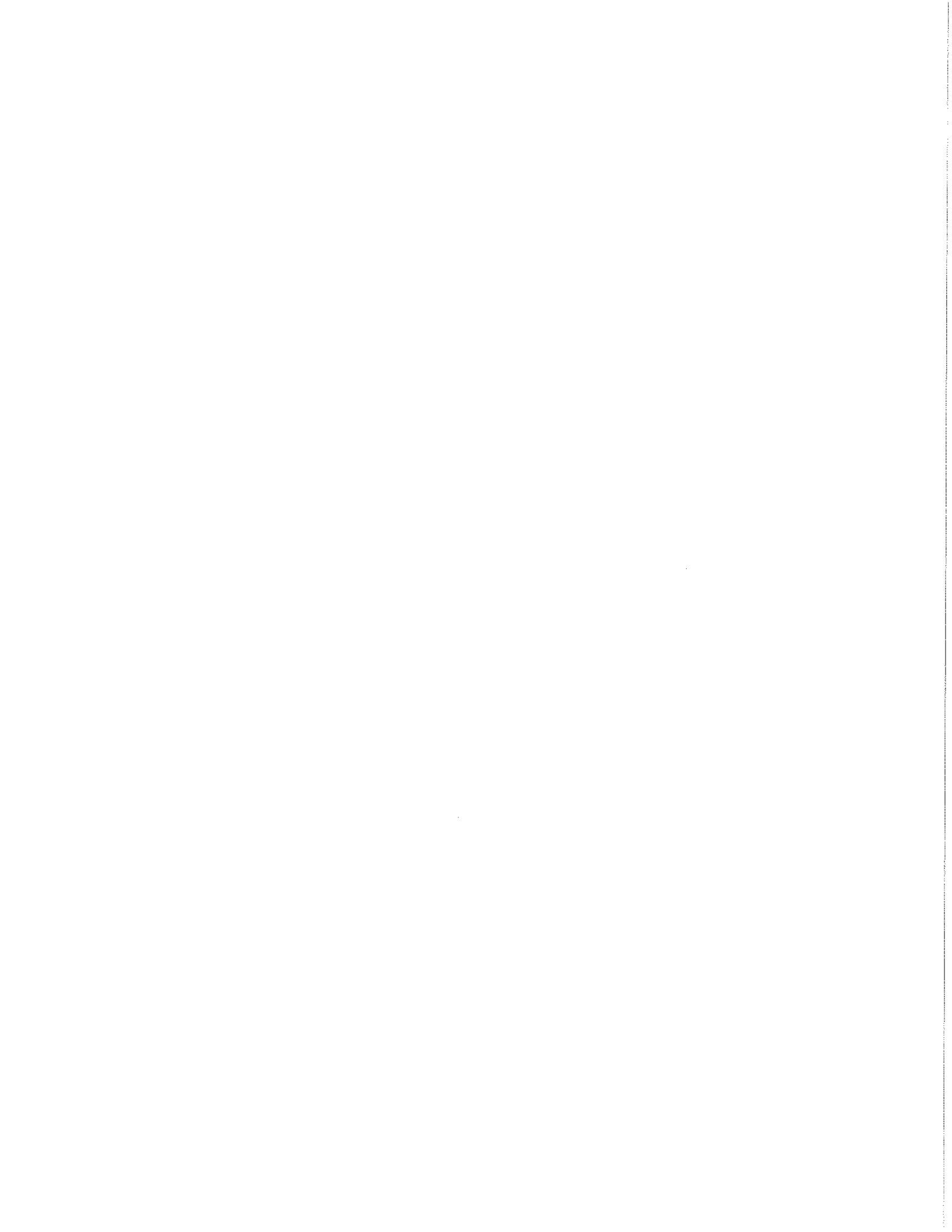
COUNTY ADMINISTRATOR REPORTS

- Update on State Fire Commission – Ms. Grove stated the County was able to reach a compromise on CAD and the item had been removed from the State Fire Commission agenda.
- Retention of expert witness in Civil Action 11-C-325 – Ms. Grove stated that at a hearing held that morning, the judge had ruled in the County’s favor, and the Commission would not have to pay attorney’s fees for the opposing party; however, she stated they would need to pay for the expert’s time already spent reviewing the case and request for attorney’s fees, which work was performed in preparation for the hearing.
 - **Motion by Ms. Tabb to authorize payment for Mr. Cassell’s fees. Motion seconded and unanimously approved.**

16. The Commission meeting was adjourned at 1:32 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



SPECIAL SESSION

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

At a Special Session of the County Commission of said County and State continued and held at the Shepherdstown Fire Department located at 8052 Martinsburg Pike, Shepherdstown, West Virginia on Monday, December 12, 2016, beginning at 6:00 o'clock p.m.

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Peter Onoszko, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Sandy McDonald, Deputy County Administrator

In re: Special Session is to discuss pending litigation in Capriotti, et al v. Jefferson County Planning Commission, Civil Action Number 11-C-325

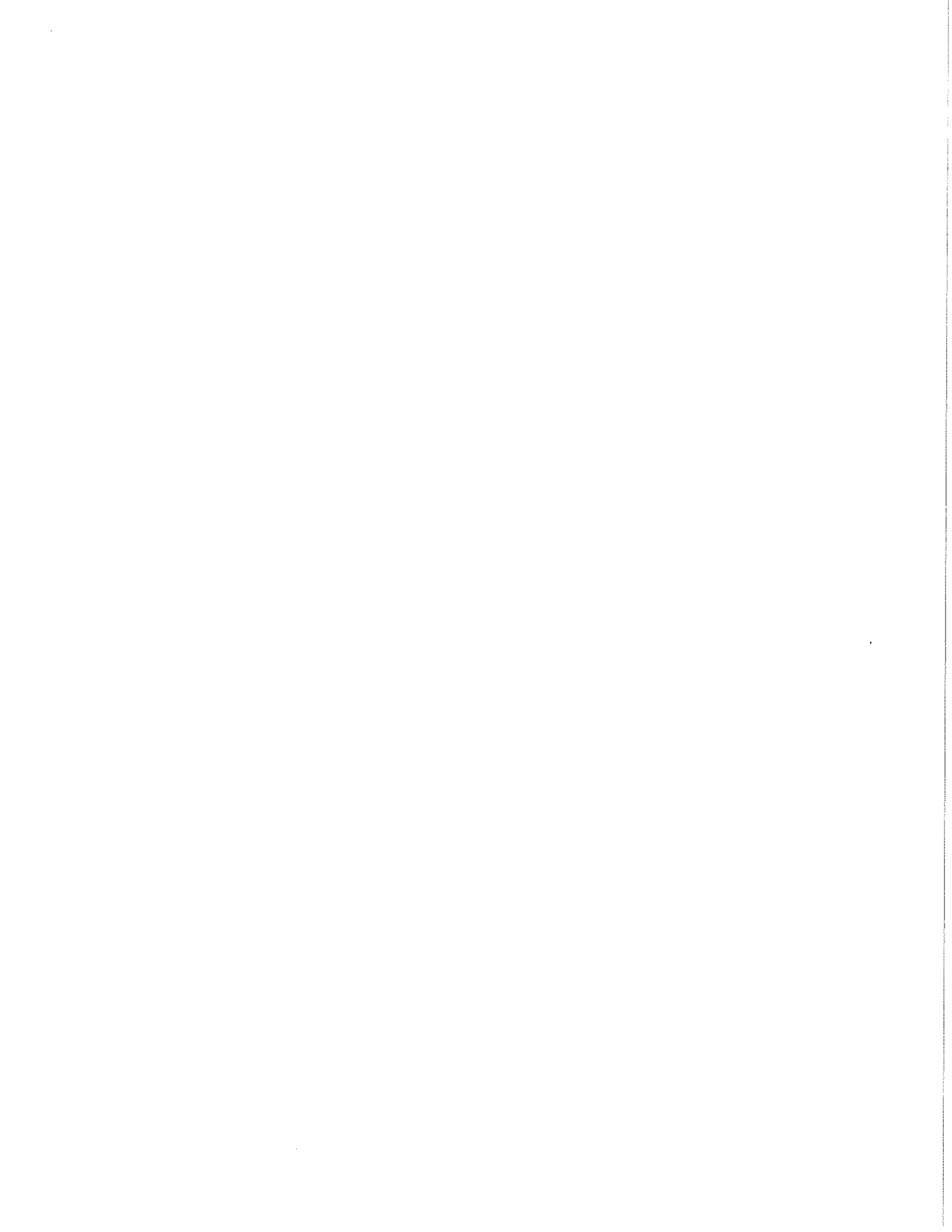
The meeting was called to order at 6:01 p.m. by Commissioner Noland.

Ms. Noland began the meeting by stating the purpose of the Special Session and opening the floor for a motion to enter into Executive Session.

- **Motion by Ms. Tabb to enter into Executive Session to discuss pending litigation in Capriotti, et al v. Jefferson County Planning Commission, Civil Action Number 11-C-325. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to come out of Executive Session and begin the “Meet Your Commissioners” event. Motion seconded and nnanimately approved.**

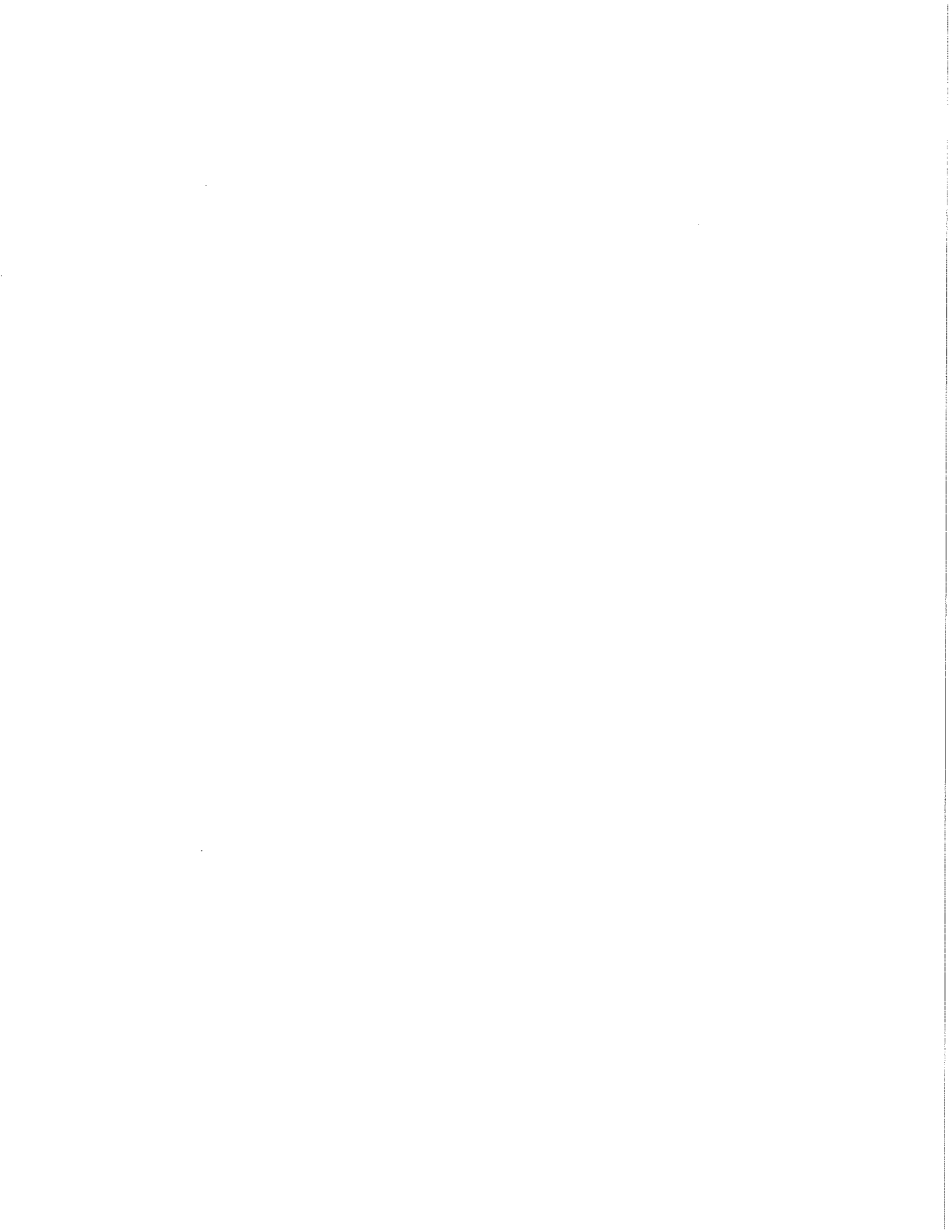
PATRICIA A. NOLAND, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

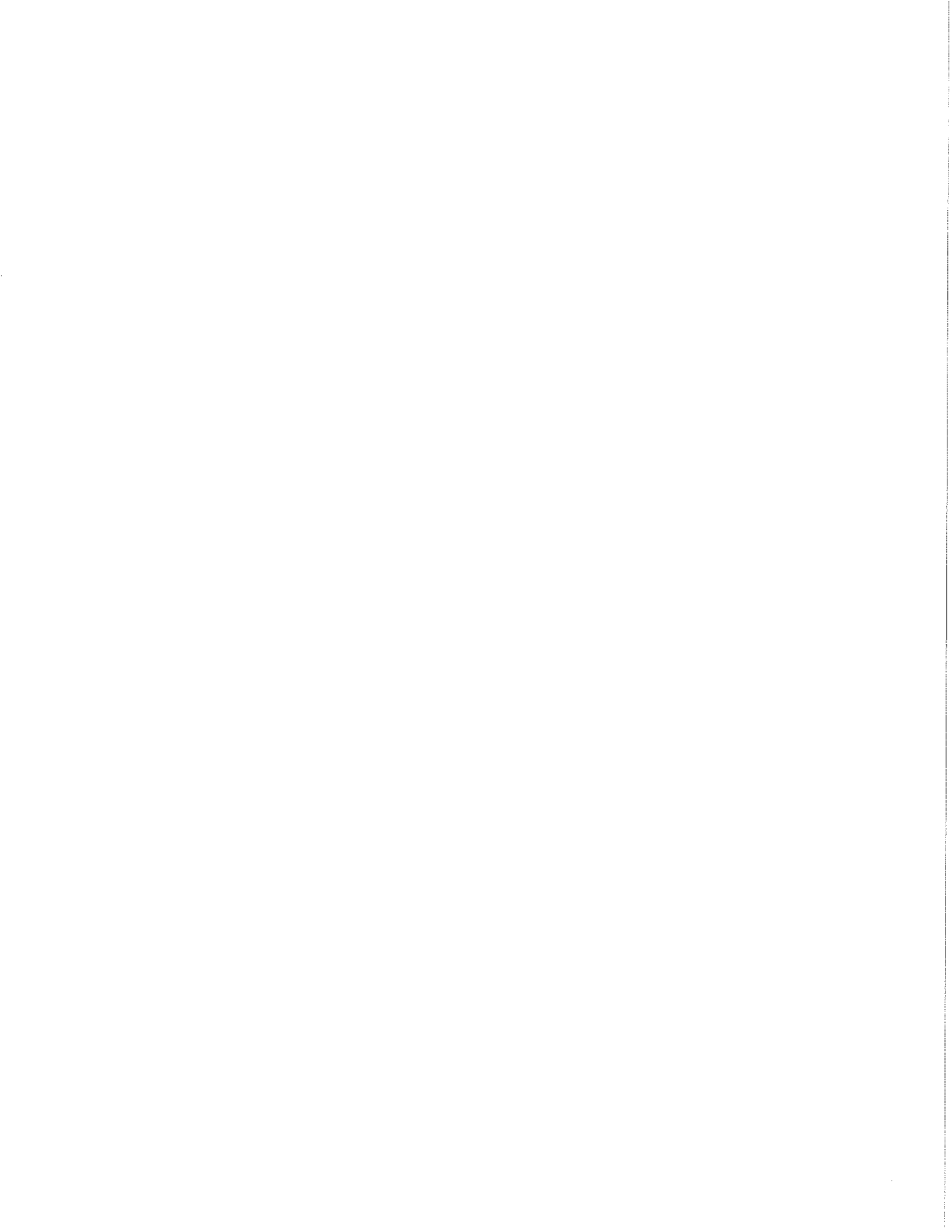


**Assignment to Boards,
Commissions & Organizations
Calendar Year 2017**

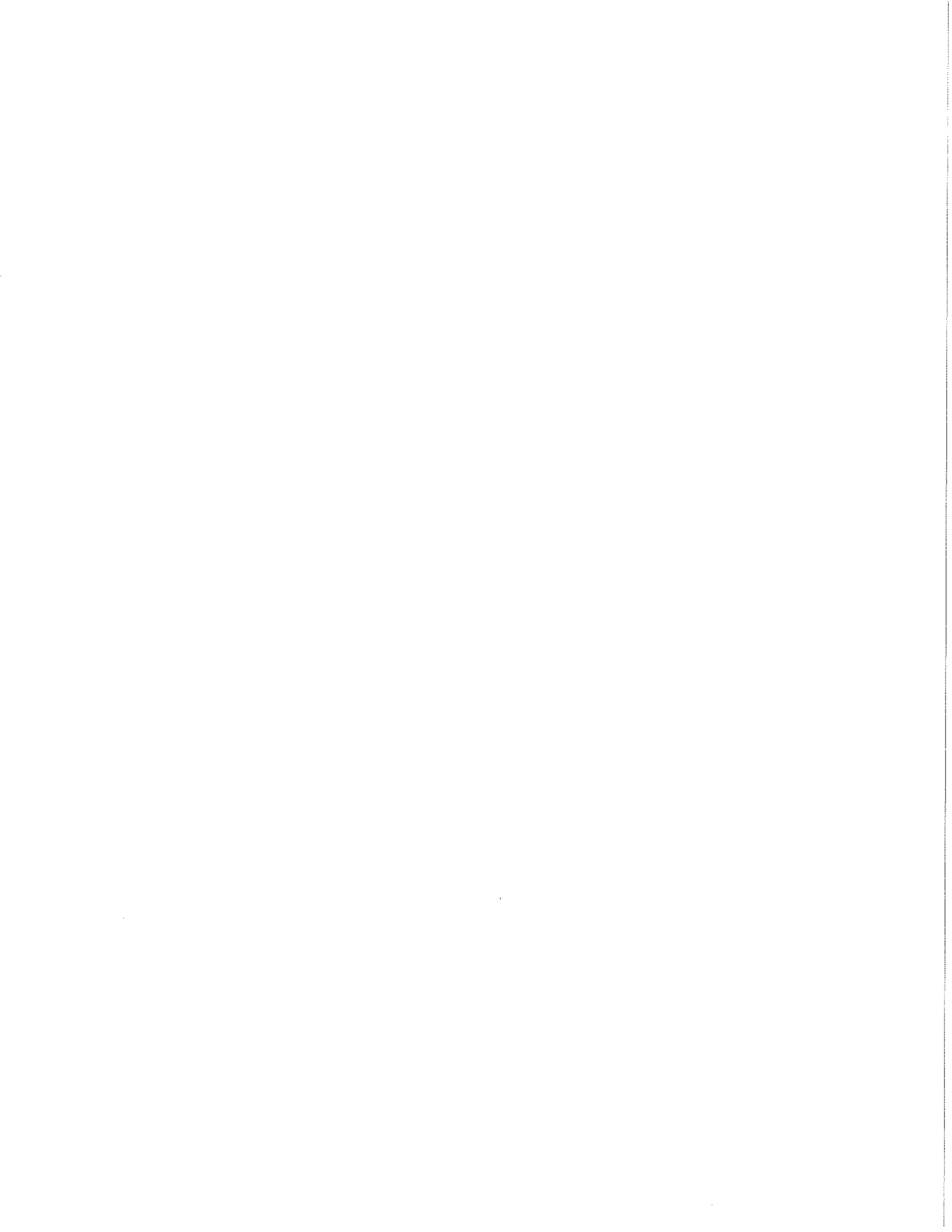
<i>Organization</i>	<i>Commissioner 2016</i>	<i>Commissioner 2017</i>
Affordable Housing	Manuel	
Approval of Bills	Onoszko	
Board of Health	Pellish	
Building Repair & Security Courthouse Committee	Manuel	
Community Corrections Committee - Day Report Center	Manuel	
Development Authority	Pellish	
E-911 Council	Pellish	
Extension Service	Tabb	
Farmland Protection Board	Tabb	
Jefferson County Convention & Visitors Bureau	Noland	
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	
Historic Landmarks Commission	Onoszko	
Homeland Security/LEPC	Tabb	
Legislative Liaison	Manuel/Noland	
Mental Health Center	Noland	
MPO Interstate Council	Tabb	
Pan Tran	Onoszko	
Parks and Recreation	Manuel	
Planning Commission	Onoszko	
Public Service District Liaison	Tabb	
Region 9	Noland	
Solid Waste Authority	Pellish	
Water Advisory Committee	Manuel	
Workforce Investment Act Liaison	Onoszko	



DESCRIPTION	Fund 001CO.	Fund 003 Dog	Total
Gross Wages	\$ 377,121.04	\$ 60.00	\$ 377,181.04
6.2% Tax Payable OASDI	22,547.05	\$ 3.68	\$ 22,550.73
1.45% Tax Payable HI	5,273.08	\$ 0.86	\$ 5,273.94
Fed Withholding	42,561.98	\$ 5.25	\$ 42,567.23
WV State Withholding	16,167.42	\$ 2.76	\$ 16,170.18
PERS Retirement Deduct 4.5%	12,011.01	\$ 2.70	\$ 12,013.71
PERS Retirement Deduct 6%	1,499.53		\$ 1,499.53
Hosp.Pre-Tax	11,977.50		\$ 11,977.50
Cancer/ICU Pre-Taxed	1,065.41		\$ 1,065.41
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	2,332.68		\$ 2,332.68
Christmas Club	5,760.00		\$ 5,760.00
Wage Attach #1	1,438.24		\$ 1,438.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,490.98		\$ 5,490.98
457 - Nationwide	749.00		\$ 749.00
4571 - Empower	2,870.00		\$ 2,870.00
MD State Tax	469.00		\$ 469.00
D/VF	1,564.71		\$ 1,564.71
VA.State Tax	129.10		\$ 129.10
COLONIAL(PLUS)	151.01		\$ 151.01
Total Deductions	\$ 135,079.82	\$ 15.25	\$ 135,095.07
Net Wages Total	\$ 242,041.22	\$ 44.75	\$ 242,085.97
Payroll Date	15-Dec-2016		



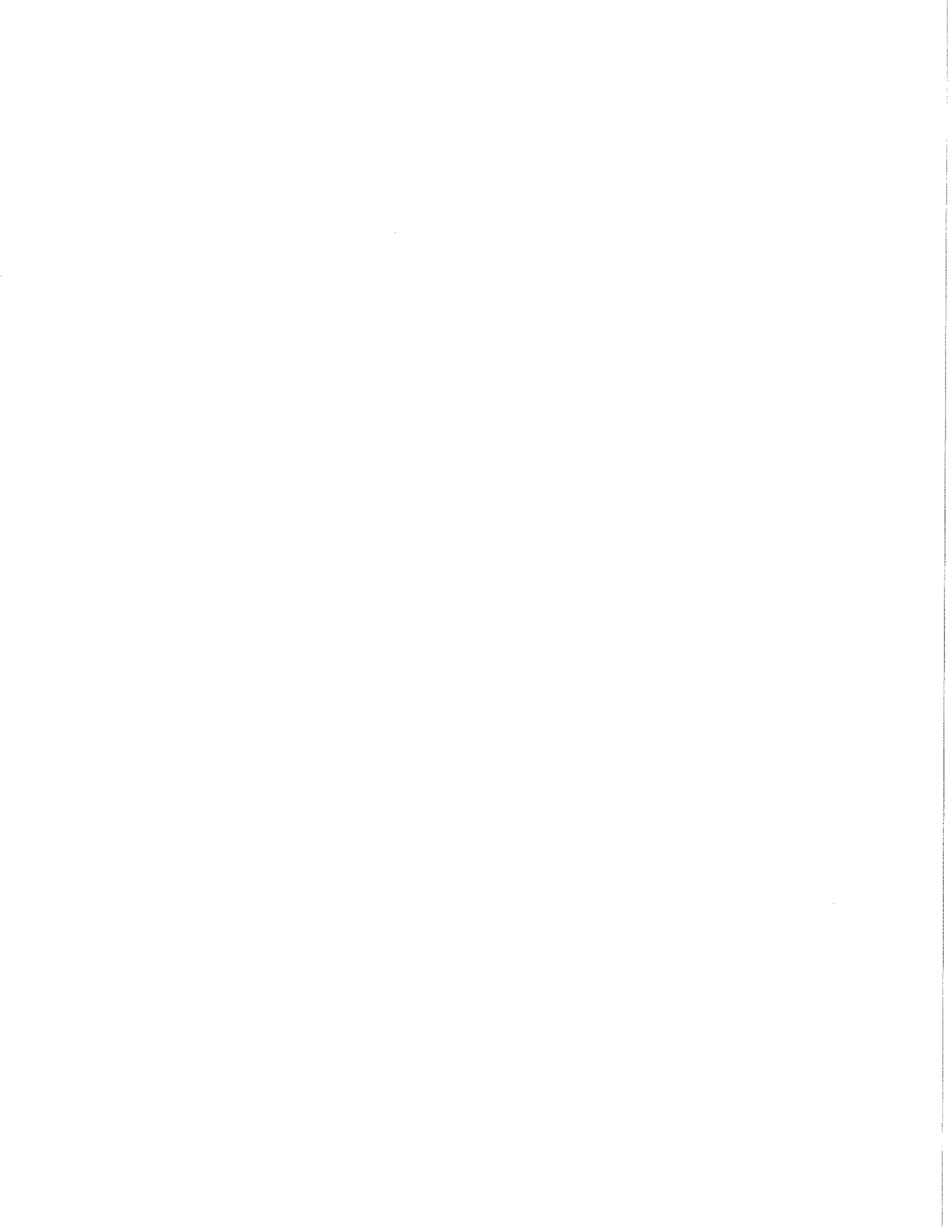
DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 379,238.34		\$ 379,238.34
6.2% Tax Payable OASDI	23,447.36		\$ 23,447.36
1.45% Tax Payable HI	5,483.63		\$ 5,483.63
Fed Withholding	44,713.72		\$ 44,713.72
WV State Withholding	16,879.14		\$ 16,879.14
PERS Retirement Deduct 4.5%	11,941.10		\$ 11,941.10
PERS Retirement Deduct 6%	1,492.61		\$ 1,492.61
Hosp. Pre-Tax	0.00		\$ -
Cancer/ICU Pre-Taxed	1,054.79		\$ 1,054.79
Cancer/ICU Not Pre-Taxed	809.81		\$ 809.81
Optional Life Not Pre-Taxed	5.76		\$ 5.76
Christmas Club	5,760.00		\$ 5,760.00
Wage Attach #1	1,438.24		\$ 1,438.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,558.83		\$ 5,558.83
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,870.00		\$ 2,870.00
MD State Tax	488.69		\$ 488.69
D/VF	0.00		\$ -
VA. State Tax	90.27		\$ 90.27
COLONIAL(PLUS)	151.01		\$ 151.01
Total Deductions	\$ 123,146.27	\$ -	\$ 123,146.27
Net Wages Total	\$ 256,092.07	\$ -	\$ 256,092.07
Payroll Date	29-Dec-2016		



PURCHASE ORDERS TO BE APPROVED

January 5, 2017

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
COUNTY CLERK - ELECTIONS	52456	\$ 6,310.00	ES&S	Ballot Coding - 2016 General Election
GRAND TOTAL		\$ 6,310.00		





Election Systems & Software, LLC
 6055 Paysphere Circle Chicago, IL
 60674
 (877) 377-8683

INVOICE NO.	PAGE
998309	1
INVOICE DATE	
12/14/16	

BILL TO: Jefferson County, West Virginia
 PO Box 208

SHIP TO: Jefferson County, West Virginia
 128 Industrial Blvd

Charles Town, WV 25414-0208

Kearneysville, WV 25430

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.	SHIP VIA
113345	CODING 11/08/16	NET 30 DAY	1101382	2861	CUST. 1-
QTY. ORDERED	DESCRIPTION		UNIT PRICE	UOM DISC. %	EXTENDED PRICE

	Coverage Date				
	Election Ref: 11/08/2016				
1.00	Base Charge: Central Tabulator		499.250000	EA	499.25
1.00	Base Charge: ERM File Setup		499.250000	EA	499.25
1.00	Ballot Types		75.000000	EA	75.00
32.00	Precincts		9.000000	EA	288.00
32.00	Ballot Faces		16.000000	EA	512.00
21.00	Contests / Issues		17.500000	EA	367.50
72.00	Candidate / Responses		7.500000	EA	540.00
144.00	Media Burn		11.500000	EA	1,656.00
	AutoMark Flashcards				
1.00	AutoMARK: Language Set-Up ENG		330.000000	EA	330.00
72.00	AutoMARK: Candidates/Yes-No		9.750000	EA	702.00
5.00	AutoMARK: Political Parties		5.000000	EA	25.00
21.00	AutoMARK: Contests/Issues		16.000000	EA	336.00
32.00	AutoMARK: Ballot Faces		15.000000	EA	480.00
1.00	CODING SVCS		.000000	EA	.00

0 USD .00
 .00
 .00

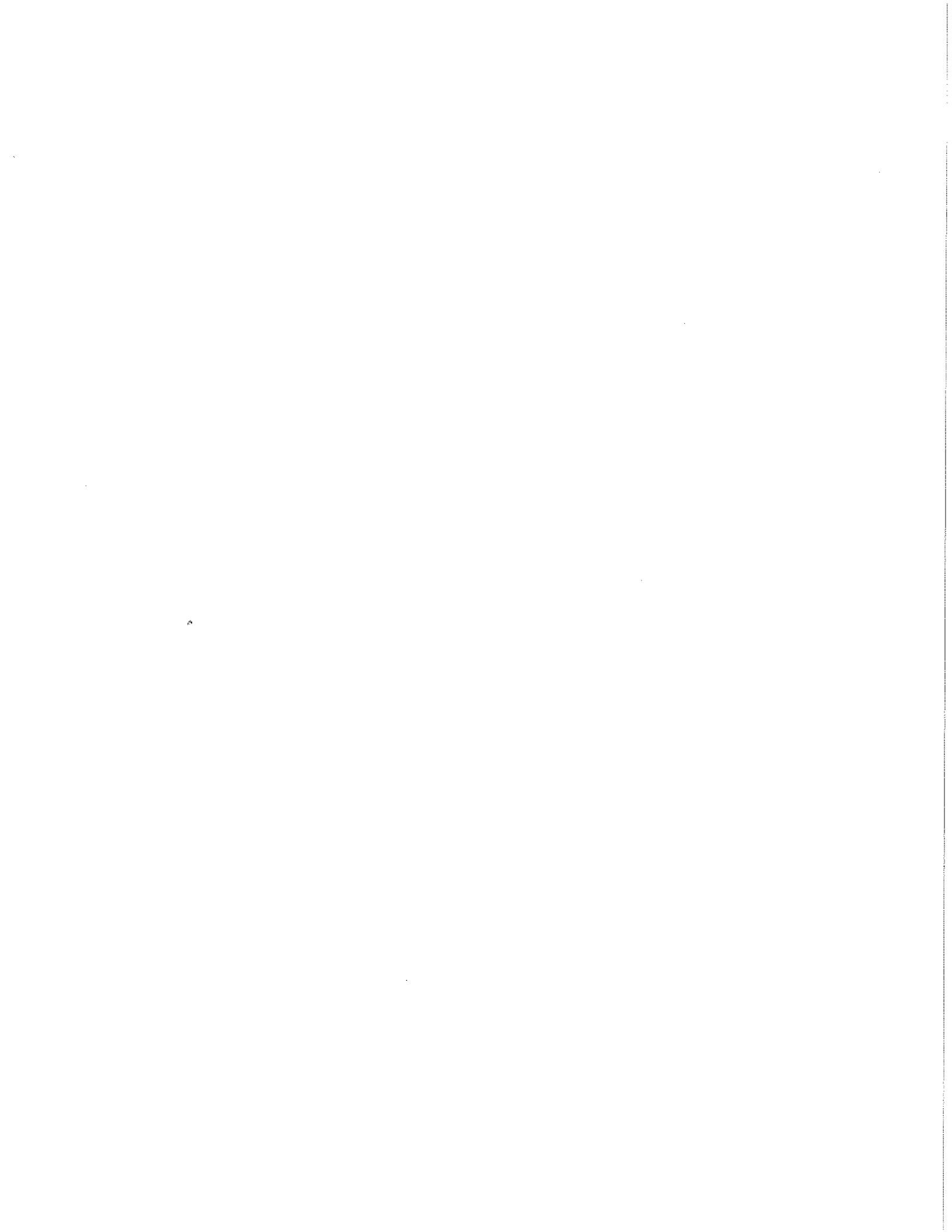
FREIGHT DISCOUNT .00
 SHIPPING & HANDLING 6,310.00
TOTAL USD

Nikki Painter 12/19/16
413/03/341

INVOICE NO.	ACCOUNT NO.	AMOUNT
998309	113345	6,310.00 USD

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT.
 THANK YOU!

Election Systems & Software
 ABA Routing No: 071000039
 Account No: 5800923558



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: DANIE L P. Lutz Jr.

Department or Organization: EASTERN PANHANDLE CONSERVATION DISTRICT

Estimation of amount of time needed for appointment: 15 minutes

Date Requested - 1st Choice: 5 January 2017
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice: NEAREST AVAILABLE

Subject (Wording to be placed on agenda): SINKHOLE REMEDIATION BURR INDUSTRIAL PARK

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

DISCUSS REQUEST OF JEFFERSON COUNTY COMMISSION FOR FUNDING FOR REMEDIATION
Is this a funding request? Y/N NO SINCE COMMISSION REQUESTED FUNDING FROM
If so, how much? \$ 62000 CDC
Provide exact financial impact/request: UNKNOWN BUT SIGNIFICANT

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

UNKNOWN AT THIS TIME

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

If not attached, explain: ~~WILL BE~~ BUT SUCH INFORMATION AS HAS BEEN PRESENTED

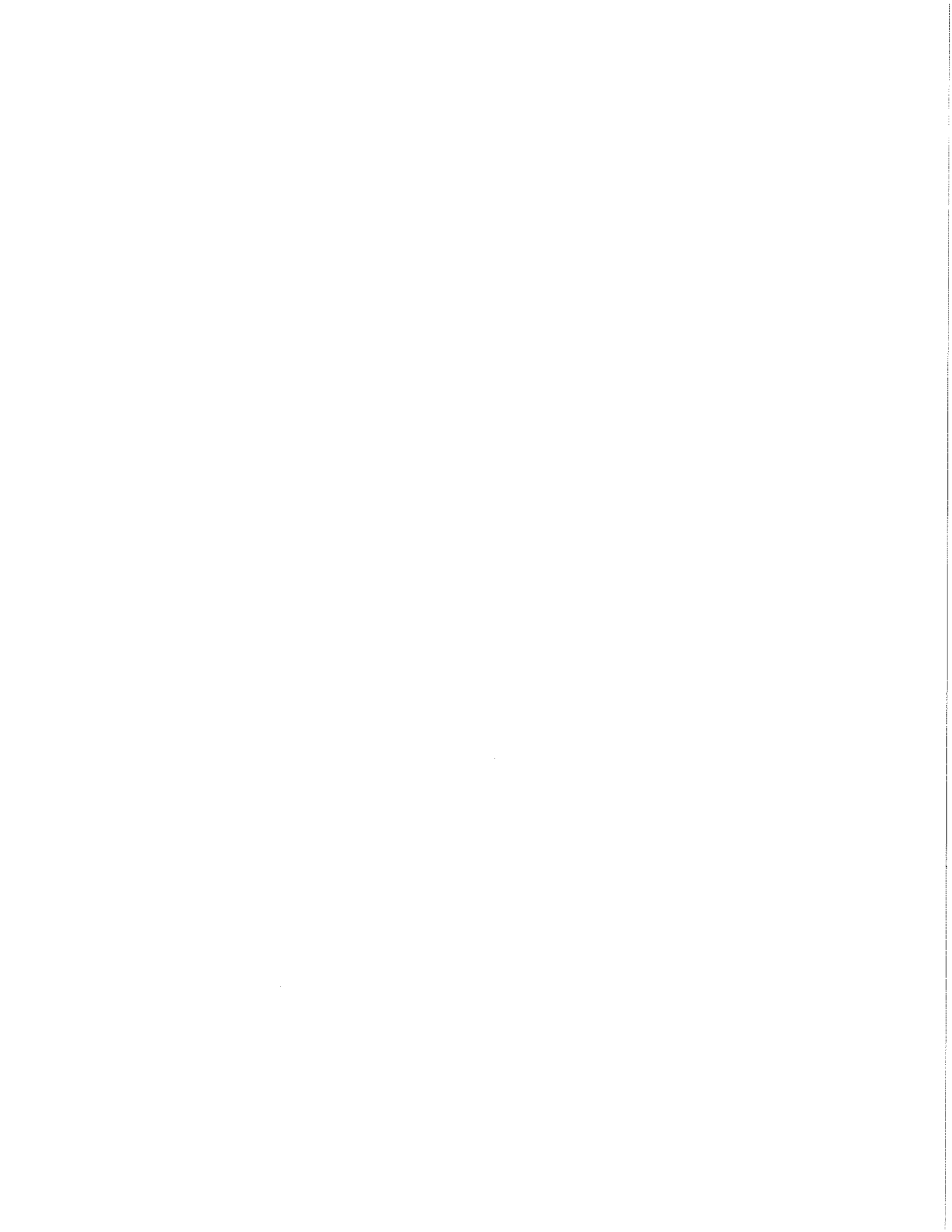
WILL BE SUPPLIED
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N POSSIBLY

Contact information:

Email address: p.lutz007@gmail.com Phone Number: 304 725-0966 land

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE January 5th, 2017

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

SUBJECT: Confirm and accept Fiduciary Commissioner's report

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

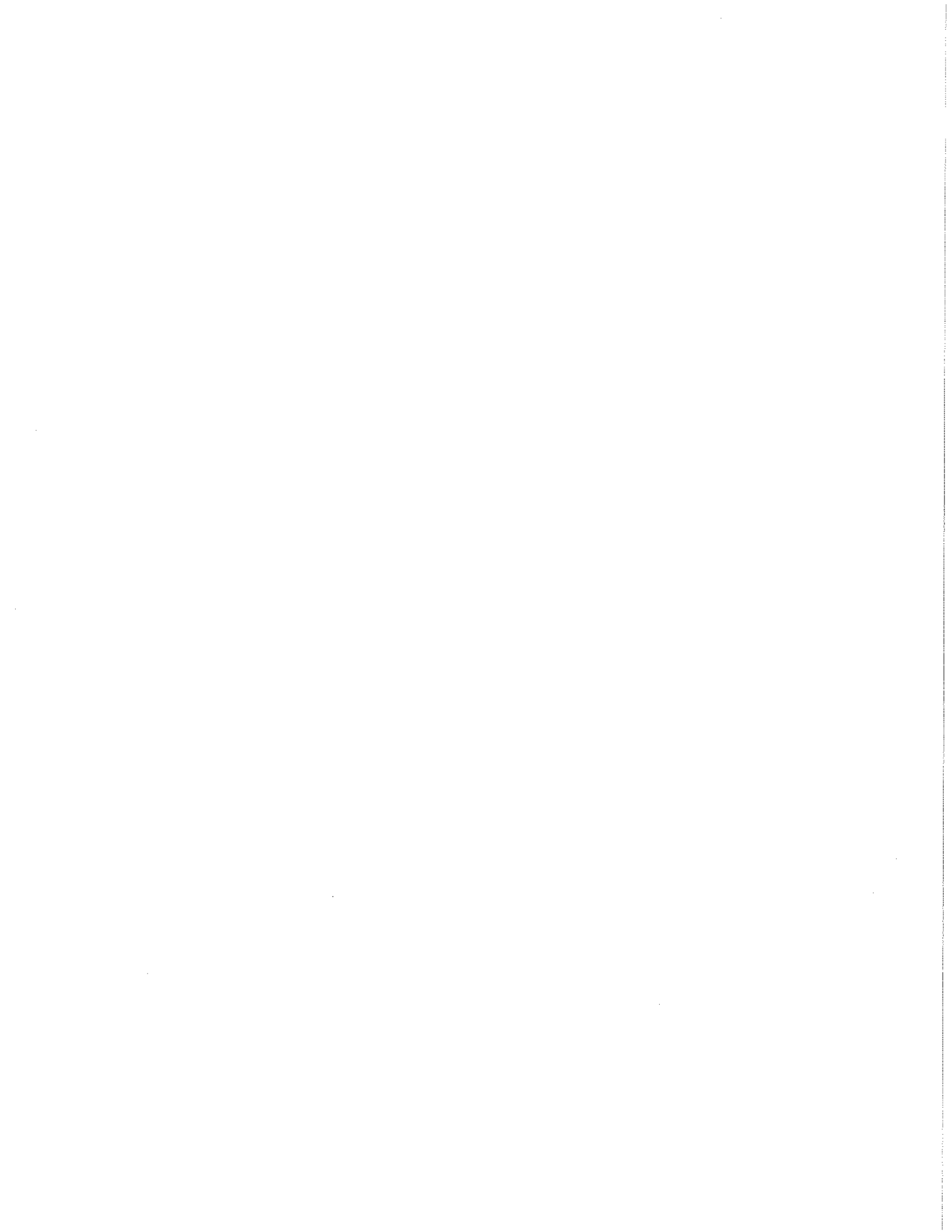
Approve fiduciary commissioner's report of claims against the estate of Clarence L.E. Best, deceased

RECOMMENDED MOTION: Approve report and permit it to be admitted to record.

ARE DOCUMENTS ATTACHED: Attached

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

RE: THE ESTATE OF CLARENCE [L. E.] BEST, DECEASED

FIDUCIARY COMMISSIONER'S REPORT OF CLAIMS

This Report represents the Fiduciary Commissioner's (the "Commissioner") evaluation of the debts owed by the decedent and a recommendation as to their payment.

OVERVIEW

1. Clarence [L. E.] Best (the "Decedent") died, testate, a resident of Jefferson County, West Virginia, on July 10, 2014.
2. The Last Will And Testament (the "Will") of Clarence Best, executed on December 6, 2016, was recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on September 11, 2014, in Will Book 24, page 235.
3. Within the Will the Decedent appointed his wife, Florence A. Brown Best, as the Executor (sic) of his Estate.
4. On September 11, 2014, Florence A. Brown-Best qualified before the Clerk of the County Commission and was appointed Executrix of the Estate.
5. Under the caption, "Principal Distribution Clause", Florence Brown-Best (the Decedent's wife) was the sole beneficiary of the Estate.

6. On November 25, 2014, the Executrix executed an Appraisalment of the Estate reflecting probate assets of \$32,979.14 which was recorded in the aforesaid Clerk's office on January 6, 2015, in Appraisalment Book 25, page 556, said probate property reported a single parcel of improved real estate valued at \$30,000.00 and 3 bank accounts valued at \$2,979.14.

7. On February 3, 2015, the Executrix executed an Amended Appraisalment of the Estate which was recorded in the aforesaid Clerk's office on March 3, 2015, in Appraisalment Book 25, page 646, reporting the same probate property and also reporting in Part 2 a nonprobate parcel of real estate owned, with the right of survivorship, with Florence A. Brown-Best, valued at \$198,000.00.

SCHEDULE OF CLAIMS

A Notice Of Administration was first published in the *Spirit of Jefferson* on January 7, 2015 (and again on January 14, 2015), requiring Claims to be filed within 90 days of the date of first publication, being April 7, 2015.

The following Claims were presented to the Clerk of the County Commission:

No. 1. Jefferson Security Bank

Loan No. 2106950

Amount \$4,655.37, with interest at 10% from

August 19, 2014

Date filed: September 30, 2014

Amount due:	Principal	\$3,642.58
	Interest	<u>492.59</u> (1)
	Total	<u>\$4,135.17</u>
	Per diem interest - \$0.99	
	(1) through July 21, 2016	

No. 2. Jefferson Security Bank
 Loan No. 6103902 (secured by a Deed of Trust)
 Amount \$3,248.82, plus interest at 3.125% from
 November 17, 2014
 Date filed: September 30, 2014
PAID IN FULL ON November 7, 2014, as part of
 the sale of the probate real estate.

No. 3. Mumaw & Vickers, PLLC
 Amount \$13,697.39 - services rendered
 Date filed: February 12, 2015

No. 4. World's Foremost Bank - Cabela's VISA
 Acct. 4300 2300 7185 4279
 Amount \$585.15 - Open account
 Date filed: April 7, 2015

OTHER DEBTS

In addition to the foregoing Claims, the Estate received statements from other creditors of the Decedent for which no Claim was filed, they being:

1.	Bank of America, credit card	\$ 2,100.92
2.	Bank of America, credit card	6,043.51
3.	Sears, credit card	<u>6,495.81</u>
	TOTAL	<u>\$14,640.24</u>

Because no Claim was filed by any of the foregoing creditors, such will be otherwise disregarded within this Report.

However, it is noted that even if a Claim had been timely filed, for the reasons stated herein, none of these creditors would have received even a partial distribution toward their open account.

CIVIL ACTION FILED AGAINST THE ESTATE

On September 21, 2015, a civil action was filed in the Circuit Court of Jefferson County, No. 15-C-236, styled "Elizabeth Hope Cather, Plaintiff, v. Florence Brown-Best, Executor of the Clarence L. E. Best Estate, Individually, and Estate of Clarence L. E. Best, Executrix, Defendants", seeking a judgment for unpaid child support owed by the Decedent. Thereafter, a negotiated settlement was reached between the Plaintiff and the Defendant memorialized within a Settlement Agreement And Conditional Release executed by the Plaintiff on the 25th day of August, 2016, and executed by Florence Brown-Best on the 31st day of August, 2016, a copy of which (4 pages) is attached to this Report as Exhibit A, in which the Plaintiff agreed to accept and the Defendants agreed to pay the amount of \$25,000.00 in full and complete satisfaction thereof conditioned on certain provisions set forth therein, stating that said settlement is a priority debt of the Decedent (as of his date of death) chargeable against the Estate pursuant to the provisions of West Virginia Code § 44-2-21(a)(4).

DECEDENT'S PROBATE ESTATE

As stated above, the Appraisement of the Decedent's Estate reported the following assets:

Real Estate	\$30,000.00
Tangible Personal Property	-0-
Government Bonds, etc.	-0-
Corporate Stock	-0-
Money, Bank Accounts, etc.	2,979.14
All Other Assets	<u>-0-</u>
TOTAL	<u>\$32,979.14</u>

The Executrix has reported the following disbursements pertaining to the sale of the probate real estate on November 3, 2014:

1. Realtor's commission, attorney fees, transfer tax, and recording fees	\$2,209.00
2. Real estate taxes (prorated: 11-3-14 to 12-31-14)	<u>128.59</u>
Total	<u>\$2,080.41</u>

The Executrix has also reported the following disbursements as having been paid or to be paid:

1. Jefferson Security Bank, payoff of Loan No. 6103902 (secured by Deed of Trust on real estate, paid at closing on November 3, 2014)	\$3,351.74
2. Jefferson Security Bank, loan payments	1,020.48
3. Snap-On Tools, account payable	490.00
4. Martinsburg Internal Medicine, services	1.71
5. Sheriff of Jefferson County, 2014 real estate taxes, 8/25/14, TN 10411	795.48
6. MTCO tools, account balance	105.85
7. US Cellular, account balance	56.69

8.	Foremost Insurance, insurance premium	213.00
9.	Eackles-Spencer & Norton, funeral services	<u>7,966.26</u>
	TOTAL	<u>\$14,001.21</u>

To conclude the administration of the Estate the Executrix will be required to make payment of the following costs and expenses of administration:

1.	Arnold & Bailey, PLLC, attorney fees (through November 21, 2016, not less than the amount shown)	\$7,000.00
2.	D. Frank Hill, III, Fiduciary Commissioner, services rendered (estimated to be not less than the amount shown)	1,500.00
3.	Clerk of the County Commission, record First And Final Accounting	<u>11.00</u>
	TOTAL	<u>\$8,511.00</u>

DISCUSSION

1. Claim No. 1, Claim No. 3 and Claim No. 4, as set forth above, were in a nature of "open accounts" for which the Decedent was fully obligated, noting that Claim No. 2, filed by Jefferson Security Bank, was fully paid and satisfied on November 7, 2014, which was secured by a Deed of Trust encumbering real estate which was owned by the Decedent at his date of death, and thus had priority over any Claims filed against the Estate.

2. The Estate did not file a Counter Affidavit or any similar objection to any of the aforementioned Claims.

3. West Virginia Code § 44-2-21 [Order in which debts of decedent are to be paid] provides that in the event that the "applicable assets" (which your Commissioner construes as being the probate assets of the Estate under the administration,

authority and control of the Personal Representative) sets forth a hierarchy or priority for the payment of the Decedent's obligations, to include enumerated debts and obligations as of his/her date of death and certain post-death expenses (costs and expenses of administration of the Estate and reasonable funeral expenses, section (a) (1) and (2), respectively.

4. The settlement attorney (James B. Crawford, III) for the probate real estate is holding, in escrow, the net proceeds from the sale thereof, being \$24,567.85. In addition, the Executrix is chargeable with the reported probate cash of \$2,979.14. Thus, there is \$27,546.99 available for payment of the Decedent's debts, said amount being the "applicable assets" of the Estate.

5. As stated above, Code § 44-2-21 set forth the priority for the payment of debts when an estate is 'insolvent', as follows:

- (1) Costs and expenses of administration.
- (2) Reasonable funeral expenses.
- (3) Debts and taxes under federal law.
- (4) Unpaid child support which is due and owing at the time of the Decedent's death.
- (5) Debts and taxes under West Virginia laws.
- (6) Reasonable and necessary medical and hospital expenses - last illness.
- (7) All other claims.

ANALYSIS

Applying the foregoing, your Commissioner makes the following findings:

1. The "applicable assets" remaining in the hands of the Executrix is cash of \$27,546.99.
2. The costs and expenses of administration [Priority 1] are estimated to be not less than \$8,511.00, comprised of: Arnold & Bailey, PLLC, legal fees of not less than \$7,000.00; D. Frank Hill, III, Fiduciary Commissioner, services rendered of not less than \$1,500.00; and the Clerk of the County Commission, record First And Final Accounting of \$17.00.
3. The Decedent's funeral expenses of \$7,966.26 are not unreasonable. (Although an argument could be made as to this amount, given these facts, even if there were no funeral expenses the result of this Report would not be changed.)
4. There are no federal debts or taxes.
5. The negotiated payment of unpaid child support of \$25,000.00 is entitled to priority (after payment of the costs and expenses of administration).
6. As a result of the foregoing, there will be no "applicable assets" for distribution to any creditor; nor is there any question as to more than one creditor being within the same class.

CONCLUSIONS AND RECOMMENDATIONS

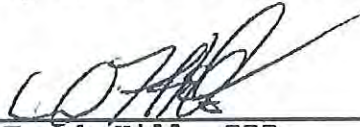
Upon consideration and analysis of the foregoing, your Commissioner makes the following conclusions and recommendations:

1. The foregoing Findings are adopted.
2. Upon confirmation of this Report by the Jefferson County Commission, the Executrix of the Estate shall pay and discharge the following obligations, in the order set forth below:

- A. Legal fees due Arnold & Bailey, PLLC.
- B. A fee of \$1,500.00 to D. Frank Hill, III.
- C. The fee of \$11.00 to record the Estate's First And Final Accounting consistent with this Report.
- D. Funeral service fees due Eackles-Spencer & Norton in the amount of \$7,966.26, to be paid or reimbursed as appropriate.
- E. Unpaid child support of \$25,000.00 to be paid to Elizabeth Hope Cather through her attorney, James P. Campbell.

And further your Commissioner reports naught.

Given under my hand this 21st day of November, 2016.



D. Frank Hill, III
Fiduciary Commissioner
P.O. Box A
Shepherdstown, WV 25443
(304) 876-9333
West Virginia Bar No. 1725

CERTIFICATE OF SERVICE

I hereby certify that a true copy of the foregoing Report
Of Fiduciary Commissioner was deposited in the United States
mail, first class postage prepaid, this 21st day of November,
2016, addressed as follows:

CLAIMANTS:

Jefferson Security Bank
P.O. Box 35
Shepherdstown, WV 25443

Attn: Joe Hronesz
Senior Vice President, Loan Administration

Mumaw & Vickers, PLLC
102 W. Liberty Street
Charles Town, WV 25414

J. C. Christensen & Associates, Inc.
200 14th Avenue, East
Sartell, MN 56377

PARTIES:

Christopher P. Stroeck
Arnold & Bailey, PLLC
208 N. George Street
Charles Town, WV 25414

James P. Campbell
1602 Village Market Blvd., Suite 220
Leesburg, VA 20175



D. Frank Hill, III
Fiduciary Commissioner

SETTLEMENT AGREEMENT AND CONDITIONAL RELEASE

THIS SETTLEMENT AGREEMENT AND RELEASE ("AGREEMENT"), a four (4) page document) is made by and between:

1. Elizabeth Hope Cather, Plaintiff in the matter styled Elizabeth Hope Cather, Plaintiff, v. Florence Brown-Best, Executor of the Clarence L.E. Best Estate, Individually, and Estate of Clarence L.E. Best, Executrix, Defendants, Civil Action No.: 15-C-236, in the Jefferson County, West Virginia Circuit Court, and her attorneys, agents, heirs, executors, administrators, successors, and assigns, hereinafter collectively referred to as "PLAINTIFF";
2. Florence Brown-Best, a Defendant in the matter styled Elizabeth Hope Cather, Plaintiff, v. Florence Brown-Best, Executor of the Clarence L.E. Best Estate, Individually, and Estate of Clarence L.E. Best, Executrix, Defendants, Civil Action No.: 15-C-236, in the Jefferson County, West Virginia Circuit Court, and her attorneys, agents, heirs, executors, administrators, successors, and assigns, hereinafter collectively referred to as "DEFENDANT";
3. Collectively, PLAINTIFF and DEFENDANT shall be referred to herein as the "PARTIES."

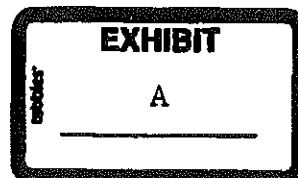
WHEREAS, a dispute exists between the PARTIES arising out of allegations of unpaid child support for the children of Plaintiff and the decedent, Clarence L.E. Best; and

WHEREAS, the DISPUTE was set forth in claims, counterclaims, cross claims and/or demands made by the PARTIES and contained in a Civil Action, in whole or in part, styled Elizabeth Hope Cather, Plaintiff, v. Florence Brown-Best, Executor of the Clarence L.E. Best Estate, Individually, and Estate of Clarence L.E. Best, Executrix, Defendants, Civil Action No.: 15-C-236, in the Jefferson County, West Virginia Circuit Court; and

WHEREAS, the allegations of PLAINTIFF for unpaid child support is a priority claim against the Estate of Clarence L.E. Best pursuant to W.Va. Code 44-2-21(a)(4) and

WHEREAS, the PARTIES have offered to compromise and settle said DISPUTE and the claims and demands arising therefrom as follows:

1. DEFENDANT shall pay to Plaintiff and her attorneys the total sum of Twenty-Five Thousand Dollars (\$25,000.00);
2. This settlement and satisfaction of claim is subject to the review of the Fiduciary Commissioner appointed in this matter, D. Frank Hill, III;
3. DEFENDANT expects to use net proceeds from the Estate Escrow Account and fund the balance with personal funds;
4. The terms of this Settlement shall remain confidential;
5. The PARTIES agree to mutual non-disparagement.



NOW THEREFORE, in consideration and upon the payment to PLAINTIFF of the sum of \$25,000.00, PLAINTIFF hereby completely and fully release and forever discharge DEFENDANTS from any and all past, present or future claims, demands, obligations, actions, causes of actions, rights, damages, costs, losses of services, indemnity, contribution, expenses and compensation of any nature, whatsoever, whether bases in tort, contract or other theory of recovery, which PLAINTIFF now have, or which may hereafter accrue, or otherwise be acquired, on account of or may in any way grow out of the incident and DISPUTE described above, including, without limitation, any and all known or unknown claims for past, present and future damages. This AGREEMENT is intended to and does apply to any and all potential damages, causes of actions and claims that were asserted and/or could be asserted by PLAINTIFFS.

1. Full and Complete Release of Known and Unknown Claims.

This AGREEMENT extends and applies to all unknown, unforeseen, unanticipated and unexpected injuries, death, damages, losses and liabilities and the consequences thereof, related to or resulting from the DISPUTE, and it shall be fully binding upon the PLAINTIFF, and her affiliates, heirs, assigns and successors.

This AGREEMENT shall also apply to the PLAINTIFF'S past, present and future officers, directors, attorneys, agents, servants, representatives, employees, subsidiaries, divisions, affiliates, partners predecessors and successors in interest, assigns and all other persons, firms or corporations, with whom any of the former have been, are now, or may hereafter be affiliated.

This AGREEMENT on the part of the PLAINTIFF shall be fully binding and a complete settlement between the PARTIES, and the PLAINTIFF expressly acknowledges and agrees that the AGREEMENT set forth herein is a fully binding, complete and general release. The PLAINTIFF expressly waives and assume the risks of any and all claims for damages which exist as to this date, but of which the PLAINTIFF do not know or suspects to exist, whether through ignorance, oversight, error, negligence or otherwise in which if known, would materially affect the decision to enter into this AGREEMENT. The PLAINTIFF further agrees that the PLAINTIFF has accepted payment of the sum specified herein, as a complete compromise of the matters involving disputes issues of law and fact. The PLAINTIFF assumes that the facts or law may be other than what the PLAINTIFF or her agents, heirs, executors, assigns and administrators believe. It is understood and agreed to by the PLAINTIFF that this Settlement is a compromise of a doubtful and disputed claim, and the payment is not to be construed as an admission of liability on the part of the PARTIES, by whom liability is expressly denied.

2. No Admission of Liability.

PLAINTIFF understands that DEFENDANTS are not admitting any liability, any and all such liability being expressly denied.

3. Taxes.

PLAINTIFF represents that they understand the legal and tax consequences of this AGREEMENT, that she is fully responsible for any and/or all taxes that might apply to the

settled and proceeds, that they have had an opportunity to consult with an attorney and/or tax advisor of their choosing with respect to the tax consequences of this AGREEMENT, and that they have voluntarily chosen to enter into this AGREEMENT.

4. Attorneys' Fees and Costs.

The PARTIES shall be responsible for their own attorneys' fees and costs.

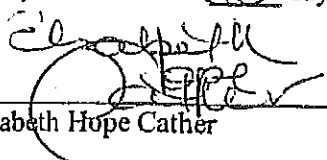
5. Dismissal of Lawsuit.

The PARTIES agree to cooperate fully and execute any and all supplementary documents and take all additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this AGREEMENT. In this connection, all PARTIES agree to execute all Orders necessary to obtain the dismissal, with prejudice, of the Civil Action presently pending in Jefferson County, West Virginia.

6. Opportunity to Review and Understand the Settlement Agreement and Release.

By executing this document, the PARTIES expressly agree that the PARTIES have had an opportunity to review this document in detail, that the PARTIES have had an opportunity for an attorney of its choosing to review the same, and that the PARTIES are voluntarily executing this document in accordance with the PARTIES' own free will. This AGREEMENT shall become effective following the execution of this document by the PARTIES.


IN WITNESS WHEREOF, I have hereunder set my hands this the 25th day of August, 2016.


Elizabeth Hope Cather

STATE OF Virginia
COUNTY OF Loudoun:

On this the 25 day of August, 2016, personally before me appeared Elizabeth Hope Cather, known to me to be the same person described in and who executed the above AGREEMENT, and he acknowledged to me that he executed the same.

My commission expires: 10/30/2020.

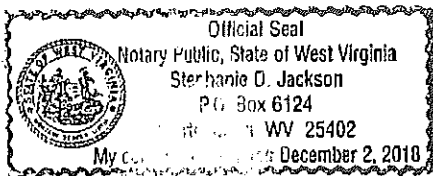

NOTARY PUBLIC KELLY A. CONATE
NOTARY PUBLIC
REG. #7514610
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES JUNE 30 2020

Florence Brown-Best
Florence Brown-Best

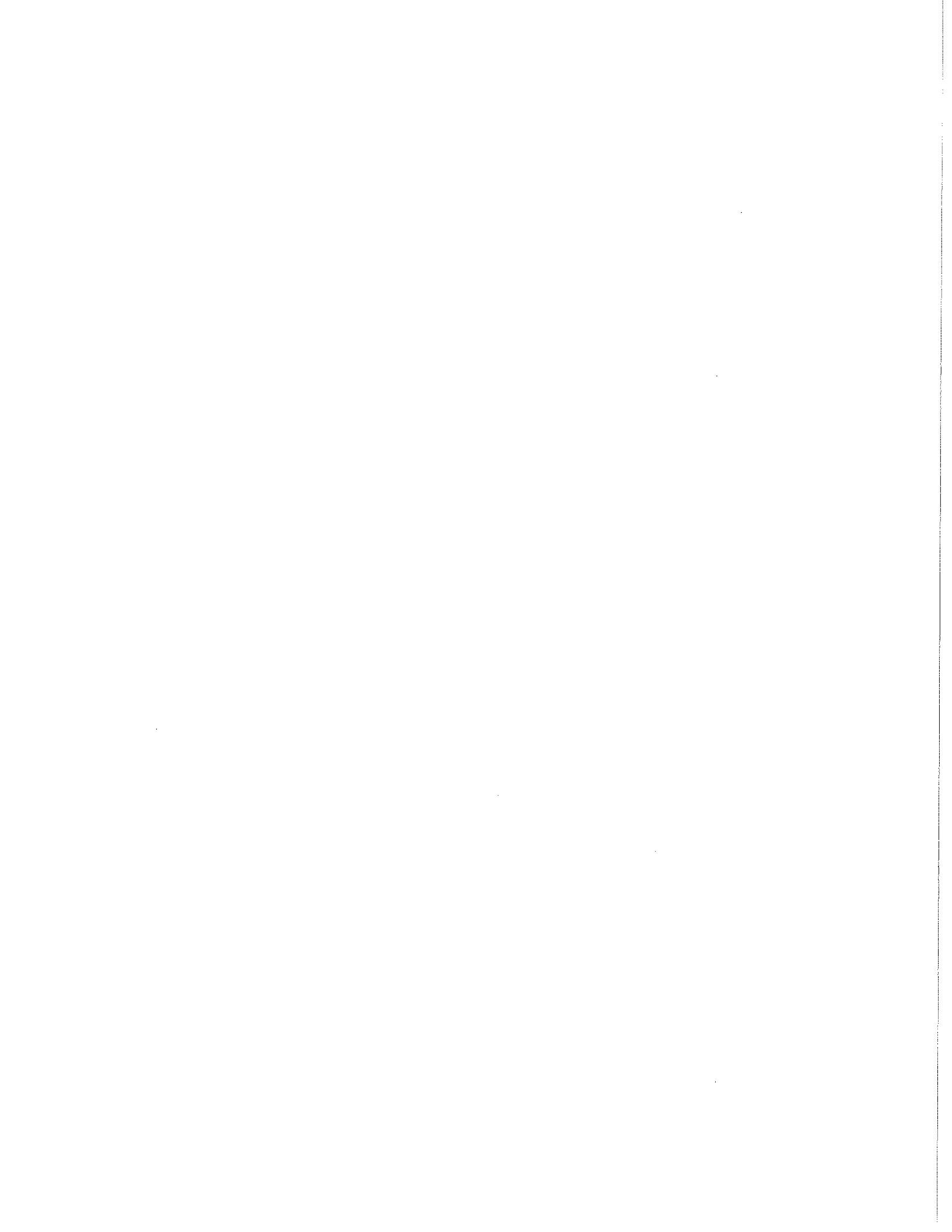
STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON:

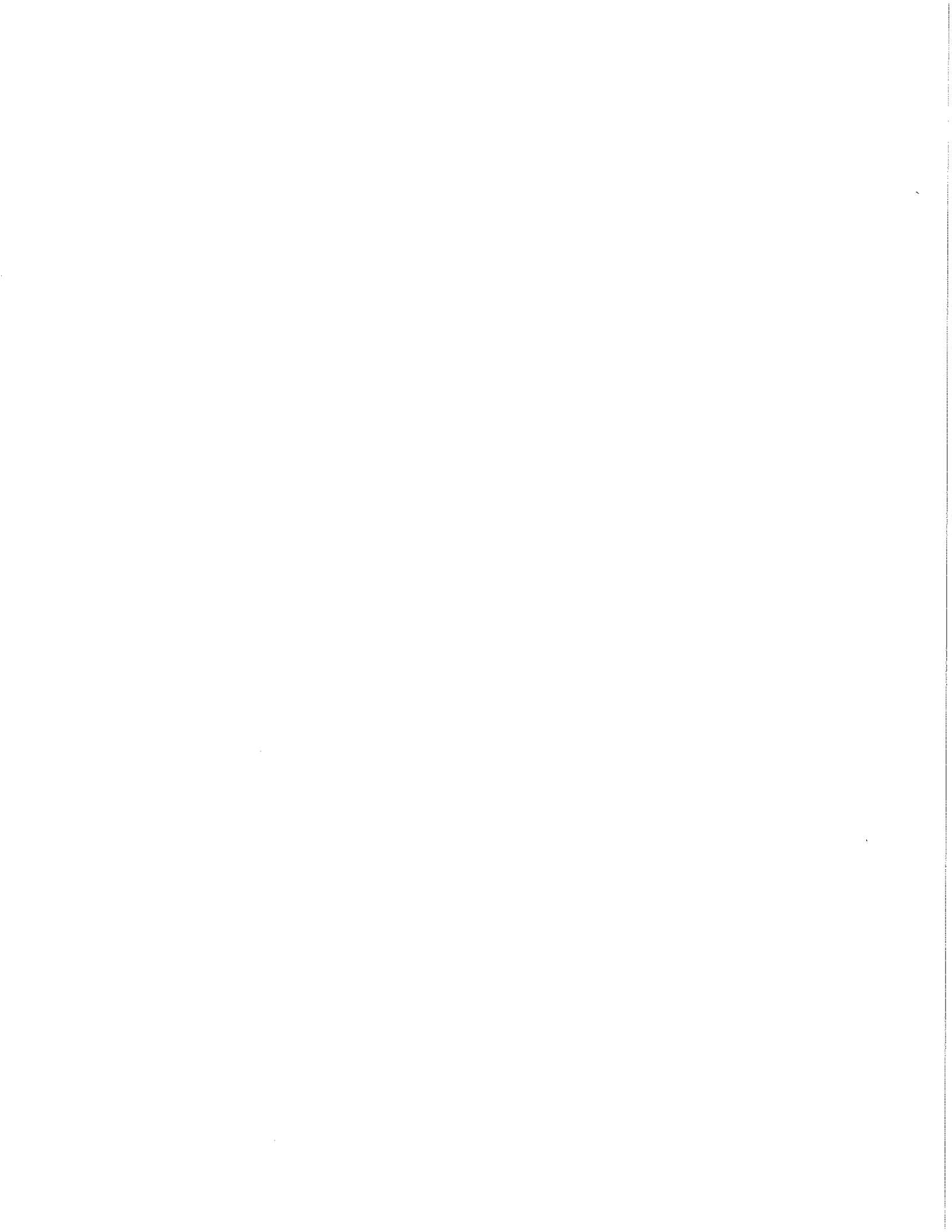
On this the 31st day of August, 2016, personally before me appeared Florence Brown-Best, known to me to be the same person described in and who executed the above AGREEMENT, and she acknowledged to me that he executed the same.

My commission expires: December 2, 2018.



Stephanie D. Jackson
NOTARY PUBLIC





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator**

Department or Organization: **Office of Planning and Zoning**

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

Date Requested – 1st Choice: **January 5, 2017**

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

Date Requested – 2nd Choice:

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

Follow up discussion regarding the changes requested by the County Commission on December 15, 2016 to the proposed Zoning Ordinance text amendment (ZTA16-01) and request to schedule a work session. Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; and proposes amending various sections related to rural land use throughout the Ordinance. The purpose of this request is to provide an overview of the recommended amendment and possibly to schedule a public hearing to be held by the County Commission. (File #ZTA16-01)

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

Zoning Text Amendment #ZTA16-01 was initiated by the Planning Commission, at the direction of the County Commission, as the proposed implementation of a key concept throughout the Envision Jefferson 2035 Comprehensive Plan, adopted in February, 2015, which states "This Plan proposes a higher density cluster provision rather than allowing rural residential developments via the Land Evaluation Site Assessment (LESA) system/Conditional Use Permit (CUP) process; and to allow the use of the a more traditional CUP process in the Rural District for non-residential uses which are compatible in scale and intensity with the rural environment and that pose no threat to public health, safety, and welfare." The Planning Commission held work sessions on March, 8, March 24, and April 12, 2016 to review and discuss the proposed draft amendment to the Zoning Ordinance as drafted by Staff. On May 17, 2016 the Planning Commission held a public hearing to receive input on the proposed text amendment. On June 14, 2016 the Planning Commission made their final edits based on public comments received and recommended that the draft amendment be forwarded to the County Commission for consideration and final action.

This text amendment, in accordance with WV Code §8A-7-13, proposes to replace the current nontraditional zoning ordinance with a traditional zoning ordinance. In accordance with this section of the code, the governing body which has adopted or enacted a nontraditional zoning ordinance may replace the nontraditional zoning ordinance with a zoning ordinance by action of the governing body.

The changes provided in this agenda packet reflect changes discussed on December 15, 2016 which address public comment received during the public hearing and two-week public comment timeframe.

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

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

Provide exact financial impact/request:

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

I move to *schedule* a work session on _____, 2017 at __ a.m./p.m. to receive input on the proposed redline edits to the Jefferson County Zoning Ordinance (File #ZTA16-01) to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; and proposes amending various sections related to rural land use throughout the Ordinance.

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

- Proposed draft amendment to the Zoning Ordinance (ZTA16-01) recommended for approval to the County Commission by the Planning Commission on June 14, 2016 and reflecting changes discussed on December 15, 2016 (highlighted in yellow).
- DRAFT Appendix C reflecting proposed recommended changes for Commercial Uses in the Rural, Residential Growth, and Village districts based on public input and Zoning Administrator's recommendation. The proposed changes include amending Commercial Uses to reflect "Conditional Use (CU)" instead of "Not Permitted (NP)".

If not attached, explain:

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

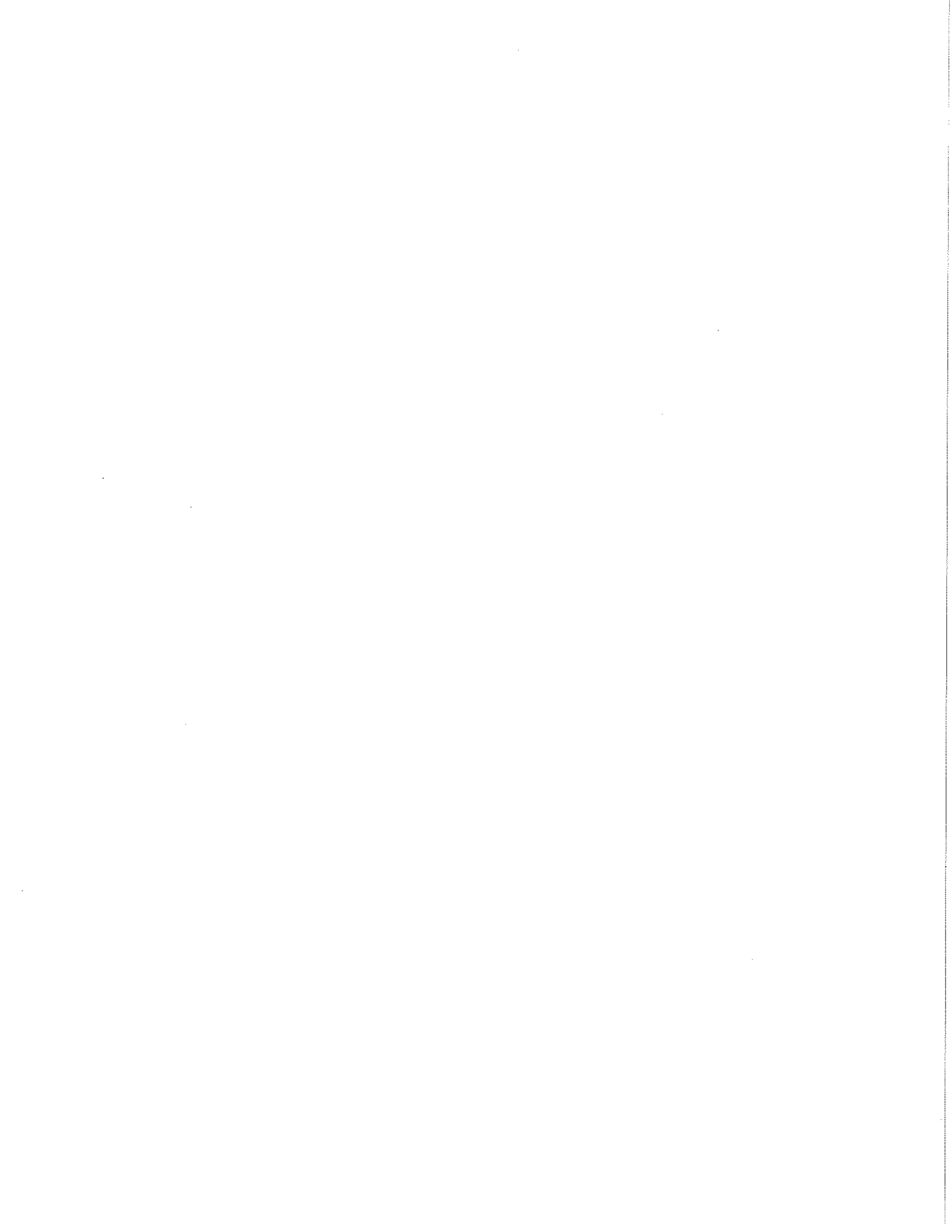
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23,32}

CC to review PPU/CU in Rural and RG zones at 1/5/17 workshop to determine appropriate uses.

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
<u>Accessory Agricultural Dwelling Unit</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.15</u>
Dwelling, Single Family	<u>P</u> <u>NP</u>	NP	NP	NP	NP	P	NP	<u>P</u>	<u>P</u>	P	NP	<u>P</u>	
Dwelling, Single Family, Small Lot	<u>P</u> <u>NP</u>	NP	NP	NP	NP	P	NP	<u>NP</u>	<u>P</u>	P	NP	<u>NP</u>	
Dwelling, Two Family	NP	NP	NP	NP	NP	P	NP	<u>P</u>	<u>P</u>	P	NP	<u>P</u>	
Dwelling, Duplex	NP	NP	NP	NP	NP	P	NP	<u>NP</u>	<u>P</u>	P	NP	<u>P</u>	
Dwelling, Townhouse	NP	NP	NP	NP	NP	P	P	<u>NP</u>	<u>P</u>	P	NP	<u>NP</u>	
Dwelling, Multi-Family	NP	NP	NP	NP	NP	P	P	<u>NP</u>	<u>P</u>	P	NP	<u>NP</u>	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	<u>P</u>	<u>P</u>	P	P	<u>P</u>	
<u>In-Law Suite</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>Sec. 8.15</u>
<u>Mixed Use Building</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>CU</u>	<u>P</u>	<u>NP</u>	<u>P</u>	
<u>Mobile Home</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>	-
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	<u>NP</u>	<u>P</u>	P	NP	<u>NP</u>	
Model Homes/Sales Office	P	<u>CU</u> <u>PC</u>	NP	NP	NP	P	NP	<u>P</u>	<u>P</u>	P	NP	<u>NP</u>	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	<u>P</u>	<u>P</u>	P	P	<u>P</u>	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	<u>P</u>	<u>P</u>	P	P	<u>P</u>	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	<u>P</u>	<u>P</u>	P	P	<u>P</u>	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	<u>CU</u> <u>NP</u>	NP	<u>CU</u> <u>NP</u>	<u>CU</u> <u>PC</u>	NP	
<u>Airfield, Private/Helipad,</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>CU</u>	<u>NP</u>	<u>CU</u>	<u>CU</u>	<u>NP</u>	
Church	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>P</u>	<u>P</u>	P	NP	<u>P</u>	
Convention Center	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	<u>CU</u> <u>NP</u>	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>NP</u>	
Cultural Facility ²⁹	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>P</u>	<u>P</u>	P	P	<u>P</u>	
Day Care Center, Large	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	<u>P</u>	P	P	<u>CU</u> <u>PC</u>	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	<u>CU</u> <u>NP</u>	<u>CU</u> <u>NP</u>	P	P	<u>CU</u> <u>PC</u>	
Elementary or Secondary School	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	P	P	<u>P</u>	<u>P</u>	P	NP	<u>CU</u> <u>NP</u>	
Essential Utility Equipment	P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	P	P	<u>P</u>	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	<u>CU</u> <u>PC</u>	<u>P</u>	<u>P</u>	P	NP	<u>P</u>	
Group Residential Home	P	P	P	NP	NP	P	<u>CU</u> <u>PC</u>	<u>P</u>	<u>P</u>	P	NP	<u>P</u>	
Heliport	NP	<u>PC</u> <u>CU</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	NP	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	
Hospital	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>P</u>	<u>P</u>	P	NP	<u>NP</u>	
<u>Nature Center and Preserve</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>CU</u> <u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Institutional Uses Continued													
Nursing or Retirement Home	CU PC	P	P	P	NP	P	P	CU NP	P	P	NP	NP CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU NP	CU NP	P	P	CU PC	
Preschool	P	P	CU PC	CU PC	CU PC	P	P	P	P	P	NP	CU NP	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU PC	
Recycling Drop-Off Center	CU PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU PC	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU NP	CU NP	P	NP	CU NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU NP	CU NP	P	P	CU NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	CU NP	
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU PC	CU PC	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	PC	P	NP	NP	NP	NP	NP	PC	NP	
Manufacturing, Limited	NP	P	P	P	P	PC	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU PC ²	NP	NP	NP	NP	NP	CU PC ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU PC	CU PC	P	P	NP	NP	CU NP	NP	CU PC	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU PC	CU PC	NP	NP	CU NP	NP	NP	CU PC	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU P	NP	NP	CU NP	NP	NP	CU PC	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU PC	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU PC	P	NP	NP	NP	NP	CU PC	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU PC	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial Manufacturing & Processing Continued													Sec. 8.9
Commercial Sawmills	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	
Explosive manufacture or storage	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	
Jails and Prisons	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	
Petroleum products refining or storage	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Appliance Sales	NP	P	P	P	<u>CU</u> <u>PG</u>	P	NP	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
ATM	P	P	P	P	NP	P	P	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>PG</u> <u>CU</u>	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	NP	NP	P	P	NP	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Bail Bond Services	NP	P	P	P	<u>CU</u> <u>PG</u>	NP	NP	NP	NP	<u>CU</u> <u>PG</u>	P	NP	
Bank	P	P	P	P	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Bank with Drive-Through Facility	<u>CU</u> <u>PG</u>	P	P	P	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	<u>CU</u> <u>PG</u>	<u>CU</u> <u>PG</u>	P	P	<u>CU</u> <u>PG</u>	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	<u>CU</u> <u>PG</u>	NP	NP	<u>P</u> <u>CU</u> <u>PG</u>	Sec. 8.3
Brewpub	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>CU</u>	<u>P</u>	<u>P</u>	<u>CU</u>	Sec. 8.5

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLI C	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Business Equipment Sales and Service	CU PC	P	P	P	CU PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	CU 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 ³¹	CU NP	P	NP	NP	NP	P NP	NP	P	NP	P	P	NP	Sec. 8.17
Car Wash	NP	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	CU NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU PC	CU PC	NP	NP	CU PC	P	NP	
<i>Commercial Uses [use unintentionally excluded from table during editing process in 2014]</i>	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	NP	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU NP	CU NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU NP	CU NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	CU PC	
Convenience Store	CU PC	P	P	P	CU PC	P	NP	CU NP	CU NP	PC	P	CU NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU NP	CU NP	P	P	P CU PC	
Custom Manufacturing	P	P	P	P	P	P	P	CU NP	CU NP	P	P	CU PC	
Dry cleaning and Laundry Services	P	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	CU PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU NP	CU NP	P	P	CU 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	CU NP	CU NP	P	P	CU NP	
Florist	P	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	CU PC	
Food Preparation	P	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC CU	P	P	CU NP	CU NP	P	P	CU NP	
Gas Station	NP	P	P	P	CU PC	P	P	CU NP	CU NP	P	P	CU NP	
Gas Station, Large	NP	CU PC	P	P	CU PC	CU PC	CU PC	CU NP	CU NP	P	P	CU NP	
Golf Course	NP	P	P	P	NP	P	P	CU NP	CU NP	P	P	NP	
Grocery Store	P	P	P	P	CU PC	P	NP	CU NP	CU NP	P	P	CU NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU NP	CU NP	P	P	NP	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLI C	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Kennel	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	<u>CU</u> <u>PC</u>	P	NP	NP	NP	<u>CU</u> <u>PC</u>	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	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Non-Profit Community Centers	P	P	P	P	<u>CU</u> <u>PC</u>	P	<u>NP</u> <u>CU</u>	P	<u>NP</u> <u>CU</u>	P	P	<u>NP</u> <u>CU</u>	
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	
Personal Services	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Professional Office, Small	P	P	P	P	CU	P	P	CU	NP	P	P	P	
Professional Office	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Restaurant, Fast Food, Limited	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Restaurant, Fast Food	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	<u>CU</u> <u>PC</u>	P	NP	Sec. 5.8C (RLIC only)
Restaurant, Fast Food, Drive-Through	NP	P	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	NP	NP	<u>CU</u> <u>PC</u>	P	NP	Sec. 5.8C (RLIC only)
Restaurant, Limited	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>PC</u> <u>CU</u>	
Restaurant	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Retail Sales Limited	P	P	P	P	NP	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Retail Store, Large	NP	<u>PC</u> <u>CU</u>	P	<u>PC</u> <u>CU</u>	NP	<u>PC</u> <u>CU</u>	NP	NP	NP	<u>CU</u> <u>PC</u>	<u>PC</u> <u>CU</u>	NP	
Shipping and Mailing Services	P	P	P	P	<u>PC</u> <u>CU</u>	P	P	NP	NP	P	P	NP	
Storage, Commercial	NP	P	P	P	<u>PC</u> <u>CU</u>	P	NP	<u>CU</u> <u>PC</u>	NP	P	P	NP	
Veterinary Services	P	P	P	P	<u>PC</u> <u>CU</u>	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	



*ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action*

Revisions since 12/1/16 PH version are highlighted in yellow

Jefferson County Zoning and Land Development Ordinance

Jefferson County, West Virginia

Prepared By
The Jefferson County
Planning Commission

Adopted July 7, 1988, As Amended
Amendments adopted by the County Commission, September 29, 2016

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

Office Consolidation

This document contains additions and amendments approved by the Jefferson County Commission on the following dates.

- (1) Amended by act of the County Commission, Effective May 4, 1989
- (2) Amended by act of the County Commission, Effective August 31, 1989
- (3) Amended by act of the County Commission, October 12, 1989
- (4) Amended by act of the County Commission, November 30, 1989
- (5) Amended by act of the County Commission, September 13, 1990
- (6) Amended by act of the County Commission, October 4, 1990
- (7) Amended by act of the County Commission, July 15, 1993
- (8) Amended by act of the County Commission, Effective May 18, 1996
- (9) Amended by act of the County Commission, Effective February 11, 1998
- (10) Amended by act of the County Commission, Effective July 1, 1998
- (11) Amended by act of the County Commission, Effective August 13, 1998
- (12) Amended by act of the County Commission, Effective October 14, 1999
- (13) Amended by act of the County Commission, Effective January 10, 2002
- (14) Amended by act of the County Commission, August 8, 2002
- (15) Amended by act of the County Commission, Effective November 7, 2002
- (16) Amended by act of the County Commission, Effective May 1, 2003
- (17) Amended by act of the County Commission, April 8, 2005 at 5:00 p.m.,
Invalidated and removed by Court Order February 26, 2008
- (18) Amended by act of the County Commission, Effective October 3, 2005
- (19) Amended by act of the County Commission, September 1, 2006
- (20) Amended by act of the County Commission, Effective September 28, 2006
- (21) Previously invalidated April 8, 2005 amendments that were reinstated by
Court Order on December 3, 2009
- (22) Added by act of the County Commission on March 10, 2011
- (23) Amended by act of the County Commission on July 7, 2011
- (24) Amended by act of the County Commission on November 3, 2011
- (25) Amended by act of the County Commission on November 10, 2011
- (26) Amended by act of the County Commission on January 2, 2014
- (27) Amended by act of the County Commission, Effective May 1, 2014
- (28) Amended by act of the County Commission, Effective June 1, 2014
- (29) Amended by act of the County Commission, Effective October 1, 2015
- (30) Amended by act of the County Commission, Effective March 17, 2016
- (31) Amended by act of the County Commission, Effective September 29, 2016
(ZTA15-02 and general update)
- (32) Amended by act of the County Commission, Effective _____ (ZTA16-01)**

Note: On November 1, 2008, an ordinance was enacted to amend the ordinance adopted July 7, 1988, with all previous amendments, to replace non-traditional zoning with traditional zoning. On January 8, 2009, there was a stay of the November 1, 2008 Amended Ordinance due to a petition to place the ordinance on a future ballot for referendum and a return to the ordinance which was effective prior to November 1, 2008. The referendum did not result in the approval of the new ordinance.

(*) Unidentified amendment approved by the County Commission September 14, 1989

- (*) Unidentified amendment approved by the County Commission January 1, 1997
- (*) Unidentified amendment approved by the County Commission June 12, 1997
- (*) Unidentified amendment approved by the County Commission December 10, 1998

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ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

ARTICLE 1: PURPOSE, JURISDICTION, APPLICATION, INTERPRETATION AND SEVERABILITY

Section 1.0 Effective Date

This Ordinance shall become effective ninety (90) days after the date on which the County Commission acts to adopt it.

Section 1.1 Purpose

The purpose of this Ordinance is to:

- A. Protect and encourage the health, safety, and general welfare of the present and future population of Jefferson County.
- B. Help guide the future growth and development of Jefferson County in accordance with the adopted Comprehensive Plan.
- C. Encourage growth and development in areas where sewer, water, schools, and other public facilities are or will soon be available in order to provide services in the most cost effective manner.
- D. Insure that growth and development are both economically and environmentally sound.
- E. Encourage the maintenance of an agricultural base in the County at a level sufficient to insure the continued viability of farming.
- F. Encourage and support commercial, industrial, and agricultural activities while maintaining land use, order and compatibility.
- G. Encourage an improved appearance of Jefferson County with relationship to the use and development of land and structures.
- H. Encourage the conservation of natural resources.
- I. Provide a guide for public action in the orderly and efficient provision of public facilities and services. This includes the extension and improvement of public and private water and sewer services throughout the County based on sound engineering principles and where fiscally feasible.³²
- J. Provide a guide for private enterprise in developing and building a strong economic community.
- K. Encourage Historic Preservation.

Section 1.2 Jurisdiction

These regulations shall apply to all properties within Jefferson County, West Virginia; but shall not include the incorporated areas.²³

Section 1.3 Application and Interpretation

- A. The terms of this Ordinance shall be applied to promote the intent in Section 1.1 and the Comprehensive Plan.
- B. Where this Ordinance imposes a greater restriction than is imposed or required by other provisions of law, or by other rules, regulations or ordinance, or by private restrictions, covenants or declarations, the provisions of this Ordinance shall control, except where stated specifically herein.
- C. Where a provision of this Ordinance is in conflict with another provision of this Ordinance the stricter regulation shall apply.
- D. If a proposed use is not one in the list of the ~~use principal~~ permitted or conditional uses in each zoning district, it shall be prohibited as though it was included in the list of prohibitions. Applicants desiring inclusion of a use not specifically permitted in this Ordinance may apply for a text amendment, following the provisions outlined in Article 12 of this Ordinance. However, the use may be approved if the Development Review System demonstrates that the use is compatible and appropriate with the neighborhood and the use can be approved by the Board of Zoning Appeals as a conditional use.^{2, 17, 21, 32}
- E. All uses listed as principal permitted or conditional uses within a zoning district shall comply with the standards contained in this Ordinance and be developed subject to the Jefferson County Subdivision and Land Development Regulations.³²
- F. Any amendment proposed to a previously approved Conditional Use Permit which processed under the Development Review System which utilized the Land Evaluation and Site Assessment and Compatibility Assessment process, shall process in accordance with the Ordinance in place at the time they originally processed; provided, however, that they shall not expand land area upon which the CUP was approved.³²
- ~~E.G.~~ Amendments to this Ordinance shall not adversely affect specific decisions made by the Board of Zoning Appeals or conditions on a Conditional Use Permit dated prior to the adoption of such amendment. Determination of adverse effect shall be made by the Zoning Administrator.^{8, 17, 21}

Section 1.4 Severability

Should any article, section, subsection or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the Zoning and Land Development Ordinance as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.²³

Section 1.5 Use of Technical Information

Should any technical study, authorized by the Jefferson County Commission, become available after the adoption of this Ordinance, the County Commission shall authorize the Planning Commission to review such study to determine the extent that this Ordinance may need to be amended. Such studies may include, but, are not limited to, information on recreation, groundwater, hazardous wastes, and historic structures.²³

Changes that arise from this provision may include additions and/or deletions of sections in this Ordinance which would further encourage the proper management and preservation of our Natural and Cultural Resources. All such recommended changes are subject to Section 12.1.

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

ARTICLE 2: DEFINITIONS

Section 2.1 Definitions

For the purpose of these regulations, the following terms, phrases, words and their derivations shall have the meaning given herein. Words used in the present tense include the future, the singular number includes the plural and the plural is the singular. The word “shall” is mandatory and the word “may” is permissive. The words “used for” shall include “arranged for”, “designed for”, “intended for”, “maintained for”, “constructed for”, or “occupied for”. The word “person” shall mean natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust or the manager, lease, agent, servant, officer or employee of any of them. The word “land” shall include water surface and land under water.

Section 2.2 Terms Defined

Abandonment or Abandoned^{17, 21} The relinquishment of property or cessation of the use of the property by the owner or lessee without any intention of transferring rights to the property to another owner or resuming the nonconforming use of the property for a period of one year.

Accessory Agricultural Dwelling Unit^{26,30} An accessory dwelling unit that is incidental and subordinate to the principal dwelling unit, which is located on the same lot as the principal building, and is limited to use by a person (and family) who performs agricultural work on the property or acts as a caretaker for the property.

Accessory Dwelling Unit³⁰ A secondary dwelling unit that has a separate kitchen, bathroom, and sleeping area, and may be attached to the principal dwelling unit or detached and situated on the same lot as the principal dwelling unit. An accessory dwelling unit is part of the same property as the main home and cannot be bought or sold separately unless subdivided in accordance with the Subdivision Regulations and the Zoning Ordinance. The owner of the accessory dwelling unit is the owner of the principal dwelling unit. The property owner or immediate family member must occupy either the principal dwelling unit or the accessory dwelling unit. An accessory dwelling unit shall meet the definition of an accessory agricultural dwelling unit or an in-law suite as provided in Section 8.15 of this Ordinance.

Accessory Equipment²² Any equipment serving or being used in conjunction with a Wireless Telecommunications Facility. This equipment includes, but is not limited to, utility or transmission equipment, power supplies, generators, batteries, cables, equipment buildings, cabinets and storage sheds, shelters or other structures.

Accessory Use A structure or use which is customarily incidental and subordinate to the principal building or use which is located on the same lot as the principal building. Accessory structures include garages, tool sheds, storage buildings, swimming pools or other similar structures. An accessory

structure having any part of a wall in common with a dwelling is considered part of the main building and must meet those setbacks.

Adaptive Reuse³⁰

Adaptive reuse refers to the process of reusing an old site or building for a purpose other than that for which it was built or designed.

Addition, Major

A major addition shall include those additions which will directly affect the function of the site or those areas surrounding the site. Any substantial change of use classification, alteration of on-site parking requirements, potential adverse impacts of off-site storm water drainage, increased demand for public water and sewerage or additions which will cause the rerouting of traffic circulation shall be considered “major additions”.

Adjacent/Confronting
Affected Property Owner⁷

The owner of property adjacent to or confronting a proposed development (including the properties across any road, right of way or easement) which will be impacted either positively or negatively by that proposed development. Names and addresses of affected property owners will be taken from current tax records in the Jefferson County Court House.

Adult Arcade¹⁵

An establishment where, for any form of consideration, one or more motion picture projectors, slide projectors, or similar machines for viewing by five or fewer persons each are used to show films, motion pictures, video cassettes, slides, or other photographic reproductions that are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas.

Adult Bookstore¹⁵

An establishment that has as a substantial portion of its stock-in-trade and offers for sale, for any form of consideration, any one or more of the following (1) books, magazines, periodicals, or other printed matter, or photographs, films, motion pictures, video cassettes, slides, or other visual representations that are characterized by emphasis upon the depiction or description of specified sexual activities or specified anatomical areas; or (2) instruments, devices, or paraphernalia that are designed for use in connection with specifies sexual activities.

Adult Cabaret¹⁵

A nightclub, bar, restaurant, facility, or similar establishment that regularly features live performances that are characterized by the exposure of specified anatomical areas or by specified sexual activities, or films, motion pictures, video cassettes, slides or other photographic reproductions of material that is characterized by any emphasis upon the depiction of specified sexual activities or specifies anatomical areas.

Adult Mini Motion
Picture Theatre¹⁵

An enclosed building with a capacity for fewer than 50 persons used for presenting material distinguished or characterized by an emphasis on matter depicting, describing, or relating to specified sexual activities or specified anatomical areas as herein defined, for observation by patrons therein. The phrase "used for" in this definition shall mean a regular and substantial course of conduct and not a one-time presentation of such material.

Adult Sauna ¹⁵	A sauna which excludes minors by reason of age, or which provides a steam bath or heat bathing room used for the purpose of bathing, relaxation, or reducing, using steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas as defined herein.
Adult Theater ¹⁵	A theater, concert hall, auditorium, or similar establishment characterized by activities featuring the exposure of specified anatomical areas or by specified sexual activities.
Adult Use ⁷	Uses that are commonly associated with adults only, including but not limited to: bars, lounges, dance clubs, stripping establishments, adult book stores, clubs, adult arcades, adult cabarets, adult motion picture theaters, massage parlors, sexual encounter establishments or other similar businesses.
Affordable Housing ^{17, 21}	Housing units where the occupant is paying no more than 30 percent of Jefferson County median gross income for housing costs, including taxed and utilities.
Aggrieved or Aggrieved Person ^{17, 21}	A person who is denied by the Planning Commission or the Board of Zoning Appeals, in whole or in part, the relief sought in any application or appeals, or has demonstrated that he or she will suffer a peculiar injury, prejudice or inconvenience beyond that which other residents of the county or municipality may suffer.
Agricultural Use ^{17, 21, 23}	The use of land for a bona-fide farming operation. This includes: <u>1. Commercial Agricultural Enterprise;</u> 2. Agriculture, Ranching; 3. Aquaculture; 4. Apiculture; 5. Horticulture; 6. Viticulture; 7. Fish, meat, poultry and game birds processing, provided that fifty percent (50%) of the meat processed must be raised on the site farm of the processing facility for minimum periods of three (3) months for beef and pork and two (2) months for lamb and poultry; 8. Animal Husbandry; including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals; 9. Poultry husbandry and the production of poultry, game birds and poultry products; 10. Dairy production and processing of dairy products; 11. Equestrian uses; 12. The production of field crops including but not limited to tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, mushrooms, timber, pasturage, Christmas trees, maple sap, woody biomass, compost;

13. Pick your own farm products;
14. Agricultural tourism;
15. Farm vacation enterprise;
16. Farm brewery and winery subject to the requirements for such a use in Article 8;
17. Rental of garden plots;
18. Community supported agriculture;
19. The warehousing; processing, value added, drying, storage, distribution and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, husbandry or production;
20. Forestry

Agricultural Tourism³²

Agricultural Tourism or “Agritourism” describes the act of visiting a working farm or any agricultural, horticultural or agribusiness operation designed to encourage such visitation for the purpose of enjoyment, to be educated or to be involved in activities on the land.

Airfield, Private³²

Any area designed and used for the takeoff and landing of small, private aircraft, having no more than one air strip. A Private Airfield shall be licensed by West Virginia and used primarily by the airport licensee, but may be available for use by others upon specific agreement of the licensee.

Airport²⁷

Any area of land or water designated, set aside, used, or intended for use, for the landing and take-off of aircraft, including runways, aircraft storage buildings, helicopter pads, air traffic control facilities, informational facilities, and devices, terminal buildings, and airport auxiliary facilities, including fences, lighting and antennae systems, on-premise signs, driveways, and access roads. This term includes aircraft maintenance facilities, aviation instruction facilities, and heliports when part of a larger airport facility.

Alternative Structure²²

For antenna-mounting purposes, a structure which is not primarily constructed for the purpose of holding antennas but on which one or more antennas may be mounted. The term Alternative Structure includes, but is not limited to, buildings, silos, water tanks, pole signs, lighting standards, steeples and electric distribution, electric transmission or other utility poles.

~~Amenities~~

~~Utilities, roadways, and public services which make a particular site more attractive for development. Section 6.4 governs the assessment of amenities as it relates to the Development Review System.~~

Antenna Array²²

Two or more antennas that operate as components of a complete antenna suite for a single Wireless Telecommunication Facility.

Antenna, Concealed²²

An antenna that is designed and/or erected on or in a building or alternative structure in such a way that it blends in with the existing façade and/or is located in such a way that it is not readily visible or discernible to the average individual at the adjacent street level.

Antenna ²²	Any structure or device used to collect or radiate electromagnetic waves for the provision of cellular, paging, Personal Communications Services (PCS) and microwave communications. Such structures and devices include, but are not limited to, directional antennas, such as panels, microwave dishes and satellite dishes, and omni-directional antennas, such as whip antennas.
Appalachian Trail Overlay District ²²	For purposes of the Wireless Telecommunication Facilities Ordinance, the area within one mile of the centerline of the Appalachian Trail.
Appliance Sales ²⁷	Use of a site for indoor sale of non-portable equipment used for domestic functions, including but not limited to washers, dryers, refrigerators, freezers, and stoves.
Applicant ^{23,32}	Any person seeking to develop land, initiate a land use, obtain approval pursuant to the <u>requirements of this Development Review System</u> Ordinance, or request an appeal from or variance to this Ordinance.
Area, Land	Land area refers to new land area, exclusive of streets and other public space.
Art Gallery or Artist Studio ²⁷	The use of a site for (a) an establishment engaged in the sale or exhibit of art works including but not limited to paintings, sculpture, knitted goods, or pottery; and/or (b) work space for one or more artists, artisans, or craftspersons who may offer instruction in the creation of art works.
Automobile parts, supplies and tire stores ²⁷	Stores that sell new automobile parts, tires, and accessories. This use includes installation of new tires.
Automobile Repair, Sales and Service ²⁷	The use of a site for the repair and maintenance of automobiles, motorcycles, trucks, trailers, or similar vehicles including but not limited to body, fender, muffler, or upholstery work, oil change and lubrication, painting, and tire service, but excluding dismantling or salvage.
Automobile, light truck and light trailer rentals, Indoor ²⁷	Rental of automobiles, light trucks, light trailers, and vans, including a rental office but not including parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas. This use is conducted indoors with no outdoor storage of vehicles to be rented.
Automobile, light truck and light trailer rentals, Outdoor ²⁷	Rental of automobiles, light trucks, light trailers, and vans, including a rental office and incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.
Bail Bond Services ²⁷	An establishment which provides sureties to procure the release of persons under arrest by becoming financially responsible for their appearance at the time and place designated.
Bank ²⁷	A financial institution that is open to the public and engaged in deposit banking, and that performs closely related functions such as making loans,

investments, and fiduciary activities. A bank does not include the Pawn Shop Services land use.

Bank with Drive-Through Facility ²⁷	A bank that includes provisions for the conduct of banking services directly to the occupants of motor vehicles.
Bar ²⁷	An area primarily devoted to the serving of alcoholic beverages and in which the service of food is only incidental to the consumption of such beverages
Barber/Beauty Shop, Limited ²³	A barber or beauty shop limited to no more than two chairs.
<u>Battlefield³²</u>	<u>There are Federally recognized battlefields in Jefferson County as determined by the Civil War Sites Advisory Commission. For the purpose of this Ordinance, green space includes battlefield core areas.</u>
Bed and Breakfast ²³	A single-family dwelling where lodging is offered for compensation, having no more than seven (7) bedrooms for this purpose, and meeting the requirements for such a use in Article 8 of this Ordinance.
Bicycle Parking Space ²⁷	A volume of space that can accommodate locked storage of one (1) bicycle at a bicycle rack, i.e. a fixture to which one or more bicycles can be securely locked.
Billboard	A structure on which is portrayed information which directs attention to a business commodity, service or entertainment not necessarily related to the other uses permitted on the premises upon which the structure is located. (See Sign, Outdoor Advertising)
Blue Ridge Line ¹¹	The common surveyed boundary between Jefferson County, West Virginia and Loudoun County, Virginia.
Board ^{17, 21}	The Jefferson County Board of Zoning Appeals.
Boarding or Rooming House ²⁴	A building other than a Hotel, Motel, Bed and Breakfast, Residential Care Home, Group Residential Home, Group Residential Facility, or Country Inn where lodging is provided for compensation for more than 6 unrelated persons. Meals may or may not be served but are not provided to outside guests. There is one common kitchen facility.
<u>Brewer</u>	<u>Any person manufacturing craft beer from malt and hops by infusion, boiling, and fermentation for sale at wholesale to any licensed distributor.</u>
<u>Brewpub</u>	<u>An establishment owned by a resident brewer in which craft beer is manufactured and sold on premises in accordance with WV State Code licensing requirements. A brewpub may include the incidental sale of food.</u>
Broadcast Tower ²²	A structure situated on a lot that is intended for transmitting television or AM/FM radio signals.

Buffer ⁵	An area on a property defined by a distance from the property line or other specifically designed line such as flood plain, wetland limit or stream bank. Said area is intended to absorb, lessen or neutralize the impacts of one land use from another. The nature of the buffer will depend on the impact(s) being neutralized.
Building	Any structure which is permanently affixed to the land and has one or more floors and a roof. The term building shall include manufactured homes.
Building Line	The line established by law beyond which a building shall not extend as determined by front, side and rear yards, herein.
Building Maintenance Services ²⁷	An establishment primarily engaged in the provision of maintenance and custodial services to firms rather than individuals. Typical uses include janitorial, landscape maintenance, or window cleaning services.
Building Materials and Supplies ²⁷	An establishment which sells goods relating to construction which require a large floor area such as lumber, appliances, electrical supplies and plumbing supplies.
Building, Height of	The vertical distance measured from the level of approved street grade opposite the middle of the front of the building to the highest point of the coping of a flat roof; to the deck line of a mansard roof; and to the mean height level between eaves and ridge of a gable, hip or gambrel roof.
Business Equipment Sales and Service ²⁷	An establishment primarily engaged in the sale, rental or repair of equipment and supplies used by office, professional and service establishments to the firms themselves rather than to individuals, but excluding automotive, construction and farm equipment. Typical uses include office equipment and supply firms, small business machine repair shops or hotel equipment and supply firms.
Cabin ³¹	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 eight 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.
Camping Cabin ³¹	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.

- Campground^{27, 31} 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 customers occupying camping units. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.
- Campground Amenities³¹ Uses or features which are clearly incidental to the use of the property as a campground and may include shelters, pavilions, gathering halls, bathhouses, pools, recreation areas, trails, fire pits, retail stores, laundry facilities, food service, amphitheaters, ponds, lakes, and other uses related to the needs of the campers.
- Camping Units³¹ Individual units designed for temporary occupancy within an approved campground such as trailers, self-propelled campers, recreational vehicles, tents, cabins, camping cabins, fifth wheels, pop-up campers, and/or lodges.
- Campsite³¹ Generally means an area where an individual, family, or group can pitch or place a camping unit; a campground may contain many campsites.
- Campsite Pad³¹ An area within a campsite intended for the exclusive occupancy by a camping unit or units under the control of a camper.
- Car Wash²⁷ A structure, or portion thereof, containing facilities for washing motor vehicles by hand or by using production-line, automated or semi-automated methods for washing, whether or not employing a chain conveyor, blower, steam-cleaning or similar mechanical device.
- Caretaker Residence^{23, 31} 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
- Cell on Wheels“COW”²² A portable self-contained cell site that can be moved to a location and set up to provide personal wireless services on a temporary or emergency basis. A COW is normally vehicle-mounted and contains a telescoping boom as the antenna support structure.
- Change of Use^{23,32} Any use which is different than the previous use of a building or land, ~~or any change in the North American Industry Classification System (NAICS) code in utilizing the Development Review System.~~
- Church²³ A building or site wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses

	customarily associated with such primary purpose. Includes synagogue, temple, mosque, or other such place for worship and religious activities.
Clustering ^{5, 23, 32}	Grouping structures in closely related groups at higher densities than normally permitted in certain areas in order to preserve other areas as parks, recreational areas or sensitive natural areas. Overall density of the total parcel does not change unless otherwise provided for in this Ordinance remains within acceptable limits . See Section 5.7 for minimum area per dwelling unit and minimum lot area.
Co-location ^{10, 22}	For purposes of regulating commercial wireless telecommunication facilities, co-location means the placement of additional antennas or antenna arrays on an existing or approved telecommunication tower or support structure (or alternative structure), or otherwise sharing a common location by two or more FCC licensed providers of personal wireless services. Co-location includes antennas, combiners, transmitters, receivers and related electronic equipment, cabling, wiring, equipment enclosures and other components or improvements associated with a wireless telecommunication facility.
Commercial Agricultural Enterprise ^{17, 21}	Farm operations which will: A. Contribute in a substantial way to the area's existing agricultural economy; and B. Help maintain agricultural processors and established farm markets. When determining whether a farm is a part of a commercial agricultural enterprise, not only what is produced, but how much and how it is marketed shall be considered.
Commercial Blood Plasma Center ²⁷	The use of a site as a facility for the donation or sale by individual donors of blood plasma and other blood products, with the exception of whole blood. This land use does not include a blood bank.
Commercial Wireless Service Provider ²²	Persons or entities who operate radio systems requiring an FCC license and who employ those facilities to provide point-to-point microwave links for wireline communication services (or connectivity between adjacent antenna sites), fixed wireless (including microwave), or mobile wireless communication services to third parties for compensation. Commercial Wireless Service Providers include, but are not limited to Cellular, Personal Communication Services (PCS), Specialized Mobile Radio (SMR), Enhanced Specialized Mobile Radio (ESMR), paging, Competitive Local Exchange Carriers (CLEC) utilizing point-to-point microwave, and other point-to-point microwave links for wireline communication service.
Commercial ¹	Any wholesale, retail or service business activity established to carry on trade whether or not for profit.
Commission ^{17, 21}	The Jefferson County Planning Commission.

Community³²

A location that primarily consists of a group of people who share common interests in the area of which they live. A Community includes, but is not limited to, a subdivision.

Comprehensive Plan

A composite of mapped and written text, the purpose of which is to guide the systematic physical development of the County and is adopted by the County Commission.

Conditional Use Permit³²

A permit issued for a Conditional Use upon approval of the Board of Zoning Appeals which may be subject to conditions or additional requirements ~~completion of the Development Review System which that would~~ allows for the proper integration of a compatible uses into the a community.

Conditional Use^{17, 21, 23, 32}

A use included on the Principal Permitted and Conditional Uses Table (Appendix C) ~~because of special requirements or characteristics~~ may be permitted in a particular zoning district only after review by the Board of Zoning Appeals and upon issuance of a conditional use permit, and subject to the limitations and conditions specified in the Zoning and Land Development Ordinance.

Condominium⁵

A common interest community in which portions of the real estate are designated for separate fee simple ownership of cubic air interior spaces and the remainder of the real estate is designated for common ownership solely by the owners of those portions. Said common interest community may be residential, commercial or industrial depending on other provisions of this Ordinance. All such projects are subject to the West Virginia Uniform Common Interest Ownership Act. In the event that a specific requirement within the Uniform Common Interest Ownership Act is inconsistent with a commercial or industrial project, that specific requirement shall not apply.

Contiguous^{17, 21}

Lots, parcels, municipal boundaries or county boundaries that are next to, abutting and having a boundary, or portion thereof, that is coterminous. Streets, highways, roads or other traffic or utility easements, streams, rivers, and other natural topography are not to be used to determine lots, parcels, municipal boundaries or county boundaries as contiguous.

Contractor with
No Outdoor Storage²⁷

Use of a site for the business office of a general contractor or builder engaged in the construction of buildings, either residences or commercial structures. The premises may include an enclosed space used for the housing and/or operating of machinery, the provision of services, the fabrication of building-related products, and interior storage, but which does not use any exterior storage area other than incidental storage.

Contractor with
Outdoor Storage²⁷

Use of a site for the business office of a general contractor or builder engaged in the construction of buildings, either residences or commercial structures. The premises may include an enclosed space used for the housing and/or operating of machinery, the provision of services, the fabrication of building-related products, and interior storage. This use

may include outdoor storage of building materials and heavy equipment such as road graders, dump trucks, cement mixers.

- Convenience Store²⁷ An establishment, not exceeding 10,000 square feet of gross floor area, engaged in the retail sale, from the premises, of food, beverages and other frequently or recurrently needed items for household use. This land use does not include a gas station.
- Convenience Store, Limited²⁷ A convenience store not exceeding 1,500 square feet of retail floor, with hours of operation limited to the period between 6:00 A.M. and 11:00 P.M.
- Convention Center²⁷ A facility designed to accommodate 500 or more persons and used for conventions, conferences, seminars, product displays, recreation activities, and entertainment functions, along with accessory functions including temporary outdoor displays, and food and beverage preparation and service for on-premise consumption.
- Cottage Industry^{8, 24} An occupation conducted at a residential premises, as described in Article 4A of this Ordinance.
- Country Inn²³ A private residence at least 50 years old that offers sleeping accommodations to lodgers in 30 or fewer rooms for rent. For the purpose of this definition, a lodger means a person who rents a room in a country inn establishment for fewer than 30 consecutive days. The land use may include a restaurant open to the general public as well as to guests.
- Cultural Facility²³ A library, museum, or similar public or quasi-public use displaying, preserving, and exhibiting objects of community and cultural interest.
- Custom Manufacturing²⁷ Use of a site for the manufacturing of products that are usually handmade and/or are made in small-scale enclosed workshops, involving the use of hand tools, the use of domestic mechanical equipment, or a kiln. This category also includes incidental direct sale to customers of those goods produced on the site. Examples include clay products, glass blowing, jewelry, leatherworking, custom bookbinding, metalworking, and woodworking.
- Day Care Center, Large²³ A facility: (1) licensed by the state, if applicable; (2) providing care for six or more children or adults who do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight; and (3) which may include some instruction.
- Day Care Center, Small²³ A facility: (1) in a dwelling unit; (2) licensed by the state, if applicable; (3) providing care for five or fewer children or adults who (except for family members) do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight. Family members who receive care in the facility are not included in the total; and (4) which may include some instruction.

Department ^{22, 31}	The Jefferson County Department of Engineering, Planning, and Zoning.
Development	The subdivision of land; construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, installation of a sign; and any mining, landfill or land disturbance, such as grading, paving and excavation.
Development Review System	A numerical rating system designed to assess a particular site's development potential based on soils and amenity criteria cited within this Ordinance.
Discernible ²²	Capable of being distinguished with the eye or mind from its surroundings as a telecommunications tower.
Dormitory ^{13, 23}	A building used for sleeping accommodations where such building is used accessory to a permitted use of land.
Dry Cleaning and Laundry Facility ²⁷	A facility at which clothing and other fabrics are dry-cleaned or laundered for customers, utilizing processes which are in compliance with applicable state and federal laws.
Dry Cleaning and Laundry Services ²⁷	The use of a site for customer drop-off and pickup of clothing or fabrics, to be laundered or dry-cleaned at an offsite location. This use does not include use of a site as a Dry Cleaning and Laundry Facility.
Dwelling Unit ^{7, 23}	One room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, or rental or lease on a weekly, monthly, or longer basis, occupied by no more than one family, and containing no more than one independent food preparation area together with facilities for sleeping and bathing.
Dwelling, Detached	A building containing only <u>one single family</u> dwelling units surrounded by yards or other open area on the same zoning lot.
Dwelling, Duplex ²³	A combination of no more than two single-family dwelling units, with each individual dwelling unit located on its own legal lot, and sharing a common lot line and a common vertical wall.
Dwelling, Multi-Family ²³	A building containing three or more dwelling units, which may include rental or condominium residential units.
Dwelling, Single Family, Small Lot ²⁷	A single-family detached dwelling meeting the site development standards for a Dwelling, Single Family, Small Lot (as required by this Ordinance).
Dwelling, Single Family ²³	A detached building containing not more than one dwelling unit and not occupied by more than one family. <u>A Single Family Dwelling shall include modular, manufactured and mobile homes as defined herein.</u>
Dwelling, Townhouse	One of a series of three or more attached dwelling units separated from one another by continuous vertical party walls without openings from basement floor to roof.

Dwelling, Two-Family	A building located on one zoning lot containing not more than two dwelling units, arranged one above the other or side by side, and not occupied by more than two families.
Easement	A lawfully acquired right or privilege to use a parcel of land or a portion thereof for a specified purpose. An easement is retained by a person other than the owner of the land parcel.
Electric Vehicle Charging Station ^{27,32}	A public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. <u>Electric Vehicle Charging Stations at single family residences for use by the residents is permitted wherever single family residences are permitted.</u>
Electric Distribution Poles ²²	Metal, wooden or concrete towers and poles used to suspend wires transporting electricity between substations at the terminus of transmission lines and individual customer premises.
Electric Transmission Towers ²²	Metal, wooden or concrete towers and poles used to suspend wires transmitting electricity between generating plants and substations supplying electricity to distribution and feeder lines.
Engineer	A person registered by the State of West Virginia through the Board of Registration of Professional Engineers.
Equestrian Uses ²³	Use of a site for horse riding, training, breeding, stables, or boarding.
Equipment Enclosure ²²	Facilities, equipment enclosure means a building, cabinet or shelter used to house transmitters, receivers and other electronic equipment and accessories.
Equipment Rental, Sales, or Service ²⁷	The use of a site for the sale or rental of trucks of one ton or greater capacity, tractors, construction equipment, agricultural implements, mobile homes, or similar heavy equipment, including incidental storage, maintenance, and servicing. This use includes truck dealerships and construction equipment dealerships.
Essential Utilities or Equipment ^{8, 9, 17, 21}	<p>Underground or overhead electrical, gas, communications not regulated by the federal communications commission, water and sewage systems, including pole structures, towers, wires, lines, mains, drains, sewers, conduits, cable, fire alarm boxes, traffic signals, hydrants, regulating and measuring devices and the structures in which they are housed, and other similar equipment accessories in connection therewith.</p> <p>Essential utility equipment is recognized in three categories:</p> <ul style="list-style-type: none">A. Local serving;B. Nonlocal or transmission through county or municipality; andC. Water and sewer systems, the activities of which are regulate, in whole or in part, by one or more of the following state agencies:<ul style="list-style-type: none">1. Public Service Commission;2. Department of Environmental protection; or

3. Department of Health and Human Resources.

Expanded Use	The further development of a developed site.
Exterminating Services ²⁷	The use of a site for the eradication or control of rodents, insects, or other pests with incidental storage on sites other than where the service is rendered
FAA ²²	Federal Aviation Administration.
<u>Factory-Built Homes</u>	<u>Detached single family modular, manufactured, and/or mobile homes.</u>
Family ²³	Any of the following cases constitutes a family: A. An individual; or B. Two (2) or more persons related by blood, marriage or adoption, or under approved foster care; or C. A group of not more than six (6) unrelated persons living together and sharing living areas in a dwelling unit; or D. A group of persons occupying a dwelling unit meeting the definition of a Residential Care Home.
<u>Family Transfer³²</u>	<u>For the purpose of Family Transfers as permitted in Section 5.7 of this Ordinance and in Section 20.201 of the Subdivision and Land Development Regulations, family members shall be defined as persons related by birth, adoption or marriage and shall be limited to parent-to-child, child-to-parent, spouse to spouse, sibling to sibling, grandparent to grandchild and grandchild to grandparent. Unrelated individuals jointly owning property are not eligible to utilize the Family Transfer provisions of this Ordinance. Such transfers shall process in accordance with the minor subdivision provision of the Subdivision and Land Development Regulations.</u>
<u>Farm Brewer</u>	<u>A resident brewer as defined by West Virginia State Code who actively participates in growing ingredients for craft beer on a farm he owns or leases in Jefferson County.</u>
Farm Brewery ²⁶	An agricultural use that entails the manufacturing of beer in accordance with the requirements of the West Virginia Code. A farm brewery is also subject to the requirements of Section 8.5 of this Ordinance.
Farm Distillery ²⁶	An agricultural use licensed as a “Mini-distillery” pursuant to the West Virginia Code, and meeting the requirements for a “Mini-distillery” in §60-1-1 et seq of the West Virginia Code as amended. A farm distillery is also subject to the requirements of Section 8.5 of this Ordinance.
Farm Market ^{23,32}	<u>A producer-operated Mmarket for the sale of farm products <u>the majority of which are grown or produced on the producer’s land or farm</u>, and products incidental to farm products.</u>
Farm Vacation Enterprise ²³	A farm adapted for use as a rural vacation area, which may include picnicking and sporting areas, fishing waters, camping, scenery, nature recreation areas, and similar uses. The site may contain up to 5 lodging units.

Farm Winery ²⁶	An agricultural use licensed as a “Farm winery” pursuant to the West Virginia Code, and meeting the requirements for a “Farm winery” in §60-1-1 et seq of the West Virginia Code as amended. A farm winery is also subject to the requirements of Section 8.5 of this Ordinance.
<u>Farmer’s Market³²</u>	<u>A multi-stall market at which farmer-producers congregate to offer for sale agricultural products directly to the general public at a central or fixed location, particularly fresh fruit and vegetables (but also meat products, dairy products, and/or grains). Generally located in commercial zoning districts unless a part of an approved Commercial Agricultural Enterprise.</u>
FCC ²²	Federal Communications Commission.
Flood-prone Area	Areas subject to the one hundred (100) year flood as determined by the Flood Insurance Study prepared by the Federal Insurance Study prepared by the Federal Insurance Administration for Jefferson County, dated April 15, 1980, as may be amended.
Flood-prone Soils	Any area designated as flood-prone soils in the Soil Survey of Jefferson County, West Virginia prepared by the Department of Agriculture, Soil Conservation Service.
Food Preparation ²⁷	An establishment in which the principal use is the preparation of food and meals on the premises, and where such food and meals are delivered to another location for consumption. This use includes food preparation for catering.
Frontage, Street	All property on the side of a street between two intersecting streets (crossing or ending), or if the street is a dead-end, then all property abutting on one side between an intersecting street and the dead-end of the street.
Functionally Equivalent Services ²²	FCC licensed providers of Commercial Mobile Radio Services (CMRS) classified as Cellular, Personal Communication Services (PCS), Paging, Specialized Mobile Radio (SMR) and Enhanced Specialized Mobile Radio (ESMR).
Gambling Facilities ²⁷	The operation or conducting of any games played with cards, roulette wheels, dice, craps, slot machines, video lottery terminals, mechanical, electro-mechanical, or electronic amusement devices or machine for the return of money, cash, or prizes, or anything that could be redeemed for money, cash, or prizes. This definition does not apply to games of chance operated by charitable organizations licensed under West Virginia state law.
Gas Station ²⁷	Buildings and premises for the supply and retail dispensing of motor fuels. Accessory uses may include minor servicing and repair of automobiles; and sale of lubricants, batteries, tires, motor vehicle accessories, beverages, food, tobacco products and other retail merchandise; a car wash; and up to fifty (50) square feet of accessory outdoor storage and display area for goods offered for sale. A gas station shall be classified as a “Gas Station, Large” if it exceeds any of the following criteria: four fuel pump islands, a total of eight fuel pumps,

and/or a gas station combined with a convenience store of 3,000 square feet gross floor area.

Gas Station, Large²⁷

A gas station (as defined in this Ordinance) exceeding any of the following criteria: four fuel pump islands, a total of eight fuel pumps, and/or a gas station combined with a convenience store of 3,000 square feet gross floor area.

Gas Station, Limited²⁷

A gas station (as defined in this Ordinance) limited to two fuel pump islands and a total of two fuel pumps. A Gas Station, Limited land use may include as an accessory use a convenience store with a gross floor area not to exceed 1,000 square feet.

Glare

The effect produced by brightness sufficient to cause annoyance, discomfort, or lessen visual performance and visibility.

Golf Course²⁷

A facility for the playing of golf. A golf course may include a clubhouse with restrooms and locker rooms; may provide additional services customarily furnished such as swimming, outdoor recreation, and related retail sales; and may include a restaurant as an accessory use.

Governmental User²²

Federal, state or local governments, or agencies or instrumentalities thereof, volunteer fire departments or rescue squads which operate radio systems (including microwave) requiring an FCC license, and which employ those facilities exclusively for intra-governmental or inter-governmental public service, public safety or administrative purposes.

Green Space³²

Land required to be set aside under Section 5.7 Cluster Provisions, for the purpose of retaining active or passive farmland, wooded or forested areas, significant natural or environmentally sensitive features, historic structures and/or core battlefields, and parks. Green space may include open space as defined herein.

Land indicated as green space in a cluster development shall be permitted to maintain one single family dwelling unit, and an accessory agricultural dwelling unit (if it meets the qualifications), and may be in private ownership or a homeowner's association.

Grocery Store²⁷

An establishment in which most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offer other home care and personal care products, and which carry a broader range of merchandise than convenience stores.

Grooming Services,
Animal³²

Any place or establishment, public or private, where animals are bathed, clipped, or combed for the purpose of enhancing their aesthetic value or health and for which a fee is charged. Such use may be considered accessory to a Kennel or Veterinary Clinic, and may be included in a Shopping Center.

Gross Floor Area ²⁷	The sum of the total horizontal areas of every floor of every building on a lot. The measurement of gross floor area shall be computed as provided in the Jefferson County Subdivision and Land Development Regulations.
Group Residential Facility ²³	A facility which is owned, leased or operated by a behavioral health service provider and which: (1) Provides residential services and supervision for individuals who are developmentally disabled or behaviorally disabled; (2) is occupied as a residence by not more than eight individuals who are developmentally disabled and not more than three supervisors or is occupied as a residence by not more than twelve individuals who are behaviorally disabled and not more than three supervisors; (3) is licensed by the Department of Health and Human Resources; and (4) complies with the State Fire Commission for residential facilities. Per Chapter 17 of the West Virginia Code, as amended, a Group Residential Home shall be a permitted residential use of property for the purposes of zoning and shall be a permitted use in all zones or districts.
Group Residential Home ²³	A building owned or leased by developmentally disabled or behaviorally disabled persons for purposes of establishing a personal residence, and complying with all applicable requirements of the state of West Virginia. Per Chapter 17 of the West Virginia Code, as amended, a Group Residential Home shall be a permitted residential use of property for the purposes of zoning and shall be a permitted use in all zones or districts.
Harpers Ferry Overlay District ²²	For purposes of regulating Wireless Telecommunication Facilities, an area bounded on the north by a line running west from the Potomac River shore to and along Engle Switch Road to its intersection with Route 230; thence south along Route 230 to its intersection with the CSX Railroad Valley Line; thence south along said railroad to Milepost 4 on the railroad at its intersection with Millville Road; thence east from that point to and across the Shenandoah River to a point 1000 feet distant on the eastern shore of the said Shenandoah River; then following a line 1000 feet inland from that opposite shore of the Shenandoah River to its confluence with the Potomac River; then along a line 1000 feet inland from the Potomac river shore running east to the Virginia state line; thence north to the Potomac River shore; thence west along the shore of the Potomac River to the point of origin. This district excludes the area within the jurisdictional boundaries of the town of Harpers Ferry and the town of Bolivar.
Heavy Industrial Use ²⁷	Manufacturing or other enterprises with significant external effects including but not limited to noise, dust, glare, odors or vibrations, or which pose significant risks due to the involvement of explosives, radioactive materials, poisons, pesticides, herbicides, or other hazardous materials in the manufacturing or other process. This use also includes those land uses characterized by heavy trucking activity or extensive warehousing.
Helipad ²⁷	A facility without the logistical support provided by a heliport where helicopters take off and land. Helipads do not include facilities for maintenance, repair, fueling, or storage of helicopters.

Heliport ²⁷	An area designed to be used for the landing or takeoff of helicopters including operations facilities, such as maintenance, loading and unloading, storage, fueling, or terminal facilities.
<u>Historic Landmarks Commission³²</u>	<u>Membership, terms of office, jurisdiction, and rules of procedure are established in the Bylaws of the Jefferson County Historic Landmarks Commission and Chapter 8, Article 26A of the West Virginia Code.</u>
Historic Resource ²²	A site, structure, area, or district possessing historic importance as defined by the U.S. Department of Interior, West Virginia State Historic Preservation Office, Jefferson County Historic Landmarks Commission, or other governmental agency.
Historic Site/ Property	Any lot, parcel, historic structure, or designated area which has been listed on the West Virginia or the National Register of Historic Places.
Home Occupation, Level 1 ^{8, 24}	An occupation conducted in a residential premises, as described in Article 4A of this Ordinance.
Home Occupation, Level 2 ^{8, 24}	An occupation conducted in a residential premises, as described in Article 4A of this Ordinance.
Horse Racing Facility ²⁷	A facility licensed by the State of West Virginia to offer, for public viewing and amusement, on-site horse racing events with on-site related wagering thereupon. This use can also include the conduct of other occasional special events. In addition to the race course and spectator areas, this use also includes accessory uses (including but not limited to eateries, off-street parking structures, public, community or private utilities, exhibits, and shops). This use may also include the provision of resident employee and guest lodging services for both humans and animals incidental to the visit or stay on the site. This use may also include veterinary care for animals kept or visiting the site.
Hotel/Motel ²⁷	A building in which lodging is provided and offered to the public for compensation, and which is open to transient guests and is not a Bed and Breakfast, Residential Care Home, Group Residential Home, Group Residential Facility, or Country Inn (as defined in this Ordinance). A hotel/motel may include a restaurant, bar, personal and retail services, and entertainment as accessory uses.
Hunting, Shooting, Archery and Fishing Clubs, Public or Private ²³	Land owned by an organized group of persons formed as a club that is used for hunting, fishing, shooting, archery and similar types of passive recreation.
Impervious Surface	Any structure, material, or surface which reduces and prevents absorption of storm water into the earth.
Improvements	Modifications to land which increase its value or utility. Improvements include, but are not limited to, buildings and structures, road grading, road surfacing, landscaping, curbs, gutters, storm sewers and drains, sidewalks,

street signs, modifications to watercourses, water supply facilities, sewage disposal facilities, and park and recreation equipment.

In-Law Suite³²

An accessory dwelling unit that is incidental and subordinate to the principal dwelling unit for the purpose of housing a relative of the property owner.

Institutional Use^{17, 21, 23}

A non-profit, public or quasi-public use, such as a religious facility, library, public or private school, hospital, or government owned, operated, or supported facility or land use for public purpose.

Kennel^{23, 27, 32}

The boarding, breeding, raising, ~~grooming~~, or training of more than six dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain or as part of the operations of a not-for-profit organization.

Land Surveyor

A person registered by the State of West Virginia through the Board of Examiners of Land Surveyors.

Lattice Tower^{9, 22}

A support structure constructed of vertical metal struts and cross braces forming a triangular or square structure which often tapers from the foundation to the top.

Light Industrial^{1, 23}

Any industry that does not use a significant amount of water except for domestic purposes. Industrial uses that do not create noise, odors, smoke and objectionable nuisances or hazards. Any uses listed in Section 5.6B (as amended) are not considered light industrial.

Lot

A tract of land area meeting local development standards which is intended for building development whether immediate or future.

Lot Area

The total horizontal area included within the rear, side and front lot or proposed street lines of the lot.

Lot Line, Front^{5, 23}

The side or sides of an interior or through lot which abut a street. Front lot lines shall be measured from the Road Improvement Easement where one exists. For a property with a rear yard adjacent to a right-of-way designated as an alley, a rear yard setback shall apply.

Lot Line, Side^{5, 23}

Any lot line other than a front lot line or rear lot line.

Lot of Record

A written or graphic description of a lot that is on record in the office of the Clerk of the County Commission of Jefferson County at the adoption of this Ordinance.

Lot, Corner²³

A lot abutting on two intersecting streets. Both sides abutting the streets forming the corner shall be considered front lot lines unless otherwise specified in this Ordinance, with the exception of corner lots that front on a private or public road on one edge and an access easement serving 5 lots or fewer on one edge. For such lots, a front yard setback for the principal structure applies to the edge of the lot that fronts on a private or public road and a side yard setback for a principal structure applies to the edge of

the lot that fronts on the access easement. A corner lot must have at least one rear lot line.

Manufactured Housing²³

A single family detached structure built in a factory according to Federal Manufactured Home Construction and Safety Standards, effective June 15, 1976. A factory built, single family structure, which is manufactured or constructed under authority of 42 U.S.C. Sec. 5403, Federal Manufactured Home Construction and Safety Standards, and is to be used as a place for human habitation, but which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site and which does not have permanently attached to its body or frame any wheels or axles. For the purpose of this Ordinance title, a manufactured home shall be considered the same as any site-built, single-family detached dwelling.

Manufacturing, Heavy²⁷

An establishment engaged in manufacturing, assembly, fabrication, packaging or other industrial processing of products primarily from extracted or raw materials or the bulk storage and handling of such products and materials, or an industrial establishment having potential to produce noise, dust, glare, odors or vibrations beyond its property line. A land use that generates significant noise, odor, vibration, illumination, or particulate matter that has the potential to adversely affect adjacent land uses, or requires a significant amount of on-site hazardous chemical storage, shall be classified under this land use.

Manufacturing, Limited²⁷

The manufacture, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment and packaging of such products, and incidental storage, sales, and distribution of such products, but excluding basic industrial processing and custom manufacturing. This category includes welding services.

Massage Parlor⁷

An establishment where, for any form of consideration, massage, alcohol rub, fomentation, electric or magnetic treatment, or similar treatment or manipulation of the human body is administered, unless such treatment or manipulation is administered by a medical practitioner, chiropractor, acupuncturist, physical therapist, certified massage therapist, or similar professional person licensed by the State. This definition does not include an athletic club, health club, school, gymnasium, reducing salon, spa, or similar establishment where massage or similar manipulation of the human body is offered as an incidental or accessory service.

**Medical/Dental/
Optical Office, Small^{23,32}**

A medical, dental, or optical office limited to two practitioners **and related support staff**.

**Medical/Dental/
Optical Office²⁷**

A facility other than a hospital where medical, dental, optical, mental health, surgical, and/or other personal health care services are provided on an outpatient basis, and that accommodates licensed primary practitioners (for example, chiropractors, dentists, medical doctors, optometrists, prescription opticians, psychologists, etc.) within a single office suite.

Mixed Use Building³²

A mixed use unit consisting of a commercial or office use and a residential use. The commercial or office use must be located on the first floor.

Mobile Home Park

A lot, site, or parcel of land used or intended to accommodate two (2) or more mobile homes for residential purposes with adequate public or community water and sewerage service meeting Health Department standards. A mobile home park does not include mobile home sales lots, which unoccupied mobile homes are parked for inspection and sale. This term includes all buildings, structures, vehicles, accessories and appurtenances used or intended as equipment in such a park.

Mobile Home, Boat and Trailer Sales²⁷

Use of a site for the sale, rental or servicing of mobile homes, boats and trailers. This use includes outdoor display of items for sale or rent, and accessory retail sale of merchandise related to mobile homes, boats and trailers. This use does not include a gas station.

Mobile Home²³

A manufactured single family detached home built prior to the Federal Manufactured Home Construction and Safety Standards which became effective June 15, 1976. A detached structure with the following characteristics: It is designed for long term occupancy and containing sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities with plumbing and electrical connections provided for attachment to outside systems, and it is designed for transportation after fabrication on streets or highways on its own wheels, or on flatbeds or other trailers, or detachable wheels, and it arrives at the site where it is to be occupied complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations, connections to utilities and the like. A mobile home is distinct from a manufactured home.

Model Home/
Sales Office²³

A dwelling unit temporarily used for display purposes as an example of dwelling units available for sale in a residential development approved by Jefferson County. Model homes may include sales offices for dwellings within the development.

Modular Home Unit

A single family detached structure built in a factory that meets the State or Local Building Codes where the homes will be sited. A factory fabricated transportable building unit designed to be used by itself or to be incorporated with similar units at a building site into a modular structure for residential, commercial, educational, or industrial uses.

Monopole^{9, 22}

A support structure constructed of a self-supporting hollow metal tube securely anchored to a foundation.

Motor Vehicle^{17, 21}

Any self-propelled vehicle designed primarily for transportation of persons or goods along public streets or other public ways.

Movie Theater²⁷

A building containing audience seating and one or more screens and auditoriums intended for the viewing of films. A movie theater may

contain a lobby and refreshment stand, and may include service of food and beverages to seated patrons. Incidental use of a movie theater for community events and live performances is permitted. This use does not include an adult use or a bar/nightclub.

Multi-Residential Use A deeded lot or parcel on which two or more dwelling units is located.

Natural Undisturbed Conditions⁵ This exists where the terrain has not been altered in form by human activities such as cutting, filling, blasting or leveling and where natural vegetation exists.

Natural Vegetation⁵ This occurs when a property is allowed to revert to a wild condition with native plants. No cutting, trimming or cultivation takes place in areas of natural vegetation.

Nature Center and Preserve³² A land use providing environmental and conservation education for adults and youth.

Neighborhood^{17, 21} An area generally confined to a one-mile radius from the perimeter of a proposed development.

Nightclub²⁷ A commercial establishment where the primary activity is dancing and musical entertainment and in which alcoholic beverages are dispensed for consumption on the premises. This use may include live entertainment (other than an adult use) that complies with Jefferson County noise restrictions.

Nonconforming Lot³² A lot or parcel that lawfully existed at the time this Ordinance became effective and which does not conform with the dimensional requirements of the district in which it is located. This includes the dimensions, acreage, and/or access, etc. Any new lines of division within a subdivision of a parcel that is a nonconforming lot shall meet the regulations of this Ordinance.

Nonconforming Use³² A ~~land use of a building or of land that~~ lawfully existed ~~ed~~ at the time this Ordinance became ~~ame~~ effective and which does not conform with the use regulations of the district in which it is located. ~~Any new lines of division within a subdivision of a parcel that is a noneonforming use shall meet the regulations of this Ordinance.~~

Nonconforming Structure³² A building that lawfully existed at the time this Ordinance became effective and which does not conform with the site coverage, setback, height, open space, or other regulations describing the physical development standards of the district in which it is located. Any new lines of division within a subdivision of a parcel that contains a nonconforming structure shall not create a further nonconformity and shall meet the regulations of this Ordinance.

Non-Residential^{17, 21} A commercial, industrial, or institutional use.

North American Industry Classification System (NAICS) ²³	A system to classify business establishments according to type of economic activity.
Nursing or Retirement Home	This term includes rest homes, nursing homes, convalescent homes for children and homes providing chronic and convalescent care.
Open Space ³²	Land within a proposed development site excluding areas devoted to buildings, structures, roadways and parking. Land area to be left undeveloped as part of a natural resource preservation, recreation, bufferyards, or other open space provision of the Subdivision Regulations. Open space excludes areas in lots, street right-of-ways, or parking. Private open space is designed and intended for common use and the enjoyment of the residents. Public open space is designed and intended for common use and the enjoyment of the residents of Jefferson County.
Parking, Commercial Offsite Accessory ²⁷	Use of a site for the storage of motor vehicles, which is not accessory to any other use on the same or any other lot, and which contains parking space rented to the general public or reserved for individuals by the hour, day, week, or month.
Pawn Shop Services ²⁷	An establishment that engages, in whole or in part, in the business of loaning money on the security of pledges of personal property, or deposits or conditional sales of personal property, or the purchase or sale of personal property. This use does not include a Bank.
PCS ²²	Personal Communication Services.
Performing Arts Theater ²⁷	An establishment for the performing arts with seating for audiences. Such establishments may include related services such as food and beverage sales and other concessions. Incidental use of a performing arts theater for community events is permitted. This use does not include an adult use or a bar or nightclub.
Personal Services ²⁷	Establishments primarily engaged in providing individual services generally related to personal needs of a non-medical type, including barber shops; beauty salons; chiropractic clinics; clothing rental; dry cleaning and laundry services (as defined in this Ordinance); duplicating services; garment repair, pressing, and tailoring; massage therapy provided by licensed massage practitioner; photographic studios; psychic readers; real estate; self-service laundromat; shoe repair; spas; tanning salons; travel agencies; video rental stores and other similar establishments.
Plat ²³	A scaled, graphic drawing of a land subdivision project prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance. A plat depicts the design and layout of a project as well as the location of existing and proposed property boundaries and easements. A plat also includes all terms, conditions

and performance requirements established prior to the approval of a subdivision.

Preliminary Plat²³

A professionally prepared drawing of a proposed subdivision which is not a record plat but which contains detailed information concerning the proposed development, and is prepared according to the provisions of the Subdivision and Land Development Regulations and this Ordinance.

Preschool²³

Use of a site for the provision of pre-elementary educational services on a scheduled basis to children through kindergarten. If the West Virginia Department of Education establishes requirements for a preschool, the land use shall meet these requirements.

Primary Public
Safety Provider²²

An FCC licensed governmental user that uses wireless telecommunication facilities to provide primary communications for law enforcement, fire, ambulance or related emergency services. Primary Public Service Provider does not include Commercial Wireless Service Providers, or Competitive Local Exchange Carriers (CLEC), who provide telecommunication services on a commercial basis to Primary Public Service Providers, or who deliver emergency calls or messages from its customers to a Public Safety Answering Point (PSAP).

Principal
Permitted Use^{23, 31, 32}

Any use included on the Principal Permitted and Conditional Uses Table (Appendix C) which is or may be lawfully established in a particular district, approved by the Office of Planning and Zoning without requirement of ~~Development Review System review or~~ approval by a board or commission, provided the use conforms with all applicable requirements of this Ordinance. Such use does not include Conditional Uses as defined in this Ordinance.

Principal Use²³

The primary or predominant use of any site.

Printing and Publishing²⁷

A printing operation of an industrial scale, involving a process that is considered printing, imprinting, reproducing, or duplicating images and using printing methods including but not limited to offset printing, lithography, web offset, flexographic, and screen process printing. This use may include the production of books, magazines, newspapers and other printed matter.

Private Business User²²

Persons or entities which operate radio facilities (including microwave) requiring an FCC license solely for intra-company communications and who do not employ those facilities to offer fixed or mobile wireless communication services, or point-to-point microwave links for commercial wireline communication services, to third parties for compensation.

Professional Office,
Small³²

A professional office, as defined herein, limited to two professionals/
practitioners and related support staff.

Professional Office ²⁷	A building used primarily for offices for administrative, executive, professional, research, or similar organizations; and for real estate, advertising, and insurance agencies and similar firms. No merchandise is sold on the premises. An office building may include ancillary services for employees, such as a restaurant or coffee shop. This land use does not include a Medical/Dental/Optical Office.
Prohibited Use	A use that is not permitted.
Public Highway	Any highway or road in Jefferson County which is part of the Federal or West Virginia public highway system and which is so identified by and numbered on the most recent General Highway Map published by the West Virginia Department of Highways.
Public Safety Facility ²³	Facilities that provide health and safety services to the general public including, but not limited to fire stations, police stations, and emergency medicine or ambulance stations or facilities.
Publicly Owned Facility ²³	Use of a site for government operations or activities, and not otherwise defined as a public safety facility; school, elementary or secondary; school, university or college; school, vocational or professional; hospital; cultural facility; or essential utility equipment.
Recycling Drop-Off Center ²⁷	A building or site used for a drop-off location for temporary storage of recyclable, recoverable or reusable materials such as paper, cardboard, glass, metal, plastic, batteries and motor oil. Processing of materials is limited to separation. This land use is intended for household or consumer use rather than commercial or industrial use.
Research and Development ¹³	Research, development and testing laboratories that do not involve the mass manufacture, fabrication, processing or sale of products.
Residential Care Home ²³	The use of a site for the provision of a family-based facility in a single-family dwelling unit providing 24 hour care in a protected living arrangement with not more than two supervisory personnel and not more than six residents who are suffering from mobility, orthopedic, visual, speech, or hearing impairments, Alzheimer's disease, pre-senile dementia, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, cognitive disability, autism, emotional illness, or similar conditions.
Residential ¹	Any detached or attached structure that is used for permanent living quarters and has kitchen facilities.
Restaurant ²⁷	A commercial establishment where food and beverages are prepared, served, and consumed primarily within the principal building. A restaurant may include the incidental sale of alcohol for on-premises consumption; however, sale of food and non-alcoholic beverages is the principal use of the site. This use does not include the uses Bar or Nightclub.

Restaurant, Fast Food ²⁷	Any establishment whose principal business is the sale of foods and/or beverages in ready-to-consume individual servings, for consumption either inside or outside the restaurant building or for carry-out. Customer orders and/or service may be by means of a window or walk-up counter. A fast food restaurant whose design or method of operation includes a drive-up window or drive-through service or includes service to customers in parked motor vehicles is classified as a Restaurant, Fast Food, Drive-Through. This use may include the incidental sale of alcohol for on-premises consumption; however, sale of food and non-alcoholic beverages is the principal use of the site. This use does not include the uses Bar or Nightclub.
Restaurant, Fast Food, Drive Through ²⁷	A fast food restaurant whose design or method of operation includes a drive-up window or drive-through service or includes service to customers in parked motor vehicles.
Restaurant, Fast Food, Limited ²³	Takeout pizza/sandwich shops not exceeding 600 square feet.
Restaurant, Limited ²³	A food service establishment not exceeding 2,000 square feet and where the primary mode of food distribution is by server.
Retail Food Store, Limited ²³	A retail food store not exceeding 1,500 square feet of retail floor space.
Retail Sales and Services, General ²⁷	A commercial facility engaged in the indoor sale or rental, with incidental service, of goods or merchandise to the general public for personal or household consumption, or providing retail services or entertainment to the general public. Typical retail sales uses include department stores, apparel stores, discount retail stores, furniture stores, or establishments providing the following products or services: household cleaning and maintenance products; food, pharmaceutical products, cards, books, tobacco products, cosmetics, and specialty items; flowers, plants, pets and pet supplies, hobby materials, toys, and handcrafted items; apparel, jewelry, fabrics and similar items; cameras, photography services, household electronic equipment, video and music products, sporting equipment, home furnishings and appliances, art supplies and framing, arts and antiques, paint and wallpaper, hardware, carpeting and floor covering; interior decorating services; office supplies; mail order or catalog sales; bicycles; and automotive parts and accessories (excluding service and installation). Typical service-related uses include eating and drinking establishments; finance, real estate and insurance; amusement and recreational services or establishments such as bowling alleys and miniature golf courses; health, educational and social services. This use does not include Retail Store, Large, and does not include any other use specifically classified in another definition herein.
Retail Sales, Limited ²⁷	Establishments of up to 10,000 square feet of gross floor area engaged in the sale or rental of goods for consumer or household use; excluding, however, animal sales or service; building materials and/or supplies, sales, or rental. Typical uses include sale of consumer goods or art or craft

objects, flower shops, gift shops, boutiques, and book stores. This use does not include Convenience Store, and does not include any other use specifically classified in another definition herein.

Retail Store, Large²⁷

A retail sales establishment with any commercial retail uses or a combination of such commercial retail uses comprised of greater than 100,000 square feet of gross floor area. In calculating gross floor area, ancillary outdoor storage or merchandise display areas are included. For the purpose of determining the applicability of the 100,000 square feet of floor area, the aggregate square footage is included for all adjacent buildings operated by one company. A Retail Store, Large that sells to members only or that also offers merchandise at wholesale is included in this definition. Stores which would not otherwise be classified as a Retail Store, Large that are connected by common walls as part of a shopping center with shared parking facilities are not included in this definition. If a shopping center includes a store which meets the definition of Retail Store, Large, the entire shopping center shall be treated as a Retail Store, Large for the purposes of applicable ordinances.

Right-of-Way

A right which grants passage across or through a property. A right-of-way is also the (usually dimensioned) path along which the right of passage is granted.

Road

A prepared surface within a right-of-way which is intended for vehicular use. Road does not include shoulders.

Rural Reception/
Event Facility²⁶

A facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events in the Rural, Village, Residential Growth and Residential-Light Industrial-Commercial Districts (permitted by Special Exception). Such events are limited to events that involve extended families and friends such as weddings, wedding receptions, birthday events, anniversary events, reunion events and/or family gatherings. No events that involve charging admission or are solely performance events are permitted under this provision.

Rural Reception/Event
Facility, Small²⁶

A Rural Reception/Event Facility in the Rural District for the hosting of events such as weddings with attendance not to exceed 75 cars at a frequency of no more than one event per month.

RV Park

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".

School, University or
College²³

An educational institution that offers specialized instruction in any of several fields of study and/or in a number of professions or occupations and is authorized to confer various degrees such as the bachelor's degree. Education uses may include a variety of uses such as classroom buildings, administrative offices, sports facilities, student housing, research facilities and other related uses operated by the governing board of the institution

within the campus or on adjoining lots. The land use category “School, Vocational or Professional” is not included within this definition.

School, Vocational or Professional²⁷

A specialized or accredited instructional establishment that provides on-site training or education in business, commercial, and/or trade skills. This use includes a community college that primarily provides daytime services to commuter students.

Seasonal Use⁵

A use that is carried on for not more than a single three day consecutive period in each of the four solar seasons.

Sensitive Natural Area⁵

An area of wetlands, stream or river banks and forest which exists as a habitat supporting rare or endangered species or which has been dedicated perpetually to environmental preservation by easement, covenant or other legal instrument or which is otherwise protected for environmental purposes by State or Federal statute.

Setback Line²³

That line that is the required minimum distance from the street right-of-way line or any other lot line that establishes the area within which the principal structure must be erected or placed. For attached dwelling unit types (duplex, multi-family, townhouse, two-family, and similar residential uses) no setback between attached dwelling units is required.

Sexual Paraphernalia Store¹⁵

Any retail store specializing in the sale of paraphernalia, devices, or equipment distinguished or characterized by an emphasis on depicting or describing specific sexual activities or used in connection with specified sexual activities.

Shipping and Mailing Services²⁷

Retail sales or business service establishment to facilitate the transmittal and receipt of letter, bulk and packaging mail. This use does not include major processing of mail or packages or bulk mailing distribution centers, and does not include facilities owned or operated by governmental agencies such as the United States Postal Service.

Shooting Range, Indoor²⁷

A facility designed or used for shooting at targets with rifles, pistols, or shotguns, and which is completely enclosed within a building or structure. The operations and design and design of an outdoor shooting range meet all applicable National Rifle Association standards.

Shooting Range, Outdoor²⁷

The use of land for the safe discharge and use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any similar firearm for the purpose of target practice, sport shooting, military/law enforcement training, mock war games, or temporary competitions. The operations and design and design of an outdoor shooting range meet all applicable National Rifle Association standards, and the range must shall the setback and minimum acreage standards for Hunting, Shooting, and Fishing Clubs as established in this Ordinance. This land use does not include Hunting, Shooting, Archery and Fishing Clubs and general hunting.

Shopping Center^{7, 27, 32}

A group of retail and/or other commercial establishments that is planned, constructed, and managed as a total entity on a single lot with common

parking facilities that uses or leases separate areas of space to retail or service oriented businesses.

Shopping Center⁷

~~A commercial facility on a single lot with common parking facilities that uses or leases separate areas of space to retail or service oriented businesses.~~

Shrub, Evergreen

A low growing, usually several stemmed, woody plant which has foliage that remains green and functional through more than one growing season.

Sign

Any object, device display or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination or projected images.

Sign, Animated

A sign with action or motion, flashing lights, or color change requiring electrical energy, electronic, or manufactured sources of supply, but not including wind actuated elements such as flags, banners, or pennants.

Sign, Business

A sign which directs attention to a business or profession or to a commodity, service, or entertainment sold or offered upon the premises where the sign is located.

Sign, Freestanding

A sign supported by a permanent structure, other than a building, that is affixed to the earth and placed on the same parcel of land on which the business or service advertised by the sign is located.

Sign, Vehicle²³

A sign or advertising device which is painted, mounted, affixed or otherwise attached to a vehicle or trailer, which is used for the purpose of providing advertisements of products and services or directing people to a business or service or other activity on or off the premises or public right-of-way where such vehicle sign is located. This does not include identification signs on vehicles which are moved regularly and used in the normal, day-to-day operation of the business.

Sign,
Outdoor Advertising

A sign structure which directs attention to a business, commodity, service, or entertainment not necessarily conducted, sold, or offered upon the premises where such sign is located. This term shall include billboards.

Soil Value

A relative numeric value assigned to soil groups based on the group's potential for agricultural production.

Species, Rare or
Endangered

Any species listed with the West Virginia Department of Natural Resources Heritage Program Species List or by the U.S. Department of the Interior, Department of Fish and Wildlife Management.

Specified Anatomical Area ¹⁵	As used herein specified anatomical areas means and includes any of the following: <ul style="list-style-type: none">A. Less than completely and opaquely covered human genitals, public region, buttocks, anus, or female breasts below a point immediately above the top of the areola; orB. Human male genitals in a discernibly turgid state, even if completely or opaquely covered.
Specified Sexual Activities ¹⁵	As herein, specific sexual activities means and includes any of the following: <ul style="list-style-type: none">A. The fondling or other erotic touching of human genitals, pubic region, buttocks, anus, or female breasts;B. Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; Masturbation, actual or simulated; orC. Excretory functions, when such activities are a part of or in connection with any of the activities set forth in the following definitions: Adult Use; Adult Arcade; Adult Bookstore; Adult Cabaret; Adult Mini Motion Picture; Adult Sauna; Adult Theater; Massage Parlor; Sexual Encounter Establishment; and, Sexual Paraphernalia Store.
Staff ^{17, 21, 23, 31}	Personnel employed in the Department of Engineering, Planning, and Zoning.
Standard Details ^{7, 23}	Minimum acceptable details approved by the County Engineer for use in preliminary plats, site plans, and related improvement plans. Said approval does not relieve the subdivider, the design consultant, or the builder of the responsibility for structural adequacy and sound construction.
Storage, Commercial ²⁷	An enclosed storage facility of a commercial nature containing independent, fully enclosed bays which are leased to persons exclusively for storage of their household goods or personal property.
Street ²³	(See Road)
Support Structure ²²	A structure designed to support Wireless Telecommunication Facilities including, but not limited to, monopoles, lattice towers, utility poles and other freestanding self-supporting structures.
Telecommunication ⁹	The technology which enables information to be exchanged through the transmission of voice, video, or data signals by means electrical or electromagnetic systems.
Tower Base ²²	The foundation, usually concrete, on which a telecommunication tower is situated. For measurement calculations, the tower base is the actual or geometric center of the tower. For structures lacking a foundation the tower base is the ground elevation of the structure.

Tower Height ²²	The vertical distance measured from the tower base to the highest point on a telecommunication tower, including any antennas or other equipment affixed thereto, but excluding any lightning protection rods extending above the tower and attached equipment.
Tower Site ²²	The land area (including any associated easement areas) that contains, or will contain, any proposed telecommunication tower, related equipment enclosures and other improvements; together with any tower fall zone.
Urban Growth Boundary ²³	A site-specific line, delineated on the Jefferson County Zoning Map or a written description in the Jefferson County Zoning and Land Development Ordinance identifying an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area.
Use ⁷	An activity that constitutes a legal employment of a land parcel or lot exclusive of ancillary parking and drives.
Utility Poles ²²	Metal, wooden or concrete poles used to suspend wires or cables for electric, telephone or television cable services.
Variance ^{17, 21, 23}	A variance is a deviation from the minimum standards of the Zoning and Land Development Ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district nor shall it involve changing the zoning classification of a parcel of land.
Vehicle Storage ²⁷	The use of a site for long term storage for vehicles. This use includes storage of vehicles towed from private parking areas and impound yards, but excludes dismantling or salvage.
Vehicle ^{17, 21}	A means of carrying or transporting something.
Vehicular Miles ^{17, 21}	Distance by motor vehicle between two points utilizing public highways.
Visible ²²	Capable of being seen by the unaided eye in the daylight.
Vocational and/or Training Facility for Adults ²³	A specialized or accredited instructional establishment that provides on-site training or education in business, commercial, and/or trade skills. The land use is conducted in a campus setting, and may include classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings. Incidental instructional services in conjunction with another primary use shall not be considered a Vocational and/or Training Facility for Adults. This use does not include School, University or

	<p>College. In the Rural District, the use must be conducted in a campus setting.</p>
Warehousing and Distribution, General ²⁷	<p>Use of a site for the storage of goods, sale of goods to other firms for resale, as well as activities involving significant movement and storage of products or equipment. This use includes major distribution centers, frozen food lockers, motor freight terminals, moving or storage firms and similar high volume, high turnover facilities. Facilities may be characterized by extensive warehousing, frequent heavy trucking activity, open storage of material, or nuisances such as dust, noise, and odors.</p>
Warehousing and Distribution, Limited ²⁷	<p>Use of a site for the small scale storage of goods, and sale of goods to other businesses for resale. Wholesale and warehouse areas are no more than 50,000 square feet in area and operate during conventional business hours. Outdoor storage is limited to an area of 1,000 square feet. This use does not include major distribution centers, motor freight terminals, moving or storage firms and similar high volume, high turnover facilities, or a use described as a Storage, Commercial facility.</p>
Wetland ⁵	<p>An area that is inundated or saturated by surface water or ground-water at a frequency and duration sufficient to support, and that, under normal circumstances, does support, a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation. The substrata is predominantly hydric soil.</p>
Wireless Telecommunication Facility, Co-Located ²²	<p>(See Co-location.)</p>
Wireless Telecommunication Facility, Temporary ²²	<p>A vehicle-mounted or portable wireless telecommunication facility including portable towers, antennas, equipment enclosures, generators and associated electronics, cabling, wiring and hardware. Such a facility may include, but is not limited to, "cell on wheels" mobile equipment.</p>
Wireless Telecommunication Tower, Speculative ²²	<p>A Wireless Telecommunications Tower developed without binding commitments from one or more FCC licensees to utilize the tower within six (6) months of issuance of a certificate of occupancy for the Tower.</p>
Wireless Telecommunication Tower ⁹	<p>A structure intended to support equipment used to transmit and/or receive telecommunications signals including monopoles, guyed and lattice construction steel structures.</p>
Wireless Telecommunication Antenna ⁹	<p>The physical device through which electromagnetic, wireless telecommunications signals authorized by the Federal Communications Commission are transmitted or received. Antennas used by amateur radio operators are excluded from this definition.</p>

Wireless
Telecommunication
Equipment Shelter⁹

The structure in which the electronic receiving and relay equipment for a wireless telecommunications facility is housed.

Wireless
Telecommunication
Facility, Concealed²²

A wireless telecommunication facility with all antennas camouflaged to match or complement the color and architectural treatment of the surface of an existing structure upon which they are mounted; or which have all facility components concealed behind a façade or parapet wall, or inside a radome on a monopole that does not exceed the diameter of the monopole, or interlaced within or atop an electric distribution tower.

Wireless
Telecommunication
Facility^{9, 22}

A facility consisting of the equipment and structures involved in transmitting or receiving telecommunications or radio signals to or from a mobile radio communications source and transmitting those signals to a central switching computer which connects the mobile unit with the land-based telephone lines.

Woodland Preservation
Buffer³²

A specified area delineated on an approved site plan or subdivision preliminary/final plat for the sole purpose of preserving existing vegetation and to prevent the cutting, clearing, and removal of healthy, viable trees and ground cover. The removal of dead, dying, and/or diseased trees and ground cover within the buffer may be permitted provided documentation of the proposed removal is approved by the Department.

Zoning Ordinance,
Map Amendment²⁵

An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted in within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.

Zoning Ordinance,
Text Amendment^{25,32}

An amendment to the text of the Zoning Ordinance resulting in a change in the language of the Ordinance that applies to all similar property county-wide, such as a change in principal permitted or conditional uses in a district.

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

Section 3.1 Administration

- A. The provisions of this Ordinance will be governed by the County Commission or the Zoning Administrator and Staff in accordance with §8A-1-1 et seq of the West Virginia State Code, as amended. With enactment of the Ordinance, the County Commission shall designate a Zoning Administrator for the day to day administration of the ordinance.^{5,17,21}
- B. An appeal to this Ordinance, however, may be made to the Jefferson County Board of Zoning Appeals subject to the provisions of §8A-1-1 et seq of the West Virginia Code, as amended.^{17, 21}
- C. The Jefferson County Board of Zoning Appeals shall evaluate all **Development Review conditional use** applications and approve or deny issuance of a conditional use permit.^{2, 17, 21, 32}
- D. All departments, officials, and public employees of Jefferson County which are vested with the duty or authority to issue permits or licenses shall issue no permit or license for any use, building, or purpose if the same would be in conflict with the provisions of this Ordinance.

Section 3.2 Zoning Administrator

- A. The Zoning Administrator shall administer and enforce the Zoning and Land Development Ordinance. This includes but is not limited to the following.²³
 - 1. Make determinations that all applications required by the Ordinance are complete and that all fees are paid.
 - 2. Interpret the provisions of the Ordinance as required by law.
 - 3. Issue Zoning Certificates as permitted by the Ordinance.
 - 4. **Determine sufficiency and completeness of applications for a Conditional Use Permit.³² Calculate the LESA point scores and determine the adequacy of the Support Data for all applications for a Conditional Use Permit.**
 - 5. Issue all permits and Certificates as permitted by the Ordinance.
 - 6. Prepare and submit reports as required by the Ordinance or the Board of Zoning Appeals or Planning Commission.
 - 7. Conduct meetings and conferences pursuant to the Zoning and Land Development Ordinance.^{17, 21, 23}
- B. Any decision or action by the Zoning Administrator based on Section 3.2A above is subject to appeal to the Board of Zoning Appeals.^{17, 21}
- C. It shall be unlawful to develop, construct, alter, or reconstruct any structure or to change the use of any structure or property without first obtaining a zoning certificate from the Zoning Administrator. This provision may not apply to the general maintenance or repair or any addition deemed not a major addition as defined in Section 2.2 of this Ordinance.^{17, 21, 23}
- D. Each application for a zoning certificate shall be accompanied by a copy of an approved site plan, if applicable, or by a legible drawing either drawn to scale or accurately indicating dimensions which show property boundaries and existing and proposed structures and other proposed changes or land development. The plans shall be retained in the Office of Planning and Zoning.^{17, 21, 23}

- E. Use of any property, developmental arrangement, or construction on any property other than that authorized in the zoning certificate is a violation of this Ordinance. All provisions of this Ordinance and amendments shall be maintained perpetually.
- F. The Zoning Administrator shall approve or disapprove issuance of a zoning certificate within sixty (60) days of the initial filing date providing the application is complete and fees are paid when filed and the request is in compliance of the provisions of this Ordinance.^{17, 21}
- G. A zoning certificate and/or conditional use permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months. Pursuant to Chapter 8A of the West Virginia Code as amended, a Zoning Certificate or Conditional Use Permit associated with a subdivision or land development plan - whether recorded or not yet recorded, valid under West Virginia law and outstanding as of January 1, 2010 - shall remain valid until July 1, 2012, provided that the land development plan or plat received at least preliminary approval by the Planning Commission or County Commission by March 1, 2010.^{17, 21, 23}
- H. A filing fee, in accordance with the County fee structure, shall be charged for all zoning certification.

Section 3.3 Enforcement

- A. The Zoning Administrator or Staff shall promptly investigate any written complaint alleging a violation of this Ordinance and determine if a violation has occurred.^{17, 21}
- B. As provided in §8A-1-1 et seq of the West Virginia Code, as amended, any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, and upon conviction, shall be fined not less than fifty (\$50.00) or more than five hundred dollars (\$500.00) per day. Each day during which any violation of this Ordinance continues shall constitute a separate offense.^{5, 17, 21}
- C. When it appears to the Board of Zoning Appeals or the Zoning Administrator or Staff that a violation of this Ordinance has occurred, the County shall notify the responsible person by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 15 days from the date appearing on the Notice. Failure to terminate the violation within the requested time shall be cause for the Board of Zoning Appeals or the Zoning Administrator or Staff pursuant to §8A-10-1, 2 and 3 of the West Virginia Code, as amended, to:^{17, 21, 23}
 - 1. Seek an injunction in the Circuit Court of Jefferson County to restrain the responsible person from continuing the violation cited or seek an injunction requiring the removal of structures or land uses from the property involved; or,
 - 2. Issue a warrant for the arrest of the person responsible for the violation and seek a conviction in the Circuit Court of Jefferson County.

Section 3.4 Boards and Commissions²³

A. Board of Zoning Appeals

1. The Board of Zoning Appeals will consist of five members to be appointed by the County Commission. Their terms of office, succession, removal, filing of vacancies, and their powers and duties shall be provided in Chapter 8A of the West Virginia Code, as amended.
2. Meetings of the Board of Zoning Appeals shall be conducted according to the Rules of Procedure adopted by the Board of Zoning Appeals. In the event of a conflict between this Ordinance and the Rules of Procedure, the Rules of Procedure shall prevail.²
3. The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official in regard to the enforcement of this Ordinance or of any ordinance adopted thereto.
 - a. Filing an Appeal
 - i. An appeal to the Board may be taken by any person, board, associate, corporation or official allegedly aggrieved by any administrative decision based or claimed to be based, in whole or in part, upon the provisions of this Ordinance. The property owner of the subject appeal shall sign the application or an affidavit allowing an agent for the property owner to file the application which shall be submitted.
 - ii. Such appeal shall be filed with the Board within thirty (30) days from the decision appealed.
 - b. Notification
 - i. Notice of a public hearing for an appeal shall be advertised in a newspaper having general circulation in the County at least 15 days before the hearing.^{5, 17, 21}
 - ii. The subject property shall be posted conspicuously by a zoning notice no less than twenty-eight (28) inches by twenty-two (22) inches in size, at least 15 days before the hearing. The sign will be prepared by the Office of Planning and Zoning but posting the sign is the responsibility of the applicant. The Board, in its discretion, may otherwise visit the specific property prior to or after the hearing.
 - c. Public Hearing
 - i. The Board shall hold a hearing within forty-five (45) days of the date the appeal is received in the Office of Planning and Zoning. At the hearing, any party may appear and be heard in person or by agent or attorney.^{5, 8, 17, 21}
 - ii. The Board shall render its determination on the application no more than thirty (30) days following the public hearing by registered mail.
 - d. Continuance of Hearing
 - i. The Board may continue a hearing at another time and/or date once such hearing has been started; however, the Board shall announce the date and hour of continuance of such hearing while in session. Any hearing continued shall be held within thirty (30) days from the initial hearing.
4. The Board of Zoning Appeals shall consider requests for variances from the terms of the Ordinance.²³
 - a. The Board shall approve a variance request if the Board finds that a variance:
 - i. Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;

- ii. Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance;
 - iii. Would eliminate an unnecessary hardship and permit a reasonable use of the land; and
 - iv. Will allow the intent of the Zoning and Land Development Ordinance to be observed and substantial justice done.^{17, 21}
- b. The owner or authorized representative of the owner of the property which is the subject of a variance request shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The variance request shall be filed with the Board in the Office of Planning and Zoning.
 - c. Notification for a variance must be conducted according to the requirements of Section 3.4A.3.b.
 - d. A public hearing must be conducted according to the requirements of Section 3.4A.3.c and such hearing may be continued according to the requirements of Section 3.4A.3.d.
5. The Board of Zoning Appeals shall have the authority over the issuance or denial of a conditional use permit for uses listed as “Conditional Uses (CU)” in each zoning district. The Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit. ~~The Board of Zoning Appeals review process for a conditional use permit application is established in Article 7 of this Ordinance.~~^{2,32}
- a. The Board shall consider and approve a Conditional Use Permit request with conditions or special requirements which allows for the proper integration of the proposed uses into the community subject to such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit, if it finds that the following general standards have been met:
 - i. The proposed use is compatible with the goals of the adopted Comprehensive Plan.
 - ii. The proposed use is compatible in intensity and scale with the existing and potential land uses on the adjoining and confronting properties, and poses no threat to public health, safety and welfare.
 - iii. The proposed site development shall be such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings.
 - iv. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance.
 - v. Operations in connection with the use shall be in conformance with Section 8.9 of this Ordinance.
 - b. The owner or authorized representative of the owner of the property for which the Conditional Use Permit is being requested shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The Conditional Use Permit request shall be filed with the Board at offices of the Departments of Planning and Zoning.
 - c. Notification for a Conditional Use Permit must be conducted according to the requirements of Section 3.4A.3.b.
 - d. A public hearing must be conducted according to the requirements of Section 3.4A.3.c and such hearing may be continued according to the requirements of Section 3.4A.3.d.

~~5.6.~~

~~6.7.~~ In exercising its power and authority, the Board of Zoning Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision or determination appealed from, and make such order, requirement, decision or determination as the Board deems appropriate.^{17, 21}

~~7.8.~~ Any party may appeal any decision of the Board of Zoning Appeals to the Circuit Court of Jefferson County within thirty (30) days of the Board's decision, pursuant to Chapter 8A of the West Virginia Code, as amended.^{2, 17, 21}

~~8.9.~~ Nothing in this Section shall be construed as permitting the Board of Zoning Appeals to exercise any power or refrain from the performance of any duty not authorized or directed by the provisions of Chapter 8A of the West Virginia Code, as amended, which provisions of the Code are hereby incorporated herein by reference.^{14, 17}

B. Planning Commission²³

1. Membership, terms of office, jurisdiction, and rules of procedure are established in the Bylaws of the Jefferson County Planning Commission and Chapter 8A of the West Virginia Code, as amended.
2. The powers and duties of the Jefferson County Planning Commission include but are not limited to the following:
 - a. Review applications for major site plans, major subdivisions, and waivers from minimum standards, pursuant to the Subdivision and Land Development Regulations;
 - b. Review requests for amendments to the County zoning map and Zoning and Land Development Ordinance;
 - c. Research and recommend to the County Commission improvements to the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations;
 - d. Make recommendations to the County Commission concerning planning and zoning issues;
 - e. Make an annual report to the County Commission concerning the operation of the Planning Commission and the status of planning within its jurisdiction;
 - f. Prepare the Jefferson County Comprehensive Plan and recommend to the County Commission for adoption or amendment.

C. County Commission²³

1. General. The County Commission shall have all powers conferred upon it by the Constitution, the laws of the State of West Virginia, and the County Charter. With respect to development approval and amendments to this Ordinance and the County's Comprehensive Plan, the powers that the County Commission retains and shall exercise include but are not limited to the powers set out in this Section.
2. Approvals. Following a public hearing and the submittal of recommendations by Staff and the Planning Commission, the County Commission may take action on the proposed adoption of, or amendments to, the following, including text, maps, and other elements:
 - a. Comprehensive Plan
 - b. Zoning and Land Development Ordinance
 - c. Subdivision and Land Development Regulations
 - d. The Jefferson County Zoning Map

- e. An Urban Growth Boundary in accordance with Chapter 8 of the West Virginia Code, as amended:
 - i. A boundary shall be established by the County Commission in agreement with each individual municipality regarding that municipality's boundary.
 - ii. If the County Commission and municipality cannot agree upon the location or size of the boundary, either party may file for declaratory judgment relief in the circuit court which shall submit the dispute to mediation or arbitration prior to final resolution by the circuit court.
 - iii. Once the county has adopted an urban growth boundary by its designation on an adopted county zoning map, the gross area inside the boundary may not be reduced without written consent of the municipality.
 - iv. The County Commission shall review each urban growth boundary at a period not to exceed ten years or upon request of the individual municipality.
3. Hiring. The County Commission shall hire staff of the Office of Planning and Zoning.
4. Appointments. The County Commission shall appoint the members of the Planning Commission and the Board of Zoning Appeals.
5. Fees. The County Commission shall adopt a fee schedule for processing applications pursuant to this Ordinance. The fee schedule may be amended from time to time as determined appropriate by the County Commission.

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

ARTICLE 4: GENERAL PROVISIONS

Section 4.1 Ordinance Deemed Minimum Regulations; Uniformity

The regulations set forth by this Ordinance within each zoning district shall be minimum regulations and shall apply uniformly to each kind of structure or land except as hereinafter provided.

For each zoning district, a ~~limited number list~~ of principal permitted uses and conditional uses are delineated in Appendix C. listed, as well as Additionally, several uses prohibited for all districts areas listed in Section 4.4. ~~All other uses, except prohibited uses, may receive a conditional use permit upon completion of the Conditional Use Permit process as described in this Ordinance, including a demonstration that the land use in a specific location will comply with the standards of the Development Review System and any other applicable requirements of this Ordinance. Conditional uses shall require processing before the Board of Zoning Appeals. All non-residential permitted and approved conditional uses shall require a Zoning Certificate and may require processing a Site Plan in conformance with the requirements of the Jefferson County Subdivision and Land Development Regulations.~~^{23,32}

Section 4.2 Compliance with Ordinance

Except as hereinafter specified, no land, building, or premises shall hereafter be used, and no building or part thereof or other structure shall be located, erected, reconstructed, extended, enlarged, converted or altered except in conformity with the regulations herein specified for the district in which it is located ~~and the Development Review System~~. This provision shall not apply to general maintenance or repair or any addition deemed not a major addition as defined in Section 2.2 of this Ordinance.³²

Section 4.3 Nonconforming Uses

Any building, structure or premises lawfully existing at the time of the adoption of this Ordinance, or lawfully existing at the time that this ordinance is subsequently amended, may continue to be used even though such building, structure, or premises does not conform to use, setbacks or dimensional regulations of the zoning district in which it is ~~located or the regulations of the Development Review System~~; subject, however, to the following provisions:^{7,32}

- A. Nonconforming ~~uses~~structures may be upgraded or repaired, or alterations made to the ~~use's~~ facilities. ~~However, expansion of any nonconforming use shall be limited to the lot that existed at the time of adoption of this Ordinance.~~^{7, 23,32}
- B. Repair includes the following: replacement of same size (+/-35%) porches, awnings, decks roofs, overhangs, patios, or any other similar construction as approved by the Zoning Administrator. However, expansion of any nonconforming structure or use shall be limited to the lot that existed at the time of adoption of this Ordinance. Additional acreage shall not be added to enlarge any nonconforming use unless approved a variance is approved by the Board of Zoning Appeals after review and a public hearing in accordance with Section 3.4A.4 via the Development Review System.^{7,23,32}
- C. Whenever a nonconforming use has been abandoned for a period of twelve (12) months, such use shall not be reestablished and any future use shall be in conformance with the provisions of this Ordinance.^{5, 17, 21}
- C. A nonconforming use may not be substituted for any other nonconforming use without the Board of Zoning Appeals review and public hearing, provided, however, to the

following: upon notice to the Zoning Administrator with an application for and approval of a Zoning Certificate a nonconforming retail, service, or wholesale operation may be substituted with another retail, service or wholesale operation without such public hearing; provided again, however, the intended use does not include an adult use.^{7, 17, 21}

- D. Effective October 14, 1999, whenever a nonconforming structure or use expands over 35% of the existing square footage of its operation said use shall meet all the applicable requirements of this Ordinance unless otherwise allowed by the Board of Zoning Appeals. Any nonconforming structure or use that expanded between October 5, 1988 and October 14, 1999 may expand under this provision as if they have never utilized this provision in the past.^{7, 8, 12, 17, 21, 23, 32}
1. When a nonconforming use can be computed by units such as apartment units, motel/hotel units, mobile home parks, and similar uses, the 35% expansion shall be limited to 35% of the number of existing units.⁸
- E. A nonconforming shopping center (including spaces that were not leased in the existing building at the time of the adoption of this Ordinance) may substitute uses according to Section 4.3C.⁷
- F. Section 4.3 is subject to Chapter 8A of the West Virginia Code, as Amended.^{17, 21, 23}
- G. This Section (4.3) does not apply to industrial uses that existed at the adoption of the ordinance. Such industries may expand provided that they meet the site plan standards of this Ordinance, in addition to those of the Jefferson County Subdivision and Land Development Regulations.^{8, 23}
- H. A nonconforming structure or use destroyed by a natural or unnatural calamity cannot be rebuilt without approval of the Board of Zoning Appeals upon application by the owner and pursuant to the variance and appeal procedures outlined in Article 3. This provision will not apply to existing residential dwelling units.^{12, 17, 21, 23, 32}
- I. The nonconforming use automobile racing facility located on property specifically described as Tax Map 17, Parcels 2, 2.1 and 5 in the Kabletown District is permitted to expand as herein described:
1. The commercial/competitive racing circuit as measured on January 10, 2002, 5,344 linear feet may add an additional 8,870 feet of commercial/competitive raceway surface, in accordance with (and not in addition to) the provisions of Section 4.3 of this Ordinance. The surface shall conform to a required 200 foot setback from all property lines.
 2. May add dormitory lodging with food service facilities that do not contain internally lit signs.
 3. May add automobile related research and development facilities.
 4. May add other automobile related facilities only for vehicles that are used on-site, including, but not limited to warehousing, parts, supplies and service.¹³

Section 4.4 Prohibited Uses

- A. Any existing or proposed use which is determined to be in conflict with any existing ordinance or laws of Jefferson County or law or regulation of the State of West Virginia or other governmental agency shall be prohibited even though such use may be allowed under the terms of this Ordinance.
- B. No land use shall be conducted that creates any injurious, noxious, or otherwise objectionable fire, explosive heat, or other hazard; noise, or vibration; smoke, dust, odor, gases, or other form of air pollution; or emit dangerous radioactivity in such a manner that if permitted would adversely affect the uses of an adjacent property or contaminate the ground water or surface waterways of the County. All land uses generating such conditions shall comply with the

appropriate State and Federal Codes. Such compliance with applicable State and Federal laws shall be deemed as compliance with this Ordinance.

- C. Any development which would destroy the historical character of a property listed on the West Virginia or National Register of Historic Places shall not be permitted.
- D. No materials or waste should be stored on a property in a form that could be transported to adjacent property by wind or water or other natural causes or forces.
- E. All methods of industrial waste or sewage treatment and disposal shall be in accordance with County, State and Federal Codes.
- F. Jails, prisons and/or penal institutions shall be prohibited in all zoning districts except the Industrial-Commercial District and the Major Industrial District. Approval of a Conditional Use~~The Development Review System does shall~~ not supersede this prohibition.^{5, 27, 32}
- G. No gambling or casino type game of chance (video or mechanical) that provides any type of payoff or remuneration shall be permitted anywhere in Jefferson County unless expressly and explicitly permitted and authorized by the West Virginia Code as amended. Provided, however, that sSuch use shall only be permitted in the Industrial-Commercial District and the Major Industrial District and shall be processed as a Conditional Use after processing through the Board of Zoning Appeals.~~processthrough the Development Review System (Article 6 and 7).~~^{6, 23, 27, 32}
This prohibition does not apply to betting on horses or pari-mutuel betting on horses. Furthermore, this prohibition does not apply to such uses that existed at the time of the adoption of this ordinance. ~~The Development Review System- Approval of a Conditional Use~~ shall not supersede this prohibition in any zoning district other than the Industrial-Commercial District or the Major Industrial District.^{23, 27, 32}
- H. For parcels located east of the Shenandoah River or which are in a natural, undisturbed condition within 1000 feet of the Potomac and Shenandoah Rivers and Opequon Creek, no use shall be permitted without adherence to the requirements for retention of land in a natural, undisturbed area as spelled out in Section 22.504 of the Jefferson County Subdivision and Land Development Regulations.^{5, 23}
- I. No sales of fireworks are permitted outside of the Industrial-Commercial, Residential-Light Industrial-Commercial, General Commercial, Highway Commercial, Light Industrial, and Major Industrial zoning districts, and are subject to the requirements of for such use in Article 8.^{8, 23, 27}
- J. Vehicle signs left parked or standing on a public right-of-way, public property or private property.¹²
- K. Adult arcades, adult bookstores, adult cabarets, adult mini motion picture theaters, adult saunas, adult theaters, sexual encounter establishments, sexual paraphernalia stores, massage parlors and any sign advertising the operation thereof, shall only be permitted in the Industrial-Commercial District.^{23, 27}
No conditional use permit shall be approved for any of these adult uses in any zoning district. This provision does not apply to any specific existing use that legally qualifies as a nonconforming use.^{15, 16, 27}
- L. Salvage yards unless established in accordance with the Jefferson County Salvage Yard Ordinance.²³
- M. Heavy industrial uses listed as Conditional Uses (CU) in Section 5.6B and Appendix C , Principal Permitted and Conditional Uses Table of this Ordinance are permitted only in the Industrial-Commercial District and the Major Industrial District and require approval of the Board of Zoning Appeals~~via the Development Review System.~~^{23, 27, 32}
- N. No above ground chemical storage tanks shall be permitted within an area defined by one (1) mile upstream of any public water intake and within one-quarter (1/4) mile of any waterway

serving the public water intake; provided, however, that agricultural tanks that are regulated by WV Code Chapter 19 are exempt from this provision.²⁷

Section 4.5 Agricultural Uses Permitted Generally

Except for compliance with distance requirements for a building set forth in Section 4.6, nothing in this Ordinance shall prohibit the use of land for agricultural purposes or the construction or use of building or structures incidental to the use for agricultural purposes.

Section 4.6 Distance Requirements

- A. Industrial uses are subject to this subsection, unless otherwise specified in this Ordinance. Any uses (not including parking) or buildings subject to compliance with this Section shall be located at least 200 feet from:²⁷
 - 1. Any lot in the Residential Growth District;²⁷
 - 2. A dwelling, school, church or institution for human care not located on the same lot as the said use or buildings;¹
 - 3. Any lot which is part of a recorded subdivision; and
 - 4. Any parcel, historic structure, or designated historic district which has been listed on the West Virginia or National Register of Historic Places.
- B. Commercial uses are subject to this subsection, unless otherwise specified in this Ordinance. Adjacent uses (not including parking) or buildings subject to compliance with this Section shall be located at least 75 feet from:^{7, 27}
 - 1. Any lot in the Residential Growth District;
 - 2. Any lot with a dwelling, school, church, or institution for human care not located on the same lot as said use or building;
 - 3. Any parcel, historic structure, or designated historic district which has been listed on the West Virginia or National Register of Historic Places.²³
- C. A commercial use (not including parking) located in the Neighborhood Commercial District or the Office/Commercial Mixed Use shall be located at least 25 feet from a land use identified in Section 4.6B.1-3.²⁷
- D. Housing for farm animals ~~Barns~~ and feeding pens shall ~~must~~ be set back a minimum of 50' from all property lines; excluding chicken coops which may be set back 25' from all property lines, if no roosters are housed there.³² 75' from a residential district, a lot with a residential use, a church, a school, or an institution for human care.
- E. Structure used to store manure shall comply with distance requirements specified in 4.6A.³²
- F. All portions of a kennel land use must be buffered pursuant to Article 4 and set back at least 300' 500' from any other property ~~line~~ that contains a residence. If the adjacent use is a commercial use, setbacks shall conform with commercial setbacks in Appendix B.³² ~~Kennels cannot be located within a Planning Commission approved major residential subdivision.~~

Section 4.7 Essential Utility Equipment

Essential utility equipment, as defined in Section 2.2, shall be permitted in any district, as authorized and regulated by law and ordinances of Jefferson County, it being the intention hereof to exempt such essential utility equipment from the application of this Ordinance. Wireless telecommunication towers, however, shall conform to the requirements of Article 4B.^{7, 22}

Section 4.8 Buildable Lot

Any lot which was a buildable lot under the terms or regulations in effect at the time of the adoption of this ordinance and which was established or recorded at that time shall be deemed a buildable lot for the erection of a single-family dwelling, subject to the provisions of the appropriate district regulations of this Ordinance.

Section 4.9 Traffic Visibility Across Corner Lots

On any corner in all districts, there shall be no obstruction to traffic visibility within thirty-five (35) feet of the intersection of the two (2) street property lines of the corner lot. Site plan and subdivision applications must comply with the Intersection Design requirements of the Subdivision and Land Development Regulations.²³

Section 4.10 Site Plan Requirements

- A. Submittal and approval of a site plan is required for all commercial, townhouse and multi-family residential, industrial, and institutional development in any district and for all major additions or expansions of existing uses as defined in Article 2, in accordance with the requirements of the Subdivision and Land Development Regulations and this Ordinance.^{23, 26}
- B. Site plan submittal is not required for single-family or two-family dwelling units unless planned as part of a multi-unit or mixed use development plan.
- C. The site plan format and informational requirements that must be followed are referenced in the Jefferson County Subdivision and Land Development Regulations, and this Ordinance.²³
- D. The Planning Commission has the authority to waive any site plan standards in accordance with the Subdivision and Land Development Regulations.^{10, 17, 21, 23}

Section 4.11 Landscaping, Screening and Buffer Yard Requirements

Buffer yard requirements are as shown in Appendix A and B of this Ordinance, and are summarized in this section.²⁷

- A. Commercial Development²⁷
 - 1. All commercial development adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have a fifty (50) foot or greater unscreened green space buffer or a fifteen (15) foot screened green space buffer along common property lines. The screening may be either vegetative or opaque fencing and may be placed anywhere within the buffer. No structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers.
 - 2. All commercial development adjacent to all other uses must maintain ten (10) foot side and rear yard landscape buffers.⁵
- B. Industrial Development²⁷
 - 1. All industrial development adjacent to any Residential district, or a residence, school, church, or institution for human care shall have an unscreened buffer yard of no less than two hundred (200) feet. No structures, stored materials, or vehicular parking shall be permitted within the buffer yard.

2. All industrial development adjacent to any use other than an industrial use shall have screened front yard buffers of no less than one-half ($\frac{1}{2}$) the front yard building setback, which may be included within the 200-foot buffer required in this subsection.^{5, 7}
 3. All industrial development adjacent to any use shall have 20' screened side and rear landscape buffers.
- C. Multi-family Development²⁷
1. All multi-family adjacent to any Residential district, or any lot with a residence, school, church, or institution of human care shall have, along common property lines, screened green space buffers as follows:
 - a. Front and rear: a minimum of 15'
 - b. Side: a minimum of 12'
- D. In all buffer yards, the exterior width beyond the vegetative screen shall be planted with grass, seed, sod, or ground cover.
- E. All buffer yards shall include a fence or a dense screen planting of trees, shrubs, or other plant materials or both, to the full length of the lot line to serve as a barrier to visibility, air borne particles, glare or noise. Such screen planting shall meet the following requirements.
1. Vegetative screening shall comply with Standard Details M52, M53 or M54, or other applicable Standard Details, depending on the buffer width. At the time of the planting the vegetation shall be at least six (6) feet in height.^{7, 23, 27, 28}
However, any development where a 10 foot side and/or rear yard vegetative landscaping buffer is required adjacent to proposed commercial uses and where no outdoor storage is being proposed or provided, the following standards shall be met:^{27, 28}
 - a. One (1) deciduous or evergreen tree with a height of six (6) feet or more when planted, likely to reach a height of twenty (20) feet or more at maturity, planted every fifty (50) linear feet; at least every other tree shall be an evergreen;
 - b. One (1) ornamental tree with a height of four (4) feet or more when planted, likely to reach a height of six (6) feet or more at maturity, planted every fifty (50) linear feet; and
 - c. Three (3) shrubs per each twenty five (25) feet along the property line, round upward.
 - d. These requirements shall be required on both sides of a property line for adjoining properties.
 - e. A 10 foot landscape area on the property unless shared parking is proposed. In the event shared parking is proposed, the required property line planting would be in addition to other plantings.^{7, 23, 26}
 2. It will be the responsibility of the landowner to replace any trees that die and shall be so noted on the site plan.
 3. Screen planting shall be a minimum of ten (10) feet wide but shall be placed so that it is no closer than four (4) feet at maturity from a property line or from any street.
 4. No structure, fence, planting, or other obstruction shall be permitted which would interfere with traffic visibility.
- F. In any Commercial, Industrial, Institutional, or Residential development, all dumpsters shall be screened from any residences or from view of a public highway.²³
- G. All buffer yards shall be maintained by the property owner.
- H. All development adjacent to a Sensitive Natural Area shall have a buffer of natural vegetation. Environmental standards contained in Section 8.9A, 1 through 7, will apply. The buffer shall meet the current Federal standard except as required in Table 4.11 -1 below:²³

Table 4.11 -1 Wetland Size in Acres^{5, 8, 23}

Greater Than	Less Than	Buffer Width in Feet
0.05	0.10	30
0.10	0.16	35
0.15	0.21	40
0.20	0.26	50
0.25	0.31	55
0.30	0.36	60
0.35	0.41	65
0.40	0.46	70
0.45	0.51	75
0.50	0.66	80
0.65	0.81	85
0.80	0.96	90
0.95	1.21	95
1.20	--	100

- I. All required landscape plans shall contain the following elements:⁷
 - 1. Deciduous street trees for shade and aesthetics, planted at the following average spacing:²³
 - a. Site with street frontage of up to 200 feet: 1 tree per 50 feet.
 - b. Site with street frontage exceeding 200 feet: The greater of 4 trees or 1 tree per 100 feet.
 - 2. Evergreen buffer planting, as required, for full screening.
 - 3. Parking lot and internal drive plantings (mix of evergreen and deciduous) for partial screening and limited shade.
 - 4. Structure plants for aesthetics and limited shade.
 - 5. Schedule of plants including common name, scientific name, minimum size (height, caliper, etc.) quantity and specific limitation notes.
- J. Required landscape buffers for a non-residential use are indicated in Appendix B.²⁷

Section 4.12 Design Standards for Multi-Family Developments²³

- A. Common open space shall be oriented to the interior of the development and shall consist of land suitable for passive and active recreational use. No more than 50 percent of land dedicated to recreational use shall be within the 100 year Floodplain.
- B. Impervious surface coverage for interior streets, parking areas, and residential structures shall not exceed fifty (50) percent of the gross land area.
- C. Tot lot or play areas shall be centrally located in areas convenient to residential buildings and at least twenty-five (25) feet from any street right-of-way.

Section 4.13 Development Adjacent to the Potomac and Shenandoah Rivers²³

- A. Any development, other than residential development, that takes place after the adoption of this Ordinance must maintain a five hundred (500) foot buffer strip from the existing banks of the Potomac and Shenandoah Rivers.

ARTICLE 4A: HOME OCCUPATIONS AND COTTAGE INDUSTRIES^{8,24}

Section 4A.1 Home Occupation and Cottage Industry, General Standards

- A. A Zoning Certificate is required for a Cottage Industry or Home Occupation pursuant to Section 3.2 of this Ordinance.
- B. A Home Occupation or Cottage Industry shall be clearly incidental and subordinate to the use of the dwelling unit as a residence.
- C. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the Home Occupation or Cottage Industry, other than as provided in this Article.
- D. No equipment or process shall be used in a Home Occupation or Cottage Industry which creates offensive manifestations by sight, sound or smell detectable to the normal senses, or electrical interference or vibrations perceptible, at any lot line.
- E. The following land uses cannot be established as a Home Occupation or Cottage Industry:
 - 1. Boarding or rooming homes.
 - 2. Bed and breakfast establishments.
 - 3. Adult uses.
 - 4. Any business which involves the storage of weapons such as firearms (other than residents' hunting, protection and leisure weapons).¹²
- F. Any need for parking generated by the Home Occupation or Cottage Industry shall be met off street and other than in a required front yard.
- G. No outdoor storage of any kind, visible from a property line or a public or private right-of-way or vehicular access easement, is permitted.
- H. The business owner is responsible for ensuring compliance with all local, state, and federal taxing requirements.
- I. All applicable County, State, and Federal requirements must be met.

Section 4A.2 Exempt Activities

The following land uses do not constitute a Home Occupation or Cottage Industry, and do not require a Zoning Certificate:

- A. Telecommuting.
- B. A computer-based occupation involving one full-time resident and no other on-site employees, provided that the occupation generates no additional vehicular trips, no customer visits, no additional shipping or mailing that exceeds a normal residential volume, and would not be otherwise prohibited by this Article. This category includes internet-based sales activities that do not require the presence of inventory at the property, such as drop-shipping.
- C. The participation of an individual location in an event conducted annually or twice yearly with multiple locations, such as a home and garden tour or an art studio tour.

Section 4A.3 Home Occupation, Level 1

An occupation conducted in a dwelling unit for gain provided that:

- A. No person other than members of the family residing on the premises shall be engaged in such occupation. Said members must be full time residents of the premises.
- B. The use shall be conducted wholly within the dwelling unit and shall not exceed one third (1/3) of the floor area of the dwelling unit.
- C. There shall be no sales, other than items handcrafted on the premises, in connection with such home occupation. Incidental sales of class-related material to students who receive instruction on the premises shall be permitted.
- D. Traffic generated by such home occupation must not exceed two (2) business related vehicle visits per day no more than ten (10) visits per week at the premises.

Section 4A.4 Home Occupation, Level 2

An occupation conducted in a dwelling unit for gain, provided that:

- A. The occupation must be conducted by a full-time resident of the property. Up to two (2) nonresident employees also may be permitted to work on the premises.
- B. The use shall be conducted wholly within the dwelling unit and shall not exceed one third (1/3) of floor area of the dwelling unit.
- C. One sign, not exceeding two (2) square feet in area, non-illuminated, is permitted.
- D. There shall be no sales, other than items crafted on the premises, in connection with such home occupation. Incidental sales of class-related material to students who receive instruction on the premises shall be permitted.
- E. No more than three (3) business-related vehicle visits per day and no more than fifteen (15) visits per week at the premises, including delivery vehicles, but excluding employee commuting, shall be permitted.
- F. The subject property shall be posted conspicuously by a zoning notice no less than twenty-eight (28) inches by twenty-two (22) inches in size, at least 15 days prior to approval of a Zoning Certificate for the land use. The sign will be prepared by the Office of Planning and Zoning but posting the sign is the responsibility of the applicant.
- G. For a Home Occupation located in an existing residential subdivision established after July 17, 1979, the minimum lot size is 20,000 square feet.

Section 4A.5 Cottage Industry

An occupation conducted at a residential premises for gain, provided that:

- A. The occupation must be owned and operated by a full-time resident of the property. Up to four (4) nonresident employees may be permitted to work on the premises.
- B. The use may be conducted at least in part within the dwelling unit. Said use area within the dwelling unit shall not exceed one half (1/2) of the floor area of the dwelling unit. Two subordinate structures shall be permitted in accordance with the requirements of this Article.
- C. There shall be no change in the outside appearance of the residential structure. One sign, not exceeding four (4) square feet in area, non-illuminated may be permitted.
- D. Sales on the premises shall be permitted with the limitation that no less than seventy-five (75) percent of the items for sale shall be products produced on the premises and that items not produced on premises shall be items similar or related to the items produced on the premises. Incidental sales of class-related material to students who receive instruction on the premises shall be permitted.
- E. No more than fifteen (15) business-related vehicle visits per day and no more than sixty (60) visits per week at the premises, including delivery vehicles, but excluding employee commuting, shall be permitted.
- F. Submittal of a sketch plan is required for all Cottage Industry applications. The plan need not be prepared by a licensed engineer or surveyor. Use of a sketch plan does not preclude compliance with applicable County, State, and Federal regulations. The plan submittal shall include the following elements:
 1. Accurate locations and dimensions of all existing and proposed:
 - a. Structures, paved areas, parking areas and drive aisles (including setbacks from property lines)
 - b. Septic areas
 - c. Access points to roads, driveways, and easements
 - d. Property boundaries
 2. Most recent deed for the property
- G. Additionally, site plans pursuant to the Subdivision and Land Development Regulations are required if the combined gross floor area of a new building, an addition, and/or an existing accessory structure as described in (1) – (4) below, to be used as a Cottage Industry, exceeds 1,500 square feet but is less than 3,000 square feet:
 1. New accessory structures, or
 2. An addition to an existing residence or accessory structure, when the addition is intended for use as part of a Cottage Industry;
 3. Existing accessory structures that are to be converted to be used as a part of the Cottage Industry, if constructed during the five years prior to application for a Zoning Certificate for a Cottage Industry;
 4. An existing structure or addition built without a required, valid building permit or Improvement Location Permit after December 20, 1975.
- H. The maximum combined gross floor area of a new building, an addition, and/or an existing accessory structure as described in subsection J.1 – 4, to be used as a Cottage Industry, is 3,000 square feet. For any additional building area exceeding 3,000 square feet, the development and property shall meet all requirements of the Subdivision and Land Development Regulations and

the Zoning and Land Development Ordinance. Setbacks shall be as provided below for an accessory structure used for a Cottage Industry:

1. For an accessory structure lawfully constructed during the five years prior to application for a Zoning Certificate for a Cottage Industry, setbacks are 25 feet from all lot lines.
 2. For an accessory structure lawfully constructed more than five years prior to application for a Zoning Certificate for a Cottage Industry, the applicable zoning district setbacks for an accessory structure apply.
- I. For a Cottage Industry located in the Residential Growth District or an existing residential subdivision, the minimum lot size is 2 acres.
- J. If a proposed Cottage Industry would utilize a private, shared right-of-way, driveway or easement for vehicular access, owners of all properties with vehicular access to the right-of-way or easement shall be notified of the proposed use. A letter shall be sent by certified mail to the homeowners association (HOA) for distribution by the HOA; however, if an HOA does not exist, letters shall be mailed to individual property owners accessing the right-of-way or easement within 1,000 feet (along the right-of-way or easement) of the property line. The applicant shall provide proof of the mailing to Staff.³² a Compatibility Assessment Meeting is required. The meeting shall be conducted as described in Sections 7.6A and 7.6C of this Ordinance, with the following exceptions:
- ~~1. The purpose of the meeting is for the applicant to inform adjacent owners of the proposed Cottage Industry and to describe any associated traffic impacts.~~
 - ~~2. Owners of all properties with vehicular access to the right of way or easement shall be notified of the date, time, and place of the meeting by registered mail. Letters shall be mailed 14 days prior to the scheduled date of the meeting. Staff shall approve the letter as adequate prior to mailing, and the applicant must provide proof of mailing.~~
 - ~~3. During the Compatibility Assessment Meeting, attendees should limit their comments to the adequacy of the private, shared right of way, driveway or easement, to accommodate traffic generated by the proposed Cottage Industry.~~
 - ~~4.1. No Board of Zoning Appeals approval of the application is required.~~
- K. The subject property shall be posted conspicuously by a zoning notice no less than twenty-eight (28) inches by twenty-two (22) inches in size, at least 15 days prior to approval of a Zoning Certificate for the land use. The sign will be prepared by the Office of Planning and Zoning but posting the sign is the responsibility of the applicant.

Section 4A.6 Private Covenants Running with the Land

Jefferson County shall not enforce or become involved in the enforcement of deed restrictions, covenants, easements, or any other private agreement, and, in the review of development proposals, the County will apply only its regulations to evaluate the proposal. All such restrictions shall be enforced by the parties to the restriction. It is the responsibility of an applicant for a proposed Cottage Industry or Home Occupation to research any private agreements relating to the subject property, contact the Homeowners' Association, or seek the advice of a surveyor, engineer or attorney.^{17, 21, 24}

ARTICLE 4B: WIRELESS TELECOMMUNICATION FACILITIES^{10, 22}

Section 4B.1 Purpose and Legislative Intent

The purpose of Article 4B, Wireless Telecommunication Facilities, is to balance the needs of residents of and visitors to Jefferson County for reliable access to wireless telecommunication networks and services with the community's desire to preserve the County's rural, historic and agricultural character and the quality of its residential neighborhoods.

To accomplish these objectives and to ensure that the placement, construction or modification of wireless telecommunication facilities complies with the provisions of the Telecommunications Act of 1996 and other Federal laws, and is consistent with Jefferson County's land use policies and Comprehensive Plan, this Article is intended to regulate the construction, placement and operation of wireless telecommunication facilities within Jefferson County. When any provision of this article is in conflict with any provision of the Jefferson County Zoning Ordinance or the Jefferson County Subdivision and Land Development Regulations, the stricter regulation shall apply.

This Article establishes parameters for the siting of Wireless Telecommunication Facilities. It is Jefferson County's intent to:

- A. Ensure access to reliable and robust wireless communications services throughout Jefferson County consistent with the aforementioned objectives;
- B. Encourage the use of existing structures such as buildings, water towers, silos, church steeples, monopoles, lattice towers, utility poles, electric distribution and transmission structures and other existing structures for the co-location of Wireless Telecommunication Facilities;
- C. Encourage the location of new Wireless Telecommunication towers in non-residential areas, with taller towers limited to the Industrial-Commercial zoning district;
- D. Minimize the number of new Wireless Telecommunication Towers that would otherwise need to be constructed by providing incentives for the use of existing structures;
- E. Encourage the location of new Wireless Telecommunication Towers, to the greatest extent possible, in areas where the adverse impact on the community will be minimal; and by encouraging the use of camouflage or concealment to create structures such as silos, faux trees and flagpoles that mimic elements that typically are found on Jefferson County's agricultural landscape and that appear in scale and context with their surroundings;
- F. Minimize or mitigate the potential adverse visual effects associated with the construction of Wireless Telecommunication Towers through the implementation of reasonable design, landscaping and construction practices;
- G. Ensure public health, safety, welfare, and convenience; and
- H. Conform to Federal and State laws that allow certain antennas to be exempt from local regulations.

Section 4B.2 Classification of Wireless Telecommunication Facilities³² and Development Review Process

For purposes of administering this Article, Wireless Telecommunication Facilities (hereafter "Facilities" or "Facility") shall be classified as follows:

- A. Exempt Facilities as specified in Section 4B.3
- B. Concealed Wireless Telecommunication Facilities
- C. Co-located Wireless Telecommunication Facilities

D. Temporary Wireless Telecommunication Facilities

E. Wireless Telecommunication Towers

Exempt Facilities are allowed by right. Prior to the issuance of a Zoning Certificate, all other types of new Wireless Telecommunications Facilities listed above require approval of a Minor Site Plan as described in the Jefferson County Subdivision and Land Development Regulations and also meeting the submittal and design requirements of this Article. Additionally, Wireless Telecommunication Towers shall require submittal of a Concept Plan and a public hearing to allow for an analysis of demonstration of need, neighborhood compatibility, impact on cultural and historic resources, and visual mitigation.

Within ten (10) days of receiving a Concept Plan application for a Facility, Staff shall notify the applicant in writing (1) that the application is sufficient or (2) the particular information needed as required by the provisions of this Article and the Jefferson County Subdivision and Land Development Regulations, to constitute a sufficient application. Once the additional information is received and the application is found to be sufficient, Staff shall notify the applicant of that finding.

Section 4B.3 Exempt Facilities Allowed by Right

This section covers antennas other than those associated with commercial wireless telecommunication facilities, such as facilities associated with governmental users, television and radio broadcast facilities, and private business users requiring an antenna support structure of twelve feet or less.

Antennas allowed by right subject to special requirements of this section include:

- A. Amateur radio facilities mounted on supporting structures less than 100 feet in height provided however, that commercial wireless providers and private business users may not co-locate antennas on an amateur radio tower irrespective of its height.
- B. Residential antennas for receiving television or AM or FM radio broadcast signals.
- C. Residential or business customer premise antennas for receiving microwave, satellite or broadcast television signals, provided such antennas are less than one meter (39.4 inches) in diameter and are mounted on a support structure less than twelve (12) feet in height.

Section 4B.4 Concealed Wireless Telecommunication Facilities

Concealed Facilities are permitted in all zoning districts. The Zoning Administrator may issue a Zoning Certificate for a Concealed Facility consistent with the following terms and conditions:

- A. Concealed Facilities are permitted on buildings and alternative structures (other than telecommunication towers).
- B. For purposes of this section antennas mounted on electric transmission towers shall qualify as Concealed Facilities provided that antennas associated with such facilities do not extend more than twenty (20) feet above the top of the supporting structure. Equipment enclosures associated with such facilities may be mounted on the structure, placed underground or on the ground. If placed on the ground, equipment enclosures shall be placed on a concrete pad, metal skid or platform, or other foundation and screened so as to make them unobtrusive.
- C. For purposes of this section antennas mounted on an electric distribution pole, utility or street lighting pole or traffic light pole shall qualify as a Concealed Facility provided antennas associated with such facilities shall not extend more than twenty (20) feet above the top of the existing support structure.

- D. Utility poles may be extended up to twenty (20) feet in height to accommodate antennas for a Concealed Facility.
- E. For any utility pole height increases in the Harpers Ferry Overlay District, Staff shall refer the application to the Jefferson County Historic Landmarks Commission for review and comment before issuing a Zoning Certificate.
- F. Applications for such utility pole height extensions in the Appalachian Trail Overlay District shall be referred by Staff to the Appalachian Trail Conservancy and the National Park Service for review and comment prior to issuance of a Zoning Certificate.
- G. Antennas associated with Concealed Facilities, if flush-mounted on the side of a building or alternative structure, shall be camouflaged to match or complement the color and architectural texture of the surface.
- H. Antennas associated with a Concealed Facility shall not be co-located on a tower or other support structure developed as an Exempt Facility pursuant to this Article for the use of an amateur radio operator.
- I. Equipment enclosures associated with Concealed Facilities may be placed inside a building or, if placed on a rooftop, all equipment enclosures shall be mounted behind a parapet wall or façade which is camouflaged to match or complement the color and architectural treatment of the building. If antennas are placed on a structure other than a building, equipment enclosures associated with the facility may be mounted on the structure or placed underground or at ground level on a concrete pad, metal skid or platform, or other foundation. If placed at ground level, such equipment enclosures shall be screened so as to make them unobtrusive.
- J. All cabling and wiring connecting antennas, equipment enclosures, and other components of Concealed Facilities shall be colored or concealed in a manner that renders them unobtrusive.
- K. Generators may not be used as a primary electrical power source. Backup generators shall only be operated during power outages or for testing and maintenance purposes. Testing and maintenance of a generator shall only take place on weekdays between 8:00 a.m. and 7:00 p.m.
- L. Equipment associated with a Concealed Facility not located in a public right-of-way must meet the setback requirements for the zoning district in which it is located.

Section 4B.5 Co-located Wireless Telecommunication Facilities

Co-located Wireless Telecommunications Facilities are permitted within all zoning districts. Co-location includes the placement of additional antennas or antenna arrays on an existing or approved telecommunication tower or support structure (or alternative structure or Concealed Telecommunication Support Structure), or otherwise sharing a common location by two or more FCC licensed providers of personal wireless services. The Zoning Administrator may issue a Zoning Certificate for a Co-located Facility consistent with the following terms and conditions:

- A. Antennas associated with a Co-located Facility shall not be co-located on a support structure developed as an Exempt Facility pursuant to this Article for the use of an amateur radio operator.
- B. Co-located Facilities shall meet the following design standards:
 - 1. Antennas associated with a Co-located Facility located on a monopole shall, where practical, be mounted so as to present the smallest possible silhouette, profile or cross-section. Preferred antenna mounting scenarios are, in order of descending preference:
 - a. Antennas within a cylindrical radome matching the diameter of a monopole;

- b. Antennas mounted at the end of straight or curved davit arms or brackets extending from the sides of the tower.
- c. Antennas mounted as an array arranged around a platform extending from the monopole.
2. All equipment enclosures and other improvements accessory to a co-located Facility shall be architecturally designed to blend in with the surrounding environment and shall be maintained in good appearance and repair. No equipment enclosure may exceed twelve (12) feet in height.
3. Generators may not be used as a primary electrical power source. Backup generators shall only be operated during power outages or for testing and maintenance purposes. Testing and maintenance of a generator shall only take place on weekdays between the hours of 8:00 a.m. and 7:00 p.m.
4. Equipment enclosures and other improvements shall be enclosed within a security fence consisting of chain link fencing at least eight (8) feet in height. Staff may require as a condition of approval that the fencing be screened by a landscaped buffer of at least 10 feet in width planted along the entire exterior perimeter of the fence. Such a buffer must contain at least one row of native vegetation and form a continuous screen at least 6 feet in height. All buffer yards shall be maintained by the property owner. It will be the responsibility of the property owner to maintain the buffer yard and to replace any trees or shrubs that die. The landscaping requirements of this section do not apply to an application for co-location on a site with an approved site plan. Staff may waive or modify the fencing requirement upon a determination that doing so will enhance the overall appearance of the facility without any compromise in safety or security.
5. Signage at any ground-based portion of a Co-located Facility site shall conform to FCC and FAA standards. No commercial signage is permitted.
6. Before an application for a Co-located Facility can be processed, a copy of the applicant's FCC license must accompany its application. If FCC licenses for the applicant have been provided to the Office of Planning & Zoning in conjunction with previous wireless facility applications, the applicant may certify that such licenses remain in full force and effect.

Section 4B.6 Temporary Wireless Telecommunication Facilities

Temporary Facilities are permitted in all zoning districts. The Zoning Administrator may issue a Zoning Certificate for a Temporary Facility consistent with the following terms and conditions:

- A. Temporary Facilities, including but not limited to Cell on Wheels (COW), may be placed at or near the location of an existing, proposed or approved Facilities for periods up to seventy-two (72) hours for equipment or signal propagation testing purposes or, where an existing facility is temporarily unavailable due to scheduled or unscheduled maintenance, without any requirement for a permit. Where scheduled or unscheduled maintenance will extend beyond seventy-two (72) hours, the wireless provider must obtain a Zoning Certificate. The Zoning Administrator may issue such a certificate for up to thirty (30) days upon a showing of good cause by the applicant. Such certificate may be extended for an additional thirty (30) day period if the applicant can demonstrate that extenuating circumstances necessitate an extension.
- B. In the event of a natural disaster, catastrophic event or public emergency that either renders an existing Facility unusable, or creates an urgent need for supplemental capacity to manage the emergency, temporary facilities may be placed in any area as necessary to provide coverage or capacity for longer periods upon the authority of the Director of the Office of Homeland

Security and Emergency Management, with notification to the Director of the Engineering, Planning, and Zoning Department.

- C. Permits may be issued by the Department for up to one week for temporary facilities needed in conjunction with scheduled special events at specific locales that are likely to generate a need for additional capacity at the event which is expected to exceed existing installed capacity.
- D. Fees for permits for Temporary Facilities shall be in accordance with the Office of Planning and Zoning schedule of fees and charges.

Section 4B.7 Wireless Telecommunication Towers

Wireless Telecommunication Towers (hereafter “Tower” or “Towers”) are permitted in all zoning districts subject to the provisions of this section. The provisions of this section apply to an application for a new Tower, as well as for a major modification to an existing Facility or Support Structure that results in a substantial change to the facility or structure, including but not limited to a height extension of more than twenty (20) feet or ten percent (10%) of the current height of a facility or structure, whichever is greater, and/or replacement of the structure.

This section is not applicable to co-location of a new antenna array on an existing structure.

A. Site Plan Required

A minor site plan shall be required for all new Towers, as well as for Major Modifications to an existing Facility or Support Structure resulting in a substantial change to the Facility or Structure. In addition to the site plan review requirements of the Subdivision and Land Development Regulations, the site plan shall include all elements of a Concept Plan as established in Subsection B, and shall address conditions established by the Planning Commission in its review of the Concept Plan.

B. Concept Plan Submittal and Public Hearing Required

In addition to the requirements for a minor site plan, a proposed Tower shall require the submittal of a Concept Plan, subject to the following requirements:

1. Required elements for a Wireless Telecommunications Tower Concept Plan shall be the same as for a site plan as established in the Subdivision and Land Development Regulations, Appendix A, Section 1.3A, with the exception of Subsections 1.3A.20-22, 24-29, 31-35.
2. The following additional elements must be submitted:
 - a. Outside dimensions, use, and setbacks of all existing and proposed buildings, structures, towers, antennas, utility lines, driveways, and parking areas.
 - b. Height of the proposed tower measured from ground level at the center of the proposed structure, and height comparison to any nearby buildings or trees, or other applicable structures and natural landforms part of the site’s background and foreground landscape.
 - c. Elevations and Cross-Section: Display topography with all proposed facilities including tower, equipment shelter and existing buildings.
 - d. Number, size and location of proposed and existing antennas; number of co-locations possible.
 - e. Method of camouflage (if any).
 - f. Locations of known historic structures.
 - g. A description of the anticipated construction and installation schedule.
 - h. Documentation verifying compliance with applicable Federal Communications Commission (FCC) standards and requirements to provide the proposed services.
 - i. Narrative addressing the design criteria of this section.

- j. Dates, address list, and notice for Balloon Test.
 - k. Balloon Test exhibits as required in Subsection G of this Section.
 - l. Propagation maps as required in Subsection F of this Section.
 - m. Any other relevant information.
 - n. Additional application requirements of Subsection H of this Section.
3. Submittal and review of a Concept Plan shall follow the review process and timeline established in Section 24.119 – 24.122 of the Subdivision and Land Development Regulations, with the following exceptions:
- a. The application shall be exempt from Section 24.120A, Agency Reviews, and Section 24.120D, WVDOH, except as otherwise provided in this Subsection.
 - b. Following Staff’s determination of the sufficiency of a Concept Plan application:
 - i. Staff shall notify the Jefferson County Historic Landmarks Commission of an application filing.
 - ii. The Applicant shall provide a copy of the completed Concept Plan application to the Appalachian Trail Conservancy and the National Park Service, if required by the Cultural and Historic Resources Review standards of this Section.
 - c. The Concept Plan shall be reviewed at a public hearing conducted at a scheduled Planning Commission meeting. The scope of this public hearing shall include a demonstration of need as required under this Article, neighborhood compatibility, impact on cultural and historic resources, visual mitigation, the submittal and design criteria of this Article, and the compatibility of the facility proposal with the Comprehensive Plan, as well as any relevant information presented by any person that addresses the purpose and intent of this Article. The Planning Commission shall review the proposed Tower for compliance with the standards in this Article and, if applicable, provide conditions relevant to the scope of the public hearing and/or unique characteristics of the proposed development site, to be addressed in Staff’s approval of the site plan.
 - d. Before Staff may approve a site plan for a Tower, the Planning Commission must find, by a majority vote, that the Concept Plan application complies with this Article, and that the application is consistent with the Comprehensive Plan.

C. Retention of Consultants

Staff may elect to retain outside consultants or professional services to review a Concept Plan or site plan application for a Tower and to make recommendations on relevant issues including, but not limited to, verification of the applicant’s compliance with the provisions of this Article, analysis of alternatives, conditions of approval, and compliance with State and Federal rules and regulations at the applicant’s expense. Fees charged to the applicant shall not exceed the actual cost of services rendered.

D. Applicant’s Burden of Proof

The applicant for a site plan for any Tower bears the burden of demonstrating by substantial evidence in a written record that a *bona fide* need exists for the proposed structure at its proposed height and location-as required in Subsection F, “Demonstration of Need”, and that it has met all submittal and design criteria in this Article.

E. Proof of Eligibility

Speculative Towers are prohibited. Before an application for a Tower can be processed, a copy of the applicant’s FCC license must accompany its application. If the applicant is not an FCC

licensee, the applicant must demonstrate that it has binding commitments from one or more FCC licensees to utilize the Tower within six (6) months of issuance of a certificate of occupancy for the Tower. Such demonstration shall include submittal of an affidavit by the FCC licensee(s), and a copy of each wireless provider's FCC license. If such FCC licenses have been provided to Staff in conjunction with previous tower applications, the applicant may certify that such licenses remain in full force and effect.

F. Demonstration of Need

As part of its application submission for a Concept Plan and for a site plan the applicant shall be required to submit propagation maps demonstrating a technical need for its proposed Tower and justifying the height of its antennas on the structure. One propagation map shall depict existing coverage without the proposed site and another depicting coverage with the proposed site. Such maps shall identify all adjacent sites whether existing, approved or proposed, and each map shall be accompanied by an engineer's affidavit attesting to the parameters or variables used to create the map. Such propagation studies shall be submitted in both hard copy and in electronic format to facilitate information sharing, inclusion on the county's web site and to otherwise maximize public awareness.

G. Balloon Test

1. An applicant shall conduct a balloon or crane test to simulate the maximum height of the proposed Tower. Following the test, the applicant shall submit color photo simulations showing the proposed structure as it would appear viewed from the closest residential property or properties and from adjacent roadways. Photographs should be taken from appropriate locations on abutting properties, along each publicly used road from which the balloon is visible, and from up to five significant structures or locations identified by Staff. A map shall be supplied identifying the location of each photo. Before and after photo exhibits will be presented.
2. Notice of the dates and times of such tests shall be mailed to all property owners within a one-quarter mile (1320 feet radius) from the proposed location, in addition to the Historic Landmarks Commission at least ten (10) days prior to such tests. The applicant shall utilize address and owner information on file at the Jefferson County Assessor's Office. Such notices shall designate a primary date and an alternate date in case of inclement weather. Notices shall state that there is an application to the Planning Commission for a Wireless Telecommunication Tower on the property and provide the file number. Staff shall review and approve the sufficiency of the notice and the list of addresses prior to mailing. An affidavit of mailing accompanied by a list of recipients and addresses shall be included in the application file.
3. Such notice shall also be published in the legal advertisements section of a newspaper of general circulation in Jefferson County at least ten (10) days prior to such tests. Such notices shall designate a primary date and an alternate date in case of inclement weather. The newspaper's affidavit of publication shall be submitted as part of the application file.
4. In the event the applicant seeks to increase the height of the proposed Tower, or move its location more than one hundred (100) feet laterally, from that stated in its original notices, additional notice shall be required to be given consistent with the above requirements.

H. Preferred Structures and Locations Policy

1. Co-location Encouraged. Prior to the approval of the construction of a new Tower, it is the policy of Jefferson County to encourage co-location of wireless facilities in the following locations:
 - a. Co-location of antennas on existing electric transmission towers.
 - b. Co-location and the use of existing or approved towers, buildings or alternative structures such as buildings, water towers, silos, church steeples, and utility poles more than fifty (50) feet in height within a one-quarter mile radius of a proposed Tower, where appropriate.

2. Preferred Support Structures. In light of Jefferson County's agricultural, and increasingly residential character, it is the policy of Jefferson County that for Facilities located outside the Industrial-Commercial zoning district, support structures for antennas are desired in the following descending order of preference:
 - a. Silos
 - b. Other Alternative Structures
 - c. Monopoles
 - d. Lattice Towers
3. Preferred Locations. For new Towers, it is the policy of Jefferson County to encourage use of the following facilities or locations, in descending order of priority:
 - a. The Industrial - Commercial District
 - b. Non-residential areas screened by existing vegetation and located outside of the Industrial-Commercial District
4. Application Requirements. In furtherance of the Preferred Structures and Locations Policy in this Article, the following provisions shall apply to an application for a site plan for a Tower:
 - a. The application must demonstrate that the proposed Tower is designed structurally, electrically, mechanically and in all other respects to accommodate additional wireless users unless the applicant demonstrates that structure height, topography, or other factors render this requirement unfeasible. An application must include an affidavit from the tower owner affirming that, subject to exceptions for structure height, topography, or other factors which make co-location unfeasible, the Tower is available for co-location.
 - b. A site plan for a Tower shall not be approved if an electric transmission tower with capacity of 230 kV or less is located above, or within twenty-five (25) feet below, the ground elevation of, and within a one quarter mile radius laterally, of a proposed Tower, unless the applicant can demonstrate that:
 - i. Sufficient easements or other interests in real property cannot be obtained to accommodate the Facility on the electric transmission tower;
 - ii. The electric utility owning the electric transmission tower is unwilling to allow its use for wireless facilities;
 - iii. Reasonable terms, rates, or conditions cannot be negotiated with the electric utility;
 - iv. The location of the Tower will not allow the applicant to meet coverage or capacity requirements; or
 - v. Other unforeseen reasons make it infeasible to locate the planned telecommunications equipment upon existing or approved towers.
 - c. Where suitable electric transmission towers are not available for co-location of antennas, a site plan for a Tower located outside the Industrial-Commercial zoning district shall not be approved unless the applicant demonstrates that the equipment planned for the proposed Tower cannot be accommodated on existing or approved towers, buildings, silos or other alternative structures more than fifty (50) feet in height within a one-quarter mile radius of the proposed Tower due to one or more of the following reasons:
 - i. The planned equipment would exceed the structural capacity of the existing or approved tower, building or alternative structures, as documented by a qualified and licensed professional engineer, and the existing or approved tower, building or structure cannot be reinforced modified or replaced to accommodate planned or functionally equivalent equipment at a reasonable cost;

- ii. Existing and approved towers, buildings or other structures within the search radius, or combinations thereof, cannot accommodate the planned equipment at a height necessary to function reasonably, as documented by a qualified and licensed professional engineer;
 - iii. Reasonable terms, rates, or conditions cannot be negotiated with the owner of the structure and/or property;
 - iv. The location of the structure will not allow the applicant to meet coverage or capacity requirements; or
 - v. Other unforeseen reasons make it infeasible to locate the planned telecommunications equipment upon existing or approved towers, buildings or alternative structures.
- d. Antennas associated with an application for a Facility may not be co-located on a tower or other support structure developed as an Exempt Facility pursuant to this Article for the use of an amateur radio operator.

I. Cultural and Historic Resources Review

1. In addition to the notification requirements of this Section, an application for a Tower shall comply with the following:
- a. An application for a proposed Tower within the Harpers Ferry Overlay District shall be provided, by the applicant, to the National Park Service for review and comment, and the applicant will provide Staff an affidavit certifying delivery.
 - b. An application for a proposed Tower located within one mile of the Appalachian Trail shall be provided, by the applicant, to the Appalachian Trail Conservancy and the National Park Service for review and comment, and the applicant will provide Staff an affidavit certifying delivery.

J. Design Criteria

Wireless Telecommunication Towers shall comply with the following design criteria:

1. Antenna Mounting Preferences

Antennas associated with a Tower shall, where practical, be mounted so as to present the smallest possible silhouette, profile or cross-section. Preferred antenna mounting scenarios are, in order of descending preference:

- a. Antennas within a cylindrical radome matching the diameter of a monopole.
- b. Antennas mounted at the end of straight or curved davit arms or brackets extending from the sides of the Tower.
- c. Antennas mounted as an array arranged around a platform extending from the monopole.

2. Height Restrictions

- a. Towers in the Industrial-Commercial zoning district shall not exceed 199 feet. Towers in all other zoning districts shall not exceed 100 feet. If a silo is used for a support structure for antennas, the height of the silo shall not exceed 120 feet.
- b. Antennas may extend up to twenty (20) feet above the height of existing electric transmission towers if such height extensions are preferable to placement of a new Tower.

3. Fall Zone

- a. With the exception of silos, Towers shall be set back from all property lines a distance equal to 110% of tower height measured from the base of the structure to its highest point. Additional easements may be acquired on adjacent properties to meet the fall zone requirement.
- b. No residential dwellings may be located in the fall zone on either the primary parcel or in any easement area on adjacent parcels.

4. Signage
Signage at any ground-based portion of a Facility site shall conform to FCC and FAA standards. No commercial signage is permitted.
5. Lighting & Marking
Towers shall not be lighted or marked unless required by the FCC or by the FAA.
6. Electrical Supply
Generators may not be used as a primary electrical power source. Backup generators shall only be operated during power outages or for testing and maintenance purposes. Testing and maintenance of a generator shall only take place on weekdays between the hours of 8:00 a.m. and 7:00 p.m.
7. Fencing
Towers, equipment enclosures and other improvements shall be enclosed within a security fence consisting of chain link fencing at least eight (8) feet in height. The Planning Commission may require as a condition of approval that the fencing be screened by a landscaped buffer of at least 10 feet in width planted along the entire exterior perimeter of the fence. Such a buffer must contain at least one row of native vegetation and form a continuous screen at least 6 feet in height at planting. All buffer yards shall be maintained by the property owner. It will be the responsibility of the property owner to maintain the buffer yard and to replace any trees or shrubs that die.
The Planning Commission may waive or modify the fencing requirement upon a determination that doing so will enhance the overall appearance of the facility without any compromise in safety or security.
8. Tower Color
Towers shall have a flat gray or galvanized finish unless the Planning Commission determines that another color scheme would be a preferable alternative to address visual mitigation and such scheme is consistent with FCC and FAA standards for antenna structure marking.

Section 4B.8 Maintenance & Removal Bonds

Prior to issuance of a Zoning Certificate, each applicant for a Facility shall be required to execute a standard Maintenance / Removal agreement binding the applicant and its successors and assigns to properly maintain the exterior appearance of, and to ultimately remove such facilities, upon abandonment or cessation of operations. The applicant shall be required to post a bond for this purpose in accordance with the Department of Engineering, Planning, and Zoning schedule of fees and charges. The applicant shall be required to continue such bond or other security until such time as the facility has been removed and all other requirements of the Maintenance/Removal agreement have been satisfied. Private business users operating a single Facility at their principal place of business and Governmental Users are exempt from this bond requirement.

Section 4B.9 Abandonment & Removal

- A. Any Facility or Support Structure that is not operated for a period of twelve (12) consecutive months may be referred to the Property Safety Enforcement Agency Board for a determination of the structural soundness of the Facility or Structure.
- B. If a structure is determined to be unsound, it will be considered abandoned.

- C. The owner or operator of any Facility or Support Structure shall remove the Facility pursuant to the requirements of the Jefferson County Property Safety Ordinance.

**ARTICLE 5: DISTRICT ESTABLISHMENT; ZONING MAPS; DISTRICT BOUNDARIES;
DISTRICT REGULATIONS**

Section 5.1 Establishment of Districts¹

For the purpose of this Ordinance, all land within the County, exclusive of the incorporated towns, is hereby designated as one of the following zoning districts:

- RG Residential Growth District
- I-C Industrial-Commercial District
- R Rural (Agricultural) District
- R-LI-C Residential-Light Industrial-Commercial District
- V Village District²³
- NC Neighborhood Commercial²⁷
- GC General Commercial²⁷
- HC Highway Commercial²⁷
- LI Light Industrial²⁷
- MI Major Industrial²⁷
- PND Planned Neighborhood Development²⁷
- OC Office / Commercial Mixed-Use²⁷

Section 5.2 Boundaries of Districts

Unless otherwise indicated on the zoning district maps, the boundary lines of the districts shall follow lot lines, centerlines of streets, alleys, corporate limit lines, or centerlines of waterways as existing at the time of the adoption of this Ordinance.

Section 5.3 District Maps

The districts shall be of the size and shape shown on the Jefferson County Zoning Maps and shall hereby be made a part of this ordinance. A copy of the said maps shall be signed by the County Commissioners upon the adoption of these regulations and recorded within the Courthouse.

The Jefferson County zoning layer is parcel-based, maintained in a Geographic Information System (GIS), and shall be the basis for the County's official zoning map. Within 30 days of final County Commission action on a zoning map amendment, GIS/Addressing staff will update the digital zoning layer and make the new data available online.²³

On an annual basis, in December, and within 30 days of final County Commission action on a zoning map amendment, a new zoning map will be printed which includes the most up to date base layer data, all approved zoning designations since the last printed map, and an effective date, certified by the President of the County Commission, filed with the County Clerk's office, and a copy provided to the Planning Commission. This annual map update shall not require a public hearing and such certification shall occur administratively.²³

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

Section 5.4 Residential Growth (RG) District

The Residential Growth District is intended to provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services. This district encourages areas of commercial growth proposed as an appropriate and compatible integrated part of a residential development in conformance with Section 5.4C of this Ordinance.³² ~~provided that such growth is deemed to be appropriate and compatible by the Development Review System.~~

The following regulations govern development within the Residential Growth District.

- A. Principal Permitted and Conditional Uses^{23,27,32}
 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27,32}
 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance. ~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~^{27,32}
- B. Minimum Lot Area, Height, and Yard Requirements
 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. The minimum lot area requirements are based on the availability of central or public water and sewer facilities and West Virginia Board of Health regulations.^{23, 27}
 2. When computing the dwelling unit yield for a parcel of land, use the total area of parcel minus (1) lands contained in a wetland and (2) hillside lands to be retained in a natural, undisturbed condition as provided for in the Jefferson County Subdivision and Land Development Regulations. The balance square footage between the ADU (Area per Dwelling Unit) and the MLA (Minimum Lot Area) shall not include land set aside in a Sensitive Natural Area, Buffer to a Sensitive Natural Area, land qualifying as Hillside development or a 100 Year Flood Plain.^{5,23, 27}
 3. All detached accessory structures under 144 square feet in size shall have a setback of 6'.²⁷
- C. Commercial Services in Residential Developments²³
 1. Commercial services may be included in a residential development providing the commercial uses are intended to serve the residential community proposed and shall relate well to residential areas in terms of pedestrian and vehicular circulation.
 2. The gross area for commercial uses shall not exceed 5 acres or 10 percent of the gross tract area, whichever is less.
 3. Commercial uses shall not be built or established prior to the residential development unless built in phases consistent with phasing of the residential construction.
 4. These uses shall be located within the interior of the project.
 5. Commercial uses shall be subject to the Conditional Use Permit approval process ~~Compatibility Assessment Meeting process as outlined in Article 7~~ of this Ordinance. Any proposed commercial use that is served from a road that is proposed to be located on the perimeter of the project or on a State Road shall be required to be considered as a part of the Conditional Use Public Hearing process ~~subject to the entire Development Review Process.~~^{5,32}
- D. Standards for Commercial ~~or Light Industrial~~ Uses^{23,32}
 1. Commercial ~~or Light Industrial~~ uses are subject to the following access requirements³²:

- a. Such uses will not use adjacent residential roads for through traffic; and
 - b. Will connect to principal and major arterial highways as directly as feasible considering access restrictions.⁵
2. Commercial and Light Industrial uses are subject to the requirements of Section 5.6D and the requirements for such standards in Article 8.

Section 5.5 Reserved²³

Section 5.6 Industrial - Commercial (IC) District^{23,32}

The purpose of this district is to provide locations for manufacturing, processing, and commercial uses which may require extensive transportation and central or public water and sewer services. It is not the purpose of this district to encourage the use of land within the district for retail services; however, it is anticipated that there may be areas or locations where retail services can be reasonably and logically considered due to their relationship with other uses existing within the district, as well as their relationship with the district boundary line or the configuration of the property and the relative scale of the project.

- A. Principal Permitted and Conditional Uses^{23,32}
1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table and this section.^{27,32}
 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to the requirements of this section and to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.^{27,32}
- B. The following heavy industrial uses shall be require review and approval of the Board of Zoning Appeals under the Conditional Use Permit process evaluated by the Development Review System and shall not be located less than 1000 feet from any Residential property line or property listed on the National and State Historic Register/Survey.³²
1. Bituminous concrete mixing and recycling plants
 2. Concrete and ceramic products manufacture, including ready mixed concrete plants
 3. Petroleum products refining or storage (subject to the requirements for such standards in Article 8)²³
 4. Commercial sawmills
 5. Salvage Yards (subject to the Jefferson County Salvage Yard Ordinance)
 6. Garbage or dead animal reduction or processing
 7. Slaughterhouses, Stockyards
 8. Acid or heavy chemical manufacturer, processing or storage
 9. Cement or lime manufacture
 10. Explosive manufacture or storage
 11. Foundries and/or casting facilities
 12. Mineral extraction, mineral processing
 13. Jails and Prisons (subject to requirements for this use in Article 8)²³
- C. Height Regulations
- No structure shall exceed seventy-five (75) feet in height except as provided in Section 9.2.
- D. Development Standards

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.^{5, 23, 27}
2. Compliance with Section 4.11 and Section 8.9A(1-9)^{7, 23}
3. Distance Requirements
 - a. Commercial shall comply with Section 4.6B
 - b. Industrial shall comply with Section 4.6A^{7, 23}

E. Lot Area

A minimum lot size of three acres shall be required for any industrial use unless the site is located in an approved Industrial Park.²³

F. Additional Commercial and Industrial Design Standards²⁷

1. Commercial Design Standards^{23, 27}
 - a. Impervious site coverage (parking areas, building areas and other paved surfaces) shall not be greater than 80% of the gross area of the site.
 - b. Adequate provision shall be made for storage and collection of refuse. Refuse containers are subject to Section 4.11F.²⁷
 - c. Permeable areas of the site shall be planted with ground cover, shrubs and trees.
 - d. Lighting shall be provided for all parking areas which will receive night use. Such lighting shall be directed to the parking area and be shielded to prevent adverse glare on adjacent public highways, streets and properties.
2. Industrial Design Standards
 - a. Impervious site coverage (parking areas, building areas and other paved surfaces) shall not be greater than 90% of the gross area of the site.²³
 - b. Adequate provision shall be made for storage and collection of refuse, subject to Section 4.11F.²⁷
 - c. Permeable areas of the site shall be planted with ground cover, shrubs or trees if subject to Section 4.6.

Section 5.7 Rural (R) District^{23, 32}

The purpose of this district is to provide a location for low density single family residential development in conjunction with providing continued farming activities. This district is generally not ~~intended to be~~ served with public water or sewer facilities, although certain size developments processed under the cluster provision of Section 5.7D(2) may choose to do so in situations where the Development Review System is utilized, it may be. A primary function of the low density residential development permitted within this section is to preserve the rural character of the County and the agricultural community. All lots subdivided in the Rural District are subject to Section 5.7D. The Envision Jefferson 2035 Comprehensive Plan recommends that the cluster provision of the Zoning Ordinance be the preferred method of residential development in the Rural zoning district. The Development Review System does allow for higher density by issuance of a Conditional Use Permit.^{8, 23, 32}

A. Principal Permitted and Conditional Uses^{23, 27, 32}

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27, 32}

2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance, the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.^{27, 32}

B. Minimum Lot Area, Lot Width and Yard Requirements²³

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.²⁷
2. Commercial and Light Industrial uses are subject to the requirements of Section 5.6D and the requirements for such standards in Article 8.²³
3. Any building or feeding pens in which farm animals are kept shall comply with distance requirements specified in Section 4.6 and the requirements for barns and feeding pens specified in Article 8. Also, any buildings used to store manure shall comply with distance requirements specified in Section 4.6A.²³

C. Height Regulations

No structure shall exceed forty fivethirty five (4535) feet in height except as provided in Section 9.2.³²

D. Maximum Number of Lots Allowed

All parcels of land that were on record as of October 5, 1988 are entitled to subdivide for single family detached residences based on Subsections 5.7D.1, 5.7D.2 or 5.7D.3 below. A property owner may use a combination of these Subsections, provided that the number of lots are prorated by density. The density rights for any rural development shall be based on the parcel of record as of October 5, 1988 utilizing the following alternatives.^{8, 32}

1. A property owner may create one (1) lot for every fifteen (15) acres with a minimum lot size of three (3) acres.^{17, 21}

a. Maximum number of lots allowed (density) Acreage shall be computed using existing acreage on record as of October 5, 1988, and calculating a Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³² at the time application is submitted. Total acreage does not include acreage which was subdivided off of present parent parcel between October 5, 1988 and time of application.

b. A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}

2. Clustering

a. Purpose and Intent

- i. To encourage the conservation of farmland in the Rural Zoning District by planning the residential development allowed in the zone to provide for the best obtainable siting, access and location of lots on a tract while retaining a portion of the property as green space³².
- ii. To provide for a well planned development while minimizing the use of prime agricultural land.

b. Requirements

- i. One (1) lot may be subdivided for every ten (10) five (5) acres.^{17, 21, 23, 32}

(a) Maximum number of lots allowed (density) Acreage shall be computed using existing acreage on record as of October 5, 1988, and calculating a Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³² at the time application is submitted. Total acreage does not include acreage which was subdivided off of present parent parcel between October 5, 1988 and time of application.

(b) A minimum of fifty percent (50%) of the property shall be retained as green space and shall contain no further development rights unless the property is placed in another zone or further subdivision is allowed by ordinance. A note to this effect shall be placed on all cluster subdivision plats.³²

(c) For every additional 5% green space preservation, the following sliding scale may be utilized:³²

<u>50% green space</u>	<u>1 lot per 5 acres</u>
<u>55% green space</u>	<u>1 lot per 4.5 acres</u>
<u>60% green space</u>	<u>1 lot per 4 acres</u>
<u>65% green space</u>	<u>1 lot per 3.5 acres</u>
<u>70% green space</u>	<u>1 lot per 3 acres</u>
<u>75% green space</u>	<u>1 lot per 2.5 acres</u>

ii. The residue of a lot divided utilizing either 5.7D.1 or 5.7D.2 prior to the date of adoption of this amendment in 2016, shall have additional rights based on the provisions of this Subsection, provided that the total lots developed shall not exceed one lot per five acres based on the parent parcel on October 5, 1988 and all other provisions of this Subsection are complied with.³²

iii.iii. Minimum lot size shall be 40,000 square feet for lots that will be served by individual wells and septic systems; 20,000 square feet for lots that will be served by a central water OR central sewerage system; and 10,000 square feet for lots that will be served by both a central water AND central sewerage system.^{17, 21, 32}

(a) Setbacks shall be 25' front, 12' sides and 20' rear.

(b) All clusters of three (3) or more lots shall be served by an internal road; provided that all clusters utilizing the sliding scale in 5.7D.2(b) shall have an internal road with direct access to a public road identified as a Major Collector or a Minor or Principal Arterial on the Envision Jefferson 2-35 Comprehensive Plan Roadway classification Map.²³

(c) Clusters of three (3) or more lots shall not be along an existing public road.

(d) A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}

(e) Maximum lot size shall be 3 acres.^{17, 21}

iii.iv. Procedures²³

(a) Concept Plan. For the subdivision of tracts eligible for cluster lots, a concept plan must be submitted pursuant to the requirements of the Jefferson County Subdivision and Land Development Regulations. All cluster developments must be processed as a Major Subdivision.^{17, 21, 23}

(b) The Concept Plan for a proposed Cluster Development can be combined with the required submittal and process requirements for a Concept Plan for a Major Subdivision as outlined in the Subdivision Regulations, provided that the Concept Plan includes all requirements of the Concept Plan in the Subdivision Regulations and includes the necessary soils and topographic data, together with a written narrative, required for the analysis listed below.³²

~~(a)(c)~~ _____ The Staff ~~will have final approval~~ shall review and make a recommendation to the Planning Commission regarding ~~over the location the proposed design and~~ layout of the ~~proposed clustering of lots~~ proposed Cluster Development. The Staff shall consider the following when reviewing ~~the Cluster Ce~~concept P~~l~~ans:³²

- (1) Soils: The cluster plan should minimize the use of the higher quality soils (class I, II and III as designated in the soils classification study) and maximize the use of steeper sloped areas, areas of poorer soils and areas which are otherwise less productive for agricultural uses.
- (2) Surrounding land use and zoning: The cluster plan shall consider the existing land uses and zoning in the vicinity. Generally, new lots which are adjacent to existing development or residential zoning are preferred to creating an isolated cluster of new houses.

~~(b)(d)~~ _____ If the concept plan is approved by the Planning Commission, the applicant may then proceed with platting of the clustered development in accordance with the Jefferson County Subdivision and Land Development Regulations and the approved concept plan. The plat shall bear a statement indicating “The land lies within an approved rural cluster development and no further subdivision of the remaining land is permitted unless the property is placed in another zone or further subdivision is allowed by ordinance or regulation”²³

~~3.~~ Not in addition to ~~If the development rights under~~ Subsections 5.7D.1 and 5.7D.2 above ~~have not been utilized~~, any property that was a lot of record as of October 5, 1988 may create 3 total lots (including the residue) during any five year period. Such application may process as a Minor Subdivision, in accordance with the Subdivision Regulations, and shall be exempt from density limitations provided that all subdivision requirements are satisfied. Applications which exceed this number during any five year period shall ~~process under Subsection 5.7D.1 or 5.7D.2 above.~~ be processed utilizing the Development Review System. Only the residue or parent parcel may qualify under this provision once the original subdivision takes place. All lots that qualify under this section must meet subdivision requirements.³²

~~3-4.~~ Subdivisions involving transfers of land between ~~parent and child~~ family members known as “Family Transfers”, as defined in Article 2, shall not be subject to the density requirements of this section. All lots that qualify under this section must meet subdivision requirements. ~~Only the residue or parent parcel may qualify under this provision once the original subdivision takes place.~~ Parent to child or child to parent lots Family transfers are not entitled to further subdivide except as another Family transfer ~~parent to child or child to parent transfer.~~³²

~~4-5.~~ Once the maximum number of lots are created under 5.7D, the property cannot be further subdivided unless the Ordinance is amended to allow such.

Section 5.8 Residential-Light Industrial-Commercial (R-LI-C) District¹

The purpose of this district is to guide high intensity growth into the designated growth area. Light industrial uses are defined in Section 2.2. All other perceived light industrial uses shall be referred to the Jefferson County Development Authority for a recommendation on whether a use is a light industrial or heavy industrial use. The final decision on use classification shall be made by the Zoning Administrator.²³

- a. Principal Permitted and Conditional Uses^{23, 27, 32}
 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27, 32}
 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~^{27, 32}
- b. Standards²³
 1. Industrial uses permitted in this district shall be of types that require daily water use of no more than 0.25 gallons per gross square feet of floor space.
 2. Light industrial and commercial uses are subject to the standards for such uses in Article 8 of this Ordinance.^{23, 27}
 3. Impervious surface coverage shall not exceed eighty (80) percent of the gross land area.²⁷
- c. Site Development Standards^{23, 27}
 1. All sections of this Ordinance applying to the Residential Growth District with the exception of Section 5.4A will apply to residential uses in this District.²⁷
 2. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. All commercial or industrial uses must be in compliance the requirements for such use in Article 8. In addition, a site plan, if required, must demonstrate that traffic patterns created by Commercial or Light Industrial uses (1) will not use adjacent residential roads for through traffic and (2) will connect to principal and major arterial highways as directly as feasible considering access restrictions.^{5, 7, 23, 27}
 3. Restaurants where the primary mode of food distribution is by pick-up counter or drive in window and convenience stores (~~food stores not in excess of 10,000 square feet gross floor area~~) shall be subject to the review and approval of the Board of Zoning Appeals as a Conditional Use per the requirements of this Ordinance~~Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~ This requirement shall not apply to a building located within a shopping center shown on an approved site plan.^{23, 26, 32}
 4. Proposed uses in this zone are exempt from the distance requirements in Sections 4.6A-B if part of a master planned community. This provision shall only apply to the internal use of land under the same ownership.^{7, 27}

Section 5.9 Reserved²³

Section 5.10 Village (V) District^{8, 23, 32}

The purpose of this district is to allow recognized villages the ability to provide low level services within their boundaries. This district is generally intended to be served with public or private water and sewer facilities based on proposed lot sizes.

A. Principal Permitted and Conditional Uses²³

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.²⁷

~~B. Conditional Uses~~^{23, 27}

2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to the review and approval by the Board of Zoning Appeals per the requirements of this Ordinance~~Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~^{27, 32}

C. Setbacks²⁷

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. Setbacks may be reduced if approved as a Variance by the Board of Zoning Appeals as a result of a Compatibility Assessment Meeting based on other structures existing in the neighborhood.^{23, 32}
 2. Existing Structures²⁷
 - a. The side and rear yard setbacks are 6' for an existing structure to be used for a land use as provided in this Article.
- D. Commercial uses shall not cause any odor, dust, smoke, vibration, noise, or electromagnetic interference, which can be detected at or beyond the property line.
- E. Proposed uses in a recognized historic district shall obtain approval from the Historic Landmarks Commission and/or other appropriate state or federal agency prior to processing.²³
- F. There will be no outdoor storage of equipment, materials or other stock.
- G. Parking requirements may be modified as a result of consideration and approval of a variance of the Parking Standards by the Board of Zoning Appeals~~a compatibility meeting.~~^{23, 32}
- ### H. Other Requirements²³
1. With the exception of setback requirements as specified in this section, Commercial and Light Industrial uses are subject to the requirements of Section 5.6E and the requirements for such standards in Article 8.

Section 5.11 Neighborhood Commercial (NC) District^{27, 32}

- A. Purpose. The purpose of this district is to permit the development of small scale commercial uses in locations where a commercial use of the intensity permitted in the GC District (and not otherwise permitted in the NC District) is not appropriate. Developments in the NC district should be appropriate in scale, designed, landscaped and buffered so as to be compatible with neighboring land uses.
- B. Location. This zoning category is intended for use on properties:
1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or

2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
3. In locations with safe vehicular access on roads that function as collector roads.

C. Permitted Uses

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance. the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.³²
3. A non-residential land use in this district may include residential uses on building levels located above the ground floor.

D. Site Development Standards

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
2. For a non-residential use abutting a commercial or industrial use at a side lot line:
 - a. No side yard building setback is required, unless required by Building Code or other law or regulation.
 - b. Section 4.11A-B does not apply to the side property line that abuts a commercial or industrial use.
3. For a non-residential use abutting a commercial or industrial use at a rear lot line:
 - a. A rear yard building setback may be reduced to 10 feet
 - b. Section 4.11A-B does not apply to the rear property line
4. Section 4.11A-C does not apply to the front lot property line.
5. Vehicular parking requirements shall be 80% of the required number of parking spaces indicated in Article 11 of this Ordinance.
6. On-street vehicular parking spaces located within 100 feet of the property where the development is located may compose up to 50% of the number of required parking spaces indicated in Article 11 of this Ordinance.

E. Additional Requirements

1. Any off-street parking shall be located in the rear or on the side of a building and may not be located between a street and the front facade of a building.
2. Each building shall be limited to a maximum building footprint of 3,500 square feet.
3. For new development or the substantial redevelopment of an existing site, a fifteen-foot-wide pedestrian zone is required, consisting of a ten-foot-wide landscaped buffer yard measured from the edge of the right-of-way (or from the back of the adjacent street curb) and five-foot-wide sidewalks. The landscaped buffer yard may consist of shrubs, ornamental plants, and vegetative ground cover, and need not screen the view of buildings from the adjacent street(s). The landscaping requirements in this subsection are in addition to any other applicable landscaping requirements of this ordinance. If the Comprehensive Plan or the Subdivision and Land Development Regulations identify the property location as appropriate for a trail in lieu of a sidewalk, a trail meeting any applicable county requirements may be installed.

4. One bicycle parking space shall be provided for each ten vehicular parking spaces.
5. Buildings shall be oriented toward the street with one or more entrances facing the principal street adjacent to a building.
6. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Section 5.12 General Commercial (GC) District^{27,32}

- A. Purpose. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.
- B. Location. This zoning category is intended for use on properties:
 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance.³²~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~
- D. Site Development Standards
 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
 2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D(2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.
- E. Additional Requirements
 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Section 5.13 Highway Commercial (HC) District^{27,32}

- A. Purpose. The purpose of this district is to provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways. The uses in this district may be characterized by a broad scale of building sizes, which may include very large buildings that exceed 100,000 square feet of gross floor area for an individual building and which may have a greater impact on surrounding areas as a result of significant truck traffic and other factors. This district may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses.

- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance.~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
- E. Additional Requirements
 - 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Section 5.14 Light Industrial (LI) District^{27, 32}

- A. Purpose. The purpose of this district is to provide locations for lighter manufacturing processes which are not as extensive as those provided in the Major Industrial District and can be served with adequate public or community water and sewerage service. In this district, most manufacturing is composed of processing or assembly of previously processed materials.
- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~³²
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
- E. Additional Requirements
 - 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Section 5.15 Major Industrial (MI) District^{27,32}

- A. Purpose. This district is intended to provide sufficient space in appropriate locations for a wide variety of industrial activities. The uses in this district can be served with adequate public or community water and sewerage service, and may be characterized by extensive warehousing, frequent heavy trucking activity, and broader manufacturing activity than would be permitted in the Light Industrial District.
- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~³²
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
- E. Additional Requirements
 - 1. Heavy industrial land uses shall not be located less than 1,000 feet from an adjacent property with a dwelling, school, church or institution for human care or a residential zoning district.
 - 2. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Section 5.16 Planned Neighborhood Development (PND) District^{27,32}

- A. Purpose. The purpose of the PND District is to:
 - 1. Encourage flexibility in the development of land in order to promote its most appropriate use;
 - 2. Improve the design, character and quality of new developments;
 - 3. Provide and promote redevelopment and reuse opportunities;
 - 4. Encourage a harmonious and appropriate mixture of uses and/or housing types;
 - 5. Facilitate the adequate and economic provision of streets, utilities and services;
 - 6. Promote safe and convenient travel for pedestrians, bicyclists, transit users, and motorists;
 - 7. Promote connections to adjacent properties, developments, and transportation routes;
 - 8. Preserve critical natural environmental features of the site (including but not limited to wetlands, steep slopes, floodplains, woodlands, watercourses, and karst topography) and scenic features of the site (including but not limited to historic resources, mature trees, open spaces, and agricultural landscapes);
 - 9. Encourage and provide a mechanism for arranging improvements and sites so as to preserve desirable features and to provide transitions between land uses; and

10. Mitigate the problems which may be presented by specific site conditions.

B. Location. This zoning category is intended for use on properties:

1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.

C. Permitted Uses

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.³²
2. The Planning Commission may restrict land uses shown as permitted or conditional uses in Appendix C, Principal Permitted and Conditional Uses Table, as part of the approval of a Preliminary PND Plan.³²
3. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance~~the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.~~³²

D. Site Development Standards

1. If not otherwise addressed in the Preliminary PND Plan, setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this ordinance. However, setbacks and other site development standards may be modified as part of the approval of a PND zoning map amendment request, as described in this article.
2. Modification of Development Standards Allowed
 - a. The Planning Commission may approve modifications of the development standards of this Ordinance and the Jefferson County Subdivision and Land Development Regulations as part of the approval of a Preliminary PND Plan.
 - b. Modification of these standards pertains only to developments associated with the Preliminary PND Plan for which the modifications are approved.

E. Additional Requirements

1. A PND development shall include the following mix of uses, measured as follows, after the Open Space requirement is met:
 - a. 10-30% of the land area shall be commercial
 - b. 10-30% of the residential units shall be multifamily (7+ dwelling units per acre)
 - c. 20-40% of the residential units shall be attached/detached (4-6 dwelling units per acre)
 - d. 0-60% of the residential units shall be detached (1-3 dwelling units per acre)
2. Open Space Requirements
 - a. A minimum of 20% of the total tract area of a PND development shall be composed of common and open space. Up to one-half of the common and open space may be used for active recreation. Acreage within the 100-year floodplain, as designated by the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps (FIRM) or acreage of critical natural environmental features (as defined in this article), may constitute up to 50% of the required common and open space area.
 - b. At least 20% of the total of the site's existing tree canopy area shall remain undisturbed and shall be so noted on any site plan or subdivision approval associated with the development.

3. Connectivity Requirements. The development shall provide pedestrian and vehicular connections to each adjacent undeveloped property and/or property containing a non-residential or multi-family use, or to one or more streets in an adjacent residential subdivision. If a connection to an adjacent property cannot be made at the time that the Preliminary PND Plan for the development is submitted, the plan shall include a cross-access easement in a logical location to allow for future connection when the conditions on the adjacent property will allow for connection. Such pedestrian easements shall be permanent.
4. Street Network. An interconnecting network of internal streets shall be designed to accommodate the various uses found within a PND development. Where possible, all access to sites shall be from these internal streets.
5. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.
6. For a PND development proposed to be located on a lot where a trail is shown on a plan adopted by Jefferson County, establishment of a permanent trail easement shall be required prior to site plan approval.

F. Review and Approval Process

The review and approval of a development in the PND district includes the following steps:

1. Pre-Application Conference. Prior to filing a formal application for a Zoning Map Amendment for a PND district, the applicant shall schedule and attend a Pre-Application Conference with Staff. The purpose of the conference is for the applicant to present a general concept for the development, and for staff to inform the applicant of relevant policies, requirements, adopted plans, planning principles, and recommendations. This conference is informal and has no binding effect.
2. Preliminary PND Plan. Submittal of a Preliminary PND Plan is required prior to submittal of a petition for a map amendment to change the zoning designation of a property to the Planned Neighborhood Development district.
 - a. The format and content requirements for a Preliminary PND Plan shall be the same as the Submission and Completeness Review requirements for a Major Site Plan Concept Plan as described in the Jefferson County Subdivision and Land Development Regulations, with the exception of the public workshop and advertising requirements. Additionally, a Preliminary PND Plan shall include the following:
 - i. Graphic illustration of locations of proposed land uses; landscaping areas; pedestrian amenities; interconnectivity of roads, trails, sidewalks, and adjacent parcels; open space areas and areas of undisturbed tree canopy; passive or active recreational areas; setbacks for buildings, parking, drive aisles, and other features associated with the proposed development.
 - ii. Proposed square footages of development by type and proposed residential densities.
 - iii. Proposed building heights.
 - iv. Any requested modifications to the standards of the Zoning Ordinance or the Subdivision and Land Development Regulations.
 - b. Following a staff determination that the Preliminary PND Plan is sufficient, the applicant may present a petition for a zoning map amendment to the Planning Commission. The Preliminary PND Plan is a required component of the petition submission.
3. Zoning Map Amendment. The procedure for processing a map amendment petition shall be in accordance with the requirements of Article 12 and this Article.

- a. Presentation of petition for map amendment. The applicant shall present the petition for map amendment to the Planning Commission. As part of the petition, the applicant shall provide a Preliminary PND Plan to the Planning Commission, as described in this article.
 - b. Planning Commission review and public hearing. The Planning Commission shall conduct a public hearing on the proposed zoning map amendment in accordance with Article 12 and this Article. In addition to the notification requirements of Article 12, public notice for a PND shall include any requested modifications of development requirements. The Preliminary PND Plan shall be considered during the public hearing. In addition to the review criteria for a Concept Plan as required by the Subdivision and Land Development Regulations, the Planning Commission shall utilize the following criteria in its consideration of a Preliminary PND Plan and any requested modifications to the Zoning Ordinance and/or the Subdivision and Land Development Regulations:
 - i. Consistency with the purpose of the PND district as described in this Article;
 - ii. General conformance with the Zoning Ordinance, with the exception of requested modifications of development standards;
 - iii. Consistency with the Comprehensive Plan.
 - c. As part of its recommendation to the County Commission regarding approval or disapproval of a zoning map amendment as described in Article 12, the Planning Commission shall make a recommendation to the County Commission regarding the Preliminary PND Plan, including any changes proposed by the Planning Commission.
 - d. County Commission review and public hearing. The County Commission shall conduct a public hearing on the proposed map amendment in accordance with Article 12 and this Article. In addition to the notification requirements of Article 12, public notice for a PND shall include any requested modifications of development requirements.
 - e. In its deliberation of a proposed map amendment to change a zoning designation to a PND district and any requested modifications to the Zoning Ordinance and/or the Subdivision and Land Development Regulations, the County Commission shall consider:
 - i. Consistency with the purpose of the PND district as described in this Article
 - ii. General conformance with the Zoning Ordinance, with the exception of requested modifications of development standards
 - iii. Consistency with the Comprehensive Plan
 - f. The County Commission shall approve, amend, or deny the Preliminary PND Plan and the zoning map amendment request; and may apply conditions to the approval of a zoning map amendment to a PND district.
 - g. County Commission approval of a zoning map amendment to change the zoning designation of a property to a PND district shall have the following effect:
 - i. Approval of the change in zoning designation;
 - ii. Approval of the Preliminary PND Plan;
 - iii. Approval of any modifications to the Subdivision and Land Development Regulations and the Zoning Ordinance; such modifications being associated with the Preliminary PND Plan; and
 - iv. Establishment of any conditions of approval applied by the County Commission.
4. If a request to amend the zoning map designation of a tract to a PND district is approved, the applicant may submit applications for the development of the property as a PND development.

- a. Compliance with Other Ordinances. With the exception of any modifications granted by the County Commission, all applicable requirements of the Zoning Ordinance, the Subdivision and Land Development Regulations, and all other County ordinances must be met, including but not limited to any applicable site plan and subdivision requirements.
 - b. Consistency with Preliminary PND Plan. All applications submitted for the site must be consistent with the requirements of the approved Preliminary PND Plan and shall clearly state any modifications granted.
 - c. Any modifications to the Zoning Ordinance or the Subdivision and Land Development Regulations approved by the County Commission are associated with and indivisible from the approved Preliminary PND Plan.
5. Amendment. Minor changes to a Preliminary PND Plan may be reviewed and approved administratively if the Office of Planning and Zoning determines that such changes are consistent with the purpose and general character of the Preliminary PND Plan. An applicant's request for revisions determined substantive by Staff shall follow the approval process for a Preliminary PND Plan as described in this Article. Substantive changes include but not are limited to changes that would exceed one or more of the percentages noted in a-c below.
- a. A change in total square footage of the development by $\pm 10\%$
 - b. A change in the area of any land use by $\pm 10\%$
 - c. A change in the residential density by $\pm 5\%$

Section 5.17 Office / Commercial (OC) Mixed-Use District^{27,32}

- A. Purpose. The purpose of the OC district is to allow for well-designed employment centers. Developments in the OC district contain a mix of land uses, primarily oriented to commercial and office uses but also allowing multi-family and attached single-family residential uses. Developments are oriented to principal streets, contain substantial public space and streetscaping, allow for pedestrian movement within the site and between adjacent sites, and meet the design standards provided for this district.
- B. Location. This zoning category is intended for use on properties:
1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals per the requirements of this Ordinance the Compatibility Assessment Meeting process pursuant to Article 7, Section 7.6 inclusive.³²
- D. Site Development Standards
1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
 2. For a non-residential use abutting a commercial or industrial use at a side lot line:

- a. No side yard building setback is required, unless required by the Building Code or other law or regulation.
 - b. Section 4.11A-B does not apply to the side property line that abuts a commercial or industrial use.
 3. For a non-residential use abutting a commercial or industrial use at a rear lot line:
 - a. A rear yard building setback may be reduced to 10 feet.
 - b. Section 4.11.A-B does not apply to the rear property line.
 4. Section 4.11.A-C does not apply to the front lot property line.
 5. Vehicular parking requirements shall be 80% of the required number of parking spaces indicated in Article 11 of this Ordinance.
 6. On-street vehicular parking spaces located within 100 feet of the property where the development is located may compose up to 50% of the number of required parking spaces indicated in Article 11 of this Ordinance.
- E. Additional Requirements
1. Of the gross floor area of land uses in a development in this district, at least 75% shall be non-residential uses, and at least 50% shall be office uses.
 2. Buildings fronting a principal street must be at least 2 stories in height.
 3. A minimum of 75% of the total gross floor area located on the ground floor of buildings in a development in this district shall be composed of non-residential space
 4. Any off-street parking shall be located in the rear or on the side of buildings and may not be located between a street and the front façade of a building.
 5. For new development or the substantial redevelopment of an existing site, a fifteen-foot-wide pedestrian zone is required, consisting of a ten-foot-wide landscaped buffer yard measured from the edge of the right-of-way (or from the back of the adjacent street curb) and five-foot-wide sidewalks. If the Comprehensive Plan or the Subdivision and Land Development Regulations identify the property location as appropriate for a trail in lieu of a sidewalk, a trail may be installed.
 6. One bicycle parking space shall be provided for each ten vehicular parking spaces. Said bicycle spaces shall not be located within the required sidewalk or in a manner that impedes pedestrian access to the building and may be located within the landscape buffer area provided that it occupies less than 10% of the length of the required buffer, or may be located at the side or rear of the building.
 7. Buildings shall be oriented toward the street with one or more entrances facing the principal street adjacent to a building.
 8. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

ARTICLE 6: RESERVED³² ~~DEVELOPMENT REVIEW SYSTEM~~

~~Section 6.1 — Development Review System (DRS)~~

~~The purpose of the Development Review System (also referred to as DRS) is to assess a particular site's development potential based on criteria which determine the agricultural longevity of the parcel in combination with the presence of and compatibility with public services adjacent to and in close proximity to the site. The DRS is a numerical rating system designed to function within the framework of the traditional zoning districts referenced in this ordinance. All commercial uses and those uses which are not permitted in zoning districts shall be governed by the procedures set forth in Article 7 and all sections that reference requirements to obtain a conditional use permit. It shall be unlawful to commence construction of any commercial uses or uses which are not permitted uses in a zoning district without obtaining conditional use permit approval.~~

~~Section 6.2 — Issuance of a Conditional Use Permit~~

~~Application for a conditional use permit shall be made before construction of any uses not listed as permitted uses within the appropriate zoning district. Upon receipt of an application, the site will be evaluated by Staff using the Development Review System. The two major components of the System, the Soils Assessment and the Amenities Assessment, consist of criterion which each possess a numerical value that is weighted relative to its importance as an indicator of a parcel's agricultural significance or its development potential. The total numerical value of the combined criteria is 100 points: the Soil Assessment contributes 25 points and the Amenities Assessment contributes 75 points. The highest total numerical value of the combined criteria indicates that a parcel is more suitable for agriculture, whereas, the lowest numerical value indicates that development is more appropriate for the site. A score of 60 points or less~~

~~advances the application to the Compatibility Assessment as provided in
Section 7.6.~~^{14, 17, 21, 23}

~~Section 6.3 — The Soils Assessment~~

~~The Soils Assessment evaluates a particular parcel for development based on the soil types it
possesses. The following soils types will be combined into soil groups.~~

~~The Soils Assessment of a proposed development is not applicable when one or more of the
following circumstances applies:~~²⁷

~~The development proposal is located within the Residential Growth District or the Industrial-
Commercial District; or~~²⁷

~~The proposed land use will be completely contained:~~²⁷

~~In an existing building, and/or~~

~~On an existing paved area installed prior to the effective date of this Ordinance, and/or~~

~~On an existing paved area installed at any time, for a non-residential purpose, in compliance
with County regulations in existence at the time of the installation; or~~

~~A land use that complies with Sec. 6.3B.2 with the exception of a one-time expansion of an
existing paved area that meets the criteria described in Section 6.3B.2 and/or a
one-time expansion of an existing building footprint by the lesser of either:~~²⁷

~~Up to 1,000 square feet total, or~~

~~Up to 50% of the building footprint of an existing building and/or an existing paved area that
meets the criteria described in Sec. 6.3B.2~~

~~The following soils types will be combined into soil groups.~~

Soils Type Data

Table 6.3—1 Soil Types and Agricultural Value Groups²³

Map Sym	Agricultural Value Group
AmB	3
AxC	4
BaC	4
BaD	6
BgE	6
BnF	2
BoF	4
Bp	3
CaB	4
CaC	5
CbC	6
CbD	10
CdD	9
CmB	4
CrB	4
Cs	5
DsB	1
DsC	9
DsD	9
DsE	9
DyB	4
DyC	5
DyD	3
DyE	7
EgB	7
EgC	10
EgD	10
Fa	10
Fk	10
HbB	2
HbC	4
HcC	3
HeB	4
HeC	4
HgE	6
HrB	6
HrC	6
Hy	10
La	6
Ln	6
MhA	9
MoB	7
MxC	8
MxD	4
OaB	4
OaC	3
X	
WtC	Whiteford
	4

~~The points for the soils assessment are computed as follows:⁵~~

~~Determine the area of each soil type on the property according to the map symbols.~~

~~Multiply the soil type areas times the Relative Value for the soil type taken from the List of Soil Groups and Relative Values.~~

~~Sum the products of the multiplication of Area times Relative Value to obtain a total for the property.~~

~~Divide the total of the multiplication products by the Total Area of the property to obtain the Weighted Relative Value.~~

~~Multiply the Weighted Relative Value times the 25 Soil Assessment Points. Then divide the product by 100 to obtain the allowable number of Soil Assessment Points.~~

~~Soil groups take into account a rating of best and worst individual soil types. The following 10 soil groups have been developed from the Jefferson County Soil Survey and have been assigned relative values based on their agricultural productivity (see note).⁵~~

Table 6.3—2 List of Soil Groups and Relative Values²³

<u>Agricultural Group</u>	<u>Relative Value</u>
1	100
2	87
3	78
4	76
5	65
6	53
7	0
8	0
9	0
10	0

~~The soil groups and their corresponding values will be incorporated into a work sheet to be used to evaluate the potential agricultural value of each site.~~

~~If 50% to 65% of the total soils are rated severe for home construction or street construction, by the Jefferson County Soil Survey, add 5 points to the Land Evaluation value of the work sheet.~~

~~If over 65%, add 10 points to the Land Evaluation value of the work sheet.~~

~~The soils assessment shall not exceed 25 points.~~

~~NOTE: The development of soil groups have been determined by the USDA Natural Resources Conservation Service using corn as the indicator crop.^{1, 17, 21, 23}~~

Section 6.4 — Amenities Assessment^{17, 21}

~~The amenities assessment of the Development Review System provides indicators of a site's agricultural viability or its development potential. The following criteria are weighted with a high numerical value assigned if the site is more agriculturally viable and a low numerical value assigned if development would be more appropriate for the parcel. The procedure for the compatibility assessment is contained in Article 7.~~

~~For nonresidential projects, there is no impact on Proximity to Schools or Parks and Recreation. Therefore, these points have been added to Size of Site, Highway Problem Areas, and Roadway Adequacy as shown.~~

Size of Site⁴

~~This criterion reflects the importance of preserving large blocks of land as a primary goal of agricultural preservation; therefore, acreage shall be contiguous. For nonresidential projects, the points on the right will be applied.~~

<u>Acre</u>	<u>Residential Project Points</u>	<u>Nonresidential Project Points</u>
0 to 40 acres	0 points	0 points
40 to 80 acres	3 points	5 points
Over 80 acres	6 points	10 points

Adjacent Development⁷

~~This criterion assesses percentage of adjacent land that which is developed or under development. Development and development pressure includes: a subdivision of more than 5 lots, lots of less than 5 acres and all commercial or industrial uses. This measurement shall be by a computation of linear feet around the boundary of the property in question. Agricultural related industry or uses shall be considered "no development pressure." Adjacent property includes land separated by roads, rights-of-way, railroads, and other easements. After the percentage of land under development pressure is calculated the remaining percentage of adjacent property may be considered as property where there is no development pressure. The points shall be assessed as follows:~~

~~For the property not under development pressure or not developed:~~

<u>Percent</u>	<u>Points</u>
0 to 40 percent	0 points
40 to 65 percent	5 points
65 to 100 percent	10 points

Distance to Growth Corridor

~~The distance to the growth corridor relates to the distance of the subject parcel to the boundaries of the Residential Growth District or the Residential Light Industrial-Commercial District adopted within this Ordinance. Measuring~~

~~shall be by the closest linear distance from the property to the closest point of either of the aforementioned growth districts.~~

<u>Distance</u>	<u>Points</u>
Less than .25 mile	0 points
.25 mile to .75 mile	6 points
Over .75 mile	12 points

Comprehensive Plan Compatibility

~~This criterion shall determine whether site development is supportive of or has a negative impact on the following elements of the Comprehensive Plan: Highway Problem Areas, Compatibility of site development with designated parks or proposed parks and recreational areas and percentage of proposed affordable housing.~~

~~Highway Problem Areas~~

<u>Number of Areas</u>	<u>Residential Project Points</u>	<u>Nonresidential Project Points</u>
0 problem areas	0 points	0 points
1 problem area	3 points	6 points
2 problem areas	6 points	12 points

~~Highway Problem Area Points will be assessed as follows:~~

~~If the site is accessible to the closest 'in-county' incorporated area (using the most direct vehicular route) and an 'out-of-county' market area (Frederick, MD; Winchester, VA; Inwood, WV; Martinsburg, WV) (using the most direct vehicular route) without traveling through a Highway Problem Area as shown~~

~~on the Comprehensive Plan Highway Problem Area Map the project would score a 0 for this criterion.²³~~

~~If the site is accessible to either one or the other without traveling through a Highway Problem Area the project would score a 3 for this criterion.²³~~

~~If a Highway Problem Area intersects the most direct vehicular route to the closest in-county incorporated area and the closest out-of-county market area, the project would score a 6 for this criterion.²³~~

Affordable Housing

<u>Percent</u>	<u>Points</u>
25% affordable housing is proposed	0 points
10% affordable housing is proposed	3 points
No affordable housing is proposed	6 points

Park/Recreational

<u>Proposal</u>	<u>Points</u>
Proposing a 5-acre park or 10% of gross acreage (whichever is greater) with amenities and land dedicated to and accepted by Jefferson County Parks and Recreation Commission	0 points
Located within 2 miles from an area marked on the Comprehensive Plan Parks and Recreation Map	3 points
Located farther than 2 miles from an area marked on the Comprehensive Plan Parks and Recreation Map	6 points

~~Distances for Parks and Recreation will be measured by vehicular miles from a subdivision entrance by the most direct route to the closest park or recreation area as shown on the Comprehensive Plan map of Parks and Recreation Areas.~~

~~For nonresidential projects, parks and recreation points will be reassigned to Highway Problem Areas: 0, 6, and 12.~~

Proximity to Schools⁴

<u>Distance</u>	<u>Residential Project Points</u>	<u>Nonresidential Project Points</u>
Less than 2 miles	0 points	For Nonresidential projects points are reassigned to Roadway Adequacy and Size of Site.
2 to 4 miles	4 points	
Over 4 miles	8 points	

~~The purpose of assessing the proximity of schools to new development is to avoid excessive busing of students. Distances for schools will be measured by vehicular miles~~

~~from a subdivision entrance by the most direct route to the entrance of the appropriate school.~~

~~For nonresidential projects the proximity to schools points will be reassigned to roadway adequacy: 0, 10, and 16 and size of site: 0, 5, and 10.~~

~~Roadway Adequacy⁴~~

<u>Road Type</u>	<u>Residential Project Points</u>	<u>Nonresidential Project Points</u>
Primary or Four Lane Road	0 points	0 points
Secondary	6 points	10 points
Local Service	12 points	16 points

~~Point values for this criterion are assigned based on the designation of the Comprehensive Plan Highway Classification map. Section 6.5D evaluates the operational proximity of the site to designated highway problem areas.~~

~~Emergency Service Availability~~

~~The purpose of this criterion is to assess the distance of potential site development to emergency services: fire department (4.5 points) and ambulance service (4.5 points):~~

~~Distance to Emergency Services~~

<u>Distance to Fire</u>	<u>Points</u>	<u>Distance to Ambulance</u>	<u>Points</u>
Less than 2 miles	0 points	Less than 2 miles	0 points
2 to 5 miles	2.5 points	2 to 5 miles	2.5 points
Over 5 miles	4.5 points	Over 5 miles	4.5 points

~~Distances for Fire and Ambulance will be measured by vehicular miles from a subdivision entrance by the most direct route to the closest entrance of the appropriate fire or ambulance station.~~

~~Section 6.5 — Computation of Soils/Amenities Assessment²⁷~~

~~At the completion of evaluation of a site with the Soils and Amenities Assessment Criteria, there should be a total number of points awarded to each Assessment. Since the Soils Assessment utilized was based on a 100 points relative point value in itself, a minor conversion must be made to the total relative value. The Development Review System allots a maximum of 25 points to the Soils Assessment therefore the conversion to be made is expressed as follows: 100 x .25 = 25 pts. (For example, if a parcel receives the maximum point value of 100 points, in actuality only 25 points will be awarded for the Soils Component of the Development Review System.)~~

~~The Amenities Assessment has a 75 point maximum point value.~~

~~The combined maximum total for both Assessments is 100 points. The most agriculturally significant parcel would rate 100; the most developable parcel would rate 0. A~~

~~total of 60 points or less advances the application to the Compatibility Assessment Meeting.^{14, 17, 21}~~

~~Any land in the Rural District that is located on a primary or secondary road, as defined in the Comprehensive Plan, shall not have to process through the LESA points process for a commercial or industrial project and shall be advanced directly to the Compatibility Assessment Meeting.^{17, 21}~~

ARTICLE 7: RESERVED³² PROCEDURAL REQUIREMENTS FOR REVIEW

Section 7.1 — Purpose

~~The Procedural Requirements section of the Ordinance details the procedures to review development utilizing the zoning district regulations and/or the Development Review System. All plans and development approved shall comply with the standards contained in this Article.²³~~

Section 7.2 — Zoning District Principal Permitted Uses

~~All uses listed as principal permitted uses within a zoning district shall be developed subject to the Jefferson County Subdivision and Land Development Regulations.²³~~

Section 7.3 — General Development Review System Requirements

~~If a proposed use is not listed as a principal permitted use in a zoning district, the applicant must submit a Development Review System application subject to the requirements of Section 7.4.²³~~

~~Filing an application with the Planning and Zoning Staff is the first of several stages within the Development Review System. Those stages are listed below.~~

~~Filing the application~~

~~Office of Planning and Zoning Staff Evaluation of the Development Review System²³~~

~~Compatibility Assessment Meeting~~

~~Public hearings~~

~~Board of Zoning Appeals decision on the issuance or denial of the Conditional Use Permit^{2, 23}~~

Section 7.4 — Filing the Application

~~The owner or the owner's agent proposing to develop land that is not a principal permitted use in the district where it is located shall consult with the Office of Planning and Zoning. Fifteen (15) copies of a sketch plan detailing the project shall be submitted with an application and fifteen (15) copies of the support data that will enable the project to be evaluated by the Development Review System, at least ten (10) days prior to the scheduling of a Compatibility Assessment Meeting. This meeting will occur within thirty (30) days from the date that the meeting is scheduled by the staff. Copies of the application, sketch plan, and development review data shall be available for public review in the Planning~~

~~Office at such time as the proposed development is advertised in the newspaper.~~^{1, 2, 7, 17, 21, 23}

~~The sketch plan shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale~~

~~(eg, 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.~~²³

~~The sketch plan should be accompanied by a tract location map; a soils report indicating the soil types on the parcel and a map delineating the boundaries of each soil type; and~~

~~the necessary support data, to evaluate the site by the Development Review System, listed below.~~

~~Support Data~~

~~Name and address of owner/developer.~~

~~Name and address of contact person.~~

~~Type of development proposed.~~

~~Acreage of original tract and property to be developed.~~

~~General description of surface conditions (topography).~~

~~Soil and drainage characteristics.~~

~~General location and description of existing structure.~~

~~General location and description of existing easements or rights-of-way.~~

~~Existing covenants and restrictions on the land.~~

~~Intended improvements and proposed building locations including locations of signs.~~

~~Intended land uses.~~

~~Earth work that would alter topography.~~

~~Tentative development schedule.~~

~~Extent of the conversion of farm land to urban uses.~~

~~Affected wildlife populations.~~

~~Ground water and surface water and sewer lines within 1320 feet.~~

~~Distance to fire and emergency services that would serve the site.~~

~~Distance to the appropriate elementary, middle, and high school.~~

~~Traffic characteristics—type and frequency of traffic; adequacy of existing transportation routes.~~

~~Demand for school services created by this development.~~

~~Proximity and relationship to historic structures or properties within two hundred (200) feet.~~

~~Proximity to recreational facilities.~~

~~Relationship of the project to the Comprehensive Plan.~~

~~The developer shall submit a list of all property owners, and their addresses, adjacent to and confronting the property which is to be developed.~~

~~Payment of fees—Within one week of the submittal of a Development Review System application, all required fees must be paid.²³~~

~~The Zoning Administrator shall determine if the sketch plan and support data are adequate.^{8,17,21,23}~~

~~Section 7.5 — Planning and Zoning Staff Evaluation of the Development Review System~~

~~The staff will evaluate all applications for the proposed land use in conjunction with Article 6 and all other applicable sections of the Zoning and Land Development Ordinance and other pertinent ordinances governing development in the County.²³~~

~~Staff will notify the adjacent and confronting property owners of the date, time, and place of the Compatibility Assessment Meeting by registered mail. Notification requirements of Section 3.4A.3(b) shall apply.^{1,23}~~

~~A North American Industrial Classification System (NAICS) code will be assigned to the proposed project. Once the classification is agreed upon, the NAICS code shall be binding. Any change of use shall require submittal of a new application in accordance with Article 7.²³~~

~~Section 7.6 — Compatibility Assessment Meeting~~

~~The Compatibility Assessment Meeting allows the adjacent and confronting property owners and all other interested parties the opportunity to hear the Applicant's presentation and proposal. The presentation will address the compatibility of the project to the existing areas adjacent to the site. Following the Applicant's presentation, attendees may ask questions or provide comments. Any discussion shall be limited to the proposal's compatibility as presented rather than whether the site should be developed by any other use. At the end of the discussion, the staff shall summarize the positions presented by those in attendance. If the majority of those in attendance are in agreement that the staff record is accurate, the meeting will end. If there is need for clarification of a particular issue the staff will allow additional time for clarification before ending the meeting.²³~~

~~During the Compatibility Assessment Meeting, those who participate should address, but are not limited to, the following criteria to determine compatibility of the proposed project:~~

~~Adopted Federal, State and local regulations;~~

~~Similarity of proposed development type (residential, commercial, industrial, agricultural, etc.) to existing development types;~~

~~In a residential project, similarity of the density of the proposed development to existing density in the neighborhood;~~

~~Adequacy of roads and highways to accommodate traffic to be generated by the development, with particular attention to dangerous intersections designated by the State Roads Commission or the State Police;~~

~~Present and future transportation patterns in the area;~~

~~Consistency with land use plans and regulations of incorporated municipalities immediately adjacent to the proposed development;~~

~~Any variance which is known to be required at the time of submittal;~~

~~The relationship of the proposed change to the adopted Comprehensive Plan; and~~

~~All items submitted with the application.^{17,21}~~

~~Staff shall monitor and record the meeting. A time limit, as referred to in Section 7.7C may be imposed if there are a large number of speakers. Staff may comment on the~~

~~proposed development's conformance to applicable State, Federal and Local codes.~~^{17, 21, 23}

~~If not all issues raised at the Compatibility Assessment Meeting were resolved at that meeting, a public hearing of the Board of Zoning Appeals will be required. Staff shall prepare a report summarizing the developer's proposal, the agreed upon conditions, and any other pertinent data and will advertise for the public hearing. A public hearing in conformance with this article will be conducted no fewer than 30 days but no more than 60 days from the date of the Compatibility Assessment Meeting. At the public hearing, the Board shall take action as described in Section 7.6F.~~^{1, 17, 21, 23}

~~If all issues raised at the Compatibility Assessment Meeting were resolved at that meeting, no public hearing shall be required. At the next Board of Zoning Appeals meeting, the Board shall take action as described in Section 7.6F.~~^{2, 17, 21, 23}

~~The Board of Zoning Appeals shall issue, issue with conditions, or deny the conditional use permit. The standards governing the issuance of the Conditional Use Permits shall be: successful LESA Point application, Board of Zoning Appeals resolution of unresolved issues; and, evidence offered by testimony and findings by the Board of Zoning Appeals that the proposed development is compatible with the neighborhood where it is proposed.~~^{2, 17, 21, 23}

~~A Conditional Use Permit shall be valid for the time period identified in Section 3.2G of this Ordinance.~~²³

~~Section 7.7 — Public Hearings for Development Review System~~²³

~~Unless otherwise superseded by the Board of Zoning Appeals Rules of Procedure, a public hearing for a Development Review System application shall be conducted in accordance with this section.~~

~~The public hearing will be conducted by the Board of Zoning Appeals. The purpose of the meeting is to hear the staff's report of the issues and concerns raised at the Compatibility Meeting. Any comments relative to the validity of the staff's report should be presented at this meeting. Concerns that have been addressed and agreed upon as accurate by the majority of those present at the Compatibility Assessment Meeting should not be addressed at this hearing. Speakers shall be limited to resolution of issues which could not be resolved at the Compatibility Assessment Meeting and the compatibility of the project within the neighborhood.~~^{1, 17, 21}

~~All public hearings shall have time limits allotted to those who speak, as follows: the applicant or agent shall have 30 minutes for a presentation, each group who speaks may have 15 minutes, each individual who speaks is allotted 5 minutes, the applicant or agent is allowed 15 minutes for rebuttal. The time limit provision within this section may be modified by the Board of Zoning Appeals Chairperson in the event that there are a large number of persons to speak at a particular hearing. The Board shall announce any change to this section at the beginning of the hearing.~~^{17, 21}

~~Notification requirements of Section 3.4A.3(b) apply.~~

~~The Board of Zoning Appeals shall render a decision no more than 60 days after the public hearing.~~^{17, 21}

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS^{23,32}

Unless otherwise noted, the standards of Article 8 are intended to apply to the land uses referenced in the following sections. Should the standards found in this Article conflict with those found in this Ordinance or the Jefferson County Subdivision and Land Development Regulations, the standards of this Article shall apply. The standards found in this Article are not inclusive. Additional standards may be located within the County's other Ordinances and Regulations.³²

Section 8.1 Adult Use Requirements^{16, 23}

Adult arcades, adult bookstores, adult cabarets, adult mini motion picture theaters, adult saunas, adult theaters, sexual encounter establishments, sexual paraphernalia stores, massage parlors and any sign advertising the operation thereof, shall only be permitted in the Industrial-Commercial District under the following conditions:

- A. All elements of the use, including parking areas, shall be located at least 1,500 feet from any zoning district other than Industrial-Commercial not separated from the subject property by a public road or railroad right-of-way.²⁷
- B. A proposed adult arcade, adult bookstore, adult cabarets, adult mini motion picture theaters, adult saunas, adult theaters, sexual encounter establishments, sexual paraphernalia stores, massage parlors or any sign advertising the operation thereof, shall not be permitted within 2,500 feet of a lot with an existing adult use or a lot with a sign advertising an adult use.
- C. All elements of any use described in this section, including parking areas, shall be located at least 1,500 feet from any lot, regardless of its zoning classification, that contains a dwelling unit, a school, a church or house of worship or an institution for human care, regardless it is separated by a public road or railroad right-of-way.

This provision does not apply to any specific existing use that legally qualifies as a nonconforming use; provided, however, that an existing nonconforming use cannot add any of the uses described in this section to their operations as existing on May 1, 2003.

Section 8.2 ~~Barns~~ Animal Housing and Feeding Pens²³

~~Barns~~ Housing for farm animals and feeding pens ~~shall~~ must be set back a minimum of 50' from all property lines; excluding chicken coops which may be setback 25' from all property lines if no roosters are housed there.~~75' from a residential district, a lot with a residential use, a church, a school, or an institution for human care.~~

Structures used to store manure shall comply with distance requirements specified in 4.6A.³²

Section 8.3 Bed and Breakfast²³

A bed and breakfast may contain up to 7 bedrooms, and may conduct up to 4 receptions per year, with 1 tent per reception. Breakfast is the only meal served, and is served only to overnight tenants and their guests. An owner or designated caretaker must reside on the premises while the bed and breakfast is occupied. Up to 2 bedrooms may be located in an accessory dwelling unit, provided that the total number of bedrooms associated with the land use does not exceed 7.

Section 8.4 Kennels^{23,32}

All portions of a Kennel land use must be buffered pursuant to Article 4 and set back at least ~~300~~⁵⁰⁰ feet from any other property line that contains a residence. If the adjacent use is a commercial use, setbacks shall conform with commercial setbacks in Appendix B. Kennels cannot be located within a Planning Commission approved residential subdivision.^{15,32}

Section 8.5 Farm Brewery, Farm Winery, or Farm Distillery^{23, 26, 32}

A Farm Brewery, Farm Winery, or Farm Distillery may be required to process a Site Plan in accordance with Section 4.10 of this Ordinance and the Jefferson County Subdivision Regulations. A Zoning Certificate application in accordance with Section 3.2 shall be submitted to the Office of Planning and Zoning prior to commencement of any activities noted in Section 8.5

A. Farm Brewery³²

1. All structures associated with the operation of a farm brewery may not exceed 20,000 square feet. This limit applies to the use of space for fermenting, processing, bottling, packaging and storage of products, sales, administrative offices, and customer area; however, does not apply to a barn, greenhouse, or similar structure that is directly related to agricultural production.^{26, 32}
2. The use may include facilities for fermenting, processing, bottling, packaging, and storage of products produced on premises.
3. Permitted accessory uses include the following:²⁶
 - a. Incidental tastings of products produced on premises.
 - b. Incidental food sales associated with tastings, not including a restaurant; provided, however, that a restaurant may be permitted through the Conditional Use Permit process.
 - c. Brewpub, as defined in Article 2 of this Ordinance, and in accordance with West Virginia State licensing requirements. A brewpub may provide retail sales of craft beer manufactured on the premises for onsite consumption by the glass or bottle. A brewpub may be established on a separate legal lot of record adjoining a farm operation as long as the brewpub is accessory to the existing farm operation. A brewpub shall not be permitted to operate independent from a farm operation.³²
 - d. Sales of packaged products produced on premises.
 - e. Sales of novelty and gift items associated with products produced on premises.
4. A farm brewery may produce annually up to 5,000 barrels of beer (155,000 gallons) provided that (a) the brewery is located on a farm in Jefferson County on land owned or leased by such brewery or its owner and (b) agricultural products, including barley, other grains, hops, or fruit used by such brewery in the manufacture of its beer are grown on the farm.

B. Farm Winery and Farm Distillery³²

1. All structures associated with the operation of a ~~farm brewery~~, farm winery, or farm distillery may not exceed 20,000 square feet.²⁶

2. No sale of alcohol for onsite consumption is permitted unless licensed as a private club by the state of West Virginia or unless otherwise permitted by state law.^{26,32}
3. The use may include facilities for fermenting, processing, bottling, packaging, and storage of products produced on-premises²⁶
4. Permitted accessory uses include the following:²⁶
 - a. Incidental tastings of products produced on-premises.
 - b. Incidental food sales associated with tastings, not including a restaurant; provided, however, that a restaurant may be permitted through the conditional use permit process.³²
 - c. Sales of packaged products produced on-premises.
 - d. Sales of novelty and gift items associated with products produced on-premises.
5. Twenty-five percent of the raw products for a product containing alcohol that is produced by a farm brewery, farm winery, or farm distillery must be produced (i.e. grown and harvested) on the premises of the farm brewery, farm winery, or farm distillery. No more than twenty-five percent of any produce utilized for farm wineries and farm distilleries shall originate from any source outside of West Virginia.²⁶
6. Production limits are as follows:²⁶
 - ~~a.~~ A farm brewery may produce annually up to 5,000 barrels of beer (155,000 gallons).
 - ~~b.~~ a. A farm winery may produce annually up to 50,000 gallons of wine and similar products.
 - ~~c.~~ b. A farm distillery may produce annually up to 20,000 gallons of alcoholic liquor.
7. Buildings located on the premises may exceed the square footage limit of Section 8.5A provided that the total building area dedicated to the use does not exceed ~~to~~ total permitted square footage. This limit applies to the use of space for distilling, bottling, sales, administrative offices, and customer area, and does not apply to a barn, greenhouse or similar structure that is directly related to agricultural production.²⁶

Section 8.6 Farm and Farmer's Market^{23,32}

- A. A Farm Market shall be located on the land or farm on which the farm products being sold are produced. The floor area of a farm market may not exceed 1,500 square feet, a front yard setback of fifty-twenty-five feet (~~50~~25') from the street right-of-way must be maintained, and off street parking must be provided.³²
- A.B. A Farmers' Market is a multi-stall market at which multiple farmer-producers offer agricultural products for sale to the public. Such uses are permitted in commercial zones in accordance with Appendix C and in the Rural Zoning District as a part of a Commercial Agricultural Enterprise.³²

Section 8.7 Jails and Prisons²³

Due to the special conditions surrounding a jail, prison, or penal institution, all such projects shall only be allowed in the Industrial-Commercial Zone and shall be subject to the review and approval of the Board of Zoning Appeals as a Conditional Use as provided for in this Ordinance Development Review System as outlined in Article 6 of this Ordinance.^{5,32}

Design Standards for Jails, Prisons and/or Penal Institutions are as follows:⁵

- A. All jails shall have direct access to a primary road as defined by the Jefferson County Comprehensive Plan. Such road shall have a level of service no worse than Level C.
- B. No residential subdivisions, schools, churches or institution for human care shall be within 2000' of the subject property. However, this does not prevent such use from locating within 2000' of a jail, prison or penal institution.
- C. Setbacks:
 - 1. Front 1,000 Feet
 - 2. Sides 1,500 Feet
 - 3. Rear 1,500 Feet

Section 8.8 Hunting, Shooting and Fishing Clubs²³

- A. Hunting, Shooting and Fishing Clubs may include the following accessory uses:
 - 1. Private restaurant that seats no more than 80 patrons that are members and guests of members.
 - 2. Conference and banquet facilities to serve no more than 250 people in which a member rents the facility. Events which are accessory uses other than hunting, shooting, archery and fishing, cannot exceed more than 16 per year.
 - 3. Private lodge facilities of up to 50 units that serve members and guests.²⁰
 - 4. Shooting ranges for use of members and guests of members.
- B. Standards for Hunting, Shooting and Fishing Clubs²⁰
 - 1. 75 foot setback for all structures and parking.
 - 2. 150 yard setback for all shooting facilities.
 - 3. Height
 - a. As is for conversion or reconstruction that does not exceed 135 percent of the original footprint of existing structures
 - b. 35 feet for new structures
 - 4. Landscaping requirements of this Ordinance apply, with the following exception:
 - a. Perimeter landscaping shall be as approved by staff in order to preserve existing vegetation.
 - 5. Minimum of 150 acres under common ownership.
- C. Special Exceptions for Hunting, Shooting and Fishing Clubs²⁰
 - 1. Limits exceeding requirements outlined above can be increased with Board of Zoning Appeals approval provided that the Board of Zoning Appeals find that the increase is compatible with the neighborhood after taking into consideration neighborhood character, traffic, and buffering. Such decision shall be rendered after a public hearing as outlined in the Board of Zoning Appeals Rules of Procedure.

Section 8.9 Industrial and Commercial Uses²³

- A. Industrial and commercial uses in all districts shall comply with the following standards:
 - 1. Noise

All noise shall be muffled so as not to be objectionable due to intermitting, beat frequency, or shrillness. Noise levels shall not exceed the following sound levels dB(A). The sound-pressure level shall be measured at the property line with a sound level meter.

<u>Sound Measured In</u>	<u>DAY</u>	<u>NIGHT</u>
	<u>7 AM - 6 PM</u>	<u>6 PM - 7 AM</u>
Adjoining Agricultural or Residential Growth District	60 dB(A)	50 dB(A)
Residential Uses in R-LI-C District	65 dB(A)	55 dB(A)
Commercial Uses	70 dB(A)	60 dB(A)
Light Industrial Uses adjacent to noise source	85 dB(A)	80 dB(A)

The following sources of noise are exempt:

- a. Transportation vehicles not under the control of the industrial use.
- b. Occasionally used safety signals, warning devices and emergency pressure relief valves.
- c. Temporary construction activity between 7:00 a.m. and 7:00 p.m.

2. Odor

No operation shall result in the creation of odors of such intensity and character as to be detrimental to the health and welfare or the public or which interferes with the comfort of the public. Odor thresholds shall be in accordance with ASTM d139-57 “Standard Method for Measurement of Odor in Atmospheres (Dilution Method)” or its equivalent. Odorous material released from any operation or activity shall not exceed the odor threshold concentration beyond the state line, measured either at ground level or habitable elevation.

3. Smoke

No smoke, dust, fumes, or particulate matter shall be perceptible at any lot line. Further, the regulations and standards governing the control of air pollution shall be the same as those adopted by the State of West Virginia.

For the purpose of grading the density or equivalent capacity of smoke, the Ringelmann Chart as published by the United States Bureau of Mines shall be used.

The emission of smoke darker than Ringelmann No. 1 from any chimney, stack, vent, opening, or combustion process is prohibited.

The total emission rate of dust and particulate matter from all vents, stacks, chimneys, flues or other opening or any process, operation, or activity except solid waste incinerators within the boundaries of any lot, will not exceed the levels set forth below.

Particulate matter emission from materials or products subject to becoming wind borne will be kept to a minimum by paving, sodding, oiling, wetting, covering or other means, such as to render the surface wind resistant. Such sources include vacant lots, unpaved roads, yards and storage piles or bulk material such as coal, sand, cinders, slag, sulfur, etc.

4. Ambient Air Quality Standard

Particulate Matter

Suspended

Annual Arithmetic Mean ug/m	65
24-hour Maximum b, ug/m	140

Settleable

Annual Arithmetic Average, mg/cm/	/month	0.35
Monthly Maximum		0.7

5. Vibration

No vibration shall be produced which is transmitted through the ground and is discernible without the aid of instruments at any point beyond the lot line nor shall any vibration

produced exceed 0.002g peak measured at or beyond the lot line using either seismic or electronic vibration-measuring equipment.

6. Glare and Heat

No direct or sky-reflected glare, whether from floodlights or from high temperature processes, such as combustion or welding or otherwise, so as to be visible at the lot line, shall be permitted. There shall be no emission or transmission of heat or heated air so as to be discernable at the lot line.

7. Toxic Matter

The ambient air quality standards for the State of West Virginia shall be the guide to the release of airborne toxic materials across lot lines. Where toxic materials are not listed in the ambient air quality standards of the State, the release of such materials shall be in accordance with the fractional quantities permitted below, of those toxic materials currently listed in the threshold limit values adopted by the American Conference of Governmental Industrial Hygienists.

Unless otherwise stated, the measurement of toxic matter shall be at ground level or habitable elevation, and shall be the average of any twenty-four (24) hours sampling period.

The release of airborne toxic matter will not exceed one-thirteenth of the threshold limit value across lot lines.

Such materials shall include but are not limited to: all primary explosives such as lead azide, lead styphnate, fulminates and tetracene; all high explosives such as TNT, RDX, HMX, PETN, and picric acid; propellants and components thereof, such as dry derivatives; pyrotechnics and fireworks such as acetylates, tetrazoles, and ozonides; unstable oxidizing agents such as perchloric acid, perchlorates, and hydrogen peroxide in concentration greater than thirty-five (35) per cent; and nuclear fuels, fissionable materials and products, and reactor elements such as Uranium 235 and Plutonium 239.

The storage, utilization or manufacture of materials or products which decompose by detonation is prohibited.

8. Fire Hazards

The storage, utilization or manufacture of solid materials which are active to intense burning shall be conducted within spaces having fire resistive construction of no less than two (2) hours and protected with an automatic fire extinguishing system.

The total capacity of flammable liquids and gasses shall not exceed those quantities permitted in the following Table for each of the industrial districts:

<u>CAPACITY</u>	<u>STORAGE</u>
Liquids	60,000 gallons
Gasses	
- Above ground	150,000 SCF
- Below ground	300,000 SCF

SCF - Standard Cubic Feet at sixty (60) degrees Fahrenheit and 29.92 inches Mercury.¹

The following setback requirements will apply to the location of any container which holds flammable liquids or gasses:

Container Setback from Lot Lines

Water Capacity per Container (Gallons)	Containers		Between Above Ground Containers (Feet)
	Underground (Feet)	Above Ground Containers (Feet)	

0 to 2,000	25	25	3
2,000 to 30,000	50	50	5
30,000 to 60,000	50	75	
In excess of 60,000	75	100	¼ the sum of diameters of adjacent containers

9. Frontage Road

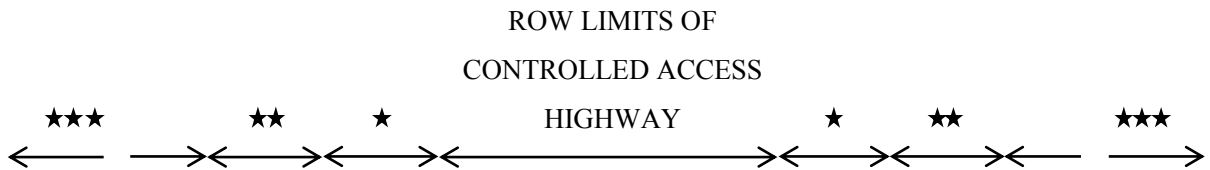
Easements or fee simple dedications will be provided along all limited access highways at the site plan or subdivision phases. Said easement/dedication shall not exceed 60 feet in width. The width may vary but must be adequate for extension, continuation or establishment of a minimum 20' wide paved frontage road.

10. Landscape Buffer

All commercial and industrial developments shall comply with Section 4.11 unless otherwise specified in this Ordinance.²⁷

A fifty (50) foot wide landscape buffer strip will be provided along all limited access highways. Said buffer shall be adjacent to the frontage road. In the case where existing roads not adjacent to controlled access highway serve as frontage road the landscape buffer may be placed against the highway right-of-way.

All front setbacks (building and parking lot) are to be measured from the landscape buffer. (See diagram)



- ★ Maximum 60' easement or dedication for frontage road
- ★★ 50' landscaped buffer strip
- ★★★ Setbacks

This provision shall also apply to any ramps or access roads connecting to a controlled access highway within ½ mile of a controlled access highway.⁵

Section 8.10 Model Homes/Sales Offices²³

Model homes with a staffed sales office for sales exclusively within the residential subdivision in which they are located are permitted provided that they are contained on the first lot on either or both sides of any road/right-of-way that enters the subdivision; provided also that they are so designated on the preliminary and final plats during the subdivision process.

Model homes with a staffed sales office in any other location within the subdivision must be approved or denied by the Board of Zoning Appeals after a public hearing advertised for 15 days.^{17, 21}

Model homes without staffed sales offices are permitted internally within the subdivision.¹²

Section 8.11 Petroleum Products Refining or Storage²³

Petroleum refining or storage (above ground in tanks) requires adherence to all state and federal laws, as well as National Fire Underwriters Codes.

Section 8.12 West Virginia Legal Fireworks²³

Sales of fireworks are permitted in the Industrial-Commercial, Residential-Light Industrial-Commercial, General Commercial, Highway Commercial, Highway Commercial, Light Industrial, and Major Industrial zoning districts provided all other restrictions such as setbacks and the requirements of the Jefferson County Subdivision and Land Development Regulations are met.^{8, 27}

Section 8.13 Dormitory²³

A dormitory shall be located on the same property or campus as the use it is intended to serve. A dormitory shall not offer accommodations to the general public or to persons who are visiting the property or campus primarily for the purpose of being a spectator at a sporting event or other gathering held at the facility. A dormitory may include one common kitchen or dining facility and common gathering rooms for social purposes for use only by its temporary occupants.

Section 8.14 Rural Reception/Event Facility²⁶

A Rural Reception/Event Facility is a facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events. Such events proposed in the Rural, Village, Residential Growth, and Residential-Light Industrial-Commercial Districts are allowed by Special Exception in accordance with Section 10.5B of this Ordinance approved by the Board of Zoning Appeals following a public hearing. Such public hearing shall be conducted according to the requirements of Section 3.4A.3(c); may be continued according to the requirements of Section 3.4A.3(d); and is subject to the notification requirements of Section 3.4A.3(b).³²

Such a land use may be approved based on the Board's evaluation of the proposed frequency and size of the proposed events, adequacy of parking area, size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood. For events exceeding 300 persons, applicants shall provide a traffic control plan.³²

A Rural Reception/Event Facility, Small, is a Rural Reception/Event Facility in the Rural District only, for the hosting of events such as weddings with attendance not to exceed 75 cars, at a frequency of no more than one event per month. Such events are permitted administratively provided that if the facility would utilize a private, shared right-of-way, driveway or easement for vehicular access, a public hearing before the BZA is required.³² ~~in accordance with the requirements of a Cottage Industry found in Section 4A.5 of this Ordinance; provided, however, that the maximum square footage for a Cottage Industry shall not apply to a proposed Rural Reception/Event Facility, Small. If these requirements are not complied with, the Cottage Industry permit can be revoked.~~

Approvals of all Rural Reception/Event Facility and Rural Reception/Event Facility, Small shall include a provision that noise at the property line shall conform with Section 8.9A.1 of this Ordinance and shall apply the Residential Growth District Standard to all adjacent lots containing a residence as well as adjacent lots in the Rural District.

Note that any suppliers and/or production staff are not counted in the trip generation for this Section.³²

Section 8.15 Accessory ~~Agricultural~~ Dwelling Unit^{26,32}

An Accessory Dwelling Unit is defined as a secondary dwelling unit that has a separate kitchen, bathroom, and sleeping area, and may be attached to the principal dwelling unit or detached and situated on the same lot as the principal dwelling unit. An accessory dwelling unit is part of the same property as the principal dwelling unit and cannot be bought or sold separately unless subdivided in accordance with the Subdivision Regulations and the Zoning Ordinance. The owner of the accessory dwelling unit is the owner of the principal dwelling unit. The property owner or immediate family member must occupy either the principal dwelling unit or the accessory dwelling unit. Such accessory dwelling unit is permitted only if it meets one of the following criteria:³²

A. An “In-Law Suite” is an accessory dwelling unit for the purpose of housing a relative of the property owner and must be clearly subordinate to the principal dwelling unit and meet all of the following criteria:³²

- (a) Secondary in size to the principal dwelling unit, with a maximum size of 1,700 heated square feet, gross floor area;³²
- (b) For a detached accessory dwelling unit, must be located on a property of at least 2 acres;³²
- (c) Limited to use by a relative*;³²
- (d) Sufficient parking available; and³²
- (e) Approved by the Health Department.³²

**Related by blood, marriage, or adoption. Should relative no longer require the use of the ADU, the property owner may apply for a Special Exception before the Board of Zoning Appeals to allow for rental to non-relatives. The principal dwelling unit or accessory dwelling unit must be occupied by the property owner or immediate family member.³²*

B. An “Accessory Agricultural Dwelling Unit” for agricultural purposes is defined as A dwelling unit that is incidental and subordinate to the principal dwelling unit, which is located on the same lot as the principal building and meets all of the following criteria:³²

- (a) is secondary in size to the principal dwelling unit, limited in size to a maximum of 1,700 heated square feet, gross floor area;³²
- (b) is located on a property for which the primary use is an agricultural use as defined by this ordinance;
- (c) is located on a property of at least 10 acres in area; ~~and~~
- (d) is limited to use by a person (and family) who performs agricultural work on the property or acts as a caretaker for the property; and
- (e) is approved by the Health Department.³²

One of each type of Accessory Dwelling Unit as defined in this section may be permitted administratively for each property meeting the criteria of Section 8.15 on the effective date of this Amendment. Additional units may be permitted by Special Exception, which may be approved by the Board of Zoning Appeals following a public hearing. Such public hearing shall be conducted according to the requirements of Section 3.4A.3(c); may be continued according to the requirements of Section 3.4A.3(d); and is subject to the notification requirements of Section 3.4A.3(b). These

additional units designed for occupancy by relatives or by farmworkers or caretakers may be approved based on the Board's evaluation of the size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood.³²

RVs are prohibited as Accessory Dwelling Units.³²

Section 8.16 Reserved³²

Section 8.17 Campgrounds³¹

Campground facilities provide tourism related accommodations for visitors of 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 vehicle sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be temporary, limited to 180 days per calendar year.
3. Caretaker residence.
4. Shelters, gathering halls, bathhouses, pools, recreational areas, and other amenities related to the campground.
5. Such 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. River access shall be restricted to use by the campers and their guests unless otherwise authorized by the campground management.

Any campground wishing to host an event or activity open to the public at the campground shall process a Zoning Certificate application prior to commencement. If the facility and parking for such event was included on the Site Plan and previously included in the Zoning Certificate, such separate Zoning Certificate shall not be required.

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.

B. Development Guidelines

1. Campgrounds shall be located on properties a minimum of ten (10) acres in size and shall meet all of the following setbacks.
2. When campsites or amenities are within 1,000 feet of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers, or other methods to prevent unintentional trespass.
3. All campgrounds shall have direct access from WV state roads or roads that meet the Jefferson County Subdivision Regulations standards.
4. All campsites shall be located a minimum setback of 50 feet from existing property lines.

5. All campsites and amenities shall be screened by a ten (10) foot vegetative buffer utilizing the Narrow Standard Detail; provided that if the campground abuts the river or has a mountain view, no vegetative screen is required in this area. A ten (10) foot buffer of natural vegetation (evergreen or hardwood) may be administratively approved in place of a planted buffer.
6. Section 4.13 does not apply to campgrounds, which may be located within 500 feet of the Potomac and Shenandoah Rivers.
7. Campsites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
8. Campgrounds may be served by well and drain fields.

C. Regulatory Approval

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

Section 8.18 Nature Center and Preserve³²

This land use is defined in Section 2.2. The purpose of this land use is to include conserved and protected habitat, wildlife sanctuaries, and may also include passive outdoor recreational features such as wildlife observation platforms and feeding stations or plots, interpretative displays, trails and walkways, outdoor research stations, and environmental study support. This land use may include related improvements or structures for visitor and student education, outdoor and nature training; and associated office, education, and operational space. This land use may also include accessory uses that facilitate active education such as day camps, classes, and other supporting events as determined to be accessory by the Zoning Administrator.

A. General Standards to operate a Nature Center and Preserve:

The land use must operate on a minimum of 10 acres, which may be comprised of contiguous parcels. Single ownership is not required provided the land use is operated by a nonprofit organization, a stewardship, or a local, State, or Federal agency. Structures, parking, and other accessory uses are permitted to cross interior property lines of said contiguous parcels.

This land use may process utilizing the Rural Site Plan standards found in Section 20.203(D) of the Jefferson County Subdivision and Land Development Regulations, in any zoning district in which it is permitted.

B. Setback Standards to operate a Nature Center and Preserve:

Enclosed structures over 250 square feet that are solely for the purpose of housing animals shall be setback 50 feet.

All structures and motorized trails shall meet commercial setbacks of 25 feet with the exception that accessory structures under 250 square feet that are associated with the maintenance of the land use shall be setback 10 feet.

All non-motorized trails and non-amplified outdoor activity areas shall meet a minimum 10 foot setback. Motorized vehicles associated with the maintenance of the land use are permitted within the non-motorized trails.

C. Landscaping Standards to operate a Nature Center and Preserve:

In lieu of this Ordinance's landscaping standards, a 10 foot woodland preservation buffer shall be required along the perimeter of the land use. This 10 foot buffer is not required along the interior property lines of the land use. There shall be no clearing or cutting within the buffer with the exception of removing dead, dying, and/or diseased trees. The woodland preservation buffer may be used for passive recreation such as pedestrian, bike, or equestrian trails provided that:

- (a) No trees, shrubs, hedges, or walls are removed.
- (b) Not more than 20 percent of the width of the buffer is impervious surface.
- (c) The total width of the buffer area is maintained.

D. Noise Standards to operate a Nature Center and Preserve:

This land use is restricted to the noise standards of Section 8.9A.1 of this Ordinance. The Residential Growth District measurement shall apply when the use is adjacent to a lot that contains a residence, or is zoned Rural or Residential Growth.

Section 8.19 Adaptive Reuse of Existing Structures³²

[Reserved]

ARTICLE 9: EXCEPTIONS

Section 9.1 General

The regulations specified in this ordinance shall be subject to the following exceptions, modifications and interpretations.

Section 9.2 Building Height Limitations

Building height limitations shall not apply for public utilities, agricultural uses, communication poles and towers, chimneys, steeples, water tanks, electric generating plants, electric transforming or switching equipment, flagpoles, fire or observation towers, monuments, or to tanks, ventilating fans, air conditioning equipment or similar equipment required to operate and maintain the building, hospitals, schools, colleges and public buildings. Commercial wireless communications facilities shall comply with Article 4B.^{7, 10, 22}

Section 9.3 Lot Area Modification

In any district where a single-family dwelling is permitted, a dwelling may be erected on any lot or parcel of record, despite the fact that the lot or parcel does not meet the minimum area requirements of this Ordinance, provided:

- A. The lot or parcel was lawfully created in compliance with the applicable subdivision regulations in effect at the time the lot was created; and²³
- B. Health Department regulations can be met.

Section 9.4 Setback Modifications

- A. Where the average setback line of at least two (2) existing buildings on lots which are on the same side of the street or road within two hundred (200) feet of the lot in question is less than the minimum setback prescribed by this ordinance, the minimum setback line shall be the average setback line of all buildings within two hundred (200) feet of the proposed building. However, in no case shall the setback line be less than thirty-five (35) feet from the centerline of any abutting road or street.
- B. A structure may be located on a common side or rear lot line of contiguous property owned by the same entity. Provided, however, that the structure shall only be a single family dwelling or an accessory structure. Also provided, however, that the contiguous lots shall be treated as one lot for all purposes by the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations.^{5, 23}
- C. Subdivision signs, school bus shelters and/or mailboxes do not have to comply with setback restrictions provided they are shown and approved on the preliminary or final plat in the subdivision process. In subdivisions approved prior to this amendment, subdivision signs, school bus shelters and/or mailboxes can be built as shown on the plat or be replaced in the same general location.^{12, 23}

Section 9.5 Projections Into Yards⁸

- A. Projections such as bay windows, chimneys, entrances, uncovered porches, balconies, and eaves may extend into any required yard not more than four (4) feet; provided that such projections are not over ten (10) feet in width. All roof overhangs may extend into any required yard not more than two (2) feet; provided that the primary structure is located entirely within the appropriate setback.²³
- B. Fences and walls over six (6) feet in height shall meet building lines and yard requirements. A building permit is required before construction. Fences and walls six (6) feet and under in height shall be exempt from building lines and yard requirements unless obstructions to vision at an intersection as referenced in Section 4.9.²³
- C. In the Residential - Light Industrial - Commercial District and Residential Growth District, on townhouse lots with a lot depth of 110 linear feet or less and/or a lot area of 3,500 square feet or less, the rear setback of a deck for a townhouse (in addition to associated stairs or concrete slabs located beneath the deck) may be reduced to 10' if the adjacent property located to the rear of the subject lot is a dedicated easement or common area and is not a lot that includes a residence.

Section 9.6 Accessory Structures

Accessory structures, defined by Section 2.2, shall be permitted in all districts where single-family and two-family dwelling units are permitted. The provisions for accessory structures are as follows.

- A. The minimum distance to a lot line in any District from a single-story utility or storage shed, not exceeding one hundred fifty (150) square feet, shall be five (5) feet.
- B. In any District wherein single-family and two-family dwellings are permitted, the minimum distance from any accessory structure, not attached to the principal permitted use, to the side or rear lot line shall be not less than the longest horizontal dimension of the accessory structure or the minimum distance specified for that District, whichever is the lesser of the two.
- C. No accessory building shall be erected within the required front yard.

Section 9.7 Other Exceptions³

For all lots that were approved with setbacks by the Planning Commission as part of the subdivision process prior to September 1, 1989, the setbacks and sizes shall be as established as a part of that process.

Setbacks are as follows in subdivisions for which no setback was stipulated previously by the Jefferson County Planning Commission as a part of the subdivision process:²³

Residential Growth District²³

Single Family Residences

Over 40,000 square feet --	25' front,	12' side	and	12' rear
30,000 sq. ft. to 40,000 sq. ft.--	20' front,	10' side	and	12' rear
Under 30,000 square feet --	20' front,	8' side	and	12' rear

Rural Agricultural and Industrial Commercial

Single Family Residences

Over 2 acres --	40' front,	15' side	and	50' rear
40,000 sq. ft. to 2 acres --	25' front,	12' side	and	12' rear
30,000 sq. ft. to 39,999 sq. ft. --	20' front,	10' side	and	12' rear
under 30,000 sq. ft. --	20' front,	8' side	and	12' rear

For all lots under 40,000 square feet side and rear setbacks for residential accessory structures shall be 6'.

Section 9.8 Seasonal Uses^{5,7}

Seasonal uses must be approved by the Board of Zoning Appeals pursuant to a public hearing. Newspaper notification requirements of Section 3.4A.3.b apply. Seasonal uses cannot be approved for longer than one year at a time.^{17, 21, 23}

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action
Revisions since 12/1/16 PH version are highlighted in yellow

ARTICLE 10: PROVISIONS FOR SIGNS

Section 10.1 Purpose of Sign Provisions

The purpose of this section is to regulate all exterior signs and interior signs placed for exterior observance so as to protect property values and the character of the County. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building or use.

It is intended that the placement of a particular sign will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. It is also intended that in areas proposed for new development, that signs placed will be harmonious in color, form and proportions to its surroundings.

Section 10.2 General Provisions

- A. No sign shall be erected, hung, or placed in any district except as provided in this Ordinance. No sign erected before the enactment of this Ordinance shall be structurally altered or moved except in accordance with this Ordinance.
- B. No zoning permit shall be required for the repainting or repairing of a sign.
- C. No signs, other than subdivision signs approved by the Planning Commission, shall be located in the right-of-way of any road or on any slope or drainage easement for such road.^{2, 17, 21, 23}
- D. No sign shall be permitted which is an imitation of or which resembles an official traffic control device, railroad sign or signal, or which hides from view or interferes with the effectiveness of an official traffic control device or any railroad sign, signal, or traffic sight lines. Illuminated signs shall be so constructed as to avoid glare or reflection of any portion of an adjacent highway or residential building.
- E. No sign which implies the need or requirement of stopping or this existence of danger shall be displayed.
- F. No sign shall be placed on rocks, trees, or on poles maintained by public utilities.
- G. No sign shall be permitted which becomes unsafe or endangers the safety of the building, premises, or persons and unless maintained in a good general condition.
- H. No sign shall be permitted which contains statements, words or pictures of an obscene, indecent, or immoral character.
- I. No animated signs, as defined by Section 2.2 are allowed.

Section 10.3 Permitted Signs Without Zoning Permit

- A. Signs posted upon property relating to private parking or warning the public against trespassing or against dangers of animals.
- B. Municipal, County, State and Federal signs, including necessary traffic signs.
- C. Historical markers, monuments, or signs erected by a public authority.
- D. Plates on residential structures or premises giving the name or address of the occupant, mailboxes, papertubes, and similar uses customarily associated with residential uses.

- E. A sign indicating the name and/or premises or accessory use of a home for a home occupation or professional purpose, not exceeding the maximum size for such a sign as permitted in Article 4A of this Ordinance.
- F. A sign not exceeding twenty-five (25) square feet on a farm, advertising farm products primarily grown on the premises.
- G. Directional or informational signs of a public or quasi-public nature, such as those containing the meeting date of a community or civic club, or the advertising of a public event.
- H. A temporary real estate sign designating the zoning classification of the parcel, not exceeding twenty (20) square feet and being located on the subject property for sale or lease.
- I. Building contractors', subdivision and/or professional person' temporary signs on buildings or land under construction but not to exceed one hundred (100) square feet.
- J. Election signs, provided that unsuccessful candidate shall remove signs within 15 days after a primary or special election. All signs shall be removed within 15 days after the general election. Signs shall not interfere with traffic visibility.
- K. All temporary signs shall be removed thirty (30) days after the event, unless otherwise specified in Article 10.

Section 10.4 Signs Requiring a Zoning Permit

- A. Business and outdoor advertising signs in all zoning districts shall require a Zoning Certificate before placement on any property or building.²
- B. Any exterior sign or signs pertaining to the use conducted on the premises, and which is either integral with or attached to the principal building, shall have a sum total area of no more than two square feet for each foot in length of the frontage of the building. No sign shall be attached to the side of the building that faces an adjoining residence. All signs placed on a property whose use is permitted through the approval of a Conditional Use Permit governed by the Development Review System are subject to Section 10.4E.³²
- C. Individual business or industrial establishments may erect a freestanding business sign, provided the lot frontage is at least forty (40) feet. The freestanding sign shall be located in such a manner that no part of the supporting structure is less than twenty-five (25) feet from the street right-of-way, and that no part of the sign is closer than five (5) feet to the right-of-way. The total area for any sign or signs on one supporting structure shall not exceed 300 square feet and the total height of the sign structure shall not exceed thirty-five (35) feet. Businesses or industries having a frontage on more than one street may have an additional freestanding sign for each street frontage, provided that the total area for all freestanding signs does not exceed 600 square feet. Where the lot adjoins a residence and a freestanding sign is on the side of the business lot adjoining the residential lot, the sign shall not face the adjoining residence. Signs whose use is permitted through the approval of a Conditional Use Permit governed by the Development Review System are subject to Section 10.4E. Structures which have more than one use shall be required to use a pylon sign. One is permitted on each street frontage.^{8,32}
- D. All outdoor advertising signs shall be spaced in such a manner that in an Industrial District there shall be a minimum of three hundred (300) feet between signs, and in the Rural District, where permitted, such signs shall be located in such a manner that there shall be one thousand (1,000) feet between signs. This shall be subject to Section 10.4E.
- E. All signs accessory to land use that must be permitted through the approval of a Conditional Use Permit evaluated by the Development Review System (DRS) shall be proposed within the

Conditional Use Permit application and assessed by the Board of Zoning Appeals at the required Public Hearing ~~Compatibility Assessment Meeting~~. Such signs shall be maintained at least one thousand (1,000) feet between signs. Consideration of the placement of such signs with less than one thousand (1,000) foot intervals shall be determined by the Commercial or Residential Uses adjacent to the subject site. Commercial uses adjacent to the subject site may allow spacing intervals of three hundred (300) feet. Any variance from this standard shall require consideration and approval of a variance by the Board of Zoning Appeals. The Planning Commission shall make this determination if the location cannot be agreed upon at the Compatibility Assessment Meeting.^{2, 17, 21, 23, 32}

- F. No outdoor advertising sign shall be placed closer than three hundred (300) feet to an intersection on a dual or proposed dual highway or within one hundred feet of any other intersection; provided, however, that such signs may be affixed to or located adjacent to a building at such intersections in such a manner as not to materially cause any greater obstruction of vision than caused by the building itself. No business sign shall be so located to obstruct the vision of traffic using entrance ways, driveways, or any public road intersection.
- G. All outdoor advertising, excluding billboards subject to Section 10.4H, shall comply with front yard setback provisions in the districts in which they are permitted.
- H. Billboards
 - 1. No billboard shall be closer to any public highway right-of-way than three (300) feet.
 - 2. Placement of a billboard must be in a location that is within eight hundred (800) feet of an existing business.
 - 3. There shall be a minimum of one thousand (1000) feet between billboards.
 - 4. A billboard shall be no closer than five hundred (500) feet from a church, school, or cemetery.

Section 10.5 Special Exception Uses^{26, 32}

- A. Special Exception uses listed in this section may be approved by the Board of Zoning Appeals following a public hearing.
 - 1. The public hearing shall be conducted according to the requirements of Section 3.4A.3(c).
 - 2. Such hearing may be continued according to the requirements of Section 3.4A.3(d).
 - 3. The public hearing is subject to the notification requirements of Section 3.4A.3(b).
- B. The following uses may be approved as a Special Exception:
 - 1. Outdoor advertising signs including billboards. The Board of Zoning Appeals shall determine if such a sign conforms to existing State law and does not have a negative effect on the neighborhood or intent of this Ordinance.^{17, 21}
 - ~~2. Detached "Accessory Agricultural Dwelling Units" for agricultural purposes, such as units for occupancy by farmworkers or caretakers, may be approved based on the Board's evaluation of the size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood. One unit meeting the definition of "Accessory Agricultural Dwelling Unit" may be permitted administratively for each property meeting the criteria of Section 8.15 on the effective date of this Amendment. Additional units may be permitted by Special Exemption in accordance with this Section.~~
 - ~~3. Use of existing structures and outdoor areas as "Rural Reception/Event Facilities" for weddings and similar events in the Rural, Village, Residential Growth, and Residential-~~

*ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action*

Revisions since 12/1/16 PH version are highlighted in yellow

~~Light Industrial Commercial Districts. Such a land use may be approved based on the Board's evaluation of the proposed frequency and size of the proposed events, adequacy of parking area, size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood. For events exceeding 300 persons, applicants shall provide a traffic control plan.~~

Section 10.6 Zoning Certificate²

All Zoning Certificate applications for signs may be approved by the Zoning Administrator if in conformance with the regulations.^{17, 21, 23}

ARTICLE 11: OFF-STREET PARKING STANDARDS²³

Section 11.1 Non-Residential Parking Standards

- A. To decrease congestion, permanent off-street automobile parking space and truck loading space shall be provided for all new structures and uses, and for existing structures or uses that are increased in size by 20 percent or more after adoption of these regulations.²³

Spaces shall be required per use and are as follows:⁵

Ambulance Facility	2 spaces per ambulance
Auto Sales and Service	1 space per 300 square feet of gross floor space
Auto Service Station	2 spaces per service bay; plus, 1 space per employee
Bank, Financial Institution ²³	1 space per 200 square feet of floor space; plus, 5 queuing spaces for each drive-up teller
Bowling Lanes	5 spaces per bowling lane
Church	1 space for each 5 persons for which seating is provided in the sanctuary
Commercial Retail Sales Less than 2,000 square foot floor space	1 space per 150 square feet retail floor space
Commercial Retail Low customer turn over, large indoor display, e.g. carpet, furniture or appliance sales	1 space per 500 square feet retail floor space
Community Center, Cultural Facility ²³	1 space per 400 square feet floor space
Private Club, Lodge	1 space for each 2 persons for which seating or lodging is provided
Educational (Schools)	1 space per employee; ample student and visitor parking
Fire Station	10 spaces minimum
Hospital ²³	1.5 spaces for each bed; plus, 1 space for every employee
Hotel, Resort	1 space per guest room; plus, 1 space per 5 employees

Manufacturing Plant	1 space per employee on maximum working shift
Medical or Dental Offices/Clinic	5 spaces per 1000 square feet of gross floor space
Mortuary or Funeral Parlor ²³	1 space per 150 square feet of floor area devoted to viewing and 1 space per vehicle used in activity; plus, 1 space per each two employees; with a minimum of 20 spaces
Motel, Tourist Home	1 space per guest room or suite
Nursing Home	1 space per 400 square feet floor space
Office Building	1 space per 300 square feet floor space
Professional Building Other than Medical	2 spaces per 300 square feet floor space
Recreational Establishment ²³ Other than theaters, swimming pools and bowling lanes	1 space per 80 square feet of floor space and/or as determined by extent of outdoor use
Restaurant, Tavern, Lounge, Nightclub	1 space per 50 square feet customer floor space
Shopping Center ²³ Retail greater than 2,000 square feet of floor space	5.5 spaces per 1,000 square feet floor space
Swimming Pool	1 space for every 7 persons permitted at any one time
Theater, Auditorium, Stadium	1 space per every 2 seats
Transportation Terminal	1 space per main shift employee
Warehouse or Wholesale Establishment	1 space per main shift employee; plus, 2 spaces per wholesale establishment

- B. Parking requirements for uses not listed in 11.1A may be either approved or established by the Office of Planning and Zoning on a case-by-case basis. Justification for said requirements must be documented.^{8, 17, 21, 23}
- C. Upon request, on a case by case basis, the Zoning Administrator may administratively waive permanent off-street automobile parking and loading requirements for seasonal or temporary uses, agricultural uses, events, or other types of uses that do not require parking on a regular basis, and require less than 30 spaces. The applicant must provide an exhibit that demonstrates that the parking will occur on usable ground, shows the location of the parking, and identifies how handicapped accessibility (if applicable) will be addressed.²⁶

Section 11.2 Residential Parking Standards²

To decrease congestion, permanent off-street automobile parking space and truck loading space shall be provided for all new structures and uses, and for existing structures or uses that are increased in size by 20 percent or more after adoption of these regulations.²³

Spaces shall be required per residential uses as follows:

<u>Type of Residences</u>	<u>Parking Requirements</u>
Single Family Detached	Driveway Only
Single Family Attached (Duplex or Two-Family)	Driveway Only ²³
Single Family Attached (Townhouse)	See the Jefferson County Subdivision and Land Development Regulations, Appendix B, Division 5.0 ²³
Multi-Family	See the Jefferson County Subdivision and Land Development Regulations, Appendix B, Division 6.0 ²³

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
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ARTICLE 12: MAP AND TEXT AMENDMENTS

Section 12.1 Purpose

- A. These regulations, restrictions, provisions, and the boundaries of districts provided herein may from time to time be amended, modified, or repealed by the County Commission. Any person, individual, board, commission or bureau of the County may petition the County Commission for such change.
- B. The County Commission shall refer any amendment or alteration of this Ordinance to the Planning Commission for analysis, study, report, and recommendations regarding compatibility with the Comprehensive Plan as well as consideration as to whether a Conditional Use Permit (CUP) or other process may be a more appropriate process.^{17, 21, 23, 25}

Section 12.2 Procedure for Amendment by County Commission^{1,25}

- A. After the enactment of the Zoning Ordinance, the governing body of the County may amend the Zoning Ordinance without holding an election.^{17, 21}
- B. Before amending the Zoning Ordinance text or map, the governing body, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of §8A-7-8 et seq of the West Virginia State Code, as amended.^{17, 21, 25}
- C. All amendments to the Zoning Ordinance Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.
 - 1. Public Notice of the Public Hearing for a Zoning Map amendment before the Planning Commission requires the following:
 - a. A legal advertisement describing the location and identification of the subject parcel for which the zoning is proposed to be changes, including the current tax district, map and parcel number, and the date, time and place of hearing regarding the amendment at least 15 days prior to the date set for such hearing in a newspaper with local circulation;
 - b. Any property affected by the proposed zoning map amendment shall be posted not less than 20 and not more than 28 days prior to the Public Hearing. The posting shall state the time, date, and location of such hearing, as well as, what new zone is being requested on the property; and²⁶
 - c. All property owners adjoining the property proposed to be rezoned shall be noticed by first class mail not less than 20 and not more than 28 days prior to the Public Hearing. The adjoining letters shall be mailed by Staff and shall state the time, date, and location of such hearing, as well as, what new zone is being requested on this particular property. The letter shall also describe the location and identification of the subject parcel proposed to be rezoned, including the current tax district, map and parcel number.²⁶
 - 2. Public Notice of the Public Hearing before the County Commission requires compliance with the appropriate State Code for amending Ordinances.
- D. All amendments to the Zoning Ordinance Text require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County

Commission. Subsequently, all recommended text amendments require a Public Hearing before the County Commission prior to a final determination.

1. Public Notice of the Public Hearing for a Zoning Text Amendment before the Planning Commission requires the following:
 - a. A legal advertisement describing the Sections of the Ordinance proposed to be revised, with a summary of the revision(s), and the date, time and place of hearing regarding the amendment at least 15 days prior to the date set for such hearing in a newspaper with local circulation.
2. Public Notice of the Public Hearing before the County Commission requires compliance with the appropriate State Code for amending Ordinances.

Section 12.3 Procedure for Map Amendment by Petition²⁵

A. Map Amendments by Landowners³⁰

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

The procedure for processing a map amendment petition to change the zoning map designation of a property to the Planned Neighborhood Development district shall also include the applicable requirements of Article 5.²⁷

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

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

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

If the petition is to be presented to the Planning Commission, a complete petition and related fees shall be submitted to the Office of Planning and Zoning for placement on a Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will

be presented for the purpose of setting a public hearing date within 60 days of the date the petition is presented. Upon request, Staff can present the petition to the Planning Commission on behalf of the applicant for the purpose of setting the public hearing date.

If the petition is to be presented to the County Commission, a complete petition and complete agenda request form shall be submitted to the office of the County Commission for placement on the County Commission agenda no later than noon on the Thursday prior to the requested meeting date. One copy of the petition, along with relevant fees, shall be submitted to the Office of Planning and Zoning prior to appearing before the County Commission to present the petition. Before amending the Zoning Ordinance map, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of §8A-7-9 et seq of the West Virginia State Code, as amended. To this end, the County Commission shall refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation will be required to be sent to the County Commission prior to the County Commission's public hearing which shall be held within 60 days of the date the petition is presented.

Notice of the Planning Commission's or County Commission's Public Hearing shall be in accordance with Section 12.2 of this Ordinance. If heard by the Planning Commission, at the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding whether the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of §8A-7-9 et seq of the West Virginia State Code, as amended. This recommendation shall be forwarded to the County Commission within four weeks of the final Planning Commission action. The County Commission shall take action to schedule their own public hearing, if desired, or take action to approve or disapprove the requested Zoning Map amendment within the next two regularly scheduled County Commission meetings. If heard by the County Commission, at the conclusion of the County Commission's Public Hearing, or at the next regular County Commission meeting, the County Commission shall, with the advice of the Planning Commission, determine if the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of §8A-7-9 et seq of the West Virginia State Code, as amended. Upon making these findings, the County Commission shall approve or disapprove the petition.

B. Map Amendments by the Planning Commission

The procedure for processing a formal map amendment petition initiated by the Planning Commission shall be as dictated in §8A-7-9 et seq of the West Virginia State Code, as amended. Petitions for a map amendment initiated by the Planning Commission shall be presented to the County Commission and submitted to the County Clerk for filing on the same date. On such petitions a map amendment shall be clearly labeled as "§8A-7-9 Petition" in the heading and contain the following information:

1. Substantiation for the request
2. Tax District, Map and Parcel number
3. Deed Book reference

4. Plat or sketch pursuant to Section 7.4B
5. Tract size
6. Discussion on:
 - a. Comprehensive Plan compatibility of the proposed change.
 - b. Any change of transportation characteristics and neighborhood from when the original ordinance was adopted.^{17, 21}

The County Commission is required to set a public hearing on the proposed Zoning Map amendment within 60 days of the date of the meeting at which the petition is presented to the County Commission. The petition and related agenda request form must be submitted to the County Commission office for placement on a County Commission agenda at least one (1) week prior to the meeting date or in accordance with the agenda request procedure of the County Commission.

The Planning Commission may opt to proceed on a proposed map amendment by informal written request for action to the County Commission by submitting the same information required above styled as a “Request for Action” rather than as a “Petition.”

Section 12.4 Procedure for Initiating a Zoning Ordinance Text Amendment²⁵

A. Text Amendments by Those Other Than County or Planning Commission

As WV Code §8A allows only the Planning Commission to file a formal petition for a Zoning Ordinance text amendment, the procedure for processing a Zoning Ordinance text amendment initiated by any person, board, commission or bureau of Jefferson County shall be by a written request to the County Commission at a regular meeting. The request and related agenda request form must be submitted to the County Commission office for placement on a County Commission agenda at least one (1) week prior to the meeting date or in accordance with the agenda request procedure of the County Commission.

Any request for a text amendment shall include the proposed text in context with the adopted Zoning Ordinance text and shall include a statement as to why such proposal is consistent with the adopted Comprehensive Plan.

The County Commission may refer the proposed amendment to the Historical Landmarks Commission or other appropriate body for comment and shall refer the proposed amendment to the Planning Commission in accordance with §8A-7-8(b) et seq of the West Virginia State Code, as amended, to provide advice on the consistency with the Comprehensive Plan. If the County Commission decides to consider the request, a Public Hearing would be required in order to amend the Zoning Ordinance. The Planning Commission may hold a hearing regarding the request as well in order to make an informed recommendation to the County Commission.

B. Text Amendments by Those Other Than County or Planning Commission (Alternate Process)

Any person or any board, commission or bureau of Jefferson County may submit a proposed Zoning Ordinance text amendment to the Planning Commission for consideration within its work plan at a regular Planning Commission meeting. Such a request must be submitted in writing to the Office of Planning and Zoning for placement on a Planning Commission agenda at least two (2) weeks prior to the meeting date at which the request will be presented. Any request for a text amendment shall include the proposed text in context with the adopted Zoning Ordinance text and shall include a statement as to why such proposal is consistent with the adopted Comprehensive Plan.

The Planning Commission, with the advice of staff, can determine if and when to under-take such a request in light of other work plan tasks and development review activities are currently under consideration. If the Planning Commission decides to consider the request, a Public Hearing would be required and the Planning Commission would need to determine if the request is consistent with the Comprehensive Plan in accordance with §8A-7-8(b) et seq of the West Virginia State Code, as amended. The Planning Commission would then make a recommendation regarding the potential text amendment to the County Commission who would also be required to hold a Public Hearing.

C. Text Amendments by the Planning Commission

If the Planning Commission determines that a text amendment to the Zoning Ordinance is required in accordance with its work plan, for the purpose of improving or clarifying the ordinance, or for consistency with adopted policies, the Planning Commission will develop a draft of the proposed amendment, receive public input, conduct a Public Hearing in accordance with Section 12.2D, and make a recommendation for action to the County Commission through a regular agenda request process. Any such amendment proposal will include the background and reasoning of the proposed amendment as well as a discussion of consistency with the adopted Comprehensive Plan.

With its recommendation, the Planning Commission will request that the County Commission schedule a workshop, if necessary, and a Public Hearing at dates to be determined by the County Commission to receive comment and take action on the proposed amendment.

D. Text Amendments by the Planning Commission by Petition

The Planning Commission may alternatively submit a text amendment by petition to the County Commission. The procedure for processing a formal text amendment petition initiated by the Planning Commission shall be as dictated in §8A-7-9 et seq of the West Virginia State Code, as amended.

Petitions for a text amendment initiated by the Planning Commission shall be presented to the County Commission and submitted to the County Clerk for filing on the same date. Such petitions for a text amendment shall be clearly labeled as “§8A-7-9 Petition” in the heading and contain the following information:

1. Substantiation for the request;
2. Notation that said text amendment applies county-wide;
3. Discussion on why such proposal is consistent with the adopted Comprehensive Plan.

The County Commission is required to set a public hearing on the proposed Zoning Text amendment within 60 days of the date upon which the petition is presented to the County Commission at a County Commission meeting. The petition and related agenda request form must be submitted to the County Commission office for placement on a County Commission agenda at least one (1) week prior to the meeting date or in accordance with the agenda request procedure of the County Commission.

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
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APPENDIX A: RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE^{27,32}

Zoning District	Land use	Land Use Subtype	Min Lot Area (MLA) sq. ft.**	Area per Dwelling Unit (ADU) sq. ft.	Min Lot Width	Max Building Height*	Setbacks				Parking/ Drive Aisle Setbacks	Screened Buffers Sec. 4.11
							Front	Side	Street Side	Rear		
Residential Growth	Single Family Detached Dwelling	Public/Central water and sewer	6,000	10,000	N/A	40	25	12	15	20	N/A	N/A
		Public/Central water or sewer	20,000	N/A	N/A	"	"	"	"	"		
		No Public/Central water or sewer	40,000	N/A	N/A	"	"	"	"	"		
	Small Lot Single-Family Detached Dwelling	Public/Central water and sewer	3,200	7,500	35	40	20****	5	10	20		
		Public/Central water and sewer	3,200	7,500	N/A	40	25	15**	15	20		
	Duplex Dwelling Unit	Public/Central water and sewer	N/A	10,000	N/A	"	"	"	"	"		
		Public/Central water or sewer	N/A	10,000	N/A	"	"	"	"	"		
Townhouse Dwelling	Public/Central water and sewer	1,400	3,500	N/A	40	25	12**	15	20	12 side 15 front 15 rear	12 side 15 front 15 rear	
Multi-Family Dwelling (See also Section 4.12)	Public/Central water and sewer	20,000	2,000	N/A	40	25	12**	15	30	N/A	N/A	
	Over 40,000 sq. ft.	N/A	N/A	N/A	40	25	12	‡	12			
	30,000 sq. ft. to 40,000 sq. ft.	N/A	N/A	N/A	40	20	10	‡	12			
Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	Under 30,000 sq. ft.	N/A	N/A	N/A	40	20	8	‡	12	N/A	N/A	
	Over 2 acres	N/A	N/A	N/A	45 35	40	15	‡	50			
	40,000 sq. ft. to 2 acres	N/A	N/A	N/A	45 35	25	12	‡	12			
Rural (See also Sec. 5.7)	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	30,000 sq. ft. to 39,999 sq. ft.	N/A	N/A	N/A	45 35	20	10	‡	12	N/A	N/A
		Under 30,000 sq. ft.	N/A	N/A	N/A	45 35	20	8	‡	12		
		Cluster Subdivision	See Residential Growth									
	Residential use that complies with the Development Review System	See Residential Growth										
Village	Residential uses	See Residential Growth										
Residential-Light Industrial-Commercial	Residential uses	See Residential Growth [‡]										
Industrial-Commercial	Residential uses	See Rural setbacks for lots not previously stipulated by the Planning Commission.										
Neighborhood Commercial	Residential uses	See Residential Growth										
General Commercial	Residential uses	See Residential Growth										
Highway Commercial	Residential uses	N/A										
Light Industrial	Residential uses	N/A										
Major Industrial	Residential uses	N/A										
Office / Commercial Mixed Use	Residential uses	See Residential Growth										
Planned Neighborhood Development	Residential uses	See Residential Growth. Note: the Planning Commission may amend site development standards for a land use in the Planned Neighborhood Development district pursuant to Article 5 of this Ordinance.										

The requirements in this table are in addition to any other applicable requirements in the text of the Zoning and Land Development Ordinance. See also Article 8 of the Ordinance for site development standards for certain land uses. In the event of a conflict with the text of this Ordinance this table shall prevail.

For all lots approved prior to Sept. 1, 1989, lots under 40,000 square feet side and rear setbacks for residential accessory structures shall be 6'. NOTE: All detached accessory structures under 144 square feet in size - 6' setback. (Res Growth District)

See Article 8 of the Zoning and Land Development Ordinance for building setbacks for certain land uses.

All dimensions are in feet unless otherwise indicated.

‡ In the Residential - Light Industrial - Commercial District, on townhouse lots with a lot depth of 110 linear feet or less and/or a lot area of 3,500 square feet or less, the rear setback of a deck for a townhouse may be reduced to 10', if the adjacent property located to the rear of the subject lot is a dedicated easement or common area and is not a lot that includes a residence.

‡ See setback requirements noted in Sec. 2.2, definition of "Lot, Corner."

* Maximum height subject to Section 9.2

** Exterior side only.

*** The balance square footage between the ADU and the MLA shall not include land set aside in a Sensitive Natural Area, Buffer to a Sensitive Natural Area, land qualifying as Hillside development or a 100 Year Flood Plain.

**** The front setback for a Small lot single-family detached dwelling may be reduced to 10' if the front yard does not contain a driveway.

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APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE^{27,32}

Zoning District	Development Type ⁶	Min Lot Area (MLA)	Min Lot Width	Max Building Height ⁷	Imper-vious Surface Limit	Building Setbacks			Parking/Drive Aisle Setbacks ⁸			Distance if Sec. 4.6 applies	Buffers (Sec. 4.11) (Screened / Unscreened)								
						Front	Side	Rear	Front	Side	Rear		Front, Side, Rear	a Residential district, or any lot with a residence, school, church, or institution of human care			Commercial Use			Industrial Use	
												Front, Side, Rear		Front	Side	Rear	Front	Side	Rear	Front	Side
Industrial - Commercial**	Commercial sites 1.5 acres and smaller	N/A	N/A	75	80%	25			15	4	4	75	Narrow Buffer Detail No. M-54			N/A	10(S)	10(S)	N/A	10(S)	10(S)
	Commercial sites greater than 1.5 acres	N/A	N/A	75	80%	25	25 ⁹ (or 25 if adjacent to industrial use)		15	10	10	75	Medium Buffer Detail No. M-53			N/A	10(S)	10(S)	N/A	10(S)	10(S)
	Industrial	3 acres***	N/A	75	90%	50 (or 25 if adjacent to industrial use)			25 (or 20 if adjacent to industrial use)			200	Wide Buffer Detail No. M-52			25(S)	20(S)	20(S)	N/A	20(S)	20(S)
Residential-Light Industrial-Commercial	Commercial or Industrial	N/A	N/A	60 75	80%	See Industrial - Commercial District															
Rural	Churches	2 acres	200	35 45	N/A	25	50	50	See Parking / Drive Aisle Setbacks for commercial sites (greater or less than 1.5 acres, based on lot size) in the Industrial-Commercial District.			N/A	50(U) or 15(S)			N/A	10(S)	10(S)	N/A	10(S)	10(S)
	Schools, Grades K-12	Grades K-4: 10 acres+ Grades 5-8: 20 acres+ Grades 9-12: 30 acres+	500	35 45	N/A	100						N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
	Hospitals	10 acres	500	35 45	N/A	100						N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
	Other Rural principal permitted uses	40,000 sq. ft.	100	35 45	N/A	40	50	50				N/A	If a commercial or industrial use, see Industrial - Commercial District; otherwise N/A								
	Commercial or Industrial**					See Industrial - Commercial District															
Village District	Commercial ⁹	N/A	N/A	35	N/A	25	10	40	See Industrial - Commercial District												
	Industrial**					See Industrial - Commercial District															
Residential Growth	Commercial or Industrial**					See Industrial - Commercial District Except Max. Building Height shall be 35'															
Neighborhood Commercial	Commercial	N/A	N/A	35	70%	15 min 25 max	10 ⁴	10 ⁶	See Industrial - Commercial District			25	See Industrial - Commercial District								
General Commercial	Commercial	N/A	N/A	60 75	80%	20	10	25	See Industrial - Commercial District												
Highway Commercial	Commercial	N/A	N/A	60 75	80%	25	25	25													
Light Industrial	Commercial or Industrial	N/A	N/A	60 75	80%	25	25	25													
Major Industrial	Commercial	N/A	N/A	75	90%	25	10	50													
	Industrial	3 acres***	N/A	75	90%	25	50	50													
Office / Commercial Mixed Use	Commercial	N/A	N/A	60 75	80%	15 min 25 max	10 ⁴	10 ⁶	See General Commercial District.												
Planned Neighborhood Development	Commercial	3 acres				Note: Planning Commission may amend development standards for developments in the PND District (see Article 5).															

The requirements in this table are in addition to any other applicable requirements in the text of the Zoning and Land Development Ordinance. See also Article 8 of the Ordinance for site development standards for certain land uses. In the event of a conflict with the text of this Ordinance this table shall prevail. All dimensions are in feet unless otherwise indicated.

* Maximum building height is subject to Sec. 9.2.

** If land use(s) approved via [Neighborhood Compatibility Meeting process or Development Review System-the Conditional Use](#) process in accordance with this Ordinance.

*** MLA for Industrial uses does not apply if the site is located in an approved Industrial Park [Source: Sec. 5.6E]

**** For schools in Rural district: Plus one (1) additional acre for every 100 pupils. Minimum lot size for Vocational Schools shall be based on State of West Virginia Code. If a sewer treatment plant and retention ponds are required, acreage shall be increased accordingly. [Source: 5.7B]

- ¥ Village Commercial setbacks may be reduced by a variance approved by the BZA as a result of a Compatibility Assessment Meeting based on other structures existing in the neighborhood. Side and rear yard setbacks - **6'** for an existing structure to be used for a land use as provided in Sec. 5.10.
- ‡ Setback may be reduced if adjacent to industrial use.
- ϕ For an industrial use, no structures, stored materials, or vehicular parking shall be permitted within the buffer yard. For a commercial use, no structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers.
- ◇ A rear yard setback may be reduced to 10' for a non-residential use abutting a commercial or industrial use at a rear lot line
- Θ Churches in any district: (1) are treated as a commercial use on a lot of greater than 1.5 acres in determining buffer requirements and parking/drive aisle setbacks; (2) building setbacks are 25' (front) and 50' (side/rear); and (3) distance requirements do not apply.
- £ For a non-residential use abutting a commercial or industrial use, no side yard setback is required, unless required by Building Code or other law or regulation.

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23,32}

CC to review PPU/CU in Rural and RG zones at 1/5/17 workshop to determine appropriate uses.

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
<u>Accessory Agricultural Dwelling Unit</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.15</u>
Dwelling, Single Family	P <u>NP</u>	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	P <u>NP</u>	NP	NP	NP	NP	P	NP	NP	P	P	NP	NP	
Dwelling, Two Family	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	NP	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	NP	NP	NP	NP	NP	P	P	NP	P	P	NP	NP	
Dwelling, Multi-Family	NP	NP	NP	NP	NP	P	P	NP	P	P	NP	NP	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
<u>In-Law Suite</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>Sec. 8.15</u>
<u>Mixed Use Building</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>CU</u>	<u>P</u>	<u>NP</u>	<u>P</u>	
<u>Mobile Home</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>	-
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	<u>CU</u> <u>PC</u>	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	<u>CU</u> <u>NP</u>	NP	<u>CU</u> <u>NP</u>	<u>CU</u> <u>PC</u>	NP	
<u>Airfield, Private/Helipad,</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>CU</u>	<u>NP</u>	<u>CU</u>	<u>CU</u>	<u>NP</u>	
Church	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	P	P	P	NP	P	
Convention Center	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	<u>CU</u> <u>PC</u>	NP	
Cultural Facility ²⁹	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	P	P	P	<u>CU</u> <u>PC</u>	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	NP	NP	P	P	<u>CU</u> <u>PC</u>	
Elementary or Secondary School	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	P	P	P	P	P	NP	<u>CU</u> <u>NP</u>	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	<u>CU</u> <u>PC</u>	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	<u>CU</u> <u>PC</u>	P	P	P	NP	P	
Heliport	NP	<u>PC</u> <u>CU</u>	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	NP	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	
Hospital	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	P	P	P	NP	NP	
<u>Nature Center and Preserve</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>P</u>	

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Nursing or Retirement Home	CU PC	P	P	P	NP	P	P	CU NP	P	P	NP	NP CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	NP	NP	P	P	CU PC	
Preschool	P	P	CU PC	CU PC	CU PC	P	P	P	P	P	NP	CU NP	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU PC	
Recycling Drop-Off Center	CU PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU PC	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	NP	NP	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU PC	CU PC	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Land Use	NC	GC	HC	LI	MI	PND¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial Continued													Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	PC	P	NP	NP	NP	NP	NP	PC	NP	
Manufacturing, Limited	NP	P	P	P	P	PC	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU PC ²	NP	NP	NP	NP	NP	CU PC ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU PC	CU PC	P	P	NP	NP	CU NP	NP	CU PC	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU PC	CU PC	NP	NP	CU NP	NP	NP	CU PC	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU P	NP	NP	CU NP	NP	NP	CU PC	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU PC	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU PC	P	NP	NP	NP	NP	CU PC	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU PC	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													Sec. 8.9
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU PC	NP	NP	NP	NP	NP	CU PC	NP	

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Commercial Sawmills	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	
Explosive manufacture or storage	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	
Jails and Prisons	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	
Petroleum products refining or storage	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Appliance Sales	NP	P	P	P	<u>CU</u> <u>PC</u>	P	NP	NP	NP	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
ATM	P	P	P	P	NP	P	P	NP	NP	P	P	<u>PC</u> <u>CU</u>	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	NP	NP	P	P	NP	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23, 27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	P	NP	
Bank	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	<u>CU</u> <u>PC</u>	
Bank with Drive-Through Facility	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	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	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	<u>P</u> <u>CU</u> <u>PC</u>	Sec. 8.3
Brewpub	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>CU</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>Sec. 8.5</u>

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action

Revisions since 12/1/16 PH version are highlighted in yellow

Business Equipment Sales and Service	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	NP	
Building Maintenance Services	<u>CU</u> <u>PC</u>	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 ³¹	<u>CU</u> <u>PC</u>	P	NP	NP	NP	<u>P</u> <u>NP</u>	NP	P	NP	P	P	NP	Sec. 8.17
Car Wash	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	NP	<u>CU</u> <u>PC</u>	P	NP	
<u>Commercial Uses [use unintentionally excluded from table during editing process in 2014]</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>**</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>Sec. 8.9</u>
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	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Convenience Store	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	P	NP	<u>CU</u> <u>NP</u>	NP	PC	P	<u>CU</u> <u>NP</u>	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>P</u> <u>CU</u> <u>PC</u>	
Custom Manufacturing	P	P	P	P	P	P	P	<u>NP</u> <u>CU</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Dry cleaning and Laundry Services	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	<u>CU</u> <u>PC</u>	
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	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	<u>CU</u> <u>PC</u>	
Food Preparation	P	P	P	P	<u>CU</u> <u>PC</u>	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	<u>CU</u> <u>PC</u>	NP	NP	NP	NP	NP	<u>CU</u> <u>PC</u>	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	<u>PC</u> <u>CU</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	NP	
Gas Station	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	NP	
Gas Station, Large	NP	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	<u>NP</u> <u>CU</u>	<u>CU</u> <u>NP</u>	P	P	NP	
Grocery Store	P	P	P	P	<u>CU</u> <u>PC</u>	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	<u>CU</u> <u>NP</u>	NP	P	P	NP	
Kennel	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	P	P	NP	

*ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action*

Revisions since 12/1/16 PH version are highlighted in yellow

Mobile Home, Boat and Trailer Sales	NP	P	P	P	<u>CU</u> <u>PC</u>	P	NP	NP	NP	<u>CU</u> <u>PC</u>	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	<u>CU</u> <u>PC</u>	P	<u>NP</u> <u>CU</u>	P	<u>NP</u> <u>CU</u>	P	P	<u>NP</u> <u>CU</u>	
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	

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23, 27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Personal Services	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Professional Office, Small	P	P	P	P	CU	P	P	CU	NP	P	P	P	
Professional Office	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Restaurant, Fast Food, Limited	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>PC</u>	
Restaurant, Fast Food	<u>CU</u> <u>PC</u>	P	P	P	<u>CU</u> <u>PC</u>	P	P	NP	NP	<u>CU</u> <u>PC</u>	P	NP	Sec. 5.8C (RLIC only)
Restaurant, Fast Food, Drive-Through	NP	P	P	P	<u>CU</u> <u>PC</u>	<u>CU</u> <u>PC</u>	P	NP	NP	<u>CU</u> <u>PC</u>	P	NP	Sec. 5.8C (RLIC only)
Restaurant, Limited	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>NP</u> <u>CU</u>	NP	P	P	<u>PC</u> <u>CU</u>	
Restaurant	P	P	P	P	<u>CU</u> <u>PC</u>	P	P	<u>CU</u> <u>NP</u>	NP	P	P	<u>CU</u> <u>NP</u>	
Retail Sales Limited	P	P	P	P	NP	P	P	<u>CU</u> <u>NP</u>	NP	P	P	NP	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Retail Store, Large	NP	<u>PC</u> <u>CU</u>	P	<u>PC</u> <u>CU</u>	NP	<u>PC</u> <u>CU</u>	NP	NP	NP	<u>CU</u> <u>PC</u>	<u>PC</u> <u>CU</u>	NP	
Shipping and Mailing Services	P	P	P	P	<u>PC</u> <u>CU</u>	P	P	NP	NP	P	P	NP	
Storage, Commercial	NP	P	P	P	<u>PC</u> <u>CU</u>	P	NP	NP	NP	P	P	NP	
Veterinary Services	P	P	P	P	<u>PC</u> <u>CU</u>	P	P	P	NP	P	P	NP	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	NP	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Farm Brewery or Winery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	NP	P	NP	CU	Sec. 8.6

ZTA 16-01 LESA/Cluster amendments merged with 09-29-16 version of Ordinance
for 01-05-17 CC for review, input and action

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Feed and/or Farm Supply Center	<u>CU</u> <u>PC</u>	P	P	P	P	P	P	P	P	NP	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	P	NP	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	P	NP	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	P	NP	P	P	NP	
Accessory Uses														
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	P	

- | | | | |
|-----|----------------------------------|------|--|
| NC | Neighborhood Commercial | OC | Office / Commercial Mixed-Use |
| GC | General Commercial | R | Rural |
| HC | Highway Commercial | RG | Residential Growth District |
| LI | Light Industrial | RLIC | Residential-Light Industrial-Commercial District |
| MI | Major Industrial | IC | Industrial-Commercial District |
| PND | Planned Neighborhood Development | V | Village District |
| P | Permitted Use | | |
| NP | Not Permitted Use | | |

CUP
€ Conditional Uses Permitted Conditionally (subject to requirements of district and/or other requirements of this Ordinance)

* ~~Limited Permitted or Conditional Permitted Uses listed in Permitted Uses Table~~

** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a Conditional Use.

¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5 of this Ordinance

² Approval process is per the Salvage Yard Ordinance.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jim Crawford

Department or Organization:

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **January 5, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Decision on Public Hearing held December 15, 2016 - Closure of Alley in Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways**

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

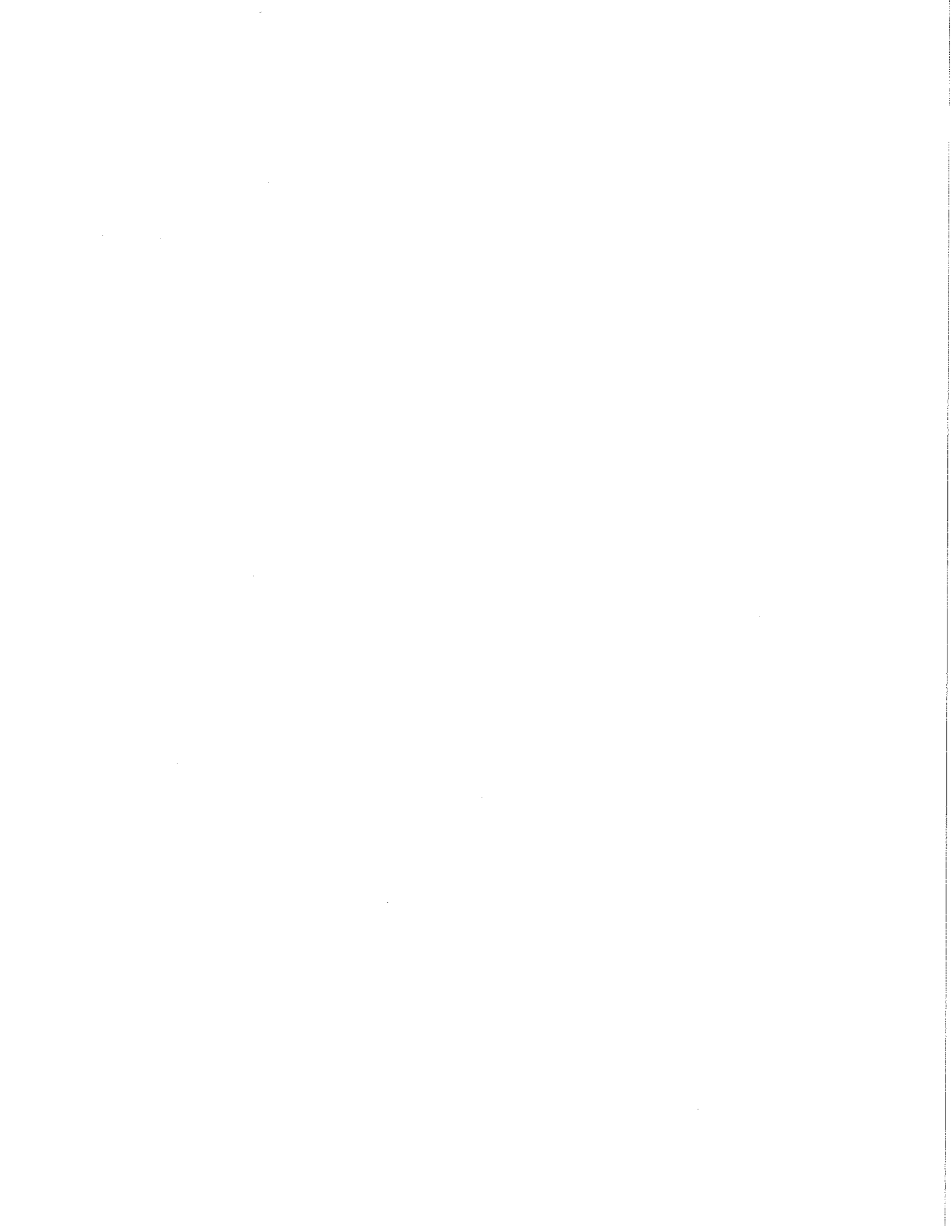
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 5, 2017**

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

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

Subject (*Wording to be placed on agenda*): **Notice for the 2017 Board of Review and Equalization Discussion/Action**

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

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

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

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

Motion to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2017 and to authorize staff to advertise the notice

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

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

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

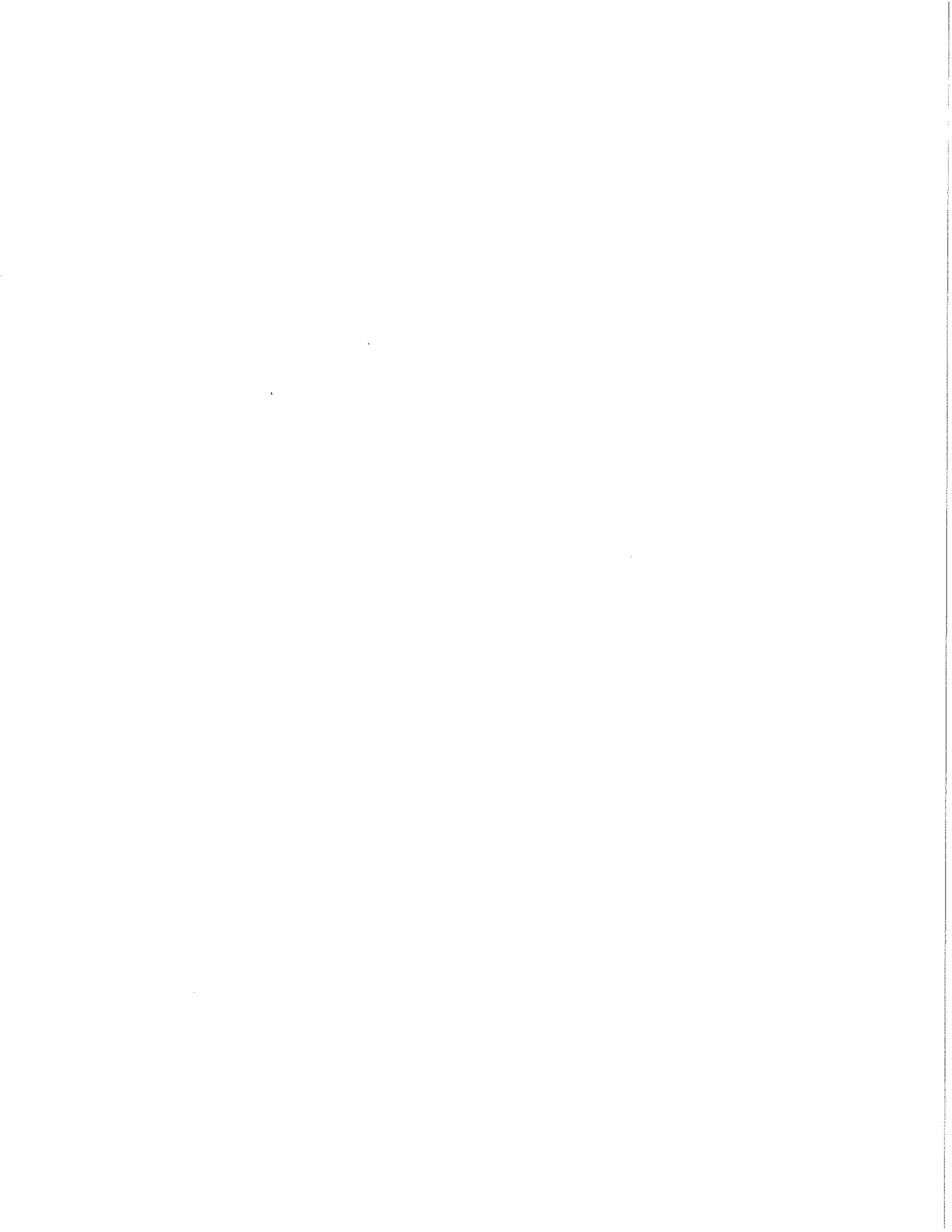
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**NOTICE
Board of Review and
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Wednesday, February 1st, 2017, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2017.

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

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

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2017 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

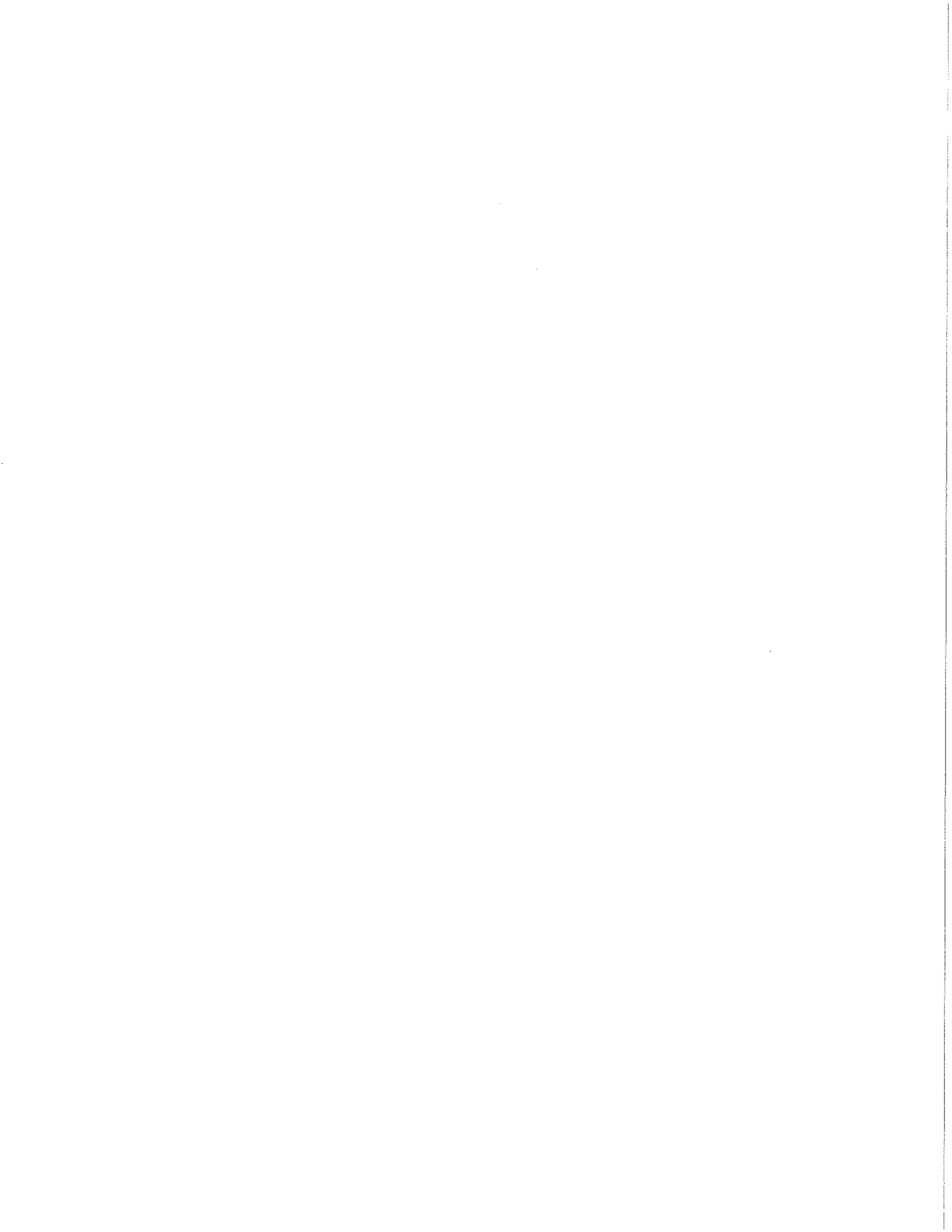
Wednesday	February 1, 2017	1:30 p.m.
Tuesday	February 7, 2017	1:30 p.m.
Thursday	February 9, 2017	1:30 p.m.
Tuesday	February 14, 2017	1:30 p.m.
Thursday	February 16, 2017	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 10, 2017 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Thursday, February 16, 2017.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 17, 2017, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2017. If the Board of Review and Equalization has adjourned sine die before February 17, 2017, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 17, 2017 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2017.

Given under my hand this 5th day of January, 2017.

JACQUELINE C. SHADLE, COUNTY CLERK



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 5, 2017**

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

Date Requested – 2nd Choice:

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

- Review of FY2017 Budget to Actual as of 11/30/2016

Please provide the County Commission with a description of your request or presentation, including any background information: Internal budget revisions relate to payroll calculations for FY16 year end and based on discussions with Department managers and elected officials regarding account overages or shortages.

Is this a funding request? Y/N No

If so, how much? \$ NA

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 NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

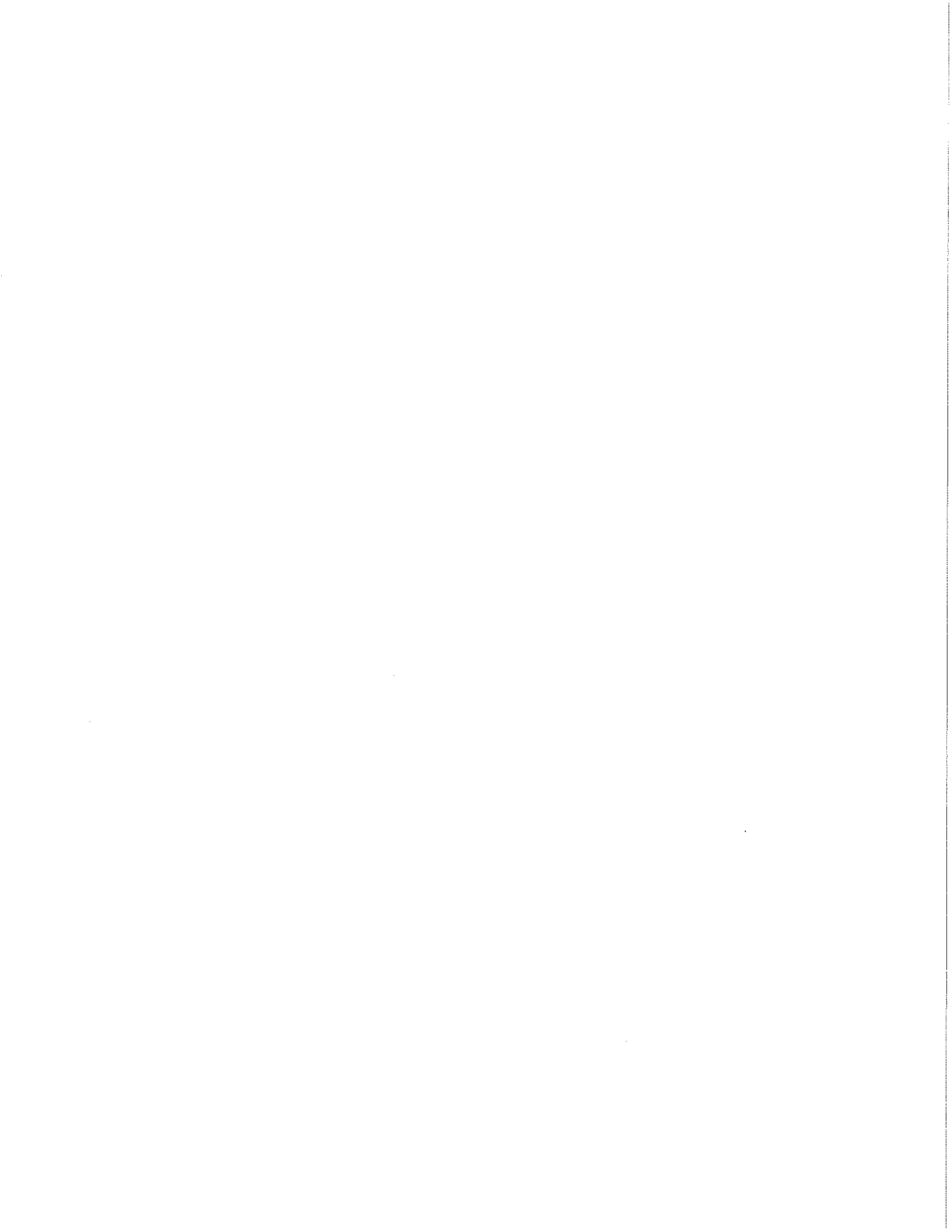
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County Commission

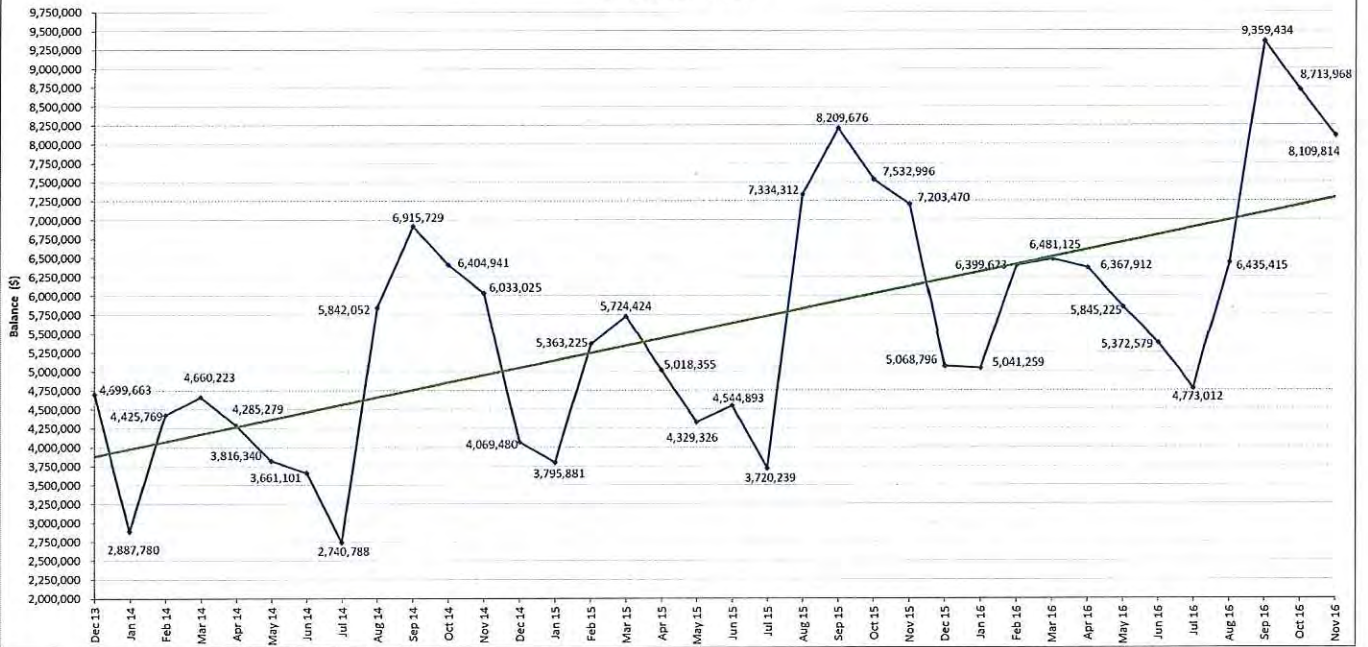
Cash Balances by Fund

As of 11-30-2016

<u>Fund</u>	<u>Discription</u>	<u>10/31/2016</u> <u>Balance</u>	<u>11/30/2016</u> <u>Balance</u>
001	General Operating	\$ 8,713,968	\$ 8,109,814
002	Coal Severance	144,920	144,982
003	Dog & Kennel	32,658	34,863
004	General School	-	-
005	Magistrate Court	15,584	18,116
006	Worthless Check	32,234	32,260
008	Home Confinement	11,700	11,071
009	Federal Grants	-	-
010	State Grant	1,583	3,690
023	Flood Mitigation	34,959	34,959
039	Waste Coal	8,408	8,411
056	Assessor Valuation	616,996	624,868
057	Farmland Protection	-	1
059	Concealed Weapons	71,854	73,810
063	Voter Registration	550	594
074	Drug Forfeiture	15,176	16,411
075	Sub Division Bond Forfeiture	172	172
077	Teen Court	-	-
244	Bardane Public Health Center	30,889	27,364
246	Capital Outlay	3,501,149	3,457,593
247	Parks Land Fund	-	-
249	Impact Fees	2,879,814	2,944,529
315	State Police	60	60
369	Deputy Sheriff Retire	1	1
Total Cash all Funds		<u>\$ 16,112,675</u>	<u>\$ 15,543,569</u>

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

Series1
Cash Trend



Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled December 27, 2016
 Expenditures by Department

	FY17 YTD		Budget Variance		FY15 YTD		YTD Actual	
	FY17 Budget	Actual as of 11/30/16	Favorable / (Unfavorable)	% Rec'd /Exp'd	Actual as of 11/30/15	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd	
REVENUE								
AD VALOREM TAXES	13,025,919	7,615,218	(5,410,701)	58.46 %	7,306,552	308,666	4.22 %	
TAX PENALTIES	295,000	196,603	(98,397)	66.64 %	199,044	(2,442)	(1.23) %	
PROPERTY TRANSFER TAX	788,109	354,377	(433,732)	44.97 %	279,998	74,379	26.56 %	
GAS & OIL SEVERANCE TAX	83,732	58,840	(24,892)	70.27 %	95,320	(36,480)	(38.27) %	
HORSE & DOG RACING TAX	8,973	5,133	(3,840)	57.21 %	5,782	(649)	(11.22) %	
WINE & LIQUOR TAX	32,000	23,145	(8,855)	72.33 %	16,469	6,676	40.54 %	
HOTEL OCCUPANCY TAX	549,500	412,043	(137,457)	74.99 %	316,589	95,454	30.15 %	
LICENSE/DECALS	61	20	(41)	32.79 %	38	(18)	(47.37) %	
BUILDING PERMIT FEES	250,000	84,958	(165,042)	33.98 %	12,671	72,286	570.47 %	
MISC. RENTS	120	142	22	118.33 %	126	16	12.70 %	
FEDERAL GOV GRANTS	240,000	(7,501)	(247,501)	(3.13) %	29,031	(36,532)	(125.84) %	
FED PYMNT IN LIEU OF TAXS	11,676	-	(11,676)	-	516	(516)	(100.00) %	
SHERIFF'S SRVC OF PROCESS	19,512	9,250	(10,262)	47.41 %	9,030	220	2.44 %	
SHERIFF EARNINGS	23,727	76,001	52,274	320.31 %	8,980	67,020	746.30 %	
COUNTY CLERK'S EARNING	180,375	82,879	(97,496)	45.95 %	80,395	2,483	3.09 %	
CIRCUIT CLERK'S EARNING	54,380	27,161	(27,219)	49.95 %	24,457	2,703	11.05 %	
PROSECUTING ATTY EARNINGS	1,134	581	(553)	51.25 %	362	219	60.49 %	
ACCIDENT REPORTS	3,500	2,200	(1,300)	62.86 %	1,850	350	18.92 %	
MAP SALES	3,697	745	(2,953)	20.14 %	1,381	(637)	(46.09) %	
RENT - CONCESSIONS	44,679	600	(44,079)	1.34 %	11,850	(11,250)	(94.94) %	
AMBULANCE FEES	725,000	175,000	(550,000)	24.14 %	650,000	(475,000)	(73.08) %	
EMG COMM - 911 FEE	1,900,000	572,692	(1,327,308)	30.14 %	625,538	(52,845)	(8.45) %	
FRANCHISE FEES	491,000	125,284	(365,716)	25.52 %	226,643	(101,359)	(44.72) %	
IRP FEES-INTNATL REG PGM	9,867	6,071	(3,796)	61.53 %	9,754	(3,683)	(37.76) %	
JAIL FEES	98,000	69,244	(28,756)	70.47 %	97,813	(28,569)	(29.21) %	
INTEREST EARNED	20,200	14,235	(5,965)	70.47 %	12,960	1,274	9.83 %	
MISCELLANEOUS REVENUE	500	3,483	2,983	696.60 %	16	3,467	22,241.37 %	
SHERIFF'S COMMISSION	11,498	11,536	38	100.33 %	11,563	(27)	(0.23) %	
REIMBURSEMENTS	346,800	209,431	(137,369)	60.39 %	175,711	33,720	19.19 %	
GEN SCHOOL FUND REIMB	264,000	66,876	(197,124)	25.33 %	81,144	(14,268)	(17.58) %	
TRANS/ASSR VAL FUND	441,008	6,675	(434,333)	1.51 %	-	6,675	-	
TOTAL REVENUES	19,923,967	10,202,922	(9,721,045)	51.21 %	10,291,584	(88,662)	(0.86) %	
EXPENDITURES								
COUNTY COMMISSION	1,765,011	707,324	1,057,687	40.07 %	725,175	17,852	2.46 %	
COUNTY CLERK	743,881	264,116	479,765	35.51 %	285,651	21,535	7.54 %	
CIRCUIT CLERK	596,187	214,851	381,336	36.04 %	237,166	22,315	9.41 %	
SHERIFF AND TREASURER	576,969	213,081	363,888	36.93 %	225,326	12,244	5.43 %	
PROSECUTING ATTORNEY	1,782,394	657,754	1,124,640	36.90 %	686,512	28,758	4.19 %	
ASSESSOR	527,389	198,628	328,761	37.66 %	218,287	19,658	9.01 %	
ASSESSOR'S VALUATION FUND	441,008	168,626	272,382	38.24 %	167,716	(910)	(0.54) %	
STATEWIDE COMPUTER NET	58,077	-	58,077	-	13,547	13,547	100.00 %	
AGRICULTURAL AGENT	128,704	47,082	81,622	36.58 %	45,555	(1,527)	(3.35) %	
ELECTIONS COUNTY CLERK	309,742	132,010	177,732	42.62 %	66,404	(65,606)	(98.80) %	
MAGISTRATE COURT	1,700	665	1,035	39.11 %	772	107	13.85 %	
COURTHOUSE (MAINTENANCE)	1,223,081	461,856	761,225	37.76 %	444,160	(17,695)	(3.98) %	
OTHER BUILDINGS	523,000	164,218	358,782	31.40 %	215,655	51,437	23.85 %	
DATA PROCESSING	412,980	135,373	277,607	32.78 %	91,687	(43,686)	(47.65) %	
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	100.00 %	19,794	-	-	
ECONOMIC DEVELOPMENT	423,249	167,045	256,204	39.47 %	177,344	10,298	5.81 %	
ENGINEERING	1,346,369	527,076	819,293	39.15 %	554,858	27,783	5.01 %	
CONTINGENCIES	200,000	-	200,000	-	-	-	-	

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled December 27, 2016
 Expenditures by Department

	FY17 YTD		Budget		FY15 YTD		YTD Actual	
	FY17 Budget	Actual	Favorable /	% Rec'd	Actual	Favorable /	% Rec'd	
		as of 11/30/16	(Unfavorable)	/Exp'd	as of 11/30/15	(Unfavorable)	/Exp'd	
SHERIFF LAW ENFORCEMENT	3,701,357	1,330,805	2,370,552	35.95 %	1,287,256	(43,549)	(3.38) %	
SHERIFF SVC OF PROCESS	19,512	-	19,512	-	16,723	16,723	100.00 %	
REGIONAL JAIL	1,375,000	457,851	917,149	33.30 %	219,296	(238,555)	(108.78) %	
EMERGENCY SERVICES	273,360	85,614	187,746	31.32 %	93,298	7,683	8.24 %	
COMMUNICATIONS CENTER	1,970,152	689,192	1,280,960	34.98 %	677,037	(12,155)	(1.80) %	
FIRE DEPARTMENTS	595,000	295,000	300,000	49.58 %	260,000	(35,000)	(13.46) %	
AMBULANCE AUTHORITY	2,203,366	914,337	1,289,029	41.50 %	1,374,531	460,194	33.48 %	
ANIMAL CONTROL	328,947	108,741	220,206	33.06 %	113,034	4,293	3.80 %	
CENTRAL GARAGE	262,396	94,899	167,497	36.17 %	99,221	4,323	4.36 %	
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-	
PARKS AND RECREATION	498,280	274,044	224,236	55.00 %	230,947	(43,097)	(18.66) %	
ARTS AND HUMANITIES	10,440	6,757	3,683	64.72 %	5,144	(1,613)	(31.35) %	
HISTORICAL COMMISSION	16,584	10,005	6,579	60.33 %	7,617	(2,388)	(31.35) %	
VISITOR'S BUREAU	274,750	168,915	105,835	61.48 %	128,602	(40,313)	(31.35) %	
LIBRARIES	330,000	165,000	165,000	50.00 %	125,000	(40,000)	(32.00) %	
PUBLIC TRANSPORTATION	20,000	10,000	10,000	50.00 %	5,137	(4,863)	(94.67) %	
TOTAL EXPENDITURES	22,974,280	8,690,660	14,283,620	37.83 %	8,818,455	127,795	1.45 %	
NET PRIOR TO GAMING REVENUE	(3,050,313)	1,512,262	(4,562,575)		1,473,130	39,133	2.66 %	
TABLE GAMES	740,000	334,499	(405,501)	45.20 %	361,191	(26,692)	(7.39) %	
VIDEO LOTTERY	3,140,000	1,683,539	(1,456,461)	53.62 %	1,724,956	(41,417)	(2.40) %	
NET REVENUE LESS EXPENDITURES	829,687	3,530,301	2,700,614		3,559,277	(28,976)	(0.81) %	
TRANSFERS TO OTHER FUNDS								
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	556,019	(790,981)	41.28 %	95,428	(460,591)	(482.66) %	
TOTAL TRANSFERS	1,347,000	556,019	(790,981)	41.28 %	95,428	(460,591)	(482.66) %	
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(517,313)	2,974,282	3,491,595		3,463,849	489,567		
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985			
NET CHANGE INFUND BALANCE	(517,313)	2,974,282			3,463,849			
ENDING FUND BALANCE	4,935,763	8,427,358			7,415,834			
FUND BALANCE AS A % OF OPERATING EXP	21.48%	96.97%			84.09%			

Jefferson County Commission
 FY17 General Fund Revenues and Expenditures
 Compiled December 27, 2016
 General Fund Expenditures by Object Code

	FY17 YTD		Budget	% Rec'd /Exp'd	FY15 YTD	YTD Actual	
	FY17 Budget	Actual as of 11/30/16	Variance Favorable / (Unfavorable)		Actual as of 11/30/15	FY17-FY16 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
CHARGES FOR SERVICES	3,554,871	1,147,707	(2,407,164)	32.29 %	1,748,054	(600,347)	(34.34) %
INTERGOVERNMENTAL	251,676	(7,501)	(259,177)	(2.98) %	29,547	(37,048)	(125.39) %
INTEREST EARNED	20,200	14,235	(5,965)	70.47 %	12,960	1,275	9.84 %
LICENSES & PERMITS	250,181	85,120	(165,061)	34.02 %	12,835	72,285	563.19 %
MISCELLANEOUS REVENUE	358,798	224,450	(134,348)	62.56 %	187,289	37,161	19.84 %
OTHER TAXES	5,342,314	2,871,578	(2,470,736)	53.75 %	2,800,306	71,272	2.55 %
TRANSFERS	705,008	73,551	(631,457)	10.43 %	81,144	(7,593)	(9.36) %
TAXES	13,320,919	7,811,820	(5,509,099)	58.64 %	7,505,596	306,224	4.08 %
TOTAL REVENUES	23,803,967	12,220,960	(11,583,007)	51.34 %	12,377,731	(156,771)	(0.86) %
EXPENDITURES							
SALARIES	9,882,688	3,692,683	6,190,005	37.37 %	3,624,690	(67,993)	(1.88) %
FICA	763,456	267,987	495,469	35.10 %	298,729	30,743	10.29 %
HEALTH INSURANCE	1,995,573	783,992	1,211,581	39.29 %	767,240	(16,753)	(2.18) %
RETIREMENT	1,125,058	409,545	715,513	36.40 %	505,566	96,021	18.99 %
TELEPHONE	227,175	76,753	150,422	33.79 %	81,801	5,048	6.17 %
PRINTING	21,950	3,957	17,993	18.03 %	3,577	(380)	(10.63) %
UTILITIES	287,200	95,125	192,075	33.12 %	110,641	15,515	14.02 %
TRAVEL	56,093	12,695	43,398	22.63 %	18,977	6,282	33.10 %
MAINT/REP BLDG & GRNDS	60,000	6,400	53,600	10.67 %	29,771	23,371	78.50 %
MAINT/REP EQUIPMENT	173,373	47,526	125,847	27.41 %	19,847	(27,679)	(139.46) %
MAINT/REP AUTO	7,000	728	6,272	10.40 %	1,190	462	38.81 %
POSTAGE	131,425	63,691	67,734	48.46 %	48,992	(14,700)	(30.00) %
BLDG/EQUIP RENTAL	143,067	47,970	95,097	33.53 %	65,334	17,364	26.58 %
ADVERTISING/LEGAL PUBS	39,470	4,379	35,091	11.10 %	9,175	4,796	52.27 %
TRAINING AND EDUCATION	44,385	11,739	32,646	26.45 %	12,133	394	3.25 %
DUES AND SUBSCRIPTIONS	68,276	35,200	33,076	51.56 %	35,313	113	0.32 %
PROFESSIONAL SERVICES	300,260	115,190	185,070	38.36 %	69,874	(45,316)	(64.85) %
AUDIT COSTS	35,000	-	35,000	-	17,300	17,300	100.00 %
INSURANCE AND BONDS	492,958	230,856	262,102	46.83 %	228,570	(2,286)	(1.00) %
COURT COSTS AND DAMAGES	1,500	15,000	(13,500)	1,000.00 %	200	(14,800)	(7,400.00) %
CONTRACTED SERVICES	222,665	90,058	132,607	40.45 %	108,680	18,622	17.13 %
BANK CHARGES	250	118	132	47.08 %	19	(99)	(516.82) %
REMITTANCE FEES COLLECTED	724,692	175,000	549,692	24.15 %	650,000	475,000	73.08 %
REFUNDING ERRONEOUS PAYMENTS	-	-	-	-	69	69	100.00 %
INSURANCE PREMIUM RETIREE	89,484	31,571	57,913	(100.00) %	35,905	4,334	12.07 %
MATERIALS AND SUPPLIES	360,027	88,026	272,001	24.45 %	96,087	8,061	8.39 %
RECORD BOOKS	5,150	416	4,734	(100.00) %	416	-	-
AUTO SUPPLIES	146,000	56,780	89,220	38.89 %	55,814	(965)	(1.73) %
C/F PRISONRS REG JAIL FEE	1,375,000	457,851	917,149	33.30 %	219,296	(238,555)	(108.78) %
UNIFORMS	27,887	3,388	24,499	12.15 %	21,081	17,692	83.93 %
CHARGES BY OTHR GOV UNITS	58,077	-	58,077	-	13,547	13,547	100.00 %
COMPUTER SOFTWARE	45,075	1,410	43,665	3.13 %	1,527	118	7.70 %
COMPUTER HARDWARE	69,671	17,845	51,826	25.61 %	4,776	(13,069)	(273.63) %
IT SUPPORT	100,790	21,563	79,228	21.39 %	38,704	17,142	44.29 %
LICENSE AND ANNUAL FEES	51,382	40,166	11,216	78.17 %	15,029	(25,137)	(167.26) %
CAPITAL OUTLAY-EQUIPMENT	140,000	-	140,000	-	78,000	78,000	100.00 %
CONTR/TRSFR OTHR GOV UNIT	3,278,723	1,701,052	1,577,671	51.88 %	1,530,586	(170,466)	(11.14) %
CONTR/TRSFR OTHER	223,500	84,000	139,500	37.58 %	-	(84,000)	-
CONTINGENCY RESERVE	200,000	-	200,000	-	-	-	-
TOTAL EXPENDITURES	22,974,280	8,690,660	14,283,620	37.83 %	8,818,454	211,795	1.45 %
NET REVENUE LESS EXPENDITURES	829,687	3,530,300	2,700,613		3,559,277	(28,976)	(0.81) %
TRANSFERS TO OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	1,347,000	556,019	790,981	41.28 %	95,428	(460,591)	(482.66) %
TOTAL TRANSFERS	1,347,000	556,019	790,981	41.28 %	95,428	(460,591)	(482.66) %
NET USE OF FUNDS - SURPLUS/(DEFICIT)	(517,313)	2,974,281	3,491,594		3,463,849	489,567	
BEGINNING FUND BALANCE	5,453,076	5,453,076			3,951,985		
NET CHANGE INFUND BALANCE	(517,313)	2,974,281			3,463,849		
ENDING FUND BALANCE	4,935,763	8,427,357			7,415,834		
FUND BALANCE AS A % OF OPERATING EXP	21.48%	96.97%			84.09%		

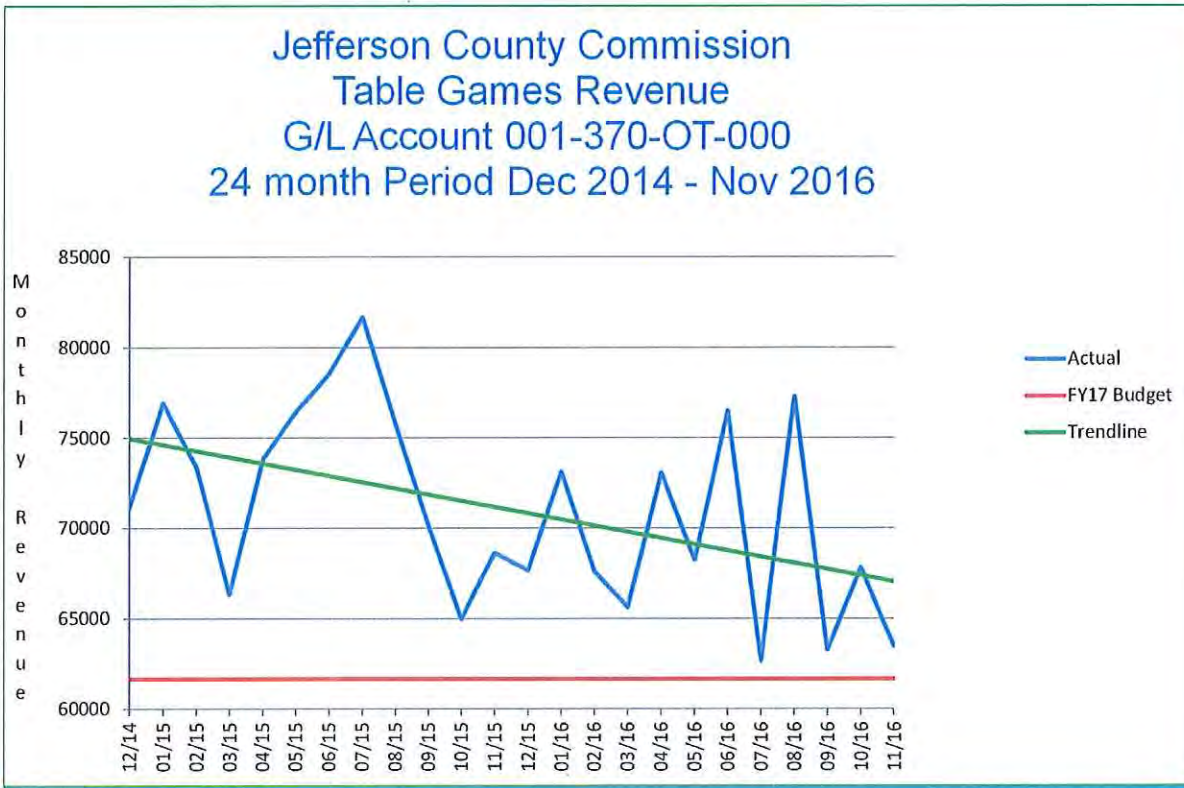
Jefferson County Commission
Table Games Revenue

0013700T000

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
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		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	334,498	782,151	740,000	-13.2%	61,667	-49.7%	(774,322)
			Avg Dec FY13-16	-13.5%			(2,827,500)
			Act Dec FY16-17	-8.3%			

Table Games Revenue
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance
07/16	62,652					-23.3%
08/16	77,286					2.0%
09/16	63,258					-9.8%
10/16	67,809					4.3%
11/16	63,493					-7.5%
12/16	-	1.0%	64,127			
01/17	-	5.7%	67,784			
02/17	-	-7.6%	62,624			
03/17	-	-3.7%	60,296			
04/17	-	12.6%	67,899			
05/17	-	-14.4%	58,135			
06/17	-	14.9%	66,788			
Totals	334,498		447,653	782,151	740,000	42,151



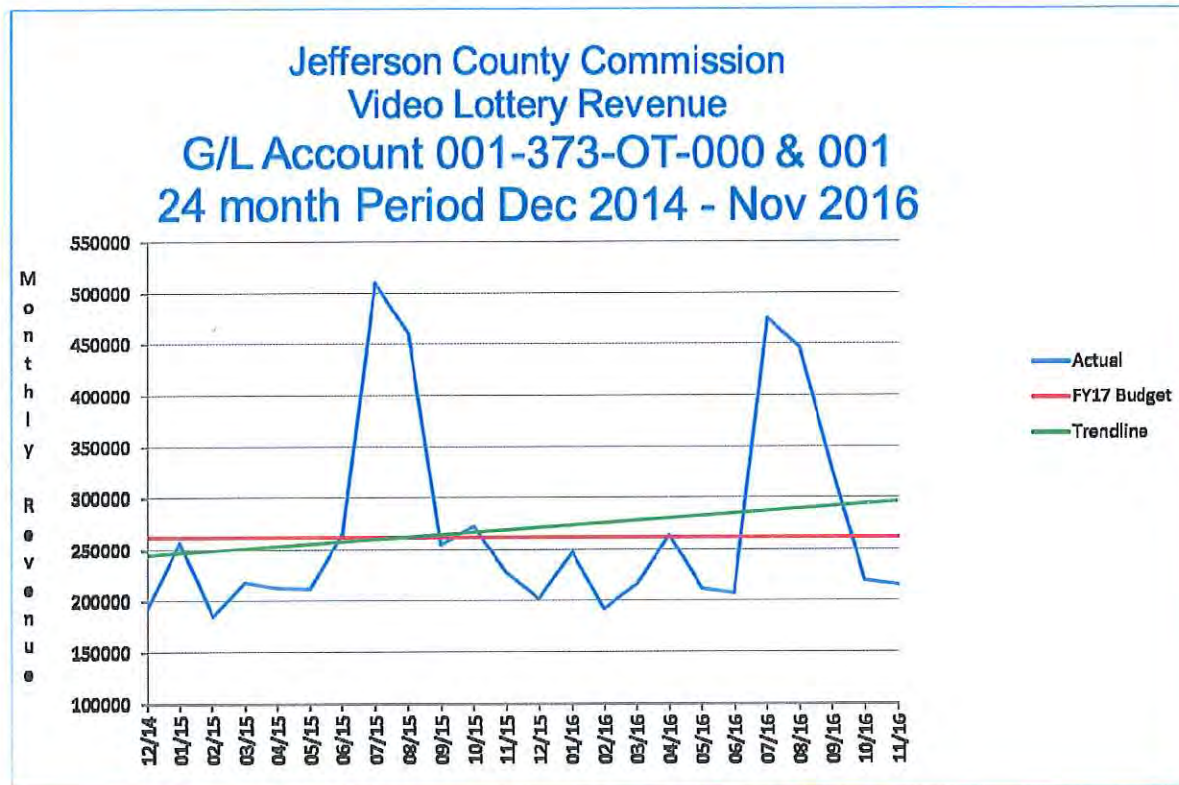
Jefferson County Commission
Video Lottery Revenue

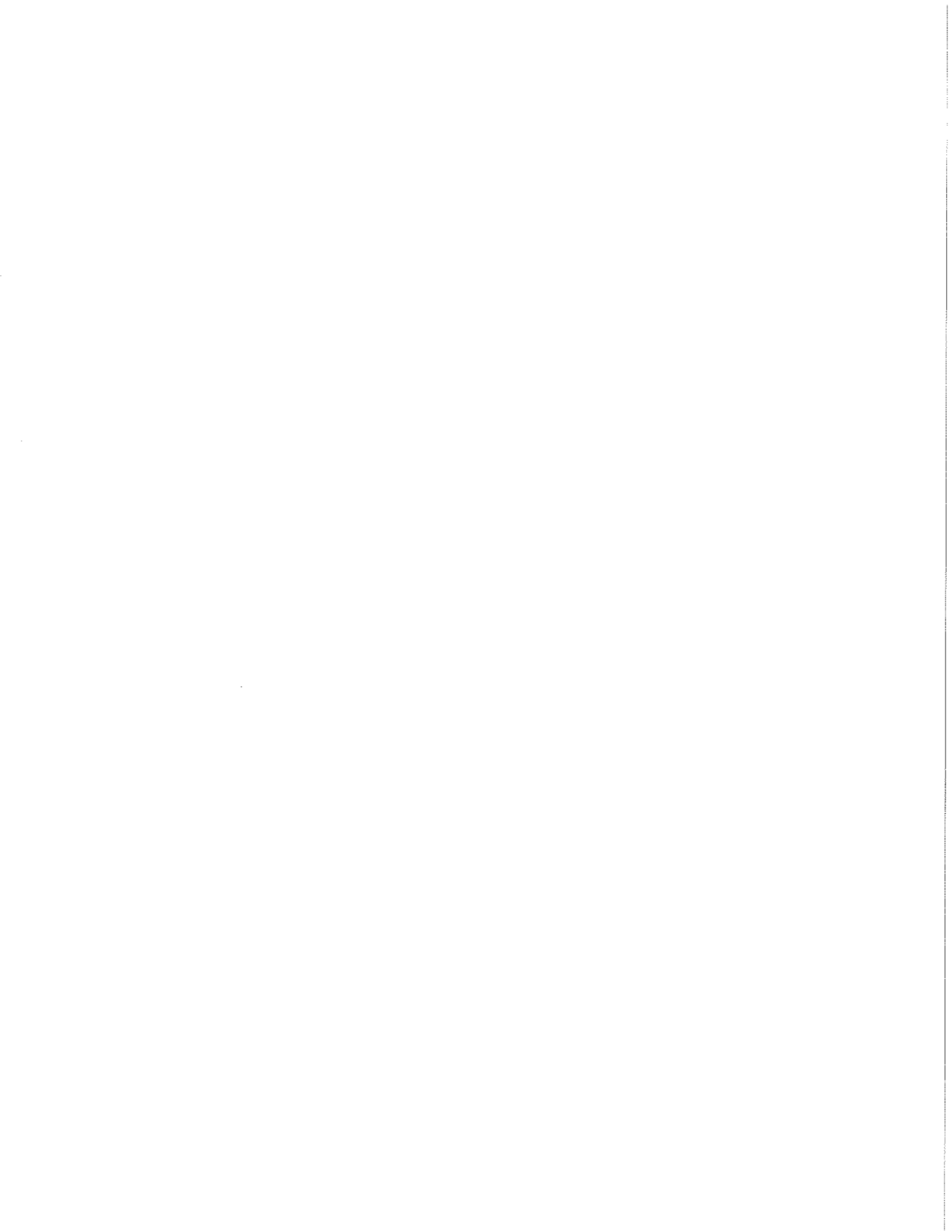
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	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	\$(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	1,683,240	3,195,054	3,140,000	-2.1%	261,667	-26.5%	(437,437)
			Avg Dec FY13-16	-6.3%			(4,018,378)

Video Lottery Revenue
FY17 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY17 Total Revenue	FY17 Budget	Projected Variance
07/16	474,513					-7.0%
08/16	446,950					-3.0%
09/16	327,598					28.6%
10/16	219,196					-19.5%
11/16	214,983					-5.3%
12/16	-	-10.5%	192,326			
01/17	-	21.3%	233,307			
02/17	-	-20.1%	186,317			
03/17	-	19.5%	222,603			
04/17	-	-0.8%	220,745			
05/17	-	-4.8%	210,251			
06/17	-	17.1%	246,265			
Totals	<u>1,683,240</u>		<u>1,511,814</u>	<u>3,195,054</u>	<u>3,140,000</u>	<u>55,054</u>







Jefferson County Homeland Security and Emergency Management
Quarterly Report to the Jefferson County Commission
Second Quarter of FY-2017 – October-December, 2016

Projects Completed:

HAM Radio testing night was held at Jefferson EOC in October, November, and December.

Director and Deputy Director participated in the Community Rating System of the National Flood Insurance Program's 5-year review of Jefferson County Government's required activities in October, along with members of the Engineering Department's staff and the FEMA CRS/NFIP representative.

Held meetings of JCHSEM's Public Awareness Committee, Counter Terrorism Committee and Steering Committee. Also held LEPC meetings.

JCHSEM held the Quarterly Partnership Luncheon at The Anvil, October.

Staff conducted quarterly equipment testing to ensure operational reliability.

Worked with the LEPC, their contractor, and CSX on to finalize the LEPC's Commodity Flow Study.

Worked with our contractor on finalizing the Jefferson County Emergency Operations Plan, and to update the Jefferson County Government's Continuity of Operations Plan. We are currently distributing these documents to the responder agencies.

The Director and the contractor worked the IT Director and our contractor to finalize the Cyber Security Annex of the County's Continuity of Operations Plan.

JCHSEM staff and Jefferson County agencies participated in Dark Grid After Action/Improvement Plan meeting in December with other participants from throughout the region.

Director worked with the LEPC Chair to develop a second HMPG grant application.

Ms. Miller attended the WV SIRN (Statewide Interoperable Radio Network) meetings at Camp Dawson September 26-27.

Staff presented two Lunch-N-Learn sessions at Bolivar Community Center and at Shepherdstown Town Hall during National Preparedness Month in September.

Coordinated with Jefferson County Schools and the County Commission to update MOUs.

Worked with the new Threat Preparedness Coordinator at the Health Department to assist with transition.

JCHSEM had a booth at the Ranson Hispanic Cultural Festival.

Attended the annual Jefferson County Chamber of Commerce's Emergency Responder Banquet in October.

Sponsored the TSA Industry Day in Jefferson County attended by local Law Enforcement, Homeland Security, and transportation officials, as well as officials from throughout the Mid-Atlantic Region. There was no cost to the attendees or Jefferson County Government. All costs were incurred by the TSA.

Assisted the Nurture Nature Center with a meeting that they held in conjunction with the National Weather Service for a Flood Focus Group Meeting in October.

Sponsored and coordinated with the National Weather Service to have Winter Storm Skywarn Stormspotter Training held at Independent Fire Department in November.

Held a Disaster Preparedness training with the Harpers Ferry Women's Club at the EOC in October.

Held Lunch-N-Learn Preparedness training for the Corporation of Ranson's employees on November 1.

Projects Working on Now:

Developing the annual Work Plan for our Department, as well as our departmental budget.

Developing our annual Training and Exercise Calendar.

Staff is working to update Prime Power Surveys with owners of critical infrastructure.

Working with the LEPC to have CSX Rail Responder training, followed by an exercise to Jefferson County during 2017.

Jefferson County Homeland Security and Emergency Management 28 Industrial Blvd., Suite 101, Kearneysville, WV 25430 304-728-3290 bmiller@jeffersoncountywv.org

<http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management>

Continuing to work to have PIV-I Cards issued. (Personal Identity Verification- Interoperable)

Things the County Commission Should be Aware of:

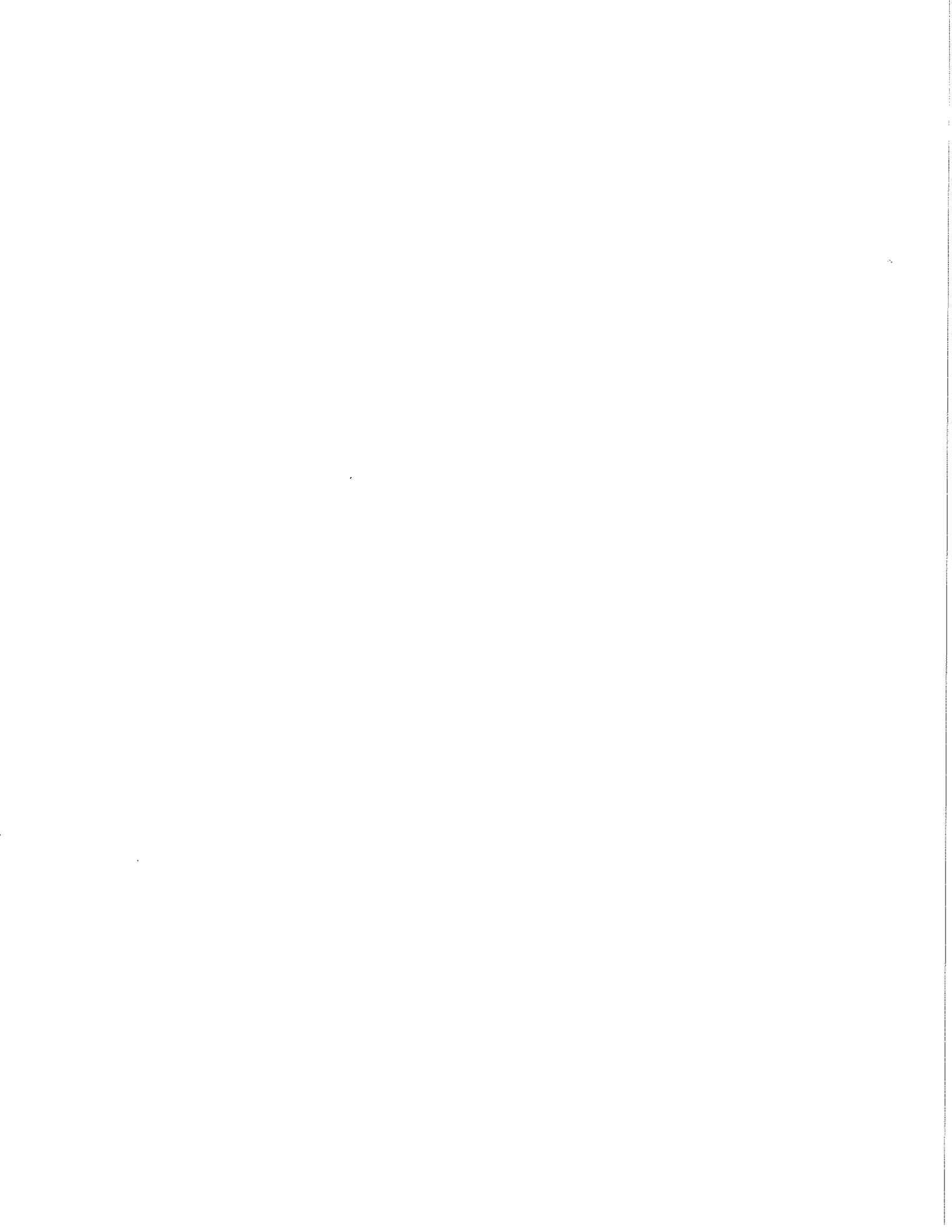
The next Quarterly Partnership Meeting will be held in January, Time/Place TBA

The Director is working with the WV State Training Officer to have the G-402 Course-ICS for Public Officials to Jefferson County in April.

JCHSEM will hold their annual Media Day on January 4 at the Jefferson County EOC.

JCHSEM will hold a Faith Based Community Organization meeting on January 11 at the Jefferson County Maintenance Department meeting room to discuss ways of strengthening partnerships before, during, and in the recovery phase of a disaster.

Director, Barbara Miller has been appointed by American Public University as a Volunteer Member of their Industry Advisory Council for Emergency Disaster Management (EDMG) Courses. This is a 3-year term.



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 5, 2017, or as soon thereafter as the Commission may decide:

¹⁹
Board of Zoning Appeals - two (2) three-year terms ending January 1, 2020 and three alternate positions expiring January 1, 2018, 2019, and 2020, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

December 28, 2016

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2017, or as soon thereafter as the Commission may decide:

Water Advisory Committee - three (3) three-year terms ending January 31, 2020; one (1) unexpired term ending January 31, 2018; and one unexpired term ending January 31, 2019.

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

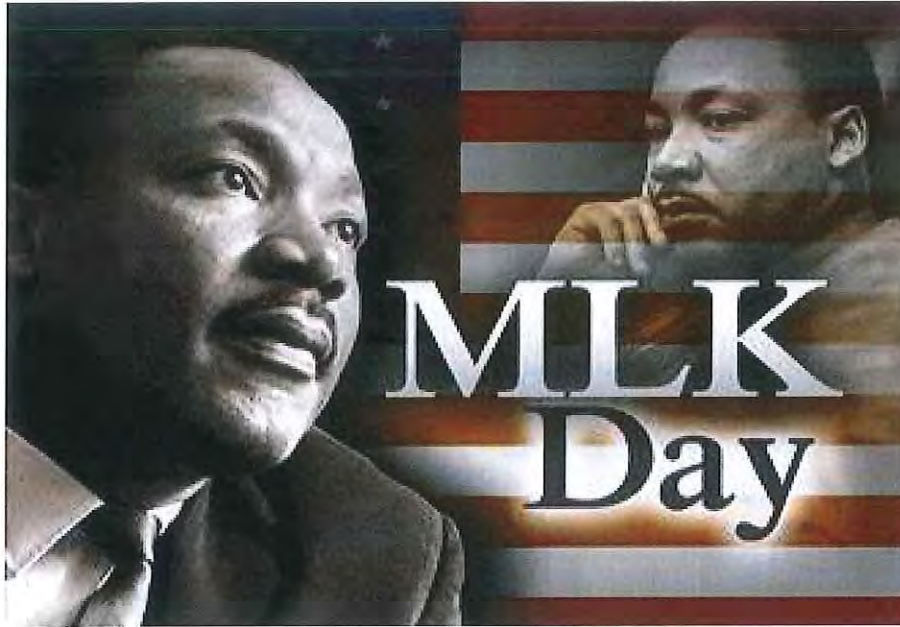
Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

January 4 and 11, 2017

THANKS - JEFFERSON COUNTY COMMISSION



Jefferson County Commission
offices will be closed
on
Monday, January 16, 2017
in observance of Martin Luther
King, Jr. Day

Jefferson County Public Service District

Received

Jefferson County Public Service District
Regular Board Meeting
November 7, 2016

DEC 12 2016

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, November 7, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Dick Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Thrasher Engineering, Wayne Morgan; from Bowles Rice, Tyler Mayhew and liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

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

Approval of agenda

There were no changes made to the agenda and it was approved with unanimous consent.

OLD BUSINESS

Review Minutes of October 3 regular board meeting

The minutes of the October 3, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the October 3, 2016 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- o Consider for approval the amendment #3 to engineering agreement with Thrasher Engineering
- o Consider for approval the resolution # 7 to pay Thrasher Engineering for services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds
- o Consider for approval an engagement letter for Cox Hollida & Professionals to revise the Rule 42 for the sewer project with 2016 financial information
- o Consider for approval the USDA Letter of Conditions for the project

The Board called Mr. Rodecker for this discussion. Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission.

Mr. Morgan discussed the amendment #3 to the engineering agreement for the project which included additional costs for work relating to supplemental reports to the PSC due to the City of Ranson withdrawing from the Transportation agreement and the withdraw of the Sanitary Associates flows from the Districts systems.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Amendment #3 to the engineering agreement with Thrasher Engineers. Approve 2-0. Mr. Appignani recused himself.

Ms. Lawton requested the Board approve resolution number seven (7) to pay Thrasher \$32,217.50 out of the \$660,000 loan for engineering services for the project. Mr. Strider read resolution #7 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 \$32,217.50.

Action: Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$32,217.50. Approved 2-0. Mr. Appignani recused himself.

Ms. Lawton also informed the Board that since the project has again spanned another fiscal year, the PSC is requesting an updated Rule 42 using fiscal year 2016 numbers. She has requested the Board's approval for an engagement letter with Cox Hollida & Professionals for the revised Rule 42.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the engagement letter with Cox Hollida Price for a revised Rule 42. Approve 2-0. Mr. Appignani recused himself.

Joe Crickenberger, from USDA Rural Development Office, was in the audience to review the Letter of Conditions and details of the RUS loan of \$3,575,000 for the project.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to adopt and execute the following forms as listed in the Letter of Conditions letter from USDA:

- a. Form RD 1940-1 – “Request for Obligation of Funds”
- b. RUS Bulletin 1780-27 – “Loan Resolution (Public Bodies)”
- c. Form RD 400-1 – “Equal Opportunity Agreement”
- d. Form RD 400-4 – “Assurance Agreement”
- e. Form AD 1047- “Certification Regarding Debarment – Primary”
- f. Form RD 1910-11 – “Applicant Certification, Federal Collection Policies”
- g. RD Instruction 1940-Q, Exhibit A-1 – “Certification for Contracts, Grants, and Loans”
- h. Standard Form LLL – Disclosure of Lobbying Activities” (If Applicable)
- i. Certification of Compliance
- j. Form RD 1942-46 – “Letter of Intent to Meet Conditions”

Approved 2-0. Mr. Appignani recused himself.

The Board signed the forms for Mr. Crickenberger.

Since the Board had Mr. Rodecker on the phone, they made a motion to go into executive session to discuss the remaining items he is needed for before he exited the call.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to go into executive session to discuss the East Jefferson Sewer Service acquisition and the civil action case. Unanimously approved.

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

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

The District will need to collect an estimated \$14,000 in payments to cover the disbursements for water.

Action: No action required by the Board.

NEW BUSINESS

Consider for approval the District's draft financial statement audit for the fiscal year ended June 30, 2016, presentation by Chuck Young of Cox Hollida and Professionals

Chuck Young from Cox Hollida & Professionals presented a draft of the annual audit for the fiscal year of July 1, 2015 to June 30, 2016. The District had 160% coverage for the year. There was one minor reportable finding regarding internal controls and creating a renewal and replacement account following the issuance of the 2015 water bonds for the water project.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the draft Financial Statement ending 6/30/16 contingent upon information from the WV Retirement Board per the discussion. Unanimously approved.

Consider for approval the RFPs for billing software vendor

Ms. Lawton sent out a request for proposals last month for new billing software and received four proposals. Before making any decisions, the Board would like a breakdown of costs the District spends each month with the current system and how much will be saved after new software is installed.

Action: No action required by the Board.

Consider for approval the monthly transfers process for "new sewer bank account"

Ms. Lawton explained to the Board that in the past the District has paid for credit card fees from the new sewer account, but since these fees have increased over the year's staff now needs to reimburse this account for these fees from the sewer operating account and every month after.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfers from the sewer operating account to the new sewer account for credit card fees that are added to the security deposits in the new sewer account. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – There have been no new updates.

2016 sewer rate case, 16-0411-PSD-30B – There have been no new updates.

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN – This month there have been no changes as staff moves forward with compliance to regulatory requests. Earlier in tonight's meeting the board approved the Letter of Conditions from USDA for project funding.

Water Rate Increase case, 16-0701-PWD-19A –The District is waiting for a final order.

EJSS, LLC vs JCPSD civil case, 14-C-51 – This was discussed earlier in the meeting in executive session.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget.

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 \$9,923.55. 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 \$272,848.25. Unanimously approved.

Approve transfer of \$2,245.42 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-12A

Approve transfer of \$2,732.10 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-11

Approve transfer of \$6,579.93 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 3-8

Approve transfer of \$9,501.68 from the Sewer Operating account to the New Sewer Security Deposit account for credit card processing fees paid from FY 2008-September 2016

Approve transfer of \$6,856.88 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$1,602.78 from the Water Renewal & Replacement account to the Water Operating account for a new transducer and repairs at Glen Haven

Action: Motion made by Mr. Strider and seconded by Mr. Weese Approve transfer of \$2,245.42 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-12A, approve transfer of \$2,732.10 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-11, approve transfer of \$6,579.93 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 3-8, approve transfer of \$9,501.68

from the Sewer Operating account to the New Sewer Security Deposit account for credit card processing fees paid from FY 2008-September 2016, approve transfer of \$6,856.88 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, approve transfer of \$1,602.78 from the Water Renewal & Replacement account to the Water Operating account for a new transducer and repairs at Glen Haven. 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

Dale Manual, District customer speaking as an individual not on behalf of the County Commission, stated that the resolution approved by the District about not taking part in discussions relating to consolidation until the project is complete is detrimental to the County. He also stated that the District needs to be involved from the beginning on these talks involving the County, Ranson, and Charles Town and by continuing to pursue the sewer project is adding more debt which makes a possible merger unattractive to the others involved.

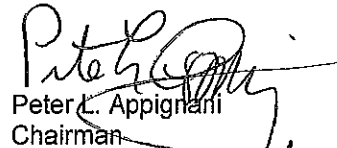
Heidi Parker, District customer, seconded everything Mr. Manual had said and stated that a merger should happen.

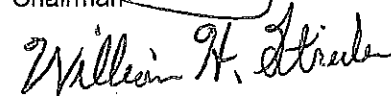
Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 8:33PM.

The next regular meeting is scheduled for Monday, December 5, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,


Peter L. Appignani
Chairman


William H. Strider
Treasurer

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



December 8, 2016

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$188,264.84 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of September, October, and November 2016. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

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

Week Ending Date	FY17 December 17, 2016
To be Deposited on:	December 23, 2016
Amount Played	\$ 40,852,193.65
Amount Won	36,971,929.81
Amount Promo	380,000.00
MWAP Contribution	<u>-</u>
Adjusted Gross Terminal Revenue	<u>3,500,263.84</u>
Administrative Costs @ 4%	83,208.85
Excess Lottery Fund @ 4%	<u>56,801.71</u>
Net Terminal Revenue	<u>3,360,253.28</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u>-</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>3,360,253.28</u>
Racetrack @ 46.50% / 42%	1,562,517.78
Lottery Fund @ 30% / 0%	1,008,075.94
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	431,792.56
Race Track Purses @ 90% of 7% / 4%	211,695.96
Employee Pension Fund @ 1% / .5%	33,602.54
Greyhound Development @ 90% of .75%	22,681.71
Thoroughbred Development @ 90% of .75%	22,681.71
County/Municipality @ 2%	<u>67,205.08</u>
	<u>\$ 3,360,253.28</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2017

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
08/27/16	111,097.28	96,130.52	14,966.76	1,186.86	5,971.74	324.78	5,040.80	2,442.58
09/03/16	120,896.24	60,448.12	60,448.12	4,793.54	24,118.80	1,311.72	20,358.93	9,865.13
09/10/16	123,196.08	61,598.04	61,598.04	4,884.72	24,577.62	1,336.68	20,746.22	10,052.80
09/17/16	101,219.28	50,609.64	50,609.64	4,013.34	20,193.25	1,098.23	17,045.33	8,259.49
09/24/16	102,399.36	51,199.68	51,199.68	4,060.14	20,428.67	1,111.03	17,244.05	8,355.79
10/01/16	108,692.68	54,346.34	54,346.34	4,309.66	21,684.19	1,179.32	18,303.85	8,869.32
10/08/16	101,792.36	50,896.18	50,896.18	4,036.07	20,307.57	1,104.45	17,141.83	8,306.26
10/15/16	103,115.76	51,557.88	51,557.88	4,088.54	20,571.59	1,118.81	17,364.69	8,414.25
10/22/16	107,651.80	53,825.90	53,825.90	4,266.39	21,476.53	1,168.02	18,128.56	8,784.40
10/29/16	101,706.44	50,853.22	50,853.22	4,032.66	20,290.43	1,103.51	17,127.37	8,299.25
11/05/16	111,917.68	55,958.84	55,958.84	4,437.53	22,327.58	1,214.31	18,846.94	9,132.48
11/12/16	106,692.36	53,346.18	53,346.18	4,230.35	21,285.13	1,157.61	17,966.99	8,706.10
11/19/16	94,349.80	47,174.90	47,174.90	3,740.97	18,822.78	1,023.70	15,888.51	7,698.94
11/26/16	113,653.88	56,826.94	56,826.94	4,506.38	22,673.95	1,233.14	19,139.31	9,274.16
12/03/16	96,815.72	48,407.86	48,407.86	3,838.74	19,314.74	1,050.45	16,303.77	7,900.16
12/10/16	87,486.28	43,743.14	43,743.14	3,468.83	17,453.51	949.23	14,732.69	7,138.88
12/17/16	67,205.08	33,602.54	33,602.54	2,664.68	13,407.41	729.18	11,317.34	5,483.93
Subtotal	\$ 2,590,787.80	\$ 1,751,425.64	\$ 839,362.16	\$ 66,561.40	\$ 334,905.49	\$ 18,214.17	\$ 282,697.18	\$ 136,983.92

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	979.78
Hurricane	979.78
Huttonsville	979.78
laeger	979.78
Jackson County	3,899.91
Jane Lew	979.78
Jefferson County	61,087.94
Jefferson County School Board	183,263.82
Junior	979.78
Kanawha County	24,030.78
Kenova	979.78
Kermit	979.78
Keyser	979.78
Keystone	979.78
Kimball	979.78
Kingwood	979.78
Leon	979.78
Lester	979.78
Lewis County	3,899.91

VIDEO LOTTERY REPORT

FY 2013			FY 2014			FY 2015			FY 2016			FY 2017		
Date	Amount		Date	Amount		Date	Amount		Date	Amount		Date	Amount	
7/7/2012	161,637.92		7/6/2013	123,196.88		7/5/2014	106,819.12		7/4/2015	89,446.56		7/1-2/2016	51,477.36	
7/14/2012	129,458.04		7/13/2013	128,060.40		7/12/2014	111,792.16		7/11/2015	119,132.68		7/9/2016	125,605.24	
7/21/2012	130,037.00		7/20/2013	115,128.84		7/19/2014	116,320.32		7/18/2015	112,706.24		7/16/2016	107,876.48	
7/28/2012	137,164.44		7/27/2013	123,049.56		7/26/2014	112,502.48		7/25/2015	109,356.88		7/23/2016	107,196.20	
8/4/2012	132,931.16		8/3/2013	116,180.80		8/2/2014	117,145.12		8/1/2015	119,089.60		7/30/2016	111,534.28	
8/11/2012	134,212.88		8/10/2013	120,078.64		8/9/2014	114,374.60		8/8/2015	115,689.52		8/6/2016	110,378.32	
8/18/2012	110,241.90		8/17/2013	124,888.56		8/16/2014	114,105.32		8/15/2015	108,726.48		8/13/2016	101,561.56	
8/25/2012	66,209.90		8/24/2013	89,882.12		8/23/2014	116,097.04		8/22/2015	108,922.12		8/20/2016	115,270.28	
9/1/2012	67,133.42		8/31/2013	58,913.18		8/30/2014	60,280.02		8/29/2015	73,285.10		8/27/2016	96,130.52	
9/8/2012	74,029.40		9/7/2013	67,758.74		9/6/2014	61,420.28		9/5/2015	55,890.76		9/3/2016	60,448.12	
9/15/2012	61,838.04		9/14/2013	53,374.22		9/13/2014	51,364.96		9/12/2015	63,273.30		9/10/2016	61,598.04	
9/22/2012	56,996.90		9/21/2013	54,277.94		9/20/2014	50,664.54		9/19/2015	54,233.06		9/17/2016	50,609.64	
9/29/2012	61,611.40		9/28/2013	54,881.50		9/27/2014	50,127.22		9/26/2015	52,439.60		9/24/2016	51,199.68	
10/6/2012	62,715.20		10/5/2013	55,950.74		10/4/2014	53,531.28		10/3/2015	53,104.94		10/1/2016	54,346.34	
10/13/2012	60,710.18		10/12/2013	55,837.92		10/11/2014	51,127.00		10/10/2015	50,291.26		10/8/2016	50,896.18	
10/20/2012	62,333.08		10/19/2013	61,327.20		10/18/2014	56,414.64		10/17/2015	53,048.80		10/15/2016	51,557.88	
10/27/2012	58,073.54		10/26/2013	52,854.06		10/25/2014	49,890.20		10/24/2015	55,418.72		10/22/2016	53,825.90	
11/3/2012	56,545.30		11/2/2013	57,543.54		11/1/2014	52,242.34		10/31/2015	57,023.64		10/29/2016	50,853.22	
11/10/2012	56,110.96		11/9/2013	54,666.76		11/8/2014	52,819.26		11/7/2015	55,832.08		11/5/2016	55,958.84	
11/17/2012	57,432.36		11/16/2013	56,495.96		11/15/2014	51,810.32		11/14/2015	56,012.86		11/12/2016	53,346.18	
11/24/2012	65,888.86		11/23/2013	48,628.62		11/22/2014	46,228.62		11/21/2015	50,193.76		11/19/2016	47,174.90	
12/1/2012	50,243.34		11/30/2013	59,645.66		11/29/2014	55,593.44		11/28/2015	60,010.98		11/26/2016	56,826.94	
12/8/2012	50,770.96		12/7/2013	47,306.24		12/6/2014	46,792.50		12/5/2015	47,767.86		12/3/2016	48,407.86	
12/15/2012	47,022.38		12/14/2013	29,229.02		12/13/2014	40,904.98		12/12/2015	42,938.56		12/10/2016	43,743.14	
12/22/2012	46,838.96		12/21/2013	44,581.02		12/20/2014	41,600.84		12/19/2015	43,087.16		12/17/2016	33,602.54	
12/29/2012	59,697.22		12/28/2013	62,117.14		12/27/2014	58,114.68		12/26/2015	52,835.48				
1/5/2013	71,673.52		1/4/2014	62,963.88		1/3/2015	68,277.28		1/2/2016	74,963.14				
1/12/2013	50,416.30		1/11/2014	37,935.94		1/10/2015	37,099.34		1/9/2016	41,474.24				
1/19/2013	51,211.88		1/18/2014	49,418.64		1/17/2015	43,217.36		1/16/2016	43,455.58				
1/26/2013	46,966.26		1/25/2014	42,720.80		1/24/2015	41,212.80		1/23/2016	25,025.40				
2/2/2013	52,067.92		2/1/2014	47,681.60		1/31/2015	42,783.32		1/30/2016	36,805.26				
2/9/2013	52,222.20		2/8/2014	45,434.52		2/7/2015	47,859.18		2/4/2016	51,695.74				
2/16/2013	64,243.52		2/15/2014	41,076.08		2/14/2015	48,131.08		2/13/2016	44,941.78				
2/23/2013	64,115.70		2/22/2014	61,523.98		2/21/2015	37,610.66		2/20/2016	50,505.40				
3/2/2013	62,602.74		3/1/2014	57,744.78		2/28/2015	56,982.14		2/27/2016	52,426.86				
3/9/2013	59,213.26		3/8/2014	50,439.94		3/7/2015	43,750.42		3/5/2016	53,474.66				
3/16/2013	62,366.36		3/15/2014	54,414.66		3/14/2015	55,096.66		3/12/2016	51,447.02				
3/23/2013	59,841.02		3/22/2014	50,734.62		3/21/2015	53,081.08		3/19/2016	50,356.80				
3/30/2013	57,567.98		3/29/2014	51,174.60		3/28/2015	50,548.88		3/26/2016	52,217.46				
4/6/2013	63,108.84		4/5/2014	55,229.90		4/4/2015	51,713.78		4/2/2016	54,185.88				
4/13/2013	56,849.30		4/12/2014	48,653.18		4/11/2015	51,024.54		4/9/2016	49,690.04				
4/20/2013	55,432.12		4/19/2014	54,469.22		4/18/2015	49,338.10		4/16/2016	49,071.82				
4/27/2013	58,612.74		4/26/2014	51,637.18		4/25/2015	49,656.62		4/23/2016	49,485.78				

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00
	3,580,645.18		3,261,565.02		3,148,372.80		3,167,478.80
							1,751,425.64

Table Game Revenue

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

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94
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	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	332,575.15

Table Game Revenue Distribution - Jefferson County School Board

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

Date	Amount	Date	Amount
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19	August, 2016	189,475.86
September, 2015	194,536.32	September, 2016	203,104.26
October, 2015	205,322.91	October, 2016	190,178.91
November, 2015	202,465.62	November, 2016	183,263.82
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	997,725.45