

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2017
THURSDAY, APRIL 6, 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

APPROVAL OF MINUTES

- March 23, 2017 - Special Session
- March 30, 2017 - Regular Session

APPROVAL OF PURCHASE ORDERS

- April 6, 2017

APPROVAL OF ACCOUNTS PAYABLE

- April 6, 2017

APPROVAL OF MANUAL CHECKS

- April 6, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Split Ticket - Discussion/Action

2. 9:50 a.m. Matthew Harvey, Prosecuting Attorney
- Approval of new hire for Assistant in Civil Division - Discussion/Action
3. 10:00 a.m. Cecelia Nichols, Alzheimer's Association, WV Chapter
- Approval of Resolution - Recognize the month of June, 2017 as Alzheimer's and Brain Awareness Month - Discussion/Action
4. 10:15 a.m. Interviews and Appointments to the Jefferson County Planning Commission - three 3-year terms ending March 31, 2020 - Discussion/Action
5. 10:30 a.m. Tammy Biser, WV Division of Highways
- WV Division of Highways request to acquire property owned by the Jefferson County Commission - Discussion/Action
6. 10:45 a.m. **BREAK**
7. 11:00 a.m. John Reisenweber, Jefferson County Development Authority
- Discussion of Project Shuttle - Executive Session - Discussion/Action
8. 11:15 a.m. Interviews and Appointments to the Jefferson County Historic Landmarks Commission - One 3-year term ending March 6, 2020 - Discussion/Action
9. 11:30 a.m. Roger Goodwin, Chief County Engineer
- Pleasant Hill Subdivision (JCPC File No. 05-28) - Contractor's Site Work Proposal - Discussion/Action
10. 11:45 a.m. Pete Dougherty, Sheriff
Presentation of Donation to Animal Control - Discussion/Action
11. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

12. Legislative Issues
13. Request staff to create opportunities for citizen donations to the ambulance fee on the billing invoice and online payment portal - Discussion/Action (JT)
14. Recommendation from the Sheriff that the pledged securities with BB&T be increased to \$800,000 - Discussion/Action

15. Decision on the proposed Policy on Vested Property Rights including the following language: - Discussion/Action
 - The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same period
 - The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that required the performance of any action within a certain time period for any subdivision for land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action
 - Any plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval

FINANCIAL DIRECTOR REPORTS

- Review of FY2017 Budget Actual as of 02/28/2017

COUNTY ADMINISTRATOR REPORTS

- Approval of revised Meeting Session Policy and accompanying Resolution - Discussion/Action
- Approval of Agenda Policy - Discussion/Action

COUNTY COMMISSION REPORTS

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

16. 1:30 p.m. Public Hearing
 - Zoning Map Amendment for property designated as Tax District Middleway, Map 19A, Parcels 13, 14, and 14.1 - Jefferson Reality, LLC
17. 2:00 p.m. Peggy Smith, Mayor
 - Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment - Discussion/Action

18. 2:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Renewal of police agreement between Bolivar & Sheriff's Department - Discussion/Action
 - Discussion of insurance & other legal issues concerning deceased persons - Discussion/Action
 - Legal discussion of new lawsuit 17-C-63 - Possible Executive Session - Discussion/Action
 - Continued discussion regarding a dissolution of PSD & assets - Possible Executive Session - Discussion/Action
 - Inform Commission of lawsuit against Planning Department -17-C-53 - Possible Executive Session - Discussion/Action

19. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Development Authority.

Pre-proposal Conference Memorandum from the Department of Engineering, Planning, and Zoning.

WV Lottery Weekly Settlement for Charles Town - week ending March 25, 2017.

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

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 Thursday, March 23, 2017, beginning at 9:30 o'clock a.m.

PRESENT: Peter Onoszko, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Patricia Noland, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Administrative Assistant

In re: FY18 Budget Approval

The meeting was called to order at 9:31 a.m. by Commissioner Onoszko.

Commissioner Tabb led the Pledge of Allegiance.

1. Discuss sending a letter to the West Virginia Public Service Commission concerning action taken on utilities consolidation.

President Onoszko inquired as to whether the County Commission should send formal communication to the West Virginia Public Service Commission regarding utilities consolidation since the Commission, during their last regularly scheduled meeting, moved to direct counsel to meet with the counsel for the Cities of Charles Town and Ranson, the Jefferson County Public Service District, and the Charles Town Utility Board to formulate the ground rules to form a larger working group and develop options and recommendations for sewer consolidation in an effort to make sewer service in Jefferson County more efficient and cost effective. It was the consensus of the Commission to delay decision on this matter until the March 30, 2017 regularly scheduled meeting pending the WVPSC's decision regarding Case No. 16-0616-PSD-PC-CN.

2. Discuss any changes to the Fiscal Year 2018 Budget regarding public comment that was received at the Public Hearing on March 16, 2017/Approval of the FY18 Budget.

Each Commissioner provided his or her view regarding the public comment received concerning the ambulance fee during the FY18 Budget Public Hearing. After much discussion, it was decided by the majority of the Commission to fund two additional positions for the Jefferson County Emergency Services Agency by

eliminating the employee grade scale realignment for FY18 and providing a COLA instead. It was also decided the Commission would continue with the \$5.00 reduction in the ambulance fee.

- **Motion by Mr. Compton to approve the FY18 Budget with the following stipulations: removal of the employee grade scale realignment, adding \$164,000 to the JCESA budget to fund two new positions, and using the remainder of the funds from the grade scale realignment to provide a COLA for all county employees. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

There being no further business, the meeting was adjourned at 11:16 am.

PETER ONOSZKO, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, March 30, 2017

A meeting of the Jefferson County Commission was held on Thursday, March 30, 2017 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 Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko 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, March 30, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the March 16, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 16, 2017 FY18 Budget Public Hearing Minutes as amended with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Compton to approve the Purchase Orders for March 30, 2017 to include Purchase Order No. 48573 in the amount of \$40,302.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|--------------|--------------|
| 078052 | PAYROLL | AMERICAN FAMILY LIFE ICU | | \$ - | \$ 3,656.32 | \$ 3,656.32 |
| 078053 | PAYROLL | BOOTH AND MCCARTHY | | \$ - | \$ 231.00 | \$ 231.00 |
| 078054 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 078055 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 078056 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 078057 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 078058 | PAYROLL | JANET COLLIER | | \$ - | \$ 2,250.00 | \$ 2,250.00 |
| 078059 | 712 | CHRISTOPHER CROSS | | \$ - | \$ 236.50 | \$ 236.50 |
| 078060 | PAYROLL | COLONIAL LIFE | | \$ - | \$ 205.10 | \$ 205.10 |
| 078061 | 712 | COVINGTON POLICE DEPT | | \$ - | \$ 45.00 | \$ 45.00 |
| 078062 | 428 | CLEARCADENCE LLC | | \$ - | \$ 2,550.00 | \$ 2,550.00 |
| 078063 | 415 | GENERAL COUNTY FUND-J FE | | \$ - | \$ 21,637.29 | \$ 21,637.29 |
| 078064 | PAYROLL | CRYSTAL GUMBEL-SHADE | | \$ - | \$ 239.23 | \$ 239.23 |
| 078065 | PAYROLL | JENNILEE HARTMAN | | \$ - | \$ 2,072.00 | \$ 2,072.00 |
| 078066 | 428 | HIRERIGHT | | \$ - | \$ 104.06 | \$ 104.06 |
| 078067 | 401 | THE SPIRIT OF JEFFERSON | | \$ - | \$ 37.02 | \$ 37.02 |
| 078068 | GRANT | JEFFERSON DAY REPORT CNT | | \$ - | \$ 835.80 | \$ 835.80 |
| 078069 | PAYROLL | JANE JONES | | \$ - | \$ 2,250.00 | \$ 2,250.00 |
| 078070 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,660.00 | \$ 5,660.00 |
| 078071 | 712 | LANGUAGE LINE SERVICES | | \$ - | \$ 125.62 | \$ 125.62 |
| 078072 | 712 | SARAH LANNING | | \$ - | \$ 116.50 | \$ 116.50 |
| 078073 | PAYROLL | ELIZABETH MALONEY | | \$ - | \$ 1,160.19 | \$ 1,160.19 |
| 078074 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 415.00 | \$ 415.00 |
| 078075 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |
| 078076 | 402 | OFFICE SERVICES | | \$ - | \$ 67.00 | \$ 67.00 |
| 078076 | 404 | OFFICE SERVICES | | \$ - | \$ 67.00 | \$ 67.00 |
| 078077 | 428 | OFFICEMAX | | \$ - | \$ 278.02 | \$ 278.02 |
| 078077 | 428 | OFFICEMAX | | \$ - | \$ 840.72 | \$ 840.72 |
| 078077 | 428 | OFFICEMAX | | \$ - | \$ 278.02 | \$ 278.02 |
| 078078 | 712 | LAURA POPE | | \$ - | \$ 240.00 | \$ 240.00 |
| 078079 | 712 | JEFFREY POLCZYNSKI | | \$ - | \$ 240.00 | \$ 240.00 |
| 078080 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 74.83 | \$ 74.83 |
| 078080 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 84.31 | \$ 84.31 |
| 078081 | 425 | RCS SECURITY | | \$ - | \$ 85.00 | \$ 85.00 |
| 078081 | 425 | RCS SECURITY | | \$ - | \$ 127.50 | \$ 127.50 |
| 078082 | 403 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 60.00 | \$ 60.00 |
| 078083 | 401 | RICOH USA, INC./GA | | \$ - | \$ 252.73 | \$ 252.73 |

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|--------|---------|--------------------------|--|------|--------------|--------------|
| 078083 | 403 | RICOH USA, INC./GA | | \$ - | \$ 287.58 | \$ 287.58 |
| 078083 | 404 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 078083 | 405 | RICOH USA, INC./GA | | \$ - | \$ 423.90 | \$ 423.90 |
| 078083 | 406 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 078083 | 425 | RICOH USA, INC./GA | | \$ - | \$ 48.10 | \$ 48.10 |
| 078083 | 440 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 078083 | 440 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 078083 | 700 | RICOH USA, INC./GA | | \$ - | \$ 295.90 | \$ 295.90 |
| 078083 | 712 | RICOH USA, INC./GA | | \$ - | \$ 267.08 | \$ 267.08 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,343.56 | \$ 10,343.56 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 44,228.12 | \$ 44,228.12 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3.72 | \$ 3.72 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 0.88 | \$ 0.88 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 2.61 | \$ 2.61 |
| 078084 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 41,635.68 | \$ 41,635.68 |
| 078085 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 741.73 | \$ 741.73 |
| 078085 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 32,323.25 | \$ 32,323.25 |
| 078085 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 637.35 | \$ 637.35 |
| 078085 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 1.38 | \$ 1.38 |
| 078086 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 16,817.94 | \$ 16,817.94 |
| 078086 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 11,912.69 | \$ 11,912.69 |
| 078087 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 315.00 | \$ 315.00 |
| 078087 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3,035.00 | \$ 3,035.00 |
| 078090 | 401 | ADORAMA INC | | \$ - | \$ 165.05 | \$ 165.05 |
| 078090 | 401 | ADORAMA INC | | \$ - | \$ 86.17 | \$ 86.17 |
| 078090 | 401 | SPRINT | | \$ - | \$ 65.86 | \$ 65.86 |
| 078090 | 401 | WVIPAY.COM | | \$ - | \$ 225.00 | \$ 225.00 |
| 078090 | 402 | STAPLES | | \$ - | \$ 29.98 | \$ 29.98 |
| 078090 | 403 | SHOPLET | | \$ - | \$ 100.02 | \$ 100.02 |
| 078090 | 403 | SPRINT | | \$ - | \$ 65.86 | \$ 65.86 |
| 078090 | 403 | WVU EXTENSION SERIVCE | | \$ - | \$ 245.00 | \$ 245.00 |
| 078090 | 412 | COMCAST | | \$ - | \$ 105.75 | \$ 105.75 |
| 078090 | 412 | STAPLES | | \$ - | \$ 244.09 | \$ 244.09 |
| 078090 | 415 | FRONTIER | | \$ - | \$ 84.36 | \$ 84.36 |
| 078090 | 415 | SPRINT | | \$ - | \$ 108.66 | \$ 108.66 |
| 078090 | 424 | CHARLES TOWN UTILITIES | | \$ - | \$ 185.83 | \$ 185.83 |
| 078090 | 424 | FRONTIER | | \$ - | \$ 1,894.93 | \$ 1,894.93 |
| 078090 | 424 | ROACH ENERGY | | \$ - | \$ 2,537.61 | \$ 2,537.61 |
| 078090 | 424 | SPRINT | | \$ - | \$ 65.86 | \$ 65.86 |
| 078090 | 424 | THE HOME DEPOT | | \$ - | \$ 43.68 | \$ 43.68 |

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|--------|-----|--------------------------|------|-------------|-------------|
| 078090 | 424 | WWW.LOGMEIN.COM | \$ - | \$ 267.49 | \$ 267.49 |
| 078090 | 425 | AMAZON | \$ - | \$ 248.00 | \$ 248.00 |
| 078090 | 425 | CHARLES TOWN UTILITIES | \$ - | \$ 1,180.08 | \$ 1,180.08 |
| 078090 | 425 | COMCAST | \$ - | \$ 1,064.26 | \$ 1,064.26 |
| 078090 | 425 | GRAINGER | \$ - | \$ 471.75 | \$ 471.75 |
| 078090 | 425 | JEFFERSON COUNTY P.S.D | \$ - | \$ 222.34 | \$ 222.34 |
| 078090 | 425 | JEFFERSON RENTALS | \$ - | \$ 115.83 | \$ 115.83 |
| 078090 | 425 | JEFFERSON UTILITIES, INC | \$ - | \$ 559.76 | \$ 559.76 |
| 078090 | 425 | KLEEN-RITE | \$ - | \$ 51.11 | \$ 51.11 |
| 078090 | 425 | ROACH ENERGY | \$ - | \$ 3,137.17 | \$ 3,137.17 |
| 078090 | 425 | SHENANDOAH SPRING WATER | \$ - | \$ 700.93 | \$ 700.93 |
| 078090 | 425 | SNAP ON TOOLS | \$ - | \$ 123.98 | \$ 123.98 |
| 078090 | 425 | THE HOME DEPOT | \$ - | \$ 149.08 | \$ 149.08 |
| 078090 | 425 | THE HOME DEPOT | \$ - | \$ 12.47 | \$ 12.47 |
| 078090 | 425 | WEISS BROS OF HAGERSTOWN | \$ - | \$ 2,054.84 | \$ 2,054.84 |
| 078090 | 425 | WM WASTE MGNT | \$ - | \$ 648.31 | \$ 648.31 |
| 078090 | 428 | AMAZON | \$ - | \$ 203.08 | \$ 203.08 |
| 078090 | 428 | BARRACUDE NETWORKS INC | \$ - | \$ 1,298.00 | \$ 1,298.00 |
| 078090 | 428 | CABLE WHOLESALE | \$ - | \$ 5.87 | \$ 5.87 |
| 078090 | 428 | HARD DISK DIRECT | \$ - | \$ 103.08 | \$ 103.08 |
| 078090 | 428 | PAYPAL - EBAY | \$ - | \$ 8.99 | \$ 8.99 |
| 078090 | 428 | SPRINT | \$ - | \$ 143.11 | \$ 143.11 |
| 078090 | 440 | AMAZON | \$ - | \$ 40.67 | \$ 40.67 |
| 078090 | 440 | INTL CODE COUNCIL INC | \$ - | \$ 135.00 | \$ 135.00 |
| 078090 | 440 | INTL CODE COUNCIL INC | \$ - | \$ 199.00 | \$ 199.00 |
| 078090 | 440 | LYLE SIGNS | \$ - | \$ 87.61 | \$ 87.61 |
| 078090 | 440 | MILLERS OFFICE PRODUCTS | \$ - | \$ 121.62 | \$ 121.62 |
| 078090 | 440 | PRINT-O-STAT | \$ - | \$ 207.67 | \$ 207.67 |
| 078090 | 440 | SPRINT | \$ - | \$ 175.58 | \$ 175.58 |
| 078090 | 440 | VISTA PRINT | \$ - | \$ 64.41 | \$ 64.41 |
| 078090 | 440 | WV CODE COUNCIL | \$ - | \$ 120.00 | \$ 120.00 |
| 078090 | 700 | AMAZON | \$ - | \$ 282.56 | \$ 282.56 |
| 078090 | 700 | CHEIF SUPPLY | \$ - | \$ 238.49 | \$ 238.49 |
| 078090 | 700 | CHEIF SUPPLY | \$ - | \$ 130.00 | \$ 130.00 |
| 078090 | 700 | CREAMERS WRECKERS SERVIC | \$ - | \$ 65.00 | \$ 65.00 |
| 078090 | 700 | DAYS INN | \$ - | \$ 110.00 | \$ 110.00 |
| 078090 | 700 | HOLIDAY INN | \$ - | \$ 107.00 | \$ 107.00 |
| 078090 | 700 | JOHN E. REID AND ASSOC | \$ - | \$ 130.00 | \$ 130.00 |
| 078090 | 700 | LAW ENFORCEMENT SYSTEMS | \$ - | \$ 184.44 | \$ 184.44 |
| 078090 | 700 | LAW ENFORCEMENT SYSTEMS | \$ - | \$ 398.56 | \$ 398.56 |

| | | | | | | |
|--------------|---------|--------------------------|--|------|----------------------|----------------------|
| 078090 | 700 | MARKL SUPPLY CO. | | \$ - | \$ 5,592.08 | \$ 5,592.08 |
| 078090 | 700 | PETCO | | \$ - | \$ 12.83 | \$ 12.83 |
| 078090 | 700 | RAY ALLEN MANUFACTURING | | \$ - | \$ 68.56 | \$ 68.56 |
| 078090 | 700 | SPIRIT OF JEFFERSON | | \$ - | \$ 235.00 | \$ 235.00 |
| 078090 | 700 | SPRINT | | \$ - | \$ 887.24 | \$ 887.24 |
| 078090 | 700 | STAPLES | | \$ - | \$ 32.99 | \$ 32.99 |
| 078090 | 700 | SUPERIOR AUTOBODY | | \$ - | \$ 1,792.21 | \$ 1,792.21 |
| 078090 | 700 | TPS-TOWN POLICE SUPPLY | | \$ - | \$ 2,997.00 | \$ 2,997.00 |
| 078090 | 700 | TRACTOR SUPPLY CO | | \$ - | \$ 79.98 | \$ 79.98 |
| 078090 | 700 | WV SIGNAL & LIGHT | | \$ - | \$ 804.39 | \$ 804.39 |
| 078090 | 700 | WV SIGNAL & LIGHT | | \$ - | \$ 516.35 | \$ 516.35 |
| 078090 | 701 | GALLS | | \$ - | \$ 270.00 | \$ 270.00 |
| 078090 | 711 | KEEPER SECURITY | | \$ - | \$ 39.98 | \$ 39.98 |
| 078090 | 711 | MARRIOTT | | \$ - | \$ 387.00 | \$ 387.00 |
| 078090 | 711 | SPRINT | | \$ - | \$ 219.97 | \$ 219.97 |
| 078090 | 711 | 340 CAR WASH | | \$ - | \$ 10.00 | \$ 10.00 |
| 078090 | 712 | FRONTIER | | \$ - | \$ 5,099.85 | \$ 5,099.85 |
| 078090 | 712 | SPRINT | | \$ - | \$ 888.50 | \$ 888.50 |
| 078090 | 712 | STAPLES | | \$ - | \$ 192.83 | \$ 192.83 |
| 078090 | 716 | GREENLAWN MEMORIAL PARK | | \$ - | \$ 299.00 | \$ 299.00 |
| 078090 | 716 | HILLSIDE VETERNARY HOSPT | | \$ - | \$ 20.00 | \$ 20.00 |
| 078090 | 716 | SEARS | | \$ - | \$ 764.97 | \$ 764.97 |
| 078090 | 716 | SPRINT | | \$ - | \$ 790.88 | \$ 790.88 |
| 078090 | 716 | THE HOME DEPOT | | \$ - | \$ 16.55 | \$ 16.55 |
| 078090 | 717 | ASR INC | | \$ - | \$ 265.00 | \$ 265.00 |
| 078090 | 717 | AUTO ZONE | | \$ - | \$ 158.99 | \$ 158.99 |
| 078090 | 717 | FISHER AUTO PARTS | | \$ - | \$ 166.89 | \$ 166.89 |
| 078090 | 717 | S&S MOTORS - NAPA PARTS | | \$ - | \$ 1,241.84 | \$ 1,241.84 |
| 078090 | 717 | SNAP ON TOOLS | | \$ - | \$ 585.90 | \$ 585.90 |
| 078090 | 717 | 84 LUMBER | | \$ - | \$ 2,198.41 | \$ 2,198.41 |
| 078091 | 401 | WV ASSOCIATION/COUNTIES | | \$ - | \$ 225.00 | \$ 225.00 |
| 078091 | 403 | WV ASSOCIATION/COUNTIES | | \$ - | \$ 225.00 | \$ 225.00 |
| 078092 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 3.64 | \$ 3.64 |
| 078092 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 1.36 | \$ 1.36 |
| 078092 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 61,101.59 | \$ 61,101.59 |
| 078092 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 22,913.21 | \$ 22,913.21 |
| 078093 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 6,584.90 | \$ 6,584.90 |
| 078093 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 3,292.46 | \$ 3,292.46 |
| TOTAL | | | | | \$ 354,881.29 | \$ 354,881.29 |

Motion by Ms. Noland to approve the Accounts Payable for March 23, 2017 in the amount of \$354,881.29. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------------|---------|--------------------------|-------|-------|---------------------|---------------------|
| 078095 | 712 | AT&T/GA | | \$ - | \$ 54.93 | \$ 54.93 |
| 078096 | 425 | BONDED APPLICATORS OF MD | | \$ - | \$ 612.00 | \$ 612.00 |
| 078097 | 428 | CLEARCADENCE LLC | | \$ - | \$ 680.00 | \$ 680.00 |
| 078098 | 717 | CHRISTY ENTERPRISE | | \$ - | \$ 37.24 | \$ 37.24 |
| 078099 | PAYROLL | ALEXANDRA BEAULIEU | | \$ - | \$ 2,873.69 | \$ 2,873.69 |
| 078100 | 425 | ECOWATER | | \$ - | \$ 814.88 | \$ 814.88 |
| 078101 | PAYROLL | ROGER GOODWIN | | \$ - | \$ 1,927.12 | \$ 1,927.12 |
| 078102 | 405 | MARY K. HURLEY | | \$ - | \$ 53.90 | \$ 53.90 |
| 078103 | 402 | THE SPIRIT OF JEFFERSON | | \$ - | \$ 153.46 | \$ 153.46 |
| 078103 | 402 | THE SPIRIT OF JEFFERSON | | \$ - | \$ 22.22 | \$ 22.22 |
| 078104 | 712 | ROBERT E. JONES III | | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| 078105 | 425 | LAUNDRY EQUIPMENT SERVIC | | \$ - | \$ 170.63 | \$ 170.63 |
| 078106 | PAYROLL | MAZZITTI & SULLIVAN EAP | | \$ - | \$ 936.00 | \$ 936.00 |
| 078107 | 413 | MILLER'S SUPPLIES AT WOR | | \$ - | \$ 85.47 | \$ 85.47 |
| 078107 | 425 | MILLER'S SUPPLIES AT WOR | | \$ - | \$ 477.30 | \$ 477.30 |
| 078107 | 425 | MILLER'S SUPPLIES AT WOR | | \$ - | \$ 475.19 | \$ 475.19 |
| 078108 | 406 | NATIONAL BAND & TAG CO | | \$ - | \$ 1,677.44 | \$ 1,677.44 |
| 078109 | 424 | NEOPOST USA INC. | | \$ - | \$ 166.99 | \$ 166.99 |
| 078110 | 700 | WILLIAM POTTER | | \$ - | \$ 22.56 | \$ 22.56 |
| 078111 | 405 | WV ASSOCIATION/COUNTIES | | \$ - | \$ 225.00 | \$ 225.00 |
| 078112 | PAYROLL | WVCORP | | \$ - | \$ 37,152.75 | \$ 37,152.75 |
| 078113 | 412 | EMILY WELLS | | \$ - | \$ 215.63 | \$ 215.63 |
| 078114 | 402 | W.B. MASON CO. INC | | \$ - | \$ 134.93 | \$ 134.93 |
| | | | | | | |
| TOTAL | | | | | \$ 49,969.33 | \$ 49,969.33 |

Motion by Ms. Tabb to approve the Accounts Payable for March 30, 2017 in the amount of \$49,969.33. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

| | | | |
|--------------------|--|--|--|
| ASSESSOR VALUATION | | | |
| O56 | | | |

Danny Lutz, resident – reiterated his stance that public utility properties should have to pay property tax to the County based upon a fair and accurate value of the property and shared his concerns regarding the Burr Industrial Park sinkhole.

Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission – read a letter written by the Jefferson County Parks and Recreation Board stating their opposition to the annexation proposed by the City of Charles Town as it would result in a loss of hotel/motel tax revenue for their operations and programs.

Jacqueline Milliron, resident – spoke in favor of the dissolution of the Jefferson County Public Service District.

Lee Snyder, resident and owner of Jefferson Utilities, Inc. – asked the Commission to carefully consider how the dissolution of the Jefferson County Public Service District would impact all residents and urged the Commission not to rush to decision.

Mike Stoneberger, resident – stated his opposition to the annexation proposed by the City of Charles Town.

Lyman Ryon, Jr. , resident – also spoke against the annexation proposed by the City of Charles Town.

Guy Chicchirichi, resident – also stated he was opposed to the annexation proposed by the City of Charles Town.

PRESENTATIONS

1. Public Hearing: the purpose of the public hearing is to receive public input on the proposed Policy on Vested Property Rights including the following language:

- The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same period.

- The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that required the performance of any action within a certain time period for any subdivision for land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.

- Any plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

Jennie Brockman, County Planner, provided the Commission and audience with background information regarding the time extension request and stated the Planning Commission

recommended the extension deadline be moved from July 1, 2017 to July 1, 2020. Public comment was made by the following:

Mike Wiley, employee for Wormald, developer and owner of the community at Beallair – spoke in support of the extension due to the slight upturn in the housing economy and asked the Commission to consider adopting the extension.

There being no further comment, President Onoszko stated the Commission would hold the record open for one week to receive written public comment, and the item would be added to the April 6, 2017 regularly scheduled County Commission agenda for action.

COUNTY ADMINISTRATOR REPORTS

- Approval of revised Meeting Session Policy and accompanying Resolution and Approval of the revised Agenda Policy – it was the consensus of the Commission to postpone action on these items until the April 6, 2017 regularly scheduled County Commission meeting.

NEW BUSINESS

2. Legislative Issues – the Commissioners discussed various House and Senate Bills which would potentially impact the county if passed.
3. Solutions to the unclaimed dead body issue
 - **Motion by Mr. Onoszko to approve the purchase of a vehicle for the purpose of transporting unclaimed decedents contingent upon review of liability and insurance issues, to be funded from the Contingency fund. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to provide Blue Ridge Mountain Volunteer Fire Company with \$17,000 in operational costs and reimburse the Company \$75 per non-Medical Examiner decedent, to be funded from the Coal Severance fund.**
4. Discuss City of Charles Town plan regarding Annexation of Properties in the Charles Town Urban Growth Boundary by Boundary Adjustment.
 - Nathan Cochran, Assistant Prosecuting Attorney, provided his interpretation of the West Virginia State Code in regard to whether the County Commission has any say in the matter of the annexation. President Onoszko informed the audience that the City of

Charles Town would be making a presentation on the annexation to the County Commission during the April 6, 2017 regularly scheduled commission meeting. President Onoszko also notified the public that, during the week of April 10, 2017, the City of Charles Town would be mailing certified letters to all affected by the potential annexation, and a public hearing would be held on the matter on April 24, 2017 at Wright Denny beginning at 6:00 pm.

5. Discussion of recent Public Service Commission decision regarding the JCPSD certificate of convenience and necessity and potential decision of the JCC to pursue possible consolidation or dissolution of the Public Service District
 - **Motion by Mr. Compton to enter into Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to dissolve the Jefferson County Public Service District and sell its assets to the City of Charles Town, contingent upon a plan presented to the County Commission by the Charles Town City Council and/or Utility Board, to be ratified by the County Commission. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**
 - **Motion by Mr. Compton to schedule a public hearing on the dissolution of the Jefferson County Public Service District on Thursday, May 4, 2017 at 7:00 pm and direct staff to publish the hearing date, time, and location by April 6, 2017 or as mandated by State Code. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**
 - **Motion by Mr. Compton to send certified letters to the following groups by April 3, 2017 or as mandated by State Code, notifying them that a majority of the Jefferson County Commission has voted to dissolve the Jefferson County Public Service District: the West Virginia Public Service Commission, the West Virginia Infrastructure and Jobs Development Council, the West Virginia Department of Environmental Protection, and the United States Department of Agriculture Rural Development Rural Utilities Services. Also included in the letter is an explanation of the dissolution process under WV State Code. The letter should also reflect that the vote was 3-2. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

COUNTY COMMISSIONER REPORTS

Patsy Noland

- Attended a JCCVB meeting.
- Attended a Charles Town City Council meeting.
- Attended the March 23 Special Session to approve the FY18 Budget.
- Reminded the Commissioners of the April 7, 2017 ribbon cutting at Charles Washington Hall.

Josh Compton

- Attended a Charles Town City Council meeting.
- Attended the March 23 Special Session to approve the FY18 Budget.
- Attended a Solid Waste Authority meeting and mentioned a free document shredding event at the Ranson Home Depot on April 15.
- Spent time researching PSD issues.

Peter Onoszko

- Attended a Charles Town City Council meeting.
- Attended the March 23 Special Session to approve the FY18 Budget.
- Attended a Development Authority meeting.
- Met with a constituent to discuss questions regarding Planning and Zoning.
- Attended a Harpers Ferry Conservancy Lunch.
- Attended a Planning Commission meeting.

Caleb Hudson

- Attended a PSD meeting.
- Attended the March 23 Special Session to approve the FY18 Budget.
- Responded to emails and phone calls from constituents.

Jane Tabb

- Attended a ride-along with Sheriff Deputy Joe Grantham.
- Attended a special ESA meeting.
- Attended a regular ESA meeting.
- Attended a Farmland Protection Board Committee meeting and a Farmland Protection Board regular meeting.
- Attended a HEPMPO meeting.
- Traveled to Morgantown for a WV Dairy Board Meeting.
- Has been reviewing grant applications received by the Women Investing In Shepherd group.
- Attended the March 23 Special Session to approve the FY18 Budget.
- Participated in multiple birthday celebrations for her children and grandchild.

6. There being no further business, motion by Ms. Noland to adjourn at 10:05 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

April 6, 2017

| DEPARTMENT | P.O. NUMBER | AMOUNT | VENDOR | DESCRIPTION |
|--------------------|-------------|--------------------|---------------------------|--------------------------|
| OTHER BUILDINGS | 52663 | \$ 9,000.00 | Gregory Poole Lift System | 2005 CAT C600 Lift Truck |
| GRAND TOTAL | | \$ 9,000.00 | | |



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52663

VENDOR:

DELIVER TO:

Gregory Poole Lift System

Other Bldgs

| QUANTITY | DESCRIPTION - BUDGET LINE - ITEM NUMBER | PRICE | UNIT | AMOUNT |
|----------|--|-------|------|---------|
| | 2005 Cat C6000 Lift Truck 425-341 | | | 9000 00 |

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

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

Laura A. Kuhn 3/29/17
Signature Date

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

Signature

Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 6, 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*):

✚ Split Ticket

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Matthew Harvey

Department or Entity: Prosecutor's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested -- 1st Choice: April 6, 2017

Date Requested -- 2nd Choice: _____

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

Subject:

Approval of new hire for assistant in civil division

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

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

Approval of Charlotte Ainsworth for assistant position in the civil division to begin work April 24, 2017

Attachments:



Name: Cecelia Nichols

Department or Organization: **Alzheimer's Association, WV Chapter**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 6**

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

Date Requested – 2nd Choice: April 20

Subject (*Wording to be placed on agenda*): Alzheimer's Association- Who we are and what we do

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

The Alzheimer's Association, West Virginia Chapter is the only voluntary health organization in West Virginia solely dedicated to providing education and support service to individuals with Alzheimer's and other dementias, to their families and caregivers. The Chapter serves all 55 counties in West Virginia, six counties in eastern Ohio, and one county in Virginia. Our mission is to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health. Our vision is A world without Alzheimer's disease.

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 Yes Internet/Wi Fi No Telephone for conference call No

Contact information: Cecelia (Ce) Nichols

Email address: cnichols@alz.org

Phone Number: 304-671-3077

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

RESOLUTION

This measure would recognize the month of June 2017 as Alzheimer's and Brain Awareness Month, would recognize June 21, 2017, as The Longest Day in West Virginia, and would urge all residents to wear purple on this day to help spread global awareness of the Alzheimer's Association's vision of imagining a world without Alzheimer's disease.

WHEREAS, The month of June 2017 has been declared Alzheimer's and Brain Awareness Month to help spread awareness of this debilitating disease and the need to increase efforts to combat its human and economic costs; and

WHEREAS, The summer solstice, June 21, 2017, has been declared The Longest Day, with teams around the world coming together to honor the strength, passion, and endurance of people facing Alzheimer's disease with a day of activity and advocacy; and

WHEREAS, Alzheimer's disease, a progressive neurodegenerative brain disorder, tragically robs individuals of their memories and leads to mental and physical impairments; and

WHEREAS, West Virginia has 37,000 residents living with Alzheimer's and by 2025 will have a projected 44,000 residents living with the disease; and

WHEREAS, West Virginia Medicaid spent \$394 million caring for people with Alzheimer's; and

WHEREAS, Alzheimer's disease is always fatal and today it is the sixth leading cause of death; and

WHEREAS, Alzheimer's disease is a family disease impacting West Virginia spouses, partners, children, siblings, and other relatives who provide unpaid assistance to a loved one; and

WHEREAS, West Virginia caregivers devote 122 million total hours of unpaid care to family members valued at over \$1.5 billion in nongovernment financial support; and

WHEREAS, On average, a person with Alzheimer's disease lives four to eight years after diagnosis, but can live as long as 20 years, depending on other factors; and

WHEREAS, Individuals living with Alzheimer's disease and their caregivers need acknowledgement, support, and services to meet their needs over the lengthy progression of Alzheimer's disease and related dementias; now, therefore, be it

THEREFORE BE IT RESOLVED by the Jefferson County, WV Commission recognizes the month of June 2017 as Alzheimer's and Brain Awareness Month, recognizes June 21, 2017 as The Longest Day in Jefferson County, WV and urges all residents to wear purple on this day to help spread global awareness of the Alzheimer's Association's vision of imagining a world without Alzheimer's disease; and be it further, that the County Commission transmit copies of this resolution to the author for appropriate distribution.

DATE: _____

President, Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 6, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Planning Commission – three 3-year terms ending March 31, 2020**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 6, 2017, or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 31, 2020

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, by 12:00 pm on the Monday prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

March 22 and March 29

THANKS - JEFFERSON COUNTY COMMISSION

JEFFERSON COUNTY PLANNING COMMISSION | 2017

Members currently serving

| <u>Name</u> | <u>Expiration</u> | <u>Intention</u> |
|--------------------|-------------------|---------------------------------|
| RICHARD CHILDS | 3/31/2017 | Does not wish to be reappointed |
| P. MICHAEL CHAPMAN | 3/31/2017 | Does not wish be to reappointed |
| DONNIE FISHER | 3/31/2017 | Wishes to be reappointed |

INTERESTED APPLICANTS

| <u>NAME</u> | <u>ATTENDING</u> | <u>CONTACTED</u> |
|-----------------|------------------|------------------|
| Raymond Bruning | | Yes |
| Ron Thomas | | Yes |
| | | |
| | | |

To Whom it may concern,

I, Richard O. Childs, am not interested in being reappointed to the Jefferson County Planning Commission.

Thank you,

Richard O. Childs

Jessica Carroll

From: Donnie Fisher <donniefisher@yahoo.com>
Sent: Wednesday, March 22, 2017 2:38 PM
To: Jessica Carroll
Subject: Planning Commission Service

>

> Jessica,

> This email is to serve as notice that I wish to continue my service as a member on the Jefferson County Planning Commission. I have enjoyed serving the county on this board over the last three years. I am currently serving as the President, and wish to continue working with the other members for another term. As a lifelong resident of this county, I take the issues that come before us seriously and believe the way we handle them will help to shape the future of our great county. If any of the commissioners have any questions or wish to meet me, I am always available.

>

> Thank You,

>

> Donnie Fisher

March 29, 2017

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Dear County Commissioners:

I am writing in response to your recent vacancy on the Jefferson County Planning Commission. I have been a resident of Harper's Ferry for 13 years and I am very interested in continuing my service to Government as a member of the Planning Commission.

I retired from the military in 1998 as a Military Intelligence Instructor. I have spent the past 19 years working for the Department of Homeland Security (DHS) and currently I am the Chief of the Office of Security and Fraud at United States Citizenship and Immigration Services, Department of Homeland Security. My family and I moved here in 2004 and have thoroughly enjoyed living in this community. Being active in the local government is very important to me, therefore, if you would like for me to serve on the commission, I would consider it an honor.

Should you have any questions or require additional information from me, please feel free to contact me.

Sincerely,

Ron Thomas

75 Overlook Drive
Harpers Ferry, WV 25425
cell – (202) 680-9926
home – (304) 535-8031

Raymond J. Bruning

165 Brittany Lane
Summit Point, WV 25446

Email: rbruning@citlink.net
Phone: (304) 725-3420 or (703) 898-5077

Career Profile:

Communications professional, with over 25 years of engineering experience in design, development, operations and technical support of large scale wireless, communications and computer networks. In-depth experience and understanding of VoIP, SIP, RTP, QoS, ATM, Frame Relay, MPLS and TCP/IP protocols. High energy, goal and action-oriented individual with a demonstrated track record of achievement in business management and technical support. Natural team player with excellent communication and people skills.

Hardware: Cisco, Hewlett-Packard, Sun, AT&T, Digital Equipment Corporation servers, IBM-PC and all compatibles

Software: Unix, SCO Unix, Visio 5.0, MS SQL Server 7.0, MS FrontPage, MS Excel, MS Word, MS PowerPoint, Wireshark

Communications: ATM, Frame Relay, MPLS, TCP/IP, VoIP, VoATM, SIP, RTP

Professional Experience:

NetScout Systems, Inc., Westford, Massachusetts

February 2014-Present

Service Delivery Engineer

Areas of significant responsibility include:

- Architecture design and documenting of customer network monitoring solution
- Systems integrator for network monitoring and surveillance.
- Communicating to other customer teams the requirements on all network monitoring and alerting requirements.

Nextel International Holdings, Inc., Reston, Virginia

April 2010-January 2014

Principal Systems Engineer

Areas of significant responsibility include:

- Architecture design and documenting of 3G Push to talk (PTT) solution
- Systems integrator for PTT solution.
- VoIP PTT deployment and testing
- Supporting Latin American markets during rollout of PTT application
- Communicating to other network teams the requirements on all 3G WCDMA components such as GGSN, RNC, Node B, etc. to support PTT application.
- Writing requirements for IT interfaces for billing and provisioning PTT services.

Sprint Nextel, Reston, Virginia

September 1999-April 2010

Principal Network Engineer/Subject Matter Expert

Areas of significant responsibility include:

- WiMax connectivity and integration with Clearwire
- Network Development Architect for Push to Talk (PTT)
- Responsible for PTT interoperability with the OMA-PoC open alliance standard
- Built proof of concept lab for PTT interoperability
- Design and standards of Push to X man machine interface
- Understanding and writing business cases for new transport services.
- Designed and implemented a nationwide Mobile to Mobile voice network resulting in a net savings of \$18 million per year.
- Design and implementation of Nextel's internal Frame Relay and ATM WAN network.
- Design Nextel's Core ATM backbone for voice and data traffic.
- Design Nextel's Core IP Backbone.
- Team Lead for Implementing Multi Protocol Label Switching (MPLS) into the Nextel Core network.
- Writing project plans for various upcoming projects.
- Fourth level support to assist Network Operations Center in troubleshooting LAN/WAN networks.
- Designing and writing web pages for all documentation for Operations Dept. Network troubleshooting guides.

- Developing and building database tables to store all network information and statistics.

Alcatel Data Networks, Ashburn, Virginia

March 1997-September 1999

Global Implementation Engineer/Network Technical Engineer

Areas of significant responsibility include:

- Design and implementation of Frame Relay and ATM WAN/LAN networks.
- Writing project plans to achieve goal of installing new equipment into new or existing networks.
- Onsite and phone support to assist customers in installing and troubleshooting LAN/WAN networks.
- Work with software and hardware developers on troubleshooting and enhancing system features.

The SANDS Corporation, Fairfax, Virginia

June 1994 -November 1996

Vice President Technical Support

Areas of significant responsibility included:

- Managed all aspects of the SANDS Corporation's service and repair facilities.
- Maintained, repaired, operated and supported various mainframe and networking components to include DEC MicroVax, HP, IBM-compatible Personal Computers and Novell Local Area Networks.
- Designed "The Parking Partner" printer enabling the corporation to enter the Parking Industry and gain significant market share.

MINI-MICROTECK/ MIE-TEK SYSTEMS SUPPORT, Sterling, Virginia February 1989 - June 1994

President/Owner

Areas of significant responsibility included:

- Owned and managed all aspects of the business including, but not limited to maintenance and repair of various mainframe and networking components.
- Establishment of operational guidelines for daily business activities.
- Developed marketing campaigns to establish new business opportunities.
- Conducted surveys to ensure complete customer satisfaction.
- Provided technical direction of the firm's responses to Request for Proposals.
- Managed a group of technicians and provided support and expertise in the repair of 486, 386, 286 and Laptop computer systems, as well as the repair of monitors and peripherals for IBM compatible personal computers.
- Negotiated contracts for maintenance services.

AT&T COMMUNICATIONS, Great Falls, Virginia

April 1982 – February 1989

Mini-Computer Technician

Areas of significant responsibility included:

- Provided routine and preventive maintenance on all Hewlett-Packard, AT&T 3B, Sun, and Digital Equipment Corporation processors, memory and peripheral devices.
- Extensive troubleshooting via internal microdiagnostics and oscilloscope to the component level.
- Installation, de-installation, and relocation of all types of computer equipment and peripheral devices. Also specialized in the installation of software and updates, with the capability of remote monitoring to assure the proper functioning of all equipment and maintained all communication devices.

Education/Technical Training:

Associates Degree in Computer Technology, Control Data Institute, May 1983

VoIP-Niche Networks

TCP/IP -Vision Systems

Internetworking with TCP/IP- Global Knowledge

CCIE WAN switching (Written only)

Datakit Maintenance - A.T.&T.

Introduction to Vax Clusters

Vaxcluster Maintenance

VAX/VMS for Hardware Maintenance

VAX/VMS utilities and Commands

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tammy Biser

Department or Organization: **WV Division of Highways**

Estimation of amount of time needed for appointment: 15 minutes (approx.)

Date Requested – 1st Choice: **April 6, 2017**

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

Date Requested – 2nd Choice: April 20, 2017

Subject (*Wording to be placed on agenda*): **WV Division of Highways request to acquire property owned by Jefferson Co. Comm.**

Please provide the County Commission with a description of your request or presentation, including any background information:
WV Division of Highways needs to acquire land for right of way for a bridge project on Rt. 27 Bloomery Road; Jefferson County Commission owns property in the projected site.

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*):

Approve the WV DOH offer of \$4000 to acquire 5098 square feet for a noncontrolled access right of way in order to replace the existing bridge on Rt. 27.

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

If not attached, explain: Documents are being mailed

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

Contact information:

Email address: Tammy.L.Biser@wv.gov

Phone Number: 304-289-2231

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Five

Jim Justice
Governor

P. O. Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

March 24, 2017

Jefferson County Commission

Attn: Sandy McDonald

P. O. Box 250

Charles Town, WV 25414

Dear Ms. McDonald:

Project S319-27-0.03
Parcel 2, Jefferson County

As per our phone conversation, I have enclosed the following:

1. A plan sheet showing the noncontrolled access right of way containing 5,098 sq. ft. and shaded in yellow.
2. The original and two copies of a Deed.
3. The "Statement of Just Compension".
4. A Right of Way Pamphlet.
5. Two entry letters.

Should you have any questions or concerns, you may contact me between the hours of 6:30 a. m. and 5:00 p. m. at (304) 289-2231.

Very truly yours,

A handwritten signature in blue ink that reads "Tammy L. Biser".

Tammy L. Biser
Transportation Realty Agent

TLB:pah

Enclosures

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

STATEMENT OF JUST COMPENSATION AND SUMMARY

FOR APPRAISAL WAIVER

DATE _____

PROJECT S319-27-0.03

PARCEL 2

OWNER Jefferson County Commission

TENANT _____

In accordance with the provisions of Section 301(3) of the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970", as amended, the West Virginia Department of Transportation, Division of Highways, herewith submits a written statement of, and summary of the basis for, the amount it has established as just compensation for the above identified parcel.

Section 3, Article 9, of the Constitution of West Virginia, provides in part that "private property shall not be taken or damaged for public use without just compensation". The West Virginia Supreme Court of Appeals has indicated that the true measure of just compensation is the fair market value of the property actually taken at the time it was appropriated, plus the difference between the fair market value of the residue of the property immediately before and immediately after the taking, beyond all benefits that may accrue from construction of the improvement for which the property is taken and damaged.

The amount established as just compensation is believed to be at least that which would result from preparation of a formal appraisal.

Unless otherwise stated in the attached option or deed, the amount established as just compensation is for the real property being acquired, which includes land, buildings, structures, or improvements located on, or damaged as a result of the taking of the areas and interest described in the attached option or deed. The amount established as just compensation does not include items of personal property such as household furnishings, clothing, and appliances. The West Virginia Department of Transportation, Division of Highways, will pay the owner of personal property reasonable and necessary moving cost in accordance with the Department's Brochure regarding Relocation Assistance, Moving Cost, Replacement Housing and Appeals.

The full amount established as just compensation for this parcel is \$4,000.00. Where appropriate, this amount is summarized as follows:

Property Taken _____ \$ 3,600.00

Damages to Residue, if any, less benefits, if any: \$ _____

Other: two trees _____ \$ 400.00

Total: ----- \$ 4,000.00

Date: _____

West Virginia Department of Transportation
Division of Highways
ATTN: Right of Way Section
PO Box 99
Burlington, WV 26710-0099

Gentlemen:

Project No: S319-27-0.03
Parcel 2, Jefferson County

This letter will serve as authorization to you, your employees, agents, contractors, and assigns to enter upon the property designated as Parcel 2, upon map or blueprint marked, identified, and described as plans of Project No. S319-27-0.03, Parcel 2, Jefferson, that lies within the right of way limits for the construction of the above referenced Project.

It is further understood that this Right of Entry shall in no way affect or be detrimental to any of the rights and privileges of the owners in negotiating a settlement or in condemnation, should such proceedings become necessary.

It is further understood and agreed that the said property owners voluntarily surrender physical possession of the herein above described property and hereby waive any advance tender by the West Virginia Department of Transportation, Division of Highways, to the said owners or in lieu thereof, make a deposit with the Clerk of the Circuit Court of said County, of a sum equal to the Division's approved appraisal of fair market value.

JEFFERSON COUNTY COMMISSION

BY: _____

ITS: _____

COPY

PROJECT NO.: S319-27-0.03
PARCEL NO: 2

THIS DEED, Made this _____ day of _____, 2017, by and between the **JEFFERSON COUNTY COMMISSION**, hereinafter called Grantor, and the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called Grantee.

WITNESSETH: That for and in consideration of the sum of **FOUR THOUSAND DOLLARS (\$4,000.00)**, cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, the Grantor does hereby **GRANT** and **CONVEY** unto the Grantee, free of all encumbrances and with covenants of **GENERAL WARRANTY**, a noncontrolled access right of way for public road purposes over, through, across, and upon those certain tracts or parcels of land situate in Charles Town District, Jefferson County, West Virginia, and shown and designated upon plans of the West Virginia Department of Transportation, Division of Highways, for the project hereinafter designated, a copy of which said plans is of record in the Office of the Clerk of the County Commission of the aforesaid County, which said right of way is more particularly bounded and described as follows:

NONCONTROLLED ACCESS RIGHT OF WAY

BEGINNING at a point in the division line between Highland Farm Holdings, LLC, and Jefferson County Commission, and in the eastern low water mark of Evitts Run, said point being in the southern existing right of way line of Jefferson County Route 27 and 27 feet left of and at right angle to relocated Jefferson County Route 27 centerline at Station 2+87, Project S319-27-0.03, Jefferson County, West Virginia;

thence, easterly, meandering with said existing right of way line 216 feet, more or less, to a point in the southern proposed noncontrolled access right of way line of relocated Jefferson County Route 27, said point being 15 feet right of and at right angle to centerline at Station 4+99;

thence, southeasterly, with said proposed noncontrolled access right of way line 19 feet, more or less, to a point 33 feet right of and at right angle to centerline at Station 4+99;

thence, westerly, continuing with said proposed noncontrolled access right of way line 85 feet, more or less, to a point 32 feet radially right of centerline at Station 4+09;

thence, southwesterly, continuing with said proposed noncontrolled access right of way line 48 feet, more or less, to a point 34 feet radially right of centerline at Station 3+53;

thence, southerly, continuing with said proposed noncontrolled access right of way line 21 feet, more or less, to a point in the division line between Highland Farm Holdings, LLC, and Jefferson County Commission, and in the eastern low water mark of Evitts Run, said point being 39 feet right of and at right angle to centerline at Station 3+26;

thence, northwesterly, with said division line and meandering upstream with said low water mark 78 feet, more or less, to the place of beginning and containing 5,098 square feet, (0.12 Ac), more or less.

The tract of land hereinabove described is a portion of that same real estate conveyed unto Jefferson County Commission, from Mary Magdalane Ott, by deed dated July 22, 1999, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 928 at Page 728.

The Grantor hereby releases the Grantee from all liability for any and all claims which might have been legally asserted against the Grantee as just compensation in an eminent domain proceeding prosecuted by it against the Grantor under its power to take and to damage private property for public highway purposes.

This transfer is exempt from West Virginia excise taxes on property transfers under Chapter 11, Article 22, Sections 1 and 2 of the Official Code of West Virginia of 1931, as amended.

(The rest of this page left blank intentionally.)

WITNESS the following signature and seal the day and year first above written:

JEFFERSON COUNTY COMMISSION

BY: _____

ITS: _____

STATE OF WEST VIRGINIA

COUNTY OF _____, to-wit:

I, _____, a Notary Public within and for the County and State aforesaid, do hereby certify that _____, who signed the writing above bearing date the _____ day of _____, 2017, for the Jefferson County Commission, has this day acknowledged the same before me in my said county and state.

Given under my hand this _____ day of _____, 2017.

My commission expires _____.

Notary Public

This instrument was prepared by:
Eric Hudnall
Legal Services Section
West Virginia Division of Highways
Building 5, Room A-631
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

RESOLUTION

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION, AS FOLLOWS:

1. That the Jefferson County Commission enters into a Deed with the West Virginia Department of Transportation, Division of Highways, in the form hereinabove set forth.

2. That the _____ of the Jefferson County Commission, be, and is hereby authorized and directed to execute said Deed on behalf of the Jefferson County Commission, to attest to the same and affix the corporate seal of the Jefferson County Commission.

3. On a motion by _____, and a second by _____ the Jefferson County Commission approved and authorized the adoption of the above resolution.

STATE OF WEST VIRGINIA

COUNTY OF _____, to wit:

I, _____, the _____, of said Jefferson County Commission hereby certify that the foregoing are true copies from the records or order made and entered by the Jefferson County Commission, of said County on the _____ day of _____, 2017.

_____(SEAL)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **John Reisenweber**

Department or Organization: **Jefferson County Development Authority**

Estimation of amount of time needed for appointment: **15 Minutes (either as early as possible in the morning)**

Date Requested – 1st Choice: **April 6, 2017 (to coincide with project deadline)**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Executive Session – Discussion of Project Shuttle**

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

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: john@jcda.net / janejones@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **April 6, 2017**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Historic Landmarks Commission – one 3-year term ending March 6, 2020**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 6, 2017, or as soon thereafter as the Commission may decide:

Historic Landmarks Committee - one (1) three - year term ending March 6, 2020

The Historic Landmarks Committee is specifically seeking individuals who demonstrate special interest, experience or education in history, architecture, planning, real estate or law.

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

March 22 and March 29

THANKS - JEFFERSON COUNTY COMMISSION

S A R A L A M B E R T A R C H I T E C T

114 EAST GERMAN ST SUITE 201
MAIL: P.O. BOX 622
SHEPHERDSTOWN WEST VIRGINIA

March 27, 2017

To : Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414

Received

MAR 30 2017

Jefferson County Commission

Re: Appointment to Historic Landmarks Commission

Dear Ms. Carroll,

I would like to be considered for another 3-year term on the Historic Landmarks Commission.
Thank you for your consideration.

Respectfully submitted,



Sara Lambert, Architect
#4219 West Virginia

707-326-6443

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Office of Engineering, Department Engineering, Planning and Zoning.**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **April 6, 2017**

Date Requested – 2nd Choice: **April 20, 2017**

Subject (*Wording to be placed on agenda*): **Pleasant Hill Subdivision (JCPC File No. 05-28)
Contractor's Site Work Proposal**

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

The Pleasant Hill Subdivision is a three lot subdivision added to an already existing two lot minor subdivision. It is located on Gibb Road north side of Uvilla Road (Route 33), west of its intersection with Engles Molars Road. Two homes have been constructed and one lot remain undeveloped.

The developer sold the lots and defaulted on the bond and completion of all of the site improvements. The work to be completed consists of the placement of street signs, placement of asphalt apron, and 6" gravel course from Station 15+50 to the end of the subdivision street. The road will be an 18' wide gravel road with a "Tee" turnaround at the end. The lot owners are all in agreement that the road is to remain in an as-is condition from the asphalt apron to station 15+50.

Bond funds in the amount of \$13,002.70 are being held in a bank escrow account at the Bank of Charles Town (account no. xxxxx541). We are requesting acceptance of the proposal and approval to hire Kable Excavating, LLC to complete the work in the amount of \$10,150.00. The work will be paid for with funds from the bank escrow account. Then, charges for staff's time in managing the project will then be charged against the remaining balance and the escrow account closed.

The Planning Commission waived most requirements on this project and essentially treated it as a minor subdivision; therefore, there is no homeowners association to sign the proposal. The County Commission will need to sign the proposal/contract for the work. However, attached are letters signed by the lot owners for the five lots affected agreeing that the work be completed.

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

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

Motion Requested: **Move to accept the proposal of Kable Excavating, LLC, in the amount of \$10,150.00, as presented and approve allowing staff to proceed with completing the site work; and authorize the invoicing of charges for staff's time against the Pleasant Hill Subdivision (JCPC File No. 05-28) project and the acceptance of partial reimbursement and then close the bank escrow account.**

Attach supporting documents for request, or request may be denied. **Kable Excavating, LLC proposal, Lot Owner Letters, Location Map & Plat.**

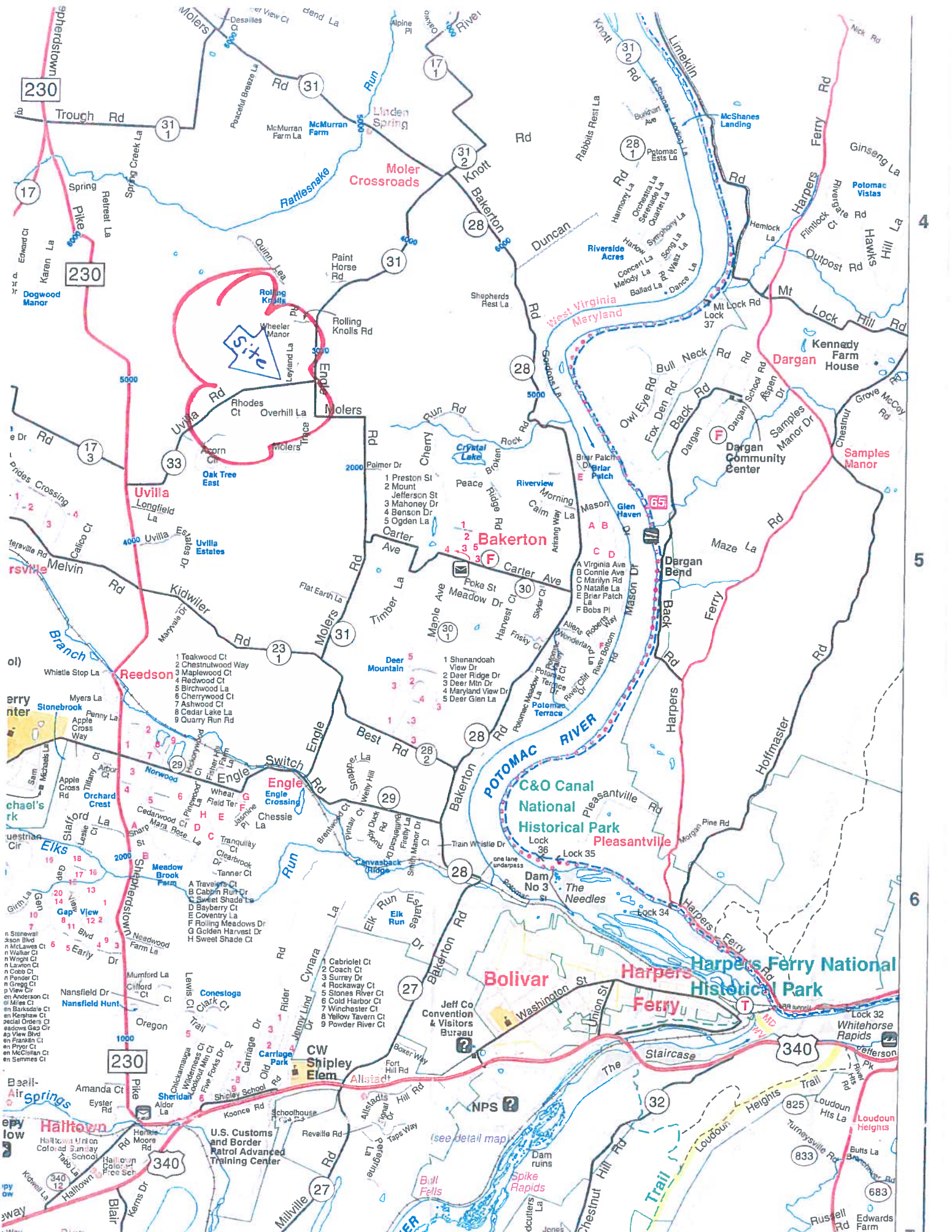
If not attached, explain:

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

Contact information:

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

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



Site

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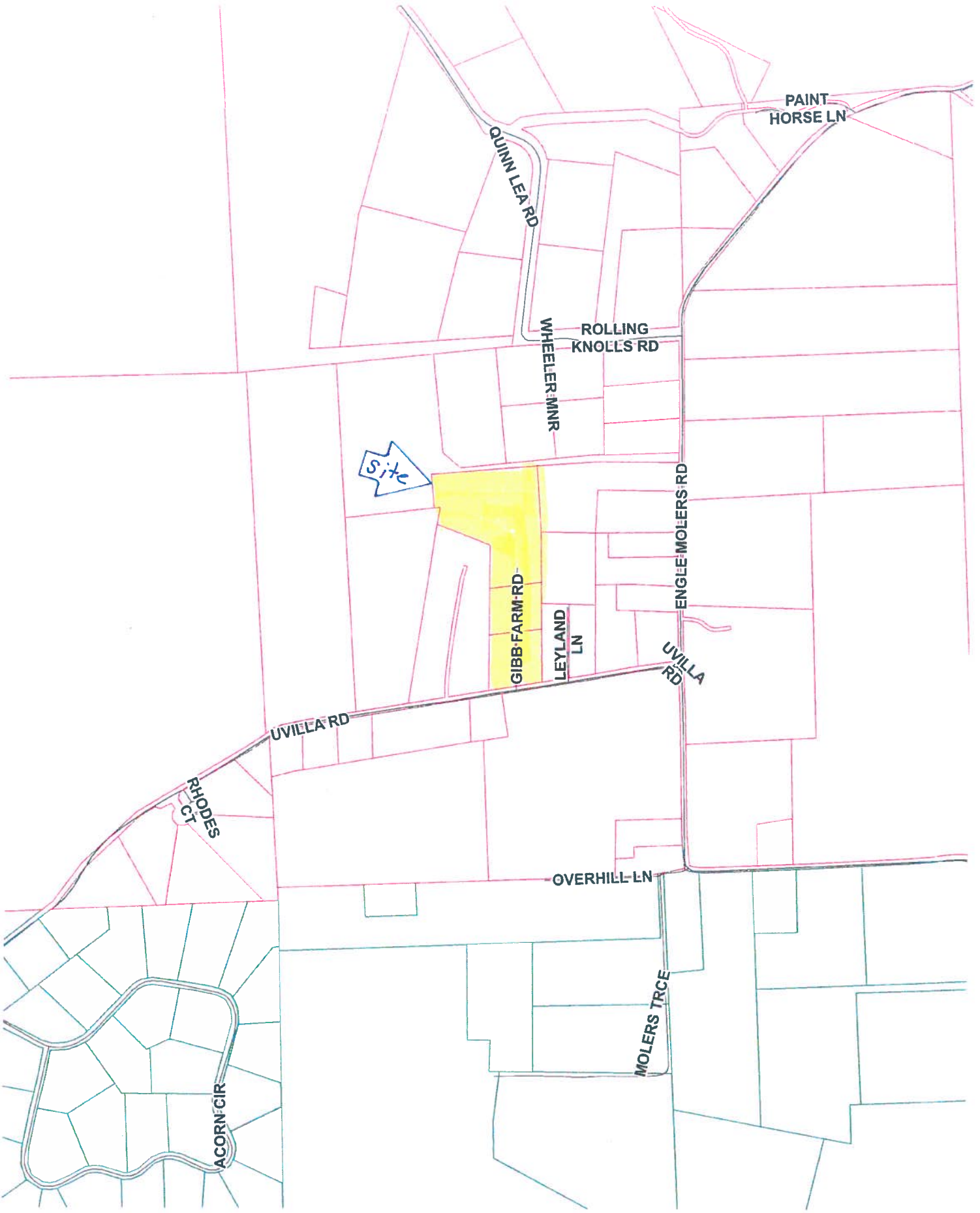
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PAINT HORSE LN

QUINN LEA RD

ROLLING KNOLLS RD

WHEELER MNR

Site

ENGEL MOLERS RD

GIBB FARM RD

LEYLAND LN

UVILLA RD

UVILLA RD

RHODES CT

OVERHILL LN

MOLERS TRCE

ACORN CIR

ACCEPTANCE STATEMENT:
 R. STEWART GIBB AND CAROLYN C. GIBB (OWNER)
 P.O. BOX 820
 FARMERSVILLE, VA 22430
 PHONE: (540) 539-4182

THE OWNER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HERE ON.

DATE: _____
 MARK ALEXANDER SMITH HANES (DEVELOPER)
 2000 W. HUNTERS LANE
 HARRISBURG, VA 22433
 PHONE: (540) 535-1112

THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HERE ON.
 DATE: _____

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L1 | N81°52'35"E | 65.00' |
| L2 | S89°45'00"W | 65.00' |
| L3 | S84°50'38"W | 65.00' |
| L4 | S85°09'22"E | 45.00' |
| L5 | N84°50'38"E | 50.00' |
| L6 | N85°09'22"W | 50.00' |
| L7 | S85°09'22"E | 30.00' |
| L8 | S84°50'38"E | 25.00' |
| L9 | N85°09'22"E | 50.00' |
| L10 | N84°50'38"E | 25.00' |
| L11 | N85°09'22"W | 25.00' |
| L12 | S85°09'22"W | 25.00' |

JOHN EDWARD DEAN & MARGARET MADDOCK DEAN
 N/F
 T.M. 18, PAR. 19.5
 D.B. 580, PG. 617

HARLAN G. FISK
 N/F
 T.M. 18, PAR. 19.8
 D.B. 569, PG. 548

WARREN W. SCOTT & KIMMY S. SCOTT
 N/F
 T.M. 18, PAR. 19.10
 D.B. 871, PG. 322

LAURENCE A. DUPUY & SHEILA D. DUPUY
 N/F
 T.M. 18, PAR. 19.7
 D.B. 560, PG. 548

LOT 5 RESIDUE AREA
 30.679 SQ. FT.
 637.510 AC.

JOYCE G. BROWN
 N/F
 T.M. 18, PAR. 19.10
 D.B. 871, PG. 322

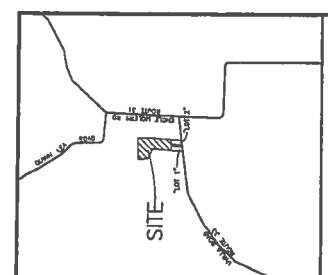
RECEIVED
 MAR 10 2004
 AFFECTION COUNTY
 PLANNING DEPARTMENT

ADDITIONAL NOTES:
 12. A MARKET EASEMENT SHALL BE GIVEN TO THE APPROPRIATE FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING PUBLIC UTILITIES.
 13. MINIMUM DESIGN STANDARD FOR DRIVEWAY CURBS ARE 15-INCH CORRUGATED METAL PIPES.
 14. A HOMEOWNER'S ASSOCIATION MUST BE ESTABLISHED WITHOUT DELAY AS SOON AS 50% OF THE PROPERTIES ARE SOLD. ALL PROPERTY OWNERS WITHIN THE SUBDIVISION, INCLUDING ALL COMMON LAND (LOW BUSH, ROADS, RIGHT-OF-WAYS, ETC.) TO THE HOMEOWNER'S ASSOCIATION.
 15. SETBACK DISTANCES ARE AS FOLLOWS:
 FRONT: 40 FEET
 SIDE: 15 FEET
 REAR: 50 FEET

AREA TABULATION:
 LOT 1 = 43,919 SQ. FT. OR 0.99103 AC.
 LOT 2 = 40,917 SQ. FT. OR 0.93133 AC.
 LOT 3 = 30,878 SQ. FT. OR 0.70513 AC.
 RESIDUE AREA = 30.679 SQ. FT. OR 0.71167 AC.

LIST OF APPROVALS
 WV DEPARTMENT OF HIGHWAYS
 FORM # 50-6-2003
 DATE: 03/12/04
 WV DEPARTMENT OF HEALTH
 FORM # SOL 18-0081-11
 DATE: 03-25-04

PAUL HAZEL DIRECTOR, DPZL, AFFECTION COUNTY, WEST VIRGINIA
 DATE: _____



NOTES:
 1. THE PROPERTY DELINEATED ON THIS PLAT IS SHOWN ON AFFECTION COUNTY SUPERSTROM DISTRICT (S) TAX MAP 18, PARCEL 19 AND IS ZONED RURAL.
 2. THE PROPERTY SHOWN HEREON IS IN THE NAME OF R. STEWART GIBB AND CAROLYN C. GIBB AND WAS ACQUIRED FROM R. FRED COLEMAN AND CAROLYN C. GIBB BY DEED BOOK 1004 AT PAGE 147 ON 04/28/2004 AND RECORDED IN DEED BOOK 1004 AT PAGE 147 ON 04/28/2004.
 3. THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE "X" AREAS AS SHOWN ON THE AFFECTION COUNTY ZONING MAP. ACCORDING TO SUBDIVISION REGULATIONS, THE 500-YEAR FLOODPLAIN, FLOOD INSURANCE RATE MAP, AND EXTENSION OF PUBLIC WATER OR SEWER SERVICES IS TO BE OBTAINED FROM THE AFFECTION COUNTY PUBLIC WORKS DEPARTMENT.
 4. EACH LOT IS RESTRICTED TO ONE SINGLE-FAMILY RESIDENCE ONLY.
 5. THERE ARE NO RESTRICTIVE COVENANTS TO BE RECORDED.
 6. THE BUYER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE AFFECTION COUNTY PLANNING DEPARTMENT.
 7. THE BUYER WITHIN THIS SUBDIVISION SHALL PROVIDE VERIFICATION FROM A WELL DRILLER THAT A PRESSURE GRADED WELL HAS BEEN DRILLED AND IS PRODUCING WATER AT A QUANTITY SUFFICIENT TO MEET THE WATER REQUIREMENTS OF THE BUYER PRIOR TO THE ISSUANCE OF AN IMPROVEMENT LOCATION PERMIT.
 8. THE BUYER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE AFFECTION COUNTY PLANNING DEPARTMENT.
 9. THE PUBLIC SERVICE DISTRICT MAY BE AVAILABLE TO A CENTRALIZED SYSTEM WHEN AND IF IT BECOMES AVAILABLE.
 10. A COMMON INTEREST OWNERSHIP AGREEMENT MUST BE OBTAINED TO PROVIDE FOR THE MAINTENANCE OF COMMON-OWNED LAND, INCLUDING, BUT NOT LIMITED TO, PRIVATE ACCESS ROADS.
 11. ACCORDING TO THE NATIONAL WETLAND INVENTORY MAPS, THERE ARE NO DELINEATED WETLANDS ON THE SITE.

FINAL PLAT
 LOTS 3, 4 AND 5 - RESIDUE
 PLEASANT HILLS SUBDIVISION
 TAX MAP 18, PARCEL 19
 SUPERSTROM DISTRICT
 AFFECTION COUNTY, WEST VIRGINIA
 SCALE 1" = 1/4" = 200'
 PREPARED BY: PAUL HAZEL, DIRECTOR, DPZL, AFFECTION COUNTY, WEST VIRGINIA
 PHONE: (540) 542-1233 FAX: (540) 542-1823 www.ahc.com

05-88
 EXAMINER - SURVEYORS LAND PRACTICE - LANDSCAPE ARCHITECTS
 24 West Potomac Street, Suite A
 HARRISBURG, VA 22433
 Phone: (540) 542-1233 Fax: (540) 542-1823 www.ahc.com

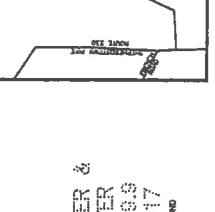
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PAUL HAZEL DIRECTOR, DPZL, AFFECTION COUNTY, WEST VIRGINIA
 DATE: _____

**REVISED
PROPOSAL
KABLE EXCAVATING, LLC
83 PROSPERITY LANE
RANSON WV 25438
WV032512
VA2705 121818A
OFFICE: 304-724-5477
FAX: 304-724-5480**

FEB 16 2017

February 16, 2017

**TO: Jonathan Saunders, PE
County Engineer
Jefferson County Engineering Department
116 East Washington Street, Suite 100
Charles Town WV 25414**

VIA EMAIL

**JOB NAME/LOCATION: Pleasant Hill Subdivision - Site Work
Gibb Farm Road, Intersection of Uvilla Road & County Route 33**

SCOPE OF WORK:

1. Contractor shall provide all materials, labor, and equipment necessary for the cleaning and preparation of the existing gravel roadways prior to the placement of the crush-of-run stone course paving from Station 15+50 to the end of the subdivision street. Any dirt, debris and vegetation within the existing stone pavement shall be removed prior to placement of the 6" depth, 22' wide from Station 15+50 to the end of the subdivision street and tee turnaround course of compacted crush-of-run stone. Stone shall be compacted with a steel drum roller. The finished grade of pavement width shall be 18' with 2' shoulders on both sides.
2. Contractor shall provide all materials, labor, and equipment for excavation of a 20' in length, 22' wide with 30' fillet radius area for placement of asphalt apron.
3. Contractor shall provide all materials, labor, and equipment for the placement of a 20' in length, 22' wide with 30' fillet radius of 1" of wearing course asphalt and 2" of base asphalt as shown on sheet 2 and 3 of the approved preliminary plat for the entrance apron.
4. Contractor shall provide all materials, labor, and equipment for the placement of 1 stop sign on an individual post as approved by the Jefferson County Addressing department for "Gibb Road" where it intersects with Route 33, Uvilla Road, as shown on sheets 3 and 4 of the approved preliminary plat.
5. Contractor shall provide all materials, labor, and equipment necessary for placement of seed and mulch to any area where soil is exposed at the application rate specified on sheet 6 of the approved preliminary plat.
6. Contractor shall provide a certification letter from a West Virginia professional surveyor certifying that all property corners are set or have been set.
7. Contractor shall maintain traffic access throughout the subdivision during the construction period and provide all temporary traffic control necessary until the work is 100% complete; including but not limited to, traffic control signs, barricades, warning lights, flagmen, etc. All temporary traffic control devices shall be in accordance with West Virginia Division of Highways standards and specifications.
8. Contractor shall perform all work in accordance with the approved Preliminary Plat (Jefferson County Planning Commission File no. 05 - 28), permits, and all local, State and Federal laws and regulations.
9. Contractor shall provide all clean up and disposal of all trash and debris resulting from the contractor's work. All trash and debris shall be disposed of in accordance with all applicable laws and regulations.

TERMS & CONDITIONS

DEFAULT: KABLE EXCAVATING LLC REMEDIES. In the event that Owner or General Contractor shall not pay any draw, payment, fee or expense required to be paid to Kable Excavating LLC hereunder, then Kable Excavating LLC shall be entitled to recover from Owner or General Contractor interest at the rate of one and one-half percent (1.5%) per month on the outstanding amount due Kable Excavating LLC for each unpaid draw, payment, fee or expense from the due date of such unpaid draw, payment, fee or expense to the date of actual receipt of such draw, payment, fee or expense by Kable Excavating LLC. In the event that Kable Excavating LLC must retain counsel to enforce any provision of this Contract against Owner or General Contractor, whether suit is filed or demand for arbitration is made, or not, Kable Excavating LLC shall recover from Owner or General Contractor all of Kable Excavating LLC's attorneys fees and costs. Nothing contained herein shall be construed to mean that Kable Excavating LLC is financing any portion of the financing of the Work, and this Contract shall not be construed to be a consumer loan or consumer credit sale for any purpose as Kable Excavating LLC is not a lender or in the business of financing the Work. This Contract contemplates payment for the Work pursuant to the draw schedule or otherwise as provided herein, and interest accruing to Kable Excavating LLC under this provision is added only in the event of untimely payment by Owner or General Contractor, not as a benefit of the bargain to Kable Excavating LLC.

DEMAND FOR ARBITRATION. Each, every, and all controversies between Kable Excavating LLC and Owner or General Contractor, no matter who raises the same, shall be resolved by a demand for arbitration to the American Arbitration Association, according to its then prevailing Construction Rules. If the claim or counter-claim is for an amount in excess of \$50,000.00, then there shall be three (3) arbitrators selected; otherwise, only one (1) arbitrator shall be selected. Any award rendered by the arbitrator(s) shall be enforceable against the non-prevailing party in any court of competent jurisdiction. Nothing contained herein shall limit or restrict Kable Excavating LLC's ability to file a notice of mechanics lien or to file suit to enforce it pending an arbitration award. Each party expressly waives the right to a jury trial.

Owner's(s')/General Contractor's Initial: _____

BID
Pleasant Hills Estates Subdivision – Site Work
(Print or Type)

Bidder/Company Name: Kable Excavating LLC

Address: 83 Prosperity Lane

City: Ranson State WV Zip: 25430

Phone: 304-724-5477

By Person Name (print): Mark H. Kable

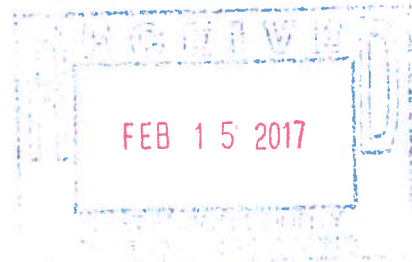
Signature: *Mark H. Kable* Date: 02/15/2017
 President (authorized corporate officer)

Note: The cost of all permits, insurance, licenses, mobilization, site preparation, clean-up and other incidentals shall be included in the bid prices for all the work.

Subdivision Streets

| Item No. | Description | Unit | Unit Price | Quantity | Total Cost |
|------------|--|------|------------|----------|-------------|
| 1 | crush-of-run stone 6" depth (subdivision Road) | SY | \$ 6.20 | 300 | \$ 1,860.00 |
| 2 | stop sign | EA | \$ 360.00 | 1 | \$ 360.00 |
| 3 | Asphalt Base 2" depth (entrance apron) | SY | \$ 29.01 | 91 | \$ 2,640.00 |
| Subtotal = | | | | | \$ 4,860.00 |

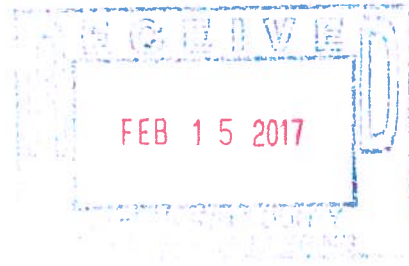
(Bid Sheet Continued Next Page)



BID (continued)
Pleasant Hills Estates Subdivision – Site Work
(Print or Type)

| Item No. | Description | Unit | Unit Price | Quantity | Total Cost |
|---|---|------|------------|----------|-------------|
| 4 | Asphalt Wearing 1" depth (entrance apron) | SY | \$ 11.87 | 91 | \$ 1,080.00 |
| 5 | Seed and mulch disturbed areas | LS | \$1,440.00 | 1 | \$ 1,440.00 |
| 6 | Property corners Certification | LS | \$ 720.00 | 1 | \$ 720.00 |
| 7 | Excavation (entrance apron) | CY | \$ 136.24 | 8 | \$ 1,090.00 |
| 8 | Traffic Control for Subdivision Streets | LS | \$ 960.00 | 1 | \$ 960.00 |
| Subtotal = | | | | | \$ 5,290.00 |
| Grand Total | | | | | \$10,150.00 |
| Grand Total written in words: | | | | | |
| Ten thousand one hundred fifty-----Dollars and 00/100-----Cents | | | | | |

(The Rest of This Page Is Intentionally Blank)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|---------------|
| PRODUCER Smallwood Small Insurance 121 Administrative Drive, Suite 200 Martinsburg, WV 25404 | CONTACT NAME: PHONE (A/C, No, Ext): (304)263-3361 FAX (A/C, No): (304)263-3412 | |
| | E-MAIL ADDRESS: SMALL@SMALLWOODSMALL.COM | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURER A : ERIE INS PROPERTY CASUALTY CO | | |
| INSURER B : Erie Insurance Exchange | | |
| INSURER C : | | |
| INSURER D : | | |
| INSURER E : | | |
| INSURER F : | | |

INSURED
 Kable Excavating LLC
 Mark Kable
 83 Prosperity Lane Ranson, WV 25438


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | | | Q417350068 | 05/23/16 | 05/23/17 | EACH OCCURRENCE \$ 100000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 100000 GENERAL AGGREGATE \$ 200000 PRODUCTS - COMP/OP AGG \$ 200000 |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | Q057340011 | 05/23/16 | 05/23/17 | COMBINED SINGLE LIMIT (Ea accident) \$ 100000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | Q297370030 | 05/23/16 | 05/23/17 | EACH OCCURRENCE \$ 500000 AGGREGATE \$ 500000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below | Y/N Y | N/A | Q892300626 | 05/23/16 | 05/23/17 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 100000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 X,C, & U (Explosion, Collapse, Underground) coverage are provided under the General Liability Coverage-

CERTIFICATE HOLDER **CANCELLATION**

| | |
|---|--|
| Jefferson County Engineering Department Attn: Jonathan Saunders, PE County Engineer 116 East Washington Street, Suite 100 Charles Town, WV 25414 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|---|--|

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CONTRACTOR LICENSE

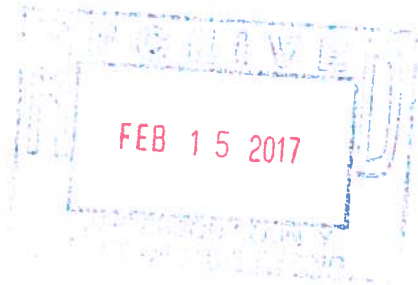
Authorized by the

West Virginia Contractor Licensing Board

Number: WV032512

Classification:

EXCAVATION
LANDSCAPING
CONCRETE
UTILITIES (SEWER & WATER)
SEPTIC & SEWER SYSTEMS



KABLE EXCAVATING LLC
DBA KABLE EXCAVATING LLC
83 PROSPERITY LANE
RANSON, WV 25438

Date Issued

MAY 22, 2016

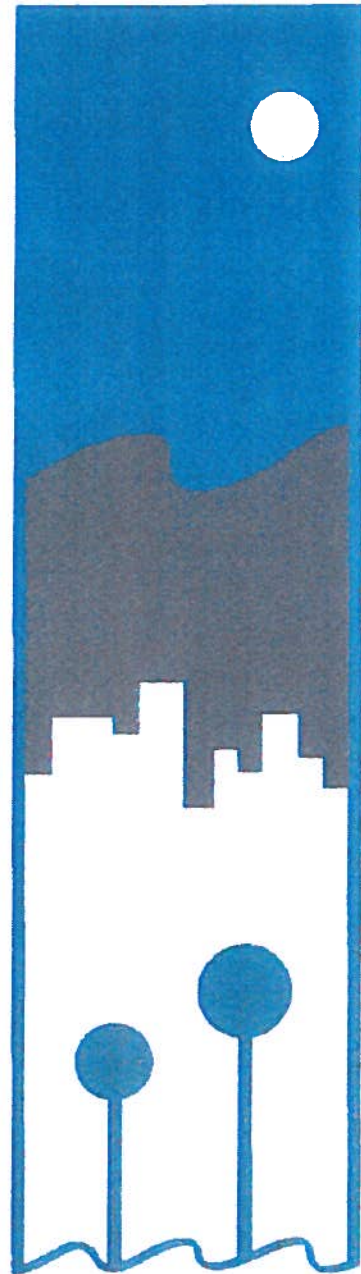
Expiration Date

MAY 22, 2017


Authorized Company Signature


Chair, West Virginia Contractor
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414



Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

August 29, 2016

Kristen N. Desantis and John H. Lorenz, Lot 1
51 Gibb Farm Road
Harpers Ferry, WV 25425

Re: Pleasant Hill Subdivision – Jefferson County Planning Commission
File No. 05-28
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Mr. Lorenz & Ms. Desantis,

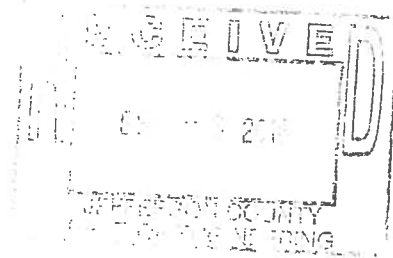
In 2011, the developer of the subdivision, Mark Alexander Smith Homes, defaulted on his contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety for the purpose of using the funds to complete the site improvements. We are holding approximately \$12,768.00 in a bank escrow account for this purpose.

The main item that remains to be completed is the asphalt apron on Gibb Farm Road where it intersects with Uvilla Road. The apron is shown to be 20' in length, 22' in width with 30' fillet radius, with a 2 inch thick base coarse of asphalt and a 1 inch thick wearing coarse of asphalt. Gibb Farm Road is to have a gravel pavement placed at a 22' width from station 15+50 to the end of the project. The section from the end of the entrance apron to station 15+50 is to remain as it exists, as requested.

If you are in agreement with the work being completed, please sign this letter and return it to me by Friday, September 16, 2016. If all property owners are in agreement, I will then proceed with hiring a contractor to finish the work for the project.

Please feel free to contact me at 304-728-3257 if you have any questions or wish to meet to further discuss this matter.

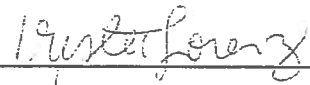
Letter to Kristen N. Desantis and John H. Lorenz
August 29, 2016
Page 2



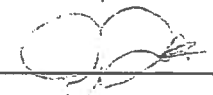
Sincerely,


Jonathan Saunders, PE
County Engineer

We agree with the work mentioned above to be completed within the Gibb Road easement:

Kristen N. Desantis  _____

Date: 8-1-16

John H. Lorenz  _____

Date: 8-1-16

- C: Garry H and Larry Shipley, Lot 2
ILA Properties LLC, Lot 3 – Joshbeen Grewal
Steven and Lorie Payne, Lot 4
Wayne D Maranda II, Lot 5

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Roger Goodwin, Chief County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414

Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

August 29, 2016

Garry H and Larry Shipley, Lot 2
PO BOX 1355
SHEPHERDSTOWN, WV 25443

Re: Pleasant Hill Subdivision – Jefferson County Planning Commission
File No. 05-28
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Garry H and Larry Shipley,

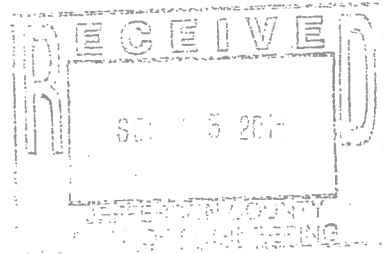
In 2011, the developer of the subdivision, Mark Alexander Smith Homes, defaulted on his contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety for the purpose of using the funds to complete the site improvements. We are holding approximately \$12,768.00 in a bank escrow account for this purpose.

The main item that remains to be completed is the asphalt apron on Gibb Farm Road where it intersects with Uvilla Road. The apron is shown to be 20' in length, 22' in width with 30' fillet radius, with a 2 inch thick base coarse of asphalt and a 1 inch thick wearing coarse of asphalt. Gibb Farm Road is to have a gravel pavement placed at a 22' width from station 15+50 to the end of the project. The section from the end of the entrance apron to station 15+50 is to remain as it exists, as requested.


If you are in agreement with the work being completed, please sign this letter and return it to me by Friday, September 16, 2016. If all property owners are in agreement, I will then proceed with hiring a contractor to finish the work for the project.

Please feel free to contact me at 304-728-3257 if you have any questions or wish to meet to further discuss this matter.


Letter to Garry H and Larry Shipley, Lot 2
August 29, 2016
Page 2



Sincerely,


Jonathan Saunders, PE
County Engineer

We agree with the work mentioned above to be completed within the Gibb Road easement:

Garry Shipley  _____

Date: Sept 6 2016

Larry Shipley  _____

Date: Sept 6 2016

- C: Kristen N. Desantis and John H. Lorenz, Lot 1
- ILA Properties LLC, Lot 3 – Joshbeen Grewal
- Steven and Lorie Payne, Lot 4
- Wayne D Maranda II, Lot 5

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Roger Goodwin, Chief County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, West Virginia 25414

Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

January 24, 2017

ILA Properties LLC, Lot 3 –
Attention: Joshbeen Grewal
557 Wren Street North
Martinsburg, WV 25405

Re: Pleasant Hill Subdivision – Jefferson County Planning Commission
File No. 05-28
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Joshbeen Grewal,

In 2011, the developer of the subdivision, Mark Alexander Smith Homes, defaulted on his contractual agreement to complete all the site improvements required under the subdivision plan approved by the Jefferson County Planning Commission. As a result, the Jefferson County Commission called-in the bond surety for the purpose of using the funds to complete the site improvements. We are holding approximately \$12,768.00 in a bank escrow account for this purpose.

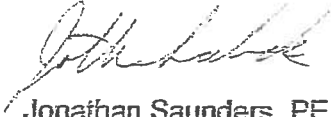
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Please feel free to contact me at 304-728-3257 if you have any questions or wish to meet to further discuss this matter.

Letter to ILA Properties LLC, Lot 5 – Joshbeen Grewal
January 24, 2017
Page 2

Sincerely,



Jonathan Saunders, PE
County Engineer

We agree with the work mentioned above to be completed within the Gibb Road easement:

ILA Properties LLC, Lot 3 –

Joshbeen Grewal _____

Date: 1/24/17

- C: Kristen N. Desantis and John H. Lorenz, Lot 1
Garry H and Larry Shipley, Lot 2
Steven and Lorie Payne, Lot 4
Wayne D Maranda II, Lot 5

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Jonathan Saunders, County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
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Charles Town, West Virginia 25414

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Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

August 29, 2016

Steven and Lorie Payne, Lot 4
73 GIBB FARM RD
HARPERS FERRY WV 25425

Re: Pleasant Hill Subdivision – Jefferson County Planning Commission
File No. 05-28
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Steven and Lorie Payne,

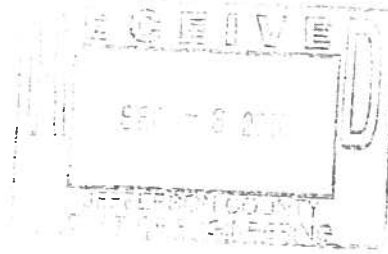
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Please feel free to contact me at 304-728-3257 if you have any questions or wish to meet to further discuss this matter.

Letter to Steven and Lorie Payne, Lot 4
August 29, 2016
Page 2



Sincerely,

Jonathan Saunders, PE
County Engineer

We agree with the work mentioned above to be completed within the Gibb Road easement:

Steven Payne, Lot 4 Steven A. Payne

Date: 9/1/16

Lorie Payne, Lot 4 Lorie Payne

Date: 2 Sep 16

C: Kristen N. Desantis and John H. Lorenz, Lot 1
Garry H and Larry Shipley, Lot 2
ILA Properties LLC, Lot 3 – Joshbeen Grewal
Wayne D Maranda II, Lot 5

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Roger Goodwin, Chief County Engineer
Joe Kent, Land Development Inspector

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Jefferson County Government
116 East Washington Street, Suite 100
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Roger Goodwin, P.E.
Engineering Department
Chief County Engineer

Phone: (304) 728-3256
Fax: (304) 728-3953
rgoodwin@jeffersoncountywv.org

August 29, 2016

Wayne D Maranda II, Lot 5
129 GIBB FARM ROAD
HARPERS FERRY WV 25425

Re: Pleasant Hill Subdivision – Jefferson County Planning Commission
File No. 05-28
Incomplete Site Improvements – Developer Default of Bonding Agreement

Dear Wayne D Maranda II,

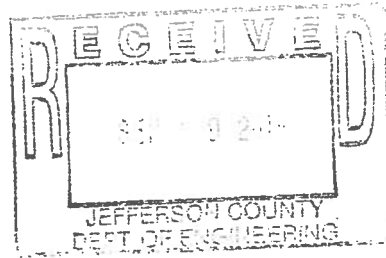
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Please feel free to contact me at 304-728-3257 if you have any questions or wish to meet to further discuss this matter.

Letter to Wayne D Maranda II, Lot 5
August 22, 2016
Page 2



Sincerely,

Jonathan Saunders, PE
County Engineer

We agree with the work mentioned above to be completed within the Gibb Road easement:

Wayne D Maranda II, Lot 5 

Date: 9-10-16

- C: Kristen N. Desantis and John H. Lorenz, Lot 1
Garry H and Larry Shipley, Lot 2
ILA Properties LLC, Lot 3 – Joshbeen Grewal
Wayne D Maranda II, Lot 5

Jenni Brockman, Planning & Zoning Director
Rebecca Burns, Office Manager
Roger Goodwin, Chief County Engineer
Joe Kent, Land Development Inspector

AGENDA REQUEST FORM
www.jeffersoncountyvuv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: April 6 at 1130

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Presentation of Donation

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

Is this a funding request?
If so, how much?

Y/N
\$

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
None needed

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: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 6, 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*): **Legislative Updates**

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: March 30, 2017

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Ambulance Fee donations

Please provide the County Commission with a description of your request or presentation, including any background information: **Request staff to create opportunities for citizen donations to the ambulance fee on the billing invoice and online payment portal.**

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

Move to direct staff to create options for citizen donations to the ambulance fee on both the billing invoice and online payment.

Are documents attachments? Yes NoX

If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 6, 2017**
If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Recommendation from the Sheriff that the pledged securities with BB&T be increased to \$800,000 - 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*):

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.](#)




Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

March 15, 2017

To: County Commission
County Clerk
Prosecuting Attorney

From: Sheriff Dougherty 

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

| | |
|-------------------------|--|
| Bank of Charles Town | Account balance of \$12,017,184.58 as of 2/28/17. (\$14,000,000.00 in pledged securities.) |
| Jefferson Security Bank | Account balance of \$403,978.75 as of 2/28/17. (\$750,000.00 in pledged securities.) |
| United National Bank | Account balance of \$3,355,805.86 as of 2/28/17. (\$2,500,000.00 in pledged securities, all other amounts are covered by FDIC) |
| BB&T | Account balance of \$243,237.17 as of 2/28/17. (\$300,000.00 in pledged securities.) A \$500,000.00 deposit is being prepared for this institution. |

It is my recommendation that the pledged securities with BB&T be increased to \$800,000.00.

In accordance with the memorandum dated September 28, 2006 concerning bonding of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 6, 2017**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Resolution for extension of vested property rights – 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*):

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.](#)

**A Motion to Approve
A Policy Related to Vested Property Rights in Jefferson County, WV
April 6, 2017**

Whereas, in 2010, the WV State Legislature passed WV Code §8A-4-2 (c) which extended plats or plans, special exceptions, special use permits, conditional use permits or other agreements or zoning actions, which were required to be terminated or ended by a certain date or within a certain number of years, and which were in process under locally adopted Subdivision Regulations, and which had met certain guidelines, to be extended to July 1, 2012; and

Whereas, WV Code §8A-4-2(c), further provided that this automatic extension could be further extended by action of the municipality, county commission or planning commission; and

Whereas, the County Commission of Jefferson County further extended this provision by approving a “Policy Related to Vested Property Rights in Jefferson County, WV” on June 21, 2012 to July 1, 2015 and on August 28, 2014 to July 1, 2017; and

Whereas, on January 10, 2017, the Jefferson County Planning Commission unanimously requested that the County Commission approve a resolution extending the relevant time frames relating to plats and plans vested under SB 595 in 2010 to July 1, 2020; and

Whereas, the County Commission held a public hearing on this proposed resolution on March 30, 2017 and held it open for public comment until April 6, 2017; and

Now therefore be it moved, that the Jefferson County Commission approves the following policy:

1. The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same time period.
2. The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.
3. Any plat or plan affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

Now therefore be it resolved, that the County Commission of Jefferson County approves the extension of vested rights as detailed herein until July 1, 2020.

Approved this 6th day of April 2017

By vote of the County Commission of Jefferson County

By a vote of _____ For and _____ Against

Peter Onoszko, Commission President

NOTICE OF PUBLIC HEARING

The County Commission of Jefferson County will hold a Public Hearing on Thursday, March 30, 2017, at 7:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input on the proposed Policy on Vested Property Rights including the following language:

- The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same period.

- The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that required the performance of any action within a certain time period for any subdivision for land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action.

- Any plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

No decisions will be made at this meeting.

By Order of The County
Commission of Jefferson County
Peter Onoszko, President

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: **April 6, 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 02/28/2017

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



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **April 6, 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*):

- Approval of revised Meeting Session Policy and accompanying Resolution – Discussion/Action
- Approval of Agenda Policy – 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*):

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.](#)

| <i>Jefferson County Policies & Procedures</i> | | | |
|---|--|-----------|------------|
| Policy Name: | County Commission Meeting Session Policy | Approved: | 01/01/2009 |
| Policy Number: | 2009-4 | Author: | |
| Associated: | | Revised: | 09/01/2011 |
| Agenda Policy | | | 03/16/2017 |

COUNTY COMMISSION OF JEFFERSON COUNTY

Regular Session Meeting Day

The County Commission meetings shall be divided into quarterly sessions each year, with each new quarter beginning in January, April, July, and October, respectively. The regular meetings of the Jefferson County Commission are held in the County Commission Meeting Room in the Old Charles Town Library Courtroom, located at in the Courthouse at 2100 East Washington Street, Charles Town, West Virginia.

The Regular County Commission meetings shall be held on the first, third, and fifth Thursdays of each month. The meetings on the first and third Thursday shall commence at 9:30 a.m. Meetings held on the fifth Thursday shall commence at 7:00 p.m. each Thursday. The County Commission meets in regular session until all business is complete. The Commission may recess and reconvene to complete the business of the day. At all times, the public is invited and welcomed to attend any County Commission meeting. The Commission will provide an opportunity for public comment at the beginning of each regular meeting.

The County Commission Agenda packet for regular meetings shall be published on the Commission's website by approximately 2:00 pm the Monday before the Thursday Meeting. County Commissioners receive their agenda packets approximately half an hour before the Commission meeting begins, in their office, located at 124 East Washington Street, Charles Town.

Notice of County Commission Meetings Sessions

In addition to the notice procedures outlined in the sections below, the Commission will post notice of all special, regular, and emergency meetings on its website at www.jeffersoncountywv.org.

Special Meetings Sessions

As provided by law, the County Commission may hold special sessions, whenever the public interests may require, to be called by the president with the concurrence of the majority of the County Commissioners. In the event a special session is called, the Clerk of the County Commission shall post at the front door of the Courthouse at least (2) days before a special session is to be held a notice stating the time, place and purpose for which such special session shall be held. Jurisdiction of said special session is confined to such business as the public shall have been notified in the call of the special session. If the

special session is cancelled, notice of such cancellation shall be posted at the front door of the courthouse. Media shall be notified of such special session or cancellation as soon as possible.

Emergency MeetingsSessions

As provided by law, regular session and special session posting requirements shall not apply in the event of any emergency requiring immediate official action. However, in the event of an emergency meeting, the Commission will provide notice to the public as soon as the meeting is scheduled. In the event of any emergency requiring immediate official action, the Clerk of the Commission shall post at the front door of the Courthouse notice of the meeting at any time prior to the meeting. The meeting notice shall state the time, place and purpose of the meeting and the facts and circumstances of the emergency. Media shall be notified of emergency sessions as soon as possible.

Regular MeetingsSessions

As provided by law, the Clerk of the County Commission shall post at the front door of the Courthouse, notice of the time and place fixed and entered of record by the County Commission for the holding of regularly scheduled sessions. Should any such session fall on a holiday, the session shall be cancelled or held on an alternate day decided by the County Commission. If an alternate day is scheduled or a meeting is cancelled, notice of such alternate day or cancellation shall be posted at the front door of the Courthouse. Media shall be notified of said alternate day or cancellation of session as soon as possible.

| <i>Jefferson County Policies & Procedures</i> | | |
|---|---------------|--|
| Policy Name: | Agenda Policy | Approved: 9/13/2012 |
| Policy Number: | 900 | Author: Keyser |
| Associated: | | Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 03-30-2017 |

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, one week prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon one week preceding Thursday you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda. Failure to submit all proper paperwork will also be carried over for the next agenda. Hand-outs at the meeting are unacceptable if they have NOT been included in your package one week in advance.

Appointments shall be 15 minutes unless it is determined less time is needed.

Every attempt will be made to have the last appointment at 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office.

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

The County Commission Staff in coordination with the County Commission President shall be responsible for setting the agenda for each meeting. If more requests than can be considered at a regular meeting are received, then lower priority items will be placed on the next meeting's agenda. If possible, items requiring an executive session should not be placed on Fifth Thursday's agenda. If there are executive session items that must be considered at the Fifth Thursday meeting, those items should be considered after all other regular business has been concluded.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. Understand during Public Comment individuals may express their views for the allotted period of time, however, the Commission cannot respond to you, your comments or requests. Individuals wishing to address the Commission outside the Public Comment forum must receive approval from either/or the President of the Commission and County Administrator or through a consensus of three or more Commissioners.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session, unless requested differently by the employee. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

While we appreciate your feedback and encourage your participation, the Commission does not appreciate nor will it tolerate disparaging personal attacks on others who are not present to defend themselves.

The agenda will be available by 2:00pm at 12:00 noon, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at 2:00pm 12:00 noon. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at www.jeffersoncountywv.org. A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
ZONING MAP AMENDMENT**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment for property designated as Tax District Middleway, Map 19A, Parcels 13, 14, and 14.1 - Jefferson Reality, LLC. The hearing will be held on Thursday, April 6, 2017, at 1:30 p.m. in the Old Charles Town Library Meeting Room, 200 East Washington Street, Charles Town, WV 25414.

Anyone wishing to provide comment may do so at this meeting or by email at info@jeffersoncountywv.org.

Review of the documents are available at the following website:
www.jeffersoncountywv.org

**By Order of The County
Commission of Jefferson County
Peter Onoszko, President**



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: March 29, 2017
RE: Planning Commission Recommendation regarding Jefferson Reality, LLC (aka Middleway Market) Zoning Map Amendment Request

On Thursday, March 2, 2017 the Jefferson County Commission was presented with a petition for a Zoning Map Amendment by Paul J. Raco Consulting for Jefferson Reality, LLC for property located at 4843 Middleway Pike (Middleway Tax District (07), Map # 19A, Parcel #'s 13, 14 & 14.1) to rezone the properties from Rural to General Commercial. A Public Hearing has been scheduled on this rezoning request for Thursday, April 6, 2017 at 1:30 pm. At the March 2nd meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, also referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted Comprehensive Plan.

On Tuesday, March 28, 2017 at the Jefferson County Planning Commission meeting, the Planning Commission heard a presentation regarding the Zoning Map Amendment (Z17-01) petition by the applicant and his consultants. Additionally, a staff report was presented which identified relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration.

The Planning Commission found, with a 5-0 vote, that the proposed Zoning Map Amendment from Rural to General Commercial is **consistent** with the *Envision Jefferson 2035 Comprehensive Plan*. It is located within the identified Middleway Proposed Growth Area in the *Envision Jefferson 2035 Comprehensive Plan* and is proposed for a mixed residential/commercial development on the Future Land Use Guide.

Attachment:

- *Staff Report -- Zoning Map Amendment Z17-01 for 3/14/17 Planning Commission Meeting*

STAFF REPORT

Jefferson County Planning Commission Meeting

March 14, 2017

| | |
|-------------------------------------|---|
| PROPOSED REQUEST | To rezone from Rural (R) to General Commercial (GC). |
| PRIOR CASES: | ZC99-05: (required BZA approval, 1/20/00) ZC01-02: (required BZA approval, 1/21/01) S03-06: Site plan for 2400 Sq. Ft addition to existing building. ZC06-05: (approved 07/3/06) S11-08: Site Plan for partial reconstruction after fire. |
| PLANNING COMMISSION RESPONSIBILITY: | To advise the County Commission as to whether the requested Zoning Map Amendment is consistent with the Envision Jefferson 2035 Comprehensive Plan. |
| STAFF FINDING: | In this report, Staff presents the various factors related to these properties based on the Comprehensive Plan. Staff finds that the request is <u>consistent</u> with the Envision Jefferson 2035 Comprehensive Plan. |

Applicant's Request

The applicant's request is to have the three properties located at and near 4843 Middleway Pike rezoned from Rural to General Commercial. The applicant intends to continue the commercial use of this property.

Background/History of Property

Middleway Market, formerly known as Country Roads Market, was a lawfully created non-conforming use established prior to the 1988 Zoning Ordinance. In May, 2010, the original Market was partially destroyed by fire, and in December, 2010 received Board of Zoning Appeal (BZA) approval to reestablish the nonconforming use. The applicant's property now consists of 2.436 acres of land unevenly divided between three properties that front directly onto Middleway Pike. The middle parcel is currently the site of a one-story commercial building, with an upstairs apartment, and a large paved parking area. The convenience store includes incidental propane service, ABC off-premises packaged alcohol sales, video lottery/game room area, an ABC on-premise alcohol service, office/storage area, counter and deli service. In May, 2014, the applicant received BZA approval of a Conditional Use Permit that reflects all of these proposed uses and BZA action which stated that the video lottery/game room area retains its non-conforming status.

Middleway Village and Neighboring Uses

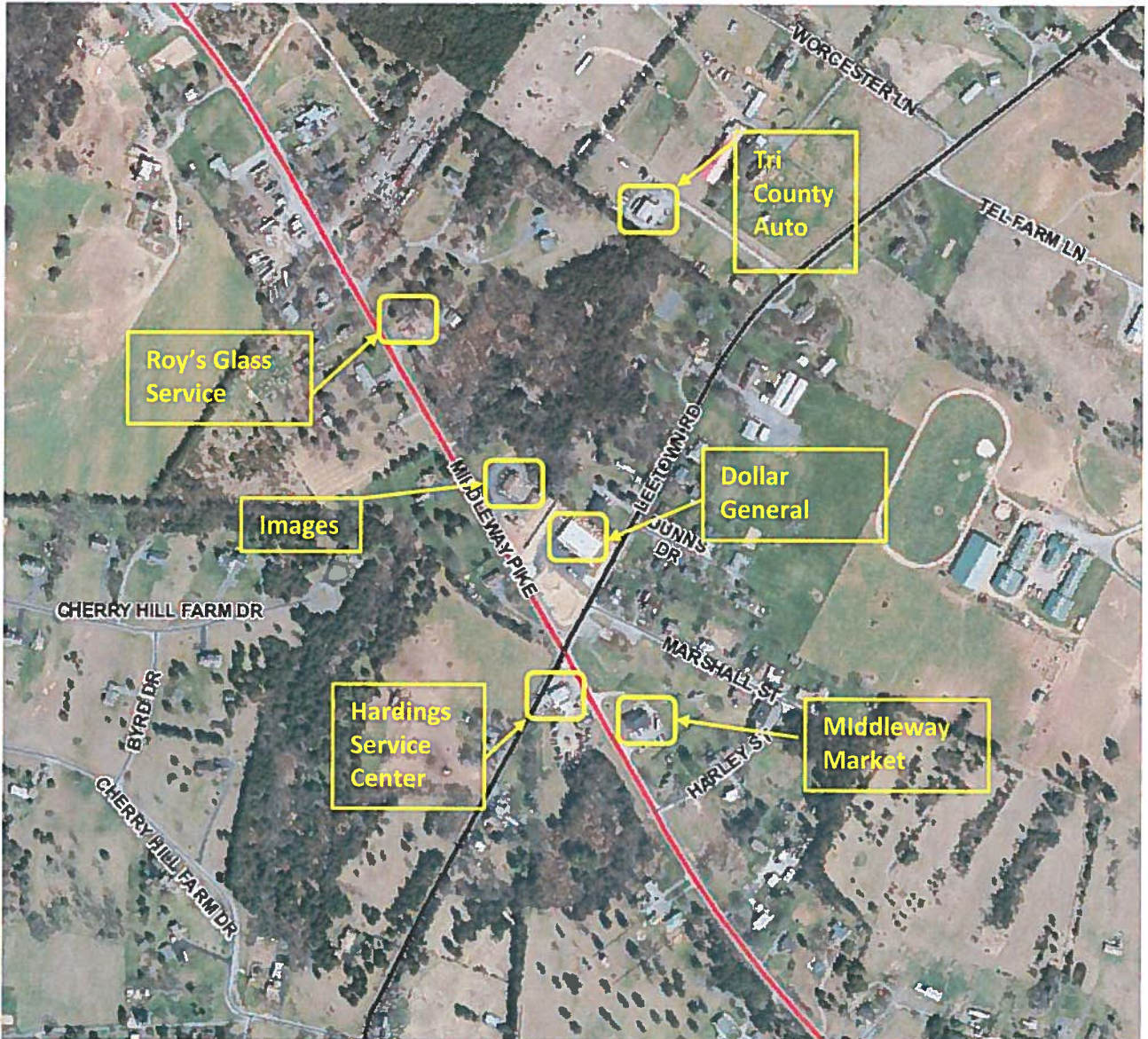
The properties under consideration for this Zoning Map Amendment are adjacent to or in close proximity to the Village of Middleway and the following nonresidential uses outside the Village.

- Hardings Service Station (nonconforming use; across the street)
- Dollar General (an approved CUP; 0.1 miles)
- Images (nonconforming use; 0.2 miles)
- Roy's Glass Service (nonconforming use; 0.3 miles)
- Tri-County Auto (nonconforming use; 0.4 miles)

STAFF REPORT

Jefferson County Planning Commission Meeting

March 14, 2017



While the Village of Middleway is bypassed by WV 51 (Middleway Pike), it straddles CR 1 (Leetown Road). The *Envision Jefferson 2035 Comprehensive Plan* defines Middleway as one of the key villages in the County and provides opportunity for the expansion of the Village zoning immediately around the Village. In this expansion area, the Plan calls for future development to occur in a pattern and scale compatible with the traditional village center. The properties in question, however, are located at the intersection of Middleway Pike and Leetown Road, to the north of the Village, and are planned for future mixed use residential and commercial development that does not necessarily have to reflect the Village's scale and pattern.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. It concludes that the request is **consistent** with the *Envision Jefferson 2035 Comprehensive Plan* because of its location within the County-designated

STAFF REPORT

Jefferson County Planning Commission Meeting

March 14, 2017

Preferred Growth Area in the immediate vicinity of Middleway and its designation on the Future Land Use Guide as Future Mixed Use Residential/Commercial Land Use (see map below).

The format for this assessment includes references to specific provisions of the *2035 Comprehensive Plan*, which are identified by page number citation. Staff has used these notations and quotations in order to address sections of the *2035 Comprehensive Plan* as it relates to the proposed rezoning. Identification of the specific page numbers where these provisions can be found in the *2035 Plan* permits the Planning Commission and/or County Commission to easily locate the particular provision and personally evaluate the provision in the context of the larger Plan document.

Finally, this report provides a Staff recommendation concerning the proposed rezoning based on review of the various plan sections and elements. The recommendations should be considered the professional opinion of staff. As the Planning and Zoning staff have no statutory authority to make decisions in this regard, we defer to the Planning Commission, and subsequently the County Commission, for any final recommendation or decision that may be forthcoming, with respect to the application of rezoning the subject parcels.

Zoning Map Amendment Public Hearing Process

The West Virginia State Code Section 8A-7-9 and Article 12 of the Jefferson County Zoning and Land Development Ordinance provides that the boundaries of zoning districts may be amended by the County Commission with the advice of the Planning Commission. Article 12 of the County Zoning Ordinance requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended.” Regarding amendments by petition, State statute provides that, “Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.” [See WVC 8A-7-9(c)].

This report focuses on whether or not the rezoning application is consistent with the approved *Envision Jefferson 2035 Comprehensive Plan*. If the Planning Commission determines that the request is not consistent with the Plan, it may find that there have been changes to the area that were not anticipated in the *2035 Plan*, if the Planning Commission desires to recommend approval to the County Commission. Staff does not believe that there have been major changes of an economic, physical or social nature, within the area involved, that were not anticipated when the *Envision Jefferson 2035 Comprehensive Plan* was adopted.

The *Envision Jefferson 2035 Comprehensive Plan* differs from other Plans previously adopted in Jefferson County, in part, due to the inclusion of the Future Land Use Guide, in the form of a map which depicts recommended future land uses (p.16). The Future Land Use Guide is intended to be used in combination with the recommendations of this Plan when considering owner initiated zoning map amendments, such as the request before you today. The purpose of the Future Land Use Guide is to assist the Planning Commission and County Commission in making decisions on changes to the Zoning Map. The Plan states that the review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan and that all zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan (p.17). The Future Land Use Guide also includes a note that states: “Use of this map is to be in combination with the text and land use recommendations of the *Envision Jefferson 2035 Comprehensive Plan* when considering zoning map amendments and future land use decisions.”

A subsection of the Plan found on page 26, entitled “Land Use Classifications as shown on the Future Land Use Guide” further states the following:

STAFF REPORT

Jefferson County Planning Commission Meeting

March 14, 2017

“The land use classifications on the Existing Land Use Map and Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner initiated zoning map amendments (rezoning requests). According to Chapter 8A of the West Virginia State Code, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan. For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is for the economic well-being of Jefferson County; or by finding that there is an error or under scrutinized property on the Future Land Use Guide; or a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide; and/or that environmental impacts have been considered.”

As the three properties in question are within the identified Preferred Growth Area for Middleway this section of the Plan applies to the consideration of this requested Zoning Map Amendment. Because the properties are not within the Village proper or its identified expansion area, and because the proposed use is not rural in nature, the criteria for evaluating zoning map amendments in this area are found within the Recommendations Section under “Urban Level Development” (p.30). The Plan requires careful review of all components of the Plan as well as the additional criteria outlined on the Plan when considering a Zoning Map Amendment.

The following sections provide an overview of the applicants’ request, relevant sections of the *Envision Jefferson 2035 Plan*, and staff recommendation based on the professional analysis and opinion of the staff.

Relevant *Envision Jefferson 2035 Comprehensive Plan* Elements and Commentary

1. Land Use and Growth Management Element

Future Land Use Guide (p. 215)

The properties which are a part of this Zoning Map Amendment request are shown on the Future Land Use Guide and the Middleway Preferred Growth Area Map (below) as Future Mixed Use Residential/Commercial, without specifying a single appropriate zoning district. The applicant is requesting the General Commercial which may be appropriate for this location.

e. Middleway Preferred Growth Area (PGA) (p. 22)

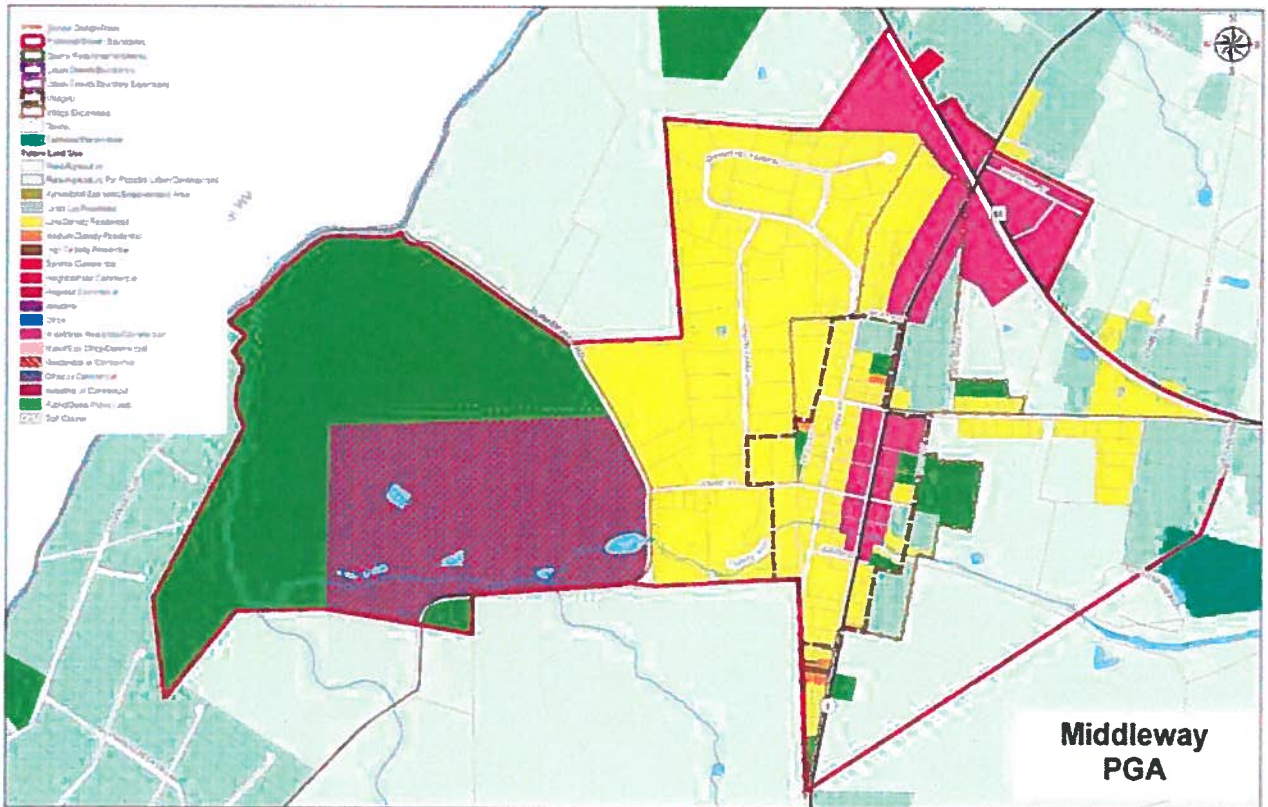
(a historic village located between Charles Town and Inwood)

Adjacent to the village is a vacant industrial facility with existing water, sewer, and natural gas utilities that, with some improvements, could also serve the village area. The vacant facility could be redeveloped for a variety of office/business uses and the historic Middleway area could be augmented in a pattern and scale compatible with the traditional village center. A map of the Middleway PGA can be found in Appendix F – Maps (below).

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Staff Comment: The properties included in this proposal are inside the boundaries of the 2035 Plan's Middleway PGA and shown as future mixed residential/commercial development. They are therefore intended for eventual urban-level development intensity.

2. Land Use Map Classifications

Appendix G (p. 237) of the Envision Jefferson 2035 Comprehensive Plan provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments (rezoning requests). It further notes that while some of the land use classifications may result in new zoning categories, this is not a comprehensive list of possible zoning districts.

Appendix G states that the intent of the "Mixed Use Residential/ Commercial Development" land use category is to reflect areas which are intended to support the mixing of residential and commercial uses. The Plan states that this land use classification should result in the creation of a new zoning district that would permit this activity, with a mandatory mix of uses to be determined through the zoning text amendment process. The only zoning district which currently exists and requires such a mix is the Planned Neighborhood Development (PND) District. It further states that any rezoning to the Residential-Light Industrial-Commercial (R-LI-C) or to a new mixed use zone that permits these uses shall have a mandatory mix of these uses.

This section further states the following:

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“For developments not fronting on a four lane road, the uses recommended within the Highway Commercial (HC) land use category are not permitted in the commercial uses permitted in the Mixed Use Residential/Commercial Development. The purpose of the Mixed Use Residential/Commercial Development is to:

1. Encourage flexibility in the development of land 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 city services.
6. Preserve critical natural environmental and scenic features of the site.
7. Encourage and provide a mechanism for arranging improvements and sites so as to preserve desirable features and to provide transitions between land uses.
8. Mitigate the problems which may be presented by specific site conditions.”

Staff Comment: While the requested General Commercial is not completely in line with the recommendations of Mixed Use Residential/ Commercial, the limited size of the properties involved in this request should allow development of the appropriate scale with the land uses at and near this intersection. .

3. **Other Relevant Comprehensive Plan Information:**

The properties are located at the intersection of two Major Collector Roads (Middleway Pike (WV 51) and Leetown Road (CR 1)), as identified in Section “2.E. Transportation” of the 2035 *Comprehensive Plan*. Currently there are stop signs on Leetown Road at the intersection with Middleway Pike; Middleway Pike is the through movement. The WV DOH has recently examined this area to determine if it warrants a traffic light and has determined that at this point, it does not. It is critical to carefully coordinate design of any new entrances with the WV DOH and to design developments along this corridor in a manner that maintains free flowing traffic and provide an attractive gateway into the County from the Inwood area.

This area of the County is not currently on public water or sewer; however if such infrastructure becomes available to serve the village area and its environs, all commercial development at and near the intersection of Leetown Road and Middleway Pike should be required to connect.

4. **Proposed Zoning District – General Commercial (GC):**

The General Commercial (GC) Zoning District (Section 5.12) was a part of the commercial zoning districts approved by the County Commission in May 2014. 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 the ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the Neighborhood Commercial District.

This zoning category is intended for use on properties in locations where the appropriate land use category is designated on the future land use map (and related text) in the Envision Jefferson 2035 *Comprehensive Plan*. The GC District includes numerous Principal Permitted and Conditional Uses listed in Appendix C (attached). Residential uses are not permitted in the GC zoning category.

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The Zoning Administrator has stated that the existing apartment on the property will be permitted to continue to operate under the Conditional Use Permit (File #CP14-01) unless it is abandoned or ceases operation. The current apartment on the property should be discussed as a part of this rezoning action.

Video lottery is also not a permitted use and is not permitted to process as a conditional use. The continuation of this non-conforming use should also be discussed during the rezoning consideration. The Principal Permitted uses include numerous Institutional Uses, some Industrial Uses, commercial uses and agricultural uses.

Appendix G of the *Envision Jefferson 2035 Comprehensive Plan* states that the purpose of the GC land use category is to provide for general destination business uses which parallel the description above found in the adopted Zoning Ordinance; however, the 2035 Plan had recommended that individual structures have a maximum size of 50,000 square feet, rather than the 100,000 square feet found in the Zoning Ordinance.

Staff Comment: The properties included in this proposal are inside the boundaries of the 2035 Plan's Middleway PGA and shown for mixed residential/commercial use. While General Commercial can develop structures that are fairly large, the limited size of this property should result in a commercial development that is compatible with the intent of the *Envision Jefferson 2035 Plan*.

5. Staff Recommendation

Staff finds the proposed rezoning is **consistent** with the *Envision Jefferson 2035 Comprehensive Plan*. It is located within the identified Middleway Proposed Growth Area in the *Envision Jefferson 2035 Comprehensive Plan* and is proposed for a mixed residential/commercial development on the Future Land Use Guide.

6. Planning Commission Action

This is the first Zoning Map Amendment application to process under the revised Article 12 (effective 3/17/16). In accordance with Section 12.3, the applicant petitioned the County Commission regarding the rezoning request and the County Commission has scheduled the required Public Hearing for April 6, 2017 at 1:30 pm. Section 12.3 further states the following:

“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.”

Therefore, the Planning Commission is required to review this application and make a recommendation regarding consistency with the *Envision Jefferson 2035 Comprehensive Plan* at this Planning Commission meeting.

Attachments:

- Appendix C: General Commercial Principal Permitted and Conditional Uses
- History of Development on Property

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History of Development on Property

- 12/19/96 The Board of Zoning Appeals approved a variance for front and side setbacks for a sign.
- 01/20/00 The Board of Zoning Appeals approved a request for a change in nonconforming use for the store to obtain a Class A on premises West Virginia ABC license, allowing the sale of KENO game tickets (ZC99-05). The Board noted that the approval was “contingent upon the area of the store designated for the sale of beer and wine being restricted to the dining/game room area as shown on the sketch . . . submitted by Mr. Virts as part of his request.”
- 01/21/01 The Board of Zoning Appeals approved a change in nonconforming use to separate the convenience store from the dining area in order to comply with a change in State regulations regarding video poker machines. The request included the proposed construction of a room to serve food in conjunction with the site’s WVABC on premises license (ZC01-02).
- 06/04/02 The Planning, Zoning and Engineering Department issued a letter to the property owner establishing a total buildable square footage amount of 4,841 square feet, based on a calculation of 35% of the existing building area, per Section 4.3 of the Zoning Ordinance.
- 03/23/04 The Planning Commission approved Site plan S03-06, for a 2,400 square foot, two story addition to the existing store. The addition was approved for retail and storage uses.
- 07/03/06 The Planning, Zoning and Engineering Department issued a Zoning Certificate permitting the operation of video lottery machines. The certificate references the restrictions imposed by the Board of Zoning Appeals on January 20, 2000 (ZC06-05).
- 05/05/10 The Country Roads Market was destroyed by fire.
- 12/16/10 The applicant received a variance to reestablish a nonconforming land use destroyed by “a natural or unnatural calamity”, per Section 4.3(i); and to allow 0’ setbacks for an existing parking area per Sections 4.16 and 5.6(d) (this variance was not utilized due to DOH requirements).
- 5/22/14 BZA approval of Conditional Use (CP#14-10) for the Middleway Market to include the following uses: a convenience store, which includes incidental propane service, ABC off-premises packaged alcohol sales, ABC on-premises alcohol service, office/storage area, counter & deli service and to allow an expansion of the buildable area from 4,841.75 sq. ft. to 6,000 sq. ft.; and inclusion of a residential rental unit, to expand from counter & deli service to a restaurant service with alcohol sales and delivery service. The BZA also noted that the video lottery/game room area shall remain a nonconforming use.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Mayor Peggy Smith. Additional presenters could include Scott Rogers (future Charles Town Mayor), Matt Ward (consultant with Sustainable Strategies DC), Troy Truax (consultant with Michael T. Baker International), Seth Rivard (Charles Town Director of Community Development & Planning)**

Department or Organization: **City of Charles Town, WV**

Estimation of amount of time needed for appointment: **45 minutes for presentation plus any additional time desired by the County Commission for questions and discussion**

Date Requested – 1st Choice: **Thursday, April 6. Charles Town requests this date in order to meet an overall schedule for annexation by urban growth boundary.**

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

Date Requested – 2nd Choice: **Thursday, April 20**

Subject (*Wording to be placed on agenda*): **Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment**

Please provide the County Commission with a description of your request or presentation, including any background information: **Under West Virginia Code Section 8-6-4a, a municipality with an “Urban Growth Boundary” (“UGB”) confirmed by the county commission, as is the case with the City of Charles Town in Jefferson County, may annex territory by means of minor boundary adjustments of the UGB. With this request, the City of Charles Town submits an “Application for Annexation of Properties in the Charles Town Urban Growth Boundary by Boundary Adjustment”. This application proposes the annexation of 2,601.83 acres comprised of 922 properties with 2,174 residents and parts or all of 63 streets, roads and highways, all entirely within the Charles Town UGB. Under WV Code Section 8-6-4a & 8-6-5, the Jefferson County Commission is required to (1) make a determination that the Charles Town application meets threshold requirements under WV code, and set a date for public hearing and a final vote on the annexations; (2) provide notice by legal publication and posting of notice; and (3) hold a public hearing, consider certain factors specified by WV law and presented in the attached application, and take a final vote on the City’s annexation application. Because West Virginia law does not require consent of the property owners for such UGB Annexations, and as the WV law states that agreement of the County Commission is not necessary for such UGB Annexations, the Jefferson County Commission must vote affirmatively on the Charles Town application if such application is determined to meet threshold requirements under West Virginia law. The City of Charles Town requests that the Jefferson County Commission makes the determination that the Application meets threshold requirements, and sets the public hearing, at the April 6, 2017 Commission meeting. The City will present on these matters at the April 6 meeting, and welcome any questions or discussion. At the April 6 meeting and in the attached Application, the City of Charles Town is requesting that the Jefferson County Commission provide the required public notices by legal publication and postings during the week of April 10. The City is prepared to cover costs of the annexation to the County, including the costs of such notices. Also at the April 6 meeting and in the attached application, Charles Town is requesting that the public hearing and final Commission vote on the application be set for May 4, 2017.**

Is this a funding request? Y/N **NO**
If so, how much? **N/A**
Provide exact financial impact/request: **N/A**

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

The Jefferson County Commission makes the determination that the “Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment” meets threshold requirements under West Virginia Code Sections 8-6-4a and 8-6-5. The Jefferson County Commission sets Thursday, May 4, 2017 at [INSERT TIME] in the Jefferson County Commission Meeting Room in the Old Charles Town Library at 200 E. Washington Street, Charles Town, WV 25414, for a public hearing and final vote on the City of Charles Town annexation application. The Jefferson County Commission directs County staff to work with City staff to publish and post required public notices of this May 4 hearing and scheduled vote, to be provided to the public no later than April 12, 2017, with expenses of such notifications to be paid by the City of Charles Town.

Attach supporting documents for request, or request may be denied. **Charles Town attaches an “Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment” along with an “Attachment Package”.**

If not attached, explain: **N/A**

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

Contact information: **Charles Town Director of Community Development & Planning Seth Rivard**
Email address: **srivard@charlestownwv.us** Phone Number: **304.725.2311, x0**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 • Fax: (304) 725-1014 • Web: www.charlesstownwv.org

March 30, 2017

The Honorable Commissioner & President Peter Onoszko
The Honorable Commissioner & Vice President Jane Tabb
The Honorable Commissioner Patsy Noland
The Honorable Commissioner Josh Compton
The Honorable Commissioner Caleb Wayne Hudson
County Administrator Stephanie Grove

**Re: Application to the Jefferson County Commission for Annexation of Properties
in the Charles Town Urban Growth Boundary by Boundary Adjustment**

Dear County Commissioners and Administrator Grove:

I write on behalf of the City of Charles Town, WV to submit this application to the Jefferson County Commission for annexation of properties in the Charles Town Urban Growth Boundary (UGB), using the authority granted by West Virginia state law at Section 8-6-4a.

As you know, Charles Town is the Jefferson County seat, the center of the county, and a major hub for government, commerce, and civic institutions for the community. Charles Town shares Jefferson County's goals of fostering smart growth, vibrant economy development, cost-effective and efficient government services, and a high quality of life and progress for all our citizens.

The City of Charles Town established an Urban Growth Boundary in 2003 to identify the logical extent of city growth, development, utility services, and investment in the area around the established city limits. The Jefferson County Commission affirmed and adopted the Charles Town UGB in 2010 with an update to the Jefferson County Zoning Map., and again affirmed the UGB with the "Envision Jefferson 2035" comprehensive plan and 2015 Zoning Map, which designated the Charles Town UGB as a designated growth area.

In the years since the city's adoption of the UGB, Charles Town has annexed several properties to the east and south of the established corporate limits. Unfortunately, many "holes" remain in the city limits, and the city's map looks much like "swiss cheese" with interspersed lands under mixed city and county jurisdiction. For example, along the south side of Route 340 between Jefferson Avenue and Marlowe Road, there is a scattered mix of city and county-based properties. Along Jefferson Avenue, some properties are in the city, some are not. There are vacant dilapidated houses in the west end of Charles Town that remain outside the city. The areas along Old Route 340 between the Sav-a-Lot Grocery store and the Huntfield community and Washington High School – all of which are part of the city jurisdiction – are lands that are not in the city.

For these reasons, the Mayor and City Council of Charles Town voted unanimously on March 20, 2017 to move forward on an annexation of targeted properties within the Charles Town Urban Growth boundary. West Virginia State Code Section 8-6-4a allows municipalities with Urban Growth Boundaries which have been adopted by their county, which includes the City of Charles Town in Jefferson County, to annex properties within those UGBs by boundary adjustments pursuant to the procedure established under West Virginia Code Section 8-6-5. These “UGB annexations” require public notice, but do not require permission of the County Commission, or the property owners annexed. Yet, Charles Town desires to proceed in a collaborative process.

Charles Town plans to annex 2,602 acres of land which includes 922 properties and parts or all of 63 streets, roads and highways. Charles Town encloses with this letter an official application for annexations by UGB boundary adjustments. Charles Town requests the opportunity to present these annexation applications at your regular April 6, 2017 meeting. We ask that you make a determination at the April 6 meeting that the Charles Town application meets threshold requirements to proceed. Under state law requirements, the County Commission is required to provide public notification to property owners regarding the annexations, which we request that Jefferson County do during the week of April 10. Under state law procedures, Jefferson County must then hold a public hearing to consider certain factors regarding the annexation petitions, and then vote affirmatively to approve the annexations. The City requests that the County Commission hold this hearing and approve these annexations at your regular May 4, 2017 meeting. The enclosed application and associated materials provide all of the information necessary for you to take these actions. Charles Town is ready to fulfill state law requirements to pay costs of these annexations to the County, including required notices.

Charles Town believes that these UGB annexations will be good for the City of Charles Town, good for Jefferson County, positive for the property owners and users who are annexed, and beneficial for the entire community. These annexations will allow Charles Town to fill in the “swiss cheese”, manage growth in a smart and sustainable way, provide efficient government services, and stabilize city revenues. These annexations will not meaningfully decrease Jefferson County tax revenues, yet will free the county from the obligations to provide costly services to these areas. These annexations will enable Charles Town to provide beneficial municipal and law enforcement services to annexed property owners – who are realistically already in the Charles Town community and enjoy many of the city’s services already – although the city acknowledges that these property owners will have additional tax and fee obligations. Altogether, these UGB annexations will enable Charles Town to pursue a vision for sustainable, high-quality growth, robust economic development, and initiatives to promote higher quality of life for all the current, and future, residents and businesses of Charles Town. A strong and robust Charles Town is a benefit to Jefferson County and its citizens.

We believe that this is a new horizon for the community, and we have thus dubbed this effort the “Charles Town New Horizons” initiative. We welcome your questions and input on these annexation actions, and look forward to presenting to you on April 6. Thank you for your consideration.

Sincerely,



Peggy Smith
Mayor
City of Charles Town

Attachments

APPLICATION FOR ANNEXATIONS BY URBAN GROWTH BOUNDARY ADJUSTMENTS

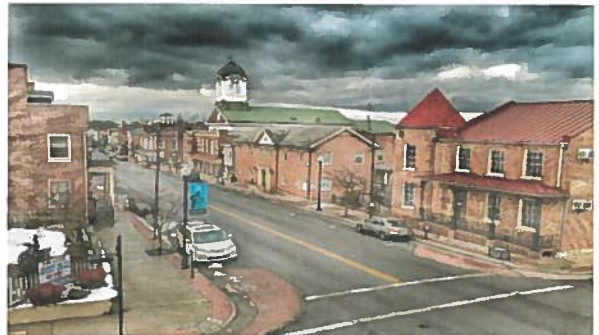
The City of Charles Town, WV files this application to the Jefferson County Commission for approval of the annexation of 922 properties within the “Charles Town Urban Growth Boundary”.

The City of Charles Town established an Urban Growth Boundary in 2003 to identify the logical extent of city growth, development, utility services, and investment in the area around the established city limits. The Jefferson County Commission affirmed and adopted the Charles Town UGB in 2010 in a revision to the County Zoning Map and affirmed the UGB again in 2014 with the “Envision Jefferson 2035” comprehensive plan and new 2015 Jefferson County Zoning Map. *See Attachment A.* Urban Growth Boundaries have been used across America to foster investment in the urban core, avoid scattered and sprawling development in agricultural and green space areas, reduce the cost of inefficient government services, and minimize conflicts between urban and rural areas.

In the years since the city’s adoption of the UGB, Charles Town has annexed several properties to the east and south of the established corporate limits. Unfortunately, many “holes” remain in the city limits, and the city’s map looks much like “swiss cheese” with interspersed lands under mixed city and county jurisdiction. Along the south side of Route 340 between Jefferson Avenue and Marlowe Road, there is a scattered mix of city and county-based properties. Along Jefferson Avenue, some properties are in the city, some are not. There are vacant and dilapidated houses in the west end of Charles Town that remain outside the city. The areas along Old Route 340 between the Sav-a-Lot Grocery store and the Huntfield community and Washington High School – all of which are part of the city jurisdiction – are lands that are not in the city.

For these reasons, the Mayor and City Council of Charles Town voted unanimously on March 20, 2017 to move forward on an annexation of targeted properties within the Charles Town Urban Growth boundary. Charles Town plans to annex 2,602 acres of land which includes 922 properties and 41.05 miles of roads and highways.

Charles Town believes that these UGB annexations will be good for the City of Charles Town, good for Jefferson County, positive for the property owners and users who are annexed, and beneficial for the entire community. These annexations will allow Charles Town to fill in the “swiss cheese”, manage growth in a smart and sustainable way, provide efficient government services, and stabilize city revenues. These annexations will not meaningfully decrease Jefferson County tax revenues, yet will free the county from obligations to provide costly services to these areas. These annexations will enable Charles Town to provide beneficial municipal services to annexed property owners – who are realistically already in the Charles Town community and enjoy many of the city’s services already. Altogether, these UGB annexations will enable Charles Town to pursue a vision for sustainable, high-quality growth, robust economic development, and initiatives to promote higher quality of life for all the current, and future, residents and businesses of Charles Town.



APPLICABLE LAW

West Virginia state law at Section 8-6-4a allows municipalities to annex lands outside its current corporate boundaries using several method. Cities with urban growth boundaries adopted in the county zoning ordinance (such as Charles Town) can conduct “Annexation by Boundary Adjustment” within the UGB. The procedure to be used for such “UGB annexations” must follow the provisions of West Virginia Code Section 8-6-5, which provide for “Annexation by Minor Boundary Adjustment”. In essence, an annexation by a city within its UGB is considered a “minor boundary adjustment.” Such UGB annexations can be done without permission from property owners/users who are annexed, or from the County Commission.

SUMMARY OF CHARLES TOWN ANNEXATIONS

- 2,601.83 acres
- 813 residences including 609 single family houses, 199 townhouses and 5 mixed-use and apartment buildings
- 38 commercial properties
- 12 agricultural parcels
- 59 parcels of undeveloped land
- 28.61 linear miles including parts or all of 63 state, federal, county, and local roads
- Additional population of 2,174 people, above baseline of 5,899 people (2015 Census estimates)
- This proposed annexation area does not constitute the entire Charles Town Urban Growth Boundary, but just targeted, high priority areas within the UGB. Annexation areas focused on:
 - lands along Route 340, generally on its south side, from approximately Jefferson Avenue to Marlowe Road, extending south to the new Route 9 corridor;
 - lands along both sides of Jefferson Avenue;
 - pockets of unincorporated land on Charles Town’s west end extending to the Norfolk-Southern rail line; and
 - lands on both sides of Old Route 340 between Sav-a-Lot in downtown and the Huntfield community.

PROCEDURE REQUESTED BY THE CITY OF CHARLES TOWN

- **March 20:** Charles Town Mayor & City Council commence annexation plan & package with unanimous vote
- **March 30:** City of Charles Town presents annexation application package to Jefferson County Commission
- **April 6:** Charles Town presents to County Commission, requests determination that annexation application meets threshold requirements, directs notice to be given the week of April 10, and sets matter for hearing May 4
- **Week of April 10:** County Commission provides required notices and postings. Although not required by law Charles Town also mails out a public info flier, posts information on www.CharlesTownwv.us, and calls public meeting for April 24 at 6PM in Wright-Denny School auditorium.
- **May 4:** Requested County public hearing on, and requested affirmation of, UGB annexations
- **May 8 & 22:** Charles Town ordinance readings putting annexations into effect

ANALYSIS OF PROPOSED CHARLES TOWN UGB ANNEXATIONS

Under West Virginia Code Section 8-6-5, Charles Town's application for annexation must provide information on the following. The seven (7) questions highlighted in **bold** below are verbatim from WV Code Section 8-6-5(c):

(1) The number of businesses located in and persons residing in the additional territory

There are 38 businesses and 2,174 persons residing in the properties to be annexed. In addition, this UGB annexation will involve parts or all of 63 streets or highways including part or all of 43 streets or roads that are classified as "Local Roads" under the West Virginia transportation facility classification system, along with 20 facilities that are classified as either WV Numbered Highway, U.S. Numbered Highway, WV County, or WV Home Access Route. *See* the attached chart of streets and highways which will be incorporated into the Charles Town City limits through these UGB annexations at Attachment D.

(2) An accurate map showing the metes and bounds of the additional territory

Each of the proposed annexations of property in this Charles Town UGB initiative is based on Jefferson County property data derived from the Jefferson County Clerk's Office, the Jefferson County GIS-based property address system, and the Jefferson County Assessor's Office. These data and records are based on surveys and deeds containing metes and bounds descriptions which form the official records of Jefferson County property determinations. *See* Attachment B for an accurate map showing the metes and bounds of the additional territories to be annexed. *See* Attachment C for a list of specific properties included in these additional territories. *See* Attachment D for a chart showing the roads, streets and highways to be annexed with these territories.

(3) A statement setting forth the municipality's plan for providing the additional territory with all applicable public services such as police and fire protection, solid waste collection, public water and sewer services and street maintenance services, including to what extent the public services are or will be provided by a private solid waste collection service or a public service district

Based on data-driven analysis, the City of Charles Town has determined that policing, public works, street maintenance and other maintenance services, public water, public sewer, fire, emergency services, solid waste collection, and other public services will not be negatively impacted either in the existing city limits, the newly annexed areas, or the overall Charles Town community. Indeed, the City projects improved and enhanced services for the new areas.

In summary, the City projects an increased annual cost to the City of approximately \$366,000 to expand personnel, equipment and capital at the Charles Town Police Department, the Charles Town Public Works/Maintenance Department, and the Charles Town Planning, Zoning, Code & Permitting Department to maintain an adequate level of high quality municipal services that match the services provided to Charles Town residents currently. Charles Town has analyzed the costs of municipal services to those areas, and determined that these expanded costs will be more than offset by enhanced municipal revenues resulting from annexations.

The specific plan for providing the additional territories with adequate, high-quality services that meet the current level of services provided to existing Charles Town residents is as follows:

Police Protection: The Charles Town Police Department (CTPD) projects a full capacity and ability to provide effective police protection, community policing, initiatives to combat the drug epidemic, and traffic enforcement and safety services to the entire Charles Town community, including newly-annexed areas. CTPD used data gathered over a 30-month period from both year-end reports of the West Virginia State Police, and data gathered from the County-wide Spillman CAD data management system, which gathers detailed data from both the Charles Town Police Department and the Jefferson County Sheriff Department. CTPD predicts the potential for 1,425 additional calls for police service and at least 1,793 additional calls for traffic enforcement in the newly-annexed areas. This represents a 27.83% increase in service calls and a 7.56% increase in traffic calls, above the current baseline of CTPD service in the current city limits, which is an annual average of 5,120 service calls and 4,897 traffic calls.

CTPD projects an ability to handle these increased calls and other duties if three additional full-time sworn officers, two assigned to General Crimes and one assigned to the Joint Drug Task Force being created by the City of Charles Town, the City of Ranson, and the Jefferson County Sheriff. These officers would receive a full complement of personnel equipment. Altogether the personnel and equipment costs for three officers would be \$246,022 annually. In addition, CTPD proposes that \$50,000 in capital resources be dedicated annually to cruiser vehicle purchases and replacement, for a total annual cost of \$296,022. The City of Charles Town should also expect additional revenue in amounts as much as \$80,000 annually from traffic citation fines paid from violations on the 28.61 new miles of expanded roadways that will be patrolled by CTPD. In addition, CTPD intends to apply for a U.S. Department of Justice COPS hiring grant that could provide \$150,000 over three years, resulting in \$50,000 less of a City cost obligation for this period. **The resulting expected annual costs for CTPD service in the newly-annexed areas is projected to be \$166,022.** If CTPD is not able to obtain the DOJ COPS grant, it would recommend hiring only two officers instead of three, bringing down the total expected cost impact of annexations to \$134,015.

A detailed analysis of Charles Town Police Department service in the proposed annexation areas is provided in the memorandum provided by Chief Chris Kutcher, attached at Attachment E.

Public Works & Maintenance: The Charles Town Department of Public Works & Maintenance has the full capacity and ability to provide public works and maintenance services in the newly-annexed areas as the same level and quality as provided to current Charles Town residences and businesses.

Under annexation, the City would accept the responsibility for serving roads in newly-annexed areas which are deemed "Local Roads" under the State of West Virginia street and road classification system, and which are not part of a privately-owned and -maintained subdivision. The annexations proposed here would result in 4.03 linear miles of additional roads within City responsibility. The City does not intend to take responsibility for State roads, County roads maintained by the state, or again, roads owned and maintained by private sector parties. *See*

Attachment D for a chart which shows and classifies the roads in the targeted UGB annexation areas.

The City's services to Charles Town currently includes road maintenance, traffic signage and road markings, street sweeping and cleaning, snow removal, yard waste collection and processing, street light maintenance, and beautification at city gateways. Some types of yard waste in some seasons must be placed in yard waste bags and stickered at a cost of \$1 per sticker on each bag. Most of these services are not currently provided to property owners in non-city areas by Jefferson County.

An increased responsibility for 4.03 linear miles of roads and streets in newly annexed areas will increase the City's total road and street responsibility by approximately 10% over the current baseline of 41.05 linear miles in the City. The City has extrapolated current maintenance and service levels and costs from current base levels to account for an expected 10% in coverage areas and responsibilities.

These expanded services into areas annexed into the City are projected to increase costs to the City of Charles Town for additional personnel by \$50,000 annually. In addition, the City projects a need for \$50,000 annually in additional capital equipment costs to provide these services. **Taken together, the department estimates the need for approximately \$100,000 in additional personnel and capital equipment costs for the Charles Town Public Works & Maintenance Department resulting from the proposed UGB Annexations.** See Attachment F for a memo from Department Director Todd Wilt with additional analysis.

Community Development & Planning: The City of Charles Town provides planning, zoning, code inspections and enforcement, permitting, and community and economic development services to the community and for growth and development projects. Many of the costs for these department services are self-funding, as those seeking plan and permit approvals must pay fees to cover these services. Yet, given a 27% increase in City population and the addition of 2,602 new acres to the City jurisdiction, the Department of Community Development and Planning expects the need for \$100,000 in additional personnel costs to provide adequate, high-quality services to the entire area including newly-annexed areas, particularly with respect to code inspections and enforcement.

Public Sewer & Water: Charles Town Utilities does not expect any changes or impacts to public water and public sewer utilities services resulting from the proposed UGB annexations. In many areas, Charles Town Utilities is already providing utility services to these properties and subdivisions. In areas not currently served by Charles Town Utilities, particularly privately-owned subdivisions, the private owners or homeowners associations could voluntarily request sewer or water utilities services through a Capacity Assurance Agreement or Alternate Mainline Extension Agreement with Charles Town Utilities. However, Charles Town Utilities would not involuntarily force property owners onto public water (and may not do so pursuant to state law) or public sewer. In cases where a subdivision is on septic service or individual tanks for wastewater treatment and it is technically and financially feasible for the Utility to serve public sewer via gravity-based lines, Charles Town ordinance requires such public sewer to be served, and for the property owners to come onto such service. At its March 20, 2017 meeting, the Mayor and City Council voted unanimously to direct its Utilities Department and Ordinance Committee, in consultation with the Department of Community Development & Planning, to recommend an amendment to Charles Town code that would allow the City to exempt properties served by septic

from forced connection to the public sewer system when cost, technical, public health, or policy factors make such connection infeasible, impracticable or otherwise not advisable.

Charles Town also emphasizes that the proposed UGB annexations are not driving the potential for City-County public sewer consolidation, and nor is the consideration of City-County public sewer consolidation driving the idea for annexing. These are not connected to each other, but independent efforts each based on their own considerations of technical, cost/benefit, and quality of life factors. At the same time, the annexation of properties by the City within the Urban Growth Boundary, and a filling in of the gaps and holes in current city jurisdiction, is not inconsistent with the idea of sewer consolidation.

See Attachment G for a memorandum from Charles Town Utilities Director Jane Arnett with more detailed analysis and explanation.

Fire Protection: The City of Charles Town, and the areas proposed for UGB annexations, are served by Fire Protection by Citizens Fire Company. Citizens services these areas regardless of their location within the city limits. As stated by Citizens Fire Company Chief Daniel Fritsch, “[t]here is no anticipated impact to our capacities and abilities to provide fire and rescue services resulting from the annexation”, nor any anticipated additions to personnel, operational, capital, equipment or other needs resulting from the annexation. Indeed, Chief Fritsch predicts potential positive effects of the Charles Town annexations into the Urban Growth Boundary area, including improvements in the support that fire/EMS requires from law enforcement agencies because of a stepped up presence from the Charles Town Police Department, improved access for emergency vehicles due to improvements in snow removal by the Charles Town maintenance department, and benefits to life safety through improved municipal and code enforcement services to address vacant structures, which can be fire hazards. Thus, **there is no expectation of any impacts or alterations in fire protection services in the newly-annexed areas or the overall Charles Town community from these annexations.** See Attachment H for a letter from Citizens Fire Company Chief Daniel Fritsch confirming that UGB annexations will not have an effect or impact on provision of fire services in Charles Town.

Emergency & Rescue Services: The City of Charles Town sent a letter to the Director of the Jefferson County Emergency Services Agency (JCESA) Denise Pouget on March 23, 2017 seeking her assessment of whether or how Charles Town UGB annexations might impact emergency and rescue services in Jefferson County. In a phone call with the City of Charles Town on March 27, Director Pouget conveyed that the areas proposed for UGB annexations are already provided emergency and rescue services by the JCESA. JCESA services these areas regardless of their location within the city limits. Thus, **there is no expectation of any impacts or alterations in emergency and rescue services in the newly-annexed areas or the overall Charles Town community from these annexations.** Charles Town notes that it collects a monthly service fee on water customers of 5 cents (60 cents annually) per each water meter, and directs that funding to JCESA. Charles Town would direct such additional fee revenues in newly-annexed areas and for additional residential and business construction in the future to JCESA, providing some level of additional revenue support.

Waste Collection: All trash waste collection in Charles Town is provided via private contractual services arranged by property owners, not via any public service. This would continue to be the situation in Charles Town, including in annexed areas. Charles Town notes that the Department of Public Works & Maintenance would serve newly-annexed properties with yard waste collection services, as it does for current Charles Town properties, which would be an

enhancement in service for these areas. Thus, **there is no expectation of any impacts in waste collection services, other than the positive impact of enhanced services with respect to yard waste collection, in the newly-annexed areas or Charles Town overall.**

(4) A statement of the impact of the annexation on any private solid waste collection service or public service district currently doing business in the territory proposed for annexation in the event the municipality should choose not to utilize the current service providers

The City of Charles Town would not intend for any change in current service providers with respect private solid waste collection services in the territory proposed for annexation, as private property owners can and will continue to contract on their own for such services without City involvement.

With respect to the Public Service District currently serving sewer in portions of the territory proposed for UGB annexation, Charles Town and Charles Town Utilities again note that UGB annexations are being considered in a manner completely independent of the current consideration of potential consolidation of the Jefferson County Public Service District (Jefferson PSD) with Charles Town (and Ranson) utilities. The annexations could and should proceed whether or not such utility consolidation takes place.

To the extent that the independent effort at City-County sewer consolidation does take place, it would mean that areas in the proposed UGB annexation areas that become part of the Charles Town jurisdiction would then be served by the consolidated utility (which would also happen upon consolidation even if these areas are not annexed). As discussed in great detail in ongoing consultation between Charles Town, Jefferson County, Ranson and the public, it is expected that utility consolidation can result in more effective and efficient sewer services to the overall Jefferson County community, with the potential for rate levelization and reduction over time in Jefferson County areas currently served by the Jefferson County PSD. However again, such results would be independent of annexation, and could take place whether or not these annexations proceed.

(5) A statement of the impact of the annexation on fire protection and fire insurance rates in the territory proposed for annexation

As already stated and as confirmed in the attached letter from the Citizens Fire Company Chief, there is no expectation that UGB annexation will have any effect on fire protection in the newly-annexed areas or Charles Town overall, as these services will continue to be provided in these areas regardless of whether they are in the city limits or not. Indeed, the Citizens Fire Chief projects positive benefits to fire/EMS services associated with improved and expanded law enforcement, snow removal, and code enforcement at vacant structures, resulting from the UGB annexations. The attached letter from the Chief of Citizens Fire Company also confirms that there are no anticipated impacts on Insurance Services Organization (ISO) ratings for the properties and areas that will be annexed, resulting from the UGB annexations. *See Attachment H.*

(6) A statement of how the proposed annexation will affect the municipality's finances and services

One of the purposes and benefits of Charles Town annexations in the UGB is the stabilization of City revenues, which will allow Charles Town to maintain a strong and healthy community that is providing a high level and quality of services to all of its residents and businesses. As recognized

in many studies and discussions, maintaining the health of the core community and planning for more efficient development can enhance local quality of life, attract vibrant economic development, and reduce the costs of providing services and infrastructure to scattered, sprawling growth.¹ Together, Charles Town and Jefferson County should continue to seek approaches to growth and economic prosperity for the community which benefit all of the residents and businesses of the area, and the taxpayer-supported budgets of both jurisdictions. This Charles Town New Horizons UGB Annexation approach, which is highly consistent with the County's Envision Jefferson 2035 plan, can help achieve these goals.

Charles Town has used and analyzed data including existing collection of municipal taxes and fees from businesses, residents, and property owners within current City limits, information from Jefferson County tax and revenue data, GIS-based analysis, and information from the list of 922 properties to be annexed in this UGB annexation, to create a projection of revenues and costs associated with the UGB annexation, and the resulting effects on municipal finances and services. See Attachment C for a list of properties and their types in the proposed UGB annexation areas.

For properties within the Charles Town city limits, Charles Town currently collects a property tax in addition to the County property tax, assessed at the following rates per \$100 of sixty-percent (60%) of assessed property value:

| | |
|--------------------|-----------------------|
| Class I property | 11.68 cents per \$100 |
| Class II property | 23.36 cents per \$100 |
| Class III property | 46.72 cents per \$100 |
| Class IV property | 46.72 cents per \$100 |

By way of example, this would mean that a household (Class II property) with an assessed property of \$200,000 would pay an additional \$280.32 per year in City property taxes. A farm (Class I property) with an assessed property value of \$1 million would pay an additional \$700.80 per year. A commercial business inside the city (Class IV property) with an assessed property value of \$500,000 would pay an additional \$1,401.60 per year.

Charles Town also charges a service fee of \$4.10 per month (\$49.20 annually) for any water service customer.² Of these amounts, \$4 per month is used to service bonds which pay for street paving and maintenance, \$0.05 per month supports Charles Town Parks & Recreation, and \$0.05 per month are provided to the Jefferson County Emergency Services Agency. Charles Town also charges a two percent (2%) Public Utility Service Tax on electric and communications utility services provided within the City limits. The addition of the properties proposed for annexation is projected to add approximately \$50,000 annually from these utility excise taxes (which are not charged by Jefferson County under state law).

¹ See, e.g., Getting to Smart Growth by the Smart Growth Network and the International City-County Management Association (2002) at Chapter 6, page 51 regarding "Strengthen and Direct Development Toward Existing Communities". www.epa.gov/smartgrowth/getting-smart-growth-100-policies-implementation. See also This is Smart Growth by the Smart Growth Network and the International City-County Management Association (2006) at p. 8 regarding "Investing Taxpayer Money Wisely in Our Communities". www.epa.gov/smartgrowth/smart-growth-publication.

² Note again that pursuant to WV code and the policies of the Charles Town Utilities Board, the City cannot and will not force any customer onto public drinking water services, without a voluntary request from such potential customer(s).

Charles Town also charges a one percent (1%) municipal sales tax on retail sales, with gasoline and food sales exempted from taxation. This includes a one percent (1%) sales tax on items purchased online and delivered to properties within Charles Town.

Charles Town also charges a “Business & Occupation Tax” on gross income (sales) for various goods and services provided by businesses within the city jurisdiction. There are different rates for different types of commercial enterprises. See Attachment I for a chart of Charles Town’s B&O tax rates. Charles Town also charges small annual business license fees for commercial enterprises located in the city, and for certain specific businesses pursuant to Charles Town Municipal Code Articles 741, 753, 765 and 769. See <http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:WVCharlestown>.

In addition, Charles Town charges a six percent (6%) hotel-motel tax on lodging establishments in the city jurisdiction, as does Jefferson County. By long-standing agreement with the Jefferson County Convention & Visitors Bureau (CVB), who works cooperatively with Charles Town to maintain the Charles Town Visitors Center and to support other Charles Town activities, the City now re-directs half or three percent (3%) of its hotel-motel tax receipts to the Jefferson CVB. As this UGB annexation is expected to bring the “Inn at Charles Town” and “America’s Best Value Inn” into the city jurisdiction, the 6% in hotel-motel taxes for these two establishments will no longer be collected by Jefferson County, but instead by the Charles Town jurisdiction under the city’s 6% hotel-motel tax. Charles Town intends to continue to honor its long-standing arrangement that three percent (3%) of our hotel-motel tax receipts, including future revenues associated with the Inn at Charles Town and America’s Best Value Inn, will be re-directed to the Jefferson CVB. We estimate this amount at approximately \$90,000 annually. The other three percent of the amounts collected from these two establishments, estimated at \$90,000 annually, would be retained by Charles Town. The City of Charles Town remains ready and willing to discuss collaborative and creative approaches for the best use of this three percent in hotel-motel tax revenues to serve the citizens of the City and County.

When these municipal property taxes, sales taxes, business & occupation taxes, hotel-motel tax, service fees and other various fees are applied to the 922 properties and businesses within the proposed UGB annexation areas, Charles Town projects the following revenue generation:

| | |
|----------------------------------|---------------------------|
| Property Tax Revenues | \$600,000 annually |
| B&O Tax Revenues | \$ 25,000 annually |
| Utility Service Taxes | \$ 50,000 annually |
| Sales Tax Revenues | |
| ➤ Sales at retail establishments | \$ 75,000 annually |
| ➤ Internet-based sales | \$ 75,000 annually |
| Hotel-Motel Taxes | \$ 90,000 annually |
| Service Fees | \$ 40,000 annually |
| TOTAL | \$955,000 annually |

As already discussed in Item #3 above, Charles Town predicts the need for additional personnel, operation, equipment, and capital costs associated with providing law enforcement, public works and maintenance, community development and planning, and other municipal services to the newly-annexed areas and the overall City of Charles Town. Charles Town predicts the following costs associated with providing these services:

| | |
|---------------------------------------|---------------------------|
| Charles Town Police | \$166,000 annually |
| Public Works & Maintenance | \$100,000 annually |
| Planning & Development | \$100,000 annually |
| TOTAL | \$366,000 annually |

Given these projections, Charles Town expects to be fully able to provide a high level and quality of municipal services to the entire Charles Town community, including the newly-annexed areas in the Urban Growth Boundary. Further, these UGB annexations are projected to provide fiscal stability to Charles Town and a total **net increase in annual revenue to the City of \$589,000.**

(7) A statement that the proposed annexation meets the requirements of this section

The Charles Town UGB annexations proposed here is fully consistent with and meets the requirements of West Virginia Code Chapter 8 “Municipal Corporations” and its Article 6 “Annexation” provisions.

- a.) **Agricultural Uses Protected:** Pursuant to WV Code Section 8-6-1(b), Charles Town will protect the continuation of agricultural use (and tax rates) of the 12 farmlands annexed into the city jurisdiction, unless those property owners voluntarily determine to develop those lands for other uses under Charles Town’s comprehensive plan and zoning ordinances.
- b.) **Tax Requirements Followed:** Pursuant to WV Code Section 8-6-1(c), Charles Town will only impose taxes or any increase in the rate of tax upon any business, occupation or privilege in annexed areas of the City in accordance with the provision of section five, article thirteen, chapter eight of this code.
- c.) **Charles Town Urban Growth Boundary Established:** Pursuant to WV Code Section 8-6-4a(a), the City of Charles Town is a municipality in a county, namely Jefferson County, which affirmed the Charles Town Urban Growth Boundary in the 2010 County Zoning Map and again in 2014 through the Envision Jefferson 2035 Comprehensive Plan and revised 2015 Zoning Map and code. Further, Jefferson County adopted impact fees prior to January 1, 2009, enacting a county ordinance to collect impact fees in November 2003.
- d.) **All Properties within Charles Town Urban Growth Boundary:** Charles Town is applying for annexation of these properties using minor boundary adjustment under WV Code Section 8-6-4a(c)(2), as all of the properties are entirely within the Urban Growth Boundary. Under this section, the City of Charles Town may annex these properties without an election. Under this authority, agreement of the Jefferson County Commission to the annexations is not required.
- e.) **Streets & Highways May Also Be Annexed:** Pursuant to West Virginia Code Section 8-6-5(b)(i), a municipality may annex streets and highways by minor boundary adjustment, when one or more freeholders are also part of such annexation, which is the case here.
- f.) **Proper Annexation Procedure will be Followed:** As Charles Town is using the authority granted under WV Code Section 8-6-4a(c)(2), the procedure to be followed for the annexations is governed by WV Code Section 8-6-5. This procedure involves the following steps:

- i. Pursuant to WV Code Section 8-6-5(a), the municipality applies to the County Commission for annexation by boundary adjustment. Pursuant to WV Code Section 8-6-5(c), such application must include certain information, specifically the information provided in Items ## 1-7 immediately above, at pp. 5-12. **This package represents the City of Charles Town’s application.**
- ii. Pursuant to WV Code Section 8-6-5(d), upon receipt of a complete application for annexation by minor boundary adjustment, the Jefferson County Commission “shall determine whether the application meets the threshold requirements for consideration as a minor boundary adjustment including whether the annexation could be efficiently and cost effectively accomplished under section two or four of this article.”

- ***Petition for Annexation Not Feasible or Appropriate:*** WV Code Section 8-6-2 provides procedures for “Petition for Annexation” which requires five percent (5%) or more of freeholders within the established municipality to petition for annexation of certain territories and post a surety bond to cover costs of a municipal petition election; requires a majority vote of all freeholders in the established city in favor of such annexations; and requires a simultaneous election and majority vote in favor from the freeholders in the territories to be annexed.
- ***Annexation by Freeholder Petition Not Applicable or Feasible:*** WV Code Section 8-6-4 provides procedures for “Annexation without an Election” which requires that a majority of both freeholders and qualified voters of the territories to be annexed file a petition with the municipality asking for such annexations.

It would not only be inefficient and not cost-effective to utilize petition-and-voting processes in Section 8-6-2, or petitions by a majority of freeholders and voters in the 922 properties to be annexed in the Charles Town UGB using Section 8-6-4 – it would undoubtedly be administratively impossible. Insistence on any such approach would clearly defeat the purpose of Urban Growth Boundary annexations as specified by state law in Section 8-6-4a, and would nullify the law’s instruction in Section 8-6-4a(c)(1) that “[a]greement with the County Commission is not required” for such UGB annexations.

On this step of the process, the City of Charles Town requests that the Jefferson County Commission make the determination that the Charles Town UGB annexation application “meets the threshold requirements for consideration as a minor boundary adjustment” at its regular meeting on April 6, 2017.

- iii. Pursuant to WV Code Section 8-6-5(e), if the Jefferson County Commission makes the determination on April 6 that the Charles Town UGB annexations application meets the threshold requirements, Jefferson County must order publication of a notice of the proposed annexations and the date and time set by the Jefferson County Commission for a hearing on the City of Charles Town proposal. The publication must be by Class II-0 legal advertisement at least 14 days prior to the date upon which the County Commission will take the vote on the annexations.

Further, there must be notice prominently posted at five or more places within the area proposed to be annexed.

Charles Town provides suggested publication and posting notices to meet this requirement at Attachment J. Charles Town will fully pay the costs of publication, and will either set up the postings after consultation with County officials on proper placements, or pay for such postings. **The City of Charles Town requests that Jefferson County work with the City to have the notice of UGB annexations published in the Wednesday, April 12 edition of the Spirit of Jefferson Advocate newspaper, and likewise posted in the area the week of April 10.**

- iv. Pursuant to WV Code Section 8-6-5(e), if the County Commission determines that the Charles Town UGB annexation application meets threshold requirements, the Commission must set a date and time for a hearing on the proposal. **The City of Charles Town requests that Jefferson County sets the date of Thursday May 4, 2017 at 2:00 p.m. as the date for a special session to hold the UGB annexation public hearing, and for a final vote to approve the Charles Town application.**
- v. The properties proposed for annexation are described and mapped in metes and bounds parameters that are based on surveys that are contained in the legal property records of Jefferson County, including County Clerk deeds and property records, Jefferson County property address and plat records, and the official property taxation records of the Jefferson County Assessor's Office.
- vi. Pursuant to WV Code Section 8-6-5(f), **the County Commission must consider seven (7) factors.** Below Charles Town provides its information and perspective regarding those factors below. The City of Charles Town team would be pleased to discuss and refine these factors further with Jefferson County prior to the County's public hearing and vote on this petition.

FACTORS TO CONSIDER:

- (1) Whether the territory proposed for annexation is contiguous to the corporate limits of the municipality. For purposes of this section, "contiguous" means that at the time the application for annexation is submitted, the territory proposed for annexation either abuts directly on the municipal boundary or is separated from the municipal boundary by an unincorporated street or highway, or street or highway right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, or lands owned by the state or the federal government.**

This factor is not applicable to a minor boundary adjustment undertaken pursuant to Urban Growth Boundary annexations, as WV Code Section 8-6-4a concerning UGB annexations uses a different definition of "contiguous" which was enacted by the State of West Virginia in lieu of this provision in Section 8-6-5 (which is only a provision providing a procedure for County determinations). Under Section 8-6-4a, properties entirely within the Urban Growth Boundary are contiguous. In cases where the municipality seeks to annex property which is entirely or partially outside of the UGB (which is not the situation here), Section 8-6-4a(b)(1) provides a meaning of "contiguous" to ensure that annexations outside the UGB are not disconnected from the UGB and municipality.

(2) Whether the proposed annexation is limited solely to a division of highways right-of-way or whether the division of highways holds title to the property in fee.

This Charles Town UGB annexation application involves parts or all of 63 separate streets and highways. Under the “West Virginia Highways – Classifications, Characteristics & Usage” document provided by the West Virginia Department of Transportation, it is clear that, with limited exceptions not relevant in this situation, “all of the public roads and streets in West Virginia are under the jurisdiction of State and local governments.” *Id.* at p. 1. In this situation 20 roads and highways of 63 total to be annexed are classified under the WV jurisdictional ownership system as non-Local roads, and thus are owned by the State, including 12 “WV County” roads, three (3) “WV Home Access Routes”, three (3) “WV Numbered Highways” one (1) “WV & US Numbered Highway”, and one (1) “US Numbered Highway.” See the WV Jurisdictional Classification Chart at Attachment D.

Thus, with respect to this factor #2, there are annexations that will incorporate portions of 20 state-owned jurisdictional roads which are owned in fee.

Charles Town again notes that, much like past annexations by the City of Charles Town in which portions of State-jurisdictional roads were annexed (such as portions of SR-115 and SR-340/WV-9), Charles Town will not be assuming maintenance duty of these state-jurisdictional roads, but instead will leave such maintenance responsibilities with the state. The City will only assume maintenance responsibilities for roads that are classified as “Local Roads”.

(3) Whether affected parties of the territory to be annexed oppose or support the proposed annexation. For purposes of this section, "affected parties" means freeholders, firms, corporations and qualified voters in the territory proposed for annexation and in the municipality and a freeholder whose property abuts a street or highway, as defined in section thirty-five, article one, chapter seventeen-c of this code, when: (i) The street or highway is being annexed to provide emergency services; or (ii) the annexation includes one or more freeholders at the end of the street or highway proposed for annexation.

While the provisions of West Virginia Code Section 8-6-5 regarding minor boundary adjustments call for the County Commission to consider whether affected parties in the territory to be annexed oppose or support the proposed annexation, the perspectives of the affected parties do not control the determination (as such perspectives would under the distinct situation of annexations by petition under Section 8-6-2 or under annexations without an election under Section 8-6-4).

Jefferson County of course will wish to gauge and consider these important and legitimate perspectives of affected parties, just as the City of Charles Town is committed to considering these views. Indeed, the purpose of the public notice, public hearing, and public engagement provisions of the West Virginia annexation law at Sections 8-6-4a and 8-6-5 is to ensure that municipalities that seek to annex consider key factors in a meaningful and transparent way, and that the county likewise commits to an open process that enables citizens to understand and engage in the procedure.

Toward that goal of good, transparent government, the City has already engaged with several of the property owners who own larger tracts. Further, although there is no requirement under law that the City provide notice or seek public input with respect to UGB annexations, the City will

seek this community engagement nonetheless. If the County Commission grants our request to make the determination that this application meets threshold criteria on April 6, Charles Town will send out a packet of information during the week of April 10 to each property owner among the 922 properties to be annexed. That letter will contain an informational flier (*see* Attachment K), an UGB annexation map, and an invitation to an April 24, 6PM public meeting to be held by the City at Wright-Denny School auditorium to explain the UGB annexation initiative, take input, and answer questions. That information, along with this entire Annexation Application packet and attachments, will be provided on the City's website. The City will also post a powerpoint presentation on the web site to provide information and explanation to the public. *See* Attachment L.

The City of Charles Town encourages the County Commission and staff to attend the April 24 public meeting, and to gauge the views and perspectives of affected parties in the UGB annexation areas at that meeting.

In addition, the County Commission will have the opportunity to observe and understand the perspective of potentially affected parties when the Commission holds its own public hearing as required by the state annexation code.

Charles Town also emphasizes that these UGB annexations are not, in any way, meant to alter the existing zoning and development approaches applied to these properties. While Charles Town will apply its own Comprehensive Plan, zoning codes and other municipal requirements to the development of property within Charles Town's jurisdiction to annexed properties, the City fully intends to honor the "density and intensity" of development rights as they existed pre-annexation. Further, Charles Town will certainly honor any vested rights at properties, as required under state and local laws.

(4) Whether the proposed annexation consists of a street or highway as defined in section thirty-five, article one, chapter seventeen-c of this code and one or more freeholders.

The proposed Charles Town UGB does indeed consist of the annexation of streets and highways and one or more freeholders – 922 properties and 63 streets and highways. This makes consideration #5 immediately below not applicable.

(5) Whether the proposed annexation consists of a street or highway as defined in section thirty-five, article one, chapter seventeen-c of this code which does not include a freeholder but which is necessary for the provision of emergency services in the territory being annexed.

This factor is not applicable. Although this UGB annexation will involve streets and highways, it also involves 922 properties and many freeholders.

(6) Whether another municipality has made application to annex the same or substantially the same territory.

These properties are entirely within the Charles Town Urban Growth Boundary. No other municipality has made application to annex the same or substantially the same territory.

(7) Whether the proposed annexation is in the best interest of the county as a whole.

The officials of the City of Charles Town sincerely hope that the Jefferson County Commissioners and the people of Jefferson County recognize and agree that the Charles Town New Horizons urban growth boundary annexations are in the best interests of the county as a whole. Charles Town respectfully offers three reasons:

First, the health of an overall place like Jefferson County depends in large part upon whether the core cities are growing and thriving, or shrinking and declining. Jefferson County should seek to avoid the “donut effect”, where growth continues on the outside fringes of the locality yet the city is not able to capture the benefits of growth to support the city as a whole, with the effect that established communities hollow out. This would not be to the benefit of the County. Vibrant community centers with a strong and sustainable mix of businesses, civic institutions, cultural activities, parks and recreational facilities and other high-quality places provide benefits for nearly all – whether they live in the urban area or in the surrounding county. These proposed Charles Town UGB annexations will help foster smart and sustainable growth, proactive economic development, and stable municipal revenues in Charles Town, to the benefit of nearly all Jefferson Countians.

Second, these proposed UGB annexations will help reduce costs to Jefferson County, while maintaining County revenues and fiscal stability. Jefferson County’s property taxes, impact fees and other revenue sources are the same inside municipal limits as they are outside, and nothing will change with these property taxes due to annexations and municipal boundary adjustments. While there will be a transfer of certain hotel-motel tax revenues from the County to the City, these amount of 0.03 percent of the County’s total FY2018 revenue and, as stated earlier in this application, Charles Town remains open to creative and collaborative discussions with Jefferson County about the best ways to use this revenue to support all of Jefferson County’s citizens, both inside and outside the Charles Town borders. Further, the County can also save on the costs of services, such as costs for law enforcement and traffic enforcement by the Jefferson County Sheriff Department in these newly-annexed. This is good for all the citizens, taxpayers, and businesses of Jefferson County.

And third, these Charles Town UGB annexations will enable the City of Charles Town to provide a high level and quality of services to properties that may not be receiving these services, at least at the levels provided to City residents and businesses now. The properties in the newly-annexed areas will be receiving enhanced public safety, traffic safety, yard waste removal, street maintenance, and other such services when these areas become part of Charles Town.

The City of Charles Town appreciates Jefferson County’s consideration of these UGB annexation requests, and hope that we can continue making progress together toward bright, new horizons.

CHARLES TOWN UGB ANNEXATION

APPENDICES

ATTACHMENT A – Jefferson County Zoning Map denoting Charles Town Urban Growth Boundary

ATTACHMENT B – Map of proposed Charles Town Urban Growth Boundary annexations

ATTACHMENT C – Specific properties to be annexed

ATTACHMENT D – Specific streets, roads & highways to be annexed, with jurisdictional classifications

ATTACHMENT E – Memo from Charles Town Police Department Regarding Annexation Impacts

ATTACHMENT F – Memo from Charles Town Maintenance Department Regarding Annexation Impacts

ATTACHMENT G – Memo from Charles Town Utilities Regarding Annexation Impacts

ATTACHMENT H – Memo from Citizens Fire Chief Regarding Annexation Impacts

ATTACHMENT I – Charles Town Business & Occupation Tax Rate Chart

ATTACHMENT J – Suggested publication and posting notices for Jefferson County

ATTACHMENT K – Charles Town public notice flier

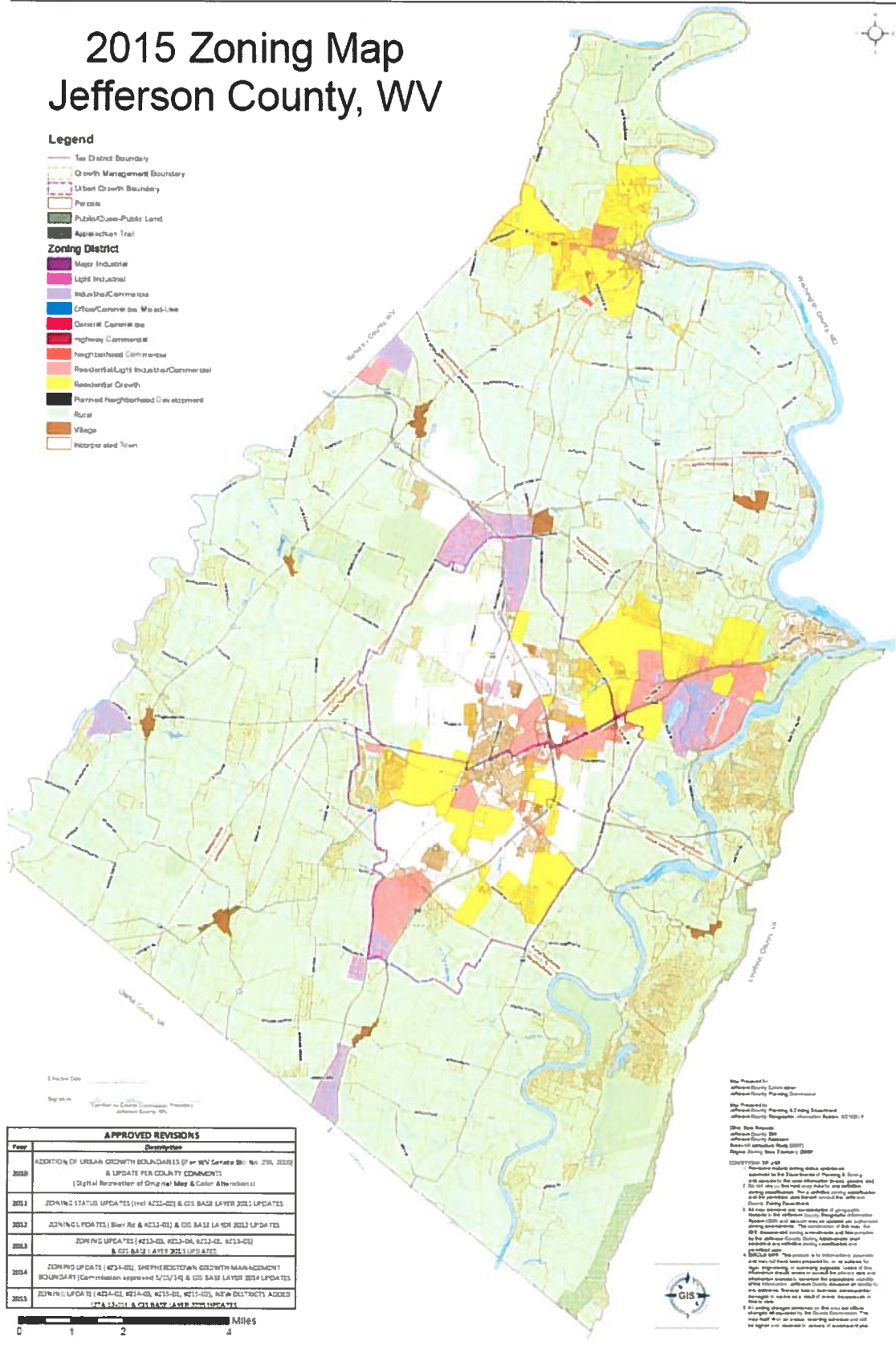
ATTACHMENT L – Powerpoint to be posted by City of Charles Town for public information

CHARLES TOWN UGB
APPENDIX A
JEFFERSON COUNTY 2015 ZONING MAP

2015 Zoning Map Jefferson County, WV

Legend

- Tax District Boundary
 - Growth Management Boundary
 - Urban Growth Boundary
 - Parcel
 - Public/Quasi-Public Land
 - Attraction Trail
- Zoning District**
- Major Industrial
 - Light Industrial
 - Industrial/Commercial
 - Office/Commercial, Medium-Density
 - General Commercial
 - Highway Commercial
 - Neighborhood Commercial
 - Residential Light Industrial/Commercial
 - Residential Growth
 - Planned Neighborhood Development
 - Rural
 - Village
 - Incorporated Town



Effective Date:

Prepared by: Jefferson County Planning & Zoning Department

| Year | Description |
|------|---|
| 2010 | ADDITION OF URBAN GROWTH BOUNDARIES (P.L. 2009-001) & UPDATE FOR COUNTY COMMENTS (Digital Reproduction of Original Map & Color Alterations) |
| 2012 | ZONING STATUS UPDATES (P.L. 2012-001) & GIS BASE LAYER 2012 UPDATES |
| 2013 | ZONING UPDATES (P.L. 2013-001) & GIS BASE LAYER 2013 UPDATES |
| 2014 | ZONING UPDATES (P.L. 2014-001, P.L. 2014-002, P.L. 2014-003) & GIS BASE LAYER 2014 UPDATES |
| 2015 | ZONING UPDATES (P.L. 2015-001, P.L. 2015-002, P.L. 2015-003) & GIS BASE LAYER 2015 UPDATES |



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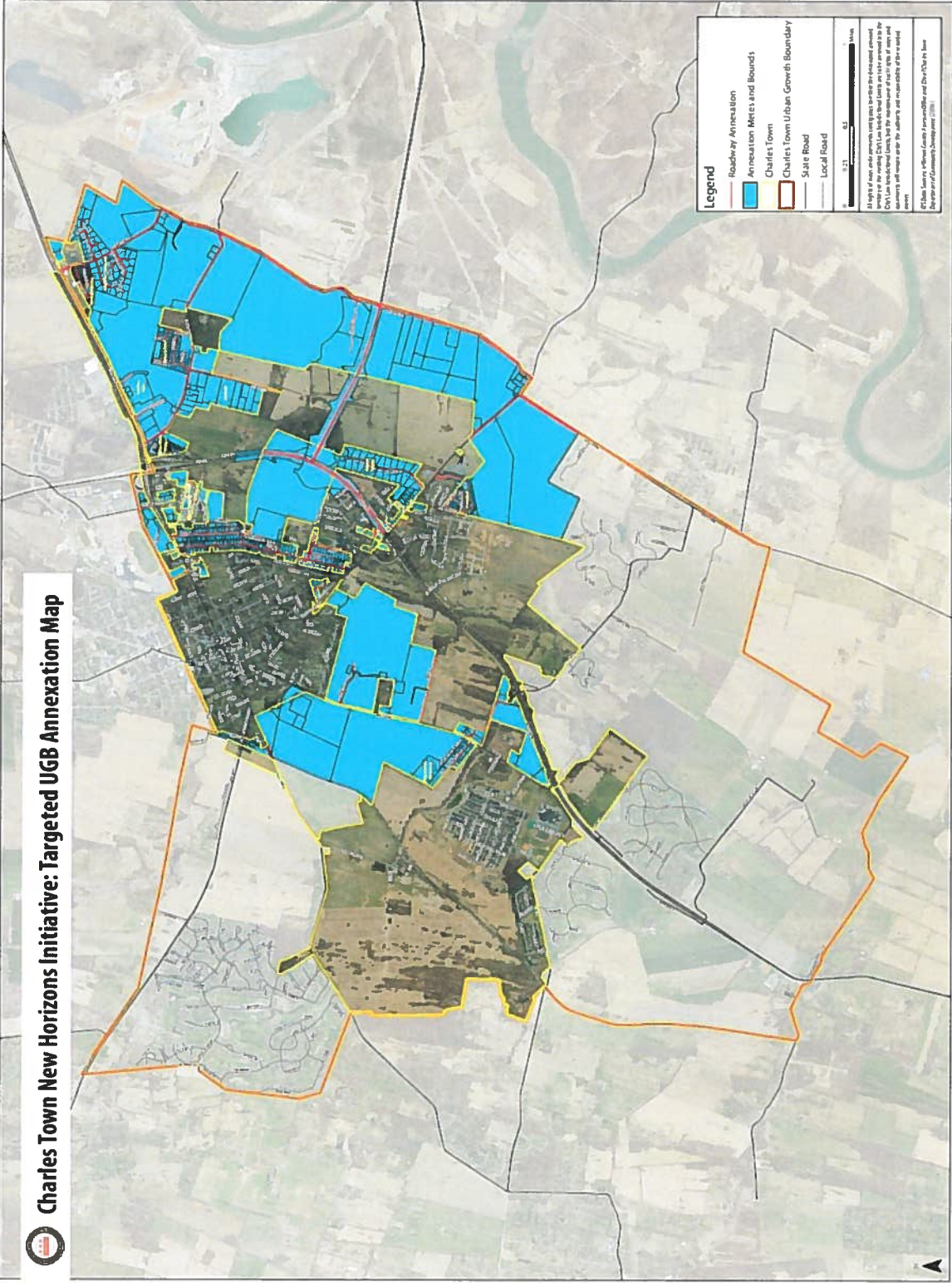


CHARLES TOWN UGB

APPENDIX B

Map of Proposed UGB Annexations

Charles Town New Horizons Initiative: Targeted UGB Annexation Map



Legend

- Roadway Annexation
- Annexation Miles and Bounds
- Charles Town
- Charles Town Urban Growth Boundary
- State Road
- Local Road

0 0.25 0.5 Miles

All rights of way and easements shown here are for informational purposes only. They do not constitute a warranty of any kind, and the City is not responsible for any errors or omissions. The City is not responsible for any errors or omissions. The City is not responsible for any errors or omissions. The City is not responsible for any errors or omissions.

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West Virginia Government Development Office

CHARLES TOWN UGB

APPENDIX C

**List of Specific Properties
to Be Annexed**

| PARID | Acres | OwnerName | Address | Use |
|---------------------|------------|--|---|-------------|
| 02 15001100000000 | 3.997405 | VENTOSA CEMETERY OF GIBSONTOWN | 40404 | Cemetery |
| 02 17000400030000 | 2.997078 | JEHOVAH'S WITNESSES | RT 5 BOX 1283, HARPERS FERRY WV 25425 | Church |
| 02 90008000200000 | 4.993064 | TRUSTEES OF THE TRI-STATE BAPTIST CHURCH | CHARLES TOWN, WV 25414 | Church |
| 02 19A000200030000 | 1.298121 | CHARLES J BROWN SR | 15949 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Commercial |
| 02 90008000300000 | 3.819941 | CTSS, LLC | PO BOX 25523, WASHINGTON, DC 20027 | Commercial |
| 02 11001300000000 | 0.972158 | DEBRA BATTLE ET AL | 801W KING ST, MARTINSBURG, WV 25401 | Commercial |
| 02 10D001500000000 | 0.467209 | ELIZABETH LLOYD-RUSSEK & HENRY RUSSEK | 144 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Commercial |
| 02 10000900250000 | 0.844575 | FIRST CHARLES TOWN GROUP INC | PO BOX 183, CHARLES TOWN WV 25414 | Commercial |
| 02 10000900190000 | 1.247623 | FIRST CHARLES TOWN GROUP INC | PO BOX 183, CHARLES TOWN WV 25414 | Commercial |
| 02 80011000100000 | 5.399661 | GLP CAPITAL LP | 825 BERKSHIRE BLVD STE 200, WYOMISSING PA 19610 | Commercial |
| 02 80011000000000 | 112.743358 | GLP CAPITAL LP | 825 BERKSHIRE BLVD STE 200, WYOMISSING PA 19610 | Commercial |
| 02 80011000000000 | 112.743358 | GLP CAPITAL LP | 825 BERKSHIRE BLVD STE 200, WYOMISSING PA 19610 | Commercial |
| 04 11004400020000 | 2.388835 | JDC ENTERPRISES LLC | PO BOX 812, CHARLES TOWN, WV 25414 | Commercial |
| 02 90008000500000 | 7.229925 | JEFFERSON BUSINESS PARK ASSOCIATES, LLC | PO BOX 2530, WINCHESTER, VA 22604 | Commercial |
| 02 80011000400000 | 1.346687 | JEFFERSON SECURITY BANK | PO BOX 35, SHEPHERDSTOWN WV 25443 | Commercial |
| 02 90008000700000 | 15.066985 | KENTLAND FOUNDATION, INC. | P.O. BOX 1296, LEESBURG, VA 20177 | Commercial |
| 02 90008000100000 | 4.59243 | LSCG FUND 11 LANES, LLC. | 13949 VENTURA BLVD, STE 300, SHERMAN OAKS, CA 91423 | Commercial |
| 02 10A007600000000 | 1.056565 | MARTIN & BRENDA LOOKINGBILL | 12560 AWAHNA WAY, SYKESVILLE, MD 21784 | Commercial |
| 04 11004400030000 | 4.711838 | MCLUCKY LLC | 18 RHODES CT, HARPERS FERRY, WV 25425 | Commercial |
| 02 10000900180000 | 0.941872 | McTAW'S LIMITED PARTNERSHIP | 11949 ROBINWOOD DR, HAGERSTOWN MD 21741 | Commercial |
| 02 90008000400000 | 11.124239 | MOUNTAINEER BANKSHARES OF WV, INC. | P.O. BOX 1290, WINSTON SALEM, NC 27102 | Commercial |
| 02 90008000400000 | 2.875292 | MOUNTAINEER BANKSHARES OF WV, INC. | P.O. BOX 1290, WINSTON SALEM, NC 27102 | Commercial |
| 02 90008000800000 | 0.855797 | MVB BANK INC. | 301 VIRGINIA AVE, FAIRMONT, WV 26554 | Commercial |
| 02 80011000500000 | 2.77553 | R J SEPCO INC | 5700 6TH AVE, ALTOONA PA 16602 | Commercial |
| 02 90008000900000 | 0.925287 | R&R SOMERSET INC | P.O. BOX 2899, CHARLES TOWN, WV 25414 | Commercial |
| 02 10000900240000 | 1.484118 | RUBY TUESDAY INC | 150W CHURCH AVE, MARYVILLE TN 37801 | Commercial |
| 02 80019000000000 | 1.15336 | Sharp Best Brown LLC | 355 Mara Rose Lane, Harpers Ferry, WV 25425 | Commercial |
| 02 10000900050000 | 1.986817 | SITA RAM CORPORATION | 11804 QUINCE MILL RD, NORTH POTOMAC MD 20878 | Commercial |
| 02 10A007500000000 | 0.943393 | SOUTHLAND CORPORATION (7-11) | PO BOX 711, DALLAS, TX 75221 | Commercial |
| 02 10000900040000 | 1.347361 | STEFANOS P PETROPOULEAS | 903E WASHINGTON ST, CHARLES TOWN WV 25414 | Commercial |
| 02 80024000200000 | 1.153027 | WVA 340 LLC | 8191 STRAWBERRY LN SUITE 3, FALLS CHURCH VA 22042 | Commercial |
| 02 80024000300000 | 1.295785 | WVA 340 LLC | 8191 STRAWBERRY LN SUITE 3, FALLS CHURCH VA 22042 | Commercial |
| 02 17000200010000 | 3.040399 | ZEBRA BROADCASTING CORP | 200 E BASSE RD, SAN ANTONIO TX 78209 | Commercial |
| 02 10A011000000000 | 0.275727 | HOT SPOT CT REAL ESTATE LLC | 43 ELWOOD ST, MARTINSBURG WV 25404 | Mixed Use |
| 02 10A011100000000 | 0.199008 | JOHN E & SHARON S McILROY | 1215 SAMUEL ST, CHARLES TOWN WV 25414 | Mixed Use |
| 02 19A0001000000000 | 0.269357 | MELODY BROOKS | 15887 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Mixed Use |
| 02 10A0042000000000 | 0.342646 | ROBERT & SHARI LANHAM | 989 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Mixed Use |
| 02 10A0032000000000 | 0.051926 | Sarah Kane | 798E Washington Street, Charles Town, WV 25414 | Mixed Use |
| 02 10A0036000000000 | 0.158026 | WILLIAM MARLOW | 388 HERITAGE DR, GETTYSBURG, PA 17325 | Mixed Use |
| 02 10000900230000 | 1.489592 | AIKENS INVESTMENTS LTD PTN | PO BOX 2468, WINCHESTER, VA 22604 | Office |
| 02 10000900160000 | 3.891246 | FIRST CHARLES TOWN GROUP INC | PO BOX 183, CHARLES TOWN WV 25414 | Office |
| 02 1100190000000000 | 0.563305 | GRIFFITH ENERGY SERVICES INC | 6996 COLUMBIA GATEWAY DR, COLUMBIA, MD 21046 | Office |
| 02 10A0112000000000 | 0.310008 | LEE R MOORE JR | PO BOX 116, CHARLES TOWN WV 25414 | Office |
| 02 10000900150000 | 0.959685 | PROFESSIONAL COURT LIMITED LIABILITY CO | 416 SHEPHERD LN, SHEPHERDSTOWN, WV 25443 | Office |
| 02 11001300010000 | 0.190376 | WARREN ASSOCIATES | 4185 SAMUEL ST, CHARLES TOWN, WV 25414 | Office |
| 03 60006000000000 | 0.384096 | Anna Stephenson | PO Box 234, Charles Town, WV 25414 | Open Space |
| 02 10E0054000000000 | 0.905574 | E C DEVELOPERS INC | PO BOX 515, HARPERS FERRY WV 25425 | Open Space |
| 02 10E0016000000000 | 0.79278 | E C DEVELOPERS INC | PO BOX 515, HARPERS FERRY WV 25425 | Open Space |
| 02 10A0050000000000 | 0.166311 | Eileen & Joseph Masin | PO Box 1713, La Plata, MD 20646 | Open Space |
| 02 90001000100000 | 5.128403 | Gatestone Inc | 153 Venice Way, Shepherdstown, WV 25443 | Open Space |
| 02 10A012400010000 | 0.341747 | GEORGE LEO HARRIS | 305 W 5TH AVE, RANSON WV 25438 | Open Space |
| 03 70035000000000 | 0.098863 | Gloria & Susan Blins | 32 Federal Way, Suite 101, Charles Town, WV 25414 | Open Space |
| 03 60007000000000 | 0.100123 | James Whitehead | 406 Hermleigh Road, Silver Spring, MD 20902 | Open Space |
| 02 10A0114000000000 | 0.142381 | JOHN & SHARON MCILROY | 121 S SAMUEL ST, CHARLES TOWN, WV 25414 | Open Space |
| 02 10A0033000000000 | 0.052815 | Sara Kane | 798E Washington Street, Charles Town, WV 25414 | Open Space |
| 02 10E0055000000000 | 0.523306 | WILLOWBROOK OWNERS ASSOC INC | PO BOX 614, CHARLES TOWN WV 25414 | Open Space |
| 02 10E0001000000000 | 0.291156 | WILLOWBROOK PRDERTY OWNERS ASSOC INC | PO BOX 814, CHARLES TOWN WV 25414 | Open Space |
| 02 10E0055000100000 | 1.248774 | WILLOWBROOK PROPERTY OWNERS ASSOC INC | PO BOX 814, CHARLES TOWN WV 25414 | Open Space |
| 02 19000100010000 | 2.460087 | CITY OF CHARLES TOWN | CHARLES TOWN, WV 25414 | Public |
| 02 90008000600000 | 0.916603 | CITY OF CHARLES TOWN | | Public |
| 02 10C0027000000000 | 0.282938 | Charles & Sophrona Reinhold | 279 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 18A0018000000000 | 0.191689 | AARON RAY | 397 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10B0048000000000 | 0.306944 | Abner Hoffmaster | 705 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 18A0050000000000 | 0.165996 | ADAM SPERRY | 120 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 19A0006000000000 | 0.20856 | ADDIE STAGNER & JOHN S MAO | PO BOX 812, CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E0011000000000 | 0.064408 | ALISCHA BAUTISTA | 18527 SIERRA SPRING SQ, LEESBURG VA 20176 | Residential |
| 02 9A00290000000000 | 0.990915 | ALAN & VERONICA NAHORY | 160 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A00260000000000 | 1.031064 | ALBERT & STELLA CHOE | 344 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C00105000000000 | 0.080349 | ALBERT BRITTON | 64 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A0029000000000 | 0.133167 | Alexander Naupac | 104 Allawilla Drive, Charles Town, WV 25414 | Residential |
| 02 19A0002000400000 | 1.706446 | ALICE CHAPMAN | 15943 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 18A0002000000000 | 0.266417 | ALICIA C PAYNE & JAMES A SMOOT | 209 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A0053000000000 | 0.162285 | Alisa & John Myatt | PO Box 871, Charles Town, WV 25414 | Residential |
| 02 10A0063000100000 | 0.207169 | ALLEN DARLINGTON | 892 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A0061000000000 | 0.236753 | ALMA M AGULAR-MARTINE & FERNANDO ACOSTA | 113 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 10A0064000200000 | 0.345053 | AMANDA R & LARRY C BOWERS | 920 JEFFERSON AVE, CHARLES TOWN WV 25414 | Residential |
| 02 9C01190000000000 | 0.045914 | AMBER BROWN | 141 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9B00450000000000 | 0.228875 | AMBER COOK | 63 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9B00430000000000 | 0.267271 | AMY & CHARLES BAER | 29 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9C00820000000000 | 0.045914 | AMY TRAVIS | 3421 GROVE LN, DELAPLANE, VA 20144 | Residential |

| | | | |
|--------------------|---|---|-------------|
| 02 9C012900000000 | 0.045914 ANA MARTINEZ | 97 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9B006100000000 | 0.257933 ANDREW OXENDINE | 64 VICTORIA DR, Charles Town, WV 26414 | Residential |
| 02 9B005200000000 | 0.230247 ANGELA PADGETT | 165 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10A006000000000 | 0.359758 ANN MYERS ET AL | P.O. BOX A, SHEPHERDSTOWN, WV 25443 | Residential |
| 02 9C005600000000 | 0.045912 ANTHONY BALTIMORE | 64 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C004400000000 | 0.045912 ANTHONY ROBERTS | 116 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C004200000000 | 0.080346 ANTHONY SHOCKNEY | 130 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E003800000000 | 0.030112 ANTONIO J FELIZZI | 140 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10D001100000000 | 0.444987 ARADA MCMANIS | 68 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10000900200000 | 0.576571 ARC Homes LLC | 445 Breckenridge Way, Shenandoah Junction, WV 25442 | Residential |
| 02 10A005800000000 | 0.337832 ARC HOMES LLC | 445 BRECKENRIDGE WAY, SHENANDOAH JUNCTION, WV 25442 | Residential |
| 02 10B005400000000 | 0.360685 ARCHIE & MARGARET SMITH | 512 BROOK ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9C008500000000 | 0.045914 ARIC DREHER | 511 PROSPECT HILL BLVD, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0138000000000 | 0.045914 AUDRA & ROBERT PERKS | 57 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A004300000000 | 0.180997 AURALIE FRIIS | 977 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B007800010000 | 0.149783 AUSTIN & AMANDA JOLLY | 76 BELVEDERE FARM CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10C004100000000 | 1.412181 BARBARA BENNER | 378 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18000600080000 | 2.159104 BARBARA E & JOHN E McMILLAN | 331 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C005700000000 | 0.080521 BARBARA LAKE | 60 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B005100000000 | 0.227963 BARBARA MANZUK | 157 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10A005700000000 | 0.165953 Barbara Spears | 301W 6th Avenue, Charles Town, WV 25414 | Residential |
| 02 10B005700000000 | 0.293357 BARBARA WHEELER | 422 SUGARLAND RUN DR, STERLING, VA 20164 | Residential |
| 02 9000400170000 | 2.760702 BARRY A WHITEBOOK | 448 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 10A005900000000 | 0.173855 BELLE SANDGREN & ROBERT SHULTZBERGER | 35505 CALLINGTON DR, ROUND HILL, VA 20141 | Residential |
| 02 10E000200000000 | 0.052905 BENJAMIN E & HOLLY M FRENCH | 14 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 18000200020000 | 0.494422 BENJAMIN F DIGNAZIO & SHIRLEY E TEDDER | 14939 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 180005000000000 | 1.086606 BENNIE W & RHONDA I BOATWRIGHT | 15017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 18000100210000 | 0.627052 BENNIE W & RHONDA I BOATWRIGHT | 15017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10D005600000000 | 0.283424 BERTHA & EARL KELICAN | 203 HALE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0081400000000 | 0.045914 BETTY BROWN | 85 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008300000000 | 0.352367 BETTY GRAHAM | 355 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009500000000 | 0.258473 BETTY PIERSON | 250 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B004500000000 | 0.152727 Beverly Rinaldi | 100 Cooke Street, Ranson, WV 25438 | Residential |
| 02 18A005900000000 | 0.200399 BILL C & KELLY M NALLEY | PO BOX 460255, AURORA CO 80046 | Residential |
| 02 10A008700000000 | 0.167059 BONNIE & JAMES PRETRE | 297 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E003700000000 | 0.047137 BONNIE E & HAMES T MOORE JR | 95 WILLOWBROOK DR, CHARLES TOWN WV 25414 | Residential |
| 02 18000600150000 | 1.674884 BRADLE T RIGGLEMAN & KATHLEEN M JACONS | 550 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 04 11C001700000000 | 0.939629 BRANDY & TY ALLINGER | 41 LOUISE CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10B001000000000 | 0.269319 Brenda & David Bush | 501 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A009500030000 | 0.168746 BRENDA BASORE | 228 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A003100000000 | 0.154954 Brenda Poston | 137 Old Madison Lane, Kearneysville, WV 25430 | Residential |
| 02 10A009200000000 | 0.3569 BRENDA TURNER | 171 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B005600000000 | 0.35824 BRIAN & DEBORAH BELLMAN | 109 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18000100190000 | 0.917807 BRIEN M & TWILA M JENKINS | 64 BAILEY BROOKS WAY, CHARLES TOWN WV 25414 | Residential |
| 02 9C0111000000000 | 0.045914 BRITTANY SHAFFER & SHAWN ZELLER | 40 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0005000000000 | 1.029951 CALVIN & SUSAN PIERSON | 351 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 04 11C001200000000 | 1.723116 CALVIN PIERSON | 266 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C003300000000 | 0.366999 Carly & Justin Smith | 391 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10C004700000000 | 0.46511 CARMEN & RONALD SHEAF | 252 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E005100000000 | 0.032029 CARMEN GOOD | 15 HERNON CT, CHARLES TOWN WV 25414 | Residential |
| 02 9C004100000000 | 0.045912 CAROL & FRANK MONYEH | 14802 HAZELMOOR CT, SILVER SPRING, MD 20906 | Residential |
| 02 18000100140000 | 0.624253 CAROL B REYNOLDS | 67 BAILEY BROOKS WAY, CHARLES TOWN WV 25414 | Residential |
| 02 10E007500000000 | 0.03314 CAROL BLUMENTHAL | PO BOX 985, CHARLES TOWN, WV 25414 | Residential |
| 02 10E007400000000 | 0.027696 CAROL BLUMENTHAL & JEREMIAH MILLER | PO BOX 985, CHARLES TOWN, WV 25414 | Residential |
| 02 10C003600000000 | 0.033039 CAROL S BLUMENTHAL | PO BOX 985, CHARLES TOWN WV 25414 | Residential |
| 02 10E004400000000 | 0.032137 CAROL S BLUMENTHAL | PO BOX 985, CHARLES TOWN WV 25414 | Residential |
| 02 10E000900000000 | 0.048664 CAROL S BLUMENTHAL & JEREMIAH MILLER | PO BOX 985, CHARLES TOWN WV 25414 | Residential |
| 02 9C0036000000000 | 0.1540346 CAROLYN & JAMES BRYANT | 154 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10C002500000000 | 0.362457 Carolyn Collin & Mary Ellen Harrison | 237 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A005100000000 | 0.504923 Carrie & Gerald McDonald | 845 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A007000000000 | 0.173515 CARROLL & SHIRLEY RICE | P.O. BOX 373, MONROVIA, MD 21770 | Residential |
| 02 9C0062000000000 | 0.08034 CASEY ALEXANDER | 36 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009300000000 | 0.347345 CATHERINE & HERBERT DINGES | 194 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 04 11C000500000000 | 1.017336 CATHERINE & MICHAEL STEVENS | 131 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A006400000000 | 0.173954 CATHERINE E & GILBERT P SMALLWOOD SR | PO BOX 157, RANSON WV 25438 | Residential |
| 02 10E002800000000 | 0.03156 CATHERINE L HILL | 61 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 9C0016000000000 | 0.100147 CECILIA & RICHARD ANDERSON | 244 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0042000000000 | 0.308658 CELIA & LUIS LAINEZ | 11 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 18A006500000000 | 0.163751 CHAD A & MELISSA L GOBS | 45 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C0019000000000 | 0.050585 CHAD COOPER | 232 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0053000000000 | 0.045913 CHADWICK KÉLLEY | 41 BIG FIR TRL, HARPERS FERRY, WV 25425 | Residential |
| 02 10C005400000000 | 0.567468 CHARLENE HILLYER | 78 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0017000000000 | 0.053824 CHARLES & BARBARA DEVOLITES | 240 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10B005900020000 | 0.173494 CHARLES & FLORENCE KLADDEN | 636 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0038000000000 | 0.228791 CHARLES & GWENDOLYN FORD | 58 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10B008600000000 | 0.255736 CHARLES & KATHLEEN PEPPER | 102 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 170008000000000 | 1.075189 Charles & Mary Kline | 6235 Church Street, Charles Town, WV 25414 | Residential |
| 02 9A0033000000000 | 1.038511 CHARLES & NANCY STEVENS | 106 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 18000100010000 | 0.451846 Charles & Theresa Stewart | 92 Citizens Way, Charles Town, WV 25414 | Residential |
| 02 10000800080000 | 2.89382 Charles Town Limited Partnership | PO Box 547, Charles Town, WV 25414 | Residential |
| 02 10000900140000 | 2.523003 CHARLES TOWN LTD | PO BOX 547, CHARLES TOWN, WV 25414 | Residential |

| | | | |
|----------------------|--|--|-------------|
| 02 10000900090000 | 3.216833 CHARLES TOWN LTD | PO BOX 547, CHARLES TOWN, WV 25414 | Residential |
| 02 10000900080000 | 3.570512 CHARLES TOWN LTD | PO BOX 547, CHARLES TOWN, WV 25414 | Residential |
| 02 10A0099000000000 | 0.226496 CHARLES UHL | 372 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0009000000000 | 0.349711 Charlotte & Edward Gano | 485 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9800500000000000 | 0.227986 CHERYL & BENJAMIN JONES | 141 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10B0060000000000 | 0.173988 CHERYL & JOHN HAWKINS | 610 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0059000100000 | 0.173824 CHERYL & JOHN HAWKINS | 610 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9800720000000000 | 0.261336 CHRISTIAN DIAZ & PAOLA GROB | 50 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9800010000000000 | 0.273924 CHRISTIAN G & MICHELE E BONNER | 19 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9800490000000000 | 0.228453 CHRISTINA & ANTHONY CREEDEN | 125 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9C00450000000000 | 0.045914 CHRISTINE & PHILLIP SPILKER | 1002 MORGAN GROVE RD, SHEPHERDSTOWN, WV 25443 | Residential |
| 02 9A00280000000000 | 1.061878 CHRISTINE & STEVEN PUTTOCK | 216 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E0073000000000 | 0.028959 CHRISTOPHER ANDERSON | PO BOX 1068, CHARLES TOWN, WV 25414 | Residential |
| 02 18A0009000000000 | 0.165864 CHRISTOPHER B CARR | 335 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A0053000000000 | 0.173494 CHRISTOPHER M KUEHN | 113 W WASHINGTON ST, CHARLES TOWN WV 25414 | Residential |
| 02 9C01070000000000 | 0.045914 CLAIRE EXTEN | 56 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 04 11C0008000000000 | 1.195513 CLARK QUINN | 52 MARGARET CT, CHARLES TOWN, WV 25414 | Residential |
| 02 18A0056000000000 | 0.243782 CLAYTON H THOMPSON | 34 NORTHWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10D0022000000000 | 0.798563 CLEGGETT & GERALDINE DORSEY | 220 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9C00800000000000 | 0.045914 COLETTE & GREGORY SIMMONS | 89 MONTE CARLO DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E0050000000000 | 0.028695 CONAN H TIMONEY | 1260 STEVENS AVE, BALTIMORE MD 21227 | Residential |
| 02 10B0081000000000 | 0.348662 CONNIE & MICHAEL COULTER | 66 BELVEDERE FARM CT, CHARLES TOWN ,WV 25414 | Residential |
| 02 10B0058000200000 | 0.173164 CONNIE DANNER & GRACE ROWLAND | 656 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C00550000000000 | 0.045914 CONNIE WHITMER | 68 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9A00110000000000 | 1.092896 CONSTANCE & ROBERT ROBINS | 11 MAGNUM CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9C00250000000000 | 0.045914 CORNELL PERKINS JR | 208 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9800600000000000 | 0.280702 CORTEZ JENKINS | 86 VICTORIA LN ,Charles Town, WV 26414 | Residential |
| 02 10C0039000000000 | 0.8471 COTTON LINCOLN | 416 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A05WM0000000000 | 3.285055 CROSSWINDS HOMEOWNERS ASSOC | PO BOX 232, CHARLES TOWN WV 25414 | Residential |
| 02 18AUTIL0000000000 | 0.094908 CROSSWINDS HOMEOWNERS ASSOC | PO BOX 232, CHARLES TOWN WV 25414 | Residential |
| 02 10B0058000000000 | 0.215067 CT GROUP LLC | 1101S GEORGE ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9800050000000000 | 0.397766 CURT RICE | 97 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 1100120001000000 | 0.168832 CURTIS JOHNSON | 1009 ARCHER RD, KEARNEYSVILLE, WV 25430 | Residential |
| 02 9A00230000000000 | 1.059453 CYNDIE & RICHARD SIMMONS | 494 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10D0021000000000 | 0.598732 CYNTHIA & WILLIAM SHIFFLETT | 190 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 1500130000000000 | 0.492976 CYNTHIA L WAAK | 143 GIBSONTOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E0003000000000 | 0.031252 CYNTHIA R BROWN | 16 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 9800400000000000 | 0.254176 DANELLE & CHRISTOPHER MOSER | 26 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10E0030000000000 | 0.030941 DANICO LLC | PO BOX 985, CHARLES TOWN WV 25414 | Residential |
| 02 9C01400000000000 | 0.045914 DANIEL & RACHEL FRANCISCO | 49 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A0090000000000 | 0.352266 DANIEL BELGER | 235 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0073000100000 | 0.208376 DANIEL CHEW | 62 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 18A0028000000000 | 0.165864 DANIEL P SHANNON | 523 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 04 11C0010000000000 | 1.434046 DANIEL PALLAY | 239 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A00130000000000 | 1.009123 DANIELLE & JOSEPH RINALDI | 177 PLEASANT VALLEY DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C01480000000000 | 0.045914 DANIELLE OSTYNSKI | 13 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C01420000000000 | 0.073462 DARIA COLLINS & MATTHEW TROPOULOS | P.O. BOX 72, ROUND HILL, VA 20142 | Residential |
| 02 9A00350000000000 | 1.044313 DAVID & AMY WRIGHT | 59 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 1700200000000000 | 0.200917 David & Cheryl Wilt | 10199 Charles Town Road, Ranson, WV 25438 | Residential |
| 02 1700180000000000 | 1.872492 David & Cheryl Wilt | 10199 Charles Town Road, Ranson, WV 25438 | Residential |
| 02 10C0057000000000 | 0.617239 DAVID & LISA ASTI | 18 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9800650000000000 | 0.251792 DAVID & NIKKI JENSEN | 90 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9800060000000000 | 0.381919 DAVID BRYANT | 123 STEPHANIE ST, Charles Town, WV 25414 | Residential |
| 02 9C00710000000000 | 0.050465 DAVID BURGOA | 211 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A0097000200000 | 0.264827 DAVID DENNIS | 310 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E0046000000000 | 0.029998 DAVID E LANCASTER | 12 HERON CT, CHARLES TOWN WV 25414 | Residential |
| 02 10B0089000000000 | 0.528609 DAVID EDWARDS SR | 142 EUCLID ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0022000000000 | 0.359639 David Hoffmaster | 1220 Cloverdale Road, Charles Town, WV 25414 | Residential |
| 02 9C01150000000000 | 0.045914 DAVID KIMMEL | 16 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C01470000000000 | 0.045914 DAWN BREZOVEC | 17 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C01490000000000 | 0.075756 DEAN STINE | 9 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 1100250000000000 | 0.216111 DEBORAH & DERWIN LAYTON | 906W WASHINGTON ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10A01040000000000 | 0.258349 DEBORAH QUINN | PO BOX 702, HARPERS FERRY, WV 25425 | Residential |
| 02 9A00010000000000 | 1.045383 DEBRA & DAVID MILLER | 491 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9800210000000000 | 0.232126 DEBRA & JOHN DELEONARDO | 199 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0079000000000 | 0.149698 DEBRA & PETER CULOTTI | 122 BELVEDERE FARM LN, CHARLES TOWN, WV 25414 | Residential |
| 02 1100210000000000 | 0.33972 DEBRA BATTLE ET AL | 418S SAMUEL ST, CHARLES TOWN, WV 25414 | Residential |
| 02 1100100000000000 | 0.324391 DEBRA BATTLE ET AL | 418S SAMUEL ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10A00770000000000 | 0.17296 DEBRA PITTINGER | 425 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9800620000000000 | 0.258065 DENNIS & MICHELLE WOOLWINE | 52 VICTORIA LN, Charles Town, WV 26414 | Residential |
| 02 18A0013000000000 | 0.16684 DENNIS A HENRIQUEZ & SINDIA Y R MEDINA | 326 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A0008000000000 | 0.165864 DEREK D DACEWITZ | 317 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C01280000000000 | 0.045914 DEREK VICTOR & KATIE ZEBLEY | 530 BENNINGTON PL, HOPWOOD, PA 15445 | Residential |
| 02 9C00950000000000 | 0.045914 DEUTSCHE BANK NATIONAL TRUST COMPANY | HOME CAMPUS, DES MOINES, IA 50328 | Residential |
| 02 10A0095000100000 | 0.430398 DIANA MANES | 274 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10D0055000000000 | 0.293341 DIANE & LEWIS BROWN | 185 HALE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9C00330000000000 | 0.045914 DIANE FORD | 84-966 NANALEI ST, WAIANA, HI 96792 | Residential |
| 02 9C00960000000000 | 0.075757 DIANNA & CHARLES KELLERMAN | 197 HUNTFIELD LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9C01270000000000 | 0.045914 DIANNE MASSAY | 105 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0059000300000 | 0.173659 DIANNE MCDONALD | 628 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B0083000000000 | 0.379975 DINO & ELIZABETH CARSON | 22 BELVEDERE FARM LN, CHARLES TOWN, WV 25414 | Residential |

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| 02 10E006700000000 | 0.056522 DONALD & ARLENE CREIGHTON | 5659 STONE RD, FREDERICK, MD 21703 | Residential |
| 02 9A0025000000000 | 1.003482 DONALD & CAROL PIERSON | 406 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 980066000000000 | 0.319008 DONALD & MINH TU | 70 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 04 11C001300000000 | 0.971893 DONALD & PAMELA PINE | 244 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B008700000000 | 0.257838 DONALD & VERA BAUMGARDNER | 116 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A004400000000 | 0.202232 DONALD E & ROBIN L LOCKHART | 110 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 10B002000000000 | 0.146902 Donald Mercer | 649 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 980041000000000 | 0.289396 DONALD OTT | 12 KILLIAN LN, CHARLES TOWN WV 25414 | Residential |
| 02 10A009200020000 | 0.227178 DONALD WHITE | 199 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B001600000000 | 0.270022 Dongjun Chen | 4901 Wycliff Lane, Fairfax, VA 22032 | Residential |
| 02 10B001700000000 | 0.275787 Dongjun Chen | 4901 Wycliff Lane, Fairfax, VA 22032 | Residential |
| 02 10B000910000000 | 0.505141 DONITA SCOTT | 43 CLARENCE CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012500000000 | 0.337968 DONNA KABLE | 101 CLARENCE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C001600050000 | 0.376158 Dorothy & Paul Meyers | 804 Morison Street, Charles Town, WV 25414 | Residential |
| 02 10C001600060000 | 0.538704 Dorothy & Paul Meyers | 804 Morison Street, Charles Town, WV 25414 | Residential |
| 02 110018000000000 | 0.745496 DOROTHY BOUNDS ET AL | 801W KING ST, MARTINSBURG, WV 25401 | Residential |
| 02 18A004200000000 | 0.167164 DOSCAR CRYSTAL PIECE III | 80 GENTLE BREEZE LN, CHARLES TOWN 25414 | Residential |
| 02 180002000000000 | 0.499845 DUANE E MELIUS | 14921 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 180006000200000 | 2.117311 EDGAR E & MARY HAWKINGS | 12795 VALLEYHILL ST, WOODBRIDGE VA 22192 | Residential |
| 02 10D002900000000 | 0.359786 Edward Gray Estate | 301 Lapatos Drive, Myrtle Beach, SC 29588 | Residential |
| 02 10E001200000000 | 0.063832 EDWARD W & JUDITH A SLUSHER | 75 HEATH DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C001600070000 | 0.667333 Edwin & Elizabeth Tritt | 929 S. Samuel Street, Charles Town, WV 25414 | Residential |
| 02 9A0027000000000 | 1.049548 ELIENNE LAWSON | 292 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0012000000000 | 0.927721 ELIZABETH & JOHN BURNS | 209 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10D002100010000 | 0.613527 ELIZABETH & REGINALD STAUBS | 210 HIGH STREET, CHARLES TOWN, WV 25414 | Residential |
| 02 10E002300000000 | 0.028764 ELIZABETH G & HENRY J CRONIN JR | 8511 SHADEWAY PL, SPRINGFIELD VA 22153 | Residential |
| 02 10E004800000000 | 0.031808 ELIZABETH G & HENRY J CRONIN JR | 8511 SHADEWAY PL, SPRINGFIELD VA 22153 | Residential |
| 02 9000400160000 | 4.957289 ELIZABETH H & HUBERT R KEEL JR | 116 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 10D001600000000 | 0.465803 ELIZABETH LLOYD-RUSSEK | 144 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E001300000000 | 0.049564 ELIZABETH VONWALD | PO BOX 448, CHARLES TOWN WV 25414 | Residential |
| 02 10A000300000000 | 1.806501 Ellen Dalgarn | 79 Lincoln Drive, Charles Town, WV 25414 | Residential |
| 02 10E007800000000 | 0.02971 ELLIOT & CYNTHIA GORMAN | 302 WILLOWBROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B004500010000 | 0.172045 Emeterio Rozas | 743 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9C0075000000000 | 0.045912 EMILY & JEREMY MAJOR | 115 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A007700010000 | 0.355606 EMMA JANE DARLINGTON | 460 LONE OAK RD, RANSON, WV 25438 | Residential |
| 02 18A005800000000 | 0.363595 ERIC J & MAVI GREENE | 29 GUSTY CT, CHARLES TOWN WV 25414 | Residential |
| 02 9C0114000000000 | 0.045914 ERICA PETERSON | 20 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A000900000000 | 0.240088 Erika Santos | 104 Alla Willa Drive, Charles Town, WV 25414 | Residential |
| 02 10A004700000000 | 0.168938 ERIN & GARY UTTERBACK | 13243 HARPERS FERRY RD, CHARLES TOWN, WV 25414 | Residential |
| 02 10C003200000000 | 0.369361 Erin Swisshelm & John Thompson | 371 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 180006002300000 | 1.930258 EUGENE T & DARLA A KIDWELL | 254 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 18A004300000000 | 0.167247 EUNICE FIGUEROA | 94 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C0144000000000 | 0.045914 EVA LENZ | 29 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A006600000000 | 0.173764 EVAN G & JESSICA M MOORE | 29 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C0131000000000 | 0.045914 EVAN SHOOK | 89 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B004400000000 | 0.337109 Evelyn & Daniel Jenkins | 757 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10B007100000000 | 0.272651 EVELYN SPRENKLE | 476 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E005600000000 | 0.061426 EVELMARIE B & RYAN P GLEASON | 37789 LARAMY LN, LOVETTSVILLE VA 20180 | Residential |
| 02 170006000400000 | 0.789897 EVDONNE O'QUINN | 2218 OLD CAVE RD, CHARLES TOWN WV 25414 | Residential |
| 02 9C0106000000000 | 0.045914 FALANA & ALEXANDER HUTH | 60 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A004100000000 | 0.171638 FEDERAL HOME MORTGAGE CORPORATION | 5000 PLANO PKWAU, CARROLLTON TX 75010 | Residential |
| 02 980063000000000 | 0.263436 FEDERAL NATIONAL MORTGAGE ASSOCIATION | 7105 CORPORATE DR, Plano, TX 75024 | Residential |
| 02 18A006300000000 | 0.156107 FEDERAL NATIONAL MORTGAGE ASSOCIATION | 3900 WISCONSIN AVE, WASHINGTON DC 20016 | Residential |
| 02 9000400120000 | 2.507304 FRANCES ANN METZ & CHRISTIAN M KIEF | 112 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 10A008400000000 | 0.172719 FRANCINE DERONDA | 337 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A007300000000 | 0.170311 FRANCIS & JEANETTE DUNCAN | PO BOX 29, SHENANDOAH JUNCTION, WV 25442 | Residential |
| 02 10A011600000000 | 0.344875 FRANCIS & SHARON CASTO | 241 PROSPECT AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A003700000000 | 0.112584 FRANK & LI-CHUN CHOW | 10808 ROCK RUN DR, POTOMACK, MD 20854 | Residential |
| 02 10E002700000000 | 0.028115 FRANKLIN FARM LAND COMPANY LLC | 5172 SULPHUR SPRINGS RD, KEARNEYSVILLE WV 25430 | Residential |
| 02 10B007400000000 | 0.408213 FRED LLOYD | 72 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 10C002600000000 | 0.355615 Fred Shipe Sr & Jacqueline Mahoney | 259 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 04 11C000100000000 | 1.011897 FREDERICK & CAROL HATCHER | 21 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9000400150000 | 2.46216 FREDERICK H & PATRICIA L ROLL | 344 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 10B005800010000 | 0.30158 GAIL & ENMA LAYMAN | 678 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10C002400010000 | 0.723479 Gail & Robert Sherman | 167 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 19A000300000000 | 0.360817 GARLAND E & ALISA F ARMSTRONG | 16017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 19A000500000000 | 0.276735 GARLAND E & ALISA F ARMSTRONG | 16017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 9C0032000000000 | 0.045912 GARY MCDONALD | 178 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 04 11C000300000000 | 1.102212 GARY TAULTON | PO BOX 598, RANSON, WV 25438 | Residential |
| 02 10A005800010000 | 0.1784 GARY TRUSSEL ET AL | 784 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 160014000000000 | 4.03515 GAYLE M JOHNSON | 1854 OLD CAVE RD, CHARLES TOWN WV 25414 | Residential |
| 02 10A010000000000 | 0.170719 GEORGE & JANICE ALMODOVAR | PO BOX 294, HARPERS FERRY, WV 25425 | Residential |
| 04 11C001600000000 | 0.941373 GEORGE & PAMELA FIERRO | 126 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 19A000200010000 | 1.552398 GEORGE BURKE & ANN S ROWE | 48 PRIVATE CT, BUNKER HILL WV 254131 | Residential |
| 02 18A003800000000 | 0.226182 GEORGE C CUMMINGS | 422 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 180006001900000 | 0.217223 GEORGE H & MARY P BURNS | 394 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10B001900000000 | 0.329297 George Jones | 637 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10C005100000000 | 0.376105 GERALDINE & DONALD ROBINSON | 420 FORREST AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9000400180000 | 4.807114 GERTRUDE F GESSFORD | 4000 RCR 78, HAYDEN CO 81639 | Residential |
| 02 9A0024000000000 | 1.021064 GINA & GERALD GIGEIOUS | 456 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 180001000800000 | 0.793557 GINA WHITACRE | 14783 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |

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| 02 18000600070000 | 2.012987 GLENN A & SUSAN L HIPSLEY | 275 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10E007600000000 | 0.05182 GREGORY & FRANCES ALBERT | 189 WILLOWBROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0020000000000 | 0.050496 GREGORY CRISWELL | 228 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009800000000 | 0.305518 GREGORY VIANDS | 354 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10D003000000000 | 0.551962 Guy & Patricia Hendrick | 88 Citizens Way, Charles Town, WV 25414 | Residential |
| 02 10B008200000000 | 0.69962 GUY GARETH CHICCHIRICHI | 115 BLAKELY PL, CHARLES TOWN, WV 25414 | Residential |
| 02 10C002100000000 | 1.109117 Gweneth & Kenneth Cavagnaro | 922 S. Samuel Street, Charles Town, WV 25414 | Residential |
| 02 10E005700000000 | 0.032277 H DOUGLAS & E IRENE NEW | 6000 GIGI DR, WOODBINE MD 21797 | Residential |
| 02 18000600260000 | 2.011995 H KENT TICE | 104 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10E003600000000 | 0.044674 HARRY A WHETZEL JR | PO BOX 303, NOKESVILLE VA 20182 | Residential |
| 02 170021000000000 | 0.520654 Harry Lee | 15376 Charles Town Road, Charles Town, WV 25414 | Residential |
| 02 9C0112000000000 | 0.08035 HEATHER & MARK EINREINHOF | PSC 46 BOX 984, APO, NY 09469 | Residential |
| 02 18000600210000 | 1.840541 HEATHER A & BRIAN D McLARNON | 314 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C0024000000000 | 0.045944 HEATHER HERMAN | 212 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0120000000000 | 0.045914 HEATHER NEIDERMEIER | 137 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C003100000000 | 0.374424 Heather Slivecky & William Mose | 351 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10B004600000000 | 0.183237 Helen & William Anders | 725 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 150007000000000 | 0.912471 HELEN L SMITH | 156 GIBSONTOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 150012000000000 | 2.076001 HELEN L SMITH | 156 GIBSONTOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10C005600000000 | 0.580268 HILDA & JOHN CAMPBELL | 40 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10E004500000000 | 0.059226 HOLLY S MILLER | 331 MEADOW DR, KEARNEYSVILLE WV 25430 | Residential |
| 02 10C005900000000 | 0.391281 HOWARD & BETTY SIMONS | 15 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10B004900000000 | 0.283109 HOWARD DEGRANGE JR & CATHERINE WINCHESTER | 704 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E004100000000 | 0.04808 HUMBERTO BAYON | 18 SWALLOW CT, CHARLES TOWN WV 25414 | Residential |
| 02 10A003900000000 | 0.174924 HUSTER & SHIRLEY JENKINS | 1045 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0072000000000 | 0.083424 IGNACIO DIAZ | 207 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0029000000000 | 0.304404 IOULIA & GEORGIOS PRIMBAS | 191 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0034000000000 | 0.045912 IRENE XEREAS | 146 HANOVERIAN DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008500000000 | 0.355794 IRMGARD WAGGY | 321 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E000400000000 | 0.030414 ISAAC V & FLORENCE JONES | 1480 MERIWETHER DR, GLENELG MD 21737 | Residential |
| 02 9B0067000000000 | 0.256888 JACQUELINE CONSTANTINO | 41 ALYSSA CT, Charles Town, WV 25414 | Residential |
| 02 10C004000000000 | 0.830856 JACQUELINE STANLEY | 396 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008600000000 | 0.178993 JAMES & BONNIE PRETRE | 297 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0011000000000 | 0.282309 JAMES & LISA ZDROJEWSKI | 203 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10C0019000010000 | 0.38486 James & Nan Whalen | 602 Tegner Way, Rockville MD 20850 | Residential |
| 02 10A012600000000 | 0.351463 JAMES & PAMELA NICEWARNER | 121 CLARENCE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0017000000000 | 1.347214 JAMES & SHANA WATSON | 51 AUBREY CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008100000000 | 0.172763 JAMES & VANDA GAYNOR | 375 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B006700000000 | 0.131293 JAMES CARPER | 16 MULBERRY ST, CHARLES TOWN, WV 25414 | Residential |
| 02 150008000000000 | 0.490603 JAMES DALE CLARK | 2910 SWANEE LN, FAIRFAX VA 22031 | Residential |
| 02 9B0013000000000 | 0.316814 JAMES DUDLEY | 235 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 180003000000000 | 0.510609 JAMES L & VIRGINIA E KERNS | 14983 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E002400000000 | 0.034005 JAMES R HUESMAN FAMILY TRUST | 21842 TARTAN ST, LEESBURG FL 34748 | Residential |
| 02 10E002500000000 | 0.031274 JAMES R HUESMAN FAMILY TRUST | 21842 TARTAN ST, LEESBURG FL 34748 | Residential |
| 02 18A000600000000 | 0.165864 JAMIE L & PATRICIA A ABDELLA | 287 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C005800000000 | 0.560294 JANE & ROBERT STONE | 16 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10E006800000000 | 0.02997 JANE MARDERS | 26 TALCON CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10D001200000000 | 0.224791 JANE OTT | 84 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0009000000000 | 0.282622 JANET BALOK & MICHAEL TRENT | 171 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0058000000000 | 0.2671 JARED DONNELLY | 120 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9B0055000000000 | 0.235049 JASON & DAYLE TEHONICA | 164 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9B0003000000000 | 0.399329 JASON WAIBEL | 15509 MELLON CT, Charles Town, WV 25414 | Residential |
| 02 18A002900000000 | 0.165864 JAY R & MELISSA R KISTLER | 539 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10E005200000000 | 0.03103 JEAN A ODEN | 1288 SLEEPY CREEK RD, HEDGESVILLE WV 25427 | Residential |
| 02 10E003200000000 | 0.034969 JEAN H DOYLE | 58 AUGUSTA LN, MARTINSBURG WV 25401 | Residential |
| 02 9A0008000000000 | 0.976896 JEANNETTE & DANIEL GAVIN | 269 PLEASANT DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A006500000000 | 0.171204 JEFFERSON CLARKE PROPERTIES LLC | 568 SMITHFIELD LN, BERRYVILLE VA 22611 | Residential |
| 02 150019000000000 | 0.39589 JEFFERSON COUNTY BOARD OF EDUCATION | 40404 | Residential |
| 04 11C000700000000 | 1.261523 JEFFREY & JACQUELINE LOTT | 51 MARGARET CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0018000000000 | 1.008478 JEFFREY & JULIE POLCZYNSKI | 45 AUBREY CT, CHARLES TOWN WV 25414 | Residential |
| 02 9C0043000000000 | 0.080346 JEFFREY & MELISSA HYNES | 120 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0007000000000 | 1.058065 JEFFREY & STEPHANIE KLEIN | 299 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0021000000000 | 1.014519 JEFFREY & TIFFANY CRAZE | 26 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A002400000000 | 0.166167 JEFFREY J KISH | 455 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A003300000000 | 0.197346 JEFFREY P & MARYLOU HACKNEY | 526 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9A0002000000000 | 1.005141 JENNIFER & BENJAMIN SHANKLE | 453 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B007200000000 | 0.221675 JENNIFER & DENNIS CALING | 42 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0048000000000 | 0.045912 JENNIFER BRAME & BENJAMIN SHANKLE | 453 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0014000000000 | 1.006199 JENNIFER HOLLAND | 143 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012100000000 | 0.364684 JENNIFER KABLE | 207N PRESTON ST, RANSON, WV 25438 | Residential |
| 02 10E005800000000 | 0.032292 JEREMIAH MILLER | 750 OUR LN, KEARNEYSVILLE WV 25430 | Residential |
| 02 9C0023000000000 | 0.046519 JEREMY MCDANIEL | 216 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0076000000000 | 0.045912 JEREMY NELSON & AMY MCDANIEL | 111 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E003900000000 | 0.033227 JESSE LEE SHANNON | 14 SWALLOW CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0017000000000 | 0.231581 JESSICA & WILLIE GOINS | 61 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0026000000000 | 0.045912 JESSICA REPLOGLE & JOSHUA POWELL | 204 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A006600000000 | 0.168884 JIAN-FEN TAN | 107 LIMITED DR, RANSON WV 25438 | Residential |
| 02 10E001800000000 | 0.043534 JIAN-FEN TAN | 107 LIMITED DR, RANSON WV 25438 | Residential |
| 02 9000400190000 | 3.004707 JOAN E D'ALONZO | 104 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 10A010200000000 | 0.380116 JOHN & CONNIE POPKINS | 14 MEADOWLAND WAY, KEARNEYSVILLE, WV 25430 | Residential |
| 02 10E006000000000 | 0.045169 JOHN & HELEN DETTMER | 52 CARTER LN, HARPERS FERRY WV 25425 | Residential |

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| 02 10B00500000000 | 0.347404 JOHN & HELEN MERCER | 716 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B003400000000 | 0.228743 JOHN & LISA MURPHY | 120 KILLIAN LN, Charles Town, WV 25414 | Residential |
| 02 9A002000000000 | 1.070503 JOHN & SANDRA DUTTON | 23 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E00650000000 | 0.030484 JOHN A & HELEN A DETTMER | 52 CARTER LN, HARPERS FERRY WV 25425 | Residential |
| 02 18000600030000 | 2.140871 JOHN A & KAREN R MAHER | 85 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 18A00220000000 | 0.201501 JOHN E & JULIE A BLOOMQUIST | 423 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18000600060000 | 2.134706 JOHN G WALTERS | 229 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10E00150000000 | 0.05468 JOHN H & MAVOURNEEN P MEINHARDT | 19 HERON CT, CHARLES TOWN WV 25414 | Residential |
| 02 10E00080000000 | 0.042483 JOHN J BRENNAN | 42 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 10A00460000000 | 0.174692 JOHN LOHNES | 931 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C008600000000 | 0.079656 JOHN MARSCHER ET AL | 30 VIRGINIA AVE, HARPERS FERRY, WV 25425 | Residential |
| 02 18A00550000000 | 0.182346 Jose Salmeron | 24 GUSTY CT, CHARLES TOWN WV 25414 | Residential |
| 02 18000600170000 | 1.966835 JOHN W & ALICE L MAHONEY | 484 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C005100000000 | 0.045912 JOSCELYN BEAHM & NATHANIEL JONES | 84 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 17001500000000 | 0.182346 Jose Salmeron | 14892 Charles Town Road, Charles Town, WV 25414 | Residential |
| 02 9C012200000000 | 0.045914 JOSE VELEZ | 129 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 04 11C00150000000 | 1.035166 JOSEPH & ANGELA CUMMINGS | 158 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9B003000000000 | 0.309237 JOSEPH & JANET MONTES | 214 KILLIAN LN, Charles Town, WV 25414 | Residential |
| 02 9C007900000000 | 0.080349 JOSEPH & JENNIFER BURKHARDT | 119 LOOKOUT MOUNTAIN CT, HARPERS FERRY, WV 25425 | Residential |
| 02 18A00190000000 | 0.199896 JOSEPH D GAINES | 363 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 17001600000000 | 0.167145 Joseph Leblida III | 14896 Charles Town Road, Charles Town, WV 25414 | Residential |
| 02 18000100120000 | 0.361238 JOSEPH M & SANDRA J OTT | 14859 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 9B003100000000 | 0.272001 JOSEPH PATTERSON | 164 KILLIAN WAY, Charles Town, WV 25414 | Residential |
| 02 10C00280000000 | 0.371383 Joseph Vaccaro | 295 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9B000400000000 | 0.426152 JOSEPH WILKES & BRENDA ROBINSON | 83 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9A000300000000 | 1.25164 JOYCE & DONALD GRAMS | 415 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9B005400000000 | 0.265376 JUAN ROSA & VICTORIA DE LA FUENTE | 188 VICTORIA DR, Charles Town, WV 25414 | Residential |
| 02 9B002700000000 | 0.239032 JUANA APARICIO & JOSE GUZMAN | 164 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9C009100000000 | 0.080344 JUDY GOLDEN | 37 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10D00140001000 | 0.185613 JUDY HOUGH | 2201 44TH ST, NAPLES, FL 34116 | Residential |
| 02 9B001500000000 | 0.235761 JULIANNE COOK & LELAND GARDNER | 27 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10A01240000000 | 0.772337 JULIE THOMAS | 218 WARSAW AVE, NORRISTOWN, PA 19401 | Residential |
| 02 10A00110000000 | 0.215998 Julietta & Marcelino De La Via | 6419 Quincy Plaza, Falls Church, VA 22042 | Residential |
| 02 9C007800000000 | 0.080347 JUN ZHENG | 103 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18000100110000 | 0.36037 JUNE M & M KEITH OTT | 14837 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E00770000000 | 0.060434 JUSTIN KESSLER | 201 WILLOW BROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C007400000000 | 0.04592 KAREN ALCALDE | 11015 ARLINGTON RIDGE RD, ARLINGTON, VA 22202 | Residential |
| 02 9C003500000000 | 0.080346 KAREN BUTLER | 166 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A00940000000 | 0.3491 KAREN GAGEBY | 206 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 90005000000000 | 1.061447 KAREN L & HENRY B CHRISTIE JR | 882 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 17000600050000 | 1.074578 KAREN L WYSONG | 2180 OLD CAVE RD, CHARLES TOWN WV 25414 | Residential |
| 02 10B00770000000 | 0.254588 KAREN WYSONG | 2180 OLD CAVE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 10B00630000000 | 0.269464 KAREN WYSONG | 2180 OLD CAVE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9B002200000000 | 0.240091 KARIN RENTAS-COLON & LUIS ROMAN | 35 REBECCA WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E00070000000 | 0.069505 KASANDREA ELLIS | 24 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 90003000000000 | 1.53251 KATHARINE K CLARK | 606 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 10A00710000000 | 0.171808 KATHERINE FRIDLEY | 1006 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B002400000000 | 0.241906 KATHERYN & ADAM SCHROECK | 50 REBECCA WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10B00730000000 | 0.207863 KATHLEEN HOLSINGER | 50 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 18A00400000000 | 0.245219 KATHRYN & MICHAEL L HARE | 44 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 9000400130000 | 3.201183 KATHY L SIMS | 714 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 10A00890000000 | 0.35305 KAY BUSH | 261 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18000600100000 | 2.050935 KAY S SPITZER | 385 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C012300000000 | 0.045913 KEEGAN CRAMER | 125 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A00570000000 | 0.313849 KEENE R PATTERSON | 35 GUSTY CT, CHARLES TOWN WV 25414 | Residential |
| 02 18000600180000 | 1.910779 KEITH & THERESA A POWERS | 460 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10A01020001000 | 0.321283 KEITH E & LISA D CRAWFORD | PO BOX 644, KEARNEYSVILLE WV 25430 | Residential |
| 02 9C014600000000 | 0.045914 KELLY ANN MABE | 21 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C013300000000 | 0.073462 KELLY GOODMAN | 81 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A01010000000 | 0.352134 KENNETH & SHEILA ANDERS | 404 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A00040000000 | 0.165862 KENNETH D & REGINA L BINDER | 253 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A00200000000 | 0.182488 KENNETH M TREADWELL | 385 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C002800000000 | 0.080346 KENNETH RUSSELL | 196 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C009400000000 | 0.045914 KERRI WORRELL | 15 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10B00660000000 | 0.29085 KEVIN & JANE ROBERTS | 208 HERMITAGE BLVD, BERRYVILLE, VA 22611 | Residential |
| 02 18A00620000000 | 0.156107 KEVIN J & LORETTA J MAHMOT | 95 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C012100000000 | 0.045914 KEVIN PITT | 133 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9000400030000 | 1.062074 KEVIN R PANSCH | 640 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 10C00340000000 | 0.368362 Kija Bailey | 2094 Shepherdstown Road, Martinsburg, WV 25404 | Residential |
| 02 9C002900000000 | 0.080346 KIM BRINSON | 190 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C003900000000 | 0.045912 KIMBERLY & JEREMY ANGLE | 142 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 04 11C00140000000 | 1.275022 KIMBERLY BELL-JACKSON & ORLANDO JACKSON | 190 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B00760000000 | 0.299936 KIRBY & KATRINA GARCIA | 118 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 10E00720000000 | 0.034328 KIRK KINNEY ET AL | 181 WILLOWBROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9B003900000000 | 0.233599 KIRSI & BERNARD KOHAN | 44 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 18A00010000000 | 0.197805 KOHEN K HARRIS | 197 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C005900000000 | 0.046414 KRIESTA WATSON | 48 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C013200000000 | 0.045914 KRISTEN WACHTEL & MATTHEW SPENCER | 85 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C006800000000 | 0.081419 KRISTI MARSHALL | 223 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9A000600000000 | 0.99555 KRISTINA & ROBERT LEAR | 327 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C013900000000 | 0.045914 KRISTY SCHWAB | 53 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |

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| 02 9B001400000000 | 0.241688 LAMONT & ASHIKA ROBERTS | 11 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9B005900000000 | 0.277248 LANAE JOHNSON | 106 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9B003700000000 | 0.229732 LANCE & MICHELLE PAUL | 70 KILLAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012000000000 | 0.225822 LARRY FRITTS SR | 309W WASHINGTON ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10C005200000000 | 0.540272 LAURA BORKHOLDER | 172 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10D001900000000 | 0.588811 LAURA LEVESQUE ET AL | 5105 SEMINARY ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009100000000 | 0.303676 LEO & DEBORAH MCDANIEL | 217 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A006400000000 | 0.157795 LEON RENZO & ALLISON VEGA | 61 GENTLE BREEZE LN, CHARLES TOWN WV 25414 | Residential |
| 02 18000200010000 | 0.512459 LILLIAN J MERCER | 14903 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 04 11C000600000000 | 1.137434 LINDA & JEFFREY FEDER | 177 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C003700000000 | 0.731547 LINDA & ROBERT STEWART | 454 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A007900000000 | 0.175838 LINDA MYERS AND DEAN COYLE | 111 DONALD DR, CHARLES TOWN, WV 25414 | Residential |
| 02 17000400020000 | 1.963651 LISA D & ROBERT J KERNS JR | 200 CONNECTOR RD, MARTINSBURG WV 25405 | Residential |
| 02 170003000000000 | 1.958328 LISA D & ROBERT J KERNS JR | 2235 OLD CAVE RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E003400000000 | 0.049727 LISA JACOB | 101 WILLOW BROOK DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A001200000000 | 0.166839 LIUDVINA D HENRIQUEZ | 342 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C005300000000 | 0.575385 LOIS COGGIN | 96 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10E003300000000 | 0.070863 LONNIE R & ROBERT E BELL JR | 103 WILLOWBROOK DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0145000000000 | 0.045914 LORI & MARK FRANZ | 25 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B006100000000 | 0.45448 LORIA HEADLEE ET AL | 2446 WINCHESTER AVE, MARTINSBURG, WV 25401 | Residential |
| 02 10B005500000000 | 0.358604 LOTTIE & RALPH RICKEL | 101 FAIRFIELD DR, WINCHESTER, VA 22062 | Residential |
| 02 10B005500010000 | 0.364823 LOTTIE RICKEL | 101 FAIRFIELD DR, WINCHESTER, VA 22062 | Residential |
| 02 10B008200010000 | 0.349121 LOUISE GROVE | 6353 AMHERST AVE, COLUMBIA, MD 21046 | Residential |
| 02 18000100090000 | 0.349312 LYLE E & DELORES O WILT | 14801 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10B001800000000 | 0.26109 Lynden & Joan Roy | 617 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9B0023000000000 | 0.24034 LYNDSEY SMITH | 49 REBECCA WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0031000000000 | 1.018746 LYNN & STEVEN KUBIK | 61 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0083000000000 | 0.045914 LYNNETTE & JAMES WHEATON | 77 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003000000000 | 0.164716 M ARACELI & RONALD K DAY | 555 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10B006900000000 | 0.238169 MABEL & WALTER CARPER | 45 COLLAR LN, BUNKER HILL, WV 25413 | Residential |
| 02 10D000400000000 | 0.366569 Mae Shirley | 89 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 180006000900000 | 2.033443 MARC F & LISA C MATTHEWS | 339 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C0135000000000 | 0.045914 MARCELA & RONNIE LITTLE | 69 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10B006000010000 | 0.174153 MARCOS & GUADALUPE JIMENEZ | 600 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10D000100000000 | 0.384496 Margaret Selant | 145 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A005400000000 | 0.163684 Marjorie Gaestel | 56 Green Meadow Circle, Shepherdstown, WV 25443 | Residential |
| 02 9B0056000000000 | 0.246399 MARK & AMANDA EGAN | 150 VICTORIA LANE, Charles Town, WV 25414 | Residential |
| 02 180006002500000 | 1.985146 MARK & CHARIS HENSON | 150 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10B008400000000 | 0.150609 MARK & TANA CAMPBELL | 100 LYNNHAVEN DR, APEX, NC 27539 | Residential |
| 02 110011000000000 | 0.267245 MARK ROPER | 4185 SAMUEL ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10C006000000000 | 0.171875 MARK SIMONS | 95 HALE RD, CHARLES TOWN, WV 25414 | Residential |
| 04 11C001100000000 | 2.232165 MARK WESLING | 267 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10000800020000 | 11.63337 MARKGLEN INC | 4500 DORR ST, TOLEDO, OH 43615 | Residential |
| 02 18A000500000000 | 0.165864 MARLEEN R WHORLEY | 268 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18000600040000 | 2.086438 MARLENE L BOSS | 167 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10B009200000000 | 0.137476 MARY & CHESTER HINES | 101 BLAKELEY PL, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0034000000000 | 1.020971 MARY & RICHARD LAFOLLETTE | 92 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 19A000200020000 | 1.010821 MARY ANN & GARLAND E ARMSTRONG II | 51 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Residential |
| 02 18A004900000000 | 0.165889 MARY R & WILLIAM L WILSON III | 104 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A009700000000 | 0.357583 MARY TAYLOR | 346 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B008500000000 | 0.177429 MARY WHITE | 94 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A000300000000 | 0.185399 MARYBETH L & MICAHAH ANDERSON JR | 219 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0117000000000 | 0.075755 MAUREEN CLIFTON | 8232 JEFFERS CIR, TOWSON, MD 21204 | Residential |
| 02 18000100130000 | 0.348019 MAXINE E SHADRACH | PO BOX 519, CHARLES TOWN WV 25414 | Residential |
| 02 9C0027000000000 | 0.045912 MAYE AWAD | 200 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0010000000000 | 0.281395 MEGAN & JOHN HORRELL | 185 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0026000000000 | 0.241873 MEGAN HENDRICKSEN & JOHN VALVERI | 137 KILLIAN WAY, CHARLES TOWN, WV 25414 | Residential |
| 04 11C000900000000 | 1.492316 MELISSA & ARNOLD PALMER | 34 MARGARET CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0025000000000 | 0.236774 MELISSA & DAVID CARTER | 32 REBECCA WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A002600000000 | 0.165864 MELISSA G & EUGENE V KING | 489 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0049000000000 | 0.080346 MELISSA MULL | 96 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0050000000000 | 0.080346 MENGVAO ZHE | 3520 LOULEN CT, ELLICOTT CITY, MD 21042 | Residential |
| 02 10A009500020000 | 0.267698 MICHAEL & ANNA LEWIS | 238 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0053000000000 | 0.261781 MICHAEL & BETH TEBEAU | 183 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9C0088000000000 | 0.046416 MICHAEL & CATHY PARKS | 49 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0022000000000 | 0.081796 MICHAEL & LORI MATISE | 220 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A001400000000 | 0.166839 MICHAEL & SARAH LAGANA | 310 CROSSWINDS DR ,CHARLES TOWN WV 25414 | Residential |
| 02 9C0141000000000 | 0.073463 MICHAEL & TARA LUSBY | 45 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 90007000200000 | 0.943868 MICHAEL BRIAN & ANNA L MCGUINN | 843 KEYES FERRY RD, Charles Town, WV 25414 | Residential |
| 02 900020000000000 | 1.628394 MICHAEL C & KIMBERLY A COLLINS | 588 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 10B001400000000 | 0.275323 Michael Donovan | 559 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 90004002100000 | 2.512885 MICHAEL F & PAULA P ROLL | 354 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C0070000000000 | 0.050618 MICHAEL HAYES | 214 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A005400000000 | 0.189486 MICHAEL R & MEREDITH D PERRY | 10 GUSTY CT, CHARLES TOWN WV 25414 | Residential |
| 02 18A004500000000 | 0.173855 MICHAEL W & BETH A HOOD | 46 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C001600040000 | 0.447127 Michele & Michael Orlovski | 935 S. Samuel Street, Charles Town, WV 25414 | Residential |
| 04 11C002000000000 | 1.061475 MICHELLE & DAVID FOUST | 36 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0069000000000 | 0.050002 MICHELLE SANFORD | 219 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0130000000000 | 0.045914 MIDA & RICARDO ROBLES | 93 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10D000500000000 | 0.64818 Mildred Bush | 71 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10E000500000000 | 0.030686 MOHAMMAD & RASHIDA AKBAR | 8468 HOLLY LEAF DR, MCLEAN VA 22102 | Residential |

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| 02 10E00200000000 | 0.032014 MOHAMMAD & RASHIDA AKBAR | 8468 HOLLY LEAF DR, MCLEAN VA 22102 | Residential |
| 02 17001200030000 | 0.343381 Mohammad Murtaza | 14841 Charles Town Road, Charles Town, WV 25414 | Residential |
| 02 10C005200010000 | 0.301633 MONICA & RICKY ANDERSON | 160 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 98001800000000 | 0.232322 MONICA SOUSA | 75 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10E001000000000 | 0.04635 MONIKA BORELLA & LINDA WALTON | 65 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 10A006900000000 | 0.175993 MV WINCHESTER LLC | 794 CENTER ST, HERNDON, VA 20171 | Residential |
| 02 9A002200000000 | 0.993376 MYRNA & BILLY GENE VECCHIO | 861 MARLOW RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9A000900000000 | 0.988159 NANCY & GEORGE HUMMER | 52 MAGNUM CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10B007500020000 | 0.310931 NANCY & GERARD BARNICKEL | 96 GARDEN PL, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009700010000 | 0.257749 NANCY & KARLTON FRENCH | 326 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003500000000 | 0.165864 NANCY C COPE | 496 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10E002200000000 | 0.04927 NANCY E FERRAIUOLO | 7204 CRANESVILLE RD, TERRA ALTA WV 26764 | Residential |
| 02 18000100100000 | 0.352905 NANCY F & LAURENCE W LLOYD JR | P BOX 546, CHARLES TOWN WV 25414 | Residential |
| 02 10A007400000000 | 0.172223 NANCY GRAY | 1578 FLOWING SPRINGS RD, CHARLES TOWN, WV 25414 | Residential |
| 02 10A005500000000 | 0.560902 NANCY LOU MORGAN | 58 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10D001700000000 | 0.584122 NANETTE DERONDA | 114 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0118000000000 | 0.073462 NAOMI & ERIK CARMONA | 145 CON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18000200030000 | 0.461516 NELLIE V & RONALD W GRAPES SR | 14959 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10C002900000000 | 0.056467 Nicole Stambaugh | 731 Brownville Lane, Charles Town WV 25414 | Residential |
| 02 9B0028000000000 | 0.238705 NICOLE TARR & SCOTT WHITE | 177 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0021000000000 | 0.085264 NIRMALA BASANT | 224 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E003100000000 | 0.034048 NOEL CARTER GAY | 116 ASBURY CT, WINCHESTER VA 22602 | Residential |
| 02 18000600240000 | 2.025547 NORA SUE PAINTER | 188 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10A009000010000 | 0.177617 NORMA & CHARLES JOHNSON | 247 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18000100200000 | 0.971525 NORMA K & FARREN B McGRAW | 90 BAILEY BROOKS WAY, CHARLES TOWN WV 25414 | Residential |
| 02 18A005200000000 | 0.164988 OLGA & FRANCISCO GAUFO | 158 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 10D001300000000 | 0.224849 OWEN GAUVIN | 922 WILT RD, CHARLES TOWN, WV 25414 | Residential |
| 02 110012000000000 | 0.2788 PAIGE RODNER LIFE | 187 LEONARD AVE, EAST PROVIDENCE, RI 02914 | Residential |
| 02 18A003900000000 | 0.194416 PAMELA D LYNCH | 32 GENTLE BREEZE LN, CHARLES TOWN 25414 | Residential |
| 02 10C004300000000 | 0.275011 PAMELA PIERCE | 358 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0109000000000 | 0.045914 PATRICE FREEMAN | 48 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008000000000 | 0.177158 PATRICIA & DWIGHT BOWERS | 409N SAMUEL ST, CHARLES TOWN, WV 25414 | Residential |
| 04 11C001800000000 | 1.08582 PATRICIA & MICHAEL DONNELLY | 42 LOUISE CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0020000000000 | 0.231712 PATRICIA & PAUL BARTKO | 105 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 9000100020000 | 4.094598 PATRICIA L LANAGAN | 560 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 17000600010000 | 2.286357 PATRICIA R CRIM | 1441 AUGUSTINE AVE, CHARLES TOWN WV 25414 | Residential |
| 02 10A000800000000 | 0.23988 Patricia White | 222 New Castle Drive, Charles Town, WV 25414 | Residential |
| 02 10A000700000000 | 0.319537 Patricia White | 222 New Castle Drive, Charles Town, WV 25414 | Residential |
| 02 9C0143000000000 | 0.045914 PATRICK BIERNE | 33 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A001500000000 | 0.16684 PATRICK J & ALLISON MOYLAN | 294 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A005500000000 | 0.159816 Patrick James & James Sheetz | 5265 Seminary Street, Charles Town, WV 25414 | Residential |
| 02 18A001000000000 | 0.161904 PATRICK M & NAOLE D BOGDEN | 351 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A011300010000 | 0.343389 PATSY & MICHAEL KIDWELL | 265 PROSPECT AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0054000000000 | 0.045912 PAUL & DAENA CARTER | 72 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0124000000000 | 0.045914 PAUL HARRIS | 121 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003600000000 | 0.165864 PAUL ROSNER | 478 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10E006600000000 | 0.045648 PAUL T MORGAN III | 47 TALCON CT, CHARLES TOWN WV 25414 | Residential |
| 02 10B006800000000 | 0.235454 PAUL WILSON JR | 504 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0044000000000 | 0.246707 PAULA & JOHN HOWARD | 47 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10A012100010000 | 0.334628 PAULA & MICHAEL BOGDEN | PO BOX 687, CHARLES TOWN, WV 25414 | Residential |
| 04 11C000400000000 | 1.039687 PAULA MELVIN | 103 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C004600000000 | 0.943731 PEGGY LAGRAY & CHARLOTTE BENNETT | 288 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003100000000 | 0.195708 PERRY L PAYTON II | 567 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0116000000000 | 0.045914 PERSIS BATES | 12 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0019000000000 | 1.014685 PETER & DANIELA ONOSZKO | 13 AUBREY CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10E001900000000 | 0.029532 PHOENIX PROPERTY MANAGEMENT LLC | 36 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 10E003500000000 | 0.044601 PING JIAO | 99 WILLOW BROOK DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C006100000000 | 0.342636 POLLY & DALE MCCLUNG | 121 HALE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0035000000000 | 0.228808 PRISCILLA & CHRISTOPHER PASS | 102 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10E006100000000 | 0.031384 R & D INVESTMENTS LLC | 193 FAITH LN, GLENGARY WV 25421 | Residential |
| 02 10A007800000000 | 0.180186 R&D INVESTMENTS LLC | PO BOX 2664, MARTINSBURG, WV 25402 | Residential |
| 02 10A005600000000 | 0.165956 Rachel Sharp | 619 Apple Cross Road, Harpers Ferry, WV 25424 | Residential |
| 02 9C0089000000000 | 0.045911 RANDALL & SARA LEE KNIGHT | 45 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0008000000000 | 0.284687 RAYMOND & PENNY JARBEAU | 153 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E004900000000 | 0.05851 RAYMOND BRUNING | 165 BRITTANY LN, SUMMIT POINT WV 25446 | Residential |
| 02 150014000000000 | 0.538311 RAYMOND E & HELEN L SMITH | 156 GIBSONTOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E006400000000 | 0.030583 RAYMOND EDWARD SMITH | 43 TALCON CT, CHARLES TOWN WV 25414 | Residential |
| 02 10B005900000000 | 0.173329 REBECCA & RICHARD RHODABECK | 644 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18000100070000 | 0.768575 REBECCA BENNETT | 6026 POINT PLEASANT RD, BALTIMORE MD 21206 | Residential |
| 02 10B001200000000 | 0.266666 Rebecca Wagerman | 4 Mountain View Plaza, Thurmont, MD 21788 | Residential |
| 02 10E008100000000 | 0.029644 REGINA FOSTER | 209 WILLOWBROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A000700000000 | 0.165863 REGINA J SCHEIBNER | 305 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C005000000000 | 0.295297 RENEE SCHLESINGER | 210 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0060000000000 | 0.045909 REUBEN & ELAINA MCFADDEN | 44 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E007000000000 | 0.054219 RICHARD & JEREMIAH SUMMERS | 3827 PETERSVILLE RD, KNOXVILLE, MD 21758 | Residential |
| 02 10E000600000000 | 0.037263 RICHARD E DAY SR | 22 MALLARD CT, CHARLES TOWN WV 25414 | Residential |
| 02 170005000000000 | 2.03911 RICHARD H & CHARLENE A FRAYSIER | 1900 OLD CAVE RD, CHARLES TOWN WV 25414 | Residential |
| 02 10E005900000000 | 0.058355 RICHARD P JR & PEGGY J BUTTS | PO BOX 623, CHARLES TOWN WV 25414 | Residential |
| 02 10B002100000000 | 0.135395 Richard Potter | 659 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9A0004000000000 | 1.10664 RICHARD RING ET AL | 371 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 15000700010000 | 0.964657 RICHARD SCOTT STEWART | 317 N MILDRED ST, RANSON WV 25438 | Residential |

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| 02 10C004900000000 | 0.359924 RICHARD WEESE | P.O. BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0069000000000 | 0.323371 RICK MCKINNEY & COLLEEN MCCAFFERTY | 73 ALYSSA CT, Charles Town, WV 25414 | Residential |
| 02 9B0057000000000 | 0.258652 RICKY MAWYER & AMY CARTE | 136 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10A007200000000 | 0.179924 RIVERWALK PROPERTIES LLC | 1018 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10B007000000000 | 0.290005 ROBERT & FRANCES LAGRAVE | 484 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A010300000000 | 0.272573 ROBERT & VIRGINIA GRAF | 2054 KABLETOWN RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0030000000000 | 1.034053 ROBERT & WANDA RAWLINGS | 94 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0037000000000 | 0.045912 ROBERT BURNS | 150 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0110000000000 | 0.045914 ROBERT CLAGGETT | 103E 8TH ST, FREDERICK, MD 21701 | Residential |
| 02 9C0077000000000 | 0.045912 ROBERT DAVIS | 21093 ROAMING SHORES TER, ASHBURN, VA 21047 | Residential |
| 02 9C0113000000000 | 0.080349 ROBERT FLOREN | 24 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 180006000500000 | 1.977202 ROBERT HOWELL | 185 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10A004500000000 | 0.338055 ROBERT JACKSON | 945 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9000100040000 | 2.074945 ROBERT L & TRICIA D FLUHARTY | 522 KEYES FERRY RD, CHARLES TOWN WV 25414 | Residential |
| 02 9C0040000000000 | 0.045912 ROBERT MILLER JR | 138 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0002000000000 | 0.330137 ROBERT SALCEDO | 41 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9B0016000000000 | 0.231433 ROBIN & HERMAN BOUNDS | 43 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10E004300000000 | 0.031908 ROBIN C BUTLER | PO BOX 294, CHARLES TOWN WV 25414 | Residential |
| 02 10D005400000000 | 0.315835 ROBIN CREEK-BIVANS & ORLANDO ROBINSON | 163 HALE RD, CHARLES TOWN WV, 25414 | Residential |
| 02 180006001300000 | 2.082547 ROBIN L & PAUL G CENATE III | 511 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 18A002700000000 | 0.165864 ROBUST HOMES LLC | 32 MOUNTAINSIDE CT, HARPERS FERRY WV 25414 | Residential |
| 02 10A008200010000 | 0.059602 RODNEY KIDWELL | 808 JEFFERSON ORCHARD RD, KEARNEYSVILLE, WV 25430 | Residential |
| 02 10A006800000000 | 0.177416 RODNEY W KIDWELL | 808 JEFFERSON ORCHARD RD, KEARNEYSVILLE WV 25430 | Residential |
| 02 10A005200000000 | 0.169832 Ronald & Alice Smoot | PO Box 6, Summit Point, WV 25446 | Residential |
| 02 10A004100000000 | 0.349721 RONALD & PRISCILLA ANTHONY | 1017 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A001100000000 | 0.213453 RONALD E & AMARILIZ R KELLEY | 367 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A002500000000 | 0.165864 RONALD E & AMARILIZ R KELLEY | 473 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10D002000000000 | 0.580577 RONALD GARZA | 170 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10E005300000000 | 0.059208 RONALD I FULLER | 170 BEAUREGARD BLVD, WV 25414 | Residential |
| 02 10A006300000000 | 0.226936 RONALD KING | 880 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A006400010000 | 0.177337 RONALD L FLETCHER | 940 JEFFERSON AVE, CHARLES TOWN WV 25414 | Residential |
| 04 11C001900000000 | 1.009824 RORY WALTON | 18 LOUISE CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10A002300000000 | 0.091251 Rosimi & Oscar Flores | 54 Federal Way, Charles Town, WV 25414 | Residential |
| 02 10E008200000000 | 0.050802 ROY & JOYCE BRUSSEWITZ | 1511 JUPITER HILLS CIR, WILMINGTON, NC 28411 | Residential |
| 02 10B001500000000 | 0.255674 Russell & Yvonne Davis | 573 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A004000000000 | 0.16946 RUSSELL LOW | 108 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E002100000000 | 0.028251 RUTH M BENNSKY | 7234 DEVEREUX CT, ALEXANDRIA VA 22315 | Residential |
| 02 180006002000000 | 1.956803 RYAN M PREZZI | 356 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10D000300000000 | 0.341334 Ryan Peckham & Traci Etherington | 107 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10B007800000000 | 0.153736 SALME BURNS | 1017 PRINCETON WALK, MARIETTA, GA 30068 | Residential |
| 02 10A006100000000 | 0.347425 SAMANTHA & LISA LEWIS | 840 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012500010000 | 0.347391 SANDRA SOKOL | 83 CLARENCE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003200000000 | 0.225622 SANTOS PERLA | 172 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A011700010000 | 0.400358 SARA CHICCHIRICHI | 227 PROSPECT AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003400000000 | 0.165863 SARAH J & JOSEPH T COLON | 510 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0137000000000 | 0.045914 SARFARAZ & KANWAL FAZALDIN | 61 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A002300000000 | 0.166654 SCOTT T & ANGELA M CARTER | 434 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10C003800000000 | 0.766292 SCOTT WILLIAMS | 436 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0046000000000 | 0.045913 SEAN BOYLE | 1313 STEED ST, RANSON, WV 25438 | Residential |
| 02 9C0038000000000 | 0.045912 SEAN GORDON | 146 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0007000000000 | 0.36079 SEGUNDO & ROBERTO CACEDA | 135 STEPHANIE WAY, Charles Town, WV 25414 | Residential |
| 02 9B0012000000000 | 0.283859 SERGUEI GORNEV | 219 STEPHANIE WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E002900000000 | 0.030096 SHANE E POWERS | 6 HIDDEN PONDS CT, GAITHERSBURG MD 20878 | Residential |
| 02 9C0087000000000 | 0.076941 SHANIKA BROWN | 53 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A001700000000 | 0.19111 SHANNA R & ROGER W KIDD II | 378 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9A0036000000000 | 1.032769 SHARON & ROBERT LEWIS | 30 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0108000000000 | 0.045914 SHARON ELLIS | 52 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012200000000 | 0.353987 SHARON KIRCHER | 99 PROSPECT AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0090000000000 | 0.045911 SHEILA BENNETT-BAKER | 41 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 180001002400000 | 0.685646 Shely & Jerry Darlington | 91 Bailey Brooks Way, Charles Town, WV 25414 | Residential |
| 02 180001002500000 | 1.001537 Sherry & Loring Viands | 66 Belvedere Drive, Charles Town, WV 25414 | Residential |
| 02 9C0018000000000 | 0.051003 SHERRY WEAVER | 236 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 19A000200000000 | 1.008878 SHERYL L & RICHARD A WHITE SR | 15939 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Residential |
| 02 10B009000000000 | 0.3568 SIMON HOWARDS ET AL | 15 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0084000000000 | 0.045914 SIMONE SEAMAN | 73 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A0038000000000 | 0.058644 SIXTY FOUR HOURS LLC | PO BOX 2331, WINCHESTER, VA 22604 | Residential |
| 02 10A003500000000 | 0.143396 SIXTY FOUR HOURS LLC | PO BOX 2331, WINCHESTER, VA 22604 | Residential |
| 02 10A011500000000 | 0.191612 SOUTHLAND CORPORATION (7-11) | PO BOX 711, DALLAS, TX 75221 | Residential |
| 02 10B001300000000 | 0.266585 Stacey Hough | 110 Devonshire Drive, Charles Town, WV 25414 | Residential |
| 02 10A006200000000 | 0.349255 STACEY RENEE HALL | 868 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 04 11C000200000000 | 1.007128 STANIS & MELISSA TABLER | 41 NEW THOMAS DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E001400000000 | 0.056404 STEPHEN C BOSSUNG | 138 RED BUD LOOP, HARPERS FERRY WV 25425 | Residential |
| 02 180006001200000 | 1.8001213 STERLING & CATHY HAWKINS | 497 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10C002400000000 | 0.732495 Steven & Karla Gainey | 215 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 9C0125000000000 | 0.073462 STEVEN MARRONE | 117 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E004700000000 | 0.028739 STEVEN S SMITH | 14 HERON CT, CHARLES TOWN WV 25414 | Residential |
| 02 10D002700000000 | 0.372032 Susan & Raymond Johnson | 26325 Childs Road, Kearneysville, WV 25430 | Residential |
| 02 9C0052000000000 | 0.045912 SUSAN & TODD FRASER | 62 BOULDIN RD, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0073000000000 | 0.079973 SUSAN BESTWICK | 123 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A003700000000 | 0.186976 SUSAN E & GERALD W KOOGLE | 456 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9B0070000000000 | 0.297372 SUSAN SHELVIS | 44 ALYSSA CT, Charles Town, WV 25414 | Residential |

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| 02 9A001000000000 | 1.194898 SUSAN WALLACE | 56 MAGNUM CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B004700000000 | 0.228214 SUSANNE & BRADLEY MCGUIRE | 95 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 17001900000000 | 0.886208 Susquehanna Properties | 35522 Sourwood Plaza, Round Hill, VA 20141 | Residential |
| 02 18000100180000 | 1.262907 Tamara Osborn & Jeffrey Frame | 68 Belvedere Drive, Charles Town, WV 25414 | Residential |
| 02 9C003000000000 | 0.045912 TAMMARA WARK | 186 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10B00530000000 | 0.352486 TANYA JENKINS | 738 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B004800000000 | 0.22799 TARA & BENJAMIN MAHONEY | 107 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 10E00420000000 | 0.029382 TELLIE L MARPLE | 17 SWALLOW CT, CHARLES TOWN WV 25414 | Residential |
| 02 90004002000000 | 2.24957 TENA L MILLS | 470 SOUTHERLY LN, CHARLES TOWN WV 25414 | Residential |
| 02 9C006100000000 | 0.045909 TERESA & BILLY COLLINS | 40 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10A00440000000 | 0.338096 TERRI & DONALD ROBERTS | 965 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10E00790000000 | 0.02969 TERRY BRUMM | 204 WILLOWBROOK DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10E00400000000 | 0.029113 TERRY LEE MILLIGAN | 16 SWALLOW CT, CHARLES TOWN WV 25414 | Residential |
| 02 9C013400000000 | 0.073463 TESSA REED | 73 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C002900010000 | 0.309796 Thelma Powers | 313 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10C006200000000 | 0.338654 THEODORE LOWERY JR | 145 HALE RD, CHARLES TOWN, WV 25414 | Residential |
| 02 10A001000000000 | 0.486125 Thomas & Margaret Welliver | 776 Winchester Drive, Westminster, MD 21157 | Residential |
| 02 9A001500000000 | 0.999503 THOMAS ADSIT & TRANG NGUYEN | 22 AUBREY CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B006800000000 | 0.2753 THOMAS KULAS | 57 ALYSSA CT, Charles Town, WV 25414 | Residential |
| 02 18A006000000000 | 0.178028 THOMAS W & PAULA M CARPENTER | 83 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0092000000000 | 0.080349 TIFFANY MILLER & WESLEY CROFT | 23 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 18A004800000000 | 0.165869 TIMOTHY A & VIVIAN K SIMPSON | 90 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 9C0031000000000 | 0.045912 TIMOTHY GORDON | 182 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0046000000000 | 0.229261 TIMOTHY SEVERANCE | 75 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 18A005100000000 | 0.166117 TO THANH NGO & THONG NGUYEN | 142 WIND SHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 180006001600000 | 1.801298 TODD A & CYNTHIA A WEBB | 530 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9C0136000000000 | 0.045914 TODD HUGHES | 65 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 18A004600000000 | 0.216523 TODD S & NANCY L SNYDER | 36 SURFWOOD CTR, GERRARDSTOWN WV 25420 | Residential |
| 02 10A009200030000 | 0.170461 TOMMY & JEREMY WILT | 189 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0036000000000 | 0.228686 TORI KING & CARIN MCMORAN | 90 KILLIAN LN, CHARLES TOWN WV 25414 | Residential |
| 02 150017000000000 | 0.311893 TRACEY BRILL & REESE L CLABAUGH JR | PO BOX 495, RANSON WV 25438 | Residential |
| 02 150017000100000 | 0.793543 TRACEY BRILL & REESE L CLABAUGH JR | PO BOX 495, RANSON WV 25438 | Residential |
| 02 9C0033000000000 | 0.228851 TRACEY IRELAND | 136 KILLIAN LN, Charles Town, WV 25414 | Residential |
| 02 18000600110000 | 2.012079 TRAVIS E & SHELLEY L GRENIER | 423 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 9B0064000000000 | 0.265101 VALERIE BARBERIO | 18 VICTORIA LN, Charles Town, WV 25414 | Residential |
| 02 9C0047000000000 | 0.045912 VANETTE JACKSON | P.O. BOX 304, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0126000000000 | 0.073462 VANINA & JUAN ALDUNATE | 109 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Residential |
| 02 10C001600080000 | 0.847802 Vasuki Maheswaran | 927 S. Samuel Street, Charles Town, WV 25414 | Residential |
| 02 9B0073000000000 | 0.297632 VICTOR E & JUANITA UNRUH | 32 STEPHANIE WAY, CHARLES TOWN WV 25414 | Residential |
| 02 10E006900000000 | 0.030033 VICTORIA YOUNG | 24 TALCON CT, CHARLES TOWN, WV 25414 | Residential |
| 02 10E006200000000 | 0.031396 W B PARTNERSHIP | PO BOX 515, HARPERS FERRY WV 25425 | Residential |
| 02 10C004800000000 | 0.496418 WALTER & LOUISE SMALLWOOD | 246 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 18A001600000000 | 0.201589 WALTER H B SALMERON | 275 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 10A006700000000 | 0.181416 WAYNE R & CYNTHIA R MOORE | 374 RIVER HAVEN DR, HARPERS FERRY WV 25425 | Residential |
| 02 10E008000000000 | 0.029668 WB PARTNERSHIP | PO BOX 515, HARPERS FERRY, WV 25425 | Residential |
| 02 10E007100000000 | 0.063335 WB PARTNERSHIP | PO BOX 515, HARPERS FERRY, WV 25425 | Residential |
| 02 10B006500000000 | 0.172537 WEESE RENTALS | P.O. BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10A008800000000 | 0.254034 WEESE RENTALS | PO BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009600000000 | 0.170715 WEESE RENTALS INC | PO BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10D001000000000 | 0.330663 WEESE RENTALS LLC | P.O. BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10A009200010000 | 0.34916 WEESE RENTALS LLC | P.O. BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10A012300000000 | 0.341844 WEESE RENTALS LLC | PO BOX 1060, CHARLES TOWN, WV 25414 | Residential |
| 02 10B006500010000 | 0.110007 WEESE RENTALS LLC | PO BOX 1060, CHARLES TOWN WV 25414 | Residential |
| 02 18A004700000000 | 0.20064 WELSLEY T BISHOP & JULIANNE STICK | 78 WINDSHEAR DR, CHARLES TOWN WV 25414 | Residential |
| 02 18A002100000000 | 0.21387 WENDY & GUSTAVO RENTERIA SR | 407 CROSSWINDS DR, CHARLES TOWN WV 25414 | Residential |
| 02 9B0032000000000 | 0.229221 WENDY WASSON | 148 KILLIAN WAY, Charles Town, WV 25414 | Residential |
| 02 9C0093000000000 | 0.045914 WHITNEY RIVERA ET AL | 19 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 9A0032000000000 | 1.010609 WILBOURN & DONNA PIERCE | 103 PANORAMA CT, CHARLES TOWN, WV 25414 | Residential |
| 02 18000600140000 | 1.62482 WILEY E GRIMES | 541 OAKLAND TER, CHARLES TOWN WV 25414 | Residential |
| 02 10B001100000000 | 0.267536 William & Chentell Harmon | 517 Jefferson Avenue, Charles Town, WV 25414 | Residential |
| 02 10A008200000000 | 0.121339 WILLIAM & CHERYL DEVANE | 363 EUCLID AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 10A003000000000 | 0.151327 William & Leslie Threadgill | 106 Federal Way, Charles Town, WV 25414 | Residential |
| 02 10D001800000000 | 0.594238 WILLIAM & MARY BROWN | 136 HIGH ST, CHARLES TOWN, WV 25414 | Residential |
| 02 10D001400000000 | 0.269856 WILLIAM & MAXINE LONGERBEAM | 110 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9C0058000000000 | 0.078828 WILLIAM & MOLLY HARDEN | 52 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Residential |
| 02 10E006300000000 | 0.028778 WILLIAM A HAUSERMAN | 910 FASKIN BLVD, LAREDO TX 78045 | Residential |
| 02 9B0019000000000 | 0.232441 WILLIAM BONDURANT | 93 KILLIAN LN, CHARLES TOWN, WV 25414 | Residential |
| 02 10A004800000000 | 0.1635 WILLIAM JENKINS ET AL | 911 JEFFERSON AVE, CHARLES TOWN, WV 25414 | Residential |
| 02 9CCOMM000000000 | 3.575169 WINDMILL CROSSING HOME OWNERS ASSOCIATION, INC | 142N QUEEN ST, MARTINSBURG, WV 25401 | Residential |
| 02 9A0016000000000 | 1.052023 ZACHARIAH & PATRICIA MYERS | 54 AUBREY CT, CHARLES TOWN, WV 25414 | Residential |
| 02 9B0071000000000 | 0.297367 ZACHARY A & KAYLA S JONES | 30 ALYSSA CT, Charles Town, WV 25414 | Residential |
| | 2.284328 | | ROW |
| | 0.391625 | | ROW |
| | 1.280758 | | ROW |
| | 0.280379 | | ROW |
| | 1.465523 | | ROW |
| | 0.387042 | | ROW |
| | 0.395002 | | ROW |
| | 1.769122 | | ROW |
| | 0.369459 | | ROW |
| | 0.625855 | | ROW |

| | | | |
|---------------------|---|---|-------------------|
| 02 18001000010000 | 9.395442 C LEE & JUDY A RIDGELY | PO BOX 10, VILLA GROVE CO 81155 | Rural/Agriculture |
| 02 18001100110000 | 3.727863 C LEE & JUDY A RIDGELY | PO BOX 10, VILLA GROVE CO 81155 | Rural/Agriculture |
| 02 18001100070000 | 12.56131 C LEE & JUDY A RIDGELY | PO BOX 10, VILLA GROVE CO 81155 | Rural/Agriculture |
| 02 10000300020000 | 1.137279 CAROLYN L & JERRY D FRANKLIN | 228 CASSILIS LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90007000000000 | 5.622906 CHARLOTTE DEMORY | 911 KEYES FERRY RD, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 02 10000300030000 | 6.908333 CITY OF CHARLES TOWN | CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100030000 | 9.745972 CLAIRE H & JACQUELINE M SPEARS | 863 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100020000 | 9.947813 CLAIRE H & JACQUELINE M SPEARS | 863 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 04 11004400010000 | 7.522866 COOPER ORA W-LIFE | P.O. BOX 104, HOSFORD, FL 32334 | Rural/Agriculture |
| 02 10000800070000 | 1.186114 DARLENE COOK | 42 BELVEDERE FARM LN, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 04 11001200150000 | 1.218224 DOROTHY STABLER | 427 MARLOW RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 17002200000000 | 82.030435 Dr Acquisitions LLC | 60 THOMAS JOHNSON DR, FREDERICK MD 21702 | Rural/Agriculture |
| 02 10000300000000 | 176.249236 Eleanor Puster et al | 228 CASSILIS LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90011000000000 | 281.984023 FEDERAL HILL FAMRS INC | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90010000000000 | 80.905406 Federal Hill Farms Inc. | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 17000400010000 | 16.470929 GEORGE F & CATHERINE W ATHEY | 1865 OLD CAVE RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000100030000 | 3.038012 GLEN D & MARY P SMITH ESTATE | 14058 SPRING BRANCH LN, ASHLAND VA 23005 | Rural/Agriculture |
| 02 16000300000000 | 17.331633 GUY G CHICCHIRICH | 115 BLAKELEY PL, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90004001000000 | 10.349228 JAMES KOSKI | 282 SOUTHERLY LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100010000 | 22.65412 JOHN C NEWCOMER | PO BOX 515, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100080000 | 30.069278 JOHN C NEWCOMER | PO BOX 515, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90004000900000 | 10.219979 JOHN J & MARY L GAHR | 120 SOUTHERLY LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 04 11001200050000 | 2.125798 LILLIAN & MICHAEL STONEBERGER | 475 MARLOWE RD, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 04 11001200020000 | 5.837076 LYMAN RYAN ET AL | 331 MARLOW RD, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 02 90008000000000 | 115.117118 Maritasha LLC | 154 CHARLES TOWN RD, MARTINSBURG, WV 25405 | Rural/Agriculture |
| 02 90008001100000 | 14.487004 MARITASHA LLC | 154 CHARLES TOWN RD, MARTINSBURG, WV 25414 | Rural/Agriculture |
| 02 10000100010000 | 51.305139 Perry Family LTD Partnership | PO BOX 93, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000100020000 | 59.311278 Perry Family LTD Partnership | PO BOX 93, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000100000000 | 13.373375 PERRY FAMILY LTD PARTNERSHIP | PO BOX 93, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 04 11001200140000 | 1.025926 PHOENIX BUILDING & REMODELING INC | 7608 OLD MUIRKIRK RD, BELTSVILLE, MD 20705 | Rural/Agriculture |
| 02 90004001400000 | 12.155514 PORTER H & DOROTHY D THOMAS | 408SE 10TH LN, Cape Coral, FL 33990 | Rural/Agriculture |
| 04 11001200120000 | 1.170778 RANDY W & WENDY A P DELAWDER | 1503 KEYES FERRY RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 90012000000000 | 3.822395 ROGER M & CORINNE L LISK | 1153 KEYES FERRY RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100090000 | 26.375732 Ronald Widmyer | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100100000 | 15.934763 Ronald Widmyer | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100120000 | 28.110526 Ronald Widmyer | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001100000000 | 42.366426 Ronald Widmyer | 1434 CATTAIL RUN RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 17000200000000 | 51.490869 Roscoe Hayes (The Orchards) | 245 VINTON LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 18001000000000 | 19.366588 ROY A FRITTS & PAULA J MOATS | 657 CATTAIL RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000300010000 | 0.784163 RUTHMARY P LEAKE | 253 CASSILIS LN, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 9805WM0000000000 | 5.065741 SKYLINE FARMS LLC | 301N MILDRED ST STE 2, Charles Town, WV 25414 | Rural/Agriculture |
| 02 18000900000000 | 5.642618 STEPHEN W & SUE ANN COON | PO BOX 785, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000200000000 | 2.078658 THELMA A PEARL | 963 AUGUSTINE AVE, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 04 11001200000000 | 142.310283 Thomas Weller | 1073 SHEPHERDSTOWN PIKE, HARPERS FERRY, WV 25425 | Rural/Agriculture |
| 04 11001200130000 | 1.176025 TIMMY H DELAWDER | 1539 KEYES FERRY RD, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000800060000 | 19.564593 WALTER & WILLIAM TRUETTNER | P.O. BOX 247, CRUSTED BUTTE, CO 81224 | Rural/Agriculture |
| 04 11001200010000 | 14.939636 WANDA RAWLINGS | 94 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 04 11001200060000 | 36.413079 WANDA RAWLINGS | 94 PLEASANT VALLEY DR, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 02 10000800000000 | 102.882379 William and Walter Truettner | P.O. BOX 247, CRESTED BUTTE, CO 81224 | Rural/Agriculture |
| 02 10000100040000 | 7.895616 WILLIAM C PERRY | PO BOX 93, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 17000100000000 | 160.107611 William Perry | PO BOX 93, CHARLES TOWN WV 25414 | Rural/Agriculture |
| 02 10000100050000 | 1.547808 WILLIAM PERRY | 4185 MILDRED ST, CHARLES TOWN, WV 25414 | Rural/Agriculture |
| 02 17000100010000 | 12.078221 JEFFERSON COUNTY BOARD OF EDUCATION | 40404 | School |
| 02 10000900010000 | 0.88419 POTOMAC LIGHT & POWER CO | HAGERSTOWN MD 21740 | Utility |
| 02 9C006500000000 | 0.045909 ANDREA & MARC AYERS | 14 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C006400000000 | 0.045909 ASHLEY ROSSMILLER & STEPHANIE BUSCH | 18 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Vacant |
| 02 18000600220000 | 2.004005 BARBARA H & JOYCE H LUSHBAUGH PICHOT | 12586 LEETOWN RD, KEARNEYSVILLE WV 25430 | Vacant |
| 02 18880100220000 | 2.988178 Brian Jenkins | 64 Bailey Brooks Way, Charles Town, WV 25414 | Vacant |
| 02 9C010000000000 | 0.045914 BRITTANY CLARK | 90 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 11001400000000 | 0.761785 DEBRA BATTLE ET AL | 801W KING ST, MARTINSBURG, WV 25401 | Vacant |
| 02 9C010200000000 | 0.045914 DELREISE MORTON | 82 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 04 11C00210000000 | 1.15315 DON ORSER | 250 BLUE RIDGE LOOP, HARPERS FERRY, WV 25425 | Vacant |
| 02 11002000000000 | 0.242217 DOROTHY BOUNDS ET AL | 801W KING ST, MARTINSBURG, WV 25401 | Vacant |
| 02 11002200000000 | 0.148815 DOROTHY BOUNDS ET AL | 801W KING ST, MARTINSBURG, WV 25401 | Vacant |
| 02 15000900000000 | 0.507859 EDWARD R BROOKER | 9304 COPERNICUS DR, LANHAM MD 20706 | Vacant |
| 02 16000100000000 | 4.108644 ELEANOR CHICCHIRICHI | 1316 N MILDRED ST, RANSON WV 25438 | Vacant |
| 02 90001000500000 | 2.082043 FRITS J RUSSELL INC | 309 W WASHINGTON ST, CHARLES TOWN WV 25414 | Vacant |
| 02 19A0004000000000 | 0.108729 GARLAND E & ALISA F ARMSTRONG | 16017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Vacant |
| 02 19A0002000500000 | 0.917636 GARLAND E & ALISA F ARMSTRONG | 16017 CHARLES TOWN RD, CHARLES TOWN WV 25414 | Vacant |
| 02 1500150000000000 | 0.695977 GEORGE E TURNER | 810 MARTIN LUTHER KING AVE, CHARLES TOWN WV 25414 | Vacant |
| 02 16000400010000 | 1.007692 GEORGE F & CATHERINE W ATHEY | 1865 OLD CAVE RD, CHARLES TOWN WV 25414 | Vacant |
| 02 1500100000000000 | 1.097147 GEORGE W REED | 7945 DELLWOOD AVE, GLEN ARDEN MD 20706 | Vacant |
| 02 1500180000000000 | 0.39696 HELEN L SMITH | 156 GIBSONTOWN RD, CHARLES TOWN WV 25414 | Vacant |
| 02 1500060000000000 | 0.756326 JAMES CLAY | 810 MARTIN LUTHER KING AVE, CHARLES TOWN WV 25414 | Vacant |
| 02 9C01040000000000 | 0.080349 JENNIFER VELEZ & DARRYL JACKSON | 74 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C00980000000000 | 0.045916 JOEL HAFNER | 98 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 10B0064000000000 | 0.06082 KAREN R WYSONG | 2180 OLD CAVE RD, CHARLES TOWN WV 25414 | Vacant |
| 02 9C00670000000000 | 0.076901 KEVIN BLUNDON | 6 MONTE CARLO WAY, PO BOX 713, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C00630000000000 | 0.08034 KEVIN COX | 22 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C01030000000000 | 0.045914 LANA & ZACHARY VERES | 78 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C01010000000000 | 0.045914 MANUEL MERCADO & MONIQUE GONZALEZ | 86 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |

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| 02 10B009400000000 | 0.086029 MARK & TANA CAMPBELL | 100 LYNNHAVEN DR, APEX, NC 27539 | Vacant |
| 02 10B009300000000 | 0.082107 MARY WHITE | 94 EUCLID AVE, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C0099000000000 | 0.045914 MICHAEL RAMIREZ | 94 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 9C0097000000000 | 0.077396 MIGUEL SANTOS-COLON | 102 DON QUIXOTE DR, CHARLES TOWN, WV 25414 | Vacant |
| 02 18000100170000 | 0.349153 NORMA K & FARREN B McGRAW | 90 BAILEY BROOKS WAY, CHARLES TOWN WV 25414 | Vacant |
| 02 150016000000000 | 0.378848 RALPH O TURNER | 4416 FOOTE ST, WASHINGTON DC 20019 | Vacant |
| 02 9C0066000000000 | 0.045909 SIOBHAN LEONARDIS | 10 MONTE CARLO WAY, CHARLES TOWN, WV 25414 | Vacant |
| 02 10A003400000000 | 0.172986 SIXTY FOUR HOURS LLC | PO BOX 2331, WINCHESTER, VA 22604 | Vacant |
| 02 9C05WM000000000 | 1.112838 WINDMILL CROSSING HOME OWNERS ASSOCIATION, INC. | 142N QUEEN ST, MARTINSBURG, WV 25414 | Vacant |

CHARLES TOWN UGB

APPENDIX D

**Roads, Streets & Highways to be Annexed
with Jurisdictional Classifications**



Charles Town New Horizons Initiative: Targeted Roadway Annexations

| Road Name | Right of Way Owner | Maintenance Responsibility | Miles | Total Local Miles |
|---------------------|--------------------|----------------------------|----------|---|
| ALADDIN WAY | Local | City of Charles Town | 0.043365 | 8.52 |
| ALYSSA CT | Local | City of Charles Town | 0.086135 | |
| AUBREY CT | Local | City of Charles Town | 0.057803 | Total County Miles |
| BAILEY BROOKS WAY | Local | City of Charles Town | 0.084857 | 10.63 |
| BELVEDERE FARM LN | Local | Privately-Maintained | 0.204718 | |
| BUSH ALY | Local | Privately-Maintained | 0.155456 | Total WV HARP Miles |
| CASSILIS LN | Local | Privately-Maintained | 0.300528 | 0.37 |
| CHEVROLET DR | Local | Privately-Maintained | 0.20394 | |
| CLARENCE CT | Local | WVDOH | 0.06342 | Total WV Numbered Highway Miles |
| CROSSWINDS DR | Local | City of Charles Town | 0.71705 | 2.57 |
| DOGWOOD TREE CT | Local | | 0.049819 | |
| DON QUIXOTE DR | Local | City of Charles Town | 0.206577 | Total WV and US Numbered Highway Miles |
| FEDERAL WAY | Local | City of Charles Town | 0.081526 | 0.96 |
| FLEETWOOD LN | Local | Privately-Maintained | 0.332111 | |
| GARDEN PL | Local | Privately-Maintained | 0.121478 | Total WV Numbered Highway Miles |
| GENTLE BREEZE LN | Local | City of Charles Town | 0.126114 | 1.00 |
| GEORGE ST | Local | WVDOH | 0.34305 | |
| GIBSONTOWN RD | Local | Privately-Maintained | 0.287123 | City Maintained Miles |
| GUSTY CT | Local | City of Charles Town | 0.041192 | 4.03 |
| HALE RD | Local | Privately-Maintained | 0.099577 | |
| KILLIAN LN | Local | City of Charles Town | 0.340896 | Total Annexed Miles |
| MAGNUM CT | Local | City of Charles Town | 0.058568 | 24.06 |
| MONTE CARLO WAY | Local | City of Charles Town | 0.247264 | |
| MULBERRY ST | Local | Privately-Maintained | 0.043343 | |
| NEW OAK TREE CT | Local | Privately-Maintained | 0.120888 | |
| NEW PEACH TREE CT | Local | Privately-Maintained | 0.056253 | |
| NEW PEAR TREE CT | Local | Privately-Maintained | 0.079403 | |
| NEW PLUM TREE CT | Local | Privately-Maintained | 0.075357 | |
| NEW SYCAMORE CIR | Local | Privately-Maintained | 0.086068 | |
| OAKLAND TER | Local | City of Charles Town | 0.552557 | |
| OLD CAVE RD | Local | WVDOH | 0.431033 | |
| PANORAMA CT | Local | City of Charles Town | 0.107249 | |
| PLEASANT VALLEY DR | Local | City of Charles Town | 0.517409 | |
| PROSPECT AVE | Local | City of Charles Town | 0.0702 | |
| REBECCA WAY | Local | City of Charles Town | 0.059696 | |
| SAMUEL ST | Local | WVDOH | 0.100651 | |
| SOMERSET VILLAGE RD | Local | Privately-Maintained | 0.100785 | |
| SOUTHERLY LN | Local | Privately-Maintained | 0.576332 | |
| STEPHANIE WAY | Local | City of Charles Town | 0.240035 | |
| VICTORIA LN | Local | City of Charles Town | 0.207218 | |
| VINTON LN | Local | Privately-Maintained | 0.441627 | |
| WILLOW BROOK DR | Local | Privately-Maintained | 0.21882 | |
| WIND SHEAR DR | Local | City of Charles Town | 0.18576 | |

| Road Name | Right of Way Owner | Maintenance Responsibility | Miles |
|-----------------------|-----------------------------|-----------------------------------|--------------|
| Cattail Run Rd | WV County | WV DOH | 2.212906 |
| Citizens Way | WV County | WV DOH | 0.094134 |
| Euclid Ave | WV County | WV DOH | 0.516978 |
| Flowing Springs Road | WV County | WV DOH | 0.0879 |
| Hale & High St | WV County | WV DOH | 0.331429 |
| Hillside Dr | WV County | WV DOH | 0.350346 |
| Jefferson Ave (34) | WV County | WV DOH | 1.060129 |
| Kabletown Rd (25) | WV County | WV DOH | 0.445357 |
| Keys Ferry Rd (26) | WV County | WV DOH | 4.20919 |
| Marlowe Rd | WV County | WV DOH | 1.171251 |
| Prospect Ave | WV County | WV DOH | 0.0702 |
| Washington St (51) | WV County | WV DOH | 0.084176 |
| Louise Ct | WV Home Access Route (HARP) | WV DOH | 0.045664 |
| Margaret Ct | WV Home Access Route (HARP) | WV DOH | 0.054751 |
| Thomas Dr | WV Home Access Route (HARP) | WV DOH | 0.271993 |
| Charles Town Rd (115) | WV Numbered Highway | WV DOH | 0.41241 |
| Middleway Pike (51) | WV Numbered Highway | WV DOH | 0.049574 |
| WV9 | WV Numbered Highway | WV DOH | 2.109597 |
| US340/WV9 | WV and US Numbered Highway | WV DOH | 0.959827 |
| US340 | US Numbered Highway | WV DOH | 0.998083 |

CHARLES TOWN UGB

APPENDIX E

**Memo from Charles Town Police
Department Regarding Annexation Impacts**

March 16, 2017

Mayor Peggy Smith
City Council
City Manager Dave Mills and Department Directors

Re: Charles Town Police Department Response to City request for information and assessment of potential police service impacts from potential City of Charles Town land annexation

This letter provides the response of the Charles Town Police Department (CTPD) to City Manager David Mill's request for CTPD's assessment of how an annexation of 2,602 acres of new properties within the Charles Town Urban Growth Boundary (UGB) would impact policing, law enforcement, traffic control, and public safety.

CTPD's objective is to provide solid and effective law enforcement and community policing services within the City limits, and in the areas around the city where other law enforcement agencies require mutual aid assistance. If new properties come within the City of Charles Town's corporate limits, CTPD will endeavor to provide policing at the same, effective level as we provide in the City limits today, to prevent and address crime, maintain the traffic laws, and protect and assist our citizens. To reach this objective, CTPD would seek to:

- ***Maintain Effective Community Policing:*** Maintain effective services in the area of community policing, general crimes, crime investigations;
- ***Balance Law Enforcement & Traffic Safety:*** Provide a balanced allocation of resources between the two main activities of (a) police calls and crime prevention/enforcement using foot/bicycle/car patrolling along with crime investigations; and (b) traffic enforcement, parking enforcement and safety;
- ***Address the Opioid Problem:*** In addition, CTPD must address new challenges and issues to keep the community safe and high-quality. CTPD plans to allocation the services of one full-time sworn officer to a joint task force being formed by the City of Charles Town, the City of Ranson, and the Jefferson County Sheriff's Department to address the opioid crisis.
- ***Achieve the Highest Quality of Law Enforcement Services:*** Further, CTPD is underway now with a three-year process to achieve Tier 2 Law Enforcement Accreditation from the Center for Law Enforcement Accreditation for Law Enforcement Agencies. CALEA is a national accreditation organization dedicated to improving the delivery of public safety and law enforcement services.

Again, CTPD would expect to provide this level of professional services in all areas of the City, including newly-annexed areas. Below I provide responses to the four questions you provided in your letter seeking an assessment of the potential impacts of city annexations on CTPD's capacity to serve.

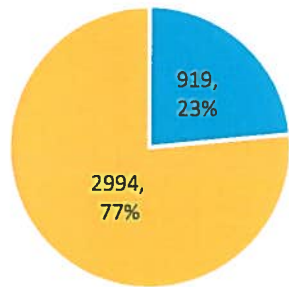
1. **Will such annexations of property impact your capacities and abilities to provide policing services to the community, in a manner that is equally adequate and effective as the services you are providing now? What impacts?**
 - The proposed annexations of property will have an impact to our department and how we provide services to our current residences/current businesses and new residences/new businesses.

- The department determined the impact by pulling data from the county-wide Spillman CAD system that is used by all police departments in Jefferson County. In addition, data was pulled from the West Virginia State Police (WVSP) year-end reports. The data range was from September 2014 to March 2017. The charts on page two of this report depict the 30-month data collected, as well as annual data.
- In reviewing the current CTPD jurisdiction data, our officers responded to 5,120 calls to service and conducted 4,867 traffic stops on average each year, for a total of 9,987 activities. This represents an allocation of CTPD resources that is evenly balanced between the two activities, with 51% of activities related to service calls, and 49% of activities related to traffic enforcement. These services were provided by fifteen (15) sworn police officers assisted by one Administrative Assistant and one Parking Enforcement/Administrative to meet the overall mission of the Department.
- CTPD reviewed data in the proposed annexed area, and identified that the Jefferson County Sheriff's Office and West Virginia State Police responded to 1,425 calls for service and conducted 368 traffic stops on average each year (a total of 1,793 activities), in the areas under consideration now for annexation within the Urban Growth Boundary.
- Extrapolating from this data, the City of Charles Town could reasonably expect that CTPD activities in the newly annexed areas would increase CTPD's overall activities by at least a 27.83% increase in calls for service; and a 7.56% increase in traffic stops. Further, CTPD believes that City-provided traffic safety and enforcement services would increase over the current level provided by Jefferson County Sheriff and WV State Police Services. If CTPD maintained its balance between calls to service and traffic enforcement activities in the newly annexed areas, we could expect that traffic enforcement in the newly annexed areas could raise by as much as approximately 27%.
- While it is hard to predict the exact number of calls or traffic stops CTPD will see daily in newly annexed areas, expanding city boundaries will most definitely result in an increased work load for each officer. CTPD officers will have a larger area to patrol and show a police presence. Increased calls and stops will then lead to a higher volume of paperwork, an increase in criminal investigations, and more appearances in both city and state courts. With 2,600+ new acres and as much as a 27% workload increase, the demand on the officers will increase, unless CTPD increases the number of its officers. CTPD also notes that the force used to be 17 officers but, due to the recession, the force has dropped to 15 officers.

| Current Jurisdiction CTPD | Total 30 Months | Per Month | Per Year |
|---------------------------|-----------------|------------|-------------|
| Traffic Stops | 12167 | 406 | 4867 |
| Total Calls for Service | 12801 | 427 | 5120 |
| Grand Total | 24968 | 833 | 9987 |
| | | | |
| Traffic Stops/11 Officers | 1106 | 37 | 442 |
| Total Calls/11 Officers | 1164 | 39 | 465 |

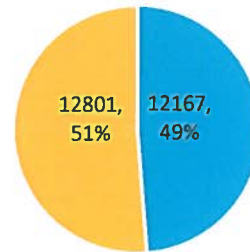
| Proposed Annexed Properties JCSO/WVSP | Total 30 Months | Per Month | Per Year |
|--|-----------------|------------|-------------|
| Traffic Stops | 919 | 31 | 368 |
| Total Calls for Service | 2994 | 109 | 1425 |
| Grand Total | 3913 | 140 | 1793 |
| | | | |
| Additional Traffic Stops/11 Officers | 84 | 3 | 33 |
| Additional Total Calls for Service/11 Officers | 272 | 9 | 109 |

JCSO/WVSP
Annexed Properties
Total 30 Months



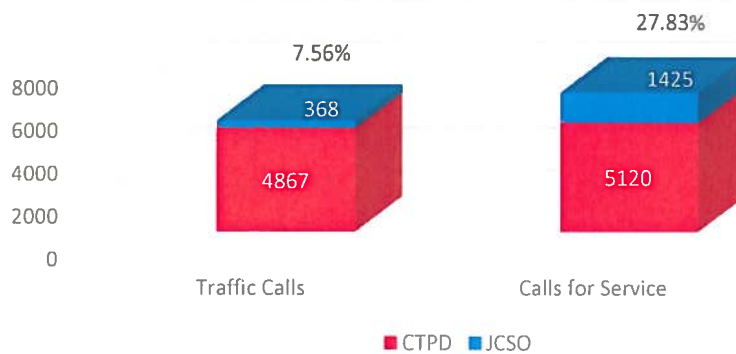
■ Traffic Stops ■ Total Calls for Service

Charles Town
Police Department
Total 30 Months



■ Traffic Stops ■ Total Calls for Service by CTPD

Percentage Increase Per Year



■ CTPD ■ JCSO

2. Do you project the need for any additional personnel, operational, capital equipment, or other additions to your department to be able to provide service that is equally adequate and effective as the service you are providing now? Can you provide approximate cost estimates for the needs for any additional capital or operating needs?

- With an increase of as much as 27% in police calls and traffic enforcement, additional coverage area, and the additional duties of reporting, court appearances and associated efforts resulting from an expansion of the Charles Town city limits under Urban Growth Boundary annexations, I recommend the need for additional police officers to maintain service as current levels. A 27% increase in CTPD staff above the current level of 15 staff would mean four (4) more officers, while an increase in current, non-administrative-duty officers of 11 by 27% would be three (3) more officers.
- I would propose that the department would need three additional, full time sworn police officers to help with the increase in calls for service and sustain its ability to maintain a consistent level of self-initiated police activities to include: traffic calming, investigations, and patrolling throughout the city and proposed annexation areas.
- Under this annexation scenario, two CTPD officers will be assigned to Patrol Division-General Crimes, and one CTPD officer will be assigned to the joint drug task force.

Approximate salary cost for a base officer:

| EXAMPLE 1 (With Family Insurance Coverage) | | | | | | |
|---|-------|-----------------------------|---------------------|---------|---------|--------------------|
| | | | Step / Grade | | | Cost |
| | Pt/m. | Employee | 109A / Step 1 | \$20.34 | \$20.75 | \$12,307.00 |
| | | Overtime (20%) | | | | \$8,461.00 |
| | | Total Salaries | | | | \$50,768.00 |
| | | | | | | |
| | | --FICA/Medicare | | | | \$736.14 |
| | | --Pension | | | | \$6,092.16 |
| | | --Workers' Compensation | | | | \$2,284.56 |
| | | --Health (Family Coverage) | | | | \$9,006.60 |
| | | --OPEB | | | | \$1,620.00 |
| | | PEIA Admin Fee | | | | \$50.00 |
| | | | | | | |
| | | SUB-TOTAL | | | | \$70,557.46 |
| | | TOTAL for 3 OFFICERS | | | | \$211,672 |

Approximate cost* of equipment per officer:

*Not an annual expense. Future expenses for replacement occurs within normal budget.

| Equipment Item: | Cost: |
|---|-----------------------------|
| Uniforms (hat, emblem, coats, shirts, pants badges, boots, etc.) | \$1,400.00 |
| Duty rig (gun belt, equipment/handcuffs, flashlight, holster and holders, etc.) | \$600.00 |
| Pistol, Rifle, shotgun, etc. | 2,500.00 |
| Portable radio | \$3,000.00 |
| Ballistic vest | \$1,150.00 |
| Taser, cartridges holster | \$1,000.00 |
| Body camera | \$1,800.00 |
| | Sub-Total |
| | \$11,450.00 |
| | Total for 3 Officers |
| | \$34,350 |

Capital Cost:

- CTPD uses a system that assigns police vehicles to officers, who take and store them at home when the officer is not on duty, a system that increases efficiencies and saves costs to the department. I propose that \$50,000 dollars be added annually to the \$100,000 vehicle/equipment fund already budgeted in Charles Town. CTPD currently replaces 2 vehicles a year, which forces the vehicle to remain in our fleet for approximately 8 years. A police vehicle with that many years on it is not a safe or desirable asset for the department. By adding \$50,000 to this fund under an annexation scenario, CTPD can ensure that each patrol officer has access to a safe and reliable police cruiser, the department could replace three (3) vehicles/year rather than two, and CTPD would decrease the vehicle replacement schedule to six (6) years.

| Equipment Item: | Cost: |
|---|-------------|
| Police Vehicle (lights, radar, camera, computer stand/mounts, etc.) | \$50,000.00 |

Traffic Violation Fees:

- The City of Charles Town currently collects approximately \$340,000 on average annually from traffic violation payments, resulting from the 4,867 average annual traffic stops. If the number of stops increased in the newly-annexed areas by an estimated 25%, and resulting traffic violation payments likewise increase by 25% annually, that would result in expected additional revenue of \$80,000.

TOTALS: Combining CTPD personnel, equipment and capital costs, and considering the potential for additional revenues from additional traffic violation payments, the total proposed increase in costs to the Charles Town Police Department that is projected to result from this annexation and city expansion is as follows:

| Proposed Cost Summary | | |
|---|--|------------------|
| Cost of officer #1 | | \$70,557.46 |
| Cost of officer #2 | | \$70,557.46 |
| Cost of officer #3 | | \$70,557.46 |
| Equipment Cost for three Officers | | \$34,350.00 |
| Officer & Personal Equipment Sub-Total: | | \$246,022 |
| Capital Cost Annually: | | \$50,000.00 |
| Sub-Total: | | \$296,022 |
| 25% increase in traffic citation revenues (baseline average \$340,000) | | -\$80,000.00 |
| Department of Justice COPS Grant | | -\$50,000.00 |
| Total: | | \$166,022 |

If Charles Town does not obtain a DOJ COPS grant, CTPD would propose to hire only two officers instead of three. Subtracting the personnel and equipment costs of a third officer (\$82,007) and eliminating the COPS grant (-\$50,000) would result in the total annual cost to the City at a lesser amount, **\$134,015**.

3. Do you project any positive impacts on your abilities to provide policing services under this UGB annexation scenario, such as through more efficient or manageable provision of service over these areas?

- Should the annexation occur and additional officers are approved, the citizens of Charles Town will surely see an increase in police presence over current levels. The expanded force gives us an opportunity to improve our service delivery.
- Should the annexation occur and additional officers are approved, the citizens of Charles Town will likely see an increase in traffic patrols and public safety on the streets and roads of the community. Our increased

capacity could allow CTPD to train and maintain a high-skills traffic accident investigation unit who could support the City and other law enforcement jurisdictions.

- Adding an additional officer to the drug task force will aid in the department's abilities to combat the heroin and opiate epidemic within our borders. It will allow us to prosecute individuals at the street level and above who are directly/indirectly involved in the drug trafficking trade. We currently do not have an officer assigned to the task force. Ranson Police Department, Jefferson County Sheriff's Office, and the Jefferson County Prosecuting Attorney's Office are all heavily committed to this initiative and it would only benefit the citizens of Charles Town and Jefferson County if the Charles Town Police Department became involved as well.

4. Are there any other impacts, factors, or issues that they City of Charles Town should consider? For instance, we understand that you consider it advisable to annex those portions of the new Route 9, Route 340 Bypass, Old Route 340 and road interchanges in the areas to be annexed, in order to provide more effective police and public safety services.

- CTPD understands that the City Council's initial budget estimate for the costs for CTPD expanded services in the UGB annexation areas was set at \$200,000, and CTPD is pleased that we project that such services could be provided at a total net cost of less than that amount, at a level of approximately \$166,000. We hope and propose that additional revenues from annexation could potentially be provided for CTPD officer pay scale increases, given that our pay scales do not compare adequately to those of surrounding jurisdictions in the Baltimore-Washington metro area.
- CTPD would like to pursue a "COPS Hiring" grant from the U.S. Department of Justice in 2017 which, if secured, would provide \$150,000 over three years toward the cost of an officer, which would bring the costs of law enforcement service down even further. CTPD intends to seek Mayor and City Council support for this funding application.
- Annexing these UGB areas into the city limits of Charles Town will help to "square up" the boundaries and make the department's lines of jurisdiction more clear for everyone.
- The annexation will expand our ability to provide traffic calming services.
- The annexation coupled with additional officers for the CTPD will provide the department with opportunities to continue to improve their services to the community, giving them the opportunity to be a proactive, not a reactive, department; and thereby maintaining or, even better yet, improving our standing as the 3rd safest city in WV.

APPENDIX – This chart depicts the type of calls for service in the proposed annexed area over the past 30 months:

| Calls for Service | Total Calls |
|-------------------------|-------------|
| 911 Hangup Call | 20 |
| Abandoned Vehicle | 11 |
| Aggressive Animal | 3 |
| Alarm | 170 |
| Animal Bite | 28 |
| Animal Complaint | 50 |
| Animal Cruelty | 11 |
| Animal Pickup | 5 |
| Armed Subject | 2 |
| Assault | 25 |
| Attempt to Locate | 19 |
| ATV Complaint | 5 |
| BOLO | 2 |
| Bomb Threat | 1 |
| Breaking and Entering | 57 |
| Building Check | 11 |
| Burglary | 10 |
| Capias Served | 12 |
| Cardiac Arrest | 16 |
| Child Abuse | 5 |
| Child in Vehicle | 5 |
| Citizen Assist | 8 |
| Civil Process | 15 |
| Code Enforcement | 3 |
| Counterfeit | 2 |
| Custody Dispute | 3 |
| Destruction of Property | 36 |
| Directed Patrol | 9 |
| Disabled Vehicle | 12 |
| Disturbance | 192 |
| Dog in Vehicle | 15 |
| Domestic Call | 132 |
| Drug Activity | 52 |
| Emergency Activity | 1 |
| EMS Assist | 36 |
| Fight | 21 |
| Fingerprinting | 1 |
| Fire Assist | 7 |
| Fireworks Complaint | 17 |
| Found Property | 10 |
| Fraud | 45 |
| Gunshots Heard | 8 |
| Harassment | 22 |
| Hemorrhage | 1 |
| Home Confinement | 6 |
| Illegal Burn | 2 |
| Illegal Dumping | 2 |
| Illegal Hunting | 1 |
| Information | 4 |
| Injured Animal | 16 |
| Intoxicated Driver | 47 |

| | |
|-----------------------|-------------|
| Intoxicated Person | 33 |
| Juvenile Complaint | 6 |
| K9 Assist | 4 |
| Kidnapping | 6 |
| Landlord Dispute | 9 |
| Livestock | 15 |
| Lockout Resident | 2 |
| Loose Dog | 33 |
| Mental Hygiene | 3 |
| Missing Child | 18 |
| Missing Person | 4 |
| Motorist Assist | 12 |
| MVA | 185 |
| Noise Complaint | 18 |
| Odor Investigation | 2 |
| Open Door | 8 |
| Out of Car | 29 |
| Overdose | 14 |
| Panhandling | 8 |
| Parking Complaint | 36 |
| PD Assist | 125 |
| Protective Order | 31 |
| Psychiatric Emergency | 11 |
| Public Assistance | 11 |
| Public Service | 174 |
| Rabid Animal | 3 |
| Reckless Driver | 19 |
| Robbery | 20 |
| Sexual Assault | 8 |
| Shoplifting | 48 |
| Stabbing | 2 |
| Stolen Tag | 1 |
| Stolen Vehicle | 11 |
| Structure Fire | 2 |
| Suspicious Activity | 65 |
| Suspicious Person | 70 |
| Suspicious Vehicle | 55 |
| Theft | 118 |
| Threat | 34 |
| Traffic Hazzard | 23 |
| Traffic Stop | 919 |
| Transport | 10 |
| Trespassing | 28 |
| Vandalism | 8 |
| Vehicle Fire | 1 |
| VIN Verification | 1 |
| Walk-in | 1 |
| Warrant Service | 48 |
| Welfare Check | 128 |
| Wildlife Complaint | 2 |
| Writ Service | 12 |
| WVSP Calls | 285 |
| Grand Total | 3913 |

This chart depicts the amounts of calls by developments, businesses, streets, etc. over the 30-month period:

| Street/Development | Calls/Stops |
|--|-------------|
| Alla Willa Dr | 16 |
| Augustine Ave | 14 |
| Bailey Brooks Way | 15 |
| Belvedere Farm Lane & Court | 9 |
| Bush Aly | 32 |
| Cassilis Lane | 3 |
| Cattail Run Rd | 100 |
| Charles Town Rd | 55 |
| Charles Town Rd (1.5527 - Water Plant) | 12 |
| Charles Town Rd (1.5951 - Charlie Brown Store) | 17 |
| Clarence Drive & Court | 17 |
| Crosswinds Dr | 47 |
| Demory Farm Subdivision | 101 |
| Eagle Ave | 4 |
| Euclid Ave | 100 |
| Federal Way | 68 |
| Fleetwood Ln | 7 |
| Flowing Springs Rd (51 - Sheetz) | 100 |
| Flowing Springs Rd (61 - Taco Bell) | 60 |
| Flowing Springs Rd (88 - AutoZone) | 36 |
| Flowing Springs Way | 18 |
| Gentle Breeze Lane | 5 |
| George St (1382 South - Country Side Vet) | 21 |
| George St Ext, 819 South | 2 |
| George St, South | 10 |
| Gibsontown Rd | 7 |
| Grapes Way | 37 |
| Gusty Ct | 12 |
| Hale Rd | 7 |

| | |
|--|-------------|
| High Street | 100 |
| Hillside Dr | 15 |
| Jefferson Avenue | 1004 |
| Keyes Ferry Rd | 100 |
| Lace Leaf Way | 2 |
| Lincoln Dr, 79 | 1 |
| Marlow Rd | 17 |
| Middleway Pike | 34 |
| Mulberry Street | 5 |
| Oakland Terrace | 39 |
| Old Cave Rd | 12 |
| Page Jackson School Rd | 29 |
| Prospect Ave | 92 |
| Schaeffers Crossroads | 17 |
| Somerset Blvd (Somerset Plaza Shopping Center) | 377 |
| Somerset Blvd (642 - Tri State Baptist Church) | 10 |
| Troy Dr | 5 |
| Vine St | 5 |
| Washington St (100 E - Charles Town Inn) | 47 |
| Washington St, East | 114 |
| Willow Brook Village Subdivision | 113 |
| Willow Spring Dr (701 - Ruby Tuesdays) | 23 |
| Willow Spring Dr (737 - Burger King) | 72 |
| Willow Spring Drive | 100 |
| Willow Spring Farm Apartments | 122 |
| Wind Shear Dr | 8 |
| Windmill Crossing Subdivision | 165 |
| Woolcraft Way (Longshots/Rock and Tile) | 73 |
| WVSP Calls Unknown Locations | 285 |
| Total Calls | 3913 |

CHARLES TOWN UGB

APPENDIX F

**Memo from Charles Town Maintenance
Department Regarding Annexation Impacts**

MEMORANDUM

TO: Mayor Peggy Smith
Charles Town City Council
City Manager David Mills

FROM: Todd Wilt, Charles Town Director of Public Works & Maintenance

DATE: March 17, 2017

SUBJECT: Impact on Charles Town Public Works & Maintenance from Potential UGB Annexations

This memorandum responds to the letter from City Manager David Mills requesting an assessment of whether or how an annexation of 2,602 acres of properties in targeted areas within the Charles Town Urban Growth Boundary (UGB) would impact public works and maintenance services provided by the City of Charles Town.

We understand that the City intends to accept the responsibility for serving roads in newly-annexed areas which are deemed "Local Roads" under the State of West Virginia street and road classification system, and which are not privately-owned and -maintained Local Roads. We further understand that the proposed annexations would result in 4.03 linear miles of additional roads within City responsibility. We also understand that the City does not intend to take responsibility for State roads, County roads maintained by the state, or again, roads owned and maintained by private sector parties.

An increased responsibility for 4.03 linear miles of roads and streets in newly annexed areas will increase the City's total road and street responsibility by nearly 10% over the current baseline of 41.05 linear miles in the City. I attach a chart prepared by the City which breaks down the classification of roads in the UGB annexation areas.

The Charles Town Public Works & Maintenance Department would plan and expect that we would provide the same level and quality of municipal services to all areas of the city, including newly-annexed areas, which we provide to city residents, businesses, and property owners today. Currently the City provides the following figures, which extrapolate service levels and costs from current base levels to account for an expected 10% in coverage areas and responsibilities.

PUBLIC WORKS

Roads & Streets

- *Asphalt Maintenance* – These costs could increase \$10,000 annually, from \$100,000 to \$110,000 annually
- *Traffic Signage and Asphalt Markings* – These costs could increase approximately \$1,000 annually
- *Sidewalk Maintenance* -- These costs could increase by 10%, from \$20,000 annually to \$22,000 annually
- *Street Sweeping & Cleaning* – These costs could increase by approximately \$10,000 annually
- *Snow Removal* – These costs could increase \$8,000 annually, from \$80,000 to \$88,000

Programs & Services

- *Yard Waste Collection & Processing* – These costs could increase \$10,000 from \$25,000 to \$35,000 annually
- *Beautification* – These costs could increase by \$4,000 annually for gateway signage and landscaping
- *Street Light Maintenance* – These costs could increase by \$5,000 annually
- *Trash Collection* – No impact, as this is not a city service, but provided by contract to individual property owners by waste management companies.

These expected increased costs amount to \$50,000 annually. In addition, we would expect a need for an additional \$50,000 annually in additional capital equipment costs to provide these services. **Taken together, the department estimates the need for approximately \$100,000 in additional personnel and capital equipment costs for the Charles Town Public Works & Maintenance Department resulting from the proposed UGB Annexations.** This is an overall increase to the Department's annual budget of approximately 12.5%, raising the budget from \$803,096 in 2018 budget dollars to \$903,096 annually.



Charles Town New Horizons Initiative: Targeted Roadway Annexations

| Road Name | Right of Way Owner | Maintenance Responsibility | Miles | Total Local Miles |
|---------------------|--------------------|----------------------------|----------|---|
| ALADDIN WAY | Local | City of Charles Town | 0.043365 | 8.52 |
| ALYSSA CT | Local | City of Charles Town | 0.086135 | |
| AUBREY CT | Local | City of Charles Town | 0.057803 | Total County Miles |
| BAILEY BROOKS WAY | Local | City of Charles Town | 0.084857 | 10.63 |
| BELVEDERE FARM LN | Local | Privately-Maintained | 0.204718 | |
| BUSH ALY | Local | Privately-Maintained | 0.155456 | Total WV HARP Miles |
| CASSILIS LN | Local | Privately-Maintained | 0.300528 | 0.37 |
| CHEVROLET DR | Local | Privately-Maintained | 0.20394 | |
| CLARENCE CT | Local | WVDOH | 0.06342 | Total WV Numbered Highway Miles |
| CROSSWINDS DR | Local | City of Charles Town | 0.71705 | 2.57 |
| DOGWOOD TREE CT | Local | | 0.049819 | |
| DON QUIXOTE DR | Local | City of Charles Town | 0.206577 | Total WV and US Numbered Highway Miles |
| FEDERAL WAY | Local | City of Charles Town | 0.081526 | 0.96 |
| FLEETWOOD LN | Local | Privately-Maintained | 0.332111 | |
| GARDEN PL | Local | Privately-Maintained | 0.121478 | Total WV Numbered Highway Miles |
| GENTLE BREEZE LN | Local | City of Charles Town | 0.126114 | 1.00 |
| GEORGE ST | Local | WVDOH | 0.34305 | |
| GIBSONTOWN RD | Local | Privately-Maintained | 0.287123 | City Maintained Miles |
| GUSTY CT | Local | City of Charles Town | 0.041192 | 4.03 |
| HALE RD | Local | Privately-Maintained | 0.099577 | |
| KILLIAN LN | Local | City of Charles Town | 0.340896 | Total Annexed Miles |
| MAGNUM CT | Local | City of Charles Town | 0.058568 | 24.06 |
| MONTE CARLO WAY | Local | City of Charles Town | 0.247264 | |
| MULBERRY ST | Local | Privately-Maintained | 0.043343 | |
| NEW OAK TREE CT | Local | Privately-Maintained | 0.120888 | |
| NEW PEACH TREE CT | Local | Privately-Maintained | 0.056253 | |
| NEW PEAR TREE CT | Local | Privately-Maintained | 0.079403 | |
| NEW PLUM TREE CT | Local | Privately-Maintained | 0.075357 | |
| NEW SYCAMORE CIR | Local | Privately-Maintained | 0.086068 | |
| OAKLAND TER | Local | City of Charles Town | 0.552557 | |
| OLD CAVE RD | Local | WVDOH | 0.431033 | |
| PANORAMA CT | Local | City of Charles Town | 0.107249 | |
| PLEASANT VALLEY DR | Local | City of Charles Town | 0.517409 | |
| PROSPECT AVE | Local | City of Charles Town | 0.0702 | |
| REBECCA WAY | Local | City of Charles Town | 0.059696 | |
| SAMUEL ST | Local | WVDOH | 0.100651 | |
| SOMERSET VILLAGE RD | Local | Privately-Maintained | 0.100785 | |
| SOUTHERLY LN | Local | Privately-Maintained | 0.576332 | |
| STEPHANIE WAY | Local | City of Charles Town | 0.240035 | |
| VICTORIA LN | Local | City of Charles Town | 0.207218 | |
| VINTON LN | Local | Privately-Maintained | 0.441627 | |
| WILLOW BROOK DR | Local | Privately-Maintained | 0.21882 | |
| WIND SHEAR DR | Local | City of Charles Town | 0.18576 | |

| Road Name | Right of Way Owner | Maintenance Responsibility | Miles |
|-----------------------|-----------------------------|-----------------------------------|--------------|
| Cattail Run Rd | WV County | WV DOH | 2.212906 |
| Citizens Way | WV County | WV DOH | 0.094134 |
| Euclid Ave | WV County | WV DOH | 0.516978 |
| Flowing Springs Road | WV County | WV DOH | 0.0879 |
| Hale & High St | WV County | WV DOH | 0.331429 |
| Hillside Dr | WV County | WV DOH | 0.350346 |
| Jefferson Ave (34) | WV County | WV DOH | 1.060129 |
| Kabletown Rd (25) | WV County | WV DOH | 0.445357 |
| Keys Ferry Rd (26) | WV County | WV DOH | 4.20919 |
| Marlowe Rd | WV County | WV DOH | 1.171251 |
| Prospect Ave | WV County | WV DOH | 0.0702 |
| Washington St (51) | WV County | WV DOH | 0.084176 |
| Louise Ct | WV Home Access Route (HARP) | WV DOH | 0.045664 |
| Margaret Ct | WV Home Access Route (HARP) | WV DOH | 0.054751 |
| Thomas Dr | WV Home Access Route (HARP) | WV DOH | 0.271993 |
| Charles Town Rd (115) | WV Numbered Highway | WV DOH | 0.41241 |
| Middleway Pike (51) | WV Numbered Highway | WV DOH | 0.049574 |
| WV9 | WV Numbered Highway | WV DOH | 2.109597 |
| US340/WV9 | WV and US Numbered Highway | WV DOH | 0.959827 |
| US340 | US Numbered Highway | WV DOH | 0.998083 |

CHARLES TOWN UGB

APPENDIX G

**Memo from Charles Town Utilities
Regarding Annexation Impacts**



Charles Town Utility Board

832 S. George Street, P.O. Box 359, Charles Town, WV 25414
Phone: (304) 725-2316 ♦ Fax: (304) 725-4313 ♦ Web: www.cnbwy.com

MEMORANDUM

TO: Mayor Peggy Smith
Charles Town City Council
City Manager David Mills

FROM: Jane Arnett, Utility Manager *JEa*

DATE: March 17, 2017

SUBJECT: Impact on Charles Town Utilities from Potential UGB Annexations

CHAIRMAN
*Dave
Mills*

UTILITY
BOARD

*Pete
Kubic*

*Charles W.
Kline*

*Tammy
Stocks*

*Kristen
Stodolner*

UTILITY
MANAGER
*Jane E.
Arnett*

This memorandum responds to the letter from City Manager David Mills requesting an assessment of whether or how an annexation of 2,602 acres of properties in targeted areas within the Charles Town Urban Growth Boundary (UGB) would impact wastewater or drinking water utilities provided by Charles Town Utilities.

In summary, Charles Town Utilities does not expect any changes or impacts to utilities services resulting from the proposed UGB annexations. In many areas, Charles Town Utilities is already providing utility services to these areas. In areas not currently served by Charles Town Utilities, particularly privately-owned subdivisions, the private owners or homeowners associations could voluntarily request sewer or water utilities services through a Capacity Assurance Agreement or Alternate Mainline Extension Agreement with Charles Town Utilities.

The Charles Town Urban Growth Boundary affirmed by Jefferson County in 2014 coincides with a Charles Town Drinking Water Service map drafted by contracted engineers for the City of Charles Town in the late 1990's to delineate areas in and around the city where utility services made sense from technical, cost-benefit, and policy considerations. See that attached Charles Town Water Services map.

With respect to wastewater services, Charles Town Utilities has long provided sewer services via agreements with developers who annexed properties into the City of Charles Town through voluntary annexations by petition, such as at Huntfield.

Therefore, over a period of approximately 20 years, the City of Charles Town and Charles Town Utilities has gradually planned and provided drinking water and sewer services to an increasing portion of the properties in and around Charles Town's city limits, in the Urban Growth Boundary. In any areas now proposed for UGB annexation by the city which already receive water or sewer services, the annexations will not, in and of themselves, have any impacts on Charles Town Utilities, its capacity to service, or its costs/benefits.

In areas within the UGB annexations where properties are not served by Charles Town Utilities currently, there are the following potential scenarios:

- 1.) **New Developments:** Any new developments in the Charles Town City limits would be required to utilize public sewer and water.
- 2.) **Voluntary Requests for Services:** The private owner of the business or subdivision, or the homeowners association from a particular subdivision, could voluntarily petition Charles Town Utilities to provide drinking water and/or sewer. Those services could be provided, assuming Charles Town Utilities finds such service technically and financially feasible, by a Capacity Assurance Agreement or Mainline Extension Agreement. Under this situation, the costs of providing the utility services, including capital costs and service costs, would be borne by the ratepayers within that subdivision served, per the Agreement. This scenario is what took place with respect to Huntfield, and Tuscawilla Hills (which of course is not in the city limits, and is not proposed for annexation now). With respect to drinking water, Charles Town Utilities cannot under state law, and would not expect to force any property owner to connect to public drinking water services, except by voluntary agreement.
- 3.) **Septic Systems:** Charles Town Utilities does not believe that any areas targeted for UGB annexations have septic systems or individual property tanks for wastewater, except for Schaeffer's Crossroads. If there were such cases, Charles Town Utilities would incorporate such properties into the public sewer system using a gravity line system which would be built at the Utility's cost. This is required under Charles Town ordinance.

Then, under State law authority, Charles Town Utilities would compel such properties to connect to, utilize, and pay for public sewer services. If the property owner refuses to utilize public sewer services, the Charles Town Utilities Board has the legal authority under state law to bill such customers for service; the Board has never take such actions previously. If the property is not feasible to serve via gravity lines, the property owner can decline public sewer services. It is possible that the costs to Charles Town Utilities for such gravity line extensions could result in rate increases for the entire customer base, but that depends on the situation and cannot be determined now.

Charles Town Utilities also wishes to explain here that the proposed UGB annexations are not driving the potential for City-County public sewer consolidation, and nor is the consideration of City-County public sewer consolidation driving the idea for annexing. These are not connected to each other, but independent efforts each based on their own considerations of technical, cost/benefit, and quality of life factors. At the same time, the annexation of properties by the City within the Urban Growth Boundary, and a filling in of the gaps and holes in current city jurisdiction, is not inconsistent with the idea of sewer consolidation.

CHARLES TOWN UGB

APPENDIX H

**Memo from Citizens Fire Chief
Regarding Annexation Impacts**

Citizens Fire Company
245 Citizens Way
Charles Town, WV 25414
(304) 725-2814

"Protecting the History of Charles Town Since 1884"

Mr. Mills,

In response to your questions regarding the proposed annexation by the City of Charles Town of properties indicated in the memo and map provided.

Question 1 *Will such annexation of property impact your capacities and abilities to provide fire and rescue services to the community, in a manner that is equally adequate and effective as the services you are providing now? What impacts?*

Citizens Fire Company is presently serving these areas under a mutual aid agreement with Jefferson County. There is no anticipated impact to our capacities and abilities to provide fire and rescue services resulting from the annexation.

Question 2 *Do you project the need for any additional personnel, operational, capital, equipment or other additions to your department in order to be able to provide service that is equally adequate and effective as the service you are providing now? Can you provide approximate cost estimates for the needs for any additional capital or operating needs? Please consider only needs created by the annexations, not needs that might be current or projected based on the services Citizens seeks to provide to the community, regardless of the annexations.*

There are no anticipated additions that result directly from the annexation.

Question 3 *Do you project any positive impacts on your abilities to provide fire protection services under this UGB annexation scenario, such as through more efficient or manageable provision of services over these areas.*

There is a possibility that snow removal and access for emergency vehicles may improve during inclement weather. Additionally, any support that fire/EMS requires from law enforcement agencies may receive a more effective/timely response from Charles Town Police Department resources.

Question 4 *Do you believe that the changes in municipal boundaries via such UGB annexations would have any impact on fire insurance rates at any properties? If any, please describe.*

The current Insurance Services Organization (ISO) rating for the city and areas served by fire hydrants is a Class 5. If the annexed area is currently served by Charles Town Utilities, then I anticipate no negative impact to the ISO rating. The rural areas (properties that are beyond 1,000 ft from a hydrant but within 5 miles of a recognized fire station) are rated ISO Class 9.

Citizens Fire Company
245 Citizens Way
Charles Town, WV 25414
(304) 725-2814

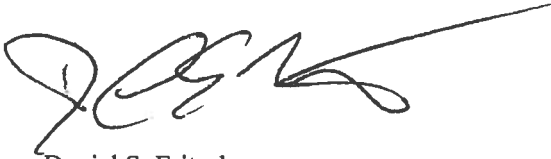
"Protecting the History of Charles Town Since 1884"

Questions 5 *Are there any other impacts, factors or issues that the City of Charles Town should consider?*

I have some concerns about the ability to service and inspect our water supply system. The current ISO credit for Water Supply was rated during and ISO review on July 10, 2012 is 23.96 points. The total available points for Water Supply is 40 points. I would encourage the City of Charles Town to establish a plan to develop our water supply system that includes all of the properties being annexed and to ensure that the water supply system can be maintained, tested and inspected per the National Fire Protection Agency (NFPA) and to partner with the local fire departments to achieve a improved ISO rating.

It's been my experience that the City of Charles Town has a very efficient process for addressing vacant structures. I'm certain that any vacant properties within the annexation areas will now fall under the authority of the city's process and not the counties. This will provide a positive impact for Fire and EMS responders with regards to life safety.

Please contact me if you have any additional questions or concerns regarding fire and life safety pertaining to the annexation plan.



Daniel S. Fritsch
Fire Chief
Citizens Fire Company

CHARLES TOWN UGB

APPENDIX I

**Charles Town Business & Occupation
Tax Rate Chart**

City of Charles Town Business & Occupation tax rates

| Business Classification | Rate Per \$100 |
|--|-----------------------|
| 1) Gross Sales Value Manufactured Products | 0.18 |
| 2) Gross Sales of Retailers & Others | 0.05 |
| 3) Gross Sales of Wholesalers | 0.05 |
| 4) Gross Sales Small Loans, Industrial Loans | 0.23 |
| 5) Gross Sales Public Service or Utility Business: | |
| a)--- Electric Light & Power Companies (Domestic & Commercial Use) | 4.00 |
| b)---Electric Light & Power Companies (Other Purposes) | 3.00 |
| c)---Natural Gas Companies | 3.00 |
| d)---All Other public service or utility business | 2.00 |
| 6) Gross Sales Contracting Business | 2.00 |
| 7) Gross Sales Amusement Business | 0.14 |
| 8) Gross Sales Service Business or Callings | 0.23 |
| 9) Gross Sales - Rents, Royalties, etc. | 0.30 |
| 10) Gross Sales - Banking and Other Financial | 0.23 |

CHARLES TOWN UGB

APPENDIX J

**Suggested publication and posting notices
for Jefferson County**

NOTICE OF PUBLIC MEETING TO BE HELD REGARDING CITY OF CHARLES TOWN
APPLICATION TO THE JEFFERSON COUNTY COMMISSION OF INTENT TO ANNEX
PROPERTIES IN THE CHARLES TOWN URBAN GROWTH BOUNDARY

The County Commission of Jefferson County will hold a session on Thursday, May 4, 2017 at 2:00 p.m. in the County Commission Meeting Room located at the Old Charles Town Library Meeting Room, 200 E. Washington Street, Charles Town, WV 25414.

The purpose of the meeting is to take public input on the City of Charles Town application to annex 922 properties into the City limits, from within the current Charles Town Urban Growth Boundary; and to make a determination and take a vote on whether the Charles Town application will be granted pursuant to W.V. State Code Section 8-6-4a.

The City of Charles Town intends to annex 922 properties comprising 2,601.83 acres including parts or all of 63 streets, roads and highways in the Charles Town Urban Growth Boundary. Charles Town's application states that the City intends to provide police and municipal services within these annexed territories at the level and quality of the services already provided to current City residents, businesses and property owners. Charles Town projects it will spend as much as an additional \$366,000 annually for additional police officers, equipment and vehicles; additional public works and maintenance staff and equipment; and additional personnel in the Department of Community Planning & Development for code enforcement and other functions.

The City of Charles Town plans to hold a public meeting on Thursday, April 24, 2017 at 6PM at the Wright Denny School auditorium at 209 W. Congress Street in Charles Town. The Jefferson County Commission will hold an official public hearing in advance of a determination and vote on the City's annexation application on Thursday, May 4, 2017 at 2PM in the Old Charles Town Library Meeting Room at 200 E. Washington Street

A copy of the Charles Town Application for UGB Annexations can be obtained at the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV or on the County website at www.jeffersoncounty.org.

The public and potentially affected parties are invited to attend.

By order of the County Commission of Jefferson County
Peter Onoszko, President

CHARLES TOWN UGB

APPENDIX K

Charles Town Public Notice Flier



CHARLES TOWN

NEW HORIZONS INITIATIVE

Plan for Land Annexations in the Urban Growth Boundary to Support Quality Growth, Efficient Government & Economic Revitalization

The City of Charles Town is moving forward on an initiative to annex certain properties within the Charles Town “Urban Growth Boundary” (UGB) to support orderly and well-managed future growth, pro-active economic development and infrastructure investments, stable public revenues, and more efficient and effective municipal services. Today, the Charles Town city limits look like “swiss cheese”, and this UGB annexation effort will help Charles Town set reasonable and effective city limits. Charles Town is confident that this UGB approach can help the community reach new horizons for quality of life and a prosperous economy. This briefing sheet provides information on the “Charles Town New Horizons” initiative, and more is available at www.CharlesTownWV.us. **The city invites you to a public meeting to discuss this initiative on Monday, April 24 at 6PM at the Wright-Denny auditorium at 209 West Congress Street in Charles Town.**

BACKGROUND ON LOCAL LAND USE MANAGEMENT

- 1.) **Charles Town Establishes Urban Growth Boundary:** In 2003, the City of Charles Town established a UGB to identify logical, well-planned boundaries for future growth, investment, and municipal services in the areas in and around the Charles Town corporate boundaries. The City of Ranson did the same.
- 2.) **Jefferson County Affirms UGB:** In 2010 and then again in 2014-2015, Jefferson County affirmed the Charles Town-Ranson UGBs in the “Envision Jefferson 2035” Comprehensive Plan and new Jefferson County Zoning Map. www.jeffersoncountywv.org/county-government/departments/planning-and-zoning-department/envision-jefferson-2035-comprehensive-plan.
- 3.) **Annexations:** West Virginia state law at Section 8-6-4a allows municipalities to annex lands outside its current corporate boundaries using several methods. Cities with urban growth boundaries adopted in the county zoning ordinance (such as Charles Town) can conduct “Annexation by Boundary Adjustment” within the UGB. Such UGB annexations can be done without permission from property owners/users who are annexed, or from the County Commission.

CHARLES TOWN PLAN FOR ANNEXATIONS

The City of Charles Town is now moving forward on an initiative to annex 2,602-acres containing 922 properties including more than 800 residences and 38 commercial businesses, along with responsibility for 4.03 miles of additional local roads. These annexations will focus on targeted areas within the Urban Growth Boundary including the following (see attached map):

- (a) lands along Route 340, generally on its south side, from approximately Jefferson Avenue to Marlowe Road, extending south to the new Route 9 corridor;
- (b) lands along both sides of Jefferson Avenue;
- (c) pockets of unincorporated land on Charles Town’s west end extending to the Norfolk-Southern rail line; and
- (d) lands on both sides of Old Route 340 between Sav-a-Lot in downtown and the Huntfield community.

Charles Town will move forward on these annexations over March-May 2017.

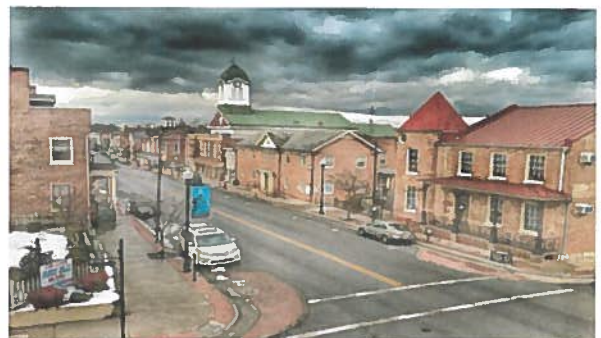
RATIONALE & BENEFITS OF UGB ANNEXATIONS

- **Well-managed & orderly growth** in areas already part of the core Charles Town community, in ways consistent with Charles Town’s comprehensive plan, community values & future vision
 - Zoning & land uses can remain same in density & intensity as pre-annexation, and vested rights will be honored
- Enhanced policing, public works, municipal services & traffic control for better **public safety & services**. Based on data-driven analysis, the City has determined that policing, public works, maintenance services, water, sewer, fire, emergency services and other public services will not be negatively impacted either in the existing city limits, or the newly annexed areas. Indeed, the City anticipates improved & enhanced services for the new areas. The City projects an increased annual cost of approximately \$366,000 annually to expand personnel, equipment and capital at the Charles Town Police Department, the Charles Town Public Works/Maintenance Department, and the Charles Town Planning, Zoning, Code, and Permitting Department. These expanded costs will be more than offset by enhanced municipal revenues.
- Pro-active **economic development** in key corridors and focus areas
- **Revenues** that support progress for core community
 - No significant loss of revenues to County; indeed, UGB strategy can reduce County costs and promote overall government efficiencies
- \$589,000 in net revenues from property, sales, hotel-motel and B&O taxes & municipal fees **reinvested** in infrastructure, community amenities, and higher quality of life for local citizens & businesses

PROCESS FOR CHARLES TOWN ANNEXATIONS / MORE INFO

- **March 20:** Charles Town City Council commences annexation initiative after 6 months of preparation
- **April 6:** Charles Town presents to County Commission April, requests determination that annexation packet complies, requests additional City-Council engagement
- **Weeks of April 10:** County notice out; Charles Town sends public info flier, posts information on www.CharlesTownwv.us
- **April 24:** Charles Town holds public meeting, 6PM in the Wright-Denny School auditorium at 209 W. Congress Street
- **May 4:** City requests County public hearing on, and requested affirmation of, UGB annexations
- **May 8 & 22:** Charles Town ordinance readings putting annexations into effect

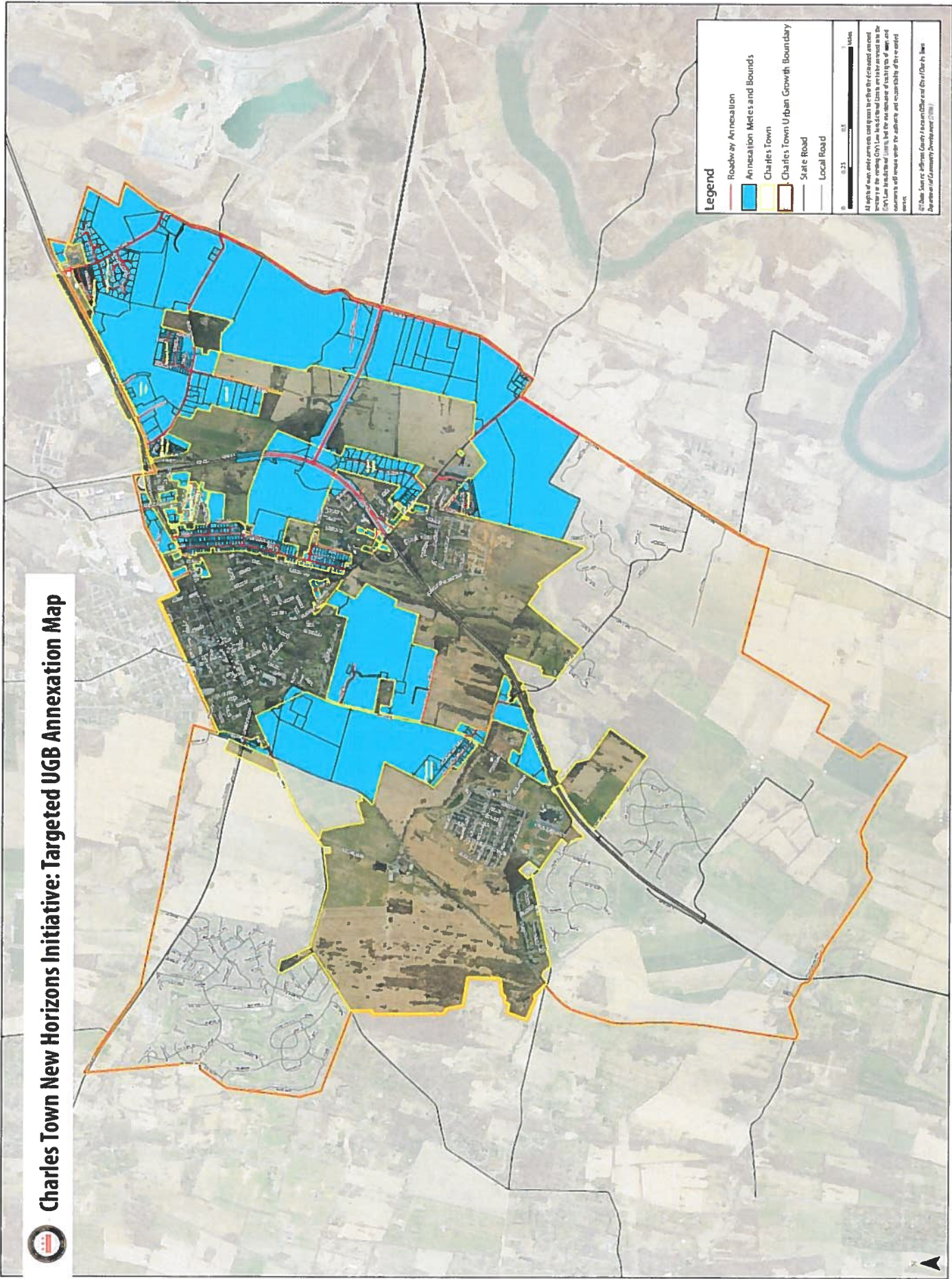
See www.CharlesTownWV.us and click the “Urban Growth Boundary Info” tab on the left side for maps, a list of the properties to be annexed, the City of Charles Town’s application to Jefferson County for the annexations, and other materials.



For more information, contact the City of Charles Town at 304.725.2311, x0



Charles Town New Horizons Initiative: Targeted UGB Annexation Map



CHARLES TOWN UGB

APPENDIX L

**Powerpoint to be posted by City of
Charles Town for Public Information**

Charles Town New Horizon UGB Plan



How the City of Charles Town plan to annex lands within its Urban Growth Boundary will improve the community

Overview of Presentation

- * Charles Town vision and plan for community improvement
- * Background on Urban Growth Boundary (UGB)
- * Background on Municipal Annexation
 - * Annexation by UGB minor boundary adjustment
 - * Role of Jefferson County Commission
- * Charles Town's plan for annexations by UGB adjustments
- * Justification for, and benefits from, Charles Town UGB plan
- * Process
- * For more info

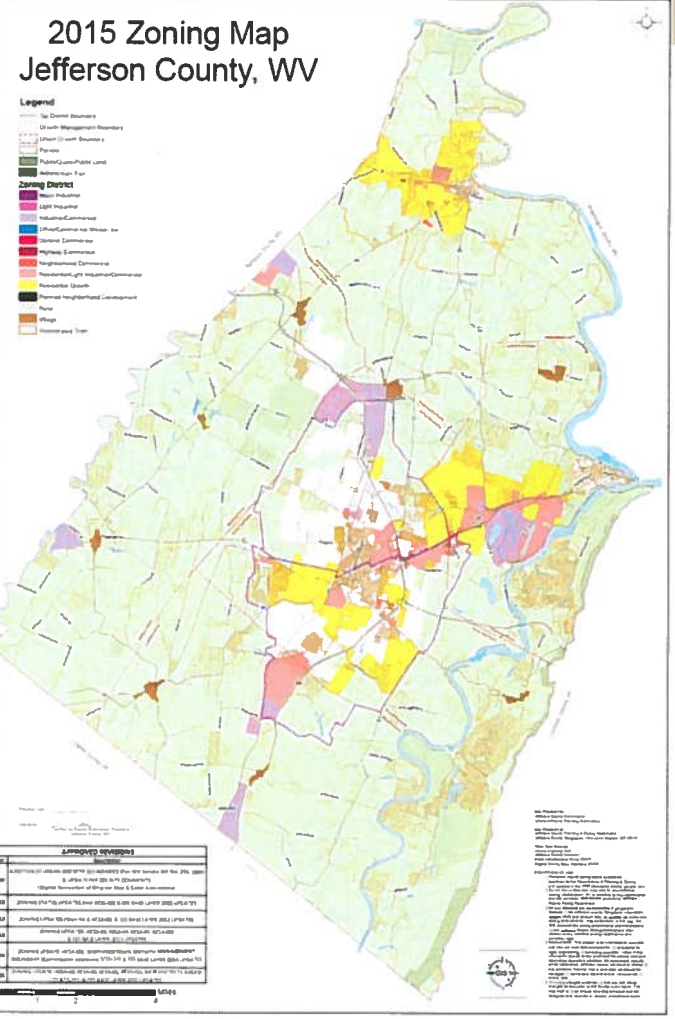
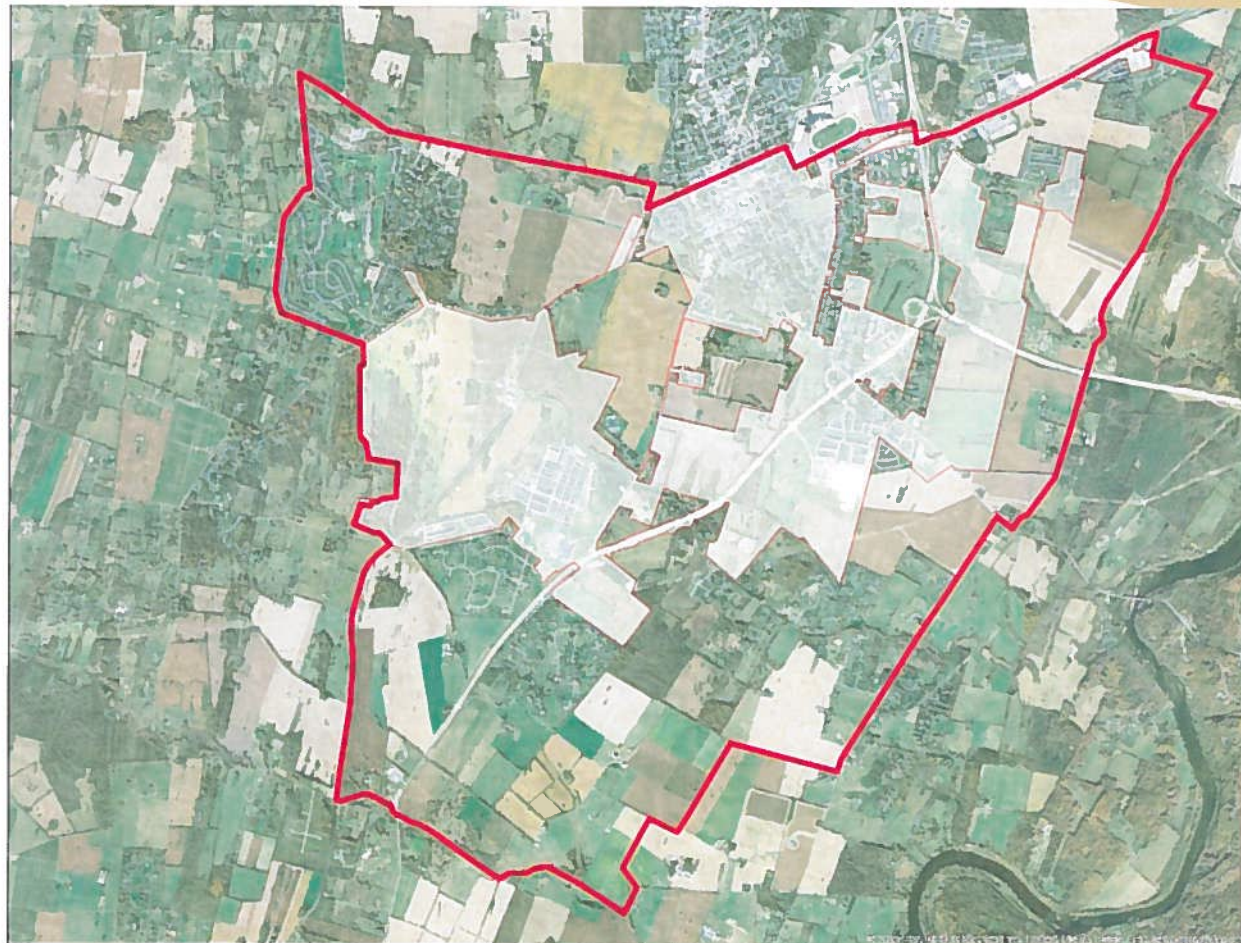
Charles Town Vision & Plan for Quality Growth & Community Improvement

- * Focus **well-planned growth & infrastructure investment** in & around core communities of Charles Town-Ranson
- * **Revitalize the core** of the community with a thriving downtown, vibrant commercial corridors, high quality neighborhoods, and community investments
- * **Improve government efficiencies & reduce costs** by avoiding “swiss cheese” jurisdictional boundaries
- * Provide a **high level & quality of police and municipal services** to all residents and businesses in Charles Town
- * Improve the core community and provide **benefits to all** – inside the city, for surrounding communities, and for Jefferson County

Urban Growth Boundary

- * **Purposes of an Urban Growth Boundary** – UGBs are to foster investment in the urban core, avoid scattered and sprawling development in agricultural and green space areas, and minimize conflicts between urban and rural areas. UGBs are used in Virginia, Tennessee, Texas, Oregon, Minnesota, Florida, Washington, California, and other states. See for example Lexington KY, Virginia Beach VA, Memphis TN, and Minneapolis-St. Paul.
- * **Charles Town UGB** – In 2003, the City of Charles Town established a UGB to identify logical, well-planned boundaries for future growth, investment, and municipal services in the areas in and around the Charles Town corporate boundaries. The City of Ranson did the same.
- * **Affirmed by Jefferson County** – In 2010 and again in 2014-2015, Jefferson County affirmed the Charles Town-Ranson UGBs in the “Envision Jefferson 2035” Comprehensive Plan and new Jefferson County Zoning Map.

Charles Town UGB



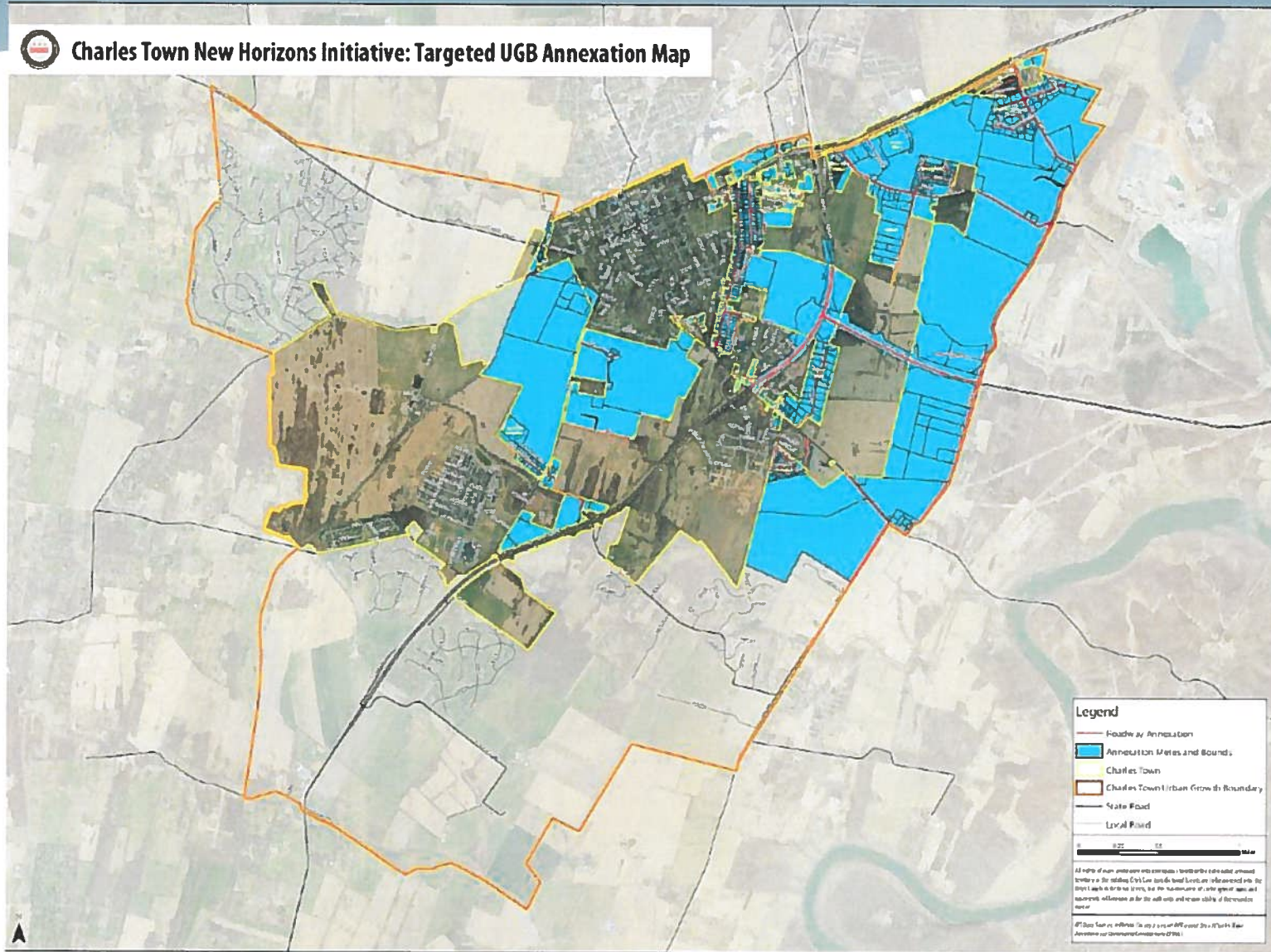
WV Annexation Tools

- * WV code allows municipalities to annex additional territory, properties, and roads.
- * Annexation methods include:
 - **Annexation in UGBs (WV Code 8-6-4a):** Municipality may annex properties within UGB without permission of landowners, or agreement from county. Method of annexation is by “minor boundary adjustment” as provided in WV Code 8-6-5. Requires application to County Commission, showing (a) businesses located and persons living in additional territory (b) accurate map (c) statements regarding impacts on municipal services and municipal finances. County determines that city application meets requirements, publishes legal notice and public posting at least 14 days prior to hearing, conducts a public hearing, and makes a final determination that affirms the annexations
- * **Charles Town plans to use UGB annexations for targeted properties**

Charles Town Planned Annexations



Charles Town New Horizons Initiative: Targeted UGB Annexation Map



Charles Town Planned Annexations

Overall

- a. 2,602 acres
- b. 922 properties (609 single family, 199 townhouses, 5 mixed-use/apartments, 12 agricultural, 59 undeveloped parcels)
- c. 38 commercial properties
- d. Additional population of 2,174 (above 2015 Census baseline of 5,899)
- e. Projected gross revenue increase to city of \$955,000; annual net of \$589,000 after annual expenditure of \$366,000 for enhanced municipal services

Focus Areas

1. **Eastern 340 Corridor** from Jefferson Avenue to Marlow Road, south to New Route 9
2. **Augustine Avenue Corridor** between Sav-a-Lot and Huntfield
3. **West & East Unincorporated Neighborhood Pockets**

Charles Town New Horizon UGB – *Rationales & Benefits*

Key rationales for Charles Town to annex UGB areas include:

- **Well-managed & orderly growth** in areas already part of core Charles Town community, in ways consistent with Charles Town's comprehensive plan, community values & future vision
 - Zoning & land uses can remain same in density and intensity as pre-annexation, and vested property rights will be honored
- Enhanced policing, public works & traffic control for better **public safety & services**
- Pro-active **economic development** in key corridors and focus areas
- **Revenues** that support progress for core community
 - No significant loss of revenues to County; indeed, UGB strategy can reduce County costs and promote overall government efficiencies
- Revenues from municipal property, sales and B&O taxes & municipal fees in newly-annexed areas to be **reinvested** in infrastructure, community amenities, and higher quality of life for local citizens & businesses

UGB Annexation Process

- **March:** City meets with large property owners on annexations by petition
- **March 20:** Charles Town City Council affirms annexation plan and package
- **April 6:** Charles Town presents to County Commission April, requests determination that annexation application meets threshold requirements
- **Week of April 10:** County notices and postings out; Charles Town sends separate public info flier
- **April 24:** Charles Town holds public meeting
- **May 4:** County public hearing on, and affirmation of, UGB annexations
- **May 8 & 22:** Charles Town ordinance readings

For further information

- See www.CharlesTownWV.us for package of information and materials
- Call Charles Town Director of Community Development & Planning Seth Rivard at 304.725-2311, x0
- Charles Town is mailing a letter and informational flier to all property owners in the Urban Growth Boundary areas to be annexed
- Charles Town will hold a public meeting for input and discussion on April 24 at 6PM at the Wright-Denny School Auditorium at 209 W. Congress Street in Charles Town
- The County Commission will hear a presentation on UGB annexations on Thursday, April 6 at its regular Commission meeting at the Charles Town Library, and will hold a public hearing (Time TBD: requested to be May 4 by the City of Charles Town)

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nathan Cochran

Department or Entity: Prosecutor's Office

Estimation of amount of time needed for appointment: 45 minutes

Date Requested - 1st Choice: April 6, 2017

Date Requested - 2nd Choice: _____

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

subject: ① Renewal of police agreement between Bolivar & Sheriff's Dept.; ② Discussion of insurance & other legal issues concerning deceased persons; ③ Legal discussion of new lawsuit 17-F-63, & pas engagement of condit possible executive session; ④ Continued discussion regarding dissolution of PSD & assets; possible executive session; ⑤ Inform Commission of ~~_____~~
Please provide the County Commission with a description of your request or presentation, including any background information:

17-53 Lawsuit against Planning Dept.; possible executive session

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

Attachments:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 20, 2017, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - five (5) three-year terms ending April 5, 2020.

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

April 5th and April 12th

THANKS - JEFFERSON COUNTY COMMISSION



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning, and Zoning
Office of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

Phone: (304) 728-3228
Fax: (304) 728-8126

Email: planningdepartment@jeffersoncountywv.org

PRE-PROPOSAL CONFERENCE MEMORANDUM

Date: March 16, 2017
To: Jefferson County Parks & Recreation, Applicant
Attention: Ms. Jennifer Myers
Address: 235 Sam Michaels Lane; Shenandoah Junction, West Virginia 25442
From: Jennifer M. Brockman, AICP, County Planner
Subject: Non-Residential Minor Site Development

Received
March 15 2017
Jefferson County Commission

PPC Meeting Date: Wednesday, March 08, 2017 @ 10:00 a.m.

Meeting Attendees: Alexandra Beaulieu, Zoning Administrator; Jennilee Hartman, Zoning Clerk; Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Mike Monaghan, County Inspector; and, Jennifer Myers, Parks and Recreation Director and Tim Lykins, Park Manager.

Proposed Use: The proposed project consists of removing the existing 16' x 40' stage that is located within the special events field and the construction of a 3800 sq. ft. concrete stage at Sam Michael's Park, to be used seasonally from March – October, which will function as Phase 1 of the ultimate construction of a full amphitheater and related seating areas.

Location: 235 Sam Michaels Lane; Shenandoah Junction, West Virginia 25442

Parcel Information: District (02); Map: 3; Parcel: 12 ; Size: 137.86 acres
Deed Book: 494; Page: 157
Zone: Rural

Relevant Information:

- A registered West Virginia Engineer is required for design of the Site Plan.
- A registered West Virginia Architect is required for architectural plans. Jefferson County is currently using the 2015 IBC for architectural drawings.
- Contact information for government agencies who may require additional processing:
 - West Virginia Division of Highways (entrance permit): 304-725-5821
 - Jefferson County Health Department (well & septic): 304-728-8416
 - Office of Building Permits & Inspections: 304-725-2998
- Additional relevant information to consider includes: Sam Michaels Park has been developed over the past ten (10) years. A Master Plan was approved but has been amended through red-line revisions to meet applicable needs that have changed over time.

Meeting Summary:

Zoning - Land Use

- Per Section 4.10 of the Zoning Ordinance, a Site Plan is required. Submission requirements outlined below under the "Subdivision Regulations – Process" header.

- Article 11 requires 1 parking space per every 2 seats for a Theater, Auditorium, or Stadium. Applicant stated there are approximately 250 paved parking spaces currently on site as well as a large gravel and grass parking area.
 - If the number of required parking spaces cannot be provided, a variance before the Board of Zoning Appeals to reduce the number of required parking spaces may be requested. It appears there may be sufficient parking available if utilizing the gravel parking lot. In order to utilize the gravel parking lot as part of the required parking, a waiver before the Planning Commission is needed.
 - The Subdivision Regulations require non-residential parking to be paved. A waiver from the Parking Standards in the Subdivision Regulations, which requires paved parking to be utilized for non-residential site development, may be submitted before the Planning Commission to request permission to utilize the gravel parking area. See Appendix B, Section 2.5, and Sections 10.4 and 10.5.

Subdivision Regulations - Process

The proposed project meets Minor Site Development criteria for the first phase. The request to replace an existing 16'x40' stage with a 3800 sq. ft. concrete stage can be accomplished through a red-line revision to the original approved site plan which includes proposed phases which have never been constructed, provided that documentation is submitted which verifies that the existing storm sewer facilities and parking facilities meet the requirements of the proposed use. Note that when the future building area is exhausted, the site will need to meet the current subdivision regulation.

Full build-out will require a Concept Plan, which the applicant can choose to do at this time.

Building Permits

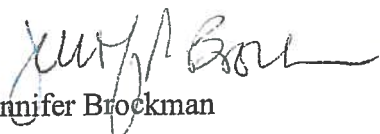
A Building Permit will be required. The applicant shall submit plans designed by an architect and/or a structural engineer for Building Department review and approval. Structure shall meet exposure factors for winds and address relevant local snow load factors.

Conclusion:

Per Section 4.10 of the Zoning Ordinance, the ILP Ordinance, and the Subdivision Regulations, the full proposal requires processing a Concept Plan and a minor site plan. However, the applicant may process a red-lined revision to the previously approved Site Plan provided the proposed square footage of the construction does not exceed the approved square footage on the site plan. Any further development beyond the previously approved square footage will be required to process under the land development regulations at the time of submission. Building permits must be obtained prior to construction and any appropriate approvals from all Local, State, and Federal Agencies are necessary prior to the issuance of a Zoning Certificate.

Be advised that the purpose of this memo is informational and is only intended to provide general guidance.

Sincerely,



Jennifer Brockman
County Planner

JB/clc

cc:

Jefferson County Commission
P.O. Box 250
Charles Town, West Virginia 25414

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

| Week Ending Date | FY17 |
|---|-------------------------------|
| | March 25, 2017 |
| To be Deposited on: | March 31, 2017 |
| Amount Played | \$ 59,855,975.68 |
| Amount Won | 53,708,116.74 |
| Amount Promo | 461,444.00 |
| MWAP Contribution | - |
| Adjusted Gross Terminal Revenue | <u>5,686,414.94</u> |
| Administrative Costs @ 4% | - |
| Excess Lottery Fund @ 4% | <u>227,456.60</u> |
| Net Terminal Revenue | <u>5,458,958.34</u> |
| Surcharge @ 10% | 545,895.85 |
| State Share Excess @ 58% & 10% of 42% | 339,547.22 |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>206,348.63</u> |
| <i>Track Share of Capital Reinvestment @ 96%</i> | <i>198,094.68</i> |
| <i>Track Share of Capital Reinvestment @ 4%</i> | <i>8,253.95</i> |
| Adjusted Net Terminal Revenue | <u>4,913,062.49</u> |
| Racetrack @ 46.50% / 42% | 2,063,486.25 |
| Lottery Fund @ 30% / 0% | - |
| Excess Lottery Fund @ 0% / 41% | 2,014,355.65 |
| Excess Lottery Fund @ 12.85% / 9.55% | 469,197.45 |
| Race Track Purses @ 90% of 7% / 4% | 176,870.25 |
| Employee Pension Fund @ 1% / .5% | 24,565.31 |
| Greyhound Development @ 90% of .75% | 33,163.17 |
| Thoroughbred Development @ 90% of .75% | 33,163.17 |
| County/Municipality @ 2% | <u>98,261.24</u> |
| | <u>\$ 4,913,062.49</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 | 4,268.39 | 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 |
| 12/24/16 | 80,444.92 | 40,222.46 | 40,222.46 | 3,189.64 | 16,048.76 | 872.83 | 13,546.92 | 6,564.31 |
| 12/31/16 | 121,307.80 | 60,653.90 | 60,653.90 | 4,809.85 | 24,200.91 | 1,316.19 | 20,428.23 | 9,898.72 |
| 01/07/17 | 85,269.00 | 42,634.50 | 42,634.50 | 3,380.92 | 17,011.16 | 925.17 | 14,359.30 | 6,957.95 |
| 01/14/17 | 75,502.36 | 37,751.18 | 37,751.18 | 2,993.67 | 15,062.72 | 819.20 | 12,714.60 | 6,160.99 |
| 01/21/17 | 93,741.16 | 46,870.58 | 46,870.58 | 3,716.84 | 18,701.36 | 1,017.09 | 15,786.01 | 7,649.28 |
| 01/28/17 | 81,385.92 | 40,692.96 | 40,692.96 | 3,226.95 | 16,236.49 | 883.04 | 13,705.39 | 6,641.09 |
| 02/04/17 | 88,554.20 | 44,277.10 | 44,277.10 | 3,511.18 | 17,666.56 | 960.81 | 14,912.53 | 7,226.02 |
| 02/11/17 | 85,028.56 | 42,514.28 | 42,514.28 | 3,371.38 | 16,963.20 | 922.56 | 14,318.81 | 6,938.33 |
| 02/18/17 | 96,173.60 | 48,086.80 | 48,086.80 | 3,813.28 | 19,186.63 | 1,043.49 | 16,195.63 | 7,847.77 |
| 02/25/17 | 110,730.04 | 55,365.02 | 55,365.02 | 4,390.45 | 22,090.64 | 1,201.42 | 18,646.94 | 9,035.57 |
| 03/04/17 | 95,762.48 | 47,881.24 | 47,881.24 | 3,796.98 | 19,104.62 | 1,039.02 | 16,126.40 | 7,814.22 |
| 03/11/17 | 92,549.16 | 46,274.58 | 46,274.58 | 3,669.57 | 18,463.56 | 1,004.16 | 15,585.28 | 7,552.01 |
| 03/18/17 | 87,919.56 | 43,959.78 | 43,959.78 | 3,486.01 | 17,539.95 | 953.93 | 14,805.65 | 7,174.24 |
| 03/25/17 | 98,261.24 | 49,130.62 | 49,130.62 | 3,896.06 | 19,603.12 | 1,066.13 | 16,547.19 | 8,018.12 |
| Subtotal | \$ 3,883,417.80 | \$ 2,397,740.64 | \$ 1,485,677.16 | \$ 117,814.18 | \$ 592,785.17 | \$ 32,239.21 | \$ 500,376.06 | \$ 242,462.54 |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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 | 12/24/2016 | 40,222.46 |
| 1/5/2013 | 71,673.52 | 1/4/2014 | 62,963.88 | 1/3/2015 | 68,277.28 | 1/2/2016 | 74,963.14 | 12/31/2016 | 60,653.90 |
| 1/12/2013 | 50,416.30 | 1/11/2014 | 37,935.94 | 1/10/2015 | 37,099.34 | 1/9/2016 | 41,474.24 | 1/7/2017 | 42,634.50 |
| 1/19/2013 | 51,211.88 | 1/18/2014 | 49,418.64 | 1/17/2015 | 43,217.36 | 1/16/2016 | 43,455.58 | 1/14/2017 | 37,751.18 |
| 1/26/2013 | 46,966.26 | 1/25/2014 | 42,720.80 | 1/24/2015 | 41,212.80 | 1/23/2016 | 25,025.40 | 1/21/2017 | 46,870.58 |
| 2/2/2013 | 52,067.92 | 2/1/2014 | 47,681.60 | 1/31/2015 | 42,783.32 | 1/30/2016 | 36,805.26 | 1/28/2017 | 40,692.96 |
| 2/9/2013 | 52,222.20 | 2/8/2014 | 45,434.52 | 2/7/2015 | 47,859.18 | 2/4/2016 | 51,695.74 | 2/4/2017 | 44,277.10 |
| 2/16/2013 | 64,243.52 | 2/15/2014 | 41,076.08 | 2/14/2015 | 48,131.08 | 2/13/2016 | 44,941.78 | 2/11/2017 | 42,514.28 |
| 2/23/2013 | 64,115.70 | 2/22/2014 | 61,523.98 | 2/21/2015 | 37,610.66 | 2/20/2016 | 50,505.40 | 2/18/2017 | 48,086.80 |
| 3/2/2013 | 62,602.74 | 3/1/2014 | 57,744.78 | 2/28/2015 | 56,982.14 | 2/27/2016 | 52,426.86 | 2/25/2017 | 55,365.02 |
| 3/9/2013 | 59,213.26 | 3/8/2014 | 50,439.94 | 3/7/2015 | 43,750.42 | 3/5/2016 | 53,474.66 | 3/4/2017 | 47,881.24 |
| 3/16/2013 | 62,366.36 | 3/15/2014 | 54,414.66 | 3/14/2015 | 55,096.66 | 3/12/2016 | 51,447.02 | 3/11/2017 | 46,274.58 |
| 3/23/2013 | 59,841.02 | 3/22/2014 | 50,734.62 | 3/21/2015 | 53,081.08 | 3/19/2016 | 50,356.80 | 3/18/2017 | 43,959.78 |
| 3/30/2013 | 57,567.98 | 3/29/2014 | 51,174.60 | 3/28/2015 | 50,548.88 | 3/26/2016 | 52,217.46 | 3/25/2017 | 49,130.62 |
| 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

2,397,740.64

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 | December, 2016 | 59,508.00 |
| January, 2015 | 73,346.66 | January, 2016 | 67,545.11 | January, 2017 | 63,836.29 |
| February, 2015 | 66,262.78 | February, 2016 | 65,518.59 | February, 2017 | 51,478.72 |
| 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 | 507,398.16 |

Table Game Revenue Distribution - Jefferson County School Board

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

| <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|------------------------|---------------------|------------------------|---------------------|
| 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 | December, 2016 | 178,524.00 |
| January, 2016 | 202,635.33 | January, 2017 | 191,508.87 |
| February, 2016 | 196,555.77 | February, 2017 | 154,436.16 |
| 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 | 1,522,194.48 |