

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2018
THURSDAY, FEBRUARY 1, 2018
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

- January 18, 2018

APPROVAL OF PURCHASE ORDERS

- February 1, 2018

APPROVAL OF ACCOUNTS PAYABLE

- January 25, 2018
- February 1, 2018

APPROVAL OF MANUAL CHECKS

- January 26, 2018
- February 2, 2018

APPROVAL OF PAYROLL

- January 25, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Pete Dougherty, Sheriff
 - Review and sign Cooperative Law Enforcement Agreement with Harpers Ferry Job Corps - Discussion/Action
 - Approval of full-time and part-time bailiffs - Discussion/Action
2. 10:00 a.m. Summit Point Ventures LLC/Chad Wallen of Gordon
 - Request to accept zoning map amendment, refer to Planning Commission for review of Comprehensive Plan consistency, and schedule a public hearing before the County Commission - Discussion/Action
3. 10:15 a.m. Eric and Linda Pritchard
 - Endorsement of Senate Bill 242 - Require health insurance providers to provide coverage for long-term antibiotic therapy patients with Lyme Disease - Discussion/Action
4. 10:30 a.m.
 - Interviews/Appointments to the Eastern Panhandle Transit Authority Board - One 3-year term ending January 31, 2021 - Discussion/Action
 - Interviews/Appointments to the North Regional EMS, Inc. Board - One unexpired term ending October 31, 2019 - Discussion/Action
 - Interviews/Appointments to the Jefferson County Emergency Services Agency Board - One unexpired term for Citizen Representative, ending June 30, 2019 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Roger Goodwin, Engineering, Planning & Zoning
 - Partial Bond release for Arcland Property Company, LLC - Waffle House (File #S17-02) - Discussion/Action
7. 11:15 a.m. Stephen S. Allen, Director - Jefferson County Homeland Security and Emergency Management
 - Request approval on recommendation of successful bidder for Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update - Discussion/Action
8. 11:30 a.m. Bill Polk, Maintenance Department
 - Approval of Employment - Custodial/Janitorial position - Discussion/Action
 - Approval of Judicial Elevator Upgrade proposal from Kone Elevators - Discussion/Action

9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action - Possible Executive Session
- Report regarding ambulance fee donations - Discussion/Action
- Security issues for Hunter House - Discussion/Action - Possible Executive Session
- FLSA issues regarding ESA Employees - Discussion/Action - Possible Executive Session
- Renewal of Comcast franchise agreement and related issues - Discussion/Action
Possible Executive Session

UNFINISHED BUSINESS

10. 911 Center Outage - Discussion/Action - Possible Executive Session
11. Discuss County Courthouse conditions and issues that need to be addressed - Discussion/Action - Possible Executive Session

NEW BUSINESS

12. Legislative Issues
13. Decision - Proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01 - Public Hearing held January 18, 2018 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. 12:15 p.m. **BREAK FOR LUNCH**

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

15. 1:30 p.m. Board of Review and Equalization
Location: Jefferson County Courthouse
100 East Washington Street, Charles Town, WV
16. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Commission offices will be closed on Monday February 19th, 2018 in observance of Presidents' day.

Notice of Budget Forum - February 6, 2018.

Notice of Budget Work Sessions.

Notice of Public Hearing - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance - File #ZTA16-02 - February 15, 2018 @ 1:30 p.m.

Notice of Public Hearing - proposed text amendment to the Jefferson County Zoning and Land Development Ordinance - File #ZTA17-03 - February 15, 2018 @ 2:30 p.m.

Board of Review and Equalization - Notice.

WV Lottery Weekly Settlement for Charles Town - week ending January 6, 2018.

WV Lottery Weekly Settlement for Charles Town - week ending January 13, 2018.

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.

Minutes

Jefferson County Commission

Thursday, January 18, 2018

A meeting of the Jefferson County Commission was held on Thursday, January 18, 2018 during the first quarterly session 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 Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 18, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the January 4, 2018 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Onoszko to approve the Purchase Orders for January 18, 2018 to include Purchase Order Nos. 48579 and 48580 in the amount of \$55,225.02. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Onoszko to approve the Payroll for January 11, 2018 in the amount of \$253,671.48. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Onoszko to ratify the vote taken January 4, 2018 to approve the Accounts Payable for December 21, 2017. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079504	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,357.31	\$ 1,357.31
079505	406	ANGELA L BANKS		\$ -	\$ 91.00	\$ 91.00
079506	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079507	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079508	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079509	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079510	425	CITY OF CHARLES TOWN		\$ -	\$ 40.00	\$ 40.00
079511	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079512	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079512	425	J.C.EHRLICH		\$ -	\$ 639.00	\$ 639.00
079513	P/R DED	TODD FAGAN		\$ -	\$ 2,250.00	\$ 2,250.00
079514	717	GUTTMAN OIL CO		\$ -	\$ 3,195.91	\$ 3,195.91
079514	717	GUTTMAN OIL CO		\$ -	\$ 3,045.96	\$ 3,045.96
079514	717	GUTTMAN OIL CO		\$ -	\$ 2,935.52	\$ 2,935.52
079514	717	GUTTMAN OIL CO		\$ -	\$ 2,840.34	\$ 2,840.34
079515	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,009.84	\$ 2,009.84
079516	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,260.00	\$ 5,260.00
079517	P/R DED	VICTOR C LUPIS III		\$ -	\$ 2,250.00	\$ 2,250.00
079518	440	MICHAEL MONAGHAN		\$ -	\$ 108.80	\$ 108.80
079519	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079520	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079521	401	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
079522	ALLOC	JEFF CO PARKS &		\$ -	\$ 30,565.71	\$ 30,565.71
079523	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
079523	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
079523	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
079523	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,085.30	\$ 47,085.30

079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,011.88	\$ 11,011.88
079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,199.84	\$ 45,199.84
079525	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,653.38	\$ 9,653.38
079525	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,837.80	\$ 6,837.80
079526	712	SEN COMMUNICATIONS		\$ -	\$ 100.00	\$ 100.00
079527	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
079528	440	WENDY SCHUTZ		\$ -	\$ 106.60	\$ 106.60
079529	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079529	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,355.00	\$ 2,355.00
079530	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,932.87	\$ 33,932.87
079531	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 50.00	\$ 50.00
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,527.56	\$ 4,527.56
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,469.57	\$ 2,469.57
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,926.80	\$ 26,926.80
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,015.56	\$ 11,015.56
079533	402	XEROX CORPORATION		\$ -	\$ 297.85	\$ 297.85
079533	402	XEROX CORPORATION		\$ -	\$ 382.94	\$ 382.94
079533	402	XEROX CORPORATION		\$ -	\$ 356.71	\$ 356.71
079534	P/R DED	DEBRA A. YOUNG		\$ -	\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 265,393.26	\$ 265,393.26

Motion by Ms. Tabb to approve the Accounts Payable for January 11, 2018 in the amount of \$265,393.26. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079536	P/R DED	NOEMI BRUN		\$ -	\$ 291.11	\$ 291.11
079537	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
079537	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
079537	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
079537	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
079537	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
079538	412	JADA BENNETT		\$ -	\$ 209.14	\$ 209.14
079539	701	KATHRYN E DEMORY		\$ -	\$ 242.68	\$ 242.68
079540	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 85,000.00	\$ 85,000.00
079541	711	HIRERIGHT		\$ -	\$ 52.06	\$ 52.06
079542	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
079542	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
079543	405	LYNDESEY W. MATSCHAT		\$ -	\$ 26.22	\$ 26.22

079544	405	MATTHEW BENDER & CO		\$ -	\$ 330.12	\$ 330.12
079545	P/R DED	WILLIAM POLK		\$ -	\$ 2,250.00	\$ 2,250.00
079546	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079546	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079547	717	RICE TIRES CO		\$ -	\$ 668.76	\$ 668.76
079548	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 85,000.00	\$ 85,000.00
079549	ALLOC	SHERIFF OF JEFFERSON CO		\$ -	\$ 300,000.00	\$ 300,000.00
079550	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 9,500.00	\$ 9,500.00
079551	425	CAPITAL TRISTATE		\$ -	\$ 996.79	\$ 996.79
079555	401	AMAZON		\$ -	\$ 481.92	\$ 481.92
079555	401	NEOPOST		\$ -	\$ 157.00	\$ 157.00
079555	401	SPIRIT OF JEFFERSON		\$ -	\$ 75.68	\$ 75.68
079555	401	SPRINT		\$ -	\$ 165.75	\$ 165.75
079555	401	WEIS MARKETS		\$ -	\$ 93.79	\$ 93.79
079555	402	ACORN SALES CO		\$ -	\$ 34.65	\$ 34.65
079555	402	CVS		\$ -	\$ 23.84	\$ 23.84
079555	402	SPIRIT OF JEFFERSON		\$ -	\$ 475.14	\$ 475.14
079555	403	ENVELOPE SUPERSTORE		\$ -	\$ 293.24	\$ 293.24
079555	403	KEURIG		\$ -	\$ 58.96	\$ 58.96
079555	403	SHOPLET		\$ -	\$ 20.05	\$ 20.05
079555	403	THE HOME DEPOT		\$ -	\$ 47.46	\$ 47.46
079555	404	SPIRIT OF JEFFERSON		\$ -	\$ 1,141.38	\$ 1,141.38
079555	405	BLUE 360 MEDIA		\$ -	\$ 448.11	\$ 448.11
079555	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 268.93	\$ 268.93
079555	405	SPECIALTY BUSINESS SUPPL		\$ -	\$ 59.98	\$ 59.98
079555	405	SPIRIT OF JEFFERSON		\$ -	\$ 55.60	\$ 55.60
079555	405	SPRINT		\$ -	\$ 284.70	\$ 284.70
079555	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
079555	412	STAPLES		\$ -	\$ 312.63	\$ 312.63
079555	412	WAL-MART		\$ -	\$ 118.99	\$ 118.99
079555	415	FRONTIER		\$ -	\$ 85.95	\$ 85.95
079555	415	SPRINT		\$ -	\$ 329.49	\$ 329.49
079555	424	CHARLES TOWN UTILITIES		\$ -	\$ 101.98	\$ 101.98
079555	424	FRONTIER		\$ -	\$ 10,003.41	\$ 10,003.41
079555	424	POTOMAC EDISON		\$ -	\$ 2,027.56	\$ 2,027.56
079555	424	ROACH ENERGY		\$ -	\$ 2,119.45	\$ 2,119.45
079555	424	SPRINT		\$ -	\$ 165.75	\$ 165.75
079555	425	AMAZON		\$ -	\$ 36.21	\$ 36.21
079555	425	APEX CONTROLS		\$ -	\$ 271.40	\$ 271.40
079555	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,176.84	\$ 1,176.84

079555	425	COMCAST		\$ -	\$ 1,024.32	\$ 1,024.32
079555	425	CRYSTAL SPRINGS		\$ -	\$ 1,343.47	\$ 1,343.47
079555	425	GRAINGER		\$ -	\$ 122.58	\$ 122.58
079555	425	INTERSTATE BATTERIES		\$ -	\$ 521.00	\$ 521.00
079555	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 431.56	\$ 431.56
079555	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
079555	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,013.39	\$ 1,013.39
079555	425	POTOMAC EDISON		\$ -	\$ 15,760.20	\$ 15,760.20
079555	425	POTOMAC EDISON		\$ -	\$ 2,976.63	\$ 2,976.63
079555	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 222.00	\$ 222.00
079555	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 1,386.67	\$ 1,386.67
079555	425	ROACH ENERGY		\$ -	\$ 732.57	\$ 732.57
079555	425	THE HOME DEPOT		\$ -	\$ 11.91	\$ 11.91
079555	425	THE HOME DEPOT		\$ -	\$ 43.40	\$ 43.40
079555	425	THOS SOMERVILLE		\$ -	\$ 416.33	\$ 416.33
079555	425	WAL-MART		\$ -	\$ 9.97	\$ 9.97
079555	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,324.71	\$ 2,324.71
079555	425	WM WASTE MGNT		\$ -	\$ 1,474.40	\$ 1,474.40
079555	428	ADVANTAGE TECH		\$ -	\$ 3,255.00	\$ 3,255.00
079555	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
079555	428	AMAZON		\$ -	\$ 56.32	\$ 56.32
079555	428	AMAZON		\$ -	\$ 314.99	\$ 314.99
079555	428	AMAZON		\$ -	\$ 76.01	\$ 76.01
079555	428	AMAZON		\$ -	\$ 33.99	\$ 33.99
079555	428	AMAZON		\$ -	\$ 1,198.88	\$ 1,198.88
079555	428	AMAZON		\$ -	\$ 685.78	\$ 685.78
079555	428	AMAZON		\$ -	\$ 379.00	\$ 379.00
079555	428	BARRACUDE NETWORKS INC		\$ -	\$ 1,363.00	\$ 1,363.00
079555	428	BATTERY MART		\$ -	\$ 19.90	\$ 19.90
079555	428	BATTERY MART		\$ -	\$ 85.70	\$ 85.70
079555	428	BEST BUY		\$ -	\$ 1,299.99	\$ 1,299.99
079555	428	DELL		\$ -	\$ 1,401.84	\$ 1,401.84
079555	428	DELL		\$ -	\$ 4,719.90	\$ 4,719.90
079555	428	DELL		\$ -	\$ 596.00	\$ 596.00
079555	428	DELL		\$ -	\$ 1,266.98	\$ 1,266.98
079555	428	IT WATCH DOGS		\$ -	\$ 1,002.13	\$ 1,002.13
079555	428	OFFICE DEPOT		\$ -	\$ 418.70	\$ 418.70
079555	428	OFFICE DEPOT		\$ -	\$ 52.27	\$ 52.27
079555	428	OFFICE DEPOT		\$ -	\$ 1,239.24	\$ 1,239.24
079555	428	OFFICE DEPOT		\$ -	\$ 23.44	\$ 23.44

079555	428	PCM TIGER DIRECT		\$ -	\$ 2,078.21	\$ 2,078.21
079555	428	PCM TIGER DIRECT		\$ -	\$ 129.99	\$ 129.99
079555	428	SPRINT		\$ -	\$ 398.67	\$ 398.67
079555	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079555	428	WWW.NEWEGG.COM		\$ -	\$ 584.99	\$ 584.99
079555	440	AMAZON		\$ -	\$ 30.22	\$ 30.22
079555	440	ASFPM		\$ -	\$ 160.00	\$ 160.00
079555	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
079555	440	LYLE SIGNS		\$ -	\$ 464.90	\$ 464.90
079555	440	SPIRIT OF JEFFERSON		\$ -	\$ 188.10	\$ 188.10
079555	440	SPRINT		\$ -	\$ 497.25	\$ 497.25
079555	440	THE JOURNAL PUBLISH		\$ -	\$ 22.13	\$ 22.13
079555	440	340 CAR WASH		\$ -	\$ 8.18	\$ 8.18
079555	700	AMAZON		\$ -	\$ 31.71	\$ 31.71
079555	700	AMAZON		\$ -	\$ 29.59	\$ 29.59
079555	700	AMAZON		\$ -	\$ 599.75	\$ 599.75
079555	700	AUTO CUSTOMS		\$ -	\$ 498.73	\$ 498.73
079555	700	CHIEF SUPPLY		\$ -	\$ 309.70	\$ 309.70
079555	700	CRASH DATA GROUP		\$ -	\$ 1,050.00	\$ 1,050.00
079555	700	GALLS		\$ -	\$ 80.00	\$ 80.00
079555	700	GALLS		\$ -	\$ 383.49	\$ 383.49
079555	700	GOWERS FEED INC		\$ -	\$ 79.16	\$ 79.16
079555	700	MOTOROLA, INC		\$ -	\$ 2,981.53	\$ 2,981.53
079555	700	MOTOROLA, INC		\$ -	\$ 9,343.86	\$ 9,343.86
079555	700	OLDE COUNTRY DINER		\$ -	\$ 22.75	\$ 22.75
079555	700	PROMOTIONS NOW		\$ -	\$ 859.26	\$ 859.26
079555	700	SLEEP INN		\$ -	\$ 445.00	\$ 445.00
079555	700	SPRINT		\$ -	\$ 4,630.95	\$ 4,630.95
079555	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
079555	701	GALLS		\$ -	\$ 3,672.57	\$ 3,672.57
079555	701	HIGH SPEED GEAR		\$ -	\$ 81.21	\$ 81.21
079555	711	AMAZON		\$ -	\$ 30.86	\$ 30.86
079555	711	SPRINT		\$ -	\$ 564.42	\$ 564.42
079555	712	APCO INTERNATIONAL INC.		\$ -	\$ 140.00	\$ 140.00
079555	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079555	712	PSTC 911 CARES		\$ -	\$ 75.42	\$ 75.42
079555	712	SPRINT		\$ -	\$ 2,758.05	\$ 2,758.05
079555	712	WWW.NEWEGG.COM		\$ -	\$ 198.56	\$ 198.56
079555	716	AUTO CUSTOMS		\$ -	\$ 292.50	\$ 292.50
079555	716	SPRINT		\$ -	\$ 165.75	\$ 165.75

079555	716	WAL-MART		\$ -	\$ 30.66	\$ 30.66
079555	717	FISHER AUTO PARTS		\$ -	\$ 709.23	\$ 709.23
079555	717	INTERSTATE BATTERIES		\$ -	\$ 1,015.80	\$ 1,015.80
079555	717	NAPA AUTO PARTS		\$ -	\$ 812.21	\$ 812.21
079555	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 783.60	\$ 783.60
079555	717	SNAP ON TOOLS		\$ -	\$ 2,474.00	\$ 2,474.00
079555	717	WVSP TRAFFICE RECORDS		\$ -	\$ 345.00	\$ 345.00
079556	405	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
079557	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 552.00	\$ 552.00
079558	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 30.00	\$ 30.00
079559	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079559	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079559	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079559	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079559	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079559	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079559	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079559	428	XEROX CORPORATION		\$ -	\$ 103.00	\$ 103.00
079559	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079559	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079559	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
079559	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079559	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 611,887.50	\$ 611,887.50

Motion by Ms. Noland to approve the Accounts Payable for January 18, 2018 in the amount of \$611,887.50. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
01/12/18	590	ATTENTI	\$ 2,035.00
01/12/18	591	CDA	\$ 618.75

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
1/12/2018	662	MILLER'S SUPPLIES AT WORK	\$ 157.48
IMPACT FEES			
244			
Date	Check #	VENDOR	Amount
1/12/2018	1120	SHERIFF JEFFERSON CO -SCHOOL	\$ 59,370.00
1/12/2018	1121	SHERIFF JEFFERSON CO - LAW	\$ 966.73
1/12/2018	1122	SHERIFF JEFFERSON CO - PARKS	\$ 4,562.57
1/12/2018	1123	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 499.37
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
1/12/2018	1663	84 LUMBER	\$ 186.95
1/12/2018	1664	SOFTWARE SYSTEMS	\$ 2,791.40
1/12/2018	1665	UNITED BANKCARD	\$ 3,269.93
TOTAL			\$ 74,458.18

Motion by Ms. Noland to approve the Manual Checks for January 12, 2018 in the amount of \$74,458.18. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Manuel Checks for January 19, 2018 in the amount of \$54,424.65. Motion seconded and unanimously approved.

PUBLIC COMMENT

David Tabb, resident – stated he’s running for office in the 2018 elections as he’s attended more Commission meetings than some of the current elected officials.

PRESENTATIONS

1. Angela Banks, Assessor

- a. Requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Waitman McKinney	PP	Middleway	700000637-S	276.46

- **Motion by Ms. Noland to approve the Exoneration for ticket no. 700000637-S as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Terry Morris	PP	CTC	306059	\$45.06

- **Motion by Ms. Tabb to approve the Exoneration for ticket no. 306059 as presented by the Assessor. Motion seconded and unanimously approved.**

- b. Requested approval to advertise for a vacant clerk's position.

- **Motion by Ms. Noland to approve the advertisement of a vacant, full-time clerk's position within the Assessor's Office. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

- a. Requested the approval to promotion and wage adjustment of Brandon Conway from Corporal to Sergeant

- **Motion by Ms. Noland to approve the promotion and wage adjustment of Brandon Conway from Corporal to Sergeant. Motion seconded and unanimously approved.**

- b. Request to hire Donald Dean and Terri Mand as Bailiffs/Trip Guard.

- **Motion by Mr. Compton to approve of the hire of Donald Dean and Terri Mand as Bailiffs/Trip Guards within the Sheriff's Department. Motion seconded and unanimously approved.**
- c. Request to change David Sayampanathan's status as a part-time Bailiff/Trip Guard to a full-time Bailiff/Trip Guard.
- **Motion by Ms. Noland to approve the conversion of David Sayampanathan from a part-time to a full-time Bailiff/Trip Guard. Motion seconded and unanimously approved.**
3. Laura Storm, Circuit Clerk – requested the approval to fill a vacancy in the Circuit Clerk's Office.
- **Motion by Ms. Tabb to approve the re-hiring of Jamie Wolfe as a full-time Deputy Clerk in the Circuit Clerk's office, with all benefits afforded to County Commission employees, at a salary of \$38,000 with an effective starting date of January 22, 2018. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
4. Joshua Midgett, Contemporary American Theater Festival – requested the approval of funding for the Contemporary American Theater Festival's Economic Impact Study.
- The Commission advised Mr. Midgett to work with the County Administrator and the Finance Director to schedule a time to revisit this request during the budget deliberations in February.
5. The Commission recessed for break at 10:45am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested a quarterly review to close estates and approve new estates.
- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve estates closed that have met the deadlines and requirements of the Probate Office and to approve estates that have been opened since the last quarterly review in October 2017. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

7. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
 - a. National Historic Landmark Status for the Jefferson County Courthouse
 - **Motion by Mr. Compton to provide support and approval to prepare a briefing statement for a National Historic Landmark designation for the Jefferson County Courthouse. Motion seconded and unanimously approved.**
 - b. Request for \$5,000 of FY18 funds to abate asbestos discovered in the Eyler House, Shepherdstown Battlefield.
 - It was the consensus of the Commission to request this item be discussed further during budget deliberations in February.
8. Nikki Painter, Voter Registration and Elections – requested the approval of the Extended Emergency Absentee Voting Policy
 - **Motion by Mr. Compton to approve the Extended Emergency Absentee Voting Policy as presented. Motion seconded and unanimously approved.**
9. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – two three-year terms ending January 1, 2021 and three alternate positions ending January 1, 2019, 2020, and 2021 respectively.
 - **Motion by Ms. Noland to reappoint Jeff Bresee and Deirdre Catterton to the Jefferson County Board of Zoning Appeals, each for a three-year term ending January 1, 2021. Motion seconded and unanimously approved.**
10. Jeffrey A. Polczynski, ENP, - Director of Communications – Request to approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment.
 - **Motion by Mr. Compton approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment. Motion seconded and unanimously approved.**
11. **The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.**

NEW BUSINESS

12. Legislative Updates – Ms. Noland informed the Commission that the concealed carry permit funds may be taken from the Courthouse Security and Facilities funding.

13. Appointment to the North Eastern Regional EMS, Inc. Board.

- **Motion by Mr. Compton to appoint Craig Horn to the NEREMS, Inc. Board pending advertisement of the position, to confirm at a later date. Motion seconded and unanimously approved.**

14. Change in Commission liaison to the Jefferson County Parks and Recreation Commission

- It was the consensus of the Commission to allow Mr. Hudson to serve as liaison to the Jefferson County Parks and Recreation Commission since Mr. Compton has a scheduling conflict.

15. Discuss County Courthouse conditions and issues that need to be addressed

- Mr. Compton stated he would like to discuss the issue of remedying the pigeon droppings and bee's nests at the Courthouse. He also inquired as to when the Courthouse was last painted and which contractor had done the painting. It was the consensus of the Commission to place this item on the February 1, 2018 agenda and ask Mr. Polk, Maintenance director, to be present for the discussion.

FINANCIAL DIRECTOR REPORTS

- FY19 Budget 101 - Decide Date & Time
 - It was the consensus of the Commission to hold the "Budget 101" forum on Tuesday, February 6, 2018 at 7:00 pm.
- Review and Approval of FY2018 State Budget Revision 3 for the Coal Severance Fund
 - **Motion by Ms. Tabb to approve the FY18 State Budget Revision 3 for the Coal Severance Fund as presented by the Finance Director. Motion seconded and unanimously approved.**

- Review and Approval of FY2018 State Budget Revision 6 for the General Fund
 - **Motion by Ms. Tabb to approve the FY18 State Budget Revision 6 for the General Fund as presented by the Finance Director. Motion seconded and unanimously approved.**
- Review of FY2018 Budget to Actual as of 12/31/2017, includes analysis of expenditures by statute and funding sources, an analysis of gaming revenues, and an analysis Regional Jail Fees that will require additional funding in FY18
- Ambulance Fee Billing Rate Structure - Continue Review - Discussion/Action
- BB&T Bank Securities/Bonding - Review balance and current pledged securities level and approve increase
 - **Motion by Ms. Tabb to pledge to increase bond securities by 1.5 million as recommended by the Finance Director. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- 911 Center Outage - Discussion/Action
 - This item was discussed in Executive Session.
- Set date, time, and location for Commission Meet and Greet
 - It was the consensus of the Commission to schedule this event for March after budget deliberations and Board of Review and Equalization.
- Update - PSD Audit
 - It was the consensus of the Commission to invite Perry and Associates to discuss the PSD Audit during the March 29, 2018 regularly scheduled County Commission meeting.
- Approval of Employment - Director of Homeland Security - Discussion/Action
 - **Motion by Ms. Tabb to approve the employment of Steve Allen as Director of Jefferson County Homeland Security and Emergency**

Management at a Grade IV, Step C. Motion seconded and unanimously approved.

- It was the consensus of the Commission to authorize Mr. Allen to advertise for the Deputy Director position for the Homeland Security and Emergency Management department.

16. 1:30 p.m. Public Hearing - Proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01

Ms. Brockman provided the Commission and the audience with an overview of the proposed amendments. Mr. Compton then opened the floor for public comment, which was made by the following:

- Ed Johnson, resident – stated that the proposed amendments would make fees increase (for boundary line adjustments and minor subdivisions) and questioned how these amendments would benefit the public or the community.

There being no further comment, Mr. Compton stated the record would remain open for two weeks to allow time for written comment, with a decision to be made during the February 1, 2018 County Commission meeting.

17. 1:45 p.m. Alexandra Beaulieu, Zoning Administrator
- Request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed (in Rural Zoning District) - Discussion/Action

- It was the consensus of the Commission to schedule a public hearing on February 15, 2018 at 1:30 pm to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA 17-03) which proposes revisions to Section 5.7 B - Maximum Number of Lots Allowed (in Rural Zoning District).

18. 2:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues

- Discussion of Jefferson County Civil Action No. 2017-C-282 - Discussion/Action -

- Discussion of US Supreme Court Case #17-7 (Jeff. Co. Circuit Court Civil Action #13-C-432) - Discussion/Action - Possible Executive Session

- Discussion and potential action concerning Public Service Commission Case Number 08-0006-PSD-C - Discussion/Action - Possible Executive Session

- **Motion by Mr. Compton to enter into Executive Session to discuss the PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets and related issues; Civil Action No. 2017-C-282; US Supreme Court Case #17-7 (Jefferson County Circuit Court Civil Action #13-C-342); the E911 Center Outage; and discussion and potential action concerning Public Service Commission Case No. 08-0006-PSD-C to receive legal advice and pursuant to W.Va. 6-9A-4 (b) (8). 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 authorize legal counsel to file a response to Jefferson County Civil Action No. 2017-C-282. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to authorize legal counsel to file a waiver in US Supreme Court Case #17-7 (Jefferson County Circuit Court Civil Action #13-C-432). Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to authorize counsel to file as an intervener and file a motion of dismissal in Public Service Commission Case No. 08-0006-PSD-C. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

19. The Commission meeting was adjourned at 3:06 pm on a motion by Mr. Onszko. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

February 1, 2018

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S OFFICE	48582	\$ 61,978.00	Stephens Auto	2018 Ford Interceptors (2)
GRAND TOTAL		\$ 61,978.00		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 48582

VENDOR:

DELIVER TO:

Stephens Auto
Po Box 278
Danville WV 25853

JCSO
GRANT

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	1 2018 Ford Interceptor 1FM5K8AR6JGA21046			30,981.00
	1 2018 Ford Interceptor 1FM5K8AR8JGA21047			30,981.00
				<hr/> 61,962.00
	GRANT 700-04459-001			

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.

Peter H. Dingler
Signature

Date

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

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 383,735.28	\$ 42.60	\$ 383,777.88
6.2% Tax Payable OASDI	22,836.91	\$ 2.42	\$ 22,839.33
1.45% Tax Payable HI	5,341.00	\$ 0.57	\$ 5,341.57
Fed Withholding	35,044.17	\$ 2.58	\$ 35,046.75
WV State Withholding	16,420.59	\$ 1.75	\$ 16,422.34
PERS Retirement Deduct 4.5%	11,069.14	\$ 1.92	\$ 11,071.06
PERS Retirement Deduct 6%	2,317.27		\$ 2,317.27
Hosp. Pre-Tax	12,928.50		\$ 12,928.50
Cancer/ICU Pre-Taxed	911.60		\$ 911.60
Cancer/ICU Not Pre-Taxed	1,068.73		\$ 1,068.73
Optional Life Not Pre-Taxed	2,012.66		\$ 2,012.66
Christmas Club	5,260.00		\$ 5,260.00
Wage Attach #1	1,427.35		\$ 1,427.35
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	6,584.53		\$ 6,584.53
457 - Nationwide	849.00		\$ 849.00
457I - Empower	2,355.00		\$ 2,355.00
457R - Roth	315.00		\$ 315.00
MD State Tax	581.22		\$ 581.22
D/VF	1,560.85		\$ 1,560.85
VA. State Tax	96.60		\$ 96.60
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 129,294.98	\$ 9.24	\$ 129,304.22
Net Wages Total	\$ 254,440.30	\$ 33.36	\$ 254,473.66
Payroll Date	25-Jan-2018		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **Next Meeting**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Review and Sign Cooperative Law Enforcement Agreement with Harpers Ferry Job Corps Bailiffs

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

The Jefferson County Sheriff's Office and representatives from federal law enforcement associated with Harpers Ferry Job Corps have renewed their law enforcement agreement. This document also requires the Commissions signature before it can be forwarded on to the Forest Service for final signatures.

Seek appointments for full time/part time bailiffs .

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*):

I move to approve the agreement and authorize the president to affix his signature.

I move to approve the appointments of fulltime and part-time bailiffs

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@jcsdww.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

FS Agreement No. 18-LE-11162300-062

Cooperator Agreement No. _____

COOPERATIVE LAW ENFORCEMENT AGREEMENT
Between The
JEFFERSON COUNTY SHERIFF'S DEPARTMENT
And The
USDA, FOREST SERVICE
REGION NINE LAW ENFORCEMENT AND INVESTIGATION
And
HARPERS FERRY JOB CORPS CIVILIAN CONSERVATION CENTER

This COOPERATIVE LAW ENFORCEMENT AGREEMENT ('Agreement') is entered into by and between the Jefferson County Sheriff's Department, hereinafter referred to as "the County," the USDA, Forest Service, Region Nine Law Enforcement and Investigation, hereinafter referred to as the "U.S. Forest Service LEI" and the USDA, Forest Service, Harpers Ferry Job Corps Civilian Conservation Center, hereinafter referred to as the "Harpers Ferry JCCCC" or "Center" under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a Workforce Innovation and Opportunity Action (WIOA) of 2014, Job Training Partnership Act, Title IV, 29 CFR 638.540 29 USC 1698 and the Policy Requirements Handbook (PRH-3:2.12).

Background: The U.S. Forest Service recognizes that criminal activity that may occur at Harpers Ferry JCCCC falls under the jurisdiction of the Cooperator under State and local laws. The U.S. Forest Service Law Enforcement Officer (LEO) will assist the Cooperator in the enforcement of these laws as needed. Cooperation between the three parties will provide and enhance the safety of the students and Center staff at the Harpers Ferry JCCCC.

Title: Jefferson County Sheriff's Department Cooperation

I. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on Harpers Ferry JCCCC lands.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Mission of the U.S. Forest Service Job Corps Civilian Conservation Centers is to train eligible youth in the educational, social and vocational skills; while assisting the conservation of the Nation's natural resources and contributing value to our communities.

This partnership is in line with the Agency's mission and Department of Labor – Office of Job Corps guidance. This partnership will also assist the County in its efforts to take a proactive approach to law enforcement by exposing and educating youth to positive law



enforcement activities. Now therefore, the parties hereby mutually agree that it is desirable to cooperate in better utilizing the resources of agencies, while providing for more adequate protection of persons and property.

In consideration of the above premises, the parties agree as follows:

III. THE COOPERATOR SHALL:

- A. Ensure that the officers/agents of the County performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.
- B. Advise the U.S. Forest Service Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- C. Refer students under the age of 18 years old (juveniles) involved in criminal activity to the State Juvenile Justice System when deemed appropriate.
- D. Apprehend and transport persons charged to a detention facility when warranted.
- E. Release students who are arrested and released on an Own Recognizance Bond to the Harpers Ferry JCCCC principal contact or other Harpers Ferry JCCCC staff as needed.
- F. Provide the U.S. Forest Service LEI contact, listed in Provision VI-D, with case reports and timely information relating to incidents/crimes in connection with activities on Harpers Ferry JCCCC lands and facilities.
- G. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- H. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
- I. Provide assistance to U.S. Forest Service LEI personnel when requested.
- J. Provide K-9 units to periodically conduct searches at the Harpers Ferry JCCCC. If training opportunities are necessary, then the County will work with both the Harpers Ferry JCCCC and the U.S. Forest Service LEI contacts listed in Provision IV-B for



scheduling and required parameters for training sessions separate from requested contraband item searches.

- K. Routinely patrol the Harpers Ferry JCCCC or make other efforts for a visible presence at the Center.
- L. Coordinate with the U.S. Forest Service LEI, the Center Staff and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

IV. THE U.S. FOREST SERVICE LAW ENFORCEMENT INVESTIGATIONS SHALL:

- A. Advise the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.
- B. Report sexual assaults, and other significant criminal incidents to law enforcement authorities as required by state and local law.
- C. Secure and maintain chain of custody of any illegal drugs, drug paraphernalia, dangerous weapons, contraband, or any other evidence of a crime until the **Error! Reference source not found.**County responds and takes custody.
- D. Cooperate with the County as requested.
- E. Investigate any damage or theft to government property.
- F. Investigate any threats or assaults against Federal Employees (Center Staff).
- G. U.S. Forest Service LEI personnel may assist Harpers Ferry JCCCC Management in maintaining the Zero Tolerance Policy, and other prohibited activities for the safety and security of students and staff by conducting general inspections according to policy (PRH: 5.4-2, R6). This may include maintaining secure custody of any dangerous weapon owned by a student that is not part of a criminal activity but has been confiscated by the Harpers Ferry JCCCC Management.
- H. Coordinate with the Principal Contacts, listed in Provision VI-D, and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

V. THE U.S. FOREST SERVICE JOB CORPS CIVILIAN CONSERVATION CENTER SHALL:

- A. Advise the Principal Contacts, listed in Provision VI-D, of any suspected criminal activities in connection with activities on Harpers Ferry JCCCC lands and facilities.



- B. Discipline any students for fighting according to the DOL Job Corps Policy and Requirements Handbook, and notify the County if a student wishes to file charges.
- C. Discipline any minor student under the influence or in possession of alcohol or tobacco products according to the Job Corps Policy and Requirement Handbook.
- D. As the Harpers Ferry JCCCC has a zero tolerance policy for dangerous weapons, if such weapons have not been involved in a crime, the Harpers Ferry JCCCC will secure and maintain chain of custody of any dangerous weapons until the student's designated person can take custody and remove the weapon from the facility and grounds. If the Harpers Ferry JCCCC is unable to provide a secure location, they may ask that the U.S. Forest Service LEI maintain custody until able to release to the appropriate individual.
- E. Cooperate with the County and/or the U.S. Forest Service LEI as requested.
- F. Make available any known student or staff member for interviewing as policy and the laws allow.
- G. Provide students with transportation to any Court Hearings as requested.
- H. Provide transportation to any student released on an Own Recognizance Bond back to the Harpers Ferry JCCCC facility.
- I. Provide open access to the grounds and facilities at the JCCCC for training purposes (such as K-9 units) to either the U.S. Forest Service LEI office or the County.
- J. Coordinate with the U.S. Forest Service LEI, the County and other local groups to stage an active shooter drill to be practiced at the Center at least once yearly.

VI. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

- A. Students can be charged under Federal law for threatening or providing false information to a U.S. Forest Service employee (Center Staff).
- B. U.S. Forest Service employees (Center Staff) are subject to internal investigations of alleged federal criminal violation by the Office of Inspector General (OIG).
- C. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.



D. The principal contacts for this agreement are:

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@jcsdvw.com	Name: Pete Dougherty, Sheriff Address: 102 Industrial Blvd City, State, Zip: Kearneysville, WV 25430 Telephone: 304-728-3205 FAX: Email: info@jcsdvw.com

Principal U.S. Forest Service Contacts:

U.S. Forest Service JCCCC Contact	U.S. Forest Service Administrative Contact
Name: Ralph DiBattista Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3401 FAX: 304-728-8200 Email: rdibattista@fs.fed.us	Name: Leon Christakos Address: 146 Buffalo Drive City, State, Zip: Harpers Ferry WV 25425 Telephone: 304-724-3419 FAX: 304-728-8200 Email: lchristakos@fs.fed.us
U.S. Forest Service LEI Contact	U.S. Forest Service Administrative Contact
Name: David Frazier Address: 200 Sycamore St. City, State, Zip: Elkins, WV 26241-2932 Telephone: 414-708-9162 FAX: Email: dkfrazier@fs.fed.us	Name: Address: City, State, Zip: Golden, CO 80401 Telephone: FAX: Email:

- E. This agreement has no effect upon the County's right to exercise civil and criminal jurisdiction on NFS or Harpers Ferry JCCCC lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS & Harpers Ferry JCCCC lands or facilities.
- F. The officers/agents of the County performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of the County. Law enforcement provided by the County and its



employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.

- G. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.
- H. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service, Harpers Ferry JCCCC, or the County is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Contacts, at the addresses specified in the Agreement.

To County, at the County's address shown in the Agreement or such other address designated within the Agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- I. **PARTICIPATION IN SIMILAR ACTIVITIES.** This Agreement in no way restricts the U.S. Forest Service, Harpers Ferry JCCCC or the County from participating in similar activities with other public or private agencies, organizations, and individuals.
- J. **NONBINDING AGREEMENT.** This Agreement creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this Agreement. Nothing in this Agreement authorizes any of the parties to obligate or transfer anything of value beyond services.

Specific, prospective projects or activities that involve the transfer of funds, property, and/or anything of value beyond services to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This Agreement neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, property, and/or anything of value beyond services to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other



resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this Agreement is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

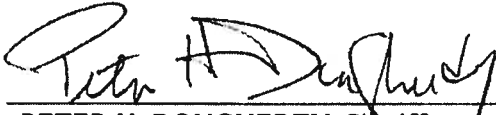
- K. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- L. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- M. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. The County is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments.
- The County may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. The County is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.
- N. TERMINATION. Any of the parties, in writing, may terminate this Agreement in whole, or in part, at any time before the date of expiration.
- O. DEBARMENT AND SUSPENSION. The County shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should County or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.



P. MODIFICATIONS. Modifications within the scope of this Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

Q. COMMENCEMENT/EXPIRATION DATE. This Agreement is executed as of the date of the last signature and is effective through June 30, 2018 at which time it will expire, unless extended by an executed modification. signed and dated by all properly authorized, signatory officials.

R. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU. In witness whereof, the parties hereto have executed this MOU as of the last date written below.




PETER H. DOUGHERTY, Sheriff
Jefferson County Sheriff's Department

1/16/18

Date

Date
U.S. Forest Service,



RALPH DIBATTISTA, Center Director
U.S. Forest Service, Harpers Ferry JCCC

1/2/18

Date

Date
County Commissioner



Date

Special Agent in Charge,

The authority and format of this agreement have been reviewed and approved for signature.

Eddie W Bell Jr

EWB

Digitally signed by Eddie W Bell Jr
DN: cn=Eddie W Bell Jr, o=US Forest Service, ou=WO
AQM Grants Management, email=eddiebell@fs.fed.us,
c=US
Date: 2017.12.12 10:20:24 -05'00'

EDDIE W BELL JR

U.S. Forest Service Grants & Agreements Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Summit Point Ventures LLC / Chad Wallen of GORDON

Department or Organization: N/A

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice: **February 1, 2018**

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

Date Requested – 2nd Choice: February 15, 2018

Subject (*Wording to be placed on agenda*): Summit Point Ventures Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for the 3.35 acre property identified in the Kabletown District, on Map 17 as Parcel 2.3.

Please provide the County Commission with a description of your request or presentation, including any background information:
Zoning map amendment request and brief description of the attached submission.

Is this a funding request? 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*):

Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.

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

If not attached, explain: N/A

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

Contact information: Chad Wallen of GORDON

Email address: cwallen@gordon.us.com

Phone Number: 304-725-8456

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____

Staff Initials: _____

Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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

Phone: (304) 728-3228

Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Summit Point Ventures LLC; c/o Jim Bradbury
 Mailing Address: 2804 Mission College Blvd., Suite 205; Santa Clara, CA 95054
 Phone Number: 304-546-0733 Email: jbradbury@kanawhascales.com

Applicant contact information

Name: Summit Point Ventures LLC; c/o Jim Bradbury
 Mailing Address: 2804 Mission College Blvd., Suite 205; Santa Clara, CA 95054
 Phone Number: 304-546-0733 Email: jbradbury@kanawhascales.com

Applicant representative

Name: GORDON; Chad Wallen
 Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401
 Phone Number: 304-725-8456 Email: cwallen@gordon.us.com

Physical property details

Physical Address: 500 Motorsports Park Circle
 City: Summit Point State: WV Zip Code: 25446
 Tax District: Kabletown (6) Map No: 17 Parcel No: 2.3
 Parcel Size: 3.35+/- Acres Deed Book: 1092 Page No: 176

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
Place Received Date Stamp Here		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

See Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

Eric Frank
Manager, Market Summit 1/24/2018

Signature of Property Owner *Venture* Date

Signature of Property Owner Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Zoning Map Amendment Application Addendum

Summit Point Ventures Rezoning

January 24, 2018

Owner / Applicant:

Summit Point Ventures LLC
2804 Mission College Boulevard, Suite 205
Santa Clara, CA 95054

Property Tax Identification:

Kabletown District (6), Map Number 17, Parcel 2.3

Deed Information:

Deed Book 1092, Page Number 176

Property Characteristics:

Location: Southeast corner of the Summit Point Road (Rte. 13) and Motorsports Park
Circle intersection.

Current Zoning: Rural

Current / Historic Use: Commercial

Tract Size: 3.35+/- Acres

Table of Exhibits

1. Vicinity Map
2. Aerial Overlay
3. Existing Land Use Map
4. Future Land Use Guide (Modified)
5. Concept Plan / Existing Conditions
6. WV Development Office Marketing Material

Substantiation for Request

1. **The designation as General Commercial will reflect the property's existing development.** The previous use was vacated in 2014 and the property remains idle and is currently of no benefit to Jefferson County. Discussions with potential tenants often end due to a lack of by-right commercial options for the property. The owners are requesting relief from ongoing nonconforming use status by asking the County Commission to recognize the property as a commercial entity through granting the General Commercial zoning designation.

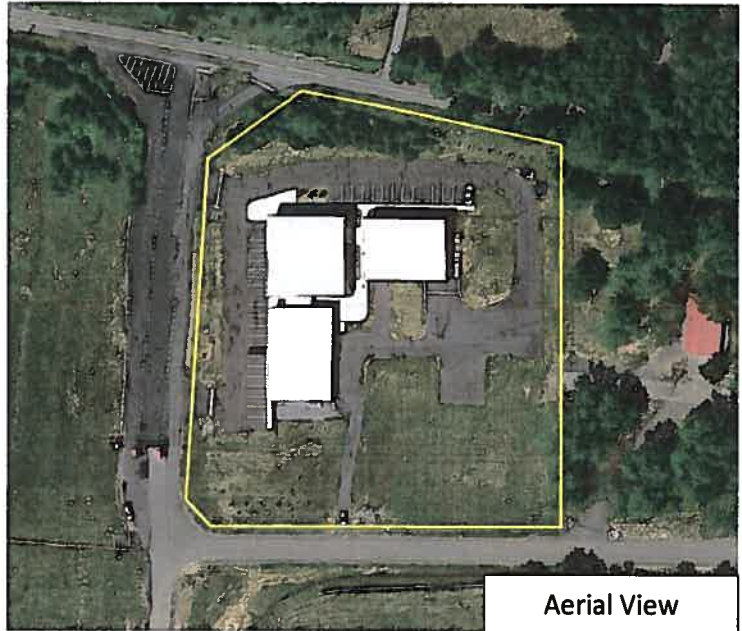


2. **The property was designed for a commercial use and gave consideration for potential impacts to neighboring properties.** Buffers and setbacks were specifically developed by Jefferson County to protect adjoining properties of different uses. The implementation of these buffers preserves adjacent property owner's rights and supports their general welfare. The existing design of the property includes the following commercial setbacks and buffers:

- Zoning Ordinance Section 4.6.B.2: 75' distance requirement from any lot with a dwelling.
- Zoning Ordinance Section 4.11.A.1: 50' or greater unscreened green space buffer.
- Zoning Ordinance Section 4.11.B.1: 15' screened buffer.

3. **Limited use for the property under the Rural Zoning District.** Due to the property's location and existing development there is limited alternatives other than a commercial business. Previous commercial operations have demonstrated the site is a viable commercial property.

4. **The subject property was previously part of the adjacent Motorsports Park which predates the Jefferson County Zoning Ordinance.** The property was developed and subdivided from Summit Point Motorsports Park which opened in 1970. The Comprehensive Plans Existing Land Use Map recognizes the Park as a commercial use. As part of the Motorsports Park the subject property's continued commercial use predates the implementation of zoning in



Jefferson County. The implementation of zoning in Jefferson County failed to recognize this property as a distinct use which does not meet its definition of rural.

5. **No burden would be placed on existing public infrastructure with this rezoning.** The property will not require the extension of utilities and will not create additional needs on the school system or other County facilities. The property is self-contained and does not depend on public facilities to continue under the General Commercial district. The continued use as a commercial property will help contribute to the tax base in Jefferson County.

6. **The property's commercial use is consistent with surrounding commercial development.** Surrounding uses include Summit Point Motorsports Park, Summit Point Training Campus, and REMAC Recycling Center. Commercial setback and buffers were provided for the lone residential property located opposite Summit Point Road.



Adjacent Summit Point Training Campus



Adjacent Summit Motorsports Park

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

The subject property is currently vacant and previously existed as a non-conforming use occupied by an aftermarket car engineering and design company. The building contains over 19,500 square feet of floor space which includes 10,512 sf of Office Space and 9,000 sf of Warehouse/Manufacturing Space. The conversion of this property to a residential, agricultural or most other permitted uses in the Rural District is not fiscally viable. The continued use as a commercial use is the only option for maintaining this property.

The proposed use is to allow the existing commercial structure to continue as a by-right commercial use under the General Commercial zoning district. The approval of this amendment will allow the property to be promoted as a commercial establishment and recognize its historic use. If denied, future efforts to sell or lease the property will be impaired by requiring a zoning certificate or review as a proposed nonconforming use for every potential use/tenant interested in the facility. If zoned properly as General Commercial, the facility will maintain its right to the site's previous and historic use.

The Comprehensive Plans Existing Land Use Map recognizes the Summit Point Motorsports Park as a commercial use. The property to be rezoned was originally part of the Motorsports Park and its continued commercial use predates the implementation of zoning in Jefferson County.



The existing development on the property does not meet the definition for a rural use as defined by both the Comprehensive Plan and Zoning Ordinance. Definitions include:

- Comprehensive Plan Appendix H: A sparsely developed area where the land is primarily used for farming and farm related activities, forestry, resource extraction, or large lot residential density.
- Comprehensive Plan Appendix G – Land Use Map Classifications: Rural / Agricultural - This land use category reflects land occupied by lots greater than five acres. Found within this classification are single family uses and working agricultural operations.
- Zoning Ordinance Section 5.7, Rural (R) District: The purpose of this district is to provide a location for low density single family residential development in conjunction with providing continued farming activities.

The area surrounding the subject property is not sparsely developed, with multiple business adjacent to the property and the Summit Point Village District located less than one-half mile to the east.

The State of West Virginia and local agencies have invested in this property to create jobs and revenue for Jefferson County. Continued support of this existing commercial infrastructure will help promote a diversified tax base and increase employment opportunities. The property maintains a tenant ready building which previously supported up to 50 employees as a commercial use. The sites adjacency to Summit Motorsports Park



provides a unique opportunity for potential businesses and the surrounding area. The General Commercial zoning designation will aide in attracting a business to the property and allow for that economic growth to occur.

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan (the Plan).

- **Page 26 of the Plan states: “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”. (Page 26 of the Plan)**
 - It is clear that the Future Land Use Guide does not in itself determine if a rezoning is compatible with the Comprehensive Plan.
 - The utilization of the existing commercial building as a commercial use will support the tax base of Jefferson County and provide employment opportunities for its residents.
 - The subject property and adjacent properties to the east, south and west are recognized as commercial properties by The Plan’s Existing Land Use Map. The original allocation of a Rural zoning designation did not recognize the properties historic use and is under scrutinized on the Future Land Use Guide.
 - The Plan recognizes that development surrounding the property to be rezoned is not typical of rural/agricultural development. Both Summit Point Motorsports Park and the Summit Point Training Campus are completely or in part Vocational and/or Training Facilities for Adults. Page 236 of The Plan acknowledges this abnormality in the Future Land Use Guide by stating: “Within the Rural/Agricultural District is a permitted land use of “Vocational and/or Training Facility for Adults”. This text recognizes an existing facility, but the map depicts this use as Rural/Agricultural”.

- **“One of Jefferson County’s target industries is correlated with the presence of state and federal government facilities. Since the federal government has found success with their existing local facilities, the potential for additional federal employment opportunities to locate here is greatly enhanced.” (page 66 of the Plan).**
 - Clients served by the training facilities surrounding this property include U.S. Department of State Diplomatic Security Services, foreign governments and numerous other local and federal agencies. Granting the General Commercial zoning district will allow the subject property to market its existing facilities as an opportunity to support the areas elite training facilities.
- **The Plans Economic Development & Employment Recommendations Goals 6 / 7.5 (page 70): Create a business friendly environment in Jefferson County.**
 - Granting the General Commercial district would simplify the marketing of the property and recognized the property as a destination commercial facility within Jefferson County.
- **The Plans Economic Development & Employment Recommendations Goals 6 / 7.9.c. (page 70): Encourage the utilization of existing structures or the utilization of greyfield or brownfield sites for the development of new state and federal facilities.**
 - The sites proximity to the adjacent facilities utilized by multiple state and federal agencies provides an opportunity to build upon and/or support the missions of Summit Point Training Center and Motorsports Park. A vacant building with the constraints of a Rural zoning designation does not promote the possibility of expanding on this areas existing offerings.



- **The Plans Tourism Recommendations Goal 9.1 (page 84): Support and promote rural and recreational tourism to help achieve the County’s economic goals.**
 - Summit Point Motorsports Park is a major recreational facility and tourism destination within Jefferson County. The subject property’s adjacency and relationship to this facility lends itself to a business which supports this recreation and tourism destination in Summit Point.
- **The Plans Finance Recommendations Goal 24.1 (page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
 - The property’s existing commercial infrastructure is uniquely situated to support and benefit from the adjacent motorsports park, which has a proven history to be an economic engine within Jefferson County.



Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

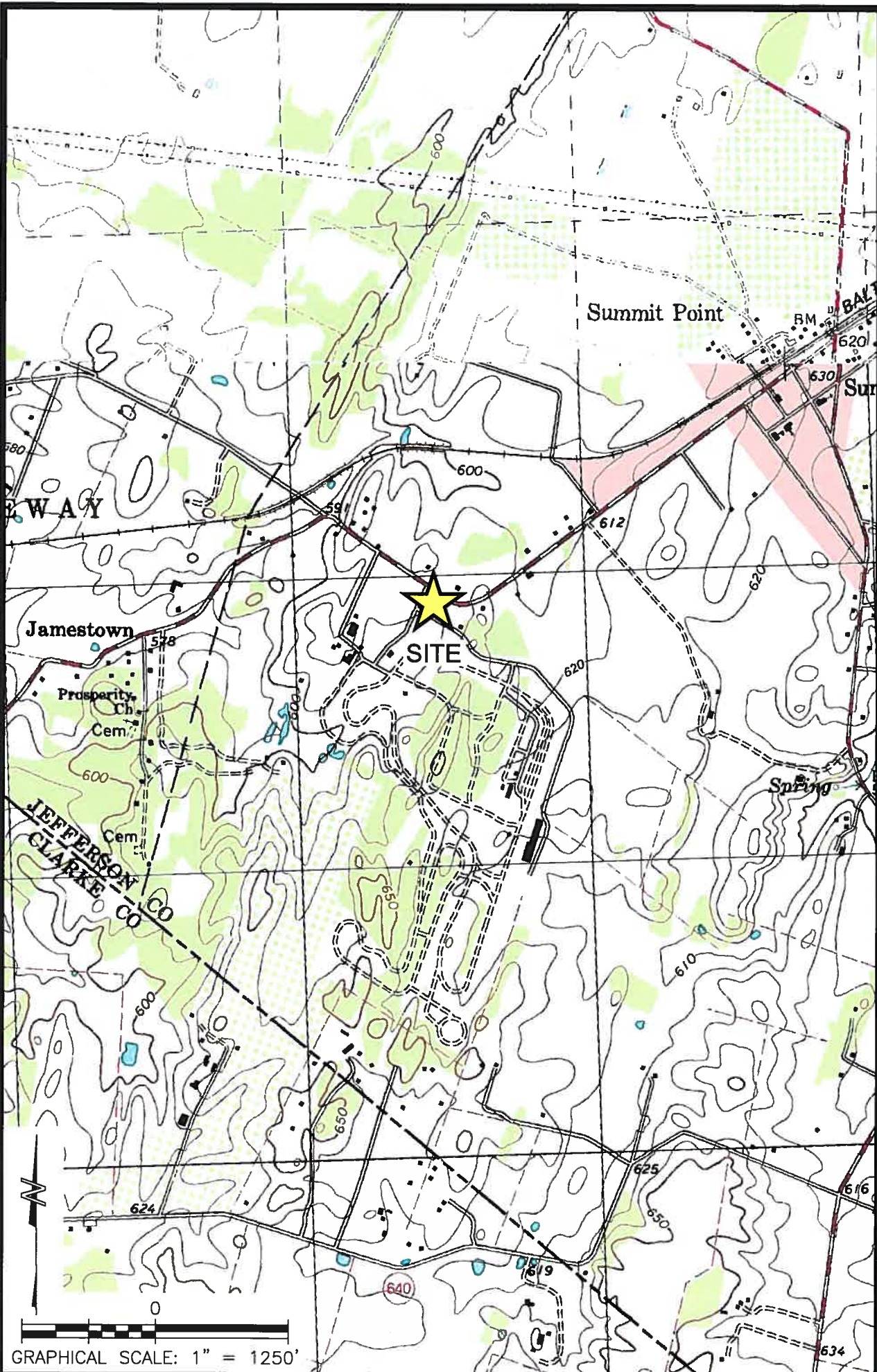
- **Transportation Characteristics - The property is served by direct access from a Major Collector (Summit Point Road / WV RTE. 13).** As with most corridors, traffic increases over time as more development occurs. The recognition of Summit Point Road as a Major Collector by the Plan recognizes this road as regional route. This Road has proven adequate for the property's previous commercial use and neighboring facilities. The adjacent Summit Point Motorsports Park regularly holds successful events ranging from hundreds to thousands of patrons, which access the facility by Summit Point Road. The number of trips which will be generated by the subject property will be marginal by comparison.
- **Transportation Characteristics - As required with any property, a change in use is will require an updated entrance permit from the West Virginia Department of Transportation (WVDOT).** A change in use for a property requires the review by the WVDOT to ensure safe and adequate access can be provided. Additional improvements would be required if the existing access were determined inadequate. Substantial change to existing traffic generation is not anticipated with a change in zoning.
- **Transportation Characteristics - Future improvements to Summit Point Road.** A 10 foot wide road improvement easement was provided along Summit Point Road as part of the site / subdivision plan. While improvements are not anticipated in the immediate future, this precaution was taken to ensure that potential improvements can be accommodated.
- **Neighborhood Characteristics – The surrounding area has evolved to provide a unique destination within the County.** Both the Summit Point Training Center campus and the expansion of training facilities within Summit Point Motorsports Park provide services for numerous federal, local and international agencies. The subject property has an opportunity to contribute to these services through its tenant ready facility.

ZONING MAP AMENDMENT EXHIBIT 1 - VICINITY MAP

01-24-2018

SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV

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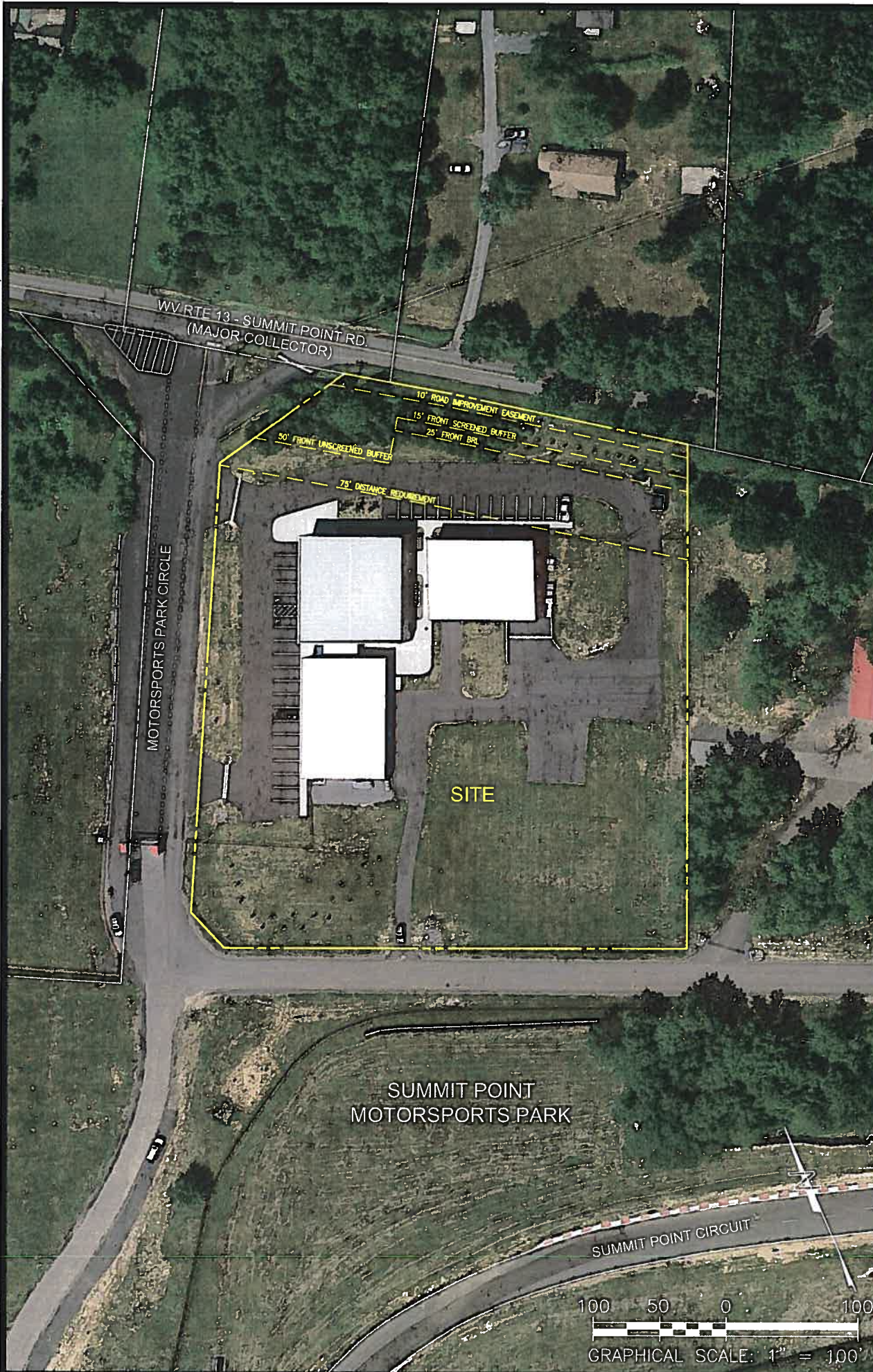


ZONING MAP AMENDMENT EXHIBIT 2 - AERIAL OVERLAY

01-24-2018

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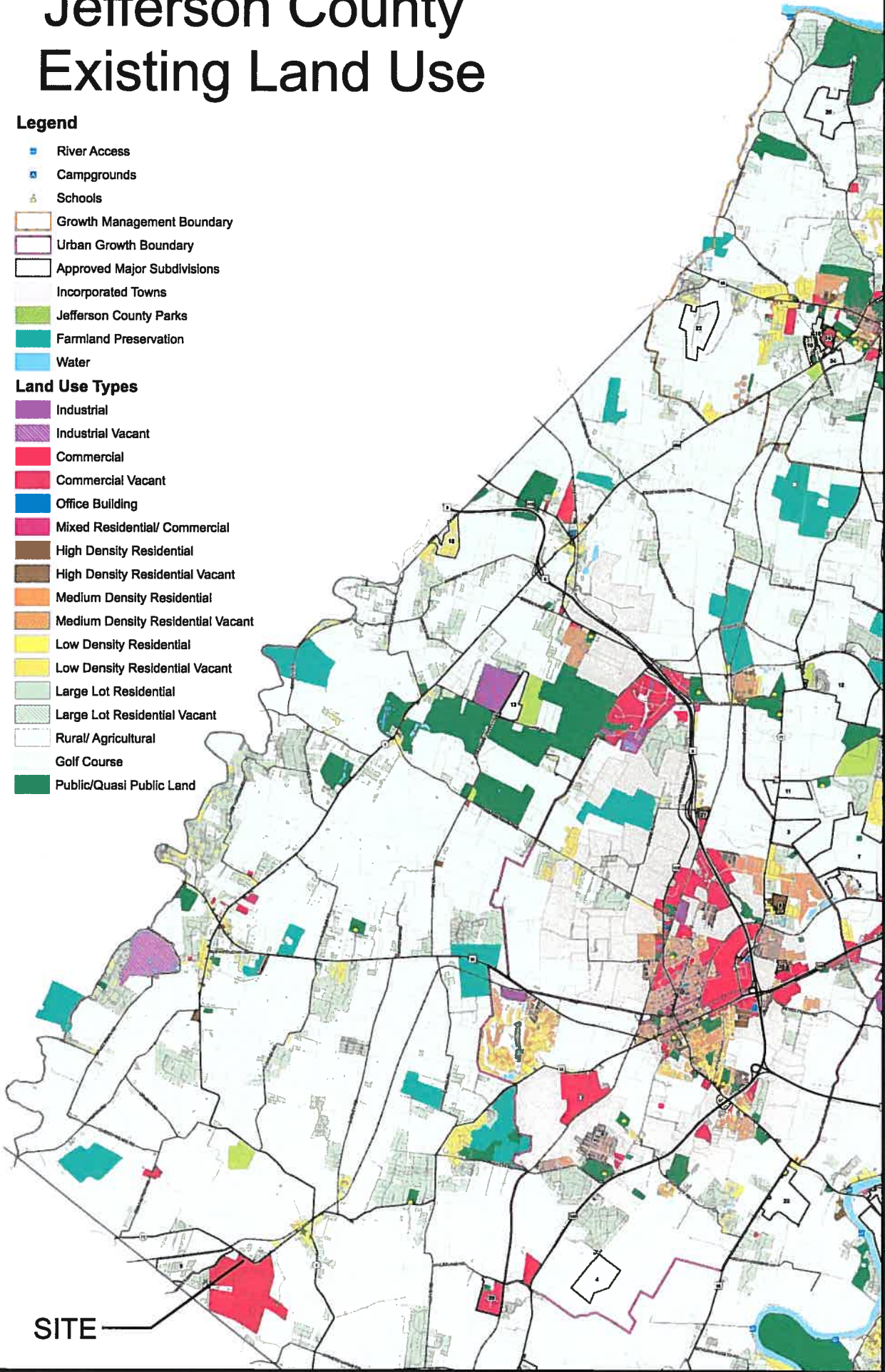
Jefferson County Existing Land Use

Legend

- River Access
- Campgrounds
- Schools
- Growth Management Boundary
- Urban Growth Boundary
- Approved Major Subdivisions
- Incorporated Towns
- Jefferson County Parks
- Farmland Preservation
- Water

Land Use Types

- Industrial
- Industrial Vacant
- Commercial
- Commercial Vacant
- Office Building
- Mixed Residential/ Commercial
- High Density Residential
- High Density Residential Vacant
- Medium Density Residential
- Medium Density Residential Vacant
- Low Density Residential
- Low Density Residential Vacant
- Large Lot Residential
- Large Lot Residential Vacant
- Rural/ Agricultural
- Golf Course
- Public/Quasi Public Land



ZONING MAP AMENDMENT EXHIBIT 3 - EXISTING LAND USE MAP

01-24-2018

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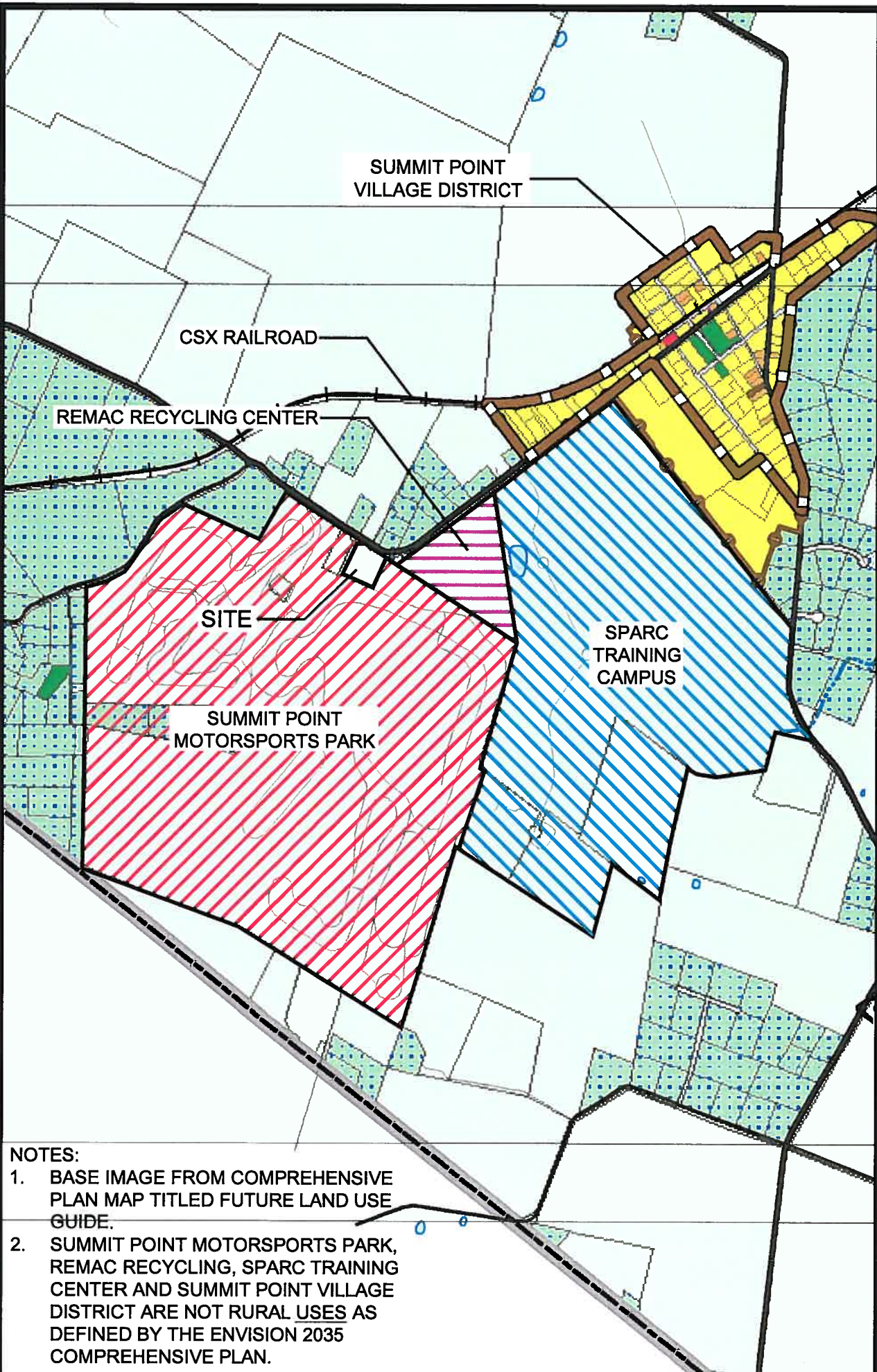
SITE

ZONING MAP AMENDMENT EXHIBIT 4 - FUTURE LAND USE GUIDE (MODIFIED)

01-24-2018

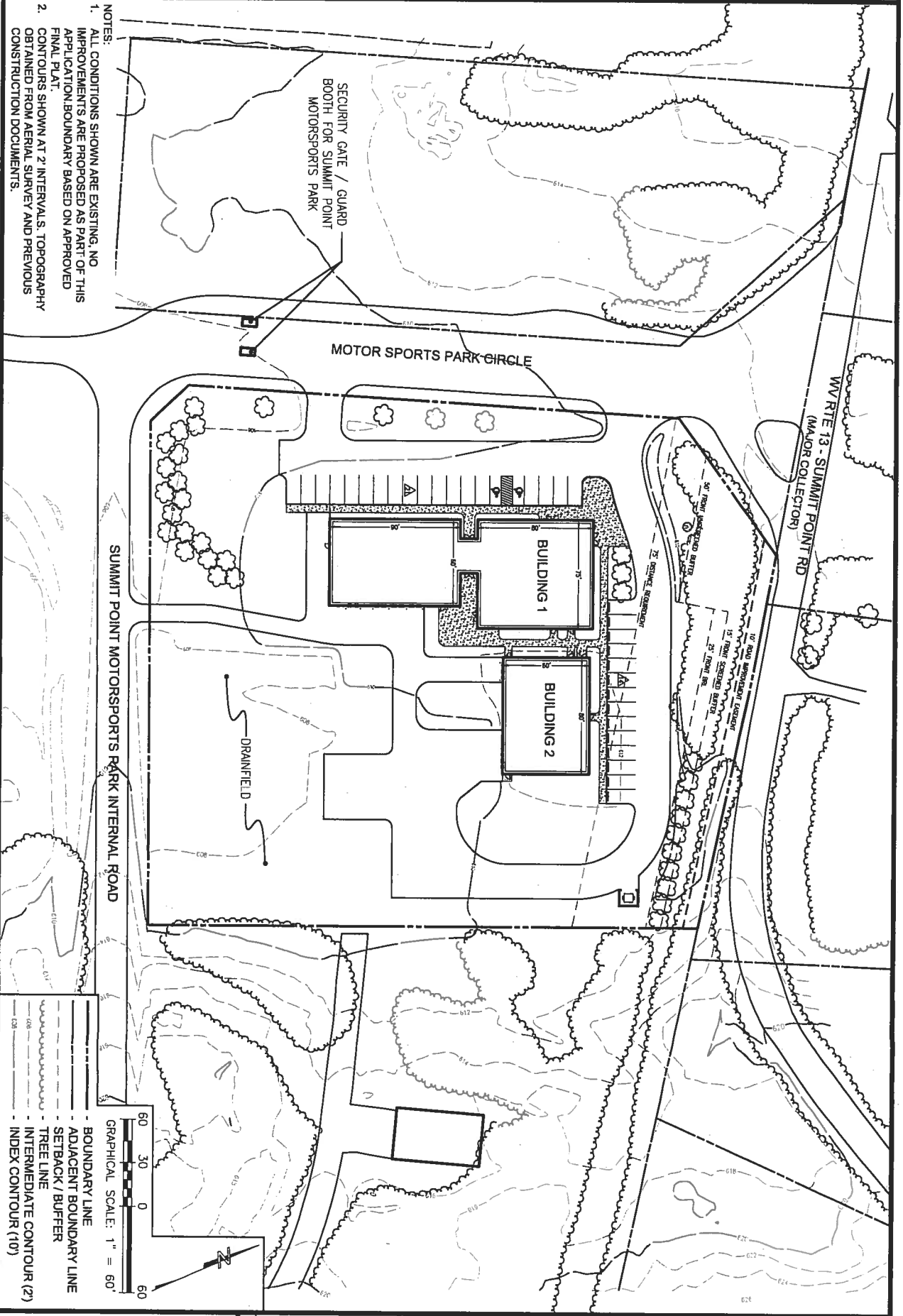
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NOTES:

1. BASE IMAGE FROM COMPREHENSIVE PLAN MAP TITLED FUTURE LAND USE GUIDE.
2. SUMMIT POINT MOTORSPORTS PARK, REMAC RECYCLING, SPARC TRAINING CENTER AND SUMMIT POINT VILLAGE DISTRICT ARE NOT RURAL USES AS DEFINED BY THE ENVISION 2035 COMPREHENSIVE PLAN.



- NOTES:
1. ALL CONDITIONS SHOWN ARE EXISTING. NO IMPROVEMENTS ARE PROPOSED AS PART OF THIS APPLICATION. BOUNDARY BASED ON APPROVED FINAL PLAN.
 2. CONTOURS SHOWN AT 2' INTERVALS. TOPOGRAPHY OBTAINED FROM AERIAL SURVEY AND PREVIOUS CONSTRUCTION DOCUMENTS.

GRAPHICAL SCALE: 1" = 60'

60 30 0 60

BOUNDARY LINE
ADJACENT BOUNDARY LINE
SETBACK / BUFFER
TREE LINE
INTERMEDIATE CONTOUR (2')
INDEX CONTOUR (10')

SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV

01-24-2018

ZONING MAP AMENDMENT
EXHIBIT 5 - CONCEPT PLAN / EXISTING CONDITIONS

EXHIBIT 6 - WV Development Office Marketing Material



WEST VIRGINIA DEVELOPMENT OFFICE
1900 Kanawha Boulevard East
Charleston, WV 25305-0311
Toll free: (800) 982-3386
Office: (304) 558-2234 - WVDO.org

AVAILABLE SPACE STASIS ENGINEERING COMPLEX



SUMMIT POINT, WEST VIRGINIA

LOCATION

Building Address - 500 Motorsports Park Circle
Summit Point, WV 25446

Located in City Limits - No

Zoning - None

County - Jefferson

Located in Business/Industrial Park - Yes

Can the Building be Multi-Tenant - Yes

Flood Hazard Zone - Location is not within any FEMA Zone

SIZE

Total Sq. Ft. - 19,512 (Office Building: 9,312;
Warehouse Building: 4,800; Engineering Building: 5,400)

Total Available Sq. Ft. - 19,512

Total Leased Sq. Ft. - 0

Acres - 3.35

Available Manufacturing/Warehouse Sq. Ft. - 9,000

Available Office Sq. Ft. - 10,512 (9,312 in Office Building and 1,200 in Engineering Building)

CEILING HEIGHT (Measurements taken under steel beams)

Engineering Building - 11'-3" at eaves and 15'-4" at center

Warehouse Building - 15'-1" at eaves and 19'-6" at center

SPECIFICATIONS

Can the Building be Expanded - No

Number of Additional Sq. Ft. Building can be Expanded - N/A

Is There Additional Land Available - No

Number of Additional Acres - N/A

Date of Construction - Unknown

Dates of Expansion - None

Date Vacated - 2014

Floor Thickness and Composition - Reinforced concrete

Wall Composition - Metal in warehouse and office buildings, metal and cinder block in engineering building

Wall Insulation - Fiberglass with vinyl backing in warehouse and engineering buildings

Roof Composition - Metal

Roof Insulation - Fiberglass with vinyl backing in warehouse and engineering buildings

Column Spacing - Clear span in warehouse and engineering buildings

Type of Sprinkler System - None

HVAC - Trane heat pumps serves engineering and office buildings, suspended gas fired heaters serves warehouse building

Lighting - Fluorescent fixtures in engineering and office buildings, fluorescent and high bay metal halide fixtures in warehouse building

Number and Capacity of Overhead Cranes - None

Number of Truck Docks - Two in warehouse building

Number and Size of Bay Doors - One 10' wide x 14' high in warehouse building, one 10' wide x 8' high and three 10' x 10' in engineering building

Number of Parking Spaces - 34 marked spaces

Previous use of the Building - Stasis engineering - high performance auto parts



ENGINEERING/OFFICE/WAREHOUSE BUILDINGS

TRANSPORTATION

Interstate/4 Lane Highway - 7.9 miles to I-81 Interchange Exit 321
Commercial Airport - 44.2 miles to Hagerstown Regional Airport
Railroad - None
Railroad Siding - None
Navigable Waterway - None
On-Site Barge Facility - None

UTILITIES

Electricity - Potomac Edison
Voltage - 208
Phase - 3

Gas - Thomas Gas (Propane)
Size of Service Line -
Gas Pressure -

Water - On site wells
Size of Service Line -
Static Pressure -
Residual Pressure -
Excess Capacity of Treatment Plant (GPD) -

Sewer - Septic system
Size of Service Line -
Excess Capacity of Treatment Plant (GPD) -

Telephone Supplier - Frontier or Comcast
Broadband Service - Yes

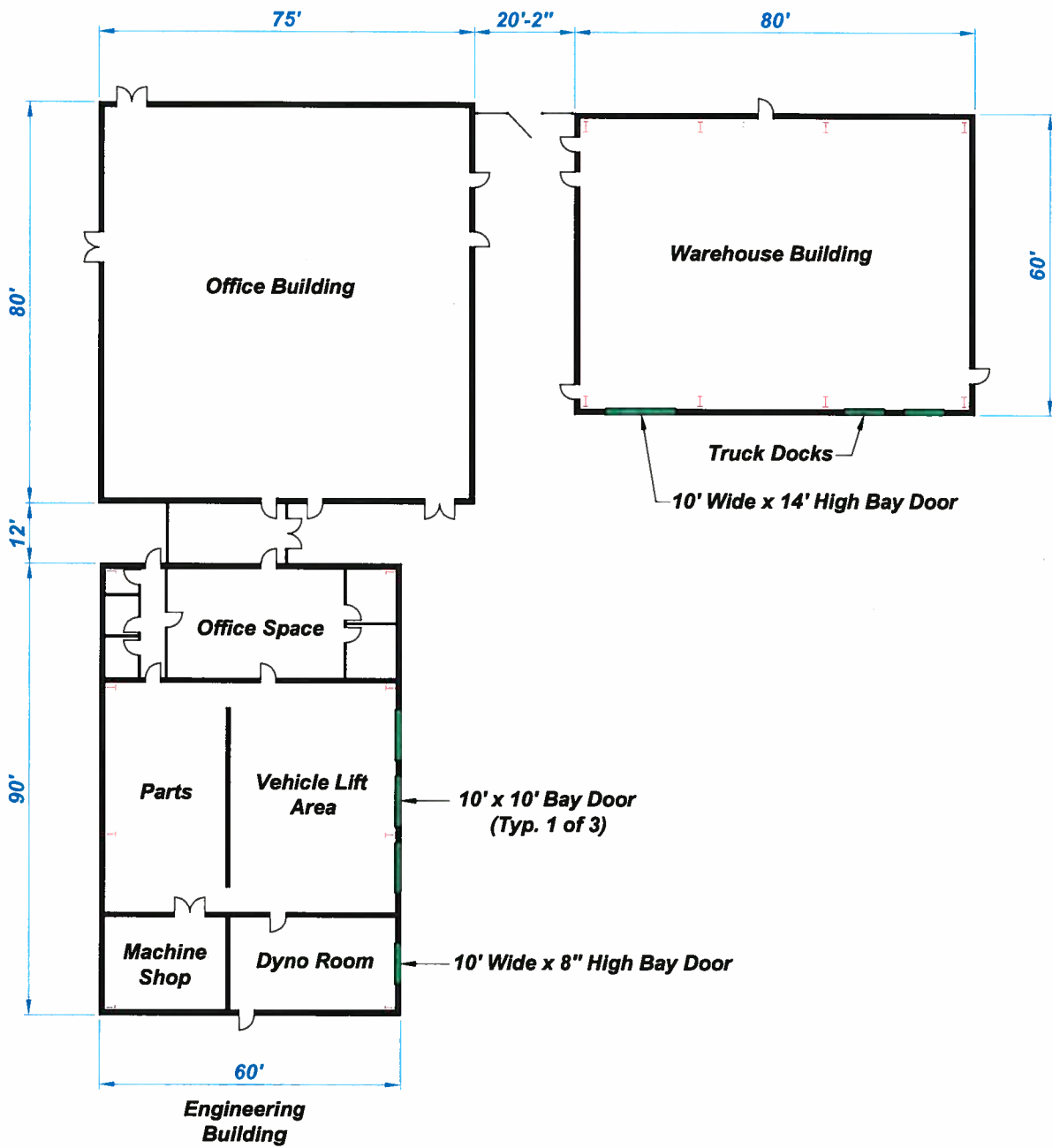
SALE/LEASE

Sale Price - \$2.5 million
Sale Terms -
Lease Price - \$10.00 psf for all 3 buildings or individually as follows,
Office Building: \$12.00 psf
Engineering Building: \$9.00 psf
Warehouse Building: \$4.00 psf
Lease Terms - NNN
Available Purchase or Lease Date - Immediately

FOR FURTHER INFORMATION CONTACT

John Lesinski
Colliers International
8045 Leesburg Pike, Suite 401
Vienna, VA 22182
Phone: (540) 754-1618
Mobile: (540) 671-5721
Email: john.lesinski@colliers.com
Website: www.colliers.com

Disclaimer: The information contained herein is from multiple sources and is provided as a convenient guide. It is deemed reliable, but is not guaranteed, and is subject to change without notice. It is your responsibility to independently confirm its accuracy and completeness.



FLOOR PLAN (NOT TO SCALE)



OFFICE BUILDING



OFFICE BUILDING SHOW ROOM



WAREHOUSE BUILDING INTERIOR



ENGINEERING BUILDING



OFFICE BUILDING 2ND FLOOR SPACE



OFFICE BUILDING 2ND FLOOR SPACE

Jessica Carroll

From: Eric Pritchard <eric@metisco.com>
Sent: Wednesday, January 17, 2018 7:51 PM
To: Jessica Carroll
Subject: AGENDA REQUEST
Attachments: SB242 INTR.pdf; Lyme Disease Quick Facts.htm; Reports of Lyme disease in Jefferson County.htm; Jefferson County Commission Endorsement SB242.pdf; LymeDisease Law Suit Texas.pdf; LymeRPrimer-2013.pdf; Massachusetts Lyme Legislation.pdf

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Eric and Linda Pritchard

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **Aside from late morning, we have no particular date in mind**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Requiring health insurance providers to provide coverage for long-term antibiotic therapy for a patient with Lyme Disease

Please provide the County Commission with a description of your request or presentation, including any background information: Linda and Eric Pritchard which to present this chronic Lyme disease situation. The Jefferson County is #1 in West Virginia for reported tick bites. The Eastern Panhandle has 2/3 of all of the state's reported tick bites. However, patients are routinely and systematically denied payment for needed therapy. This is the subject of a substantial Texas law suit against the Infectious Disease Society of American and co-conspiring health insurance companies. This legislation will have a substantial financial impact for chronic Lyme disease victims.

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*):

Please move to endorse the requirement that insurance companies provide coverage for long-term Lyme disease therapy.

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

Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

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



Lead Sponsor: Charles Trump, Room 210W
Co- Sponsors: Craig Blair, Room 461M
Mike Maroney, Room 218W
Patricia Rucker, Room 223W
Address: Building 1 State Capitol Complex Charleston, WV 25305

RE: Endorsement of Senate Bill SB242

The Jefferson County Commission endorses West Virginia Senate bill SB 242, which is a "A BILL to amend the Code of West Virginia . . . relating to requiring health insurance providers to provide coverage for long-term antibiotic therapy for a patient with Lyme Disease."

Josh Compton, President

Caleb Wayne Hudson, Vice President

Jane M. Tabb, Commissioner

Patsy Noland, Commissioner

Peter Onoszko, Commissioner

WEST VIRGINIA LEGISLATURE

2018 REGULAR SESSION

Introduced

Senate Bill 242

BY SENATORS TRUMP, BLAIR, MARONEY, AND RUCKER

**[Introduced January 11, 2018; Referred
to the Committee on Health and Human Resources]**

1 A BILL to amend the Code of West Virginia, 1931, as amended, by adding thereto a new section,
2 designated §33-6-38; to amend said code by adding thereto a new section, designated
3 §33-15-4l; to amend said code by adding thereto a new section, designated §33-16-3x;
4 and to amend said code by adding thereto a new section, designated §33-25A-8l, all
5 relating to requiring health insurance providers to provide coverage for long-term antibiotic
6 therapy for a patient with Lyme Disease.

Be it enacted by the Legislature of West Virginia:

ARTICLE 6. THE INSURANCE POLICY.

§33-6-38. Lyme Disease to be covered by all health insurance policies.

1 All individual and group health insurance policies providing coverage on an expense
2 incurred basis and individual and group service or indemnity type contracts issued by a nonprofit
3 corporation shall provide coverage for long-term antibiotic therapy for a patient with Lyme Disease
4 when determined to be medically necessary and ordered by a licensed physician after making a
5 thorough evaluation of the patient's symptoms, diagnostic test results, or response to treatment.
6 An experimental drug shall be covered as a long-term antibiotic therapy if it is approved for any
7 indication by the United States Food and Drug Administration. However, a drug, including an
8 experimental drug, shall be covered for an off-label use in the treatment of Lyme Disease if the
9 drug has been approved by the United States Food and Drug Administration.

ARTICLE 15. ACCIDENT AND SICKNESS INSURANCE.

§33-15-4l. Lyme Disease to be covered by all health insurance policies.

1 Any insurer who, on or after January 1, 2019, delivers or issues a policy of accident and
2 sickness insurance in this state under the provisions of this article shall make available as benefits
3 to all subscribers and members coverage on an expense incurred basis and individual and group
4 service or indemnity type contracts issued by a nonprofit corporation shall provide coverage for
5 long-term antibiotic therapy for a patient with Lyme Disease when determined to be medically

6 necessary and ordered by a licensed physician after making a thorough evaluation of the patient's
 7 symptoms, diagnostic test results, or response to treatment. An experimental drug shall be
 8 covered as a long-term antibiotic therapy if it is approved for any indication by the United States
 9 Food and Drug Administration. However, a drug, including an experimental drug, shall be covered
 10 for an off-label use in the treatment of Lyme Disease if the drug has been approved by the United
 11 States Food and Drug Administration.

ARTICLE 16. GROUP ACCIDENT AND SICKNESS INSURANCE.

§33-16-3x. Lyme Disease to be covered by all health insurance policies.

1 Any insurer who, on or after January 1, 2019, delivers or issues a policy of group accident
 2 and sickness insurance in this state under the provisions of this article shall make available as
 3 benefits to all subscribers and members coverage on an expense incurred basis and individual
 4 and group service or indemnity type contracts issued by a nonprofit corporation shall provide
 5 coverage for long-term antibiotic therapy for a patient with Lyme Disease when determined to be
 6 medically necessary and ordered by a licensed physician after making a thorough evaluation of
 7 the patient's symptoms, diagnostic test results, or response to treatment. An experimental drug
 8 shall be covered as a long-term antibiotic therapy if it is approved for any indication by the United
 9 States Food and Drug Administration. However, a drug, including an experimental drug, shall be
 10 covered for an off-label use in the treatment of Lyme Disease if the drug has been approved by
 11 the United States Food and Drug Administration.

ARTICLE 25A. HEALTH MAINTENANCE ORGANIZATION ACT.

§33-25A-8I. Lyme Disease to be covered by all health insurance policies.

1 A health maintenance organization issuing coverage in this state pursuant to the
 2 provisions of this article shall make available as benefits to all subscribers and members coverage
 3 on an expense incurred basis and individual and group service or indemnity type contracts issued
 4 by a nonprofit corporation shall provide coverage for long-term antibiotic therapy for a patient with

5 Lyme Disease when determined to be medically necessary and ordered by a licensed physician
6 after making a thorough evaluation of the patient's symptoms, diagnostic test results, or response
7 to treatment. An experimental drug shall be covered as a long-term antibiotic therapy if it is
8 approved for any indication by the United States Food and Drug Administration. However, a drug,
9 including an experimental drug, shall be covered for an off-label use in the treatment of Lyme
10 Disease if the drug has been approved by the United States Food and Drug Administration.

NOTE: The purpose of this bill is to require health insurance providers to provide coverage for long-term antibiotic therapy for a patient with Lyme Disease.

Strike-throughs indicate language that would be stricken from a heading or the present law and underscoring indicates new language that would be added.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **10 minutes**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Eastern Panhandle Transit Authority Board – one three-year term ending January 31, 2021– 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 **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, February 1, 2018, or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority Board - one three-year term ending January 31, 2021.

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.



November 20, 2017

Jefferson County Commission Office
PO BOX 250
Charles Town WV 25414
Attn: Mr. Peter Onoszko

Dear Mr. Onoszko,

Eastern Panhandle Transit Authority has one Board of Directors position that expires on 1/31/18. At this time EPTA is seeking reappointment for Mrs. Joy Lewis to the EPTA Board of Directors for a three year term.

Mrs. Joy Lewis
PO Box J
Shepherdstown WV 24443

If you have any questions or concerns, please feel free to contact either myself or Doug Pixler. Please advise when the reappointment will be before the Jefferson County Commission, we will plan on being in attendance to answer questions if they arise.


Elaine Bartoldson
Deputy Director EPTA

cc: Doug Pixler
Nic Diehl

446 Novak Drive, Martinsburg WV 25405 Office: 304-263-0876 Fax: 304-264-9253

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Andrew Osantowske

Home Telephone Number: _____

Work Address: 3110 Fairview Park Dr., Falls Church VA 22042

Work Phone Number: _____

Mobile Phone Number: (304) 433-4240

E-mail Address: aosantowske@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Unmanned Systems Consultant

Education: High School Walled Lake Central H.S., Walled Lake, MI (2000)

College Middle Tennessee State University, Murfreesboro, TN (2007)

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address:
12 Appomattox Lane
Shepherdstown, WV 25443

Magisterial District: 34

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

To supplement my resume: I was appointed to the Transportation Commission in Flower Mound, Texas by the Mayor and Town Council. While in this role, I led what was the initial discussion to create a town ordinance to ban texting while driving. News article link below:

FM Leademews; As state lawmaker proposes texting ban, FM discusses having its own; November 11, 2014. <http://starlocalmedia.com/theleader/>

Organization Memberships and Positions Held : Middle Tenn. State University, Aviation Department, Advisory Board member from 2016-Present Willow Springs Acres Homeowners Association Board member from 2016-Present

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	No

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: January 29, 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Andrew Osantowske

12 Appomattox Lane, Shepherdstown WV 25443 • (304) 433-4240 • aosantowske@gmail.com

OBJECTIVE

To be appointed to the Eastern Panhandle Transit Authority Board where my experience with transportation, local and federal government, leading organizations, and passion for public service can be used for the benefit of the community.

ACHIEVEMENTS

- Introduced discussion about texting while driving within the town (Flower Mound, TX) limits amid dissenting opinions from fellow transportation commissioners. This introduction, along with many other grassroots initiatives, were featured in regional news media outlets and contributed to the eventual state-wide ban signed into law in 2017.
- Authored a regulatory position paper, now being circulated for policy adoption, related to the use of temporary flight restrictions by small Unmanned Aircraft Systems (UAS) for the Federal Aviation Administration (FAA).
- Developed a Detect and Avoid strategy to further enable Beyond Visual Line of Sight operations for the FAA's Mission Support Service directorate.
- Successfully mitigated a 'high' schedule risk to the initial Part 107 phased rollout plan which would have otherwise resulted in a high visibility integration delay.
- Produced multiple social media pieces for non-traditional pilots to explain and clarify how to request and obtain Part 107 waivers and authorizations. One video in particular, *How to use the Unmanned Aircraft Systems Facility Map*, was the #3 trending video across all of the FAA's social media platforms during the week of the world's largest annual aviation event, EAA's AirVenture.
- Airspace and Regulatory Consultant to the Loudoun County Sheriff's Office (VA) for the deployment of UAS during search and rescue missions, as well as acting instructor for their Remote Pilot Course.

EXPERIENCE

Evans Incorporated

April 2016 – Present

Senior Unmanned Systems Analyst

- Program support for the FAA-Air Traffic Organization's Emerging Technologies Integration Team in Washington, D.C.
- Initial sUAS rule implementation risk manager.
- Developed communications plan strategies, briefings, and a 'UAS Roadshow' for delivery to air traffic control field facilities.
- Author of multiple regulatory analysis white-papers relating to airspace analysis, law enforcement utilization of sUAS, and enhanced operational capabilities.
- Created and published Airspace Authorization and Waiver educational social media video series for the flying public.

Senior Air Traffic Control Analyst

- Program support for the FAA-Air Traffic Organization's Special Caribbean Initiative.
- Developed program implementation and acquisition strategy with initial cost estimate of \$22 million.
- Authored program's Communications Plan, Project Management Plan, Implementation Strategy and Planning Document, Shortfalls Analysis, industry and executive briefings.
- Coordinated initiative implementation with appropriate lines of business across various FAA business lines as well as foreign air navigation service providers.

Lockheed Martin; Federal Contract Flight Service Station

November 2007 – April 2016

Quality Assurance Engineer

- Evaluated air traffic specialist performance across the country for regulatory compliance.
- Mitigated negative performance trends by developing just-in-time procedures, training products, and policy documents.
- Assisted the FAA, various Federal and State agencies, and military representatives with aircraft

mishap and accident investigations.

- Acting subject matter expert in various topics; to include Notice to Airman (NOTAMs), unmanned aircraft systems (UAS), and UAV Operating Areas (UOA).

Air Operations Associate Manager

- Ensured the safe and efficient flow of general aviation traffic across a 13-state region including Mexican and Canadian borders.
- Operational consultant for the Flight Service Engineering-Web Services department.
- Supported and developed real-time procedures with the Flight Service Operational Control office, Air Traffic Control Command Center, and multiple Air Traffic Control facilities during the Chicago En Route center building fire (2014).
- Successfully managed multiple periods of program and generational change via consistent communication and individualized training plans.

Flight Service Specialist

- Provided tailored preflight weather briefings, conducted search and rescue for missing aircraft, and constructed operational aviation products in accordance with applicable air traffic control laws, rules, and regulations.
- Participated in various testing and expert groups to advance work processes and programs.
- Proficient in various international procedures and ICAO flight planning.

United States Air Force

September 2001 – 2007

Michigan & Tennessee Air National Guard – Crew Chief

- Responsible for the health and maintenance of F-16C/D aircraft (2001-2005), and C-130 aircraft (2005- 2007).

EDUCATION

Middle Tennessee State University

August 2005 – August 2007

- Bachelor of Science, Aerospace – Flight Dispatch and Scheduling
- Minor in Leadership Studies
- FAA Air Traffic Control College Training Initiative Graduate

FAA Certificates

- Private Pilot, Single Engine Land – 2006
- Aircraft Dispatcher – 2007
- Remote Pilot, Small Unmanned Aircraft – 2016

Professional Courses

- Global UAS Risk Management, Embry Riddle Aeronautical University – October 2016

OUTREACH AND COLLABORATION

- Leadership Jefferson – Class 12, Jefferson County, WV Chamber of Commerce (September 2017 – 2018) [Expected]
- Advisor, Middle Tennessee State University Aerospace Department Advisory Board (October 2016 - Present)
- Emerging Leaders Fundamentals Graduate, Lockheed Martin IS&GS Civil (February 2015)
- Lockheed Martin Leadership Association Bylaws Revision Committee Chairman (September 2014)
- Commissioner, Town of Flower Mound Transportation Commission (October 2013 - February 2015)
- Advisor, Tarrant County College Aviation Department (November 2012 - December 2014)
- International Association of Machinists and Aerospace Workers, Local Lodge #2011 President (December 2009 – December 2010)

Additional details and references available upon request.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: 10 minutes

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

Date Requested – 2nd Choice: Interviews and Appointments to the North Eastern Regional EMS, Inc. Board – one unexpired term ending October 31, 2019 – Discussion/Action

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

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, February 1, 2018 or as soon thereafter as the Commission may decide:

North Eastern Regional EMS, Inc. - one unexpired term ending October 31, 2019.

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **10 minutes**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Emergency Services Agency Board – one unexpired term for Citizen Representative, ending June 30, 2019 – 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 **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, February 1, 2018 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one unexpired term for Citizen Representative, ending June 30, 2019.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

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

January 10, 2018

Jefferson County Emergency Services Agency
419 16th St
Ranson, WV 25438

RE- Resignation from JCESA Board

To Whom It May Concern:

Please accept my resignation from the Jefferson County Emergency Services Agency Board. As a local surgeon and community representative on the Board, my goal was to provide the Board with the balance of a medical professional and that of a concerned citizen. However, it is clear that some of the County Commissioners feel their political platform is more important than the safety of our community and have repeatedly ignored the Board's recommendations for the public's best interest and wellbeing.

Sincerely,

Jason Turner, MD
Assistant Professor, Division of General Surgery
WVU Medicine, University Surgical Associates
2500 Foundation Way
Martinsburg, WV
Cell: 304.777.6306
jasonturnermd@gmail.com

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: February 1, 2018

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*): Partial bond release for Arcland Property Company, LLC – Waffle House (File #S17-02)

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of Irrevocable Letter of Credit #107043867-4401 with United Bank, Shepherdstown, WV construction bond security for Arcland Property Company, LLC – Waffle House (File #S17-02)

Is this a funding request? Y/NO

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I authorize a partial release of Irrevocable Letter of Credit #107043867-4401 with United Bank in the amount of \$79,252.00 construction bond amount for Arcland Property Company, LLC – Waffle House (File #S17-02).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Josh Compton

VICE PRESIDENT
Caleb Wayne Hudson

COMMISSIONER
Patricia A. Noland

COMMISSIONER
Jane M. Tabb

COMMISSIONER
Peter W. Onoszko

February 1, 2018

Mr. Chris Colbert, VP
United Bank, Inc.
7867 Martinsburg Pike
Shepherdstown, West Virginia 25443

RE: Irrevocable Letter of Credit #107043867-4401 dated October 26, 2017
Construction Bond Surety for ARCLAND PROPERTY COMPANY, LLC –
WAFFLE HOUSE (File #S17-02).

Dear Mr. Colbert:

The Jefferson County Commission authorizes a partial release of the remaining \$79,252.00 from the construction bond for ARCLAND PROPERTY COMPANY, LLC – WAFFLE HOUSE (File #S17-02). This project is located on the south side of Route 340/6 Somerset Boulevard adjacent near the Somerset Village Shopping Center. Work remaining includes but is not limited to the following:

1. Stormwater management
2. Paving
3. Sanitary sewer system
4. Landscaping and final stabilization
5. Bond contingency amount

In summary, you are hereby authorized to reduce the amount of the above referenced Letter of Credit, originally issued in the amount of \$197,447. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Josh Compton, President
Jefferson County Commission

JC:rfb

cc: Mr. Tom Cross
Arcland Property Company, LLC
1054 31st Street NW Suite 318
Washington, DC 20007
Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 01 / 09 / 2018 J.C.P.C. File No. S17 - 02

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERMAT Phone: 304-725-8456

Project/Subdivision Name: WAFFLE HOUSE SITE PLAN

Section/Phase: _____ Lots: _____

Review Comments:

The bond release (reduction) is Approved as Submitted. _____ The bond release/reduction request is Denied.

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: WORK INDICATED APPEARS COMPLETE

Approved for:
Bond Reduction
 By [Signature] 01/11/2018
County Engineer **Date**

Original Bond Amt. \$ 171,693 + 15% Cont. \$ 25,753⁰⁰ = Total Original Bond Amt. \$ 197,447

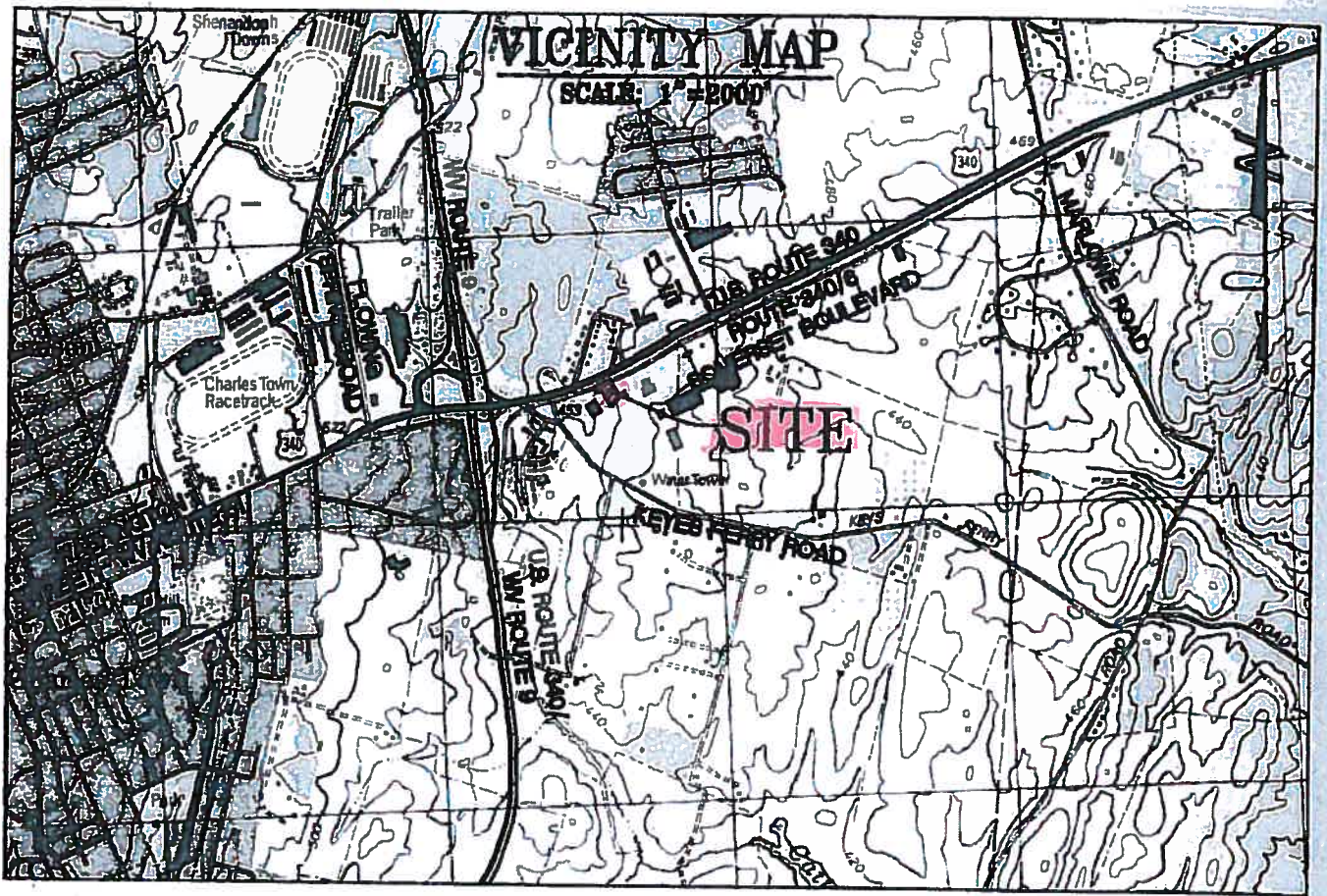
Total Current Bond Amount \$ 197,447.00

Cost of Work Remaining \$ 102,778.00 + Contingency Amount \$ 15,416⁰⁰

= Approved for Revised Bond Amount \$ 118,195.00

Reviewed By: [Signature] Title: L.D.I.

Signature: [Signature] Date: 01 / 11 / 2018



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: February 1, 2018

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval and Action on Recommendation of Successful Bidder for Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update

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

A review committee comprised of the HSEM Director, the County Planner, the County Code Enforcement Officer, and the Chairman of the HSEM Steering Committee has reviewed the bids and will recommend to the Commission the bidder that most meets the criteria for selection.

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*):

I move to follow the recommendation of the selection committee and direct the Commission President to sign the contract to have _____ complete the Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update.

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: sallen@jeffersoncountywv.org

Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



Jefferson County Homeland Security and Emergency Management

(A Department of the Jefferson County Commission)

Request for Proposals

2018 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update

December 19, 2017

NATURE OF SERVICES REQUIRED

Jefferson County Commission wishes to hire a Contractor to work with the Jefferson County Homeland Security and Emergency Management staff, the Risk Assessment and Mitigation Planning Committee, and other stakeholders to update the County Government's Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan.

The contracting agency is the Jefferson County Commission and all procurement rules and regulations of the Jefferson County Commission will be applicable to this project.

Jefferson County's Homeland Security and Emergency Management Director or their designee will coordinate the contract with the successful consulting firm, along with the County's attorney, and recommend hiring of the successful firm. The final decision shall be that of the Jefferson County Commission.

The successful bidder will contract directly with the Jefferson County Commission and all correspondence will be through the Jefferson County Homeland Security and Emergency Management Director or their designee.

Specific Objectives that the successful Contractor will be required to perform:

1. Meet all of the assurances, scope of work listed in Attachment #1 (State of West Virginia Hazard Mitigation Planning Grant Application for Jefferson County, WV) and meet the deadline of May 1 for Draft and June 1 for Final deliverables, assure that the plan, meets the requirements of all, laws, regulations, policies, procedures, and authorities, as well as, written in such a way that it will help to maximize Jefferson County's CRS Rating (Community Rating System of the National Flood Insurance Program). The County's CRS Rating is currently a Class 6.
2. Must outline the strategy for gathering public input and developing the plan.
3. The successful Contractor must hold at a minimum of monthly face-to-face meetings with the Homeland Security and Emergency Management Director plus any stakeholders that he or she wishes to include in the meetings over the course of this contract. Other planning conferences may be held via phone or webinar, as necessary.
4. The successful Contractor must commit to submitting monthly progress reports outlining the following:
 - Activities (Calls, meetings, communications)
 - Planning progress to include completed tasks and future action items.
 - Drafts of the plan as they become available.
5. Must provide a final 2018 Multi-Jurisdictional All Hazards Mitigation Plan at the conclusion of the contract. This must include 5 hard copies, and 5 CDs of each product, plus one Master Copy that can be updated easily by the jurisdiction in the future.

6. The Homeland Security and Emergency Management Director will select from among the submitted proposals. One or more Contractors will be asked to make formal presentations to the Homeland Security and Emergency Management Director and other stakeholders, as desired. The Homeland Security and Emergency Management Director will make a recommendation to the Jefferson County Commission on which contractor to select, based upon affordability, strategies and experience with like projects. References given by each potential contractor will be checked for satisfactory performance on past contracts.

Additional Information:

Your bid is to be all-inclusive, not to be based upon hourly fees or additional expenses.

There is no expressed or implied obligation for Jefferson County Homeland Security and Emergency Management or Jefferson County Commission to reimburse responding Contractors for any expenses incurred in preparing proposals in response to this request or to attend required meetings.

Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed by the Jefferson County Homeland Security and Emergency Management or the Jefferson County Commission.

All documents are submitted to Jefferson County Homeland Security and Emergency Management once the project is completed. Upon invoice, and final approval by the County Commission, WVDHSEM, and FEMA, payment will be made in one lump sum.

All products must be completed and received in the final form no later than June 1, 2018, along with the invoice for services.

The County's current All Hazards Risk Assessment and Mitigation Plan was last updated in 2012/2013. The document can be found at

<http://www.jeffersoncountywv.org/home/showdocument?id=727>

TIME REQUIREMENTS FOR THE PROJECT

RFP Issued	December 19, 2017
MANDATORY PRE-BID MEETING	10:00 a.m. January 9, 2018
RFP Due Date	5:00 p.m. January 24, 2018
Estimated Selection Date	February 1, 2018

Please note that the Work Schedule on Page 15 of the Grant Application must be compressed in order to meet the Draft and Final deliverable dates of May 1 and June 1 respectively.

Draft of deliverable by May 1, 2018

Final deliverables and Invoice submitted by June 1, 2018

REQUESTS FOR PROPOSALS

Inquiries concerning the request for proposals may be made to:

Stephen S. Allen, Deputy Director
Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
304-728-3329 (phone)
304-728-3320 (fax)
sallen@jeffersoncountywv.org

QUESTIONS?

Questions are to be submitted in writing either by email or fax. Email is to sallen@jeffersoncountywv.org

Fax: 304-728-3320

No phone calls, please.

All questions and answers will be made available to all known bidders.

SUBMISSIONS OF PROPOSALS

The proposals must be RECEIVED by 5:00 p.m. January 24, 2018 for a Contractor to be considered. Contractors should send the completed proposals by regular mail or hand delivered to:

“RFP Submission: “2018 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update”

**Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430**

We recommend that you DO NOT send your proposal electronically.

Jefferson County Homeland Security and Emergency Management will not be responsible for lost or misdirected mail or email. It is the Contractor’s responsibility to follow up to make sure it is received.

Each submitted proposal must be limited to twenty pages in length (12 point font/1.5 line spacing) and include the following information:

A. Information about the Contractor

Each bidder will provide information about their organization, including the name, address, telephone number and email address of the principal contact person for this proposed project, and the contractor’s URL of their website.

Include the number of years the Contractor has been in the business of providing the type of services desired by Jefferson County Homeland Security and Emergency Management, as well as the Contractor’s specific experience in emergency management planning.

Please list all relevant disaster planning projects your firm has performed over the past three years, including outcomes of each. Please include sample of work, specifically for Emergency Management and/or Risk Assessment, Mitigation or Recovery Plans. Please include three references of communities that have engaged the Contractor for similar services.

Non-Disclosure Agreement—For security purposes, all of the Contractor’s staff who will be working with this project in any way may be asked to sign a non-disclosure agreement

regarding information in this plan or information that they may gain during the course of this contract.

B. Staff Expertise in Risk Assessment and Mitigation Planning

Each bidder will include a brief statement regarding current qualifications of senior or lead consulting staff and their ability to perform desired consulting services, including the number of qualified support staff who would assist in performing the described tasks.

It is essential that all project personnel are listed by name and credentialed in the submitted proposal.

CONTRACT PERIOD

Planning must begin upon award. Invoice will be paid upon receipt of an invoice and the approval of the Jefferson County Commission, WVDHSEM, and FEMA after all materials are received and approved at the end of the contract.

Each submission will detail a bid for the complete project. Payment will be in one lump sum upon approval and an invoice at the end of the contract.

Submitted proposals will be evaluated using the following criteria:

- Affordability
- Qualifications of the Contractor and their lead consulting staff
- Depth of specific disaster planning/exercise facilitation experience
- Success of previous outcomes
- Proposed fee to perform the described services
- Recommendations
- Overall strength of proposal

Submitted proposals will be reviewed and we may contact potential Contractors for additional clarification.

Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals submitted.

During the evaluation process, Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right, where it may serve their best interest, to request additional information or clarifications from potential Contractors, or to allow corrections of errors or omissions.

FINAL SELECTION

Selection of the Contractor will be based upon the recommendation of the proposal reviewers, with the final decision resting with the Jefferson County Commission. Following notification of the successful Contractor, a contractual agreement will be executed between the Jefferson County Commission and the selected Contractor.

Jefferson County Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice: **2/1/18**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Employment – Custodial/Janitorial Opening**

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting the approval of employment of Amanda Ring for the custodial/janitorial position that is open in my department. We advertised for this position and received several applications. After interviewing the top 5 candidates, we choose Ms. Ring as the most qualified for the position.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to approve the employment of Amanda Ring for the custodial/janitorial position that is open in the Maintenance Department at a Grade 2, Step A at an annual salary of \$31,048.21

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: **Bill Polk**

Email address: **bpolk@jeffersoncountywv.org**

Phone Number: **304-728-3355**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

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

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Judicial Elevator Upgrade Proposal from Kone Elevators – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information: This will upgrade the software in the Judicial Building elevator controller so that the elevator can be locked out while in secure mode. This will allow the judge and staff to ride the elevator securely without anyone else being able to ride the elevator at the same time. This will also secure the access from the elevator to the judge's offices to only those with card reader access.

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

If so, how much? **\$ 15,303.20**

Provide exact financial impact/request:

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

Move to approve the proposal from Kone Elevators to upgrade the elevator in the Judicial Building in order for the judge and staff to securely ride and to secure entry to their office areas from the elevator.

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

KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL



1/19/2018

Jefferson County Commission
128 Industrial Blvd
Kearneysville, WV 25430

ATTN: Bill Polk

Re: Hospitalization Upgrade
Jefferson Co. Judicial Center

KONE Inc.
6901 Muirkirk Meadows Dr.
Beltsville, MD 20705
Tel (301) 459 - 8660
Fax (301) 210 - 2787
www.kone.com
Jack.Thomas@Kone.com

Description of Work

We propose to furnish and install the labor, materials, tools and supervision to perform the following work on the Passenger Elevator #1 located at 110 North George St, Charles Town, WV 25414.

Hospitalization Mode Upgrade

We will upgrade the software on the elevator controller to allow the elevator to be locked out from all floors and all doors while it is in the secure mode. This will allow the judge or other sensitive personnel to ride the elevator without a civilian being able to ride at the same time. This service will not be able to override a fire service call, as that needs to be unrestricted at all times.

The 3F floor will always be in "judge mode" and all other floors will be in a normal mode. When the approved personnel get on the elevator, they will use a card reader to activate "judge mode", which will lock all other floors and give access to the 3F door.

There will be a 4-6 week lead time to get all of the parts from the supplier.

Price

Our total price to perform the above-mentioned work amounts to: \$15,303.20, plus applicable taxes.

Per the US Communities pre-negotiated terms for repairs, here is a breakdown of pricing:

Materials: \$3250 + 20% markup = \$3900.
Service Mechanic: \$185.19/hour x 32 hours = \$5,926.08
Helper Mechanic: \$171.16/hour x 32 hours = \$5,477.12

Our price includes applicable labor, material and permit fees. This proposal is not binding on KONE until approved by an authorized KONE representative. Pricing is subject to KONE's attached Terms and Conditions for tendered repairs and, by signing below, Purchaser hereby agrees to these Terms and Conditions. Price is valid for 30 days from the date of this proposal.

KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL



Down Payment

The above quoted price is based on a fifty percent (50%) down payment, due before the order will be processed. No material will be ordered and work shall not commence until applicable down payment is received. The attached invoice will serve as a receipt for the down payment provided.

ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of Jefferson County Commission

Respectfully submitted by,
KONE Inc.

(Signature)

Jack Thomas
Sr. Sales Consultant

(Print Name)

(Approved By) Authorized Representative

(Print Title)

Title

Date: ____ / ____ / ____

Date: ____ / ____ / ____

TERMS AND CONDITIONS

This proposal is subject to the following terms and conditions, all of which are hereby agreed to:

KONE shall submit invoices for the value of material delivered and/or labor performed, less the down payment paid at the time of proposal acceptance. A final invoice shall be issued by KONE upon completion of the work and shall include all balances due. Purchaser agrees to pay the amount of any tax imposed by any existing law, or by any law enacted after the date of this Agreement, based upon the transfer, use, ownership or possession of the equipment involved in the services rendered herein. KONE reserves the right to discontinue our work at anytime until we have assurance, satisfactory to us, that payments will be made as agreed. Final payment shall become due and payable upon completion of the work described in this Agreement. Failure to pay any sum due to KONE within thirty (30) days of the invoice will be a material breach. A delinquent payment charge calculated at the rate of 1½ % per month, or if such rate is usurious then at the maximum rate under applicable law, shall be applied to the delinquent payments. In the event of default on the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, all attorney fees, collection cost or court costs in connection therewith. The machinery, implements and apparatus furnished hereunder remain KONE's personal property and KONE retains title thereto until final payment is made, with right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.

The states requiring notice prior to filing a lien, this notice requirement is hereby complied with.

KONE shall not be liable for damage or delay caused directly or indirectly by accidents, embargoes, strikes, lockouts, work interruption or other labor dispute, fire, theft, floods, or any cause beyond KONE's control. Regardless of the type of delay, KONE shall not be liable for any indirect, consequential, or special damages including but not limited to fines, penalties, loss of profits, goodwill, business or loss of use of equipment or property.

Purchaser agrees to provide safe access to the equipment and machine room areas. Should conditions develop beyond KONE's control, making the building or premises in which KONE's personnel are working unsafe, KONE reserves the right to discontinue work until such unsafe conditions are corrected. Should damage occur to KONE's material or work on the premises, by fire, theft or otherwise, Purchaser shall compensate us therefore.

Any asbestos removal necessitated by work described in this Proposal will be the Purchaser's responsibility. Purchaser shall provide documentation that the asbestos has been abated from the KONE work area and air clearance reports shall be made available upon request. Purchaser is responsible for all costs of oil disposal should it be determined that oil from Purchaser's equipment is contaminated.

KONE undertakes to perform this work in conformity with the usual applied codes and standards, however, no guarantee can be made that all code violations or defects have been found. This work is not intended as a guarantee against failure or malfunction of equipment at any future time.

It is agreed and understood that KONE is not responsible for damages, either to the vertical transportation equipment or to the building, or for any personal injury or death, arising from or resulting from any code required safety tests performed on this equipment.

Nothing in this agreement shall be construed to mean that KONE assumes any liability of any nature whatsoever arising out of, relating to or in any way connected with the use or operation of the equipment described above. Purchaser shall be solely responsible for the use, repair and maintenance of the equipment and for taking such steps including but not limited to providing attendant personnel, warning signs and other controls necessary to ensure the safety of the user or safe operation of the equipment.

Neither KONE nor its affiliates, subsidiaries or divisions shall be responsible or liable for any damages, claims, suits, expenses and payments on account of or resulting from any injury, death or damage to property arising or resulting from the misuse, abuse or neglect of the equipment herein named or any other device covered by this contract.

Purchaser shall at all times and at Purchaser's own cost, maintain a commercial general liability policy covering bodily injury and property damage with the limits of liability Purchasers customarily carry (naming KONE as additional insured) arising out of the services provided under this Authorization and/or the ownership, maintenance, use or operation of the equipment described herein.

It is agreed and understood that Purchaser is solely responsible for ongoing maintenance and care of the equipment described above. IT IS EXPRESSLY UNDERSTOOD, IN CONSIDERATION OF OUR PERFORMANCE OF THIS WORK THAT PURCHASER ASSUMES ALL LIABILITY FOR THE USE, MAINTENANCE OR OPERATION OF THE EQUIPMENT DESCRIBED ABOVE AND FOR ANY INJURY, INCLUDING DEATH, TO ANY PERSON OR PERSONS AND FOR DAMAGE TO PROPERTY OR LOSS OF USE THEREOF, ON ACCOUNT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK TO BE DONE HEREIN, AND AGREES TO THE EXTENT PERMITTED BY LAW TO DEFEND, INDEMNIFY AND HOLD HARMLESS KONE, ITS OFFICERS, DIRECTORS AND EMPLOYEES FROM ALL DAMAGES, CLAIMS, SUITS, EXPENSES AND PAYMENTS ON ACCOUNT OF OR RESULTING FROM ANY SUCH INJURY, DEATH OR DAMAGE TO PROPERTY, EXCEPT THAT RESULTING FROM THE SOLE NEGLIGENCE OF KONE INC. Purchaser hereby waives any and all rights of recovery, arising as a matter of law or otherwise, which Purchaser might now or hereafter have against KONE Inc.

KONE warrants the materials and workmanship of the equipment for 90 days after completion. Purchaser's remedy is limited to repair or replacement of a defective part, in KONE's sole discretion. The warranty is limited to the replacement or repair of the part itself, and excludes labor. In no event shall KONE be responsible for damage due to normal wear and tear, vandalism, abuse, misuse, neglect, work or repairs or modifications by others, or any other cause beyond the control of KONE. KONE disclaims any other warranty of any kind, either expressed or implied, including without limitation the implied warranties of merchantability or fitness for a particular purpose, or noninfringement.

Unless otherwise agreed, it is understood that the work shall be performed during regular working hours of regular working days of the elevator trade. If overtime work is mutually agreed upon and performed, the additional price, at KONE's usual rates for such work, shall be added to the contract price herein named.

It is expressly understood and agreed all prior agreements written or verbal regarding the subject matter herein are void and the acceptance of this Agreement shall constitute the contract for the material and work specified in this Agreement. Any changes to this Agreement must be made in writing and signed by both parties.

The terms and conditions set forth herein shall constitute the complete agreement for any work performed, AND shall prevail over and supersede any terms and conditions contained in any documents provided by the Purchaser.

The Purchaser does hereby agree the exclusive venue for any dispute between the parties shall be in the county of Rock Island, IL.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**
Department or Organization:
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 1, 2018**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

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

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

- 1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action. Possible Executive Session.**
- 3. Report regarding ambulance fee donations. Discussion/Action.**
- 4. Security issues for Hunter House. Discussion/Action. Possible Executive Session.**
- 5. FLSA issues regarding ESA Employees. Discussion/Action. Possible Executive Session.**

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

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

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 1, 2018**

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

Subject (*Wording to be placed on agenda*): **911 Center Outage - 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.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 1, 2018**

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

Subject (*Wording to be placed on agenda*): **Discuss County Courthouse conditions and issues that needs to be addressed - 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.](#)

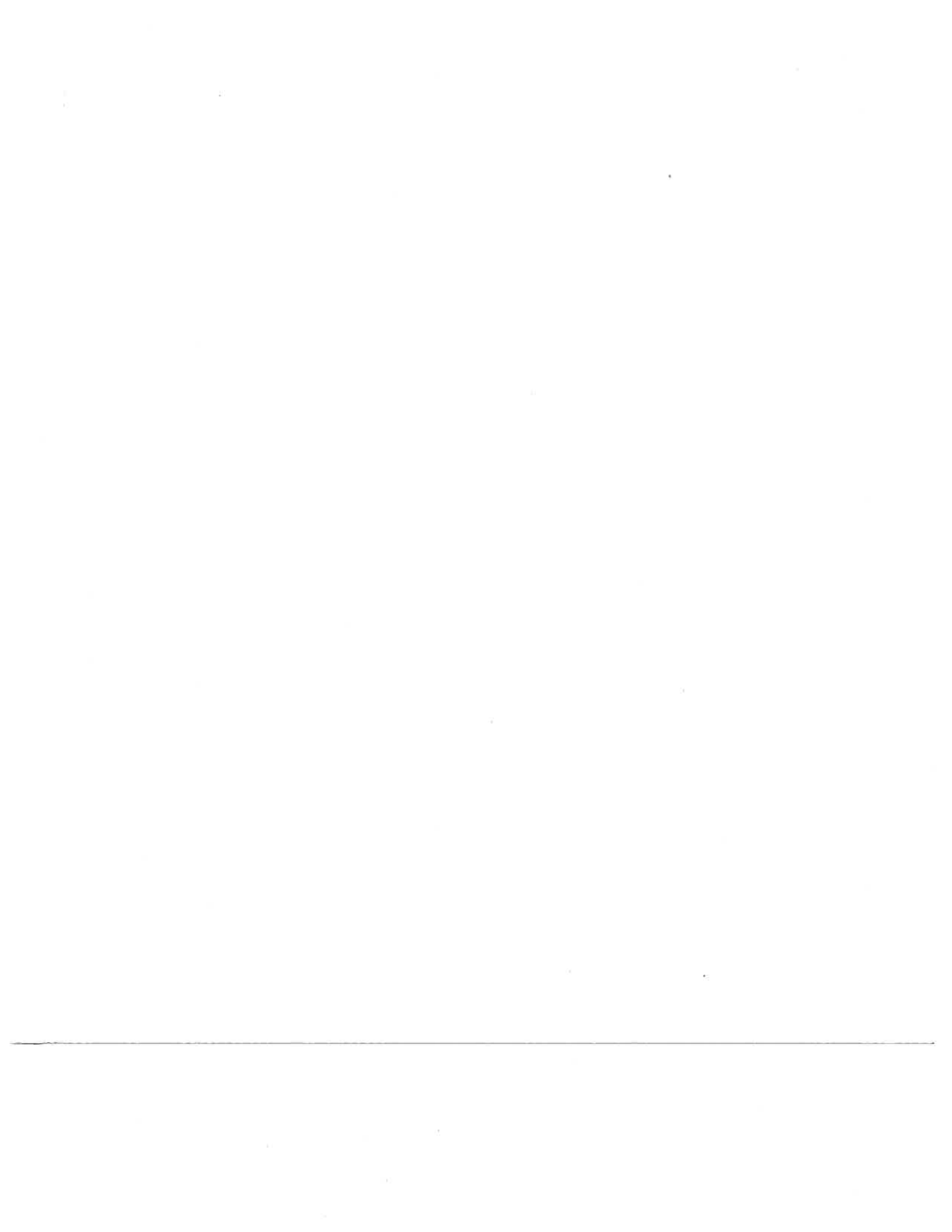
Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

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.](#)





January 28, 2018

Mr. Josh Compton, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioner Compton,

The Jefferson County Historic Landmarks Commission wishes to express our support for the acquisition of traps suitable to capture pigeons that are roosting on the court house. The plan offered by Maintenance Director Polk addresses the problem raised at the last County Commission meeting without detracting from the historic integrity of the building.

We do not believe the addition of spikes to the façade of the building is appropriate, neither in practicality nor visual appeal. Director Polk has indicated, from his research, that the spikes rarely work and, in fact, pigeons often build nests directly on them.

We are confident the continual problems relating to the pigeons can be mitigated by instituting Director Polk's plan.

Sincerely,

A handwritten signature in cursive script that reads "Martin Burke".

Martin Burke, Chair



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 1, 2018**

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:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 1, 2018**

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

Subject (*Wording to be placed on agenda*): **Decision - Proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01 - Public Hearing held January 18, 2018 - 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.](#)

NOTICE OF PUBLIC HEARING
Thursday, January 18, 2018 at 1:30 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01. The text amendment, in accordance with WV Code §8A-4-5, proposes revisions to multiple sections of the Subdivision and Land Development Regulations including Section 20.106, Adjustment of Lot Boundaries; Division 20.200, Types of Development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

Oral or written comments can be provided at the hearing, **1:30 PM Thursday, January 18, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

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

By Order of the Jefferson County Commission
Peter Onoszko, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, County Planner

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: November 30, 2017

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

Date Requested – 2nd Choice: December 7, 2017

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

On November 14, 2017, the Jefferson County Planning Commission voted to recommend to the County Commission the attached proposed text amendment to the Jefferson County Subdivision and Land Development Regulations referred to as File# STA16-01. The purpose of this request is to provide an overview of the recommended amendment and to request scheduling the required Public Hearing to be held by the County Commission. The text amendment, in accordance with WV Code § 8A-4-5, proposes revisions and additions to multiple sections of the Subdivision and Land Development Regulations including Section 20.106, Adjustment of Lot Boundaries; Division 20.200, types of development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

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

At the direction of the Planning Commission, the planning and engineering staff initiated a text amendment in early 2017 to address various sections of the Subdivision and Land Development Regulations which require frequent interpretations and discussions and which included, but were not limited to, processing mergers/lot line adjustments and the contents of minor subdivisions. This effort was the Planning Commission's first step in implementing the concept in the Envision Jefferson 2035 Comprehensive Plan which states "work with key stakeholders to effectively streamline Jefferson County's permitting and development review processes in a manner that balances the protection of the public health, safety, and welfare of the community with economic development priorities."

The draft developed by the staff was discussed at a workshop with the local surveying community in July 2017 to request their review and input, which resulted in various revisions. The Planning Commission held work sessions on the revised amendments at their September and October meetings and made further revisions. Subsequently, the Planning Commission held a Public hearing on November 14, 2017 and received no additional input. It should be noted that a more comprehensive amendment to the Subdivision Regulations is also underway, however the items in this amendment needed to move forward more quickly.

Is this a funding request? Y/N **If so, how much?** \$ **Provide exact financial impact/request:**

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

I move to schedule a public hearing on _____, 2017 at ___ a.m./p.m. to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.106, Adjustment of Lot Boundaries; Division 20.200, types of development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

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

- **Proposed draft amendment to the Subdivision and Land Development Regulations (STA16-01) recommended for approval to the County Commission by the Planning Commission on November 14, 2017.**

If not attached, explain:

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

Contact information:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable

amendment to a zoning ordinance or action by the Planning Commission when the landowner:

- a. Obtains or is the beneficiary of a significant affirmative governmental act, which remains in effect allowing development of a specific project;
- b. Relies in good faith on the significant affirmative governmental act; and
- c. Incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

E-D **Automatic Extension.**

1. All requirements, for the vesting of property rights contained in an ordinance enacted pursuant to WV Code Section 8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat valid under West Virginia law and outstanding as of January 1, 2010, shall be extended ~~as provided in a resolution passed by the County Commission until July 1, 2012, or longer as agreed to by the municipality, county commission or planning commission.~~ The provisions of this subsection also apply to any requirement that a use authorized pursuant to a special exception, special use permit, conditional use permit or other agreement or zoning action be terminated or ended by a certain date or within a certain number of years.
2. Any subdivision or land development plan or plat, whether recorded or not yet recorded, valid under West Virginia law and outstanding as of January 1, 2010, shall remain valid ~~as provided in a resolution passed by the County Commission until July 1, 2012, or such later date provided for by the terms of the Planning Commission or County Commission's final ordinance or for a longer period as agreed to by the Planning Commission or County Commission.~~ Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same time period. *Provided, that the land development plan or plat has received at least preliminary approval by the Planning Commission or County Commission by March 1, 2010.*

Sec. 20.106 Adjustment of Lot Boundaries (Merger Plats)

Elimination of a lot line between two or more contiguous lots under the same ownership may process via a Deed only.

All other adjustments of boundary lines require submission and approval of a Merger Plat and shall be subject to the requirements of Appendix A Section 1.4 of these Regulations. Subsections 1 - 9, 12, 13, 16, 17, 27, 28 and 33 and shall be prepared on either a Legal Size sheet or an 18" x 24" sheet.

Boundary line adjustments shall only require field surveying of any newly created line. If the entirety of both lots cannot be shown at the scale of the plat, provide an inset map that depicts the total boundary of both parcels at a scale acceptable to staff. Source documentation for the unsurveyed lines shall be noted on the plat, provided, however, that any provisions of the WV Code shall prevail. Any newly created line shall be referenced by a tie line into an existing monument of the parent tract or parcel stated in the deed of reference that is being used. The

adjustment of boundary lines or the consolidation of lots or portions of lots for the ~~exclusive~~ purpose of increasing land area or adjusting shape shall be approved, provided that the following criteria are met:

- A. ~~that~~ Access to all lots included on this plat is not adversely affected and is depicted on the plat;
- B. ~~provided~~ No new lot is created;
- C. ~~and~~ The remaining area of the lot from which the land is taken satisfies requirements for minimum lot size in the zone district in which it is located. Lot boundary adjustments between non-conforming lots shall be exempt from the minimum lot size criteria unless the lot(s) from which the land is taken is (are) rendered unbuildable.
- A-D ~~The following note shall be included on this plat and in the deed. Proprietors or merged must clearly state in the deed the following, unless otherwise approved by the County Planner:~~

"The land(s) hereby conveyed is (are) adjacent to and contiguous with that certain parcel of land which is owned by the grantees herein, having been conveyed to them by deed of record in the Clerk's Office of Jefferson ~~and~~ County in Deed Book _____, Page _____, and this conveyance is made for the purpose of adjusting the boundary line(s) of said presently owned land(s) of the grantees."

- E. Provide acreage table on plat showing beginning acreages, the merged acreages and the final net acreages for each lot in the following format:

Acreage Table		
	Parcel A	Parcel B
Existing	___ AC	___ AC
Merge	+ ___ AC	- ___ AC
Final Area	___ AC	___ AC

- F. If the merger is occurring within a previously approved subdivision, a note which references the original plat stating "See PB _____ (Plat Book) PG _____ (Page Number) for subdivision notes and restrictions" shall be added.
- B-G. New lot lines do not create any setback violations. A note shall be added to the plat to this effect or front, rear and side setbacks shall be designated on the Plat along with any existing structures.

A ~~deed~~ plat shall be required to be recorded with the plat deed and shall include the Plat Book and Page Number of the recorded plat and the note from 20.106 (D) above, clearly label the proposed merged land areas.

Sec. 20.107 Conservation Easements

All easements created and approved by the Jefferson County Farmland Protection Board, or any other land, viewshed, wildlife, water, or historic conservation agency or group, for the purpose of preservation shall process a deed with a corresponding exhibit detailing the boundary of the conservation area through the Office of Planning and Zoning prior to recordation. The

extinguishment and retention of any development rights shall be detailed in the deed and on the exhibit.

Division 20.200 Types of Development

Unless explicitly stated within the individual sections listed in this Division, all requirements of these Regulations apply to each of the types of development listed below. Appendix A and Appendix B are included as requirements. Each development type shall comply with the requirements of the zone district in which it is located and may be limited by that zone's restrictions. ~~Any subdivision in the Rural District since October 5, 1988, shall designate maximum density calculations on every plot. (See Zoning Ordinance)~~ Residue parcels from which development rights have been utilized prior to the effective date of these Regulations shall remain as residue parcels. Such parcels shall be limited to the number of development rights to which the parcel was entitled prior to the effective date of these Regulations. Excluded are developments for the purpose of extraction or harvesting of resources and for roads on agricultural land for the purpose of conducting the agricultural operation.

Sec. 20.201 Minor Subdivisions

Minor subdivisions are those that do not require the development of new off tract infrastructure, the extension of existing off-tract infrastructure, or the creation of common areas, and result in the creation of five (5) residential lots or less, or two (2) nonresidential lots or less, including the parent parcel or residue, from contiguously owned parcels of record. Such subdivisions are approved by the staff. ~~Standards for approval of a minor subdivision shall be established in this section.~~ Further subdivision of a parent parcel beyond the maximum ~~five (5)~~ lots allowed to be created via the minor process after October 5, 1988 shall be classified as a Major Subdivision and processed accordingly, unless a waiver is applied for and approved by the Planning Commission. A list of all deed transfers since October 5, 1988 shall be submitted with each plot.

A. Residential.

All minor residential subdivisions shall ~~comply with~~ conform with the following ~~criteria~~:

1. Lot and Residue Parcel: A minor residential subdivision divides the property into lots and a residue parcel. The subdivision of the lots creates the residue parcel out of the original parcel.
2. Access to the Rural District lot: having a minimum road frontage of 200 feet may front on an existing road right-of-way having a width of 50 feet. Shared driveway access may be required. All other lots, regardless of the zoning district, shall have motor vehicle access, via a 50' access easement, provided that the access easement serves no more than five (5) lots, to either:
 - a) A 50' WV DOH road right-of-way or easement; or
 - b) A road in a major subdivision that meets county roadway design standard (Table 2.2-1),
via a 50' access easement which extends from the subdivided lots to the existing road right-of-way and the access easement serves no more than

five (5) feet. Easement agreements shall not be permitted along any existing property lines.

However, in the Rural District, lots having a minimum road frontage of 200 feet may have a single access onto an existing WV DOH right-of-way or easement or a road in a major subdivision that meets county roadway design standards (Table 2.2-1). Shared driveway access on the adjoining property lines may be required if the distance between the driveways is less than 200 feet.

- 2-3 ~~Water/Well or Sewer/Septic.~~ Potable water and sanitary sewer service shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health or letters of water and sewer availability, as applicable.

B Family Transfers.

When ~~parent to child or child to parent~~ family transfers are provided for in a specific zoning district, such transfers shall conform with the following, ~~aside by the requirements and standards of other residential subdivisions provisions and the following sections:~~

- 3-1. The deed shall identify the relationship between the grantor and grantee and document that the recipient has not received a previous family transfer; and
4-2. State in the deed and on the plat:

"The lot transferred is to be used for a single-family residence only as long as the lot is not further subdivided. Any further subdivision of the lot shall dissolve the single-family restriction and will place development of the lot under the County land development laws in effect at that time. This lot cannot be transferred again for at least five (5) years; except as another ~~parent to child or child to parent~~ family transfer of land. Any transfer of this lot within the five (5) year period shall place this lot in violation of the Jefferson County Subdivision and Land Development Regulations."

3. All lots shall have motor vehicle access, via a 50' access easement, provided that the access easement ~~which~~ serves no more than twelve (12) family transfer lots, to either:

- a) A WV DOH right-of-way or easement, or
b) A road in a major subdivision that meets county roadway design standards (Table 2.2-1).

However, lots having a minimum road frontage of 200 feet may have a single access on an existing WV DOH right-of-way or easement or a road in a major subdivision that meets county roadway design standards (Table 2.2-1). Shared driveway access on the adjoining property lines may be required if the distance between the driveways is less than 200 feet.

4. Potable water and sanitary sewer service shall be provided according to the requirements of Appendix B, Engineering Standards. All submissions shall provide a plat approved by the Department of Health or letters of water and sewer availability, as applicable.
5. As used in this subsection, the word "transfer", as it relates to the five year provision, shall not include:
 - a. Deeds to Trustees to secure a debt, except that no foreclosure can be had thereunder except at public auction and this provision must appear in the deed of trust;
 - b. Judicial sales or tax sales;
 - c. Mortgages;
 - d. Deeds of partition under or pursuant to an order of Court;
 - e. Real estate transferred by will or intestacy.
6. Each individual eligible to receive a family transfer as defined in the Jefferson County Zoning and Land Development Ordinance shall ~~As parent or a child may~~ receive only one such exempt lot within the County after July 19, 1979.
7. Parents who are married are entitled to only one such family transfer parcel.

B.C. Non-Residential.

The re-subdividing of a lot located in an approved industrial park or existing major non-residential subdivision shall be permitted to follow the minor non-residential subdivision process. When a non-residential land use subdivision is permitted provided for in the Rural Zoning District, such use development may utilize the minor non-residential subdivision provisions provided only one parcel is being subdivided off and only one use will be established on the lot. Additionally, any commercially zoned property may have a one-time exemption to divide off one lot utilizing the minor non-residential provisions providing that no off-site utilities are required and future connections to adjacent lots are provided. All minor non-residential subdivisions shall contain, but are not limited to, the following criteria:

1. **Lots.** A minor non-residential subdivision divides the property into more than one lot.
2. **Access.** All lots shall front on an existing internal subdivision road built to county grade road standards and having a minimum right-of-way width of 50 feet. Lots having direct access to a state road are not permitted to process as a minor, except for those proposals utilizing the non-residential permitted uses in the Rural District.
3. **Water/Well or Sewer/Septic.** Potable water and sewer shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health.

Where, in the judgment of staff, a residential or non-residential proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations, the

proposed subdivision shall be classified as a major subdivision. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.202 Major Subdivision

A major subdivision, whether residential or non-residential, is any subdivision of land that requires the development of streets (public or private) or easements of access to the lots, or common area and/or includes the creation of more than five residential lots or more than two non-residential lots, that take access to an existing public street and/or requires the development of new off-tract infrastructure or the extension of existing off-tract infrastructure. (See definition of "Major Subdivision.") A subdivision may be classified as major if in the judgment of staff, a proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.203 Minor Site Development^{1, 3, 4, & 6}

Minor Site Developments are those proposals that do not require the development of new off-tract infrastructure or the extension of existing off-tract infrastructure.

~~If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development.~~

A. Minor Site Development Determination

Minor Site Developments are determined using the criteria defined in this Section, ~~processes one or more of the following:~~ Existing single family structures used as a single family residence ~~structures~~ and existing agricultural structures are not included in the square footage computations ~~below noted in this section unless development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.~~

1. Building(s), both new and additions to existing, where new structures or new additions to structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively.
2. Building(s), both new and additions to existing, where all new structures or new additions to structures located on the parcel total more than 5,000 and less than 250,000 square feet gross floor area (GFA) on any site shall:
 - Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
3. Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Section 20.203 Sub-Section (2) does not apply to this provision;

4. Apartment or multi-family development.

- If apartment or multi-family development project proposes 10 units or more, applicant shall process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
- In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.

5. New Wireless Telecommunications Facilities (Cell Towers) shall:

- Process a concept plan with a public workshop in accordance with Article 4B of the Jefferson County Zoning and Land Development Ordinance and all remaining site plan review processes shall be administratively approved.

6. Carports (see Appendix B, Division 8) shall process as a Minor Site Development, except that:

- Carports proposing more than 10 sites shall process if concept plan with a public workshop in accordance with Article 4B of the Jefferson County Zoning and Land Development Ordinance and all remaining site plan review processes shall be administratively approved.

B. Site Plan Classifications

All Minor Site Developments shall be processed utilizing one of the following Site Plan Classifications. Unless explicitly stated within this Section, all requirements of these Regulations apply to each of the classifications listed below, including the requirements of Appendix A and Appendix B. Minor Site Development may require Stormwater Management Plans and stormwater management activities per the Jefferson County Stormwater Management Ordinance, ~~as identified in A, B, C, and D within this Section.~~

~~Existing single-family structures used as single-family structures and existing agricultural structures are not included in the square footage computations noted in this section unless development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.~~

1. No Site Plan or Stormwater Management Plan Required.

No site plan is required for additions to existing structures or structures ancillary to existing uses on a property, when:

- a. The footprint of the addition or the new structure is less than ~~250~~ 1,200 square feet; and
- b. No additional parking is required per Zoning Ordinance standards; and
- c. The disturbed area is no more than 5,000 ~~3,000~~ square feet.

Note: Once the total of any additions or new structures processed under this provision since October 5, 1988 exceeds 1,200 square feet, it shall process as a Limited Site Plan or Full Site Plan, as appropriate.

2. Limited Site Plan and Stormwater Management Plan Addressing Quantity Only Required.

A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) stormwater management (quantity and quality) for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning Ordinance, may be used on sites where the structure is:

- c-a. An addition to an existing structure, or, ancillary to an existing use; and
- d-b. The footprint does not exceed ~~14400~~ 11000 square feet or 35% of the existing structure, whichever is smaller.
- e-c. For a home occupation or cottage industry, the limited site plan standards are applicable if a site plan is required pursuant to the Zoning Ordinance.²

3. Full Site Plan Required.

Any development which does not meet all of the criteria for a limited ~~or rural~~ site plan shall meet all the requirements of these Regulations ~~and the appendices.~~

C. Site Plan Exception.

~~For one plan located in the rural zone, Rural Site Plan Required Standards may be waived.⁴ A primary function of the Rural Agricultural zoning district is to preserve the rural character of the County and the agricultural community. The definition of agricultural allows a number of types of non-residential farming operations to occur in the Rural District. This creates a need to define the manner in which these uses can be permitted in the Rural Agricultural zone without negatively impacting the rural character and the land on which it is permitted to be located. While these uses are defined as agricultural, they may have an impact on the farm uses and neighborhoods in which they are located. For this reason,~~

~~All non-residential agricultural uses or principal permitted uses in the Rural District Zone that require the construction of a structure other than a residence or other than a structure for private agricultural use that is not intended for public use may utilize this Rural Site Plan Exception Standards. All Minor Site Developments in the Rural District shall be classified per Section 20.203.B⁴ and such Rural Site Plan Standards shall meet all the requirements of the Site Plan Classification except for the following: follow the submittal and review requirements of a minor site plan with the following exceptions to the submission. The following provisions apply:~~

- f-a. ~~Parking Areas and Access Drives.~~ Parking areas ~~and access drive aisles (except for the concrete apron)~~ are not required to be asphalt or concrete paved but shall have at least 6" of stone/gravel and be graded in a manner that ensures water will not pool on the primary parking area. No curbs and gutters will be required provided the development conforms to the requirement of Section 2.

~~If the development is of a size or nature that requires the provision of handicapped parking spaces, such spaces shall be paved with asphalt or concrete and a similar paved surface accessing the front of the structure from the parking pad shall be required as detailed in Appendix B, Sec. 2.5(G), Off Street Parking Standards.~~

g-b Rural Storm Drainage and Management. Development which is proposed in the Rural-Agricultural zoning district which wishes to take advantage of this Exception Rural Site Plan Standards is required to utilize Low Impact Development (LID) techniques and provide stormwater management (quantity and quality) for the additional impervious area only to minimize the impact of impervious surfaces and retain the rural character of the area. These techniques are identified in the Jefferson County Stormwater Management Ordinance. Total square footage will be applied and calculated for the non-residential structure(s) that will be open for public use.

Where, in the judgment of staff, a proposal does not meet the intent of this Exception rural site plan provisions or the intent of these Regulations, this exception may not be utilized proposal shall be identified as a limited or full site plan. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.204 Major Site Development

Major site developments are those proposals that require the development of new infrastructure or the extension of off-tract infrastructure or where the proposal does not meet the definition of a minor site development. This covers the development of one or more parcels of land where there is no subdivision into separate lots. If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development. Excluded are developments for the purpose of extraction or harvesting of resources and for roads on agricultural land for the purpose of conducting the agricultural operation. Re-subdivision or adjustments of lot lines are also excluded. Major site development shall adhere to Full Site Plan requirements in all proposals.³

Division 20.300 General Review Standards

Two types of review occur when a subdivision plat or site plan is proposed, a zoning review and a review of the actual subdivision plat or site plan. Section 20.301 covers the zoning review. Sections 20.302 and 20.303 cover the subdivision plat and site plan review.

Sec. 20.301 Zoning Review

- A. General.** A zoning review shall be conducted concurrently with the review of an application for a subdivision plat or site plan. A review shall be provided at each phase of the process. Subdivision plats or site plans that do not meet the zoning standards shall not be approved. Conversely, no subdivision plat shall be denied on the basis of zoning if the Zoning Administrator has decided (or the Board of Zoning Appeals has decided on appeal) that the proposed development complies with the Zoning Ordinance.
- B. Responsibility.** The zoning review is a function of Staff under provisions of the Zoning Ordinance. Any appeal of Staff's decision shall be heard by the Board of Zoning Appeals.
- C. Report to Planning Commission.** Staff shall submit a report to the Planning Commission along with the agenda for each meeting at which a subdivision plat or site plan is to be discussed. The report shall contain a final decision as to whether the subdivision plat or site plan meets the standards of the Zoning Ordinance.

redline would affect the Final Plat, refer to Section 24.202A regarding the Plat Amendment process.

Sec. 1.4 Final Plat⁴

The Final Plat shall be drawn or reproduced on Mylar for recordation. The plat shall be drawn at a scale of one inch (1") equals one hundred feet (100') or larger and shall be eighteen inches (18") by twenty-four (24") in size. More than one sheet may be used provided all sheets are indexed on the cover sheet.

The Final Plat is the plat for recordation of the lots created by the subdivision. The Final Plat shall show or be accompanied by:

1. A ½ inch border along all sides except the left side (an 18" side) which shall have a 1-3/4 inch border for binding. however, a 1" border can be used for the cover page. All text and symbols shall be a minimum of 1/10 of an inch tall on paper.
2. A title block in the lower right corner to include:
 - a. The Official name of the subdivision by which it is to be recorded.
 - b. The names: "Jefferson County, West Virginia."
 - c. Tax District, Tax Map Number and Parcel Number.
 - d. Deed book number and page number.
 - e. Property Owner's name, address and telephone number.
 - f. Developer's name, address and telephone number.
 - g. Engineer and Surveyor of record's name, address and telephone number.
 - h. Sheet index on cover sheet if more than one sheet.
 - i. State the year of the Zoning Ordinance and Subdivision Regulations and the amendment date that applies to the project.
3. Tic Marks/SPCS WV North NAD83
4. North arrow, graphic scale and date.
54. A small scale inset map showing the location of the subdivision in the County. The map shall be 1" = 2,000' scale, or other scale approved by the County Engineer.
65. If applicable, a small scale inset map showing the general location of the subdivision section relative to other sections of the same subdivision.
76. For the Final Plat, the subdivision perimeter boundary described by bearings and distances. The perimeter boundary shall be established by a network of traverse control having a relative error of closure of 1:7500 or better and a note to this effect shall be placed on the plat. All perimeter corners shall be permanently marked and in place.

If the survey is based on global positioning system measurements, the relative positional accuracy of the survey measurements shall not be less than that which is specified above.
- ~~8. Lot boundary lines drawn to scale and dimensioned.~~
89. Lot boundary lines drawn to scale, dimensioned, and described by bearings and distances. Lot boundaries shall be established by a network of traverse control

having a relative error of closure of 1:7500 or better.

104. Show the location and description lot markers and permanent concrete control monuments. The lot markers and permanent concrete control monuments shall be in accordance with state law. Where possible, permanent concrete monuments should be intervisible; at least 750 feet apart; away from future roadwork; and at least 2 per section or block.
104. Show ~~and label the~~ building setback lines ~~and note the building setbacks~~ on the plat.
112. A number to identify each lot and numbered in logical order.
123. A key to all symbols. (Identify monuments and markers according to type and whether "found", "set", or "to be set").
134. Existing easements and right-of-ways accurately identified, located, dimensioned and drawn to scale. Provide reference to deed book and page and/or plat book and page whichever applies.
145. Proposed easements and right-of-ways (roads, sidewalks, drainage, utilities, etc.) identified, located, dimensioned and drawn to scale. Roads shall be named. Road names shall be approved by the Jefferson County GIS/Addressing Office.
156. Future easements and right-of-ways that may serve at a future date to connect with adjoining properties.
167. Identification of all current adjoining properties ~~(including properties across any road, right-of-way, or easement)~~ by ownership, tax district, tax map number, parcel number, and deed book and page reference. Departure lines for adjoining properties shall be shown on the plat.
178. Show and identify reservations of land for public or semi-public use, ~~if required~~.
189. ~~Label and~~ Show existing adjoining roads including the right-of-ways widths, road names and route numbers.
1920. Delineate the approximate 100-Year Floodplain and state flood plain zone and firm map number. Show any delineated wetlands that are located on or adjacent to the subdivision or site plan and reference the source of wetland degradation.
204. Area of each lot to the nearest 0.01 acre or to the nearest 100 square feet.
212. Curve data – radius, delta, arc, tangent, chord and chord bearing.
223. A computation of the total tract area and a computation of the land area included in the right-of-ways.
234. Descriptive lines ~~inside the tract boundary - existing:~~
 - Tract boundary - heavy dashed and two dotted lines
 - ~~Lot boundaries - dashed and two dotted lines~~
 - ~~Boundary lines of adjacent tracts - light dashed and two dotted lines~~
 - Right-of-ways - heavy ~~light~~ solid lines and two dash lines
 - Restriction lines - medium ~~light~~ dashed lines
 - Easements and other reserved areas - medium ~~light~~ dotted lines

Descriptive lines are to be clearly defined in the legend.

2524. Descriptive lines - ~~all of the tract boundary - proposed:~~

~~Property lines of adjacent tracts - medium dashed and two dotted lines~~

Lot boundaries - ~~light-heavy~~ solid lines

Right-of-ways - ~~medium-heavy~~ solid lines and two dash lines

Restriction lines - ~~light-heavy~~ dashed lines

Easements and other reserved areas - ~~light-heavy~~ dotted lines

Descriptive lines are to be clearly defined in the legend.

(NOTE: Descriptive lines outside the tract boundary are useful for purposes of tract location and orientation. However, such outside lines are not within the scope of the subdivision being platted and should not be given dimensions which might confuse existing descriptions on record).

274. A notation that states:

"The Seller of any lot within this subdivision shall provide the Buyer with a reasonable opportunity, before settlement, to determine that the lot is suitable for the construction of a septic disposal system. If, before settlement, the Buyer is denied a septic system construction permit by the Jefferson County Health Department, the Buyer may refuse to purchase the lot without penalty."

267. For major subdivisions, a Statement of Acceptance placed on the plat cover sheet signed and dated by the developer/subdivider. The Statement shall read:

"The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon; and to complete all the improvements required by the preliminary plat."

For minor subdivisions, a Statement of Acceptance placed on the plat cover sheet signed and dated by the developer/subdivider ~~owner~~. The Statement shall read:

"The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon."

278. Certification of the Surveyor of Record as to the preparation and accuracy of the plat, along with the Surveyor of Record's professional seal and signature.

289. Note on the plat, the West Virginia Division of Highways (WV DOH) entrance permit number and provide a copy of the approved entrance permit. If a previously approved WV DOH permit exists, provide a copy of the updated WV DOH approval letter and the existing permit and state on the cover sheet the existing permit number and the date of the approval letter.

293a. Note on the plat, the West Virginia Bureau of Health and/or Jefferson County Health Department permit numbers for water/well and septic/sanitary sewer systems; and provide a copy of the approved plans and permits.

303+. Such other conditions, certificates, affidavits, endorsements, dedications or agreements as may be deemed necessary by the Planning Commission.

312. A final list of restrictive covenants and/or the declaration in accordance with the West Virginia Uniform Common Interest Ownership Act shall be submitted with the Final Plat. However, they shall not become part of the Final Plat.
323. Signature block placed on the plat cover sheet for the signature of the County Planner and the affixing of the Planning Commission's seal.
324. Provide a list of waivers on the Final Plat cover sheet in accordance with Appendix A, Section 1-2-A-34 | 3.A.32.
35. ~~In the Rural District, all plans shall provide a density calculation and a notation that states one of the following statements:~~
- ~~A. "This subdivision, together with past subdivisions of this property, has utilized all development potential or lots to which the _____ acre parent parcel is entitled under the terms of the Jefferson County Subdivision Regulations. No additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be reviewed or amendments to the County development regulations may permit additional subdivisions."~~
- ~~B-A. "To date, this subdivision, together with all past subdivisions of this property, has utilized _____ development rights to which the _____ acre parent parcel is entitled to _____ under the terms of the Jefferson County Subdivision Regulations. _____ additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be reviewed or amendments to the County development regulations may permit additional subdivisions."~~
346. Where the adjoining State Road has a right-of-way of less than 50 feet wide, either a fee simple dedication or a road improvement easement will be provided which is a minimum of 25 feet wide measured from the existing centerline of the State road right-of-way.
35. A note shall be added to the plat detailing the road and common land maintenance agreement for the proposed subdivision. Such note shall state that the road and common land is privately held and shall detail the manner in which the cost and expense of maintaining the private road easement, including snow removal, shall be shared among the lot owners, and shall note that this is not a public responsibility nor the responsibility of Jefferson County WV.
36. Please add the following note to Minor Plats: The Jefferson County E911 Addressing Ordinance states that any easement or right-of-way legally accessed by 3 or more addressable structures (not lots) shall be named. The GIS Addressing Office shall coordinate and oversee the naming of the common easement or right-of-way upon construction of the 3rd addressable structure that accesses the previously unnamed easement or right-of-way.
37. Add a note that states: "All residential and non-residential building lots shall have stabilized construction entrances installed prior to beginning construction on the lot.

Sec. 1.5 Recordation of Final Plats for Minor or Major Subdivisions

The applicant shall ~~have 180 days after approval to file and record~~ the Final Plat in accordance with W.Va. Code § 39-1-13 and ~~Section 24.104 of these Regulations for Minor Subdivisions and 24.118 of these Regulations for Major Subdivisions~~. The approval shall be become void if ~~the time frames in these Sections are not complied with~~.

~~it is not filed within the 180 day period. The following documents shall be submitted to the Office of Planning and Zoning:~~

- ~~1 One (1) Mylar copy of the Final Plat suitable for recordation and acceptable to the Clerk of Jefferson County;~~
- ~~2 Three (3) paper copies of the Final Plat;~~
- ~~3 One (1) digital copy of the Final Plat compatible with the Jefferson County GIS as specified by the Jefferson County GIS Office requirements and~~
- ~~4 One (1) digital and one (1) paper copy of any deed restriction instruments in a form suitable to the Department.~~

~~(For recordation requirements for Minor Subdivisions Final Plats, see Section 24.104(5), Recordation.)~~

Sec. 1.6 Bonding

All bonding and securities for such bonding (bonding shall be a minimum amount of 115% of the cost of all improvements) shall be submitted and approved during this time period. Satisfactory bonding and surety shall be submitted, approved and in place prior to recordation of the final plat. Bonding shall be provided in accordance with the County Commission of Jefferson County's bonding policy.

The developer/subdivider shall submit an itemized estimate of the costs for completing all improvements shown on the Preliminary Plat/Plan and/or Site Plan. The estimate shall be prepared by the engineer of record. The estimate shall be in a format specified by the Chief County Engineer.

For additional site work required due to plat or plan changes approved under Appendix A, Section 1.12.B, *Plat/Plan Changes*, additional bonding shall be provided as determined by the County Engineer.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu, Zoning Administrator

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: January 18, 2018

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

On January 9, 2018, the Jefferson County Planning Commission voted to recommend to the County Commission the attached proposed text amendment to the Jefferson County Zoning and Land Development Ordinance (File# ZTA17-03). The purpose of this request is to provide an overview of the recommended amendment and to request scheduling the required Public Hearing to be held by the County Commission. The text amendment, in accordance with WV Code § 8A-7-8(a), proposes a revision to Section 5.7D Maximum Number of Lots Allowed [in the Rural zoning district].

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

On December 12, 2017, Mr. Richard Nickell, in conformance with Section 12.4(b) of the Zoning Ordinance, petitioned the Planning Commission to amend Section 5.7D of the Zoning Ordinance to allow for the continuation of subdivisions utilizing a previous provision that was amended to allow a greater density, but inadvertently created a negative impact on property owners who started under the previous provision and couldn't continue under the revised provision. Acknowledging the oversight created as a result of an amendment that occurred in March 2016, the Planning Commission directed Staff to incorporate the proposed text amendment as part of their Work Plan and schedule a Public Hearing. On January 9, 2018 the Planning Commission held a Public Hearing on the proposed text amendment. Only one comment was made by Mr. Nickell's consultant, Mr. Paul Raco in support of the amendment. The version before you today is the final product recommended by the Planning Commission for consistency with the Comprehensive Plan on January 9, 2018.

Is this a funding request? Y/N **If so, how much?** § **Provide exact financial impact/request:**

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

I move to schedule a public hearing on _____, 2018 at ____ a.m./p.m. to receive input on the proposed amendment to the Jefferson County Zoning and Land Development Ordinance (File #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed [in the Rural zoning district].

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

- Proposed draft amendment to the Zoning Ordinance (ZTA17-03) forwarded from the Planning Commission with a finding that the amendment is consistent with the Envision Jefferson 2035 Comprehensive Plan on January 9, 2018.

If not attached, explain:

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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

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

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

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27, 32}
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.^{27, 32}

B. Minimum Lot Area, Lot Width and Yard Requirements²³

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

C. Height Regulations

No structure shall exceed 45 feet in height except as provided in Section 9.2.³²

D. Maximum Number of Lots Allowed

All parcels of land that were on record as of October 5, 1988 are entitled to subdivide for single family detached residences based on Subsections 5.7D.1, 5.7D.2 or 5.7D.3 below.

A property owner may use a combination of these Subsections, provided that the number of lots are prorated by density. The density rights for any rural development shall be based on the parcel of record as of October 5, 1988 utilizing the following alternatives:^{8, 32}

1. A property owner may create one (1) lot for every 15 acres with a minimum lot size of three (3) acres.^{17, 21}
 - a. Maximum number of lots allowed (density) shall be computed using acreage on record as of October 5, 1988. Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³²
 - b. A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}
2. Clustering
 - a. Purpose and Intent
 - i. To encourage the conservation of farmland in the Rural Zoning District by planning the residential development allowed in the zone to provide for the best obtainable siting, access and location of lots on a tract while retaining a portion of the property as green space³².
 - ii. To provide for a well planned development while minimizing the use of prime agricultural land.
 - b. Requirements
 - i. One (1) lot may be subdivided for every five (5) acres.^{17, 21, 23, 32}

- (a) Maximum number of lots allowed (density) shall be computed using acreage on record as of October 5, 1988. Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³²
- (b) A minimum of 50% of the property shall be retained as green space and shall contain no further development rights unless the property is placed in another zone or further subdivision is allowed by ordinance. A note to this effect shall be placed on all cluster subdivision plats.³²
- (c) For every additional 5% green space preservation, the following sliding scale may be utilized:³²

55% green space	1 lot per 4.5 acres
60% green space	1 lot per 4 acres
65% green space	1 lot per 3.5 acres
70% green space	1 lot per 3 acres
75% green space	1 lot per 2.5 acres

- ii. The residue of a lot divided utilizing either 5.7D.1 or 5.7D.2 prior to the date of adoption of this amendment on March 16, 2017, shall have additional rights based on the provisions of this Subsection, provided that the total lots developed shall not exceed one lot per five acres based on the parent parcel on October 5, 1988 and all other provisions of this Subsection are complied with.³²
- iii. Minimum lot size shall be 40,000 square feet for lots that will be served by individual wells and septic systems; 20,000 square feet for lots that will be served by a central water OR central sewerage system; and 10,000 square feet for lots that will be served by both a central water AND central sewerage system.^{17, 21, 32}
 - (a) Setbacks shall be 25' front, 12' sides, and 20' rear.
 - (b) All clusters of three (3) or more lots shall be served by an internal road; provided that all clusters utilizing the sliding scale in 5.7D.2.b shall have an internal road with direct access to a public road identified as a Major Collector or a Minor or Principal Arterial on the Envision Jefferson 2035 Comprehensive Plan Roadway Classification Map.²³
 - (c) Clusters of three (3) or more lots shall not be along an existing public road.
 - (d) A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}
- iv. Procedures²³
 - (a) Concept Plan. For the subdivision of tracts eligible for cluster lots, a concept plan must be submitted pursuant to the requirements of the Jefferson County Subdivision and Land Development Regulations. All cluster developments must be processed as a Major Subdivision.^{17, 21, 23}
 - (b) The Concept Plan for a proposed Cluster Development can be combined with the required submittal and process requirements for a Concept Plan for a Major Subdivision as outlined in the Subdivision Regulations, provided that the Concept Plan includes all requirements of the Concept Plan in the Subdivision Regulations and includes the necessary soils and topographic data, together with a written narrative, required for the analysis listed below.³²
 - (c) The Staff shall review and make a recommendation to the Planning Commission regarding the proposed design and layout of the proposed Cluster Development. Staff shall consider the following when reviewing the Cluster Concept Plan:³²
 - (1) Soils: The cluster plan should minimize the use of the higher quality soils (class I, II and III as designated in the soils classification study) and maximize the use of steeper sloped areas, areas of poorer soils and areas which are otherwise less productive for agricultural uses.

- (2) **Surrounding land use and zoning:** The cluster plan shall consider the existing land uses and zoning in the vicinity. Generally, new lots which are adjacent to existing development or residential zoning are preferred to creating an isolated cluster of new houses.
 - (d) If the concept plan is approved by the Planning Commission, the applicant may then proceed with platting of the clustered development in accordance with the Jefferson County Subdivision and Land Development Regulations and the approved concept plan. The plat shall bear a statement indicating "The land lies within an approved rural cluster development and no further subdivision of the remaining land is permitted unless the property is placed in another zone or further subdivision is allowed by ordinance or regulation".²³
3. If the development rights under Subsections 5.7D.1 and 5.7D.2 above have not been utilized, any property that was a lot of record as of October 5, 1988 may create three (3) total lots (including the residue) during any five year period. Such application may process as a Minor Subdivision, in accordance with the Subdivision Regulations, and shall be exempt from density limitations provided that all subdivision requirements are satisfied. Applications which exceed this number during any five year period shall process under Subsection 5.7D.1 or 5.7D.2 above. Only the residue or parent parcel may qualify under this provision once the original subdivision takes place. All lots that qualify under this section must meet subdivision requirements.³²
4. Subdivisions involving transfers of land between family members known as "Family Transfers", as defined in Article 2, shall not be subject to the density requirements of this section. All lots that qualify under this section must meet subdivision requirements. Family transfers are not entitled to further subdivide except as another Family transfer.³²
5. Once the maximum number of lots are created under 5.7D, the property cannot be further subdivided unless the Ordinance is amended to allow such.
6. Notwithstanding any other provision contained in Article 5, Section 5.7(D), if a property was previously subdivided under the one (1) lot per ten (10) acre provision after October 5, 1988 and before this Ordinance was amended on March 16, 2017 (ZTA 16-01), then the property may continue to subdivide, or finish subdividing, utilizing the property's remaining development rights as they existed at the time(s) when the subdivision was previously processed. These vested rights may be shown on a previously approved Preliminary or Final Plat, Concept Plan or Community Impact Statement, or otherwise contained within the property's subdivision files within the Department of Engineering, Planning and Zoning.

**Proposed Text Amendment
Jefferson County Zoning and Development Review Ordinance
Article 5. Section 5.7D
November 21, 2017**

Authority: Article 12, Section 12.4.B.

Applicant: Richard S. Nickell
P.O. Box 490
Shepherdstown, WV 25443

Section of Ordinance: Article 5, Section 5.7.D.

Proposed Amendment: Attached with proposed section in Red

Relevant Envision Jefferson 2035 Comprehensive Plan Support Recommendations:

Page 24:

[REDACTED]

Over the past number of years, the Zoning Ordinance has been amended to allow many additional uses in the Rural District to promote more rural agricultural uses and value added operations. The 2008 Subdivision and Land Development Regulations have been amended to reduce the site improvement standards for rural business. This Plan proposes that a holistic review of Rural zoned properties should occur that would allow for greater scope and variety of agriculture related activities and rural recreation [REDACTED]

[REDACTED]

[REDACTED] for rural/agricultural lots utilizing the cluster provision instead of allowing rural residential developments via the Condition Use Permit process.

[REDACTED]

Page 30:

Urban Level Development Recommendations (Goal 1)

1. [REDACTED]

NOTICE
Board of Review and
Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, February 1st, 2018, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2018.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2018 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	February 1, 2018	1:30 p.m.
Tuesday	February 6, 2018	1:30 p.m.
Thursday	February 8, 2018	1:30 p.m.
Tuesday	February 13, 2018	1:30 p.m.
Friday	February 16, 2018	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 9, 2018 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Friday, February 16, 2018.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2018, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2018. If the Board of Review and Equalization has adjourned sine die before February 20, 2018, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2018 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2018.

Given under my hand this 4th day of January, 2018.


JACQUELINE C. SHADLE, COUNTY CLERK



**JEFFERSON COUNTY
COMMISSION OFFICES
WILL BE CLOSED ON
MONDAY FEBRUARY 19TH,
2018 IN OBSERVANCE OF
PRESIDENTS' DAY**

**COUNTY COMMISSION OF JEFFERSON COUNTY
NOTICE OF BUDGET FORUM
BUDGET FY2019**

The County Commission of Jefferson County will hold a public budget forum on Tuesday, February 6, 2018, at 7:00 p.m. in the County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the forum is to provide information regarding the upcoming FY19 budget and educate the public on the county budget process. The public is encouraged to attend and will be permitted to ask questions during this forum; however, public comments regarding the budget will be accepted at a later date during a public hearing on the budget.

No decisions will be made during the forum.

**By Order of The County
Commission of Jefferson County
Josh Compton, President**

Notice
Jefferson County Commission
Budget Work Sessions

The County Commission of Jefferson County will meet in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia 25414 on the following dates:

Monday	February 12, 2018	9:30 a.m.
Friday	February 16, 2018	9:30 a.m. and 5:30 p.m.

The purpose of these meetings will be FY19 budget presentations and budget work sessions.

By Order of The County
Commission of Jefferson County
Josh Compton, President

Jefferson County Commission
FY19 Budget Meeting Schedule

01/18/2018

Monday, February 12, 2018 (All day)

9:30-9:45 *Review of the budget process - Michelle Gordon*
9:45-10:00 *Review of Projected Revenues & Expenditure Requests - Michelle*
10:00-10:15 002-Coal Severance Fund- Michelle Gordon
10:15-10:30 909-Historical Commission - Martin Burke
10:30-10:45 401-568 Eastern Panhandle Conservation District - Dan Lutz
10:45-11:00 *BREAK*

11:00-11:15 900-Parks & Recs - Jennifer Myers
11:15-11:30 401-568 Day Report Center - Ronda Eddy
11:30-11:45 916-Libraries
11:45-12:00 808-Jefferson County Solid Waste Authority-Billy Madert
12:00-1:30 *LUNCH BREAK*

1:30-1:45 428-Technology Budget - Russ Burgess & Sandy McDonald
1:45-2:00 401-Commission Budget - Stephanie Grove & Sandy McDonald
2:00-2:15 711-Homeland Security - Steve Allen & New Director
2:15-2:30 *BREAK*

2:30-2:45 440-Engineering (includes Planning, Zoning & GIS) - Roger Goodwin
2:45-3:00 953-Public Transit-Doug Pixler
3:00 CLOSING QUESTIONS FOR MICHELLE

Tuesday, February 13, 2018 (No Meetings)

NO MEETINGS

Wednesday, February 14, 2018 (No Meetings)

NO MEETINGS

Thursday, February 15, 2018 (No Meetings)

NO MEETINGS - Regular Sessions for County Commission

Friday, February 16, 2018 (Morning & Evening)

9:30-9:45 *Recap from Prior Budget Discussions-Michelle*
9:45-10:00 402-County Clerk & Elections Budgets - Jackie Shadle
10:00-10:15 412-Agricultural Agent- Emily Wells
10:15-10:30 403-Circuit Clerk - Laura Storm
10:30-10:45 Misc Items,415- Mag Court, 429-RDA-Michelle Gordon
10:45-11:00 *BREAK*

11:00-11:15 431-568-EWVRAA-Eastern WV Regional Airport-Neil Doran
11:15-11:30 405-Prosecuting Attorney-Matt Harvey
11:30-11:45 406, 407, 408-Assessor Budget - Angie Banks
11:45-12:00 800-Jefferson County Health Department
12:00-12:15 Employee Pay & Insurance Premium Changes-Michelle
12:15-12:30 903-Arts & Humanities

Evening Sessions

5:30-5:45 700, 701, 704-Sheriff, 404-Tax Office, 716-Dog Warden - Pete Dougherty
5:45-6:00 424-Maintenance, 717-Central Garage, 425-Other Buildings - Bill Polk
6:00-6:15 246-Capital Projects-Bill Polk, Michelle Gordon
6:15-6:45 712-911 Center - Jeff Polcynski
6:45-7:00 *BREAK*
7:00-7:15 431-Development Authority - Nic Diehl
7:15-7:45 713, 715-Fire & JCESA- Denise Pouget
7:45 CLOSING QUESTIONS FOR MICHELLE

NOTICE OF PUBLIC HEARING
Thursday, February 15, 2018 at 1:30 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA16-02. The text amendment, in accordance with WV Code §8A-4-5, proposes revisions to multiple sections of the Zoning Ordinance including Section 2.2 Terms Defined; Section 3.4 Boards and Commissions; Section 4.6 Distance Requirements; Section 5.10 Village (V) District; Section 6.3 Conditional Use Permit; Section 10.4 Signs Requiring Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table.

Oral or written comments can be provided at the hearing, **1:30 PM Thursday, February 18, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Copies of the proposed text amendments are available at the Office of Planning & Zoning and on the County's website at: www.jeffersoncountywv.org. If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission
Josh Compton, President

NOTICE OF PUBLIC HEARING
Thursday, February 15, 2018 at 2:30 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA17-03. The text amendment, in accordance with WV Code §8A-7-8(a), proposes a revision to Section 5.7D Maximum Number of Lots Allowed [in the Rural zoning district].

Oral or written comments can be provided at the hearing, **2:30 PM Thursday, February 18, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

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Josh Compton, President

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Given under my hand this 4th day of January, 2018.


JACQUELINE C. SHADLE, COUNTY CLERK

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

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

Date	2% of Adj. Net Revenue	Jefferson County	Five Municipalities	Bolivar 7.93%	Charles Town 39.90%	Harpers Ferry 2.17%	Ranson 33.68%	Shepherdstown 16.32%
1 day ending: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/8/2017	125,588.96	125,588.96	-	-	-	-	-	-
7/15/2017	99,148.44	99,148.44	-	-	-	-	-	-
7/22/2017	98,965.20	98,965.20	-	-	-	-	-	-
7/29/2017	108,161.52	108,161.52	-	-	-	-	-	-
8/5/2017	104,979.36	104,979.36	-	-	-	-	-	-
8/12/2017	100,184.16	100,184.16	-	-	-	-	-	-
8/19/2017	101,813.88	101,813.88	-	-	-	-	-	-
8/26/2017	97,669.16	97,669.16	-	-	-	-	-	-
9/2/2017	111,442.08	81,653.20	29,788.88	2,362.26	11,885.76	646.42	10,032.89	4,861.55
9/9/2017	110,669.96	55,334.98	55,334.98	4,388.06	22,078.66	1,200.77	18,636.82	9,030.67
9/16/2017	88,536.00	44,268.00	44,268.00	3,510.45	17,662.93	960.62	14,909.46	7,224.54
9/23/2017	92,140.24	46,070.12	46,070.12	3,653.36	18,381.98	999.72	15,516.42	7,518.64
9/30/2017	108,018.60	54,009.30	54,009.30	4,282.94	21,549.71	1,172.00	18,190.33	8,814.32
10/7/2017	97,398.00	48,699.00	48,699.00	3,861.83	19,430.90	1,056.77	16,401.82	7,947.68
10/14/2017	100,794.72	50,397.36	50,397.36	3,996.51	20,108.55	1,093.62	16,973.83	8,224.85
10/21/2017	89,091.32	44,545.66	44,545.66	3,532.47	17,773.72	966.64	15,002.98	7,269.85
10/28/2017	100,178.24	50,089.12	50,089.12	3,972.07	19,985.56	1,086.93	16,870.02	8,174.54
11/4/2017	104,082.64	52,041.32	52,041.32	4,126.88	20,764.49	1,129.30	17,527.51	8,493.14
11/11/2017	97,182.64	48,591.32	48,591.32	3,853.29	19,387.94	1,054.43	16,365.56	7,930.10
11/18/2017	83,246.28	41,623.14	41,623.14	3,300.72	16,607.63	903.22	14,018.67	6,792.90
11/25/2017	109,070.12	54,535.06	54,535.06	4,324.63	21,759.49	1,183.41	18,367.41	8,900.12
12/2/2017	90,719.44	45,359.72	45,359.72	3,597.02	18,098.53	984.31	15,277.15	7,402.71
12/9/2017	77,156.36	38,578.18	38,578.18	3,059.25	15,392.69	837.15	12,993.13	6,295.96
12/16/2017	76,210.64	38,105.32	38,105.32	3,021.75	15,204.02	826.89	12,833.87	6,218.79
12/23/2017	83,337.28	41,668.64	41,668.64	3,304.32	16,625.79	904.21	14,034.00	6,800.32
12/30/2017	123,099.96	61,549.98	61,549.98	4,880.91	24,558.44	1,335.64	20,730.03	10,044.96
1/6/2018	99,590.00	49,795.00	49,795.00	3,948.74	19,868.21	1,080.55	16,770.96	8,126.54
Sub Total	\$ 2,702,163.68	\$ 1,807,113.58	\$ 895,050.10	\$ 70,977.46	\$ 357,125.00	\$ 19,422.60	\$ 301,452.86	\$ 146,072.18

Benchmark Goal \$ 912,063.48

Remainder until split \$ -

VIDEO LOTTERY REPORT

FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/1/2017	23,688.48
7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24	7/8/2017	125,588.96
7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48	7/15/2017	99,148.44
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20	7/22/2017	98,965.20
8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28	7/29/2017	108,161.52
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32	8/5/2017	104,979.36
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56	8/12/2017	100,184.16
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28	8/19/2017	101,813.88
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52	8/26/2017	97,669.16
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12	9/2/2017	81,653.20
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04	9/8/2017	55,334.98
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64	9/16/2017	44,268.00
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68	9/23/2017	46,070.12
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34	9/30/2017	54,009.30
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18	10/7/2017	48,699.00
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88	10/14/2017	50,397.36
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90	10/21/2017	44,545.66
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22	10/28/2017	50,089.12
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84	11/4/2017	52,041.32
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18	11/11/2017	48,591.32
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90	11/18/2017	41,623.14
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94	11/25/2017	54,535.06
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86	12/2/2017	45,359.72
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14	12/9/2017	38,578.18
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54	12/16/2017	38,105.32
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46	12/23/2017	41,668.64
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90	12/30/2017	61,549.98
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50	1/6/2018	49,795.00
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18		
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,513.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48	5/20/2017	43,998.24
5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84	5/27/2017	49,930.94
6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50	6/3/2017	52,503.12
6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42	6/10/2017	42,563.08
6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18	6/17/2017	47,653.68
6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00	6/24/2017	46,628.62
6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00	6/30/2017	37,001.52

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

1,807,113.58

Table Game Revenue

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

<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, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20	July, 2017	59,809.62
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62	August, 2017	54,309.02
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42	September, 2017	49,630.18
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97	October, 2017	50,207.30
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94	November, 2017	54,463.34
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	March, 2017	55,972.27		
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05		
May, 2015	78,424.23	May, 2016	76,415.84	May, 2017	55,545.56		
June, 2015	81,569.83	June, 2016	62,572.11	June, 2017	53,609.09		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	726,611.13	Total 2017-2018	268,419.46

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>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60	July, 2017	179,428.86
August, 2015	210,194.19	August, 2016	189,475.86	August, 2017	162,927.06
September, 2015	194,536.32	September, 2016	203,104.26	September, 2017	148,890.54
October, 2015	205,322.91	October, 2016	190,178.91	October, 2017	150,621.90
November, 2015	202,465.62	November, 2016	183,263.82	November, 2017	163,390.02
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	March, 2017	167,916.81		
April, 2016	204,448.14	April, 2017	162,258.15		
May, 2016	229,247.52	May, 2017	166,636.68		
June, 2016	187,716.33	June, 2017	160,827.27		
Total 2015-2016	2,498,270.34	Total 2016-2017	2,179,833.39	Total 2017-2018	805,258.38

WEST VIRGINIA LOTTERY
Charles Town
County / Municipality Split
Fiscal Year 2018

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

Date	2% of Adj. Net Revenue	Jefferson County	Five Municipalities	Bolivar 7.93%	Charles Town 39.90%	Harpers Ferry 2.17%	Ranson 33.68%	Shepherdstown 16.32%
1 day ending: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 7/8/2017	125,588.96	125,588.96	-	-	-	-	-	-
7/15/2017	99,148.44	99,148.44	-	-	-	-	-	-
7/22/2017	98,965.20	98,965.20	-	-	-	-	-	-
7/29/2017	108,161.52	108,161.52	-	-	-	-	-	-
8/5/2017	104,979.36	104,979.36	-	-	-	-	-	-
8/12/2017	100,184.16	100,184.16	-	-	-	-	-	-
8/19/2017	101,813.88	101,813.88	-	-	-	-	-	-
8/26/2017	97,669.16	97,669.16	-	-	-	-	-	-
9/2/2017	111,442.08	81,653.20	29,788.88	2,362.26	11,885.76	646.42	10,032.89	4,861.55
9/9/2017	110,669.96	55,334.98	55,334.98	4,388.06	22,078.66	1,200.77	18,636.82	9,030.67
9/16/2017	88,536.00	44,268.00	44,268.00	3,510.45	17,662.93	960.62	14,909.46	7,224.54
9/23/2017	92,140.24	46,070.12	46,070.12	3,653.36	18,381.98	999.72	15,516.42	7,518.64
9/30/2017	108,018.60	54,009.30	54,009.30	4,282.94	21,549.71	1,172.00	18,190.33	8,814.32
10/7/2017	97,398.00	48,699.00	48,699.00	3,861.83	19,430.90	1,056.77	16,401.82	7,947.68
10/14/2017	100,794.72	50,397.36	50,397.36	3,996.51	20,108.55	1,093.62	16,973.83	8,224.85
10/21/2017	89,091.32	44,545.66	44,545.66	3,532.47	17,773.72	966.64	15,002.98	7,269.85
10/28/2017	100,178.24	50,089.12	50,089.12	3,972.07	19,985.56	1,086.93	16,870.02	8,174.54
11/4/2017	104,082.64	52,041.32	52,041.32	4,126.88	20,764.49	1,129.30	17,527.51	8,493.14
11/11/2017	97,182.64	48,591.32	48,591.32	3,853.29	19,387.94	1,054.43	16,365.56	7,930.10
11/18/2017	83,246.28	41,623.14	41,623.14	3,300.72	16,607.63	903.22	14,018.67	6,792.90
11/25/2017	109,070.12	54,535.06	54,535.06	4,324.63	21,759.49	1,183.41	18,367.41	8,900.12
12/2/2017	90,719.44	45,359.72	45,359.72	3,597.02	18,098.53	984.31	15,277.15	7,402.71
12/9/2017	77,156.36	38,578.18	38,578.18	3,059.25	15,392.69	837.15	12,993.13	6,295.96
12/16/2017	76,210.64	38,105.32	38,105.32	3,021.75	15,204.02	826.89	12,833.87	6,218.79
12/23/2017	83,337.28	41,668.64	41,668.64	3,304.32	16,625.79	904.21	14,034.00	6,800.32
12/30/2017	123,099.96	61,549.98	61,549.98	4,880.91	24,558.44	1,335.64	20,730.03	10,044.96
1/6/2018	99,590.00	49,795.00	49,795.00	3,948.74	19,868.21	1,080.55	16,770.96	8,126.54
1/13/2018	74,703.40	37,351.70	37,351.70	2,961.99	14,903.33	810.53	12,580.05	6,095.80
Sub Total	\$ 2,776,867.08	\$ 1,844,465.28	\$ 932,401.80	\$ 73,939.45	\$ 372,028.33	\$ 20,233.13	\$ 314,032.91	\$ 152,167.98

Benchmark Goal \$ 912,063.48

Remainder until split \$ -

VIDEO LOTTERY REPORT

FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/1/2017	23,688.48
7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24	7/8/2017	125,588.96
7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48	7/15/2017	99,148.44
7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20	7/22/2017	98,965.20
8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28	7/29/2017	108,161.52
8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32	8/5/2017	104,979.36
8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56	8/12/2017	100,184.16
8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12	8/20/2016	115,270.28	8/19/2017	101,813.88
8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10	8/27/2016	96,130.52	8/26/2017	97,669.16
9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76	9/3/2016	60,448.12	9/2/2017	81,653.20
9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30	9/10/2016	61,598.04	9/8/2017	55,334.98
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64	9/16/2017	44,268.00
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68	9/23/2017	46,070.12
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34	9/30/2017	54,009.30
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18	10/7/2017	48,699.00
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88	10/14/2017	50,397.36
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90	10/21/2017	44,545.66
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22	10/28/2017	50,089.12
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84	11/4/2017	52,041.32
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18	11/11/2017	48,591.32
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90	11/18/2017	41,623.14
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94	11/25/2017	54,535.06
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86	12/2/2017	45,359.72
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14	12/9/2017	38,578.18
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54	12/16/2017	38,105.32
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46	12/23/2017	41,668.64
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90	12/30/2017	61,549.98
1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24	1/7/2017	42,634.50	1/6/2018	49,795.00
1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58	1/14/2017	37,751.18	1/13/2018	37,351.70
1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40	1/21/2017	46,870.58		
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96		
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10		
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28		
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80		
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02		
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24		
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58		
3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80	3/18/2017	43,959.78		
3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46	3/25/2017	49,130.62		
4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88	4/1/2017	48,124.72		
4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04	4/8/2017	46,262.60		
4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82	4/15/2017	46,768.98		
4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78	4/22/2017	45,614.00		

5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46	4/29/2017	48,204.34
5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22	5/8/2017	46,890.30
5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84	5/13/2017	47,648.16
5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48	5/20/2017	43,998.24
5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84	5/27/2017	49,930.94
6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50	6/3/2017	52,503.12
6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42	6/10/2017	42,563.08
6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18	6/17/2017	47,653.68
6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00	6/24/2017	46,628.62
6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00	6/30/2017	37,001.52

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

1,844,465.28



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	895.71
Hurricane	895.71
Huttonsville	895.71
laeger	895.71
Jackson County	3,565.26
Jane Lew	895.71
Jefferson County	52,009.28
Jefferson County School Board	156,027.84
Junior	895.71
Kanawha County	23,169.46
Kenova	895.71
Kermit	895.71
Keyser	895.71
Keystone	895.71
Kimball	895.71
Kingwood	895.71
Leon	895.71
Lester	895.71
Lewis County	3,565.26

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	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20	July, 2017	59,809.62
August, 2014	84,726.51	August, 2015	70,064.73	August, 2016	63,158.62	August, 2017	54,309.02
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42	September, 2017	49,630.18
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97	October, 2017	50,207.30
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94	November, 2017	54,463.34
December, 2014	76,797.24	December, 2015	73,055.05	December, 2016	59,508.00	December, 2017	52,009.28
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	March, 2017	55,972.27		
April, 2015	76,343.68	April, 2016	68,149.38	April, 2017	54,086.05		
May, 2015	78,424.23	May, 2016	76,415.84	May, 2017	55,545.56		
June, 2015	81,569.83	June, 2016	62,572.11	June, 2017	53,609.09		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	726,611.13	Total 2017-2018	320,428.74

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>	<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37	July, 2016	231,702.60	July, 2017	179,428.86
August, 2015	210,194.19	August, 2016	189,475.86	August, 2017	162,927.06
September, 2015	194,536.32	September, 2016	203,104.26	September, 2017	148,890.54
October, 2015	205,322.91	October, 2016	190,178.91	October, 2017	150,621.90
November, 2015	202,465.62	November, 2016	183,263.82	November, 2017	163,390.02
December, 2015	219,165.15	December, 2016	178,524.00	December, 2017	156,027.84
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	March, 2017	167,916.81		
April, 2016	204,448.14	April, 2017	162,258.15		
May, 2016	229,247.52	May, 2017	166,636.68		
June, 2016	187,716.33	June, 2017	160,827.27		
Total 2015-2016	2,498,270.34	Total 2016-2017	2,179,833.39	Total 2017-2018	961,286.22