

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2018**  
**THURSDAY, MARCH 29, 2018**  
**7:00 P.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- March 15, 2018 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- March 29, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- March 22, 2018
- March 29, 2018

**APPROVAL OF MANUAL CHECKS**

- March 23, 2018
- March 30, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 7:15 p.m. Pete Dougherty, Sheriff  
- Court Security Grant Application - Discussion/Action

2. 7:30 p.m. Ed Hannon, Jefferson County Emergency Services Agency  
- Proclamation - Stop the Bleed Campaign - Discussion/Action
3. 7:45 p.m. Interviews and Appointments to the Jefferson County Historic Landmarks Commission - Two 3-year terms ending March 6, 2021 - Discussion/Action
4. 8:00 p.m. Interviews and Appointments to the Jefferson County Planning Commission - Two 3-year terms ending March 31, 2021 - Discussion/Action
5. 8:15 p.m. **BREAK**
6. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, related issues and order approving Purchase Agreement between the JCPSD and Charles Town - Discussion/Action - Possible Executive Session  
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action - Possible Executive Session

#### **UNFINISHED BUSINESS**

7. Discuss County ATV Ordinance - Discussion/Action (JC)

#### **NEW BUSINESS**

8. Legislative Issues
9. Appoint Fire Chief to the Property Safety Enforcement Agency - Discussion/Action
10. Ratify decision made on March 15, 2018 - Exonerations - Discussion/Action
11. Decision - Proposed text amendments 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 Use Table - Public Hearing held on March 15, 2018 - Discussion/Action
12. Decision - Zoning Map Amendment for property designated as Tax District Kabletown (06), Map 17, Parcel 2.3 - Summit Point Ventures, LLC. The property is currently zoned Rural and a request has been made by the property owner to change to the General Commercial zoning category - Public Hearing held on March 15, 2018 - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Discuss Meeting Session Policy - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **13. ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of Meeting Schedule Change.

Notice of intent to appoint to the Jefferson County Development Authority on April 5, 2018.

Notice of Special Session on April 17, 2018 at 9:30 a.m. - Lay the Levy.

WV Lottery Weekly Settlement for Charles Town - week ending March 10, 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, March 15, 2018**

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A meeting of the Jefferson County Commission was held on Thursday, March 15, 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, March 15, 2018 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Compton led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the February 22, 2018 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the February 23, 2018 Budget Deliberations Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the February 23, 2018 Special Session Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the February 27, 2018 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the February 27, 2018 Special Session Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the March 1, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the March 8, 2018 Budget Public Hearing Meeting Minutes. Motion seconded and unanimously approved.**

**APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve the Purchase Orders for March 15, 2018 to include Purchase Order Nos. 52493 and 48581 in the amount of \$54,151,00. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079737	712	AT&T/GA		\$ -	\$ 188.83	\$ 188.83
079738	GRANT	APTEAN SOFTWARE LLC		\$ -	\$ 1,980.72	\$ 1,980.72
079739	401	BEST BEST & KRIEGER LLP		\$ -	\$ 465.50	\$ 465.50
079739	401	BEST BEST & KRIEGER LLP		\$ -	\$ 1,240.49	\$ 1,240.49
079740	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079741	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079742	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079743	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079744	712	CHRISTOPHER CROSS		\$ -	\$ 178.50	\$ 178.50
079745	712	COVINGTON POLICE DEPT		\$ -	\$ 35.00	\$ 35.00
079745	712	COVINGTON POLICE DEPT		\$ -	\$ 35.00	\$ 35.00
079746	P/R DED	CHARLES TOWN GNRL HOSPITA		\$ -	\$ 252.56	\$ 252.56
079747	717	GUTTMAN OIL CO		\$ -	\$ 3,698.05	\$ 3,698.05
079747	717	GUTTMAN OIL CO		\$ -	\$ 3,284.10	\$ 3,284.10
079747	717	GUTTMAN OIL CO		\$ -	\$ 3,272.29	\$ 3,272.29
079747	717	GUTTMAN OIL CO		\$ -	\$ 3,294.53	\$ 3,294.53
079748	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,220.00	\$ 5,220.00
079749	P/R DED	NICOLE NOBREGA		\$ -	\$ 273.46	\$ 273.46
079750	712	MOTOROLA INC		\$ -	\$ 458.00	\$ 458.00
079751	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079752	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079753	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
079754	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 58.70	\$ 58.70
079755	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00

079755	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
079755	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
079755	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
079756	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,681.42	\$ 10,681.42
079756	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,671.72	\$ 45,671.72
079756	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,926.51	\$ 34,926.51
079757	403	WV ASSOC OF CIRCUIT CLER		\$ -	\$ 450.00	\$ 450.00
079758	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,590.38	\$ 6,590.38
079758	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,304.04	\$ 9,304.04
079759	712	WILLIAM SCHWEITZER		\$ -	\$ 178.50	\$ 178.50
079760	712	SPILLMAN TECHNOLOGIES IN		\$ -	\$ 519.00	\$ 519.00
079761	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,255.00	\$ 2,255.00
079761	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
079762	P/R DED	TRAVIS STELY		\$ -	\$ 163.18	\$ 163.18
079763	P/R DED	VINCENT TIONG		\$ -	\$ 163.83	\$ 163.83
079764	405	THOMSON REUTER - WEST		\$ -	\$ 423.00	\$ 423.00
079765	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,117.49	\$ 27,117.49
079765	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,581.10	\$ 2,581.10
079765	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,093.58	\$ 11,093.58
079765	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,732.06	\$ 4,732.06
079766	412	EMILY WELLS		\$ -	\$ 230.38	\$ 230.38
079767	GRANT	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079768	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079768	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079768	402	XEROX CORPORATION		\$ -	\$ 405.57	\$ 405.57
079768	402	XEROX CORPORATION		\$ -	\$ 372.60	\$ 372.60
079768	402	XEROX CORPORATION		\$ -	\$ 283.64	\$ 283.64
079768	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079768	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079768	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079768	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079768	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079768	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079768	440	XEROX CORPORATION		\$ -	\$ 542.13	\$ 542.13
079768	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079768	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
079768	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079768	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
<b>TOTAL</b>					<b>\$ 197,467.26</b>	<b>\$ 197,467.26</b>

**Motion by Mr. Onoszko to approve the Accounts Payable for March 8, 2018 in the amount of \$197,467.26. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079770	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 230.00	\$ 230.00
079771	413	ESS ELECTION SYSTEMS &		\$ -	\$ 408.01	\$ 408.01
079772	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079772	425	J.C.EHRLICH		\$ -	\$ 641.00	\$ 641.00
079773	P/R DED	DOUGLAS H. FLETCHER		\$ -	\$ 249.11	\$ 249.11
079774	424	G & TRIPLE T. LLC		\$ -	\$ 270.00	\$ 270.00
079775	P/R DED	JENNILEE HARTMAN		\$ -	\$ 4,330.81	\$ 4,330.81
079776	405	MATTHEW HARVEY		\$ -	\$ 352.07	\$ 352.07
079777	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 12,374.78	\$ 12,374.78
079777	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 875.00	\$ 875.00
079778	405	GREG JONES		\$ -	\$ 55.34	\$ 55.34
079779	P/R DED	LYNDSEY W. MATSCHAT		\$ -	\$ 461.19	\$ 461.19
079780	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 52.00	\$ 52.00
079781	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079781	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079782	717	RICE TIRES CO		\$ -	\$ 472.20	\$ 472.20
079782	717	RICE TIRES CO		\$ -	\$ 472.20	\$ 472.20
079782	717	RICE TIRES CO		\$ -	\$ 109.48	\$ 109.48
079783	403	WV ASSOC OF CIRCUIT CLER		\$ -	\$ 100.00	\$ 100.00
079784	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
079788	401	AMAZON		\$ -	\$ 101.51	\$ 101.51
079788	401	NEOPOST		\$ -	\$ 190.00	\$ 190.00
079788	401	SPIRIT OF JEFFERSON		\$ -	\$ 196.84	\$ 196.84
079788	401	SPRINT		\$ -	\$ 55.25	\$ 55.25

079788	402	EMBASSY SUITES		\$ -	\$ 426.00	\$ 426.00
079788	402	SPECIALTY BUSINESS SUPPL		\$ -	\$ 43.00	\$ 43.00
079788	402	SPIRIT OF JEFFERSON		\$ -	\$ 338.08	\$ 338.08
079788	403	EMBASSY SUITES		\$ -	\$ 407.97	\$ 407.97
079788	403	OFFICE FURNITURE 2 GO		\$ -	\$ 247.00	\$ 247.00
079788	403	SHOPLET		\$ -	\$ 58.39	\$ 58.39
079788	403	THE IRIS CO		\$ -	\$ 53.07	\$ 53.07
079788	403	WAL-MART		\$ -	\$ 46.55	\$ 46.55
079788	405	BREVARD CO.CLERK OF COUR		\$ -	\$ 38.03	\$ 38.03
079788	405	EMBASSY SUITES		\$ -	\$ 426.00	\$ 426.00
079788	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 73.48	\$ 73.48
079788	405	SPRINT		\$ -	\$ 94.90	\$ 94.90
079788	405	THE HOME DEPOT		\$ -	\$ 219.00	\$ 219.00
079788	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
079788	415	FRONTIER		\$ -	\$ 86.10	\$ 86.10
079788	415	SPRINT		\$ -	\$ 109.83	\$ 109.83
079788	424	AMAZON		\$ -	\$ 173.68	\$ 173.68
079788	424	CHARLES TOWN UTILITIES		\$ -	\$ 79.49	\$ 79.49
079788	424	FRONTIER		\$ -	\$ 10,237.97	\$ 10,237.97
079788	424	KIDWELLS PLUMBING & HEAT		\$ -	\$ 2,945.00	\$ 2,945.00
079788	424	NAXALITE OF AMERICA INC		\$ -	\$ 653.68	\$ 653.68
079788	424	POTOMAC EDISON		\$ -	\$ 2,270.71	\$ 2,270.71
079788	424	ROACH ENERGY		\$ -	\$ 4,373.74	\$ 4,373.74
079788	424	SPRINT		\$ -	\$ 55.25	\$ 55.25
079788	424	WAL-MART		\$ -	\$ 29.10	\$ 29.10
079788	424	WWW.LOGMEIN.COM		\$ -	\$ 349.99	\$ 349.99
079788	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,129.96	\$ 1,129.96
079788	425	COMCAST		\$ -	\$ 1,041.98	\$ 1,041.98

079788	425	CONTROLLED POWER CO		\$ -	\$ 1,200.00	\$ 1,200.00
079788	425	CRYSTAL SPRINGS		\$ -	\$ 638.11	\$ 638.11
079788	425	GRAINGER		\$ -	\$ 259.46	\$ 259.46
079788	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 414.80	\$ 414.80
079788	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
079788	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 231.53	\$ 231.53
079788	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 539.80	\$ 539.80
079788	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,965.00	\$ 1,965.00
079788	425	POTOMAC EDISON		\$ -	\$ 37,700.19	\$ 37,700.19
079788	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 456.00	\$ 456.00
079788	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 66.00	\$ 66.00
079788	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 85.00	\$ 85.00
079788	425	ROACH ENERGY		\$ -	\$ 4,985.87	\$ 4,985.87
079788	425	SHERWIN WILLIAMS		\$ -	\$ 8.71	\$ 8.71
079788	425	THE HOME DEPOT		\$ -	\$ 27.30	\$ 27.30
079788	425	THE HOME DEPOT		\$ -	\$ 267.28	\$ 267.28
079788	425	THE HOME DEPOT		\$ -	\$ 167.65	\$ 167.65
079788	425	THE HOME DEPOT		\$ -	\$ 78.24	\$ 78.24
079788	425	THE HOME DEPOT		\$ -	\$ 98.96	\$ 98.96
079788	425	THOMPSON GAS		\$ -	\$ 252.91	\$ 252.91
079788	425	THOS SOMERVILLE		\$ -	\$ 35.03	\$ 35.03
079788	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,171.48	\$ 2,171.48
079788	425	84 LUMBER		\$ -	\$ 229.97	\$ 229.97
079788	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
079788	428	ADVANTAGE TECH		\$ -	\$ 3,255.00	\$ 3,255.00
079788	428	ALLHDD.COM		\$ -	\$ 3,804.00	\$ 3,804.00
079788	428	AMAZON		\$ -	\$ 51.60	\$ 51.60
079788	428	AMAZON		\$ -	\$ 27.66	\$ 27.66

079788	428	AMAZON		\$ -	\$ 39.96	\$ 39.96
079788	428	AMAZON		\$ -	\$ 24.49	\$ 24.49
079788	428	AMAZON		\$ -	\$ 53.88	\$ 53.88
079788	428	AMAZON		\$ -	\$ 10.07	\$ 10.07
079788	428	AMAZON		\$ -	\$ 15.36	\$ 15.36
079788	428	AMAZON		\$ -	\$ 62.00	\$ 62.00
079788	428	AMAZON		\$ -	\$ 19.89	\$ 19.89
079788	428	AMAZON		\$ -	\$ 64.51	\$ 64.51
079788	428	AMAZON		\$ -	\$ 169.00	\$ 169.00
079788	428	BEST BUY		\$ -	\$ 65.98	\$ 65.98
079788	428	OFFICE DEPOT		\$ -	\$ 575.26	\$ 575.26
079788	428	OFFICE DEPOT		\$ -	\$ 314.64	\$ 314.64
079788	428	PCM TIGER DIRECT		\$ -	\$ 2,948.23	\$ 2,948.23
079788	428	PCM TIGER DIRECT		\$ -	\$ 189.34	\$ 189.34
079788	428	QUALITY UPTIME SERVICES		\$ -	\$ 4,459.66	\$ 4,459.66
079788	428	SPRINT		\$ -	\$ 132.89	\$ 132.89
079788	428	STIMULUS SOFT		\$ -	\$ 1,039.97	\$ 1,039.97
079788	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079788	428	TRITON DATACOM		\$ -	\$ 895.00	\$ 895.00
079788	440	INTL CODE COUNCIL INC		\$ -	\$ 135.00	\$ 135.00
079788	440	LYLE SIGNS		\$ -	\$ 330.00	\$ 330.00
079788	440	PRINT-O-STAT		\$ -	\$ 250.00	\$ 250.00
079788	440	PRINT-O-STAT		\$ -	\$ 581.25	\$ 581.25
079788	440	SPIRIT OF JEFFERSON		\$ -	\$ 33.26	\$ 33.26
079788	440	SPRINT		\$ -	\$ 165.75	\$ 165.75
079788	440	THE HOME DEPOT		\$ -	\$ 28.33	\$ 28.33
079788	700	AMAZON		\$ -	\$ 723.54	\$ 723.54
079788	700	APPLEBEES		\$ -	\$ 37.47	\$ 37.47

079788	700	BOB EVANS RESTAURANT		\$ -	\$ 26.26	\$ 26.26
079788	700	CAPITOL FOOD COURT		\$ -	\$ 19.11	\$ 19.11
079788	700	DAYS INN		\$ -	\$ 119.88	\$ 119.88
079788	700	EMBASSY SUITES		\$ -	\$ 284.00	\$ 284.00
079788	700	GOWERS FEED INC		\$ -	\$ 85.98	\$ 85.98
079788	700	MICROTEL INN SUITES		\$ -	\$ 234.00	\$ 234.00
079788	700	MURIALE'S ITALIAN RESTAU		\$ -	\$ 43.00	\$ 43.00
079788	700	NTL TACTICL OFFICER ASSO		\$ -	\$ 1,460.00	\$ 1,460.00
079788	700	RITE AID STORE		\$ -	\$ 5.87	\$ 5.87
079788	700	SLEEP INN		\$ -	\$ 98.10	\$ 98.10
079788	700	SPECIALTY BUSINESS SUPPL		\$ -	\$ 186.93	\$ 186.93
079788	700	SPRINT		\$ -	\$ 1,642.65	\$ 1,642.65
079788	700	SUBWAY		\$ -	\$ 18.16	\$ 18.16
079788	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
079788	700	WAL-MART		\$ -	\$ 14.71	\$ 14.71
079788	701	GALLS		\$ -	\$ 1,532.50	\$ 1,532.50
079788	701	HUNTZMAN ENTERPRISE		\$ -	\$ 1,180.00	\$ 1,180.00
079788	701	WILLIAMSON-DICKIE MFG IN		\$ -	\$ 92.19	\$ 92.19
079788	711	PIZZA CITY		\$ -	\$ 285.94	\$ 285.94
079788	711	SPRINT		\$ -	\$ 188.14	\$ 188.14
079788	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079788	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 550.00	\$ 550.00
079788	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 200.00	\$ 200.00
079788	712	SPRINT		\$ -	\$ 1,195.60	\$ 1,195.60
079788	716	BD OF VET MEDICINE OFFIC		\$ -	\$ 250.00	\$ 250.00
079788	716	BD OF VET MEDICINE OFFIC		\$ -	\$ 250.00	\$ 250.00
079788	716	BD OF VET MEDICINE OFFIC		\$ -	\$ 250.00	\$ 250.00
079788	716	GS IMAGES		\$ -	\$ 460.00	\$ 460.00

079788	716	PATTERSON VETERINARY		\$ -	\$ 50.73	\$ 50.73
079788	716	PATTERSON VETERINARY		\$ -	\$ 551.00	\$ 551.00
079788	716	SPECIALTY BUSINESS SUPPL		\$ -	\$ 25.28	\$ 25.28
079788	716	SPRINT		\$ -	\$ 55.25	\$ 55.25
079788	717	BLUE WOLF SALES AND SRVC		\$ -	\$ 467.37	\$ 467.37
079788	717	FISHER AUTO PARTS		\$ -	\$ 157.61	\$ 157.61
079788	717	INTERSTATE BATTERIES		\$ -	\$ 2,305.90	\$ 2,305.90
079788	717	NAPA AUTO PARTS		\$ -	\$ 1,018.61	\$ 1,018.61
079789	402	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
079789	700	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
<b>TOTAL</b>					<b>\$ 146,734.39</b>	<b>\$ 146,734.39</b>

**Motion by Ms. Noland to approve the Accounts Payable for March 15, 2018 in the amount of \$146,734.39. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>HOME DETETION</b>			
<b>008</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
03/09/18	596	<b>ATTENTI</b>	\$ 1,035.00
03/09/18	598	<b>CDA</b>	\$ 437.25
03/09/18	597	<b>UNITED BANK</b>	\$ 55.25
<b>TOTAL</b>			<b>\$ 1,527.50</b>

**Motion by Mr. Compton to approve the Manual Checks for March 9, 2018 in the amount of \$1,527.50. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Manual Checks for March 16, 2018 in the amount of \$45,672.26. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Jacki Milliron, resident – spoke in favor of the PSD purchase agreement and consolidation.

Nancy Lutz, resident – requested the Commission revisit the Fireworks Ordinance.

David Tabb, resident – stated that elected officials have taken it upon themselves to believe they’re in full control and claimed “there will be another revolution and my (Mr. Tabb’s) name will be in it somehow.”

Eleanor Finn, resident – thanked Jefferson County Parks and Recreation for stepping up and providing activities for local school children during the teacher’s strike.

**PRESENTATIONS**

1. Angie Banks, Assessor

a. Requested approval of a Split Ticket and two Exonerations

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Quintin Roggencamp	PP	CTD	303945	\$491.00
Robin Roggencamp				\$194.98

- **Motion by Ms. Noland to approve Split Ticket No. 303945 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Thomas & Kelly Crusan	PP	MD	31148	\$76.14

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 31148 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Thomas & Kelly Crusan	PP	MD	311646	\$76.36

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 311646 as presented. Motion seconded and unanimously approved.**

b. Requested Approval of Employment

- **Motion by Ms. Tabb to approve the employment of Wendy Jenkins at a salary of \$32,000 at a Grade II, Step B, effective March 26, 2018. Motion seconded and unanimously approved.**
2. Peter Dougherty, Sheriff - requested approval of additional members to the Sheriff's Reserves.
    - **Motion by Ms. Noland to approve the admission of James Seale, Brandon Nick, and Bernice Carter to the Reserve Academy and subsequent appointment to the Jefferson County Sheriff's Reserves upon their successful completion. Motion seconded and unanimously approved.**
  3. Steven Rawlings, WV Corp – presented the Commission with a WV Corp risk pool update.
  4. Danny Lutz, Supervisor, Eastern Panhandle Conservation District - presented the Commission with an update on the Eastern Panhandle Conservation District activities.
  5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  6. Debra Young, Jefferson County Victim Assistance Program – requested the Approval of the 2018-2019 VOCA grant application.
    - **Motion by approve the 2018-2019 VOCA grant application. Motion seconded and unanimously approved.**
  7. Jennifer Myers, Director, Jefferson County Parks and Recreation – requested approval of Resolution to apply for a WV Culture and History Grant and a Land and Water Conservation Fund Grant for the Ampitheater Project at Sam Michael's Park.

- **Motion by Ms. Noland to approve the Resolution for JCPRC to apply for a WV Culture and History Grant and the Land and Water Conservation Fund Grant for the Ampitheater Project at Sam Michael's Park. Motion seconded and unanimously approved.**
8. Nic Diehl, Director, Jefferson County Development Authority – requested a letter of support for West Virginia Opportunity Zones
    - **Motion by Mr. Compton to write a letter of support for three Jefferson County census tracts submitter to the WV Opportunity Zones program. Motion seconded and unanimously approved.**
  9. Roger Goodwin, Chief County Engineer – consideration of the Annual Inflation Adjustment to the Impact Fees, as provided for the CY 2017 Impact Fees Annual Report.
  10. 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 #17-C-282
    - Discussion of proposed contract for Judicial elevator upgrade
      - **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues; discussion of Jefferson County Civil Action #17-C-282; and the proposed contract for the Judicial elevator upgrade. Motion seconded and unanimously approved.**
      - **Motion by Mr. Compton to come out of Executive Session. 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

13. Approval of PSD Purchase Agreement

- **Motion by Mr. Compton to approve the PSD purchase agreement and find it in the best interest of the PSD customer. Motion seconded and passes on a vote of 3-2 with Ms. Tabb and Ms. Noland opposing.**

- **Motion by Mr. Compton to authorize counsel to contact the Public Service Commission to notify them of the approval of the PSD purchase agreement. Motion seconded and passed on a vote of 3-2 with Ms. Tabb and Ms. Noland opposing.**

14. Discuss Courthouse storm windows

- **Motion by Mr. Compton to place the Courthouse storm windows on the exterior. Motion seconded. Motion tabled until further information is retained by the Director of Maintenance.**

15. Discuss County ATV Ordinance - Mr. Compton stated he'd like to revisit the ATV Ordinance to potentially make changes to allow residents to drive their ATVs on the road a short distance.

**FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2018 State Budget Revision 8 for the General Fund
  - **Motion by Mr. Compton to approve FY18 State Budget Revision 7 for the General Fund. Motion seconded and unanimously approved.**
- Review and Approval of FY2018 State Budget Revision 9 for the General Fund
  - **Motion by Mr. Compton to approve FY18 State Budget Revision 9 for the General Fund. Motion seconded and unanimously approved.**
- Review and Approval of the FY2018-2019 Draft Budget (Levy Estimate)
  - **Motion by Mr. Onoszko to approve the draft FY2018-2019 levy estimate as revised for publication and to forward to the State Auditor for review. Motion seconded and unanimously approved.**
  - It was the consensus of the Commission to further discuss the ambulance fee rate structure during the April 5, 2018 regularly scheduled meeting.

**COUNTY ADMINISTRATOR REPORTS**

- Discuss Road Summit for Spring 2018 and set date & time – the Commission requested Ms. Grove contact the WVDOH to check their availability and report back to the Commission to confirm a date.
- Discuss Meeting Session Policy – Ms. Grove presented the Commission with the amended Meeting Session Policy, and the Commission made a few minimal changes and

asked the Ms. Grove present it again during the next regularly scheduled meeting prior to providing final approval.

- Communications Center Audit – Ms. Grove notified the Commission that the Communications Center was audited by the FBI, who stated the Jefferson County center was on one of the best they’ve seen. Ms. Grove gave commendation to Jeff Polczynski, Chris Cross, Russell Burgess, and Tom Reilly for their efforts.
- PSD Audit – Ms. Grove said a representative from Perry & Associates would be attending the next regularly scheduled County Commission meeting to discuss the PSD forensic audit and asked that any questions the Commission may have be sent prior to their presentation.
- CPR/AED Training – Ms. Grove stated ESA employees would be leading CPR and AED training for the Commission and IT staff on Friday, March 16. Ms. Grove stated she would try to schedule training for the Commissioners during an upcoming afternoon session.

16. Public Hearing - Proposed text amendments 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 Use Table.

- o Ms. Beaulieu provided the Commission with an update on the proposed changes from the last County Commission meeting, stating the Planning Commission found the changes consistent with the Comprehensive Plan. Mr. Compton then opened the floor for public comment; however, no one provided comment. Mr. Compton stated the record would remain open for two weeks to allow time for written comment.

17. Public Hearing - Zoning Map Amendment for property designated as Tax District Kabletown (06), Map 17, Parcel 2.3 - Summit Point Ventures, LLC. The property is currently zoned Rural and a request has been made by the property owner to change to the General Commercial zoning category.

- o Mr. Compton called the public hearing to order at 7:02 pm and opened the floor for public comment; however, no one spoke regarding the proposed zoning map amendment. Mr. Compton stated the record would remain open for two weeks to allow time for written comment.

18. The Commission meeting was adjourned at 7:10 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED**

**March 29, 2018**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
SHERIFF'S OFFICE	48583	\$ 44,190.00	TNVC, Inc.	Night Vision Goggles (6 pair)
<b>GRAND TOTAL</b>		<b>\$ 44,190.00</b>		



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

**No. 48583**

VENDOR:

DELIVER TO:

TNVC Inc  
1050 Nevada St  
Ste 405  
Redlands CA 92374

JCSO **GRANT**

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT	
	Inv # 338980-G 6-Night Vision Goggles  <b>GRANT</b>  700-04-459-001			44190	00
				44190	00

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

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

Signature

Date

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

*Peter H. Dingler*  
Signature

Date

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



Name: Pete Dougherty

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **next meeting**

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

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

Subject (*Wording to be placed on agenda*): Court Security Grant Application

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

Approve and authorize the president's signature on the Court Security Grant application to improve the security of Jefferson County courts.

All of the above individuals have passed a pre-employment background investigation and have been deemed eligible for appointment.

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 submission of the Court Security Grant application and authorize the president to affix his signature to the documents.

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](mailto:pdougherty@jcsdww.com)

Phone Number: 304-728-3205

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

not applicable



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



Name:

Department or Organization: **Jefferson County Emergency Services Agency**

Estimation of amount of time needed for appointment: 15 Minutes

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

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

March 29, 2018

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

April 5, 2018

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

Request for Proclamation for Stop The Bleed Campaign

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

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*):

The Jefferson County Commission endorses the Stop The Bleed Campaign thru this Proclamation as presented.

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: Ed Hannon

Email address: [ehannon@jcesa.org](mailto:ehannon@jcesa.org)

Phone Number: 304-728-3287

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

not applicable



SAVE A LIFE



AMERICAN COLLEGE OF SURGEONS  
*Inspiring Quality:  
Highest Standards, Better Outcomes*



THE  
COMMITTEE  
ON TRAUMA



**WWW.BLEEDINGCONTROL.ORG**

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**Background:**

Motivated by the 2012 tragedy in Sandy Hook and multiple tragedies that have occurred in the ensuing years, what has become known as the Hartford Consensus was convened to bring together leaders from law enforcement, the federal government, and the medical community to improve survivability from manmade or natural mass casualty events. The resulting injuries from these events generally present with severe bleeding which, if left unattended, can result in death. The participants of the Hartford Consensus concluded that by providing first responders (law enforcement) and civilian bystanders the skills and basic tools to stop uncontrolled bleeding in an emergency situation, lives would be saved. The first responder program has received very good response and is widely being used across the country. The next step is to focus on needs of civilian bystanders.

**Need:**

Civilians need basic training in Bleeding Control principles so they are able to provide immediate, frontline aid until first responders are able to take over care of an injured person. Due to many situations, there may be a delay between the time of injury and the time a first responder is on the scene. Without civilian intervention in these circumstances, preventable deaths will occur.

**Mission/Objective:**

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital initial response to stop uncontrolled bleeding in emergency situations. This will be accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

### PROCLAMATION

**Whereas**, the Jefferson County Emergency Services Agency (“JCESA”) and Jefferson Medical Center (“JMC”) are committed to broadening service in our community and lifelong educational learning;

**Whereas**, trauma is the leading cause of death for individuals under the age of 46;

**Whereas**, working with the private sector and nonprofit organizations, the “Stop the Bleed” campaign will put knowledge gained by first responders and our military, into the hands of the public to help save lives;

**Whereas**, no matter how rapid the arrival of trained emergency responders, bystanders will always be first on the scene;

**Whereas**, uncontrolled bleeding injuries can result from natural and manmade disasters and from everyday accidents. If this bleeding is severe, it can kill within minutes, potentially before trained responders can arrive;

**Whereas**, providing bystanders with basic tools and information on the simple steps they can take in an emergency situation to stop life threatening bleeding can save lives. Research has shown that bystanders, with little or no medical training, can become heroic lifesavers;

**Whereas**, similar to the use of CPR or automatic defibrillators, improving public awareness about how to stop severe bleeding and expanding personal and public access to Bleeding Control Kits can be the difference between life and death for an injured person;

**Whereas**, our community preparedness is the shared responsibility of all levels of government, the private and non-profit sectors, and individual citizens. The goal of this initiative is to build community resilience by empowering the general public to be aware of the simple steps that can be taken to stop or slow life threatening bleeding, and to promote the general public’s access to Bleeding Control Kits in public spaces, while they travel, and in the home;

#### ***It’s About Saving Lives...***

*The JCESA is an equal opportunity emergency service provider, employer and community partner of Jefferson County WV.*



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

**Whereas**, this comprehensive and sustainable bleeding control education and information program will educate and empower the citizens of Jefferson County to save lives in an emergency situations;

**Whereas**, in partnership with the American College of Surgeons Committee, we pledge that our purpose of education will provide teachers and individuals the basic training in bleeding control principles so they are able to provide immediate, frontline aid until first responders arrive;

**Be It Known** that the County Commission of Jefferson County hereby proclaims March 31, 2018 as the “Stop the Bleed” Campaign Kick Off.

**IN WITNESS WHEREOF**, Given under our Hand and Seal.

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Joshua Compton  
President, County Commission of Jefferson County

***It's About Saving Lives...***

*The JCESA is an equal opportunity emergency service provider, employer and community partner of Jefferson County WV.*

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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two three-year terms ending March 6, 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, March 29, 2018, or as soon thereafter as the Commission may decide:

**Historic Landmarks Committee - two (2) three year terms ending March 6, 2021.**

*The Historic Landmarks Committee is specifically seeking individuals with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.*

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

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

## Jessica Carroll

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**From:** Bennett Horter <benhorter1@gmail.com>  
**Sent:** Monday, March 19, 2018 12:31 PM  
**To:** Jessica Carroll  
**Subject:** Appointment to the Jefferson County Historic Landmarks Commission

Hello Ms. Carroll,

I am very interested in being reappointed to the Jefferson County Historic Landmarks Commission for a three year term. My first term only lasted about 5 months as I was a late replacement and I very much enjoyed the chance to serve on the commission and look forward to the opportunity to continue to do so. If you require something in the form of a mailed letter and not just email, please let me know as soon as possible. Thank you.

Ben Horter  
703-789-5086

March 18, 2018

Jefferson County Commission  
PO BOX 250  
Charles Town, WV 25414

Dear Jefferson County Commission,

I have just completed my ninth year on the Jefferson County Historic Landmarks Commission (JCHLC) and ask that I be reappointed for another three-year term, 2018-2021.

During my time on the JCHLC, the Commission has moved beyond its traditional role of documentation and recognition of historic structures and began focusing on education, public outreach, battlefield preservation, heritage tourism, and support of owners of landmark structures. For example, the WV GeoExplorer Project and JCHLC Facebook page, are the Commission's primary educational projects. These sites provide Jefferson County history to anyone with an Internet connection and computer. The acquisition of six properties, totaling 52 acres, on or near the Potomac River and part of the core Shepherdstown Battlefield, are now preserved and await the expansion of Antietam National Battlefield, NPS. These are some of the activities and achievements that have made serving on the JCHLC so rewarding.

My goals for the next three years are to contribute to enacting a delay of demolition ordinance that would expand protections for inventoried county historic structures, work to integrate WV GeoExplorer into the Jefferson County schools' curriculum, the designation of the Shepherdstown Battlefield as a National Park, and expand the support the JCHLC provides owners of landmark designated structures.

Thank you for your consideration.

Sincerely,

Martin Burke  
1328 Terrapin Neck Rd.  
Shepherdstown, WV 25443

## RESUME

### Employment:

- 2004-2018 Conservator in Private Practice, Terrapin Neck Conservation, LLC
- 2002-2004 Associate Manager Media Assets, Harpers Ferry Center, National Park Service  
Duties included: Program, technical, supervisory management of the museum conservation laboratories with a professional staff of 30 and budget of two million dollars. Laboratories provide technical assistance for 385 parks and national program office.
- 1991-2002 Chief, Department of Conservation, Harpers Ferry Center, National Park Service
- 1987-1991 Deputy Head Conservator, National Museum of American History  
Smithsonian Institution
- 1984-1987 Supervisory Objects Conservator, National Museum of American History  
Smithsonian Institution
- 1979-1984 Objects Conservator, Division of Conservation, National Museum of American History, Smithsonian Institution
- 1974-1979 Museum Specialist, Division of Transportation, National Museum of American History, Smithsonian Institution

### Education

- 2011 BFA, concentration in sculpture, Shepherd University, Shepherdstown, WV
- 1977-79 Museum Studies, George Washington University, Washington, DC
- 1977 Scientific Principles of Conservation, ICCROM, Rome, Italy
- 1972 Bachelor of General Studies, University of Michigan, Ann Arbor, MI

### Selected Lectures, Consultations, Publications:

- 2013 Organizer and lecturer: "Fountain Fundamentals, an Ever Evolving Conservation Collaboration" July 2013, Nelson Adkins Museum, Kansas City, MO.
- 2005 Consultation: Walter Art Gallery, Baltimore, MD.  
Water quality in indoor fountain
- 2004 Consultation: New York Port Authority, NYC  
Preservation of Twin Towers artifacts
- 2001 Lecture: 16<sup>th</sup> Annual National Archives and Records Administration Preservation Conference, March 2001, "Preservation of Firearms, Ammunition, and other Wood and Metal Artifacts",
- 1998-2000 Annual Lecture; American Institute for Conservation annual meeting,  
"Contracting with the National Park Service"
- 1998 Publication: Electrochemical Tests as Alternatives to Current Methods for Assessing Effects of Exhibition Materials on Metal Artifacts, Chandra Reedy, Richard Corbett, and Martin Burke. *Studies in Conservation* 43, (1998) 183-1996.

- 1994 Lecture: American Institute for Conservation 22nd Annual Meeting, "The Role of Technological Style in Original Intent of Cultural Materials: Three Case Studies"
- 1993 Lecture: "Introduction to the Care of Metal Artifacts", Collections Care Training Program, Mid-Atlantic Assoc. of Museums and University of Delaware, Newark, DE
- 1992 Publication: Maintenance of Outdoor Sculpture and When to Call it Quits Symposium paper from, "Maintenance of Outdoor Sculpture: Whose Job is It?", Buffalo, NY
- 1992 Lecture: "Maintenance of Non-Traditional Materials in Outdoor Sculpture" American Institute for Conservation Buffalo, NY
- 1989 Lecture: "Conservation of Functional Objects", Johns Hopkins University, Baltimore, MD
- 1989 Lecture: "Preservation of Industrial Artifacts," Society for Historical Archaeology, Baltimore, MD.
- 1988 Consultation: Baltimore Industrial Museum, Baltimore, MD. IMS grant
- 1988 Consultation: Museum of New Mexico, Santa Fe, NM, IMS grant
- 1987 Consultation: Minnesota Historical Society, St. Paul, MN.
- 1986 Lecture: "Care of Large Objects", National Air and Space Museum, Smithsonian Institution, Washington, DC
- 1986 Lecture: "Evolving Relationship between Conservator and Curator," University of Delaware, Newark, DE
- 1986 Consultation: Baltimore Industrial Museum, Baltimore, MD  
Conservation and storage of technological collections
- 1985 Consultation: Chesapeake Bay Maritime Museum, Easton, MD.
- 1985 Consultation: Museum of New Mexico, Santa Fe, NM.  
Survey of vehicle collection.
- 1985 Lecture: "Modern Metals", Objects Group, American Institute for Conservation, Washington, DC
- 1985 Lecture: "Conservation of Metal Objects", Curator's Committee of the Mid-Atlantic Association of Museums
- 1984 Publication: "A Cooled Display Case for George Washington's Commission," ICOM, 7th Triennial Meeting, Copenhagen
- 1983 Lecture: "Three Locomotives", American Institute for Conservation, Annual meeting, Objects Group, Baltimore, Md.
- 1979 Lecture: "Raising the Indiana", Washington Conservation Guild

**Professional Service:**

- 2010-2015 Member, Bylaws Committee, American Institute for Conservation
- 2007-2009 President, American Institute for Conservation
- 2005-2007 Vice President, American Institute for Conservation
- 2001-2003 Professional Qualifications Task Force, American Institute for Conservation
- 1997-2007 Panelists/Field reviewer, National Endowment for the Humanities
- 1999 Rutherford J. Gettens Merit Award, from American Institute for Conservation
- 1995-2000 Reviewer, Journal of the American Institute for Conservation
- 1996-1999 Member Education and Training Committee, American Institute for Conservation

- 1993-1996 Director, Professional Education, American Institute for Conservation
- 1992 Panelist, National Endowment for the Arts
- 1989-1991 Director, Washington Conservation Guild
- 1987-1989 Membership Secretary, Washington Conservation Guild
- 1985-1987 Vice-President, Washington Conservation Guild
- 1988-1990 Panelist, Conservation Grants, Institute of Museum Services
- 1986-1987 Field reviewer, Institute of Museum Services
- 1991-1992 Field reviewer, National Endowment for the Humanities
- 1992 Co-Organizer AIC Symposium, "Maintenance of Outdoor Sculpture: Whose Job Is It?"
  
- 1985 Co-Organizer AIC, Objects Group, Metals refresher course. Washington, DC
- 1978 Project director for National Museum Act Grant, WCG sponsored McCrone Associates microscopy course. Washington, DC

**Non-Profit & Volunteer Activities**

- 2009-present Chair, Jefferson County Historic Landmarks Commission
- 1998-2012 Trustee, Contemporary American Theater Festival, Shepherdstown, WV
- 1994-2002 Founding member and Treasurer, Land Trust for the Eastern Panhandle

**Professional Memberships:**

Fellow - American Institute for Conservation

**SPENCER NEUFELD PE**

32 Flag Court  
Charles Town, WV 25414  
Spence62@gmail.com

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March 19, 2018

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

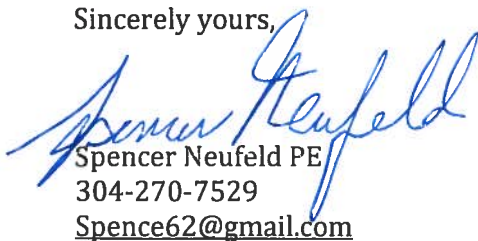
Gentlemen:

I would like to express my interest, and ask your consideration to appoint me to the Jefferson County Historic Landmark Committee.

Throughout the last 20 years of my life, I have been interested in historic buildings and landmarks. I've been keenly aware of the society's effect on the demise of older building. How building codes and safety codes have caused many historical buildings to be discarded or razed, because they were difficult to convert, or be incompatible with current needs or wants of an owner. But, they are something to hold on too, because they will never be re-created. They have unique characteristics, and must be protected. I've worked on few renovation projects in my career in the District of Columbia and in Orlando Florida, and know firsthand some of the difficulties in their renovations or conversions.

I've attached a brief copy of my resume, which lists only some of my participation in civic projects and organizations in several different capacities. I've lived here in Charles Town for ten years, and would consider it an honor to volunteer to serve here, in my home community.

Sincerely yours,



Spencer Neufeld PE  
304-270-7529  
[Spence62@gmail.com](mailto:Spence62@gmail.com)

# SPENCER NEUFELD PE

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32 Flag Court  
Charles Town, WV 25414  
Home: (304) 725-4579 Cell: (304) 270-7529  
E-mail: [Spence62@gmail.com](mailto:Spence62@gmail.com)

Solutions oriented and analytical with history of continued success contributing to reliable, best in class, electrical designs of mixed use projects, shell & core commercial buildings & office towers, mission critical data centers, complicated studies and health care facilities. Adept at readily gathering and translating complex requirements into viable solutions. Demonstrated excellence in establishing goals and objectives, project development, planning, budget monitoring and cost control. Previously held an active TS-1 Security Clearance with poly and special access: SI, TK & G, and an FBI clearance with fingerprint.

An accomplished subject matter expert as an Electrical Engineering Professional Engineer with exceptional interpersonal and leadership skills and a strong ability to analyze complex engineering problems, evaluate and recommend alternatives and communicate recommendations effectively. Sensitive to the difficulties and problems that face our elected and volunteer officials.

A licensed West Virginia Professional Engineer, who Fairfax County Certified Peer Reviewer; with International Building Council (IBC) Certifications in Commercial Electrical Plan Review, Commercial Electrical Inspector and Build Plan Review.

## COMMUNITY PARTICIPATION

Civic-minded professional with service and participation in multiple county and state associations to include Loudoun County Community Service Board, VP Mission Ridge Homeowners Association, Cascades Homeowners Association, Shari Shalom Planning and Steering Committee of Leesburg VA, Member of the Loudoun County Board of Building Code Appeals, Special Olympics Swim Coach in Loudoun County Virginia and Seminole County Florida. Past President of Illumination Engineering Society in Orlando, Florida.

## EDUCATION

- BACHELOR OF SCIENCE IN ENGINEERING – ELECTRICAL OPTION, *Cleveland State University (1974)-Cleveland, Ohio*
- ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY, *Ohio College of Applied Science (1966)-Cincinnati, Ohio*

## PROFESSIONAL RECOGNITION

- KTA President's 2005 Award as "Engineer of the Year"
- Past President of the Central Florida Section of the Illuminating Engineering Society (IES).
- Past Southeast Regional Chairman of IIDA Selection Committee (International Illumination and Design Lighting Awards).
- Former member of the Virginia/Mid-Atlantic IAIE (International Association of Electrical Inspectors) Education Committee
- Winner of 2 National "Guth Awards" in Lighting Competition, and numerous Local Section awards for outstanding lighting design projects.
- Nominee and Finalist for NSPE "Engineer of the Year" in Engineer's Week Activities of the Florida State Division of the National Society of Professional Engineers.
- Board of Directors of IEEE Northern Virginia Chapter

## PROFESSIONAL EXPERIENCE

***Fairfax County Government, Facilities Management Department (FMD), Fairfax Virginia, January 2014-Present***

**Supervisor**—Electrical Project Management. Projects ranged from supervising design and replacement of 2 penthouse located power generators at the Government Center, to replacement of an outdated circuit breaker distribution panel.

# SPENCER NEUFELD PE

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## ***Liberty Engineering, Washington DC, October 2013-December 2013***

**Senior Electrical Engineer** – Lead Electrical Engineer for a multi-disciplined design organization. Projects range from school and hospital renovations, to and mission critical data centers. Recently completed redesigns for a 50,000 SF Data Center in Perryman, Maryland.

## ***KTA Group Inc. Herndon VA, November 2012-September 2013, June 1994 – May 2008***

**Senior Vice President** – Lead Electrical Engineer for the electrical department of a 60+ person engineering design firm. Projects ranged from new schools and renovations, to hospitals and laboratories, mission critical data centers, Class A office buildings and mixed use developments. Recently completed designs for a new 23 story office tower in Tysons Corner Virginia.

**Peer Review and Expedited Plan Review** - Initiated the peer review program and department within KTA, and led a plans review team providing a service of expedited permit review for Fairfax County, Prince Georges County, The District of Columbia, The City of Manassas, Prince William County and several Counties in Northern and Central Virginia, and in West Virginia.

**Electrical Inspector** – Initiated a program and served as head of the 3<sup>rd</sup> Party Inspections group that performed that services throughout Northern Virginia, some parts of Maryland and West Virginia, as well as the District of Columbia.

## ***Culpeper Veterans Associates, Chantilly, Virginia, May 2011 – November 2012***

**Director of Engineering** - Supervisor and Lead engineer a Veteran owned engineering firm.

Projects ranged from an Emergency Room upgrade and expansion in Baltimore VA Center to an analysis of electrical systems and building conditions at the Naval Station and Warfare Center in Dalgren, Virginia.

## ***Ellerbe Becket/AECOM, Washington, DC, May 2008 – April 2011***

**Associate/Senior Electrical Engineer Program Director** - Lead Electrical Engineer of design for projects ranging from a 700,000 square foot new full service VA Hospital in Orlando Florida, to a full floor renovation of a Brain Research Laboratory in New York City.

## ***Halliwell Engineering Associates, Orlando, FL, April 1992 – March 1994***

**Chief Electrical Engineer** - Established electrical design services within the Florida branch office of an environmental, abatement firm. Applied engineering principles to interrelationships as they applied to Indoor Air Quality, energy consumption, asbestos abatement, hazardous material removal and other environmental issues.

## ***Tilden, Lobnitz and Cooper, Inc., Orlando, Florida, June 1987 – February 1992***

**Assistant Electrical Division Director** - Performed document review and construction survey and inspections, while under contract to The State of Florida Agency for Health Care Administration (AHCA). Designed healthcare, sewer treatment plants, entertainment projects and hospitality projects.

## PROFESSIONAL CERTIFICATIONS/MEMBERSHIPS

- Certified by NFPA for 70E field surveys for Arc Fault Protection.
- Professional Engineer previously registered in 24 states.
- ICC/BOCA Certified Electrical Plans Reviewer
- ICC/BOCA Certified Electrical Inspector
- ICC Certified Building Plan Reviewer
- Certified Lighting Efficiency Professional
- Fairfax County Certified Peer Reviewer
- District of Columbia Professional in Charge for 3<sup>rd</sup> Party Plan Review and inspections
- NCEE Professional Engineer Certification and National Registration
- Illuminating Engineering Society (IES) Section President
- Institute for Electrical & Electronic Engineers (IEEE)
- International Association of Electrical Inspectors (IAEI) Member and Trainer

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



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Planning Commission – two three-year terms ending March 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, March 29, 2018 or as soon thereafter as the Commission may decide:

**Planning Commission - two (3) three-year terms ending March 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, by 12:00 pm on the Monday prior to the proposed date of appointment.

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**March 14 and March 21**

**THANKS - JEFFERSON COUNTY COMMISSION**

## Jessica Carroll

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**From:** Steve Stolipher <stevestolipher@hotmail.com>  
**Sent:** Thursday, March 08, 2018 3:08 PM  
**To:** Jessica Carroll  
**Cc:** Rhonda Greenholtz  
**Subject:** Planning Commission

Jessica,

I am interested in being re-appointed to serve another 3 year term on the Jefferson County Planning Commission.

I look forward to meeting with the County Commissioners and answering any questions they may have.

Thanks,

Steve Stolipher  
Phone: 304-283-0614

## Jessica Carroll

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**From:** sandymcdonald@frontiernet.net  
**Sent:** Tuesday, March 13, 2018 9:00 AM  
**To:** Jessica Carroll  
**Subject:** Fw: Hello Sandy

On Monday, March 12, 2018 6:30 PM, Gene Taylor <genet\_25414@yahoo.com> wrote:

Just want to let you know that this Tuesday will be my last meeting on the planning commission. I have been there so long until I am going to make it a retirement from the commission. That's how I want it on paper. Thank you my friend and Sister.

*Gene Taylor*  
*"Lone Wolf"*

**SPENCER NEUFELD PE**

32 Flag Court  
Charles Town, WV 25414  
Spence62@gmail.com

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March 19, 2018

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

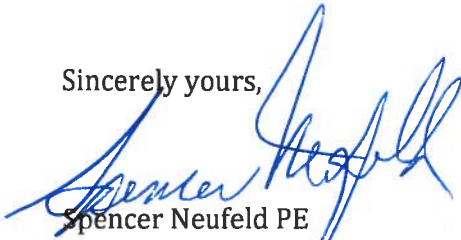
Gentlemen:

I would like to express my interest, and ask your consideration to appoint me to the Jefferson County Planning Commission.

Through my professional career I have been involved with providing consultation to various planning committees in my capacity as a Professional Electrical Engineer. I've worked with numerous Landscape Architects and City Planners to meet project and municipal requirements. I'm aware of many of the difficulties encountered by Planning Commissions and the communities they serve.

I've attached a brief copy of my resume, which lists only some of my participation in civic projects and organizations in several different capacities. I've lived here in Charles Town for ten years, and would consider it an honor to volunteer to serve here, in my home community.

Sincerely yours,



Spencer Neufeld PE  
304-270-7529  
[Spence62@gmail.com](mailto:Spence62@gmail.com)

# SPENCER NEUFELD PE

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32 Flag Court  
Charles Town, WV 25414  
Home: (304) 725-4579 Cell: (304) 270-7529  
E-mail: [Spence62@gmail.com](mailto:Spence62@gmail.com)

Solutions oriented and analytical with history of continued success contributing to reliable, best in class, electrical designs of mixed use projects, shell & core commercial buildings & office towers, mission critical data centers, complicated studies and health care facilities. Adept at readily gathering and translating complex requirements into viable solutions. Demonstrated excellence in establishing goals and objectives, project development, planning, budget monitoring and cost control. Previously held an active TS-1 Security Clearance with poly and special access: SI, TK & G, and an FBI clearance with fingerprint.

An accomplished subject matter expert as an Electrical Engineering Professional Engineer with exceptional interpersonal and leadership skills and a strong ability to analyze complex engineering problems, evaluate and recommend alternatives and communicate recommendations effectively. Sensitive to the difficulties and problems that face our elected and volunteer officials.

A licensed West Virginia Professional Engineer, who Fairfax County Certified Peer Reviewer; with International Building Council (IBC) Certifications in Commercial Electrical Plan Review, Commercial Electrical Inspector and Build Plan Review.

## COMMUNITY PARTICIPATION

Civic-minded professional with service and participation in multiple county and state associations to include Loudoun County Community Service Board, VP Mission Ridge Homeowners Association, Cascades Homeowners Association, Shari Shalom Planning and Steering Committee of Leesburg VA, Member of the Loudoun County Board of Building Code Appeals, Special Olympics Swim Coach in Loudoun County Virginia and Seminole County Florida. Past President of Illumination Engineering Society in Orlando, Florida.

## EDUCATION

- BACHELOR OF SCIENCE IN ENGINEERING – ELECTRICAL OPTION, *Cleveland State University (1974)-Cleveland, Ohio*
- ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY, *Ohio College of Applied Science (1966)-Cincinnati, Ohio*

## PROFESSIONAL RECOGNITION

- KTA President's 2005 Award as "Engineer of the Year"
- Past President of the Central Florida Section of the Illuminating Engineering Society (IES).
- Past Southeast Regional Chairman of IIDA Selection Committee (International Illumination and Design Lighting Awards).
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# SPENCER NEUFELD PE

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- NCEE Professional Engineer Certification and National Registration
- Illuminating Engineering Society (IES) Section President
- Institute for Electrical & Electronic Engineers (IEEE)
- International Association of Electrical Inspectors (IAEI) Member and Trainer

FROM: Barbara Flaherty Fuller, 393 Rustling Leaf Place, Kearneysville, WV 25430  
(304)-724-8744, [dbfuller@frontiernet.net](mailto:dbfuller@frontiernet.net)  
TO: Jefferson County Commission  
SUBJECT" Appointment to the Jefferson County Planning Commission, One three-year term  
ending March 31, 2021  
DATE: March 17, 2018

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Dear Jefferson County Commission President Josh Compton and Honorable Caleb Wayne Hudson, Honorable Patsy Nolan, Honorable Peter Onoszko, and Honorable Jane Tabb

I am formally submitting my name for consideration on the **Planning Commission**.

My abbreviated summary Professional and Resume is attached. A brief summary follows.

- **Professional** background includes extensive experience working with financial institutions in their lending divisions. From collections, documentation, funding and risk management. I worked with amounts from a couple of thousand to multiple millions. Currently I have focused my time on Genealogy and helping others search for their biological parents. Experience: 31 plus years.

My professional experience provided me with a strong attention to detail, customers service and the ability to read bids and plans. I have had many dealings with the planning commission in prior years with my community and the calling in of bonds. I am able to apply my experience toward the Planning Commission and its ambitions for the improvement of Jefferson County.

Furthermore, I believe in the decision making process the Planning Commission upholds for property rights, infrastructure, the environment, existing codes and applicable ordinances. I am pro business and I fully support reasonable intelligent growth planning and transparent management.

I am a resident of Jefferson County since 2007. My husband and I chose to live in Jefferson County when he retired from the Air Force because it was a great fit.

As a self-employed resident of Jefferson County **I am fully available to attend meetings and perform assigned duties**. Thank you for your consideration regarding appointment to this position.

Very respectfully,

BARBARA A. FULLER

**BARBARA A. FULLER**  
**dbfuller@frontiernet.net, (304)724-8744**

**PROFESSIONAL:**

**The Bank of NY, Harrison NY, (1987-1990)** - Collections. I worked with all aspects of collecting at the Bank of NY. I was responsible for the collections on loans, boats, cars and second mortgages. I attained the position of Collections Supervisor prior to my resignation.

**Mitsubishi Motor Acceptance Corporation, Purchase NY, (1990-1991)** - Collections and floor planning of various dealerships throughout Maryland, Delaware, and Pennsylvania

**Citibank NA, Pelham NY, (1991-1993)** - My responsibilities included but not limited to the collection of lines of credit and overdraft checking the bank provided to its customers.

**ICON Capital Corp, Harrison NY (1993-1998)** - I was responsible for the documentation and funding of private label leases. Leases were funded but investor capitol and then sold for profit. I handled these transactions from start to finish.

**Unicyn Funding, Closter NJ, (1998-1999)** My title was funding supervisor, but my day to day duties were documentation and funding of equipment leases. I left of my own accord as it was not what it was promised to be.

**NIA National Leasing/Lakeland Bank, Montvale NJ (1999-2001)** - I was responsible for the brokering of transactions and preparing them for funding. I priced leases, prepared all the lease documents, paid brokers and vendors.

Celtic Leasing 2001-present. With traveling around with my husband I decided to handle one off lease transactions and sell them off. Business has more or less died off but on occasion I place a deal

Currently I spend my time volunteering my time making family trees and locating adoptee Biological Parents thru the use of DNA and Non Identifying information

**EDUCATION:** Sacred Heart Academy, Hempstead NY Dual diploma

College of Mount Saint Vincent, Bronx, NY1986-1988 (Incomplete)

**OTHER:**

Chapel View Homeowners Association, Kearneysville, (President, Vice President and Board member, (2008-2010 then 2015-present)

Jefferson County Republican Executive Committee- Currently running unopposed



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



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

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

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

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

- 1. Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, related issues and order approving Purchase Agreement between the JCPSD and Charles Town. Discussion/Action. Possible Executive Session.**
- 2. Discussion of Jefferson County Civil Action #17-C-282. 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](http://www.jeffersoncountywv.org)



Name: **Josh Compton, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 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 ATV Ordinance - 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.](#)



BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA  
ORDINANCE RELATING TO THE REGULATION OF ALL-TERRAIN VEHICLES IN JEFFERSON COUNTY, WEST VIRGINIA

*WHEREAS* the West Virginia Legislature, by an act designated as W.VA Code § 17F-1, et. seq., had adopted an amendment to the Code of West Virginia relating to the regulation of all terrain vehicles generally prohibiting the operation of all all-terrain vehicle on interstate highways and on center lined roads or road with more than two lanes containing certain exception and other prohibitions; and

*WHEREAS* the West Virginia Legislature specifically authorized the political subdivisions of the state of West Virginia, including the County Commission of any County within this State with authority to regulate the operation of all-terrain vehicles of public roads within the County; and

*WHEREAS* the Legislature specifically authorized the County Commission of Jefferson County pursuant to W. Va. Code § 17F-1-3(3) to lawfully enact an ordinance regulating or prohibiting the operation of all-terrain vehicles on any road in this County except on interstate highways; and

*WHEREAS* W. Va. Code § 17F-1-3(3) authorizes only a County who has adopted a countywide Comprehensive Plan pursuant to W. Va. Code § 17F-1-3(3); and

*WHEREAS* the Jefferson County Commission has adopted a Comprehensive Plan on the 18th day of March, 2004, and meets the conditions for a local government to regulate the operation of all-terrain vehicles.

It is hereby enacted as an Ordinance of Jefferson County, West Virginia upon the duly authorized Motion, second and approval by the Jefferson County Commission on this 17th day of June, 2004 as follows:

I. (a) It shall be unlawful for any person to operate an all-terrain vehicle, as defined in W.VA. Code § 17F-1-9 on any road or highway within Jefferson County, West Virginia, whether or not the road or highway has a center line.

(b) All-terrain vehicle, or ATV, shall mean any motor vehicle, fifty-two inches or less in width, having an unladen weight of eight hundred pounds or less, traveling on three or more low pressure tires with a seat designed to be straddled by the ride, designed for or capable of travel over unimproved terrain.

(c) All-terrain vehicles, as defined in W.Va Code § 17F-1-9, shall be permitted to cross a public road or highway at an angle of approximately ninety degrees to the direction of the public road where this is not obstruction preventing a quick and safe crossing providing that the operator has a valid driver's license.

(d) Roads – a way made for traveling; a way; a course; a highway. This definition shall include public or private roads to which the public has access. Highway – a public road; a main road; a thoroughfare.

II. In addition to any other legal remedy for violation of civil or criminal provisions of this Ordinance of W.Va. Code § 17F-1 et. seq.:

(a) Any person who violates the provision of this Ordinance or who owns or has control over an all-terrain vehicle and knowingly permits it to be used in violation of the provisions of this Ordinance shall

be guilty of a misdemeanor and upon conviction thereof, shall be subject to the penalties set forth in § 17F-1-8, W. Va. Code.

III. There is exempt from this Ordinance, the operation of all-terrain vehicle for lawful farm use, pursuant to W.Va. Code § 17F-1-6.

IV. It is further enacted by the County Commission that any homeowner association as provided in W. Va. Code § 17-1-3(2), may petition the County Commission for the enactment of an ordinance regulation or prohibiting the operation of all-terrain vehicle in all areas regulated by the homeowners' association; provided a petition in the form authorized by the County Commission, setting forth and verifying (1) that the petitioner is a duly constituted homeowners association as defined under West Virginia Law, (2) that the homeowner association has, through an appropriate vote of the majority of its participating members upon proper notice as provided by the homeowners association by-laws or rules, authorized and duly appointed representative or representative of the homeowners association, through its officers and/or directors, (3) to file a petition with the County Commission certifying that it is a duly authorized homeowners association under West Virginia Law, specifying the area to be regulated by the Ordinance, (4) providing verification that a majority of the participating property owners, who are legitimate voters in the homeowners association, have voted at a duly noticed, properly held meeting to petition the County Commission to enact an Ordinance regulation or prohibiting the operation of all-terrain vehicles, (5) specifically requesting the County Commission to enact such Ordinance regulating or prohibiting the operation of all terrain vehicles and (6) specifically designating the roads or area to be regulated by the homeowners association with reasonable certainty.

This Ordinance shall be effective the 1st day of July, 2004  
Adopted this 17th day of June, 2004.



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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **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.](#)





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Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Appointment of Fire Chief to the Jefferson County Property Safety Enforcement Agency**

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.](#)



## Sandra McDonald

---

**From:** brmvfcchief@frontiernet.net *Chief Earl Cogle*  
**Sent:** Friday, March 23, 2018 4:38 PM  
**To:** Sandra McDonald  
**Subject:** Re: FW: Property Safety Enforcement Agency Board

Sandy I would like to set on this board if possible unless it is already spoken for I would love to be able to do this

-----  
On Fri, 3/23/18, Sandra McDonald <Sandy@jeffersoncountywv.org> wrote:

Subject: FW: Property Safety Enforcement Agency Board

To: "Fire Chief 5 (brmvfcchief@frontiernet.net)" <brmvfcchief@frontiernet.net>, "fire fighter (fireman4awhile@yahoo.com)" <fireman4awhile@yahoo.com>, "Josh Smith (backnblack62@yahoo.com)" <backnblack62@yahoo.com>, "Larry Herbst" <cfcfirechief2@gmail.com>, "Middleway VFC (middlewayvfc@aol.com)" <middlewayvfc@aol.com>, "Fire Chief 1" <ronnieshutts@yahoo.com>, "rosslmorgan61@aol.com" <rosslmorgan61@aol.com>, "Middleway Vol. fire Co." <mvfc@outlook.com>

Cc: "Allen Keyser" <akeyser@jcesa.org>, "Edward Hannon" <ehannon@jcesa.org>, "Craig Horn" <chorn@jcesa.org>

Date: Friday, March 23, 2018, 4:30 PM

Chiefs,

As per WV Code, the Property

Safety Enforcement Agency board still needs a fire chief to serve on their board. Dan Fritch was the chief on that board and he

has not been replaced. Roger Goodwin, County Engineer would like to have a chief as soon as possible so they can continue the Property Safety Enforcement Agency meetings and conduct business. Below is the information from Mr. Goodwin and also there are attachments

for you to review. Please let me know if you are interested.

As always if you have any questions let me know.

Thank you for your time and assistance.

Sandy  
McDonald  
Deputy County  
Administrator  
Purchasing Card  
Coordinator

## Sandra McDonald

---

**From:** Josh Smith <backnblack62@yahoo.com>  
**Sent:** Friday, March 23, 2018 5:09 PM  
**To:** Sandra McDonald  
**Subject:** Re: Property Safety Enforcement Agency Board

Sandy,

I would be interested in speaking with Mr Goodwin about the open position if possible. If another "in town" chief as replied then place me second.

Thanks

Sent from Yahoo Mail for iPhone

On Friday, March 23, 2018, 4:30 PM, Sandra McDonald <Sandy@jeffersoncountywv.org> wrote:

Chiefs,

As per WV Code, the Property Safety Enforcement Agency board still needs a fire chief to serve on their board. Dan Fritch was the chief on that board and he has not been replaced. Roger Goodwin, County Engineer would like to have a chief as soon as possible so they can continue the Property Safety Enforcement Agency meetings and conduct business. Below is the information from Mr. Goodwin and also there are attachments for you to review. Please let me know if you are interested.

As always if you have any questions let me know.

Thank you for your time and assistance.

*Sandy McDonald*

Deputy County Administrator

Purchasing Card Coordinator

Jefferson County Commission

P.O. Box 250



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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

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

**Ratify decision made on March 15, 2018 - Exonerations – 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, March 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, March 15, 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](mailto: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](http://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



# Jefferson County, West Virginia

Office of Planning and Zoning  
116 East Washington Street, 2<sup>nd</sup> Floor  
Charles Town, WV 25414

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

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

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## MEMO

**TO: Planning Commission**  
**FROM: Alexandra Beaulieu, Zoning Administrator**  
**DATE: March 13, 2018**  
**RE: ZTA16-02 - Historic Preservation Zoning Ordinance Text Amendment**

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On July 11, 2017, the Planning Commission held a Public Hearing to review the proposed text amendment pertaining to Historic Preservation and the Village District.

The Planning Commission made several revisions to the proposed text and forwarded their recommended version to the County Commission on January 4, 2018.

On February 15, 2018 the County Commission held their Public Hearing. Having received a few comments, they made some additional revisions on March 1 and will be holding a second Public Hearing to review those changes on March 15 at 1:30 p.m.

The most substantial change to the text amendment was to change all Not Permitted Commercial Uses in the Village district to Conditional Use.

The County Commission has forwarded this change back to the Planning Commission to determine if the recommended revision is consistent with the Comprehensive Plan.

Staff finds the proposed change consistent with the Comprehensive Plan in that it creates additional opportunities for restoration, rehabilitation, and adaptive reuse of structures within village areas.

### Attachments:

- Envisions Jefferson 2035 Comprehensive Plan Village Recommendations (Page 45)
- ZTA16-02, Historic Preservation Text Amendment CC Recommendations from 03-01-18



<b>Village Recommendations (Goal 3)</b>	
<b>1.</b>	Create village plans for the redevelopment and expansion of the County's villages through collaboration with key stakeholders.
	<ul style="list-style-type: none"> <li>a. Identify opportunities for restoration, rehabilitation and adaptive reuse of structures within village areas.</li> <li>b. Identify funding sources for villages to restore historic structures and provide opportunities for projects that would restore the village character to these communities.</li> </ul>
<b>2.</b>	Provide land use tools that will enable expansion of the villages that will establish a continuation of village form, scale, and design, using design guidelines and/or other applicable architectural and planning methods.
	<ul style="list-style-type: none"> <li>a. Encourage development and redevelopment of village based businesses, residential developments, small-scale multi-family housing, and applicable community facilities within designated village areas and in potential village expansion areas.</li> <li>b. Proposed commercial structures shall take into account similar architecture in the area or a type of structure that would be appropriate for the area in which it is located. A traditional suburban commercial strip development may or may not be appropriate in the villages and village expansion areas.</li> </ul>
<b>3.</b>	Collaborate with key village stakeholders to implement and create water and sewer improvements, internal interconnections between adjacent commercial properties, area-wide shared stormwater and parking facilities within village centers.
<b>4.</b>	Identify communities that have a traditional village form but are not designated as villages and assess the ability for village zoning.
<b>5.</b>	Encourage the state legislature to include adaptive reuses of historic structures in the state code.



APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE<sup>23, 29, 32, 33</sup>

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

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Institutional Uses Continued</b>													
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	
<b>Industrial</b>													
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU <sup>2</sup>	NP	NP	NP	NP	NP	CU <sup>2</sup>	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
<b>Industrial Manufacturing &amp; Processing</b>													
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
<b>Adult Uses</b>													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
<b>Recreational Uses</b>													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
<b>Commercial Uses</b>													
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	<u>P</u> <u>CU</u>	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses Continued</b>													<b>Sec. 8.9</b>
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	<del>P</del> CU	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	<del>CU</del> <del>NP</del>	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	<del>P</del> CU	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	<del>CU</del> <del>NP</del>	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	<del>P</del> CU	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	CU	NP	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Campground <sup>31</sup>	CU	P	NP	NP	NP	P	NP	P	CU	P	P	<del>CU</del> <del>NP</del>	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	<del>CU</del> <del>NP</del>	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	<del>CU</del> <del>NP</del>	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	PC	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del>	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del>	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses Continued</b>													<b>Sec. 8.9</b>
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	<del>P</del> <del>CU</del>	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	<del>CU</del> <del>NP</del> <del>CU</del>	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	<del>CU</del> <del>NP</del>	Sec. 5.8C (RLIC only)
Restaurant, Fast Food, Drive-Through	NP	P	P	P	CU	CU	P	CU	CU	CU	P	<del>CU</del> <del>NP</del>	Sec. 5.8C (RLIC only)
Restaurant, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	<del>CU</del> <del>NP</del> <del>CU</del>	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	<del>CU</del> <del>NP</del> <del>CU</del>	

Land Use	NC	GC	HC	LI	MI	PND <sup>1</sup>	OC	R	RG	RLIC	IC	V	Additional Standards
<b>Commercial Uses Continued</b>													
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU NP	
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU NP	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU NP	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
<b>Agricultural Uses*</b>													
Agricultural Uses as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
<b>Accessory Uses</b>													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

- NC Neighborhood Commercial
- GC General Commercial
- HC Highway Commercial
- LI Light Industrial
- MI Major Industrial
- PND Planned Neighborhood Development
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District
- P Permitted Uses
- NP Not Permitted Uses
- CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)
- \*\* Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU
- <sup>1</sup> The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
- <sup>2</sup> Approval process is per the Salvage Yard Ordinance.

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

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment for property designated as Tax District Kabletown (06), Map 17, Parcel 2.3 – Summit Point Ventures, LLC. The property is currently zoned Rural and a request has been made by the property owner to change to the General Commercial zoning category.

The hearing will be held on **Thursday, March 15, 2018, at 7:00 p.m.** in the Old Charles Town Library Meeting Room, 200 East Washington Street, Charles Town, WV 25414.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

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

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

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://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 – 1<sup>st</sup> Choice: **February 1, 2018**

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

Date Requested – 2<sup>nd</sup> 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](mailto: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](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

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

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

See Attached

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***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

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***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 Moulton Summit Apr. 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**

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# **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**

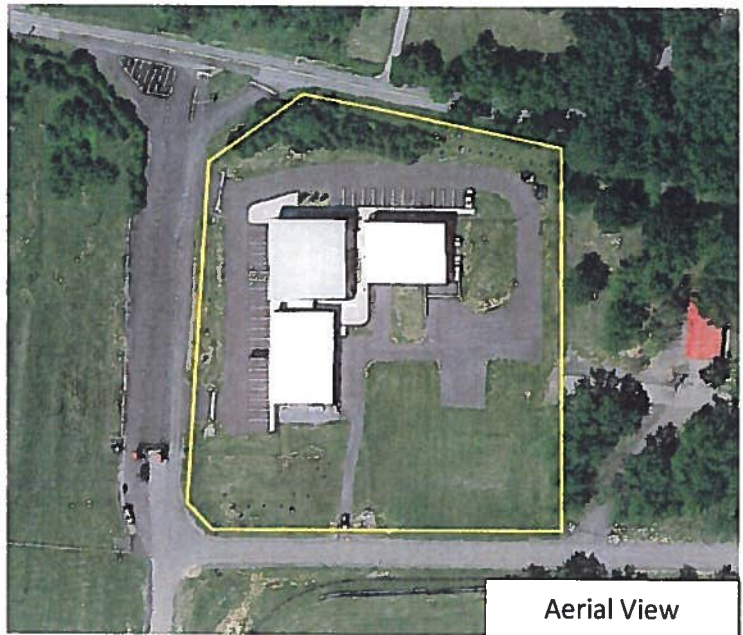
1. **The designation as General Commercial will reflect the property's existing development.** The previous use was vacated in 2014 and the property remains idle and is currently of no benefit to Jefferson County. Discussions with potential tenants often end due to a lack of by-right commercial options 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.**

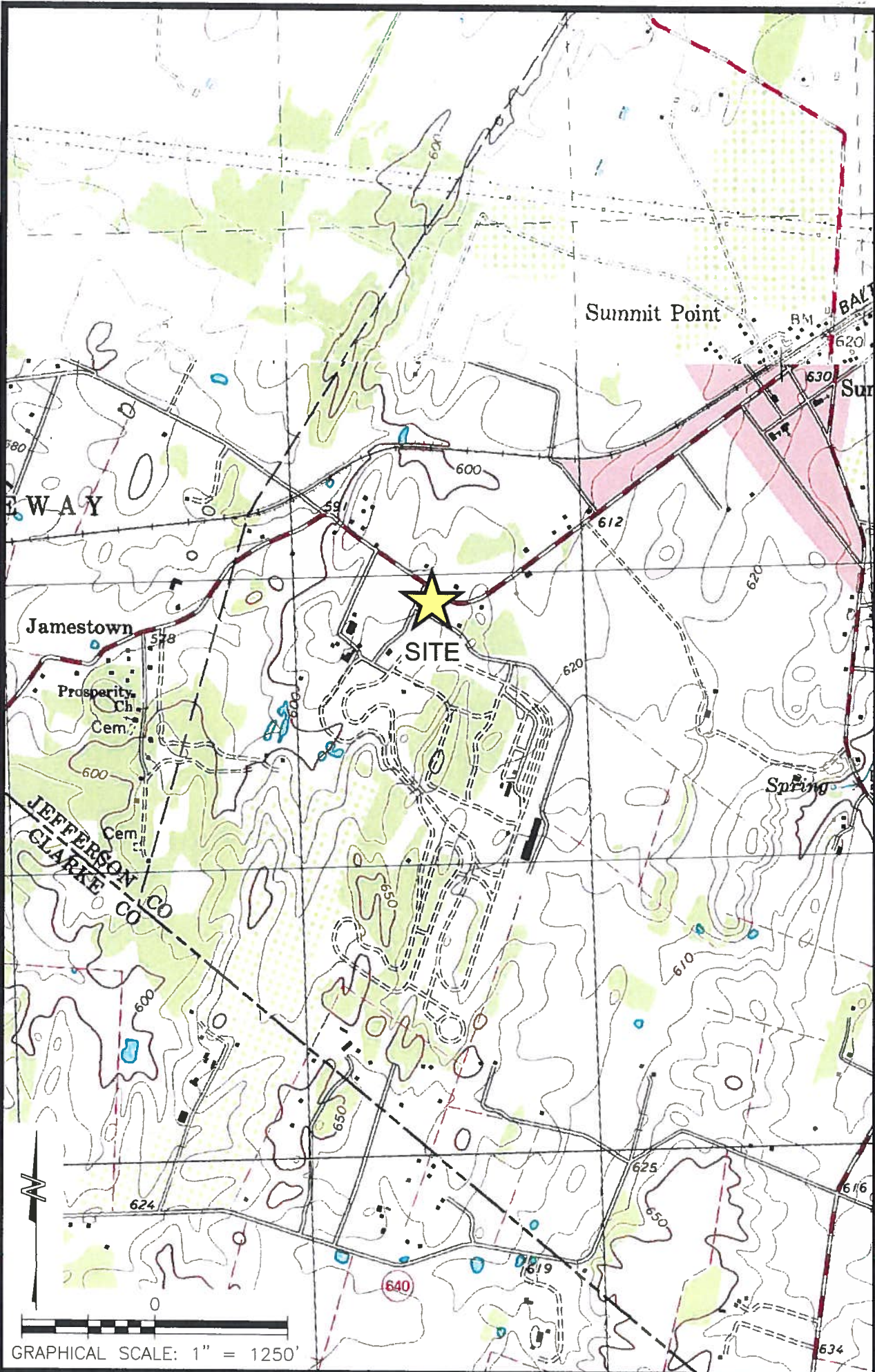
- **Transportation Characteristics - The property is served by direct access from a Major Collector (Summit Point Road / WV RTE. 13).** As with most corridors, traffic increases over time as more development occurs. The recognition of Summit Point Road as a Major Collector by the Plan recognizes this 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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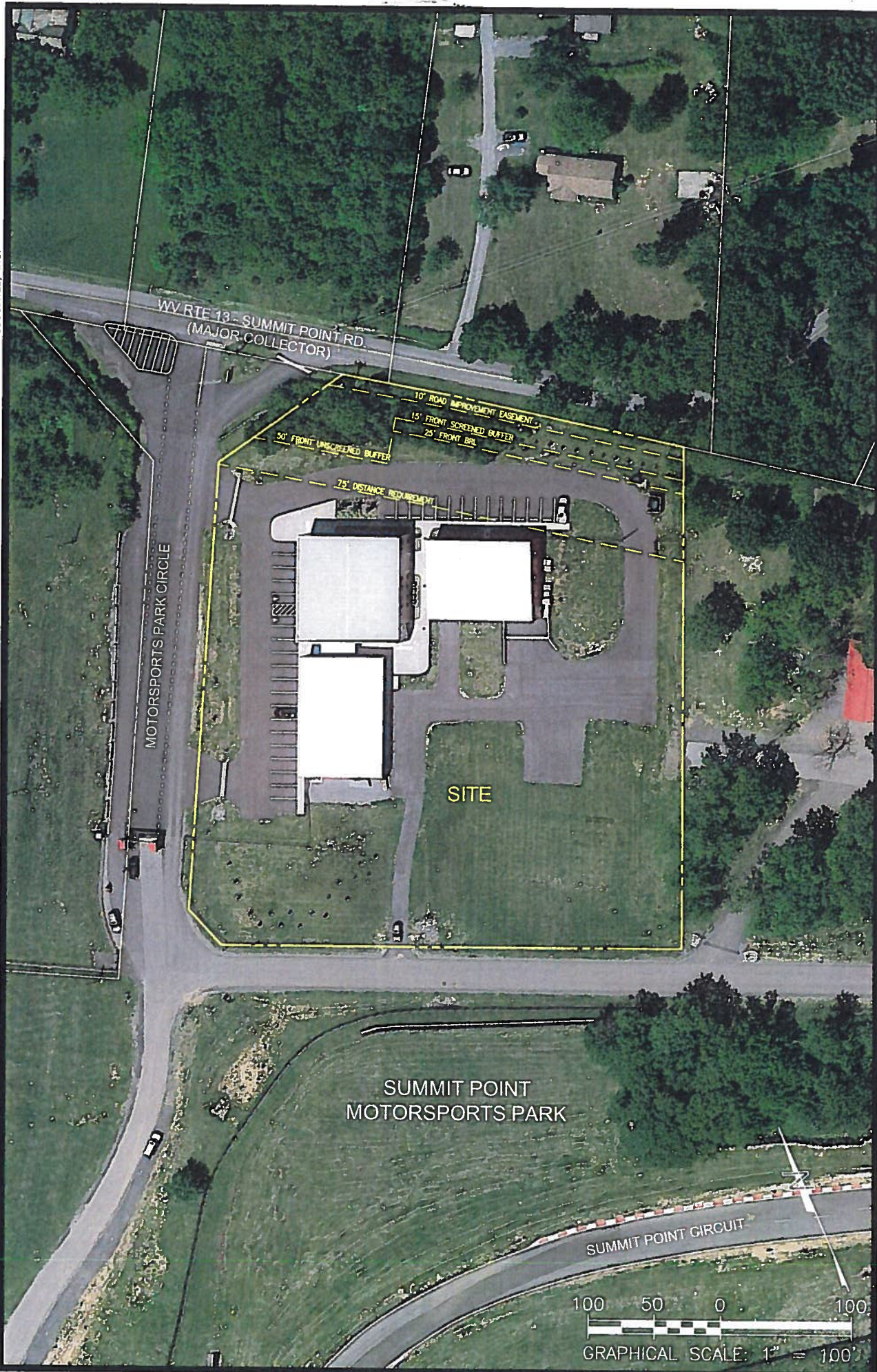
GRAPHICAL SCALE: 1" = 1250'

# ZONING MAP AMENDMENT EXHIBIT 2 - AERIAL OVERLAY

01-24-2018

**SUMMIT POINT VENTURES**  
JEFFERSON COUNTY, WV

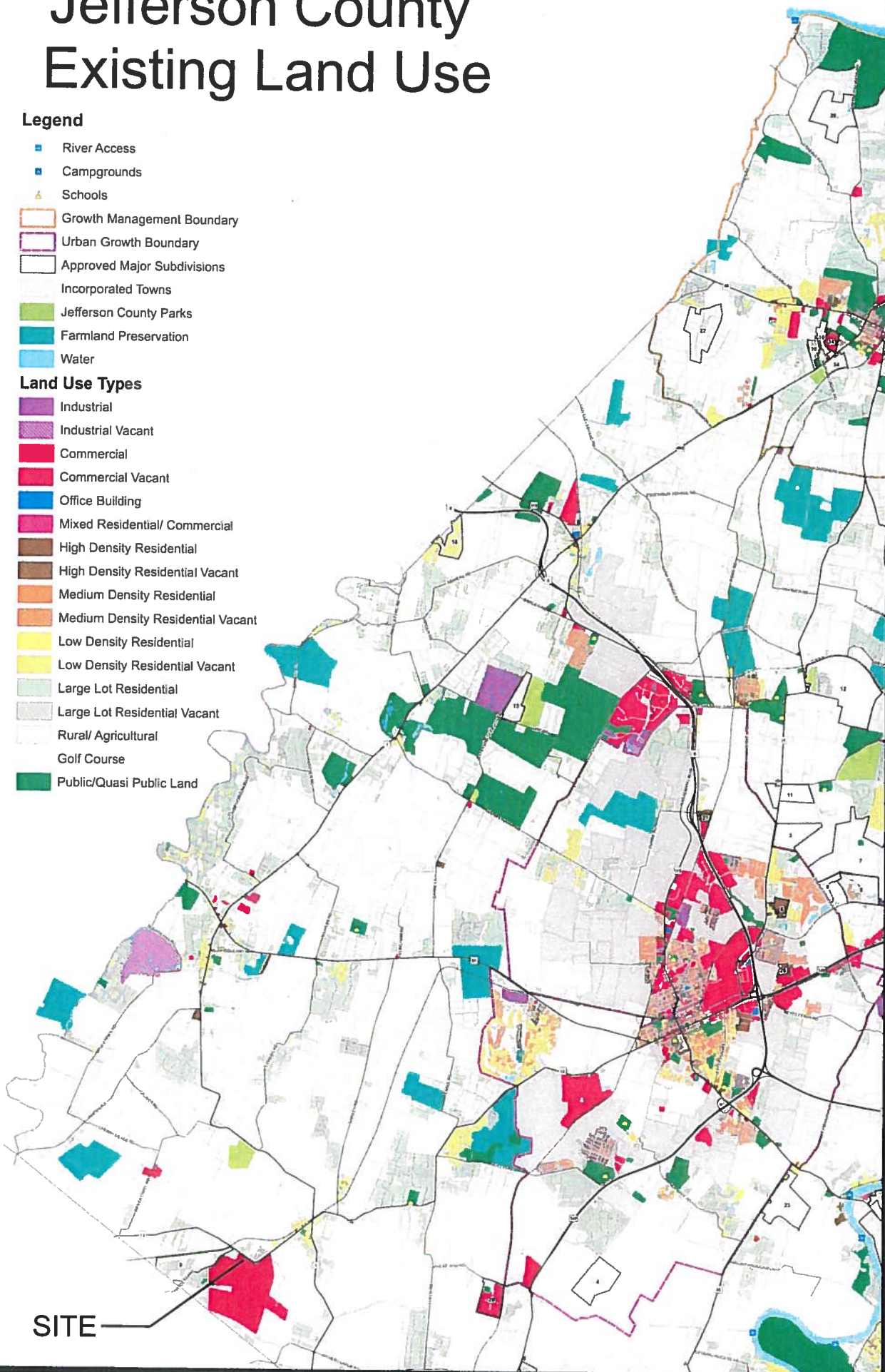
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# Jefferson County Existing Land Use

## 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

**SUMMIT POINT VENTURES**  
JEFFERSON COUNTY, WV

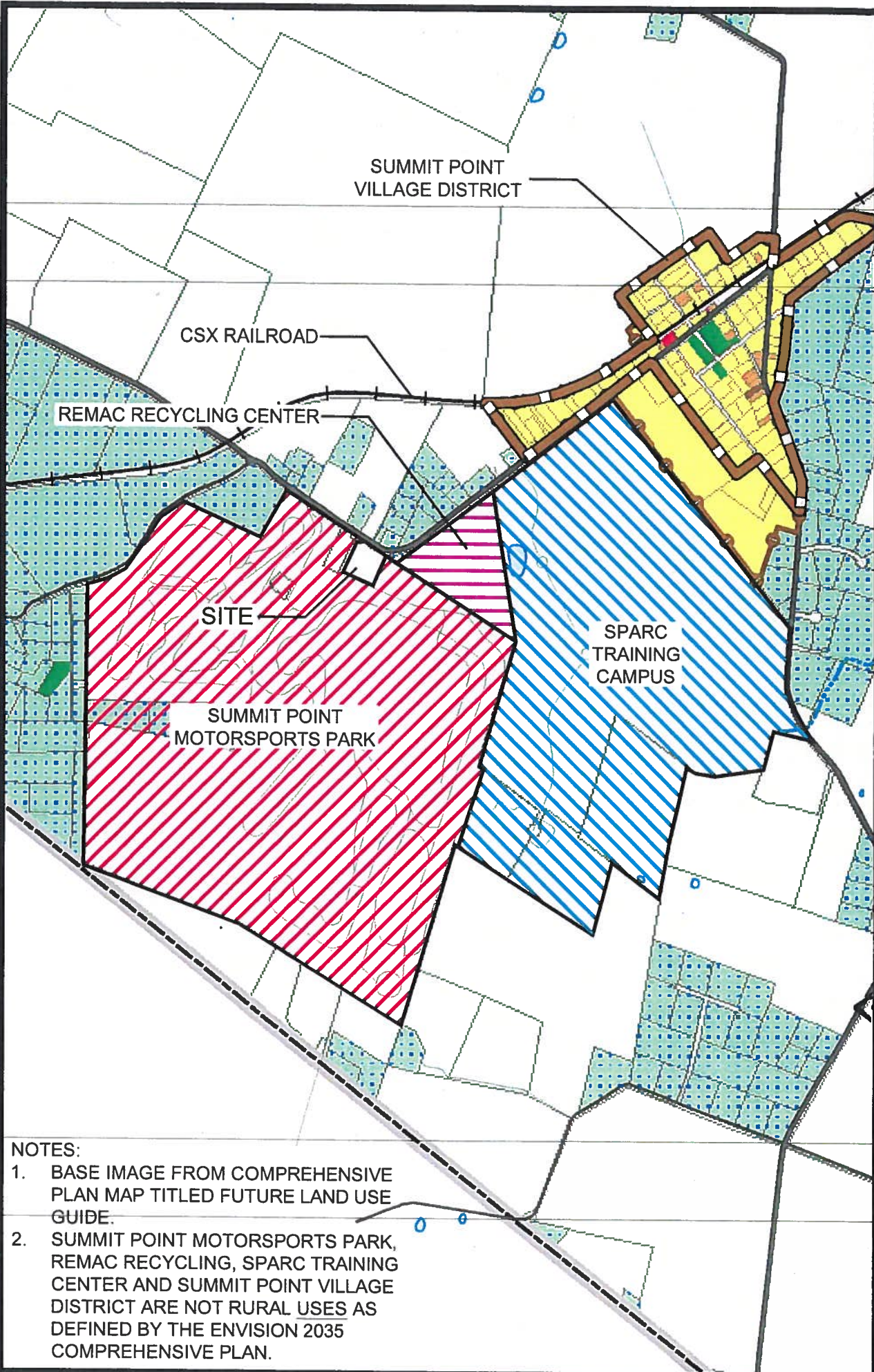
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SITE

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

01-24-2018

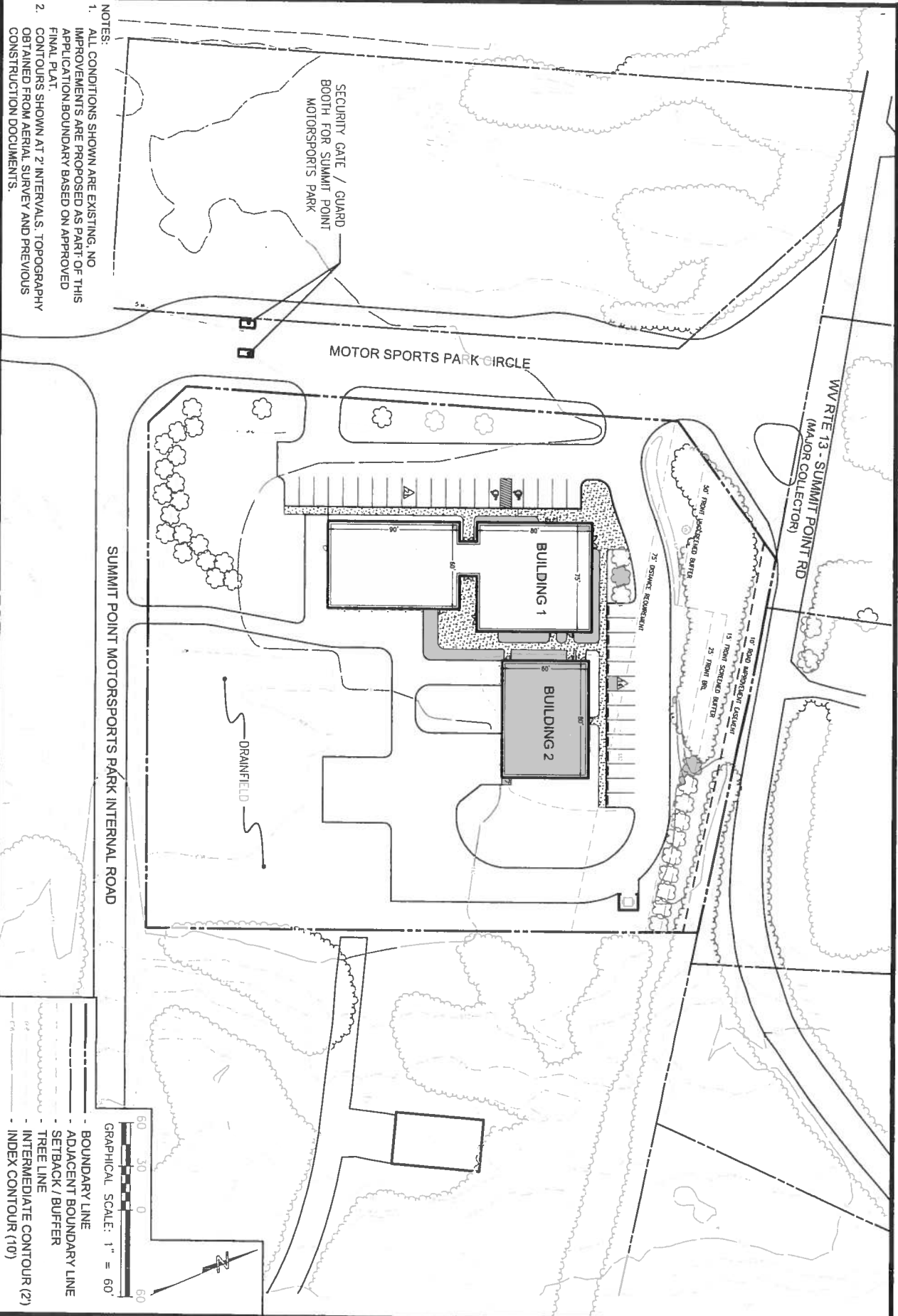
**SUMMIT POINT VENTURES**  
JEFFERSON COUNTY, WV



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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 PLAT.
  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

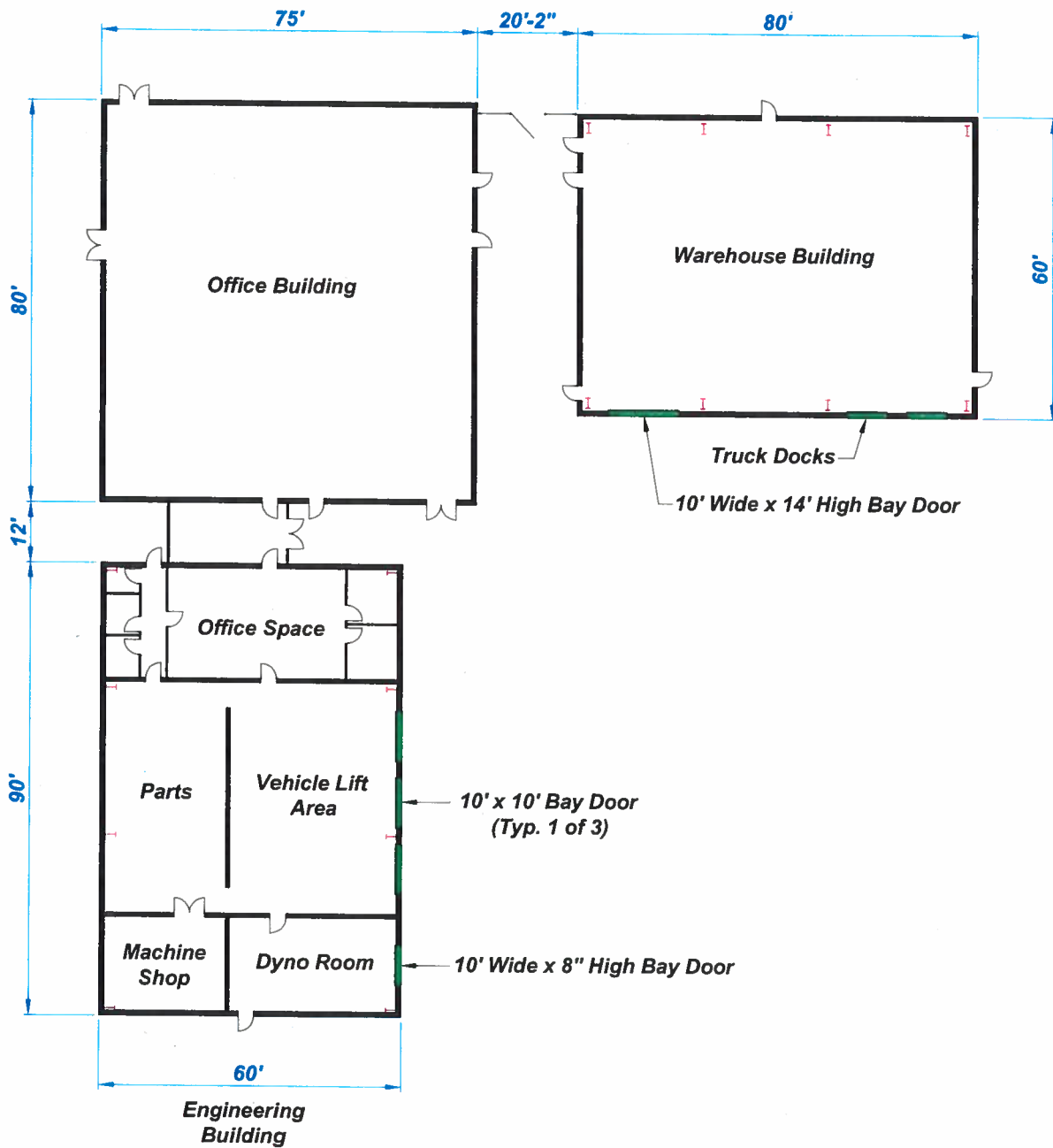
**Lease Terms** - NNN

**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





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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 29, 2018**

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

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

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

**Discuss Meeting Session Policy – Discussion/Action**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)



**NOTICE**

**JEFFERSON COUNTY COMMISSION**

**MEETING SCHEDULE CHANGE**

A decision was made at the regular County Commission meeting on Thursday, February 15, 2018 that effective May 1, 2018, for a trial period until October 2018, the Jefferson County Commission will begin a new regular Commission meeting schedule. The Commission will hold its regular meeting at 9:30 a.m. on the first (1<sup>st</sup>) Thursday and at 6:00 p.m. on the third (3<sup>rd</sup>) Thursday. When applicable, the Commission will meet on the fifth (5<sup>th</sup>) Thursday at 9:30 a.m.

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 5, 2018, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority Board - four three-year terms ending April 5, 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.

**NOTICE OF SPECIAL SESSION OF THE COUNTY COMMISSION OF  
JEFFERSON COUNTY TO LAY THE LEVY**

**The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 17, 2018, at 9:30 a.m. in the County Commission Meeting Room located at the Old Charles Town Library Meeting Room, 200 E. Washington Street, Charles Town, West Virginia 25414.**

**The purpose of the Special Session is to officially Lay the Levy.**

**A copy of the Jefferson County Commission Levy Estimate (Budget) Fiscal Year 2019 may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)**

**The public is invited to attend.**

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



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
1/20/2018	79,629.00	39,814.50	39,814.50	3,157.29	15,885.99	863.97	13,409.52	6,497.73
1/27/2018	83,234.60	41,617.30	41,617.30	3,300.25	16,605.30	903.10	14,016.71	6,791.94
2/3/2018	82,591.80	41,295.90	41,295.90	3,274.77	16,477.06	896.12	13,908.46	6,739.49
2/10/2018	77,290.48	38,645.24	38,645.24	3,064.57	15,419.45	838.60	13,015.72	6,306.90
2/17/2018	81,659.64	40,829.82	40,829.82	3,237.80	16,291.10	886.01	13,751.48	6,663.43
2/24/2018	109,459.44	54,729.72	54,729.72	4,340.07	21,837.16	1,187.63	18,432.97	8,931.89
3/3/2018	97,361.16	48,680.58	48,680.58	3,860.37	19,423.55	1,056.37	16,395.62	7,944.67
3/10/2018	96,736.80	48,368.40	48,368.40	3,835.61	19,298.99	1,049.60	16,290.48	7,893.72
Sub Total	\$ 3,484,830.00	\$ 2,198,446.74	\$ 1,286,383.26	\$ 102,010.18	\$ 513,266.93	\$ 27,914.53	\$ 433,253.87	\$ 209,937.75

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	1/20/2017	39,814.50
2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26	1/28/2017	40,692.96	1/27/2018	41,617.30
2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74	2/4/2017	44,277.10	2/3/2018	41,295.90
2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78	2/11/2017	42,514.28	2/10/2018	38,645.24
2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40	2/18/2017	48,086.80	2/17/2018	40,829.82
3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86	2/25/2017	55,365.02	2/24/2018	54,729.72
3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66	3/4/2017	47,881.24	3/3/2018	48,680.58
3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02	3/11/2017	46,274.58	3/10/2018	48,368.40
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

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**3,261,565.02**

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**3,148,372.80**

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**3,167,478.80**

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**3,047,532.94**

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**2,198,446.74**

## 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
<b>Total 2010-2011</b>	<b>1,297,391.70</b>	<b>Total 2011-2012</b>	<b>1,602,900.84</b>	<b>Total 2012-2013</b>	<b>1,530,462.31</b>	<b>Total 2013-2014</b>	<b>998,486.72</b>

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	January, 2018	50,468.30
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		
<b>Total 2014-2015</b>	<b>899,128.89</b>	<b>Total 2015-2016</b>	<b>832,756.78</b>	<b>Total 2016-2017</b>	<b>726,611.13</b>	<b>Total 2017-2018</b>	<b>370,897.04</b>

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

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

<u>Date</u>	<u>Amount</u>	<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	January, 2018	151,404.90
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		
<b>Total 2015-2016</b>	<b>2,498,270.34</b>	<b>Total 2016-2017</b>	<b>2,179,833.39</b>	<b>Total 2017-2018</b>	<b>1,112,691.12</b>