

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2019
THURSDAY, NOVEMBER 21, 2019
6:00 P.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 17, 2019
- October 31, 2019

APPROVAL OF ACCOUNTS PAYABLE

- November 14, 2019
- November 21, 2019

APPROVAL OF MANUAL CHECKS

- November 15, 2019
- November 22, 2019

APPROVAL OF PAYROLL

- November 14, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 6:30 p.m. Jefferson County Commission
 - Presentation of Resolution to Eleanor Finn - League of Women Voters. Effie Kallas, President, League of Women Voters of Jefferson County
 - Presentation of a plaque of appreciation for Eleanor Finn

2. 6:45 p.m. Pete Dougherty, Sheriff
- Approval of renewal grant for Resource Officer at Jefferson High School - Discussion/Action
3. 7:00 p.m. Michael Tolbert
- Presentation regarding Jefferson County Development Authority - Discussion/Action
4. 7:15 p.m. Alexandra Beaulieu, Zoning Administrator
- Review and possible action on Planning Commission's recommended Zoning Ordinance Text Amendment File #ZTA19-01 which includes provisions to establish Special Event Facilities in the Rural, Village, and Residential Growth zoning districts and provisions to allow an Alternative Farm Enterprise, which may or may not be agricultural in nature, to be established on a farm as a means to support the agricultural operation - Discussion/Action
5. 7:30 p.m. **BREAK**
6. 7:45 p.m. Roger Goodwin, Chief County Engineer
- Withdrawal of Site Plan Approval and Complete Construction Bond Release for Bloomery Plantation Distillery, LLC - Bloomery Distillery (File #S11-14) - Discussion/Action
7. 8:00 p.m. Interviews and Appointment - E911 Advisory Board - One 3-year term ending September 1, 2022 - Represents Emergency Medical Services - Discussion/Action
8. 8:15 p.m. Lyn Goodwin, Jefferson County Development Authority
- Approval of Resolution for the Local Economic Development Grant Program - Discussion/Action
9. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
- Discussion of EPA Administrative Complaint #04R-19-R3 - Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 -
Discussion/Action

NEW BUSINESS

10. Discuss Administrative Order regarding Possession of Deadly Weapon on Premises Housing Courts of Law - Discussion/Action
11. Acknowledgment of the "Assessor's additional duties" as delineated in WV Code §7-7-6b - Discussion/Action
12. Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative - Discussion/Action
13. Appointment to the Jefferson County Development Authority - Represents the City of Ranson - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Jefferson County Commission/Tax Office relocation - Discussion/Action

COUNTY COMMISSION REPORTS

14. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- 1ST Quarterly Report for Planning and Zoning

CORRESPONDENCE/INFORMATION

Correspondence received from The Honorable Jim Justice, Governor, regarding being awarded the Justice Assistance Grant (JAG).

Correspondence received from Internet Essentials from Comcast regarding expansion to eligibility for the program to include all qualified low-income households in their service area.

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, October 31, 2019

A meeting of the Jefferson County Commission was held on Thursday, October 31, 2019 during the fourth 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, and Patricia Noland and Commissioner Jane Tabb. Commissioner Ralph Lorenzetti was absent with notice. Also present were Sandy McDonald, Deputy County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 31, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the October 17, 2019 Special Session minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the October 17, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the October 22, 2019 Board of Assessment Appeals Minutes as presented. Motion seconded and unanimously approved. (because Commissioners Noland and Compton were absent for this meeting, they abstained from voting on this motion)

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR		AMOUNT#
82457		AHA-ARTS & HUMANITIES ALLIANCE		\$ 1,083.78
82458		AMANDA JOHNSON		\$ 309.72
82459		ATWILL TROXELL & LEIGH P.C.		\$ 1,484.44
82460		CAPITAL ELECTRIC		\$ 135.36
82461		CAPITAL ELECTRIC		\$ 51.82
82462		COMPILED TECHNOLOGIES LLC		\$ 20,360.00
82463		DODSON'S SEPTIC TANK CLEANING		\$ 285.00
82464		DOING BETTER BUSINES		\$ 685.06
82465		DR. ROBERT E JONES III		\$ 1,000.00
82466		EMILY MORROW		\$ 363.08
82467		ESI ELECTRONIC SYSTEMS INC		\$ 623.56
82468		J.C. EHRLICH		\$ 717.00
82469		J.D. POWER & ASSOC		\$ 25.00
82470		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 1,604.80
82471		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 27,094.43
82472		JEFF CO PARKS & RECREATION COMMISSION		\$ 24,405.85
82473		THE CHAPMAN PRINTING COMPANY		\$ 32.87
82474		W.B. MASON CO. INC		\$ 199.28
82475		WV ASSOCIATION OF COUNTIES		\$ 80.00
82476		GENERAL SCHOOL - 004		\$ 26,128.70
TOTAL				\$ 106,669.75

Motion by Ms. Noland to approve the Accounts Payable for October 24, 2019 in the amount of \$106,669.75. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
82478		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 4,819.59
82479		BUREAU OF CHILD SUPPORT		\$ 169.39
82480		COLONIAL LIFE		\$ 244.80
82481		COMPTROLLER OF MARYLAND		\$ 1,710.38
82482		DELTA DENTAL OF WV		\$ 6,641.51
82483		EFTPS IRS TAXES		\$ 101,315.71
82484		EMPOWER RETIREMENT		\$ 2,610.00
82485		FEDEX		\$ 615.14
82486		GUTTMAN OIL CO		\$ 3,062.10
82487		HIGHMARK WV		\$ 207,255.34
82488		JEFFERSON SECURITY BANK		\$ 5,090.00
82489		JEFFERSON CENTER		\$ 100.00
82490		P/R DEDUCTION		\$ 878.83

82491		P/R DEDUCTION		\$ 3,250.00
82492		MILLENIUM INSURANCE GROUP		\$ 900.00
82493		NATIONAL VISION ADMIN.		\$ 1,832.62
82494		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82495		P/R DEDUCTION		\$ 2,635.92
82496		P/R DEDUCTION		\$ 3,250.00
82497		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,020.43
82498		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,953.61
82499		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82500		WV STATE TAX DEPARTMENT		\$ 53,640.70
82501		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 3,718.00
TOTAL				\$ 466,063.07

Motion by Ms. Tabb to approve the Accounts Payable for October 31, 2019 in the amount of \$466,063.07. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

		25-Oct-19		
		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
493	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 3,600.00
753	AV/56	MONROE		\$ 292.96
1731	CO/246	TYLER TECH		3187.5
TOTAL				\$ 7,080.46

Motion by Mr. Compton to approve the Manual Checks for October 25, 2019 in the amount of \$7,080.46. Motion seconded and unanimously approved.

		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
282	DK/O3	SHERIFF OF JEFFERSON CO		\$ 473.07

Motion by Ms. Tabb to approve the Manual Checks for November 1, 2019 in the amount of \$473.07. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for October 17, 2019 in the amount of \$269,747.70. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb, Nicola Bastian, Eleanor Finn, and Mark Everhart.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Requested approval to fill a vacant deputy position
 - **Motion by Ms. Noland to approve the employment of Daryl Cox as a deputy for the Jefferson County Sheriff's Office at a salary of \$47,500 effective November 25, 2019. Motion seconded and unanimously approved.**
 - b. **Request to donate 2011 Ford Crowne Victoria to the Calhoun County Sheriff's Office.**
 - **Motion by Mr. Compton to transfer with no consideration a 2011 Ford Crowne Victoria (identified by last four numbers on VIN 9480) to the Sheriff of Calhoun County/Calhoun County Commission and that Sheriff Dougherty be authorized to sign needed papers to effect the transfer. Motion seconded and unanimously approved.**
2. Jennifer Myers, Director, Jefferson County Parks and Recreation – notified the Commission and the audience of receiving the Eugene M. Fuller Program Award for their Let's Play! Mobile Recreation Program.
3. Russell Burgess, Director, Jefferson County IT Department – requested approval to hire for part-time support desk help.

- **Motion by Mr. Compton to approve the hiring of part-time employee Tyler Amick for Information Technology Support/Helpdesk with emphasis in Cybersecurity for a maximum of twenty hours per week at the rate of \$12.00 per hour. Motion seconded and unanimously approved.**
4. Alexandra Beaulieu, Zoning Administrator – decision on proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-01.
- **Motion by Mr. Compton to remove the limit of 10,000 square feet and change the acreage percentage of 75% agricultural with 25% for alternate farm enterprise to 51/49 and refer back to the Planning Commission for their review before a final vote. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Renewal of County Cable Franchise Agreement and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of opioid case, potential litigation, and settlement issues with legal counsel (Jefferson County Commission v. Perdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45107)
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - **Motion by Ms. Noland to enter into Executive Session to discuss the opioid case and the EPA Administrative Complaint. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to direct counsel to respond to the EPA Administrative Complaint. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

7. Continuation of discussion regarding MARC Train funding.
- **Motion by Ms. Noland to allocate \$40,000 from the Contingency Fund to the State for the continuation of MARC Train service in the Eastern Panhandle for one year only. Motion seconded and unanimously approved. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

8. Continuation of discussion on the Net Neutrality Letter of Support – it was the consensus of the Commission to take no action on this matter.

NEW BUSINESS

9. Discussion of letter received from the Jefferson County Fire and Rescue Association – the Commission provided unanimous consent to permit Ms. Grove to refer the letter to the E911 Advisory Board for review.

FINACIAL DIRECTOR REPORTS

Review and Approval of FY2020 Internal Budget Revision 1 for the General Fund

- **Motion by Ms. Tabb to approve Internal Budget Revision 1 for the General Fund for FY2020. Motion seconded and unanimously approved.**

COUNTY ADMINSTRATOR REPORTS

Approval of FMLA Policy Revision – Ms. Grove stated she would present the changes to the FMLA Policy during the November 7, 2019 regularly scheduled County Commission meeting.

Discussion of Tax Office Space/Location – it was the consensus of the Commission to retrofit the Smoot Building for the purpose of being the permanent Sheriff's tax office location and allow the Assessor to occupy the unused space in the former tax office.

10. The Commission adjourned at 11:42 am on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

Minutes

Jefferson County Commission

Thursday, November 7, 2019

A meeting of the Jefferson County Commission was held on Thursday, November 7, 2019 during the third 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, Ralph Lorenzetti, and Jane Tabb. Commissioner Noland was absent with prior notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 7, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	CHECK AMOUNT
82502	84 LUMBER	\$ 440.22
82503	BEST BEST & KRIEGER LLP	\$ 355.00
82504	CAPITAL ELECTRIC	\$ 989.28
82505	CAPITAL ELECTRIC	\$ 26.60
82506	DARYLL WIMER	\$ 19.68
82507	FIFTH THIRD BANK	\$ 97,432.73
82508	FORREST RICHARD FEAGANS	\$ 46.48
82509	P/R DEDUCTION	\$ 1,184.15
82510	GFOA GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$ 595.00
82511	GUTTMAN OIL CO	\$ 2,963.21
82512	JEFFERY FINLEY	\$ 85.00
82513	P/R DEDUCTION	\$ 167.12
82514	JOHN-MARK MICHAEL	\$ 85.00
82515	LANGUAGE LINE SERVICES	\$ 184.91
82516	OLD CHARLES TOWN LIBRARY	\$ 1,500.00

82517		R.E. MICHEL CO. LLC		\$	59.21
82518		RICE TIRES CO		\$	1,410.96
82519		RONALD DANTZIC		\$	64.37
82520		SOFTWARE SYSTEMS INC		\$	1,085.00
82521		SOFTWARE SYSTEMS INC		\$	74.00
82522		THE HARTFORD		\$	2,349.50
82523		THE HARTFORD		\$	3,964.40
82524		THE JOURNAL		\$	161.93
82525		W.B. MASON CO. INC		\$	15.16
82526		XEROX CORPORATION		\$	2,334.50
TOTAL				\$	117,593.41

Motion by Ms. Noland to approve the Accounts Payable for November 7, 2019, in the amount of \$117,593.41. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
494	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,200.00
672	HD/8	FIFTH THIRD BANK		\$ 57.04
673	HD/8	PREMIER INTEGRITY SOLT.		\$ 2,440.00
754	AV/56	FIFTH THIRD BANK		\$ 585.04
1732	CO/246	SNYDER ENVIRONMENTAL		\$ 24,167.40
1733	CO/246	TYLER TECH		\$ 10,200.00
TOTAL				\$ 38,649.48

Motion by Ms. Noland to approve the Manual Checks for November 8, 2019 in the amount of \$38, 649.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for October 31, 2019 in the amount of \$287,285.53 Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of the following Exonerations and Split Tickets:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Holz	RE	MD	21669	\$327.00

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 21669 as presented. Motion seconded and unanimously approved.**
2. Murall Limited Partnership – Public Hearing request and Landowner Petition for Map Amendment for Murall Limited Partnership: Middleway District, Map 2, Parcel 1.3 containing 5.68+ acres.
 - **Motion by Ms. Noland to accept Landowner Petition and Request for Map Amendment for Murall Limited Partnership, Parcel 1.3 on Map 2 in the Middleway Tax District and schedule and public hearing at the County Commission meeting on December 19, 2019 and to refer the application to the Planning Commission for advice on the request's consistency with the Jefferson County Comprehensive Plan. Motion seconded and unanimously approved.**
 3. Debra Young, Jefferson County Victim Assistance Program – requested the approval and signing of VOCA Grant Contract – 17-VA-026.

- **Motion by Ms. Tabb to approve the Victim of Crime Act (VOCA) Grant Contract and authorize the Commission President to sign the appropriate documents. Motion seconded and unanimously approved.**
4. **The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.**
5. Jennifer Myers, Director, Jefferson County Parks and Recreation Commission – notified the Commission that the JCPRC is a finalist for the Levitt AMP Grant which, if awarded, would provide \$25,000 in matching funds to produce their own Levitt AMP Music Series, a free, outdoor concert series featuring a diverse lineup of professional musicians.
- **Motion by Ms. Noland to support the Jefferson County Parks and Recreation Commission to help get the word out to the community to get votes for the Levitt Amp Grant. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer – request to close out the Rose Hill Estates Subdivision (JCPC File No. 02-09) – Bond Funds Bank Escrow Account.
- **Motion by Mr. Compton to approve the Jefferson County Commission invoicing for the project management costs incurred by the Engineering office staff for Rose Hill Subdivision site work improvements (JCPC File No. 02-09); and to then transfer the remaining balance of the escrowed funds, being held at the Bank of Charles Town (Account No. XXX4083), to the Rose Hill HOA for future road maintenance and to close the bond escrow account. Motion seconded and unanimously approved.**
7. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - **Motion by Ms. Tabb to enter into Executive Session to discuss contract negotiations and legal advice regarding the County Cable Franchise Agreement and the EPA Administrative Complaint #04R-19-R3. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- Discussion of Employee Performance Appraisal for a specific employee
 - **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Approval of FMLA Policy amendments
 - **Motion by Ms. Tabb to approve the FMLA policy amendments as presented by Ms. Grove. Motion seconded and unanimously approved.**
- Continued Discussion of Tax Office space/location – it was the consensus of the Commission to tentatively move Commission staff from the Hunter House to the second floor of the St. Margaret’s building and have the Tax Office staff occupy the Hunter House.
- Discuss meeting with Hillsboro officials regarding Rt. 9 construction – Ms. Grove stated she would contact staff from Hillsboro to find a better meeting time to accommodate Mr. Compton and Mr. Lorenzetti.

8. Afternoon Session – Legislative Work Session

The Commission was joined by Delegates Sammi Brown, John Doyle, and Paul Espinosa and Senators John Unger and Patricia Rucker to discuss their legislative priorities for the upcoming session, including the following topics: clarification on the State Code relating to Development Authority Board membership and unfilled board positions, AirBnB legislation related to hotel/motel taxes, transport and holding of unclaimed dead bodies, combined fire and ambulance fee, sustainable funding for MARC train, DEP permit approvals and enforcement, clarification of State Code pertaining to annexation, locality pay for teachers and law enforcement, opening of a fire road on the mountain into Clarke County to alleviate traffic, more environmental safeguards for groundwater, and capping the amount of fees counties can levy without voter input.

9. The Commission adjourned at 3:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 398,758.20	\$ -	\$ 398,758.20
	\$ -		
6.2% Tax Payable OASDI	\$ 23,665.05	\$ -	\$ 23,665.05
1.45% Tax Payable HI	\$ 5,534.65	\$ -	\$ 5,534.65
Fed Withholding	\$ 36,166.48	\$ -	\$ 36,166.48
WV State Withholding	\$ 16,857.26	\$ -	\$ 16,857.26
PERS Retirement Deduct 4.5%	\$ 9,964.85	\$ -	\$ 9,964.85
PERS Retirement Deduct 6%	\$ 4,898.20		\$ 4,898.20
Hosp. Pre-Tax	\$ 14,703.00		\$ 14,703.00
Cancer/ICU Pre-Taxed	\$ 656.33		\$ 656.33
Cancer/ICU Not Pre-Taxed	\$ 950.20		\$ 950.20
Optional Life Not Pre-Taxed	\$ 2,012.99		\$ 2,012.99
Christmas Club	\$ 5,070.00		\$ 5,070.00
Wage Attach #1	\$ 169.39		\$ 169.39
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,208.35		\$ 6,208.35
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,970.00		\$ 1,970.00
457R - Roth	\$ 640.00		\$ 640.00
MD State Tax	\$ 561.44		\$ 561.44
DVF	\$ 1,704.84		\$ 1,704.84
VA. State Tax	\$ 128.36		\$ 128.36
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
uniforms	\$ 52.98		\$ 52.98
Total Deductions	\$ 133,344.97	\$ -	\$ 133,344.97
			\$ -
Net Wages Total	\$ 265,413.23	\$ -	\$ 265,413.23
Payroll Date	14-Nov-2019		



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

Presentation of Resolution for Eleanor Finn - 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.](#)

RESOLUTION

WHEREAS, Eleanor Finn has attended county commission meetings since 2011 on behalf of the League of Women Voters of Jefferson County;

WHEREAS, Eleanor has kept the League of Women Voters educated about key issues facing the Jefferson County Commission and the community;

WHEREAS, Eleanor has worked with the Jefferson County Commission and staff to educate the public about the budget process and helped start the Budget 101 community briefing on budget issues;

WHEREAS, Eleanor has provided suggestions on behalf of the League of Women Voters on ways to better educate and involve the community;

WHEREAS, Eleanor has established a productive working relationship with commissioners and staff;

WHEREAS, Eleanor has always remained issue oriented.

THEREFORE, The County Commission would like to honor ELEANOR FINN for her commitment to observing the County Commission and helping educate voters on key issues facing our community.

Date: _____

Patricia A. Noland, President
Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Effie Kallas , President

Department or Organization: **League of Women Voters of Jefferson County**

Estimation of amount of time needed for appointment: 15 mins

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **November 21, 2009 This is Eleanor's last meeting as observer . An early morning agenda time would be appreciated!***

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
The LWV of Jefferson County will present Eleanor with a plaque of appreciation for her many years observing the county commission.

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: Lyn Widmyer

Email address: lynwidmyer@gmail.com

Phone Number: 304 279 3201

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Pete Dougherty, Sheriff**

Department or Organization: **Jefferson County Sheriffs Office**

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

Date Requested – 1st Choice:

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

Date Requested **November 21** – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Grant**

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

1. Request approval of renewal grant for Resource Officer at Jefferson High School. This grant provides partial funding for the PRO deputy position at Jefferson High School.

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

If so, how much

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

[Item. 1] **I move that the Jefferson County Commission approve the grant request and authorize the Commission President to sign needed paperwork.**

[Item 2]

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: **Pete Dougherty, Sheriff**

Email address:

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



Name: **Michael Tolbert**

Department or Organization

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

Presentation regarding Jefferson County Development Authority - Discussion/Action

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu, Zoning Administrator

Department or Organization: Department of Engineering, Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: November 21, 2019

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

Date Requested – 2nd Choice:

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

Review and possible action on the Planning Commission's recommended Zoning Ordinance Text Amendment File #ZTA19-01 which includes provisions to establish Special Event Facilities in the Rural, Village, and Residential Growth zoning districts and provisions to allow an Alternative Farm Enterprise, which may or may not be agricultural in nature, to be established on a farm as a means to support the agricultural operation. The Planning Commission reviewed the County Commission's recommended revisions from 10/03/19 and 10/31/19, which included the addition of a new definition for Alternative Farm Enterprise, and made additional revisions. They found the revised text to be consistent with the Comprehensive Plan and sent back to the County Commission for review and possible action. Additionally, the Planning Commission requested that the County Commission send the Mass Event Text Amendment (File #ZTA14-02) back to them to reevaluate and take formal action.

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

See attached memo and supporting documents.

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

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

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

- Staff Memo dated 11-21-19 which summarizes the Planning Commission's recommendations on 11-12-19
- Section 1.1 of the Zoning Ordinance
- Agricultural and Rural Economy Recommendations (Goal 8) from the Comprehensive Plan
- ZTA19-01, Special Event Facilities (CC revisions from 10/03/19 and 10/31/19 highlighted in yellow)
- ZTA19-01, Special Event Facilities (PC revisions from 11/12/19 highlighted in yellow)

If not attached, explain:

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



JEFFERSON COUNTY, WEST VIRGINIA
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MEMO

TO: County Commission

FROM: Alexandra Beaulieu, Zoning Administrator

DATE: 11-21-19

RE: ZTA19-01, Special Event Facilities – Summary of Changes Made by the Planning Commission on 11-12-19

On October 3, 2019 the County Commission directed Staff to revise the Planning Commission's recommended text amendment to create provisions to allow Special Event Facilities in the Rural, Residential Growth, and Village zoning districts. The County Commission, in finding that the agricultural community is increasingly under financial pressure to remain viable, also directed Staff to incorporate additional provisions to provide the farming community options which would allow other uses which may or may not be agricultural in nature (e.g. a commercial kitchen) to be established on a farm as a means to support the overall success of the agricultural operation.

On October 31, 2019 Staff incorporated the County Commission's recommended revisions and drafted a new definition "Alternative Farm Enterprise" in response to their direction to provide the agricultural community additional options to support the overall success of an agricultural operation. As part of the new provisions for an Alternative Farm Enterprise, Staff recommended requiring a site plan for structures with a footprint over 10,000 square feet and requiring 75% of the farm land to be retained as agricultural in order to ensure that the purpose of this provision was upheld, which is to support the success and continuation of agricultural operations.

At their October 31 meeting, the County Commission accepted the new definition and provisions for an "Alternative Farm Enterprise" and recommended removing the requirement for a site plan for structures over 10,000 square feet and recommended reducing the requirement from 75% of farm land retained in agricultural use to 51%. They sent their recommended revisions back to the Planning Commission for review and consideration to determine if the revisions were in conformance with the Comprehensive Plan.

On November 12, 2019, the Planning Commission reviewed the County Commission's revisions. They accepted the County Commission's recommended changes and made additional revisions.

The Planning Commission found that the recommended changes summarized on page 2 of this memo and highlighted in yellow in version 4 of the proposed text amendment were consistent with the Comprehensive Plan and made a motion to send back to the County Commission for review and possible action.

Summary of the Planning Commission's recommendations on 11-12-19:

- Page 2 of 7: The Planning Commission directed Staff to remove the sentence prohibiting music festivals and concerts from the definition of Special Event.
 - ☑ Staff removed the sentence prohibiting music festivals and concerts from the definition of Special Event.
- The Planning Commission requested that the Mass Event Text Amendment (ZTA 14-02) be sent back to them to reevaluate and take formal action.
- Page 3 of 7: The Planning Commission accepted the County Commission's recommendation to remove the requirement that a site plan be required for buildings over 10,000 square feet.
- Page 5 of 7: The Planning Commission directed Staff to remove the portion of the second sentence and all of the third sentence in the first paragraph under Section 8.15 requiring that an agricultural operation be in existence for two years.
 - ☑ Staff removed the sentence requiring that an agricultural operation be in existence for two years.
- The Planning Commission accepted the County Commission's recommendation to reduce the required acreage to remain agricultural from 75% to 51%.

Attachments:

- ZTA19-01, Special Event Facilities (PC revised changes from 11/12/19 highlighted in yellow).
 - The revised text amendment reflects revisions to Section 2.2, Terms Defined; Section 4.5 Agricultural Uses Permitted Generally; Section 4.10 Site Plan Requirements; Section 8.14, Rural Reception/Event Facility [Proposed Special Event Facility]; [NEW] Section 8.15, Alternative Farm Enterprise; and Appendix C, Principal Permitted and Conditional Uses Table.
- ZTA19-01, Special Event Facilities (CC revised changes from 10/03/19 and 10/31/19 highlighted in yellow)
- Section 1.1 of the Zoning Ordinance
- Agricultural and Rural Economy Recommendations (Goal 8) from the Comprehensive Plan

Section 2.2 Terms Defined

Agricultural Use^{17, 21, 23} The use of land for a bona-fide farming operation. This includes:

1. Commercial Agricultural Enterprise;
2. Agriculture, Ranching;
3. Aquaculture;
4. Apiculture;
5. Horticulture
6. Viticulture;
7. Fish, meat, poultry and game birds processing, provided that fifty percent (50%) of the meat processed must be raised on the site farm of the processing facility for minimum periods of three (3) months for beef and pork and two (2) months for lamb and poultry;
8. Animal Husbandry; including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals;
9. Poultry husbandry and the production of poultry, game birds, and poultry products;
10. Dairy production and processing of dairy products;
11. Equestrian uses;
12. The production of field crops including but not limited to tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, mushrooms, timber, pasturage, Christmas trees, maple sap, woody biomass, compost;
13. Pick your own farm products;
14. Agricultural tourism;
15. Farm vacation enterprise;
16. Farm brewery and winery subject to the requirements for such a use in Article 8;
17. Rental of garden plots;
18. Community supported agriculture;
19. The warehousing; processing, value added, drying, storage, distribution and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, husbandry or production;
20. Forestry;

21. Agricultural Special Event Facility

21-22. Alternative Farm Enterprise

Alternative Farm Enterprise A commercial land use established to support the continuation of an existing agricultural operation. Such land use is not required to be directly affiliated with the agricultural operation (i.e. a commercial kitchen which produces goods from products not necessarily grown on the farm) but shall contribute to the overall success of the agricultural operation.

<u>Rural Reception/Event Facility</u> ²⁶	A facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events in the Rural, Village, Residential Growth and Residential Light Industrial Commercial Districts (permitted by Special Exception). Such events are limited to events that involve extended families and friends such as weddings, wedding receptions, birthday events, anniversary events, reunion events and/or family gatherings. No events that involve charging admission or are solely performance events are permitted under this provision.
<u>Rural Reception/Event Facility, Small</u> ²⁶	A Rural Reception/Event Facility in the Rural District for the hosting of events such as weddings with attendance not to exceed 75 cars at a frequency of no more than one event per month.
<u>Special Event</u>	<u>A gathering of individuals for the common purpose of attending a celebration, ceremony, reception, or similar activity for the benefit of someone other than the property owner. No events that involve charging admission or which are solely primarily performance events (such as music festivals and concerts) are permitted under this provision. Private parties, gatherings, and similar activities that are not subject to a use agreement between a private individual or group and the property owner are not defined as a special event.</u>
<u>Special Event Facility</u>	<u>A facility where special events are permitted to occur. Special event facilities are subject to a use agreement between a private group or individual and the facility owner. The facility owner may or may not charge a rental fee for the use of the facility. Facilities may operate entirely within a structure, entirely outside of a structure, or both inside and outside a structure.</u>
<u>Special Event Facility, Agricultural</u>	<u>A Special Event Facility located on a parcel which the Assessor's Office has classified as "farm use".</u>
<u>Use Agreement</u>	<u>Any contract, memorandum of understanding, or similar document which provides terms and conditions for use of a facility or land between the property owner(s) and an individual or group in exchange for a fee or other consideration.</u>

Section 4.5 Agricultural Uses Permitted Generally

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

New structures built for the purpose of establishing an Agricultural Use, as defined in Article 2, which is open to the public (i.e. Agricultural Special Event Facility), are subject to a 75' setback. Existing structures which have existed for five years at the time of application converted for Agricultural Uses which are open to the public are not subject to the 75' setback.

Section 4.10 Site Plan Requirements

- A. Submittal and approval of a site plan is required for all commercial, townhouse and multi-family residential, industrial, and institutional development in any district and for all major additions or expansions of existing uses as defined in Article 2, in accordance with the requirements of the Subdivision and Land Development Regulations and this Ordinance.^{23, 26}
- B. Site Plan submittal is not required for single-family or two-family dwelling units, unless planned as part of a multi-unit or mixed use development plan.
- C. Site Plan submittal is not required for any Agricultural Use defined in Article 2. Agricultural Uses which are open to the public (Agricultural Special Event Facility, Farm Market, etc.) established on parcels of less than 20 acres shall process a Concept Plan in accordance with the Subdivision and Land Development Regulations.
- D. The site plan format and informational requirements that must be followed are referenced in the Jefferson County Subdivision and Land Development Regulations, and this Ordinance.
- E. The Planning Commission has the authority to waive any site plan standards in accordance with the Subdivision and Land Development Regulations.^{10, 17, 21, 23}

Section 8.14 ~~Rural Reception/Event Facility~~²⁶ Special Event Facilities

The purpose of this section is to create a process by which a property owner in the Rural, Residential Growth, and Village zoning districts may establish a Special Event Facility. A Special Event Facility in any other zoning district may process in accordance with Appendix C.

- A. An Agricultural Special Event Facility is permitted in any zoning district on a parcel with an existing farm and shall operate accessory to the property owner's primary residence or caretaker's residence. The minimum acreage required is five acres.
 1. An Agricultural Special Event Facility may be established on a separate legal lot of record adjoining a parcel with farm use status, as long as it is under the same ownership.
 2. An Agricultural Special Event Facility on a parcel of less than 20 acres shall process a Concept Plan, subject to a Public Workshop before the Planning Commission, in accordance with the Subdivision and Land Development Regulations.
 - a. If a Concept Plan is not required, the following documentation shall be submitted as part of the Zoning Certificate application:
 - i. A sketch reflecting the layout of the proposed special event facility shall be submitted to ensure compliance with setbacks and parking. The sketch should delineate the property location, any existing or proposed buildings affiliated with the land use, the parking area, signs, the event tent(s), location of portable restrooms, and the location of any vendors.
 - ii. A traffic control plan shall be submitted to address traffic flow for ingress and egress to ensure that traffic will not create a backup onto public or private roads.
 3. All aspects of the land use, excluding parking, but including any new structures and any outdoor components such as event tents, portable restrooms, etc., shall be setback 75 feet from all property lines. Parking shall be setback 25' from all property lines.
 4. Parking shall be provided at a ratio of one parking space for each two guests allowed on-site and one parking space for each permanent employee who does not reside on

premises. Parking may occur on grass if the applicant can demonstrate that the parking will occur on usable ground and can identify how handicapped accessibility (if applicable) will be addressed.

5. The land use shall comply with Section 8.9A.1 and shall apply the Residential Growth District standard to all adjacent lots.

If the subject parcel associated with an approved Agricultural Special Event Facility loses the associated “farm use” classification through the Assessor’s Office, the property owner may apply for a Special Exception in accordance with Article 6 to continue operating the land use.

B. A Special Event Facility is a facility that operates independent from any other use on the property.

I. In the Rural, Village, and Residential Growth zoning districts, a Special Event Facility shall process a Conditional Use Permit in accordance with Article 6.

a. The minimum lot size shall be five acres. Site development standards shall comply with Appendix B.

b. Parking shall be provided at a ratio of one parking space for each two guests allowed on site and one parking space for each permanent employee.

c. In addition to the criteria set forth in Article 6, Section 6.3, the Board shall evaluate the following:

i. Proposed frequency;

ii. Number of attendees (maximum building capacity);

iii. Signage;

iv. Adequacy of parking area. The Board should consider the number of parking spaces as well as the location of the proposed parking area;

v. Adequacy of vehicular access to the property. The applicant shall provide a traffic control plan to address traffic flow and ingress and egress to the property to ensure that traffic will not hinder shared access (if applicable) or create a back-up onto public or private roads; and

vi. Impact on adjacent properties.

Parks and Recreation events and facilities are exempt from Section 8.14.

~~A Rural Reception/Event Facility is a facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events. Such events proposed in the Rural, Village, Residential Growth, and Residential Light Industrial Commercial Districts are approved by the Board of Zoning Appeals following a public hearing. Such public hearing shall be conducted according to the requirements of Section 6.1C; may be continued according to the requirements of Section 6.1D; and is subject to the notification requirements of Section 6.1B.²²~~

~~Such a land use may be approved based on the Board’s evaluation of the proposed frequency and size of the proposed events, adequacy of parking area, size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood. For events exceeding 300 persons, applicants shall provide a traffic control plan.²²~~

~~A Rural Reception/Event Facility, Small, is a Rural Reception/Event Facility in the Rural District only for the hosting of events such as weddings with attendance not to exceed 75 cars, at a frequency of no more than one event per month. Such events are permitted administratively provided that if the facility~~

would utilize a private, shared right-of-way, driveway or easement for vehicular access, a public hearing before the BZA is required.³²

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

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

Section 8.15 Alternative Farm Enterprise

The purpose of this section is to support the farming community by allowing Alternative Farm Enterprises. An Alternative Farm Enterprise may be established on a parcel classified as “Farm Use” through the Assessor’s Office with an existing agricultural operation. For the purpose of this section, existing shall mean any agricultural use which has existed on a parcel of land for a period of two years.

Each Alternative Farm Enterprise shall process a Zoning Certificate application and required site sketch. The Zoning Administrator shall evaluate each application on its own merits. The applicant shall provide a brief summary of how the proposed land use will support the continuation of the existing agricultural operation. 51% of the acreage on record at the time of application shall remain in use by the agricultural operation, with 49% permitted to be developed for the purpose of establishing an Alternative Farm Enterprise.

If the Zoning Administrator determines the proposed use meets the intent of this section, an Alternative Farm Enterprise may comply with the provisions set forth in Section 4.10C. All site development is subject to a 75’ setback. Applicant shall submit to the Office of Planning and Zoning proof of application to the Health Department and Division of Highways.

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
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	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	

ZTA19-01 – Version 4 - Reflecting PC changes on 11/12/19
Yellow Highlights identify revisions since 10/31/19 CC Mtg

Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
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	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
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	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
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	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Land Use	NC	GC	HC	LI	MI	PND¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
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	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
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	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
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	CU	
Restaurant, Fast Food, Drive-Through	NP	P	P	P	CU	CU	P	CU	CU	CU	P	CU	
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	

ZTA19-01 – Version 4 - Reflecting PC changes on 11/12/19
Yellow Highlights identify revisions since 10/31/19 CC Mtg

Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
<u>Special Event Facility</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>CU</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>Sec. 8.14</u>
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
<u>Alternative Farm Enterprise</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.15</u>
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
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	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Structure must have existed for 5 years													
<u>Special Event Facility, Agricultural</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.14</u>
Accessory Uses													
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
- 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
- ¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
- ² Approval process is per the Salvage Yard Ordinance.
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District

Section 2.2 Terms Defined

Agricultural Use^{17, 21, 23} The use of land for a bona-fide farming operation. This includes:

1. Commercial Agricultural Enterprise;
2. Agriculture, Ranching;
3. Aquaculture;
4. Apiculture;
5. Horticulture
6. Viticulture;
7. Fish, meat, poultry and game birds processing, provided that fifty percent (50%) of the meat processed must be raised on the site farm of the processing facility for minimum periods of three (3) months for beef and pork and two (2) months for lamb and poultry;
8. Animal Husbandry; including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals;
9. Poultry husbandry and the production of poultry, game birds, and poultry products;
10. Dairy production and processing of dairy products;
11. Equestrian uses;
12. The production of field crops including but not limited to tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, mushrooms, timber, pasturage, Christmas trees, maple sap, woody biomass, compost;
13. Pick your own farm products;
14. Agricultural tourism;
15. Farm vacation enterprise;
16. Farm brewery and winery subject to the requirements for such a use in Article 8;
17. Rental of garden plots;
18. Community supported agriculture;
19. The warehousing; processing, value added, drying, storage, distribution and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, husbandry or production;
20. Forestry;

21. Agricultural Special Event Facility

21-22. Alternative Farm Enterprise

Alternative Farm Enterprise A commercial land use established to support the continuation of an existing agricultural operation. Such land use is not required to be directly affiliated with the agricultural operation (i.e. a commercial kitchen which produces goods from products not necessarily grown on the farm) but shall contribute to the overall success of the agricultural operation.

~~Rural Reception/
Event Facility²⁶~~

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

~~Rural Reception/Event
Facility, Small²⁶~~

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

Special Event

A gathering of individuals for the common purpose of attending a celebration, ceremony, reception, or similar activity for the benefit of someone other than the property owner. No events that involve charging admission or which are solely primarily performance events (such as music festivals and concerts) are permitted under this provision. Private parties, gatherings, and similar activities that are not subject to a use agreement between a private individual or group and the homeowner/property owner are not defined as a special event.

Special Event Facility

A facility where special events are permitted to occur. Special event facilities are subject to a use agreement between a private group or individual and the facility owner. The facility owner may or may not charge a rental fee for the use of the facility. Facilities may operate entirely within a structure, entirely outside of a structure, or both inside and outside a structure.

Special Event Facility,
Agricultural

A Special Event Facility located on a parcel which the Assessor's Office has classified as "farm use".

Use Agreement

Any contract, memorandum of understanding, or similar document which provides terms and conditions for use of a facility or land between the property owner(s) and an individual or group in exchange for a fee or other consideration.

Section 4.5 Agricultural Uses Permitted Generally

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

New structures built for the purpose of establishing an Agricultural Use, as defined in Article 2, which is open to the public (i.e. Agricultural Special Event Facility), are subject to a 75' setback. Existing structures which have existed for five years at the time of application converted for Agricultural Uses which are open to the public are not subject to the 75' setback.

Section 4.10 Site Plan Requirements

- A. Submittal and approval of a site plan is required for all commercial, townhouse and multi-family residential, industrial, and institutional development in any district and for all major additions or expansions of existing uses as defined in Article 2, in accordance with the requirements of the Subdivision and Land Development Regulations and this Ordinance.^{23, 26}
- B. Site Plan submittal is not required for single-family or two-family dwelling units, unless planned as part of a multi-unit or mixed use development plan.
- C. Site Plan submittal is not required for any Agricultural Use defined in Article 2 when the square footage of the building footprint is less than 10,000 square feet. Agricultural Uses which are open to the public (Agricultural Special Event Facility, Farm Market, etc.) established on parcels of less than 20 acres shall process a Concept Plan in accordance with the Subdivision and Land Development Regulations.
- D. The site plan format and informational requirements that must be followed are referenced in the Jefferson County Subdivision and Land Development Regulations, and this Ordinance.
- E. The Planning Commission has the authority to waive any site plan standards in accordance with the Subdivision and Land Development Regulations.^{10, 17, 21, 23}

Section 8.14 ~~Rural Reception/Event Facility~~²⁶ Special Event Facilities

The purpose of this section is to create a process by which a property owner in the Rural, Residential Growth, and Village zoning districts may establish a Special Event Facility. A Special Event Facility in any other zoning district may process in accordance with Appendix C.

- A. An Agricultural Special Event Facility is permitted in any zoning district on a parcel with an existing farm and shall operate accessory to the property owner's primary residence or caretaker's residence. The minimum acreage required is five acres.
 1. An Agricultural Special Event Facility may be established on a separate legal lot of record adjoining a parcel with farm use status, as long as it is under the same ownership.
 2. An Agricultural Special Event Facility on a parcel of less than 20 acres shall process a Concept Plan, subject to a Public Workshop before the Planning Commission, in accordance with the Subdivision and Land Development Regulations.
 - a. If a Concept Plan is not required, the following documentation shall be submitted as part of the Zoning Certificate application:
 - i. A sketch reflecting the layout of the proposed [redacted] event [redacted] shall be submitted to ensure compliance with setbacks and parking. The sketch should delineate the property location, any existing or proposed buildings affiliated with the land use, the parking area, signs, the event tent(s), location of portable restrooms, and the location of any vendors.
 - ii. A traffic control plan shall be submitted to address traffic flow for ingress and egress to ensure that traffic will not create a backup onto public or private roads.
 3. An Agricultural Special Event Facility shall not exceed attendance of 250 people, excluding event staff and vendors.

4. All aspects of the land use, excluding parking, but including any new structures and any outdoor components such as event tents, portable restrooms, etc., shall be setback 75 feet from all property lines. Parking shall be setback 25' from all property lines.
5. Parking shall be provided at a ratio of one parking space for each two guests allowed on-site and one parking space for each permanent employee who does not reside on premises. Parking may occur on grass if the applicant can demonstrate that the parking will occur on usable ground and can identify how handicapped accessibility (if applicable) will be addressed.
6. The land use shall comply with Section 8.9A.1 and shall apply the Residential Growth District standard to all adjacent lots.

If the subject parcel associated with an approved Agricultural Special Event Facility loses the associated "farm use" classification through the Assessor's Office, the property owner may apply for a Special Exception in accordance with Article 6 to continue operating the land use.

B. A Special Event Facility is a facility that operates independent from any other use on the property.

1. In the Rural, Village, and Residential Growth zoning districts, a Special Event Facility shall process a Conditional Use Permit in accordance with Article 6.

a. The minimum lot size shall be five acres. Site development standards shall comply with Appendix B.

b. Parking shall be provided at a ratio of one parking space for each two guests allowed on site and one parking space for each permanent employee.

c. In addition to the criteria set forth in Article 6, Section 6.3, the Board shall evaluate the following:

i. Proposed frequency;

ii. Number of attendees (maximum building capacity);

iii. Signage;

iv. Adequacy of parking area. The Board should consider the number of parking spaces as well as the location of the proposed parking area;

v. Adequacy of vehicular access to the property. The applicant shall provide a traffic control plan to address traffic flow and ingress and egress to the property to ensure that traffic will not hinder shared access (if applicable) or create a back-up onto public or private roads; and

vi. Impact on adjacent properties.

Parks and Recreation events and facilities are exempt from Section 8.14.

~~A Rural Reception/Event Facility is a facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events. Such events proposed in the Rural, Village, Residential Growth, and Residential Light Industrial Commercial Districts are approved by the Board of Zoning Appeals following a public hearing. Such public hearing shall be conducted according to the requirements of Section 6.1C; may be continued according to the requirements of Section 6.1D; and is subject to the notification requirements of Section 6.1B.³²~~

~~Such a land use may be approved based on the Board's evaluation of the proposed frequency and size of the proposed events, adequacy of parking area, size of the subject property, adequacy of vehicular~~

access to the property, impact on adjacent properties, and compatibility with the neighborhood. For events exceeding 300 persons, applicants shall provide a traffic control plan.³²

A Rural Reception/Event Facility, Small, is a Rural Reception/Event Facility in the Rural District only, for the hosting of events such as weddings with attendance not to exceed 75 cars, at a frequency of no more than one event per month. Such events are permitted administratively provided that if the facility would utilize a private, shared right of way, driveway or easement for vehicular access, a public hearing before the BZA is required.³²

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

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

Section 8.15 Alternative Farm Enterprise

The purpose of this section is to support the farming community by allowing Alternative Farm Enterprises. An Alternative Farm Enterprise may be established on a parcel classified as “Farm Use” through the Assessor’s Office with an existing agricultural operation. For the purpose of this section, existing shall mean any agricultural use which has existed on a parcel of land for a period of two years.

Each Alternative Farm Enterprise shall process a Zoning Certificate application and required site sketch. The Zoning Administrator shall evaluate each application on its own merits. The applicant shall provide a brief summary of how the proposed land use will support the continuation of the existing agricultural operation. 75%-51% of the acreage on record at the time of application shall remain in use by the agricultural operation, with 25%-49% permitted to be developed for the purpose of establishing an Alternative Farm Enterprise.

If the Zoning Administrator determines the proposed use meets the intent of this section, an Alternative Farm Enterprise may comply with the provisions set forth in Section 4.10C. All site development is subject to a 75’ setback. Applicant shall submit to the Office of Planning and Zoning proof of application to the Health Department and Division of Highways.

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
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	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	

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Yellow Highlights identify revisions since 08/13/19 PC Mtg

Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
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	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
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	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
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	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Land Use	NC	GC	HC	LI	MI	PND¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
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	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
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	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	

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Yellow Highlights identify revisions since 08/13/19 PC Mtg

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	CU	
Restaurant, Fast Food, Drive-Through	NP	P	P	P	CU	CU	P	CU	CU	CU	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	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
<u>Special Event Facility</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>CU</u>	<u>P</u>	<u>P</u>	<u>CU</u>	<u>Sec. 8.14</u>
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
<u>Alternative Farm Enterprise</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.15</u>
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
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	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Structure must have existed for 5 years													
<u>Special Event Facility, Agricultural</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Sec. 8.14</u>
Accessory Uses													
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
- 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
 - ¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
 - ² Approval process is per the Salvage Yard Ordinance.
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District

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

Section 1.0 Effective Date

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

Section 1.1 Purpose

The purpose of this Ordinance is to:

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

Section 1.2 Jurisdiction

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

2.B. Agricultural and Rural Economy

One of the more significant issues expressed by County residents involved in the Envision Jefferson 2035 process was maintaining the rural economy and small town lifestyle of Jefferson County. It is important that this discussion not be framed by the concept of preservation but of creating opportunities for farms to be economically viable. This would include identifying ways to protect and enhance the farms and open spaces that provide the rural character along with the agribusinesses that have been the historical heart of the Jefferson County economy. One goal of this Plan is to maintain productive farmland soils and the rural character and economy of the County by reducing the conversion of farmland to non-agricultural based uses.

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

A key aspect of the County's rural economy is recognizing the changes in the regional and national marketplace that might affect agricultural activities at the local level. In some instances, farm operators have adapted to these changes by diversifying into additional farm based activities, changing the types of farming activities taking place on a site, or seeking to include direct sales and on-site marketing, and value added processing of crops or products. The ability of a farm operator to diversify or change their operations to meet the needs of the marketplace is an important consideration in providing a framework for the continuation and enhancement of farm and agricultural activities in Jefferson County.

The enhancement of the rural economy is a central focus of the rural strategy of this Plan and requires the support of the Jefferson County Development Authority and other organizations which support the agricultural economy. A broad-based rural economy can be a net-revenue generator for the County because tax revenues generally exceed expenditures for rural properties. The County recognizes its fiscal responsibility to protect the land resource for the rural economy, to provide fundamental protection for rural businesses, to ensure prudent fiscal management of limited public resources, and to provide needed protection of the public health and safety.

Rural Economic Activities

The agricultural community in Jefferson County recommended the following priorities to strengthen the rural economy:

Agricultural Community Priorities
Diversify farm operations through the sale and marketing of value added products (such as the processing and marketing of products on-site);
Allow farm operators to work with nearby farm operators to market and sell each other's goods on each individual farm;
Allow a wider range of service activities to take place on agricultural properties.

The rural areas of Jefferson County include not only farms and residences, but also a variety of small artisan studios and other cottage industries. While the preservation of agriculture is essential to the protection of rural areas, it is also important to provide for the ability of appropriately scaled businesses to succeed. When permitting additional uses in the rural area, it is important that the size and scale of both the property and the business be correlated. The intensity of the activity permitted should directly relate to the size of the rural property which would enable larger rural properties to undertake more activities. By correlating scale and intensity of uses to the rural property size, it is anticipated that off-site impacts would be mitigated for the surrounding landowners. Some uses may require performance standards which should be incorporated into the local land use regulations.

By enabling farm operators to have more options and encouraging the creation of cottage industries that reflect the rural aesthetic, the viability of operating rural based businesses in the County's rural areas will be enhanced in the coming decades. While Jefferson County has modified its Zoning and Land Development Ordinance to allow for a greater variety of uses, additional steps might be needed to improve opportunities for farm operators to continue or expand their businesses, and for artisans and other individuals to operate small businesses that complement these activities. A streamlined process for uses with minimal impacts to surrounding neighbors should be developed.

The land use component of this Plan recognizes an example of a non-residential Conditional Use Permit (CUP) in the Rural area referred to as an Agricultural Based Economic Empowerment Area, defined as a commercial agricultural hub that is not located on a farm, but is located in a rural area and focuses on intensively supporting agricultural activity through the value added processing, holistic health and marketing of local goods. Other appropriate uses in the Rural district (some of which may require a CUP) include, but are not limited to, artisan activities; home based businesses; agricultural equipment sales, rental, and repair services; veterinary services; farm co-ops; product storage and seed supply; agri-tourism, bed-and-breakfast enterprises; farm markets, wayside stands, and similar types of uses, provided that these uses are designed in a manner compatible with the rural character of the area.

There are many creative people that live and work in Jefferson County, using their talents to create poetry, pottery, paintings, plays, performances, photographs, novels, fabric art, sculpture, carvings, installations, music and dance, and the fine art and culture of all forms. The County is home to numerous cultural and historical organizations as well as artist studios, galleries, museums, and theaters which host a number of activities and events throughout the year. These activities and organizations add to the cultural value in the County and provide economic resources for the artisan. This Plan supports the artisan community and its needs for developing a robust economic and cultural community.

While most of these types of Cottage Industries and Home Occupations are permitted by right in the Rural District, some more intense uses may require a CUP. This Plan recommends that the use of the CUP in the Rural District be limited to non-residential uses not permitted in the Rural District which are compatible in scale and intensity with the rural environment and that pose no threat to public health, safety, and welfare. Some non-agricultural/non-residential related rural CUPs should only be proposed on a small portion of a rural property to help preserve farmland and open space, and continue agricultural operations. This requires eliminating the Land Evaluation Site Assessment (LESA) system and modifying the CUP process. For additional discussion, see Rural Land Use Planning Section (page 34).

Agricultural Service Facilities

An issue expressed by members of Jefferson County's agricultural community during the planning of this document was the lack of agricultural service facilities located in Jefferson County. Farm operators currently travel to Winchester, Hagerstown, or Frederick to purchase farm machinery or to get their machinery repaired. Farmers raising livestock also need to travel out of state to sell or purchase animals at auctions. There are few large animal veterinarians in Jefferson County that can assist with maintaining the health of animals or be available in case of emergency. There are no meat processing facilities in the County and nearby out of state facilities are limited to mass production which excludes small farmers from receiving this service. The lack of service facilities could have a negative impact on the maintenance or expansion of agricultural activities in Jefferson County in the coming years.

Distribution and Marketing of the County's Agricultural Products

In recent years, there has been a change in the way farm products are marketed and sold in Jefferson County. In the past, a large number of farm products cultivated on Jefferson County farms were commodities, with little differentiation between the products of individual farm operators. Currently this is changing due to the increasing reliance of the local farm community on farmers' markets and direct sales to local and regional restaurants. There are several farmers' markets operating in Jefferson County on a weekly basis, during the growing season, at temporary sites. A permanent year-round farmers' market could provide opportunities for a winter market in a place that could also be used for the sales of arts and crafts, root crops, or value added products. Incorporating a farmers' market into a regional agricultural center

complex could serve as another means of selling the County's farm products and could include dining and/or commercial kitchen facilities.

While the farmers' markets have helped individual farm operators differentiate between their products, there is still a limited local or regional identity when it comes to agriculture in the Eastern Panhandle. In some cases, individual farms have addressed this concern through the creation of an identity for the farm and/or for the product being produced. It would be beneficial to the Jefferson County rural economy if a more unified effort occurred through a shared marketing mechanism, regional branding, or the creation of common distribution and marketing facilities.

An increasing movement toward smaller farming operations of less than 40 acres in size in the County should not be discounted, even though a number of farms in Jefferson County are located on large tracts of land. According to the 2012 U.S. Agricultural Census, over half of all farms in Jefferson County provide a limited income to farm operators; however, there are opportunities for expansion of smaller farming operations. The majority of the farms in Jefferson County have the opportunity to provide a viable range of income generating agricultural activities to an individual farm operator.

Enhance Farmland Protection Activities

In 2000, Jefferson County formed a Farmland Preservation Program that is funded by a portion of the transfer tax collected when a house or land is sold. To date, this program has purchased the development rights of 3,900 acres. As mentioned in the Land Use element, the funding that is available to support the County's farmland protection program is much less than the demand from farm operators to participate in it. Since the County's farmland protection program is funded by a portion of the transfer tax, the viability of the program is subject to a widely fluctuating real estate marketplace. In times when there is a great deal of real estate activity, revenue generated for the program is strong, enhancing the ability to purchase development rights and protect farmlands. Conversely, in times when the real estate market is slow, the amount of money available for protection efforts is limited. Therefore, it is important to establish reliable funding sources to support farmland protection activities. One option to protect farmland is to coordinate with the American Battlefield Protection program to make the most efficient use of funding resources.

To reduce the conversion of farmland, the Plan recommends that clustering should be the preferred method of any rural residential development. This would allow land owners to group lots in a traditional rural community pattern, while retaining a majority of the land for agricultural and rural economic uses. Even when the development of a residential cluster results in the loss of some farm land, the goal of the regulations related to cluster developments is to retain as much farmland as possible by adjusting the number and size of the lots in the cluster and requiring the balance of the farm (the residue) to be retained as a permanent agricultural use. Cluster developments on a property should minimize the use of high quality soils and maximize the use of less

productive agricultural land. In order to retain the maximum amount of land in farm use and rural economic activity, the open space requirement for residential cluster development shall be met by the residue which will retain no development rights.

Transportation in the Rural Environment

The County's rural road network originally evolved serving the needs of the farming community and is not intended to serve the needs associated with the higher traffic volumes and speeds required for large residential subdivisions. At certain seasons of the year conflict can be created between residential traffic and large pieces of slow moving farm equipment. The LESA/CUP system has not effectively protected the rural road network from this type of development pressure. As such, this Plan recommends utilizing cluster developments as the preferred form of residential development within the rural areas. Limiting suburban development in the rural area helps protect agricultural land use activities.

Most of the roads in the County's rural area are paved, but tend to have narrow widths, excessive horizontal and vertical curvatures, bridge and drainage problems, and poor intersection alignments. These conditions contribute to the safety concerns associated with increasing motor vehicle traffic on the rural roads. The increased residential densities that have occurred in the rural area in the past are producing additional traffic volume and requiring more maintenance of the rural road network of predominantly narrow, two-lane paved roads with existing design issues.

Agriculture Tourism

The rural areas of the County contribute to the local tourism economy in a variety of ways. Not least of these is the maintenance of attractive viewsheds to enhance the experience of visitors to battlefields, historic sites and villages. Tourism is addressed later in this Element on page 81.

The following recommendations provide action steps to foster and expand the diverse rural economy through a variety of policy, regulatory, incentive-based, and programmatic approaches that will protect the rural land, structures, and character necessary to advance the rural economy.

Agricultural and Rural Economy Recommendations (Goal 8)	
1.	Support West Virginia's and Jefferson County's "Right to Farm" policies which protect the rights of existing and future farms and farmers by developing zoning standards, other legislation, and educational programs designed to reduce potential conflicts arising from the proximity of agriculture to residential development (State Code § 19-19; Section 4.5 of the County's Zoning Ordinance).
	a. Identify and utilize a wider variety of funding sources that could serve to expand the County's farmland protection program.
	b. Create an educational pamphlet informing developers, realtors, and potential homeowners of the offsite impacts of living adjacent to farming activities.
2.	Enact Zoning Ordinance provisions to reduce the intensity of residential development in the Rural zone, other than by clustering, thereby protecting and increasing the investment potential and attractiveness of the agricultural lands for families, entrepreneurs, and businesses.
	a. Decrease the problems of rural traffic volume and the need for additional costly public infrastructure services in rural areas while conserving areas of the Rural zone for agricultural uses and the rural economy through support for rural cluster development vs large subdivisions of new home growth.
3.	Support the rural economy by amending the Subdivision Regulations to establish rural business site plan standards to include:
	a. performance criteria, including compatible size, scale, use, intensity, traffic capacity limits, employee limits, site design standards (i.e. buffering, siting), and standards that protect public health, safety, and welfare; and
	b. the adaptive reuse of existing historic and agricultural structures.
4.	Collaborate with the County's agricultural community to assess the current land use regulations and determine what opportunities for agriculture might currently exist and what additional opportunities might be able to succeed in Jefferson County.
5.	Amend the Zoning and Land Development Ordinance to permit additional non-residential rurally compatible uses.
	a. Incorporate into the zoning provisions innovative agricultural uses including the creation of standards which permit flexibility in the sale of farm products and related auxiliary products.
	b. Amend local land use regulations to permit non-agriculturally related commercial uses by the Conditional Use Permit (CUP) process in the Rural zone if the use is agriculturally and rurally compatible in scale and intensity, poses no threat to public health, safety, and welfare, and if the use helps to preserve farmland and open space and continue agricultural operations.

	<p>c. Require that new non-rural commercial uses that are not compatible with the dominant agricultural land use pattern locate only in the Urban Growth Boundaries (UGBs) and Preferred Growth Areas (PGAs) as identified by the future land use recommendations of this Plan.</p>
6.	<p>Coordinate with local businesses and the Jefferson County Development Authority (JCDA) to brand and market Jefferson County farms and products by identifying and linking potential partnerships and matching suppliers with potential local and regional markets.</p>
	<p>a. Conduct market research on high-value agricultural products, ancillary farm businesses, and other rural economic uses such as farm agri-tourism, retreats, and country inns;</p>
	<p>b. Develop and expand, in conjunction with the Jefferson County Convention and Visitors Bureau, brand identification of Jefferson County farm products;</p>
	<p>c. Provide more alternatives to promote rural tourism and rural land uses.</p>
7.	<p>Work with Jefferson County's agricultural community to effectively distribute local agricultural products and encourage the growth of the market for local products.</p>
	<p>a. Facilitate the establishment of year round marketing outlets to support the farm community, such as farmers' markets or a product distribution center;</p>
	<p>b. Encourage the expansion of off-site farmers' markets to provide marketplaces for farmers and artisans to sell their goods within a variety of Jefferson County commercial venues;</p>
	<p>c. Promote products to Jefferson County based businesses.</p>
8.	<p>Coordinate with key agricultural and rural stakeholders to identify ways to expand marketing and value added production activities for farmers and artisans on their properties in rural areas of Jefferson County.</p>
	<p>a. Amend existing regulations in order to identify and facilitate ways to allow the sale of items grown, processed, crafted, or manufactured in Jefferson County on farms other than the farm where the product originated.</p>
	<p>b. Develop a streamlined process for such uses when there are minimal impacts to surrounding neighbors.</p>
	<p>c. Expand and improve high speed Information Technology (IT) connections in rural areas of Jefferson County with local internet or advanced technologies providers to enable residents to run businesses from home or to telecommute.</p>
9.	<p>Collaborate with the local artisan community and Jefferson Arts Council to review and amend the local land use regulations to promote and enhance the viability and livelihood of artisans in the rural areas of Jefferson County.</p>
	<p>a. Encourage local non-profit organizations and local and regional economic development agencies to create a regular forum where all County artisans, businesses, and members of the non-profit and arts communities can meet to network and collaborate.</p>

	<ul style="list-style-type: none"> b. Work to improve connections between County businesses and artisans that may have products and services that can be sold in local stores or other businesses.
	<ul style="list-style-type: none"> c. Ensure that training and educational opportunities are available that would enable the success of such businesses.
	<ul style="list-style-type: none"> d. Establish and support an endowment for arts funding for rural crafted arts.
10.	Strengthen the Agricultural Committee of the JCDA by creating a public/private Rural Economic Development Council comprised of rural industry sector leaders. This organization will:
	<ul style="list-style-type: none"> a. link governmental, non-governmental, and regional organizations;
	<ul style="list-style-type: none"> b. link state and federal farm assistance programs to local farmers;
	<ul style="list-style-type: none"> c. receive and make grants;
	<ul style="list-style-type: none"> d. act as an advocacy group for rural issues; and
	<ul style="list-style-type: none"> e. promote activities that nurture the rural economy.
11.	Create a county or regional agricultural industrial park that could include sites for service providers such as farm equipment repair facilities, tractor and implement sales, meat processing facilities, and veterinarian services; as well as:
	<ul style="list-style-type: none"> a. A local or regional food hub that could be tied into Community Supported Agriculture (CSA) packaging and distribution, a regional food bank, and to serve as a marketing site for farms and farmers;
	<ul style="list-style-type: none"> b. A neighborhood based CSA or Development Supported Agriculture;
	<ul style="list-style-type: none"> c. A permanent, year-round farmers' market site;
	<ul style="list-style-type: none"> d. Sites for Industrial Agriculture such as Vertical Farming, Hydroponic Greenhouses, and Aquaponic Farming;
	<ul style="list-style-type: none"> e. Agriculture based training, research, and continuing education facilities created in conjunction with institutes of higher learning and research;
	<ul style="list-style-type: none"> f. Commercial aquaculture activities;
	<ul style="list-style-type: none"> g. A livestock auction facility;
	<ul style="list-style-type: none"> h. A Community Cold Storage/Meat Locker Facility that would allow county residents to rent space to purchase and store sides of meat; and/or
	<ul style="list-style-type: none"> i. Alternative Energy Production facilities, ranging from ethanol refining to algae production for biofuels.
12.	Promote and expand the commercial and recreational equine industry as a fundamental component of the rural economy by amending County ordinances to reflect the current practices and needs of the industry.
13	Collaborate with the County's culinary, artisan, and farm communities and JCDA to study the feasibility of establishing a Culinary Center that would provide exposure to and for marketing the goods that are produced in Jefferson County and the Eastern Panhandle.

	<p>a. Collaborate with the West Virginia Extension Service, West Virginia Department of Agriculture, and local stakeholders to establish a regional commercial kitchen and packing facility in the Eastern Panhandle that could be used by farm operators in the manufacture of value added products.</p>
14.	<p>Expand vocational programs, either through the existing Future Farmers of America program in the County's high schools or through programs that combine classroom exercise with a co-op program exposing students to a variety of agricultural formats and opportunities.</p>
	<p>a. Advocate for Jefferson County Schools to partner with Berkeley and Morgan County schools to create a regional Agriculture Magnet School whose curriculum would be focused on agriculture and agribusiness fields.</p>
	<p>b. Encourage the Board of Education to provide equal vocational education programs in all middle schools and high schools throughout the County.</p>
15.	<p>Coordinate with Jefferson County Schools to encourage the following agricultural activities:</p>
	<p>a. Preserve and expand the Future Farmers of America programs that are in place at the County's middle and high schools.</p>
	<p>b. Coordinate with local artisans to improve accessibility and awareness of arts education and programming.</p>
	<p>c. In conjunction with local gardening organizations and Jefferson County Agricultural Development Office, expand school garden programs that could serve as a source of fresh foods for cafeterias.</p>
	<p>d. Encourage schools to use local agricultural products in cafeterias through partnerships with local farmers and CSA programs.</p>
16.	<p>Encourage the West Virginia University Extension Office to consider the creation of Mentoring/Training Programs similar to FarmLink programs that are in place in other states such as Maryland and Virginia.</p>
17.	<p>Support the County's rural economic strategy by working with the State Legislature to review the State Code and consider the following amendments:</p>
	<p>a. Tax credits on farm-related capital improvements;</p>
	<p>b. Tax abatement or deferral when a farmer makes an investment in high-value crops that do not turn a profit for several years (orchards, Christmas trees, vineyards, etc.);</p>
	<p>c. Assessment of farm worker housing on farms below residential market value;</p>
	<p>d. Additional reduction in the real estate tax rate on rurally zoned property that is under permanent conservation easement.</p>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Date Requested – 1st Choice: November 21, 2019
If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)
Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): Withdrawal of Site Plan Approval and Complete Construction Bond Release for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14).

Please provide the County Commission with a description of your request or presentation, including any background information: The owner/developer of Bloomery Distillery is voluntarily withdrawing their site plan approval. Therefore, staff is recommending a complete release of construction bond security for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14) – Performance Bond No. 017029837.

Is this a funding request? Y/NO
If so, how much? [\\$Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize acceptance of the Withdrawal of Site Plan Approval; and, a complete release of the construction bond surety for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14), contingent upon the "Withdrawal of Site Plan Approval and Release of Construction Bond" agreement being recorded in the Jefferson County Clerk's Office.

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

Withdrawal of a Site Plan Approval

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A Noland

November 21, 2019

VICE PRESIDENT

Jane M. Tabb

Mr. Timothy A. Mikolajewski, Assistant Secretary

Liberty Mutual Surety

COMMISSIONER

Caleb Wayne Hudson

10045 Red Run Boulevard

Suite 370

COMMISSIONER

Josh Compton

Owings Mill, MD 21117

COMMISSIONER

Ralph Lorenzetti

RE: Performance Bond No. 017029387 dated September 16, 2011, Construction Bond Surety for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14).

Dear Mr. Mikolajewski:

The Jefferson County Commission authorizes a complete release of \$60,178.00 from the construction bond for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14). This project is located on the north side of WV Route 9 (Charles Town Road) approximately 0.386 miles west of Route 9/4 (John Rissler Road).

The site plan approval is being voluntarily withdrawn by the owner/developer. The owner/developer has made no changes to or disturbances of the property and there has been no construction of any nature to the structure on the property. The zoning classification of the property did not change as a result of the site plan approval and shall remain zoned Rural.

In summary, you are hereby authorized to fully release the above referenced Performance Bond No. 017029387 originally issued in the amount of \$60,178. Please contact the Jefferson County Office of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

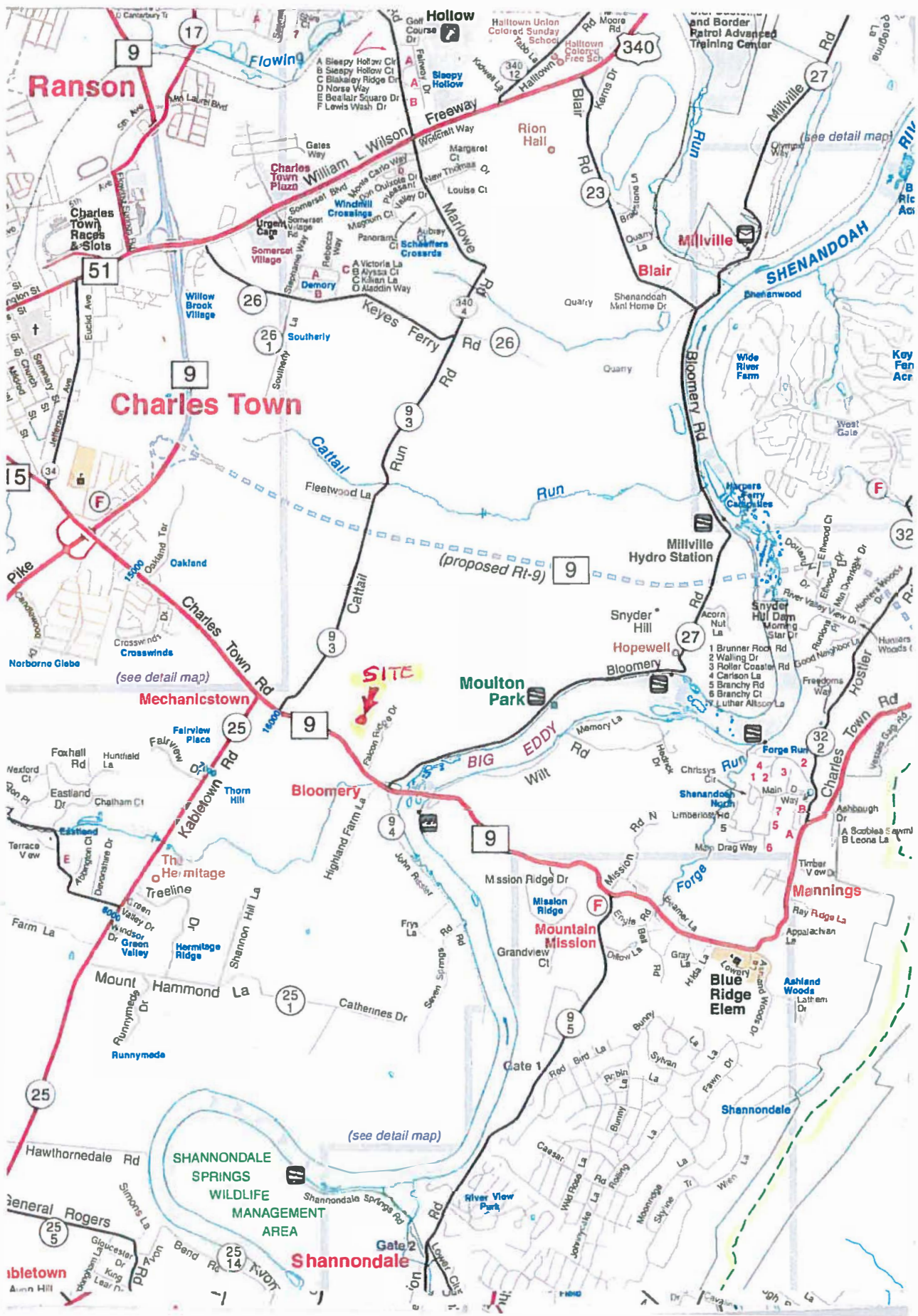
Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Mr. Curt Brookbank, Senior Project Manager
Liberty Mutual Surety
P.O. Box 34526
Seattle, WA 98124-1526
Department of Engineering, Planning & Zoning

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald



Ranson

Charles Town

Blair

Millville

Mechanicstown

Bloomery

Mountain Mission

Mannings

Shannondale

SITE

Moulton Park

Blue Ridge Elem

**SHANNONDALE
SPRINGS
WILDLIFE
MANAGEMENT
AREA**

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

Phone 304-728-3257
Fax 304-728-3953

Email engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 13 / 2019

J.C.P.C. File No. S11 - 14

Consultant/Engineer/Firm Name BRIEL PC ATTORNEYS

Mailing Address: 201 N. GEORGE ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: MICHELLE HARDY Phone: 304 + 724-8222

Project/Subdivision Name BLOOMERY PLANTATION DISTILLERY

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: OWNER HAS WITHDRAWN THE SITE PLAN &

OTHER APPROVALS; PROJECT NO LONGER EXISTS

Approved for:
By [Signature] 11/14/2019
County Engineer Date

Original Bond Amt \$ 52,328³ + 15% Cont \$ 7,849³ Total Original Bond Amt \$ 60,178

Total Current Bond Amount \$ 60,178.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By JOSEPH V. KENT Title L.O.I.

Signature [Signature] Date 11 / 14 / 2019

**WITHDRAWAL OF A SITE PLAN APPROVAL AND
RELEASE OF CONSTRUCTION BOND**

THIS WITHDRAWAL OF A SITE PLAN APPROVAL PC File #S11-14 AND RELEASE OF CONSTRUCTION BOND, made and entered into this ____ day of November, 2019, by and between Bloomery Plantation Distillery, LLC and Bloomery Plantation Holdings, LLC, 1109 Bernoudy Rd, White Hall, MD 21161, hereinafter referred to as "Owner/Developer", parties of the first part; and the County of Jefferson County, West Virginia, hereinafter referred to as party of the second part;

WITNESSETH:

WHEREAS, the Owner/Developer is the titleholder of record of 16357 Charles Town Road, Charles Town, WV, Parcel 17.6 on Tax Map 19 in the Charles Town (02) Tax District, as identified in Deed dated February 4, 2011, recorded February 8, 2011, and recorded with the Office of the Clerk of the County Commission, Jefferson County, West Virginia, in Deed Book 1089, Page 619; and

WHEREAS, the Department of Engineering, Planning & Zoning, Jefferson County, West Virginia is the entity charged with applying, approving and the withdrawal of any site plan submitted to Jefferson County, WV; and

WHEREAS, the Owner/Developer is voluntarily requesting that all site plan approvals and permits (i.e. planning zoning, public health, WVDOH, building code, etc.) be rescinded; and

WHEREAS, the Owner/Developer represents that all persons who have an ownership or financial interest in the parcel herein are in agreement with the withdrawal of site plan approval; and

WHEREAS, the Owner/Developer has made no changes to or disturbances of the property and there has been no construction of any nature structure on the property; and

WHEREAS, the zoning classification of the property did not change as a result of the site plan approval and shall remain zoned Rural; and

WHEREAS, the Owner/Developer states that there are no other parties with a vested interest in this property/project, which would have to consent to this withdraw; and

WHEREAS, the Owner/Developer wishes to have the Construction Bond #017029387 pertaining to this project released and returned to them, as soon as practicable.

NOW, THEREFORE, the parties agree to withdraw the above-referenced site plan; the approval of the zoning reverting back to the original zoning and release Construction Bond #017029387 to Bloomery Plantation Distillery, LLC.

WITNESS the following signature and seal:

Bloomery Plantation Distillery, LLC

By: _____
Linda Losey, Member

Bloomery Plantation Holdings, LLC

By: _____
Linda Losey, Member

County Commission of Jefferson County,

WV

By: _____
Title: County Commission President

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

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do certify that Linda Losey, Member of Bloomery Plantation Distillery, LLC and Bloomery Plantation Holdings, LLC, whose name is signed to the foregoing document, acknowledged the same before me this ___ day of November, 2019.

NOTARY PUBLIC

My Commission Expires: _____

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

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do certify that _____, President of the County Commission of Jefferson County, whose name is signed to the foregoing document, acknowledged the same before me this ___ day of November, 2019.

NOTARY PUBLIC

My Commission Expires: _____

RIEL PC, ATTORNEYS
Charles Town, WV
Martinsburg, WV
Winchester, VA
Ashburn, VA

Prepared by and return to:
Briel PC Attorneys
201 N. George Street Suite 200
Charles Town, WV 25414

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

Interviews and Appointment to the Jefferson County E911 Advisory Board – One 3-year term ending September 1, 2022 – Represents Emergency Medical Services- 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.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 21, 2019, or as soon thereafter as the Commission may decide:

Jefferson County Enhanced E 9-1-1 Advisory Board - One 3 year term ending September 1, 2022 - REPRESENTS: Emergency Medical Services

**Must reside in Jefferson County and be a certified EMT/Paramedic and be a provider in Jefferson County.*

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, prior to the proposed date of appointment.

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Lyn Goodwin**

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

Estimation of amount of time needed for appointment: **5-10 minutes**

Date Requested – 1st Choice: **November 21, 2019**

If a specific date is needed, please provide reason for specific date: **This date is needed to meet the deadline for LED grant application submission.**

Date Requested -- 2nd Choice:

Subject (*Wording to be placed on agenda*): **Resolution of Participation and Cooperation for Local Economic Development Grant Program – for signature by Jefferson County Commission President and Jefferson County Clerk**

Please provide the County Commission with a description of your request or presentation, including any background information: **The Jefferson County Development Authority (JCDA) is applying for the Local Economic Development (LED) grant of \$22,727 from the West Virginia Development Office. The JCDA is eligible for this grant annually.**

By way of the attached document, the Jefferson County Commission (JCC) is assuring that matching funds are available from the County. This document needs to be on official JCC letterhead, presented to the JCC for a vote, and signed by the President of the JCC and County Clerk.

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*): **Motion to approve the attached Resolution of Participation and Cooperation for the JCDA's application for the Local Economic Development (LED) Grant of \$22,727 from the West Virginia Development Office.**

Attach supporting documents for request, or request may be denied. **Resolution of Participation and Cooperation attached.**
If not attached, explain:

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

Contact information: **Lyn Goodwin**

Email address: **lyngoodwin@jcda.net**

Phone Number: **304-728-3255**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
3. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
5. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
6. Discussion of EPA Administrative Complaint #04R-19-R3. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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 Administrative Order regarding Possession of Deadly Weapon on Premises Housing Courts of Law - 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.](#)

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA

Administrative Order: 19 AD _____

**IN RE: POSSESSION OF DEADLY WEAPON ON PREMISES HOUSING
COURTS OF LAW**

GENERAL ORDER

Pursuant to subsection (g)(1), section eleven-a, article seven, chapter sixty-one of the Code of West Virginia, 1931, as amended, **it is unlawful for a person to possess a firearm or other deadly weapon on the premises of a court of law, including family courts.** Pursuant to W. Va. Code § 61-7-11a (g)(2), the following persons are exempted from the provisions of that subsection:

- The Chief Court Marshal and subordinate deputies;
- The Jefferson County Home Confinement Supervisor and subordinate officers;
- A law enforcement officer acting in his or her official capacity including officers duly appointed by the Division of Corrections and Rehabilitation, Law Enforcement Officials, members of the military forces of the United States and of this State while on duty;
- Circuit Court Judges, Family Court Judges, Magistrates, the Prosecuting Attorney, Assistant Prosecuting Attorneys, Probation Officers, and duly appointed investigators employed by the Prosecuting Attorney.

This Order supersedes and replaces General Order 94-AD-45 entered July 28, 1994.

It is further ORDERED that the Clerk enter the foregoing as and for the day and date written below, and post an attested copy of this General Order in her office and at all public entryways into courts of law, including family courts.

ENTERED this ___ day of _____ 2019.

Honorable David M. Hammer
Supervising Circuit Judge for Jefferson
County, 23rd Judicial Circuit

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

Acknowledgement of the “Assessor’s additional duties” as delineated in WV Code 7-7-6b - 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.](#)

Dave Hardy
Secretary of Revenue



Dale W. Steager
State Tax Commissioner

STATE TAX DEPARTMENT

November 4, 2019

President, Jefferson County Commission
Jefferson County Courthouse
100 E. Washington Street
Charles Town, West Virginia 25414

Dear Commission President:

This letter and attachment certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Ms. Banks to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale W. Steager".

Dale W. Steager
State Tax Commissioner

DWS/jaj

Attachment

cc: Assessor of Jefferson County
Clerk of Jefferson County

RECEIVED

ASSESSOR ADDITIONAL DUTIES - 2019

OCT 15 2019

SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)

State Tax Department Property Tax Division		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2018 to June 30, 2019 in the manner prescribed by the State Tax Commissioner.	X	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2018 – June 30, 2019) by entering this information in the IAS/CAMA system.	X	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>80</u>)	X	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	X	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	X	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	X	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide explanation. _____ _____	X	

STATEMENT OF COMPLETION

State of West Virginia

County of Jefferson

I, the undersigned, Angela L. Banks, Assessor of

Jefferson County, hereby certify that I have substantially completed each additional duty

described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

October 8, 2019
Date

Angela L. Banks
Signature of Assessor

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative - 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.](#)



RANSON

AT THE CENTER OF OPPORTUNITY.

City of Ranson



Office of the City Manager

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
ablake@ransonwv.us

Council Members:

Mike Anderson
Dave Cheshire
Scott Coulter
Donnie Haines
Tony Grant
Gene Taylor

Keith D. Pierson - Mayor

November 4, 2019

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

RE: HEPMPO Appointment

Dear Mrs. Grove:

With my resignation as both the City Manager of Ranson and as member of the Hagerstown-Eastern Panhandle Metropolitan Planning Organization, the City of Ranson wishes to change Mayor Duke Pierson's designee to the City of Ranson's Capital Project Manager Matt Piepenburg.

I thank you for the opportunity to serve on the HEPMPO. It has been a pleasure to work with Matt Mullenax and the Board. HEPMPO is fortunate to have Matt as the director.

Sincerely,

Andrew P. Blake

cc: Mayor Duke Pierson
Stacey A. Dodson Pfaltzgraff, City Clerk
Matt Mullenax

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **November 21, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment of Ranson Municipality Representative to the Jefferson County Development Authority Board of Directors – 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

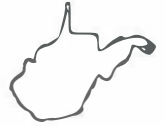
not applicable



RANSON

AT THE CENTER OF OPPORTUNITY.

City of Ranson



Office of the City Manager

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
ablake@ransonwv.us

Council Members:

~~Mike Anderson~~
Dave Cheshire
Scott Coulter
Donnie Haines
Tony Grant
Gene Taylor

Keith D. Pierson - Mayor

November 12, 2019

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

RE: JCDA Appointment

Dear Mrs. Grove:

With my resignation as both the City Manager of Ranson and as member of the Jefferson County Development Authority, the City of Ranson wishes to appoint Ranson's Interim City Manager Charlie Howard.

Thank you for your consideration. I wish the JCDA well as it continues to promote Jefferson County as a place for economic development and growth.

Sincerely,

Andrew P. Blake

cc: Mayor Duke Pierson
Stacey A. Dodson Pfaltzgraff, City Clerk
Lyn Goodwin



AGENDA REQUEST FORM
www.jeffersoncountyywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 21, 2019**

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

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

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

- **Jefferson County Commission/Tax Office relocation - 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.](#)



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

1st Quarterly Report for Planning and Zoning FY 2020 (July 1, 2019 – September 30, 2019)

Attached is an electronically generated report of all applications submitted and reviewed within the 1st Quarter of FY2020. This data is being provided as a part of the 1st Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings: **3 Meetings**

Subdivision Regulations Text Amendments **none this quarter**

Zoning Ordinance Text Amendments **2**

#ZTA19-01: Zoning Ordinance Text Amendment to revise Article 2 Definitions; Section 8.14 Rural Reception/Event Facility; and Appendix C to create a process to allow special event facilities in the Rural, Residential Growth, and Village zoning districts. *PC PH 7/9/19; CC PH 9/19/19; still under review*

#ZTA19-02: Zoning Ordinance Text Amendment to revise Appendix C: Principle Permitted and Conditional Uses Table to change the provision for Churches in the IC Zone from Not Permitted (NP) to a Conditional Use (CU). *PC PH 7/9/19; CC PH 8/29/19; Approved 9/19/19*

Zoning Map Amendments/Rezoning **none this quarter**

Major Subdivision Concept Plan Public Workshop 7/9/19

#19-7-SD Rocky Ridge Major Residential Subdivision, including 132 townhouse units, a mini storage facility (four units 260' long, varying depth) and a boat and RV parking area on 16.6 acres

PC accepted the Concept Plan as submitted with a recommendation that the developer proceed to Preliminary Plat; work with WVDOH to see if there is a possibility of a construction entrance; and to not provide interconnectivity with the adjacent property to the South

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **3 meetings**

Zoning Appeal of Administrative Decision **none this quarter**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 20 Total (11 Subdivision & 9 Site Plan)

Information Request Forms (IRFs) -- general inquiries from the public: 33 Total

Zoning and Land Development Fees Collected: \$ 11,581.97



Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	7/15/19; 8/19/19; 9/16/19
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/21/19
WV DOH/Regional Planners Roundtable	9/25/19
MARC Public Hearing	9/7/19

**Planning and Zoning FY 2020 1st Quarterly Report
7/1/2019 - 9/30/2019 (Generated 10/23/2019)**

Type	Project Number	Creation Date	Owner Name	Mailing	Location	Status	Description
Conditional Use Permit	19-2-CUP	9/23/2019 1:52:01 PM	BURR PARK LLC	PO BOX 1179, BERRYVILLE, VA 22611	73 EDMOND RD STE 2, KEARNEYSVILLE, WV 25430	Open	Request for a Conditional Use Permit to operate a Church that includes office space, meeting rooms and services for approximately 120 attendees. Applicant will utilize the existing parking and signage on site.
	19-3-CUP	9/30/2019 3:44:22 PM	WHEATLANDS PROPERTY MANAGEMENT LLC - Jesse Morgan	6005 MILDRED ST, CHARLES TOWN, WV 25414	2153 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Open	Request for a Conditional Use Permit to operate a Restaurant associated with the existing farm brewery. The applicant is proposing to construct an addition to the existing structure and a 35 space parking lot. The applicant is also requesting a deviation from the following sign provisions: Sec. 10.4A.1 to allow an 8' x 24' attached sign and a 2' x 2' attached sign affixed to the former mill structure; and to allow a 2' x 2' attached sign affixed to the principal structure; and Sec. 10.4A.2 to allow the proposed signs to face a residence.
						Type Total:	2
						Category Total:	2
Easements	19-2-E	9/9/2019 3:05:13 PM	Harry & Carl Kable	336 Rosemont Way, Charles Town, WV 25414	Charles Town, WV	Open	
						Type Total:	1
						Category Total:	1
Merger or Boundary Line Adjustment	19-21-M	7/15/2019 3:51:08 PM	JC2017 LLC	412W BURR BLVD, Kearneysville, WV 25430	Mission Rd. N.	Closed	.22 acre merger
	19-22-M	8/8/2019 3:47:12 PM	David and Mary Wright	205 White Tail Ln, Kearneysville, WV 25430	South Childs Road, WV	Closed	To dissolve the Bowman Minor Subdivision (see PC File #08-27). Recorded PB: 25; PG 101.

	19-23-M	8/20/2019 11:05:27 AM	RICHARDSON REBECCA A	1036 HIDDEN HOLLOW DR, KEARNEYSVILLE, WV 25430	1036 HIDDEN HOLLOW DR, KEARNEYSVILLE, WV 25430	Closed	
	19-24-M	9/10/2019 2:28:02 PM	PARKER PAUL C & DENISE A	328 PALOMINO PL, CHARLES TOWN, WV 25414	328 PALOMINO PL, CHARLES TOWN, WV 25414	Closed	2 Contiguous lots, same owner - Lots 80 & 81
	19-27-M	9/20/2019 11:43:56 AM	PANGLE WAYNE E WAYNE PANGLE	340 KELLY DR, HARPERS FERRY, WV 25425	340 KELLY DR, HARPERS FERRY, WV 25425	Closed	Boundary Line Adjustment to consolidate Lots 1-3 and 8-10 into one single parcel.
	19-25-M	9/17/2019 9:48:47 AM	KALLENBORN JAMES P & RAKEL R BOISVERT	30 RIVER BEND RD, KEARNEYSVILLE, WV 25430		Open	Section Part III, Hidden River
	19-26-M	9/18/2019 3:23:04 PM	Seneca Crossing, LLC.	P.O. Box 1027, Shepherstown, WV 25443		Open	Seneca Crossing South Side
	19-28-M	9/23/2019 3:16:07 PM	CTCF, LLC	605 Baltimore St, Martinsburg, WV 25401	470 HALLTOWN RD, HARPERS FERRY, WV 25425	Open	Boundary Line Adjustment between Lots 8 and 9 of Lucus Extension to Halltown.
						Type Total:	8
						Category Total:	8
Miscellaneous	19-11-Q	7/12/2019 1:26:41 PM	N/A	N/A	N/A	Closed	Zoning Map
	19-12-Q	8/5/2019 1:04:38 PM	PLOTNER JARROD C & SHANNON S	4 BELMEADE WAY, SHEPHERDSTOWN, WV 25443	4 BELMEADE WAY, SHEPHERDSTOWN, WV 25443	Closed	The Point, Lot 1 MPC - Septic Reserve Relocation
	19-13-Q	8/30/2019 9:29:54 AM	David and Mary Wright	205 White Tail Lane, Kearneysville, WV 25430	South Childs Road, Kearneysville, WV 25430	Closed	Septic Reserve Relocation
	19-14-Q	9/23/2019 1:44:22 PM	KEEGAN CHARLES E JR ET AL	4716 FLOWER VALLEY DR, ROCKVILLE, MD 20953		Closed	Minor Plat Change: Septic Reserve Relocation
						Type Total:	4
						Category Total:	4

Planning Commission Waiver	19-11-PCW	7/18/2019 10:51:20 AM	BOYD LARRY H & DONNA K - Larry and Donna Boyd	303 WILLINGHAM RD, CHARLES TOWN, WV 25414	303 WILLINGHAM RD, CHARLES TOWN, WV 25414	Closed	Request by Ancient Oaks Estate (File #: 19-11-PCW). Applicant is requesting a waiver from Section 24.113.B.10 of the Subdivision and Land Development Regulations to waive the Preliminary Plat requirement for an Archaeological Study. The property is designated as Tax District: Shepherdstown (07); Tax Map: 20; Parcel: 8; Zoned: Rural; Size: 43.62 acres.
	19-12-PCW	7/22/2019 2:12:10 PM	KURZ EDWARD S JR & FRANCES H	PO BOX 778, INWOOD, WV 25428	25 FOXWOOD FARM DR, KEARNEYSVILLE, WV 25430	Closed	Request by Frances & Edward Kurz (File #: 19-12-PCW). Applicant is requesting a waiver from Section 20.201.A.2 that requires a 50' access easement, for both entrances off of Middleway Pike. The property is designated as Tax District: Shepherdstown (07); Tax Map: 19; Parcel: 27 & 37.2; Zoned: Rural; Size: 12.2 & 4 acres.
	19-13-PCW	7/24/2019 3:29:58 PM	Epic at Burr Park, LLC.	17037 Bold Venture Dr, Leesburg, VA 20176		Closed	Request by Burr Park Lot 16 (Holtzman Oil) (File #: 19-13-PCW). Applicant is requesting a waiver from Section 22.208A and Appendix B Section 10.6 of the Subdivision and Land Development Regulations that require sidewalks along the road right-of-way (Wiltshire Road and War Admiral Boulevard) for non-residential site development.
	19-14-PCW	8/19/2019 9:19:05 AM	N/A	N. WV 9 Ramp		Closed	Applicant is requesting a waiver from Section 20.201A(2) which requires all lots in minor residential subdivisions to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots, for Minerva Court which is proposed to serve 10 lots and desires to process as two minor subdivisions.
	19-15-PCW	8/20/2019 2:07:33 PM	SAB Real Estate 2, LLC.	300 East John St., Martsinburg, WV 25401		Closed	Applicant is requesting a waiver from Section 20.102B to allow for site grading to commence prior to site plan approval. This would allow initial construction to commence during seasons favorable for site work and potentially coincide with adjacent construction to reduce overall construction traffic.

	19-16-PCW	8/27/2019 1:22:28 PM	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	PO BOX 190, SUMMIT POINT, WV 25446	MOTORSPORTS PARK CIRCLE, SUMMIT POINT, WV 25446	Open	Waiver from Section 21.402.D to allow one freestanding 96" (length) x 48" (sign face height) x 7'4" (structure height) freestanding sign at the west entrance and one freestanding 96" (length) x 48" (sign face height) x 7'4" (structure height) sign at the east entrance of the Summit Point Automotive Raceway Center (SPARC) to be located within the platted 10' sidewalk easement.
						Type Total:	6
						Category Total:	6
Site Plan	19-4-5	7/1/2019 2:42:52 PM	EPIC at Burr Park, LLC.	17037 Bold Venture Dr., Leesburg, VA 20176	, , WV	Open	Proposed Site Improvements for Burr Business Park Lot 16 will include a 4,760 S.F. Convenience Store building with fueling stations, truck parking, drive aisles, and associated infrastructure.
	19-5-5	7/10/2019 2:42:25 PM	MC2 PROPERTIES LLC	172 AVON BEND, CHARLES TOWN, WV 25414	272 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Open	The proposed site improvements for Burr Business Park Lot 41 expansion will include the construction of an 8,000 S.F. storage building with additional asphalt parking, and expanded chain link fence.
	19-6-5	9/25/2019 9:23:07 AM	FELLOWSHIP BIBLE CHURCH-TR'S - Richard Beddow	160 DANIEL RD, SHENANDOAH JUNCTION, WV 25442	160 DANIEL RD, SHENANDOAH JUNCTION, WV 25442	Open	Expand Recreational Facilities:
						Type Total:	3
						Category Total:	3
Special Exception Permit	19-1-SE	9/3/2019 11:46:11 AM	M E CHURCH - SOUTH - Charlotte Bennett	11133 LEETOWN RD, KEARNEYSVILLE, WV 25430	11133 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Request for a Special Exception Permit to allow a 91" (long) x 21 3/4" (high) electronic sign to remain affixed to the existing Leetown United Methodist Church Sign. The overall width and height of the existing sign will remain the same.
						Type Total:	1
						Category Total:	1
Subdivision	19-12-SD	7/15/2019 3:03:40 PM	AUTOMATED MERCHANDISING SYSTEMS INC	255W BURR BLVD, KEARNEYSVILLE, WV 25430	255 W BURR BLVD, KEARNEYSVILLE, WV 25430	Open	To subdivide existing Lot 19/20 within Burr Industrial Park into Lot 19 and Lot 20.

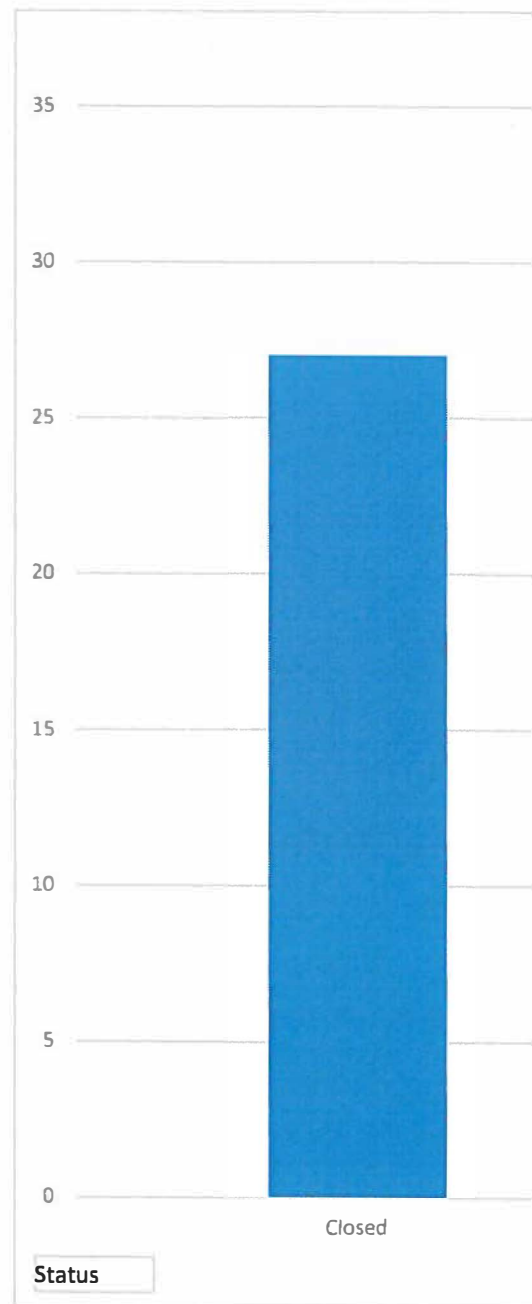
	17-20-SD	7/26/2019 9:40:01 AM	BOYD LARRY H & DONNA K	303 WILLINGHAM RD, CHARLES TOWN, WV 25414	303 WILLINGHAM RD, CHARLES TOWN, WV 25414	Open	Major Residential 8-Lot Cluster Subdivision
	19-13-SD	8/13/2019 8:40:20 AM	WALLS WALTER ET AL	67 WHITE ROCK, KEARNEYSVILLE, WV 25430	879 KEARNEYSVILLE PIKE, KEARNEYSVILLE, WV 25430	Open	Lot 1 Residue & Lot 2
	18-05-SD	8/13/2019 1:36:42 PM	Belvedere Farm Family Trust - Walter III and William Truettner	PO Box 247 Crested Butte, CO 81224, , WV		Open	
	19-14-SD	8/28/2019 10:12:13 AM	KNIGHTEN WILLIAM A JR - William Knighten	PO BOX 3008, Shepherdstown, WV 25443	Kearneysville Pike, Shepherdstown, WV 25443	Open	A minor subdivision to consist of of Lots 1, 2, and 3-Residue.
	19-15-SD	9/6/2019 3:03:12 PM	MARRONE PATRICK L & BETH A	1032 OLD CAVE RD, CHARLES TOWN, WV 25414	1032 OLD CAVE RD, CHARLES TOWN, WV 25414	Open	3 Lots & Residue
	18-25-SD	9/19/2019 2:14:28 PM	Seneca Crossing, LLC.	PO Box 1027 , Shepherdstown, WV 25443		Open	Non Residential Major Subdivision
						Type Total:	7
						Category Total:	7
Zoning Certificate	19-19-ZC	7/2/2019 9:08:00 AM	BURR PARK LLC - Vincent Petti	700 S HARBOUR ISLAND BLVD , TAMPA , FL 33602	73 EDMOND RD STE 4, KEARNEYSVILLE, WV 25430	Closed	To increase the occupancy of the existing Day Care Center, Large from 12 children to 30 children.
	19-20-ZC	7/17/2019 11:49:45 AM	JEFFERSON UTILITIES INC - Lee Snyder	270 INDUSTRIAL BLVD, KEARNEYSVILLE, WV 25430	307 W BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	To remove nine antennas and to install eight new antennas and four RRUs on the existing water tower.
	19-21-ZC	7/17/2019 12:31:36 PM	JEFFERSON UTILITIES INC	270 INDUSTRIAL BLVD, KEARNEYSVILLE, WV 25430	307 W BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Install three new antennas, relocate six RRH from the ground to the tank, add three new RRH to the tank, remove 1B coax lines and add four new HFC.
	19-22-ZC	7/26/2019 12:14:57 PM	Jennifer Deal	124 Pleasant Aly, Summit Point, WV 25446	124 PLEASANT ALY, SUMMIT POINT, WV 25446	Closed	A three room Bed and Breakfast per Section B.3. Dog friendly.

	19-23-ZC	8/7/2019 10:12:36 AM	BANKS T NEILL & KENNA	190 BEST RD, HARPERS FERRY, WV 25425	3343 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION, WV 25442	Closed	Remove 12 antennas and install six new antennas to an existing 197' self supporting cell tower / Co-Located Telecommunications Facility.
	19-24-ZC	8/16/2019 2:30:25 PM	SUNNYSIDE LIMITED PARTNERSHIP	635 WHEATLAND RD, CHARLES TOWN, WV 25414	844 WHEATLAND RD, CHARLES TOWN, WV 25414	Closed	Swapping antennas
	19-25-ZC	8/22/2019 10:12:31 AM	LEFEVRE THOMAS E	PO BOX 82, BUNKER HILL, WV 25413	237 TEL FARM LN, KEARNEYSVILLE, WV 25430	Closed	Replace six antennas on an existing 199' telecommunication facility.
	19-26-ZC	8/29/2019 12:05:45 PM	Elizabeth Hendricks	2871 Arden Nollville Rd, Inwood, WV 25428	5388 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION, WV 25442	Closed	Rural Event/Reception Facility, Small
	19-27-ZC	9/4/2019 10:19:57 AM	GARZA ROBERT C & DELIA M	10101 LEETOWN RD, KEARNEYSVILLE, WV 25430	10101 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Convert remaining portion of the existing barn into 18 additional dog kennels for a total of 2800 sf. The kennel will include a 300 sf Public Grooming facility. Five additional gravel parking spaces will be added.
	19-28-ZC	9/25/2019 2:50:15 PM	BREEDEN RONALD L JR & ROBIN A	4827 BOWER RD, KEARNEYSVILLE, WV 25430	4827 BOWERS RD, KEARNEYSVILLE, WV 25430	Closed	Accessory Dwelling Unit: In-Law Suite for Family Member
	19-29-ZC	9/26/2019 3:07:24 PM	LEFEVRE THOMAS E	PO BOX 82, BUNKER HILL, WV 25413	237 TEL FARM LN, KEARNEYSVILLE, WV 25430	Closed	Tower equipment modification (antennas) on an existing 199' telecommunication facility.
						Type Total:	11
						Category Total:	11
Zoning Variance	19-16-ZV	7/1/2019 1:45:39 PM	EPIC at Burr Park, LLC - Andre Fontaine	17037 Bold Venture Dr, Leesburg, VA 20176	Wiltshire Road, , WV	Closed	Variance request from Section 10.4B.2 to increase the permitted freestanding nonresidential sign height from 35' to 65'.
	19-17-ZV	7/1/2019 1:58:17 PM	EPIC at Burr Park, LLC - Andre Fontaine	17037 Bold Venture Dr, Leesburg, VA 20176	Wiltshire Road, , WV	Closed	Variance from Section 4.11E to reduce the required side and rear landscape buffer to allow the proposed modified planting standard.

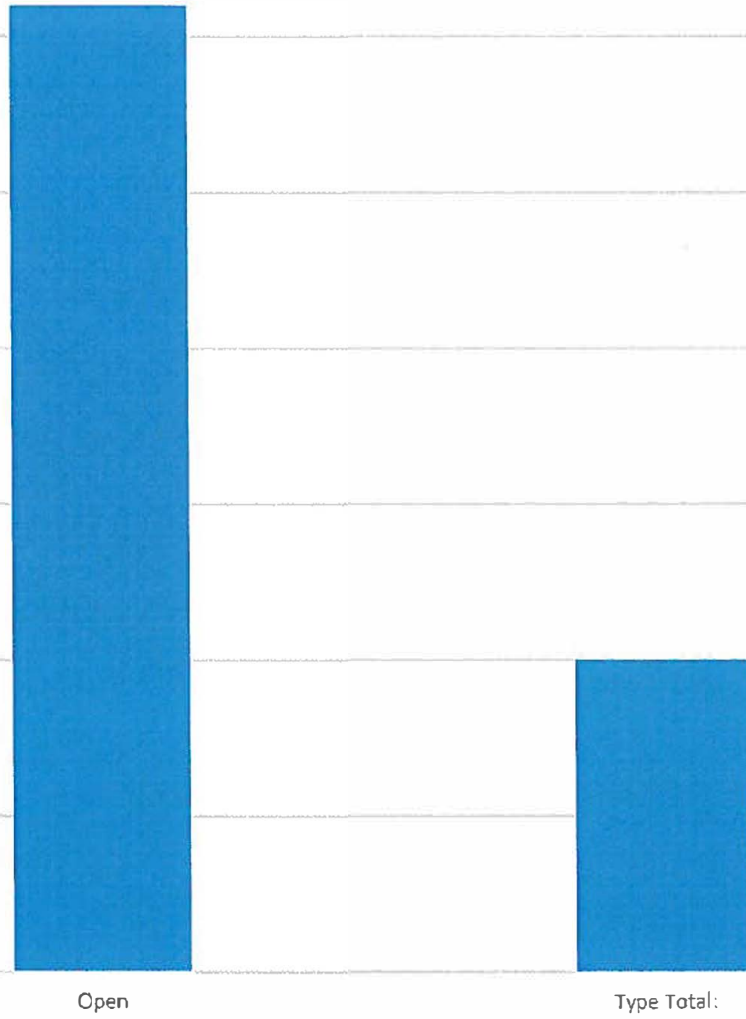
	19-18-ZV	7/18/2019 1:20:05 PM	QUYNN PATRICIA A	PO BOX 1374, HARPERS FERRY, WV 25425	7017 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV 25442	Open	Variance from Appendix A to reduce the side setback from 15' to 0' for an existing 15' x 28' garage.
	19-20-ZV	7/29/2019 2:31:03 PM	Seneca Crossing LLC	PO Box 1027, Shepherdstown, WV 25443	Martinsburg Pike, , WV	Open	Variance from Section 10.2C to allow a 9' (horizontal/long) x 8' (high) x 2' (wide) subdivision/monument sign in the right-of-way (McClaine Way).
	19-21-ZV	7/29/2019 2:39:06 PM	Seneca Crossing, LLC	PO BOX 1027, SHEPHERDSTOWN , WV 25443	Martinsburg Pike, , WV	Open	Variance from Section 10.4B.3 to reduce the front setback from 25' to 15' for a 9' (horizontal/long) x 2' (wide) x 27" (high) base of a monument sign.
	19-22-ZV	8/27/2019 11:51:59 AM	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	PO BOX 190, SUMMIT POINT, WV 25446	Motorsports Park Circle, Summit Point, WV 25446	Open	Variance request from Section 10.4B.3 to reduce the front setback from 25' to 1' for a 96" (length) x 48" (width) x 7'4" (height) freestanding sign (Motorsports Park Circle-West Entrance).
	19-23-ZV	8/27/2019 1:06:54 PM	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	PO BOX 190, SUMMIT POINT, WV 25446	MOTORSPORTS PARK CIRCLE, SUMMIT POINT, WV 25446	Open	Variance request from Section 10.2C to allow for a 96" (length) x 48" (width) x 7'4" (height) freestanding sign in the required right-of-way (Motorsports Park Circle-East Entrance).
	19-24-ZV	8/30/2019 12:29:08 PM	GALLUP MICHAEL & JENNIFER HILLMANN	4174 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV 25442	4174 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV 25442	Open	Variance from Section 4.10A to waive the requirement of a site plan for the construction of a 3,700 square foot dog kennel and associated parking lot; and Section 11.1B to allow for a modified parking standard/reduced number of parking spaces.
	19-25-ZV	9/3/2019 2:34:11 PM	Leroy Delauder	762 Wiltshire Road, Kearneysville, WV 25430	762 WILTSHIRE RD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9.6C to allow an accessory structure in the required front yard; and, Section 9.7 to reduce the front setback from 20' to 3' for a 12' x 20' shed.
	19-26-ZV	9/12/2019 9:03:40 AM	BARGER PRESTON L & TANA S D	96 WIDE HORIZON BLVD, KEARNEYSVILLE, WV 25430	188 WIDE HORIZON BLVD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9.6B to reduce the rear setback from 24' to 12' for an existing 24' x 12' accessory structure.
	19-27-ZV	9/12/2019 9:06:42 AM	BARGER PRESTON L & TANA S D	188 WIDE HORIZON BLVD, KEARNEYSVILLE, WV 25430	188 WIDE HORIZON BLVD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9.6B to reduce the rear setback from 45' to 12' for a 45' x 40' inground swimming pool including the surrounding concrete.

	19-28-ZV	9/24/2019 10:47:36 AM	Jefferson County Development Authority	1948 Wiltshire Rd. Suite 4, Kearneysville, WV 25430		Open	Variance from Section 4.11A.2 & 4.11E.1 and Appendix B to reduce the landscaping buffer from 10' to 0' along the shared property line between Lots 27 and 28 in the Burr Industrial Park; and to allow for a 50' unscreened buffer instead of a 10' screened buffer along the rear property line of both lots.
	19-29-ZV	9/25/2019 8:24:55 AM	Keith Cranford - Keith Cranford	203 W. 5th Ave. Apt. 2, Ranson, WV 25438	Euclid Ave, WV	Open	Variance from Appendix A to reduce the side setback from 8' to 4' for an existing 40' x 44' garage to be converted into a house.
	19-30-ZV	9/30/2019 12:23:23 PM	CUSTER PAMELA & THOMAS L II	1906 KABLETOWN RD, CHARLES TOWN, WV 25414	1906 KABLETOWN RD, CHARLES TOWN, WV 25414	Open	Variance from Section 9.7 to reduce the side setback from 12' to 1' for a 24' x 30' accessory structure.
	19-31-ZV	9/30/2019 1:30:43 PM	WHEATLANDS PROPERTY MANAGEMENT LLC	600S MILDRED ST, CHARLES TOWN, WV 25414	2153 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Open	Variance from Section 4.10A to waive the requirement of processing a site plan. A Site Plan is required to construct a 35 space parking lot with drive aisles and sidewalks which will support a proposed Restaurant (File 19-3-CUP)
	19-19-ZV	7/29/2019 2:05:08 PM	GARZA ROBERT C & DELIA M	10101 LEETOWN RD, KEARNEYSVILLE, WV 25430	10045 LEETOWN RD, KEARNEYSVILLE, WV 25430	Withdrawn	-WITHDRAWN 08-14-19 - Variance from Section 4.10 to waive the requirement of a site plan to install a maximum 1,600 square foot gravel parking lot. The applicant is seeking to renovate an existing barn for the purpose of adding 18 stalls to expand the operations of the existing dog kennel (Tri-State Pet Care).
						Type Total:	16
						Category Total:	16
						Grand Total:	59

Status	Count of Description
Closed	27
Open	31
Type Total:	10
Withdrawn	1



Count of Description by Status





RECEIVED

NOV 05 2019

County Commission
of Jefferson County, WV

Jim Justice
Governor of West Virginia

October 31, 2019

The Honorable Patricia Noland
President
Jefferson County Commission
Post Office 250
Charles Town, West Virginia 25414

Dear Commissioner Noland:

I am pleased to inform you that I have approved a Justice Assistance Grant (JAG) award to the Jefferson County Commission in the amount of \$15,000. The funds awarded under this grant will be utilized to support the position of a Prevention Resource Officer.

Please let me know if our Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice".

Jim Justice
Governor

JJ/anm

c: Ms. Deborah Lowe

November 4, 2019

Ms. Stephanie Grove
Jefferson County Administrator
Jefferson County
124 East Washington Street
P.O. Box 250
Charlestown, WV 25414

Dear Ms. Grove:

As we are all aware, the Internet is an essential tool in our everyday lives. It is the way we connect to a world of knowledge and opportunities, including access to education, healthcare, employment, news, and information. Therefore, we wanted to share the latest news about **Internet EssentialsSM from Comcast**. We recently announced a significant **expansion to eligibility for the program to include all qualified low-income households in our service area**. The expansion is the most significant change in the program's eight-year history. We estimate that more than three million additional low-income households, including people with disabilities, are now eligible to receive affordable high-speed Internet service.

Internet Essentials provides high-speed Internet service for \$9.95 a month plus tax, the option to purchase a desktop or laptop computer for \$149.99, and access free digital literacy training in print, online, and in person. Individuals may qualify* if they have at least one child who is eligible for the National School Lunch Program, or if they receive public assistance through such programs as housing assistance, Medicaid, SNAP, SSI, and others. Those wishing to apply can call 1-855-8-INTERNET (1-855-846-8376) or visit InternetEssentials.com.

Since the launch in 2011, Internet Essentials has connected more than 8 million low-income Americans. We have worked hard over the past 8 years spreading the word with school districts, community based organizations, cities, church groups, and many others, but we know we can do more to close the digital divide and we couldn't do it without our amazing partners. Together we can bring the Internet home to even more individuals across the county and help transform even more lives.

If you have additional questions or are interested in ordering program materials (completely free of charge) to share with your constituents, please visit our website at InternetEssentials.com/Partner where complimentary flyers, brochures, and postcards are available in 16 languages.

Sincerely,



Misty Allen
Vice President, Government & Regulatory Affairs

* Restrictions apply. Visit InternetEssentials.com for restrictions and complete details.