

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021**  
**THURSDAY, JULY 15, 2021**  
**6:00 P.M.**

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

***\*\*This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- June 23, 2021 - Special Session
- July 1, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- July 15, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- July 8, 2021
- July 15, 2021

**APPROVAL OF MANUAL CHECKS**

- July 9, 2021
- July 16, 2021

**APPROVAL OF PAYROLL**

- July 8, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 6:05 p.m. Laura Storm, Circuit Clerk  
- Request to fill part-time position in the Circuit Clerk's office
2. 6:10 a.m. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg  
- Approval of Resolution for Jefferson County, WV Authorizing Participation in the Eastern Panhandle HOME Consortium of WV  
  
- Approval of Cooperative Agreement
3. 6:20 p.m. Interview and Appointment to the Harpers Ferry-Bolivar Public Service District Board - One 6-year term ending June 30, 2027
4. 6:30 p.m. Roger Goodwin, Engineering  
- Request approval of employment offer to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning
5. 6:40 p.m. Elizabeth Wheeler, Director - Jefferson County Farmland Protection Board  
- Approval of purchase of one Agricultural Conservation Easement
6. 6:55 p.m. Stephen S. Allen, Director - Jefferson County Office of Homeland Security and Emergency Management  
- Consideration of changing the requirement for employees in the Office of Homeland Security and Emergency Management from residing in Jefferson County or an adjoining county to living within 50 travel miles of the office
7. 7:10 p.m. Public Hearing - Consideration of Draft and Revised Impact Fee Report
8. 7:20 p.m. **PUBLIC COMMENT**  
*\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.*

9. 7:40 p.m. Nathan Cochran, Assistant Prosecuting Attorney
1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto
  2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50
  3. Discussion of Jefferson County Circuit Court Civil Action No. 2021-P-125

## **NEW BUSINESS**

10. Discuss opening the County Commission meetings up to the public (SS)
11. Appoint a County Commissioner as a Liaison to the Telamon Community Board

## **COUNTY ADMINISTRATOR REPORTS**

- Approve Professional Services Agreement with the West Virginia Development office for land use review of Hilltop Tourism Development District
- County Complex Project
- Discuss creating a Director of Emergency Services position

## **COUNTY COMMISSION REPORTS**

12. **ADJOURN**

## **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Historic Landmarks Commission Quarterly Report

## **CORRESPONDENCE/INFORMATION**

Ethic News - Volume 10 - July 2021 received.

Email received by John Dittmann regarding fireworks.

Email received from Karin Dupree regarding traffic and litter in Millville.

Email received from Katherine Austin regarding litter and difficulty navigating Bloomery Road just outside of Millville.

Email received from Courtney Hoffman regarding traffic flow through Millville.

Email received from Thomas Ruprecht regarding trash issues in the area of the power plant.

Impact Fee Status Report for May 2021 received.

Impact Fee Status Report for June 2021 received.

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

## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, June 23, 2021, beginning at 9:30 o'clock a.m.

**PRESENT:** Steve Stolipher, President  
Tricia Jackson, V. President  
Clare Ath, Commissioner  
Caleb Hudson, Commissioner  
Jane Tabb, Commissioner  
Stephanie Grove, County Administrator  
Michelle Gordon, Finance Director  
Jessica Carroll, Administrative Assistant

### **In re: American Rescue Plan Overview & Requests**

The meeting was called to order at 9:31 a.m. by President Stolipher, who stated the purpose for the special session was to hear from county department heads, elected officials, component agencies, local organizations, and municipal representatives regarding requests for funding in the wake of the COVID pandemic. The County then heard from several entities regarding their funding needs and wishes.

Michelle Gordon, Finance Director, stated she would continue to compile any requests received over the next two weeks and report the information to the Commission at a later meeting to decide how to disburse the funds and discuss whether the County would like to implement a grant program similar to the one used for the disbursement of CARES Act funding.

No decisions regarding the use or disbursement of the American Rescue Plan funds were made.

There being no further business, the meeting adjourned at 11:17 am.

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Steve Stolipher, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



# Minutes

## Jefferson County Commission

Thursday, July 1, 2021

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A meeting of the Jefferson County Commission was held on Thursday, July 1, 2021 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Steve Stolipher, President, Tricia Jackson, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, July 1, 2021 meeting is available on the Jefferson County Commission website.)

### PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Mr. Stolipher to approve the June 17, 2021 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.**

### APPROVAL OF REQUISITIONS

**Motion by Mr. Stolipher to approve the Requisitions for July 1, 2021 in the amount of \$5,070.00 to include Requisition No. 22004. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84851	AHA-ARTS & HUMANITIES ALLIANCE	\$ 8,332.80
84852	AMANDA MASTERS	\$ 78.96
84853	APRIL BLAKER	\$ 41.44

84854	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$	968.64
84855	BUREAU OF CHILD SUPPORT	\$	502.16
84856	CENTRAL ELEVATOR INSPECTION SERVICES LLC	\$	920.00
84857	CITY OF CHARLES TOWN	\$	4,320.00
84858	COMPTROLLER OF MARYLAND	\$	1,759.07
84859	CRYSTAL SPRING	\$	1,091.21
84860	DR. ROBERT E JONES III	\$	1,000.00
84861	EFTPS IRS TAXES	\$	93,511.98
84862	EMILY MORROW	\$	90.16
84863	EMPOWER RETIREMENT	\$	5,415.64
84864	FRANKLIN & PROKOPIK P.C.	\$	517.50
84865	GUTTMAN OIL CO	\$	4,364.75
84866	J.C. EHRLICH	\$	759.00
84867	JACQUELINE SHADLE	\$	85.08
84868	JAMIE WOLFE	\$	60.22
84869	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	12,338.80
84870	JEFFERSON COUNTY SOLID WASTE AUTHORITY	\$	27.65
84871	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	208,320.07
84872	JEFF CO PARKS & RECREATION COMMISSION	\$	187,648.47
84873	JEFFERSON SECURITY BANK	\$	4,409.00
84874	JOSEPH MURPHY	\$	416.07
84875	KAREN OLDEN	\$	1,096.81
84876	KONE BROOKLYN	\$	360.07
84877	MAZZITTI & SULLIVAN EAP	\$	936.00
84878	MIDDLEWAY FIRE COMPANY	\$	50,478.00
84879	NICOLE NOBREGA	\$	99.13
84880	NATIONWIDE RETIREMENT SOLUTIONS	\$	834.00
84881	RICE TIRES CO	\$	1,016.82
84882	RONALD FLETCHER	\$	3,502.97
84883	RUSSELL BURGESS	\$	543.51
84884	SOFTWARE SYSTEMS INC	\$	1,378.80
84885	SPIRIT OF JEFFERSON	\$	35.10
84886	STATE TAX DEPARTMENT	\$	822.21
84887	THE JOURNAL	\$	26.91
84888	V.E. MAUCK PLUMBING SPPLY	\$	20.00
84889	VA DEPT OF TAXATION	\$	1,076.70
84890	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	16,695.97
84891	WV DIVISION OF LABOR	\$	180.00
84892	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	44,490.55
84893	WV STATE AUDITOR	\$	2,472.00

84894		WV STATE TAX DEPARTMENT	\$	33,094.72
84895		WV ASSOCIATION OF COUNTIES	\$	235.00
84896		WVPAA-WV PROSECUTING ATTORNEYS ASSOCIATION	\$	200.00
84897		JEFFERSON CO DAY REPORT	\$	41,834.50
84898		JEFFERSON CO ESA	\$	233,973.00
<b>TOTAL</b>			<b>\$</b>	<b>972,381.44</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for June 24, 2021 in the amount of \$972,381.44. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
84899		OLD CHARLES TOWN LIBRARY		1,500.00
84900		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		337.75
84901		WV ASSOCIATION OF COUNTIES		6,500.00
<b>TOTAL</b>				<b>8,337.75</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for July 1, 2021 in the amount of \$8,337.75. Motion seconded and unanimously approved.**

### APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
347	MC/5	SHERIFF OF JEFFERSON CO	\$	33,600.13
744	HD/8	SHERIFF OF JEFFERSON CO	\$	1,633.36
100	AR/207	SHERIFF OF JEFFERSON CO	\$	1,534,634.42
894	AV/56	SHERIFF OF JEFFERSON CO	\$	509,124.22
302	DK/O3	SHERIFF OF JEFFERSON CO	\$	26,913.17
303	DK/O3	SHERIFF OF JEFFERSON CO	\$	19.76
220	VF/O63	SHERIFF OF JEFFERSON CO	\$	485.44
<b>TOTAL</b>			<b>\$</b>	<b>2,106,410.50</b>

**Motion by Mr. Stolipher to approve the Manual Checks for June 25, 2021 in the amount of \$. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for June 24, 2021 in the amount of \$260,690.08. Motion seconded and unanimously approved.**

**PRESENTATIONS**

1. Angela Banks, Assessor – requested approval of the following exoneration:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
KLC Transport c/o Cheryl Aiello	PP	HF	308149	\$682.80

- **Motion by Mr. Stolipher to approve the exoneration of Ticket No. 308149 as presented by the Assessor. Motion seconded and unanimously approved.**
2. Matthew Harvey, Prosecuting Attorney – requested a discussion on staffing needs and requested approval to hire a new employee.
    - **Motion by Mr. Stolipher to hire Jamie Branchum (?) as an Assistant Prosecuting Attorney within the Prosecuting Attorney’s Office at a salary of \$67,500.00 annually, beginning July 26, 2021. Motion seconded and unanimously approved.**
  3. Dennis Jarvis, Director, Jefferson County Development Authority – requested approval to advertise for vacant Project Manager Position.
    - **Motion by Mr. Stolipher to permit Mr. Jarvis to advertise for the program manager position within the Jefferson County Development Authority Office. Motion seconded and**
  4. Lynn Fields, Probate Office – requested approval of the 2<sup>nd</sup> quarterly review.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the estates opened since last quarter and close all estates that have met the requirements of the Probate Office. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**

5. Interviews and Appointments

- a. Jefferson County Board of Health – one unexpired term ending June 30, 2025 and one five-year term ending June 30, 2026.
  - Commissioner Ath offered her nomination to Karen Bailey-Chapman (unanimous vote)
  - Commissioner Jackson offered her nomination to Elliot Simon. (Commissioners Ath, Hudson, Jackson, Stolipher)
  - Commissioner Tabb offered her nomination to Jerry Franklin. (Commissioner Tabb)
    - **After receiving the majority vote, Karen Bailey Chapman was appointed to the Jefferson County Board of Health for a five-year term ending June 30, 2026 and Elliot Simon was appointed to an unexpired term ending June 30, 2025.**
- b. Jefferson County Emergency Services Agency – two three-year Citizen Representative Terms ending June 30, 2024
  - **Motion by Ms. Jackson to appoint Jacob Harris and reappoint Anthony Troxel to the Jefferson County Emergency Services Agency Board, each for a three-year term as Citizen Representative, ending June 30, 2024. Motion seconded and unanimously approved.**

- c. Jefferson County Parks and Recreation – one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023, and three three-year terms ending June 30, 2024.
  - **Motion by Mr. Stolipher to reappoint Toni Milbourne and appoint Susan Benzinger and Giordana Baker to the Jefferson County Parks and Recreation Commission, each for a term of three years, ending June 30, 2024. Motion seconded and unanimously approved.**
- d. South Jefferson Library Committee – one five-year term ending June 30, 2026
  - **Motion by Mr. Stolipher to reappoint Geoff Koch to the South Jefferson Library Committee for one five-year term ending June 20, 2026. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer – requested the approval of a complete construction bond release for Shenandoah Valley Holdings, LLC, Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP)
  - **Motion by Mr. Stolipher to authorize a complete release of the remaining \$86,036.00 from the construction bond for Shenandoah Valley Holdings, LLC – Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP). Motion seconded and unanimously approved.**
7. Jeffrey A. Polczynski, ENP, Director of Communications – requested approval of promotion to Supervising Public Safety Dispatcher
  - **Motion by Ms. Jackson to approve the promotional appointment of Mr. Richard Hahn, Jr. from Public Safety Dispatcher to Supervising Public Safety Dispatcher; approving the wage increase greater than 10% by policy at the Grade/Step of the Supervising Public Safety Dispatcher within the Emergency Communications Center beginning at \$52,867.57. Motion seconded and unanimously approved.**
8. Public Comment – no public comment was provided during this meeting.

9. Nathan Cochran, Assistant Prosecuting Attorney

1. Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Services Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50.
3. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20
  - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

**NEW BUSINESS**

10. Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustments (COLA)

- **Motion by Ms. Tabb to implement FY22 merit increase and COLA for County employees as presented by Ms. Gordon. Motion dies for lack of a second.**
  - It was the consensus of the Commission to revisit the topic of FY22 merit increases and COLAs in six months once the Finance Director had additional information regarding revenue projections for the County.

11. Discussion of LEEDA Grant Application and funding sources for a County Aquatic Center

- **Motion by Mr. Stolipher to earmark up to \$12,500 matching funds for the LEEDA Grant from the Coal Severance Fund to assist with a study on the development of a county waterpark. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Discussion of County Complex Project
    - **Motion by Ms. Jackson to allow staff to move forward with researching locations for a potential County Complex. Motion seconded and unanimously approved.**
12. The Commission adjourned at 11:40 a.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

**REQUISITIONS TO BE APPROVED**

**July 15, 2021**

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING (428)	21060	\$ 35,789.32	RCN Technologies	CradlePoint Devices, etc. for JCSD
<b>GRAND TOTAL</b>		<b>\$ 35,789.32</b>		





# Invoice

**RCN Technologies**

200 Jennings Ave.  
 Knoxville, Tennessee, 37917  
 865-293-0350

**Bill To**

**Jefferson County Sheriff (WV)**

102 Industrial Blvd  
 Kearneysville, WV, 25430




**Ship To**

102 Industrial Blvd  
 Kenersville, West Virginia, 25430  
 U.S.A

Estimate Date : 05/19/2021

Sales person : Reed Perryman

Terms : Net30

#	Item & Description	Qty	Rate	Amount
1	 <b>1-YR NetCloud Mobile Essentials Package with IBR900-1200M-B-NPS.</b> SKU : MA1-0900120B-NNA 1-yr NetCloud Mobile Essentials Plan and IBR900 router with WiFi (1000Mbps modem), no AC power supply or antennas. North America	34.00 Each	769.99	26,179.66
2	 <b>Panorama 5 in 1 Sharkfin Antenna - Black</b> SKU : 5H-IN2440 Low profile Sharkfin, 5 in 1 Antenna: MIMO 2G /3G/4G LTE. MIMO 2 4/5GHz WI-FI. GPS/GNSS. 5m/16 cables for use with Cradlepoint modems. FirstNet compatible. Cradlepoint Certified Antennas by Panorama.	34.00 Each	239.99	8,159.66
3	 <b>TechLab Internal Setup and Configuration</b> SKU : TL-NRC-INT-SETUP RCN TechLab Set up and configuration per device. - Can be configured remotely. - Appointment required for remote Setup	34.00 Each	35.00	1,190.00
Items in Total 102.00			Sub Total	35,529.32
			Shipping charge	260.00
			<b>Total</b>	<b>\$35,789.32</b>

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$390,742.54		\$390,742.54
6.2% Tax Payable OASDI	\$23,172.22		\$23,172.22
1.45% Tax Payable HI	\$5,419.38		\$5,419.38
Fed Withholding	\$34,068.29		\$34,068.29
WV State Withholding	\$16,084.40		\$16,084.40
PERS Retirement Deduct 4.5%	\$9,598.11		\$9,598.11
PERS Retirement Deduct 6%	\$5,081.30		\$5,081.30
Hosp. Pre-Taxed	\$14,759.00		\$14,759.00
Cancer/ICU Pre-Taxed	\$524.94		\$524.94
Cancer/ICU Not Pre-Taxed	\$742.24		\$742.24
Optional Life Not Pre Taxed	\$1,801.71		\$1,801.71
Christmas Club	\$4,379.00		\$4,379.00
Wage Attach #1	\$502.16		\$502.16
Wage Attach #2	\$2,401.70		\$2,401.70
Wage Attach #3			\$0.00
DSRS Retirement Deduct 8.5%	\$6,506.49		\$6,506.49
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,858.99		\$4,858.99
457R - Roth	\$910.00		\$910.00
MD State Tax	\$926.19		\$926.19
D/VF	\$1,752.94		\$1,752.94
VA State Tax	\$170.16		\$170.16
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$134,541.06	\$0.00	\$134,541.06
Net Wages Total	\$256,201.48	\$0.00	\$256,201.48
Payroll Date	July 8, 2021		



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



Name: **Laura E. Storm**

Department or Organization: **Circuit Clerk**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

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

Subject (*Wording to be placed on agenda*): **Request to fill part-time position in the Circuit Clerks office.**

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

**Request to hire for approved part-time position to begin on July 19, 2021.**

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

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

Approval of proposed employee to begin on July 19, 2021 in the Circuit Clerk office.

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: **Laura E. Storm, Circuit Clerk**

Email address: [laura.storm@courtswv.gov](mailto:laura.storm@courtswv.gov)

Phone Number: 304-728-3232

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

not applicable



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



Name: Nancy Strine

Department or Organization: CDBG & HOME Administrator , City of Martinsburg

Estimation of amount of time needed for appointment: 5 to 7 minutes

Date Requested – 1<sup>st</sup> Choice: July 15, 2021

*If a specific date is needed, please provide reason for specific date: I will be finished with all the towns and corporations in Jefferson County this week. Harpers Ferry is Monday the 12<sup>th</sup>; Shepherdstown is the 13<sup>th</sup>; Bolivar was June 9<sup>th</sup>; Ranson was June 15<sup>th</sup>; and City of Charles Town is June 22<sup>nd</sup>. I want to be able to give you the most current feedback from your jurisdictions. (*

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

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

1. Approve: A Resolution for Jefferson County, WV Authorizing Participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2034 to cover Fiscal Years 2022-2024.
2. Approve: a Cooperative Agreement, “Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia for the Period of July 1, 2021 to June 30, 2024. Jefferson County signature page is page 11.

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

I visit every year for the HOME public hearings and resolution renewals and every 3 years to approve the whole HOME Consortium for the Eastern Panhandle. In addition, I have been receiving the approvals from the 9 towns, cities, and corporations throughout the Eastern Panhandle. We have busier in Jefferson County this past year with the First Time Homebuyer Program, “Homebuyer Assistance Program “(HAP) then ever before. Last year, we assisted 10 first time homebuyers in Jefferson County, the same number as Berkeley County.

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*):

3. ACTION ITEM 1: Approve: A Resolution for Jefferson County, WV Authorizing Participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2034 to cover Fiscal Years 2022-2024.
4. ACTION ITEM 2: Approve: a Cooperative Agreement, “Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia for the Period of July 1, 2021 to June 30, 2024. Jefferson County signature page is page 11.

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

If not attached, explain:

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

Contact information: Nancy Strine

Email address: [nstrine@cityofhouston.gov](mailto:nstrine@cityofhouston.gov)    Phone Number: 304-264-2131 ext.278

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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**HOUSING CONSORTIUM COOPERATION AGREEMENT  
BY AND BETWEEN  
THE CITY OF MARTINSBURG  
AND  
THE COUNTIES OF BERKELEY, JEFFERSON AND MORGAN  
WEST VIRGINIA**

This **three-year AGREEMENT** is entered into between the City of Martinsburg (hereinafter referred to as "City"); and the Berkeley County Commission for and on behalf of Berkeley County, a political subdivision of the State of West Virginia; the Jefferson County Commission for and on behalf of Jefferson County, a political subdivision of the State of West Virginia; and the Morgan County Commission for and on behalf of Morgan County, a political subdivision of the State of West Virginia (hereinafter referred to as "Counties"), and the incorporated communities contained in each of the above said Counties.

**WHEREAS**, Title II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnerships Program (hereinafter referred to as "HOME"); and

**WHEREAS**, the HOME regulations established by the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements for a three-year period and allows for annual recertification of Consortiums; and

**WHEREAS**, the City and Counties have determined that obtaining funding under the HOME Program as part of a Consortium Participating Jurisdiction will increase their ability to provide affordable housing for their low -income constituencies.

**NOW THEREFORE**, the parties to this **AGREEMENT** do hereby agree as follows:

**SECTION I – DEFINITIONS:**

The definitions contained in 24 CFR Part 92, Subpart A., paragraph 92.2 are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title II, of the Cranston-Gonzalez National Affordable Housing Act of 1990 (Pub. Law 101-625), (42 U.S.C. 12721)
- B. "Consolidated Plan" means the comprehensive planning and application document as set forth in 24 CFR Part 91 and encompasses a local government's housing needs, with a focus on affordable housing for low income families.

- C. "HOME Program" means a procedure established for the use of funds made available from HUD through the Act to carry out multi-year housing strategies through acquisition, rehabilitation and new construction of housing, tenant-based rental assistance, and homebuyer assistance.
- D. "HUD" means the United States Department of Housing and Urban Development.
- E. "Regulations" means 24 CFR Part 92 HOME Investment in Affordable Housing implementing regulations as issued by HUD.
- F. "Member" means a unit of local government which is a signatory to this Agreement and therefore a member of the Consortium for the purpose of carrying out eligible activities under 24 CFR Part 92, (which is the City of Martinsburg, Berkeley County, Jefferson County, and Morgan County).
- G. "Representative Member" means the unit of local government designated hereafter as the one member to act in a representative capacity for all members for the purposes of this agreement. The Representative Member, which is the City of Martinsburg, will be delegated the overall responsibility for ensuring that the Consortium's HOME Program is carried out in compliance with the requirements of 24 CFR Part 92 and will be responsible for the requirements concerning the Consolidated Plan (CP).
- H. "IDIS" means the Integrated Disbursement and Information System (IDIS), HUD's on-line system for draws and reporting for the HOME Program, or any other system that HUD may implement in its place.

## **SECTION II – PURPOSE:**

This Agreement is to form a **CONSORTIUM** of four (4) units of general local government geographically located for designation as a **PARTICIPATING JURISDICTION** under the **ACT**, said **PARTICIPATING JURISDICTION** to be known and hereinafter may be referred to as the Eastern Panhandle HOME Consortium of West Virginia.

The signatory parties agree to cooperate in undertaking, or assisting in undertaking housing assistance activities under the HOME Investment Partnerships Program in compliance with HUD regulations and the local Consolidated Plan of the member jurisdictions.

## **SECTION III- GENERAL PROVISIONS**

- A. The members agree to cooperate in undertaking or to assist in undertaking housing assistance activities in compliance with the applicable Consolidated Plan and the HOME Program.

- B. The members agree to undertake the development of a Consolidated Plan for each year covered by this Agreement.
- C. The members agree to take affirmative action to further fair housing in their jurisdictions. Such actions may include planning, education and outreach, and enforcement.

**SECTION IV – ADMINISTRATION:**

- A. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg shall act as the Representative Member for all participants in the Eastern Panhandle HOME Consortium for the purposes of the Act.
- B. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg, in its role as Representative Member, is granted the overall responsibility for ensuring that the Eastern Panhandle HOME Consortium's Program is carried out in compliance with the requirements of the HOME Program.
- C. The City and the Counties, including the incorporated communities in each County, shall participate jointly in the development of the Eastern Panhandle HOME Consortium's HOME Program. The Consortium will form a council known as the Eastern Panhandle HOME Consortium Council. Each Member of the Consortium will appoint three (3) representatives to the Council. The City and the Counties will mutually agree and appoint a Chairperson of the Council, who will be in addition to the number of representatives appointed by the Member Jurisdictions.
- E. The HOME Consortium Council will define a strategy and programs in sufficient detail to accommodate the collective and individual needs and priorities of any and all of the Members constituting the Eastern Panhandle HOME Consortium. The Members shall review and approve the strategy and programs for the annual use of HOME funds, as well as, have the opportunity to review and approve any program changes or amendments prior to action being taken by the Representative Member's governing body.
- F. The City and Counties, including the incorporated communities in each County, shall be entitled to the amount of HOME Program funding based on its percentage of the low/moderate income population of the entire Consortium Area, as established by U.S. Census data of the total allocation to the Eastern Panhandle HOME Consortium. Members of the Consortium may elect to combine their allocations to carry out collaborative HOME activities. Any funds allocated to Members but remaining unobligated fifteen (15) months after the initial allocation date will be recaptured and redistributed by the HOME Consortium Council. Any funds recaptured will be offered to the other Members

for reprogramming for eligible activities in accordance with the HOME Program Regulations. The final decision for distribution of these funds will be made by the HOME Consortium Council. If any party terminates this agreement in whole or in part, all work completed and uncompleted on this project will become the property of the remaining parties to this agreement, and the disposition or completion of uncompleted work on the project will become the responsibility of the remaining parties, pursuant to the conditions of this paragraph. Ownership of all personal property acquired by virtue of the execution of or performance under this agreement is vested in the parties, pursuant to the pro-rata share of funds allocated to them, but the parties shall not take legal title to any real property, including, but not limited to, easements.

- G. Nothing in this Agreement will preclude the ability of the City or Counties, including the incorporated communities in each County, either individually or jointly in applying for financial assistance under the State of West Virginia HOME Program. Furthermore, it is expressly agreed and understood that any specific projects eligible for HOME funding may be submitted to the HOME Consortium Council by any Consortium Member, any participating municipality located in Member Counties, any authority, and/or nonprofit housing agency for funding under the Consortium's annual HOME entitlement funds.
- I. Each Member is responsible for submitting in a timely manner to the Representative Member all information necessary for participation in the Eastern Panhandle HOME Consortium as defined in the Regulations. This includes all information necessary for the Consolidated Plan, the Program Description, Certifications, written agreements with sub-recipients and performance reports. The Counties of Berkeley, Jefferson and Morgan will submit this documentation to the City of Martinsburg in order to insure a coordinated effort.
- J. Each Member shall be responsible for any required matching funds for specific eligible projects as determined by HUD submitted by that particular member. However, this does not limit the use of excessive local match from one HOME Member to another, if agreed to by the HOME Consortium Council and the Member which has the excess local match.
- K. Each Member shall be responsible for the following:
  - 1. Appoint three (3) representatives to the Eastern Panhandle HOME Consortium Council.
  - 2. Fill vacancies on the Consortium Council in a timely manner and ensure the attendance of their appointments at meetings.
  - 3. Provide information required for the preparation of revisions to the existing Five -Year Consolidated Plan.
  - 4. Conduct an annual housing needs public hearing for the use of HOME funds.

5. Adopt by resolution and renew annually the participation in the Eastern Panhandle HOME Consortium.
  6. Be responsible for determining local housing needs and the use of HOME funds to address those needs.
  7. Provide an annual description of proposed project activities in accordance with the annual budget and distribution of funds.
  8. Provide documentation for matching funds or donations to the HOME Program.
  9. Maintain files and documentation for compliance with Federal regulations and make these files available for review and monitoring by HUD and/or the Representative Member.
  10. Prepare, process and forward requisitions of funds to the Representative Member.
  11. Review and approve any amendment to the Cooperation Agreement.
- L. The Representative Member shall be responsible for the overall administration of the HOME Program and meeting the Federal guidelines. In particular the following are the duties and responsibilities:
1. Provide staff to manage the program.
  2. Revise the existing Five-Year Consolidated Plan to include the HOME Program and statistical information on the other consortium members.
  3. Prepare and submit all required notices, plans, performance reports, and documentation as required by HUD.
  4. Ensure that the program and activities are in compliance with the Federal regulations.
  5. Provide the other members with guidelines and policies of the program.
  6. Hold a public hearing on the annual HOME Program and adopt the budgets and activities outlines by the HOME Consortium Council.
  7. Assist the other Consortium members in meeting the Citizen Participation requirements of HUD.
  8. Review and approve all project funding agreements for each activity.
  9. Monitor the other members for compliance with the Federal regulations.
  10. Prepare an environmental review record for the HOME Program and secure the release of funds from HUD for program activities.
  11. Provide guidance and assistance to the other members to ensure compliance with the Federal labor standards.
  12. Prepare and execute all written agreement with sub-recipients and contractors to receive HOME funds.
  13. Maintain files on each project activity for monitoring by HUD.
  14. Prepare and maintain the HOME match log as required by HUD.
  15. Prepare the annual Consolidated Annual Performance Evaluation Report (CAPER) for annual submission to HUD.
  16. Establish and maintain a local HOME fund account including Federal drawdowns and program income.

17. Process Federal drawdowns of funds from the U.S. Treasury for project activities through the IDIS system.
  18. Process payment requisitions and requests for funds from the other consortium members for project activities.
  19. Prepare an annual budget showing the distribution of HOME funds to each Consortium member.
  20. Prepare quarterly reports on expenditures, commitment of funds, and remaining balances for each consortium member and their project activities.
  21. Contract for an annual audit of the HOME Program by an outside independent auditing firm.
  22. Supervise the closeout of annual grants with HUD.
- M. The HOME Consortium Council shall be formed to oversee the program and provide guidance on the use of funds. The specific duties and responsibilities of the Consortium Council is as follows:
1. Each member of the HOME Consortium shall have three (3) representatives to the Consortium Council.
  2. Provide guidance and direction in promoting and affirmatively further fair housing in the Eastern Panhandle.
  3. Define an overall strategy and programs based on the needs of the Consortium members.
  4. Establish priorities for the use of HOME funds.
  5. Approve the allocation and distribution of funds among the Consortium members based on the low- and moderate-income population of each member as a percentage of the Eastern Panhandle's total low- and moderate-income population.
  6. Reallocate funds that are uncommitted or unobligated after fifteen (15) months after the approval by HUD of the annual HOME grants.
  7. Ensure that any required matching funds are provided by the Members or from the non-federal funds portion of HOME assisted projects.
  8. Review and approve any amendments to the Cooperation Agreement.
  9. Review and approve documentation submitted by non-profit organizations for designation as a local Community Housing Development Organization (CHDO).
  10. Monitor and recertify annually any CHDO's.
  11. Adopt and assure compliance with affirmative marketing policies and procedures.
  12. Approve the annual consolidated Action Plan in regard to the use of HOME funds.
- N. In accordance with Section 91.402 of the Consolidated Plan Final Rule, the City of Martinsburg has a Program year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> each year, the HOME funds will also have the same program year start date.

## SECTION IV- AFFIRMATIVE MARKETING POLICIES AND PROCEDURES:

### A. Statement of Policy -

In accordance with the Eastern Panhandle HOME Consortium's, commitment of non-discrimination and equal opportunity in housing, the Consortium hereby establishes procedures to affirmatively market units assisted under the HOME Investment Partnerships Program. These procedures are intended to further the objectives of Title VIII of the Civil Rights Act of 1988 and Executive Order 11063. In addition, the Consortium will abide by and establish a minority outreach program in accordance with 24 CFR 92.350 (a)(5).

The Consortium believes that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, disability or national origin. Individuals eligible for public housing assistance or who have minor children should have available to them, a like range of housing choices.

The Consortium will carry out this policy through affirmative marketing procedures designed for the HOME Investment Partnerships Program.

- B. The Consortium will inform the public, potential tenants and owners about its Fair Housing and Affirmative Marketing Policies.

## SECTION V – TERMS OF THE AGREEMENT:

- A. This agreement shall be in effect for a period of one fiscal year, subject to annual renewal for any additional period of time needed to complete all phases of the project, each of which annual renewal periods shall be limited to one fiscal year; provided that, in addition to the right of non-renewal, all parties hereto shall have the right to terminate this agreement on any 12-month anniversary of the date of this agreement by giving to the other parties 30 days' written notice of such termination. It is the City's the Counties' intentions to remain members of the Consortium for the period necessary to carry out all activities that will be funded from the three **Federal Fiscal Years 2022, 2023, and 2024** provided that the Consortium qualifies as a participating jurisdiction under the Home Investment Partnerships Program, by approval of annual renewals of this agreement, and subject to said renewals will take necessary steps to provide budget allocations for funding purposes.
- B. Prior to the adoption of any amendment to this agreement, partial or complete termination of this agreement including the incorporation of changes necessary to meet the requirements for a subsequent three (3) year consortium designation period, the members agree to submit to the U.S. Dept. of HUD any revisions for its approval.

C. This agreement covers the designation period of the **Federal Fiscal Years of 2022, 2023, and 2024** which the Consortium is to qualify to receive HOME funds. This agreement may automatically be renewed for participation in successive three (3) year designation periods for HOME Entitlement funds by the U.S. Dept. of HUD. In order to qualify for automatic renewal by HUD, the Representative Member must notify each participating unit of general local government of its right not to participate for the successive three (3) year designation periods. This notification must be submitted to each participating unit of general local government by the date specified in the U.S. Dept. of HUD Consortia designation notices.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF MARTINSBURG, West Virginia

\_\_\_\_\_  
Harriet E. Johnson  
Mayor

Attest: \_\_\_\_\_  
Gena L. Long, City Recorder

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021

BERKELEY COUNTY COUNCIL  
For and on behalf of Berkeley County, a political  
Subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated area of the Town of Hedgesville, Berkeley County, West Virginia.

Including the incorporated area of the Town of Hedgesville, Berkeley County, West Virginia.

BERKELEY COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

TOWN OF HEDGESVILLE

For and on behalf of the municipality of Hedgesville,  
a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this

\_\_\_\_\_ day of \_\_\_\_\_, 2021

JEFFERSON COUNTY COMMISSION  
For and on behalf of Jefferson County, a political  
Subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia.

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia.

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

TOWN OF BOLIVAR

For and on behalf of the municipality of Bolivar, a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia.

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

CITY OF CHARLES TOWN

For and on behalf of the municipality of Charles Town,  
a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia.

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

CORPORATION OF HARPERS FERRY  
For and on behalf of the municipality of Harpers Ferry  
a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

City of Ranson  
For and on behalf of the municipality of Ranson, a  
political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Including the incorporated areas of the Town of Bolivar, City of Charles Town,  
Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown,  
Jefferson County, West Virginia

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021

Corporation of Shepherdstown  
For and on behalf of the municipality of  
Shepherdstown, a political subdivision of the State of  
West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021

MORGAN COUNTY COMMISSION  
for and on behalf of Morgan County, a political  
subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Including the incorporated areas of the Town of Bath and the Town of Paw Paw,  
Morgan County, West Virginia.

Including the incorporated areas of the Town of Bath and the Town of Paw Paw, Morgan County, West Virginia.

MORGAN COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

TOWN OF BATH

For and on behalf of the municipality of Bath, a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Including the incorporated areas of the Town of Bath and the Town of Paw Paw, Morgan County, West Virginia.

MORGAN COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021

TOWN OF PAW PAW  
For and on behalf of the municipality of Paw Paw,  
a political subdivision of the State of West Virginia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_



## RESOLUTION

### A RESOLUTION OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2024.

**WHEREAS**, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

**WHEREAS**, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

**WHEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low-and-moderate income residents; and

**WHEREAS**, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

**WHEREAS**, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium Agreement for the period FY 2022, FY 2023, and FY 2024 in order to seek annual funding; and

**WHEREAS**, Jefferson County has entered into a three (3) year Housing Consortium Cooperation Agreement; and

**WHEREAS**, Jefferson County has recognized the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

**NOW, THEREFORE, BE IT RESOLVED BY JEFFERSON COUNTY, WEST VIRGINIA THAT:**

1. Jefferson County will cooperate with the County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, Town of Bath, Town of Paw Paw, and City of Martinsburg, West Virginia, in a Consortium for participation in the HOME Program; and

2. The **President** of the **Jefferson County Commission** is hereby authorized to enter into a Cooperation Agreement for the period of July 1, 2021 to June 30, 2024 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2022 HOME Investment Partnership Program.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**BY:**

\_\_\_\_\_  
Steve Stolipher, President

**ATTEST:**

\_\_\_\_\_  
Jacqueline C. Shadle, County Clerk

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



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

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

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

Subject (*Wording to be placed on agenda*): **Interview & Appointment to the Harpers Ferry-Bolivar Public Service District Board – one six year term ending June 30, 2027**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 1, 2021, or as soon thereafter as the Commission may decide:

**South Jefferson Library Committee: one five-year term ending June 30, 2026.**

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023 and four three-year terms ending June 30, 2024.**

**Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2027.**

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

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



**Harpers Ferry/ Bolivar PSD**  
P. O. BOX 235  
192 LAKE QUIGLEY DRIVE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)-535-2390 FAX (304)-535-2524

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June 25, 2021

To: Jefferson County Commission

From: David Simmons, Current Board Chairman  
Harpers Ferry-Bolivar Public Service District

I would like to be considered to continue to serve as a board member of the Harpers Ferry-Bolivar PSD, I feel that my experience as an engineer is an asset to the PSD. The current members of the board have a great working relationship and I would like to continue to serve the community as a member.

Sincerely,

A handwritten signature in black ink that reads "David P. Simmons". The signature is written in a cursive style with a large initial 'D' and 'S'.

David P. Simmons



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



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

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

Date Requested – 2<sup>nd</sup> Choice: **August 5, 2021**

Subject (*Wording to be placed on agenda*): **Request Approval of Employment Offer to Fill the Position of Office Clerk in the Department of Engineering, Planning & Zoning.**

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

**The Director of Engineering, Planning & Zoning is requesting approval of an offer of employment to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning – Engineering Office.**

**The position has been vacant since September, 2020. The Engineering Office needs additional help due to the increased work load generated by the construction industry; and help with the ongoing digital scanning project as we convert from paper files to digital files. The position will perform office clerical duties and also cross-train for the building permits technician position. The job description is attached.**

**The current budgeted salary amount is \$35,000/year. The proposed action is an FY 2022 budget neutral action. No additional funding is needed.**

Is this a funding request? **No; funding is already provided in the FY 2022 Engineering, Planning & Zoning Department budget.**

If so, how much?

Motion Requested: **Yes**

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

**Move to approve the offer of employment, at \$35,000 per year, to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning – Engineering Office.**

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

If not attached, explain: **See attached job description**

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Office Clerk	<b>Grade Level:</b>	II
<b>Department</b>	Engineering, Planning & Zoning Engineering Office	<b>Date:</b>	July 6, 2021
<b>Reports to:</b>	Office Manager	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The employee performs administrative and clerical services in support of the operation of the Department of Engineering, Planning and Zoning. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Office Manager, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job does not regularly supervise other employees.

**Confidentiality:** Employee has access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, and legal repercussions, jeopardize programs.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Personal Contact:** Relationships are primarily with co-workers and occasionally with the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and

Engineering, Planning & Zoning Department  
Office Clerk  
07-06-2021

**Jefferson County, West Virginia**  
**Job Description**

employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Preparing Bank Deposits
2. Maintaining Employee Time Sheet Records
3. Maintaining Employee Leave Calendar
4. Prepare Purchase Orders
5. Copying & Filing Documents
6. Gathering Information for FOIA Requests
7. Scanning Documents into the Content Management System (CMS)
8. Research & Gather Information for Projects, Reports, Ordinances, etc.
9. Customer Service for the walk-in public by providing personal assistance and professional direction regarding general questions, researching fee amounts, pulling files for public review, providing copies of requested file information, and maintaining daily "walk-in" log.
10. Monitor and address incoming telephone inquiries, transcribe clear and concise messages, assist in resolving issues by communicating concerns to the appropriate recipients and follow-up communication with callers, when applicable. Maintain daily call log. Assist with telephone coverage in Engineering Department, as needed.
11. Stamp and distribute incoming mail/correspondence and process outgoing mail; dispatch and receive deliveries, and take inventory of content to assure compliance with purchase agreements upon receipt of packages. Notify staff when deliveries and fax messages arrive.
12. Evaluate office inventory and purchase supplies utilizing the County Commission Credit Card, as required. Coordinate maintenance/service of office equipment.
13. Reconcile monthly County Credit Card expenditures and maintain/submit associated Purchasing Card Procurement Log for payment approval by the County Commission. Prepare Bill Head Invoices and Per Diem submissions for employee reimbursement requests.
14. Cross-train as a temporary fill-in for other positions in the office; and perform other duties as assigned by the Office Manager and/or Director of Engineering, Planning & Zoning.

Engineering, Planning & Zoning Department  
Office Clerk  
07-06-2021

**Jefferson County, West Virginia  
Job Description**

**Recommended Minimum Qualifications:**

**Education and Experience:** High School Diploma with one year related work experience. Basic knowledge of arithmetic, English and grammar. Excellent computer skills (keyboarding, email, internet research, etc.). Course work with Microsoft Office Suite (Word, Excel, Outlook) and related computer software. Experience with viewing and printing maps from a geographic information system (GIS) is preferred.

**Special Requirements:** Driver's license and Notary Public may be required.

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations and researching and gathering information, and Microsoft Office Suite.

**Abilities:** Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required. Ability to work well with and assist other employees.

**Skills:** Good typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs).

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes.



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



Name: Elizabeth Wheeler, Director

Department or Organization: Jefferson County Farmland Protection Board

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

Date Requested – 1<sup>st</sup> Choice: July 15, 2021

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

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

Subject (Wording to be placed on agenda): **Approval of purchase of one Agricultural Conservation Easement**

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

**The attached Deed of Easement for (KD01) has been approved by the Jefferson County Farmland Protection Board (Board) and reviewed and approved by the Planning and Zoning Office and the Office of the Prosecuting Attorney. The easement is ready to close. Funding is provided for the easement through the Jefferson County Farmland Protection Program. The KD01 easement is for 306.674 acres with a cost to the Board of \$603,559.00. The owners of property KD01 have donated a portion of the easement value to the county amounting to \$402,475.00. The County funds have been committed for the easement since September 2020.**

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

If so, how much? \$ 0

Provide exact financial impact/request:

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

**That the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program one conservation easement on the property in Jefferson County owned by William N. Snyder and Mary S. Snyder. (Property KD01).**

Attach supporting documents for request, or request may be denied. Map of easement location, Deed of Conservation Easement  
If not attached, explain:

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

Contact information:

Email address: [farmlandprotection@jcda.net](mailto:farmlandprotection@jcda.net)

Phone Number: 304-724-1414

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

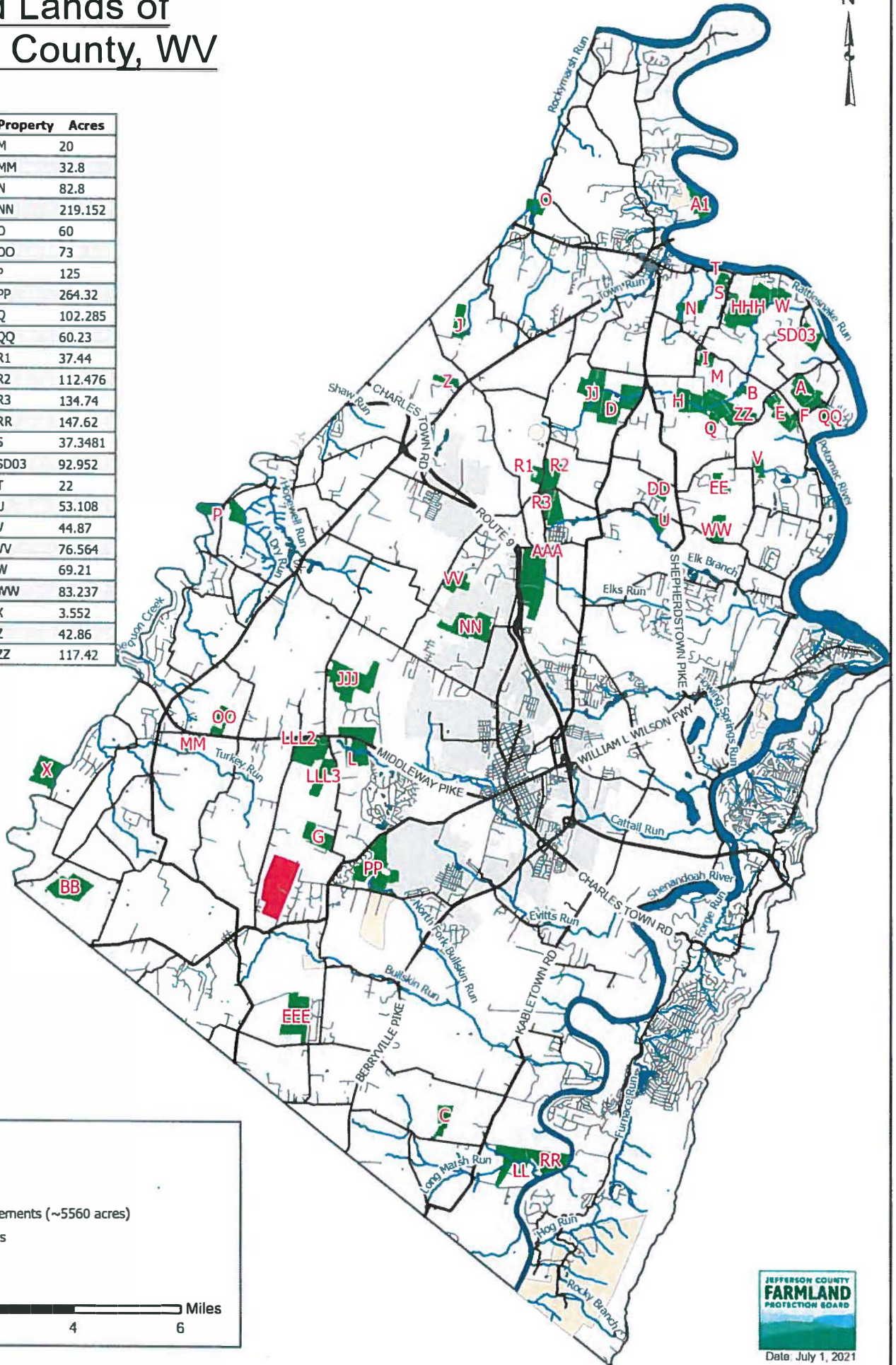


# Protected Lands of Jefferson County, WV



Property	Acres
A	120
A1	94.371
AAA	315
B	39.175
BB	175.1
C	85.63
CC	121
D	235.8285
DD	60
E	93
EE	48.18
EEE	215.668
F	94.5
G	105.99
H	72.573
HHH	278.341
I	58.8867
J	81.3
JJ	198.6
JJJ	279.92
L	219.3897
LL	154.15
LLL1	14.54
LLL2	175.827
LLL3	104.772

Property	Acres
M	20
MM	32.8
N	82.8
NN	219.152
O	60
OO	73
P	125
PP	264.32
Q	102.285
QQ	60.23
R1	37.44
R2	112.476
R3	134.74
RR	147.62
S	37.3481
SD03	92.952
T	22
U	53.108
V	44.87
VV	76.564
W	69.21
WW	83.237
X	3.552
Z	42.86
ZZ	117.42



**Legend**

- Towns
- JCFPB Closed Easements (~5560 acres)
- Other Eased Lands
- Snyder (KD01)

0 1 2 4 6 Miles



## DEED OF CONSERVATION EASEMENT

This **DEED OF CONSERVATION EASEMENT** (this "Deed of Easement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by **WILLIAM N. SNYDER** and **MARY S. SNYDER**, husband and wife, having an address at 1034 Shirley Road, Summit Point, WV, 25446 (collectively, "Grantors"), to the **JEFFERSON COUNTY FARMLAND PROTECTION BOARD** ("Grantee" or "JCFPB") having its mailing address at PO Box 731, Charles Town, WV 25414. For purposes of this Easement, references to the rights, duties and obligations of Grantors and Grantee apply equally and in full force to any successors to the parties to this Easement.

WITNESSETH:

WHEREAS, Grantors are the sole owners in fee simple of certain real property in Jefferson County, West Virginia, consisting of 306.674 acres, more or less, which property was conveyed to Grantors in a deed dated August 20, 2008 and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia (the Clerk's Office") in Deed Book 1054, Page 407;

WHEREAS, Grantors desire to convey a conservation easement on 306.674 acres, more or less, of such real property (the "Protected Property") as more particularly described in Exhibit A-1 and attached hereto and incorporated herein by this reference, and on that certain Plat Showing Conservation Easement to the Jefferson County Farmland Protection Board on Lands of William Nicholas Snyder and Mary S. Snyder, dated \_\_\_\_\_, prepared by Keller Engineers, Inc. and recorded in the Office of in Plat Book \_\_\_\_\_, at Page \_\_\_\_\_ (the "Easement Plat").;

WHEREAS, the Protected Property possesses agricultural, including prime, unique and significant soils; open space and natural values (collectively, "Conservation Values") of great importance to Grantors, the people of Jefferson County, and the people of the state of West Virginia, and all current and future generations of mankind;

WHEREAS, JCFPB has provided \$603,559.00 to purchase a conservation easement on the Protected Property, and has accepted an in-kind donation of the remaining fair market value of the conservation easement conveyed by hereby;

WHEREAS, the specific Conservation Values of the Protected Property are documented in an inventory of relevant features of the Protected Property, on file at the offices of Grantee and incorporated by reference ("Baseline Documentation"), which consists of reports, maps, photographs, and other documentation that the parties agree provide an accurate representation of the Protected Property at the time of the creation of the conservation easement conveyed hereby and which is intended to serve as an objective information baseline for monitoring compliance with the terms of this Easement;

WHEREAS, Grantors and Grantee have the exclusive common purpose of preserving the agriculture and open space character of the Protected Property;

## DEED OF CONSERVATION EASEMENT

WHEREAS, Grantors further intend, as owners of the Protected Property, to convey to Grantee the right to preserve and protect the Conservation Values of the Protected Property in perpetuity;

WHEREAS, the Legislature of the State of West Virginia ("Legislature") has recognized the importance and significant public benefit of conservation and preservation easements in its ongoing efforts to protect the natural, historic, agricultural, open-space and scenic resources of the state of West Virginia;

WHEREAS, the Legislature has declared that agriculture is a unique life-support industry, and recognizes the need to support the irreversible loss of agricultural land. The legislature has authorized the state of West Virginia and its counties so desiring to protect agricultural land and woodland as open-space land, to develop programs and to accept qualifying properties voluntarily entered into the program;

WHEREAS, the County Commission of Jefferson County, West Virginia ("County Commission") has declared that the agriculture community of Jefferson County provides sources of agricultural products for the citizens of the state; enhances tourism, protects worthwhile community values, institutions and landscapes which are inseparably associated with traditional farming; and controls urban expansion which is consuming land, topsoil and woodland of the county;

WHEREAS, the County Commission has resolved to provide persons of Jefferson County an opportunity to voluntarily protect agricultural land by creating the Jefferson County Farmland Protection Board and authorizing it to create and administer the Jefferson County Farmland Protection Program;

WHEREAS, JCFPB is a public agency established to provide landowners with an opportunity to voluntarily protect agricultural land in Jefferson County by the voluntary placement of conservation or preservation easements on eligible property;

WHEREAS, Grantee affirms that easement conveyed by this Deed of Easement represents a unique and valuable asset to the quality of life in Jefferson County and the state of West Virginia and that by the acceptance of this Easement that it will act in good faith to uphold the conservation easement and not seek to benefit from its conversion or elimination. It agrees by accepting this grant to honor the intentions of Grantors stated herein and to preserve and protect in perpetuity the Conservation Values of the Protected Property for the benefit of this generation and the generations to come.

NOW, THEREFORE, in consideration of the above and the mutual covenants, good and valuable consideration, terms, conditions and restrictions contained herein, and pursuant to the laws of West Virginia, Grantors hereby voluntarily grant, bargain, and convey to Grantee a conservation easement in perpetuity over the Protected Property of the nature and character and to the extent hereinafter set forth in this Easement. It is the purpose of this Easement to assure that the Protected Property will be retained forever in its natural, agricultural, and open space condition and to prevent any use of the Protected Property that will significantly impair or interfere with the Conservation Values of the Protected Property, including its qualifying prime, unique, statewide and locally important soils.

# DEED OF CONSERVATION EASEMENT

To achieve these objectives, the terms, conditions, and restrictions of this Easement are hereinafter set forth.

## I. TERMS, CONDITIONS AND RESTRICTIONS

Grantors reserve to themselves, and to their personal representatives, heirs, successors, and assigns, all rights accruing from their ownership of the Protected Property, including the right to engage in or permit or invite others to engage in all uses of the Protected Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. The following terms, conditions and restrictions clarify and govern the intent of Grantors and Grantee:

1. **Use and Quiet Enjoyment.** Grantors have the right to reside on the Protected Property and to benefit from all aspects of the quiet enjoyment of the Protected Property. Grantors have the right to engage in any and all personal recreational uses of the Protected Property, including, but not limited to, hiking, touring, swimming, camping, biking, hunting and fishing, that require no development of the land and are consistent with the Conservation Values.

2. **Agricultural Uses of the Land.** Grantors may engage in any and all agricultural uses of the Protected Property. For example, the production of plants and animals useful to man, including, but not limited to, forage, grain and field crops; pasturage, dairy and dairy products; poultry and poultry products; equestrian uses; livestock and fowl uses and livestock and fowl products; bees and apiary products; fruits nuts and vegetables of all kinds; nursery, floral and greenhouse products; aquaculture; a grain mill; and the processing and storage of the agricultural products produced principally on the Protected Property are permitted. Any secondary agricultural activity, including, but not limited to, farm mechanics, blacksmithing, or related activities, shall be considered an agricultural activity. However, such activities or businesses must be undertaken in the permitted agricultural or residential structures and must be consistent with the Conservation Values.

3. **Agricultural Structures.** Grantors have the right to maintain, construct, and place agricultural structures contributing to the production, primary processing, direct marketing and storage of agricultural products produced principally on the Protected Property. Agricultural structures shall be limited by the maximum square footage as described in *Terms, Conditions and Restrictions - Maximum Impervious Surface Coverage*.

4. **Retail Sale of Farm Products.** Businesses directly related to the retail sale of farm products produced primarily on the Protected Property that are supportive and agriculturally compatible may be established on the Protected Property. Such businesses include roadside stands or structures to facilitate the direct sale to the public of agriculture products

5. **Activities for Religious, Charitable or Educational Purposes or to Foster Tourism.** Activities or businesses undertaken for charitable or educational purposes or to foster tourism may be conducted on the Protected Property in order to foster rural economic

## DEED OF CONSERVATION EASEMENT

uses while protecting the rural character of the Protected Property. Such activities or businesses must be compatible with and supportive of the rural character of the Protected Property and must remain incidental to the agricultural and open space character of the Protected Property.

- (a) Non-agricultural commercial and industrial structures and uses are prohibited. Activities or businesses undertaken for charitable or education purposes or to foster tourism must be undertaken in the agricultural structures permitted under Agricultural Structures or Residential Dwellings sections of this Easement; no other structures are permitted on the Protected Property.
- (b) The stables, horseback riding arenas, both within and outside the barn, and supporting pavilion(s) and buildings are considered agricultural buildings. Such buildings shall be limited by the maximum square feet as described in *Terms, Conditions and Restrictions-Maximum Impervious Surface Coverage*.
- (c) Accommodation of tourists and visitors is permitted but only within permitted residential structures and appurtenances, and/or agricultural structures, except for rural recreational activities such as hayrides, corn mazes, etc.
- (d) Accommodation of overnight guests is permitted, but only within permitted residential structures.
- (e) Commercial operation of dune buggies, motorcycles, all-terrain vehicles, hang gliders, aircraft, jet skis, motorized boats or any other types of mechanized vehicles whether or not considered to foster tourism is prohibited.
- (f) Extensive commitment of land resources as required by golf courses, racetracks, tennis clubs, baseball, soccer and other ball fields and similar uses whether or not considered to foster tourism is prohibited.

6. **Home-based Businesses.** Any home-based business that does not require a Division of Environmental Protection permit to operate may be conducted on the Protected Property, provided that:

- (a) The occupation or business use must be conducted entirely within the residential dwellings or appurtenances allowable under *Terms, Conditions and Restrictions - Residential Dwellings*.
- (b) The use of the residential dwellings for the home occupation shall be clearly incidental and subordinate to the use of the dwellings for residential purposes.

7. **Residential Dwellings.** The Grantors and Grantee acknowledge the existence of two (2) residential dwellings constructed on the Protected Property, designated as "Residential Dwelling - A" and "Residential Dwelling - B", described by metes and bounds in Exhibit A-1, attached hereto and made a part hereof, and as shown on the Easement Plat. No other residential dwellings shall be constructed or placed on the Protected Property. Residential Dwelling - A and Residential Dwelling - B are sometimes referred to herein individually as a "Residential Dwelling" and collectively as the "Residential Dwellings."

- (a) Residential Dwelling - A shall be contained in a building envelope no greater than two (2) acres designated as "Residential Area - A" as described by metes and bounds in attached Exhibit A-1 and shown on the Easement Plat. Residential Dwelling - B shall be contained in a building envelope no greater than two (2)

## DEED OF CONSERVATION EASEMENT

acres designated as "Residential Area - B" as described by metes and bounds in attached Exhibit A-1 and shown on the Easement Plat. Residential Area - A and Residential Area - B are sometimes referred to herein individually as a "Residential Area" and collectively as the "Residential Areas."

- (b) Grantors have the right to maintain, repair, enlarge or replace each Residential Dwelling as they may so desire, except that (i) the impervious surface of Residential Dwelling - A is limited to 5 000 square feet, and (ii) the impervious surface of Residential Dwelling - B is limited to 5,000 square feet.
- (c) Grantors have the right to construct appurtenances such as garages, sheds and recreational facilities within each Residential Area, except that (i) the total allowed impervious surface within Residential Area - A, including Residential Dwelling - A, shall not exceed 9,000 square feet, and (ii) the total allowed impervious surface within Residential Area - B, including Residential Dwelling - B, shall not exceed 9,000 square feet. Residential Dwelling - A and Residential Dwelling - B may each house one or more families or occupants, but shall not be converted to a multi-family dwelling.

**8. Transfer of Development Rights.** All other development rights not specifically reserved under this Easement are hereby extinguished and shall not be transferred to any other property pursuant to a transfer of development rights program or any other means or used to calculate permitted development density.

The Protected Property and any portion thereof shall not be included as part of the gross area of other property not subject to this Easement for the purposes of determining density, lot coverage, or open spaces requirements under otherwise applicable laws, regulations or ordinances controlling land use and building density. No development rights which have been encumbered or extinguished by this Easement shall be transferred to any other lands pursuant to a transferable development rights scheme or cluster development arrangement or otherwise; provided, however, that with prior written permission of Grantee, this paragraph shall not preclude such transfer of development rights resulting from the destruction or demolition of the existing residential building on the Protected Property.

**9. Subdivision.** It is the intention of Grantors to protect the open space values of the Protected Property. Accordingly, subdivision of land is prohibited except as expressly set forth below.

- (a) Grantors may, at their sole cost and expense, subdivide Residential Area A into a separate subdivided lot (having the exact same dimensions as Residential Area - A), in accordance with the then-applicable Jefferson County Subdivision Ordinance and all other applicable laws and ordinances. Grantors shall submit the proposed subdivision plat (which plat shall also designate any required access easements) to Grantee for approval, which approval shall not be unreasonably withheld, conditioned or delayed.
- (b) Once subdivided in accordance with this Easement, Residential Area - A may be conveyed separately from the remainder of the Protected Property; provided, however, that any such conveyance shall be deemed to be made subject to the terms of this Easement, and the terms of this Easement shall continue to apply to Residential Area - A, including without limitation, the total impervious surface limitations set forth in *Terms, Conditions and Restrictions - Residential Dwellings*.

## DEED OF CONSERVATION EASEMENT

- (c) The owner of subdivided Residential Area - A shall be deemed a "Grantor" under this Easement with respect to such Residential Area, and the acceptance of a deed to subdivided Residential Area - A shall be deemed an acknowledgement by the transferee under such deed that such transferee shall be bound by the covenants, terms, conditions and restrictions of this Easement with respect to Residential Area - A and be bound by the covenants, terms, conditions and restrictions of this Easement with respect to Residential Area - A.
- (d) The deed to subdivided Residential Area - A shall expressly incorporate the terms of this Easement into such deed and shall specify the specific impervious surface limitations applicable to Residential Area - A in such deed. If a deed to subdivided Residential Area - A fails to incorporate the terms of this Easement, the Grantee may require that the transferee execute an instrument confirming that all such provisions apply to Residential Area - A.
- (e) For avoidance of doubt, Residential Area - B may not be subdivided from the Protected Property for any reason and shall remain a part of the Protected Property at all times.

**10. Maximum Impervious Surface Coverage.** The total surface coverage of impervious surfaces on the Protected Property shall be subject to the limitations defined below.

- (a) Impervious surfaces shall be defined as any material which covers land and inhibits the percolation of storm water directly into the soil, including, but not limited to, buildings, roofs, the area covered by permanent or nonpermanent structures, macadam and pavement, gravel and stone driveways and parking areas.
- (b) See *Terms, Conditions and Restrictions - Residential Dwellings (b) & (c)* for impervious surface limits on the Residential Dwellings and the Residential Areas.
- (c) The total surface coverage of the Protected Property by all impervious surfaces, including the Residential Areas and all permitted, structures considered as an appurtenant to the Residential Dwellings, permitted Agricultural structures, driveways and parking areas, shall not exceed an aggregate of 267,174 square feet, which is less than 2% of the total Protected Property area, allocated as follows:

Aggregate impervious limitation applicable to  
Residential Area - A: 9,000 square feet

Aggregate impervious limitation applicable to  
Residential Area - B: 9,000 square feet

Aggregate impervious limitation applicable to  
remainder of Protected Property: 249,174 square feet

**11. Removal of Natural Resources.** Ditching, draining, diking, filling, excavating, removal of topsoil or sand, gravel or rock on the Protected Property is prohibited, except when such activities are conducted in order to carry out activities permitted under this Easement, are in accordance with a conservation plan, do not exceed one (1) acre in total area and are restored within a reasonable time period. The exploration, development, mining or extraction

## DEED OF CONSERVATION EASEMENT

of minerals, oil, gas or any other hydrocarbon substance from the surface of the Protected Property is prohibited.

**Management of Woodland Resources.** The sale of timber and woodland products from the Property, or any on-site use for trade or profit, is permitted under a Forest Stewardship Plan (or a similar plan meeting the same requirements) approved by the West Virginia Division of Forestry and accepted by the Grantee. Forest management and timber harvesting activities must be carried out in accordance with all applicable local, State, Federal, and other governmental laws and regulations; be consistent with this Deed of Easement and the protection of Conservation Values of the Protected Property and be in compliance with the approved Forest Stewardship Plan.

The use of timber and woodland products of not more than one percent (1%) in any two-year period on site is permitted without a Forest Stewardship Plan and will not require acceptance by the Grantee. A Forest Stewardship Plan shall not be required for the following permitted activities and do not require prior acceptance by the Grantee:

- (a) removal of trees posing an imminent hazard to the health or safety of persons or livestock;
- (b) cutting of trees for the construction or maintenance of permitted structures or landscaping within the Residential Area or for access otherwise permitted in this Deed of Easement;
- (c) removal of trees for the maintenance or the improvement to existing pastures or fence lines as noted in the Baseline Documentation;
- (d) removal of invasive species both plant and insect; and
- (e) removal of storm-damaged trees.

The Grantors reserve the right to remove all trees on a portion of the Protected Property as indicated in the Easement Documentation Report that has a Conservation Value of qualifying soil (soil of prime, unique, or locally significant value) but was forested at the time this Deed of Easement was recorded. Such tree removal may only occur as an act of converting woodland to agricultural land. Such tree removal shall be carried out under a Conservation Plan approved by the Grantee.

**12. Other Construction.** Except as specifically permitted above, there shall be no constructing or placing of any buildings, manufactured homes, swimming pools or other recreational facilities, commercial lighting or any other temporary or permanent structure or facility on or above the Protected Property. Existing roads as identified in the Baseline Documentation Report may be maintained and repaired in their current state. New roads may be constructed only if they are necessary for agricultural operations. Paved roads are subject to the impervious surface limitations referenced above.

**13. Fences.** Existing fences may be repaired and replaced and new fences may be built on the Protected Property as necessary for agricultural operations on the Protected

## DEED OF CONSERVATION EASEMENT

Property, including customary management of livestock and to delineate the boundary of the Protected Property.

**14. Signs.** Except for no trespassing signs, for-sale signs, signs identifying this Easement, and signs to advertise an on-site activity or business, all other signs, advertisements and billboards of any nature are prohibited. The permitted signs may not exceed 15 square feet per sign.

**15. Wastes.** Dumping or storage of trash, garbage, hazardous substances, abandoned vehicles or machines or other material on the Protected Property is prohibited. However, composting of biodegradable material used or produced on the Protected Property to improve gardens and pastures on the Protected Property is permitted so long as composting and its application is consistent with a conservation plan.

**16. Utilities.** Grantors shall not sell, lease or grant an easement covering any portion of the Protected Property where such sale, lease or easement is for the purpose of construction and installation of underground or above-ground utility systems, including, but not limited to, water, sewer, power, fuel, sewerage pumping stations, and cellular telephone or other communication towers. Grantors may install utilities necessary for the permitted residential and agricultural structures.

**17. Streams, Wetland and Water Bodies.** There shall be no pollution, alteration, depletion of surface water, natural water courses, lakes, ponds, marshes, wetlands, springs, subsurface water or any other water bodies, nor shall there be activities conducted on the Protected Property which would be detrimental to water purity, or which could alter natural water level and/or flow in or over the Protected Property. Nothing in this paragraph shall prohibit the creation or dredging of farm ponds and allow the reasonable use of the available water of the Protected Property for agricultural purposes permitted by this easement. Structures and facilities associated with irrigation, farm pond impoundment, and soil and water conservation on the Protected Property shall be considered an agricultural use. Expansion and construction of ponds and structures shall be in accordance with the conservation plan. Farm ponds shall not exceed two (2) acres in area.

## II. GENERAL PROVISIONS

**1. Access.** No right of access by the general public to any portion of the Protected Property is conveyed by this Easement.

**2. Rights of the Grantee.** To accomplish the purpose of this Easement the following rights are conveyed to Grantee or its agent by this Easement:

- (a) To preserve and protect the Conservation Values of the Protected Property;
- (b) To enter upon the Protected Property (including Residential Area -A before and after permitted subdivision) on a yearly basis (or more frequently if violations are observed or suspected) in order to monitor Grantors' compliance with and otherwise enforce the terms of this Easement; provided that such entry shall be

## DEED OF CONSERVATION EASEMENT

upon prior reasonable notice to Grantors, and Grantee shall not unreasonably interfere with Grantors' use and quiet enjoyment of the Protected Property; and

- (c) To prevent any activity on or use of the Protected Property that is inconsistent with the purpose of this Easement and to require the restoration of such areas or features of the Protected Property that may be damaged by any inconsistent activity or use, pursuant to *General Provision – Grantee's Remedies*.

3. **Grantee Notification/Approval.** Grantors reserve for themselves the right to engage in any and all activities not expressly prohibited herein and not inconsistent with the purpose of this Easement without seeking the approval of Grantee.

#### 4. **Grantee's Remedies.**

(a) **Notice of Violation: Corrective Action.** If Grantee determine that Grantors are in violation of the terms of this Easement or that a violation is threatened, Grantee shall give written notice to Grantors of such violation and demand corrective action within 60 days sufficient to cure the violation and, where the violation involves injury to the Protected Property resulting from any use or activity inconsistent with the purpose of this Easement, to restore the portion of the Protected Property so injured to its prior condition in accordance with a plan approved by Grantee.

(b) **Injunctive Relief.** The Grantee, its successors or assigns, jointly or severally shall have the right to enforce these restrictions by injunction and other appropriate proceedings, including, but not limited to, the right to require Grantors to restore the Protected Property to the condition existing at the time of this Easement in order to correct any violation(s) of this Easement. Grantee's rights under this paragraph apply equally in the event of either actual or threatened violations of the terms of this Easement, and Grantors agree that Grantee shall be entitled to the injunctive relief in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

(c) **Costs of Enforcement.** Any costs incurred by Grantee in enforcing the terms of this Easement against Grantors, including without limitation costs of suit and attorneys' fees, and costs or restoration necessitated by Grantors' violation of the terms of this Easement shall be borne by Grantors. If Grantors prevails in action to enforce the terms of this Easement, Grantors' costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantee. Costs incurred by Grantee in enforcing the terms of this Easement against third party shall be borne by Grantee.

(d) **Forbearance.** Forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantors shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of Grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantors shall impair such right or remedy or be construed as a waiver.

## DEED OF CONSERVATION EASEMENT

5. **Acts beyond the Grantors' Control.** Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantors for any injury to or change in the Protected Property resulting from causes beyond Grantors' control including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantors under emergency conditions to prevent, abate, or mitigate significant injury to the Protected Property resulting from such causes. In the event the terms of this Easement are violated by acts of trespassers that Grantors could not reasonably have anticipated or prevented, Grantors agree that Grantee has the right to pursue enforcement action against the responsible parties.

6. **Costs, Legal Requirements and Liabilities.** Grantors, their heirs, successors and assigns retain all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Protected Property.

7. **Control.** Nothing in this Easement shall be construed as giving rise to any right or ability of Grantee to exercise physical or managerial control over the day-to-day operations of the Protected Property, or any responsibility to the Protected Property within the meaning of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended (42 U.S.C. §§ 9602 et seq.).

8. **Taxes.** Grantors shall pay before delinquency all taxes, assessments, fees and charges of whatever description levied on or assessed against the Protected Property or residence contained thereon by competent authority, including any taxes imposed upon, or incurred as a result of, this Easement.

9. **Environmental Warranty.** Grantors warrant that they are in compliance with, and will remain in compliance with, all applicable Environmental Laws. Grantors warrant that there are no notices by any governmental authority of any violation or alleged violation of, noncompliance or alleged noncompliance with, or any liability under, any Environmental Law relating to the operations or conditions of the Protected Property. Grantors further warrant that they have no actual knowledge of a release or threatened release of Hazardous Materials, as such substances and wastes are defined by applicable Federal and State law.

Moreover, Grantors hereby agree to hold harmless and indemnify Grantee against all litigation, claims, demands, penalties and damages, including reasonable attorneys' fees, arising from or connected with the release or threatened release of any hazardous materials on, at, beneath or from the Protected Property, or arising from or connected with a violation of any Environmental Laws by Grantors or any other prior owner of the Protected Property. Grantors' indemnification obligation will not be affected by any authorizations provided by Grantee or the United States to Grantors with respect to the Protected Property or any restoration activities carried out by Grantee at the Protected Property; provided, however, that Grantee will be responsible for any Hazardous Materials contributed after this date to the Protected Property by Grantee.

"Environmental Law" or "Environmental Laws" means any and all Federal, State, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, guidelines, policies, or requirements of any governmental authority regulating or imposing standards of

## DEED OF CONSERVATION EASEMENT

liability or standards of conduct (including common law) concerning air, water, solid waste, hazardous materials, worker and community right-to-know, hazard communication, noise, radioactive material, resource protection, subdivision, inland wetlands and watercourses, health protection, and similar environmental health, safety, building, and land use as may now or at any time hereafter be in effect.

“Hazardous Materials” means any petroleum, petroleum products, fuel oil, waste oils, explosives, reactive materials, ignitable materials, corrosive materials, hazardous chemicals, hazardous wastes, hazardous substances, extremely hazardous substances, toxic substances, toxic chemicals, radioactive materials, infectious materials, and any other element, compound, mixture, solution, or substance which may pose a present or potential hazard to human health or the environment.

**10. Hold Harmless.** Grantors shall hold harmless, indemnify, and defend Grantee, its members, directors, officers, employees, agents, assigns, and contractors (collectively, the “Grantee”) from and against all liabilities, fines, fees, penalties, costs, losses, damages, expenses, causes of action, suits, proceedings, claims, demands, judgments, and sanctions asserted by or on behalf of any person or governmental authority, and other liabilities (whether legal or equitable in nature and including, without limitation, court costs and reasonable attorneys’ fees and attorneys’ fees on appeal), to which the Grantee may be subject or which the Grantee may incur relating to the Protected Property, which may arise from, but are not limited to, Grantors’ negligent acts, omissions, or breach of any representation, warranty, covenant, or agreements contained in this Easement, or violations of any state or local laws, including all environmental laws.

**11. Proceeds for Extinguishment.** The conveyance of this Easement gives rise to a property right immediately vested in the Grantee. If circumstances arise in the future that render the purpose of this Easement impossible to accomplish, this Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction. At the date the Conservation Easement was purchased the proportionate values were as follows: Grantors is 45% of the appraised fair market value of the subject Property. Grantee is 55% of the appraised fair market value of the subject Property.

In making this Easement, Grantors have considered the possibility that uses prohibited by the terms of this Easement may become more economically valuable than permitted uses, and that neighboring properties may in the future be put entirely to such prohibited uses. Grantors believe that any such changes in the use of neighboring properties will increase the benefit to the public of continuation of this Easement, and Grantors and Grantee intend that any such changes shall not be deemed to be circumstances justifying the termination or extinguishment of this Easement.

**12. Condemnation.** If the Easement is taken, in whole or in part, by exercise of the power of eminent domain, Grantors shall be entitled to compensation at not less than the fair market value of the Protected Property determined without regard to the existence of the Easement. Grantors, upon receipt of notification of any pending condemnation action brought

## DEED OF CONSERVATION EASEMENT

by any government entity affecting and/or relating to the Protected Property, shall notify the Grantee in writing, within fifteen (15) days of receipt of said notification.

**13. Assignment.** This Easement is not transferable by the Grantee to any other local, county or state department, board, agency, commission or successor. In the event that the Jefferson County Farmland Protection Board ceases to operate or exist, the rights of the Grantee under this Easement shall be transferred to an organization that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and is a West Virginia-domiciled organization authorized to acquire and hold conservation easements under the West Virginia Conservation and Preservation Easements Act, (WV Code 20-12-1, et seq., 1995).

The Grantee further covenants and agrees that the terms of the transfer or assignment will be such that the transferee or assignee will be required to continue to carry out in perpetuity the conservation purposes which the Easement was originally intended to advance. The transfer of the easement to a new or successor transferee or assignee will not create a financial obligation of any kind on the Grantors.

**14. Subsequent Transfers.** Grantors agree to incorporate the terms of this Easement in any deed or other legal instrument by which they divest themselves of any interest in all or a portion of the Protected Property, including, without limitation, a leasehold interest.

**15. Estoppel Certificates.** Upon request by Grantors, Grantee shall within thirty (30) days execute and deliver to Grantors any document, including an estoppel certificate, which certifies Grantors' compliance with any obligation of Grantors contained in this Easement and otherwise evidences the status of this Easement as may be requested by Grantors.

**16. Notices.** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by certified mail, return receipt, addressed as follows:

To Grantors: William N. and Mary S. Snyder  
1034 Shirley Road  
Summit Point, WV 25446

To Grantee: Jefferson County Farmland Protection Board  
PO Box 731  
Charles Town, WV 25414

or to such other address as either party from time to time shall designate by written notice to the other.

**17. Recordation.** Holder shall record this instrument in timely fashion with the Clerk of the County Commission of Jefferson County, West Virginia and may re-record it at any time as may be required to preserve its rights in this Easement.

**18. Amendment.** If circumstances arise under which an amendment to or modification of this Easement would be appropriate, Grantors and Grantee are free to jointly amend this Easement; provided that no amendment shall be allowed that will invalidate this

## DEED OF CONSERVATION EASEMENT

Easement or be inconsistent with the purpose of this Easement, and shall not affect its perpetual duration. Any such amendment shall be recorded as above specified. No such amendment shall be effective unless in writing and signed by all parties hereto.

### 19. Other Provisions.

(a) **Controlling Law.** The interpretation and performance of this Easement shall be governed by the laws of the State of West Virginia.

(b) **Severability.** If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

(c) **No Forfeiture.** Nothing contained herein will result in a forfeiture or reversion of the Grantors' title in any respect.

(d) **Successors.** The covenants, terms, conditions, and restrictions of this Easement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors, and assigns, and shall continue as a servitude running in perpetuity with the Protected Property.

(e) **Captions.** The captions herein have been inserted solely for convenience of reference and are not a part of this Easement and shall have no effect upon construction or interpretation.

(f) **Subordination.** Any mortgage or lien arising after the date of this Easement shall be subordinated to the terms of this Easement.

(g) **Title Warranties.** Grantors warrant that Grantors have good title to the Protected Property; that Grantors have the right to convey this Easement, and that the Protected Property is free and clear of any encumbrances.

(h) **Merger.** If Grantee at some future time acquires the underlying fee title in the Protected Property, the interest conveyed by this Easement will not merge with fee title but will continue to exist and be managed as a separate estate. The Grantors and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the provisions of the Easement are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Protected Property by or to the Grantee, or any successor or assignee will be deemed to eliminate these conservation easement terms, or any portion thereof, pursuant to the doctrine of "merger" or any other legal doctrine.



Approved per Section 20.107  
of the Sub Regulations  
Jennifer Brodman  
County Planner  
6/29/21

**DEED OF CONSERVATION EASEMENT**

DECLARATION OF CONSIDERATION OF VALUE. The undersigned hereby declare under penalty of fine and imprisonment as provided by law, that the conveyance made by this document is a transfer of property right to a county governmental entity, and therefore is exempt from the West Virginia excise tax due on the transfer of real property.

IN WITNESS WHEREOF Grantors and Grantee have set their hand:

GRANTORS:

**William N. Snyder**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mary S. Snyder**

\_\_\_\_\_  
Signature

\_\_\_\_\_

GRANTEE:

**Jefferson County Farmland Protection Board**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DEED OF CONSERVATION EASEMENT**

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 21, by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF

COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before this \_\_\_\_\_ day of \_\_\_\_\_, 21, by \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 21, by \_\_\_\_\_, President, on behalf of the Jefferson County Farmland Protection Board.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF WEST VIRGINIA

# DEED OF CONSERVATION EASEMENT

## SCHEDULE OF EXHIBITS

- Exhibit A-1 - Legal Description of Property Subject to Easement
- Exhibit A-1 - Residential Dwelling A
- Exhibit A-1 - Residential Dwelling B

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



Name: Stephen S. Allen, Director

Department or Organization: Jefferson County Office of Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: July 15, 2021

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

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

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

1. Consideration of changing the requirement for employees in the Office of Homeland Security and Emergency Management from residing in Jefferson County or an adjoining county to living within 50 travel miles of the office.

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

Our Department is currently searching for an employee for the Office of Homeland Security and Emergency Management, specifically the Deputy Director/Planner/Program Manager.

Our department could increase the number of potential candidates by adjusting the job description verbiage which now reads "Must reside in Jefferson County or an adjoining county" to "must reside within 50 travel miles of Jefferson County OHSEM office". In that manner, we may be able to encourage other candidates to apply who currently live outside of the adjacent counties but reside in the tristate area.

Is this a funding request? No

If so, how much? N/A

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

1. I move to approve the changing of the job descriptions for the employees of the Jefferson County Office of Homeland Security and Emergency Management from "must reside in Jefferson County or an adjoining county" " to "must reside within 50 travel miles of Jefferson County OHSEM office.

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org) Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS





Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

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

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

### **Public Hearing - Consideration of Draft and Revised Impact Fee Report**

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.](#)



**DRAFT**  
**Impact Fee Study**

**Prepared for:**  
**Jefferson County, West Virginia**

**September 30, 2020**



**4701 Sangamore Road**

**Suite S240**

**Bethesda, MD 20816**

**301.320.6900**

**[www.TischlerBise.com](http://www.TischlerBise.com)**

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## EXECUTIVE SUMMARY

Jefferson County, West Virginia, contracted with TischlerBise to recalibrate the County's impact fees using current level-of-service standards. Impact fees are one-time payments used to construct system improvements needed to accommodate future development. The fee represents future development's proportionate share of infrastructure costs. Impact fees may be used for infrastructure improvements or debt service for growth-related infrastructure. In contrast to general taxes, impact fees may not be used for operations, maintenance, replacement, or correcting existing deficiencies. This update of Jefferson County's impact fees includes the following capital facilities:

1. County Administration
2. EMS
3. Law Enforcement
4. Parks and Recreation
5. School

## GENERAL LEGAL FRAMEWORK

Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. Land use regulations, development exactions, and impact fees are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring that development is not detrimental to the quality of essential public services. The means to this end are also important, requiring both procedural and substantive due process. The process followed to receive community input, with stakeholder meetings, work sessions, and public hearings provide opportunity for comments and refinements to the impact fees.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an "essential nexus" between the exaction and the interest being protected (see *Nollan v. California Coastal Commission*, 1987). In a more recent case (*Dolan v. City of Tigard, OR*, 1994), the Court ruled that an exaction also must be "roughly proportional" to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

There are three reasonable relationship requirements for impact fees that are closely related to "rational nexus" or "reasonable relationship" requirements enunciated by a number of state courts. Although the term "dual rational nexus" is often used to characterize the standard by which courts evaluate the validity of impact fees under the U.S. Constitution, we prefer a more rigorous formulation that recognizes three elements: need, benefit, and proportionality. The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S.

Supreme Court in the *Dolan* case. Individual elements of the nexus standard are discussed further in the following paragraphs.

All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the capacity of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of growth-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. In this study, the impact of development on infrastructure needs is analyzed in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to impact fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify growth-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development (e.g. a typical housing unit's average weekday vehicle trips).

A sufficient benefit relationship requires that impact fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Impact fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or the state enabling legislation requires that facilities funded with fee revenues be available *exclusively* to development paying the fees. In other words, benefit may extend to a general area including multiple real estate developments. All of these procedural, as well as substantive, issues are intended to ensure that new development benefits from the impact fees they are required to pay. The authority and procedures to implement impact fees is separate from and complementary to the authority to require improvements as part of subdivision or zoning review.

### **CONCEPTUAL IMPACT FEE CALCULATION**

---

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the impact fee formula is to determine infrastructure units per service unit, typically called level-of-service (LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per thousand people. The third step in the impact fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/ or park improvements.

## METHODOLOGY

---

Impact fees for the capital facilities made necessary by future development must be based on the same level of service (LOS) provided to existing development in the service area. There are three basic methodologies used to calculate impact fees. They examine the past, present, and future status of infrastructure. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different cost components. Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of growth-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating impact fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

## EVALUATION OF CREDITS

---

There are two types of credits that should be addressed in impact fee studies and ordinances. The first type of credit is a revenue credit due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the impact fee. This type of credit is integrated into the fee calculation, thus reducing the fee amount.

The second type of credit is a site-specific credit, or developer reimbursement, for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the impact fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

**IMPACT FEE SUMMARY**

**IMPACT FEE COMPONENTS**

Shown below, Figure 1 summarizes service areas, methodologies, and capital facilities for each infrastructure category.

**Figure 1: Proposed Impact Fee Service Areas, Methodologies, and Capital Facilities**

Infrastructure Category	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
County Administration	Jefferson County	Court Facilities	N/A	Administrative Facilities, Impact Fee Report	Population, Jobs
EMS	Jefferson County	EMS Facilities	EMS Vehicles and Equipment	Impact Fee Report	Population, Jobs
Law Enforcement	Unincorporated Jefferson County	N/A	Sheriff Facilities, Sheriff Vehicles, Law Enforcement Equipment, Animal Control Facilities, Animal Control Vehicles	Impact Fee Report	Population, Vehicle Trips
Parks and Recreation	Jefferson County	N/A	Park Land, Park Improvements, Park Facilities, Park Vehicles and Equipment	Impact Fee Report	Population
School	Jefferson County	N/A	School Facilities, Land, Sports Facilities, Administrative Facilities, Vehicles and Equipment	Impact Fee Report	Students

## PROPOSED IMPACT FEES

Proposed impact fees for residential development will be assessed per dwelling unit, based on the type of unit. Nonresidential impact fees will be assessed per 1,000 square feet of floor area, based on the type of development. Proposed impact fees are shown below in Figure 2.

Fees shown below represent the maximum allowable fees. Jefferson County may adopt fees that are less than the amounts shown; however, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital improvements and/or a decrease in Jefferson County's level-of-service standards. All costs are in current dollars with no assumed inflation rate over time. If cost estimates change significantly over time, impact fees should be recalibrated.

**Figure 2: Proposed Impact Fees**

Residential Development	Fees per Unit					
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$204	\$100	\$531	\$944	\$10,425	\$12,203
Multi-Family	\$146	\$71	\$380	\$676	\$4,212	\$5,486

Nonresidential Development	Fees per 1,000 Square Feet					
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$122	\$60	\$148	\$0	\$0	\$330
Business Park	\$231	\$113	\$371	\$0	\$0	\$715
Manufacturing	\$119	\$59	\$117	\$0	\$0	\$295
Warehousing	\$26	\$13	\$52	\$0	\$0	\$90
Commercial/Shopping Center	\$176	\$86	\$743	\$0	\$0	\$1,005
Office/Institutional	\$223	\$109	\$290	\$0	\$0	\$622
Hotel (per room)	\$10	\$5	\$100	\$0	\$0	\$115
Nursing Home (per bed)	\$79	\$39	\$91	\$0	\$0	\$209

### CURRENT IMPACT FEES

Current impact fees for residential development are assessed per dwelling unit, based on the type of unit. During the 2015 adoption, the Jefferson County Commission adopted residential fees at 70 percent of the maximum allowable fees. Nonresidential impact fees are assessed per 1,000 square feet of floor area, based on the type of development. In 2013, the Jefferson County Commission amended the impact fee ordinance to assess nonresidential fees at one-half of one percent of the adopted fees. Current impact fees shown below in Figure 3 represent the adopted fees.

**Figure 3: Current Impact Fees**

Residential Development		Fees per Unit				
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family Detached	\$0	\$52	\$176	\$481	\$5,991	\$6,700
Multi-Family	\$0	\$39	\$129	\$354	\$4,185	\$4,707

Nonresidential Development		Fees per 1,000 Square Feet				
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$0	\$65	\$75	\$0	\$0	\$140
Business Park	\$0	\$87	\$134	\$0	\$0	\$221
Manufacturing	\$0	\$50	\$40	\$0	\$0	\$90
Warehousing	\$0	\$26	\$38	\$0	\$0	\$64
Commercial/Shopping Center	\$0	\$57	\$304	\$0	\$0	\$361
Office/Institutional	\$0	\$93	\$118	\$0	\$0	\$211

Nonresidential fees assessed at one-half of one percent of adopted fee amount based on 2013 ordinance amendment

### DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES

The differences between proposed and current impact fees are displayed in Figure 4.

**Figure 4: Difference Between Proposed and Current Impact Fees**

Residential Development		Fees per Unit				
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$204	\$48	\$355	\$463	\$4,434	\$5,503
Multi-Family	\$146	\$32	\$251	\$322	\$27	\$779

Nonresidential Development		Fees per 1,000 Square Feet				
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$122	(\$5)	\$73	\$0	\$0	\$190
Business Park	\$231	\$26	\$237	\$0	\$0	\$494
Manufacturing	\$119	\$9	\$77	\$0	\$0	\$205
Warehousing	\$26	(\$13)	\$14	\$0	\$0	\$26
Commercial	\$176	\$29	\$439	\$0	\$0	\$644
Office & Institutional	\$223	\$16	\$172	\$0	\$0	\$411

## COUNTY ADMINISTRATION IMPACT FEES

### METHODOLOGY

The County Administration impact fees include components for administrative facilities, court facilities, and the cost of preparing the Impact Fee Study. A plan-based methodology is used for administrative facilities and the Impact Fee Study. The cost recovery methodology is used for court facilities.

### PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The County Administration impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau's OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

**Figure CA1: Proportionate Share**

Demand Units in 2017				
<b>Residential</b>				
Population	58,195		↙	
				Demand Hours/Day
Residents Not Working	33,271			Person Hours
Employed Residents	24,924		↘	
				20
Employed in Jefferson County, WV		7,194		14
Employed outside Jefferson County, WV		17,730		14
				100,716
				248,220
				Residential Subtotal 1,014,353
				Residential Share 78%
<b>Nonresidential</b>				
Non-working Residents	33,271			4
Jobs Located in Jefferson County, WV	15,660		↘	133,083
Residents Employed in Jefferson County, WV		7,194		10
Non-Resident Workers (inflow commuters)		8,466		10
				71,940
				84,660
				Nonresidential Subtotal 289,683
				Nonresidential Share 22%
				Total 1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

### SERVICE AREA

Jefferson County government provides administrative services throughout Jefferson County; therefore, there is a single service area for the County Administration impact fees.

**IMPACT FEE COMPONENTS**

**Administrative Facilities – Plan-Based**

**Existing Level of Service**

Jefferson County government currently provides 22,535 square feet of administrative facilities to serve existing development in Jefferson County. The existing administrative facilities are outdated and do not provide enough capacity.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.2882 square feet per person (22,535 square feet X 78 percent residential share / 60,997 persons). The existing nonresidential level of service is 0.2655 square feet per job (22,535 square feet X 22 percent nonresidential share / 18,675 jobs).

**Figure CA2: Existing Level of Service**

Description	Square Feet
County Commision's Office (Hunter House)	3,737
Mason Building (Engineering, Planning, Zoning, IT)	7,737
Commision of Jefferson County (Assessor / Probation)	8,050
County Courthouse (County Clerk, 1st Floor)	3,011
<b>Total</b>	<b>22,535</b>

Level-of-Service (LOS) Standards	
Existing Square Feet	22,535
<b>Residential</b>	
Residential Share	78%
2020 Population	60,997
Square Feet per Person	0.2882
<b>Nonresidential</b>	
Nonresidential Share	22%
2020 Jobs	18,675
Square Feet per Job	0.2655

Source: Department of Engineering, Planning, & Zoning

**Planned Level of Service**

To adequately serve existing development, Jefferson County will replace and expand its existing administrative facilities with a planned Courthouse annex. The planned facility will provide 25,000 square feet of administrative facilities at a cost of \$5,000,000. Since Jefferson County plans to construct the Courthouse annex to adequately serve existing development, this analysis uses the planned 25,000 square feet of administrative facilities to calculate the planned level of service. Jefferson County will not use impact fees to construct the planned Courthouse annex, but it will use impact fees to expand the planned facility to serve future development.

Functional population is used to allocate the proportionate share of demand to residential and nonresidential development. The planned level of service for residential development is 0.3197 square feet per person (25,000 square feet X 78 percent residential share / 60,997 persons). The planned nonresidential level of service is 0.2945 square feet per job (25,000 square feet X 22 percent nonresidential share / 18,675 jobs). Based on a construction cost of \$200 per square foot, the administrative facilities cost is \$63.94 per person (0.3197 square feet per person X \$200 per square foot) and \$58.90 per job (0.2945 square feet per job X \$200 per square foot).

**Figure CA3: Planned Level of Service and Cost Allocation**

Cost Factors	
Planned Courthouse Annex Cost	\$5,000,000
Planned Square Feet	25,000
Cost per Square Foot	\$200

Level-of-Service (LOS) Standards	
Planned Square Feet	25,000
<b>Residential</b>	
Residential Share	78%
2020 Population	60,997
Square Feet per Person	0.3197
<b>Cost per Person</b>	<b>\$63.94</b>
<b>Nonresidential</b>	
Nonresidential Share	22%
2020 Jobs	18,675
Square Feet per Job	0.2945
<b>Cost per Job</b>	<b>\$58.90</b>

Source: Department of Engineering, Planning, & Zoning

**Court Facilities – Cost Recovery**

Jefferson County currently provides 11,361 square feet of court facilities and plans to repay itself for costs related to excess capacity in these facilities. Shown below, Jefferson County recently acquired the Circuit Court facility and the Prosecutor’s office at a cost of \$1,453,473. Based on discussions with staff, these facilities have enough capacity to serve future development in 2030.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The planned level of service for residential development is 0.1279 square feet per person (11,361 square feet X 78 percent residential share / 69,282 persons). The planned nonresidential level of service is 0.1178 square feet per job (11,361 square feet X 22 percent nonresidential share / 21,212 jobs). Based on the acquisition cost and the court facilities square footage, the cost is \$128 per square foot (\$1,453,473 acquisition cost / 11,361 square feet). This court facilities cost is \$16.36 per person (0.1279 square feet per person X \$128 per square foot) and \$15.07 per job (0.1178 square feet per job X \$128 per square foot).

**Figure CA4: Level of Service and Cost Allocation**

Description	Square Feet
Circuit Court	6,569
Prosecutor's Office	4,792
<b>Total</b>	<b>11,361</b>

Cost Factors	
Existing Facility Cost	\$1,453,473
Existing Facility Square Feet	11,361
<b>Cost per Square Foot</b>	<b>\$128</b>

Level-of-Service (LOS) Standards	
Existing Square Feet	11,361
<b>Residential</b>	
Residential Share	78%
2030 Population	69,282
Square Feet per Person	0.1279
<b>Cost per Person</b>	<b>\$16.36</b>
<b>Nonresidential</b>	
Nonresidential Share	22%
2030 Jobs	21,212
Square Feet per Job	0.1178
<b>Cost per Job</b>	<b>\$15.07</b>

Source: Department of Engineering, Planning, & Zoning

### Impact Fee Study – Plan-Based

The cost to prepare the County Administration impact fees equals \$6,400, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.17 per person and \$1.07 per job.

**Figure CA5: Impact Fee Study**

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
County Administration	\$6,400	Residential	78%	Population	4,265	\$1.17
		Nonresidential	22%	Jobs	1,314	\$1.07

### PROJECTED DEMAND

#### Administrative Facilities – Plan-Based

Based on a projected population increase of 8,285 persons from 2020 to 2030, future residential development demands approximately 2,649 square feet (8,285 additional persons X 0.3197 square feet per person). With projected employment growth of 2,537 jobs from 2020 to 2030, future nonresidential development demands approximately 747 square feet (2,537 additional jobs X 0.2945 square feet per job). Future development demands approximately 3,396 square feet of administrative facilities at a cost of \$679,178 (3,395.9 square feet X \$200 per square foot).

**Figure CA6: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Administrative Facilities	0.3197 Square Feet	per Person	\$200
	0.2945 Square Feet	per Job	

Demand for Administrative Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	19,500.0	5,500.0	25,000.0
2021	61,850	18,938	19,772.7	5,577.4	25,350.1
2022	62,702	19,201	20,045.4	5,654.8	25,700.2
2023	63,555	19,463	20,318.0	5,732.2	26,050.2
2024	64,408	19,726	20,590.7	5,809.6	26,400.3
2025	65,261	19,989	20,863.4	5,887.0	26,750.4
2026	66,065	20,234	21,120.5	5,959.0	27,079.5
2027	66,869	20,478	21,377.5	6,031.1	27,408.6
2028	67,674	20,723	21,634.6	6,103.1	27,737.7
2029	68,478	20,967	21,891.6	6,175.1	28,066.8
2030	69,282	21,212	22,148.7	6,247.2	28,395.9
10-Yr Increase	8,285	2,537	2,648.7	747.2	3,395.9

Growth-Related Expenditures	\$529,743	\$149,435	\$679,178
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**Court Facilities – Cost Recovery**

Based on a projected population increase of 8,285 persons from 2020 to 2030, future residential development demands approximately 1,060 square feet (8,285 additional persons X 0.1279 square feet per person) of the existing court facilities. With projected employment growth of 2,537 jobs from 2020 to 2030, future nonresidential development demands approximately 299 square feet (2,537 additional jobs X 0.1178 square feet per job) of the existing court facilities. Future development demands approximately 1,359 square feet of the existing court facilities at a cost of \$173,822 (1,358.7 square feet X \$128 per square foot).

**Figure CA7: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Court Facilities	0.1279 Square Feet	per Person	\$128
	0.1178 Square Feet	per Job	

Demand for Court Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	7,801.8	2,200.5	10,002.3
2021	61,850	18,938	7,910.9	2,231.4	10,142.4
2022	62,702	19,201	8,020.0	2,262.4	10,282.5
2023	63,555	19,463	8,129.1	2,293.4	10,422.5
2024	64,408	19,726	8,238.2	2,324.3	10,562.6
2025	65,261	19,989	8,347.3	2,355.3	10,702.6
2026	66,065	20,234	8,450.2	2,384.1	10,834.3
2027	66,869	20,478	8,553.0	2,413.0	10,966.0
2028	67,674	20,723	8,655.9	2,441.8	11,097.7
2029	68,478	20,967	8,758.7	2,470.6	11,229.3
2030	69,282	21,212	8,861.6	2,499.4	11,361.0
10-Yr Increase	8,285	2,537	1,059.7	298.9	1,358.7

Growth-Related Expenditures	\$135,578	\$38,244	\$173,822
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## PROPOSED COUNTY ADMINISTRATION IMPACT FEES

Infrastructure components and cost factors for County Administration impact fees are summarized in the upper portion of Figure CA8. For County Administration impact fees, the capital cost is \$81.47 per person and \$75.04 per job.

County Administration impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$204 is calculated using a cost of \$81.47 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$176 per 1,000 square feet of floor area is derived from a cost of \$75.04 per job multiplied by a demand unit of 2.34 jobs per 1,000 square feet.

**Figure CA8: Proposed Impact Fees**

Fee Component	Cost per Person	Cost per Job
Administrative Facilities	\$63.94	\$58.90
Court Facilities	\$16.36	\$15.07
Impact Fee Report	\$1.17	\$1.07
<b>Total</b>	<b>\$81.47</b>	<b>\$75.04</b>

Residential Development		Fees per Unit		
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$204	\$0	\$204
Multi-Family	1.79	\$146	\$0	\$146

Nonresidential Development		Fees per 1,000 Square Feet		
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$122	\$0	\$122
Business Park	3.08	\$231	\$0	\$231
Manufacturing	1.59	\$119	\$0	\$119
Warehousing	0.34	\$26	\$0	\$26
Commercial/Shopping Center	2.34	\$176	\$0	\$176
Office/Institutional	2.97	\$223	\$0	\$223
Hotel (per room)	0.13	\$10	n/a	n/a
Nursing Home (per bed)	1.05	\$79	n/a	n/a

1. See Land Use Assumptions

**PROJECTED COUNTY ADMINISTRATION IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed County Administration impact fees shown in Figure CA8. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$859,439 and projected expenditures equal \$5,859,400. Jefferson County may not use impact fee revenue to fund existing development’s share of the planned Courthouse Annex.

**Figure CA9: Projected Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Administrative Facilities	\$679,178	\$5,000,000	\$5,679,178
Court Facilities	\$173,822	\$0	\$173,822
Impact Fee Report	\$6,400	\$0	\$6,400
<b>Total</b>	<b>\$859,400</b>	<b>\$5,000,000</b>	<b>\$5,859,400</b>

		Single Family \$204 per unit	Multi-Family \$146 per unit	Industrial \$122 per 1,000 sq ft	Comm/Shop \$176 per 1,000 sq ft	Office/Inst \$223 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2019	21,209	4,455	1,599	3,044	3,015
Year 1	2020	21,506	4,517	1,622	3,087	3,057
Year 2	2021	21,802	4,579	1,644	3,130	3,100
Year 3	2022	22,099	4,641	1,667	3,172	3,142
Year 4	2023	22,396	4,704	1,689	3,215	3,185
Year 5	2024	22,692	4,766	1,712	3,258	3,227
Year 6	2025	22,972	4,825	1,733	3,298	3,266
Year 7	2026	23,251	4,883	1,754	3,338	3,306
Year 8	2027	23,531	4,942	1,775	3,378	3,345
Year 9	2028	23,810	5,001	1,795	3,418	3,385
Year 10	2029	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$582,675	\$87,613	\$26,299	\$72,213	\$90,638

Projected Fee Revenue	\$859,439
Total Expenditures	\$5,859,400
Existing Development Share	\$4,999,961

## EMS IMPACT FEES

### METHODOLOGY

The EMS impact fees include components for EMS vehicles and equipment, EMS facilities, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for EMS vehicles and equipment, and the cost recovery methodology is used for repayment of debt related to EMS facilities. The plan-based methodology is used for the Impact Fee Study.

### PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The EMS impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau's OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure E1: Proportionate Share

Demand Units in 2017				
Residential			Demand Hours/Day	Person Hours
Population	58,195			
Residents Not Working	33,271		20	665,417
Employed Residents	24,924			
Employed in Jefferson County, WV		7,194	14	100,716
Employed outside Jefferson County, WV		17,730	14	248,220
				Residential Subtotal 1,014,353
				<b>Residential Share 78%</b>
<b>Nonresidential</b>				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660			
Residents Employed in Jefferson County, WV		7,194	10	71,940
Non-Resident Workers (inflow commuters)		8,466	10	84,660
				Nonresidential Subtotal 289,683
				<b>Nonresidential Share 22%</b>
				Total 1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

### SERVICE AREA

Jefferson County provides EMS services throughout Jefferson County; therefore, there is a single service area for the EMS impact fees.

**IMPACT FEE COMPONENTS**

**EMS Vehicles and Equipment – Incremental Expansion**

Jefferson County plans to expand its current inventory of EMS vehicles and equipment to serve future development. The current inventory includes 116 units with a total cost of \$1,062,000, so this analysis uses the average cost of \$9,155 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0015 units per person (116 units X 78 percent residential share / 60,997 persons). The existing nonresidential level of service is 0.0014 units per job (116 units X 22 percent nonresidential share / 18,675 jobs). Using the average cost of \$9,155 per unit, the EMS vehicles and equipment cost is \$13.58 per person (0.0015 units per person X \$9,155 per unit) and \$12.51 per job (0.0014 units per job X \$9,155 per unit).

**Figure E2: Level of Service and Cost Allocation**

Description	Units	Unit Cost	Total Cost
3-Body Mortuary Refrigerator	1	\$10,000	\$10,000
CAD Tablets	10	\$1,500	\$15,000
Deceased Transport Van	1	\$40,000	\$40,000
Field Chase Vehicles	4	\$65,000	\$260,000
JCESA Owned Mobile Radios	4	\$5,000	\$20,000
JCESA Owned Portable Radios	8	\$5,000	\$40,000
Lifepak 15 Cardiac Monitor	4	\$35,000	\$140,000
LUCAS CPR Device	4	\$18,000	\$72,000
Reserve Vehicles	2	\$45,000	\$90,000
Staff Vehicles	3	\$50,000	\$150,000
Structural Fire Turnout PPE	75	\$3,000	\$225,000
<b>Total</b>	<b>116</b>	<b>\$9,155</b>	<b>\$1,062,000</b>

Cost Factors	
Average Cost per Unit	\$9,155

Level-of-Service (LOS) Standards	
Existing Units	116
<b>Residential</b>	
Residential Share	78%
2020 Population	60,997
Units per Person	0.0015
Cost per Person	\$13.58
<b>Nonresidential</b>	
Nonresidential Share	22%
2020 Jobs	18,675
Units per Job	0.0014
Cost per Job	\$12.51

Source: Jefferson County EMS Department

### EMS Facilities – Cost Recovery

Jefferson County plans to repay itself for costs related to excess capacity in existing EMS facilities. Shown below, total principal and interest related to Jefferson County’s 2009 USDA loan equals \$2,428,920. Based on discussions with staff, EMS facilities have enough capacity to serve all development in 2039 – the year of the final debt payment. For this analysis, total principal and interest costs are allocated to total projected development in 2039.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development in 2039. For residential development, the cost is \$24.86 per person (\$2,428,920 total cost X 78 percent residential share / 76,199 persons). For nonresidential development, the cost is \$22.90 per job (\$2,428,920 total cost X 22 percent nonresidential share / 23,331 jobs).

**Figure E3: Level of Service and Cost Allocation**

Cost Factors	
2009 USDA Loan	\$2,428,920

Level-of-Service (LOS) Standards	
Residential	
Residential Share	78%
2039 Population	76,199
Cost per Person	\$24.86
Nonresidential	
Nonresidential Share	22%
2039 Jobs	23,331
Cost per Job	\$22.90

Source: Jefferson County EMS Department

### Impact Fee Study – Plan-Based

The cost to prepare the EMS impact fees equals \$8,100, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.48 per person and \$1.36 per job.

**Figure E4: Impact Fee Study**

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
EMS	\$8,100	Residential	78%	Population	4,265	\$1.48
		Nonresidential	22%	Jobs	1,314	\$1.36

**PROJECTED DEMAND**

**EMS Vehicles and Equipment – Incremental Expansion**

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 12.3 units (8,285 additional persons X 0.0015 units per person). With projected employment growth of 2,537 jobs over the next 10 years, future nonresidential development demands an additional 3.5 units (2,537 additional jobs X 0.0014 units per job). Future development demands an additional 15.8 units of EMS vehicles and equipment at a cost of \$144,257 (15.8 units X \$9,155 per unit).

**Figure E5: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
EMS Vehicles and Equipment	0.0015 Units	per Person	\$9,155
	0.0014 Units	per Job	

Demand for EMS Vehicles and Equipment					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2020	60,997	18,675	90.5	25.5	116.0
2021	61,850	18,938	91.7	25.9	117.6
2022	62,702	19,201	93.0	26.2	119.2
2023	63,555	19,463	94.3	26.6	120.9
2024	64,408	19,726	95.5	27.0	122.5
2025	65,261	19,989	96.8	27.3	124.1
2026	66,065	20,234	98.0	27.6	125.6
2027	66,869	20,478	99.2	28.0	127.2
2028	67,674	20,723	100.4	28.3	128.7
2029	68,478	20,967	101.6	28.7	130.2
2030	69,282	21,212	102.8	29.0	131.8
10-Yr Increase	8,285	2,537	12.3	3.5	15.8

Growth-Related Expenditures	\$112,517	\$31,740	\$144,257
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### EMS Facilities – Cost Recovery

Based on a projected population increase of 15,202 persons over the life of the 2009 USDA loan, future residential development’s share of EMS facilities costs is \$377,983 (15,202 additional persons X \$24.86 per person). With projected employment growth of 4,656 jobs over the life of the 2009 USDA loan, future nonresidential development’s share of EMS facilities costs is \$106,635 (4,656 additional jobs \$22.90 per job). Future development’s share of EMS facilities costs is \$484,618. As shown below, future development’s share is \$264,106 over the next 10 years and \$220,512 beyond 10 years (\$484,618 total growth cost). Existing development’s share of \$1,944,302 (\$2,428,920 total cost - \$484,618 growth cost) must use non-development funds for repayment.

**Figure E6: Projected Demand**

Type of Infrastructure	Cost Allocation	Demand Unit	Total Cost
EMS Facilities	\$24.86	per Person	\$2,428,920
	\$22.90	per Job	

Demand for EMS Facilities					
Year	Population	Jobs	Cost		
			Residential	Nonresidential	Total
2020	60,997	18,675	\$1,516,575	\$427,727	\$1,944,302
2021	61,850	18,938	\$1,537,782	\$433,746	\$1,971,528
2022	62,702	19,201	\$1,558,989	\$439,765	\$1,998,755
2023	63,555	19,463	\$1,580,196	\$445,785	\$2,025,981
2024	64,408	19,726	\$1,601,403	\$451,804	\$2,053,207
2025	65,261	19,989	\$1,622,610	\$457,823	\$2,080,433
2026	66,065	20,234	\$1,642,603	\$463,425	\$2,106,028
2027	66,869	20,478	\$1,662,596	\$469,027	\$2,131,623
2028	67,674	20,723	\$1,682,588	\$474,629	\$2,157,218
2029	68,478	20,967	\$1,702,581	\$480,232	\$2,182,813
2030	69,282	21,212	\$1,722,574	\$485,834	\$2,208,408
2031	70,079	21,456	\$1,742,397	\$491,432	\$2,233,829
2032	70,876	21,701	\$1,762,220	\$497,029	\$2,259,249
2033	71,674	21,945	\$1,782,043	\$502,627	\$2,284,670
2034	72,471	22,190	\$1,801,867	\$508,225	\$2,310,091
2035	73,268	22,434	\$1,821,690	\$513,822	\$2,335,512
2036	74,001	22,658	\$1,839,907	\$518,957	\$2,358,864
2037	74,734	22,882	\$1,858,124	\$524,092	\$2,382,216
2038	75,466	23,107	\$1,876,341	\$529,227	\$2,405,568
2039	76,199	23,331	\$1,894,558	\$534,362	\$2,428,920
<b>19-Yr Increase</b>	<b>15,202</b>	<b>4,656</b>	<b>\$377,983</b>	<b>\$106,635</b>	<b>\$484,618</b>

Growth-Related Expenditures: 10 Years	\$205,999	\$58,107	\$264,106
Growth-Related Expenditures: 10 Years+	\$171,984	\$48,528	\$220,512
Existing Development Share	\$1,516,575	\$427,727	\$1,944,302
<b>Total</b>	<b>\$1,894,558</b>	<b>\$534,362</b>	<b>\$2,428,920</b>

**PROPOSED EMS IMPACT FEES**

Infrastructure components and cost factors for EMS impact fees are summarized in the upper portion of Figure E7. For EMS impact fees, the capital cost is \$39.93 per person and \$36.77 per job.

EMS impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$100 is calculated using a cost of \$39.93 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$86 per 1,000 square feet of floor area is derived from a cost of \$36.77 per job multiplied by a demand unit of 2.34 jobs per 1,000 square feet.

**Figure E7: Proposed Impact Fees**

Fee Component	Cost per Person	Cost per Job
EMS Vehicles and Equipment	\$13.58	\$12.51
EMS Facilities	\$24.86	\$22.90
Impact Fee Report	\$1.48	\$1.36
<b>Total</b>	<b>\$39.93</b>	<b>\$36.77</b>

Residential Development	Fees per Unit			
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$100	\$52	\$48
Multi-Family	1.79	\$71	\$39	\$32

Nonresidential Development	Fees per 1,000 Square Feet			
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$60	\$65	(\$5)
Business Park	3.08	\$113	\$87	\$26
Manufacturing	1.59	\$59	\$50	\$9
Warehousing	0.34	\$13	\$26	(\$13)
Commercial/Shopping Center	2.34	\$86	\$57	\$29
Office/Institutional	2.97	\$109	\$93	\$16
Hotel (per room)	0.13	\$5	n/a	n/a
Nursing Home (per bed)	1.05	\$39	n/a	n/a

1. See Land Use Assumptions

### PROJECTED EMS IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed EMS impact fees shown in Figure E7. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue over the next 10 years equals \$416,450 and total projected expenditures equal \$2,581,277. Cost recovery related to EMS facilities beyond the 10-year projection timeline shown below equals \$220,512. Existing development's share equals \$1,944,302 of the 2009 USDA loan and must use non-development funds for repayment.

**Figure E8: Projected Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
EMS Vehicles and Equipment	\$144,257	\$0	\$144,257
EMS Facilities	\$484,618	\$1,944,302	\$2,428,920
Impact Fee Report	\$8,100	\$0	\$8,100
<b>Total</b>	<b>\$636,975</b>	<b>\$1,944,302</b>	<b>\$2,581,277</b>

		Single Family \$100 per unit	Multi-Family \$71 per unit	Industrial \$60 per 1,000 sq ft	Comm/Shop \$86 per 1,000 sq ft	Office/Inst \$109 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$282,371	\$42,459	\$12,746	\$34,949	\$43,926

Projected Fee Revenue	\$416,450
Total Expenditures	\$2,581,277
Existing Development Share	\$1,944,302

## LAW ENFORCEMENT IMPACT FEES

### METHODOLOGY

The Law Enforcement impact fees include components for sheriff facilities, sheriff vehicles, law enforcement equipment, animal control facilities, animal control vehicles, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for sheriff facilities, sheriff vehicles, law enforcement equipment, animal control facilities, and animal control vehicles. A plan-based methodology is used for the Impact Fee Study.

### PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Law Enforcement impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2017 estimates from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent. Animal control components will be assessed only to residential development.

**Figure L1: Proportionate Share**

Demand Units in 2017				
			Demand Hours/Day	Person Hours
<b>Residential</b>	Population	58,195		
	Residents Not Working	33,271	20	665,417
	Employed Residents	24,924		
	Employed in Jefferson County, WV	7,194	14	100,716
	Employed outside Jefferson County, WV	17,730	14	248,220
	<b>Residential Subtotal</b>			<b>1,014,353</b>
	<b>Residential Share</b>			<b>78%</b>
<b>Nonresidential</b>	Non-working Residents	33,271	4	133,083
	Jobs Located in Jefferson County, WV	15,660		
	Residents Employed in Jefferson County, WV	7,194	10	71,940
	Non-Resident Workers (inflow commuters)	8,466	10	84,660
	<b>Nonresidential Subtotal</b>			<b>289,683</b>
	<b>Nonresidential Share</b>			<b>22%</b>
	<b>Total</b>			<b>1,304,036</b>

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

### SERVICE AREA

Jefferson County provides law enforcement services in unincorporated areas of Jefferson County; therefore, there is a single service area for the Law Enforcement impact fees (unincorporated areas only).

## IMPACT FEE COMPONENTS

### Sheriff Facilities – Incremental Expansion

Jefferson County plans to expand its current inventory of sheriff facilities to serve future development. The current inventory includes 16,000 square feet. This analysis uses a construction cost of \$251 per square foot – calculated in the 2015 Jefferson County Impact Fee Study.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.4171 square feet per person (16,000 square feet X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.1251 square feet per vehicle trip (16,000 square feet X 22 percent nonresidential share / 28,143 vehicle trips). Using a construction cost of \$251 per square foot, the sheriff facilities cost is \$104.70 per person (0.4171 square feet per person X \$251 per square foot) and \$31.39 per vehicle trip (0.1251 square feet per vehicle trip X \$251 per square foot).

**Figure L2: Level of Service and Cost Allocation**

Description	Square Feet
Sheriff's Building	15,000
Blue Ridge Community Facility	1,000
<b>Total</b>	<b>16,000</b>

Cost Factors	
<b>Cost per Square Foot<sup>1</sup></b>	<b>\$251</b>

Level-of-Service (LOS) Standards	
Existing Square Feet	16,000
<b>Residential</b>	
Residential Share	78%
2020 Population - Unincorporated	29,917
Square Feet per Person	0.4171
<b>Cost per Person</b>	<b>\$104.70</b>
<b>Nonresidential</b>	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Square Feet per Vehicle Trip	0.1251
<b>Cost per Vehicle Trip</b>	<b>\$31.39</b>

Source: Jefferson County Sheriff's Office  
1. 2015 Jefferson County Impact Fee Study

### Sheriff Vehicles – Incremental Expansion

Jefferson County plans to expand its current inventory of sheriff vehicles to serve future development. The current inventory includes 43 units with a total cost of \$2,724,000, so this analysis uses the average cost of \$63,349 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0011 units per person (43 units X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.0003 units per vehicle trip (43 units X 22 percent nonresidential share / 28,143 vehicle trips). Using the average cost of \$63,349 per unit, the sheriff vehicles cost is \$71.02 per person (0.0011 units per person X \$63,349 per unit) and \$21.29 per vehicle trip (0.0003 units per vehicle trip X \$63,349 per unit).

**Figure L3: Level of Service and Cost Allocation**

Description	Units	Unit Cost	Total Cost
CanAm Spyder	1	\$18,000	\$18,000
Chevrolet Tahoe	1	\$68,000	\$68,000
Chevy Equinox	1	\$30,000	\$30,000
Dodge Ram	1	\$40,000	\$40,000
Ford Crown Victoria	3	\$68,000	\$204,000
Ford E350 Van	1	\$35,000	\$35,000
Ford Expedition	1	\$68,000	\$68,000
Ford Explorer	30	\$68,000	\$2,040,000
GMC Van	1	\$35,000	\$35,000
Jeep Cherokee	2	\$68,000	\$136,000
Jeep Patriot	1	\$50,000	\$50,000
<b>Total</b>	<b>43</b>	<b>\$63,349</b>	<b>\$2,724,000</b>

Cost Factors	
Average Cost per Unit	\$63,349

Level-of-Service (LOS) Standards	
Existing Units	43
<b>Residential</b>	
Residential Share	78%
2020 Population - Unincorporated	29,917
Units per Person	0.0011
Cost per Person	\$71.02
<b>Nonresidential</b>	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0003
Cost per Vehicle Trip	\$21.29

Source: Jefferson County Sheriff's Office

### Law Enforcement Equipment – Incremental Expansion

Jefferson County plans to expand its current inventory of law enforcement equipment to serve future development in unincorporated areas of Jefferson County. Shown below, the current inventory includes 364 units with a total cost of \$758,323. This analysis uses the average cost of \$2,083 per unit.

**Figure L4: Existing Inventory**

Description	Units	Unit Cost	Total Cost
Chemical Munitions Launcher	2	\$1,200	\$2,400
IR laser	31	\$2,795	\$86,645
License Plate Readers	6	\$16,820	\$100,920
Mobile Data Terminals	35	\$2,150	\$75,250
Night Vision Goggles	10	\$7,916	\$79,164
Patrol Rifle	31	\$1,000	\$31,000
Pistol	39	\$425	\$16,575
Pistol Light	31	\$411	\$12,741
Radios	40	\$1,245	\$49,784
Rifle Sights	32	\$725	\$23,200
Shotgun	28	\$1,250	\$35,000
Simmunition Pistol	10	\$450	\$4,500
Sniper Riflew/ Scope	2	\$2,600	\$5,200
SRT Communication Equipment	10	\$850	\$8,500
SRT Helmet w/ mount	10	\$1,200	\$12,000
Tactical Vest	10	\$3,094	\$30,940
Taser	31	\$1,113	\$34,503
Traffic Monitoring Camera	6	\$25,000	\$150,000
<b>Total</b>	<b>364</b>	<b>\$2,083</b>	<b>\$758,323</b>

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0095 units per person (364 units X 78 percent residential share / 29,917 persons). The existing nonresidential level of service is 0.0028 units per vehicle trip (364 units X 22 percent nonresidential share / 28,143 vehicle trips). Based on \$2,083 per unit, the law enforcement equipment cost is \$19.77 per person (0.0095 units per person X \$2,083 per unit) and \$5.93 per vehicle trip (0.0028 per vehicle trip X \$2,083 per unit).

**Figure L5: Level of Service and Cost Allocation**

Cost Factors	
Average Cost per Unit	\$2,083
Level-of-Service (LOS) Standards	
Existing Units	364
Residential	
Residential Share	78%
2020 Population - Unincorporated	29,917
Units per Person	0.0095
Cost per Person	\$19.77
Nonresidential	
Nonresidential Share	22%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0028
Cost per Vehicle Trip	\$5.93

Source: Jefferson County Sheriff's Office

### Animal Control Facilities – Incremental Expansion

Jefferson County plans to expand its current inventory of Animal Control facilities to serve future development. The current inventory includes 22 kennels.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0007 kennels per person (22 kennels X 100 percent residential share / 29,917 persons). Using an average cost of \$10,000 per kennel, the animal control facilities cost is \$7.35 per person (0.0007 kennels per person X \$10,000 per kennel). Animal Control facilities were not included in the previous study.

**Figure L6: Level of Service and Cost Allocation**

Description	Kennels
Poor Farm House	22

Cost Factors	
Cost per Kennel	\$10,000

Level-of-Service (LOS) Standards	
Existing Kennels	22
<b>Residential</b>	
Residential Share	100%
2020 Population - Unincorporated	29,917
Kennels per Person	0.0007
Cost per Person	\$7.35
<b>Nonresidential</b>	
Nonresidential Share	0%
2020 Veh. Trips - Unincorporated	28,143
Kennels per Vehicle Trip	0.0000
Cost per Vehicle Trip	\$0.00

**Animal Control Vehicles – Incremental Expansion**

Jefferson County plans to expand its current inventory of Animal Control vehicles to serve future development. The current inventory includes four units with a total cost of \$192,000, so this analysis uses the average cost of \$48,000 per unit.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0001 units per person (four units X 100 percent residential share / 29,917 persons). Using the average cost of \$48,000 per unit, the animal control vehicle cost is \$6.42 per person (0.0001 units per person X \$48,000 per unit). Animal Control vehicles were not included in the previous study.

**Figure L7: Level of Service and Cost Allocation**

Description	Units	Unit Cost	Total Cost
Ford F250 Super Duty	1	\$48,000	\$48,000
Ford Ranger	1	\$48,000	\$48,000
GMC Canyon	2	\$48,000	\$96,000
<b>Total</b>	<b>4</b>	<b>\$48,000</b>	<b>\$192,000</b>

Cost Factors	
<b>Average Cost per Unit</b>	<b>\$48,000</b>

Level-of-Service (LOS) Standards	
Existing Units	4
<b>Residential</b>	
Residential Share	100%
2020 Population - Unincorporated	29,917
Units per Person	0.0001
<b>Cost per Person</b>	<b>\$6.42</b>
<b>Nonresidential</b>	
Nonresidential Share	0%
2020 Veh. Trips - Unincorporated	28,143
Units per Vehicle Trip	0.0000
<b>Cost per Vehicle Trip</b>	<b>\$0.00</b>

Source: Jefferson County Sheriff's Office

### Impact Fee Study – Plan Based

The cost to prepare the Law Enforcement impact fees equals \$9,200, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$2.96 per person and \$1.01 per vehicle trip.

**Figure L8: Impact Fee Study**

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Law Enforcement	\$9,200	Residential	78%	Population	2,424	\$2.96
		Nonresidential	22%	Vehicle Trips	1,996	\$1.01

### PROJECTED DEMAND

#### Sheriff Facilities – Incremental Expansion

Based on a 10-year projected population increase of 4,708 persons in unincorporated areas, future residential development demands an additional 1,964 square feet of sheriff facilities (4,708 additional persons X 0.4171 square feet per person). With projected growth of 3,838 vehicle trips in unincorporated areas, future nonresidential development demands an additional 480 square feet (3,838 additional vehicle trips X 0.1251 square feet per vehicle trip). Future development in unincorporated areas demands an additional 2,444 square feet of sheriff facilities at a cost of \$613,478 (2,444 square feet X \$251 per square foot).

**Figure L9: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Sheriff Facilities	0.4171 Square Feet	per Person	\$251
	0.1251 Square Feet	per Vehicle Trip	

Demand for Sheriff Facilities					
Year	Population	Vehicle Trips	Square Feet		
			Residential	Nonresidential	Total
2020	29,917	28,143	12,480	3,520	16,000
2021	30,402	28,542	12,682	3,570	16,252
2022	30,887	28,942	12,884	3,620	16,504
2023	31,372	29,341	13,087	3,670	16,756
2024	31,856	29,740	13,289	3,720	17,009
2025	32,341	30,139	13,491	3,770	17,261
2026	32,798	30,508	13,682	3,816	17,497
2027	33,255	30,876	13,872	3,862	17,734
2028	33,712	31,244	14,063	3,908	17,971
2029	34,169	31,613	14,254	3,954	18,207
2030	34,626	31,981	14,444	4,000	18,444
10-Yr Increase	4,708	3,838	1,964	480	2,444

Growth-Related Expenditures	\$492,993	\$120,484	\$613,478
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**Sheriff Vehicles – Incremental Expansion**

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 5.3 units (4,708 additional persons X 0.0011 units per person). With projected growth of 3,838 vehicle trips in unincorporated areas between 2020 and 2030, future nonresidential development demands an additional 1.3 units (3,838 additional vehicle trips X 0.0003 units per vehicle trip). Future development in unincorporated areas demands an additional 6.6 units of sheriff vehicles at a cost of \$416,114 (6.6 units X \$63,349 per unit).

**Figure L10: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Sheriff Vehicles	0.0011 Units	per Person	\$63,349
	0.0003 Units	per Vehicle Trip	

Demand for Sheriff Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	33.5	9.5	43.0
2021	30,402	28,542	34.1	9.6	43.7
2022	30,887	28,942	34.6	9.7	44.4
2023	31,372	29,341	35.2	9.9	45.0
2024	31,856	29,740	35.7	10.0	45.7
2025	32,341	30,139	36.3	10.1	46.4
2026	32,798	30,508	36.8	10.3	47.0
2027	33,255	30,876	37.3	10.4	47.7
2028	33,712	31,244	37.8	10.5	48.3
2029	34,169	31,613	38.3	10.6	48.9
2030	34,626	31,981	38.8	10.8	49.6
10-Yr Increase	4,708	3,838	5.3	1.3	6.6

Growth-Related Expenditures	\$334,391	\$81,723	\$416,114
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### Law Enforcement Equipment – Incremental Expansion

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 44.7 units of equipment (4,708 additional persons X 0.0095 units per person). With projected growth of 3,838 vehicle trips in unincorporated areas between 2020 and 2030, future nonresidential development demands an additional 10.9 units (3,838 additional vehicle trips X 0.0028 units per vehicle trip). Future development in unincorporated areas demands an additional 55.6 units of law enforcement equipment at a cost of \$115,840 (55.6 units X \$2,083 per unit).

**Figure L11: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Law Enforcement Equipment	0.0095 Units	per Person	\$2,083
	0.0028 Units	per Vehicle Trip	

Demand for Law Enforcement Equipment					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	283.9	80.1	364.0
2021	30,402	28,542	288.5	81.2	369.7
2022	30,887	28,942	293.1	82.4	375.5
2023	31,372	29,341	297.7	83.5	381.2
2024	31,856	29,740	302.3	84.6	386.9
2025	32,341	30,139	306.9	85.8	392.7
2026	32,798	30,508	311.3	86.8	398.1
2027	33,255	30,876	315.6	87.9	403.5
2028	33,712	31,244	319.9	88.9	408.8
2029	34,169	31,613	324.3	90.0	414.2
2030	34,626	31,981	328.6	91.0	419.6
10-Yr Increase	4,708	3,838	44.7	10.9	55.6

Growth-Related Expenditures	\$93,090	\$22,751	\$115,840
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**Animal Control Facilities – Incremental Expansion**

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 3.5 kennels (4,708 additional persons X 0.0007 kennels per person). The Animal Control facilities cost is \$34,624 (3.5 kennels X \$10,000 per kennel).

**Figure L12: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Animal Control Facilities	0.0007 Kennels	per Person	\$10,000
	0.0000 Kennels	per Vehicle Trip	

Demand for Animal Control Facilities					
Year	Population	Vehicle Trips	Kennels		
			Residential	Nonresidential	Total
2020	29,917	28,143	22.0	0.0	22.0
2021	30,402	28,542	22.4	0.0	22.4
2022	30,887	28,942	22.7	0.0	22.7
2023	31,372	29,341	23.1	0.0	23.1
2024	31,856	29,740	23.4	0.0	23.4
2025	32,341	30,139	23.8	0.0	23.8
2026	32,798	30,508	24.1	0.0	24.1
2027	33,255	30,876	24.5	0.0	24.5
2028	33,712	31,244	24.8	0.0	24.8
2029	34,169	31,613	25.1	0.0	25.1
2030	34,626	31,981	25.5	0.0	25.5
10-Yr Increase	4,708	3,838	3.5	0.0	3.5

Growth-Related Expenditures	\$34,624	\$0	\$34,624
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**Animal Control Vehicles- Incremental Expansion**

Based on a projected population increase of 4,708 persons in unincorporated areas between 2020 and 2030, future residential development demands an additional 0.6 units (4,708 additional persons X 0.0001 units per person). The Animal Control vehicles cost is \$30,217 (0.6 units X \$48,000 per unit).

**Figure L13: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Animal Control Vehicles	0.0001 Units	per Person	\$48,000
	0.0000 Units	per Vehicle Trip	

Demand for Animal Control Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2020	29,917	28,143	4.0	0.0	4.0
2021	30,402	28,542	4.1	0.0	4.1
2022	30,887	28,942	4.1	0.0	4.1
2023	31,372	29,341	4.2	0.0	4.2
2024	31,856	29,740	4.3	0.0	4.3
2025	32,341	30,139	4.3	0.0	4.3
2026	32,798	30,508	4.4	0.0	4.4
2027	33,255	30,876	4.4	0.0	4.4
2028	33,712	31,244	4.5	0.0	4.5
2029	34,169	31,613	4.6	0.0	4.6
2030	34,626	31,981	4.6	0.0	4.6
10-Yr Increase	4,708	3,838	0.6	0.0	0.6

Growth-Related Expenditures	\$30,217	\$0	\$30,217
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**PROPOSED LAW ENFORCEMENT IMPACT FEES**

Infrastructure components and cost factors for Law Enforcement impact fees are summarized in the upper portion of Figure L14. For Law Enforcement impact fees, the capital cost is \$212.23 per person and \$59.63 per trip.

Law Enforcement impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$531 is calculated using a cost of \$212.23 per person multiplied by a demand unit of 2.50 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The commercial/shopping center fee of \$743 per 1,000 square feet of floor area is derived from a cost of \$59.63 per trip multiplied by a demand unit of 12.46 average weekday vehicle trips per 1,000 square feet.

**Figure L14: Proposed Impact Fees**

Fee Component	Cost per Person	Cost per Trip
Sheriff Facilities	\$104.70	\$31.39
Sheriff Vehicles	\$71.02	\$21.29
Law Enforcement Equipment	\$19.77	\$5.93
Animal Control Facilities	\$7.35	\$0.00
Animal Control Vehicles	\$6.42	\$0.00
Impact Fee Report	\$2.96	\$1.01
<b>Total</b>	<b>\$212.23</b>	<b>\$59.63</b>

Residential Development	Fees per Unit			
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$531	\$176	\$355
Multi-Family	1.79	\$380	\$129	\$251

Nonresidential Development	Fees per 1,000 Square Feet			
Development Type	Avg Weekday Vehicle Trips <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	2.48	\$148	\$75	\$73
Business Park	6.22	\$371	\$134	\$237
Manufacturing	1.97	\$117	\$40	\$77
Warehousing	0.87	\$52	\$38	\$14
Commercial/Shopping Center	12.46	\$743	\$304	\$439
Office/Institutional	4.87	\$290	\$118	\$172
Hotel (per room)	1.68	\$100	n/a	n/a
Nursing Home (per bed)	1.53	\$91	n/a	n/a

1. See Land Use Assumptions

**PROJECTED LAW ENFORCEMENT IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Law Enforcement impact fees shown in Figure L14. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$3,652,586 and projected expenditures equal \$3,652,586.

**Figure L15: Projected Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Sheriff Facilities	\$613,478	\$0	\$613,478
Sheriff Vehicles	\$416,114	\$0	\$416,114
Law Enforcement Equipment	\$115,840	\$0	\$115,840
Animal Control Facilities	\$34,624	\$0	\$34,624
Animal Control Vehicles	\$30,217	\$0	\$30,217
Impact Fee Report	\$9,200	\$0	\$9,200
<b>Total</b>	<b>\$1,219,473</b>	<b>\$0</b>	<b>\$1,219,473</b>

		Single Family \$531 per unit	Multi-Family \$380 per unit	Industrial \$148 per 1,000 sq ft	Comm/Shop \$743 per 1,000 sq ft	Office/Inst \$290 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	10,403	2,185	796	1,514	1,500
Year 1	2021	10,571	2,220	807	1,536	1,521
Year 2	2022	10,740	2,256	818	1,557	1,542
Year 3	2023	10,908	2,291	829	1,579	1,564
Year 4	2024	11,077	2,326	841	1,600	1,585
Year 5	2025	11,245	2,362	852	1,622	1,606
Year 6	2026	11,404	2,395	862	1,642	1,626
Year 7	2027	11,563	2,429	873	1,661	1,646
Year 8	2028	11,722	2,462	883	1,681	1,665
Year 9	2029	11,881	2,495	894	1,701	1,685
Year 10	2030	12,040	2,529	904	1,721	1,704
10-Year Increase		1,637	344	108	207	205
Projected Revenue		\$862,751	\$129,740	\$15,914	\$152,155	\$58,913

Projected Fee Revenue	\$1,219,473
Total Expenditures	\$1,219,473

## **PARKS AND RECREATION IMPACT FEES**

### **METHODOLOGY**

The Parks and Recreation impact fees include components for park land, park improvements, park facilities, park vehicles and equipment, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for park land, park improvements, park facilities, and park vehicles and equipment. A plan-based methodology is used for the Impact Fee Study.

### **PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Parks and Recreation impact fees allocate 100 percent of the cost of capital facilities to residential development.

### **SERVICE AREA**

Jefferson County provides park and recreation amenities throughout Jefferson County; therefore, there is a single service area for the Parks and Recreation impact fees.

**IMPACT FEE COMPONENTS**

**Park Land – Incremental Expansion**

Jefferson County plans to expand its current inventory of park land to serve future development. The current inventory includes 384.9 acres.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0063 acres per person (384.9 acres X 100 percent residential share / 60,997 persons). Based on recent land acquisition costs provided by staff, the analysis uses a cost of \$10,500 per acre. The park land cost is \$66.26 per person (0.0063 acres per person X \$10,500 per acre).

**Figure P1: Level of Service and Cost Allocation**

Description	Acres
Bolivar Nature Park	6.80
Harvest Hills Park	21.77
Heather Marriot Park	11.00
James Hite Park	119.73
Leetown Park	10.87
Moulton Park	2.88
Mount Mission Park	3.50
Sam Michael's Park	137.24
South Jefferson Park	71.11
<b>Total</b>	<b>384.9</b>

Cost Factors	
Cost per Acre	\$10,500

Level-of-Service (LOS) Standards	
Existing Acres	384.9
<b>Residential</b>	
Residential Share	100%
2020 Population	60,997
Acres per Person	0.0063
Cost per Person	\$66.26
<b>Nonresidential</b>	
Nonresidential Share	0%
2020 Jobs	18,675
Acres per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

**Park Improvements – Incremental Expansion**

Jefferson County plans to expand its current inventory of park improvements to serve future development. The current inventory includes 213 units with a total cost of \$15,046,083, so this analysis uses the average cost of \$70,639 per improvement. Appendix D includes a detailed inventory.

**Figure P2: Existing Inventory**

Description	Improvements	Unit Cost	Total Cost
Amphitheatre	1	\$600,000	\$600,000
Baseball Field	12	\$371,153	\$4,453,840
Baseball Field Lights	2	\$125,000	\$250,000
Basketball Court	2	\$21,150	\$42,300
Benches (Steel)	8	\$340	\$2,720
Bleachers	22	\$1,000	\$22,000
Boat Ramp	1	\$21,530	\$21,530
Camping Area	1	\$1,000	\$1,000
Camping Pads	11	\$1,081	\$11,887
Columns (Wedding Venue)	1	\$5,000	\$5,000
Concession Stand	3	\$65,033	\$195,100
Cross Country Trail	1	\$32,300	\$32,300
Disc Golf (18 holes)	1	\$8,000	\$8,000
Dog Park	1	\$60,000	\$60,000
Electric/Solar Gates	2	\$2,814	\$5,627
Fence	5	\$91,106	\$455,532
Gazebo	1	\$32,300	\$32,300
Horseshoe Pits	2	\$1,080	\$2,160
Infrastructure	6	\$703,310	\$4,219,860
Landscaping	5	\$3,820	\$19,100
Maintenance Building	3	\$81,983	\$245,950
Nature Playground	1	\$3,000	\$3,000
Nature Trail	1	\$1,080	\$1,080
Old Church Bldg. (Storage)	1	\$220,050	\$220,050
Parking Lot	7	\$153,076	\$1,071,530
Pavillion	9	\$81,453	\$733,079
Picnic Tables (Steel)	33	\$1,077	\$35,533
Picnic Tables (Wood)	25	\$712	\$17,796
Playground	6	\$84,960	\$509,759
Sign	9	\$1,274	\$11,470
Soccer Field	14	\$86,811	\$1,215,350
Softball Fields with Lights	2	\$45,000	\$90,000
Storage Shed	1	\$5,000	\$5,000
Storage/Dugouts	4	\$13,460	\$53,840
Tennis Courts	4	\$65,000	\$260,000
Trailer (Special Event Office)	1	\$5,000	\$5,000
Volleyball Court	1	\$5,380	\$5,380
Walking Trail	2	\$60,465	\$120,931
Water Balloon Area	1	\$1,080	\$1,080
<b>Total</b>	<b>213</b>	<b>\$70,639</b>	<b>\$15,046,083</b>

This analysis allocates 100 percent of demand for park improvements to residential development. The existing residential level of service is 0.0035 improvements per person (213 improvements X 100 percent residential share / 60,997 persons). Using the average cost of \$70,639 per unit, the park improvement cost is \$246.67 per person (0.0035 improvements per person X \$70,639 per unit).

**Figure P3: Level of Service and Cost Allocation**

Cost Factors	
Average Cost per Unit	\$70,639

Level-of-Service (LOS) Standards	
Existing Improvements	213
Residential	
Residential Share	100%
2020 Population	60,997
Improvements per Person	0.0035
Cost per Person	\$246.67
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Improvements per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

**Park Facilities – Incremental Expansion**

Jefferson County plans to expand its current inventory of park facilities to serve future development. The current inventory includes 19,577 square feet. Based on the construction cost of \$3,375,000, the cost is \$172 per square foot.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.3210 square feet per person (19,577 square feet X 100 percent residential share / 60,997 persons). Using the construction cost of \$172 per square foot, the park facilities cost is \$55.33 per person (0.3210 square feet per person X \$172 per square foot).

**Figure P4: Level of Service and Cost Allocation**

Description	Square Feet
Jefferson County Community	19,577

Cost Factors	
Total Cost	\$3,375,000
Total Square Feet	19,577
Cost per Square Foot	\$172

Level-of-Service (LOS) Standards	
Existing Square Feet	19,577
Residential	
Residential Share	100%
2020 Population	60,997
Square Feet per Person	0.3210
Cost per Person	\$55.33
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Square Feet per Job	0.0000
Cost per Job	\$0.00

Source: Jefferson County Parks Department

### Park Vehicles and Equipment – Incremental Expansion

Jefferson County plans to expand its current inventory of park vehicles and equipment to serve future development. The current inventory includes 30 units with a total cost of \$415,000.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0005 units per person (30 units X 100 percent residential share / 60,997 persons). Using the average cost of \$13,833 per unit, the park vehicles and equipment cost is \$6.80 per person (0.0005 units per person X \$13,833 per unit).

**Figure P5: Level of Service and Cost Allocation**

Description	Units	Unit Cost	Total Cost
Dump Truck	1	\$50,000	\$50,000
Pick-Up Truck	3	\$40,000	\$120,000
Scag Mowers	6	\$9,000	\$54,000
John Deere Tractors	2	\$17,000	\$34,000
Trailers	3	\$4,000	\$12,000
Miscellaneous Tools	1	\$10,000	\$10,000
John Deere Z Trak	1	\$9,600	\$9,600
John Deere Gator	1	\$12,000	\$12,000
John Deere Mowers	3	\$18,500	\$55,500
Kubota Tractors	2	\$14,500	\$29,000
Troy Built Snowblower	1	\$900	\$900
Trailers	3	\$4,000	\$12,000
Snow Blades	2	\$5,000	\$10,000
Ford Tractor	1	\$6,000	\$6,000
<b>Total</b>	<b>30</b>	<b>\$13,833</b>	<b>\$415,000</b>

Cost Factors	
Average Cost per Unit	<b>\$13,833</b>

Level-of-Service (LOS) Standards	
Existing Units	30
Residential	
Residential Share	100%
2020 Population	60,997
Units per Person	0.0005
<b>Cost per Person</b>	<b>\$6.80</b>
Nonresidential	
Nonresidential Share	0%
2020 Jobs	18,675
Units per Job	0.0000
<b>Cost per Job</b>	<b>\$0.00</b>

Source: Jefferson County Parks Department

**Impact Fee Study – Plan Based**

The cost to prepare the Parks and Recreation impact fees equals \$11,6000, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential development, the cost is \$2.72 per person.

**Figure P6: Impact Fee Study**

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Parks and Recreation	\$11,600	Residential	100%	Population	4,265	\$2.72
		Nonresidential	0%			\$0.00

**PROJECTED DEMAND**

**Park Land – Incremental Expansion**

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 52.3 acres (8,285 additional persons X 0.0063 acres per person). The park land cost is \$548,949 (52.3 acres X \$10,500 per acre).

**Figure P7: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Acre
Park Land	0.0063 Acres	per Person	\$10,500
	0.0000 Acres	per Job	

Demand for Park Land					
Year	Population	Jobs	Acres		
			Residential	Nonresidential	Total
2020	60,997	18,675	384.9	0.0	384.9
2021	61,850	18,938	390.3	0.0	390.3
2022	62,702	19,201	395.7	0.0	395.7
2023	63,555	19,463	401.0	0.0	401.0
2024	64,408	19,726	406.4	0.0	406.4
2025	65,261	19,989	411.8	0.0	411.8
2026	66,065	20,234	416.9	0.0	416.9
2027	66,869	20,478	422.0	0.0	422.0
2028	67,674	20,723	427.0	0.0	427.0
2029	68,478	20,967	432.1	0.0	432.1
2030	69,282	21,212	437.2	0.0	437.2
10-Yr Increase	8,285	2,537	52.3	0.0	52.3

Growth-Related Expenditures	\$548,949	\$0	\$548,949
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### Park Improvements – Incremental Expansion

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 28.9 park improvements (8,285 additional persons X 0.0035 improvements per person). The park improvement cost is \$2,043,731 (28.9 improvements X \$70,639 per unit).

**Figure P8: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Improvements	0.0035 Improvements	per Person	\$70,639
	0.0000 Improvements	per Job	

Demand for Park Improvements					
Year	Population	Jobs	Improvements		
			Residential	Nonresidential	Total
2020	60,997	18,675	213.0	0.0	213.0
2021	61,850	18,938	216.0	0.0	216.0
2022	62,702	19,201	219.0	0.0	219.0
2023	63,555	19,463	221.9	0.0	221.9
2024	64,408	19,726	224.9	0.0	224.9
2025	65,261	19,989	227.9	0.0	227.9
2026	66,065	20,234	230.7	0.0	230.7
2027	66,869	20,478	233.5	0.0	233.5
2028	67,674	20,723	236.3	0.0	236.3
2029	68,478	20,967	239.1	0.0	239.1
2030	69,282	21,212	241.9	0.0	241.9
10-Yr Increase	8,285	2,537	28.9	0.0	28.9

Growth-Related Expenditures	\$2,043,731	\$0	\$2,043,731
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**Park Facilities- Incremental Expansion**

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 2,659.2 square feet of park facilities (8,285 additional persons X 0.3210 square feet per person). The park facilities cost is \$458,431 (2,659.2 square feet X \$172 per square foot).

**Figure P9: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Park Facilities	0.3210 Square Feet	per Person	\$172
	0.0000 Square Feet	per Job	

Demand for Park Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	19,577.0	0.0	19,577.0
2021	61,850	18,938	19,850.8	0.0	19,850.8
2022	62,702	19,201	20,124.5	0.0	20,124.5
2023	63,555	19,463	20,398.3	0.0	20,398.3
2024	64,408	19,726	20,672.0	0.0	20,672.0
2025	65,261	19,989	20,945.8	0.0	20,945.8
2026	66,065	20,234	21,203.9	0.0	21,203.9
2027	66,869	20,478	21,461.9	0.0	21,461.9
2028	67,674	20,723	21,720.0	0.0	21,720.0
2029	68,478	20,967	21,978.1	0.0	21,978.1
2030	69,282	21,212	22,236.2	0.0	22,236.2
10-Yr Increase	8,285	2,537	2,659.2	0.0	2,659.2

Growth-Related Expenditures	\$458,431	\$0	\$458,431
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**Park Vehicles and Equipment – Incremental Expansion**

Based on a projected population increase of 8,285 persons over the next 10 years, future residential development demands an additional 4.1 units (8,285 additional persons X 0.0005 units per person). The park vehicles and equipment cost is \$56,370 (4.1 units X \$13,833 per unit).

**Figure P10: Projected Demand**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Vehicles and Equipment	0.0005 Units	per Person	\$13,833
	0.0000 Units	per Job	

Demand for Park Vehicles and Equipment					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2020	60,997	18,675	30.0	0.0	30.0
2021	61,850	18,938	30.4	0.0	30.4
2022	62,702	19,201	30.8	0.0	30.8
2023	63,555	19,463	31.3	0.0	31.3
2024	64,408	19,726	31.7	0.0	31.7
2025	65,261	19,989	32.1	0.0	32.1
2026	66,065	20,234	32.5	0.0	32.5
2027	66,869	20,478	32.9	0.0	32.9
2028	67,674	20,723	33.3	0.0	33.3
2029	68,478	20,967	33.7	0.0	33.7
2030	69,282	21,212	34.1	0.0	34.1
10-Yr Increase	8,285	2,537	4.1	0.0	4.1

Growth-Related Expenditures	\$56,370	\$0	\$56,370
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**PROPOSED PARKS AND RECREATION IMPACT FEES**

Infrastructure components and cost factors for Parks and Recreation impact fees are summarized in the upper portion of Figure P11. For Parks and Recreation impact fees, the capital cost is \$377.78 per person.

Parks and Recreation impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$944 is calculated using a cost of \$377.78 per person multiplied by a demand unit of 2.50 persons per housing unit.

Jefferson County will not assess Parks and Recreation impact fees to nonresidential development.

**Figure P11: Proposed Impact Fees**

Fee Component	Cost per Person	Cost per Job
Park Land	\$66.26	\$0.00
Park Improvements	\$246.67	\$0.00
Park Facilities	\$55.33	\$0.00
Park Vehicles and Equipment	\$6.80	\$0.00
Impact Fee Report	\$2.72	\$0.00
<b>Total</b>	<b>\$377.78</b>	<b>\$0.00</b>

Residential Development	Fees per Unit			
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$944	\$481	\$463
Multi-Family	1.79	\$676	\$354	\$322

Nonresidential Development	Fees per 1,000 Square Feet			
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$0	\$0	\$0
Business Park	3.08	\$0	\$0	\$0
Manufacturing	1.59	\$0	\$0	\$0
Warehousing	0.34	\$0	\$0	\$0
Commercial/Shopping Center	2.34	\$0	\$0	\$0
Office/Institutional	2.97	\$0	\$0	\$0
Hotel (per room)	0.13	\$0	n/a	n/a
Nursing Home (per bed)	1.05	\$0	n/a	n/a

1. See Land Use Assumptions

**PROJECTED PARKS AND RECREATION IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Parks and Recreation impact fees shown in Figure P10. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$3,119,081 and projected expenditures equal \$3,119,081.

**Figure P12: Projected Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Park Land	\$548,949	\$0	\$548,949
Park Improvements	\$2,043,731	\$0	\$2,043,731
Park Facilities	\$458,431	\$0	\$458,431
Park Vehicles and Equipment	\$56,370	\$0	\$56,370
Impact Fee Report	\$11,600	\$0	\$11,600
<b>Total</b>	<b>\$3,119,081</b>	<b>\$0</b>	<b>\$3,119,081</b>

		Single Family \$944 per unit	Multi-Family \$676 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$2,711,348	\$407,732	\$0	\$0	\$0

Projected Fee Revenue	\$3,119,081
Total Expenditures	\$3,119,081

## **SCHOOL IMPACT FEES**

### **METHODOLOGY**

The School impact fees include components for school facilities, land, sports facilities, administrative facilities, vehicles and equipment, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for school facilities, land, sports facilities, administrative facilities, and vehicles and equipment. A plan-based methodology is used for the Impact Fee Study.

### **PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The School impact fees allocate 100 percent of the cost of capital facilities to residential development.

### **SERVICE AREA**

Jefferson County Schools provide public school facilities throughout Jefferson County; therefore, there is a single service area for the School impact fees.

### **STUDENT GENERATION RATES**

Demand for additional school capacity will come from future residential development. To determine the level of this demand, this analysis uses custom student generation rates. The term “student generation rate” refers to the number of public school students per housing unit in Jefferson County. Public school students are a subset of school-aged children, which includes students in private schools and home-schooled children. Student generation rates are important demographic factors that help account for variations in demand for school facilities by housing unit type. Student generation rates per housing unit are held constant over the projection period since the impact fees represent a snapshot approach of current levels of service.

TischlerBise derives custom student generation rates for Jefferson County using demographic data from survey responses published by the U.S. Census Bureau in files known as Public Use Microdata Samples (PUMS) and 2018-2019 school year enrollment data from the Jefferson County Schools. TischlerBise uses American Community Survey (ACS) 2014-2018 PUMS data – the most recent year available – to derive the number of students per housing unit by type of unit. PUMS data are only available for areas of roughly 100,000 persons, and Jefferson County is included in West Virginia Public Use Microdata Area (PUMA) 00400. As shown in Appendix E, PUMA 00400 includes Berkeley County, Hampshire County, Jefferson County, Mineral County, and Morgan County. As shown on the following pages, this analysis calculates unadjusted student generation rates based on all public school students and housing units in PUMA 00400 and then adjusts these rates based on local enrollment and housing unit estimates for Jefferson County.

### Public School Students and Housing Units – PUMA 00400

Given demographic characteristics and potential for future development in Jefferson County, student generation rates are calculated for the following housing unit types: (1) Single-Family and (2) Multi-Family. Student generation rates are calculated for three school levels: (1) elementary (grades Pre-K to 5), (2) middle (grades 6 to 8), and (3) high (grades 9 to 12). Shown below, Figure S1 includes total public school students by school level and total housing units by housing unit type for PUMA 00400. This reflects all public school students who live in PUMA 00400.

**Figure S1: Public School Students and Housing Units in PUMA 00400 by Housing Unit Type**

	Public School Students		Total
	Single-Family	Multi-Family	
Elementary	17,983	538	18,521
Middle	7,499	343	7,842
High	10,674	534	11,208
<b>Total</b>	<b>36,156</b>	<b>1,415</b>	<b>37,571</b>

	Housing Units		Total
	Single-Family	Multi-Family	
Housing Units	98,086	9,878	107,964

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

### Unadjusted Student Generation Rates – PUMA 00400

Next, using the totals shown in Figure S1, student generation rates by housing unit type are calculated by dividing the number of students in each type of housing unit by the total number of housing units. Shown below, Figure S2 represents the unadjusted student generation rates by housing unit type for PUMA 00400.

**Figure S2: Unadjusted Student Generation Rates by Housing Unit Type**

	Housing Unit Type		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.183	0.054	0.172
Middle	0.076	0.035	0.073
High	0.109	0.054	0.104
<b>Total</b>	<b>0.369</b>	<b>0.143</b>	<b>0.348</b>

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

**Public School Students and Housing Units – Jefferson County**

To reflect demand for public school facilities in Jefferson County, this analysis applies the unadjusted student generation rates in Figure S2 to housing unit estimates from 2014-2018 American Community Survey (ACS) 5-year estimates shown at the bottom of Figure S3. For example, applying the unadjusted student generation rate 0.054 high school students in multi-family units to the local estimate of 2,133 multi-family units provides an estimate of 115 high school students in existing multi-family units. This analysis compares the enrollment estimates from the previous step, equaling 7,997 students, to the actual enrollment of 9,034 students for the 2018-2019 school year.

**Figure S3: Public School Students in Jefferson County by Housing Unit Type**

	Public School Students		Total	Jefferson County 2018-2019
	Single-Family	Multi-Family		
Elementary	3,826	116	3,942	4,210
Middle	1,595	74	1,669	2,080
High	2,271	115	2,386	2,744
<b>Total</b>	<b>7,692</b>	<b>306</b>	<b>7,997</b>	<b>9,034</b>

	Housing Units		Total	2018 Housing Units
	Single-Family	Multi-Family		
Housing Units	20,866	2,133	22,999	22,999

Source: TischlerBise estimates for Jefferson County using U.S. Census Bureau, 2014-2018 ACS 5-Year Estimates Weighted PUMS for West Virginia PUMA 400 (calibrated to JCS enrollment for 2018-2019 and 2014-2018 ACS housing unit estimate.)

**Adjusted Student Generation Rates – Jefferson County Schools**

By adjusting estimated enrollment to actual enrollment, the adjusted student generation rate for all housing units in Jefferson County is 0.392 students per housing unit – 0.416 students per single-family unit and 0.163 students per multi-family unit. Student generation rates are shown with three decimal places, but it is often easier to understand the rates based on the expected number of students from 100 housing units. For example, Jefferson County should expect 100 new housing units to generate approximately 39 additional public school students (100 units X 0.392 public school students per unit). Continuing the example, those 100 housing units are expected to generate 18.3 elementary school students (100 units X 0.183 students per unit), 9.0 middle school students (100 units X 0.090 students per unit), and 11.9 high school students (100 units X 0.119 students per unit).

**Figure S4: Adjusted Student Generation Rates by Housing Unit Type**

	Housing Types		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.196	0.058	0.183
Middle	0.095	0.043	0.090
High	0.125	0.062	0.119
<b>Total</b>	<b>0.416</b>	<b>0.163</b>	<b>0.392</b>

Source: TischlerBise tabulation of U.S. Census Bureau 2014-2018 5-Year Estimates ACS Weighted PUMS for West Virginia PUMA 400 (Calibrated to JCS enrollment for 2018-2019 and 2014-2018 ACS housing unit estimates.)

## STUDENT ENROLLMENT

### Historical Enrollment

Since the 2010-2011 school year, public school enrollment in Jefferson County has increased by a total of 97 students with some yearly fluctuation. Total enrollment for the 2019-2020 school year was 8,942 students.

**Figure S5: Historical Enrollment**

Jefferson County Schools Historical Enrollment				
School Year	Elementary	Middle	High	Total
2010-2011	4,496	1,872	2,477	8,845
2011-2012	4,436	2,002	2,404	8,842
2012-2013	4,444	2,074	2,440	8,958
2013-2014	4,418	2,147	2,496	9,061
2014-2015	4,432	2,088	2,546	9,066
2015-2016	4,367	2,084	2,687	9,138
2016-2017	4,363	2,058	2,781	9,202
2017-2018	4,363	2,065	2,745	9,173
2018-2019	4,210	2,080	2,744	9,034
2019-2020	4,108	2,068	2,766	8,942
Increase	(388)	196	289	97

Source: Jefferson County Schools

### Projected Enrollment

Enrollment projections are based on student generation rates shown in Figure S4 and projected housing unit growth shown in Appendix A. By the 2029-2030 school year, enrollment for Jefferson County Schools is projected to equal 10,240 students – an increase of 1,298 students.

**Figure S6: Projected Enrollment**

Jefferson County Schools Projected Enrollment				
School Year	Elementary	Middle	High	Total
2019-2020	4,108	2,068	2,766	8,942
2020-2021	4,170	2,099	2,807	9,076
2021-2022	4,231	2,130	2,848	9,209
2022-2023	4,293	2,161	2,889	9,343
2023-2024	4,355	2,192	2,930	9,477
2024-2025	4,416	2,223	2,971	9,610
2025-2026	4,475	2,252	3,010	9,736
2026-2027	4,533	2,281	3,048	9,862
2027-2028	4,591	2,310	3,087	9,988
2028-2029	4,649	2,339	3,126	10,114
2029-2030	4,707	2,369	3,164	10,240
10-Yr Increase	599	301	398	1,298

**CAPACITY UTILIZATION**

Jefferson County Schools have capacity for 9,665 students. By school level, capacity is as follows: (1) elementary school: 4,697 students, (2) middle school: 2,252 students, and (3) high school: 2,716 students. Based on 2019-2020 enrollment, current capacity utilization is 87 percent for elementary schools, 92 percent for middle schools, and 102 percent for high schools.

To serve future development, Jefferson County Schools will need to construct additional school infrastructure. As shown in the following figures, projected enrollment from future development increases the capacity utilization to 100 percent in elementary schools, 105 percent in middle schools, and 117 percent in high schools.

**Figure S7: Elementary School Capacity Utilization**

Elementary School			
School Year	Enrollment	Capacity	Utilization
2019-2020	4,108	4,697	87%
2020-2021	4,170	4,697	89%
2021-2022	4,231	4,697	90%
2022-2023	4,293	4,697	91%
2023-2024	4,355	4,697	93%
2024-2025	4,416	4,697	94%
2025-2026	4,475	4,697	95%
2026-2027	4,533	4,697	97%
2027-2028	4,591	4,697	98%
2028-2029	4,649	4,697	99%
2029-2030	4,707	4,697	100%
10-Yr Increase	599		13%

**Figure S8: Middle School Capacity Utilization**

Middle School			
School Year	Enrollment	Capacity	Utilization
2019-2020	2,068	2,252	92%
2020-2021	2,099	2,252	93%
2021-2022	2,130	2,252	95%
2022-2023	2,161	2,252	96%
2023-2024	2,192	2,252	97%
2024-2025	2,223	2,252	99%
2025-2026	2,252	2,252	100%
2026-2027	2,281	2,252	101%
2027-2028	2,310	2,252	103%
2028-2029	2,339	2,252	104%
2029-2030	2,369	2,252	105%
10-Yr Increase	301		13%

Figure S9: High School Capacity Utilization

High School			
School Year	Enrollment	Capacity	Utilization
2019-2020	2,766	2,716	102%
2020-2021	2,807	2,716	103%
2021-2022	2,848	2,716	105%
2022-2023	2,889	2,716	106%
2023-2024	2,930	2,716	108%
2024-2025	2,971	2,716	109%
2025-2026	3,010	2,716	111%
2026-2027	3,048	2,716	112%
2027-2028	3,087	2,716	114%
2028-2029	3,126	2,716	115%
2029-2030	3,164	2,716	117%
10-Yr Increase	398		15%

**IMPACT FEE COMPONENTS**

**Elementary Schools – Incremental Expansion**

Shown below, Figure S10 includes the current inventory for elementary schools in Jefferson County. Elementary schools include 177.4 acres and 504,400 square feet of floor area with capacity to serve 4,697 students. Total enrollment for the 2019-2020 school year of 4,108 students represents an elementary school utilization rate of 87 percent.

**Figure S10: Existing Inventory**

Elementary School	Acres <sup>1</sup>	Facility Square Feet <sup>1</sup>	Student Capacity <sup>1</sup>	2019-2020 Enrollment <sup>2</sup>	Utilization
Blue Ridge	40.0	49,155	768	442	58%
C. W. Shipley	15.0	42,674	357	442	124%
Driswood	15.0	58,836	500	452	90%
North Jefferson	12.0	44,891	345	244	71%
Page Jackson	12.4	58,699	504	367	73%
Ranson	4.2	35,401	357	321	90%
Shepherdstown	7.8	40,179	399	395	99%
South Jefferson	15.0	58,094	591	490	83%
T. A. Lowery	52.0	65,594	477	546	114%
Wright Denny	4.0	50,877	399	409	103%
<b>Total</b>	<b>177.4</b>	<b>504,400</b>	<b>4,697</b>	<b>4,108</b>	<b>87%</b>

1. Jefferson County Schools
2. West Virginia Department of Education

**School Facilities**

For elementary school facilities, the existing LOS is 107.39 square feet per student (504,400 square feet / 4,697 students). Using construction cost estimates of \$307 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$32,968.02 per student (107.39 square feet per student X \$307 per square foot). The construction cost estimate of \$307 per square foot represents an increase of 20 percent when compared to the School Building Authority of West Virginia construction cost estimate of \$256 per square foot used in the previous study.

**Figure S11: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Cost per Square Foot <sup>1</sup>	\$307

Level-of-Service (LOS) Standards	
Existing Capacity	4,697
Existing Square Feet	504,400
Square Feet per Student	107.39
Cost per Student	\$32,968.02

1. School Building Authority of West Virginia

**Land**

For elementary school land, the existing LOS for land is 0.0378 acres per student (177.4 acres / 4,697 students). Based on recent land acquisition costs of \$10,964 per acre, the land cost is \$414.12 per student (0.0378 acres per student X \$10,964 per acre).

**Figure S12: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Total Acquisition Cost <sup>1</sup>	\$2,777,940
Total Acres <sup>1</sup>	253.4
Cost per Acre	\$10,964

Level-of-Service (LOS) Standards	
Existing Capacity	4,697
Existing Acres	177.4
Acres per Student	0.0378
Cost per Student	\$414.12

Source: Jefferson County Schools

1. Strider, Ranson, Welsh, and Shepherdstown sites

**Sports Facilities**

Jefferson County Schools currently provide 31 sports facilities at elementary schools with a total cost of \$1,745,000. For elementary school sports facilities, the existing LOS is 0.0066 units per student (31 units / 4,697 students). Using the average cost of \$56,290 per unit (\$1,745,000 / 31 units), the sports facilities cost is \$371.51 per student (0.0066 units per student X \$56,290 per unit). Sports facilities were not included in the previous study.

**Figure S13: Existing Level of Service and Cost Allocation**

Elementary School Sports Facilities	Units	Unit Cost	Total Cost
Asphalt Play Area	15	\$39,667	\$595,000
Playground	12	\$80,000	\$960,000
Playground (Large)	1	\$100,000	\$100,000
Walking Path	3	\$30,000	\$90,000
<b>Total</b>	<b>31</b>	<b>\$56,290</b>	<b>\$1,745,000</b>

Cost Allocation Factors	
Average Cost per Unit	\$56,290

Level-of-Service (LOS) Standards	
Existing Capacity	4,697
Existing Units	31
Units per Student	0.0066
Cost per Student	\$371.51

Source: Jefferson County Schools

### Middle Schools – Incremental Expansion

Shown below, Figure S14 includes the current inventory for middle schools in Jefferson County. Middle schools include 61.7 acres and 274,176 square feet of floor area with capacity to serve 2,252 students. Total enrollment for the 2019-2020 school year of 2,068 students represents an middle school utilization rate of 92 percent.

**Figure S14: Existing Inventory**

Middle School	Acres <sup>1</sup>	Facility Square Feet <sup>1</sup>	Student Capacity <sup>1</sup>	2019-2020 Enrollment <sup>2</sup>	Utilization
Charles Town	13.5	82,831	712	654	92%
Harpers Ferry	10.3	48,970	520	658	127%
Shepherdstown	8.0	53,375	420	331	79%
Wildwood	29.9	89,000	600	425	71%
<b>Total</b>	<b>61.7</b>	<b>274,176</b>	<b>2,252</b>	<b>2,068</b>	<b>92%</b>

1. Jefferson County Schools
2. West Virginia Department of Education

### School Facilities

For middle school facilities, the existing LOS is 121.75 square feet per student (274,176 square feet / 2,252 students). Using construction cost estimates of \$302 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$36,767.83 per student (121.75 square feet per student X \$302 per square foot). The construction cost estimate of \$302 per square foot represents an increase of 20 percent when compared to the School Building Authority of West Virginia construction cost estimate of \$252 per square foot used in the previous study.

**Figure S15: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Cost per Square Foot <sup>1</sup>	\$302

Level-of-Service (LOS) Standards	
Existing Capacity	2,252
Existing Square Feet	274,176
Square Feet per Student	121.75
Cost per Student	\$36,767.83

1. School Building Authority of West Virginia

## Land

For middle school land, the existing LOS for land is 0.0274 acres per student (61.7 acres / 2,252 students). Based on recent land acquisition costs of \$10,964 per acre, the land cost is \$300.40 per student (0.0274 acres per student X \$10,964 per acre).

**Figure S16: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Total Acquisition Cost <sup>1</sup>	\$2,777,940
Total Acres <sup>1</sup>	253.4
Cost per Acre	\$10,964

Level-of-Service (LOS) Standards	
Existing Capacity	2,252
Existing Acres	61.7
Acres per Student	0.0274
Cost per Student	\$300.40

Source: Jefferson County Schools

1. Strider, Ranson, Welsh, and Shepherdstown sites

## Sports Facilities

Jefferson County Schools currently provide five sports facilities at middle schools with a total cost of \$1,184,000. For middle school sports facilities, the existing LOS is 0.0022 units per student (five units / 2,252 students). Using the average cost of \$236,800 per unit (\$1,184,000 / five units), the sports facilities cost is \$525.75 per student (0.0022 units per student X \$236,800 per unit). Sports facilities were not included in the previous study.

**Figure S17: Existing Level of Service and Cost Allocation**

Middle School Sports Facilities	Units	Unit Cost	Total Cost
Athletic Field	4	\$251,000	\$1,004,000
Running Track	1	\$180,000	\$180,000
<b>Total</b>	<b>5</b>	<b>\$236,800</b>	<b>\$1,184,000</b>

Source: Jefferson County Schools

Cost Allocation Factors	
Average Cost per Unit	\$236,800

Level-of-Service (LOS) Standards	
Existing Capacity	2,252
Existing Units	5
Units per Student	0.0022
Cost per Student	\$525.75

Source: Jefferson County Schools

**High Schools – Incremental Expansion**

Shown below, Figure S18 includes the current inventory for high schools in Jefferson County. High schools include 122.6 acres and 397,124 square feet of floor area with capacity to serve 2,716 students. Total enrollment for the 2019-2020 school year of 2,766 students represents a utilization rate of 102 percent.

**Figure S18: Existing Inventory**

High School	Acres <sup>1</sup>	Facility Square Feet <sup>1</sup>	Student Capacity <sup>1</sup>	2019-2020 Enrollment <sup>2</sup>	Utilization
Jefferson	64.6	188,124	1,406	1,457	104%
Washington	58.0	209,000	1,310	1,309	100%
<b>Total</b>	<b>122.6</b>	<b>397,124</b>	<b>2,716</b>	<b>2,766</b>	<b>102%</b>

- 1. Jefferson County Schools
- 2. West Virginia Department of Education

**School Facilities**

For high school facilities, the existing LOS is 143.57 square feet per student (397,124 square feet / 2,766 students). Using construction cost estimates of \$300 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$43,072.02 per student (143.57 square feet per student X \$300 per square foot). The construction cost estimate of \$300 per square foot represents an increase of 20 percent when compared to the School Building Authority of West Virginia construction cost estimate of \$250 per square foot used in the previous study.

**Figure S19: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Cost per Square Foot <sup>1</sup>	\$300

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Square Feet	397,124
Square Feet per Student	143.57
Cost per Student	\$43,072.02

- 1. School Building Authority of West Virginia

## Land

For high school land, the existing LOS for land is 0.0443 acres per student (122.6 acres / 2,766 students). Based on recent land acquisition costs of \$10,964 per acre, the land cost is \$485.99 per student (0.0443 acres per student X \$10,964 per acre).

**Figure S20: Existing Level of Service and Cost Allocation**

Cost Allocation Factors	
Total Acquisition Cost <sup>1</sup>	\$2,777,940
Total Acres <sup>1</sup>	253.4
Cost per Acre	\$10,964

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Acres	122.6
Acres per Student	0.0443
Cost per Student	\$485.99

Source: Jefferson County Schools

1. Strider, Ranson, Welsh, and Shepherdstown sites

## Sports Facilities

Jefferson County Schools currently provide 25 sports facilities at high schools with a total cost of \$5,920,000. For high school sports facilities, the existing LOS is 0.0090 units per student (25 units / 2,766 students). Using the average cost of \$236,800 per unit (\$5,920,000 / 25 units), the sports facilities cost is \$2,140.27 per student (0.0090 units per student X \$236,800 per unit). Sports facilities were not included in the previous study.

**Figure S21: Existing Level of Service and Cost Allocation**

High School Sports Facilities	Units	Unit Cost	Total Cost
Football Stadium	2	\$1,550,000	\$3,100,000
Running Track	2	\$230,000	\$460,000
Baseball Field	3	\$400,000	\$1,200,000
Softball Field	2	\$180,000	\$360,000
Tennis Courts	16	\$50,000	\$800,000
<b>Total</b>	<b>25</b>	<b>\$236,800</b>	<b>\$5,920,000</b>

Cost Allocation Factors	
Average Cost per Unit	\$236,800

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Units	25
Units per Student	0.0090
Cost per Student	\$2,140.27

Source: Jefferson County Schools

**Administrative Facilities – Incremental Expansion**

Shown below, Figure S22 includes the current inventory for administrative facilities in Jefferson County. Administrative facilities include 28,170 square feet of floor area with a total cost of \$7,241,120. For administrative facilities, the existing LOS is 2.915 square feet per student (28,170 square feet / 9,665 students). Based on the average cost of \$257 per square foot, the administrative facilities cost is \$749.21 per student (2.915 square feet per student X \$257 per square foot).

**Figure S22: Existing Level of Service and Cost Allocation**

Description	Facility Square Feet	Cost per Square Foot	Total Cost
Board of Education Building	16,620	\$226	\$3,756,120
Transportation Dept - Office	1,250	\$302	\$377,165
Transportation Dept - Shop	10,300	\$302	\$3,107,835
<b>Total</b>	<b>28,170</b>	<b>\$257</b>	<b>\$7,241,120</b>

Cost Allocation Factors	
Average Cost per Square Foot	\$257

Level-of-Service (LOS) Standards	
Existing Capacity	9,665
Existing Square Feet	28,170
Square Feet per Student	2.915
Cost per Student	\$749.21

Source: Jefferson County Schools

### Vehicles and Equipment – Incremental Expansion

Shown below in Figure S23, Jefferson County Schools currently provide 164 units of vehicles and equipment with a total cost of \$13,569,610. For vehicles and equipment, the existing LOS is 0.017 units per student (164 units / 9,665 students). Using the average cost of \$82,742 per unit (\$13,569,610 / 164 units), the vehicles and equipment cost is \$1,403.99 per student (0.017 units per student X \$82,742 per unit). Vehicles and equipment were not included in the previous study.

**Figure S23: Existing Level of Service and Cost Allocation**

Description	Units	Unit Cost	Total Cost
Conventional Style Bus	94	\$92,698	\$8,713,612
Special Equipment Bus	37	\$101,054	\$3,738,998
Type A Bus	4	\$62,500	\$250,000
Light Truck (<18,500 GVW)	16	\$27,000	\$432,000
Heavy Truck (>18,500 GVW)	1	\$65,000	\$65,000
Heavy Weight Bucket Truck	1	\$70,000	\$70,000
Refrigerated Truck	1	\$80,000	\$80,000
Passenger Vehicles	10	\$22,000	\$220,000
<b>Total</b>	<b>164</b>	<b>\$82,742</b>	<b>\$13,569,610</b>

Cost Allocation Factors	
Average Cost per Unit	\$82,742

Level-of-Service (LOS) Standards	
Existing Capacity	9,665
Existing Units	164
Units per Student	0.017
Cost per Student	\$1,403.99

Source: Jefferson County Schools

### Impact Fee Study – Plan-Based

The cost to prepare the Schools impact fees totals \$18,600. Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of new residential development, the cost is \$28.16 per student.

**Figure S24: Impact Fee Study**

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
School	\$18,600	Residential	100%	Students	661	\$28.16
		Nonresidential	0%			\$0.00

**PROJECTED DEMAND**

**Elementary Schools – Incremental Expansion**

Shown below, elementary school enrollment is projected to increase by 599 students over the next 10 years. Using the existing LOS, future residential development will demand approximately 64,360 additional square feet of elementary school facilities (599 additional students X 107.39 square feet per student), 22.6 acres of land (599 additional students X 0.0378 acres per student), and four additional sports facilities (599 additional students X 0.0066 units per student). The growth-related expenditure equals \$19,758,455 for school facilities (64,359.8 square feet X \$307 per square foot), \$248,188 for land (22.6 acres X \$10,964 per acre), and \$222,656 for sports facilities (four units X \$56,290 per unit).

**Figure S25: Projected Demand**

Component	Level of Service	Demand Unit	Cost per Unit
School Facilities	107.39 Square Feet	per Student	\$307
Land	0.0378 Acres	per Student	\$10,964
Sports Facilities	0.0066 Units	per Student	\$56,290

Demand for Elementary Schools				
Year	Enrollment	School Facilities	Land	Sports Facilities
2020	4,108	504,400.0	177.4	31.0
2021	4,170	511,025.7	179.7	31.4
2022	4,231	517,651.4	182.1	31.8
2023	4,293	524,277.1	184.4	32.2
2024	4,355	530,902.8	186.7	32.6
2025	4,416	537,528.5	189.1	33.0
2026	4,475	543,774.7	191.2	33.4
2027	4,533	550,021.0	193.4	33.8
2028	4,591	556,267.3	195.6	34.2
2029	4,649	562,513.5	197.8	34.6
2030	4,707	568,759.8	200.0	35.0
10-Yr Increase	599	64,359.8	22.6	4.0

Growth-Related Expenditures	\$19,758,455	\$248,188	\$222,656
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**Middle Schools – Incremental Expansion**

Shown below, middle school enrollment is projected to increase by 301 students over the next 10 years. Using the existing LOS, future residential development will demand approximately 36,599 additional square feet of middle school facilities (301 additional students X 121.75 square feet per student), 8.2 acres of land (301 additional students X 0.0274 acres per student), and 0.7 additional sports facilities (301 additional students X 0.0022 units per student). The growth-related expenditure equals \$11,052,894 for school facilities (36,599 square feet X \$302 per square foot), \$90,305 for land (8.2 acres X \$10,964 per acre), and \$158,049 for sports facilities (0.7 units X \$236,800 per unit).

**Figure S26: Projected Demand**

Component	Level of Service	Demand Unit	Cost per Unit
School Facilities	121.75 Square Feet	per Student	\$302
Land	0.0274 Acres	per Student	\$10,964
Sports Facilities	0.0022 Units	per Student	\$236,800

Demand for Middle Schools				
Year	Enrollment	School Facilities	Land	Sports Facilities
2020	2,068	274,176.0	61.7	5.0
2021	2,099	277,943.8	62.5	5.1
2022	2,130	281,711.6	63.4	5.1
2023	2,161	285,479.3	64.2	5.2
2024	2,192	289,247.1	65.1	5.3
2025	2,223	293,014.9	65.9	5.3
2026	2,252	296,566.9	66.7	5.4
2027	2,281	300,118.9	67.5	5.5
2028	2,310	303,671.0	68.3	5.5
2029	2,339	307,223.0	69.1	5.6
2030	2,369	310,775.0	69.9	5.7
10-Yr Increase	301	36,599.0	8.2	0.7

Growth-Related Expenditures	\$11,052,894	\$90,305	\$158,049
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**High Schools – Incremental Expansion**

Shown below, high school enrollment is projected to increase by 398 students over the next 10 years. Using the existing LOS, future residential development will demand approximately 57,165 additional square feet of high school facilities (398 additional students X 143.57 square feet per student), 17.6 acres of land (398 additional students X 0.0443 acres per student), and 3.6 additional sports facilities (398 additional students X 0.0090 units per student). The growth-related expenditure equals \$17,149,551 for school facilities (57,165.2 square feet X \$300 per square foot), \$193,501 for land (17.6 acres X \$10,964 per acre), and \$852,172 for sports facilities (3.6 units X \$236,800 per unit).

**Figure S27: Projected Demand**

Component	Level of Service	Demand Unit	Cost per Unit
School Facilities	143.57 Square Feet	per Student	\$300
Land	0.0443 Acres	per Student	\$10,964
Sports Facilities	0.0090 Units	per Student	\$236,800

Demand for High Schools				
Year	Enrollment	School Facilities	Land	Sports Facilities
2020	2,766	397,124.0	122.6	25.0
2021	2,807	403,009.0	124.4	25.4
2022	2,848	408,894.0	126.2	25.7
2023	2,889	414,779.1	128.1	26.1
2024	2,930	420,664.1	129.9	26.5
2025	2,971	426,549.1	131.7	26.9
2026	3,010	432,097.1	133.4	27.2
2027	3,048	437,645.1	135.1	27.6
2028	3,087	443,193.2	136.8	27.9
2029	3,126	448,741.2	138.5	28.2
2030	3,164	454,289.2	140.2	28.6
10-Yr Increase	398	57,165.2	17.6	3.6

Growth-Related Expenditures	\$17,149,551	\$193,501	\$852,172
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**Administrative Facilities – Incremental Expansion**

Shown below, total enrollment is projected to increase by 1,298 students over the next 10 years. Using the existing LOS, future residential development will demand approximately 3,784 additional square feet of administrative facilities (1,298 additional students X 2.915 square feet per student). The growth-related expenditure for administrative facilities is \$972,546 (3,783.5 square feet X \$257 per square foot).

**Figure S28: Projected Demand**

Component	Level of Service	Demand Unit
Admin Facilities	2.915 Sq Ft	per Student

Demand for Administrative Facilities		
Year	Enrollment	Square Feet
2020	8,942	28,170.0
2021	9,076	28,559.5
2022	9,209	28,949.0
2023	9,343	29,338.5
2024	9,477	29,728.0
2025	9,610	30,117.5
2026	9,736	30,484.7
2027	9,862	30,851.9
2028	9,988	31,219.1
2029	10,114	31,586.3
2030	10,240	31,953.5
10-Yr Increase	1,298	3,783.5

Cost per Unit	\$257
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Growth-Related Expenditures	\$972,546
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**Vehicles and Equipment – Incremental Expansion**

Shown below, total enrollment is projected to increase by 1,298 students over the next 10 years. Using the existing LOS, future residential development will demand 22 additional vehicles and equipment (1,298 additional students X 0.017 units per student). The growth-related expenditure for vehicles and equipment is \$1,822,519 (22 units X \$82,742 per unit).

**Figure S29: Projected Demand**

Component	Level of Service	Demand Unit
Vehicles & Equip	0.017 Units	per Student

Demand for Vehicles and Equipment		
Year	Enrollment	Units
2020	8,942	164.0
2021	9,076	166.3
2022	9,209	168.5
2023	9,343	170.8
2024	9,477	173.1
2025	9,610	175.3
2026	9,736	177.5
2027	9,862	179.6
2028	9,988	181.8
2029	10,114	183.9
2030	10,240	186.0
10-Yr Increase	1,298	22.0

Cost per Unit	\$82,742
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Growth-Related Expenditures	\$1,822,519
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**CREDITS**

**School Building Authority Funding**

The West Virginia School Building Authority provides funding to offset construction costs of some school facilities. To calculate impact fees, the analysis must adjust the construction cost factors to reflect the local share of construction costs for school facilities. Shown below, Figure S30 displays local funding compared to School Building Authority funding for recent school facilities projects in Jefferson County. The column to the far right shows the share of local funding for each project. Based on historical funding trends, Jefferson County Schools will be responsible for 59 percent of school facilities costs.

**Figure S30: School Building Authority Funding**

Year	Project	SBA Funding	Local Funding	Total	Local Share
2006	Jefferson High School Renovations	\$9,500,000	\$3,202,334	\$12,702,334	25%
2006	Washington High School	\$9,500,000	\$34,756,689	\$44,256,689	79%
2008	Driswood Elementary	\$6,431,900	\$4,772,823	\$11,204,723	43%
2009	Blue Ridge Primary	\$7,571,500	\$1,510,155	\$9,081,655	17%
2009	South Jefferson Addition (MIP)	\$1,000,000	\$912,835	\$1,912,835	48%
2011	Shepherdstown Sidewalk	\$0	\$221,832	\$221,832	100%
2011	Harpers Ferry Middle School	\$0	\$933,369	\$933,369	100%
2012	North Jefferson Parking Lot	\$0	\$492,352	\$492,352	100%
2013	Harpers Ferry Middle School	\$4,871,862	\$8,440,483	\$13,312,345	63%
2013	Washington High School Wall	\$0	\$54,645	\$54,645	100%
<b>Total</b>		<b>\$38,875,262</b>	<b>\$55,297,517</b>	<b>\$94,172,779</b>	<b>59%</b>

Source: Jefferson County Schools

**Bond Payments**

Jefferson County Schools, through the Jefferson County Building Commission, debt-financed improvements to the bus maintenance and operations facility in 2015. This analysis includes a credit for future principal payments on outstanding debt. A credit is necessary since future residential units will pay the impact fee and will also contribute to future principal payments on this remaining debt. A credit is not necessary for interest payments because interest costs are not included in the impact fee.

As shown in Figure S31, outstanding debt from improvements to the bus maintenance and operations facility will be repaid over the next 10 years. The original principal balance was \$3,485,000, and the remaining principal balance equals \$2,742,981. Annual principal payments are divided by student enrollment to determine the credit per student. To account for the time value of money, annual payments per student are discounted using a net present value formula based on a discount rate of 2.92 percent. The net present value of future principal payments is \$240.72 per student.

**Figure S31: Credit for Future Principal Payments**

Year	Principal	Enrollment	Credit
2020	\$216,997	8,942	\$24.27
2021	\$237,040	9,076	\$26.12
2022	\$237,040	9,209	\$25.74
2023	\$237,040	9,343	\$25.37
2024	\$237,040	9,477	\$25.01
2025	\$237,040	9,610	\$24.67
2026	\$274,253	9,736	\$28.17
2027	\$266,633	9,862	\$27.04
2028	\$266,633	9,988	\$26.69
2029	\$266,633	10,114	\$26.36
2030	\$266,633	10,240	\$26.04
<b>Total</b>	<b>\$2,742,981</b>		<b>\$285.47</b>

Discount Rate	2.92%
Net Present Value	\$240.72

**PROPOSED SCHOOL IMPACT FEES**

Infrastructure components and cost factors for School impact fees are summarized in Figure S32. For School impact fees, the cost is \$22,177.40 per elementary school student, \$24,459.81 per middle school student, and \$29,979.39 per high school student. School impact fees are assessed according to the number of students per housing unit.

The single-family fee of \$10,425 is the sum of the elementary, middle, and high school components. The elementary school component of \$4,343 is calculated using a cost of \$22,177.40 per elementary school student multiplied by a demand unit of 0.196 elementary school students per housing unit. The middle school component of \$2,330 is calculated using a cost of \$24,459.81 per middle school student multiplied by a demand unit of 0.095 middle school students per housing unit. Finally, the high school component of \$3,752 is calculated using a cost of \$29,979.39 per high school student multiplied by a demand unit of 0.125 high school students per housing unit.

**Figure S32: Proposed Impact Fees**

Fee Component	Elementary	Middle	High
School Facilities (Gross)	\$32,968.02	\$36,767.83	\$43,072.02
<i>x Local Share</i>	59%	59%	59%
School Facilities (Net)	\$19,451.13	\$21,693.02	\$25,412.49
Land	\$414.12	\$300.40	\$485.99
Sports Facilities	\$371.51	\$525.75	\$2,140.27
Administrative Facilities	\$749.21	\$749.21	\$749.21
Vehicles and Equipment	\$1,403.99	\$1,403.99	\$1,403.99
Impact Fee Study	\$28.16	\$28.16	\$28.16
Bond Payments Credit	(\$240.72)	(\$240.72)	(\$240.72)
<b>Total</b>	<b>\$22,177.40</b>	<b>\$24,459.81</b>	<b>\$29,979.39</b>

Development Type	Students per Housing Unit			Proposed Fees	Current Fees	Increase / Decrease
	Elementary	Middle	High			
Single-Family	0.196	0.095	0.125	\$10,425	\$5,991	\$4,434
Multi-Family	0.058	0.043	0.062	\$4,212	\$4,185	\$27

As mentioned previously, the construction cost estimates for school facilities represent an increase of 20 percent when compared to the construction cost estimates in the previous study. Also, the previous study did not include sports facilities or vehicles and equipment. Finally, due to retirement of debt, the bond payments credit included in this study is approximately 25 percent of the credit included in the previous study. When combined, these factors result in a cost increase of approximately 23 percent per student when compared to the cost per student in the previous study. It should be noted the current fees represent the adopted share of the maximum allowable fees from the previous study -- \$8,143 per single-family unit and \$5,688 per multi-family unit.

**PROJECTED SCHOOL IMPACT FEE REVENUE**

Projected fee revenue shown in Figure 533 is based on the development projections, shown in Appendix A, and the maximum allowable School impact fees. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$32,562,927 and projected expenditures equal \$52,226,959. The difference of \$19,664,032 is equal to the anticipated funding provided by the School Building Authority.

**Figure S33: Projected School Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
School Facilities	\$47,960,900	\$0	\$47,960,900
Land	\$531,995	\$0	\$531,995
Sports Facilities	\$1,232,877	\$0	\$1,232,877
Administrative Facilities	\$972,546	\$0	\$972,546
Vehicles and Equipment	\$1,822,519	\$0	\$1,822,519
Impact Fee Report	\$18,600	\$0	\$18,600
Bond Payments Credit	(\$312,477)	\$0	(\$312,477)
<b>Total</b>	<b>\$52,226,959</b>	<b>\$0</b>	<b>\$52,226,959</b>

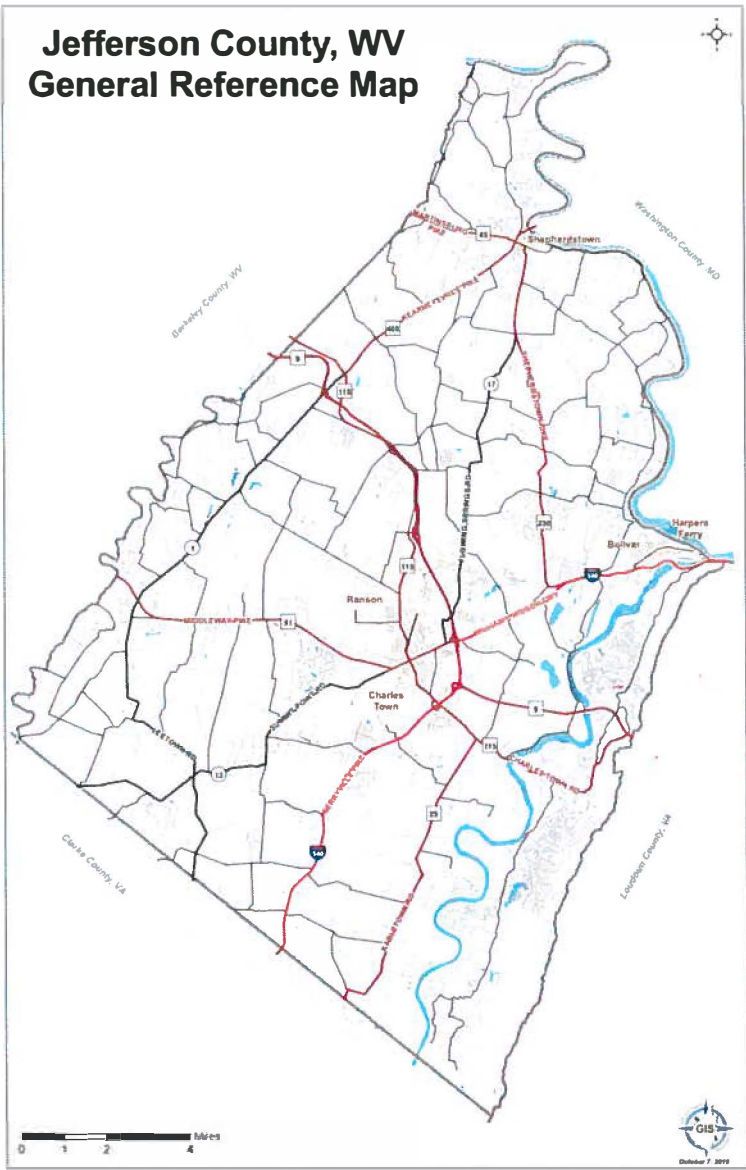
		Single Family \$10,425 per unit	Multi-Family \$4,212 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$30,015,902	\$2,547,025	\$0	\$0	\$0

Projected Fee Revenue	\$32,562,927
Total Expenditures	\$52,226,959
School Building Authority	\$19,664,032

**APPENDIX A: LAND USE ASSUMPTIONS**

Jefferson County, West Virginia, retained TischlerBise to analyze the impacts of development on its capital facilities and to calculate impact fees based on that analysis. TischlerBise prepared current demographic estimates and future development projections for both residential and nonresidential development that will be used in the calculation of the impact fees. Current demographic data estimates for 2020 are used in calculating levels of service (LOS) provided to existing development in Jefferson County.

The estimates and projections of residential and nonresidential development in this *Land Use Assumptions* document are for areas within the boundaries of Jefferson County, West Virginia. The map below illustrates the areas within the Countywide Service Area for EMS, Municipal Facilities, Parks and Recreation, and School impact fees. Appendix C includes a map of the Law Enforcement Service Area.



**SUMMARY OF GROWTH INDICATORS**

Key land use assumptions for the Jefferson County Impact Fee Study are population, housing units, and employment. Based on discussions with staff, TischlerBise estimates population using data used in the 2019 Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts. For housing units, TischlerBise applies person per housing unit factors derived from 2014-2018 American Community Survey 5-Year Estimates to population estimates and projections. For nonresidential development, the base year employment estimate is calculated based on data used in the 2019 Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts. TischlerBise converts employment estimates and projections to nonresidential floor area based on average square feet per job multipliers published by the Institute of Transportation Engineers (ITE). The projections contained in this document provide the foundation for the Impact Fee Study. These metrics are the service units and demand indicators used in the Impact Fee Study.

Development projections, summarized below, will be used to estimate impact fee revenue and to indicate the anticipated need for growth-related infrastructure. However, impact fee methodologies are designed to reduce sensitivity to development projections in the determination of the proportionate share fee amounts. If actual development is slower than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development is faster than anticipated, Jefferson County will receive an increase in fee revenue, but will also need to accelerate infrastructure improvements to keep pace with the actual rate of development. During the next 10 years, countywide development projections indicate an increase of 3,486 housing units and approximately 1.04 million square feet of nonresidential floor area.

Jefferson County, WV	2020	2025	2030	10-Year
	Base Year	5	10	Increase
<b>Resident Population</b>	<b>60,997</b>	<b>65,261</b>	<b>69,282</b>	<b>8,285</b>
<b>Housing Units</b>				
Single Family	21,209	22,692	24,090	2,881
Multi-Family	4,455	4,766	5,060	605
<b>Total Housing Units</b>	<b>25,664</b>	<b>27,458</b>	<b>29,150</b>	<b>3,486</b>
<b>Employment</b>				
Industrial	2,600	2,783	2,954	353
Commercial	7,129	7,630	8,097	968
Office & Institutional	8,946	9,576	10,161	1,215
<b>Total Employment</b>	<b>18,675</b>	<b>19,989</b>	<b>21,212</b>	<b>2,537</b>
<b>Nonres. Floor Area (x1,000)</b>				
Industrial	1,599	1,712	1,816	217
Commercial	3,044	3,258	3,457	414
Office & Institutional	3,015	3,227	3,424	410
<b>Total Nonres. Floor Area</b>	<b>7,658</b>	<b>8,197</b>	<b>8,698</b>	<b>1,040</b>

## RESIDENTIAL DEVELOPMENT

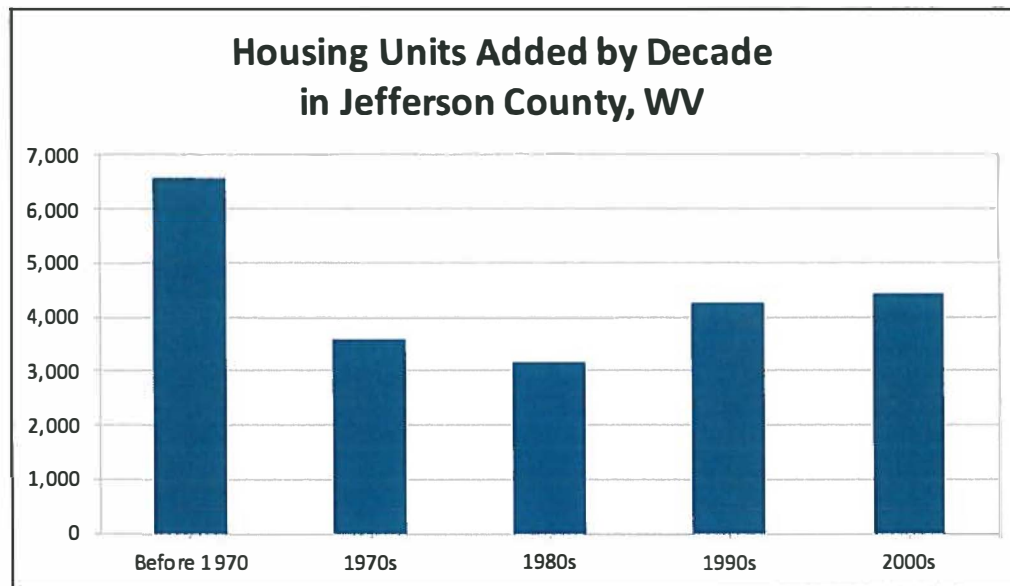
Current estimates and future projections of residential development are detailed in this section including population and housing units by type.

### Recent Residential Construction

For residential development, current levels of service are determined using estimates of population and housing units. Shown below, Figure A1 indicates the estimated number of housing units added by decade according to data obtained from the U.S. Census Bureau. Jefferson County experienced strong growth from 2000 to 2010, when housing inventory increased by an average of 441 units per year.

**Figure A1: Housing Units by Decade**

Census 2010 Housing Units	22,037	Jefferson County added an average of 441 housing units per year from 2000 to 2010.
Census 2000 Housing Units	17,623	
New Housing Units 2000 to 2010	4,414	



Source: U.S. Census Bureau, Census 2010 Summary File 1, Census 2000 Summary File 1, 2014-2018 American Community Survey 5-Year Estimates (for 1990s and earlier, adjusted to yield total units in 2000).

Shown below, Jefferson County permit data show an average annual increase of 236 units per year.

**Figure A2: Residential Building Permit Data**

Year	Single Family	Multi-Family
2015	190	100
2016	175	0
2017	233	4
2018	210	57
2019	201	11
<b>Average</b>	<b>202</b>	<b>34</b>

Source: Jefferson County building permit data

**Housing Unit Size**

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Impact fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the impact fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends that Jefferson County impose impact fees for residential development according to the number of persons per housing unit (PPHU).

Occupancy calculations require data on population and the types of units by structure. The 2010 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For impact fees in Jefferson County, detached stick-built units and attached are included in the “Single-Family” category. The second residential category includes duplexes and all other structures with two or more units on an individual parcel of land. This is referred to as the “Multi-Family” category. The “Multi-Family” category also includes mobile homes, boats, RV, vans, and all other units.

Figure A3 below shows the occupancy estimates for Jefferson County. Single-family units average 2.50 persons per housing unit and multi-family units average 1.79 persons per housing unit.

**Figure A3: Persons per Housing Unit**

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing	Housing Mix	Vacancy Rate
Single-Family Units <sup>1</sup>	47,548	17,583	2.70	19,007	2.50	82.6%	7.50%
Multi-Family Units <sup>2</sup>	7,151	3,312	2.16	3,992	1.79	17.4%	17.00%
<b>Total</b>	<b>54,699</b>	<b>20,895</b>	<b>2.62</b>	<b>22,999</b>	<b>2.38</b>	<b>100.0%</b>	<b>9.10%</b>

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates, Tables B25024, B25032, B25033.

1. Includes detached and attached (i.e. townhouses) units.

2. Includes dwellings in structures with two or more units, mobile homes, and all other units.

## Residential Estimates

TischlerBise uses the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts traffic analysis zone (TAZ) data to derive 2020 base year population estimates. Shaded yellow in Figure A4, countywide population estimates equal 57,889 persons in 2015 and 62,688 persons in 2020. TischlerBise allocates population to interim years using a linear projection. Since population in group quarters is not associated with a housing unit, the analysis excludes group quarters population. TischlerBise uses resident population, calculated by subtracting group quarters population from total population, to project demand from future residential development. The base year resident population estimate equals 60,997 persons.

To estimate housing units, TischlerBise applies the persons per housing unit factor derived from 2014-2018 American Community Survey 5-Year Estimates to the resident population estimates and projections. For example, the 2015-2016 resident population increase of 934 persons (57,261 persons – 56,327 persons) divided by 2.38 persons per housing unit equals 393 additional housing units (24,092 housing units – 23,699 housing units). To estimate housing units by type, the analysis maintains the existing housing mix shown in Figure A3. This results in an additional 325 single-family units (82.6 percent X 393 housing units) and 68 multi-family units (17.4 percent X 393 housing units). The base year housing estimate includes 25,664 housing units.

**Figure A4: Residential Estimates**

Jefferson County, WV	2015	2016	2017	2018	2019	2020
<b>Population<sup>1</sup></b>						
Resident	56,327	57,261	58,195	59,129	60,063	60,997
Group Quarters	1,562	1,588	1,614	1,640	1,666	1,691
<b>Total</b>	<b>57,889</b>	<b>58,849</b>	<b>59,809</b>	<b>60,768</b>	<b>61,728</b>	<b>62,688</b>
<b>Housing Units<sup>2</sup></b>						
Single Family	19,586	19,910	20,235	20,560	20,884	21,209
Multi-Family	4,114	4,182	4,250	4,318	4,386	4,455
<b>Total</b>	<b>23,699</b>	<b>24,092</b>	<b>24,485</b>	<b>24,878</b>	<b>25,271</b>	<b>25,664</b>

Source: 2015 and 2020 total population from Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts TAZ data. Interim years based on straight-line allocation of population.

1. TischlerBise calculation (persons per housing unit X housing units)
2. TischlerBise calculation (resident population / persons per housing unit)

**Residential Projections**

The Metro Washington Governments Round 9.1a Cooperative Forecasts project countywide population from 2020 to 2040 in five-year increments, and TischlerBise allocates population to interim years using a linear projection. Based on these projections, Jefferson County’s resident population will increase to 69,282 persons in 2030. TischlerBise converts projected population to projected housing units using the same steps outlined in the previous section. This results in a total housing unit projection of 29,150 units in 2030.

Population and housing unit projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease.

**Figure A5: Residential Projections**

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2030	10-Year Increase
	Base Year	1	2	3	4	5	10	
<b>Resident Population</b>	<b>60,997</b>	<b>61,850</b>	<b>62,702</b>	<b>63,555</b>	<b>64,408</b>	<b>65,261</b>	<b>69,282</b>	<b>8,285</b>
<b>Housing Units</b>								
Single Family	21,209	21,506	21,802	22,099	22,396	22,692	24,090	2,881
Multi-Family	4,455	4,517	4,579	4,641	4,704	4,766	5,060	605
<b>Total Housing Units</b>	<b>25,664</b>	<b>26,023</b>	<b>26,381</b>	<b>26,740</b>	<b>27,099</b>	<b>27,458</b>	<b>29,150</b>	<b>3,486</b>

## NONRESIDENTIAL DEVELOPMENT

Current estimates and future projections of nonresidential development are detailed in this section including jobs and nonresidential floor area. TischlerBise uses the term jobs to refer to employment by place of work. In Figure A6, gray shading indicates the nonresidential development prototypes used by TischlerBise to derive employment densities and average weekday vehicle trip ends. For nonresidential development, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 10<sup>th</sup> Edition (2017).

The prototype for industrial development is Light Industrial (110) which generates 4.96 average weekday vehicle trip ends per 1,000 square feet of floor area and has 615 square feet of floor area per employee. For office and institutional development, the proxy is General Office (ITE 710); it generates 9.74 average weekday vehicle trip ends per 1,000 square feet of floor area and has 337 square feet of floor area per employee. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.75 average weekday vehicle trips per 1,000 square feet of floor area and has 427 square feet of floor area per employee.

**Figure A6: Nonresidential Demand Units**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit <sup>1</sup>	Wkdy Trip Ends Per Employee <sup>1</sup>	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.96	3.05	1.63	615
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	3.93	2.47	1.59	628
150	Warehousing	1,000 Sq Ft	1.74	5.05	0.34	2,902
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	8.36	14.34	0.58	na
520	Elementary School	1,000 Sq Ft	19.52	21.00	0.93	1,076
530	High School	1,000 Sq Ft	14.07	22.25	0.63	1,581
540	Community College	student	1.15	14.61	0.08	na
610	Hospital	1,000 Sq Ft	10.72	3.79	2.83	354
620	Nursing Home	bed	3.06	2.91	1.05	na
710	General Office (average size)	1,000 Sq Ft	9.74	3.28	2.97	337
715	Single Tenant Office	1,000 Sq Ft	11.25	3.77	2.98	335
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
750	Office Park	1,000 Sq Ft	11.07	3.54	3.13	320
820	Shopping Center (average size)	1,000 Sq Ft	37.75	16.11	2.34	427

1. Trip Generation, Institute of Transportation Engineers, 10th Edition (2017).

## Employment Estimates

TischlerBise uses the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts traffic analysis zone (TAZ) data to derive 2020 base year employment estimates. Shaded yellow in Figure A7, countywide employment estimates equal 17,247 jobs in 2015 and 18,675 jobs in 2020. TischlerBise allocates employment to interim years using a linear projection. To calculate employment by industry sector, TischlerBise applies 2020 Esri Business Analyst data to Metro Washington Council of Government total employment estimates.

To estimate nonresidential floor area, TischlerBise applies the employment density factors shown in Figure A6 to employment estimates, by industry sector, shown below in Figure A7. For example, 2020 countywide industrial employment of 2,600 jobs multiplied by an employment density factor of 615 square feet per employee equals 1,599,185 square feet of industrial floor area. TischlerBise repeats this process for commercial and office & institutional development. The 2020 base year estimate includes approximately 7.66 million square feet of nonresidential floor area.

**Figure A7: Nonresidential Estimates**

Jefferson County, WV	2015	2016	2017	2018	2019	2020
<b>Employment<sup>1</sup></b>						
Industrial	2,401	2,441	2,481	2,521	2,561	2,600
Commercial	6,584	6,693	6,802	6,911	7,020	7,129
Office & Institutional	8,262	8,399	8,536	8,672	8,809	8,946
<b>Total</b>	<b>17,247</b>	<b>17,533</b>	<b>17,818</b>	<b>18,104</b>	<b>18,389</b>	<b>18,675</b>
<b>Nonresidential Floor Area<sup>2</sup></b>						
Industrial	1,476,902	1,501,359	1,525,815	1,550,272	1,574,729	1,599,185
Commercial	2,811,173	2,857,725	2,904,276	2,950,827	2,997,379	3,043,930
Office & Institutional	2,784,290	2,830,396	2,876,503	2,922,609	2,968,715	3,014,821
<b>Total</b>	<b>7,072,366</b>	<b>7,189,480</b>	<b>7,306,594</b>	<b>7,423,708</b>	<b>7,540,822</b>	<b>7,657,936</b>

Source: 2015 and 2020 total employment from Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts TAZ data. Interim years based on straight-line allocation of employment.

1. TischlerBise calculation (Esri Business Analyst share of 2020 employment by sector X Metro Washington Council of Governments, Round 9.1a Cooperative Forecasts 2020 total employment).
2. TischlerBise calculation (employment by sector X ITE square feet per job factor).

### Nonresidential Projections

The Metro Washington Governments Round 9.1a Cooperative Forecasts project countywide employment from 2020 to 2040 in five-year increments, and TischlerBise allocates employment to interim years using a linear projection. Based on these projections, Jefferson County’s countywide employment will increase to 21,212 jobs in 2030. TischlerBise converts projected employment to projected floor area using the same steps outlined in the previous section. This results in a total nonresidential floor area projection of 8.7 million square feet in 2030.

Employment and nonresidential floor area projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease.

**Figure A8: Nonresidential Projections**

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2030	10-Year Increase
	Base Year	1	2	3	4	5	10	
<b>Employment</b>								
Industrial	2,600	2,637	2,673	2,710	2,747	2,783	2,954	353
Commercial	7,129	7,229	7,329	7,430	7,530	7,630	8,097	968
Office & Institutional	8,946	9,072	9,198	9,324	9,450	9,576	10,161	1,215
<b>Total Employment</b>	<b>18,675</b>	<b>18,938</b>	<b>19,201</b>	<b>19,463</b>	<b>19,726</b>	<b>19,989</b>	<b>21,212</b>	<b>2,537</b>
<b>Nonres. Floor Area (x1,000)</b>								
Industrial	1,599	1,622	1,644	1,667	1,689	1,712	1,816	217
Commercial	3,044	3,087	3,130	3,172	3,215	3,258	3,457	414
Office & Institutional	3,015	3,057	3,100	3,142	3,185	3,227	3,424	410
<b>Total Nonres. Floor Area</b>	<b>7,658</b>	<b>7,766</b>	<b>7,873</b>	<b>7,981</b>	<b>8,089</b>	<b>8,197</b>	<b>8,698</b>	<b>1,040</b>

**AVERAGE WEEKDAY VEHICLE TRIPS**

Jefferson County will use average weekday vehicle trips (AWVT) as the nonresidential demand units for Law Enforcement fees.

**Nonresidential Trip Generation Rates**

For nonresidential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 10<sup>th</sup> Edition (2017). The prototype for industrial development is Light Industrial (110) which generates 4.96 average weekday vehicle trip ends per 1,000 square feet of floor area. For office and institutional development, the proxy is General Office (ITE 710), and it generates 9.74 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.75 average weekday vehicle trips per 1,000 square feet of floor area.

**Figure A9: Average Weekday Vehicle Trip Ends by Land Use**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit <sup>1</sup>	Wkdy Trip Ends Per Employee <sup>1</sup>	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.96	3.05	1.63	615
710	General Office (average size)	1,000 Sq Ft	9.74	3.28	2.97	337
820	Shopping Center (average size)	1,000 Sq Ft	37.75	16.11	2.34	427

1. Trip Generation, Institute of Transportation Engineers, 10th Edition (2017).

**Trip Rate Adjustments**

Average Weekday Vehicle Trips (AWVT) are used as a measure of demand by land use. Vehicle trips are estimated using average weekday vehicle trip ends from the reference book, *Trip Generation, 10<sup>th</sup> Edition*, published by the Institute of Transportation Engineers (ITE) in 2017. A vehicle trip end represents a vehicle entering or exiting a development (as if a traffic counter were placed across a driveway). To calculate the impact fees, trip generation rates are adjusted to avoid double counting each trip at both the origin and destination points. The basic trip adjustment factor is 50 percent. As discussed further below, the impact fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

**Adjustment for Pass-By Trips**

For commercial development, the trip adjustment factor is less than 50 percent because this type of development attracts vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent, or approximately 33 percent of the trip ends.

## FUNCTIONAL POPULATION

TischlerBise recommends functional population to allocate the cost of infrastructure to residential and nonresidential development. Functional population is similar to what the U.S. Census Bureau calls "daytime population," which accounts for people living and working in a jurisdiction, but also considers commuting patterns and time spent at home and at nonresidential locations. OnTheMap is a web-based mapping and reporting application that shows where workers are employed and where they live. OnTheMap was developed through a unique partnership between the U.S. Census Bureau and its Local Employment Dynamics (LED) partner states.

Residents who do not work are assigned 20 hours per day to residential development and four hours per day to nonresidential development (annualized averages). Residents who work in Jefferson County are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents who work outside Jefferson County are assigned 14 hours to residential development, and inflow commuters are assigned 10 hours to nonresidential development. Based on 2017 data, residential development accounts for 78 percent of functional population and nonresidential development accounts for the remaining 22 percent.

**Figure A10: Functional Population**

Demand Units in 2017				
Residential			Demand Hours/Day	Person Hours
Population	58,195	↙		
Residents Not Working	33,271		20	665,417
Employed Residents	24,924	↘		
Employed in Jefferson County, WV	7,194		14	100,716
Employed outside Jefferson County, WV	17,730		14	248,220
Residential Subtotal				1,014,353
<b>Residential Share</b>				<b>78%</b>
Nonresidential				
Non-working Residents	33,271		4	133,083
Jobs Located in Jefferson County, WV	15,660	↘		
Residents Employed in Jefferson County, WV	7,194		10	71,940
Non-Resident Workers (inflow commuters)	8,466		10	84,660
Nonresidential Subtotal				289,683
<b>Nonresidential Share</b>				<b>22%</b>
Total				1,304,036

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics (employment).

**DEVELOPMENT PROJECTIONS**

**Countywide**

Provided below are summaries of countywide development projections used in the Impact Fee Study. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

**Figure A11: Countywide Development Projections Summary**

Jefferson County, WV	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10-Year Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
<b>Resident Population</b>	<b>60,997</b>	<b>61,850</b>	<b>62,702</b>	<b>63,555</b>	<b>64,408</b>	<b>65,261</b>	<b>66,065</b>	<b>66,869</b>	<b>67,674</b>	<b>68,478</b>	<b>69,282</b>	<b>8,285</b>
<b>Housing Units</b>												
Single Family	21,209	21,506	21,802	22,099	22,396	22,692	22,972	23,251	23,531	23,810	24,090	2,881
Multi-Family	4,455	4,517	4,579	4,641	4,704	4,766	4,825	4,883	4,942	5,001	5,060	605
<b>Total Housing Units</b>	<b>25,664</b>	<b>26,023</b>	<b>26,381</b>	<b>26,740</b>	<b>27,099</b>	<b>27,458</b>	<b>27,796</b>	<b>28,135</b>	<b>28,473</b>	<b>28,811</b>	<b>29,150</b>	<b>3,486</b>
<b>Employment</b>												
Industrial	2,600	2,637	2,673	2,710	2,747	2,783	2,817	2,851	2,885	2,919	2,954	353
Commercial	7,129	7,229	7,329	7,430	7,530	7,630	7,724	7,817	7,910	8,004	8,097	968
Office & Institutional	8,946	9,072	9,198	9,324	9,450	9,576	9,693	9,810	9,927	10,044	10,161	1,215
<b>Total Employment</b>	<b>18,675</b>	<b>18,938</b>	<b>19,201</b>	<b>19,463</b>	<b>19,726</b>	<b>19,989</b>	<b>20,234</b>	<b>20,478</b>	<b>20,723</b>	<b>20,967</b>	<b>21,212</b>	<b>2,537</b>
<b>Nonres. Floor Area (x1,000)</b>												
Industrial	1,599	1,622	1,644	1,667	1,689	1,712	1,733	1,754	1,775	1,795	1,816	217
Commercial	3,044	3,087	3,130	3,172	3,215	3,258	3,298	3,338	3,378	3,418	3,457	414
Office & Institutional	3,015	3,057	3,100	3,142	3,185	3,227	3,266	3,306	3,345	3,385	3,424	410
<b>Total Nonres. Floor Area</b>	<b>7,658</b>	<b>7,766</b>	<b>7,873</b>	<b>7,981</b>	<b>8,089</b>	<b>8,197</b>	<b>8,297</b>	<b>8,397</b>	<b>8,498</b>	<b>8,598</b>	<b>8,698</b>	<b>1,040</b>

## Unincorporated

Provided below are summaries of unincorporated development projections used in the Impact Fee Study for Law Enforcement impact fees only. As previously discussed, TischlerBise uses data published by the Metro Washington Council of Governments Round 9.1a Cooperative Forecasts to estimate and project countywide development. TischlerBise excludes population and employment data located in traffic analysis zones (TAZ) associated with Jefferson County’s incorporated areas to estimate and project development in unincorporated Jefferson County. The estimates and projections shown below represent existing and future development in unincorporated Jefferson County. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

**Figure A12: Unincorporated Development Projections Summary**

Unincorporated Jefferson County, WV	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10-Year Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
<b>Resident Population</b>	<b>29,917</b>	<b>30,402</b>	<b>30,887</b>	<b>31,372</b>	<b>31,856</b>	<b>32,341</b>	<b>32,798</b>	<b>33,255</b>	<b>33,712</b>	<b>34,169</b>	<b>34,626</b>	<b>4,708</b>
<b>Housing Units</b>												
Single Family	10,403	10,571	10,740	10,908	11,077	11,245	11,404	11,563	11,722	11,881	12,040	1,637
Multi-Family	2,185	2,220	2,256	2,291	2,326	2,362	2,395	2,429	2,462	2,495	2,529	344
<b>Total Housing Units</b>	<b>12,587</b>	<b>12,791</b>	<b>12,995</b>	<b>13,199</b>	<b>13,403</b>	<b>13,607</b>	<b>13,799</b>	<b>13,992</b>	<b>14,184</b>	<b>14,376</b>	<b>14,568</b>	<b>1,981</b>
<b>Employment</b>												
Industrial	1,294	1,312	1,330	1,349	1,367	1,385	1,402	1,419	1,436	1,453	1,470	176
Commercial	3,547	3,597	3,647	3,698	3,748	3,798	3,845	3,891	3,937	3,984	4,030	484
Office & Institutional	4,451	4,514	4,577	4,640	4,703	4,766	4,825	4,883	4,941	4,999	5,058	607
<b>Total Employment</b>	<b>9,291</b>	<b>9,423</b>	<b>9,555</b>	<b>9,686</b>	<b>9,818</b>	<b>9,950</b>	<b>10,072</b>	<b>10,193</b>	<b>10,315</b>	<b>10,436</b>	<b>10,558</b>	<b>1,267</b>
<b>Nonres. Floor Area (x1,000)</b>												
Industrial	796	807	818	829	841	852	862	873	883	894	904	108
Commercial	1,514	1,536	1,557	1,579	1,600	1,622	1,642	1,661	1,681	1,701	1,721	207
Office & Institutional	1,500	1,521	1,542	1,564	1,585	1,606	1,626	1,646	1,665	1,685	1,704	205
<b>Total Nonres. Floor Area</b>	<b>3,810</b>	<b>3,864</b>	<b>3,918</b>	<b>3,972</b>	<b>4,026</b>	<b>4,080</b>	<b>4,130</b>	<b>4,180</b>	<b>4,230</b>	<b>4,280</b>	<b>4,329</b>	<b>520</b>

**NONRESIDENTIAL VEHICLE TRIP PROJECTIONS**

**Countywide**

Provided below are countywide summaries of nonresidential vehicle trip projections used in the Impact Fee Study.

**Figure A13: Countywide Nonresidential Vehicle Trip Projections Summary**

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.96	50%
Commercial	KSF	820	37.75	33%
Office & Institutional	KSF	710	9.74	50%

Jefferson County, WV	Base	1	2	3	4	5	6	7	8	9	10	10-Year Increase
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Industrial KSF	1,599	1,622	1,644	1,667	1,689	1,712	1,733	1,754	1,775	1,795	1,816	217
Commercial KSF	3,044	3,087	3,130	3,172	3,215	3,258	3,298	3,338	3,378	3,418	3,457	414
Office & Institutional KSF	3,015	3,057	3,100	3,142	3,185	3,227	3,266	3,306	3,345	3,385	3,424	410
Industrial Trips	3,966	4,022	4,078	4,133	4,189	4,245	4,297	4,349	4,401	4,453	4,505	539
Commercial Trips	37,920	38,453	38,987	39,521	40,054	40,588	41,085	41,581	42,078	42,574	43,071	5,151
Office & Institutional Trips	14,682	14,889	15,095	15,302	15,509	15,715	15,908	16,100	16,292	16,484	16,677	1,995
<b>Nonresidential Trips</b>	<b>56,568</b>	<b>57,364</b>	<b>58,160</b>	<b>58,956</b>	<b>59,752</b>	<b>60,548</b>	<b>61,289</b>	<b>62,030</b>	<b>62,771</b>	<b>63,512</b>	<b>64,253</b>	<b>7,685</b>

**Unincorporated**

Provided below are unincorporated summaries of nonresidential vehicle trip projections used in the Impact Fee Study for Law Enforcement impact fees. The estimates and projections shown below do not include vehicle trips generated in the incorporated areas of Jefferson County.

**Figure A14: Unincorporated Nonresidential Vehicle Trip Projections Summary**

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.96	50%
Commercial	KSF	820	37.75	33%
Office & Institutional	KSF	710	9.74	50%

Unincorporated Jefferson County, WV	Base	1	2	3	4	5	6	7	8	9	10	10-Year Increase
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Industrial KSF	796	807	818	829	841	852	862	873	883	894	904	108
Commercial KSF	1,514	1,536	1,557	1,579	1,600	1,622	1,642	1,661	1,681	1,701	1,721	207
Office & Institutional KSF	1,500	1,521	1,542	1,564	1,585	1,606	1,626	1,646	1,665	1,685	1,704	205
Industrial Trips	1,973	2,001	2,029	2,057	2,085	2,113	2,139	2,165	2,191	2,216	2,242	269
Commercial Trips	18,865	19,133	19,401	19,668	19,936	20,204	20,450	20,697	20,944	21,191	21,438	2,573
Office & Institutional Trips	7,305	7,408	7,512	7,615	7,719	7,823	7,918	8,014	8,109	8,205	8,301	996
<b>Nonresidential Trips</b>	<b>28,143</b>	<b>28,542</b>	<b>28,942</b>	<b>29,341</b>	<b>29,740</b>	<b>30,139</b>	<b>30,508</b>	<b>30,876</b>	<b>31,244</b>	<b>31,613</b>	<b>31,981</b>	<b>3,838</b>

## **APPENDIX B: LAND USE DEFINITIONS**

### **RESIDENTIAL DEVELOPMENT**

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Jefferson County will collect impact fees from all new residential units. One-time impact fees are determined by site capacity (i.e. number of residential units).

#### **Single-Family Units:**

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

#### **Multi-Family Units:**

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with "2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments."
2. Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.
3. Boat, RV, Van, Etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

## NONRESIDENTIAL DEVELOPMENT

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The proposed general nonresidential development categories (defined below) can be used for all new construction within Jefferson County. Nonresidential development categories represent general groups of land uses that share similar average weekday vehicle trip generation rates and employment densities (i.e., jobs per thousand square feet of floor area).

**Commercial:** Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, hotels, and motels.

**Industrial:** Establishments primarily engaged in the production, transportation, or storage of goods. By way of example, *Industrial* includes manufacturing plants, distribution warehouses, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

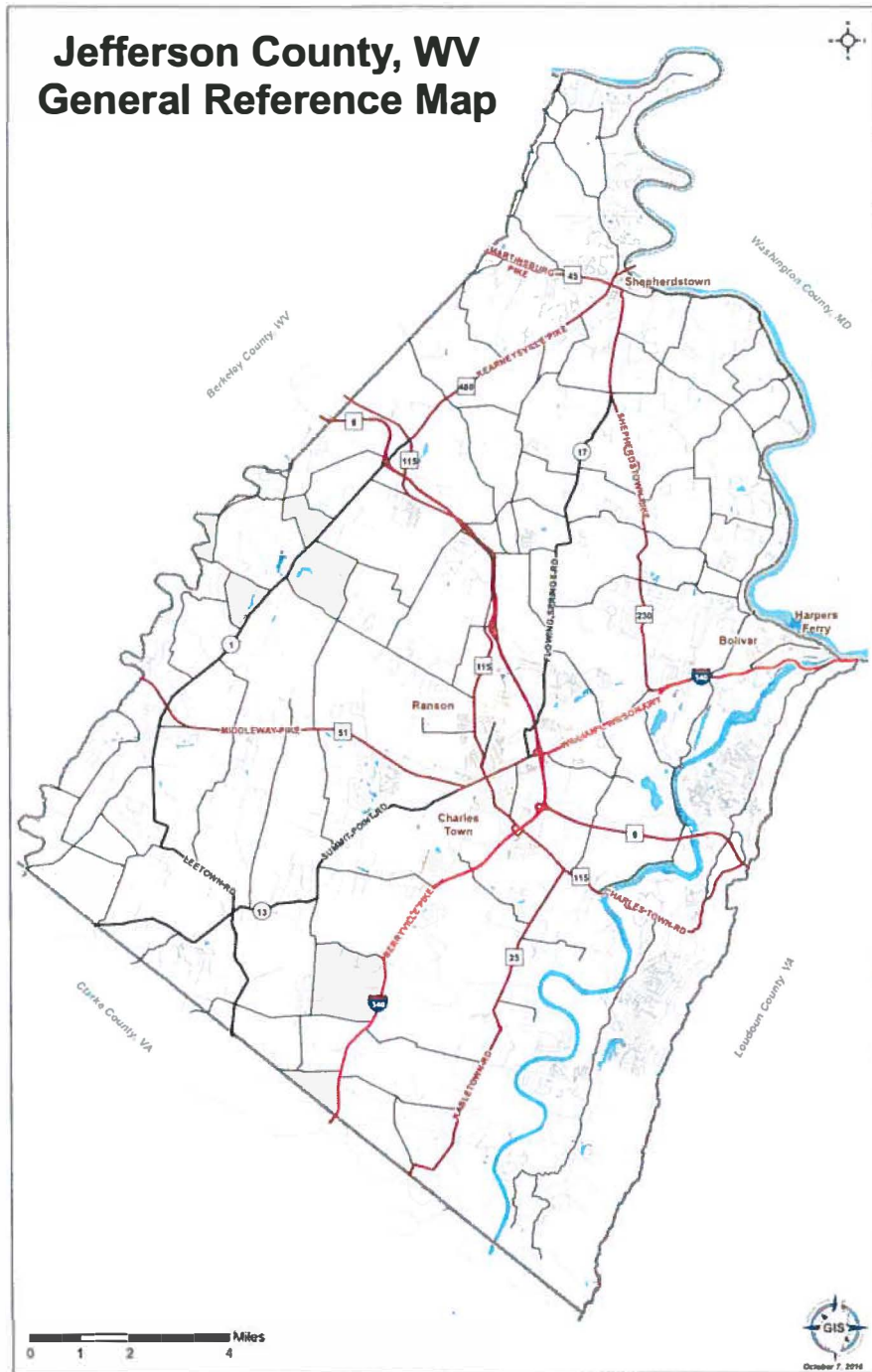
**Institutional:** Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

**Office:** Establishments providing management, administrative, professional, or business services. By way of example, *Office* includes banks, business offices, medical offices, and veterinarian clinics.

## APPENDIX C: SERVICE AREA MAPS

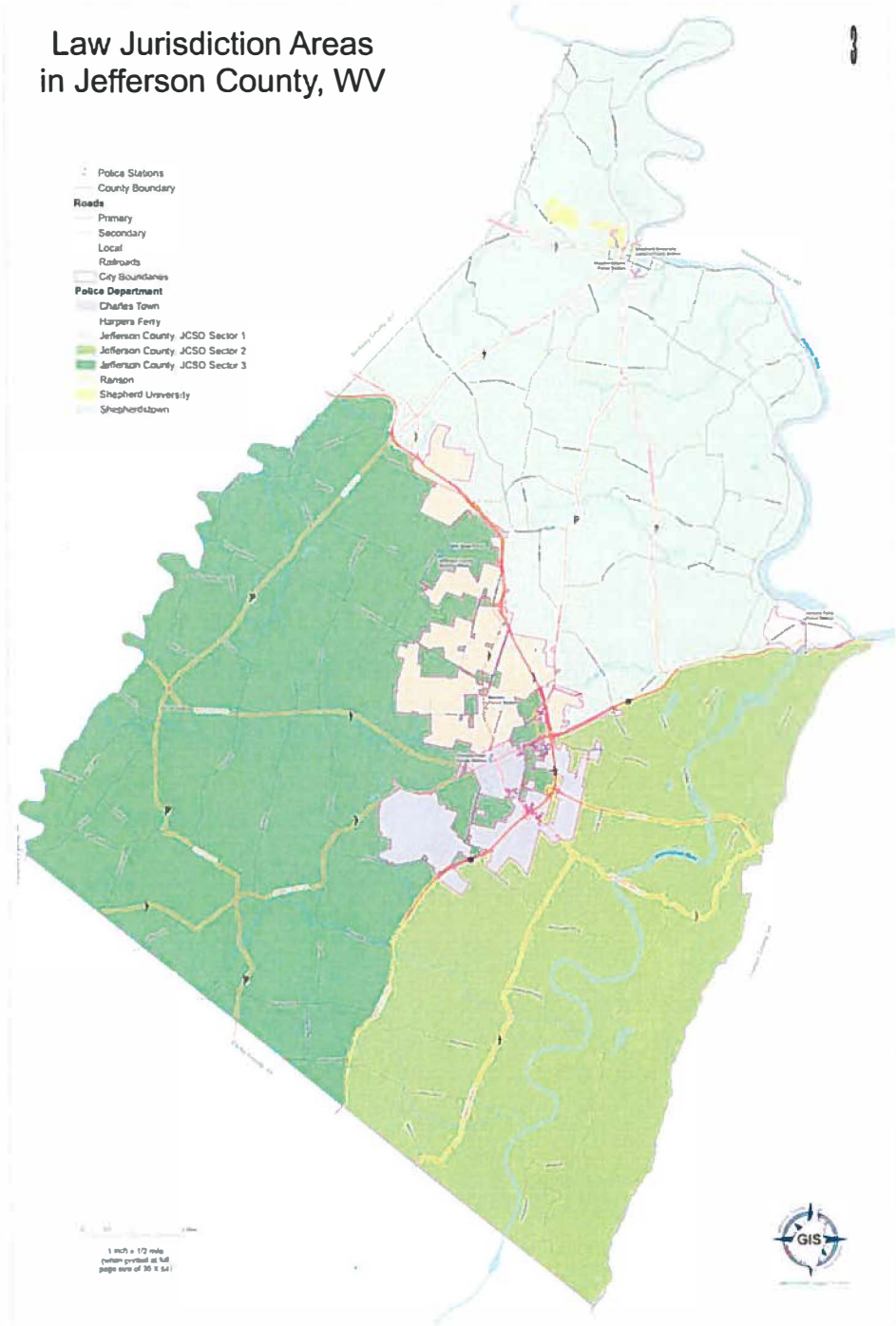
### COUNTYWIDE SERVICE AREA

The map below represents the Countywide Service Area for County Administration, EMS, Parks and Recreation, and School impact fees.



**LAW ENFORCEMENT SERVICE AREA**

The map below represents the Law Enforcement Service Area. All development located within the Jefferson County Sheriff Office Jurisdiction will pay Law Enforcement impact fees. Development located in areas served by a local police department will not pay Law Enforcement impact fees.



## APPENDIX D: PARK IMPROVEMENT INVENTORY

Park Improvement	Park Name	Units	Unit Cost	Total Cost
Gazebo	Bolivar Nature Park	1	\$32,300	\$32,300
Infrastructure	Bolivar Nature Park	1	\$2,260	\$2,260
Landscaping	Bolivar Nature Park	1	\$2,150	\$2,150
Nature Trail	Bolivar Nature Park	1	\$1,080	\$1,080
Picnic Tables (Steel)	Bolivar Nature Park	3	\$1,077	\$3,231
Sign	Bolivar Nature Park	1	\$1,330	\$1,330
Concession Stand	Leetown Park	1	\$52,500	\$52,500
Tennis Courts	Leetown Park	2	\$50,000	\$100,000
Pavillion	Leetown Park	1	\$53,840	\$53,840
Softball Fields with Lights	Leetown Park	2	\$45,000	\$90,000
Storage/Dugouts	Leetown Park	4	\$13,460	\$53,840
Fence	Leetown Park	1	\$126,000	\$126,000
Playground	Leetown Park	1	\$92,259	\$92,259
Horseshoe Pits	Leetown Park	1	\$1,080	\$1,080
Picnic Tables (Steel)	Leetown Park	8	\$1,077	\$8,613
Sign	Leetown Park	1	\$1,080	\$1,080
Landscaping	Leetown Park	1	\$6,460	\$6,460
Infrastructure	Leetown Park	1	\$107,670	\$107,670
Soccer Field	James Hite Park	12	\$83,333	\$1,000,000
Parking Lot	James Hite Park	3	\$100,000	\$300,000
Walking Trail	James Hite Park	1	\$80,000	\$80,000
Playground	James Hite Park	1	\$106,000	\$106,000
Picnic Tables (Wood)	James Hite Park	16	\$709	\$11,336
Infrastructure	James Hite Park	1	\$500,000	\$500,000
Pavillion	James Hite Park	3	\$24,746	\$74,239
Camping Pads	Moulton Park	11	\$11,887	\$11,887
Fence	Moulton Park	1	\$58,942	\$58,942
Boat Ramp	Moulton Park	1	\$21,530	\$21,530
Parking Lot	Moulton Park	1	\$21,530	\$21,530
Sign	Moulton Park	2	\$1,330	\$2,660
Infrastructure	Moulton Park	1	\$2,260	\$2,260
Pavillion	Mount Mission Park	1	\$60,000	\$60,000
Playground	Mount Mission Park	1	\$80,750	\$80,750
Old Church Bldg. (Storage)	Mount Mission Park	1	\$220,050	\$220,050
Fence	Mount Mission Park	1	\$12,920	\$12,920
Baseball Field	Mount Mission Park	1	\$53,840	\$53,840
Picnic Tables (Wood)	Mount Mission Park	9	\$718	\$6,460
Sign	Mount Mission Park	1	\$1,330	\$1,330

Park Improvement	Park Name	Units	Unit Cost	Total Cost
Landscaping	Mount Mission Park	1	\$2,260	\$2,260
Horseshoe Pits	Mount Mission Park	1	\$1,080	\$1,080
Basketball Court	Mount Mission Park	1	\$10,000	\$10,000
Pavillion	Sam Michaels Park	2	\$175,000	\$350,000
Maintenance Building	Sam Michaels Park	1	\$192,500	\$192,500
Soccer Field	Sam Michaels Park	1	\$161,510	\$161,510
Walking Trail	Sam Michaels Park	1	\$40,931	\$40,931
Pavillion	Sam Michaels Park	1	\$175,000	\$175,000
Playground	Sam Michaels Park	2	\$75,000	\$150,000
Dog Park	Sam Michaels Park	1	\$60,000	\$60,000
Amphitheatre	Sam Michaels Park	1	\$600,000	\$600,000
Baseball Field	Sam Michaels Park	3	\$400,000	\$1,200,000
Baseball Field Lights	Sam Michaels Park	1	\$125,000	\$125,000
Concession Stand	Sam Michaels Park	1	\$78,000	\$78,000
Picnic Tables (Steel)	Sam Michaels Park	16	\$1,077	\$17,227
Water Balloon Area	Sam Michaels Park	1	\$1,080	\$1,080
Cross Country Trail	Sam Michaels Park	1	\$32,300	\$32,300
Sign	Sam Michaels Park	3	\$1,330	\$3,990
Landscaping	Sam Michaels Park	1	\$5,000	\$5,000
Electric/Solar Gates	Sam Michaels Park	2	\$2,814	\$5,627
Infrastructure	Sam Michaels Park	1	\$3,500,000	\$3,500,000
Pavillion	Sam Michaels Park	1	\$20,000	\$20,000
Disc Golf (18 holes)	Sam Michaels Park	1	\$8,000	\$8,000
Camping Area	Sam Michaels Park	1	\$1,000	\$1,000
Benches (Steel)	Sam Michaels Park	8	\$340	\$2,720
Trailer (Event Office)	Sam Michaels Park	1	\$5,000	\$5,000
Columns (Wedding Venue)	Sam Michaels Park	1	\$5,000	\$5,000
Bleachers	Sam Michaels Park	6	\$1,000	\$6,000
Storage Shed	Sam Michaels Park	1	\$5,000	\$5,000
Fence	Sam Michaels Park	1	\$150,000	\$150,000
Parking Lot	Sam Michaels Park	3	\$250,000	\$750,000
Nature Playground	Sam Michaels Park	1	\$3,000	\$3,000
Concession Stand	South Jefferson Park	1	\$64,600	\$64,600
Baseball Field Lights	South Jefferson Park	1	\$125,000	\$125,000
Fence	South Jefferson Park	1	\$107,670	\$107,670
Maintenance Building	South Jefferson Park	1	\$48,450	\$48,450
Basketball Court	South Jefferson Park	1	\$32,300	\$32,300
Tennis Courts	South Jefferson Park	2	\$80,000	\$160,000
Volleyball Court	South Jefferson Park	1	\$5,380	\$5,380
Playground	South Jefferson Park	1	\$80,750	\$80,750

**DRAFT Impact Fee Study**  
*Jefferson County, West Virginia*

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Park Improvement	Park Name	Units	Unit Cost	Total Cost
Picnic Tables (Steel)	South Jefferson Park	6	\$1,077	\$6,462
Sign	South Jefferson Park	1	\$1,080	\$1,080
Soccer Field	South Jefferson Park	1	\$53,840	\$53,840
Landscaping	South Jefferson Park	1	\$3,230	\$3,230
Infrastructure	South Jefferson Park	1	\$107,670	\$107,670
Baseball Field	South Jefferson Park	8	\$400,000	\$3,200,000
Bleachers	South Jefferson Park	16	\$1,000	\$16,000
Maintenance Building	South Jefferson Park	1	\$5,000	\$5,000
<b>Total</b>		<b>213</b>	<b>\$70,639</b>	<b>\$15,046,083</b>







**TischlerBise**  
FISCAL | ECONOMIC | PLANNING

# Revised Impact Fees

Jefferson County

June 7, 2021

Bethesda, MD | 301.320.6900

[TischlerBise.com](http://TischlerBise.com)



# Overview

## ○ **Impact Fee Categories**

- **County Administration**
  - Removed administrative facilities
- **EMS (no change)**
- **Law Enforcement (no change)**
- **Parks and Recreation (no change)**
- **School**
  - Removed elementary and middle
  - Removed sports facilities, administrative facilities, vehicles and equipment, Series 2015 credit

## ○ **Fee Summary**

## ○ **Fee Comparison**

- **Service Area**

- Countywide

- **Fee Components**

- ~~Administrative Facilities (incremental)~~
- Court Facilities (cost recovery)

# Court Facilities (cost recovery)

Description	Square Feet
Circuit Court	6,569
Prosecutor's Office	4,792
<b>Total</b>	<b>11,361</b>

Cost Factors	
Existing Facility Cost	\$1,453,473
Existing Facility Square Feet	11,361
Cost per Square Foot	\$128

Level-of-Service (LOS) Standards	
Existing Square Feet	11,361
<b>Residential</b>	
Residential Share	78%
2030 Population	69,282
Square Feet per Person	0.1279
<b>Cost per Person</b>	<b>\$16.36</b>
<b>Nonresidential</b>	
Nonresidential Share	22%
2030 Jobs	21,212
Square Feet per Job	0.1178
<b>Cost per Job</b>	<b>\$15.07</b>

Source: Department of Engineering, Planning, & Zoning

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Court Facilities	0.1279 Square Feet	per Person	\$128
	0.1178 Square Feet	per Job	

Demand for Court Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2020	60,997	18,675	7,801.8	2,200.5	10,002.3
2021	61,850	18,938	7,910.9	2,231.4	10,142.4
2022	62,702	19,201	8,020.0	2,262.4	10,282.5
2023	63,555	19,463	8,129.1	2,293.4	10,422.5
2024	64,408	19,726	8,238.2	2,324.3	10,562.6
2025	65,261	19,989	8,347.3	2,355.3	10,702.6
2026	66,065	20,234	8,450.2	2,384.1	10,834.3
2027	66,869	20,478	8,553.0	2,413.0	10,966.0
2028	67,674	20,723	8,655.9	2,441.8	11,097.7
2029	68,478	20,967	8,758.7	2,470.6	11,229.3
2030	69,282	21,212	8,861.6	2,499.4	11,361.0
10-Yr Increase	8,285	2,537	1,059.7	298.9	1,358.7

Growth-Related Expenditures	\$135,578	\$38,244	\$173,822
Existing Development Share	\$998,131	\$281,520	\$1,279,651
<b>Total</b>	<b>\$1,133,709</b>	<b>\$319,764</b>	<b>\$1,453,473</b>

# Proposed County Administration Fee

Fee Component	Cost per Person	Cost per Job
<b>Administrative Facilities</b>		
Court Facilities	\$16.36	\$15.07
Impact Fee Report	\$1.17	\$1.07
<b>Total</b>	<b>\$17.53</b>	<b>\$16.14</b>

Residential Fees per Unit				
Development Type	Persons per Housing Unit <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.50	\$44	\$0	\$44
Multi-Family	1.79	\$31	\$0	\$31

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Sq Ft <sup>1</sup>	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.63	\$26	\$0	\$26
Business Park	3.08	\$50	\$0	\$50
Manufacturing	1.59	\$26	\$0	\$26
Warehousing	0.34	\$6	\$0	\$6
Commercial/Shopping Center	2.34	\$38	\$0	\$38
Office/Institutional	2.97	\$48	\$0	\$48
Hotel (per room)	0.13	\$2	\$0	\$2
Nursing Home (per bed)	1.05	\$17	\$0	\$17

1. See Land Use Assumptions

# Projected County Administration Rev

Fee Component	Growth Share	Existing Share	Total
<b>Administrative Facilities</b>			
Court Facilities	\$173,822	\$1,279,651	\$1,453,473
Impact Fee Report	\$6,400	\$0	\$6,400
<b>Total</b>	<b>\$180,222</b>	<b>\$1,279,651</b>	<b>\$1,459,873</b>

		Single Family \$44 per unit	Multi-Family \$31 per unit	Industrial \$26 per 1,000 sq ft	Comm/Shop \$38 per 1,000 sq ft	Office/Inst \$48 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$122,167	\$18,371	\$5,514	\$15,140	\$19,003

Projected Fee Revenue	\$180,196
Total Expenditures	\$1,459,873
Existing Development Share	\$1,279,677



# School

## ○ Service Area

- Countywide (high school only)

## ○ Fee Components

- School Facilities (incremental)
- School Land (incremental)
- ~~• Sports Facilities (incremental)~~
- ~~• Administrative Facilities (incremental)~~
- ~~• Vehicles and Equipment (incremental)~~

## ○ Credits

- ~~• Series 2015~~
- Series 2021

# Facilities and Land (incremental)

High School	Acres <sup>1</sup>	Facility Square Feet <sup>1</sup>	Student Capacity <sup>1</sup>	2019-2020 Enrollment <sup>2</sup>	Utilization
Jefferson	64.6	188,124	1,406	1,457	104%
Washington	58.0	209,000	1,310	1,309	100%
<b>Total</b>	<b>122.6</b>	<b>397,124</b>	<b>2,716</b>	<b>2,766</b>	<b>102%</b>

1. Jefferson County Schools
2. West Virginia Department of Education

To maintain the existing level of service, you need to construct 57,165 square feet and acquire 17.6 acres.

Cost Allocation Factors	
Cost per Square Foot <sup>1</sup>	\$300

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Square Feet	397,124
Square Feet per Student	143.57
Cost per Student	\$43,072.02

1. School Building Authority of West Virginia

Cost Allocation Factors	
Total Acquisition Cost <sup>1</sup>	\$2,777,940
Total Acres <sup>1</sup>	253.4
Cost per Acre	\$10,964

Level-of-Service (LOS) Standards	
Existing Enrollment	2,766
Existing Acres	122.6
Acres per Student	0.0443
Cost per Student	\$485.99

Source: Jefferson County Schools

1. Strider, Ranson, Welsh, and Shepherdstown sites

Component	Level of Service	Demand Unit	Cost per Unit
School Facilities	143.57 Square Feet	per Student	\$300
Land	0.0443 Acres	per Student	\$10,964
<del>Sports Facilities</del>	<del>0.0090 Units</del>	<del>per Student</del>	<del>\$236,800</del>

Demand for High Schools				
Year	Enrollment	School Facilities	Land	Sports Facilities
2020	2,766	397,124.0	122.6	<del>25.0</del>
2021	2,807	403,009.0	124.4	<del>25.4</del>
2022	2,848	408,894.0	126.2	<del>25.7</del>
2023	2,889	414,779.1	128.1	<del>26.1</del>
2024	2,930	420,664.1	129.9	<del>26.5</del>
2025	2,971	426,549.1	131.7	<del>26.9</del>
2026	3,010	432,097.1	133.4	<del>27.2</del>
2027	3,048	437,645.1	135.1	<del>27.6</del>
2028	3,087	443,193.2	136.8	<del>27.9</del>
2029	3,126	448,741.2	138.5	<del>28.2</del>
2030	3,164	454,289.2	140.2	<del>28.6</del>
10-Yr Increase	398	57,165.2	17.6	<del>3.6</del>

Growth-Related Expenditures	\$17,149,551	\$193,501	\$852,172
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# Series 2021 Credit

Year	Principal	Enrollment	Credit
2020	\$0	8,942	\$0.00
2021	\$0	9,076	\$0.00
2022	\$2,190,000	9,209	\$237.80
2023	\$2,460,000	9,343	\$263.30
2024	\$2,530,000	9,477	\$266.97
2025	\$2,605,000	9,610	\$271.07
2026	\$2,660,000	9,736	\$273.21
2027	\$2,715,000	9,862	\$275.30
2028	\$2,795,000	9,988	\$279.83
2029	\$2,905,000	10,114	\$287.22
2030	\$3,020,000	10,240	\$294.92
2031	\$3,145,000	10,365	\$303.42
2032	\$3,205,000	10,490	\$305.53
2033	\$3,270,000	10,615	\$308.06
2034	\$3,340,000	10,740	\$310.99
2035	\$3,410,000	10,865	\$313.86
2036	\$3,485,000	10,979	\$317.41
<b>Total</b>	<b>\$43,735,000</b>		<b>\$4,308.90</b>

Discount Rate	5.00%
Net Present Value	\$2,661.58

# Proposed School Fee

Fee Component	Elementary	Middle	High
School Facilities (Gross)	<del>\$32,968.02</del>	<del>\$36,767.83</del>	\$43,072.02
<i>x Local Share</i>	<i>59%</i>	<i>59%</i>	<i>59%</i>
School Facilities (Net)	<del>\$19,451.13</del>	<del>\$21,693.02</del>	\$25,412.49
Land	\$414.12	\$300.40	\$485.99
Sports Facilities			
Administrative Facilities			
Vehicles and Equipment			
Impact Fee Study	\$91.81	\$91.81	\$91.81
Series 2015 Credit			
Series 2021 Credit	<del>(\$2,661.58)</del>	<del>(\$2,661.58)</del>	<del>(\$2,661.58)</del>
Total			\$23,328.71

Due to declining / stagnant enrollment for elementary and middle schools, the proposed School Fee will be based on high school student generation rates.

TischlerBise recommends excluding components related to sports facilities, administrative facilities, vehicles and equipment, and the Series 2015 credit (related to administrative facilities).

Development Type	Students per Housing Unit			Proposed Fees	Current Fees	Increase / Decrease
	Elementary	Middle	High			
Single Family	<del>0.196</del>	<del>0.095</del>	0.125	\$2,920	\$5,991	<del>(\$3,071)</del>
Multi-Family	<del>0.058</del>	<del>0.043</del>	0.062	\$1,450	\$4,185	<del>(\$2,735)</del>

# Projected School Revenue

Fee Component	Growth Share	Existing Share	Total
School Facilities	\$17,149,551	\$0	\$17,149,551
Land	\$193,501	\$0	\$193,501
Sports Facilities			
Administrative Facilities			
Vehicles and Equipment			
Impact Fee Report	\$18,600	\$0	\$18,600
Series 2015 Credit			
Series 2021 Credit	(\$1,059,734)	\$0	(\$1,059,734)
<b>Total</b>	<b>\$16,301,918</b>	<b>\$0</b>	<b>\$16,301,918</b>

		Single Family \$2,920 per unit	Multi-Family \$1,450 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2020	21,209	4,455	1,599	3,044	3,015
Year 1	2021	21,506	4,517	1,622	3,087	3,057
Year 2	2022	21,802	4,579	1,644	3,130	3,100
Year 3	2023	22,099	4,641	1,667	3,172	3,142
Year 4	2024	22,396	4,704	1,689	3,215	3,185
Year 5	2025	22,692	4,766	1,712	3,258	3,227
Year 6	2026	22,972	4,825	1,733	3,298	3,266
Year 7	2027	23,251	4,883	1,754	3,338	3,306
Year 8	2028	23,531	4,942	1,775	3,378	3,345
Year 9	2029	23,810	5,001	1,795	3,418	3,385
Year 10	2030	24,090	5,060	1,816	3,457	3,424
10-Year Increase		2,881	605	217	414	410
Projected Revenue		\$8,394,935	\$875,791	\$0	\$0	\$0

Projected Fee Revenue	\$9,270,726
Total Expenditures	\$16,301,918
School Building Authority	\$7,031,192

# Fee Summary

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$44	\$100	\$531	\$946	\$2,920	\$4,541
Multi-Family	\$31	\$71	\$380	\$677	\$1,450	\$2,609

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$26	\$60	\$148	\$0	\$0	\$234
Business Park	\$50	\$113	\$371	\$0	\$0	\$534
Manufacturing	\$26	\$59	\$117	\$0	\$0	\$202
Warehousing	\$6	\$13	\$52	\$0	\$0	\$71
Commercial/Shopping Center	\$38	\$86	\$743	\$0	\$0	\$867
Office/Institutional	\$48	\$109	\$290	\$0	\$0	\$447
Hotel (per room)	\$2	\$5	\$100	\$0	\$0	\$107
Nursing Home (per bed)	\$17	\$39	\$91	\$0	\$0	\$147

# Fee Comparison

## Proposed Fees 6/7/21

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$44	\$100	\$531	\$946	\$2,920	\$4,541
Multi-Family	\$31	\$71	\$380	\$677	\$1,450	\$2,609

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$26	\$60	\$148	\$0	\$0	\$234
Business Park	\$50	\$113	\$371	\$0	\$0	\$534
Manufacturing	\$26	\$59	\$117	\$0	\$0	\$202
Warehousing	\$6	\$13	\$52	\$0	\$0	\$71
Commercial/Shopping Center	\$38	\$86	\$743	\$0	\$0	\$867
Office/Institutional	\$48	\$109	\$290	\$0	\$0	\$447
Hotel (per room)	\$2	\$5	\$100	\$0	\$0	\$107
Nursing Home (per bed)	\$17	\$39	\$91	\$0	\$0	\$147

**Current Fees**  
 Residential adopted at 70 percent of 2015 maximum allowable fees, Nonresidential adopted at 2013 amounts and assessed at 0.5 percent

Residential Development						
Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family Detached	\$0	\$52	\$176	\$481	\$5,991	\$6,700
Multi-Family	\$0	\$39	\$129	\$354	\$4,185	\$4,707

Nonresidential Development						
Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$0	\$65	\$75	\$0	\$0	\$140
Business Park	\$0	\$87	\$134	\$0	\$0	\$221
Manufacturing	\$0	\$50	\$40	\$0	\$0	\$90
Warehousing	\$0	\$26	\$38	\$0	\$0	\$64
Commercial/Shopping Center	\$0	\$57	\$304	\$0	\$0	\$361
Office/Institutional	\$0	\$93	\$118	\$0	\$0	\$211

# Fee Comparison

## Proposed Fees 6/7/21

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$44	\$100	\$531	\$946	\$2,920	\$4,451
Multi-Family	\$31	\$71	\$380	\$677	\$1,450	\$2,609

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$26	\$60	\$148	\$0	\$0	\$234
Business Park	\$50	\$113	\$371	\$0	\$0	\$534
Manufacturing	\$26	\$59	\$117	\$0	\$0	\$202
Warehousing	\$6	\$13	\$52	\$0	\$0	\$71
Commercial/Shopping Center	\$38	\$86	\$743	\$0	\$0	\$867
Office/Institutional	\$48	\$109	\$290	\$0	\$0	\$533
Hotel (per room)	\$2	\$5	\$100	\$0	\$0	\$447
Nursing Home (per bed)	\$17	\$39	\$91	\$0	\$0	\$157

## Proposed Fees 12/22/20

Residential Development Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$204	\$100	\$531	\$946	\$9,317	\$11,097
Multi-Family	\$146	\$71	\$380	\$677	\$3,777	\$5,051

Nonresidential Development Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$122	\$60	\$148	\$0	\$0	\$330
Business Park	\$231	\$113	\$371	\$0	\$0	\$715
Manufacturing	\$119	\$59	\$117	\$0	\$0	\$295
Warehousing	\$26	\$13	\$52	\$0	\$0	\$90
Commercial/Shopping Center	\$176	\$86	\$743	\$0	\$0	\$1,005
Office/Institutional	\$223	\$109	\$290	\$0	\$0	\$622
Hotel (per room)	\$10	\$5	\$100	\$0	\$0	\$115
Nursing Home (per bed)	\$79	\$39	\$91	\$0	\$0	\$209





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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

*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 opening the County Commission meetings up to the public**

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](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

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

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

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

- **Appoint a County Commission liaison to the Telamon Community Board**

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

**Would like representation from the Jefferson County Commission for the Telemon Community Board.**

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.](#)



# 2021 TCAB Board Meeting Dates

## January 13, 2021

Agency Wide Budget  
Strategic Planning updates

## March 3, 2021

Logic Model Discussion

## May 5, 2021

Review and acceptance of Risk Assessment  
Audit Presentation

## July 7, 2021

## September 1, 2021

Sign Conflict of Interest Forms  
Review Form 990

## November 3, 2021

Acceptance of Inventory Report

## Board requirements for 2021 CSBG Org. Standards

Review Form 990

Acceptance of Inventory Report

Review and acceptance of Risk Assessment

Strategic Planning updates

Sign Conflict of Interest – expire 9/2020

Anytime Manuals are updated (Accounting, employee handbook)

Review By-Laws and accept any changes

Logic Model Discussion

Agency Wide Budget



**Telamon Corporation**  
WEST VIRGINIA



**Robin Kees**  
State Director  
67 Aikens Center  
Martinsburg, WV 25404  
304.263.0915  
[www.telamon.org](http://www.telamon.org)

## TELAMON COMMUNITY ACTION BOARD MEMBER ORIENTATION

### TABLE OF CONTENTS

- ❖ Telamon Mission Statement, Beliefs, Core Values – handouts
- ❖ History of Telamon – videos
- ❖ West Virginia's Role in the Corporation (Org Charts & job Descriptions)
- ❖ Restated Articles of Incorporation – document
- ❖ Conflict of Interest Policy – form to be signed
- ❖ Programs offered – brochures
- ❖ List of Acronyms
- ❖ History of Community Action
- ❖ Community Service Block Grant (CSBG) IM-82
- ❖ Tri-Partite Board Make-up
- ❖ Responsibilities As a Board Member
- ❖ Telamon Community Action By-laws
- ❖ CSBG Standards
- ❖ ROMA
- ❖ Partnerships
- ❖ Facebook

*Empowering Individuals, Improving Communities*

# TELAMON COMMUNITY ACTION BOARD

## STATEMENT OF BYLAWS

### ARTICLE I: NAME AND PURPOSE

**Section A. Name.** The name of the organization shall be Telamon Community Action Board, hereinafter called the "Board", a West Virginia partner of Telamon Corporation, hereinafter called "Telamon"

**Section B. Purpose.** The purpose of the Board is to oversee, on behalf of Telamon, the provision of services directed to improve self-sufficiency and economic stability for low-income individuals, families and communities in West Virginia, especially those in Berkley and Jefferson Counties. The Board will carry out its business consistent with Chapter 3 1E of the West Virginia Nonprofit Board Act, in that it shall operate exclusively for charitable and educational purposes and in a manner consistent with the West Virginia Code and Section 501 (c) (3) or successor provisions of the Internal Revenue Code of the United States. Both the Board and Telamon will act to uphold the provisions of the Memorandum of Agreement between Telamon and the West Virginia Governor's Office of Economic Opportunity.

**Section C. General Powers.** The property, business and affairs of the Board shall be overseen by Telamon in accordance with these bylaws and the purposes of the Board.

**Section D. Location.** The principle location of the Board shall be located in Martinsburg, West Virginia, and the Board may designate other locations in Jefferson or Berkley Counties where, from time to time, it may desire to conduct its business.

**Section E. Dissolution.** On dissolution, no director or officer of the Board, or any private individual shall be entitled to share in the distribution of the assets of the Board, but such assets shall be donated, transferred, delivered, and conveyed by the Governing Board to one or more organizations conducting similar activities that qualify under Section 501 (c) (3) of the Internal Revenue Code and Chapter 105, Section 125 and 138 of the General Statutes of West Virginia, subject to compliance with Federal statutes.

**Section F. Seal.** The Board's seal shall be circular in form and have inscribed thereon, the words: "TELAMON COMMUNITY ACTION BOARD" and the word "Seal"

## ARTICLE II: MEMBERSHIP

**Section A: Composition.** The Board shall have at least 9 members, dully elected or appointed as follows:

1. A minimum of one-third of the members shall represent low-income residents of Jefferson and Berkley Counties, nominated members of the community and elected to represent all recipient populations in the service area through an established democratic process.

In accordance to CSBG regulations, the following process will be used to recruit and elect low-income representatives to the Telamon Community Actions Board. Annually in October, an ad will be placed in local publications, to solicit support for identifying new board members to potentially serve as low-income individuals. Flowing the closing date for nominations, a ballot will be prepared, and an election date will be set. This date will be advertised inclusive of the day, times and polling places. The low-income representative selected during the election will be brought before the Board for approval at the January meeting.

2. A minimum of one-third of the members shall be elected officials, or appointees thereof, who represent jurisdictions or other public bodies in Jefferson and Berkley Counties
3. A minimum of one-third of the members shall be nominated from Jefferson and Berkley private sector business, education, religious, human services, or other enterprises in the community at large.
4. Any group, organization or agency in West Virginia which desires to be represented on the Board may file a written petition requesting same. The petition shall include the nature and purpose of the entity, the size of its membership, and shall be signed by an officer of the entity.

**Section B. Terms of Office.** Board members shall serve terms of three years, which may be extended by reelection or reappointment as applicable. Initial terms will be distributed so that approximately one-third of member terms will expire each year, on the day of the Board's annual meeting.

**Section C. Vacancies.** A vacancy occurring on the Board shall be filled for the unexpired term of the departed member, subject to the representation category, and the individual filling the vacancy shall be eligible for additional terms, subject to nomination and election as provided in Article I, Section B. of these Bylaws.

**Section D. Removal.** A board member may be removed from the member roster for cause, including absence from three consecutive meetings, by majority vote of the committee of the whole.

**Section E. Voting.** Each voting member of the Board shall have one vote. Voting by proxy shall be prohibited.

**Section F. Quorum.** Fifty-one percent (51%) of the seated Board membership shall constitute a quorum to do business and majority vote shall be necessary to affect action except as otherwise provided in these Bylaws.

### **ARTICLE III: DUTIES AND RESPONSIBILITIES**

**Section A.** The Board will oversee the implementation of funding source and Telamon policies, exercise oversight of fiscal and program management, be involved on the planning program direction and method of administration, and monitor compliance with federal, state or other laws (including regulation). These duties shall include:

1. Acknowledgement of current body of policies put into place by the Telamon Corporation Governing Board for selection, evaluation, discipline, benefits, and determination of compensation for employees and provide local advise and input on the adoption or amendments to current policies in the future.
2. Adoption of rules and regulations for conduct of Board business, including a code of ethics, a conflict of interest policy and methodology for resolving complaints from residents of the service community.
3. Adoption or approval of resolutions, corrective action plans or other submissions which may, from time to time, be required by the Governor's Office of Economic Opportunity
4. Interaction, as necessary, with community program grantor review or audits.
5. Support of best practices of human resource administration, program operations and internal fiscal controls: and
6. Observation at all times in the conduct of Board activities, the standard of care and best interest of the Board.

**Section B.** The Board shall exercise an assistive role in the evaluation, discipline or employment of the principle West Virginia program administrator as necessary.

## ARTICLE IV: OFFICERS AND DUTIES

**Section A. Officers.** The officers of the Board shall Chair, the Vice Chair, the Treasurer, and the Secretary, who shall be elected by the Board from among its members at the Board's annual meeting. The Governance Committee shall present a slate of officers selected from the Board's membership. However, the right to make nominations from the floor shall not be denied.

**Section B. Terms.** All officers shall enter upon their official duties upon their election and shall office for a term of two (2) years or until their successors be duly elected and qualified. Officers are eligible for re-election. Members may serve no more than two (2) consecutive terms in the same office. If an officer is not reelected to the Board, his/her term of office will cease and an election will fill the vacancy.

**Section C. Duties:**

- 1. Chair.** The Chair shall (1) preside over all meetings of the Board: (2) call special meetings of the Board, (3) perform all acts and duties usually performed by the presiding officer, and (4) sign all papers of the Board. The Chair shall perform such other duties as may be prescribed by the Board
- 2. Vice Chair.** In the absence, or disability of the Chair, the Vice Chair shall perform the duties of the Chair, provided, however, that in the case of death, resignation or permanent disability of the Chair, the Board may declare the office vacant, and a successor shall be elected by the Board.
- 3. Treasurer.** The Treasurer shall see that the periodic reports on the finances of the Board and West Virginia program operation are made to the Board, and that annual audits are reviewed by the Board.
- 4. Secretary.** The Secretary shall see that a complete record of all meetings of the Board are kept and shall have a general charge and supervision of the books and records of the Board. The Secretary shall maintain the roster of Board members' attendance and shall see that notice of all meetings minutes are conveyed to Telamon. In the event that both the Chair and Vice Chair are unable to perform their duties or both positions are vacant, the Secretary shall assume the responsibilities of the Chair

## ARTICLE V: COMMITTEES

**Section A. Selection.** Assignment of *Ad Hoc* committees may be made following an official Board action to do so, and they may be composed of any number of members. Standing committees assignments may be reviewed at each annual meeting for the purpose

**Section B. Duties.** Standing committees of the Board are: Executive, Governance, Finance Audit/Planning and Operations.

1. Executive and Governance: Board officers as well as standing committee chairs comprise the Committee. The Committee shall meet when necessary to conduct the Board's business when a committee of the whole cannot be convened, and present its actions, if any, at the next meeting of the Board. Such meetings may take place telephonically or assisted by interactive technology as appropriate. The Committee is chaired by the Board Chair.

The Committee also establishes and oversees the process that brings low-income residents to the Board service, recommends potential public and private sector persons for Board service, works to fill vacancies when they arise, and coordinated periodic reviews of Board Articles and Bylaws.

2. Finance, Audit/Planning and Operations: Committee receives and reviews for recommendation to the committee of the whole, program proposals, external review reports and others as may be required on programs progress prepared for submission to funding sources or the Board, including reports of progress made with respect to required program improvement plans, and makes appropriate recommendations regarding complaints or concerns by members of the community

## Article VI: MEETINGS

**Section A. Annual Meeting.** The annual meeting of the Board shall be held in the month of January. A full report of Telamon's West Virginia programs will be made and elections of members and officers, as applicable, will be held. Following the meeting, an annual report will be made to the Telamon Governing Board

**Section B. Regular Meetings.** Beginning with January, Bi-monthly meetings of the committee of the whole will be held at locations chosen by the Board. Such meetings will be open to the public.

**Section C. Special Meetings.** Special meetings of the Board may be called by the Chair, and shall be called by the Chair on petition of the Executive Committee or a majority of the members of the Board. At any special meeting, only such business for which the meeting was called to consider shall be discussed or acted upon.

**Section D. Notice of Meetings.** Notice of regular or special meetings of the Telamon Community Action Board shall be sent to each member at least ten (10) days prior to the time set for such meetings. Such notices may be transmitted electronically, pursuant to a method or methods prescribed by the Board. Board members unable to attend meetings should contact the Chair or the office of the West Virginia State Director.

## **ARTICLE VII: ORDER OF BUSINESS**

**Section A. Regular Meetings.** The standard order of business will be:

1. Call to order
2. Roll call of members and designation of quorum
3. Approval of previous meeting minutes
4. Committee reports
5. Executive Session (if requested)
6. Unfinished business
7. New business
8. Adjournment

**Section B: Annual Meetings.** Each annual meeting will include, in order:

1. Election of members
2. Election of officers
3. Annual report of programs

**Section C. Order of business.** *Roberts Rules of Order* will serve as a guide for conduct of business, unless stated otherwise in these Bylaws

## **ARTICLE IX: AMENDMENTS**

Subject to ratification by the Telamon Governing Board, these Bylaws may be amended at any scheduled meeting of the committee of the whole, by a two thirds (2/3) majority of the votes cast



# Telamon Corporation

Transition Resources Corporation

## *Our Mission*

is to provide educational services that lead to better jobs, better lives, and better communities.

### Purpose

EMPOWERING INDIVIDUALS,  
IMPROVING COMMUNITIES

### Belief

- We believe that **BETTER EDUCATION** leads to **BETTER JOBS**
- **BETTER JOBS** lead to **BETTER LIVES** which create **BETTER COMMUNITIES**
- **BETTER COMMUNITIES** supply **BETTER EDUCATION**
- And the cycle of **CONTINUOUS IMPROVEMENT** from individuals to communities continues

### Core Values

- My **WORD** means something
- I act as an **OWNER** of this corporation
- I embrace **CONTINUOUS IMPROVEMENT**
- I am **OPEN TO LEARNING** from anyone, anywhere
- I communicate with **RESPECT AND TRANSPARENCY**



[www.telamon.org](http://www.telamon.org)  
[www.transitionresources.org](http://www.transitionresources.org)

## TELAMON ACRONTM LIST

**NFJP-** National Farmers Jobs Programs

**DHHR/BHHF-** Department of Health and Human Services/Behavioral Health and Health Services

**HUD-** Department of Housing and Urban Development

**USDA RD-** United States Department of Agriculture, Rural Development

**CSBG-** Community Services Black Grant

**OEO-** Office of Economic Opportunity

**DOL-** Department of Labor

**RFP-** Request for Proposal

**TGLE-** Training and Employment Guidance Letters

**NOFA-** Notice of Funding Availability

**SSVF-** Supportive Services for Veteran Families

**PSH-** Permanent Support Housing

**RRC-** Regional Resource Connection

**I&R-** Information & Referral

**CDBG-** Community Development Block Grants

**CoC-** Continuum of Care

**WVCEH-** West Virginia Coalition to End Homelessness

**WVCAP-** West Virginia Community Action Partnership

**CAA-** Community Action Agency

**ROMA-** Results Oriented Management and Accountability

**EFSB-** Emergency Food Shelter Board

**FACS Pro-** Data base used to capture customer demographics, outcomes and interventions

**MSO-** Multi State Organization

**EPHHSC-** Eastern Panhandle Health and Human Services Collaborative

**GOEO-** Governors Office of Economic Opportunity

**TIP-** Transition In Place

**EERP-** Emergency Repair or Replace Program



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

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **July 15, 2021**

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

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

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

- Approve Professional Services Agreement with the West Virginia Development office for land use review of Hilltop Tourism Development District
- County Complex Project
- Discuss creating a Director of Emergency Services position

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.](#)





## Quarterly Report

April 1, 2021 – June 30, 2021

### 1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
  - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Jefferson County Historic Preservation Fund* Campaign - ongoing
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffield's Depot – building stabilization - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- i. *Duffield's Depot* brochure – in research phase
- j. Rt. 340 mitigation - a contractor hired to write four NR nominations or other research
  - i. Write more detailed history of the southern part of the county around Berryville Pike
- k. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- l. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- m. Designating the *Jefferson County Courthouse*, as a National Historic Landmark – The National Capital Region of the NPS is taking the lead.

### 2. Projects Completed

- a. Received \$750 grant from Preservation Association of WV for engineering services at Duffield's
- b. Installation of new roof on Duffield's Depot
- c. Received \$4,000 grant from EWVCF for removal of trees at Boyd Carter Cemetery
- d. Received \$2,500 Community Service Grant from CSX Transportation – Duffield's Depot
- e. *Taylor's Meadow* listed in the National Register of Historic Places April 19, 2021
- f. *Spring Grove* listed in the National Register of Historic Places May 17, 2021

Submitted by  
Martin Burke, Chair



## Virtual Training!

A special welcome to newly elected local officials! The Ethics Commission is here to help you stay on the right side of the Ethics Act. We are offering virtual training to ALL public officials and employees on the Ethics Act and the Open Meetings Act on **August 11 at 12:00 p.m.** Please email [Kimberly.b.weber@wv.gov](mailto:Kimberly.b.weber@wv.gov) for an invitation.

### **A CAUTIONARY TALE...**

The Ethics Commission ruled that a small Town could not use \$100,000 of FEMA funds to pay a Council member for his many hours of hard work he performed for the Town. His work involved overseeing the clean-up and repairs caused by the devastating 2016 flood.

Just weeks before the flood of 2016, the Town appointed the Council member as its FEMA Hazard Project Manager. The Town did not seek applicants or run advertisements for the position. The Town appointed the Council member because he was already employed as the Town's Floodplain Manager and had existing knowledge and experience in disaster management.

**His workmanship and talent were never in question!**

However, most contracts (other than for employment) between a town and a council member are prohibited. The Commission may grant an exemption from the prohibition only if a public agency could provide evidence that the prohibition would result in excessive cost, undue hardship, or other substantial interference with the operation of the Town.

The Town did not *advertise* the contract and did not seek an exemption *before* the Council member did the work. Therefore, the Town could not prove that there was no other qualified person to do the work. **The result was the Council member could not get paid for his thousands of hours of work.**

See Advisory Opinions on page 2

## Meet Our Staff

John Roush is the latest addition to the legal staff at the Ethics Commission. He hales from eastern Kanawha County, graduating from East Bank High School in 1975. John joined the staff in December after working nearly four decades with school employee unions.



John received his undergraduate degree from Marshall University and law degree from WVU. Is he a Son of Marshall or Mountaineer Fanatic on Saturdays in the fall? John is a member of that small cadre that possess a "soul divided." He cheers on both the Mountaineers and the Thundering Herd with equal fervor. To the contrary, his wife follows a commoner path and bleeds blue and gold exclusively-sometimes creating a "house divided!"

## New Advisory Opinions

**Advisory Opinion [2021-01](#):** A board of education may pay the superintendent's attorney fees for the defense of a pending ethics complaint under some circumstances.

**Advisory Opinion [2021-02](#):** A mayor may appear in a promo video seeking donations for a drug recovery center.

**Advisory Opinion [2021-04](#):** A county prosecutor could not employ her boyfriend, because the prosecutor did not advertise the position.

**Advisory Opinion [2021-08](#):** A board of education member may participate in updates on a lawsuit filed against the Board by her brother.

**Advisory Opinion [2021-09](#):** A police officer may not keep \$75 worth of gift cards from a citizen who collected them from several businesses - even though each gift card was not more than \$25.

**Advisory Opinion [2021-10](#):** A county commissioner may not work for a CVB because the County appropriated around 43 percent of the CVB's budget.

**Advisory Opinion [2021-11](#):** Businesses owned by city council members may apply for grants from the city's small business grant program.

### Contact us

210 Brooks Street  
Suite 300  
Charleston, WV 25301

(304) 558-0664  
(866) 558-0664

Email: [ethics@wv.gov](mailto:ethics@wv.gov)  
Website: [ethics.wv.gov](http://ethics.wv.gov)

## Jessica Carroll

---

**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Sunday, July 4, 2021 9:24 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 07/04/2021 9:23 PM  
**Response #:** 2042  
**Submitter ID:** 5824  
**IP address:** 69.140.52.47  
**Time to complete:** 17 min. , 45 sec.

---

### Survey Details

#### Page 1

**1. Name**

John Dittmann

**2. Email**

jsdittmann@outlook.com

**3. Questions or Concerns**

Last night, 3 July 2021, fireworks streaked across the sky above Shasta East subdivision in Shenandoah Junction until 11pm. This morning I came out to find bits of exploded fireworks, the size of wine corks, on top of my vehicle and littering my front yard. By noon, the cul-de-sac at the end of seventh street was impassable as pallets of spent fireworks took up half the street. As a veteran Paramedic I've got a pretty good eye for accidents waiting to happen and it's only a matter of time until someone loses a hand, an eye, or even a life.

In addition to the obvious danger, we also have a large veteran population. The constant, unrestrained barrage of booms caused by fireworks can be hell on earth for combat veterans with PTSD. Finally, we cant forget about the four legged and other non-human residents of Jefferson County. My dogs are terrified.

I understand the sale of fireworks provides great revenue for the state but this is absolutely absurd. It's time to put an ordinance in effect and provide relief to the residents of Jefferson County

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
**Jefferson County Commission, WV**

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## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Tuesday, July 6, 2021 7:11 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 07/06/2021 7:10 PM  
**Response #:** 2049  
**Submitter ID:** 5834  
**IP address:** 184.13.111.203  
**Time to complete:** 7 min. , 55 sec.

---

### Survey Details

#### Page 1

**1. Name**

Karin Dupree

**2. Email**

Kadupree@gmail.com

**3. Questions or Concerns**

I would like the county to address the issues revolving around the river rafting and tubing companies in Millville. Every year the traffic and trash situation gets worse. The speeding is out of control and is 24/7. It puts the families of Millville in constant danger of being hit. I have witnessed several accidents. Many including the rafting buses who have absolutely no regard for other vehicles much less people.

I would like to propose speed bumps throughout Millville to slow traffic down.

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
**Jefferson County Commission, WV**

---

This is an automated message generated by Granicus. Please do not reply directly to this email.

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Monday, July 5, 2021 5:31 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 07/05/2021 5:30 PM  
**Response #:** 2047  
**Submitter ID:** 5831  
**IP address:** 24.126.44.10  
**Time to complete:** 8 min. , 35 sec.

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### Survey Details

#### Page 1

**1. Name**

Katherine Austin

**2. Email**

KatherineA144@gmail.com

**3. Questions or Concerns**

I am concerned about the amount of litter and difficulty navigating Bloomery Road from just outside of Millville to the Potomac Edison old station and dam. This is an issue most every weekend in the summer, particularly July and August during the extreme hot weather days.

People are parking on the road despite the no parking signs and leaving large piles of trash. These piles only encourage more dumping and more trash all along the road and in particular, in the small park with the boat ramp by the dam.

I am also concerned about the loss of my voice as a citizen at County Commission meetings. Allowing comment only at the end of meetings is a farce. We have no voice with this GOP led Commission. One would think they are afraid of listening to the views of those they work for., we the people.

Katherine Austin

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
Jefferson County Commission, WV

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Monday, July 5, 2021 5:28 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 07/05/2021 5:27 PM  
**Response #:** 2046  
**Submitter ID:** 5830  
**IP address:** 184.13.108.169  
**Time to complete:** 5 min. , 0 sec.

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### Survey Details

#### Page 1

**1. Name**

Courtney Hoffman

**2. Email**

court\_roberts14@yahoo.com

**3. Questions or Concerns**

In Millville by the power house, mostly Maryland and Virginia drivers park on the street not allowing traffic to flow through. This could be hazardous if there's a need for a water rescue, EMS services, or police services. Also river riders and river & trail blocked a section of parking which is suppose to be public fishing access which causes the overflow of people parking in the street. I am a resident in Millville and it is getting more ridiculous every summer.

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
Jefferson County Commission, WV

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## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Monday, July 5, 2021 5:05 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 07/05/2021 5:04 PM  
**Response #:** 2045  
**Submitter ID:** 5829  
**IP address:** 69.140.56.153  
**Time to complete:** 5 min. , 8 sec.

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### Survey Details

#### Page 1

**1. Name**

Thomas Ruprecht

**2. Email**

tor1009@comcast.net

**3. Questions or Concerns**

Shenandoah River area along Millville Rd.

What can be done to address the trash issue in this area , especially by the power plant?

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
**Jefferson County Commission, WV**

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# Impact Fee Status Report

## May 2021

### Office of Impact Fees

#### Summary

Date Range: Saturday 1 through Monday 31 May 2021

Report Date: 1 June 2021

Process Number Range: 2100153-2100225

Total Applications: 75

Total Non-Exempt: 72

*Of which:*

Commercial: 2

Residential: 70

*Of which:*

County: 67

Municipal: 5

Total Exempt: 3

*Of which:*

Commercial: 0

Residential: 3

*Of which:*

County: 3

Municipal: 0

Tables 1 through 7 summarize impact fee processing for May 2021. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 31 May 2021	3	2	70	75
Fees collected		\$15.00	\$424,670.00	<b>\$424,685.00</b>
<i>Of which</i>				
School Impact Fee			\$380,920.00	<b>\$380,920.00</b>
Law Enforcement Fee		\$12.00	\$10,198.00	<b>\$10,210.00</b>
Parks & Recreation Fee			\$30,279.00	<b>\$30,279.00</b>
EMS Fee		\$3.00	\$3,273.00	<b>\$3,276.00</b>

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 May 2021)	\$120,688.28
May Deposits (1 – 31 May 2021)	\$424,685.00
School April Transactions (withdraws via transfer on 21 May 2021)	(\$107,916.57)
Law April Transactions (withdraws via transfer on 21 May 2021)	(\$3,170.65)
Parks & Rec April Transactions (withdraws via transfer on 21 May 2021)	(\$8,664.18)
EMS April Transactions (withdraws via transfer on 21 May 2021)	(\$936.88)
Interest Earned (31 May 2021)	\$116.21
<b>Ending Statement Balance (31 May 2021)</b>	<b>\$424,801.21</b>
<i>Outstanding Credits (deposits through 1 June 2021)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 May 2021)	\$7,301,758.30
April Transactions (deposits via transfer on 21 May 2021)	\$107,916.57
Interest Earned (31 May 2021)	\$3,117.00
<b>Ending Balance (31 May 2021)</b>	<b>\$7,412,791.87</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 May 2021)	\$190,695.60
April Transactions (deposits via transfer on 21 May 2021)	\$3,170.65
Interest Earned (31 May 2021)	\$81.46
<b>Ending Balance (31 May 2021)</b>	<b>\$193,947.71</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 May 2021)	\$439,535.15
April Transactions (deposits via transfer on 21 May 2021)	\$8,664.18
Interest Earned (31 May 2021)	\$187.96
<b>Ending Balance (31 May 2021)</b>	<b>\$448,387.29</b>

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 May 2021)	\$11,687.27
April Transactions (deposits via transfer on 21 May 2021)	\$936.88
Interest Earned (31 May 2021)	\$5.10
<b>Ending Balance (31 May 2021)</b>	<b>\$12,629.25</b>

**Table 7. Total Impact Fees as of 1 June 2021/1**

Description	Amount
Office of Impact Fees General Account	\$424,801.21
School Impact Fee Account	\$7,412,791.87
Law Enforcement Fee Account	\$193,947.71
Parks & Recreation Impact Fee Account	\$448,387.29
EMS Impact Fee Account	\$12,629.25
<b>Total Impact Fees</b>	<b>\$8,492,557.33</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending May 2021 Fee Transfers /1**

Account	31 May 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$7,412,791.87	\$381,024.60	\$7,793,816.47
Law Enforcement Fee Account	\$193,947.71	\$10,212.32	\$204,160.03
Parks & Recreation Impact Fee Account	\$448,387.29	\$30,287.13	\$478,674.42
EMS Impact Fee Account	\$12,629.25	\$3,277.16	\$15,906.41
<b>Total Impact Fees</b>	<b>\$8,067,756.12</b>	<b>\$424,801.21</b>	<b>\$8,492,557.33</b>

/1 This table represents each of the impact fee category account totals as of 31 May 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in May 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in June 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Saturday 1 through Monday 31 May 2021*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2100189	05/18/2021	Bent	Donna	09 Shepherdstown	1253	656	6	5.6	\$0.00	05/18/2021	Form 200
2100199	05/24/2021	May	Gary and Dove	07 Middleway	1023	472	1	5.5	\$0.00	05/24/2021	Form 200
2100200	05/24/2021	Plotner	Allen	07 Middleway	1238	363	7A	10.1	\$0.00	05/24/2021	Form 200

**Category Count: 3**

**Category Total**

**\$0.00**

<b>Non-Exempt Applications</b>											
2100153	05/03/2021	Bohrer	James	09 Shepherdstown	1182	718	15	12.14	\$6,700.00	05/03/2021	N/A
2100154	05/03/2021	Van Evera III	James	09 Shepherdstown	1074	306	8	13	\$13.00	05/03/2021	N/A
2100155	05/05/2021	US Home		09 Shepherdstown	1173	85	24B	12	\$6,700.00	05/05/2021	N/A
2100156	05/05/2021	Hendricks	Kristi	09 Shepherdstown	1254	691	5B	85	\$6,700.00	05/05/2021	N/A
2100157	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	6	\$6,700.00	05/05/2021	N/A
2100158	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	9	\$6,700.00	05/05/2021	N/A
2100159	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	10	\$6,700.00	05/05/2021	N/A
2100160	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	11	\$6,700.00	05/05/2021	N/A
2100161	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	13	\$6,700.00	05/05/2021	N/A
2100162	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	15	\$6,700.00	05/05/2021	N/A
2100163	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	16	\$6,700.00	05/05/2021	N/A
2100164	05/05/2021	Arcadia Land,		09 Shepherdstown	1173	85	24B	17	\$6,700.00	05/05/2021	N/A
2100165	05/05/2021	Carlyle Group,		02 Charles Town	972	354	21	26	\$1,206.00	05/05/2021	Form 260
2100166	05/05/2021	Propst	Paul	06 Kabletown	1198	451	6D	138	\$6,700.00	05/05/2021	N/A
2100167	05/07/2021	Keyes Crossing,		04 Harpers Ferry	1257	231	13	29.24	\$6,700.00	05/07/2021	N/A
2100168	05/07/2021	Borkman	Chris and Rosy	09 Shepherdstown	1236	5	5B	113	\$6,700.00	05/07/2021	N/A
2100169	05/07/2021	Arnold	Carol	09 Shepherdstown	1220	662	5B	104	\$6,700.00	05/07/2021	N/A
2100170	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100171	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100172	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2100173	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100174	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100175	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100176	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100177	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100178	05/07/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/07/2021	N/A
2100179	05/07/2021	Hensley	Anthony	07 Middleway	1251	564	16	2.21	\$6,700.00	05/07/2021	N/A
2100180	05/10/2021	Henry	James	07 Middleway	1256	241	12	9	\$6,700.00	05/10/2021	N/A
2100181	05/14/2021	JH Real Estate		07 Middleway	1202	398	2A	155	\$6,700.00	05/14/2021	N/A
2100182	05/14/2021	JH Real Estate		07 Middleway	1202	398	2A	154	\$6,700.00	05/14/2021	N/A
2100183	05/17/2021	DR Acquisitions		03 Charles Town	1244	51	4	25	\$7,281.00	05/17/2021	N/A
2100184	05/17/2021	DR Acquisitions		03 Charles Town	1244	51	4	26	\$7,281.00	05/17/2021	N/A
2100185	05/17/2021	DR Acquisitions		03 Charles Town	1244	51	4	27	\$7,281.00	05/17/2021	N/A
2100186	05/17/2021	DR Acquisitions		03 Charles Town	1244	51	4	28	\$7,281.00	05/17/2021	N/A
2100187	05/17/2021	DR Acquisitions		03 Charles Town	1244	51	4	29	\$7,281.00	05/17/2021	N/A
2100188	05/17/2021	Goode	Michael	06 Kabletown	1256	407	1	2.4	\$6,700.00	05/17/2021	N/A
2100190	05/19/2021	Berk	Austin	02 Charles Town	1193	438	8	32.13	\$1,072.00	05/19/2021	Form 260
2100191	05/19/2021	Berk	Austin	02 Charles Town	1193	438	8	32.13	\$1,005.00	05/19/2021	Form 260
2100192	05/19/2021	Berk	Austin	02 Charles Town	1193	438	8	32.13	\$1,005.00	05/19/2021	Form 260
2100193	05/19/2021	Berk	Austin	02 Charles Town	1193	438	8	32.13	\$1,072.00	05/19/2021	Form 260
2100194	05/19/2021	Berk	Austin	02 Charles Town	1193	438	8	32.13	\$1,005.00	05/19/2021	Form 260
2100195	05/20/2021	Allison	David and	06 Kabletown	1257	94	3A	111	\$6,700.00	05/20/2021	N/A
2100196	05/20/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	69	\$6,700.00	05/20/2021	N/A
2100197	05/20/2021	Alford	Denise	07 Middleway	1075	477	4	10.5	\$6,700.00	05/20/2021	N/A
2100198	05/21/2021	Flower	John	06 Kabletown	794	469	24	9	\$2.00	05/21/2021	N/A
2100201	05/25/2021	Lutman Land		09 Shepherdstown	1260	305	20	7	\$6,700.00	05/25/2021	N/A
2100202	05/25/2021	Lutman Land		02 Charles Town	1254	399	5A	44	\$6,700.00	05/25/2021	N/A
2100203	05/25/2021	Lutman Land		02 Charles Town	1259	227	11B	111	\$6,700.00	05/25/2021	N/A
2100204	05/25/2021	Lutman Land		02 Charles Town	1254	399	5A	76	\$6,700.00	05/25/2021	N/A
2100205	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100206	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100207	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100208	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100209	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100210	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100211	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100212	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100213	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100214	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100215	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100216	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100217	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100218	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100219	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100220	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100221	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100222	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100223	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100224	05/26/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	05/26/2021	N/A
2100225	05/26/2021	Boswell, III	Richard	07 Middleway	1259	651	8	1.15	\$6,700.00	05/26/2021	N/A
<b>Category Count: 72</b>							<b>Category Total</b>		<b>\$424,685.00</b>		
<b>TOTAL APPLICATIONS: 75</b>							<b>Grand Total</b>		<b>\$424,685.00</b>		

# Impact Fee Status Report

## June 2021

### Office of Impact Fees

#### Summary

Date Range: Tuesday 1 through Wednesday 30 June 2021

Report Date: 1 June 2021

Process Number Range: 2100226-2100262

Total Applications: 37

Total Non-Exempt: 36

*Of which:*

Commercial: 2

Residential: 34

*Of which:*

County: 36

Municipal: 0

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for June 2021. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 June 2021	1	2	34	37
Fees collected		\$5.00	\$223,981.00	<b>\$223,986.00</b>
<i>Of which</i>				
School Impact Fee			\$200,279.00	<b>\$200,279.00</b>
Law Enforcement Fee		\$3.00	\$5,884.00	<b>\$5,887.00</b>
Parks & Recreation Fee			\$16,080.00	<b>\$16,080.00</b>
EMS Fee		\$2.00	\$1,738.00	<b>\$1,740.00</b>

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 June 2021)	\$424,801.21
June Deposits (1 – 30 June 2021)	\$223,986.00
School May Transactions (withdraws via transfer on 23 June 2021)	(\$381,024.60)
Law May Transactions (withdraws via transfer on 23 June 2021)	(\$10,212.32)
Parks & Rec May Transactions (withdraws via transfer on 23 June 2021)	(\$30,287.13)
EMS May Transactions (withdraws via transfer on 23 June 2021)	(\$3,277.16)
Interest Earned (30 June 2021)	\$180.57
<b>Ending Statement Balance (30 June 2021)</b>	<b>\$224,166.57</b>
<i>Outstanding Credits (deposits through 1 July 2021)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 June 2021)	\$7,412,791.87
May Transactions (deposits via transfer on 23 June 2021)	\$381,024.60
Interest Earned (30 June 2021)	\$3,088.11
<b>Ending Balance (30 June 2021)</b>	<b>\$7,796,904.58</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 June 2021)	\$193,947.71
May Transactions (deposits via transfer on 23 June 2021)	\$10,212.32
Requisition 21R0129 - Internal Expansion (4 June 2021)	(\$19,001.20)
Interest Earned (30 June 2021)	\$73.80
<b>Ending Balance (30 June 2021)</b>	<b>\$185,232.63</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 June 2021)	\$448,387.29
May Transactions (deposits via transfer on 23 June 2021)	\$30,287.13
Interest Earned (30 June 2021)	\$187.59
<b>Ending Balance (30 June 2021)</b>	<b>\$478,862.01</b>

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 June 2021)	\$12,629.25
May Transactions (deposits via transfer on 23 June 2021)	\$3,277.16
Interest Earned (30 June 2021)	\$5.55
<b>Ending Balance (30 June 2021)</b>	<b>\$15,911.96</b>

**Table 7. Total Impact Fees as of 1 July 2021/1**

Description	Amount
Office of Impact Fees General Account	\$224,166.57
School Impact Fee Account	\$7,796,904.58
Law Enforcement Fee Account	\$185,232.63
Parks & Recreation Impact Fee Account	\$478,862.01
EMS Impact Fee Account	\$15,911.96
<b>Total Impact Fees</b>	<b>\$8,701,077.75</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending June 2021 Fee Transfers /1**

Account	30 June 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$7,796,904.58	\$200,439.70	\$7,997,344.28
Law Enforcement Fee Account	\$185,232.63	\$5,892.42	\$191,125.05
Parks & Recreation Impact Fee Account	\$478,862.01	\$16,092.64	\$494,954.65
EMS Impact Fee Account	\$15,911.96	\$1,741.81	\$17,653.77
<b>Total Impact Fees</b>	<b>\$8,476,911.18</b>	<b>\$224,166.57</b>	<b>\$8,701,077.75</b>

/1 This table represents each of the impact fee category account totals as of 30 June 2021 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in June 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in July 2021. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



# Form 100 Transaction Summary

## Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Tuesday 1 through Wednesday 30 June 2021*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
2100240	06/10/2021	Sadat	Michelle	09 Shepherdstown	1242	744	4	6.13	\$0.00	06/10/2021	Form 200
<b>Category Count: 1</b>									<b>Category Total</b>		<b>\$0.00</b>
<b>Non-Exempt Applications</b>											
2100226	06/01/2021	Lutman	Land	09 Shepherdstown	1260	305	20	7	\$6,700.00	06/01/2021	N/A
2100227	06/01/2021	Lutman	Land	09 Shepherdstown	1260	305	20	7	\$6,700.00	06/01/2021	N/A
2100228	06/01/2021	Lutman	Land	09 Shepherdstown	1260	310	20	11.4	\$6,700.00	06/01/2021	N/A
2100229	06/01/2021	Lutman	Land	09 Shepherdstown	1260	305	20	7	\$6,700.00	06/01/2021	N/A
2100230	06/01/2021	Keyes	Crossing,	04 Harpers Ferry	1259	175	13A	58	\$6,700.00	06/01/2021	N/A
2100231	06/01/2021	Keyes	Crossing,	04 Harpers Ferry	1257	432	13A	75-76	\$6,700.00	06/01/2021	N/A
2100232	06/01/2021	Keyes	Crossing,	04 Harpers Ferry	1252	720	13A	56	\$6,700.00	06/01/2021	N/A
2100233	06/01/2021	Keyes	Crossing,	04 Harpers Ferry	1259	179	13A	61-62	\$6,700.00	06/01/2021	N/A
2100234	06/07/2021	Libby	Robert and Linda	06 Kabletown	1252	731	23B	18	\$6,700.00	06/07/2021	N/A
2100235	06/09/2021	Jadon	Mahendra	02 Charles Town	1250	526	1	105	\$3.00	06/09/2021	N/A
2100236	06/09/2021	Paulin	Timothy	02 Charles Town	1255	556	19	18.12	\$6,700.00	06/09/2021	N/A
2100237	06/10/2021	Wilson	Freddy	02 Charles Town	1219	135	8B	55-56	\$2,881.00	06/10/2021	Form 260
2100238	06/10/2021	Arcadia	Land,	09 Shepherdstown	1173	85	24B	19	\$6,700.00	06/10/2021	N/A
2100239	06/10/2021	Arcadia	Land,	09 Shepherdstown	1173	85	24B	20	\$6,700.00	06/10/2021	N/A
2100241	06/11/2021	Bell	Kathleen	09 Shepherdstown	1198	493	6	10.3	\$6,700.00	06/11/2021	N/A
2100242	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100243	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100244	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100245	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100246	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100247	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A
2100248	06/11/2021	D.R. Horton, Inc.		02 Charles Town	1227	490	10	8	\$6,700.00	06/11/2021	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2100249	06/11/2021	Espinosa	Kisten	06 Kabletown	1237	132	3	1.7	\$6,700.00	06/11/2021	N/A
2100250	06/16/2021	Thomas Meyer	Anthony Husted,	06 Kabletown	1253	36	6L	74	\$6,700.00	06/16/2021	N/A
2100251	06/16/2021	Joseph	Stillwell Homes,	02 Charles Town	1252	351	20A	6	\$6,700.00	06/16/2021	N/A
2100252	06/16/2021	Valasek	Mike	09 Shepherdstown	1165	169	2	9.1	\$6,700.00	06/16/2021	N/A
2100253	06/17/2021	Robert Franks	Sheetz, Inc.	09 Shepherdstown	1074	306	8	14	\$2.00	06/17/2021	N/A
2100254	06/22/2021	Lester	Richard	07 Middleway	1226	44	8	3.14	\$6,700.00	06/22/2021	N/A
2100255	06/22/2021	Christopher	Tri-State	09 Shepherdstown	1230	592	13	3	\$6,700.00	06/22/2021	N/A
2100256	06/22/2021	Brannan	Christopher	09 Shepherdstown	1244	340	16	1.2	\$6,700.00	06/22/2021	N/A
2100257	06/24/2021	Esteemed Homes		06 Kabletown	1257	129	15	3.3	\$6,700.00	06/24/2021	N/A
2100258	06/24/2021	Esteemed Homes		06 Kabletown	1257	129	15	3.3	\$6,700.00	06/24/2021	N/A
2100259	06/24/2021	Esteemed Homes		06 Kabletown	1257	129	15	3.3	\$6,700.00	06/24/2021	N/A
2100260	06/24/2021	Esteemed Homes		06 Kabletown	1257	129	15	3.3	\$6,700.00	06/24/2021	N/A
2100261	06/25/2021	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	71	\$6,700.00	06/25/2021	N/A
2100262	06/28/2021	Murphy	John	02 Charles Town	996	359	21F	25	\$6,700.00	06/28/2021	N/A
<b>Category Count: 36</b>							<b>Category Total</b>	<b>\$223,986.00</b>			
<b>TOTAL APPLICATIONS: 37</b>							<b>Grand Total</b>	<b>\$223,986.00</b>			