

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021**  
**THURSDAY, NOVEMBER 4, 2021**  
**9:30 A.M.**  
**County Commission Meeting Room**  
**located at the Old Charles Town Library**  
**200 E. Washington Street, Charles Town, WV**

*This meeting will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

*The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) no later than 5:00 p.m. prior to the meeting to be added to the list. There is no registration needed for public comment.*

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- **October 21, 2021 - Regular Meeting**

**APPROVAL OF REQUISITIONS**

- **November 4, 2021**

**APPROVAL OF ACCOUNTS PAYABLE**

- **October 28, 2021**
- **November 4, 2021**

**APPROVAL OF MANUAL CHECKS**

- **October 29, 2021**
- **November 5, 2021**

**APPROVAL OF PAYROLL**

- **October 28, 2021**

## ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor  
- Approval of Exonerations
2. 9:40 a.m. Interviews and Appointments to the Jefferson County Development Authority Board of Directors - One unexpired term for the Citizen Representative ending April 5, 2022
3. 9:45 a.m. Nikki Painter, County Clerk's Office  
- Letter of Credit Increase - United Bank  
  
Nikki Painter, County Clerk's Office and Todd Fagan, GIS  
- Redistricting Draft Map Presentation  
- Publication Requirements - Possible action for Order and Publication; Set a meeting day and time for final approval
4. 9:55 a.m. Lynn Fields, Probate Office  
- Refer the estate of Ronald R. Saul to a Fiduciary Commissioner
5. 10:00 a.m. John Thomas, Thomas Management Group and Sunnyside Investment LLC  
- Request for zoning change on 53+/- acres in Sunnyside Industrial Park on Wheatland Road from Industrial-Commercial to Residential-Light Industrial Commercial
6. 10:10 a.m. Alexandra Beaulieu, Zoning Administrator  
- Overview of the Planning Commission's recommended text amendment to the Jefferson County Zoning Ordinance related to Short Term Rentals (File #ZRA21-01). The draft text amendment includes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8:16 Short Term Rentals); and Appendix C Principal Permitted and Conditional Uses Table
7. 10:25 a.m. Roger Goodwin, Engineering  
- Release of the \$10,000.00 site stability bond/Tolling of Bond Agreement for B.C. Partners, Inc. for the Breckenridge East Subdivision, Phase 1A, Lots 23-45; Parcels A, B & Residue (File #07-32); and, allowing the recording of the merger deed merging the subdivision back to its original state prior to the recordation of the final plat as found in Plat Book 25 at Page 188 (and 188 A-D)
8. 10:35 a.m. Stephen S. Allen, Director of the Jefferson County Office of Homeland Security and Emergency Management

- Signing of CRS Recertification Request for 5-year verification and recertification in the Community Rating System for the reduction of flood insurance premiums for residents and businesses located in Jefferson County

9. 10:40 a.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.*
10. 10:55 a.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, comprehensive plan, 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. Report by counsel regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law
  4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property

#### OLD BUSINESS

11. County Administrator - Separation of Employment
12. Comprehensive Audit - WV State Auditor's Office

#### NEW BUSINESS

13. Vendor Disbarment (JT)
14. County Clerk and Tyler Technology public presentation on the County's financial system (JT)
15. Assignment of Interim County Administrator until position of County Administrator is filled - Compensation During Temporary Assignment
16. County Administrator position - discuss job description and advertisement of Recruitment Announcement

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**17. ADJOURN**

**CORRESPONDENCE/INFORMATION**

**Notice of Special Session on Wednesday, November 10, 2021 at 9:30 a.m.**

**Virtual Informational Public Meeting and Availability of the Environmental Assessment regarding US 340 Rock Slide.**

***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.***