

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2022
THURSDAY, JANUARY 6th, 2022
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 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.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF ACCOUNTS PAYABLE

- December 22, 2021
- December 29, 2021
- January 6, 2022

APPROVAL OF MANUAL CHECKS

- December 23, 2021
- December 30, 2021
- January 7, 2022

APPROVAL OF PAYROLL

- December 23, 2021

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PRESENTATIONS

2. 9:45 a.m. Angie Banks, Assessor
 - Approval of Exonerations

3. 9:50 a.m. Tom Hansen, Sheriff
 - Travel Budget Restoration
 - Salary Adjustments
 - Vision Presentation/Discussion

4. 10:00 a.m. Matt Harvey, Prosecuting Attorney
 - Supplemental VOCA Grant Contract
 - New Part Time Victim Advocate hiring - Melissa Segura

5. 10:10 a.m. Roger Goodwin, Chief County Engineer
 - Request approval of employment offer to fill the position of Planning Clerk in the Department of Engineering, Planning & Zoning

6. 10:15 a.m. Interview and Appointment - Jefferson County Board of Zoning Appeals - One 3-year term ending January 1, 2025

7. 10:20 a.m. John Morris
 - Rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville - Tax District - Middleway (07); Map No. 11; Parcel Nos. 2.2 and 2.1 to change current zoning district from Village to Residential, Light Industrial Commercial (RLIC)

8. 10:30 a.m. Jennifer Brockman, County Planner
 - Recommendation from the Jefferson County Planning Commission regarding the Zoning Map Amendment (File 21-4-Z) for the John Morris rezoning request for two parcels located southwest of the intersection of Old Leetown Pike (WV15) and Leetown Road (WV51) from Village to General Commercial

9. 10:40 a.m. Jennifer Brockman, County Planner
- Presentation and overview of the Planning Commission's recommended text amendment to the Envision Jefferson 2035 Comprehensive Plan related to allowing solar facilities as principal permitted uses (PPU's) in the rural and residential zoning districts and requesting that the County Commission schedule their required Public Hearing and vote to accept, reject, or modify the amendment within the required 90 day time frame
10. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review
11. 11:10 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*
12. 11:25 a.m. Presentation of preliminary report regarding analysis of public safety issues
13. 11:45 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 report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
 3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
 5. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed locations.
 6. Discussion of WVHRC case number EREP-49-21.
 7. Discussion of potential revision of the Jefferson County Zoning Ordinance and related issues.

OLD BUSINESS

- 14. Review of Policy 319 - Financial System Access

NEW BUSINESS

- 15. Notice of the 2022 Board of Review and Equalization Notice
- 16. Review of Policy 913 - "Appropriate interface with Commissioners, Employees & Volunteers Policy" (JT)
- 17. County Commission staffing needs and technical support (JT)
- 18. Discuss County Administrator Candidates
- 19. Discussion - Executive Assistant Position - Potential Hire (SS)
- 20. Discussion - Approval of work performed - 11/22/2021 - Stephanie Grove
- 21. Advertise for Finance Director (SS)

COUNTY ADMINISTRATOR REPORTS

- Signature for grant documents - designate an individual

COUNTY COMMISSION REPORTS

----- AFTERNOON SESSION -----

- 22. 1:30 p.m. Legislative Summit

- 23. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

Jefferson County Historic Landmarks Commission - Quarterly Report - October 1, 2021 - December 31, 2021

CORRESPONDENCE/INFORMATION

Courthouse Annex - Annexation Order.

Correspondence received from the Kanawha County Commission regarding the Property Tax Modernization Constitutional Amendment November 2022 General Election.

Jefferson County Development Authority - Annual Report. *(Available in the County Commission office)*

Jefferson County Historic Landmarks Commission - Completed Projects 2021.

Impact Fee Status Report - December 2021.

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.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

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

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.](#)

**Assignment to Boards, Commissions &
Organizations
Calendar Year 2021**

<i>Organization</i>	<i>Commissioner 2021</i>	<i>Commissioner 2022</i>
Approval of Bills	Jackson	
Board of Health	Hudson	
Charles Town Utility Board Liaison	Hudson	
Building Repair & Security Courthouse Committee	Hudson	
Community Corrections Committee- Day Report Center	Jackson	
Development Authority	Stolipher	
E-911 Council	Ath	
Extension Service	Tabb	
Farmland Protection Board	Tabb	
Jefferson County Convention & Visitors Bureau	Stolipher	
Jefferson County Emergency Services Agency / Fire & Rescue	Jackson	
Historic Landmarks Commission	Hudson	
Homeland Security/LEPC	Jackson	
Legislative Liaison	County Admin.	
MPO Interstate Council	Stolipher	
Eastern Panhandle Transportation Authority (EPTA)	Tabb	
Parks and Recreation	Ath	
Planning Commission	Stolipher	
Region 9	Stolipher	
Solid Waste Authority	Ath	
Telamon Community Board	Jackson/Ath	
Water Advisory Committee	Tabb	
Workforce Investment Act Liaison	Jackson	

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$391,906.17		\$391,906.17
6.2% Tax Payable OASDI	\$24,134.22		\$24,134.22
1.45% Tax Payable HI	\$5,647.07		\$5,647.07
Fed Withholding	\$35,797.02		\$35,797.02
WV State Withholding	\$17,125.62		\$17,125.62
PERS Retirement Deduct 4.5%	\$9,145.06		\$9,145.06
PERS Retirement Deduct 6%	\$5,489.86		\$5,489.86
Hosp. Pre-Taxed	\$229.00		\$229.00
AFLAC Pre-Taxed	\$422.93		\$422.93
AFLAC Post-Taxed	\$841.96		\$841.96
Optional Life Post-Taxed	\$1,857.74		\$1,857.74
Christmas Club	\$4,370.00		\$4,370.00
Wage Attach #1	\$760.05		\$760.05
Wage Attach #2	\$822.22		\$822.22
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,370.41		\$6,370.41
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$5,220.88		\$5,220.88
457R - Roth	\$910.00		\$910.00
MD State Tax	\$782.30		\$782.30
D/VF	\$1,801.20		\$1,801.20
VA State Tax	\$183.44		\$183.44
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$122,792.82	\$0.00	\$122,792.82
Net Wages Total	\$269,113.35	\$0.00	\$269,113.35
Payroll Date	December 23, 2021		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6th, 2022**

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

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

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

⚡ **Approval of Exonerations**

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

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

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

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Travel Budget Restoration
Salary Adjustments
Vision Presentation/Discussion

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

The Sheriff is requesting the restoration of his Travel budget. We are court mandated to transport prisoners and mental health patients all over the state and have exceeded the budget provided.

We will be sharing a presentation to outline where the Sheriff's Office is currently and the vision held for the future.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I move to restore the 75% cut to the Sheriff's travel budget.

I move to approve the Salary Adjustments as presented.

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

If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Matt Harvey

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **January 6, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Supplemental VOCA Grant Contract and new Part Time Victim Advocate hiring, Melissa Segura

Please provide the County Commission with a description of your request or presentation, including any background information: Supplemental VOCA Grant contract requires County Commission President signature and hiring new Part Time Victim Advocate, Melissa Segura.

Is this a funding request? 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*): Approves Supplemental VOCA Grant Contract and hiring of new Part Time Victim Advocate, Melissa Segura.

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

If not attached, explain:

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

Contact information: Matt Harvey

Email address: mharvey@jcpawv.org

Phone Number: 304-728-3243

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

State of West Virginia
Department of Homeland Security
Division of Administrative Services
Justice and Community Services

1124 Smith Street, Suite 3100
Charleston, WV 25301
(304) 558-8814



MICHAEL V. COLEMAN
DIRECTOR

December 14, 2021

The Honorable Steve Stolipher
Commission President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Re: Approved Funding – \$24,888.00
Victims of Crime Act (VOCA) Supplemental Grant
Project Number: 21-SVA-027

Dear Commissioner Stolipher:

Congratulations on your recent supplemental award for a Victims of Crime Act (VOCA) Grant Award. Enclosed you will find:

- A Contract and Resolution
- A Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Revised Standard Conditions and Assurances
- EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Administrative Services, Justice and Community Services.
- Subgrantee Schedule of Payments
- Request for Funds Form
- Standard Risk Assessment Tool

To formalize your acceptance of this grant award, please sign the contract, certification, Conditions and Assurances and affect a resolution (if necessary) and return the **originals** to this office by January 14, 2022.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, Ext. 22408, or via email at [Sydney.M.Cavender@wv.gov](mailto:Sydneym.Cavender@wv.gov). I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,



Sydney M. Cavender
Criminal Justice Program Specialist

SMC/mrm

C: Matthew Harvey
Grant File (*all attachments*)

AGENDA REQUEST FORM
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 – 1st Choice: **January 6, 2022**

Date Requested – 2nd Choice:

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

The position has been vacant since September, 2021. The Planning & Zoning Office needs additional help due to the increased work load generated by new development. The position assists the County Planner with the in-take and processing of land development projects, and provides clerical support to the Planning Commission. 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 – Planning & Zoning 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**

**Jefferson County, West Virginia
Job Description**

Position Title:	Planning Clerk (Planning)	Grade Level:	III
Department	Engineering, Planning & Zoning Planning Office	Date:	July 1, 2016
Reports to:	County Planner	FLSA Status	Non-Exempt

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

Supervision Required: Under general supervision of the County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the County Planner for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

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

Confidentiality: Employee has access to some confidential information 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, labor/material loss, jeopardize programs and legal repercussions.

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 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 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

EP&Z Department – Planning Office
Planning Clerk (Planning)
07/01/2016

Jefferson County, West Virginia
Job Description

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. Assist with administrative functions related to Subdivision Regulations and Zoning Ordinance, including research, data gathering, Powerpoint presentations, and the organization, copying, and distribution of draft documents.
2. Conduct data collection, assessment, and analysis functions for other planning related projects and functions for the County Planner.
3. Prepare Planning Commission Minutes and letters as required; and perform other duties assigned by the County Planner, Director, and/or collective Members of the Planning Commission.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to: preparing agenda, organizing and mailing packets for review, attending meetings, preparing Conference Room for meeting, maintain audio/video recordings of meetings, take notes and transcribe minutes of meetings, process all documents and files pertaining to said Commission.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with ordinance or policy standards; prepare and post Notice of Hearings to be forwarded to Governmental Agencies and Staff Review Board.
6. Provide assistance to the "front desk" personnel regarding questions concerning the zoning and subdivision regulations.
7. Collect required fees and write receipts in absence of the front desk clerk. Accurately record receipts.
7. Assist with telephone coverage and public inquiries, and serve as backup during front desk staff absences, as needed.
8. Complete professional development training to improve skills.
9. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

**Jefferson County, West Virginia
Job Description**

Recommended Minimum Qualifications:

Education and Experience: High School degree with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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 Microsoft Office Suite.

Abilities: Use good judgment and decision making abilities, prioritize tasks and 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.

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 30lbs).

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 require the employee to constantly read documents for general understanding and for analytical purposes.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sandy McDonald**

Department or Organization: **Interim County Administrator**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

- **Interview and Appointment – Jefferson County Board of Zoning Appeals – One 3-year term ending January 1, 2025**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 6, 2022, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) three-year term ending January 1, 2025 and two alternate positions ending January 1, 2023 and January 1, 2024, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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

Re: BZA Upcoming Term Expiration

dragonsrgs <dragonsrgs@frontier.com>

Sun 12/26/2021 1:27 PM

To: Jessica Carroll <jcarroll@jeffersoncountywv.org>;

Hi Jessica.

Hope you had a wonderful Christmas.

Yes. If needed I would be happy to serve on the BZA for a full term.

You may consider this my letter of intent to serve.

Have a happy New Year :)

Steven Guier / Dragon

On Thursday, December 16, 2021, 04:32:22 PM EST, Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

Mr. Guier -

Please see attached re: your term expiration on the Jefferson County Board of Zoning Appeals. Feel free to contact me should you have any questions.

Thanks,

Jessica

-----Original Message-----

From: Helpdesk@jeffersoncountywv.org <Helpdesk@jeffersoncountywv.org>

Sent: Tuesday, December 14, 2021 6:59 PM

To: Jessica Carroll <jcarroll@jeffersoncountywv.org>

Subject: Scanned Hunter Building Commission

This is scanned and sent to you from Hunter Building Commission Offices

Attachment File Type: pdf, Multi-Page

multifunction device Location: Hunter House - 1st Floor - Front Offices Area

Device Name: XRX9C934E1DB4F9

Contact Commission Offices

Hunter Building

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: John Morris

Department or Organization: Citizen

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Rezoning Request for a one acre property located at 16 Old Leetown Pike, Kearneysville, WV 25430; Tax District – Middleway (07); Map No. – 11; Parcel No. 0002-0007-000 to change current zoning district from Village to Residential, Light Industrial, Commercial (RLIC).**

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*):

✚ I move to schedule a public hearing to receive input concerning the rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville, WV 25430; Tax District – Middleway (07); Map No. – 11; Parcel No. 0002-0007-000 to change current zoning district from Village to RLIC, to be held on _____ at _____ am/pm.

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



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor, P.O. Box 716
 Charles Town, West Virginia 25414

File #: 21-4-3
 Date Rec'd: 11/18/21
 Fees Paid: 1050-
 Staff Int: gjt

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

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

Zoning Map Amendment (Rezoning)

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

Property Owner Information

Owner Name: John S. Morris
 Business Name: _____
 Mailing Address: 11070 LEE TOWN RA REARBYVILLE, W.VA 25430
 Phone Number: 304-725-2407 Email: JSMORRIS999@AOL.COM

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

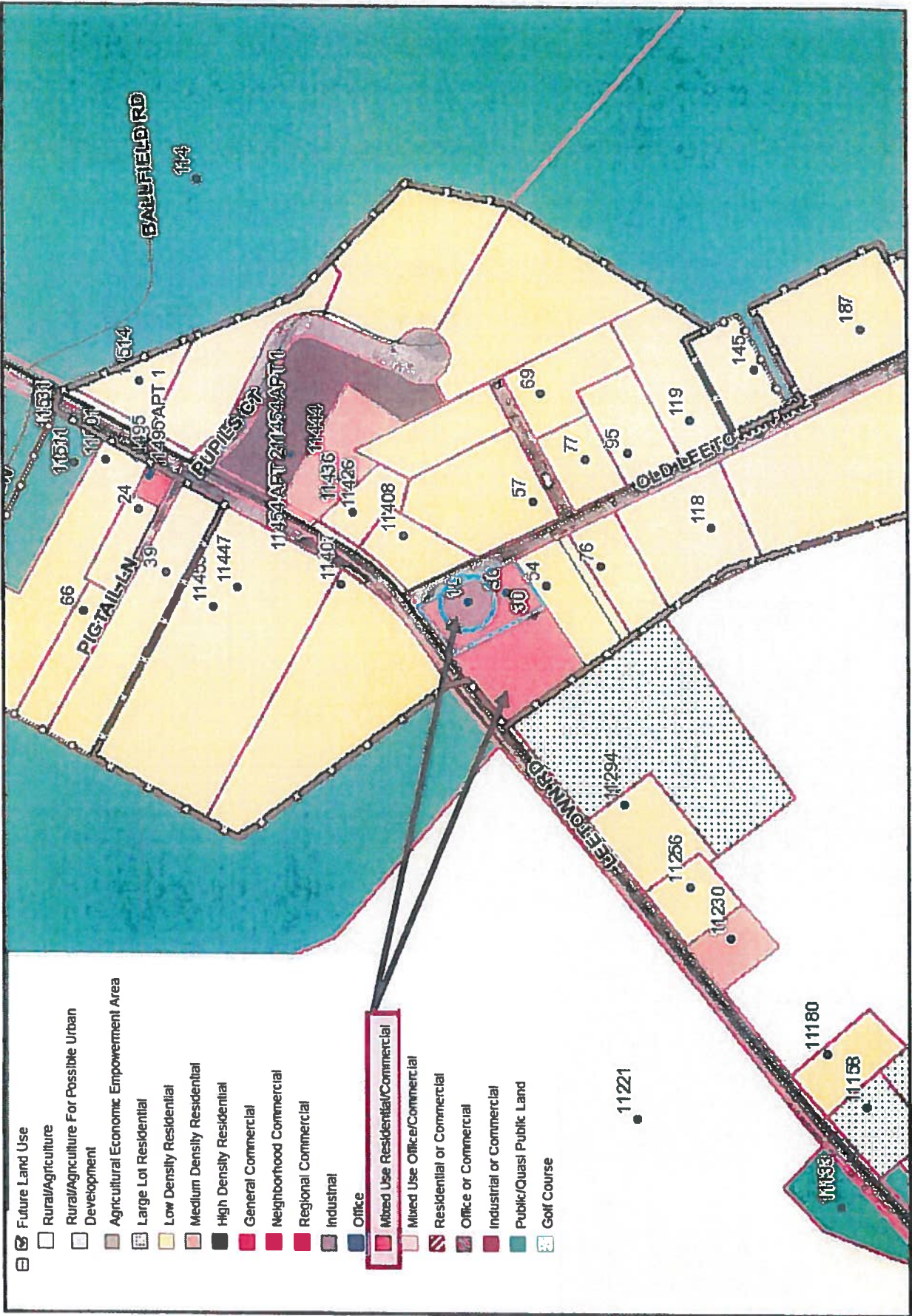
Physical Address: 16 OLD LEE TOWN PIC. REARBYVILLE W.VA 25430 Vacant Lot: 2:1022
 Tax District: WINDLEWAY 07 Map No: 11 Parcel No: 0002-0007-0000
 Parcel Size: 1.0 ACRE Deed Book: 1234 gjt Page No: 324 gjt

Current Zoning District

Village

Proposed Zoning District

General Commercial



- Future Land Use
- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office
- Mixed Use Residential/Commercial
- Mixed Use Office/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course

General Commercial (GC)

The purpose of this land use category is to provide for general destination business uses which provide a broad range of commercial products and services necessary for large regions. The uses in this category may be characterized by larger buildings, more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district. This category is intended to for individual structures less than 50,000 square feet and could include more than one structure.

Regional Commercial (RC)

The purpose of this land use category is to provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways. The uses in this category may be characterized by a broad range of building sizes, which may include large buildings that exceed 50,000 square feet of gross floor area for an individual building and which may have greater impact on surrounding areas as a result of significant truck traffic and other factors. This category may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses.

Mixed Use Residential/Commercial Development

This land use category reflects areas which are intended to support the mixing of residential and commercial uses. This land use classification should result in the creation of a new zoning district that would permit this activity, with a mandatory mix of uses to be determined through the zoning text amendment process. As shown on the Future Land Use Guide, any rezoning to the Residential-Light Industrial-Commercial (R-LI-C) or a new zone that permits these uses shall have a mandatory mix of these uses.

For developments not fronting on a four lane road, the uses recommended within the Highway Commercial (HC) land use category are not permitted in the commercial uses permitted in the Mixed Use Residential/Commercial Development. The purpose of the mixed use residential/commercial development is to:

1. encourage flexibility in the development of land to promote its most appropriate use.
2. improve the design, character and quality of new developments.
3. provide and promote redevelopment and reuse opportunities.
4. encourage a harmonious and appropriate mixture of uses and/or housing types.
5. facilitate the adequate and economic provision of streets, utilities and city services.
6. preserve critical natural environmental and scenic features of the site.
7. encourage and provide a mechanism for arranging improvements and sites so as to preserve desirable features and to provide transitions between land uses.
8. mitigate the problems which may be presented by specific site conditions.

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37, 39}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church ³⁸	P	P	P	P	CU	P	P	P	P	P	CU	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Heliport	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	**	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU ²	NP	NP	NP	NP	NP	CU ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													Sec. 8.9
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	CU	NP	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	
Restaurant, Fast Food, Drive-Through ⁴⁰	NP	P	P	P	CU	CU	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, County Planner

Department or Organization: Department of Engineering, Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes.

Date Requested – 1st Choice: January 6, 2022

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

Applicant may request a modification to the petition which will need to go back to the Planning Commission on 1/11/22

Date Requested – 2nd Choice: n/a

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

Recommendation from the Jefferson County Planning Commission regarding the Zoning Map Amendment (File: 21-4-Z) for the John Morris rezoning request for two parcels located southwest of the intersection of Old Leetown Pike (WV15) and Leetown Road (WV1) from Village to General Commercial.

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

Upon review of the zoning map amendment application (21-4-Z) submitted by John Morris and the staff report regarding to relevant sections of the *Envision Jefferson 2035 Comprehensive Plan*, the Jefferson County Planning Commission found that the zoning map request is not compatible with the *Comprehensive Plan* and requested that the County Commission recommend a different zoning district and return the request to the Planning Commission.

It is possible that the applicant may submit a modified petition requesting a different zoning district to allow for the Planning Commission's consideration before the previously scheduled County Commission Public Hearing to be held on January 20, 2022. Note that the County Commission is required to run a legal ad containing the modified zoning district two times before the scheduled Public Hearing.

Is this a funding request? Y/N **If so, how much?** n/a

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

If the applicant submits a modified petition, the County Commission should forward it to the Planning Commission for their input related to conformance with the *2035 Comprehensive Plan*.

The County Commission should also determine whether to continue with the previously scheduled January 20, 2021 Public Hearing.

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

- Staff Memo re: Planning Commission recommendation
- Staff Report to Planning Commission for 12/14/21 PC Meeting

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: January 6, 2022
RE: Planning Commission Recommendation regarding the Old Leetown (John Morris) property (File #21-4-Z) Zoning Map Amendment Request

On Thursday, December 2, 2021, John Morris presented a petition for a Zoning Map Amendment to the Jefferson County Commission for two parcels located southwest of the intersection of Old Leetown Pike (WV15) and Leetown Road (WV1). The parcels, designated as Middleway (07); Tax Map: 11; Parcels: 2.1 and 2.1, have a combined parcel size of approximately one acre. The properties are currently zoned Village and the petition requests rezoning from Village to General Commercial (GC). The County Commission scheduled a Public Hearing for this rezoning for Thursday, January 20, 2022 at 6:30 pm. At the December 2nd meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan*.

On Tuesday, December 14, 2021 at the Jefferson County Planning Commission meeting, the Planning Commission heard an overview of the Zoning Map Amendment (#21-4-Z) petition by staff as well as a staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *2035 Plan*. Staff presented a finding to the Planning Commission that that the request is not consistent with the Future Land Use Guide of the *2035 Plan* because it is shown as future "Mixed Use Residential/ Commercial" on the Future Land Use Guide and the proposed General Commercial zone encourages large scale retail businesses with a regional draw and does not allow residential uses.

After reviewing the application, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment to General Commercial is not compatible with the *Envision Jefferson 2035 Comprehensive Plan* and requested that the County Commission recommend a different zoning district and return the request to the Planning Commission for further review.

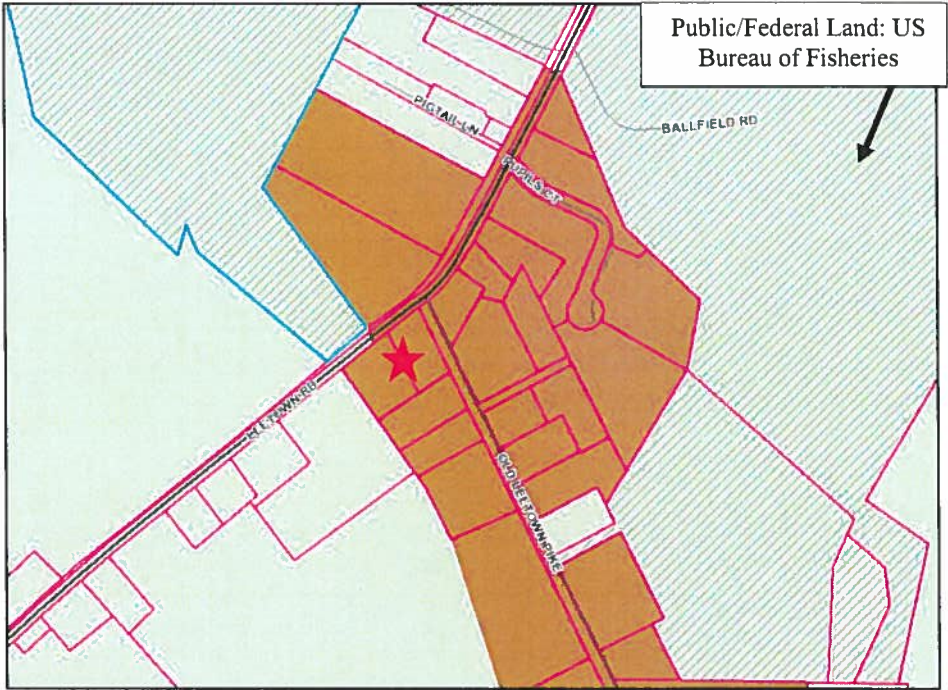
Attachment:

- *Staff Report -- Zoning Map Amendment #21-4-Z for 12/14/21 Planning Commission Meeting*

Staff Report
 Jefferson County Planning Commission Meeting
 December 14, 2021

Morris Rezoning Request (21-4-Z)

Item # 6: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcels from Village to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Owner/Applicant:	John Morris
Parcel Information:	16 Old Leetown Road, Kearneysville, WV* Tax District: Middleway (07), Map: 11; Parcels 2.1 and 2.2; Combined acreage: 1 ac; Zoning District: Village
	 <p style="text-align: center;">*Located on the same parcel: 30 and 36 Old Leetown, Kearneysville WV</p>
Adjacent Zoning Districts	<i>North, South, East:</i> Village and Rural; <i>West:</i> Rural
Current Use:	Commercial / Residential (nonconforming use)
Proposed Request	To rezone from Village to General Commercial
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that the request is not consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> because it is shown as future "Mixed Use Residential/ Commercial" on the Future Land Use Guide and the proposed General Commercial zone does not allow residential uses.

Applicant's Request

The applicant's request is to rezone parcels 2.1 and 2.2 from Village to General Commercial. The combined acreage of the proposed rezoning is approximately one acre.

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Relevant Site Information and Neighboring Uses

The surrounding properties are primarily agricultural and residential in nature. The subject site is also within close proximity to Leetown Baptist Church, a consignment shop, and the US Bureau of Fisheries (aka US Fish and Wildlife Services), which is federally owned land.

Half of the property lies within Flood Zone A within which commercial development would not be permitted, including related parking. New construction requires 25-foot setback from the edge of the floodplain.



Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff’s professional recommendation is that the request is **not consistent** with the *2035 Plan* because it is shown as future “Mixed Use Residential/ Commercial” on the Future Land Use Guide and the proposed General Commercial zone does not allow such mixed uses.

It should be noted that Staff has no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended.” Regarding amendments by petition, State statute provides that, “Before amending the zoning ordinance, the governing body, with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan.” [See WVC 8A-7-9(c)].

Relevant *Envision Jefferson 2035 Comprehensive Plan* Elements and Commentary

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element/ Future Land Use Guide

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17).

The land use area types include Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA), which are the sections of Jefferson County where urban scale development is to be targeted over the

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planning horizon of the *2035 Plan*; and Rural/Agricultural Areas and Villages, where limited development is possible but is not intended for urban-scale development. (p. 17)

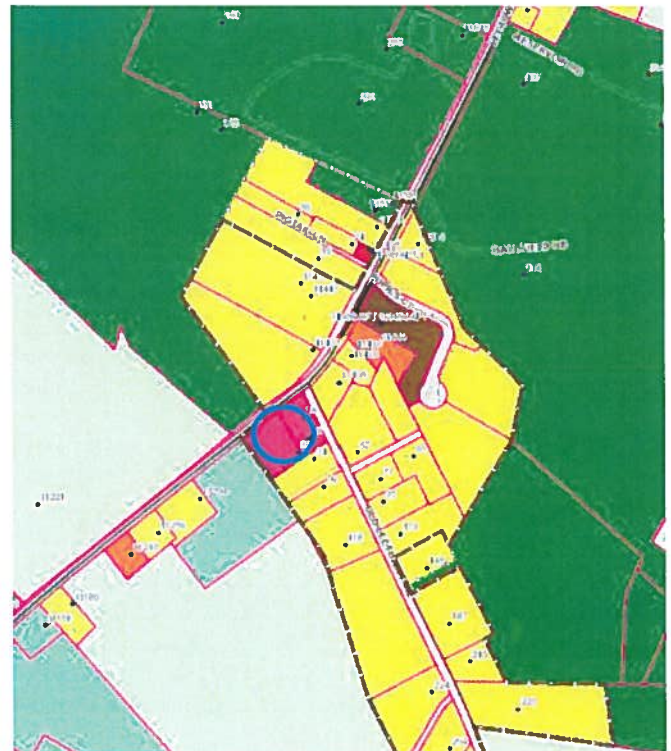
The property proposed for rezoning in this petition is located within the area of the County identified as the Village of Leetown, located at the intersection of Old Leetown Pike (WV15) and Leetown Road (WV1). (p. 41) The *2035 Plan* acknowledges the need to allow the rehabilitation and repurposing of buildings within historic districts and village areas. It further acknowledges that many villages were founded around live-work structures that allowed local business owners to live and support the village area from the same structure. One of the biggest issues related to the viability of villages and crossroads is the lack of sufficient infrastructure to serve the existing and future needs of the community. (p.43)

The *2035 Plan* also recommends that, within the village areas and the village expansion areas shown on the Future Land Use Guide, “the form, scale, and design of new development in these areas needs to complement and integrate with the existing village areas. Suburban commercial strip development is not anticipated and should not be approved in these areas. Proposed commercial structures should take into account similar architecture in the area or a type of structure that would be appropriate for the area in which it is located.” (p. 43- 44)

B. Appendix G - Land Use Map Classifications

The properties which are a part of this Zoning Map Amendment request are shown on the Future Land Use Guide as Future “Mixed Use Residential/ Commercial Development”. Appendix G of the *2035 Plan* provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide, which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments (rezoning requests). It further notes that while some of the land use classifications may require new zoning categories, the land uses were not intended to be a comprehensive list of possible zoning districts (p. 235).

Appendix G states that the “Mixed Use Residential/Commercial Development” land use category (pp. 237) was used to reflect “areas which are intended to support the mixing of residential and commercial uses. This land use classification should result in the creation of a new zoning district that would permit this activity, with a mandatory mix of uses to be determined through the zoning text amendment process. As shown on the Future Land Use Guide, any rezoning to the Residential-Light Industrial-Commercial (R-LI-C) or a new zone that permits these uses shall have a mandatory mix of these uses.” No new zoning category to address this mandatory mix has been drafted at this time.



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This section of Appendix G of the *2035 Plan* further states that the purpose of the Mixed-Use Residential/Commercial Development is to:

- “1. encourage flexibility in the development of land to promote its most appropriate use.
2. improve the design, character and quality of new developments.
3. provide and promote redevelopment and reuse opportunities.
4. encourage a harmonious and appropriate mixture of uses and/or housing types.
5. facilitate the adequate and economic provision of streets, utilities and city services.
6. preserve critical natural environmental and scenic features of the site.
7. encourage and provide a mechanism for arranging improvements and sites so as to preserve desirable features and to provide transitions between land uses.
8. mitigate the problems which may be presented by specific site conditions.”

Proposed Zoning District – General Commercial (GC)

The purpose of the General Commercial (GC) District (Section 5.12) is to “to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.” (full description in Attachment A)

Staff Discussion and Recommendation

While the *Envision Jefferson 2035 Plan* anticipated the development of a new zoning category to require a mandatory mix of the residential and commercial uses for areas identified for Mixed Use Residential/Commercial Development, this text amendment has not occurred. The applicant’s requested zoning category of General Commercial does not appear to support the proposed future land use described in the “Mixed Use Residential/Commercial Development” recommendation, in part because the General Commercial District does not allow residential uses. The size of the property, the impact of the floodplain, and the location also make this property difficult to develop the property for the purpose identified in the General Commercial Zoning District.

The current Village zoning permits residential and a limited number of non-residential land uses which is consistent with *the Plan*. It would also be possible to reinstate the non-conforming retail use that existed on this property for many years through action by the Board of Zoning Appeals, which would allow the mixed uses on the property to continue. It should also be noted that the Antiques Shop noted in the application is one of the retail uses permitted in the existing Village Zoning District.

Staff’s professional recommendation is that the request is **not consistent** with the *2035 Plan* because it is shown as future “Mixed Use Residential/ Commercial” on the Future Land Use Guide and the proposed General Commercial zone encourages large scale retail businesses with a regional draw and does not allow residential uses.

Planning Commission Action

Article 12 of the Zoning Ordinance, in accordance with State Code, requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether

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the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation will be required to be sent to the County Commission prior to the County Commission's public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on December 2, 2021 and the required Public Hearing has been scheduled on January 20, 2022 at 6:30 pm. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachment:

- Section 5.12 General Commercial
- Appendix B Nonresidential Site Development Standards
- Appendix C Principal Permitted and Conditional Use Table

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ATTACHMENT:

Section 5.12 General Commercial (GC) District

- A. Purpose. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.
- B. Location. This zoning category is intended for use on properties:
 - 1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
 - 2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.
- C. Permitted Uses
 - 1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
 - 2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.
- D. Site Development Standards
 - 1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
 - 2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D (2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.
- E. Additional Requirements
 - 1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

APPENDIX B: NON RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE^{27, 32, 35}

Zoning District	Development Type [Ⓔ]	Min Lot Area (MLA)	Min Lot Width	Max Building Height [Ⓝ]	Imper-vious Surface Limit	Building Setbacks			Parking/ Drive Aisle Setbacks			Buffers (Sec. 4.11)						
						Front	Side	Rear	Front	Side	Rear	A Residential district, or any lot with a residence, school, church, or institution of human care (Distance per Sec. 4.6)			Screened / Unscreened Adjacent Use			
												Distance	Front	Side & Rear	Commercial Use	Commercial Use	Industrial Use	
Industrial – Commercial (IC)**	Commercial sites 1.5 acres and smaller	N/A	N/A	75	80%	25			15	4	4	75	Street Trees	Narrow Buffer Detail No. M-54	N/A	10(S)	N/A	10(S)
	Commercial sites greater than 1.5 acres	N/A	N/A	75	80%	25			15	10	10	75	Street Trees	Medium Buffer Detail No. M-53	N/A	10(S)	N/A	10(S)
Rural (R)	Industrial	3 ac***	N/A	75	90%	50 or 25' if adjacent to Industrial Use			25 or 20' if adjacent to Industrial Use			200	Street Trees	Wide Buffer Detail No. M-52	25(S)	N/A	N/A	20(S)
	Commercial or Industrial	N/A	N/A	75	80%								See IC District					
	Churches	2 acres	200	45	N/A	25	50	50				N/A	50(U) or 15 (S)	N/A	10(S)	N/A	N/A	10(S)
	Schools, Grades K-12	K-4: 10 ac+ 5-8: 20 ac+ 9-12: 30 ac+	500	45	N/A	100							N/A	N/A	N/A	N/A	N/A	N/A
Village (V)	Hospitals	10 ac	500	45	N/A	100							N/A	N/A	N/A	N/A	N/A	N/A
	Other Rural principal permitted uses	40,000	100	45	N/A	40	50	50					N/A	N/A	See I-C District for commercial or industrial use; Otherwise, N/A	N/A	N/A	N/A
Residential Growth (RG)	Commercial or Industrial**																	
	Commercial [ⓧ]	N/A	N/A	35	N/A	25	10	40										
	Industrial**	See IC District	See IC District	35														
Neighborhood Commercial (NC)	Commercial or Industrial**	See IC District	See IC District	35														
	Commercial	N/A	N/A	35	70%	15 min 25 max	10 [Ⓔ]	10 [Ⓔ]				25						
General Commercial (GC)	Commercial	N/A	N/A	75	80%	20	10	25										
	Commercial	N/A	N/A	75	80%	25	25	25										
Highway Commercial (HC)	Commercial	N/A	N/A	75	80%	25	25	25										
	Commercial or Industrial	N/A	N/A	75	80%	25	25	25										
Light Industrial (LI)	Commercial	N/A	N/A	75	90%	25	10	50										
	Industrial	3 ac***	N/A	75	90%	25	50	50										
Major Industrial (MI)	Commercial	N/A	N/A	75	80%	15 min 25 max	10 [Ⓔ]	10 [Ⓔ]										
	Industrial	3 ac***	N/A	75	80%	25	50	50										
Office/Commercial Mixed Use (OC)	Commercial	N/A	N/A	75	80%	15 min 25 max	10 [Ⓔ]	10 [Ⓔ]										
	Commercial	3 acres	See GC District	See GC District	See GC District	See GC District	See GC District	See GC District										
Planned Neighborhood Development (PND)	Commercial	3 acres	See GC District	See GC District	See GC District	See GC District	See GC District	See GC District										
	Commercial	3 acres	See GC District	See GC District	See GC District	See GC District	See GC District	See GC District										

The requirements in this table are in addition to any other applicable requirements in the text of this Ordinance. In the event of a conflict with the text, this table shall prevail.

All dimensions are in feet unless otherwise indicated by "ac" (acres).

* Maximum building height is subject to Sec. 9.2.

** If land use(s) approved via the Conditional Use process in accordance with this Ordinance.

*** MLA for Industrial uses does not apply if the site is located in an approved Industrial Park [Source: Sec. 5.6E]

**** Schools in Rural district: Plus one (1) additional acre for every 100 pupils. Minimum lot size for Vocational Schools shall be based on State of West Virginia Code. If a sewer treatment plant and retention ponds are required, acreage shall be increased accordingly.

ⓧ Non-Residential Site Development in an existing structure in the Village District shall comply with Section 5.10A.2.

‡ Setback may be reduced if adjacent to industrial use.

Ⓔ For an industrial use, no structures, stored materials, or vehicular parking shall be permitted within the buffer yard. For a commercial use, no structures, materials, or vehicular parking shall be permitted within the side and rear yard buffers.

Ⓕ A rear yard setback may be reduced to 10' for a non-residential use abutting a commercial or industrial use at a rear lot line

Ⓖ Churches in any district: (1) are treated as a commercial use on a lot of greater than 1.5 acres in determining buffer requirements and parking/drive aisle setbacks; (2) building setbacks are 25' (front) and 50' (side/rear); and (3) distance requirements do not apply.

Ⓗ For a non-residential use abutting a commercial or industrial use, no side yard setback is required, unless required by Building Code or other law or regulation.

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37, 39}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church ³⁸	P	P	P	P	CU	P	P	P	P	P	CU	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Helipad	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU ²	NP	NP	NP	NP	NP	CU ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													Sec. 8.9
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	CU	NP	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	
Restaurant, Fast Food, Drive-Through ⁴⁰	NP	P	P	P	CU	CU	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Structure must have existed for 5 years													
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

- NC Neighborhood Commercial
 GC General Commercial
 HC Highway Commercial
 LI Light Industrial
 MI Major Industrial
 PND Planned Neighborhood Development
 OC Office / Commercial Mixed-Use
 R Rural
 RG Residential Growth District
 RLIC Residential-Light Industrial-Commercial District
 IC Industrial-Commercial District
 V Village District

P Permitted Uses

NP Not Permitted Uses

CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)

** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU

¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.

² Approval process is per the Salvage Yard Ordinance.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, County Planner, and Mike Shepp, President, Jefferson County Planning Commission

Department or Organization: Department of Engineering, Planning and Zoning and
Jefferson County Planning Commission

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

Date Requested – 1st Choice: January 6, 2022

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

This date is required to meet the County Commission's amendment timeline

Date Requested – 2nd Choice: n/a

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

Presentation and overview of the Planning Commission's recommended text amendment to the *Envision Jefferson 2035 Comprehensive Plan* related to allowing solar facilities are principal permitted uses (PPU's) in the rural and residential zoning districts and requesting that the County Commission schedule their required Public Hearing and vote to accept, reject, or modify the amendment within the required 90 day time frame.

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

To provide the Planning Commission President an opportunity to present an overview of the Planning Commission's recommended text amendment to the *Envision Jefferson 2035 Comprehensive Plan* developed in response to direction from the County Commission on September 9, 2021. In response to the County Commission's request that the Jefferson County Planning Commission consider amending the Jefferson County Comprehensive Plan to clarify and/or state that solar facilities are principal permitted uses (PPU's) in the rural and residential zoning districts, the Planning Commission developed a public participation process, drafted a relevant text amendment, and held the required Public Hearing within the required 120 day time frame set by WV Code 8A-3-11(c). See attached memo and draft text.

In accordance with WV Code 8A-3-11(d), the County Commission is required to act by either adopting, rejecting or amending the comprehensive plan within the latter of ninety days or three scheduled meetings after the submission of the recommended amendment to the comprehensive plan to the governing body. Before this action, the County Commission is required to hold a Public Hearing with a Class I legal ad run at least 15 days prior to the date of the hearing.

Is this a funding request? Y/N **If so, how much?** n/a

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

I move to schedule a public hearing to receive public input on the proposed text amendment to the *Envision Jefferson 2035 Comprehensive Plan* stating that solar facilities are principal permitted uses (PPU's) in the rural and residential zoning districts in the County.

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

- Staff Memo - Background
- Summary of 2035 Comp Plan Amendments
- Proposed *Envision Jefferson 2035 Comprehensive Plan* Text Amendment, as recommended to the County Commission by the Planning Commission on December 14, 2021.

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



JEFFERSON COUNTY, WEST VIRGINIA

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MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: January 6, 2022
RE: Planning Commission Recommendation regarding the amendment to *Envision Jefferson 2035 Comprehensive Plan* regarding solar facilities in Jefferson County

On Tuesday, December 7, 2021, the Jefferson County Planning Commission held a Public Hearing on the proposed amendment to the *Envision Jefferson 2035 Comprehensive Plan*. The Planning Commission's role was to recommend the amendment to the County Commission, which is required to hold its own Public Hearing and take action on the amendment within 90 days of receipt of the Amendment. Per WV Code §8A-3-1, the general purpose of a Comprehensive Plan is to provide guidance to the County Commission to "accomplish a coordinated and compatible development of land and improvements within its territorial jurisdiction, in accordance with present and future needs and resources."

On Tuesday, December 14, 2021, the Jefferson County Planning Commission reviewed all public input received related to the proposed amendment to the *Envision Jefferson 2035 Comprehensive Plan* and made the following motion, which passed unanimously:

"The Planning Commission has reviewed the information that has been presented by the staff and the public during the course of this amendment. The study titled 'Solar Power: Review of Existing Conditions and Services and Probable Future Changes in Jefferson and Surrounding Counties', prepared by Potesta & Associates has been especially helpful, and the Commission adopts and finds that the information collected and reviewed reflects many of the existing conditions and probable future changes that may occur in Jefferson County related to the solar power issue.

For the foregoing reasons, in accordance with W.Va. Code §8A-3-11-3-6 and related statutes, I move to:

- approve the proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* to clarify that solar facilities are principal permitted uses in the rural and residential zoning districts;
- to direct staff to submit the amendment to the Jefferson County Commission for consideration and potential adoption on January 6, 2022; and
- to authorize the president or his designee to present the comprehensive plan amendment to the Commission on January 6, 2022."

The County Commission is now required to schedule its own Public Hearing prior to taking action on the *2035 Comp Plan* text amendment. After approval of the *Plan Amendment*, a Zoning Ordinance text amendment is anticipated to be drafted which will address the process and development details and will require additional Public Hearings at that time.

Prior to the December 14, 2001 action, the Planning Commission process related to the *Envision Jefferson 2035 Comprehensive Plan* text amendment was as follows:

A. September 2, 2021:

- The Jefferson County Commission requested that the Planning Commission draft an amendment to the *Envision Jefferson 2035 Comprehensive Plan* in accordance with WV Code 8A-3-11, 8A-3-6, and related statutes to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts.

B. September 14, 2021:

- The Planning Commission reviewed and discussed the County Commission's directive from 09/02/21 regarding an amendment to the Comprehensive Plan to identify and secure the role of solar facilities throughout the rural and residential zoning districts in Jefferson County, including consideration of an amendment to the Jefferson County Comprehensive Plan in accordance with WV Code 8A-3-11, 8A-3-6, and related statutes to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts.
- At this meeting, the Planning Commission also discussed the required public input process and established the following time frames:
 - September 28, 2021: a workshop to receive public input for writing the draft amendment and to provide staff direction to draft the amendment.
 - October 5, 2021: for Staff to review and discuss the proposed amendment with the Planning Commission.
 - November 16, 2021: a Public Hearing on the proposed draft amendment. (later changed to December 7, 2021)

C. September 28, 2021:

- After discussion, the Planning Commission directed staff to prepare a draft revision of the *Envision Jefferson 2035 Comprehensive Plan* to permit large scale solar facilities in the rural and residential growth districts and to have the draft by the October 5, 2021 meeting for review and consideration.
- The Planning Commission confirmed that the public could continue to submit written comments and information for the Planning Commission's consideration through the public hearing.

D. October 5, 2021:

- After review and discussion of both the Staff's recommended draft and a draft submitted by the Hough's, the Planning Commission provided feedback to staff on how to incorporate the recommendations into a single draft for consideration at a Public Hearing.
- At this time, the Planning Commission moved to change the scheduled Public Hearing to December 7, 2021 in order to allow sufficient time for the staff to incorporate the changes as discussed and the Planning Commission to review their final edits prior to the hearing and meet the legal notice requirements.

E. October 21, 2021:

- After discussion of the final draft amendment, the Planning Commission voted to accept the edits as presented by staff and to move forward public hearing scheduled for December 7, 2021.

F. December 7, 2021:

- Planning Commission held a Public Hearing on the draft text amendment to *Envision Jefferson 2035 Comprehensive Plan* text amendment.

Attachment:

- Summary of Comp Plan Amendment for the 12-14-21 PC Meeting
- *Envision Jefferson 2035 Comprehensive Plan* 2021 Amendment Recommended by the Planning Commission 12-14-21

Notes for 12/7/21 PC Public Hearing re: Comp Plan Amendment

The following summarizes the sections proposed to be changed by this Amendment:

Draft Comprehensive Plan Amendment Language	
Page	
12	Goals and Objectives Intro
14	Added reference to flexible uses on ag properties
24	Rural/Agricultural Areas
	Added reference to solar facilities in rural areas
30	Urban Level Development Recommendations
31	Expand utilities referenced in Objective 7 and add 7.d. to enable location of alternative energy facilities in Rural and RG zones
34	Rural Land Use Planning
34	Added info about expanding uses in Rural areas including solar with land restoration and panel removal
37	Recommends alternative energy facilities in Rural and Residential Districts with reclamation requirements
39	Rural Land Use Planning Recommendations
40	Recommended new 4.g. regarding amendments the Zoning Ordinance to allow small and large scale solar energy development as a PPU in the Rural and Residential Districts with provisions for removal in future.
64	Economic Development, Employment, and Infrastructure Element
64	Added "infrastructure, utilities, energy production" to intro to Econ Development Element
66	Add info re: renewable energy under Target Industries
69	Added sentence about alternative energy facilities as a PPU in Rural and Residential Districts
71	Economic Development and Employment Recommendations
73	New recommendation 12 re: recognizing importance of alternative energy
74	2.B. Agricultural and Rural Economy
74/75	Added discussion of alternative uses of rural land including alternative energy production and how it may allow land to be return to ag uses in future. Referred to need for CC and PC support
76	New paragraph under Rural Economic Activities to permit solar facilities near existing electrical infrastructure with reclamation requirements
79-80	New subsection "Utilities in the Rural Environment" which included paragraph about reclamation allowing the land to return to ag uses in future
81	Agricultural and Rural Economy Recommendations (Goal 8)
82	New Recommendation 5.c. to include a text amendment re: alternative energy as a PPU and incorporated reference to security and reclamation requirements
93	Alternative Energy subsection
93	Added sentence about repeal of renewable energy standard in WV
94	New paragraph about the need for large scale alternative energy projects
96	Infrastructure and Technology Recommendations (Goals 10 & 11)
97	Modified Recommendation 8 and 8.a. to include reference to commercial energy providers

GOALS AND OBJECTIVES

A key element of any land use planning document is the development of a statement of realistic Goals and Objectives which lay the groundwork for the recommendations and implementation strategies of the vision. As the planning process progressed, the Steering Committee grouped goals and recommendations into the following five broad elements which provide the framework for the Plan.

Land Use and Growth Management (includes Housing & Intergovernmental Coordination)
Economic Development, Employment, and Infrastructure (includes Transportation & Tourism)
Cultural, Historic, and Natural Resources, and Recreation
Education and Libraries
Finance and Public Safety (includes Impact Fees)

The Goals and Objectives of the *Envision Jefferson 2035 Comprehensive Plan* can be found in Appendix D. The Goals and Objectives were developed after the existing conditions (data and trends analysis) and issues analysis were completed and were agreed upon by the County Commission to provide direction to the Steering Committee as they continued the public input process for the purpose of developing the Recommendations of this Plan. As the Recommendations were developed, occasionally a strategy identified in the Goals and Objectives may have been determined by the County Commission to require a modification and the Recommendations may appear in conflict with the Goals and Objectives. If such conflict exists, the Recommendations are the final product of the Plan and are to be relied upon to provide guidance to the Planning Commission and County Commission in their land use and development decision making process. As such, the Goals and Objectives are a resource that reflects the evolution of the thought processes throughout the development of this Plan, but the Recommendations specify the end goal.

The five elements incorporate the components that are required and/or recommended by WV Code 8A. The components are:

Required: Land Use, Housing, Transportation, Infrastructure, Public Services, Rural, Recreation, Economic Development, Community Design, Preferred Development Areas, Renewal and/or Redevelopment, Financing, and Historic Preservation.

Recommended: History, Environmental, Tourism, Conservation, Safety, and Natural Resource(s).

A comprehensive planning document generally covers a twenty year planning horizon and is intended to reach beyond current physical, political, and institutional

constraints. The process of developing goals begins with an examination of existing conditions related to each of the categories listed above and the analysis of issues and opportunities throughout the County. The most important sources for the draft Goals and Objectives were public input from four public meetings conducted in 2013, results of an online survey available countywide, and discussion and submitted comments from the Steering Committee. For additional information related to the Existing Conditions and Public Involvement and Outreach, see Appendices B and C.

The previous four Comprehensive Plans for Jefferson County were policy based planning efforts. The *Envision Jefferson 2035 Comprehensive Plan* includes the creation of recommendations and related maps, including land use maps, which are the fundamental elements and are based on future needs and projected actions. The Future Land Use Guide will need to be viewed in conjunction with the recommendations found in the Plan when reviewing a variety of land use decisions. Foldout versions of all the maps are found in Appendix F.

One of the key concepts that a Comprehensive Plan addresses through its Future Land Use Map or Guide is the location of new development within the County. As the cost of maintaining and providing services and utilities increases, there is a need to target infrastructure and community service investments in these areas that will support new growth. The Future Land Development Map (as shown on page 15) provides a broad overview of these concepts. In Jefferson County, there are four broad types of land use activity which are identified and discussed in this Plan:

- Urban Growth Boundaries (UGBs), Charles Town and Ranson, which are locations within Jefferson County where urban scale development is anticipated over the planning horizon of Envision Jefferson 2035. Shepherdstown's adopted Growth Management Boundary (GMB) is not anticipated to have urban scale development if it remains in the unincorporated area. Therefore, the use of the term UGB throughout this document refers to the Charles Town and Ranson UGBs only.
- Six identified Preferred Growth Areas (PGAs) which are also locations within Jefferson County where urban scale development is to be targeted over the planning horizon of this Plan and a seventh PGA identified for Residential Areas identified for low and medium density residential detached housing.
- Rural/Agricultural Areas, where the Plan recommends that non-urban scale development occur and where the rural/agricultural economy is to be enhanced and promoted.
- Eight Village communities that can host increased growth, planned commercial services, and infrastructure development.

A larger version of the Future Land Development Map is available in Appendix F – Maps.

Jefferson County's percentage of arable agricultural land is 54.7%, more than any other county in West Virginia. That affords the County a rich mix of urban, suburban, and agricultural environments. With that consideration in mind, the Plan strengthens proposals related to its historic farming community's economic growth. It recommends potential amendments to the Zoning Ordinance and Subdivision Regulations, which will support a more robust, profitable agricultural and artisan economy through a diversity of uses. This Plan proposes a higher density cluster provision rather than allowing rural residential developments via the Land Evaluation Site Assessment (LESA) system / Conditional Use Permit (CUP) process; ~~and~~ to allow the use of the a more traditional CUP process in the Rural District for non-residential uses which are compatible in scale and intensity with the rural environment and that pose no threat to public health, safety, and welfare; and to allow more flexibility in multiple uses on agricultural properties to allow diversification of their businesses.

What are Goals, Objectives, and Recommendations?

Goals are general guidelines that broadly describe what the community wishes to achieve over the period of the Comprehensive Plan. Goals are generally bigger in scope than objectives.

Objectives are the types of actions or activities that are recommended in order to attain the goals.

Recommendations are implementation strategies that are specific steps that would be undertaken to achieve the goals and objectives. They can involve regulatory processes or actions that provide a means for the goals and objectives to be achieved.

Goals and Objectives are what a community wishes to achieve. Recommendations are implementation strategies of how a community looks to achieve them.

Rural/Agricultural Areas

Rural/Agricultural properties outside the UGBs and PGAs are allowed to develop using the “by right” standard of one lot per 15 acres and a cluster development of one lot per ten acres. Over the past number of years, the Zoning Ordinance has been amended to allow many additional uses in the Rural District to promote more rural agricultural uses and value added operations. The 2008 Subdivision and Land Development Regulations have been amended to reduce the site improvement standards for rural business. This Plan proposes that a holistic review of Rural zoned properties should occur that would allow for greater scope and variety of agriculture related activities and rural recreation, including the development of small or large scale solar energy facilities in the Rural areas of the County. It should be noted that regardless of location, whether in an UGB, GMB, or PGA, all Rural zoned properties shall be permitted to undertake the activities noted above. Additionally, this Plan proposes that the Zoning Ordinance be reviewed and amended to consider a higher density for rural/agricultural lots utilizing the cluster provision instead of allowing rural residential developments via the Condition Use Permit process.

***Land Evaluation Site Assessment (LESA)
also known as the
Conditional Use Permit (CUP) process
outside the UGB or PGA***

Currently, any land use not listed as a Principal Permitted Use in the Zoning Ordinance may be proposed on any property utilizing the LESA/CUP process. This Plan recommends eliminating the LESA system and modifying the CUP process for use exclusively for non-residential development projects in the Rural Zoning District.

It is expected that urban level residential and non-residential development (and redevelopment efforts) will focus in the UGBs and identified PGAs in the next two decades. In addition, it is anticipated that the bulk of new investment by public entities will take place in these areas over the 20-year timeframe of this Plan.

Retention of Existing Zoning Map Classifications

As part of the Envision Jefferson 2035 process, there are no zoning map amendments (rezoning requests) or reductions in existing zoning rights proposed by the County. The existing zoning on any property in the County will not be affected by this process. This Plan, including the Future Land Use Guide, does not propose to reduce the rights of any property owner. The Plan and the Future Land Use Guide propose to retain vested property rights which are reflected by the Future Land Use designations. The Future Land Use Guide includes a depiction of the Growth Area Boundary that was included on the Study Area Map of the *2004 Comprehensive Plan*.

Urban Level Development Recommendations (Goal 1)	
1.	Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.
	a. No property's zoning status will be changed as part of this Plan.
2.	Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration:
	a. Economic Well-Being of the County; or
	b. Error or Under Scrutinized Property on the Future Land Use Guide; or
	c. Change in Neighborhood; or
	d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or
	e. Environmental impacts are considered.
3.	Identify opportunities for small area plans and involve key stakeholders.
4.	In coordination with the Jefferson County Development Authority, utility providers, and other agencies, extend natural gas services and alternative energy sources into Jefferson County and encourage the extension of these services into new subdivisions to provide access to alternatives for heating and cooking uses.
5.	Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.
	a. Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.
	b. Reduce application fees for urban level development located within the areas desired for urban future growth.
	c. Establish a greater variety of zoning district options (in commercial, residential, and mixed-use zoning categories) that adhere to predictability of land use options and outcomes based on the Plan recommendations.
	d. Consider the utilization of alternatives to use-separated (Euclidean) zoning within the UGB and PGA, such as the SmartCode adopted by the City of Ranson or performance based zoning to achieve the desired land used goals.
	e. Update the County's zoning regulations in a way that balances flexibility of use for property owners and developers while preserving the quality of life for residents.

	f. Streamline development review and permitting policies by establishing a two tiered system that would allow greater power for staff review for projects of a certain size or smaller scale, etc.
6.	Require new urban level development to provide opportunities for multi-modal accessibility and to occur in a manner that enables connectivity to existing street and infrastructure networks or for future connectivity as development is extended to municipalities, UGBs, PGAs, or Villages.
	a. Create and implement the results of small area studies that would address the potential provision of infrastructure, accessibility, place making, and community facilities.
	b. Require viable integration of multi-modal accessibility to facilities as part of new development plans.
	c. In coordination with the West Virginia Division of Highways, identify key corridors where publicly owned roadways might be beneficial to the overall development of the County.
	d. Coordinate with existing property owners/HOA's to extend existing roadway corridors when possible to connect into adjoining neighborhoods or new development. At a minimum, this may include pedestrian, non-motorized vehicle, and/or emergency access ways.
7.	Encourage the location of new infrastructure (water, sewer, <u>electrical, broadband, and other</u> utilities) within municipalities, UGBs, PGAs, or Villages.
	a. Direct new development to be contained in municipalities, UGBs, PGAs, Villages, and areas zoned for Residential Growth (RG), where public water and sewer will be available.
	b. In designating where public utilities are to be delivered, enable public utility providers the ability to right size the infrastructure needed as development occurs, while considering the ability of current and future customer base to assume the debt for the infrastructure.
	c. Encourage that new investment by public entities be focused toward the municipal areas, including the UGBs and the PGAs.
	<u>d. Enable to location of alternative energy facilities such as solar, wind and hydropower facilities within the Rural and Residential Growth Zoning Districts throughout the county where most of the existing electrical transmission infrastructure is located.</u>
8.	Encourage the location of new community public facilities (such as schools, libraries, parks) within Municipalities, UGBs, PGAs, or Villages.
	a. Encourage the clustering of development so that the developer retains their density while dedicating community facilities.
	b. Locate and integrate new neighborhoods so that existing community centers, schools, parks, or libraries serve the needs of the new

	development.
	c. Whenever possible, construct community facilities in areas served by public water and/or sewer.
9.	Develop incentives for the protection of historic, cultural and/or natural resources during site development.
	a. Allow the applicant the ability to achieve permitted density and/or intensity on a site while allowing for the protection of the desired resource.
	b. Allow opportunities for development to take place at a higher density/intensity than might be otherwise be possible to offset the cost associated with protection of these resources.
10.	Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County in context with their surroundings, paying particular attention to brownfield and greyfield sites.
	a. Identify specific sites and structures where adaptive reuse could occur that will assist with the redevelopment of brownfields and greyfield areas where the existing building(s) can be rehabilitated. (using sites from <i>Ranson Renewed</i> as an example)
	b. Identify and obtain funding mechanisms to remediate sites and encourage the utilization of these areas.
	c. Collaborate with the development community and interested environmental associations that can assist the County in amending its development provisions to encourage universal design, energy efficiency, and enhanced on- or off-site storm water retention.
11.	Reduce stormwater runoff, nutrients, sediment, and waste materials that reach the Potomac and Shenandoah Rivers, as well as other water bodies through development oversight provisions.
	a. Amend the parking requirements to support walkable and/or transit oriented communities per the land development standards based on site design and site amenities.
	b. Allow developers the option to provide fewer than the minimum required parking spaces if it can be determined that sufficient mitigation measures are in place.
12.	Development on US 340 South should limit any land uses of a higher intensity than current zoning allows to the area between the existing US 340 right-of-way and the proposed preferred alignment right-of-way.
	a. The area to the east of the preferred alignment is to remain zoned Rural, except the intersection of Myerstown Road and the proposed preferred alignment.
	b. Once a Record of Decision is published by the West Virginia Division of Highways, within 18 months, the Departments of Planning and Zoning

	should begin an updated land use plan for this area to reflect the commitment on the part of the state to construct the new four lane road.
	c. Require that confirmation from public service providers be submitted, as a part of the application, stating that public water and sewer infrastructure can be provided to the proposed property to be rezoned (including cost), before any zoning map amendments occur in this area.
13.	Develop design criteria and access management standards for the WV 45 corridor west of the Shepherdstown Preferred Growth Area and within the Shepherdstown Growth Management Boundary to the Jefferson/Berkeley County line.
	a. Ensure that any new development or redevelopment along this corridor occur in a manner that recognizes and enhances the gateway aspect of this corridor.
	b. Require that an additional setback from the road right-of-way be set aside to allow for a roadway widening improvement easement, a pedestrian easement to include a hard surface trail, a landscaping strip wide enough to support large canopy trees, and the subsequent start of the development. This commitment of land shall not affect the overall permitted density and may require adjustments elsewhere in the development plan. This easement area shall be required whether or not the land is conveyed to a public agency.
	c. Require that developments be configured to eliminate lots having individual access onto WV 45. Lots shall use common access easements or rights-of-way to gain access to the state right-of-way.
14.	Require all commercial/industrial zoning map amendment requests to utilize new zoning categories adopted on June 1, 2014 (or later) and discourage the use of the existing Residential-Light Industrial-Commercial (R-LI-C) District as a zoning category for zoning map amendment requests.
	a. Encourage any development in a zone that permits mixed use to be developed according to the Mixed Residential/Commercial or Mixed Office/Commercial ratios found in the land use category recommended by this Plan, unless otherwise provided in the Zoning Ordinance.
15.	Develop new non-rural residential zoning categories in line with the residential land use categories recommended by this Plan and require that all non-rural residential zoning map amendment requests utilize the new categories, after the creation of such new residential zoning districts.
16.	Collaborate with state legislators to amend WV Code 8A to allow conditions to be imposed meeting specified requirements on proposed zoning map amendments.
	a. Encourage the state legislature to include adaptive reuse of historic structures in State Building Code.

1.B. Rural Land Use Planning

Between 1974 and 2007, nearly 14,000 acres of land were removed from agricultural production in the County. Approximately 78% of these acres were lands with prime soils or soils of statewide importance. It is important that viable existing farmlands are protected. By encouraging cluster residential development, a large portion of the property will be maintained for farming activities, which would allow Jefferson County's agricultural and rural character to be maintained. Additionally, developing provisions which allow for a greater scope and variety of agriculture related activities, including the development of small or large scale solar energy facilities, with land restoration and panel removal requirements, in the Rural areas of the County would also allow the County's agricultural and rural character to be maintained. Existing farmers who want to stay on their farms, but who cannot rely on traditional farming activities to do so, have expressed an interest in leasing portions of their land for solar energy facilities rather than selling the land for permanent conversion from agriculture. By requiring that solar energy production facilities be removed after their productive lives, the land is preserved for future agricultural uses.

Below is a soils map of Jefferson County and a larger version can be found in Appendix F – Maps.

With Jefferson County's close proximity to the Washington, D.C. and Baltimore, MD Metropolitan Areas, the possibility of rejuvenated local agricultural activity exists. Niche farming has expanded for both foods and materials used in the creation of goods. As value added agricultural and rural land use activities increase, they enable the retention of the agricultural and rural environment. These value added activities assist in providing farmers with additional revenue sources to maintain the farms. The growing movement toward more localized food sources has resulted in the creation of community farmers' markets, the revitalization of local farm markets, and the expansion and awareness of community supported agriculture (CSA) programs. Similarly local restaurants and schools are increasingly utilizing local grown food in their facilities.

Rural Land Use

One of the highest priorities of the Envision Jefferson 2035 Steering Committee and the public was the desire to preserve the rural landscapes, heritage, and lifestyle that attracted many residents to Jefferson County. Comments were received that indicated Jefferson County needs to balance the demands of growth with the protection of agricultural lands. Efforts of the agricultural and artisan communities can create desirable places for tourism to thrive. In these communities, visitors can visit working farms, shop at an artisan studio, and eat at restaurants that are either located on farms or that serve food derived from local enterprises.

The form and types of development that takes place in the rural environment should be respectful of the rural culture and historic nature of the community. Many of the residential and commercial structures built in Jefferson County are similar in design and scale to types of buildings constructed in other areas of the U.S. without consideration of local architectural style.

A variety of tools and means exist to assist in the protection of lands with prime or statewide importance, soils and active farm sites. These tools range from policy, such as purchase of development rights, to land development standards that allow for flexibility of agriculture based uses and activities on the farm.

Since zoning was adopted in Jefferson County, large residential developments and non-agricultural commercial developments were permitted in the Rural District through the Land Evaluation Site Assessment (LESA) system/Conditional Use Permit (CUP) process. As a result, rural land has been converted to non-agricultural uses. For this reason, this Plan recommends that the cluster provision of the Zoning Ordinance be the preferred method of residential development in the rural zoning district. The cluster provisions should be reviewed and amended to consider a higher density for rural/agricultural lots utilizing the cluster provision. This Plan further recommends amending the Zoning Ordinance to eliminate the LESA point system and to develop procedures that would allow the use of a more traditional CUP process in the Rural District for non-residential uses. This CUP process should require a public hearing before the Board of Zoning Appeals to determine if the use is compatible in scale and

intensity with the rural environment and poses no threat to public health, safety, and welfare. Additionally, this Plan recommends that the “by right” provisions in the Rural zoning district be retained allowing one lot per 15 acres, as well as the provisions allowing the transfer of land between parent and child and the minor subdivision process² for lots of record as of October 5, 1988.

There are two types of non-residential CUPs proposed by this Plan in the Rural District which may require different types of review. One type consists of fairly intensive uses that could occur on a farm, but may not be appropriate to be a by-right use in the Rural District. The second type is for uses not on a farm or uses that are not agricultural in nature. This second type of rural CUP should only be proposed on a small portion of a rural property to help preserve farmland and open space and continue agricultural operations. This requires amending the Zoning Ordinance to eliminate the LESA system and could require modifying the CUP process.

Although members of Jefferson County’s agricultural community are active in numerous civic and community organizations, a number of farm operators stated that issues related to agriculture in Jefferson County are not understood well by the community, County staff, and community leaders. By engaging the farm community to provide greater input into the planning process, it is hoped that the needs of farm operators will be more effectively addressed by both staff and the political leadership of Jefferson County. It is anticipated that residents and staff would be in a position to learn more about the role of agriculture and the impacts of farming activities in Jefferson County. Therefore, the ability to farm in Jefferson County would be better understood. To this end, this Plan recommends that alternative energy facilities, including solar, wind, and hydropower energy production, should be authorized as a Principal Permitted Use in the Rural and Residential Districts, including provisions that require the energy companies to return the land to a condition capable of being used for agriculture after the solar panels or wind facilities are removed. Additional information about the rural economy can be found in the Agricultural and Rural Economy section of the Economic Development, Employment and Infrastructure Element.

Other appropriate uses in the Rural District are value added agricultural operations and artisan activities, as described below.

Value Added Agriculture

Farm operators and artisans who participated in the Envision Jefferson 2035 process, expressed concerns regarding regulatory requirements on existing and potential activities that could take place on farms. Some of the areas of concerns related to state and/or federal regulations to mitigate the impact of agricultural, mining, or

² Jefferson County Zoning and Land Development Ordinance, Section 5.7(D) states that any property that was a lot of record as of October 5, 1988 may create two lots and a residue every five years through the Minor Subdivision Process (page 72 of the current Zoning Ordinance, effective 06-01-14).

residential subdivisions coexist within the County's rural agricultural areas. Home sites in these subdivisions typically have larger lot sizes than in subdivisions in the existing Residential Growth (RG) Zoning District or subdivisions served by water and sewer, but are of a smaller scale than the farms that surround them. Homes in the large lot developments and rural residential subdivisions are typically served by private well and septic systems, with a limited probability that public services will be extended to these properties in the future. The preservation of the quality of life and rural lifestyle for existing and future residents is of great importance for property owners in these communities.

The following recommendations address the needs of the agricultural community, artisan community and the rural environment.

Rural Land Use Planning Recommendations (Goal 2)	
1.	Recognize the rights and viability of existing rural residential neighborhoods.
	a. Balance artisan, home occupation, and cottage industry rights with the maintenance of the character of rural neighborhoods by considering the size and scope of all activities within designated rural neighborhoods.
2.	Allow and promote a greater range of agricultural and/or artisan uses within the rural areas on existing farmlands to incentivize the expansion of the rural economy within Jefferson County.
	a. Collaborate with key stakeholders in the agricultural community to update the County's zoning and land use recommendations to broaden the range of permitted complementary and accessory on-farm uses.
	b. Identify types of farm activities that may be successful based on the soils on individual properties and the proximity of Jefferson County to relevant markets.
3.	Revise existing Jefferson County land use requirements and site plan standards to reduce regulatory barriers related to agricultural and/or artisan operations.
	a. Revise local regulations to balance production and marketing of artisan or agricultural products on-site, considering the individual use, size, and scale of the operation as appropriate to the property site.
	b. Waive or modify the roads, parking, and stormwater regulations on farms for on-site production and marketing enterprises, to the extent possible.
4.	Protect the viability of agricultural lands and wildlife corridors by encouraging the utilization of cluster subdivisions as the preferred form of residential development within rural areas.
	a. Allow residential development outside of the Urban Growth Boundaries or Preferred Growth Areas to develop only as rural cluster subdivisions, in accordance with existing land use rights.
	b. Amend the Zoning Ordinance to eliminate the Land Evaluation Site Assessment (LESA) system and to modify the Conditional Use Permit (CUP) process in the Rural Zoning District, which would be used for compatible non-residential development only.

	<p>c. Amend the Zoning Ordinance density provisions related to Cluster Developments to utilize a higher density such as one unit per five acres, with provisions for a maximum lot size and a mandatory retention of a set percentage of the original tract in agricultural uses, open space, and/or forest/woods, instead of allowing for rural residential development to occur using the LESA/CUP system.</p>
	<p>d. Amend the Subdivision Regulations to permit a Cluster Development of any size to process as a minor subdivision, provided that the subdivision standards shall apply.</p>
	<p>e. Encourage the creation of subdivisions that incorporate working farmland or community gardens in Development Supported Agriculture programs.</p>
	<p>f. Consider amending the provision in the Jefferson County Zoning and Land Development Ordinance related to the transfer of land between parent and child to include other family members, such as sibling to sibling.</p>
	<p><u>g. Amend the Zoning and Land Development Ordinances to allow small and large scale wholesale or commercial solar energy development as a Principal Permitted Use in the Rural and Residential Districts and provide for the removal of facilities after they have exhausted their useful lives, so that the land may be returned to agricultural use.</u></p>
5.	<p>Encourage a variety of mechanisms to protect existing farmlands, key farm buildings, and scenic corridors within Jefferson County.</p>
	<p>a. Identify funding sources for farmland protection which could come from local, state and federal sources in addition to fundraising opportunities.</p>
6.	<p>Involve members of the agricultural community in planning and land use decisions related to rural lands within Jefferson County.</p>
	<p>a. Establish collaborative and interactive mechanisms for the Planning and Zoning staff and economic development officials to coordinate with the agriculture community that will enable the farming community's input in the planning and zoning process.</p>
7.	<p>Explore policies in concert with the Public Service District (PSD) and municipalities regarding rural water and sewer infrastructure.</p>
	<p>a. Explore legislative options that would allow equitable distribution of cost sharing with entire development community along with rate paying base (i.e. Capital Improvement Fees).</p>

2. Economic Development, Employment, and Infrastructure Element

Economic growth and development is closely tied to the availability of natural resources, technological innovation, infrastructure, utilities, energy production and human capital as well as its geographic proximity to major population centers, adequate roads, and infrastructure. Jefferson County is ideally situated to have a vital economy. The general health of an economy can be determined by examining two components: stability and balance. Stability is an indication of the ability of a local economy to withstand the fluctuations in the regional and national economy. Balance refers to the level of diversification of a local economy. The more diversified the local economic and employment base, the more difficult it is to disrupt the local economy. Any economy that is overly reliant on a single employer or employment sector is more highly impacted by economic shifts.

The major sectors of Jefferson County's economy include traditional economic development activity, including education and high tech training; agriculture and the rural economy; and recreational, historic and heritage tourism. This section of the Plan discusses each of these sectors in detail and provides recommendations for them. Additionally, because of the critical nexus of economic development with the adequacy and extent of the infrastructure and transportation system networks, these components are included in this element as well.

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2.A. Economic Development and Employment

According to the Jefferson County Development Authority, Jefferson County's strategic Mid-Atlantic location close to Washington, D.C. and Baltimore, MD Metropolitan Areas coupled with ready access to major transportation routes makes the County ideally situated for business, manufacturing, and industry. Jefferson County is located in one of the fastest growing areas in the United States. The County is a major economic driver in a state that boasts the nation's fourth lowest cost of doing business, low utility rates, and a highly skilled and hard-working workforce. While facilitating relocations and start-up businesses, the Jefferson County Development Authority supports and promotes existing businesses.

While there has been a significant amount of commercial development in Jefferson County since the 2004 Comprehensive Plan, it has slowed considerably in recent years. During this same time period, residential growth occurred at a more rapid rate, particularly in the early 2000's. Additionally, Jefferson County's economic

These improvements will enhance the ability of Jefferson County to compete on an economic development basis with other communities in the region.

Target Industries

Jefferson County will encourage a diversity of business types to locate within its borders. As part of these efforts, the Jefferson County Development Authority (JCDA) has identified several industries and other sectors of employment towards which incentives and programming should be targeted (in no particular order):

Jefferson County Development Authority Identified Industry Sectors	
Agriculture Development	Manufacturing
Government	Small Business
Information Technology	Tourism

Each of these target industries are currently located in Jefferson County and will benefit from retention, expansion, and attraction to strengthen each cluster. Building on these assets will give the County a strong identification of its core business strengths. While not identified by the JCDA, there are several large non-profit organizations which are a significant part of Jefferson County’s economy. This provides additional economic and employment opportunities. In addition, more regional employers are looking to acquire renewably generated electricity to meet the demands of shareholders and expected future regulatory requirements. Starting around 2020, this demand has created interest in sourcing alternative energy production such as solar energy production facilities in Jefferson and surrounding counties. These facilities will place little stress on existing infrastructure and will add substantially to the tax base.

Additionally, small businesses, which can range from restaurants and artisan cottage industries to small technology and service firms, are an integral part of the local economy and have opportunities to grow stronger.

Federal Government

One of Jefferson County’s target industries is correlated with the presence of state and federal government facilities. Since the federal government has found success with their existing local facilities, the potential for additional federal employment opportunities to locate here is greatly enhanced. The following Table lists federal facilities, many of which have had a long term presence in the County.

Federal Facilities in Jefferson County
U.S. Coast Guard Administrative Support Facility
U.S. Customs and Border Protection Advanced Training Facility
Department of State Diplomatic Security Training Center
U.S. Fish and Wildlife, National Conservation Training Center
Harpers Ferry National Historical Park

for commercial, office, and/or industrial uses that may serve to bolster Jefferson County's employment base while balancing the environmental and quality of life concerns that may arise from larger scale businesses.

Focusing Economic Development in Municipalities, Urban Growth Boundaries, and Preferred Growth Areas

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and Preferred Growth Areas, where the infrastructure is expected to be available to support these uses. Within the unincorporated area, the County's industrial park and properties zoned industrial are also important to the economic growth and vitality of the County. The exception to this general philosophy is to allow alternative energy facilities, such as solar energy development, as a Principal Permitted Use in the County's Rural and Residential Districts as well.

In recent years, public, and private reinvestment in the urban core of the five municipalities has occurred and is continuing to grow, as the following examples illustrate:

- The Town of Ranson received numerous grants that focus on the Brownfield Commerce Corridor that is shared with Charles Town, and includes the redevelopment of vacant industrial buildings, street and streetscape improvements, and the expansion of a key transportation corridor through Ranson.
- Shepherdstown and Bolivar/Harpers Ferry have vital core commercial areas that support the local and tourist population in the County and serve as gateways into the County from neighboring states.
- Shepherdstown and Bolivar/Harpers Ferry are a part of the Canal Towns Partnership, comprised of several communities along the C&O Canal, which is an economic development initiative with the goal of cooperatively marketing and making improvements to attract visitors to the canal's gateway communities.
- The American Public University System made substantial investment in Charles Town and Ranson, including the redevelopment of existing structures and construction of administrative buildings and parking facilities.
- Hollywood Casino at Charles Town Races has been a strong component of economic activity in the County and continues to respond to a changing market by advancing alternative entertainment and horse racing options.

These examples of collaboration between local government entities and private entities bolster local economic development opportunities and this collaboration should continue.

The County's downtown areas are concentrations of local and regional government agencies, small offices, and a limited number of small shops, restaurants, and services which serve to attract visitors and residents to the downtown areas. The

Economic Development and Employment Recommendations (Goals 6 & 7)	
1.	Expand and strengthen the existing marketing and branding of Jefferson County's qualities, facilities, and resources to potential businesses, residents, and visitors.
2.	Collaborate with HEPMPO and other transportation agencies to identify ways to improve transportation (commuter, air, rail, and bus services) connectivity and roadways between Jefferson County and nearby states.
	a. Establish a working relationship with Washington Metropolitan Council of Governments and Loudoun County's Transportation and Safety Commission to address highway transportation problem areas identified in both counties.
3.	Work with key stakeholders to effectively streamline Jefferson County's permitting and development review processes in a manner that balances the protection of the public health, safety, and welfare of the community with economic development priorities.
4.	Encourage the Jefferson County Development Authority (JCDA) to identify incentives for the specified target industries on an annual or semi-annual basis.
5.	Create a business friendly environment in Jefferson County.
	a. Streamline the State licensing of various business enterprises by providing regional or satellite offices in Jefferson County.
	b. Coordinate with local and state economic development agencies to identify potential funding sources for economic development efforts.
	c. Identify opportunities for public/private partnerships (or other creative forms of collaboration) between local and state government entities and private sector investment that would result in the creation or expansion of employment opportunities and infrastructure in Jefferson County.
	d. Develop a land bank program that would enable potential economic development projects such as a large federal facility or other regionally significant employment facility.
6.	Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.
	a. Plan with stakeholders' co-work facilities or business incubators that provide space for start-up companies along with a small network of entrepreneurs to collaborate.
	b. Expand awareness of entrepreneurs' forums, employer open houses, and job fairs taking place in Jefferson County and the Eastern Panhandle.
	c. Encourage local municipalities and residents of the County's villages to research and create Business Improvement Districts (BID) to implement improvements and provide services to businesses located in the district.
7.	Encourage local employers and the JCDA to improve online and offline outreach to potential employees, including County residents and individuals outside the region.

8.	Coordinate with local businesses and the JCDA to identify and utilize methods to market Jefferson County's products within the Mid-Atlantic region, the nation, and the world.
9.	Collaborate with various state and federal agencies to attract departments or agencies that would benefit from Jefferson County's workforce and location.
	a. Encourage state and federal agencies to consider the location of new facilities in Jefferson County within the growth areas identified in this Plan.
	b. Encourage state and federal agencies planning to build new facilities in Jefferson County to adhere to local land use regulations as part of the site design process.
	c. Encourage the utilization of existing structures or the utilization of greyfield or brownfield sites for the development of new state and federal facilities.
	d. Coordinate with state and federal facilities locating in Jefferson County so that the following land use considerations are addressed and mitigated:
	i. Existing and potential impacts caused by land uses adjacent to proposed state and federal facilities are known in advance of first construction.
	ii. Existing and potential impacts of new or repurposed facility use on adjacent lands provide adequate buffers and setbacks to surrounding uses.
10.	Implement strong and vibrant relationships between Jefferson County businesses and business related organizations and all educational resources in the County, Eastern Panhandle, West Virginia, and the Mid-Atlantic region that will promote graduating students with job opportunities in Jefferson County.
	a. Expand partnerships with all local and regional institutes of higher education that focus on programs which would further educational opportunities in the core economic sectors identified by the JCDA.
	b. Maintain and expand relationships with local businesses and local/regional education institutions to increase availability of co-op and mentoring programs between students and businesses in Jefferson County and the Eastern Panhandle.
	c. Collaborate with key business and economic stakeholders to identify and create programs that would encourage the retention of highly skilled young graduates from the County's institutions of higher learning.
	d. Coordinate with key business stakeholders to improve employer outreach and collaboration with regional and state university/college career centers to promote Jefferson County employment and internship opportunities to students on all academic levels.
	e. Coordinate with appropriate agencies to publicize available scholarship programs for students interested in the target industries to strengthen workforce development in Jefferson County.
11	Collaborate with Shepherd University, American Public University System (APUS), and other higher education entities to identify opportunities for Jefferson County based research programs that would combine classroom learning with virtual resources.

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Recognize that modern and innovative energy sources including solar, wind and hydropwer energy facilities provide for clean economic development in the County and are vital to the emerging local, State and National trend/need for clean electrical energy.

2.B. Agricultural and Rural Economy

One of the more significant issues expressed by County residents involved in the Envision Jefferson 2035 process was maintaining the rural economy and small town lifestyle of Jefferson County. It is important that this discussion not be framed by the concept of preservation but of creating opportunities for farms to be economically viable. This would include identifying ways to protect and enhance the farms and open spaces that provide the rural character along with the agribusinesses that have been the historical heart of the Jefferson County economy. One goal of this Plan is to maintain productive farmland soils and the rural character and economy of the County by reducing the conversion of farmland to non-agricultural based uses. Alternatively, providing other opportunities for farmers to use their land for a interim use, and then return it to farming in the future, would help maintain the County's rural economy. One option noted in this Plan maintains that allowing solar facilities to be located within the Rural zoning district is a way to preserve farms for a generation and then return the land to agricultural uses. This protects large acreage from permanent residential development, while allowing other portions of the properties to continue to farm

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

A key aspect of the County's rural economy is recognizing the changes in the regional and national marketplace that might affect agricultural activities at the local level. In some instances, farm operators have adapted to these changes by diversifying into additional farm based activities, changing the types of farming activities taking place on a site, or seeking to include direct sales and on-site marketing, and value added processing of crops or products. The ability of a farm operator to diversify or change their operations to meet the needs of the marketplace is an important consideration in providing a framework for the continuation and enhancement of farm and agricultural activities in Jefferson County. Consideration of an amendment to the Zoning and Land Development Ordinance to permit alternative energy production facilities to be located on large tracts of land in the Rural and Residential zoning districts should be considered as an option that may in the long run protect farms from other development.

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

Rural Economic Activities

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

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

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

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

As discussed above (see Land Use and Growth Management: Rural/Agricultural Components), significant new opportunities exist for farms located near existing electrical infrastructure to lease their land for the production of solar power. These opportunities will provide those farmers, some of whom have indicated they cannot maintain their farms without additional sources of revenue, to access new income sources and to maintain the rest of their farms in agricultural uses. By permitting the provision of alternative energy facilities as a Principal Permitted Use in the Rural and Residential zones, while requiring these facilities to provide reclamation and facility removal standards, the impacts to the rural landscape will be minimized, while allowing farming and other agricultural uses to return once the land is reclaimed.

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

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

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

Agricultural Service Facilities

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

Distribution and Marketing of the County's Agricultural Products

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

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

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

Enhance Farmland Protection Activities

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

activities. One option to protect farmland is to coordinate with the American Battlefield Protection program to make the most efficient use of funding resources.

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

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

Transportation in the Rural Environment

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

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

Utilities in the Rural Environment

The availability of electricity is an important resource to support all residential, commercial and agricultural operations in Jefferson County. The federal government is working to encourage states to develop policies that encourage an increase in the amount of power generated by alternative renewable energy sources such as solar, wind and hydropower. The location of transmission lines and substations in Jefferson County are a local resource which could provide opportunities for future renewable energy resources to connect to the power grid in an efficient manner.

Utility scale alternative renewable energy systems are large-scale installations that provide clean energy to a regional energy provider. One example is utility scale solar facilities which are commonly mounted on the ground and span across fields of land to generate electricity to assist in meeting renewable energy and sustainable energy production goals. Proximity to transmission lines and substations, elevation/slope, flood zones, wetlands, and soils all affect a site's buildability for any large scale alternative renewable energy facility.

Solar facilities are compatible with rural lands and agricultural uses as they have minimal negative off-site impacts. A primary impact of utility-scale solar facilities is the removal of rural and agricultural land from active use; however, this use can preserve the land for future agricultural use, and applicants typically state that the land will be restored to its previous condition. Generally, large scale solar facility system owners choose to lease instead of purchasing property, allowing local farmers to retain ownership of the land. Some farmers also retain portions of their land for on-going agricultural uses compatible with the solar facilities. Solar energy systems have a typical lifespan of 25-30 years; so the system owner would be paying the lease for decades, ensuring an economic contribution to the property owner for the duration of the system's life and allowing to property to revert to agricultural uses in the future if the landowner desires.

Solar energy facilities which are required to be removed upon expiration of their usable lives can provide farmers with the income necessary to retain their farms while having minimal impact on the rural aesthetic or the permanent conversion of land to non-agricultural use. Permitting these facilities as Principal Permitted Uses will also generate construction jobs and tax revenues while placing almost no strain on existing infrastructure and will thereby promote the economic well-being of the County and the Rural and Residential Districts. Additionally, the land will be reclaimed for the ability to farm the land or provide for other permitted agricultural uses in the future.

Agriculture Tourism

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

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

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

	<p><u>c. Amend the local land use regulations to permit utilities which generate electricity by alternative renewable energy sources (such as solar, wind and hydropower) to be permitted as a principal permitted use throughout the County; provided also that developers or owners provide security guarabteeing the removal of the renewable energy facilities at the expiration of their usable life so that land may be returned to farming or other agricultural uses.</u></p>
	<p><u>e-d.</u> Require that new non-rural commercial uses that are not compatible with the dominant agricultural land use pattern locate only in the Urban Growth Boundaries (UGBs) and Preferred Growth Areas (PGAs) as identified by the future land use recommendations of this Plan.</p>
6.	<p>Coordinate with local businesses and the Jefferson County Development Authority (JCDA) to brand and market Jefferson County farms and products by identifying and linking potential partnerships and matching suppliers with potential local and regional markets.</p>
	<p>a. Conduct market research on high-value agricultural products, ancillary farm businesses, and other rural economic uses such as farm agri-tourism, retreats, and country inns;</p>
	<p>b. Develop and expand, in conjunction with the Jefferson County Convention and Visitors Bureau, brand identification of Jefferson County farm products;</p>
	<p>c. Provide more alternatives to promote rural tourism and rural land uses.</p>
7.	<p>Work with Jefferson County's agricultural community to effectively distribute local agricultural products and encourage the growth of the market for local products.</p>
	<p>a. Facilitate the establishment of year round marketing outlets to support the farm community, such as farmers' markets or a product distribution center;</p>
	<p>b. Encourage the expansion of off-site farmers' markets to provide marketplaces for farmers and artisans to sell their goods within a variety of Jefferson County commercial venues;</p>
	<p>c. Promote products to Jefferson County based businesses.</p>
8.	<p>Coordinate with key agricultural and rural stakeholders to identify ways to expand marketing and value added production activities for farmers and artisans on their properties in rural areas of Jefferson County.</p>
	<p>a. Amend existing regulations in order to identify and facilitate ways to allow the sale of items grown, processed, crafted, or manufactured in Jefferson County on farms other than the farm where the product originated.</p>
	<p>b. Develop a streamlined process for such uses when there are minimal impacts to surrounding neighbors.</p>
	<p>c. Expand and improve high speed Information Technology (IT) connections in rural areas of Jefferson County with local internet or advanced technologies providers to enable residents to run businesses from home or to telecommute.</p>

9.	Collaborate with the local artisan community and Jefferson Arts Council to review and amend the local land use regulations to promote and enhance the viability and livelihood of artisans in the rural areas of Jefferson County.
	a. Encourage local non-profit organizations and local and regional economic development agencies to create a regular forum where all County artisans, businesses, and members of the non-profit and arts communities can meet to network and collaborate.
	b. Work to improve connections between County businesses and artisans that may have products and services that can be sold in local stores or other businesses.
	c. Ensure that training and educational opportunities are available that would enable the success of such businesses.
	d. Establish and support an endowment for arts funding for rural crafted arts.
10.	Strengthen the Agricultural Committee of the JCDA by creating a public/private Rural Economic Development Council comprised of rural industry sector leaders. This organization will:
	a. link governmental, non-governmental, and regional organizations;
	b. link state and federal farm assistance programs to local farmers;
	c. receive and make grants;
	d. act as an advocacy group for rural issues; and
	e. promote activities that nurture the rural economy.
11.	Create a county or regional agricultural industrial park that could include sites for service providers such as farm equipment repair facilities, tractor and implement sales, meat processing facilities, and veterinarian services; as well as:
	a. A local or regional food hub that could be tied into Community Supported Agriculture (CSA) packaging and distribution, a regional food bank, and to serve as a marketing site for farms and farmers;
	b. A neighborhood based CSA or Development Supported Agriculture;
	c. A permanent, year-round farmers' market site;
	d. Sites for Industrial Agriculture such as Vertical Farming, Hydroponic Greenhouses, and Aquaponic Farming;
	e. Agriculture based training, research, and continuing education facilities created in conjunction with institutes of higher learning and research;
	f. Commercial aquaculture activities;
	g. A livestock auction facility;
	h. A Community Cold Storage/Meat Locker Facility that would allow county residents to rent space to purchase and store sides of meat; and/or
	i. Alternative Energy Production facilities, ranging from ethanol refining to algae production for biofuels.
12.	Promote and expand the commercial and recreational equine industry as a fundamental component of the rural economy by amending County ordinances to reflect the current practices and needs of the industry.

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

may not meet current standards, to be upgraded or maintained. Recently, the County adopted a new stand-alone Stormwater Management Ordinance that includes additional standards related to water quality and includes provisions for low impact design stormwater provisions such as rain gardens, bio-swales, permeable pavers, and permeable asphalt. These new standards help to minimize the impact of sediment and certain identified nutrients as required by the Chesapeake Bay Program.

In addition to land development activities, the following point and non-point source activities impact the water quality in waterways due to stormwater run-off:

Point and non-point source pollution
Over-fertilization and the use of chemicals to maintain lawns by homeowners
Use of salt and chemicals on roads in winter weather by the State Division of Highways
The fertilizers used to grow crops
Industrial emissions
Waste products (rubber, gasoline, and various other fluids) associated with auto use
Animal husbandry activities

The effect of stormwater run-off on the local waterways, particularly the Shenandoah and Potomac Rivers, has a significant impact on our local and regional recreational and heritage tourism, as well as drinking water quality. There are a number of watershed protection groups in the County that are actively seeking to improve the quality of the surface and groundwater within particular watersheds. These groups have made efforts to clean-up the waters and restore aquatic life to Jefferson County waterways. Such efforts have included, river clean ups, water monitoring, septic tank pumping and repair reimbursement programs, fencing of livestock to keep them out of streams, tree plantings, and outreach to residents and businesses to educate them about how to combat pollution. These efforts will ensure that high quality of water in Jefferson County continues.

Alternative Energy

It is widely recognized that many of the resources that we rely on to heat, cool, and light homes, power electronics, provide transportation fuel, and other daily needs are finite. Consequently, there has been an increasing need to assess the viability of alternative and renewable energy sources that may assist in maintaining the quality of life of Jefferson County's residents and businesses. In 2009, West Virginia adopted an Alternative and Renewable Energy Portfolio Standard that requires investor-owned electric utilities (such as Potomac Edison) with more than 30,000 residential customers to supply 25% of retail sales from eligible alternative and renewable energy resources by 2025. This standard was subsequently repealed by the state legislature in 2015; however many private utility providers and other large companies have set their own renewable energy or clean energy goals and are pursuing these alternatives without state or federal mandates.

Alternative and renewable energy sources are available, ranging from hydro (water), solar, and wind power to the use of various biofuels (algae, biomass, wood pulp, and other waste products), and plant crops (corn and switchgrass) that might be used to complement or replace existing power sources. Another alternative energy source that may be applicable for the heating and cooling of buildings is the use of geothermal systems (drawing up groundwater and circulating it through pipes embedded in a building's walls).

There are efforts underway at the local and state level to encourage the conservation of energy and the utilization of alternative energy sources. The most notable of these are the projects that have been incorporated into the expansion of the American Public University System (APUS) in Charles Town and Ranson. These projects include the use of solar collectors that also serve as cover for parked cars, the installation of several electric car charging stations, and the utilization of building improvements and materials that limit the use of energy needed for heating, cooling, and lighting. The improvements undertaken by APUS can serve as a role model to new development in Jefferson County and to the redevelopment of existing structures and sites.

Several large-scale alternative and renewable energy projects have taken place in the County. Concern has been expressed that legislation prohibiting Cooperatives or Communities to create a solar panel system that would feed multiple houses is impacting the expansion and viability of implementing other solar projects in the County. As the cost of improvements decreases and the efficiency of various renewable energy materials improves, the reliance on current energy sources will be reduced as more families and businesses adopt these improvements.

Emergent local, regional and national trends indicate that large scale alternative and renewable energy projects, such as solar, wind, and hydropower energy facilities, have become essential and will continue to be needed to provide clean energy throughout the region and into the power grid. In recent years, Jefferson County has been identified as an area that could accommodate these renewable energy facilities due to its proximity to the grid network, the gentler topography than many areas of West Virginia, and large open areas throughout the County. Opportunities to develop these alternative energy resources should be pursued in the County.

Natural Gas Services

Jefferson County regional economic development officials and businesses identified the need for natural gas services to homes and businesses. At present the only area of the County served by natural gas lines is the former Kodak/3M plant in Middleway; however, the potential exists for the expansion of service capacity in the Eastern Panhandle and the extension of natural gas lines from the Berkeley/Jefferson County line along WV Route 9 to various parts of the County. The extension of natural gas into Jefferson County would aid County economic development efforts while providing an alternative to electricity for residential and commercial purposes.

Infrastructure and Technology Recommendations (Goals 10 & 11)	
1.	Require key stakeholders to coordinate planning and investment for both local and countywide infrastructure improvements.
	<ul style="list-style-type: none"> a. Require members of the development community and utility and service providers to collaborate regularly to plan for future infrastructure needs, while considering the impact on the individual consumer rates. b. Provide and encourage mechanisms to have consolidated water and sewer providers in the County.
2.	Bring natural gas into Jefferson County to grow the economy and increase the quality of life for the residents.
	<ul style="list-style-type: none"> a. Identify partners and funding sources for the expansion of natural gas services. b. Ensure that one or more compressed or liquid natural gas fueling stations is built to serve Jefferson County residents, businesses, and visitors. c. In coordination with Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO), Jefferson County Schools, and Eastern Panhandle Transit Authority (EPTA), advocate for the wider utilization of natural gas as a fuel source for school buses and for EPTA.
3.	Create opportunities for the County's water and sewer providers to share resources and better coordinate their systems and administration.
	<ul style="list-style-type: none"> a. Amend Subdivision and Land Development Regulations to require privately owned public water and sewer utilities to meet the local PSD standards, which would allow a local PSD to assume maintenance, and possible ownership in the future, with fewer upgrades and expenses. b. Provide opportunities for applicable homeowners associations and/or developers to enter into maintenance agreements for privately owned public water and/or sewer utilities with the applicable public utility providers in which the public utility providers will maintain new facilities. c. Coordinate with the County's utility providers to identify methods that would limit the expansion of water and sewer trunk lines to areas within the Urban Growth Boundary and/or Preferred Growth Areas. d. Encourage the PSDs to promote cooperation with the local development community to work toward cost sharing on infrastructure projects.
4.	Collaborate with Village residents, businesses and utility providers to identify ways to provide water and sewer utilities within Village and village expansion areas.
5.	Enact and enforce requirements for maintenance and inspection of individual, on-site septic systems on a regular basis.
	<ul style="list-style-type: none"> a. Initiate a dynamic education and informational program for County residents concerning well and septic maintenance and use practices. b. Pursue an amendment to the state code to allow residents who are required to connect to an extended water or sewer network to continue to utilize existing individual well and septic systems for the lifetime of the home system if there are no public health issues.

	c. Collaborate with local public utility providers to identify and provide incentives that would encourage property owners to transition from well and septic to a centralized system where and when needed to address public health issues.
	d. Find funding mechanisms to defray the costs of providing public utilities in areas where the provision of these utilities is necessary based on declining public health or environmental concerns.
6.	Coordinate with Region 9 and the County's public service providers to identify and seek additional funding sources that would aid in the construction of needed capital facilities and for the upgrading of existing facilities to meet newer federal standards.
	a. Continue to monitor and participate in planning efforts related to the implementation of the Chesapeake Bay Watershed Improvement Plan.
	b. Assess and evaluate the County's stormwater planning documents as best management practices in the field evolve.
7.	Identify ways that utility services can be regularly upgraded to meet the highest level of service and technology through coordination with local water, sewer, electric, gas, and telecommunications utility and service providers.
	a. Require all local electric, cable, and other utility providers to bury existing and new lines (serving new development) as a part of the regular maintenance and upgrading of their facilities.
8.	Encourage public <u>and private</u> entities to utilize alternative and renewable energy sources for a variety of energy needs.
	a. Enable the construction of renewable energy generation <u>and production</u> facilities by residents, <u>and businesses,</u> <u>and commercial alternative renewable energy providers.</u>
	b. Encourage County businesses and service stations to provide electric vehicle recharging stations within Jefferson County as soon as possible and use distinctive signage to guide residents and visitors to the charging stations.
	c. Develop regulations to enable cooperatives or communities to create a solar panel system that would feed multiple houses in the County.
9.	Collaborate with local economic development agencies and Information Technology (IT) providers to ensure that the current and future needs of small businesses within Jefferson County are met.
	a. Ensure that all areas of Jefferson County are served by high speed wireline and/or wireless services and other advanced technologies.
	b. Encourage private sector investment to improve wireless internet service availability in Jefferson County and the Eastern Panhandle.
	c. Ensure that, as next-generation wireless and cellular services are implemented, Jefferson County collaborates with providers, including any necessary regulatory changes, to ensure that providers are able to provide these services at the same time as other communities in the Washington, D.C. and Baltimore, MD Metropolitan Areas.

<p>10.</p>	<p>Partner with IT providers, the Shepherd University Research Corporation (SURC), and the existing federal and state agencies located in Jefferson County to establish the feasibility and creation of an open access telecommunications network that could serve as a trunk line for regional services across the Eastern Panhandle.</p>
	<p>a. Market the availability of the established trunk line services across the Eastern Panhandle to potential businesses and organizations that are heavily reliant on a bandwidth intensive service and researching Jefferson County as a possible relocation site.</p>
<p>11.</p>	<p>Explore the creation of a reimbursement funding mechanism that would allow for pump stations and water mains that serve one subdivision to be oversized or expanded upon to serve nearby future development within the designated growth areas, not solely dependent on revenue from rate payers but also the development community.</p>
<p>12.</p>	<p>Explore policies in concert with the State legislature, Public Service District (PSD), and the municipalities to study and amend regulations related to water and sewer infrastructure development, including legislative options that would allow equitable distribution of cost sharing with entire development community along with rate paying base (i.e. Capital Improvement Fees).</p>

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5-10 minutes

DATE REQUESTED: 1ST CHOICE January 6th, 2022

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Quarterly Review

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

Approve list of estates opened since last quarterly review, and approve closure of estates that have met all statutory requirements.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

Presentation of preliminary report regarding analysis of public safety issues

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

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

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 report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).
5. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed location.
6. Discussion of WVHRC case number EREP-49-21
7. Discussion of potential revision of the Jefferson County Zoning Ordinance and related issues

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:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

- **Review of Policy 319 - Financial System Access**

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.](#)

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Financial System Access and Approval Policy	Approved:	12-02-2021
Policy Number:	319	Author:	Grove
Associated:			

1. PURPOSE

To establish sound internal controls for access to the County's financial system. Certain County employees and other individuals connected with Jefferson County Government must have administrator/system access to the County's Tyler Financial system to allow the County government to operate in an efficient and effective manner. This policy is necessary to minimize the risks associated with granting access to the County's financial system.

2. AUTHORITY

The County Clerk and the County Commission (this team is referred to as "County") shall be responsible for the implementation, interpretation, and enforcement of this policy. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any West Virginia and Federal law.

3. DEFINITIONS

- 3.1** Access Privileges means systems permission associated with an account, including permissions to access or change data, to process transactions, create or change settings, etc.
- 3.2** Administrator Account or Administrative account means user accounts with privileges that have advanced permissions above a regular user's abilities on the Tyler Financial System that are necessary for the administration of the system. An administrator account can authorize the creation of new users, change account permissions, and modify security and other system performance settings.
- 3.3** Authorized Requestor is a Jefferson County Elected Official or Jefferson County Department Head who is responsible for requesting access to the Tyler Financial System on behalf of the users in a particular county office.
- 3.4** Least privilege means users or resources will be provided with the minimum privileges necessary to fulfill their roles and responsibilities.
- 3.5** Significant Change means any change in access privileges, a change to administrative procedures or processes, a change in system performance settings, or a change in workflow other than workflow changes on the departmental level.
- 3.6** Designee means an employee who is authorized to provide the approvals enumerated in this policy. All designees shall be appointed in writing, which writing shall indicated whether the employee is a permanent or temporary designee.
 - 3.6.1** A Permanent Designee is an employee who has been permanently authorized to

act on behalf of an official.

3.6.2 A Temporary Designee is authorized to act on behalf of an official on a temporary basis in the event of a position vacancy or absence. Such delegation shall only be in effect for the period necessary to cover the absence/vacation and shall not exceed six months.

3.7 Tyler Financial System is defined as the Accounts Payable and Payroll modules of the Tyler/Munis system.

3.8 Users are all employees, consultants, or contractors who are authorized to access the Tyler Financial System, including, but not limited to, employees with administrative accounts

4. SYSTEM ACCESS

4.1. The Clerk of the County Commission, the IT Director, and the Finance Director shall all have administrative access to the Tyler Financial System.

4.2. All access requests must originate from an Authorized Requestor or designee and must be approved in writing by the Clerk of the County Commission or her designee before a new user can be added to the Tyler Financial System.

4.3. Access to specific system functions shall be consistent with each user's scope of employment and shall be granted on a least-privileges basis.

5. CHANGE IN ACCESS PRIVILEGES OR SYSTEM PERFORMANCE SETTINGS

5.1. Any significant change must be requested in writing and approved in writing by the Clerk of the County Commission or her designee before those changes can be implemented by another user with administrative access.

5.2. Requests for significant changes can only be requested by a user with an administrator account.

6. AUDIT

6.1. The Clerk of the County Commission shall have the ability at any time to request a log of any user's activity to determine if all users have adhered to the procedures contained in this policy.

6.2. Each year, the Clerk of the County Commission, Authorized Requestors, and Administrative users shall review the list of users and their associated access for appropriateness.

7. Policy Violations

Employees who are suspected of violating this policy may be placed on a paid or unpaid administrative leave during the course of an investigation. Employees found to have violated or to have participated in a violation of this policy shall be subject to disciplinary action up to and including termination.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Interim County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Notice for the 2022 Board of Review and Equalization Notice - Discussion/Action**

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

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

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

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

Motion to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2022 and to authorize staff to advertise the notice

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

NOTICE
Board of Review and Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 27th, 2022, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2022.

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

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

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2022 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	January	27,	2022	1:30 p.m.
Tuesday	February	1,	2022	1:30 p.m.
Thursday	February	3,	2022	1:30 p.m.
Tuesday	February	8,	2022	1:30 p.m.
Thursday	February	10,	2022	1:30 p.m.
Tuesday	February	15,	2022	1:30 p.m.
Thursday	February	17,	2022	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Thursday, February 10, 2022 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Thursday, February 17th, 2022.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 18, 2022, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2022. If the Board of Review and Equalization has adjourned sine die before February 18, 2022, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 18, 2022 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2022.

Given under my hand this 6th day of January, 2022.

JACQUELINE C. SHADLE, COUNTY CLERK

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: . _____

Date Requested – 1st Choice: Jan. 6, 2021

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Review of Policy 913—“Appropriate interface with Commissioners, Employees & Volunteers Policy”

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

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

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____

Jefferson County Policies & Procedures			
	Appropriate Interface with Commissioners, Employees & Volunteers Policy		
Policy Name:		Approved:	5/10/2007
Policy Number:	913	Author:	Commissioners
Associated:			

PURPOSE:

To provide a harmonious work environment with clear lines of supervisory authority for county personnel.

POLICY

RESOLUTION

WHEREAS, W.Va. Constitution, Art. IX, § 9 provides for the public body known as the county commission, and W.Va. Code § 7-1-1 provides that county commissions are public corporations; and

WHEREAS, W.Va. Constitution, Art. IX, § 11 and W. Va. Code, §7-1-3 et seq. provide for the duties and responsibilities of county commissions; and

WHEREAS, W. Va. Constitution, Art. IX, § 10 provides for the election of individual county commissioners; and

WHEREAS, neither the W. Va. Constitution, nor the W. Va. Code grant to individual county commissioners power or authority to bind the county commissions on which they serve; and

WHEREAS, county commissions can only act in public session with a quorum present; and

WHEREAS, county commissions are authorized by law to employ, compensate and discharge county personnel; and

WHEREAS, individual county commissioners are without statutory or other authority to supervise or direct the performance of duties by county personnel; and

WHEREAS, county commissions are obliged to provide a harmonious work environment with clear lines of supervisory authority for county personnel.

BE IT RESOLVED as follows:

1. Definitions

- a. "County personnel" shall mean employees of the County Commission of Jefferson County, either full-time or part-time, who are public officers or public employees, excluding all elected officials, and further excluding the employees of the Assessor, Sheriff, County Clerk, Circuit Clerk and Prosecutor.
 - b. "County employee" shall mean any individual who would fall within the category of "county personnel."
 - c. "Volunteer" means any person appointed by the County Commission of Jefferson County to serve as a volunteer on any board or commission, to which the County Commission has power to appoint, for which volunteer service no remuneration is paid.
2. That individual Jefferson County Commissioners are without authority to supervise or otherwise direct the performance of duties by county personnel or volunteers.
 3. No individual Jefferson County Commissioner shall order or direct the performance of any act, task or duty by any county employee or volunteer unless specifically authorized by the the County Commission of Jefferson County.
 4. No county employee or volunteer is under any obligation or duty to perform any act, task or duty ordered or directed by an individual Jefferson County Commissioner, unless such act, task or duty, ordered and directed, was specifically authorized by the County Commission of Jefferson County; or except where the act, task or duty is a mandatory and nondiscretionary duty imposed by statute; or except where the individual Jefferson County Commissioner is requesting a service provided by that county employee for the public at large or for other county employees (ie. providing a photo – ID card); Provided further, that no county employee shall be disciplined in any way for declining to perform any such act, task or duty for any individual Jefferson County Commissioner, unless such act, task or duty was specifically authorized by the County Commission of Jefferson County; or where the act, task or duty is a mandatory and nondiscretionary duty imposed by statute; or where the service requested is provided for the public at large or for other county employees.
 5. No Jefferson County Commissioner shall: Make physical contact of an insulting or provoking nature with the person of any county employee or volunteer; or attempt to commit a violent injury to the person of any county employee or volunteer; or commit any act which places a county employee or volunteer in reasonable apprehension of immediately receiving a violent injury; or engage in violent, profane, or indecent or boisterous conduct or

language directed at a county employee or volunteer during the course of a workday or evening where the county employee is engaged in work or work related activities or where a volunteer is engaged in service with the board or commission on which he or she has been appointed.

At the regular meeting of the County Commission of Jefferson County, West Virginia on May 10, 2007, in open session, President Frances B. Morgan found a quorum present. Whereupon Commissioner Corliss made a motion to adopt this "Resolution", which motion was duly seconded by Commissioner Manuel, and a debate thereof ensued. Whereupon, President Morgan called the question, and the Commission proceeded to vote on the motion to adopt the "Resolution." The vote was Commissioner(s) Corliss, Manuel and R. Morgan to adopt said "Resolution" and Commissioner(s) F. Morgan and Surkamp to not adopt said "Resolution." Whereupon President Morgan declared the "Resolution" adopted.

Entered: May 10, 2007

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: . _____

Date Requested – 1st Choice: Jan. 6, 2021

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

County Commission staffing needs and technical support

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

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

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

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

- **Discuss County Administrator Candidates**

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.](#)

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

Discussion – Executive Assistant Position – Potential Hire

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.](#)

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[Click here to enter text.](#)

**Jefferson County
Job Description**

Position Title:	Executive Assistant	Grade Level:	V
Department	County Commission Administrative Offices	Date:	6-24-10
Reports to:	Deputy County Administrator	FLSA Status	NE

Statement of Duties: The employee provides executive administrative support to the County Administrator, County Commission, and department heads to ensure the realization of county goals, and provides customer service to the general public. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee regularly leads other workers in accomplishing assigned work and performs non-supervisory work that is usually for the same kind and levels as is done by the group led. Employee provides on the job training to new staff. Workload is subject to cyclical fluctuations.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as department records.

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

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards

County Commission Administrative Office
Executive Assistant
1/1/08

Jefferson County Job Description

or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional 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 Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee may, on behalf of a department head, communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

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. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from county offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other county departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Provides support in the preparation and administration of grants.
4. Maintains the county's website and email systems, ensuring that information is current and accurate.
5. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
6. Provides information technology services by performing system backups.
7. Performs all tasks related to the email alerts subscription service.

County Commission Administrative Office
Executive Assistant

1/1/08

**Jefferson County
Job Description**

8. Assists in the yearly budget process.
9. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
10. Maintains the County Commission and County Administrator calendar.
11. Provides oversight for county fuel and supplies credit cards including preparation of statements, purchase verifications and assignments of PIN numbers.
12. Handles travel arrangements, including scheduling and reservations, for County Commissioners and other department heads under the jurisdiction of the County Commission.
13. Maintains the administration of appointments to the county's boards, commissions and authorities, including advertising for upcoming appointments, preparing required correspondence and maintaining appropriate files.
14. Ensures compliance with National Incident Management System (NIMS) requirements.
15. Assists other departments as needed with projects or reports, and performs other duties as requested.
16. Responsible for the daily operations of the Cable Channel to include but not limited to the creation of slides, uploading new information and approval of ads and videos for broadcasting, ensuring that the policies and FCC codes are followed.
17. Oversees and assists with maintaining the Purchasing Card program and monitoring of accounts and purchases.

Recommended Minimum Qualifications:

Education and Experience: Graduate of a two year college with an Associate's degree with at least three (3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Notary Public certification preferred.

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

County Commission Administrative Office
Executive Assistant
1/1/08

Jefferson County Job Description

of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Outstanding interpersonal skills and attention to detail required.

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.

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



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

Discussion – Approval of work performed – 11/22/2021 – Stephanie Grove

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.](#)

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[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

- **Advertise for Finance Director**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

**Jefferson County, West Virginia
Job Description**

Position Title:	Director of Financial Management	Grade Level:	VII
Department	Finance	Date:	7/14/11
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: The Director of Financial Management is responsible for coordinating and supervising the County’s financial planning (short and long-term), accounting, auditing and capital planning as well as serving as a liaison between the County Commissioners, County Administrator, all Departments, Elected Officials and Contingency agencies and others involved in the fiscal operation of Jefferson County. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the County Administrator, the employee works from County policies and objectives, pertinent local bylaws, as well as State and Federal laws and regulations; employee establishes short and long-range plans and objectives for a major functional area of the County; established department performance standards and assumes direct accountability for department results. Consults with the County Administrator and Commissioners where clarification, interpretation, or exception to County policy or WV Code may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve all conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of financial services and programs accomplished through others. The Director is responsible for analyzing financial program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and financial staff, reporting periodically on the achievement and status of all financial program’s objectives, and recommending new financial goals and/or objectives as necessary. The Director recommends management and financial operating policies and practices; formulates, prepares and defends budget and manpower requests and accounts for the effective use of funds and staff provided; coordinates program efforts within the Department; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the financial personnel function, including recommending hiring, disciplining, and training of employees.

Work operations are subject to substantial cyclical or seasonal fluctuations in work procedures that can be planned for in advance.

Confidentiality: The employee has regular access at the County-wide level to a wide variety of confidential information, including official personnel files, criminal records/investigations, client records, and law suits.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, significant financial losses and/or legal repercussions to the County.

Finance Department
Director of Financial Management
7/7/2015 7/6/2015 7/2/2015

Jefferson County, West Virginia Job Description

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, generally accepted public financial management principles, local bylaws/ordinances, state or federal legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing financial operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to public finance. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria to improve the effectiveness of financial operations of the County.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work beyond normal business hours in order to attend evening meetings or to attend County sponsored events.

Nature and Purpose of Public Contact: Interactions are constantly with co-workers, the public, news media, peers from other organizations, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. Duties involve contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the County's overall interest. The employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. The employee must have a well-developed sense of strategy and timing in representing the employer and its contingency agencies effectively in critical and important situations which may influence the well-being of the County.

Occupational Risk: Risk exposure to the employee is similar to that found in a County office setting.

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. Develops, implements, and administers financial procedures and systems in accordance with Generally Accepted Accounting Principles, local, state and federal laws and regulations.

Finance Department
Director of Financial Management
7/7/2015 7/6/2015 7/2/2015

Jefferson County, West Virginia
Job Description

2. Directs employees in the processes and procedures for maintaining the County's financial records.
3. Responsible for developing accurate revenue and expenditure forecasts including the investment of County funds, cash management, and short and long-term debt financing.
4. Assists Department Heads in the management of County funds including the evaluation of changes requested.
5. Develops and monitors the County's annual operating and capital budgets and coordinates budgetary information with and other elected officials and department heads; amends budget as approved by Commissioners
6. Develops and updates a multiple year operating and capital budget.
7. Develops periodic financial and statistical reports regarding budget status including analysis of monthly closings and cash flow analysis and reports to Commissioners within a timely manner; meets with accountants, attorneys and others as required.
8. Develops and implements accounting and financial management policy and procedure.
9. Maintains a close continuing working relationship with all Departments, Elected Officials and Contingency agencies with regard to financial management matters.
10. Identifies problem areas and takes immediate action to resolve issues, assuring a stable fiscal structure within the County.
11. Conducts fiscal research and provides assistance to Commissioners and staff regarding financial decision making and special projects.
12. Evaluates the County's financial position and issues periodic financial and operating reports for all departments, including grant in-aid agencies.
13. Assures compliance with all federal, state and local accounting principles, procedures and financial record-keeping requirements.
14. Manages the County's purchasing and inventory control procedures, and proposes recommendations as appropriate.
15. Administers and monitors all vendor contracts to assure compliance and consistency with County goals and financial resources.
16. Establishes working relationship with vendors and develops procedures for verification and cost approval of purchases within the County.
17. Analyzes, consolidates, and directs all cost accounting procedures and prepares reports for County Commissioners.
18. Analyzes and conducts studies of economic, business and financial conditions and their impact on the County's revenue and capital investments.
19. Analyzes all contracts and/or projects for their financial impact prior to recommending same to the County Commissioners.
20. Institutes financial policies and procedures to assure maximum reimbursement from Federal/State funding sources for County programs.
21. Oversees property and casualty management including the reconciliation of all assets for capital and other financial reporting
22. Participates in monthly Department Head meetings.
23. While reporting to the County Administrator, participates in public forums and provides support to the County Administrator, County Commissioners, Department Heads, and Elected Officials as requested.
24. Upon adoption of the annual budget, prepare a report for the public distribution that

Finance Department
Director of Financial Management
7/7/2015 7/6/2015 7/2/2015

Jefferson County, West Virginia
Job Description

- explains the budget in layman terms.
25. Review and approval of space needs short-term and long-term in conjunction with the Maintenance Manager to include a) a written analysis of existing and future (2-6) years space needs, b) options for meeting those needs, c) fiscal implications for different alternatives.
 26. Development of a budget that a) incorporates a long-term perspective, b) establishes linkages to broad organizational goals, c) provides budget recommendations based on results and outcomes and d) promotes communications with stakeholders, including the public.
 27. Familiar with the "WV Open Meetings Act" which requires the ability to make public presentations and implement the decisions (by majority vote) of the County Commission.
 28. Develop financial analysis regarding JCESA fees, fee allocation and impact to County Commission budget.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Business Administration, with a major in Finance, Business, Economics or Accounting; seven to ten (7-10) years of accounting and finance related work experience in a governmental setting with at least five (5) years of accounting experience in a supervisory level.

Special Requirements: CPA preferred but not required. Class D Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the principles, practices, laws and regulations of government accounting, budget preparation and management techniques and practices and applicable financial or treasury provisions of the County and West Virginia General Laws including the investment of funds and the borrowing of short and long term debt financing government operations; working knowledge of computer applications for accounting and financial management. Knowledge of County government operations as well as pertinent County, State and Federal agencies. Knowledge of County budgeting techniques and practices as well as local, state and federal regulations and/or laws pertaining to local government financial operations. Working knowledge of financial operating software, information management, and automated accounting systems, the Internet, database management and spread sheet applications in support of the County's financial operations.

Abilities: Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with County officials and other governmental representatives. Ability to function independently in a flexible manner and to establish and maintain effective working relationships with staff, vendors and disgruntled members of the public.

Skill: Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills; must have excellent computer skills including

Finance Department
Director of Financial Management
7/7/2015 7/6/2015 7/2/2015

**Jefferson County, West Virginia
Job Description**

demonstrated skill in use of business and automated county accounting and financial software applications. Must possess initiative and effective problem solving skills. Effective supervisory and interpersonal skills working with employees as well as local, state, and federal officials.

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. The employee is occasionally required to lift objects such as books, office equipment, and paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

Visual Demands: Position requires the employee to constantly read documents, computer screens, and reports for understanding and analytical purposes. The employee is rarely required to determine color differences.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 6, 2022**

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

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

- **Designate an individual to sign grant documents**

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

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Interim County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 2, 2022**

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

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

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

Legislative Summit

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

October 1, 2021 – December 31, 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. Develop grant application and eligibility requirements for new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot – rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Hosting an AmeriCorps Member – Patrick Fuller
- i. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- j. *Duffield's Depot* brochure – waiting for funding to print
- k. Rt. 340 mitigation - a contractor hired to write three NR nominations or another research
 - i. Write more detailed history of the southern part of the county along Berryville Pike
- l. Antietam National Battlefield boundary expansion to include the Shepherdstown Battlefield – ongoing
- m. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- n. Designating the *Jefferson County Courthouse*, as a National Historic Landmark
- o. Boyd-Carter Cemetery resetting head stones - ongoing
- p. National Register nomination for *Beelers Water Wheel* on review at SHPO
- q. National Register nomination for *Haines House* on review at SHPO

2. Projects Completed

- a. Jefferson County Landmarks nomination for *St. Paul Baptist Church* Kearneysville
- b. Peter Burr Farm repointed chimney on main house kitchen
- c. Draft historic furnishings plan for Duffields Depot
- d. Easement monitoring at Shepherdstown Battlefield
- e. Boyd Carter Cemetery - final grant report for Helen Parker Willard Fund
- f. Submitted a Survey and Planning grant application to SHPO for brochure reprinting

Submitted by
Martin Burke, Chair

ANNEXATION ORDER

Whereas, both the United States of America, the State of West Virginia, and Jefferson County West Virginia are scheduled to hold elections in 2022, and;

Whereas, it is the statutory duty of the Jefferson County Commission to establish and oversee places for citizens to vote, including early voting, and;

Whereas, the historic Jefferson County Courthouse has antiquated and insufficient space for early voting when viewed in light of the requirements of both COVID prevention and the needs of citizens with disabilities, resulting in delay and inconvenience in early voting, and;

Whereas, the Jefferson County Commission seeks to fulfill its duty to establish a safe and convenient place for early voting for the citizens of Jefferson County;

Be it resolved and ordered that the Jefferson County Commission, pursuant to authority granted in West Virginia code 7-3-1 *et. seq.*, and related statutes, hereby establishes and creates a Courthouse Annex in the building located at 100 West Washington Street, #200, Charles Town, West Virginia, subject to an agreement with the City of Charles Town, for the purpose of early voting and such other uses as the Commission may direct. The County Commission FINDS that the new annex location is within the limits of Charles Town, West Virginia, is large enough to allow voters space for social distancing, and also has adequate accessibility features to accommodate the citizens of Jefferson County.

IT IS SO ORDERED.

Enacted by majority vote of the Jefferson County Commission at a duly called and assembled meeting on the 16th day of December, 2021.

This Order takes effect on the sixth day of January, 2022.

Date: December 16, 2021



Steve Stolipher, Commission President
Jefferson County Commission

KANAWHA COUNTY COMMISSION

Post Office Box 3627
Charleston, West Virginia 25336



Telephone (304) 357-0101
Fax (304) 357-0788
www.kanawha.us

Ben Salango
Commissioner

W. Kent Carper
Commissioner

Lance Wheeler
Commissioner

December 16, 2021

RECEIVED

DEC 20 2021

County Commission
of Jefferson County, WV

The Honorable Steve Stolipher
The Honorable Tricia Jackson
The Honorable Clare Ath
The Honorable Caleb Wayne Hudson
The Honorable Jane M. Tabb
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

**Re: The Property Tax Modernization
Constitutional Amendment
November 2022 General Election**

Dear Commissioners:

During the 2021 regular session, the West Virginia Legislature adopted House Joint Resolution 3 (HJR3), the Property Tax Modernization Amendment. The amendment will be up for ratification at the November 2022 General Election. HJR3 proposes a fundamental change to our State's Constitution – to allow the Legislature to exempt essentially all personal property from taxation – including equipment, inventory, and motor vehicles. Have no doubt, HJR3 has the potential to drastically cut local government and eliminate local government services.

For example, if ratified, HJR3 would provide a mechanism to eliminate more than \$60 million in constitutionally protected funding that currently supports local government in Kanawha County. Potential losses include \$17 million to the County Commission and the County's Public Safety Levy, \$34 million to the Board of Education, \$7 million to the County's fifteen Cities and towns, and nearly \$1 million to the Kanawha County library system.

Stated another way, HJR3 could result in drastic cuts to the essential funding that supports Kanawha County's ambulance and bus services, the Kanawha County Sheriff's Office, Metro 911 center, municipal police departments, and volunteer and municipal fire departments.

Most concerning with this proposed amendment is that, unlike other recent legislative proposals to amend the Constitution, HJR3 did not include a plan for implementing these drastic changes or guaranteed replacement revenue for local governments. As it stands, when voters go to the polls next November they will be asked to amend the State Constitution without knowing



the full - and potentially devastating - impact on local government, public education, and police, fire and EMS.

Therefore, the Kanawha County Commission strongly encourages every County Commission in this state to contact your County Assessor and Sheriff to determine HJR3's impact on your county finances and the services you provide. We also strongly urge you to contact your Legislators and ask for an open, transparent process to identify replacement revenue for local governments in the event HJR3 is ratified.

Sincerely,



W. Kent Carper
President



Ben Salango
Commissioner



Lance Wheeler
Commissioner



**JEFFERSON COUNTY
DEVELOPMENT
AUTHORITY**
WHERE BUSINESS FEELS AT HOME

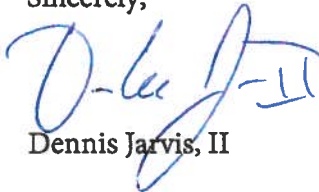
1948 Wiltshire Rd., Suite #4
Kearneysville, WV 25430

304.728.3255
jcda.net

The Jefferson County Development Authority is pleased to share our annual report with our community leaders. Jefferson County is experiencing growth and impactful new investments and the county is planning for a sustainable future. 2022 will be a continuation of growth for Jefferson County and the JCDA is ready to assist our community.

On behalf of the JCDA Board of Directors and our staff, we are pleased to introduce you to our efforts.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Jarvis, II". The signature is written in a cursive style with a large initial "D" and "J".

Dennis Jarvis, II



COMPLETED PROJECTS 2021

Financial Management

1. FY-20 Audit – **Complete April 2021**
2. FY-22 Budget presentation – **Complete February 8, 2021**
3. FY-22 Budget approval – **Final approval August 18, 2021**

Peter Burr Farm

1. Renew MOU for mowing and use - JCPRC and JCHLC – **Complete May 2021**
2. Update PBF master plan and create a JC arboretum that includes JC School property
3. Upgrades and maintenance
 - a. Install grease trap in kitchen
 - b. Paint main house
 - c. Repoint chimney on main house kitchen – **Complete December 4, 2021**
4. Archeology collection rehousing

Duffield's Depot

1. Fundraise for building preservation – **ongoing**
 - a. Apply for CSX grant – **Received \$2,500 April 26, 2021**
 - b. Apply for Home Depot Grant – **Not applicable to this project**
2. Contract for grounds maintenance – **Complete April 2021**
3. Rehabilitate the building as the Duffields Depot Museum
 - a. Apply for 2 building permits – **Complete March 17, 2021**
 - b. Replace exterior doors – **Complete October 23, 2021**
 - c. Roof replacement & add gutters – **Complete April 12, 2021**
 - d. Structural replacement of main beam – **Complete August 8, 2021**
 - e. Remove debris – **Complete August 8, 2021**
 - f. Solve the water problem in the basement/crawl space
 - g. Run electricity into building
 - h. Construct front steps
 - i. Replace west gable end with stone
 - j. Replace north side flooring, heart pine
 - k. Determine interior paint colors
 - l. Preservation and replacement of interior details
 - m. Construct/purchase a handicap access ramp to south door
 - n. Create historic furnishings plan – **Draft complete December 30, 2021**
 - o. Begin planning interior exhibits/interpretive panels

Jefferson County Civil War Battlefield Projects

1. **Shepherdstown Battlefield**
 - a. Lobby for Antietam National Battlefield boundary expansion
 - b. ABT Park Day April 2021 – **Not conducted because of COVID**
 - c. SBPA fall cleanup – **Complete November 15th**
 - d. Easement monitoring with LTEP – **Complete December 1, 2021**

2. **Smithfield Crossing Battlefield**
 - a. Support Middleway Conservancy for battlefield land acquisition
 - b. Sidewinder Enterprises LLC land acquisition?
 - c. Lake Louise
3. **Summit Point Battlefield**
 - a. Support battlefield friends' group
 - b. Kubic property acquisition?
4. **Williamsport Action**

NR projects and documentation of historic sites

1. Continue verifying 2004-2007 JCHLC inventory - **Ongoing**
2. Submit supplemental information for any current NR properties
3. National Historic Landmark status for JC Courthouse – **nomination approved by NHL Committee on October 21, 2021. The nomination will be presented at next meeting of the NPSAB in 2022**
4. NR nomination *Taylor's Landing/McMurrin Farm* – **Complete April 19, 2021**
5. Research ways of adding HR inventory data to database in GIS Office
6. Update online information, Maps and database
7. NR nomination *Haines House* - **nomination currently at SHPO**
8. NR Nomination *Beelers water wheel*, - **nomination currently at SHPO**

Education Projects

1. Apply full-time AmeriCorps Member for 2021-2022 – **Complete in March 2021**
2. Select AmeriCorps Member– **Complete August 16, 2021**
3. Maintain social media presence, Facebook, and Instagram - **Ongoing**
4. Seek funding for semi-annual speaker series: Topics might include:
 - a. Rural Design Standards for Jefferson County
 - b. Adaptive reuse and local zoning
 - c. Adaptive reuse of agricultural structures
5. WV GeoExplorer Project
 - a. Future for WV GeoExplorer

Morgan's Grove Historic District

1. Monitor progress on the Shepherdstown bike path and its impact on historic district
2. Monitor Toll House Woods development
3. Highway marking signs - MGHD
4. Create a friend's group for MGHD
 - a. Community Club project?
 - b. Rev War Activity – Annually in July
 - c. Corporation of Shepherdstown?

Middleway Historic District

1. Support Middleway Conservancy projects
2. Design standards for Middleway Historic District– **No comments on draft from MC**

Boyd- Carter Cemetery Project

1. Apply for grant from the Helen Parker Willard Fund – **\$4,000 Grant received April 2021**
2. Contract to remove dead and dying Ash trees – **Complete September 2021**
3. Reset headstones – **Ongoing**
4. Final report – **Complete October 26, 2021**

Projects with Engineering, Planning and Zoning Department

1. Delay of demolition ordinance for historic structures
2. Sharing a full-time employee with Office of Planning & Zoning

Route 340 Mitigation

1. Hired contractor, Maral Kaliban, to research and write
 - a. NR nomination for *Spring Grove/Olive Boy* – **Complete May 17, 2021**
 - b. Extensive Documentation of *Glenwood*
 - c. NR nomination for *Oak Hill?*
 - d. Written history of southern Jefferson County along 340 corridors

Blakeley Easement Project

1. Assign conservation easement portion of 1988 easement to LTEP
 - a. Baseline survey
 - b. Prepare easement in conjunction with LTEP
 - c. Budget for contribution to LTEP stewardship fund, \$2,500 per year for two years

Snow Hill/Poor Farm Easement Monitoring

Meet with representatives of the Rock Spring Church

Heritage Tourism

1. Lobby for Antietam Battlefield boundary expansion
2. Lobby Corporation of Shepherdstown to create, plan and execute events on the Shepherdstown Battlefield & Packhorse Ford, e.g. Potomac River Walk, reenactments, etc.
3. WV Road signage – historic districts and battlefields
4. Signage for bike trails along Civil War troop march routes
5. Write and distribute *Duffields Depot* brochure – **In draft waiting for funding to print**
6. Work with Civil War Trails to add Middleway as a site on the Civil war trail
7. Apply for a SHPO Survey & Planning Grant – **Complete November 12, 2021**

Fundraising and Grants

1. Submit project grants as appropriate
2. Focus on JCHPF at EWVCF: **Complete reached initial \$100,000 goal September 22, 2021**
 - a. JCHLC budget line item of \$1,500 every fiscal year – **Complete June 22, 2021**
3. Other Designated Funds at EWVCF
 - a. Katherine Burr Jackson Fund for the Peter Burr Farm market value \$15,989 as of 12/2020
 - b. Reliving History Fund for the Peter Burr Farm market value \$19,377 as of 12/2020

Celebrating Historic Preservation Month – May Start planning a month-long campaign for 2022

- a. Article in the *Observer*
- b. Art show in conjunction with the high schools' art departments
- c. Two to four lectures

Partnerships

1. Joint meeting with JC Historical Society
2. Joint meeting with four historic district commissions
3. Partnering with JCCVB on heritage tourism projects
4. Partnering with JCFPB on Farmland/Battlefield land easements

Impact Fee Status Report

December 2021

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Friday 31 December 2021

Report Date: 3 January 2022

Process Number Range: 2100427-2100453

Total Applications: 27

Total Non-Exempt: 26

Of which:

Commercial: 0

Residential: 26

Of which:

County: 20

Municipal: 6

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for December 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 December 2021	1	0	26	27
Fees collected		\$0.00	\$37,461.00	\$37,461.00
<i>Of which</i>				
School Impact Fee			\$25.00	\$25.00
Law Enforcement Fee		\$0.00	\$10,121.00	\$10,121.00
Parks & Recreation Fee			\$23,707.00	\$23,707.00
EMS Fee		\$0.00	\$2,506.00	\$2,506.00
Admin. Facilities Fee		\$0.00	\$1,102.00	\$1,102.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 December 2021)	\$37,321.80
December Deposits (1 – 31 December 2021)	\$37,461.00
School November Transactions (withdraws via transfer on 20 Dec. 2021)	(\$23.00)
Law Nov. Transactions (withdraws via transfer on 20 December 2021)	(\$12,218.21)
Parks & Rec Nov. Transactions (withdraws via transfer on 20 Dec. 2021)	(\$21,767.16)
EMS November Transactions (withdraws via transfer on 20 Dec. 2021)	(\$2,300.95)
Admin. Facilities November Trans. (withdraws via trans. on 20 Dec. 2021)	(\$1,012.48)
Interest Earned (31 December 2021)	\$21.50
Ending Statement Balance (31 December 2021)	\$37,482.50
<i>Outstanding Credits (deposits through 1 January 2022)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 December 2021)	\$8,175,278.68
November Transactions (deposits via transfer on 20 December 2021)	\$23.00
Impact Fee Refund - Thomas Lake (17 December 2021)	(\$3,635.00)
Interest Earned (31 December 2021)	\$3,470.96
Ending Balance (31 December 2021)	\$8,175,137.64

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 December 2021)	\$244,720.48
November Transactions (deposits via transfer on 20 December 2021)	\$12,218.21
Impact Fee Requisition 21R0130 (15 December 2021)	(\$9,000.00)
Impact Fee Refund - Thomas Lake (17 December 2021)	(\$107.00)
Interest Earned (31 December 2021)	\$103.81
Ending Balance (31 December 2021)	\$247,935.50

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 December 2021)	\$598,433.96
November Transactions (deposits via transfer on 20 December 2021)	\$21,767.16
Impact Fee Refund - Thomas Lake (17 December 2021)	(\$293.00)
Interest Earned (31 December 2021)	\$257.65
Ending Balance (31 December 2021)	\$620,165.77

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 December 2021)	\$28,135.36
November Transactions (deposits via transfer on 20 December 2021)	\$2,300.95
Impact Fee Refund - Thomas Lake (17 December 2021)	(\$32.00)
Interest Earned (31 December 2021)	\$12.32
Ending Balance (31 December 2021)	\$30,416.63

Table 7. Financial Data - Admin. Facilities Impact Fee Account (33182570)

Description	Amount
Opening Balance (1 December 2021)	\$4,187.99
November Transactions (deposits via transfer on 20 December 2021)	\$1,012.48
Interest Earned (31 December 2021)	\$0.19
Ending Balance (31 December 2021)	\$5,200.66

Table 8. Total Impact Fees as of 1 January 2022/1

Description	Amount
Office of Impact Fees General Account	\$37,482.50
School Impact Fee Account	\$8,175,137.64
Law Enforcement Fee Account	\$247,935.50
Parks & Recreation Impact Fee Account	\$620,165.77
EMS Impact Fee Account	\$30,416.63
Administrative Facilities Account	\$5,200.66
Total Impact Fees	\$9,116,338.70

/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 3-7.

Table 9. Pending December 2021 Fee Transfers /1

Account	31 December 2021 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$8,175,137.64	\$25.00	\$8,175,162.64
Law Enforcement Fee Account	\$247,935.50	\$10,126.80	\$258,062.30
Parks & Recreation Impact Fee Account	\$620,165.77	\$23,720.55	\$643,886.32
EMS Impact Fee Account	\$30,416.63	\$2,507.50	\$32,924.13
Administrative Facilities Account	\$5,200.66	\$1,102.65	\$6,303.31
Total Impact Fees	\$9,078,856.20	\$37,482.50	\$9,116,338.70

/1 This table represents each of the impact fee category account totals as of 31 December 2021 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2021 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2022. 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 Wednesday 1 through Friday 31 December 2021

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2100440	12/09/2021	Lutman Land		02 Charles Town	1272	24	4C	43	\$0.00	12/09/2021	Form 200
Category Count: 1											
Non-Exempt Applications											
2100427	12/01/2021	Carlyle Group,		02 Charles Town	1042	673	21	26	\$97.00	12/01/2021	Form 260
2100428	12/01/2021	Chris Crespo	Oliver Homes,	06 Kabletown	1268	219	8G	17	\$1,622.00	12/01/2021	N/A
2100429	12/02/2021	Richard	Scott Donnelly	04 Harpers Ferry	1268	82	13	29,39	\$1,622.00	12/02/2021	N/A
2100430	12/02/2021	Swartz	Randy	09 Shepherdstown	1218	530	14	1.9	\$1,622.00	12/02/2021	N/A
2100431	12/02/2021	Braunman	Christopher &	09 Shepherdstown	1244	340	16	1.2	\$1,622.00	12/02/2021	N/A
2100432	12/02/2021	Arcadia Land,		03 Charles Town	1173	85	12	209	\$1,091.00	12/02/2021	N/A
2100433	12/02/2021	Arcadia Land,		03 Charles Town	1173	85	12	209	\$1,091.00	12/02/2021	N/A
2100434	12/02/2021	US Home		09 Shepherdstown	1271	393	24B	24	\$1,622.00	12/02/2021	N/A
2100435	12/02/2021	US Home		09 Shepherdstown	1269	699	8D	D11	\$1,622.00	12/02/2021	N/A
2100436	12/03/2021	Arcadia Land,		03 Charles Town	1173	85	12	209	\$1,091.00	12/03/2021	N/A
2100437	12/06/2021	J H Real Estate		07 Middleway	1202	398	2A	152	\$1,622.00	12/06/2021	N/A
2100438	12/06/2021	Garley	Gabe	04 Harpers Ferry	1271	224	13	71, 75	\$1,622.00	12/06/2021	N/A
2100439	12/06/2021	Lantaigne	Robert	06 Kabletown	1241	203	23A	18	\$1,622.00	12/06/2021	N/A
2100441	12/09/2021	Lutman Land		09 Shepherdstown	1270	528	7D	5	\$1,622.00	12/09/2021	N/A
2100442	12/09/2021	Dove	Marketa and	02 Charles Town	1205	10	4D	11	\$1,622.00	12/09/2021	N/A
2100443	12/09/2021	Dimas	Erick	08 Ranson Corp	1253	78	3	A	\$1,091.00	12/09/2021	N/A
2100444	12/09/2021	Young	Jason and Ashlee	08 Ranson Corp	1253	80	3	B	\$1,091.00	12/09/2021	N/A
2100445	12/09/2021	Hammons, Sr.	Cory	08 Ranson Corp	1253	82	3	C	\$1,091.00	12/09/2021	N/A
2100446	12/10/2021	Wormald, Jr.	Robert	04 Harpers Ferry	26	216	10A	138	\$1,622.00	12/10/2021	N/A
2100447	12/13/2021	US Home	Young	09 Shepherdstown	1269	699	8D	D12	\$1,622.00	12/13/2021	N/A
2100448	12/13/2021	Kim	Young	02 Charles Town	1258	220	23L	17	\$1,622.00	12/13/2021	N/A
2100449	12/13/2021	Cogle, Sr.	Michael	06 Kabletown	1263	649	19	18.4	\$1,622.00	12/13/2021	N/A

Category Total **\$0.00**

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											
2100450	12/14/2021	Ciotti	Tony	09 Shepherdstown	1260	137	4	25	\$1,622.00	12/14/2021	N/A
2100451	12/16/2021	Tracey Barnhart	T. Lane Homes,	07 Middleway	1256	427	11	28.3	\$1,622.00	12/16/2021	N/A
2100452	12/17/2021	Lutman Land	Lutman Land	02 Charles Town	1270	632	7	7.2	\$1,622.00	12/17/2021	N/A
2100453	12/17/2021	Lutman Land	Lutman Land	06 Kabletown	1270	630	15	42.1	\$1,622.00	12/17/2021	N/A
Category Count: 26									Category Total	\$37,461.00	
TOTAL APPLICATIONS: 27									Grand Total	\$37,461.00	