

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2022**  
**THURSDAY, FEBRUARY 3, 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](mailto:info@jeffersoncountywv.org) no later than 5:00 p.m. prior to the meeting to be added to the list. There is no registration needed for public comment.*

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- December 16, 2021 Regular Meeting
- January 20, 2022 Regular Meeting
- January 25, 2022 Special Session
- January 26, 2022 Special Session
- January 27, 2022 BORE

**APPROVAL OF REQUISITIONS**

- February 3, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- January 27, 2022
- February 3, 2022

**APPROVAL OF MANUAL CHECKS**

- January 28, 2022
- February 4, 2022

## APPROVAL OF PAYROLL

- January 20, 2022
- February 3, 2022

## ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

### PUBLIC COMMENT

**\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.**

## PRESENTATIONS

1. 9:40 a.m. Jacqueline Shadle, County Clerk  
- Change payroll pay date from Thursday to Friday
2. 9:45 a.m. Nikki Painter, Voter & Elections  
- Approval of the Extended Emergency Absentee Voting Policy
3. 9:55 a.m. Lt. Steve Holz - Animal Control  
- New Hire  
- Purchase Vehicle
4. 10:00 a.m. Public Hearing  
- Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code§8A-3-11, 8A-3-6, and related statues.
5. 10:15 a.m. Interviews and Appointments - Jefferson County Deputy Sheriff Civil Service Commission - one unexpired term ending September 29, 2025
6. 10:25 a.m. Russell Burgess, Department of Information Technology  
- Records Management and Preservation Board Grant
7. 10:30 a.m. Chad Wallen (Integrity Federal Services)  
- Sheetz Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request fo the 0.52 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1

- Green Hill Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for a 102.00-acre property identified in Charles Town District (2), Map Number 3, portion of Parcel 9

8. 10:45 a.m. Kelly Franklin, Jefferson County Day Report Center, Inc.  
- FY23 West Virginia Community Corrections Grant
9. 10:50 a.m. Danny Lutz, Bill Blizzard Centennial Committee  
- Request use of Courthouse for rehearsals - assure Security of people and building. Request of bailiff's during rehearsals
10. 10:55 a.m. Jeffrey A. Polczynski, ENP-Director of Communications  
- Appointment Requests - Two Full-Time Public Safety Dispatchers
11. 11:00 a.m. Roger Goodwin, Director & Chief County Engineer  
Michelle Mason, Impact Fees Program Specialist  
- Presentation of Calendar year 2021 Annual Report for the Office of Impact Fees  
  
- Presentation of the FY2023 Capital Improvement Plan for the Office of Impact Fees
12. 11:40 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, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 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. Approval of new paralegal - hire for the Prosecuting Attorney's office as a replacement for a departing employee

#### **NEW BUSINESS**

13. Legislative Updates
14. Farmland Protection Board employee (JT)

#### **COUNTY ADMINISTRATOR REPORTS**

- FY23 Budget Meeting Schedule

#### **COUNTY COMMISSION REPORTS**

15. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

Notice - Board of Review and Equalization.

---

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

## Minutes

### Jefferson County Commission

Thursday, December 16, 2021

---

A meeting of the Jefferson County Commission was held on Thursday, December 16, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were, Steve Stolipher, President, Caleb Hudson, and Jane Tabb. Vice President Jackson and Commissioner Ath were present virtually. Also present were Sandy McDonald, Interim County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, December 16, 2021 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the December 2, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
85554	AMANDA JOHNSON	\$ 618.09
85555	AMANDA MASTERS	\$ 219.52
85556	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,593.14
85557	AMERIFLEX	\$ 120.80
85558	AT&T	\$ 322.53
85559	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$ 1,056.49
85560	BUREAU OF CHILD SUPPORT	\$ 492.93
85561	CAPITAL ELECTRIC	\$ 477.66
85562	CITY OF CHARLES TOWN	\$ 84.00

85563		COLONIAL LIFE		\$ 95.68
85564		CREAMERS WRECKER SERVICE		\$ 85.00
85565		DELTA DENTAL OF WV		\$ 6,267.46
85566		EFTPS IRS TAXES		\$ 101,625.80
85567		EMILY MORROW		\$ 268.24
85568		EMPOWER RETIREMENT		\$ 6,131.07
85569		GUTTMAN OIL CO		\$ 7,242.79
85570		HIGHMARK WV		\$ 198,759.90
85571		JAMIN BRANCH		\$ 1,551.85
85572		JASON MICKEY		\$ 3,123.47
85573		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 92.63
85574		JEFFERSON SECURITY BANK		\$ 4,390.00
85575		MICAH HUTCHINS		\$ 2,330.86
85576		MICHELLE GORDON		\$ 3,250.00
85577		NATIONAL VISION ADMIN.		\$ 1,726.48
85578		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85579		R.E. MICHEL CO. LLC		\$ 238.43
85580		RETIREE HEALTH BENEFIT TRUST		\$ 6,721.00
85581		RICE TIRES CO		\$ 1,059.60
85582		RYAN SNYDER		\$ 45.92
85583		SSC-SOUTHERN STATES		\$ 357.21
85584		STATE TAX DEPARTMENT		\$ 846.03
85585		STEPHEN S ALLEN		\$ 730.37
85586		THE HARTFORD		\$ 2,286.00
85587		THE HARTFORD		\$ 3,664.48
85588		TRACY HERRON-RICE RPR		\$ 109.00
85589		VICTOR C LUPIS III		\$ 4,707.46
85590		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,841.03
85591		WV DIVISION OF LABOR		\$ 90.00
85592		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,449.97
85593		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
85594	FG/009	BERKELEY CO SHERIFF		959.17
85595	FG/009	RANSON POLICE DEPT		2,850.99
85596	FG/009	SHERIFF OF JEFFERSON CO		3,200.03
85597	FG/009	MOOREFIELD POLICE DEPT		427.08
85598	SG/010	AJ ALLEGHENY SYSTEMS		10,000.00
85599	BS/011	SHERIFF OF JEFFERSON CO		6,546.75
85600	AM/053	AXION STAFFING		1,519.74
<b>TOTAL</b>				<b>\$ 453,577.14</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for December 9, 2021 in the amount of \$453,577.14. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85601		AMANDA JOHNSON		219.52
85602		BOLAND TRANE SERVICES INC		3,195.80
85603		CITY OF CHARLES TOWN		56.00
85604		DODSON SEPTIC SERVICE LLC		285.00
85605		DOING BETTER BUSINES		27.50
85606		ECOWATER		125.00
85607		FIFTH THIRD BANK		72,796.19
85608		FIFTH THIRD BANK		1,434.92
85609		GUTTMAN OIL CO		3,735.26
85610		JEFFERSON COUNTY SOLID WASTE AUTHORITY		97.51
85611		JOSEPH MURPHY		46.65
85612		KENT PARSONS FORD INC		363.28
85613		NICOLE NOBREGA		562.11
85614		POTOMAC EDISON		22,703.11
85615		RICE TIRES CO		671.54
85616		SHERIFF OF JEFFERSON COUNTY		182.15
85617		SOFTWARE SYSTEMS INC		93.00
85618		SPECIALTY BUSINESS SUPPLIES		1,383.80
85619		TEK-ADVISOR5L LC		4,200.00
85620		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		71,506.50
85621		XEROX CORPORATION		2,574.37
85622	GS/004	GENERAL CO FUND-004		13,776.25
85623	AM/053	AXION STAFFING GROUP		1,087.52
<b>TOTAL</b>				<b>201,122.98</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for December 16, 2021 in the amount of \$201,122.98. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
535	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 400.00

771	HD/8	SHERIFF OF JEFFERSON CO	\$ 1,250.07
935	AV/56	COMMERCIAL PRESS INC.	\$ 183.00
936	AV/56	JUSTTECH	\$ 159.96
937	AV/56	MONROE	\$ 650.50
938	AV/56	PRINT-O-STAT	\$ 190.00
120	IP/249	AJ ALLEGHENY SYSTEMS	\$ 9,000.00
<b>TOTAL</b>			<b>\$ 11,833.53</b>

**Motion by Mr. Stolipher to approve the Manual Checks for December 10, 2021 in the amount of \$11,833.53. Motion seconded and unanimously approved.**

**17-Dec-21**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
536	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 219.46
537	CS/2	FITCH & ASSOC.		\$ 8,750.00
772	HD/8	ATTENTI		\$ 3,251.20
773	HD/8	ENVIVO HEALTH LLC		\$ 960.00
774	HD/8	FIFTH THIRD BANK		\$ 179.60
939	AV/56	FIFTH THIRD BANK		\$ 308.35
940	AV/56	SEGRA		\$ 620.62
1311	IP/249	SHERIFF JEFFERSON CO - SCHOOL		\$ 23.00
1312	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 12,218.21
1313	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 21,767.16
1314	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,300.95
1315	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 1,012.48
129	IS/249	CHRISTOPHER & MICHELLE BRANNAN		\$ 5,991.00
121	IL/249	CHRISTOPHER & MICHELLE BRANNAN		\$ 176.00
144	IP/249	CHRISTOPHER & MICHELLE BRANNAN		\$ 481.00
152	IE/249	CHRISTOPHER & MICHELLE BRANNAN		\$ 52.00
128	IS/249	THOMAS LAKE		\$ 3,635.00
122	IL/249	THOMAS LAKE		\$ 107.00
143	IP/249	THOMAS LAKE		\$ 293.00
151	IE/249	THOMAS LAKE		\$ 32.00
<b>TOTAL</b>				<b>\$ 62,378.03</b>

**Motion by Mr. Stolipher to approve the Manual Checks for December 17, 2021 in the amount of \$62,378.03. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for December 9, 2021 in the amount of \$277,913.41. Motion seconded and unanimously approved.**

**PRESENTATIONS**

1. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested a waiver of application fee to the Jefferson County Board of Zoning Appeals for a variance request at Duffield’s Depot.
  - **Motion by Mr. Stolipher to approve the waiver of the application fee to the Jefferson County Board of Zoning Appeals for the Jefferson County Historic Landmarks Commission. Motion seconded and unanimously approved.**
  
2. Russell Burgess, Director, Jefferson County Information Technology – requested approval of application and Resolution for GigReady Technical Assistance.
  - **Motion by Mr. Stolipher to approve the application and Resolution for the GigReady Technical Assistance. Motion seconded and unanimously approved.**

---
  
3. Interviews and Appointments to the Jefferson County Development Authority – one unexpired term for Harpers Ferry Representative and one unexpired term for Bolivar Representative.
  - **Motion by Mr. Stolipher to appoint Edward Love to the Jefferson County Development Authority Board of Directors as the Harpers Ferry Representative for an unexpired term ending April 5, 2022.**
  
  - **Motion by Mr. Stolipher to appoint Gino Sisco to the Jefferson County Development Authority Board of Directors as the Bolivar Representative for an unexpired term ending April 5, 2022.**
  
4. Chad Wallen, Integrity – Ridge Road Rezoning Request

- **Motion by Mr. Stolipher to accept the Zoning Map Amendment Request, for a 76.22 acre property identified in Charles Town District (2), Map Number 1, Portion of Parcels 29 & 45; refer the request to the Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission on Thursday, January 20, 2021. Motion seconded and unanimously approved.**

5. Michelle Gordon, Finance Director

- a. Review and Approval of FY2022 State Budget Revision 2 for the General County Fund

- **Motion by Mr. Stolipher to accept FY22 State Budget Revision 2 for the General County Fund. Motion seconded and unanimously approved.**

- b. Review and Approval of FY2022 State Budget Revision 2 for the Coal Severance Fund

- **Motion by Ms. Tabb to accept FY22 Sate Budget Revision 2 for the Coal Severance Fund. Motion seconded and unanimously approved.**

- c. Review of FY23 Budget Charge for Departments

- d. Discuss Non-Civil Service employee annual leave accrual maximums
- 

- **Motion by Ms. Tabb to approve the extension of non-civil service employee vacation leave balance cap and roll from 12/31/2021 to 06/30/2022 with the understanding that accrued but unused vacation days reimbursed upon termination of employment shall not exceed the maximum accrual based on years of service in accordance with Policy 208. Motion seconded and unanimously approved.**

6. Public Comment – no public comment was provided at this meeting.

7. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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.

- b. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731.
- c. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- d. Report by Counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et al. Use District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
- e. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed locations.
  - **Motion by Mr. Stolipher to designate Charles Washington Hall, located at 100 W. Washington Street, Charles Town WV, 25414, as an official Annex of the Jefferson County Courthouse, authorize the County Clerk's Office to publish any necessary notices to the public, and authorize the signature of the Annexation Order and any other necessary agreements prepared by legal counsel. Motion seconded and unanimously approved.**

**OLD BUSINESS**

- 8. Review of Policy 319 – Financial System Access & Approval Policy – Mr. Stolipher stated this topic would be postponed until the next regularly scheduled meeting.
- 9. Update – Comprehensive Audit – Scope of Work – State Auditor's Office – Mr. Stolipher stated the Comprehensive Audit would begin on January 3, 2022 and possibly be complete by the end of the first quarter.

**NEW BUSINESS**

- 10. Letter of Support Requested – Cacapon State Park Mountain Bike Trail System – Economic Development Administration Competitive Tourism Grant
  - **Motion by Mr. Stolipher to approve the Letter of Support for the Cacapon State Park Mountain Bike Trail System. Motion seconded and unanimously approved.**
- 11. Potential presentation of the Comprehensive Plan Amendment to the County Commission and schedule a public hearing – Mr. Stolipher stated this issue would be discussed during the January 6, 2022 regularly scheduled County Commission meeting.

## COUNTY ADMINISTRATOR REPORTS

- Set Date and Time for Legislative Summit – it was the consensus of the Commission to hold the Jefferson County Legislative Summit on Thursday, January 6, 2022 at 1:30 pm in the hybrid virtual/in-person format.
- Update – Executive Assistant Position
  - **Motion by Mr. Stolipher to allow Ms. McDonald to hire a temporary employee as needed to fill the executive assistant position. Motion seconded and unanimously approved.**

12. The Commission adjourned at 7:27 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

\_\_\_\_\_  
Steve Stolipher, PRESIDENT

Respectfully submitted  
Sandy McDonald  
Interim County Administrator

## Minutes

### Jefferson County Commission

Thursday, January 20<sup>th</sup>, 2022

A meeting of the Jefferson County Commission was held on Thursday, January 20, 2022 during the first quarterly session at 6:00 p.m. The meeting was held both in person and via GoToWebinar. Present were, Caleb Hudson, President, Steve Stolipher, Vice President, Tricia Jackson, Clare Ath and Jane Tabb. Also present were Sandy McDonald, Interim County Administrator, and Brittany Roberts, temporary assistant. (See archived meeting)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance

#### APPROVAL OF MINUTES

Mr. Hudson moved to approve minutes of January 6, 2022- Regular Session minutes with agenda item number 11 to be corrected. Motion Seconded and unanimously approved.

#### APPROVAL OF REQUISITIONS

Mr. Hudson moved to approve requisitions in the amount of \$50,894.00. Motion approved without objection.

#### APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	AMOUNT
85707	ADAM WARD	933.63
85708	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,529.78
85709	AMERIFLEX	120.80
85710	AT&T	131.85
85711	ATTENTI US INC	3,596.80
85712	BOLAND TRANE SERVICES INC	1,931.00
85713	CAPITAL ELECTRIC	762.75
85714	CASTO & HARRIS INC	9,463.00
85715	CITIZENS VOLUNTEER FIRE COMPANY	70,000.00
85716	CREAMERS WRECKER SERVICE	85.00
85717	DAVID TYLER KEMP	100.00
85718	FIFTH THIRD BANK	103,521.13
85719	FIFTH THIRD BANK	517.69

85749		MATTHEW BENDER	\$	231.81
85750		NATIONWIDE RETIREMENT SOLUTIONS	\$	834.00
85751		PANHANDLE PRINTING & DESIGN	\$	659.55
85752		SPECIALTY BUSINESS SUPPLIES	\$	70.00
85753		STATE TAX DEPARTMENT	\$	830.67
85754		TRACY HERRON-RICE RPR	\$	666.05
85755		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	15,593.30
85756		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	42,568.69
85757		WV STATE TAX DEPARTMENT	\$	32,041.08
85758		XEROX CORPORATION	\$	798.71
85759	FG/009	SHERIFF OF JEFFERSON CO	\$	5,050.01
85760	BS/011	SHERIFF OF JEFFERSON CO	\$	6,671.64
<b>TOTAL</b>			<b>\$</b>	<b>207,934.99</b>

Mr. Hudson moved to approve accounts payable for January 20, 2022 in the amount of \$207,934.99. Motion approved without objection.

**APPROVAL OF MANUAL CHECKS**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
942	AV/56	<b>FIFTH THIRD BANK</b>	\$	308.35
943	AV/56	<b>JUSTTECH</b>	\$	168.77
944	AV/56	<b>MILLERS SUPPLIES AT WORK</b>	\$	221.87
945	AV/56	<b>MR. PRINT</b>	\$	190.00
946	AV/56	<b>SEGRA</b>	\$	620.62
345	FP/57	<b>JEFFERSON CO FARMLAND PROT.</b>	\$	112,590.11
1316	IP/249	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$	25.00
1317	IP/249	<b>SHERIFF JEFFERSON CO - LAW</b>	\$	10,126.80
1318	IP/249	<b>SHERIFF JEFFERSON CO - PARKS</b>	\$	23,720.55
1319	IP/249	<b>SHERIFF JEFFERSON CO - EMS</b>	\$	2,507.50
1320	IP/249	<b>SHERIFF JEFFERSON CO - ADMIN</b>	\$	1,102.65

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Lisa and John Weber	PP	HFD	309007	\$680.18

**Mr. Stolipher moved to approve the Exoneration for Ticket No. 309007 as presented by the Assessor. Motion seconded and unanimously approved.**

2.) Tom Hansen, Sheriff- Sign on Bonus – Discussion, no action.

3.) Patricia L. Greenley, VADV, Inc.- Seeking a Waiver of Fees for Processing a One-lot Minor Subdivision

**Mr. Stolipher moved to Waiver of Fees for a One-lot Minor Subdivision for the amount of \$600. Motion seconded and unanimously approved.**

4.) Discussion- Executive Assistant Position- Potential Hire

**Mr. Stolipher moved to approve the hiring of Jessica Carroll starting January 24, 2022 with a starting salary of 46,000 a year. Motion seconded and unanimously approved.**

5.) Public Hearing- 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) (Planning Commission #21-4-Z)

**Ms. Tabb recused herself from this discussion and vote.**

**Mr. Stolipher moved to request zoning district from Village to Residential, Light Industrial Commercial (RLIC) (Planning Commission #21-4-Z). Motion seconded and passed unanimously with Ms. Tabb recused.**

6.) Stephen S. Allen, Jefferson County Office of Homeland Security and Emergency Management

- Approval for purchase for equipment for Bovine Emergency Response Program and training course

**Mr. Stolipher moved to approve the purchase of equipment for Bovine Emergency Response Program and training course. Motion seconded and unanimously approved.**

- Approval and signature for FEMA Hazard Mitigation Planning Grant Application

**Ms. Tabb moved to approve for FEMA Hazard Mitigation Planning Grant Application in the amount of \$60,000. Motion seconded and unanimously approved.**

Court Civil Action No's 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728 and 21-0731.

- Review of potential agreement with financial consultant, discussion and potential action regarding agreement.

## **NEW BUSINESS**

14.) Possible Interviews and decisions for Finance Director Position

15.) Discussion- County Administrator Candidates – Potential Hire

16.) Legislative Updates

17.) Consider an amendment to zoning ordinance to add solar energy facilities under a conditional use permit (TJ)

**Mr. Hudson moved to go into Executive Session to receive legal advice regarding agenda items No.'s 2 and 6 under presentations of Mr. Nathan Cochran. Also agenda items No.'s 16, 17 and 19 of New Business. Motion seconded and unanimously approved.**

**Mr. Hudson moved to come out of Executive Session into Regular Session. Motion seconded and unanimously approved.**

**Mr. Stolipher moved to authorize Chairman to sign vendor document to approve Michelle Gordon as a vendor. Motion seconded and unanimously approved.**

**Mr. Stolipher moved to approve the hiring of John Nissel as new County Administrator starting on February 16, 2022, with a starting salary of \$110,000. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

**PUBLIC COMMENTS-** No public comments

18.) The Commission adjourned at 8:36pm on a motion by Mr. Hudson. Motion seconded and unanimously approved.

**SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoTo Webinar on Tuesday, January 25, 2022 beginning at 9:30 am.

**PRESENT:** Caleb Hudson, President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Sandy McDonald, Interim Co.  
Administrator  
Jessica Carroll, Executive Assistant

The meeting was called to order by President Hudson at 9:32 am. Mr. Hudson stated the purpose for the meeting was to discuss matters related to hiring for the vacant Finance Director position within the County Commission Office.

- **Motion by Ms. Jackson to enter into Executive Session to discuss personnel matters related to the position of Finance Director. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to hire Richard Thiel as Finance Director in the County Commission Office at a salary of \$97,000.00, effective Wednesday, January 26, 2022, contingent upon successful completion of a background check. Motion seconded and unanimously approved.**

There being no further business, the meeting was adjourned at 9:46 am.

---

Caleb Hudson, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



## **SPECIAL SESSION**

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

At a Special Session of the County Commission of said County and State continued and held virtually via GoTo Webinar on Wednesday, January 26, 2022 beginning at 1:30 am.

**PRESENT:** Caleb Hudson, President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
Sandy McDonald, Interim Co.  
Administrator  
Nathan Cochran, Asst. Pros. Attorney  
Jessica Carroll, Executive Assistant

The meeting was called to order by President Hudson at 1:31 pm. Mr. Hudson stated the purpose for the meeting was to discuss legal matters concerning the solar text amendment and to provide a letter of support for the WV Broadband Enhancement Council.

- **Motion by Mr. Stolipher to provide a letter of support for the Broadband Project Strategies Program to the WV Department of Economic Development and authorize the President of the Commission to affix his signature. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to enter into Executive Session to receive legal advice regarding the following issues: amendment of the Comprehensive Plan and discussion of Jefferson County Circuit Court Civil Action Nos. 2021-C-33 through 37 and 46 through 50; WV Supreme Court Nos. 21-0727, 21-0728 and 21-0731 and Jefferson County Circuit Court Civil Action No. 2022-C-6. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to amend Mr. Stolipher's motion concerning the letter of support for Broadband Project Strategies Program to note that the letter will be sent to the WV Department of Economic Development. Motion seconded and unanimously approved.**

There being no further business, the meeting was adjourned at 2:06 pm.

---

Caleb Hudson, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, January 27, 2022, beginning at 1:30 p.m.

PRESENT:

Caleb Hudson, President  
Steve Stolipher, Vice President  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner

STAFF:

June Bowers, Sr. Appraiser  
Steve Groh, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

In re: **2022 Board of Review and Equalization**

President Hudson opened the meeting at 1:31 pm. June Bowers, Senior Appraiser for the Jefferson County Assessor's Office, notified the Commission that no hearings were scheduled for the afternoon.

- **Motion by Mr. Hudson to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Hudson to recess as a Board of Review and Equalization at 1:34 pm and reconvene in the same capacity on Tuesday, February 1st, 2022 at 1:30 pm. Motion seconded and unanimously approved.**

---

Caleb Hudson, COMMISSION PRESIDENT



**REQUISITIONS TO BE APPROVED**

**February 3, 2022**

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
INFORMATION TECHNOLOGY		\$ 13,500.00	South Central Planning & Dev. Comm	PZ&E and GIS Annual Software License
		\$ 24,508.20	SHI	WatchGuard Fireboxes with Security Suite
MAINTENANCE	22031	\$ 6,104.00	Fidelity Power Systems	Preventive maint. On 911 Generator
<b>GRAND TOTAL</b>		<b>\$ 44,112.20</b>		





5058 W. Main St., Houma, LA 70360-4900 • P.O. Box 1870, Gray, LA 70359  
 Phone: (985) 851-2900 • Fax: (985) 851-4472

Parishes: Assumption • Lafourche • St. Charles • St. James • St. Mary • St. John • Terrebonne  
 Municipalities: Baldwin • Berwick • Franklin • Golden Meadow • Gramercy •  
 Lockport • Lutcher • Morgan City • Napoleonville • Patterson • Thibodaux

<b>INVOICE NUMBER:</b>	<b>22T-554</b>
<b>INVOICE DATE:</b>	<b>12/27/21</b>

<b>TO: Jefferson County Commission</b> <b>116 E. Washington St</b> <b>Charles Town, WV 25414</b>  <b>Attn: Russell Burgess, IT Manager</b>
--

*As per Cooperative Endeavor Agreement, all invoices are payable within 30 days of invoice date*

<b>MyGovernmentOnline.org</b>  <b>**Pre-Paid Reserve Funding:</b> <i>To be drawn from monthly, based on the below software packages.</i> Fiscal Year 2020 (July 1, 2022 - June 30, 2023)	<b>13,500.00</b>	
<b>My Permit Now and Inspection Anywhere</b> <b>Software and License Fees</b> <i>501-1,000 Permits @ \$6,000.00 Annually</i>		
<b>Planning &amp; Zoning</b> <b>Software and License Fees</b> <i>\$3,600.00 Annually</i>		
<b>My Address Now</b> <b>Software and License Fees</b> <i>\$2,760.00 Annually</i>		
<b>Solution Center/Code Enforcement</b> <b>Software and License Fees</b> <i>\$900.00 Annually</i>		
<b>Current Amount Due</b>	<table border="1"> <tr> <td><b>\$ 13,500.00</b></td> </tr> </table>	<b>\$ 13,500.00</b>
<b>\$ 13,500.00</b>		





Pricing Proposal  
Quotation #: 21507016  
Created On: 1/21/2022  
Valid Until: 1/28/2022

---

## County of Jefferson

---

### Russell Burgess

WV  
United States  
Phone: 304-728-5605  
Fax:  
Email: rburgess@jeffersoncountywv.org

---

## Inside Account Executive

---

### Chris Bream

290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 732-652-0836  
Fax: 732-564-8698  
Email: Chris\_Bream@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 WatchGuard Firebox M690 - Security appliance - with 1 year Total Security Suite - 10 GigE - AC 90 - 264 V WatchGuard Technologies - Part#: WGM69000801	1	\$8,903.88	\$8,903.88
2 WatchGuard Firebox M690 - Security appliance - with 3 years Total Security Suite - 10 GigE - AC 90 - 264 V WatchGuard Technologies - Part#: WGM69000803	1	\$15,604.32	\$15,604.32
		Subtotal	\$24,508.20
		Shipping	\$0.00
		Total	\$24,508.20

### Additional Comments

---

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

SHI Vendor Number: 117794

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

---

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



DESCRIPTION	FUND 001 CO.	
Gross Wages	\$377,125.50	
6.2% Tax Payable OASDI	\$22,349.00	
1.45% Tax Payable HI	\$5,226.81	
Fed Withholding	\$31,301.13	
WV State Withholding	\$15,695.22	
PERS Retirement Deduct 4.5%	\$8,878.17	
PERS Retirement Deduct 6%	\$5,235.48	
Hosp. Pre-Taxed	\$14,493.00	
AFLAC Pre-Taxed	\$422.93	
AFLAC Post-Taxed	\$841.96	
Optional Life Post-Taxed	\$1,826.54	
Christmas Club	\$4,210.00	
Wage Attach #1	\$760.05	
Wage Attach #2	\$830.67	
Wage Attach #3	\$0.00	
DSRS Retirement Deduct 8.5%	\$6,164.80	
457 - Nationwide	\$834.00	
457I - Empower	\$4,229.62	
457R - Roth	\$910.00	
MD State Tax	\$519.94	
D/VF	\$1,741.11	
VA State Tax	\$155.42	
Colonial(Plus)	\$47.84	
Uniforms	\$0.00	
Total Deductions	\$126,673.69	\$0.00
Net Wages Total	\$250,451.81	\$0.00
Payroll Date	January 20, 2022	



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$392,003.48		\$392,003.48
6.2% Tax Payable OASDI	\$23,241.83		\$23,241.83
1.45% Tax Payable HI	\$5,435.48		\$5,435.48
Fed Withholding	\$34,025.07		\$34,025.07
WV State Withholding	\$16,378.64		\$16,378.64
PERS Retirement Deduct 4.5%	\$8,939.82		\$8,939.82
PERS Retirement Deduct 6%	\$5,592.62		\$5,592.62
Hosp. Pre-Taxed	\$14,926.00		\$14,926.00
AFLAC Pre-Taxed	\$406.25		\$406.25
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,868.10		\$1,868.10
Christmas Club	\$4,355.00		\$4,355.00
Wage Attach #1	\$760.05		\$760.05
Wage Attach #2	\$316.49		\$316.49
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,863.12		\$6,863.12
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,532.39		\$4,532.39
457R - Roth	\$810.00		\$810.00
MD State Tax	\$615.06		\$615.06
D/VF	\$1,802.50		\$1,802.50
VA State Tax	\$189.31		\$189.31
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$132,758.49	\$0.00	\$132,758.49
Net Wages Total	\$259,244.99	\$0.00	\$259,244.99
Payroll Date	February 3, 2022		



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



Name: Jacqueline Shadle

Department or Organization: **County Clerk**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Change payroll pay date from Thursday to Friday.**

Please provide the County Commission with a description of your request or presentation, including any background information: **In order to make the 2:00 pm Bank deadline on Tuesday, payroll staff must work on Federal holidays that fall on Mondays. This creates a hardship on staff. In cases of inclement weather, payroll staff would have an additional day to process payroll. Recently, payroll staff worked on Sunday to ensure payroll was met with the anticipation of inclement weather. This will permit staff additional time to review timesheets and process payroll to make a 2:00 PM Bank deadline of Wednesday instead of Tuesday.**

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*):

**Move to approve the pay date for Jefferson County Employees to Friday instead of Thursday beginning with first payday in March 2022 with a pay period ending February 26.**

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



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



Name: **Nikki Painter**

Department or Organization: **Voter & Elections**

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

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Approval of the Extended Emergency Absentee Voting Policy**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**WV Code §3-3-5 allows the County Commission to extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat. This policy must be approved prior to each election.**

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*):

**To approve the Extended Emergency Absentee Voting Policy 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:

Phone Number:

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

not applicable



***Extended Emergency Absentee Voting Policy  
Primary Election – May 10, 2022***

**Policy**

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital or duly licensed health care facility no earlier than three (3) days preceding the election and no later than noon on Election Day.

**Provisions**

The emergency absentee policy is extended to the following:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center
- Hospice of the Panhandle Inpatient Facility

**Procedures**

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The Jefferson County Commission approved the policy on the 3rd day of February, 2022.

---

Commission President

---

County Clerk



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



Name: Lt Steve Holz

Department or Organization: **Animal Control**

Estimation of amount of time needed for appointment: 5 minutes

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

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

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

Subject (*Wording to be placed on agenda*): New Hire  
Purchase Vehicle

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

Animal Control has a vacant position. This is an 80 hour position with a starting salary of 37,750. We have chosen a candidate and are requesting permission to move forward with the hire.

Currently Animal Control does not have a spare vehicle. While there is a vehicle on order that will be arriving in the next few months, with the filling of a vacant position, this will leave Animal Control without a spare vehicle again. We have an insert available from a recently totaled vehicle, we are requesting permission to work with maintenance to put out an RFP for the purchase of another vehicle that can utilize this insert using the remaining funds that were allocated in Capital Outlay this year (\$24,609) as well as the insurance funds (8650) received from the totaled vehicle to assist in the purchase of another AC vehicle.

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 approve the hire of for the position of Animal Control Officer as an 80 hour employee with a starting pay of 37,750 and a starting date of

I move to approve Animal Control to put out to bid for the purchase of a vehicle that will fit the existing insert and to be able to use any remaining funds in Capital Outlay as well as funds received from their totaled vehicle to purchase the vehicle if it is within budget.

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](mailto:thansen@jeffersoncountywv.org)

Phone Number: 304-728-3205

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



Please Run 1 Time:

January 19<sup>th</sup>

**NOTICE OF PUBLIC HEARING**  
**Thursday, February 3, 2022 at 10:00 am**

The County Commission of Jefferson County will hold a Public Hearing regarding a proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code 8A-3-11, 8A-3-6, and related statutes.

The hearing will be held on **Thursday, February 3, 2022 at 10:00 am** in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV. This meeting will also be available live through GoToWebinar. Invites will be posted on Facebook and email alerts.

Upon the conclusion of the public hearing, the County Commission may take action to approve, reject or table the proposed text amendment for consideration at a subsequent County Commission meeting.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) if you wish to be added to the list for in-person attendance at the Public Hearing.

Oral or written comments can be provided at the hearing on **Thursday, February 3, 2022 at 10:00 am**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Caleb Hudson, President



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://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 – 1<sup>st</sup> 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 – 2<sup>nd</sup> 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](mailto: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, 2<sup>nd</sup> Floor

P.O. Box 716

Charles Town, WV 25414

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

<b>Draft Comprehensive Plan Amendment Language</b>	
<b>Page</b>	
<b>12</b>	<b>Goals and Objectives Intro</b>
14	Added reference to flexible uses on ag properties
<b>24</b>	<b>Rural/Agricultural Areas</b>
	Added reference to solar facilities in rural areas
<b>30</b>	<b>Urban Level Development Recommendations</b>
31	Expand utilities referenced in Objective 7 and add 7.d. to enable location of alternative energy facilities in Rural and RG zones
<b>34</b>	<b>Rural Land Use Planning</b>
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
<b>39</b>	<b>Rural Land Use Planning Recommendations</b>
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.
<b>64</b>	<b>Economic Development, Employment, and Infrastructure Element</b>
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
<b>71</b>	<b>Economic Development and Employment Recommendations</b>
73	New recommendation 12 re: recognizing importance of alternative energy
<b>74</b>	<b>2.B. Agricultural and Rural Economy</b>
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
<b>81</b>	<b>Agricultural and Rural Economy Recommendations (Goal 8)</b>
82	New Recommendation 5.c. to include a text amendment re: alternative energy as a PPU and incorporated reference to security and reclamation requirements
<b>93</b>	<b>Alternative Energy subsection</b>
93	Added sentence about repeal of renewable energy standard in WV
94	New paragraph about the need for large scale alternative energy projects
<b>96</b>	<b>Infrastructure and Technology Recommendations (Goals 10 &amp; 11)</b>
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.

<b>Land Use and Growth Management</b> (includes Housing & Intergovernmental Coordination)
<b>Economic Development, Employment, and Infrastructure</b> (includes Transportation & Tourism)
<b>Cultural, Historic, and Natural Resources, and Recreation</b>
<b>Education and Libraries</b>
<b>Finance and Public Safety</b> (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 UBG 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*.



<b>Urban Level Development Recommendations (Goal 1)</b>	
<b>1.</b>	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.
<b>2.</b>	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.
<b>3.</b>	Identify opportunities for small area plans and involve key stakeholders.
<b>4.</b>	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.
<b>5.</b>	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 process<sup>2</sup> 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

---

<sup>2</sup> 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.

<b>Rural Land Use Planning Recommendations (Goal 2)</b>	
<b>1.</b>	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.
<b>2.</b>	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.
<b>3.</b>	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.
<b>4.</b>	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.

<b>Five Major Economic Sections</b>	
2.A. Economic Development and Employment	66
2.B. Agricultural and Rural Economy	74
2.C. Tourism	83
2.D. Infrastructure	87
2.E. Transportation	97

### **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



<b>Economic Development and Employment Recommendations (Goals 6 &amp; 7)</b>	
<b>1.</b>	Expand and strengthen the existing marketing and branding of Jefferson County's qualities, facilities, and resources to potential businesses, residents, and visitors.
<b>2.</b>	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.
<b>3.</b>	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.
<b>4.</b>	Encourage the Jefferson County Development Authority (JCDA) to identify incentives for the specified target industries on an annual or semi-annual basis.
<b>5.</b>	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.
<b>6.</b>	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.
<b>7.</b>	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.

**12**

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:

<b>Agricultural Community Priorities</b>
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.

<b>Agricultural and Rural Economy Recommendations (Goal 8)</b>	
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.

<b>Infrastructure and Technology Recommendations (Goals 10 &amp; 11)</b>	
<b>1.</b>	Require key stakeholders to coordinate planning and investment for both local and countywide infrastructure improvements.
	<ul style="list-style-type: none"> <li>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.</li> <li>b. Provide and encourage mechanisms to have consolidated water and sewer providers in the County.</li> </ul>
<b>2.</b>	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"> <li>a. Identify partners and funding sources for the expansion of natural gas services.</li> <li>b. Ensure that one or more compressed or liquid natural gas fueling stations is built to serve Jefferson County residents, businesses, and visitors.</li> <li>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.</li> </ul>
<b>3.</b>	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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d. Encourage the PSDs to promote cooperation with the local development community to work toward cost sharing on infrastructure projects.</li> </ul>
<b>4.</b>	Collaborate with Village residents, businesses and utility providers to identify ways to provide water and sewer utilities within Village and village expansion areas.
<b>5.</b>	Enact and enforce requirements for maintenance and inspection of individual, on-site septic systems on a regular basis.
	<ul style="list-style-type: none"> <li>a. Initiate a dynamic education and informational program for County residents concerning well and septic maintenance and use practices.</li> <li>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.</li> </ul>

	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><b>10.</b></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><b>11.</b></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><b>12.</b></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](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Interviews & Appointments – Jefferson County Deputy Sheriff Civil Service Commission – one unexpired term ending September 29, 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 **NO**

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



## WEST VIRGINIA CODE: §7-14-3

### §7-14-3. Civil service commission.

There shall be a civil service commission in each county and the state. Each such civil service commission shall consist of three commissioners, one of whom shall be appointed by the bar association of such county, one of whom shall be appointed by the deputy sheriff's association of such county, and one of whom shall be appointed by the county commission of such county. In the event the bar association or deputy sheriff's association fails to make an appointment within the time prescribed in this section therefor, then such appointment shall be made by the county commission. The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party. The commissioners in each county shall be appointed as follows: Within sixty days from the effective date of this article, the authorities having the power to appoint members to the civil service commission shall appoint the three commissioners, the first to be appointed by the bar association of the county shall serve for six years from the date of appointment, the second to be appointed by the deputy sheriff's association of the county shall serve for four years from the date of appointment, and the third to be appointed by the county commission of the county shall serve for a term of two years from the date of appointment. All subsequent appointments shall be made for terms of four years. In the event that any commissioner of the civil service commission ceases to be a member thereof by virtue of death, final removal or other cause, a new commissioner shall be appointed to fill the unexpired term of that commissioner within ten days after said ex-commissioner ceased to be a member of the commission. Such appointment shall be made by the authority who appointed the commissioner who is no longer a member of the commission. Each year the three members of the commission shall, together, elect one of their number to act as president of the commission for a term of one year. The county commission may at any time remove a commissioner for good cause, which shall be stated in writing and made a part of the records of the commission. Once the county commission has removed any commissioner, such county commission shall within ten days thereafter file in the office of the clerk of the circuit court of the county a petition setting forth in full the reason for the removal and praying for the confirmation of the circuit court of the action of the county commission in removing the said commissioner. A copy of the petition shall be served upon the commissioner so removed simultaneously with its filing in the office of the clerk of the circuit court and has precedence on the docket of the circuit court and shall be heard by the court as soon as practicable upon the request of the removed commissioner. All rights hereby vested in the circuit court may be exercised by the judge thereof in vacation. In the event that no term of the circuit court is being held at the time of the filing of the petition, and the judge thereof cannot be reached in the county wherein the petition was filed, the petition shall be heard at the next succeeding term of the circuit court, whether regular or special, and the commissioner so removed shall remain removed until a hearing is had upon the

petition of the county commission. The circuit court, or the judge thereof in vacation, shall hear and decide the issues presented by the petition. The county commission or commissioner, as the case may be, against whom the decisions of the circuit court or judge thereof in vacation is rendered has the right to petition the supreme court of appeals for a review of the decision of the circuit court or the judge thereof in vacation as in other civil cases. In the event that the county commission fails to file its petition in the office of the clerk of the circuit court, as hereinbefore provided, within ten days after the removal of the commissioner, such commissioner immediately resumes his position as a member of the civil service commission.

Any resident of the county has the right at any time to file charges against and seek the removal of any member of the civil service commission. The charges shall be filed in the form of a petition in the office of the clerk of the circuit court of the county. A copy of the petition shall be served upon the commissioner sought to be removed. The petition shall be matured for hearing and heard as a civil action by the circuit court of the county for which the commissioner serves as a member of the civil service commission or by the judge thereof in vacation. The party against whom the decision of the circuit court or judge thereof in vacation is rendered has the right to petition the supreme court of appeals for a review of the decision of the circuit court or judge thereof in vacation as in other civil cases.

No commissioner may hold any other office (other than the office of notary public) under the United States, this state or any municipality, county or other political subdivision thereof; nor may any commissioner serve on any political party committee or take any active part in the management of any political campaign.

The Jefferson County Commission proposes to name person(s) to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 3, 2022 or as soon thereafter as the Commission may decide:

**Jefferson County Deputy Sheriff's Civil Service Commission** - one unexpired term term ending September 29, 2025.

Per WV § 7-14-3:

*The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party.*

*No commissioner may hold any other office (other than the office of notary public) under the United States, this state or any municipality, county or other political subdivision thereof; nor may any commissioner serve on any political party committee or take any active part in the management of any political campaign.*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on the Monday prior to the proposed date of appointment.

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



## Jessica Carroll

---

**From:** Jean Vezzosi <jvezzosi@gmail.com>  
**Sent:** Friday, January 28, 2022 4:48 PM  
**To:** Jessica Carroll  
**Subject:** Civil Service Commission  
**Attachments:** resume (2).docx

Good afternoon. I was submitting my resume for an open position with the Jefferson County Civil Service Commission. Please see attached. I would also like to share just a little bit of my experience.

I entered law enforcement in 2002 with the United States Capitol Police-USCP. While there I participated in the Civil Disturbance Unit which would deploy for protests and mass arrest events. I was assigned to the Patrol Division which focused on traffic enforcement and emergency responses.

In 2007 I left USCP and was hired with St. Mary's County Sheriff's Office. I was also assigned to Patrol Division and performed secondary duties with Vice/Narcotics and Criminal investigations. I have experience with rules of evidence/chain of custody as well as courtroom experience testifying in cases that ranged from simple traffic to 1st Degree Murder.

I left the Sheriff's Office in 2017 at the rank of Corporal to work security with NTT Global Data Centers Americas.

I remain very interested in local law enforcement and working in my community.

Thank you,  
Jean Vezzosi



**Jean William Vezzosi**  
**475 Shenandoah River Dr.**  
**Harper's Ferry, WV 25425**  
**(301) 904-0089 jvezzosi@gmail.com**

**Career objective:**

Looking to continue to build on my existing security and facility foundation so that I can be a valued part of an organization.

**Critical Facilities Maintenance Coordinator, NTT Global Data Centers Americas**

**44610 Guilford Dr. Ashburn, VA 20147 Present**

- Tracking the completion of preventative maintenance and corrective orders
- Coordinating contractor/vendor work across the Virginia campus
- Corporate Administrator for eMaint CMMS system, provide eMaint training and support
- Work with Reliability engineering to deploy eMaint strategies corporately
- Work with corporate accounts payable to resolve CF Ops invoices and purchase orders
- Order material and spare parts, manage inventory utilizing Oracle iProcurement
- Generate reports and metrics for work orders and maintenance.
- Submit requests for quotes, prepare scopes of work related to maintenance
- Coordinate major maintenance and schedules on UPS, Generator, and critical systems
- Prepare client notifications for major maintenance and work activities
- Other duties as assigned

**Security Lead, RagingWire Data Centers**

**44610 Guilford Dr. Ashburn, VA 20147 2017-2018**

- Lead a team of officers providing security to critical infrastructure and assets
- Utilize AMAG/Symmetry access controls system to establish specific access for all personnel
- Create user profiles and data entry into company IRIS Manager software
- Resolve safety and security issues using company electronic ticketing system
- Utilize CCTV (**DS Control Point, Avigilon**) systems to ensure security of the facilities
- Work with management to create job related policy and guidelines
- Work with contractors/vendors to resolve security related repairs and construction matters
- Audit post order documentation and daily progress reports for accuracy
- Provide manpower coverage where needed

**Corporal, St. Mary's County Sheriff's Office**

**Leonardtown, MD 20636 2007-2017**

- Investigate crimes of violence, burglary, theft, fraud etc.
- Provide incident command and supervisory responsibilities on calls for service
- Investigate cyber security crimes, identity theft etc.
- Serve warrants and criminal summonses
- Secure crime scenes and secure evidence
- Field Training Officer/FTO
- Conduct interviews with suspects, victims, and witnesses
- Agency Drug Recognition Expert/DRE investigating accidents involving death or serious injury

**Private First Class, United States Capitol Police**

**Washington, DC 2002-2007**

- Enforce criminal and traffic laws in accordance with agency policy
- Provide physical security to buildings and grounds within jurisdiction
- Investigate crimes of violence, burglary, theft, fraud etc
- Conduct interviews with suspects, victims, and witnesses
- Motorcades, escorts and dignitary protection

**EDUCATION/CERTIFICATIONS:**

- 1988 Chatham Twp High School
- Some college level coursework
- 1992-1993 Lincoln Technical Institute HVAC- Union, NJ
- 2002 Federal Law Enforcement Training Center (FLETC) - Glynco, Ga.
- 2002 United States Capitol Police Academy Cheltenham MD
- 2007 Maryland Comparative Compliance Prince George's County
- 2012 Drug Recognition Expert- Baltimore County Police Dept.
- 2017 AMAG/Symmetry Security Management System, Symmetry Operator
- 2017 Virginia DCJS RE11 Unarmed Security Officer DCJS ID#99-483585
- Continuing education as it relates to relevant software applications

**SKILLS:**

- Familiarity with security systems, alarms, CCTV monitors and security control room operations
- Proficiency with Microsoft Office products, Oracle, SharePoint, Outlook, Matrix, AVANTI-Front Range,
- Type approximately 35 WPM
- CPR/AED certified
- National Crime Information Center/NCIC operator
- National Incident Management System/NIMS Introduction
- Taser X26 certified
- Proficient in various police related weapons
- Demonstrated ability to communicate confidential information with staff and management
- Excellent time management and customer service skills
- Certified in Standard Field Sobriety Tests/ SFSTs
- Covert/undercover surveillance training
- Drug Recognition Expert DRE

**AWARDS/ACCOMPLISHMENTS:**

- Performance Commendation 2012
- Rookie of the Year 2008
- Maryland Retail Association Award 2008
- Maryland House of Delegates Citation 2008
- Various letters of commendation
- Small business owner at ATM Solutions

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



Name: Russell Burgess

Department or Organization: Department of Information Technology

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

Subject (*Wording to be placed on agenda*): **Records Management and Preservation Board Grant**

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

The Records Management and Preservation Board have awarded two grant requests that require a 10% matching contribution. The two grants are as follows: **County Clerk: \$8,603** to purchase a map cabinet with Mylar sleeves to preserve the county's original oversized maps. **County Commission: \$9,545**, to scan and index land development records, starting with building permits.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

Motion to approve the Records Management and Preservation Boards grant awards in the amount of \$8,603 to purchase a map cabinet with Mylar sleeves to preserve the county's original oversized maps and the **County Commission: \$9,545**, to scan and index land development records, starting with building permits.

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: Russell Burgess

Email address: [rburgess@jeffersoncountywv.org](mailto:rburgess@jeffersoncountywv.org)

Phone Number: 304-728-5605

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

not applicable





*The Culture Center*  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Commissioner**

Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

February 1, 2021

The Honorable Steve Stolipher, President  
Jefferson County Commission  
P.O. Box 250  
Charles Town, West Virginia 25414

Dear President Stolipher:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a grant award to the Jefferson County Commission to be used as follows:

**County Clerk: \$8,603**, to purchase a map cabinet with Mylar sleeves to preserve the county's original oversized maps.

**County Commission: \$9,545**, to scan and index land development records, starting with building permits.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail ([denise.l.ferguson@wv.gov](mailto:denise.l.ferguson@wv.gov)). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. This grant would be for the fiscal year July 1, 2022-June 30, 2023.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2021. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://www.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Joseph N. Geiger Jr., Director  
West Virginia Archives and History

cc: Jacqueline Shadle, County Clerk  
Stephanie Hunt Grove, County Administrator  
Russell Burgess, GIS

RECEIVED

JAN 24 2022

County Commission  
of Jefferson County, WV





## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Caleb Hudson*

VICE PRESIDENT

*Steve Stolipher*

COMMISSIONER

*Clare Ath*

COMMISSIONER

*Tricia Jackson*

COMMISSIONER

*Jane Tabb*

February 3, 2022

Joseph N. Geiger Jr., Director  
West Virginia Archives and History  
1900 Kanawha Blvd E, Bldg 9  
Charleston, WV 25305-0300

RE: County Commission Grant - \$9,545.00

Dear Mr. Geiger,

---

This letter is notification of the Jefferson County Commission's intent to pursue the Grant of \$9,545.00 for the County Commission office to scan and index development records, starting with building permits.

We understand the County must provide cash matching funds of ten percent for all grant expenditures.

We would like to thank the Records Management and Preservation Board for their consideration of funding for this project.

Regards,

Caleb W. Hudson  
President, Jefferson County Commission

cc: Russell Burgess, Director of Information Technology



## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Caleb Hudson*

VICE PRESIDENT

*Steve Stolpher*

COMMISSIONER

*Clare Ath*

COMMISSIONER

*Tricia Jackson*

COMMISSIONER

*Jane Tabb*

February 3, 2022

Joseph N. Geiger Jr., Director  
West Virginia Archives and History  
1900 Kanawha Blvd E, Bldg 9  
Charleston, WV 25305-0300

RE: County Clerk Grant - \$8,603.00

Dear Mr. Geiger,

This letter is notification of the Jefferson County Commission's intent to pursue the Grant of \$8,603.00 for the County Clerk's office to purchase a map cabinet with Mylar sleeves to preserve the County's original oversize maps.

We understand the County must provide cash matching funds of ten percent for all grant expenditures.

We would like to thank the Records Management and Preservation Board for their consideration of funding for this project.

Regards,

Caleb W. Hudson  
President, Jefferson County Commission

cc: Jacqueline Shadle, County Clerk

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



Name: **Chad Wallen (Integrity Federal Services)**

Department or Organization: **N/A**

Estimation of amount of time needed for appointment: **5 Minutes**

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

*If a specific date is needed, please provide reason for specific date:* **February 3, 2022**

Date Requested – 2<sup>nd</sup> Choice: **February 17, 2022**

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

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Sheetz Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for the 0.52 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1.**

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request: **N/A**

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

**Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.**

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

If not attached, explain:

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

Contact information:

Email address: [cwallen@ifs-ae.com](mailto:cwallen@ifs-ae.com)

Phone Number: **304-725-7456**

**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, 2<sup>nd</sup> Floor, P.O. Box 716  
 Charles Town, West Virginia 25414

File #: \_\_\_\_\_  
 Date Rec'd: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Staff Int: \_\_\_\_\_

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

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

**Zoning Map Amendment (Rezoning)**

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code.

**Property Owner Information**

Owner Name: Guy Chicchirichi  
 Business Name: \_\_\_\_\_  
 Mailing Address: 1316 N. mildred Street, Ranson, WV 25438  
 Phone Number: 304-279-0556 Email: gchicc@frontiernet.com

**Applicant Contact Information**

Applicant Name: Sheetz, Inc . Bob Franks Same as owner:   
 Business Name: Sheetz, Inc.  
 Mailing Address: 5700 Sixth Avenue, Altoona, PA 16602  
 Phone Number: 814-935-4798 Email: bfranks@sheetz.com

**Consultant Information**

Name: Chad Wallen  
 Business Name: Integrity Federal Services  
 Mailing Address: 148 S. Queen Street, Suite 201, Martinsburg, WV 25401  
 Phone Number: 304-725-8456 Email: cwallen@ifs-ae.com

**Physical Property Details**

Physical Address: Northeast of Augustine Avenue/Route 340 intersection Vacant Lot:   
 Tax District: 02-Charles Town Map No: 16 Parcel No: Portion of #1  
 Parcel Size: 0.52 Acres to be rezoned Deed Book: 1227 Page No: 447

**Current Zoning District**

Rural (R)

**Proposed Zoning District**

Highway Commercial (HC)

---

**Substantiation for the Request**

---

For a Zoning Map Amendment (rezoning) request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

---

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

See Attached

---

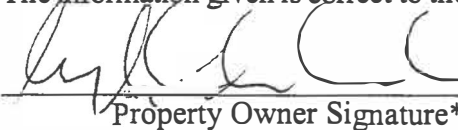
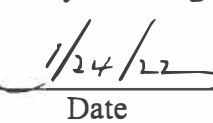
Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

See Attached

---

A plat or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

The information given is correct to the best of my knowledge.

			
Property Owner Signature*	Date	Property Owner Signature*	Date

\*The **original** signature of the property owner is required. A copy of the signature will not be accepted.

A complete petition, and related fees, shall be submitted to the Office of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.

## **Zoning Map Amendment Application Addendum**

### **Augustine Avenue Sheetz**

January 25, 2022

#### **Owner:**

Guy Chicchirichi  
1316 N. Mildred St  
Ranson, WV 25438

#### **Applicant:**

Sheetz Inc; Bob Franks  
5700 Sixth Avenue  
Altoona, PA 16602

#### **Property Tax Identification:**

Charles Town District (9), Map Number 16, Portion (3.0 acres) of Parcel 1. A subdivision or boundary line adjustment will be processed to divide the area of rezoning into its own parcel.

#### **Deed Information:**

Deed Book 1227, Page Number 447

#### **Property Characteristics:**

Location: Northeast of the Augustine Avenue and Berryville Pike (Route 340).  
Current Zoning: Rural (R)  
Current / Historic Use: Vacant / Agricultural  
Tract Size: 4.4+/- Acres  
Area of Rezoning: 0.52+/- Acres

#### **Table of Exhibits & Attachments**

1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions
4. Concept Plan
5. Rezoning Comparison Exhibit
6. County Commission Meeting Minutes (3-18-2021)
7. Planning Commission Meeting Minutes (3-9-2021)

**Zoning Map Amendment Summary**

On March 18, 2021, the County Commission approved a zoning map amendment request to convert 2.5 acres of the 4.4-acre parcel from Rural to Highway Commercial. Since that approval the property has moved through the development review process of Jefferson County.

During this process, a boundary survey was conducted and revealed the actual boundary was different than shown on County tax map information, which the original rezoning was based. The updated boundary information and engineering design requires that an additional 0.52 acres be added to the project and Highway Commercial zone.

The proposed use has not changed, the rezoning of an additional 0.52 acres is consistent with the comprehensive plan as determined with the previous Planning Commission recommendations and approval by the County Commission.

The following substantiation for request and supporting documentation is provided as submitted in 2021. Meeting minutes from the previous rezoning and an exhibit demonstrating the boundary discrepancy has been included as part of this submission.

**Substantiation for Request**

- 1. Provide commercial services to a growing area of the County.** There are multiple subdivisions representing hundreds of homes within a one-mile radius including: Huntfield, Spruce Hill, Cloverdale Heights, Cave Quarter Estates, and Washington Landing Apartments (under construction, 250+ units). There are no commercial uses within this one-mile radius. Residents currently travel to Charles Town, Ranson or commercial establishments along Route 340/Somerset Blvd. for all goods and services. Providing a commercial use to this neighborhood would reduce traffic along these corridors and provide a commercial service to the south end of Augustine Avenue.



2. **The current zoning designation as Rural provides limited options for by-right commercial development.** A zoning map amendment is required to allow commercial development. The property is located in an area of growing residential development and will provide needed food and fueling services. The Highway Commercial zone is appropriate due to the property's location adjacent to a Principal Arterial road.
3. **This Sheetz will support travelers on the Route 340 corridor.** The subject parcel will provide travelers an easy access for refueling, restrooms, food, and other goods. Similar establishments along the Route 340/9 corridor require patrons to navigate both Collector and Local roads, increasing congestion of the County's road network.
4. **No burden would be placed on existing public infrastructure with this rezoning.** Water and sanitary sewer will be extended and connect to CTUB's system along Augustine Avenue. There is existing capacity within CTUB's systems, and the cost of extension will be the Applicants responsibility and not the public. As a commercial development, no additional burdens will be placed on the school system or other County facilities.



**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

The proposed use includes the development of a Sheetz store (Zoning Use: Gas Station, Large). The development will include a 6,100+/- sq. ft. building, six fueling islands (12 pumps), drive thru and associated infrastructure improvements.

The proposed commercial development of the property is not a permitted use in the current Rural district. The preferred use as a Sheetz convenience store is justified under the Substantiation for Request section of this document.



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

- **Urban Level Development Recommendations (Goal 1.2.a, Page 30): Economic Well Being of the County**
  - The proposed commercial development will expand the County's commercial real estate tax base.
  
- **Finance Recommendations (Goal 24.1, Page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
  - The property will contribute to the commercial tax base of the County.
  
- **Urban Level Development Recommendations (Goal 1.2.b, Page 30): Error or Under Scrutinized Property on the Future Land Use Guide**
  - The Land Use Guide identifies the property within the Charles Town Urban Growth Boundary which identifies property suitable for urban development. Designation on the same map as Large Lot Residential conflicts with itself.
  - The property was not located in the Comprehensive Plans' 2004 Growth Area. The Charles Town Urban Growth Boundary was expanded with the current Comprehensive Plan to include the subject property and areas south of Route 340. The Future Land use Guide was not updated to reflect this expansion.
  - This property is the only undeveloped parcel in the entire Charles Town Urban Growth Boundary designated as Large Lot Residential on the Future Land Use Guide. All other areas designated as Large Lot Residential include an existing residence and/or associated accessory use.
  - All land adjacent to the property is designated as municipal land or land for potential urban development. The subject property is the sole parcel in the immediate area with limited density and use.

- **Future Land Use Guide**

- The property's designation a Large Lot Residential is not in character with surrounding properties or other parts of the Comprehensive Plan, such as the Urban Growth Boundary.
- The property is surrounded by the City of Charles Town and land designated as Potential Urban Development. Municipal land is located to the north and west, Route 340 to the south and land designated for "Possible Urban Development" to the east and south. These future adjacent uses recognize this areas development potential which does not include Large Lot Residential.
- While the reason for the Large Lot Residential designation is not clear, it is assumed this future use was influenced by the existing zoning classification as Rural, availability of utilities or its location in a once underdeveloped area of the County. The Comprehensive Plans Future Land Use Guide fails to account for the construction of Route 340, Jefferson High School, Huntfield and associated extension of utilities along the Augustine Avenue corridor.



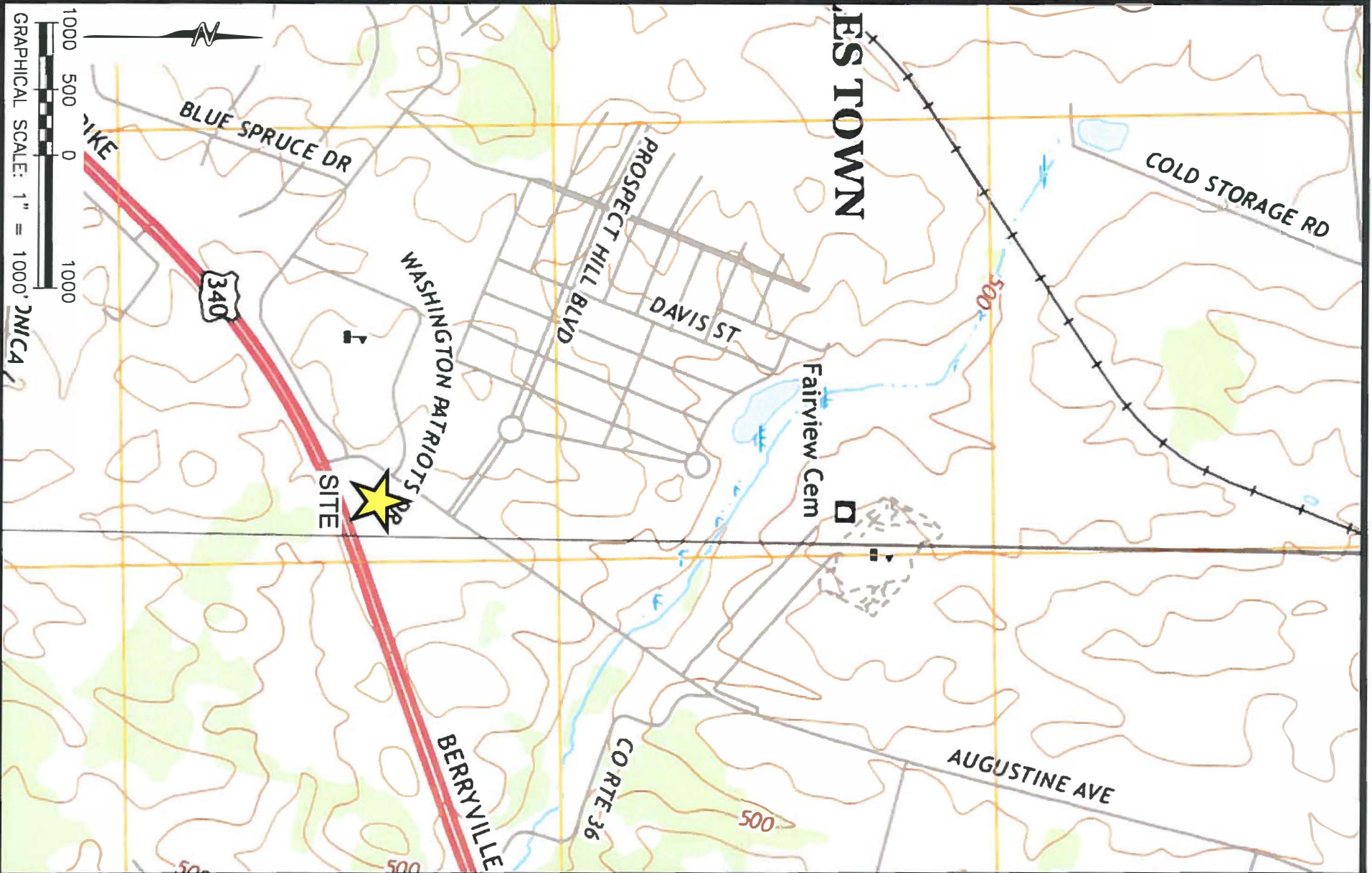
- City of Charles Town
- Rural/Agriculture For Possible Urban Development
- ▨ Large Lot Residential
- Public/Quasi Public Land

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

- **Transportation Characteristics – Substantial development of the immediate and regional road network.** The Route 340 highway was constructed after the adoption of the Zoning Ordinance. Route 340 is one of three Principal Arterial roads in the County and represents one of the most significant transportation improvements in Jefferson County. The adjacent 340 corridor supports the proposed use and development as a gas station will service the needs of Route 340 travelers.
- **Transportation Characteristics – Future improvements for Route 340 to the Virginia line.** The future realignment and expansion to 4 lanes by WVDOH signifies the importance of this corridor and the County’s transportation network. The traffic along this corridor promotes adjacent development and viability of commercial uses. Sheetz will provide services which cater to both the immediate neighborhood and Route 340.
- **Transportation Characteristics – Adjacency to the Augustine Avenue / Route 340 intersection.** As a significant part of the County’s roads system, the site’s proximity to this signalized intersection is crucial to the development of the south end of Augustine Avenue. The applicant has been in contact with WVDOH, HEMPO, City of Charles Town and Jefferson County BOE Transportation Division to assist in developing the scope for a traffic study. The traffic study is underway, and discussions will continue with approval agencies, including the Jefferson County Planning Commission, throughout the develop process. Access to Augustine Avenue will require approval by the WVDOH prior to construction.
- **Neighborhood Characteristics – The ongoing development along the south end of Augustine Avenue lacks commercial services.** The south end of Augustine Avenue has seen substantial development since the adoption of the ordinance. This development includes Huntfield, Spruce Hill (north & south), and Jefferson High School. Washington Landing, a 250+ apartment complex is also under construction. There are currently no commercial uses in the immediate area to serve these developments and residents must drive into Charles Town or use Route 340 to obtain services. The addition of Sheetz will

help reduce the traffic along these corridors through providing services to an underserved area of the County.

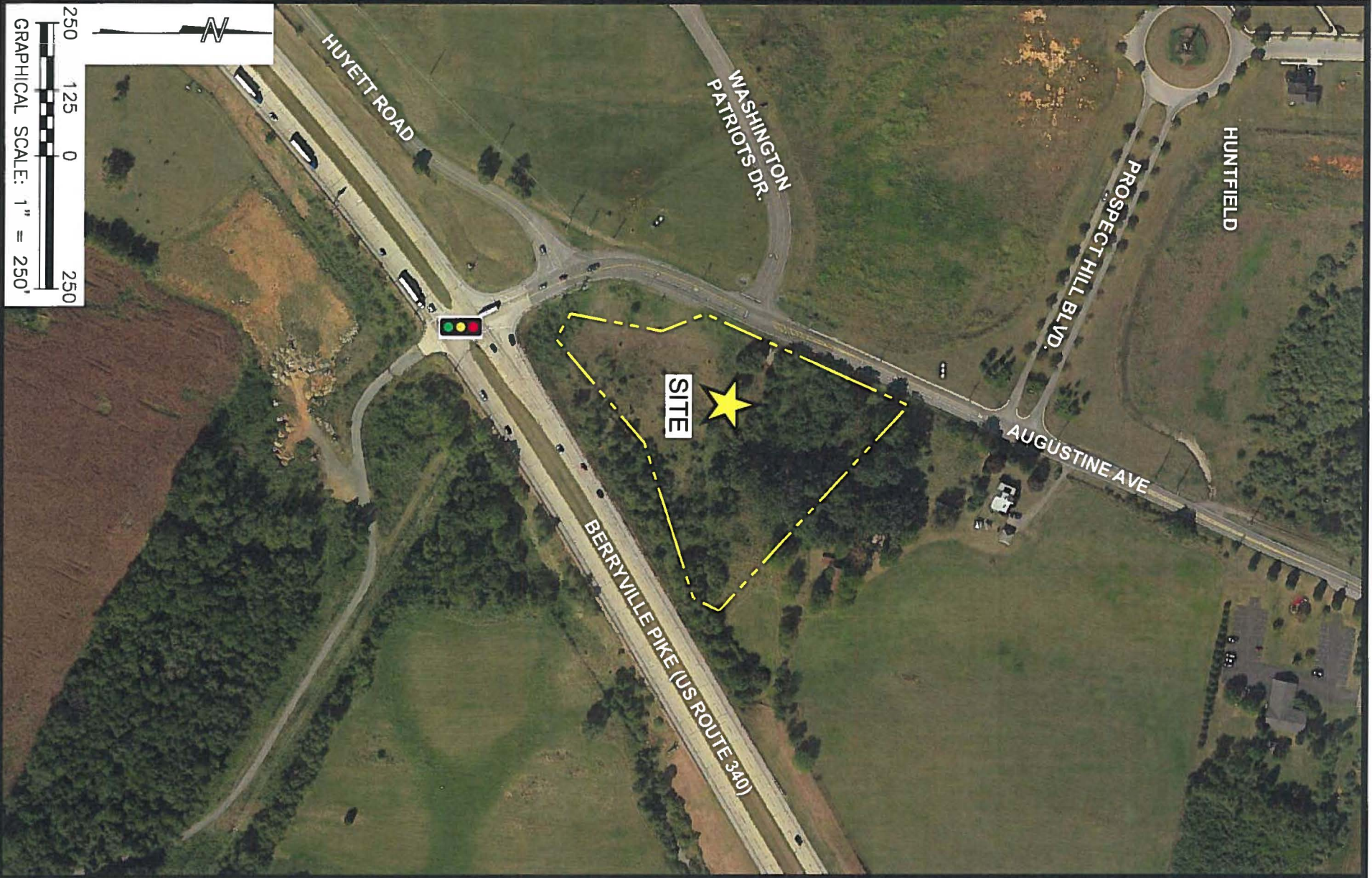




**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

01-19-2021

**ZONING MAP AMENDMENT**  
**EXHIBIT 1 - VICINITY MAP**



**AUGUSTINE SHEETZ**  
JEFFERSON COUNTY, WV

REVISED  
1-25-2022  
01-19-2021

# ZONING MAP AMENDMENT

## EXHIBIT 2 - AERIAL OVERLAY





MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
869	AV/56	MONROE		\$ 609.00
1273	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 121,328.87
1274	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,396.77
1275	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,438.21
1276	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,020.89
<b>TOTAL</b>				<b>\$ 134,793.74</b>

**Motion by Mr. Compton to approve the Manual Checks for March 19, 2021 in the amount \$134,793.74. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Ms. Tabb to approve the Payroll for March 4, 2021 in the amount of \$280,406.04. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public Comment was received by the following: Amanda Stroud

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

**PRESENTATIONS**

**1. Public Hearing**

- Zoning Map amendment (rezoning) for property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV.

- o Vice President Stolipher recused himself and President Compton opened the public hearing at 6:30 pm. Chad Wallen, representation for the applicant, explained the requested amendment and Jennie Brockman, Planning Director, stated the Planning Commission found the request to be compatible with the Comprehensive Plan. Public comments were made by the following:

- Amanda Stroud, Resident – spoke in favor of the rezoning request.
- Richard Ziegler, Resident – spoke in favor of the rezoning request.

- **There being no further public comment, motion by Mr. Compton to close the public hearing and approve the Sheetz Zoning Map Amendment (Rezoning) Request for the 2.5 acre portion of the property identified as Tax District: Charles Town (02); Tax Map: 16;**

**Parcel: a portion of parcel 1 located northeast of Augustine Avenue/Route 340 intersection and rezone 2.5 acres of the 4.4 acre parcel from Rural to Highway Commercial. Motion seconded and passes 3-1 with Commissioner Tabb opposing and Commissioner Stolipher abstaining.**

2. Michelle Gordon, Finance Director

a. Review and Approval of the FY2021-2022 Draft Budget (Levy Estimate)

- **Motion by Mr. Compton to approve the release of the FY2021-2022 Draft Levy Estimate as amended by Ms. Gordon. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to amend Mr. Compton's motion to include merit and COLA increases for all county employees to approved in the FY2021-2022 Draft Levy Estimate in the amount of \$270,000 contingent upon receipt of the first American Rescue Plan payment and final guidance that allows for use of the funds in the proposed manner. Motion dies for lack of a second.**

b. Review of FY21 financials as of 02/28/2021

c. FY21 COVID19 Emergency Financial Policy

- **Motion by Ms. Tabb to amend the COVID-19 Emergency Financial Policy and remove the restrictions on equipment, materials, and supplies, contracted and professional services and vacant positions and leave the four other categories in effect. Motion seconded and unanimously approved.**

d. Revisions to Policy 304 P-Card Procedures

- **Motion by Mr. Compton to approve County Policy 304 – P-Card Procedures as presented by Ms. Gordon on March 18, 2021 and effective March 18, 2021. Motion seconded and unanimously approved.**

Meeting Minutes  
Jefferson County Planning Commission  
March 09, 2021

The Jefferson County Planning Commission met on March 9, 2021 at 7:01 p.m. with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Jack Hefestay, Ron Thomas, Shane Roper, Steve Stolipher, Matt Knott and Jay Ware.

Staff members present included Jennifer Brockman, County Planner; Alexandra Beaulieu, Zoning Administrator; Nathan Cochran, County Attorney, Jennilee Hartman, Zoning Clerk and Alice Johns, Planning Clerk.

By order of the President, the Planning Commission meeting was held virtually via ZOOM. Access information was made available on the agenda and packet, which were posted to the County website.

The Planning Clerk conducted a roll call. Mr. Shepp verified that there was a quorum and called the meeting to order at 7:01 PM.

1. **Approval of Meeting Minutes:** February 9, 2021 and February 23, 2021. The minutes were approved as submitted.
2. **Citizen Communication:** Citizens were able to sign up for this item utilizing the chat function in ZOOM. There were no citizen communications.
3. **Request for postponement:** None
4. **Public Hearing:** Waiver from Section 20.201B.3, which requires all lots in Minor Family Transfer Subdivision to have motor vehicle access via a 50' access easement. The applicant is proposing to utilize an existing 40' access easement instead of the required 50' access easement for the creation of a family transfer parcel. Owner: Donna Bent. Property Location: 1332 Billmyer Mill Road, Shepherdstown, WV. Tax District: Shepherdstown (9); Tax Map: 6; Parcel No: 5.6. Total Project Size: 10.38 acres; Zoning District: Rural. (File # 21-3-PCW; discussion and possible action)

Ms. Brockman presented an overview of her staff report to the Commission. The applicant is proposing a family transfer lot for her parents at the southern end of the property and would like to use the existing 40' access easement. The required 50' easement is not possible as the road frontage on Billmyer Mill Road is less than 50 feet. Ms. Brockman noted that the applicant had previously received a setback variance from the existing 40' access easement for existing structures. Staff recommended that if the Planning Commission is inclined to approve the waiver, it should be limited to the one proposed Family Transfer lot for a maximum of three lots.

Ms. Bent, the applicant, was on the ZOOM call and had no further comment.

Mike Shepp, opened the item for public comment. There was no public comment.

Mike Shepp, closed the item for public comment.

Jack Hefestay made a motion to approve the request, which carried unanimously.

Mr. Steve Stolipher recused himself from items #5 and #6 below.

5. **Discussion and Recommendation:** Planning Commission review and recommendation to the County Commission regarding whether the Zoning Map Amendment to rezone the subject parcel from Rural to Highway Commercial is consistent with the 2035 Comprehensive Plan. Owner: Guy Chicchirichi. Applicant: Bob Franks, Sheetz, Inc. Property Location: Northeast of Augustine Avenue and Route 340 intersection in Charles Town. Parcel ID: Tax District: Charles Town (02); Tax Map: 16; Parcel 1. Proposed size: 2.5 acres (File # 21-1-Z).]

Ms. Brockman presented an overview of her staff report to the Commission and stated that the Planning Commission is required to recommend to the County Commission whether the request is consistent with the Comprehensive Plan. The *Envision Jefferson 2035 Comprehensive Plan* generally recommends that all urban development occur within the Urban Growth Boundaries shown on the Future Land Use Guide. She noted that the most of the properties within the Urban Growth Boundaries which are zoned rural are shown as “rural/agriculture land for possible urban development” on the Future Land Use Guide Map; however this particular property is shown as future Large Lot Residential.

The proposed rezoning is located within the Charles Town Urban Growth Boundary at the intersection of Augustine Avenue (a two lane road from town) and US 340 (a four-lane divided federal highway). Access is proposed from Augustine Avenue directly across the street from Washington High School’s driveway. There are existing turn lanes on Augustine Avenue related to the high school and there is a traffic light at US 340 and Augustine Avenue. WV DOH will determine if additional turn lanes will be required for the Sheetz. A traffic impact study has been completed.

Staff recommended that while the future land use map may not show this as future highway commercial, other portions of the Comprehensive Plan recommend that all this rural and undeveloped land within the Urban Growth Boundary be developed at Urban Level Density.

Mr. Mark Dyck with Gordon explained that the property in question used to be larger, but when the US 340 Bypass was constructed, the eastern half of the project became a part of the DOH right-of-way. The remainder of the parcel has been vacant since US 340 was constructed. Mr. Dyck stated that the location of this parcel is suitable for highway/commercial use and would not be suitable for residential development due to the noise and visual impacts of US 340 by pass. The development of a Sheetz at this location will serve the US 340 traveling public, keeping money in the county that is currently flowing to Clarke County. There is water/sewer available to serve to the property.

Mark with Gordon also stated that there is coordination between the Department of Highways to address the entry and exit at this location. He further stated that a Traffic Engineer and a representative with Sheetz were also on the line to address any further questions.

Mr. Hefestay inquired about the existing trees on the property. Mark with Gordon stated that the majority of the trees are on the eastern edge of the property (which is not part of the rezoning request). Any trees which are part of the rezoning request would need to come down.

Mr. Shepp requested clarification regarding the parcel as pictured on the graphic. Ms. Brockman clarified that the entire parcel (4.42 acres) was outlined in blue and that only the 2.5-acre western portion of the property is proposed for rezoning and would require subdivision. Ms. Brockman further clarified that the area around this property is partly in the City of Charles Town and partly in the County and described the various land uses and zoning.

Mr. Hefestay made a motion to recommend to the County Commission that the requested Zoning Map Amendment is in conformance with the Comprehensive Plan. The motion was seconded by Shane Roper, and passed unanimously.

- 6. Discussion and Possible Action:** Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance; File # ZTA19-03, to allow Solar Energy Facilities to process as a Principal Permitted Use in the following Zoning Districts: General Commercial, Highway Commercial, Light Industrial, Major Industrial, Rural, Residential Growth, Residential-Light Industrial-Commercial, and Industrial Commercial. The text amendment proposes revisions to

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



Name: **Chad Wallen (Integrity Federal Services)**

Department or Organization: **N/A**

Estimation of amount of time needed for appointment: **5 Minutes**

Date Requested – 1<sup>st</sup> Choice: **2/3/2022**

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

Date Requested – 2<sup>nd</sup> Choice: **2/17/2022**

Subject (*Wording to be placed on agenda*): **Green Hill Rezoning Request**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Green Hill Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for a 102.00-acre property identified in Charles Town District (2), Map Number 3, Portion of Parcel 9.**

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request: **N/A**

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

**Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.**

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

If not attached, explain:

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

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, 2<sup>nd</sup> Floor, P.O. Box 716  
 Charles Town, West Virginia 25414

File #: \_\_\_\_\_  
 Date Rec'd: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Staff Int: \_\_\_\_\_

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

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

**Zoning Map Amendment (Rezoning)**

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code.

**Property Owner Information**

Owner Name: William Reilly, Managing Member  
 Business Name: Flowing Springs Road LLC  
 Mailing Address: 21631 Ridgetop Circle, Suite 250; Sterling, VA 20166  
 Phone Number: 703-444-4100 Email: bill@championtitle.com

**Applicant Contact Information**

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

**Consultant Information**

Name: Chad Wallen  
 Business Name: Integrity Federal Services  
 Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401  
 Phone Number: 304-725-84566 Email: cwallen@ifs-ae.com

**Physical Property Details**

Physical Address: Northeast of the Flowing Springs Rd / Daniel Rd intersection Vacant Lot:   
 Tax District: Charles Town (2) Map No: 3 Parcel No: 9  
 Parcel Size: 102.00 acres Deed Book: 1255 Page No: 569

**Current Zoning District**

Rural (R)

**Proposed Zoning District**

Residential Growth (RG)

---

**Substantiation for the Request**

---

For a Zoning Map Amendment (rezoning) request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

---

Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.

---

See Attached

---

---

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

---

See Attached

---

---

Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.

---

See Attached

---

---

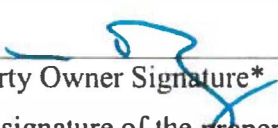
A plat or sketch shall include the entire original parcel as it appeared on the date this Ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines, as shown on the appropriate U.S.G.S. Topographic Quadrangle Map or other data source approved by the Department, should be superimposed on the sketch plan. The source of all contour lines shall be noted on the plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes, and quarries shall be delineated.

---

The information given is correct to the best of my knowledge.

---

Property Owner Signature\*



Date

1/25/22

Property Owner Signature\*

Date

\*The original signature of the property owner is required. A copy of the signature will not be accepted.

A complete petition, and related fees, shall be submitted to the Office of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.

# **Zoning Map Amendment Application Addendum**

## **Green Hill Rezoning**

January 25, 2022

### **Owner / Applicant:**

Flowing Springs Road LLC  
21631 Ridgetop Circle, Suite 250  
Sterling, VA 20166

### **Property Tax Identification:**

Charles Town District (2), Map Number 3, Parcel 9

### **Deed Information:**

Deed Book 1255, Page Number 569

### **Property Characteristics:**

Location: Northeast of the Flowing Springs Rd & Daniel Rd intersection

Current Zoning: Rural (R)

Current / Historic Use: Agricultural

Area of Rezoning: 102.00+/- Acres

### **Requested Zoning District:**

Residential Growth (RG)

### **Table of Exhibits**

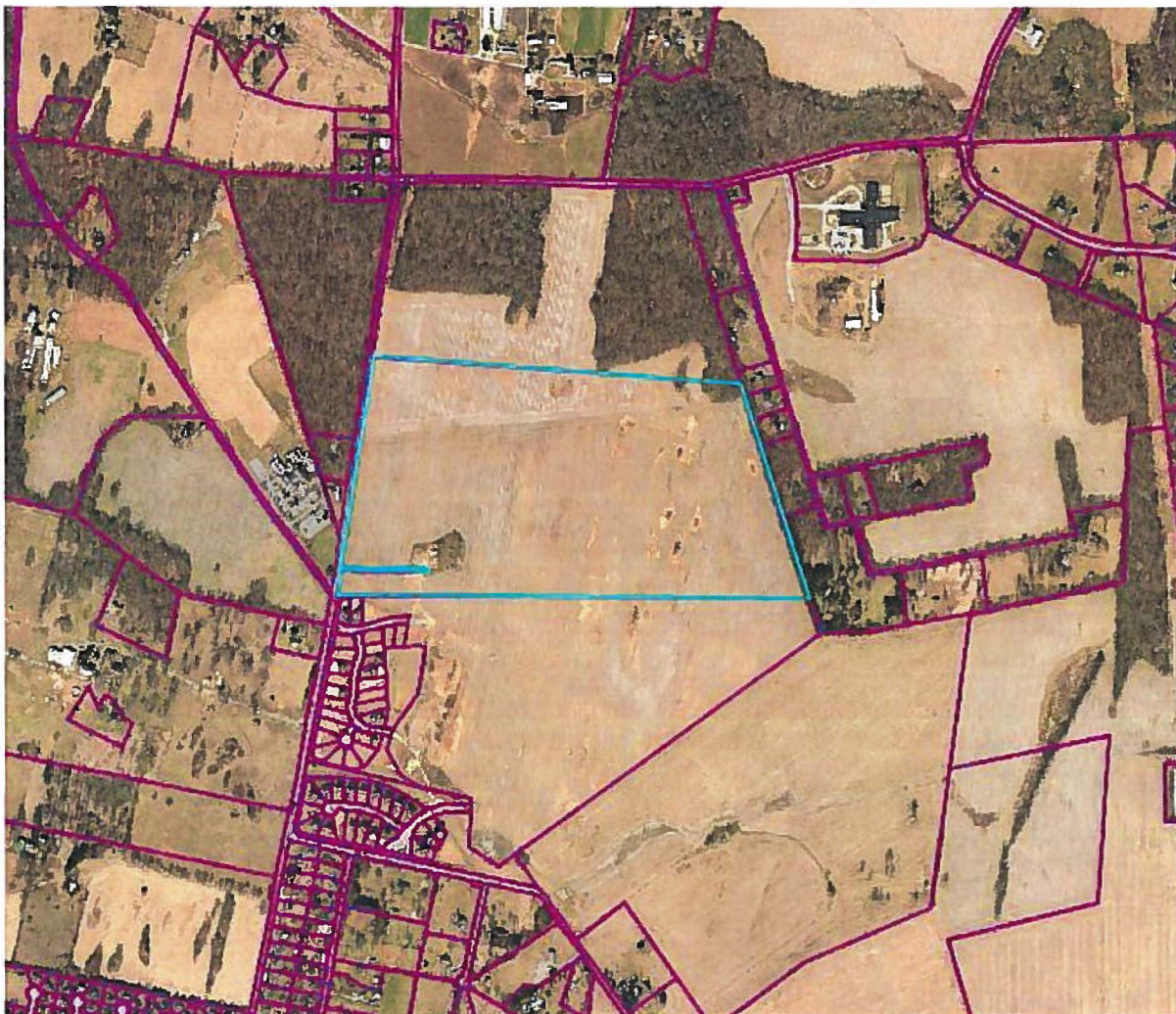
1. Vicinity Map
2. Aerial Overlay
3. Existing Conditions Map
4. Concept Sketch

**Substantiation for Request**

**Existing Characteristics**

The property is located east of Flowing Springs Road approximately two (2) miles north of the Route 9 Flowing Springs Road exit.

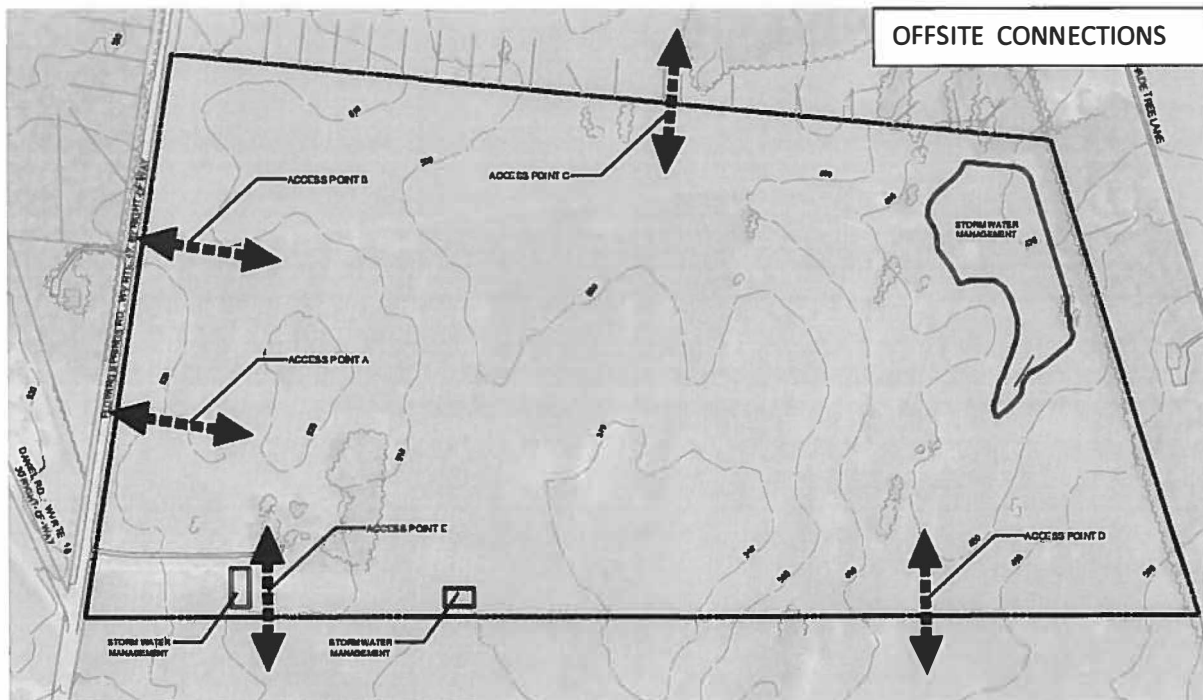
The property's use is currently agricultural. The property is 0.8 miles from Driswood Elementary School, 1.2 miles from Jefferson High School and 1.5 miles from Wildwood Middle School.



**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

The proposed residential density for the property is not permitted in the Rural district of the Zoning Ordinance. The Residential Growth district will allow the property to be developed as envisioned by the comprehensive plan (Low Density Residential).

It is proposed that the property be developed as a residential community under the regulations of the Residential Growth (RG) zoning district. It is anticipated the development will include single-family detached homes, but any uses under the RG district will be permitted. The development will include open spaces, storm water management facilities, utilities, and roads. Access will be provided through two (2) entrances from Flowing Springs Road. There will also be two (2) connections to the Aspen Greens development to the south and one (1) connection to future development to the north (previously known as Daniels Forest). Like all subdivisions in Jefferson County, the proposed development of the property will be subject to the County's regulations, review, and approval process.



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

**1. Preferred Growth Areas (Page 23)**

**g. Residential Preferred Growth Area**

Based on comments received during the Envision Jefferson 2035 public input process, it was determined that it is important to denote the areas where a concentration of existing or approved residential development currently exists but may not be fully developed and is outside of the Urban Growth Boundary (UGB). One such residential area exists that consists of properties currently zoned for Residential Growth (RG) or which have a vested development right to develop at a low density or medium density residential rate. This core residential area, bounded by Old Country Club Road, Flowing Springs Road, Job Corps Road, Shepherdstown Pike (WV 230) to the railroad tracks, is depicted by a Preferred Growth Area boundary, but is comprised only of future large lot, low density, and medium density residential uses. It is anticipated that this will be a primarily detached single family suburban housing area.

The inclusion of the property within the Residential Preferred Growth Area demonstrates the Plans vision for development to occur on the subject property. The Comprehensive Plans Urban Level Development Recommendations (Goal 1) include the following for Preferred Growth Areas:

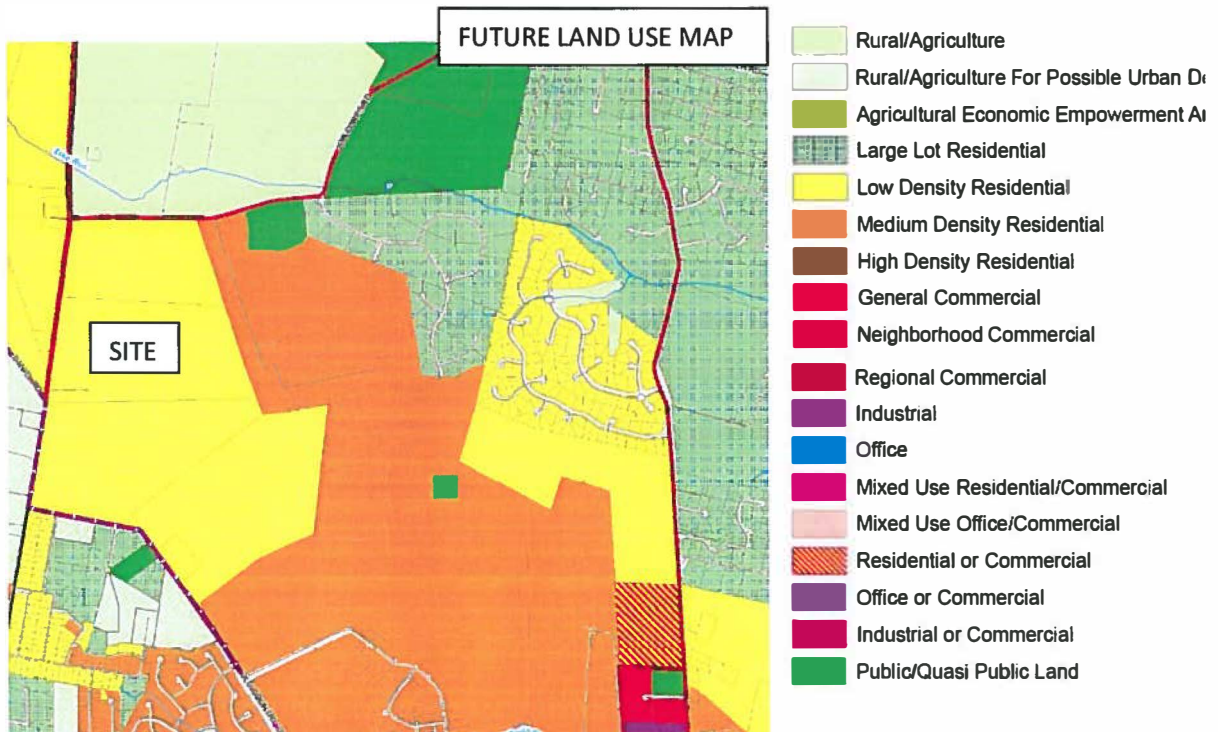
- Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.
- Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available.
- Encourage the location of new infrastructure (water, sewer, utilities) within municipalities, UGBs, PGAs, or Villages.
- 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. (Jefferson Utilities and the Charles Town Utility Board have been contacted to verify that both water and sanitary sewer service is available for the property. Utilities will be accessed through the adjacent subdivisions.)

2. Future Land Use Guide – (Pages 26 & 235)

**Low Density Residential**

This land use category reflects land occupied by a single family residential development, with a density of one unit per acre to 2.99 units per acre. Lots in this category may be served by either on-site well and septic systems or a public water and sewer system as the number of units per acre increases.

A Low Density Residential use is identified by the Plan for the subject property. The proposed single-family detached residential development is consistent and supported by the comprehensive plan. The Plan states on page 26 that “Land Use Classifications are intended to provide guidance to the Planning Commissions when considering owner initiated zoning map amendments”.



Preferred Growth Area

**3. Urban Level Development Recommendations (Page 30)**

<b>2.</b>	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.

- a) Economic Well Being: Residential Land Use in Jefferson County has not met the comprehensive plans growth projections of 0.95% per year and is only at 0.55% as of 2019. The lack of residential growth has impacted the strength of the local economy. While there are pockets of residential activity, the County is not benefiting from a robust residential economy.
- b) Future Land Use Guide: Low Density Residential is identified as the appropriate use of the property by the comprehensive plan. The proposed Residential Growth zoning district is consistent with this recommended future land use.

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

The Original Zoning Ordinance was adopted on July 7, 1988. Some changes in the immediate area of the properties include:

1. Schools: There are two (2) schools located within 1.5 miles of the property which did not exist when the zoning ordinance was adopted: Wildwood Middle School and Driswood Elementary School.
2. Surrounding Development: The property is located next to the Aspen Green subdivision and will connect to this development's roads and utilities. Potomac Towne Center is located 1.5 miles from the property and also did not exist when the zoning ordinance was adopted. Green Hill residents will have the opportunity of acquiring goods and services from the Potomac Towne Center development (clothing, restaurants, home goods...).
3. Transportation: A 4-lane divided Route 9 was constructed, providing a high-capacity road corridor between Jefferson County and Interstate 81. Green Hill is within 2.0 miles of the Flowing Springs Road / Route 9 intersection and within 1.5 miles of the Route 9 signalized intersection at Potomac Towne Center.

As required with any property, an entrance permit from the West Virginia Department of Transportation (WVDOT) will be needed. Obtaining an entrance permit requires review by the WVDOT to ensure that safe and adequate access can be provided. It is anticipated that improvements to the traffic signal and intersection will be requested by WVDOT.



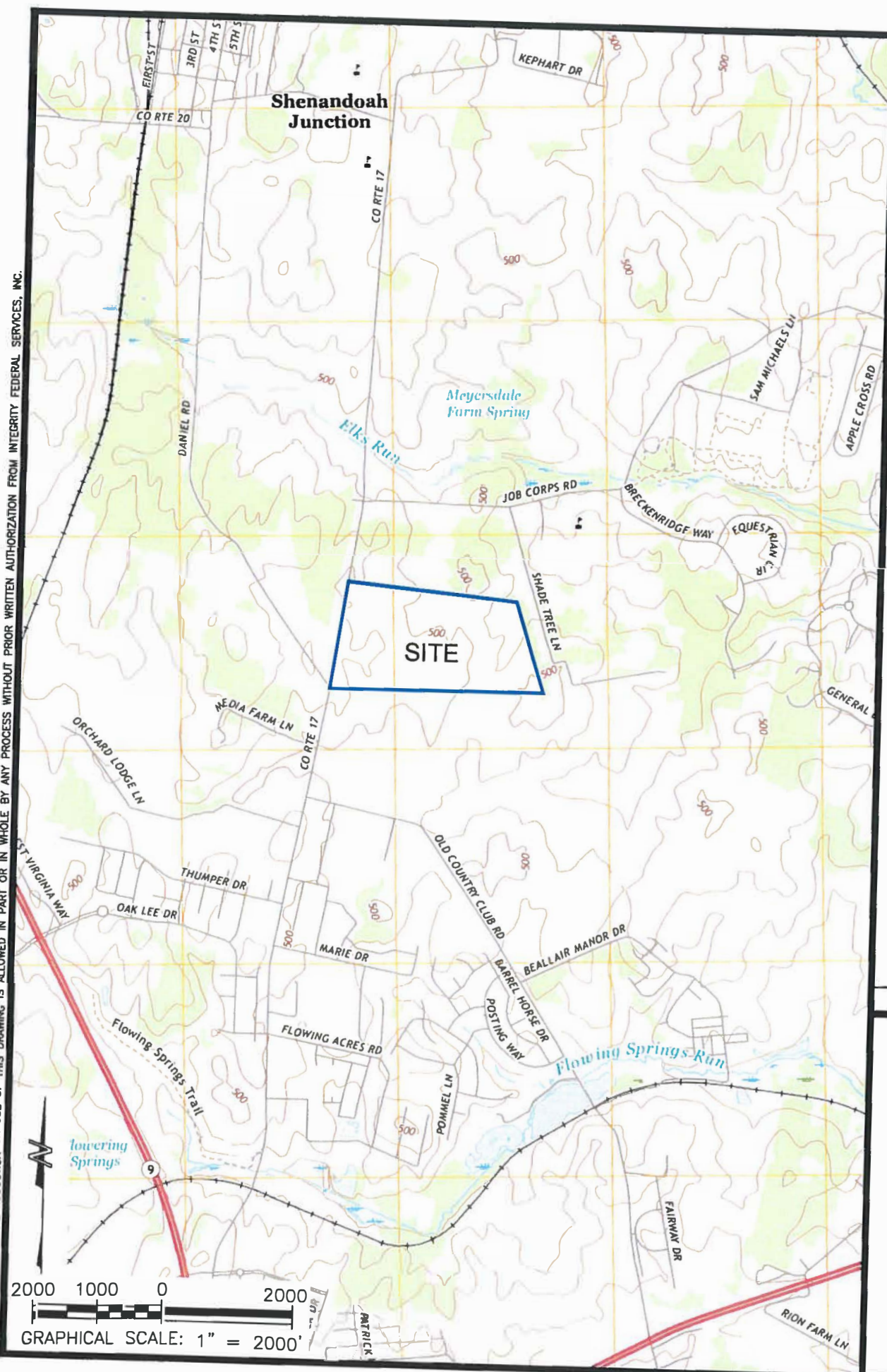


# ZONING MAP AMENDMENT EXHIBIT 1 - VICINITY MAP

1-25-2022

## GREEN HILL REZONING JEFFERSON COUNTY, WV

COPYRIGHT 2022. NO REPRODUCTION OR USE OF THIS DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.

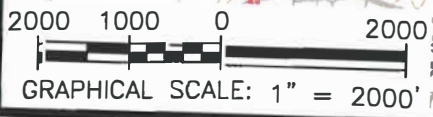


Shenandoah  
Junction

SITE

Meyersdale  
Farm Spring

lowering  
Springs





**GREEN HILL REZONING**  
JEFFERSON COUNTY, WV

1-25-2022

# ZONING MAP AMENDMENT

## EXHIBIT 2 - AERIAL OVERLAY



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



Name: Kelly Franklin

Department or Organization: **Jefferson Day Report Center, Inc.**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: February 3, 2021

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

Date Requested – 2<sup>nd</sup> Choice: February 17, 2021

Subject (*Wording to be placed on agenda*): FY 2023 West Virginia Community Corrections Grant

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

Background: The County has applied for the Community Corrections grant since 2015. The WV Community Corrections Act is intended to provide a means for communities to develop, establish for communities to develop, establish community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody. Examples include, but are not limited to, probation supervision, day fines, community service restitution, home incarceration, substance abuse treatment, sex offender containment/treatment, licensed domestic violence treatment, day reporting centers, education or counseling, and drug courts.

Is this a funding request? **Y/N** The County required match will be provided through the Jefferson Day Report Center budget allotment.

If so, how much? \$ 0

Provide exact financial impact/request:

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

The County Commission authorizes Caleb Hudson, President, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

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: kfranklin@jeffersondrc.com jlyons@jeffersondrc.com

Phone Number: **(304) 728-3527**

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





**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
WEST VIRGINIA COMMUNITY CORRECTIONS GRANT PROGRAM  
SPECIAL CONDITIONS & ASSURANCES**

- 44. PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and conditions of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.
- 45. CONSULTANTS/CONTRACTS:** No contract or agreement may be entered into by the sub-grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of JCS. Grant approval by JCS does not constitute consultant/contract approval.
- 46. REPORTING OF IRREGULARITIES:** Sub-grantees are responsible for reporting promptly to JCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
- 47. VEHICLE PROCUREMENT:** Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.
- 48. COMMUNICATION EQUIPMENT:** All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.
- 49. OFFENDER INFORMATION SYSTEM (OIS) and the SUPREME COURT OF APPEALS OF WEST VIRGINIA'S OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The applicant shall agree to utilize the OIS database to input all participants regardless of referral source including, but not limited to, probation, parole, and Treatment Supervision cases. Additionally, the applicant shall agree to utilize the OCMS database to input all drug court participants. Non-criminal justice participants, such as those referred by the West Virginia Department of Health and Human Resources (DHHR), should **not** be entered into either database.
- 50. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment instrument as required by the WV Community Corrections Subcommittee for all LS/CMIs conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational

Interviewing trainings in accordance with all JCS Office of Research and Strategic Planning (ORSP) requirements.

- 51. **QUALITY ASSURANCE:** All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the ORSP.

- 52. **JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:** All DRC Directors, staff, and DRC contractors responsible for the delivery of group interventions will be certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA) and Thinking for a Change (T4C) curricula at the earliest opportunity and as seats are available. For information on the trainings offered, please contact the ORSP.

- 53. **REFERRALS TO STATE RECOVERY RESIDENCES:** The applicant shall agree to comply with West Virginia Code §16-54-3. When referring participants to statewide recovery residences, programs must ensure that the recovery residence holds a valid certificate of compliance. A list of certified residences is maintained by the West Virginia Alliance of Recovery Residences (WVARR).

- 54. **QUARTERLY MEETINGS:** The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting, with a listing of the host sites being published by JCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

- 55. **ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:** The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

To the best of my knowledge the applicant has and will comply with all of the attached Special Conditions and Assurances.

**Authorized Official [please print]:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**RESOLUTION OF THE COMMUNITY CORRECTIONS SUBCOMMITTEE OF THE  
GOVERNOR'S COMMITTEE ON CRIME, DELIQUENCY AND CORRECTION**

WHEREAS,

The Provision of West Virginia Code 62-11C-6 place the responsibilities for establishing, maintaining and supervising local community corrections programs in the community criminal justice boards, and there has been persistent confusion in some parts of the state on this issue, in that these powers have been shared with, or delegated to, the fiscal agent for the grant, it is hereby RESOLVED,

THAT, since the responsibility for establishing, maintaining and supervising local community corrections program is fully vested in the community criminal justice board, which is the governing board (Code of state rules 149-4-2.(4)., further expanded upon and clarified in the duly adopted Community Corrections Grant Program Guideline 11.3.b.) a local board may not allow any other local agency or entity to veto, divest or usurp any of these responsibilities even if the agency serves as the fiscal agent. The subcommittee finds that client eligibility hiring, personnel and budgetary issues are foremost among those duties that must be approved by the community criminal justice board provided that when the local community corrections program administrative office uses the West Virginia Supreme Court of Appeals as a fiscal agent, then the advisory board and chief probation officer shall assume day to day oversight and control just as a local community criminal justice board would. The local advisory board shall consult with the local judges(s) on the programs that are to be offered.

---

CALEB HUDSON, PRESIDENT  
JEFFERSON COUNTY COMMISSION



## RESOLUTION

The Commission of Jefferson County met on \_\_\_\_\_ with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes The Honorable CALEB HUDSON, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Administrative Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: \_\_\_\_\_  
County Clerk



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



Name: Danny Lutz

Department or Organization: Bill BLIZZARD Centennial Committee

Estimation of amount of time needed for appointment: 15 mins

Date Requested - 1<sup>st</sup> Choice: 3 FEB 2022  
If a specific date is needed, please provide reason for specific date:

Date Requested - 2<sup>nd</sup> Choice: next BEST

Subject (Wording to be placed on agenda): USE OF COURTHOUSE FOR REHEARSALS  
ASSURE SECURITY OF PEOPLE, BUILDING REQUEST OF JUDGE HAMMER  
Please provide the County Commission with a description of your request or presentation, including any background information:

Judge Hammer ASKED US TO ASSURE AVAILABILITY OF  
Bailiffs etc during REHEARSALS

Is this a funding request? Y/N NO  
If so, how much? \$ 0.00

Provide exact financial impact/request:

NONE

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

NO MOTION ANTICIPATED

ASK IF COMMISSION WANTS TO PARTICIPATE IN CENTENNIAL  
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

No

Contact information: Danny Lutz  
Email address: p.lutz007@gmail.com Phone Number: 304 725-0966

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable

ATTENDING: Glenn TRAIL DIRECTOR  
LAURA Storm  
DEB McClure

JB Christensen  
DANNY Lutz



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP-Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1<sup>st</sup> Choice: February 3, 2022

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

If a specific date is needed, please provide reason for specific date: **Timing in regards to coordinating onboarding of employees**

Subject: **Appointment Requests – Two Full-Time Public Safety Dispatchers**

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

**The purpose of this agenda item is to request permission to appoint two individuals to fill slots in the existing vacant positions.**

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

**Motion to approve the appointment of the two public safety dispatchers presented; with their notated salaries and salary increase post training; per the attachment.**

Attachments:

**Request Appointments – Two Full-Time Public Safety Dispatchers\_February 2022**





## Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County

**FROM:** Jeffrey Polczynski, ENP - Director

**DATE:** January 27, 2022

**SUBJECT:** Request Appointments – Two Full-Time Public Safety Dispatchers

---

The purpose of this memorandum is to request the approval to employ the following two Public Safety Dispatchers at the notated salary. The candidates will fill vacancies in authorized staffing.

The Emergency Communications Center management staff continues to seek qualified candidates and through these efforts have returned optimistic prospective employees.

It is important to note that since April 2020 (near the start of COVID), the JCECC has undergone three hiring cycles/dispatch academies hiring ten dispatchers of which eight are still employees; of the eight employees, five are fully trained with the remaining three needing one more discipline.

The ECC cannot bring any more than four individuals at one time due to the lack of staff to train. Through a phase in training six individuals, the ECC concluded that it is extremely difficult and taxing on the current staff to train more than four at any given time and in a recent recommendation to you, I noted that bringing six individuals maxed out the training capabilities (space, resources, personnel/coaches).

Currently the ECC has two viable candidates that have completed all processes. The ECC recruitment continues by setting up interviews for candidates that have completed the written/practical testing.

The ECC intends to hire two individuals and set their academy start date as 28FEB2022. This will occur immediately after completing a three-week fire dispatch academy for two of the April 2021 hires. The ECC has several more candidates in the processing stage and will continue pursuing the vacant and overfill positions authorized by the County. Training is a focus at the ECC and will be for some time.

### CANDIDATES

1. Gabrielle Dugan – Entry level dispatcher with no public safety experience. Offered a salary of \$18.1493/hour.

2. Kali Osborne – Entry level dispatcher with some experience working at Shepherd University Police Department. Completed a B.A. in Sociology. Family works in public safety. Offered a salary of \$19.0567/hour.

Each candidate will be afforded the standard wage increase once full training has been completed.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,



Jeffrey Polczynski, ENP  
Director of Communications

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



Name: **Roger Goodwin, Director & Chief County Engineer**  
**Michelle Mason, Impact Fees Program Specialist**

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

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

Date Requested – 2<sup>nd</sup> Choice: **February 17, 2022**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2021 Annual Report for the Office of Impact Fees**

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

**Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."**

**The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."**

**The impact fees annual report for calendar year 2021 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2022. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.**

**Considering that impact fees were recently recalculated – and the fees reset based upon current market costs/values at that time - staff recommends staying the inflationary adjustment and not taking it up for consideration again until presentation of the CY 2022 Annual Report.**

Is this a funding request? **No** If so, how much?

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

**Motion to accept the Calendar Year 2021 Impact Fees Annual Report for the Office of Impact Fees, as presented.**

**Motion to (approve or stay) the annual inflationary adjustments to the impact fees.**

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

If not attached, explain: **CY 2021 Impact Fees Annual Report**

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

Contact information:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

# **Annual Report on Impact Fees**

**January 2021 – December 2021**

**Engineering Department**

**Office of Impact Fees**

**Jefferson County Government**

**21 January 2022**



# Contents

Tables and Figures .....	3
Appendices.....	3
1.1. Trends in Fee Collection.....	4
1.2. Fees Collected.....	6
1.3. Financial Data .....	9
1.4. Fees Disbursed.....	11
1.4.1. Refunds .....	11
1.4.2. Requisitions.....	11
2. Annual Review.....	14
2.1. Recommended Changes to Ordinances or Procedures .....	14
2.1.1. Ordinance Changes During 2021 .....	14
2.2. Identification of FY 2022 Impact Fee-Fundable Capital Projects.....	15
2.2.1. Schools.....	15
2.2.2. Law Enforcement.....	15
2.2.3. Parks & Recreation .....	15
2.2.4. EMS .....	16
2.2.5. Administrative Facilities.....	16
2.3. Proposed Fee Boundary Districts.....	16
2.4. Proposed Fee Schedule Changes .....	16
2.4.1. Inflation Adjustments.....	16
2.5. Proposed Changes to Level of Service Standards.....	17
2.5.1. Overview .....	17
2.6. Proposed Changes to Base Data for Fee Calculation.....	17
3. 2021 Inflation Adjustments.....	17
3.1. Source Data .....	17
3.2. Inflation Adjustment – Schools .....	18
3.3. Inflation Adjustment – Law Enforcement .....	19
3.4. Inflation Adjustment – Parks & Recreation.....	19
3.5. Inflation Adjustment – EMS.....	20
3.6. Inflation Adjustment – Administrative Facilities .....	21
3.7. Residential Fee Totals – Inflation Adjusted.....	22

## Tables and Figures

Table 1A. Total County Residential Building Permits (CY 2004-2021) .....	4
Table 1B. Total County Non-Residential Building Permits (CY 2004-2021) .....	5
Table 2. Fees Collected – Calendar Year 2021 .....	6
County & Municipal Combined .....	6
Table 3. Fees Collected by County Tax District – Calendar Year 2021 .....	7
Table 4. Fees Collected by Municipal Tax District – Calendar Year 2021 .....	8
Table 5. Office of Impact Fees General Account (3111776) .....	9
Table 6. Impact Fee Holding Accounts .....	10
Table 7. FY 2022 Approved Fee Fundable Projects .....	11
Table 8. Impact Fee Holding Account Withdraws .....	12
Table 9. BOE Fee Fundable Projects .....	15
Table 10. Jefferson County Law Enforcement Projects .....	15
Table 11. Park & Recreation Fee Fundable Projects .....	15
Table 12. Jefferson County EMS Projects .....	16
Table 13. Jefferson County Administrative Facilities Projects .....	16
Table 14. Price Indices and Cost of Living Adjustment .....	18
Table 15. Inflation Adjustment – Schools .....	18
Table 16. Inflation Adjustment - Law Enforcement .....	19
Table 17. Inflation Adjustment - Parks & Recreation .....	19
Table 18. Inflation Adjustment - EMS .....	20
Table 19. Inflation Adjustment - Administrative Facilities .....	21
Table 20. Inflation Adjusted Maximum Fee Schedule - 01 April 2022 .....	22

## Appendices

Appendix A. Affordable Housing Discount Fee Schedule .....	A
--	---

Executive Summary

**1.1. Trends in Fee Collection**

Permitting for new residential construction in Jefferson County in Calendar Year (CY) 2021 decreased relative to CY 2020. There were 444 impact fee applications processed in CY 2021 versus 601 residential impact fee applications in CY 2020. Of that total in CY 2021, 17 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction in Jefferson County in CY 2021 decreased relative to CY 2020. There were 9 impact fee applications processed in CY 2021 versus 10 in CY 2020.

**Table 1A. Total County Residential Building Permits (CY 2004-2021)**

Year	Single Family			Town Home			Duplex			Multifamily			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318	0	5	5	0	0	0	0	0	0	323
2005	39	324	363	0	22	22	0	0	0	0	0	0	385
2006	42	256	298	0	57	57	0	0	0	0	0	0	355
2007	38	213	251	0	66	66	0	0	0	0	0	0	317
2008	22	108	130	0	39	39	0	0	0	0	0	0	169
2009	25	75	100	0	50	50	0	0	0	0	0	0	150
2010	32	91	123	0	39	39	0	0	0	0	0	0	162
2011	21	73	94	1	40	41	0	0	0	0	0	0	135
2012	13	118	131	0	24	24	0	0	0	0	0	0	155
2013	4	207	211	0	38	38	0	0	0	0	0	0	249
2014	4	182	186	0	16	16	0	0	0	0	0	0	202
2015	14	182	196	0	8	8	0	4	4	0	96	96	304
2016	14	165	179	0	10	10	0	0	0	0	0	0	189
2017	14	225	239	0	8	8	0	4	4	0	0	0	251
2018	19	178	197	1	32	33	0	33	33	0	24	24	287
2019	13	165	178	0	36	36	0	11	11	0	0	0	225
2020	15	182	197	0	91	91	0	4	4	0	309	309	601
2021	17	383	400	0	43	43	0	1	1	0	0	0	444
<b>Total</b>	<b>395</b>	<b>3,396</b>	<b>3,791</b>	<b>2</b>	<b>626</b>	<b>628</b>	<b>0</b>	<b>57</b>	<b>57</b>	<b>0</b>	<b>429</b>	<b>429</b>	<b>4,903</b>

**Table 1B. Total County Non-Residential Building Permits (CY 2004-2021)**

<b>Year</b>	<b>Exempt</b>	<b>Fees</b>	<b>Total</b>
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
2014	0	4	4
2015	0	5	5
2016	0	13	13
2017	1	6	7
2018	1	4	5
2019	1	21	22
2020	0	10	10
2021	0	9	9
<b>Grand Total</b>	<b>35</b>	<b>139</b>	<b>174</b>

## 1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2021 and 2022 and run from 1 January 2021 through 31 December 2021. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the five long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, EMS, and Administrative Facilities).

**Table 2. Fees Collected – Calendar Year 2021  
County & Municipal Combined**

Land Use	Type	Schools	Law	Parks & Rec	EMS	Admin. Facilities	Grand Total
Residential	Single Family	\$1,396,444	\$111,927	\$244,736	\$26,140	\$6,168	\$1,785,415
	Town Home	\$269,923	\$0	\$22,078	\$2,380	\$132	\$294,513
	Duplex	\$6,748	\$0	\$354	\$39	\$0	\$7,141
<b>Residential Total</b>		<b>\$1,673,115</b>	<b>\$111,927</b>	<b>\$267,168</b>	<b>\$28,559</b>	<b>\$6,300</b>	<b>\$2,087,069</b>
Commercial	Comm25Less	\$0	\$19	\$0	\$5	\$0	\$24
	Ware House	\$0	\$2	\$0	\$1	\$0	\$3
	<b>Commercial Total</b>	<b>\$0</b>	<b>\$21</b>	<b>\$0</b>	<b>\$6</b>	<b>\$0</b>	<b>\$27</b>
<b>Grand Total</b>		<b>\$1,673,115</b>	<b>\$111,948</b>	<b>\$267,168</b>	<b>\$28,565</b>	<b>\$6,300</b>	<b>\$2,087,096</b>

**Table 3. Fees Collected by County Tax District – Calendar Year 2021**

<b>Tax District</b>	<b>Land Use</b>	<b>Type</b>	<b>Schools</b>	<b>Law</b>	<b>Parks &amp; Rec</b>	<b>EMS</b>	<b>Admin. Facilities</b>	<b>Grand Total</b>
02 Charles Town	Residential	Single Family	\$536,007	\$42,931	\$91,466	\$9,772	\$2,252	\$682,428
	<b>Residential Total</b>		<b>\$536,007</b>	<b>\$42,931</b>	<b>\$91,466</b>	<b>\$9,772</b>	<b>\$2,252</b>	<b>\$682,428</b>
	Commercial	Ware House	\$0	\$2	\$0	\$1	\$0	\$3
	<b>Commercial Total</b>		<b>\$0</b>	<b>\$2</b>	<b>\$0</b>	<b>\$1</b>	<b>0</b>	<b>\$3</b>
<b>02 Charles Town Grand Total</b>			<b>\$536,007</b>	<b>\$42,933</b>	<b>\$91,466</b>	<b>\$9,773</b>	<b>\$2,252</b>	<b>\$682,431</b>
04 Harpers Ferry	Residential	Single Family	\$125,825	\$11,130	\$23,345	\$2,492	\$616	\$163,408
	<b>Residential Total</b>		<b>\$125,825</b>	<b>\$11,130</b>	<b>\$23,345</b>	<b>\$2,492</b>	<b>\$616</b>	<b>\$163,408</b>
<b>04 Harpers Ferry Grand Total</b>			<b>\$125,825</b>	<b>\$11,130</b>	<b>\$23,345</b>	<b>\$2,492</b>	<b>\$616</b>	<b>\$163,408</b>
06 Kabletown	Residential	Single Family	\$203,707	\$12,887	\$28,652	\$3,068	\$572	\$248,886
	<b>Residential Total</b>		<b>\$203,707</b>	<b>\$12,887</b>	<b>\$28,652</b>	<b>\$3,068</b>	<b>\$572</b>	<b>\$248,886</b>
	Commercial	Comm25Less	\$0	\$7	\$0	\$2	\$0	\$9
	<b>Commercial Total</b>		<b>\$0</b>	<b>\$7</b>	<b>\$0</b>	<b>\$2</b>	<b>0</b>	<b>\$9</b>
<b>06 Kabletown Grand Total</b>			<b>\$203,707</b>	<b>\$12,894</b>	<b>\$28,652</b>	<b>\$3,070</b>	<b>\$572</b>	<b>\$248,895</b>
07 Middleway	Residential	Single Family	\$209,709	\$18,904	\$39,539	\$4,220	\$1,056	\$273,428
	<b>Residential Total</b>		<b>\$209,709</b>	<b>\$18,904</b>	<b>\$39,539</b>	<b>\$4,220</b>	<b>\$1,056</b>	<b>\$273,428</b>
<b>07 Middleway Grand Total</b>			<b>\$209,709</b>	<b>\$18,904</b>	<b>\$39,539</b>	<b>\$4,220</b>	<b>\$1,056</b>	<b>\$273,428</b>
09 Shepherdstown	Residential	Single Family	\$309,208	\$26,075	\$55,096	\$5,884	\$1,408	\$397,671
	<b>Residential Total</b>		<b>\$309,208</b>	<b>\$26,075</b>	<b>\$55,096</b>	<b>\$5,884</b>	<b>\$1,408</b>	<b>\$397,671</b>
	Commercial	Comm25Less	\$0	\$12	\$0	\$3	\$0	\$15
	<b>Commercial Total</b>		<b>\$0</b>	<b>\$12</b>	<b>\$0</b>	<b>\$3</b>	<b>\$0</b>	<b>\$15</b>
<b>09 Shepherdstown Grand Total</b>			<b>\$309,208</b>	<b>\$26,087</b>	<b>\$55,096</b>	<b>\$5,887</b>	<b>\$1,408</b>	<b>\$397,686</b>
		<b>Grand Total</b>	<b>\$1,384,456</b>	<b>\$111,948</b>	<b>\$238,098</b>	<b>\$25,442</b>	<b>\$5,904</b>	<b>\$1,765,848</b>

**Table 4. Fees Collected by Municipal Tax District – Calendar Year 2021**

<b>Tax District</b>	<b>Land Use</b>	<b>Type</b>	<b>Schools</b>	<b>Parks &amp; Rec</b>	<b>EMS</b>	<b>Admin. Facilities</b>	<b>Grand Total</b>
03 Charles Town Corp	Residential	Single Family	\$5,995	\$4,265	\$452	\$176	\$10,888
		Town Home	\$195,692	\$13,949	\$1,508	\$0	\$211,149
<b>Residential Total</b>			<b>\$201,687</b>	<b>\$18,214</b>	<b>\$1,960</b>	<b>\$176</b>	<b>\$222,037</b>
<b>03 Charles Town Corp Grand Total</b>			<b>\$201,687</b>	<b>\$18,214</b>	<b>\$1,960</b>	<b>\$176</b>	<b>\$222,037</b>
08 Ranson Corp	Residential	Single Family	\$5,992	\$1,427	\$152	\$44	\$7,615
		Town Home	\$74,231	\$8,129	\$872	\$132	\$83,364
<b>Residential Total</b>			<b>\$80,223</b>	<b>\$9,556</b>	<b>\$1,024</b>	<b>\$176</b>	<b>\$90,979</b>
<b>08 Ranson Corp Grand Total</b>			<b>\$80,223</b>	<b>\$9,556</b>	<b>\$1,024</b>	<b>\$176</b>	<b>\$90,979</b>
10 Shepherdstown Corp	Residential	Single Family	\$1	\$946	\$100	\$44	\$1,091
		Duplex	\$6,748	\$354	\$39	\$0	\$7,141
<b>Residential Total</b>			<b>\$6,749</b>	<b>\$1,300</b>	<b>\$139</b>	<b>\$44</b>	<b>\$8,232</b>
<b>10 Shepherdstown Corp Grand Total</b>			<b>\$6,749</b>	<b>\$1,300</b>	<b>\$139</b>	<b>\$44</b>	<b>\$8,232</b>
<b>Grand Total</b>			<b>\$288,659</b>	<b>\$29,070</b>	<b>\$3,123</b>	<b>\$396</b>	<b>\$321,248</b>
<b>County Tax District Fees Collected Totals</b>							<b>\$1,765,848</b>
<b>Municipal Tax District Fees Collected Totals</b>							<b>\$321,248</b>
<b>GRAND TOTAL</b>							<b>\$2,087,096</b>

### 1.3. Financial Data

**Table 5. Office of Impact Fees General Account (3111776)**

<b>Month</b>	<b>Starting Balance</b>	<b>Total Deposits</b>	<b>Total Checks</b>	<b>Interest</b>	<b>Ending Balance</b>
January	\$229,469.51	\$312,127	\$229,469.51	\$123.89	\$312,250.89
February	\$312,250.89	\$134,096	\$312,250.89	\$88.74	\$134,184.74
March	\$134,184.74	\$429,711	\$134,184.74	\$154.11	\$429,865.11
April	\$429,865.11	\$120,600	\$429,865.11	\$88.28	\$120,688.28
May	\$120,688.28	\$424,685	\$120,688.28	\$116.21	\$424,801.21
June	\$424,801.21	\$223,986	\$424,801.21	\$180.57	\$224,166.57
July	\$224,166.57	\$154,100	\$224,166.57	\$90.33	\$154,190.33
August	\$154,190.33	\$60,300	\$154,190.33	\$68.47	\$60,368.47
September	\$60,368.47	\$118,435	\$60,368.47	\$34.32	\$118,469.32
October	\$118,469.32	\$34,289	\$118,469.32	\$24.12	\$34,313.12
November	\$34,313.12	\$37,306	\$34,313.12	\$15.80	\$37,321.80
December	\$37,321.80	\$37,461	\$37,321.80	\$21.50	\$37,482.50

December 2021 Outstanding Credits	<b>\$0.00</b>
January 2022 Transfers	<b>(\$37,482.50)</b>
01 January 2022 Deposits	<b>\$0.00</b>
01 January 2022 Balance	<b>\$0.00</b>

**Table 6. Impact Fee Holding Accounts**

Category	Schools	Law	Parks	EMS	Admin. Facilities
Account Number	3107582	3120120	3122808	3122816	33182570
Balance on 01 January 2021	\$6,288,056.20	\$173,907.27	\$362,725.60	\$3,848.15	\$0.00
Total Deposits	\$1,884,963.55	\$103,106.55	\$259,067.54	\$27,751.48	\$5,200.23
Withdrawals /1	\$41,601.00	\$30,244.20	\$4,499.00	\$1,314.00	\$0.00
Interest Accrued - CY 2021	\$37,727.89	\$989.88	\$2,390.63	\$79.00	\$0.43
Balance on 31 December 2021	\$8,169,146.64	\$247,759.50	\$619,684.77	\$30,364.63	\$5,200.66
January Transfers /2	\$25.00	\$10,126.80	\$23,720.55	\$2,507.50	\$1,102.65
<i>Of Which</i>					
<i>Transferred Fees</i>	\$25.00	\$10,121.00	\$23,707.00	\$2,506.00	\$1,102.00
<i>Transferred Interest</i>	\$0.00	\$5.80	\$13.55	\$1.50	\$0.65
Final Balance 03 January 2022	\$8,169,171.64	\$257,886.30	\$643,405.32	\$32,872.13	\$6,303.31

**Notes**

/1 See Table 8 for details.

/2 From fees collected in December 2021 and transferred in January 2022.

## **1.4. Fees Disbursed**

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

### **1.4.1. Refunds**

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There were 7 refunds processed in CY 2021.

### **1.4.2. Requisitions**

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2022 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2022 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2023 remain to be presented to the County Commission for approval.

**Table 7. FY 2022 Approved Fee Fundable Projects**

<b>Category</b>	<b>Capital Improvement Project</b>	<b>Approved Impact Fee Funding</b>
Schools	Regional Student Support Center	\$1,000,000
Law Enforcement	Weapons Training Qualifications Range	\$25,000
	Internal Expansion Temporary Sheriff's Office Space	\$10,000
Parks and Recreation	Land Acquisition	\$250,000
	James Hite Park (Parking)	\$120,000
	Sam Michael's Park (Amphitheatre - ADA)	\$10,000
EMS	JCESA Building Mortgage	\$10,000

**Table 8. Impact Fee Holding Account Withdraws**

<b>Account</b>	<b>Check Date</b>	<b>Statement Date</b>	<b>Debit</b>	<b>Notes</b>
<b>Schools</b>	1/5/2021	1/31/2021	\$1,010.00	2020 Impact Fee Recalculation - Schools and Admin December 2020 Services
	8/27/2021	9/30/2021	\$1,010.00	2020 Impact Fee Recalculation - Schools and Admin July 2021 Services
	9/10/2021	9/30/2021	\$5,991.00	Impact Fee Refund - Denise Alford - PN 2100197
	9/10/2021	9/30/2021	\$5,991.00	Impact Fee Refund - Tiffany Lawrence - PN 2100050
	10/22/2021	11/30/2021	\$5,991.00	Impact Fee Refund - Donald Pine - PN 2100275
	10/22/2021	11/30/2021	\$5,991.00	Impact Fee Refund - Lutman Properties, LLC - PN 2100266
	10/22/2021	10/31/2021	\$5,991.00	Impact Fee Refund - Timothy Paulin - PN 2100236
	12/16/2021	12/31/2021	\$3,635.00	Impact Fee Refund - Thomas Lake - PN 2100048
	12/16/2021	/1	\$5,991.00	Impact Fee Refund - Christopher and Michelle Brannan - PN 2100256
<b>TOTAL</b>			<b>\$41,601.00</b>	
<b>Law</b>	1/5/2021	1/31/2021	\$540.00	2020 Impact Fee Recalculation Study - Law Enforcement and Admin Facilities December 2020 Services
	6/4/2021	6/30/2021	\$19,001.20	Requisition 21R0129 - Internal Expansion of Temporary Sheriff's Office
	8/27/2021	9/30/2021	\$540.00	2020 Impact Fee Recalculation Study - Law Enforcement and Admin Facilities July 2021 Services
	9/10/2021	9/30/2021	\$176.00	Impact Fee Refund - Denise Alford - PN 2100197
	9/10/2021	9/30/2021	\$176.00	Impact Fee Refund - Tiffany Lawrence - PN 2100050
	10/22/2021	11/30/2021	\$176.00	Impact Fee Refund - Donald Pine - PN 2100275
	10/22/2021	11/30/2021	\$176.00	Impact Fee Refund - Lutman Properties, LLC - PN 2100266
	10/22/2021	10/31/2021	\$176.00	Impact Fee Refund - Timothy Paulin - PN 2100236
	12/16/2021	12/31/2021	\$107.00	Impact Fee Refund - Thomas Lake - PN 2100048
	12/10/2021	12/31/2021	\$9,000.00	Requisition 21R0130 - Filing System within Temporary Sheriff's Office
	12/16/2021	/1	\$176.00	Impact Fee Refund - Christopher and Michelle Brannan - PN 2100256
<b>TOTAL</b>			<b>\$30,244.20</b>	

<b>Parks</b>	1/5/2021	1/31/2021	\$660.00	2020 Impact Fee Recalculation Study - Parks and Recreation and Admin Facilities December 2020 Services
	8/27/2021	9/30/2021	\$660.00	2020 Impact Fee Recalculation Study - Parks and Recreation and Admin Facilities July 2021 Services
	9/10/2021	9/30/2021	\$481.00	Impact Fee Refund - Denise Alford - PN 2100197
	9/10/2021	9/30/2021	\$481.00	Impact Fee Refund - Tiffany Lawrence - PN 2100050
	10/22/2021	11/30/2021	\$481.00	Impact Fee Refund - Donald Pine - PN 2100275
	10/22/2021	11/30/2021	\$481.00	Impact Fee Refund - Lutman Properties, LLC - PN 2100266
	10/22/2021	10/31/2021	\$481.00	Impact Fee Refund - Timothy Paulin - PN 2100236
	12/16/2021	12/31/2021	\$293.00	Impact Fee Refund - Thomas Lake - PN 2100048
	12/16/2021	/1	\$481.00	Impact Fee Refund - Christopher and Michelle Brannan - PN 2100256
<b>TOTAL</b>			<b>\$4,499.00</b>	
<b>EMS</b>	1/5/2021	1/31/2021	\$485.00	2020 Impact Fee Recalculation Study - EMS and Admin Facilities December 2020 Services
	8/27/2021	9/30/2021	\$485.00	2020 Impact Fee Recalculation Study - EMS and Admin Facilities July 2021 Services
	9/10/2021	9/30/2021	\$52.00	Impact Fee Refund - Denise Alford - PN 2100197
	9/10/2021	9/30/2021	\$52.00	Impact Fee Refund - Tiffany Lawrence - PN 2100050
	10/22/2021	11/30/2021	\$52.00	Impact Fee Refund - Donald Pine - PN 2100275
	10/22/2021	11/30/2021	\$52.00	Impact Fee Refund - Lutman Properties, LLC - PN 2100266
	10/22/2021	10/31/2021	\$52.00	Impact Fee Refund - Timothy Paulin - PN 2100236
	12/16/2021	12/31/2021	\$32.00	Impact Fee Refund - Thomas Lake - PN 2100048
	12/16/2021	/1	\$52.00	Impact Fee Refund - Christopher and Michelle Brannan - PN 2100256
<b>TOTAL</b>			<b>\$1,314.00</b>	
<b>Grand Total</b>			<b>\$77,658.20</b>	

/1

Not yet reconciled; suspect will be on January 2022 Statement.

## 2. Annual Review

### 2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

#### 2.1.1. Ordinance Changes During 2021

In 2020, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2021 and the new impact fees were adopted by the County Commission on 2 September 2021; the fees became effective 3 September 2021. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended 2 September 2021; Effective 3 September 2021

Parks & Recreation Ordinance No. 2005-2

Amended 2 September 2021; Effective 3 September 2021

Law Enforcement Ordinance No. 2005-1

Amended 2 September 2021; Effective 3 September 2021

EMS Ordinance No. 2005-3

Amended 2 September 2021; Effective 3 September 2021

Administrative Facilities No. 2021-1

Adopted 2 September 2021; Effective 3 September 2021

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the 5 August 2021 County Commission meeting, the County Commission voted to reduce the commercial impact fee to \$0.00.

The Impact Fees Procedure Ordinance was amended on 17 June 2021, to provide for the change in use based only on the incremental increase in the fee for the additional public facilities needed. Provided, however, that any change of use of a non-residential structure to residential or multi residential structure shall not be assessed an Impact Fee of such change in use of which conditions apply.

## 2.2. Identification of FY 2023 Impact Fee-Fundable Capital Projects

The following projects will appear on the FY 2023 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent maintaining the current level of service due to new growth. Exclusion of other projects, listed in the FY 2023 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-13 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

### 2.2.1. Schools

**Table 9. BOE Fee Fundable Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Regional Student Support Center	\$1,000,000	\$1,000,000	Elementary School & Land Middle School/High Schools & Land
<b>Totals</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	

### 2.2.2. Law Enforcement

**Table 10. Jefferson County Law Enforcement Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Weapons Training Qualifications Range	\$25,000	\$25,000	Buildings and Land
Interior Expansion Temporary Sheriff's Office Space	\$180,000	\$180,000	Buildings and Land
<b>Totals</b>	<b>\$205,000</b>	<b>\$205,000</b>	

### 2.2.3. Parks & Recreation

**Table 11. Park & Recreation Fee Fundable Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Sam Michael's Park (Amphitheatre-ADA - Phase 2)	\$100,000	\$100,000	Park Improvements & Rec Facilities
Sam Michael's Park Playground	\$65,000	\$65,000	Park Improvements & Rec Facilities
James Hite Park (Parking)	\$120,000	\$120,000	Park Improvements & Rec Facilities
Sam Michaels Park (Septic Upgrades)	\$150,000	\$150,000	Park Improvements & Rec Facilities
<b>Totals</b>	<b>\$435,000</b>	<b>\$435,000</b>	

## 2.2.4. EMS

**Table 12. Jefferson County EMS Projects**

<b>Company</b>	<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
JCESA	Building Mortgage /1	\$81,000	\$30,000	Facilities
<b>Total</b>		<b>\$81,000</b>	<b>\$30,000</b>	

**Note:** /1 Request exceeds funds anticipated at beginning of FY 2023.

## 2.2.5. Administrative Facilities

**Table 13. Jefferson County Administrative Facilities Projects**

<b>Company</b>	<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Administrative Facilities	Building Mortgage /1	\$0	\$0	Facilities
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	

**Note:** /1 Project needs direction from County Commission on funding sources and timeline.

## 2.3. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. Development projects in the municipalities do not pay the Law Enforcement impact fee. As various municipalities continue to annex portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

## 2.4. Proposed Fee Schedule Changes

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three to five year cycle. In 2021, all four impact fee categories underwent a recalculation (with the addition of Administrative Facilities); overall, the County Commission reduced the current Impact Fee Schedule amounts.

The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore, the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2020. The County Commission recalculated the fees in 2020 and adopted new fee schedules, which became effective on 3 September 2021. The next impact fee recalculation should occur in CY 2026.

### 2.4.1. Inflation Adjustments

It is generally recommended that all fee schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact

Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis<sup>1</sup>. Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2019 and 2020. These represent the most recent price indices and were released on 30 July, 2021. These data constitute the source for the annual inflation adjustments for the five impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2022 unless the County Commission acts to stay these adjustments. Considering that a recalculation study recently occurred in 2021 and new fees were established, staff recommends staying the inflationary adjustment.

## **2.5. Proposed Changes to Level of Service Standards**

### **2.5.1. Overview**

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, EMS services, and the new Administrative Facilities were last updated and adopted in September 2021.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in CY 2026.

## **2.6. Proposed Changes to Base Data for Fee Calculation**

There are no changes at this time.

## **3. 2021 Inflation Adjustments**

### **3.1. Source Data**

The following Table 14 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2019 and 2020<sup>2</sup>. These represent the most recent price indices and were released on 30 July, 2021. These data constitute the source for the annual inflation adjustments for the 5 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2022 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

---

<sup>1</sup> Source is Table 5.9.4B, Price Indexes for Gross Government Fixed Investment by Type; lines 32, 35, 36, and 37.

<sup>2</sup> Source:

<https://www.bea.gov/iTable/iTable.cfm?reqid=19&step=2#reqid=19&step=3&isuri=1&1921=survey&1903=338> (select Table 5.9.4B).

The values in the columns titled 2021 Impact Fee (tables 15-19) are the fees currently in effect as of 1 April 2022.

**Table 14. Price Indices and Cost of Living Adjustment**

<b>BEA Table Line</b>	<b>Fee Category</b>	<b>Structure Class</b>	<b>Price Index CY 2019</b>	<b>Price Index CY 2020</b>	<b>Differential (Inflation Adjustment Factor)</b>
32	Admin. Facilities	State and Local - Office	121.013	123.944	1.0242
35	School	State and Local – Educational	121.556	124.694	1.0258
36	Law & EMS	State and Local – Public Safety	137.041	141.779	1.0345
37	Parks	Amusement & Recreation	137.005	141.825	1.0351

Source: Bureau of Economic Analysis, US Department of Commerce.

### **3.2. Inflation Adjustment – Schools**

**Table 15. Inflation Adjustment – Schools**

<b>Residential Development</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Single Family	\$1	\$1	\$0
Town home	\$1	\$1	\$0
Duplex	\$1	\$1	\$0
Multi-family	\$1	\$1	\$0

### 3.3. Inflation Adjustment – Law Enforcement

Table 16. Inflation Adjustment - Law Enforcement

<b>Residential Development</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Single Family	\$531	\$549	\$18
Town home	\$531	\$549	\$18
Duplex	\$531	\$549	\$18
Multi-family	\$380	\$393	\$13
<b>Non Residential Development (fees per 1,000 sq ft gross usable floor area)</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

### 3.4. Inflation Adjustment – Parks & Recreation

Table 17. Inflation Adjustment - Parks & Recreation

<b>Residential Development</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Single Family	\$946	\$979	\$33
Town home	\$946	\$979	\$33
Duplex	\$946	\$979	\$33
Multi-family	\$677	\$701	\$24

### 3.5. Inflation Adjustment – EMS

Table 18. Inflation Adjustment - EMS

<b>Residential Development</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Single Family	\$100	\$103	\$3
Town home	\$100	\$103	\$3
Duplex	\$100	\$103	\$3
Multi-family	\$71	\$73	\$2
<b>Non Residential Development (fees per 1,000 sq ft gross usable floor area)</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

### 3.6. Inflation Adjustment – Administrative Facilities

**Table 19. Inflation Adjustment - Administrative Facilities**

<b>Residential Development</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Single Family	\$44	\$45	\$1
Town home	\$44	\$45	\$1
Duplex	\$44	\$45	\$1
Multi-family	\$31	\$32	\$1
<b>Non Residential Development (fees per 1,000 sq ft gross usable floor area)</b>	<b>2021 Impact Fee</b>	<b>2022 Adjusted</b>	<b>Differential</b>
Commercial/Shopping Center 25,000 SF or less	\$0	\$0	\$0
Commercial/Shopping Center 25,001 – 50,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 50,001 – 100,000 SF	\$0	\$0	\$0
Commercial/Shopping Center 100,001 – 200,000 SF	\$0	\$0	\$0
Commercial/Shopping Center over 200,000 SF	\$0	\$0	\$0
Office/Institutional 10,000 SF or less	\$0	\$0	\$0
Office/Institutional 10,001 – 25,000 SF	\$0	\$0	\$0
Office/Institutional 25,001 – 50,000 SF	\$0	\$0	\$0
Office/Institutional 50,001 – 100,000 SF	\$0	\$0	\$0
Office/Institutional over 100,000 SF	\$0	\$0	\$0
Business Park	\$0	\$0	\$0
Light Industrial	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0

### 3.7. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq.*). If the County Commission does not act to prevent the inflation adjustments listed in Table 20 from going into effect, the fee schedule listed in Table 20 below will apply on 1 April 2022. This fee schedule is based on the schedule resulting from the fee recalculations of 2 September 2021.

**Table 20. Inflation Adjusted Maximum Fee Schedule - 01 April 2022**

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	01 April 2022 Impact Fee per Dwelling Unit	
<b>Single Family</b>	Schools	\$1	\$1	
	<b>Town Home</b>	Law Enforcement	\$531	\$549
		<b>Duplex</b>	Parks & Recreation	\$946
	EMS		\$100	\$103
	Admin. Facilities		\$44	\$45
	<b>TOTAL</b>	<b>\$1,622</b>	<b>\$1,677</b>	
<b>Multi-Family</b>	Schools	\$1	\$1	
	Law Enforcement	\$380	\$393	
	Parks & Recreation	\$677	\$701	
	EMS	\$71	\$73	
	Admin. Facilities	\$31	\$32	
	<b>TOTAL</b>	<b>\$1,160</b>	<b>\$1,200</b>	

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Engineering Department**  
**Office of Impact Fees**  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

Phone: (304) 728-3331

Fax: (304) 728-3953

Michelle Mason  
Impact Fee Program Specialist

mmason@jeffersoncountywv.org

**Affordable Housing Discounted Impact Fee Per Dwelling Unit Type**

**December 31, 2021 Housing Index Average Market Value  
for Jefferson County, WV: \$279,253**

Current Impact Fee	<i>Single Family      Town Home      Duplex      Multi-Family</i>				
	\$1,622	\$1,622	\$1,622	\$1,160	
Affordable Housing Percentage	Affordable Housing Market Value	<i>Discounted Impact Fee Per Dwelling Unit Type</i>			
60%	\$167,552	\$973	\$973	\$973	\$696
59%	\$164,759	\$957	\$957	\$957	\$684
58%	\$161,967	\$941	\$941	\$941	\$673
57%	\$159,174	\$925	\$925	\$925	\$661
56%	\$156,382	\$908	\$908	\$908	\$650
55%	\$153,589	\$892	\$892	\$892	\$638
54%	\$150,797	\$876	\$876	\$876	\$626
53%	\$148,004	\$860	\$860	\$860	\$615
52%	\$145,212	\$843	\$843	\$843	\$603
51%	\$142,419	\$827	\$827	\$827	\$592
50%	\$139,627	\$811	\$811	\$811	\$580
49%	\$136,834	\$795	\$795	\$795	\$568
48%	\$134,041	\$779	\$779	\$779	\$557
47%	\$131,249	\$762	\$762	\$762	\$545
46%	\$128,456	\$746	\$746	\$746	\$534
45%	\$125,664	\$730	\$730	\$730	\$522
44%	\$122,871	\$714	\$714	\$714	\$510
43%	\$120,079	\$697	\$697	\$697	\$499
42%	\$117,286	\$681	\$681	\$681	\$487
41%	\$114,494	\$665	\$665	\$665	\$476
40%	\$111,701	\$649	\$649	\$649	\$464
39%	\$108,909	\$633	\$633	\$633	\$452
38%	\$106,116	\$616	\$616	\$616	\$441
37%	\$103,324	\$600	\$600	\$600	\$429
36%	\$100,531	\$584	\$584	\$584	\$418
35%	\$97,739	\$568	\$568	\$568	\$406
34%	\$94,946	\$551	\$551	\$551	\$394
33%	\$92,153	\$535	\$535	\$535	\$383
32%	\$89,361	\$519	\$519	\$519	\$371
31%	\$86,568	\$503	\$503	\$503	\$360
30%	\$83,776	\$487	\$487	\$487	\$348
29%	\$80,983	\$470	\$470	\$470	\$336
28%	\$78,191	\$454	\$454	\$454	\$325
27%	\$75,398	\$438	\$438	\$438	\$313
26%	\$72,606	\$422	\$422	\$422	\$302
25%	\$69,813	\$406	\$406	\$406	\$290

**Disclaimer: Figures updated and effective through 31 December 2022 per the WV Tax Commissioner.  
Apartment/Condominium projects qualifying for the AHD, the discount equals 40% of normal fee.**



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

If not attached, explain: **See attached Impact Fees - FY 2023 Capital Improvement Plan**

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

Contact information:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

# **FY 2023 Capital Improvement Plan**

**Schools**

**Law Enforcement**

**Parks & Recreation**

**Emergency Services**

**Administrative Facilities**

**Jefferson County Commission**

**Engineering Department/Office of Impact Fees**

**13 January 2022**

# FY 2023 Impact Fee Program Capital Improvement Plan

## Contents

Overview .....	2
Overview of Funding Options .....	3
(a) Direct County Support.....	3
(b) General Obligation/Construction Bonds .....	3
(c) State Support.....	4
(d) Federal Support.....	4
Summary of Impact Fee Fundable Projects .....	4
Impact Fee Program Specialist’s Notes .....	12
(e) Authority.....	12
(f) Overview .....	12
Cash Flow Analyses.....	12

## Tables

Table 1. FY 2023 Priority 1 Projects - All Funding Sources .....	5
Table 2. FY 2023 Impact Fee Projects - All Priorities .....	6
Table 3. FY 2023 Impact Fee Fundable Projects.....	7
Table 4. School Cash Flow Analysis.....	13
Table 5. Law Enforcement Cash Flow Analysis.....	14
Table 6. Parks & Recreation Cash Flow Analysis.....	15
Table 7. EMS Cash Flow Analysis .....	16
Table 8. Administrative Facilities Cash Flow Analysis.....	17

## FY 2023 Capital Improvement Plan Submissions

	Divider
Board of Education .....	1
Sheriff of Jefferson County.....	2
Jefferson County Parks & Recreation Commission.....	3
Jefferson County Emergency Services Agency.....	4
Jefferson County Administrative Facilities .....	5

## Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2023 (which begins July 1 2022). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$141,553,828 (up from \$140,842,828 in FY 2022). Of this amount, \$4,376,000 represents the funding requests for FY 2023 (in FY 2022 the amount was \$36,276,000).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2023 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

## Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 12 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

### (a) Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

### (b) General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans<sup>1</sup>.

### (c) State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

### (d) Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

## Summary of Impact Fee Fundable Projects

**Table 1** lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs.

**Table 2** lists all Urgent and Non- Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entities' overall "wish list".

**Table 3** identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2023 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2023.

---

<sup>1</sup> See WV Code §8-30 *et seq.*

**Table 1. FY 2023 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
<b>Jefferson County Board of Education</b>											
1	1	Regional Student Support Center	\$17,000,000	\$0	\$1,000,000	\$250,000	\$2,000,000	\$2,000,000	\$2,000,000	\$0	\$0
2	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New Middle School	\$38,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,000,000
4	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000
<b>TOTALS</b>			<b>\$115,250,000</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$250,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$29,000,000</b>
<b>Jefferson County Emergency Services Agency</b>											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
<b>TOTALS</b>			<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>

Table 2. FY 2023 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
<b>Jefferson County Board of Education</b>											
1	1	Regional Student Support Center	\$17,000,000	\$0	\$1,000,000	\$250,000	\$2,000,000	\$2,000,000	\$2,000,000	\$0	\$0
2	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New Middle School	\$38,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,000,000
4	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000
<b>TOTALS</b>			<b>\$115,250,000</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$250,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$29,000,000</b>	<b>\$29,000,000</b>
<b>Sheriff of Jefferson County</b>											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Interior Expansion	\$1,200,000	\$0	\$600,000	\$0	\$400,000	\$100,000	\$100,000	\$0	\$0
3	2	Temporary Sheriff's Office Space	\$200,000	\$20,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
5	2	Permanent Jefferson County Sheriff's Office	\$6,000,000	\$75,000	\$500,000	\$0	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
<b>TOTALS</b>			<b>\$8,584,500</b>	<b>\$95,000</b>	<b>\$1,465,000</b>	<b>\$0</b>	<b>\$2,106,500</b>	<b>\$2,206,500</b>	<b>\$2,275,000</b>	<b>\$225,000</b>	<b>\$61,500</b>
<b>Jefferson County Parks &amp; Recreation Commission</b>											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$100,000	\$0	\$0	\$850,000	\$850,000	\$0	\$0
2	2	Maintenance Vehicle	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000	\$0	\$100,000	\$1,075,000	\$0	\$0	\$0	\$0	\$0
4	2	Land Acquisition	\$2,656,000	\$250,000	\$0	\$406,000	\$2,000,000	\$0	\$0	\$0	\$0
5	2	Sam Michaels Park (Playground)	\$130,000	\$0	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
6	2	Sam Michael's Park (Community Center Addition)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000

**Table 2. FY 2023 Projects (Urgent and Non-Urgent) - All Priorities**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
8	3	Sam Michaels Park (Splash Pad)	\$230,000	\$0	\$0	\$0	\$30,000	\$0	\$200,000	\$0	\$0
9	2	James Hite Park (Parking)	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Septic Upgrades)	\$750,000	\$0	\$150,000	\$600,000	\$0	\$0	\$0	\$0	\$0
11	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
12	2	James Hite Park Phase III Development	\$500,000	\$0	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0
13	3	2026 Parks Master Plan	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
14	2	Sam Michael's Park Artificial Turf Field	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
15	3	Sam Michael's Park Amphitheater Phase III	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
16	3	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$12,199,000</b>	<b>\$250,000</b>	<b>\$830,000</b>	<b>\$2,396,000</b>	<b>\$2,070,000</b>	<b>\$950,000</b>	<b>\$2,128,000</b>	<b>\$2,750,000</b>	<b>\$825,000</b>
<b>Jefferson County Emergency Services Agency</b>											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
<b>TOTALS</b>			<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>
<b>Jefferson County Administrative Facilities</b>											
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTALS</b>			<b>\$180,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

Table 3. FY 2023 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
<b>Jefferson County Board of Education</b>											
1	1	Regional Student Support Center	\$17,000,000	\$0	\$1,000,000	\$250,000	\$2,000,000	\$2,000,000	\$2,000,000	\$0	\$0
<b>TOTALS</b>			<b>\$17,000,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$250,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>

<b>Impact Fee Specialist Recommendations – Jefferson County Board of Education</b>											
1	1	Regional Student Support Center		Eligible for Full Funding due to being for new growth	As of January 1, 2022, the remaining allocation amount is \$2,545,370 in the "Elementary School & Land" capital category of this project. As of January 1, 2022, the remaining allocation amount is \$6,648,486 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$9,193,856. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$8,168,376 on July 1, 2022.						
					Full funding is currently available in the Schools account for this \$1,000,000 request, in FY 2023. Requisitions will be allocated 50% toward "Elementary School & Land" and 50% toward "Middle/High School & Land" capital categories. The CIP impact fees funding request through FY 2028 is currently available, which completes the funding request.						

<b>Sheriff of Jefferson County</b>											
1	2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Internal Expansion Temporary Sheriff's Office Space	\$200,000	\$20,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$300,000</b>	<b>\$20,000</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>

<b>Impact Fee Specialist Recommendations – Sheriff of Jefferson County</b>											
#	Pri	Project	Fee Funding Potential	Comments							
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of December 31, 2021, the remaining allocation amount is \$235,765 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$300,146 on July 1, 2022.							
				Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2023. The CIP							



**Table 3. FY 2023 Impact Fundable Projects**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
9	2	James Hite Park (Parking)		Eligible for Full Funding due to being for new growth	As of December 31, 2021, the remaining allocation amount is \$601,309 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$845,779 on June 30, 2022.  Funding for this project is available in the Parks and Rec impact fee account for this \$120,000 request in FY 2023. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
10	2	Sam Michaels Park (Septic Upgrades)		Eligible for Full Funding due to being for new growth	As of December 31, 2021, the remaining allocation amount is \$601,309 in the "Park Improvements, Facilities (bldgs.) & Study" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$845,779 on June 30, 2022.  Funding for this project is available in the Parks and Rec impact fee account for this \$150,000 request in FY 2023. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$600,000 of funding from other sources.						

**Jefferson County Emergency Services Agency (EMS)**

1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
<b>TOTALS</b>			<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>

**Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)**

#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of December 31, 2021, the remaining allocation amount is \$598,997 in the "Facilities Mortgage - Cost Recovery & Study" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$54,265 on June 30, 2022.  Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$30,000 of funding in FY 2023, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2023. However, at this time, funding for the \$51,000 remainder of the FY 2023, mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds since impact fees revenue for this entity is only averaging \$20,000 per year; the ESA will need to find another funding source.

Table 3. FY 2023 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2023	Other Sources Allocation	Yr 1 FY 2024	Yr 2 FY 2025	Yr 3 FY 2026	Yr 4 FY 2027	Yr 5 FY 2028
<b>Jefferson County Administrative Facilities</b>											
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTALS</b>			<b>\$180,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities</b>											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable At This Time	There is no current impact fee request for this project and we do not foresee a potential request until FY 2024 being the earliest due to total impact fee collection and other funding sources.							

# Impact Fee Program Specialist's Notes

## (e) Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

## (f) Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
  - a. If the answer is **no** (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
  - b. If the answer is **yes**, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
  - a. If the answer is **yes**, then the project is potentially **fully impact fee-fundable**.
  - b. If the answer is **no** (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

## Cash Flow Analyses

The following 5 tables constitute the official cash flow analyses for each of the five impact fee categories:

FY 2023 Capital Improvement Plan

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]
- Jefferson County Administrative Facilities [Administrative Facilities]

The revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2022 (50% of FY 2023). The projected balance runs to July 1, 2022, which is the end of FY 2023 and the start of FY 2024.

For the purposes of projecting the cash flow analysis from 1 January 2021 through 30 June 2021, it was assumed that the County growth rate for the period of 1 January 2022 through 30 June 2022, will be constant and equal to the same time period last year. During this period, there were 206 new single family detached structures (of which 10 qualified for the Affordable Housing Discount), 40 new townhouse structures, and 1 duplex structures. For projecting the future cash flow from 1 January 2022 through 30 June 2022, we are assumed the following:

206	Single-family units
40	Townhouse units
1	Duplex units
0	Multi-family units

While there were five commercial development projects in CY 2021, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$25.00. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

**Schools - Percent Allocation & Amount Available by Capital Category**

*(Target Allocation % based on 2020 LOS Recalculation Study)*

Balance as of 31 December 2021								
Capital Category		2015 Study Allocation Percent	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2021 Capital Category Amount Available	Comments
<b>2015 Study Capital Categories</b>								
Elementary School & Land	Froze as of 09/02/2021	29.2%	\$33,111,747	29.2%	\$9,668,630	\$7,123,260	\$2,545,370	Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021	67.8%	\$33,111,747	67.8%	\$22,449,764	\$15,801,278	\$6,648,486	Fund
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021	3.0%	\$33,111,747	3.0%	\$993,352	\$2,019,190	-\$1,025,838	Capital Category Overspent
								Previously Allocated Funds Available. Revenue Collected and Allocations Frozen in Place in 9/02/2021
				100.0%	\$33,111,747	\$24,943,728	\$8,168,019	
<b>2021 Study Capital Category</b>								
High Schools & Land Only	Residential Dwelling Unit Fee Set by County Commission	100.0%	\$118	100.0%	\$118	\$0	\$118	Beginning 9/03/2021 Additional Funds Available for High Schools Only.
<b>Grand Total for Schools =</b>					\$33,111,865	\$24,943,728	\$8,168,137	(Total Funds Available)

Balance Projected through 30 June, 2022								
Capital Category		2015 Study Allocation Percent	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Total Expended	June 30, 2022 Projected Capital Category Amount Available	Comments
<b>2015 Study Capital Categories</b>								
Elementary School & Land	Froze as of 09/02/2021	29.2%	\$33,111,747	29.2%	\$9,668,630	\$7,123,260	\$2,545,370	Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021	67.8%	\$33,111,747	67.8%	\$22,449,764	\$15,801,278	\$6,648,486	Fund
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021	3.0%	\$33,111,747	3.0%	\$993,352	\$2,019,190	-\$1,025,838	Do Not Fund
<b>2021 Study Capital Category</b>								
High Schools & Land Only	Residential Dwelling Unit Fee Set by County Commission	100.0%	\$357	100.0%	\$357	\$0	\$357	Funds for High Schools Only
<b>Grand Total for Schools =</b>				100%	\$33,112,104	\$24,943,728	\$8,168,376	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S15)

**Law Enforcement - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2021								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2021 Capital Category Amount Available	Comments
	(2020 Study, Fig. L14)							
Sheriff Facilities & Study	\$107.66	50.7%	\$541,226	50.7%	\$274,566	\$38,801	\$235,765	Fund
Sheriff Vehicles	\$71.02	33.5%	\$541,226	33.5%	\$181,123	\$236,454	-\$55,332	Capital Category Overspent
Law Enforcement Equipment	\$19.77	9.3%	\$541,226	9.3%	\$50,420	\$18,211	\$32,209	Fund
Animal Control Facilities	\$7.35	3.5%	\$541,226	3.5%	\$18,745	\$0	\$18,745	Fund
Animal Control Vehicles	\$6.42	3.0%	\$541,226	3.0%	\$16,373	\$0	\$16,373	Fund
<b>Total for Sheriff/Law Enforcement =</b>	<b>\$212.22</b>	<b>100%</b>		<b>100%</b>	<b>\$541,226</b>	<b>\$293,466</b>	<b>\$247,759</b>	(Total Funds Available)

Balance Projected through 30 June, 2022						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2022 Projected Capital Category Amount Available	Comments
Sheriff Facilities & Study	\$668,135	50.7%	\$338,947	\$38,801	\$300,146	Fund This Category
Sheriff Vehicles	\$668,135	33.5%	\$223,593	\$236,454	-\$12,861	Do Not Fund This Category
Law Enforcement Equipment	\$668,135	9.3%	\$62,242	\$18,211	\$44,031	Fund This Category
Animal Control Facilities	\$668,135	3.5%	\$23,140	\$0	\$23,140	Fund This Category
Animal Control Vehicles	\$668,135	3.0%	\$20,212	\$0	\$20,212	Fund This Category
<b>Total for Sheriff/Law Enforcement =</b>		<b>100%</b>	<b>\$668,135</b>	<b>\$293,466</b>	<b>\$374,668</b>	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. L14)

**Parks & Recreation - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December, 2021								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2021 Capital Category Amount Available	Comments
	(2020 Study, Fig. P11)							
Park Improvements, Facilities (bldgs.) & Study	\$305.21	80.7%	\$2,186,938	80.7%	\$1,764,547	\$1,163,238	\$601,309	Fund
Park Land	\$66.26	17.5%	\$2,186,938	17.5%	\$383,077	\$313,200	\$69,877	Fund
Park Vehicles & Equipment	\$6.80	1.8%	\$2,186,938	1.8%	\$39,314	\$90,815	-\$51,501	Capital Category Overspent
<b>Total for Parks &amp; Recreation =</b>	<b>\$378.27</b>	<b>100.00%</b>		<b>100.0%</b>	<b>\$2,186,938</b>	<b>\$1,567,253</b>	<b>\$619,685</b>	(Total Funds Available)

Balance Projected through June 30, 2022						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2022 Projected Capital Category Amount Available	Comments
Park Improvements, Facilities (bldgs.) & Study	\$2,413,032	80.7%	\$1,946,973	\$1,163,238	\$783,735	Fund
Park Land	\$2,413,032	17.5%	\$422,681	\$313,200	\$109,481	Fund
Park Vehicles & Equipment	\$2,413,032	1.8%	\$43,378	\$90,815	-\$47,437	Do Not Fund This Category
<b>Total for Parks &amp; Recreation =</b>		<b>100%</b>	<b>\$2,413,032</b>	<b>\$1,567,253</b>	<b>\$845,779</b>	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

**Emergency Services - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2021								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2021 Capital Category Amount Available	Comments
	(2020 Study, Fig. E7)							
EMS Vehicles & Equipment	\$13.58	34.0%	\$1,628,016	34.0%	\$553,819	\$1,122,451	-\$568,632	Capital Category Overspent
EMS Facilities Mortgage - Cost Recovery & Study	\$26.34	66.0%	\$1,628,016	66.0%	\$1,074,197	\$475,200	\$598,997	Fund
<b>Total for Emergency Services =</b>	<b>\$39.92</b>	<b>100%</b>		<b>100%</b>	<b>\$1,628,016</b>	<b>\$1,597,651</b>	<b>\$30,365</b>	(Total Funds Available)

Balance Projected through 30 June, 2022							
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2022 Projected Capital Category Amount Available	Comments	
EMS Vehicles & Equipment	\$1,651,916	34.0%	\$561,949	\$1,122,451	-\$560,501	Do not Fund this category	
EMS Facilities Mortgage - Cost Recovery & Study	\$1,651,916	66.0%	\$1,089,967	\$475,200	\$614,767	Fund	
<b>Total for Emergency Services =</b>		<b>100%</b>	<b>\$1,651,916</b>	<b>\$1,597,651</b>	<b>\$54,265</b>	(Projected Funds Available)	

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. E7)

**Administrative Facilities - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December, 2021								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2021 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2020 Study, Fig. CA5) \$17.53	100.0%	\$5,201	100.0%	\$5,201	\$0	\$5,201	New Impact Fee Entity in 2021
<b>Total for Administrative Facilities =</b>	<b>\$17.53</b>	<b>100.00%</b>		<b>100.0%</b>	<b>\$5,201</b>	<b>\$0</b>	<b>\$5,201</b>	(Total Funds Available)

Balance Projected through June 30, 2022						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2022 Projected Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	\$14,001	100.0%	\$14,001	\$0	\$14,001	Funds Transfer to CC General Fund as Repayment for Funds Already Expended
<b>Total for Administrative Facilities =</b>		<b>100%</b>	<b>\$14,001</b>	<b>\$0</b>	<b>\$14,001</b>	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA5).

# Divider 1



# Divider 2

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2023	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
2	Weapons Training Qualifications Range	100000	0	25000	0	25000	25000	25000	0	0
2	Exterior Expansion of Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Interior Expansion of Temporary Sheriff's Office Space	200000	20000	180000	0	0	0	0	0	0
2	Mobile Data Terminal System for Police Vehicles	184500	0	10000	0	31500	31500	0	50000	61500
2	Permanent Jefferson County Sheriff's Office	6000000	75000	500000	0	1500000	1900000	2000000	25000	0
2	Purchase of Police Cruisers x 18 (3 per year)	900000	0	150000	0	150000	150000	150000	150000	0

# CIP FORM 2

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

Prepared By: Deborah Lowe

Date this form prepared: 12/17/2021

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

*OR provide Ranking Number if using Form 2A:*

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

*(if Yes - attach Form 2B).*

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the continued modernization and expansion of the existing firearms range.

Estimated Total Cost of Project (\$)	\$10,000.00	
Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2023 ) Current Request
		(FY 2024 ) All Other Sources
	\$25,000.00	(FY 2024 ) Out Year 2
	\$25,000.00	(FY 2025 ) Out Year 3
	\$25,000.00	(FY 2026 ) Out Year 4
	\$0.00	(FY 2027 ) Out Year 5
	\$0.00	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

**Prepared By:** Deborah Lowe

**Date this form prepared:** 12/17/2021

**Project Title:** Exterior Expansion of Temporary Sheriff's Office Space

**Project Type:** Renovation

**Project Location:** 102 Industrial Blvd

**Project Rank:**  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

*OR provide Ranking Number if using Form 2A:*

**Project Need:**  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

**Budget Impact:** This project will affect the county operating budget:  Yes  No

*(if Yes - attach Form 2B).*

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make expansions to the Temporary Sheriff's Office building to accommodate these changes. A modern evidence room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; adding additional holding cells and criminal processing area; and expanding the deputies work area are just a few of the critical areas that need to be addressed. We would also like to purchase a carport for the MWRAP to open up space in the garage. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate.

<b>Estimated Total Cost of Project (\$)</b>	\$1,200,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$600,000.00	<b>(FY 2023 ) Current Request</b>
		<b>(FY 2024 ) All Other Sources</b>
	\$400,000.00	<b>(FY 2024 ) Out Year 2</b>
	\$100,000.00	<b>(FY 2025 ) Out Year 3</b>
	\$100,000.00	<b>(FY 2026 ) Out Year 4</b>
	\$0.00	<b>(FY 2027 ) Out Year 5</b>
	\$0.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 12/17/2021

Project Title: Interior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space and more functional storage spaces such as lockers for the deputies and additional workstations are a must to keep up with the increased workload and employees. A mobile filing unit for the evidence room would greatly maximize their storage capabilities.

Estimated Total Cost of Project (\$) \$200,000.00

Funding Request Breakdown by Year (\$):	\$180,000.00	(FY 2023 ) Current Request
		(FY 2024 ) All Other Sources
	\$0.00	(FY 2024 ) Out Year 2
	\$0.00	(FY 2025 ) Out Year 3
	\$0.00	(FY 2026 ) Out Year 4
	\$0.00	(FY 2027 ) Out Year 5
	\$0.00	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

**Prepared By:** Deborah Lowe

**Date this form prepared:** 12/17/2021

**Project Title:** Mobile Data Terminal System for Police Vehicles

**Project Type:** Acquisition of Major Equipment

**Project Location:** Jefferson County Sheriff's Office

**Project Rank:**  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

*OR provide Ranking Number if using Form 2A:*

**Project Need:**  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

**Budget Impact:** This project will affect the county operating budget:  Yes  No

*(if Yes - attach Form 2B).*

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

The Jefferson County Sheriff's Office uses Mobile Data Terminals Systems (MDTs) in their cruisers to operate the Computer Aided Dispatch System when on the road. The MDTs enhances the ability to communicate with the emergency communicates center and other police officers, thus reducing the volume of audibly transmitted radio traffic and increasing the security of the transmissions which can provide an additional level of safety to the deputy. These MDTs would go in new vehicles for the expanded police force. As with everything, there is a life expectancy. Additional costs are for replacements and docking stations for newly purchased cruisers that expand the current fleet. The Jefferson County Sheriff's Office purchased the current tablets in 2014. All tablets are currently out of warranty (3 years); therefore, the Jefferson County Sheriff's Office sought grant funding to replace the MDTs as they were beginning to have screen and connectivity issues. Grant funding was awarded for a portion of the tablets; therefore we are decreasing the request for this year, and adjusting for coming years as spares and warranty will hopefully cover gaps, until additional funding can be secured.

<b>Estimated Total Cost of Project (\$)</b>	\$184,500.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$10,000.00	<b>(FY 2023 ) Current Request</b>
		<b>(FY 2024 ) All Other Sources</b>
	\$31,500.00	<b>(FY 2024 ) Out Year 2</b>
	\$31,500.00	<b>(FY 2025 ) Out Year 3</b>
	\$0.00	<b>(FY 2026 ) Out Year 4</b>
	\$50,000.00	<b>(FY 2027 ) Out Year 5</b>
	\$61,500.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

**CIP  
FORM 2**

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 12/17/2021

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure. (75,000 provided in FY18).

Estimated Total Cost of Project (\$) \$6,000,000.00

Funding Request Breakdown by Year (\$):	\$500,000.00	(FY 2023 ) Current Request
		(FY 2024 ) All Other Sources
	\$1,500,000.00	(FY 2024 ) Out Year 2
	\$1,900,000.00	(FY 2025 ) Out Year 3
	\$2,000,000.00	(FY 2026 ) Out Year 4
	\$25,000.00	(FY 2027 ) Out Year 5
	\$0.00	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe

Date this form prepared: 12/17/2021

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

*OR provide Ranking Number if using Form 2A:*

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

*(if Yes - attach Form 2B).*

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

<b>Estimated Total Cost of Project (\$)</b>	\$900,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$150,000.00	<b>(FY 2023 ) Current Request</b>
		<b>(FY 2024 ) All Other Sources</b>
	\$150,000.00	<b>(FY 2024 ) Out Year 2</b>
	\$150,000.00	<b>(FY 2025 ) Out Year 3</b>
	\$150,000.00	<b>(FY 2026 ) Out Year 4</b>
	\$150,000.00	<b>(FY 2027 ) Out Year 5</b>
	\$0.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.

# Divider 3

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST.FY 2023	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
2	James Hite Park Utilities	1800000	0	100000	0	0	850000	850000	0	0
2	Maintenance Vehicle	45000	0	45000	0	0	0	0	0	0
2	Sam Michael's Park Amphitheatre - Phase 2	1175000	0	100000	1075000	0	0	0	0	0
2	Land Acquisition	2656000	250000	0	406000	2000000	0	0	0	0
2	Sam Michael's Park Playground	130000	0	65000	65000	0	0	0	0	0
2	Sam Michael's Park Community Center Addition	1500000	0	0	0	0	0	0	750000	750000
3	South Jefferson Park Master Plan	75000	0	0	0	0	0	0	0	75000
3	Sam Michael's Park Splashpad	230000	0	0	0	30000	0	200000	0	0
2	James Hite Park Parking Lot	120000	0	120000	0	0	0	0	0	0

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2023	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	Sam Michael's Park Septic Upgrades	750000	0	150000	600000	0	0	0	0	0
2	James Hite Park Dog Park	78000	0	0	0	0	0	78000	0	0
2	James Hite Park Phase III Development	500000	0	250000	250000	0	0	0	0	0
3	2026 Parks Master Plan	100000	0	0	0	0	100000	0	0	0
2	Sam Michael's Park Artificial Turf Field	1000000	0	0	0	0	0	1000000	0	0
3	Sam Michael's Park Amphitheater Phase III	2000000	0	0	0	0	0	0	2000000	0
3	Program Support Vehicle	40000	0	0	0	40000	0	0	0	0



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/15/2021

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has four maintenance vehicles to maintain 10 parks and over 400 acres that spread across Jefferson County. Most of these vehicles are over 10 years old. With the additional maintenance of the expansion of Moulton Park, which is anticipated in 2022, JCPRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport staff, mowers and field equipment to the park on a daily basis. This truck will be heavy duty and able to transport 4 staff to the park, so 2 vehicles will not be needed each day.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$45,000.00</u>	(FY 2023 ) Current Request
	<u>                    </u>	(FY 2024 ) All Other Sources
	<u>\$0.00</u>	(FY 2024 ) Out Year 2
	<u>\$0.00</u>	(FY 2025 ) Out Year 3
	<u>\$0.00</u>	(FY 2026 ) Out Year 4
	<u>\$0.00</u>	(FY 2027 ) Out Year 5
	<u>\$0.00</u>	(FY 2028 ) Out Year 6

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

Additional pages attached.



# CIP FORM 2

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC is currently looking at two properties that fit into this category and into the master plan. Both properties would expand green space in Jefferson County by 277 acres. JCPRC anticipates closing on one of these properties in early 2022, with the help of a generous donation and grant funding of \$406,000 to ensure the sale. In addition, JCPRC is continuing to look to outside sources to fund the remaining property.

<b>Estimated Total Cost of Project (\$)</b>	<u>\$2,656,000.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$0.00</u>	<b>(FY 2023 ) Current Request</b>
	<u>\$2,000,000.00</u>	<b>(FY 2024 ) All Other Sources</b>
	<u>\$0.00</u>	<b>(FY 2024 ) Out Year 2</b>
	<u>\$0.00</u>	<b>(FY 2025 ) Out Year 3</b>
	<u>\$0.00</u>	<b>(FY 2026 ) Out Year 4</b>
	<u>\$0.00</u>	<b>(FY 2027 ) Out Year 5</b>
	<u>\$0.00</u>	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

**CIP  
FORM 2**

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.





# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: South Jefferson Park Master Plan

Project Type: Other

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park. This was discussed and recommended in the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2023 ) Current Request
		(FY 2024 ) All Other Sources
	<u>\$0.00</u>	(FY 2024 ) Out Year 2
	<u>\$0.00</u>	(FY 2025 ) Out Year 3
	<u>\$0.00</u>	(FY 2026 ) Out Year 4
	<u>\$0.00</u>	(FY 2027 ) Out Year 5
	<u>\$75,000.00</u>	(FY 2028 ) Out Year 6

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: Sam Michael's Park Splashpad

Project Type: Construction

Project Location: Sam Michael's Park.

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

As part of the grand vision for Sam Michaels Park, a splashpad is to be constructed. As the concept plan dictates, a splash pad should be installed in the special events field to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the general public. Currently, there is no splash park/pad in Jefferson County. In 2024, monies would be used to develop and concept and site plan to include design of a splashpad.

Estimated Total Cost of Project (\$)	\$230,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2023 ) Current Request
	\$0.00	(FY 2024 ) All Other Sources
	\$30,000.00	(FY 2024 ) Out Year 2
	\$0.00	(FY 2025 ) Out Year 3
	\$200,000.00	(FY 2026 ) Out Year 4
	\$0.00	(FY 2027 ) Out Year 5
	\$0.00	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



# CIP FORM 2

Jefferson County Government  
**ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: Sam Michael's Park Septic Upgrades

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves planning, construction and improvements to install upgraded infrastructure at Sam Michaels Park to begin Phase II development of the Amphitheatre. Improvements will include construction plans and development of a utility plan to connect the park's current septic to public sewer.

Additional funding, in the amount of \$600,000 has been requested through ARP funding provided to the Jefferson County Commission.

<b>Estimated Total Cost of Project (\$)</b>	\$750,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$150,000.00	<b>(FY 2023 ) Current Request</b>
	\$0.00	<b>(FY 2024 ) All Other Sources</b>
	\$0.00	<b>(FY 2024 ) Out Year 2</b>
	\$0.00	<b>(FY 2025 ) Out Year 3</b>
	\$0.00	<b>(FY 2026 ) Out Year 4</b>
	\$0.00	<b>(FY 2027 ) Out Year 5</b>
	\$0.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: James Hite Park Dog Park

Project Type: Construction

Project Location: James Hite Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is only one dog park in the county which is located at Sam Michaels Park. Sam Michaels Dog Park does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

<b>Estimated Total Cost of Project (\$)</b>	\$78,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$0.00	<b>(FY 2023 ) Current Request</b>
	\$0.00	<b>(FY 2024 ) All Other Sources</b>
	\$0.00	<b>(FY 2024 ) Out Year 2</b>
	\$0.00	<b>(FY 2025 ) Out Year 3</b>
	\$78,000.00	<b>(FY 2026 ) Out Year 4</b>
	\$0.00	<b>(FY 2027 ) Out Year 5</b>
	\$0.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

**CIP  
FORM 2**

**Jefferson County Government  
ANNUAL and FIVE YEAR PROJECT REQUEST  
and JUSTIFICATION**

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: James Hite Park Phase III

Project Type: Construction

Project Location: James Hite Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable  
OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

The project involves construction of the next Phase of James Hite Park. Currently, James Hite Park consists of athletic fields, pavilions, a playground and walking trail. The next phase would include development and construction of tennis/pickleball courts, basketball courts, a small tot lot, additional parking, and a skate park.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

<b>Estimated Total Cost of Project (\$)</b>	\$500,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$250,000.00	<b>(FY 2023 ) Current Request</b>
		<b>(FY 2024 ) All Other Sources</b>
	\$0.00	<b>(FY 2024 ) Out Year 2</b>
	\$0.00	<b>(FY 2025 ) Out Year 3</b>
	\$0.00	<b>(FY 2026 ) Out Year 4</b>
	\$0.00	<b>(FY 2027 ) Out Year 5</b>
	\$0.00	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: 2026 Parks Master Plan

Project Type: Other

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION: (See instructions for Form 2 - attach additional pages as needed)

Update the 2016 Parks Master Plan. Park master plans are used to build visibility and credibility for parks, and can help target projects and raise money. By the same token, they can call attention to park's needs and assets and help staff make decisions that affect the community.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2023 ) Current Request
	<u>\$0.00</u>	(FY 2024 ) All Other Sources
	<u>\$0.00</u>	(FY 2024 ) Out Year 2
	<u>\$100,000.00</u>	(FY 2025 ) Out Year 3
	<u>\$0.00</u>	(FY 2026 ) Out Year 4
	<u>\$0.00</u>	(FY 2027 ) Out Year 5
	<u>\$0.00</u>	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2021

Project Title: Sam Michael's Park Amphitheatre Phase III

Project Type: Construction

Project Location: Sam Michael's Park

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

Project Need:  This project does not benefit new growth.  This project only benefits new growth.  
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
(if Yes - attach Form 2B).

**DESCRIPTION AND JUSTIFICATION** (See instructions for Form 2 - attach additional pages as needed)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue through booking more performances and the sale of food, beer, and wine at some events. Phase III anticipates the addition of storage, offices, and a green room that will further enhance the AMP project and will allow larger scale artists to be booked into the space. Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

<b>Estimated Total Cost of Project (\$)</b>	<u>\$2,000,000.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$0.00</u>	<b>(FY 2023 ) Current Request</b>
	<u>                    </u>	<b>(FY 2024 ) All Other Sources</b>
	<u>\$0.00</u>	<b>(FY 2024 ) Out Year 2</b>
	<u>\$0.00</u>	<b>(FY 2025 ) Out Year 3</b>
	<u>\$0.00</u>	<b>(FY 2026 ) Out Year 4</b>
	<u>\$2,000,000.00</u>	<b>(FY 2027 ) Out Year 5</b>
	<u>\$0.00</u>	<b>(FY 2028 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received from the bidding process.

Additional pages attached.



# Divider 4



# CIP FORM 2

Jefferson County Government

## ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: November 15, 2021

Prepared by: Robert Burner

**Contact Information**

Name: Robert Burner, Director

Phone Number: 304-728-3287 Ext. 5201

Email: BBurner@jcesa.org

Project Title: Mortgage for Jefferson County Emergency Services Agency

Project Type:  Fees  Services  Construction  Renovation  Acquisition of major equipment  
 Other (Specify): Mortgage

Project Location: 419 Sixteenth Ave., Ranson, WV 25438

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  (3) Optional/Deferrable  
*OR Provide Ranking Number* \_\_\_\_\_

Project Need:  This project **does not** benefit new growth.  This project **only** benefits new growth.  
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No  
*(if Yes – Attach Form 2B).*

**DESCRIPTION AND JUSTIFICATION** (See Instructions for Form 2 – attach additional pages as needed.)

USDA Loan that must be paid monthly.

Estimated Total Cost of Project (\$):	<u>486,000</u>	
Funding Request Breakdown by Year (\$):	<u>81,000</u>	Current (FY 2023) Request of County Funds
	<u>0</u>	Current (FY 2023) All Other Sources
	<u>81,000</u>	Out Year 1 (FY 2024)
	<u>81,000</u>	Out Year 2 (FY 2025)
	<u>81,000</u>	Out Year 3 (FY 2026)
	<u>81,000</u>	Out Year 4 (FY 2027)
	<u>81,000</u>	Out Year 5 (FY 2028)

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT:** (See Instructions)

Additional pages attached.

# Divider 5

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

Name of Agency/Department/Office: County Administrative Facilities

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY <b>2023</b>	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
						2	County Administrative Facilities	180222	0	0

# CIP FORM 2

## Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Roger Goodwin

Date this form prepared: 12/17/2021

Project Title: County Administrative Facilities

Project Type: Construction

Project Location: Jefferson County

Project Rank:  (1) Urgent/Mandatory  (2) Necessary/Needed  Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need:  This project does not benefit new growth.  This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget:  Yes  No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Existing County Administrative Facilities - Court Facilities cost recovery for excess capacity regarding new growth.

Estimated Total Cost of Project (\$) \$180,222.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2023 ) Current Request
		(FY 2024 ) All Other Sources
	\$25,000.00	(FY 2024 ) Out Year 2
	\$25,000.00	(FY 2025 ) Out Year 3
	\$25,000.00	(FY 2026 ) Out Year 4
	\$25,000.00	(FY 2027 ) Out Year 5
	\$25,000.00	(FY 2028 ) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.





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

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

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

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

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, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 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. Approval of new paralegal - hire for the Prosecuting Attorney's office as a replacement for a departing employee

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

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

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

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

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

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

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

**Contact information:**

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

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

[Click here to enter text.](#)



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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 3, 2022**

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

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

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

- **Legislative Updates**

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

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

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

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

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

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

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

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

Contact information:

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

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

[Click here to enter text.](#)







# Jefferson County Commission FY23 Budget Meeting Schedule

1/30/2022

*\*Please arrive 15 minutes prior to your scheduled time.*

## **Tuesday, February 8, 2022 (Evening)**

---

6:00-6:20	Review of the budget process - Michelle Gordon Review of Projected Revenues & Expenditure Requests - Michelle
6:20-6:30	953- Misc Req-EWVRAA-Eastern WV Regional Airport-Neil Doran
6:30-6:35	001401-456800 G2011 Day Report Center - Kelly Franklin
6:35-6:45	712-911 Center - Jeff Polcynski
6:45-6:55	900-Parks & Recs - Jennifer Myers
6:55-7:00	908-Jefferson Co Ministries
7:00-7:05	909-Historical Commission - Martin Burke
7:05-7:10	952-Jefferson Co Council on Aging
7:10-7:20	428-Technology Budget - Russ Burgess
7:20-7:30	440-Engineering (includes Planning, Zoning & GIS) - Roger Goodwin
7:30-7:40	916-Libraries
7:40-7:45	711-Homeland Security - Steve Allen
7:45-7:55	908-CASA - Michelle Sudduth

## **Wednesday, February 9, 2022(Evening)**

---

6:00-6:30	246-Capital Projects-Laura Kuhn, Michelle Gordon
6:30-6:45	700, 701, 704-Sheriff, 404-Tax Office, 716-Dog Warden - Sheriff Hansen
6:45-7:00	713, 715-Fire & JCESA- Bob Burner

## **Thursday, February 10, 2022(Evening)**

---

6:00-6:05	403-Circuit Clerk - Laura Storm
6:05-6:15	402,413,421-County Clerk & Elections Budgets - Jackie Shadle
6:15-6:25	424-Maintenance, 717-Central Garage, 425-Other Buildings - Laura Kuhn
6:25-6:30	406, 407, 408-Assessor Budget - Angie Banks
6:30-6:35	405-Prosecuting Attorney-Matt Harvey
6:35-6:45	431-Development Authority - Dennis Jarvis
6:45-6:50	401-Commission Budget - Sandy McDonald
6:50-7:00	953-EPTA-Elaine Bartoldson
7:00-7:05	412-Agricultural Agent- Emily Morrow
7:05-7:10	001401-456800 Misc Req- Eastern Panhandle Conservation District - Nancy Lutz
7:10-Close	002-Coal Severance Fund- Michelle Gordon Depts 415- Mag Court, 429-RDA-Michelle Gordon Establish Budget Balancing Schedule & CLOSING QUESTIONS FOR MICHELLE

### **No Request Submitted:**

808-Landfill  
903-Arts & Humanities  
911-CVB Annette Gavin  
800-Health Department - Dr. Reidy  
713-Fire



**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 27<sup>th</sup>, 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 filling 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 17<sup>th</sup>, 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 6<sup>th</sup> day of January, 2022.

  
JACQUELINE C. SHADLE, COUNTY CLERK