

JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY- OCTOBER 2022

THURSDAY, JULY 21, 2022

6:00 P.M.

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 16, 2022 Regular Meeting
- June 22, 2022 Special Session
- June 24, 2022 Special Session
- June 30, 2022 Special Session
- July 8, 2022 Special Session

APPROVAL OF REQUISITIONS

- July 21, 2022

APPROVAL OF ACCOUNTS PAYABLE

- June 23, 2022
- June 30, 2022
- July 7, 2022
- July 14, 2022
- July 21, 2022

APPROVAL OF MANUAL CHECKS

- June 24, 2022
- July 1, 2022
- July 8, 2022
- July 15, 2022
- July 22, 2022

APPROVAL OF PAYROLL

- June 23, 2022
- July 8, 2022

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. Please submit comments via email to Info@jeffersoncountynv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
- Approval of Exonerations
2. 6:20 p.m. Lt. Sell and/or Lt. Holtz, Jefferson County Sheriff's Office
- Deputy Hire
- Bailiff New Hire
- AED Funding Request
3. 6:30 p.m. Public Hearing – SPARC Zoning Amendment (Planning Commission File #22-3-Z)
- Zoning Map Amendment (rezoning) for property designated as Tax District: Kabletown (06); Tax Map 16; Parcels 11, 11.1, 11.2, 11.11, OSA: and Tax Map 17; Parcels 2, 2.1, 2.2, 3.1, 5, & 9. The properties are part of Summit Point Motorsports Park and Summit Point Training Campus, located on Summit Point Road in Summit Point. The property owner/applicant is Summit Point Automotive Research Center, LLC. The proposed areas to be rezoned are approximately 717 acres of the total 772.45 acres. The property is currently zoned Rural @ and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to General Commercial.
4. 6:45 p.m. Nikki Painter, Chief Deputy Clerk, Elections - County Clerk's Office
- Permanent Polling Place Location Change for Precincts 22 & 25
5. 6:50 p.m. Laura Kuhn, Director, Fleet & Facilities Management
- Approval to Employee Transfer to Central Garage for Auto Shop Helper Position and Authorization to
Fill the vacant Maintenance Helper Position
6. 6:55 p.m. David Kling, Deputy Director, Jefferson County Parks and Recreation
- Presentation of Proclamation designating July as Parks and Recreation Month in Jefferson County
7. 7:00 p.m. Lynn Fields, Probate Office
- Quarterly Review to Close and Accept Estates
8. 7:10 p.m. Interviews and Appointments to the following:
- Jefferson County Board of Health
- Jefferson County Emergency Services Agency
- Eastern Regional Planning and Development Council (Region 9)
- Jefferson County Parks and Recreation Commission
- Jefferson County Solid Waste Authority
- South Jefferson Library Committee
- Harpers Ferry – Bolivar Public Service District
9. 7:25 p.m. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning, and Zoning
- Permit Fee and Impact Fee Refund Request for James Bohrer #21-382
- Approval of Offer of Employment for Building Inspector Position
- Adoption of Building Code Enforcement Ordinance
- Residential, Commercial and Solar Farm/Facilities Building Permit Fees

10. 7:50 p.m. Steve Cox, Deputy Sheriff's Civil Service Commission
- Deputy Sheriff Civil Service Commission Year in Review Presentation
11. 8:00 p.m. Michelle Gordon, Finance Director
- Review of Preliminary FY2022 Budget to Actual as of 6/30/22
- Review and Approval of FY2023 State Budget Revision 1 for the General Fund
- Review and Approval of FY2023 State Budget Revision 1 for the Coal Severance Fund
- Discussion on Participation in EMSRS Retirement System for Future E911 Employees
- Review and Approval of Ambulance, equipment, and supplies purchase
- Review and Approval of Ambulance Lease Agreement
12. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- a. Discussion of legal issues and potential action regarding Solar Text Amendment #ZTA22-01 to the Jefferson County Zoning and Land Development Ordinance, including bonding, Comprehensive Plan and related matters; discussion of public hearing on proposed amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review; 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
 - b. Discussion of Jefferson County Circuit Court Civil Action No. CC-19-2022-C-48
 - c. Discussion of WV Human Rights Commission Case No. EREP-49-21
 - d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
 - e. 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)

OLD BUSINESS

13. Discussion of county ambulance services and potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, and implementation of transition plan issues related to the Commission's approved motion during its May 19, 2022 meeting to develop a potential plan to create a County Ambulance Service.
14. Consider contracting with a consultant to assist in transitions of licensures and operational issues for the Emergency Service Agency

NEW BUSINESS

15. Discussion of Permitting and Approvals by the WV Fire Marshall/Fire Commission and WV Office of Emergency Medical Services
16. Safe Roads Grant – WVDOH Traffic Impact Study for Intersection of Rose Hill Drive with WV 51 (SS)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISISON REPORTS

17. ADJOURN

CORRESPONDENCE AND INFORMATION

FY 2022 Annual Report for the Department of Planning and Zoning

Historic Landmarks Commission 2nd Quarter Quarterly Report

Letter from Bob Trainor, Mayor of Charles Town, to the WVDOT re: City of Charles Town South George Street Pedestrian Improvements

Letter from Bob Trainor, Mayor of Charles Town, re: City of Charles Town Input on Statewide Transportation Improvement Plan (STIP) Development & Key Projects

Letter from the Charles Town HBPA re: ARPA funding

Letter from Jefferson County Meals on Wheels re: ARPA funding

Harpers Ferry-Bolivar PSD May 13 Meeting Minutes

Public Comment received from David Tabb – June 16, June 30, July 8, July 14, 2022

E-mails received from Mark Kheim, Matt McDougall Sr., Bill & Elaine Garrett, Nora Condon, and Jeri Wines re: county ambulance services

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, June 16, 2022

A meeting of the Jefferson County Commission was held on Thursday, June 16, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb. Also present were John Nissel, County Administrator, Sorayda Pitts, Administrative Assistant, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, June 16, 2022 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the June 2, 2022 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the June 9, 2022 #ZTA22-01 Solar Facilities Text Amendment Public Hearing Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the June 9, 2022 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for June 9, 2022 in the amount of \$261,975.14. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for June 16, 2022 in the amount of \$127,720.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
86363	ALLAN THOMAS	3,250.00
86364	AMANDA MASTERS	42.71
86365	AMERIFLEX	120.80
86366	APRIL BLAKER	27.50
86367	AT&T	858.78
86368	BENJAMIN S WILLIAMS	1,743.74
86369	BOLAND TRANE SERVICES INC	1,931.00
86370	BRIAN LONG	97.11
86371	BUREAU OF CHILD SUPPORT	492.93
86372	CAPITAL ELECTRIC	428.73
86373	CASTO & HARRIS INC	793.29
86374	CIOX HEALTH	407.98
86375	CITY OF CHARLES TOWN	80.00
86376	COMPTROLLER OF MARYLAND	790.51
86377	DOING BETTER BUSINES	790.89
86378	EFTPS IRS TAXES	90,452.30
86379	EMILY MORROW	87.75
86380	EMPOWER RETIREMENT	5,830.49
86381	ESS ELECTION SYSTEMS & SOFTWARE	4,975.00
86382	GUTTMAN OIL CO	10,132.88
86383	JEFFERSON COUNTY SOLID WASTE AUTHORITY	14.63
86384	JEFFERSON SECURITY BANK	4,285.00
86385	JEFFERSON CO SCHOOLS	909.00
86386	JOSEPH MURPHY	337.04
86387	LANGUAGE LINE SERVICES	31.50
86388	MARION A. HAZEL	593.78
86389	MICHELLE GORDON	4,900.00
86390	MILLENIUUM INSURANCE GROUP	900.00
86391	ALAN MCCLINTOCK	12,765.60
86392	NATIONWIDE RETIREMENT SOLUTIONS	834.00
86393	PATRIOT FIRE AND SECURITY LLC	250.00

86394		POTOMAC EDISON		24,681.33
86395		R.E. MICHEL CO. LLC		634.25
86396		RETIREE HEALTH BENEFIT TRUST		7,732.00
86397		RICE TIRES CO		530.72
86398		SANDRA SLUSHER MCDONALD		1,680.00
86399		SEN COMMUNICATIONS LLC		25.00
86400		SHAUN PACETTI		117.53
86401		SHERIFF OF JEFFERSON COUNTY		3,191.40
86402		SOFTWARE SYSTEMS INC		93.00
86403		SPIRIT OF JEFFERSON		57.18
86404		WV STATE FIRE MARSHAL'S OFFICE		75.00
86405		STATE TAX DEPARTMENT		150.00
86406		TAMMY YOKLEY		2,020.48
86407		THE HARTFORD		3,502.00
86408		THE HARTFORD		2,317.75
86409		VINCENT TIONG		246.00
86410		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,209.95
86411		WV DIVISION OF LABOR		90.00
86412		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		45,509.25
86413		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
86414		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		76,428.00
86415		XEROX CORPORATION		1,166.13
86416		XEROX FINANCIAL SERVICES		249.81
86417	FG/009	SHERIFF OF JEFFERSON COUNTY		4,364.05
86418	SG/010	JEFFERSON DAY REPORT		2,208.90
86419	BS/011	SHERIFF OF JEFFERSON COUNTY		7,133.40
86420	AM/053	JEFFERSON CO ESA		228,840.00
86421	AM/053	MONROE		423.60
86422	AM/053	SHERIFF OF JEFFERSON COUNTY		1,619.02
TOTAL				580,617.18

Motion by Mr. Hudson to approve the Accounts Payable for June 9, 2022 in the amount of \$580,617.18. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
86423		AMERITEL CORP		\$ 225.81
86424		ASHTYN REYNOLDS		\$ 62.46
86425		DAVID BOOBER		\$ 315.10
86426		DEANNA DAVIS		\$ 41.64

86427		EDITH COOPER		\$ 62.46
86428		FIDELITY POWER SYSTEMS		\$ 1,033.00
86429		FIFTH THIRD BANK		\$ 69,650.29
86430		FRANKLIN & PROKOPIK P.C.		\$ 1,417.50
86431		GLOBAL SCIENCE & TECHNOLOGY INC.		\$ 960.00
86432		GUTTMAN OIL CO		\$ 5,044.61
86433		HOSPICE OF THE PANHANDLE		\$ 250.00
86434		JACQUELINE SHADLE		\$ 292.50
86435		JAMIE WOLFE		\$ 62.46
86436		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 143.81
86437		JUSTTECH LLC		\$ 397.14
86438		LAURA STORM		\$ 17.90
86439		LAURA STORM		\$ 32.98
86440		LISA WALTERS		\$ 41.64
86441		MEGAN FARIAS		\$ 299.58
86442		MID ATLANTIC ENTRY MD LLC		\$ 475.00
86443		MIDDLEWAY FIRE COMPANY		\$ 34,369.14
86444		NAPA AUTO PARTS		\$ 379.88
86445		PANHANDLE PRINTING & DESIGN		\$ 464.28
86446		REBECCA CHALK		\$ 62.46
86447		RONALD DANTZIC		\$ 39.66
86448		SAMANTHA COMBS		\$ 83.28
86449		SANDRA APONICK		\$ 41.64
86450		SHERIFF OF JEFFERSON COUNTY		\$ 23.80
86451		SHERIFF OF JEFFERSON COUNTY		\$ 3,126,948.00
86452		SHERWIN-WILLIAMS		\$ 9.59
86453		SOFTWARE SYSTEMS INC		\$ 1,104.00
86454		TAMMY YOKLEY		\$ 104.10
86455		TRACY HERRON-RICE RPR		\$ 223.30
86456		VITAL SIGNS		\$ 444.00
86457		W B MASON CO. INC		\$ 317.34
86458		WV ASSOCIATION OF COUNTIES		\$ 550.00
86459	GS004	GENERAL CO - 004		\$ 11,104.65
86460	AM053	AXIOM		\$ 2,627.60
86461	AM053	FIFTH THIRD BANK		\$ 212.00
86462	AM053	W.B MASON		\$ 122.08
TOTAL				\$ 3,260,056.68

Motion by Mr. Hudson to approve the Accounts Payable for June 16, 2022 in the amount of \$3,260,056.68. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
551	CS/2	HINKLE CONSELING		\$ 149.70
798	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,560.14
799	HD/8	ATTENTI US INC		\$ 3,433.60
983	AV/56	JUST TECH		\$ 173.03
984	AV/56	SEGRA		\$ 622.27
1777	CO/246	INSIGHT PUBLIC SECTOR		\$ 6,650.84
1778	CO/246	STORAGE NETWORK		\$ 88,470.00
1342	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 66.00
1343	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 14,547.39
1344	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 62,830.56
1345	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 6,641.95
1346	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,921.48
TOTAL				\$ 189,066.96

Motion by Mr. Hudson to approve the Manual Checks for June 10, 2022 in the amount of \$189,066.96. Motion seconded and unanimously approved.

JUNE 17,2022				
MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
552	CS/OO2	BENDA HINKLE		\$ 783.90
553	CS/OO2	JEFFERSON CO COUNCIL ON AGING		\$ 13,687.72
554	CS/OO2	JEFFERSON CO HISTORIC LANDMARKS		\$ 5,059.69
314	DK/OO3	SHERIFF OF JEFFERSON CO		\$ 27,235.88
348	MC/OO5	SHERIFF OF JEFFERSON CO		\$ 27,427.58
800	HD/OO8	FIFTH THIRD BANK		\$ 90.92
985	AV/O56	FIFTH THIRD BANK		\$ 1,112.23
986	AV/O56	SHERIFF OF JEFFERSON CO		\$ 567,494.93
350	FP/O57	JEFFERSON CO FARMLAND PROT.		\$ 151,727.61
935	CW/O59	WASHINGTON FORD INC		\$ 1,958.05

936	CW/O59	THE HOME DEPOT	\$ 1,815.28
221	VRO63	SECRETARY OF STATE'S OFFICE	\$ 150.24
1779	CO/246	FIFTH THIRD BANK	\$ 610.28
TOTAL			\$ 799,154.31

Motion by Mr. Hudson to approve the Manual Checks for June 17, 2022 in the amount of \$799,154.31. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: David Tabb.

PRESENTATIONS

1. Angela Banks, Assessor – requested approval and Commissioners’ signatures for the Certificates of Oaths for the Real Estate and Personal Property Books
 - **Motion by Mrs. Tabb to approve the Certificates of Oaths for the Real Estate and Personal Property Books and affix the Commissioners’ signatures to the documents. Motion seconded and unanimously approved.**
2. Chief Deputy Lupis, Jefferson County Sheriff’s Office
 - a. Administrative Assistant Hire
 - **Motion by Mr. Stolipher to approve the hire hire Monica Anderson at the Sheriff’s Business Office at a Grade II, 80 hr position with a salary of \$32,000, effective June 21, 2022. Motion seconded and unanimously approved.**
 - b. Deputy Hires
 - **Motion by Mr. Stolipher to approve the hire Tristan Lutman and Hunter Ray as deputies for the Jefferson County Sheriff’s Department at a salary of \$49,626.00, effective 06/26/2022 . Motion seconded and unanimously approved.**
 - c. Grant Application
 - **Motion by Mr. Stolipher to approve the application for the JAG grant that supports placement of a PRO in Jefferson County High School and authorize**

the president to sign the associated documents. Motion seconded and unanimously approved.

3. Kelly Franklin, Director, Jefferson Day Report Center – requested approval of the FY2023 West Virginia Community Corrections Grant.
 - **Motion by Mrs. Tabb to approve the grant contract and resolution for the FY2023 West Virginia Community Corrections Grant Contract. Motion seconded and unanimously approved.**

4. Matthew Harvey, Prosecuting Attorney’s Office, Victim Assistance Program – requested approval to hire a part-time victim advocate, Melissa Segura.
 - **Motion by Mr. Stolipher to approve the hire of Melissa Segura as a part-time victim advocate in the Prosecuting Attorney’s Office at a salary of \$18.50 hr, effective June 21, 2022. Motion seconded and unanimously approved.**

5. Joe Kent, Jefferson County Department of Engineering, Planning, and Zoning – requested a partial construction bond release for Lutman Land Development, LLC – Milton’s Landing Subdivision, Lots 1-16, Lots 18-50 & SWM Lot 17 (File #22-21-SD)
 - **Motion by Mr. Stolipher to approve the partial construction bond release of \$715,484.00 from the construction bond for Lutman Land Development, LLC – Milton’s Landing Subdivision, Lots 1-16, Lots 18-50 & SWM Lot 17 (File #22-21-SD). Motion seconded and unanimously approved.**

6. Michelle Gordon, Finance Director
 - a. Review and Approval of FY2022 State Budget Revision 7 for the General Fund
 - **Motion by Mr. Stolipher to accept FY22 State Budget Revision 7 for the General Fund as presented. Motion seconded and unanimously approved.**

 - b. Set date for next ARPA meeting
 - It was the consensus of the Commission to meet on Thursday, June 30, 2022 at 9:30 am to discuss ARPA grant submissions.

 - c. Review and Approval of Revised FY23 Grade Scale with 2.5% COLA, effective 7/1/22

- **Motion by Mrs. Tabb to approve the revised FY23 grade scale with a 2.5% COLA over FY22, effective July 1, 2022.**
- d. Review and Approval of Ambulance, Equipment, and Supplies purchase
- **Motion by Mr. Stolipher to approve Requisition No. 22067 for the purchase of an ambulance, equipment, and supplies in the amount of \$220,000 funded by ARPA Grand funds. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

- a. Discussion of legal issues regarding proposed solar text amendment including amendment text, bonding, Comprehensive Plan and related matters and discussion of public hearing on proposed text amendment 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.
 - b. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 - c. 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).
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and discuss contractual matters related to the opioid case Jefferson County Commission v. Purdue Pharmaceutical, et. al. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to accept the release of the settlement agreement concerning the opioid case and authorize the President of the Commission to affix his signature on the appropriate document. Motion seconded and unanimously approved.**

OLD BUSINESS

- 8. Discussion of Policy 319 – Financial System Access & Approval Policy, in relation to Comprehensive Audit – Mr. Nissel stated he would work with County Clerk Jacqueline

Shadle concerning Policy 319 in relation to her statutory duties. It was the consensus of the Commission to continue the discussion of this item at a later date.

9. Discussion of Ambulance Services, including potential action regarding composition, organization, and structure of county EMS services and the Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, acquisition and distribution of ambulance resources, implementation of Fitch recommendations and review and implementation of issues related to the Commission's approved motion in its May 19, 2022 meeting to develop a potential plan to create a County Ambulance Services – no updates provided.
10. Reconsider the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, to allow Solar Energy Facilities to process as a Principal Permitted Use in areas located inside the Urban Growth Boundary and Preferred Growth Area as delineated on the Future Land Use Guide in the County's Comprehensive Plan; and as a Conditional Use in areas outside of the Urban Growth Boundary and Preferred Growth Area. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table.

(Please note Commissioner Stolipher recused himself from the discussion of this topic.)

- Motion by Ms. Jackson to accept proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01 from the Planning Commission to allow Solar Energy Facilities to process as a Principal Permitted Use in areas located inside the Urban Growth Boundary and Preferred Growth Area as delineated on the Future Land Use Guide in the County's Comprehensive Plan; and as a Conditional Use in areas outside of the Urban Growth Boundary and Preferred Growth Area. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.20 Solar Energy Facilities); and Appendix C Principal Permitted and Conditional Uses Table; and to find the amendment in conformance with the Jefferson 2035 Comprehensive Plan. Motion seconded and passes 4-0 with Commissioner Stolipher abstaining.
11. Discussion and review of issues regarding potential action of Charles Town Utility Board before the Public Service Commission concerning distressed utilities and matters related thereto – no updates provided.

NEW BUSINESS

12. Discussion of July 7, 2022 Regularly Scheduled Meeting

- **Motion by Mr. Stolipher to cancel the July 7, 2022 Regularly Scheduled County Commission Meeting. Motion seconded and unanimously approved.**

13. Discussion of Jefferson County Roads Summit (CH) – it was the consensus of the Commission to tentatively plan to hold a Roads Summit in the fall and potentially invite other stakeholders such as representatives from the Hagerstown –Eastern Panhandle Metropolitan Planning Organization and the local municipalities.

COUNTY ADMINISTRATOR REPORTS

- Discussion of Policy 216-A-COVID-19 Expanded FMLA Policy
 - **Motion by Mr. Stolipher to maintain the sunset date of June 30, 2022 for County Policy 216-A and revisit in September if necessary. Motion seconded and unanimously approved.**

ADJOURN

14. The Commission adjourned at 08:25 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
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 GoToWebinar on June 22, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
John Nissel, County Administrator
Jessica Carroll, Administrative Assistant

In re: Special Session – Approval for Hire for the Jefferson County Development Authority Agricultural Development Program Coordinator

The meeting was called to order at 9:31 a.m. by President Hudson.

1. Dennis Jarvis, Director, Jefferson County Parks Development Authority, requested approval of hire for the position of Agricultural Development Program Coordinator
 - **Motion by Mr. Hudson to approve the hire of Ryan Snyder as the Agricultural Development Program Coordinator for the Jefferson County Development Authority at a salary of \$37,500.00 effective July 1, 2022. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 9:34 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Sorayda Pitts
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 GoToWebinar on June 24, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Executive Assistant
Sorayda Pitts, Administrative Assistant

In re: Special Session – Various Topics

The meeting was called to order at 9:31 a.m. by President Hudson.

1. Todd Fagan, GIS – requested approval to hire part-time, temporary/seasonal staff for Land Development Records Archivist per West Virginia Records Management and Preservation Board Grant
 - **Motion by Mr. Stolipher to approve the hire of James Kitchen as a part-time, temporary/seasonal Land Development Records Archivist per WVRMPB grant requirements, not to exceed 1000 hours, effective July 1, 2022. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director – requested approval of purchase of ambulances, equipment, and supplies.
 - **Motion by Mr. Stolipher to approve requisition no. 22070 for the purchase of 2 (2011 & 2012) Ford F450 Type I AWD Ambulances, equipment, and supplies in the amount of \$293,089.00, funded by ARPA grant funds. Motion seconded and unanimously approved.**
3. Approval of Cooperative Law Enforcement Agreement
 - **Motion by Mr. Stolipher to approve the Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department and the USDA Forest Service, Region 9 Law Enforcement and Investigation and Harpers Ferry Job Corps Civilian Conservation Center contingent upon legal review. Motion seconded and unanimously approved.**
4. Approval of Amendments to Contract Lease with the Department of Health of Human Resources
 - **Motion by Ms. Tabb to approve the amendments to the contract leave with the Department of Health and Human Resources contingent upon legal review. Motion seconded and unanimously approved.**

5. Jefferson Security Bank Depository Bond Releaser Collateral Procedure & Updated Signature Card

- Motion by Mr. Stolipher to approve the release of the bond for Jefferson Security Bank and allow them to substitute all future bonds with one of equal or greater value and to have the signature cards include the signatures of Commission President, Vice President, County Clerk, and Sheriff. Motion seconded and unanimously approved.

There being no further business, the meeting adjourned at 9:44 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Sorayda Pitts
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 at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on June 30, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Michelle Gordon, Finance Director
Jessica Carroll, Executive Assistant
Sorayda Pitts, Administrative Assistant

In re: Special Session – Discussion of ARPA Grant Funds

The meeting was called to order at 9:30 a.m. by President Hudson.

Michelle Gordon, Finance Director, updated the Commission regarding the American Rescue Plan Act grant funds received by the county, including the new federal guidance regarding eligibility and the use of the monies. Ms. Gordon stated the ARPA fund balance was currently \$2.79M with the second tranche payment of \$5.5M to be received in July. Ms. Gordon also provided the Commission with a list of ARPA grant fund requests received from county departments, component agencies, local municipalities, and outside agencies such as Jefferson County Community Ministries, CASA, and the African American Heritage and Cultural Festival.

The Commission then selected their project priorities, and provided unanimous consent to meet on Thursday, July 14, 2022 at 9:30 am to hear presentations regarding the selected requests.

- **Motion by Mr. Stolipher to reserve a \$5M placeholder for Emergency Medical Services. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 10:10 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Sorayda Pitts
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 at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on July 8, 2022, beginning at 9:30 o'clock a.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Michelle Gordon, Finance Director
Nathan Cochran, Assistant Prosecutor
Jessica Carroll, Executive Assistant

In re: Special Session – County Ambulance Service

The meeting was called to order at 9:30 a.m. by President Hudson. The Commission provided unanimous consent to allow public comment, which was provided by the following: David Tabb, Ed Hannon, and Ross Morgan.

1. Selection of Communications and Public Relations consultant to assist with fire and emergency services issues – Ms. Carroll and Ms. Gordon discussed the RFP issued by the county for PR and communications services to assist with the transition to county operated ambulance services. Ms. Gordon and Ms. Carroll stated two RFPs were received, and their recommended selection was Engage Strategies.
 - **Motion by Ms. Jackson to approve the contract with Engage Strategies for PR and communications services concerning emergency medical services issues, at a cap of \$40k, and revisit the discussion of possible additional funding in the fall. Motion seconded and unanimously approved.**
2. Consider organizational and operational status of the Emergency Services Agency as an agency, ambulance authority, or county department with a priority on staff retention and development
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning the organizational and operational status of the Emergency Services Agency. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
 - No decision was made regarding this matter. It was the consensus of the Commission to revisit this topic at a later date.
3. Consider contracting with a consultant to assist in transitions of licensure and operational issues for the Emergency Services Agency

- No decision was made regarding this matter. It was the consensus of the Commission to revisit this topic at a later date once they reached a decision regarding the structure organizational and operational status of the Emergency Services Agency

4. Presentation from Director Burner, JCESA, concerning possible ambulance service model plans.

- **Motion by Mr. Stolipher to accept the plan providing six ambulances during the day and five at night with no staffed engine, and to apply for a SAFER grant for twelve additional staff members, contingent upon; 1. the organizational and operational structure of the Emergency Services Agency; 2. the purchase of ten ambulances; 3. securing transport licenses and any other necessary licensing; 4. lease agreements for ambulances; and 5. securing cost sharing agreements and MOU's with the four locations as named in the plan. Motion seconded and unanimously approved.**

There being no further business, the meeting adjourned at 11:43 am.

Caleb Hudson, PRESIDENT

Respectively Submitted:
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

July 21, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	23004	\$ 7,201.68	Fidelity Power Systems	Annual Generator Maintenance
COUNTY CLERK - ELECTIONS	22071	\$ 9,283.95	ESS Election Systems	Media Burn/Ballot Setup 2022 Primary
COUNTY COMMISSION	22070	\$ 293,087.00	Friendship Fire Company	2 Ambulances & related equipment
	22067	\$ 222,000.00	Bakerton Volunteer Fire Company	Type I-4WD Ambulance
LAW ENFORCEMENT	22069	\$ 6,370.77	Galls	10 gas masks & associated accessories
	22066	\$ 9,091.50	Executive Emergency Lighting	Install. of 29 cradle points - existing crusr.
IT/DATA PROCESSING	22068	\$ 14,618.80	InSight Public Sector	HP Aruba Core Switches
GRAND TOTAL		\$ 561,653.70		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$404,894.76		\$404,894.76
6.2% Tax Payable OASDI	\$24,047.26		\$24,047.26
1.45% Tax Payable HI	\$5,623.97		\$5,623.97
Fed Withholding	\$34,575.13		\$34,575.13
WV State Withholding	\$16,706.22		\$16,706.22
PERS Retirement Deduct 4.5%	\$8,833.97		\$8,833.97
PERS Retirement Deduct 6%	\$6,876.56		\$6,876.56
Hosp. Pre-Taxed	\$14,833.00		\$14,833.00
AFLAC Pre-Taxed	\$388.07		\$388.07
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,743.50		\$1,743.50
Christmas Club	\$4,235.00		\$4,235.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$0.00		\$0.00
DSRS Retirement Deduct 8.5%	\$6,338.11		\$6,338.11
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,691.45		\$4,691.45
457R - Roth	\$1,170.00		\$1,170.00
MD State Tax	\$770.07		\$770.07
D/VF	\$1,814.34		\$1,814.34
VA State Tax	\$273.82		\$273.82
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$135,264.16	\$0.00	\$135,264.16
Net Wages Total	\$269,630.60	\$0.00	\$269,630.60
Payroll Date	June 23, 2022		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$402,702.04		\$402,702.04
6.2% Tax Payable OASDI	\$23,838.13		\$23,838.13
1.45% Tax Payable HI	\$5,575.07		\$5,575.07
Fed Withholding	\$33,833.95		\$33,833.95
WV State Withholding	\$16,735.98		\$16,735.98
PERS Retirement Deduct 4.5%	\$8,758.90		\$8,758.90
PERS Retirement Deduct 6%	\$6,843.28		\$6,843.28
Hosp. Pre-Taxed	\$16,010.00		\$16,010.00
AFLAC Pre-Taxed	\$388.07		\$388.07
AFLAC Post-Taxed	\$818.92		\$818.92
Optional Life Post-Taxed	\$1,736.77		\$1,736.77
Christmas Club	\$4,190.00		\$4,190.00
Wage Attach #1	\$492.93		\$492.93
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$166.49		\$166.49
DSRS Retirement Deduct 8.5%	\$6,465.40		\$6,465.40
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,800.31		\$4,800.31
457R - Roth	\$1,225.00		\$1,225.00
MD State Tax	\$769.94		\$769.94
D/VF	\$1,818.55		\$1,818.55
VA State Tax	\$260.50		\$260.50
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$135,760.03	\$0.00	\$135,760.03
Net Wages Total	\$266,942.01	\$0.00	\$266,942.01
Payroll Date	July 8, 2022		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks, Assessor

Department or Organization: Assessor's Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: July 21, 2022

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Approval of Exonerations and/or Split Tickets

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the Exoneration for ticket # _____ as presented by the Assessor.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice next meeting

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Deputy Hire
Bailiff New Hires
K-9 Program Reconsideration
AED Funding Request

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

There are currently 5 Deputy vacancies in the law enforcement office. We have extended a conditional offer to a gentleman who is uncertified. We are requesting approval to hire Ethan Northcraft as a deputy with a starting pay of 45,950 effective July 24, 2022.

The Bailiffs are in need of adding to the pool of individuals they can call upon to fill the hours needed to provide coverage. This does not change their funding just provides additional people they can call on to fulfill their roles. These are part-time positions.

Requesting reconsideration of funding for the expansion of the K-9 program. Presentation

You asked for the Sheriff to come back to you after reviewing his funding to see if he could find an alternative source to pay for the service agreement for the donated AEDs. One has not been found, so we are requesting additional funding to cover this cost that was not able to be planned for in our budget request.

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 Ethan Northcraft as an uncertified deputy with a starting pay of 45,950 effective July 24, 2022.

I move to approve the hire of Brian Neeley and David Wilson as part-time bailiffs eligible to begin any time after July 24, 2022 with a starting salary of \$15 per hour.

I move to approve the full expansion of the K-9 program and authorize the budget be increased

I move to approve the request for funding of the service contract for the AEDs

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

If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Please Run 2 Times:

July 6th and July 13th

NOTICE OF PUBLIC HEARING
Thursday, July 21, 2022 at 6:30 pm

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Kabletown (06); Tax Map: 16; Parcels: 11, 11.1, 11.2, 11.11, OSA; and Tax Map: 17; 2, 2.1, 2.2, 3.1, 5, & 9. The properties are part of the Summit Point Motorsports Park and Summit Point Training Campus, located on Summit Point Road in Summit Point. The property owner/applicant is Summit Point Automotive Research Center, LLC. The proposed areas to be rezoned are approximately 717 acres of the total 772.45 acres. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to General Commercial (Planning Commission File #22-3-Z).

The hearing will be held on **Thursday, July 21, 2022 at 6:30 pm** in the County Commission Meeting Room located in the lower level of the Charles Town Library, 200 E. Washington Street, Charles Town (use the Samuel St entrance).

Oral or written comments can be provided at the hearing on **Thursday, July 21, 2022 at 6:30 pm**. Written comments may be submitted in advance of the meeting to 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 / planningdepartment@jeffersoncountywv.org or visit the County's website: www.jeffersoncountywv.org.

By Order of the Jefferson County Commission
Caleb Hudson, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: July 13, 2022
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for the Summit Point Automotive Research Center, LLC property (File #22-3-Z)

On Thursday, June 2, 2022, a representative for Summit Point Automotive Research Center, LLC (SPARC) presented a petition for a Zoning Map Amendment to the Jefferson County Commission for approximately 717 acres of the total 772.45 acres. The property consists of multiple parcels located southwest of the Village of Summit Point, WV, south of Summit Point Road, and is designated as Kabletown (06), Map: 16, Parcels 11, 11.1, 11.2, 11.11, OSA; and Kabletown (06), Map 17, Parcels: 2, 2.1, 2.2, 3.1, 5, 9. The properties are currently zoned Rural and the petition requests rezoning from Rural to General Commercial (GC). The County Commission scheduled a Public Hearing for this rezoning for Thursday, July 21, 2022 at 6:30 pm, in accordance with the time requirement of WV Code 8A-7-9. At the June 2nd meeting, the County Commission, also in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)*.

At the Tuesday, July 12, 2022 Jefferson County Planning Commission meeting, the Planning Commission heard an overview of the SPARC Zoning Map Amendment (#22-3-Z) petition by staff as well as a staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff presented a finding to the Planning Commission that the proposed rezoning of these properties from Rural (R) to General Commercial (GC) is NOT consistent with the Future Land Use Guide (Map) of the *2035 Plan* or the text of the *2035 Plan*.

The applicant also presented their case to the Planning Commission as to why they believe the requested zoning map amendment can be supported by the *2035 Plan*.

After review of the staff and applicant's presentation, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment from Rural (R) to General Commercial (GC) is **not consistent** with the *Envision Jefferson 2035 Comprehensive Plan*; however, they also found that "there have been changes of an economic, physical or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area".


Attachment:

- *22-3-Z SPARC Rezoning Staff Report 7-12-22 final (PC Meeting)*

Staff Report
 Jefferson County Planning Commission Meeting
 July 12, 2022

SPARC Rezoning Request (22-3-Z)

Item # 5: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcel from Rural to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Owner/Applicant:	Summit Point Automotive Research Center, LLC
Consultant:	Mark Dyck, Integrity Federal Services
Parcel Information:	<p>Multiple properties southwest of the Village of Summit Point, WV, south of Summit Point Road, including, but not limited to, properties located on Motorsports Park Circle, Shenandoah Circuit Road, Summit Point Circuit Road, Jefferson Circuit Road, Skid Pad Road, and Training Campus Road.</p> <p style="padding-left: 40px;">Kabletown (06), Map: 16, Parcels 11, 11.1, 11.2, 11.11, OSA and Kabletown (06), Map 17, Parcels: 2, 2.1, 2.2, 3.1, 5, 9.;</p> <p>Rezoning Area: approximately 717 acres of the total 772.45 acres; Zoning District: Rural</p> 
Adjoining Zoning:	North and East: Rural, General Commercial, and Village South and West: Rural
Proposed Request:	To rezone from Rural (R) to General Commercial (GC)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .
Staff Finding:	Staff finds that the request is not consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i> .

Staff Report
 Jefferson County Planning Commission Meeting
 July 12, 2022

SPARC Rezoning Request (22-3-Z)

Previous Approvals:	These properties have a long history with numerous previous boundary line adjustments, site plans, zoning certificate approvals, as well as non-conforming uses (see attached)	
Subdivisions	4/22/08: SPARC Training Campus Subdivision (File 07-14)	PB25/PG216
	04/01/08: William H. Scott Inter Vivos Trust Final/Merger (File 08-02)	PB25/PG 13
	01/21/11: William H. Scott MSD, Lots 1, 2, and 3 (File 10-06)	PB25/PG 270

Applicant’s Request

The applicant’s request is to rezone a total of approximately 717 acres of the total 772.45 acres (outlined in yellow below) from Rural (R) to General Commercial (GC).

Existing Conditions

The properties included in the Zoning Map Amendment request are located in the southwest area of the County near the Virginia State line, southwest of the Village of Summit Point, WV, south of Summit Point Road. It consists of multiple parcels grouped in two primary uses:

- a. Summit Point Motorsports Park (yellow star), consisting of approximately 415 acres is a road racing and driver training facility, which opened in 1969. This facility features three road racing circuits (Summit Point Circuit, Jefferson Circuit, and Shenandoah Circuit) that are currently used for amateur automobile, motorcycle racing, and contracted government training.
- b. SPARC Training Campus (red star), approximately 339 acres, opened in 2007, intended to be developed as a campus on 16 lots for professional educational facilities with an emphasis on training personnel to secure the nations diplomats and citizens. The original intent was to include self-defense, tactical planning, marksmanship (indoor), physical conditioning, counter terrorism training and other activities associated with the defense, security & law enforcement professions. The campus was intended to include dormitories, classrooms, indoor firing ranges, administration buildings and gymnasiums.



Neighboring Uses

The properties that are a part of this Zoning Map Amendment request are located southwest of the Village of Summit Point (green star), an unincorporated community in Jefferson County. The community is located along the Baltimore and Ohio Railroad at the intersection of West Virginia Route 1 (Leetown Pike) and Summit Point Pike (WV 13) in the lower Shenandoah Valley. Summit Point is primarily occupied by single family detached houses on small lot, a public library, two churches and a limited commercial establishment. The properties in the Village itself are zoned Village. The surrounding properties are zoned Rural.

The property between the two SPARC uses (blue star), zoned Rural, is occupied by the Road Runner Wrecker Service’s salvage yard and sea container storage and shipping container rental and sale. The small property identified with the orange star, 3.35 acres, was zoned General Commercial in 2018 for an automotive research and development facility that occupied the existing structure at that time.

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

The other properties surrounding the race tracks and training campus are zoned Rural and are primarily identified as Large Lot Residential Lot or Rural/Agricultural Land Uses.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan (2035 Plan)* and provides a Staff recommendation based on review of the various plan sections and elements. Staff’s professional recommendation is that the request is **not consistent** with the *2035 Plan* because it is shown as future “Rural” on the Future Land Use Guide. The Existing Land Use Map acknowledges the existing non-conforming race tracks and various training facilities, but a purposeful decision was made at the time the Future Land Use Guide was prepared that took into account that the infrastructure in this area of the County was not adequate to encourage additional commercial development on these properties.

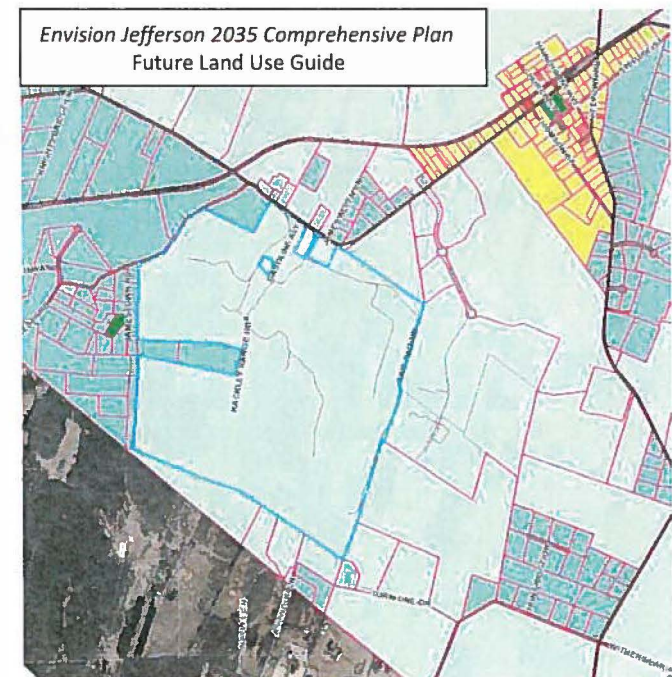
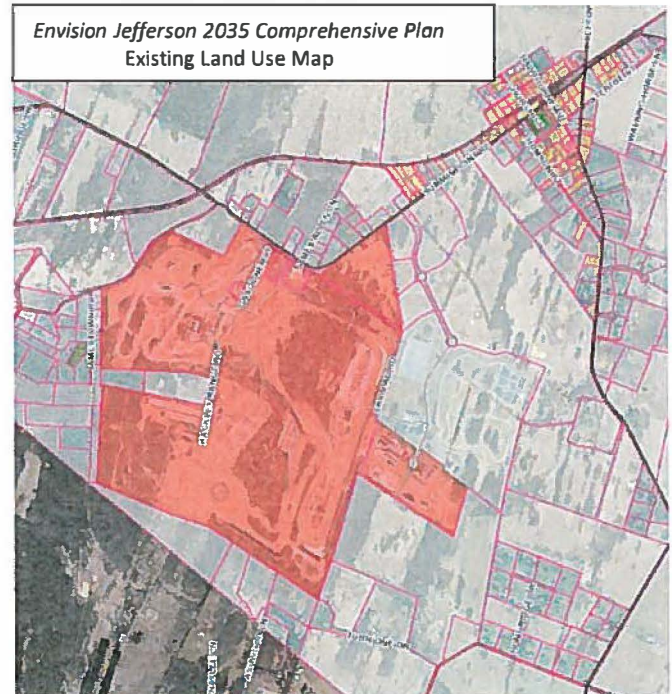
The owner-initiated rezoning to General Commercial (GC) would allow for general destination business uses, which provide a broad range of commercial products and services necessary for large regions and could include medium-to-large buildings (including retail stores of up to 100,000 sq. ft. of GFA per building), more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.

The application states that the growth goals for these 717 acres relate to Training, Tourism/Motorsports, Recreation, all of which can be accomplished with the existing Rural zoning through the use of the Principal and Conditional Uses permitted in the Rural zone and the use of the specific non-conforming provisions for these properties.

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

Zoning Map Amendment Public Hearing Process

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



Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

Relevant *Envision Jefferson 2035 Comprehensive Plan Elements and Commentary*

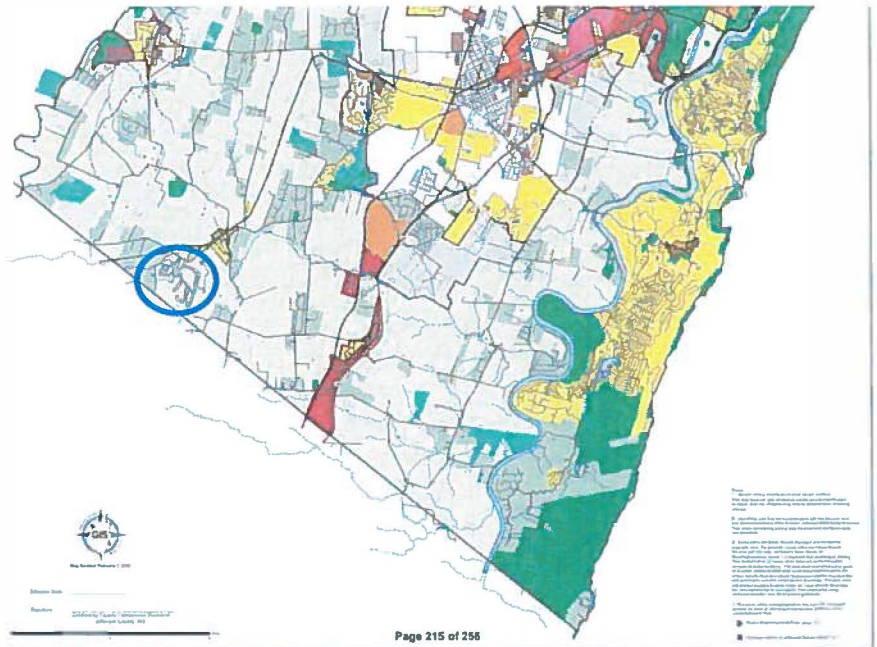
The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

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

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

The land use area types include Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA), which are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of the *2035 Plan*; and Rural/Agricultural Areas and Villages, where limited development is possible but is not intended for urban-scale development. (p. 17)

The Village Recommendations Section of the *2035 Plan* includes the recommendation that the County provide land use tools that will enable expansion of the villages that will establish a continuation of village form, scale, and design, using design guideline and/or other applicable architectural and planning methods (p.45). The Plan also recommends that, within the villages themselves, and the village expansion areas shown on the Future Land Use Guide, the form, scale, and design of new development in these areas should complement and integrate with the existing village areas. Suburban commercial strip development is not anticipated and should not be approved in these areas. Proposed commercial structures should take into account similar architecture in the area or a type of structure that would be appropriate for the area in which it is located. It encourages new development within the Village Expansion Areas to reflect the traditional grid network and encourage the interconnectivity and walkability found in traditional village areas.



The properties in question (circled in blue) are NOT located within any identified Urban Growth Boundary or Preferred Growth Area. During the *Envision Jefferson 2035 Comprehensive Plan* discussion and public input process, the existing “Vocational and/or Training Facility for Adults” permitted in the Rural Zoning District was acknowledged and the text states that it recognizes an existing training facility for adults, but a conscious decision was made to have the map depict this use as “Rural/Agricultural” (p.236). The text further states”

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

“The land use activity anticipated to be conducted in this use is a specialized or accredited instructional establishment that provides on-site training or education in business, commercial, and/or trade skills. In the Rural District, this land use is required to be conducted in a campus setting, and may include classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings.”

Additionally, the Summit Point area is identified as significant heritage tourism area which includes battlefield sites from the time of the Shenandoah Valley campaign.

The *2035 Plan* identifies Summit Point Road as a “Major Collector Road” which is defined as “Medium Speed (typically 30 to 45 MPH), relatively low-volume streets or roadways that provide circulation within and between neighborhoods. Collectors usually serve short trips and are intended for collecting trips from local streets and distributing them to the arterial network.” The General Commercial zoning district states that it is intended for “general destination business uses” which would be better served by locating on arterial streets. The *2035 Plan* also identifies numerous areas along Summit Point Road as Highway Problem Areas, including the 90 degree turn adjacent to the SPARC properties which indicates that the road system is not adequate to handle urban level development.

B. Appendix G - Land Use Map Classifications

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

Appendix G of the *2035 Plan* states that the “Rural/Agricultural” land use category is a land use category which generally reflects “land occupied by lots greater than five acres. Found within this classification are single family uses and working agricultural operations” (p.235-236). The Plan further notes that the Rural/Agricultural area is nearly exclusively served by on-site well and septic systems. The discussion of the Rural/Agricultural land use category specifically calls out two related land use sub-categories that are encouraged or expected within this land use area. These include a provision for “Vocational and/or Training Facility for Adults” and “Agricultural based Economic Empowerment Area – allowed by CUP”. Of these, the “Vocational and/or Training Facility for Adults” specifically identifies the properties that are the subject of this rezoning request as follows:

“Vocational and/or Training Facility for Adults

Within the Rural/Agricultural District is a permitted land use of “Vocational and/or Training Facility for Adults”. This text recognizes an existing facility, but the map depicts this use as Rural/Agricultural. The land use activity anticipated to be conducted in this use is a specialized or accredited instructional establishment that provides on-site training or education in business, commercial, and/or trade skills. In the Rural District, this land use is required to be conducted in a campus setting, and may include classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings.”

The text underlined above documents that there was no oversight during the development of the *2035 Plan*, but the existing training facilities were acknowledged and anticipated to continue under the Rural Zoning category.

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

Relevant Zoning Discussion

A. Current Zoning District: Rural (R)

Section 5.7 of the Zoning and Land Development Ordinance states that “the purpose of this district is to provide a location for low density single family residential development in conjunction with providing continued farming activities. This district is generally not served with public water or sewer facilities, although certain size developments processed under the cluster provision of Section 5.7D(2) may choose to do so. A primary function of the low density residential development permitted within this section is to preserve the rural character of the County and the agricultural community.”

Numerous agricultural uses are listed as permitted or conditional uses within Article 2 “Definitions” and in Appendix C of the Zoning and Land Development Ordinance. In particular, “Vocational and/or Training Facility for Adults” is listed as a Principal Permitted Use in the Rural Zoning District. This land use is defined as follows:

“A specialized or accredited instructional establishment that provides onsite training or education in business, commercial, and/or trade skills. The land use is conducted in a campus setting, and may include classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings. Incidental instructional services in conjunction with another primary use shall not be considered a Vocational and/or Training Facility for Adults. This use does not include School, University or College. In the Rural District, the use must be conducted in a campus setting.”

In addition to these principal and conditional uses, Section 4.3 of the Zoning and Land Development Ordinance discusses non-conforming uses specific to the properties in question:

“4.3 Nonconforming Uses

Section 4.3(I): “The nonconforming use automobile racing facility located on property specifically described as Tax Map 17, Parcels 2, 2.1 and 5 in the Kabletown District is permitted to expand as herein described:

1. The commercial/competitive racing circuit as measured on January 10, 2002, 5,344 linear feet may add an additional 8,870 feet of commercial/competitive raceway surface, in accordance with (and not in addition to) the provisions of Section 4.3 of this Ordinance. The surface shall conform to a required 200-foot setback from all property lines.
2. May add dormitory lodging with food service facilities that do not contain internally lit signs.
3. May add automobile related research and development facilities.
4. May add other automobile related facilities only for vehicles that are used on-site, including, but not limited to warehousing, parts, supplies and service.”

Since this provision was adopted, the expansion provisions under 4.3(I)(1) have been constructed.

B. Proposed Zoning District: General Commercial (GC)

Section 5.12 of the Zoning and Land Development Ordinance states that “the purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in this ordinance), more intensive

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.”
(complete description attached)

The breadth of the potential uses that could be developed in the GC zone is not compatible with the nearby village zoning district or the surrounding rural zoning district properties and not consistent with the *Envision Jefferson 2035 Comprehensive Plan* recommendations.

Staff Discussion and Recommendation

This property has been zoned Rural since zoning went into to effect in 1988 due to the lack of existing urban infrastructure in the area. This zoning category was utilized even though at least 50% of these properties had been developed as racetracks and related facilities since 1969. Section 4.13(I) if the Zoning Ordinance was drafted to include a special discussion in the non-conforming use section related to the motorsports park that discussed future expansion and uses permitted, including limiting the linear feet of expansion of the racetracks themselves and detailing the types of relevant and related nonconforming uses that could occur on this property. The property has remained Rural over the years and the property has developed utilizing the non-conforming provisions (motorsports park) and has also expanded to include additional principal permitted uses such as a school which was later redefined as a “Vocational/Training Facility for Adults”. The expansion of the principal permitted uses in the Rural District has also opened up a variety of options for use of the property.

A rezoning from Rural to General Commercial would allow almost any Commercial Use listed in Appendix C to locate to the property as a Principal Permitted Use, including drive-through restaurants, gas stations, limited manufacturing facilities, and medium-to-large buildings, including retail stores of up to 100,000 sq. ft. of GFA floor area for an individual building with no evaluation regarding compatibility with the neighboring uses. The road serving these properties has numerous highway problem areas identified in the *2035 Plan* and no public water or sewer is available in this area.

In the current Rural district, many of these principal permitted uses in the General Commercial zoning district can also be approved through the Conditional Use Permit process in the Rural district, subject to a Public Hearing before the Board of Zoning Appeals, which would permit the proposed uses to be evaluated to ensure they are developed in a manner compatible with adjoining uses.

Based on these recommendations of the *2035 Plan Future Land Use Map/Guide*, staff finds that the proposed General Commercial (GC) rezoning request for the properties included in this application is **NOT consistent** with the *Envision Jefferson 2035 Comprehensive Plan*.

Planning Commission Action

Article 12 of the Zoning Ordinance, in accordance with State Code, requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted *Comprehensive Plan*. Such recommendation will be required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The petition was presented to the County Commission on June 2, 2022 and the required Public Hearing has been scheduled on July 21, 2022. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this meeting.

Attachments:

- Section 5.12: General Commercial (GC) District
- History/Previous Approvals for these Properties

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

ATTACHMENTS:

Section 5.12 General Commercial (GC) District

A. Purpose.

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

B. Location. This zoning category is intended for use on properties:

1. In the Growth Area as shown in the most recently adopted Comprehensive Plan, if the plan does not include a future land use map; or
2. In locations where the appropriate land use category is designated on the future land use map (and related text) in the most recently adopted Comprehensive Plan.

C. Permitted Uses

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.

D. Site Development Standards

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.
2. A development that complies with all requirements of Section 5.11E may be developed in accordance with the requirements of Section 5.11D(2-6) and the front setback requirements for the Neighborhood Commercial District as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards.

E. Additional Requirements

1. Commercial and Industrial uses are subject to the requirements for such uses in Article 8.

Staff Report
Jefferson County Planning Commission Meeting
July 12, 2022

SPARC Rezoning Request (22-3-Z)

			Paved Turnaround 937 sf Total Impervious: 63,444 sf 09/30/13: Redline Revision add connex boxes 04/30/13: Redline Revision to add covered area
05/20/14	S13-03	Summit Point Tactical Training Center, Phase 4	Bldgs: 112,381 sf Private driveway and storage areas: 924,275 sf Sidewalks: 11,034 sf Concrete aprons: 10,097 sf Gravel drives: 83,578 sf Total: 1,141,365 *Six merger areas increasing acreage from 13.55 to 138.9. Includes: 5 classrooms; 2 training bldgs; dining hall; garage; wash bay & office space; fueling station; watch tower; 3 training areas.

SITE PLANS (including related variances & redline revisions):

Summit Point Motorsports Park (District: Kabletown; Map: 17; Parcel: 2)

Approval	File #	Development	Description
12/13/94	S94-10	Summit Point Raceway	Registration Building
08/13/96	S96-13	Summit Point Raceway Apple Chapel	Pavilion to be used for worship services
03/25/97	S97-05	Summit Point Raceway	Tech Inspection Bldg
07/14/98	S98-05	BSR Range Complex	3 Pole Bldgs/Shooting House/Range House PC approved the following variances: Sec. 11.2.c.2 revised internal access widths & Sec. 11.2.b.6 for a concrete apron. Sec. 11.2.j.1 for paved interior roads & Sec. 11.2.c.2.a to reduce internal drives. from processing a site plan based on whole site.
04/11/00	S00-04	Summit Point Raceway	Shower/Bathroom Facility
10/23/01	S01-10	Summit Point Raceway	Storage Building: 480 sf
06/11/02	S02-01	Summit Point Raceway Shenandoah Circuit	Race Control Bldg: 6,400 sf Race Track: 362/720 sf Registration Bldg: 1,058 sf Gasoline Alley Bldg: 39,360 sf Concession Kiosk: 2,162 sf
02/08/05	S04-12	SPARC	School Vehicle Maintenance Buildings x 9600 sf
05/12/10	S10-01	SPARC	Driveway Relocation
03/22/11	S10-07	Summit Point Raceway/ Global Tower Partners	195' monopole, Colocation Telecommunications Tower 07/07/11: Redline revision to shift tower location 100'
02/11/11	S10-08	STASIS - SPARC	Bldg 1: 11,688 sf w/ future 2,100 sf expansion. Bldg 2: 4,800 sf w/ future 3,000 sf expansion. allow rough grading prior to site plan approval. elimination of sidewalks.
05/10/13	S13-02	Jefferson Circuit	Expansion of existing Jefferson Circuit
10/06/17	S17-10	SPARC Staging Area	Summit Point Motorsports Park Staging Area
12/18/17	S17-11	SPARC Range Extension	Extension of an existing range 12/14/17: Eliminate the required landscape buffer (ZV17-20). 02/22/18: Eliminate the required landscape buffer for temp trailers (ZV18-02).

Staff Report
 Jefferson County Planning Commission Meeting
 July 12, 2022

SPARC Rezoning Request (22-3-Z)

			02/27/18: Redline Revision to add temporary trailers
--	--	--	--

ZONING CERTIFICATES

11/19/09	ZC09-08	SPARC	Seasonal Use Permit to hold WKA events on Washington Circuit at the Summit Point Raceway.
12/11/13	ZC13-50	Summit Point Raceway Assoc., Inc. dba BSR	Federal Firearms Licensing to include affiliated transfer of firearms and ammunitions sales, on premises, as it relates to existing Firearms Training Facility. Not a "store front" gun shop. No guns sold to the general public.
05/31/13	ZC13-14	SPARC	Vocational and /or Training Facility for adults. Extension of the Jefferson Circuit and additional skid pad for continued use as a Government, Corporate, Educational and Automotive Club Training/Testing Facility.

ZONING VARIANCES

09/26/19	19-22-ZV	SPARC	Variance to reduce the front setback for a sign at the west entrance.
09/26/19	19-23-ZV	SPARC	Variance to allow a sign at the east entrance to be located within a ROW.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Mark Dyck (Integrity Engineering)**

Department or Organization: **N/A**

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

Date Requested – 1st Choice: **6/2/2022**

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

Date Requested – 2nd Choice: **6/16/2022**

Subject (*Wording to be placed on agenda*): **SPARC Campus Rezoning Request**

Please provide the County Commission with a description of your request or presentation, including any background information:
SPARC Campus Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for 11 parcels totaling 717 acres (Map 16: Parcels 11, 11.1, 11.2, 11.11, & OSA and Map 17: Parcels 2, 2.1, 2.2, 3.1, 5, & 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: **Mark Dyck**

Email address: **mdyck@ifs-ae.com**

Phone Number: **304-725-8456**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

SPARC CAMPUS REZONING

REZONING APPLICATION

**JEFFERSON COUNTY
WEST VIRGINIA**

APRIL 2022

**Prepared By:
INTEGRITY FEDERAL SERVICES**

**Prepared For:
SPARC, LLC**

This page is intentionally blank.

Table of Contents

Part 1 Executive Summary

Part 2 Property Information

Part 3 Proposed Use

Part 4 Supporting Information

SUPPLEMENTAL INFORMATION

Exhibit 1 – Vicinity Map

Exhibit 2 – Existing Conditions Map

Exhibit 3 – Sketch Plan

Exhibit 4 – Existing Land Use Map

Exhibit 5 – Future Land Use Map

Exhibit 6 – Transportation and Utilities

Exhibit 7 – BLA Exhibit

Part 1 – Executive Summary

The Summit Point Training Facility is a Jefferson County success story. The continued growth and expansion of this facility have allowed the business to thrive. This facility is recognized nationally as a critical training center for government personnel and regionally as a destination for motor sport enthusiasts.

This rezoning application represents the future for the facility. It seeks to address the three major business focuses of the facility – Training, Tourism/Motorsports, Recreation

EXISTING OPERATIONS

Training

SPTF maintains many government clients and is always seeking partnerships with others. These organizations often seek to develop training facilities specific to their idiosyncratic needs in the especially desirable location at Summit Point. This area affords our customers premier training facilities that are adaptable, discreet and capable – just far enough from Washington DC, but not too far away. These customers often seek partners that are willing and able to expand upon initial training requests. It is very common that these customers generate high student throughput who patronize local eateries and hotels. SPTF maintains relationships with local establishments to meet these needs, and proudly refers all customers to these partners. The Summit Point Training Facility employs over one hundred people, many of whom are local residents.

The specific training our customers seek include driver training, firearms training and emergency medical training. Often, once a customer contracts to train at SPTF, they remain and seek to expand. Department of State, Customs and Border Protection, the U.S. Secret Service, and the U.S. Marshals are all examples of organizations that began with a small training request, and grew to encompass large swaths of the training area. Commercial zoning will allow for much more agility to facilitate the needs of our National Security infrastructure where often time



Racetrack and support buildings



Training buildings and tactical scenarios



Outdoor shooting ranges and skid track

Part 1 – Executive Summary

sensitivity is critical to mission success, and the safety of American citizens.

Tourism and Motorsports

Separate and apart from training, SPTF is also a commercial motorsports venue, that we call the Summit Point Motorsports Park. The opportunity for Summit Point Motorsports Park to be more versatile in our motorsports offerings will have an immediate and positive effect on our county. Additional events will attract more out-of-state visitors. Many of our events are multi-day and lend themselves to increased spending in Jefferson County. To demonstrate this, recently we hosted a group from the Sports Car Club of America. Of their 70 participants, 68 were out-of-state residents. This was a two-day event, yet many of them arrived a day early and almost all brought additional family and friends. The Summit Point web page and social media accounts encourage these visitors to stay, shop and eat locally, and, similarly to our training operation, we provided a list of lodging opportunities that are here in the county.

Our motorsports events also create unique 'Business to Business' opportunities. Many companies around the country and world create client hospitality events and product release experiences at facilities just like Summit Point. A more versatile offering will allow us to expand on these relationships.

Many of our events are covered by national and international media. This exposure for our region will only grow as we too are allowed to grow.

Recreation

Finally, there is a recreational aspect to our location. Training is not reserved for only government clients. We have a full curriculum of firearms, driving and emergency medical training available to the public, all listed on our website. These offerings pull a different type of customer to our county, some even come from out-of-state. Furthermore, our current efforts to develop our Bill Scott Visitors Center will create a hub of motorsports history, chronicling the rich history

of racing in Summit Point, and West Virginia as a whole.

REQUESTED MAP AMENDMENTS

All properties are owned by Summit Point Automotive Research Center LLC.

The following parcels are included in the zoning map amendment from Rural to General Commercial.

Map 16 – Parcels 11, 11.1, 11.2, 11.11, OSA

Map 17 - Parcels 2, 2.1, 2.2, 3.1, 5, 9



Land included in the application.

There are currently several outdoor shooting ranges on Map 17, Parcel 2. Outdoor shooting ranges are not a permitted use in the General Commercial zone. To prevent these existing facilities from becoming non-conforming a boundary line adjustment will be submitted. The boundary line adjustment will increase the size of parcel 3 so that it will include the shooting ranges, the merger adjustment will add 56.3+/- acres to Parcel 3 from Parcel 2



Proposed boundary line adjustment for Parcel 3

Part 2 – Property Information and History

11 parcels are included in the zoning map amendment, all parcels are located in the Kabletown District. The total acreage of these parcels (after the merger) is approximately 717 acres.

Remapping of all parcels listed below from Rural to General Commercial is requested.

Map/Parcel 17/2
Deed Book/Page: 1096/472

Map/Parcel 17/2.1
Deed Book/Page: 1105/26

Map/Parcel 17/2.2
Deed Book/Page: 1096/472

Map/Parcel 17/3.1
Deed Book/Page: 1096/472

Map/Parcel 17/5
Deed Book/Page: 1145/559

Map/Parcel 17/9
Deed Book/Page: 1204/24

Map/Parcel 16/11
Deed Book/Page: 1118/401

Map/Parcel 16/11.1
Deed Book/Page: 1096/472

Map/Parcel 16/11.2
Deed Book/Page: 1096/472

Map/Parcel 16/11.11
Deed Book/Page: 1096/472

Map/Parcel 16/OSA
Deed Book/Page: 1096/472

All parcels except for Map/Parcel 16/17.9 are part of the current operations and were either historically part of the racing facility or part of the Community Impact Statement and Preliminary Plat approved in 2007.

The property has a long history that predates the adoption of zoning in Jefferson County.

Current uses on the property are permitted in the Rural District and include:

- Automobile racing
- Adult training facilities
- Shooting ranges
- Driver courses

There are dozens of buildings on the property that support the above uses. The expansion of the facilities on the property have been ongoing for the last 15 years with a steady flow of development related to the adult training facilities use.

In 2019 the site lost a major tenant, the Department of State Foreign Affairs Security Training Center was uprooted from West Virginia and moved to Blackstone Virginia. This decision by the Federal government resulted in a difficult time for the company. Faced with the challenge of downsizing the facility or finding ways to expand and find new tenants SPARC worked closely with Jefferson County and the State of West Virginia.

This collaboration has led to new opportunities, some of which are directly aligned with Jefferson County's objective to be the eastern tourism gateway for the State.

The challenge for the facility has always related to its ability to foster small commercial enterprises within the parameters of the Jefferson County Zoning Ordinance.

Part 3 Proposed Uses

DESCRIBE WHY THE ZONING MAP AMENDMENT IS NECESSARY FOR THE PROPOSED USE

The Applicant is requesting the zoning map amendments due to the limitations in the Rural zone and the opportunities found in the General Commercial zone that would support the future success of SPARC.

- Convention facility
- Special event facility

RURAL USES

Outdoor firing ranges will no longer be a permitted use on any lands rezoned under this map amendment.

GENERAL COMMERCIAL USES

The requested zoning amendment would allow small commercial uses that would support the training/motorsports/recreational uses on site. These small opportunities will allow the facility to compete with similar venues across the United States who do not face the same restrictions on commercial use.

A possible example of a proposed use would be the development of custom garages storage of car collections and owner amenities during motorsports events. These units could be offered as long-term leases or sales to individuals or clubs to attract more motorsports participants and spectators.

Specialty automotive parts vendors would be able to sell their merchandise from small storefronts and a greater level of services would be provided at the site. These types of spaces would increase tourism dollars spend in the County and have major secondary benefits to hotels restaurants and other business in Jefferson County.

The following is a list of commercial uses that would be permitted by right:

- Art galleries
- Automobile repair, sales and services
- Automobile parts stores
- Restaurants
- Brewpub
- Convenience store
- Gas Station
- Non-Profit Commercial Uses
- Professional Office
- Retail Sales

- Commercial storage
- ~~Electric Vehicle charging station~~

Part 4 Supporting Information

HOW IS THE ZONING MAP AMENDMENT CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN

The Comprehensive Plan is a tool to be used in the evaluation of zoning map amendments. The following citation provides specific direction as it relates to State Code.

According to Chapter 8A of the West Virginia State Code, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan.

For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is:

- *by finding that there is an error or under scrutinized property on the Future Land Use Guide*
- *for the economic well-being of Jefferson County*
- *a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide*
- *that environmental impacts have been considered.*

Future Land Use Guide - Under Scrutinized/Error

The Jefferson County Comprehensive Plan is not consistent as it relates to the subject property. The Existing Land Use Map (Exhibit 4) shows the majority of the site as general commercial. This designation in the Comprehensive Plan would have supported its inclusion in the future Preferred Growth Boundaries.

The Future Land Use Map shows the property as agricultural. Given the existence of the racetrack and government training facility during the preparation of the Comprehensive Plan and the support of the facility by Jefferson County it appears that this area was not mapped correctly.

For the subject property the Comprehensive Plan fails to address the existing uses or future potential of the site. The proposed amendment consists entirely of areas shown as general commercial and lands immediately adjacent to these areas.

Economic Well Being

The continued growth and expansion of SPARC is an important consideration as it relates to the economic well being of Jefferson County. The facility has injected millions of dollars into the local economy and has helped establish Jefferson County as a tourism destination and a preferred location for government training. The rezoning of the property to General Commercial will benefit the economic wellbeing of Jefferson County.

Goals and Objectives

The following Goals and Objectives found in the comprehensive plan strongly support the proposed zoning map amendment.

Goal #1 - Objective #1: Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.

The Comprehensive Plan recognizes the importance of existing vested rights. The map amendment will not significantly change the character, density level or nature of the property. It will strongly support the vested rights and the evolution of business enterprises. It will also correctly reflect the information shown on the Existing Land Use Map which designates the property as a general commercial use.

Goal #1 - Objective #8: Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County, paying particular attention to brownfield and grey field sites.

The map amendment will support the adaptive reuse of the existing buildings on the property. This is a site that is historic and the current zoning restriction make it difficult for existing structures to contribute to their maximum capability.

Part 4 Supporting Information

Goal #6: Encourage the Growth of Jefferson County's Economy and Enable the Creation of High Quality Jobs within the County.

The zoning map amendment will both protect existing jobs in Jefferson County and enable the creation of new jobs.

Goal #6 - Objective #1: In coordination with the Jefferson County Development Authority (JCDA) and other agencies, work to build and expand existing local businesses and to enable the start-up of new businesses within Jefferson County.

The facility has always been supported by the Jefferson County Development Authority. The JCDA recognizes the importance of this facility and its ability play a role in a diverse economy.

Goal #6 - Objective #5: Provide opportunities to engage local employers with the existing local workforce to enable county residents to work locally.

The map amendment will allow a significant local employer to expand their workforce which is largely comprised of Jefferson County residents.

Goal #6 - Objective #8: Work with the state's congressional delegation, federal agencies, and state elected officials to identify opportunities for relocation or expansion of federal or state facilities within Jefferson County.

The facility has always been supported by the state's congressional delegation, federal agencies and state elected officials. These entities strongly lobbied for the project to be the location of the permanent home for the Foreign Affairs Security Training Center. This facility would have resulted in a major expansion of the uses on the property. These entities continue to support the operations at SPARC.

Goal #8: Retain, Strengthen, and Enable the Growth of Jefferson County's Rural, Cultural and Artisan Economies.

Commercial uses on the site will strengthen and grow Jefferson County's Rural economy.

Goal #14 - Objective #6: Encourage the adaptive reuse of existing historic buildings within Jefferson County for a variety of purposes.

Established in 1969 the facility has passed the threshold of 50 years of existence and can be recognized by Jefferson County as a historically significant site. The above Objective recognizes the importance of our historic areas and supports an adaptive reuse of this campus.

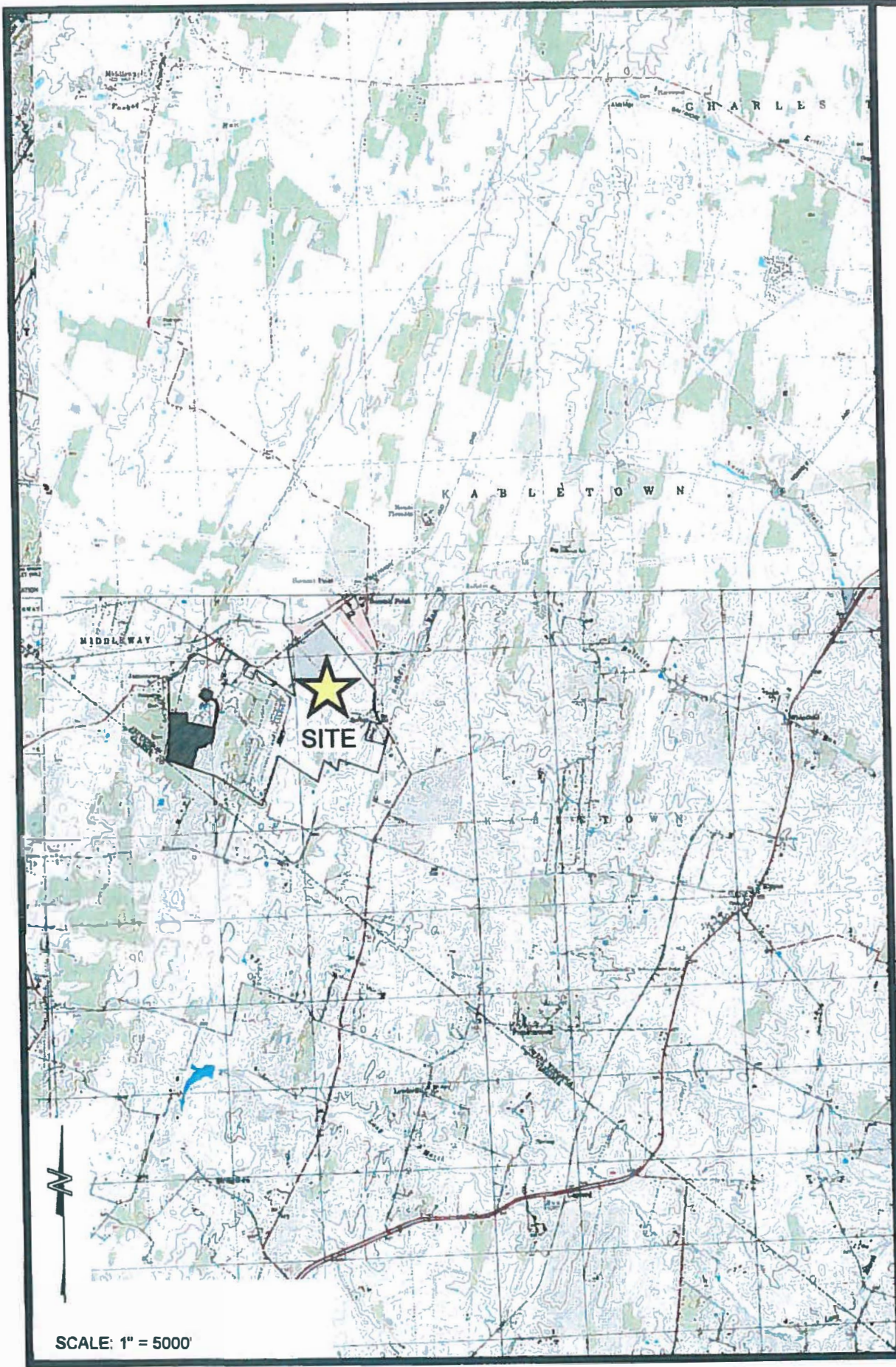
DISCUSS ANY CHANGES OF THE TRANSPORTATION CHARACTERISTICS AND NEIGHBORHOOD CHARACTERISTICS FROM WHEN THE ORIGINAL ORDINANCE WAS ADOPTED.

Transportation Characteristics

There have been no major changes in the transportation characteristics of the area. The designation of Summit Point Road as a Major Collector by the Comprehensive Plan recognizes this road as regional route. Summit Point Motorsports Park regularly holds successful events ranging from hundreds to thousands of patrons, which access the facility by Summit Point Road. The number of trips which will be generated by the subject property with a map amendment will be limited.

Neighborhood Characteristics –

The surrounding area has evolved to provide a unique destination within the County. Both the Summit Point Training Center campus and the expansion of training facilities within Summit Point Motorsports Park provide services for numerous federal, local and international agencies. The proposed Zoning Map Amendment will not have a significant impact on the neighborhood characteristics



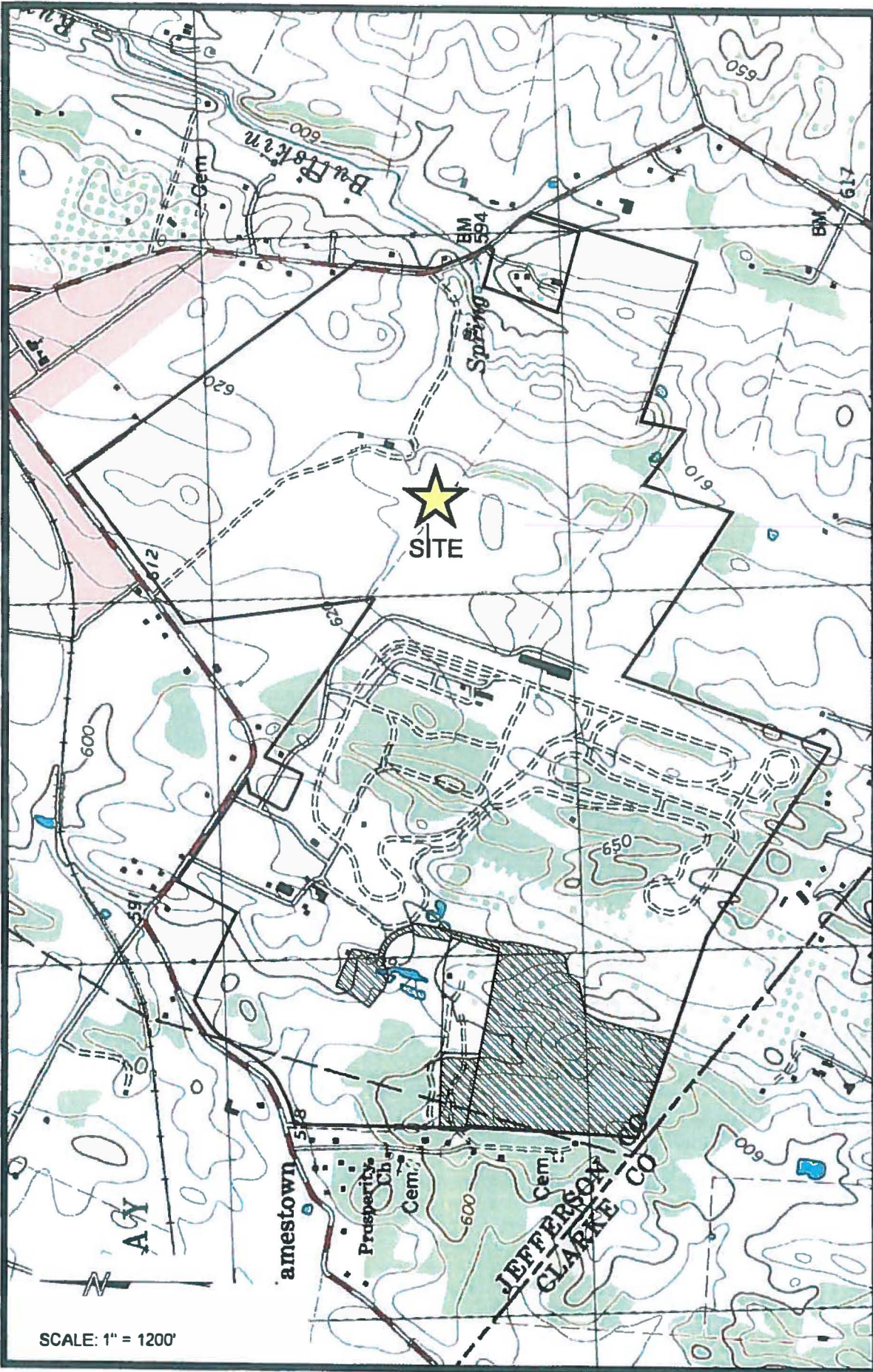
SCALE: 1" = 5000'

ZONING MAP AMENDMENT

EXHIBIT 1 - VICINITY MAP

02-22-2022

SPARC
JEFFERSON COUNTY, WV



**ZONING MAP AMENDMENT
EXHIBIT 2 - EXISTING CONDITIONS**

02-22-2022

SPARC
JEFFERSON COUNTY, WV



SCALE: 1" = 1200'



SPARC
JEFFERSON COUNTY, WV

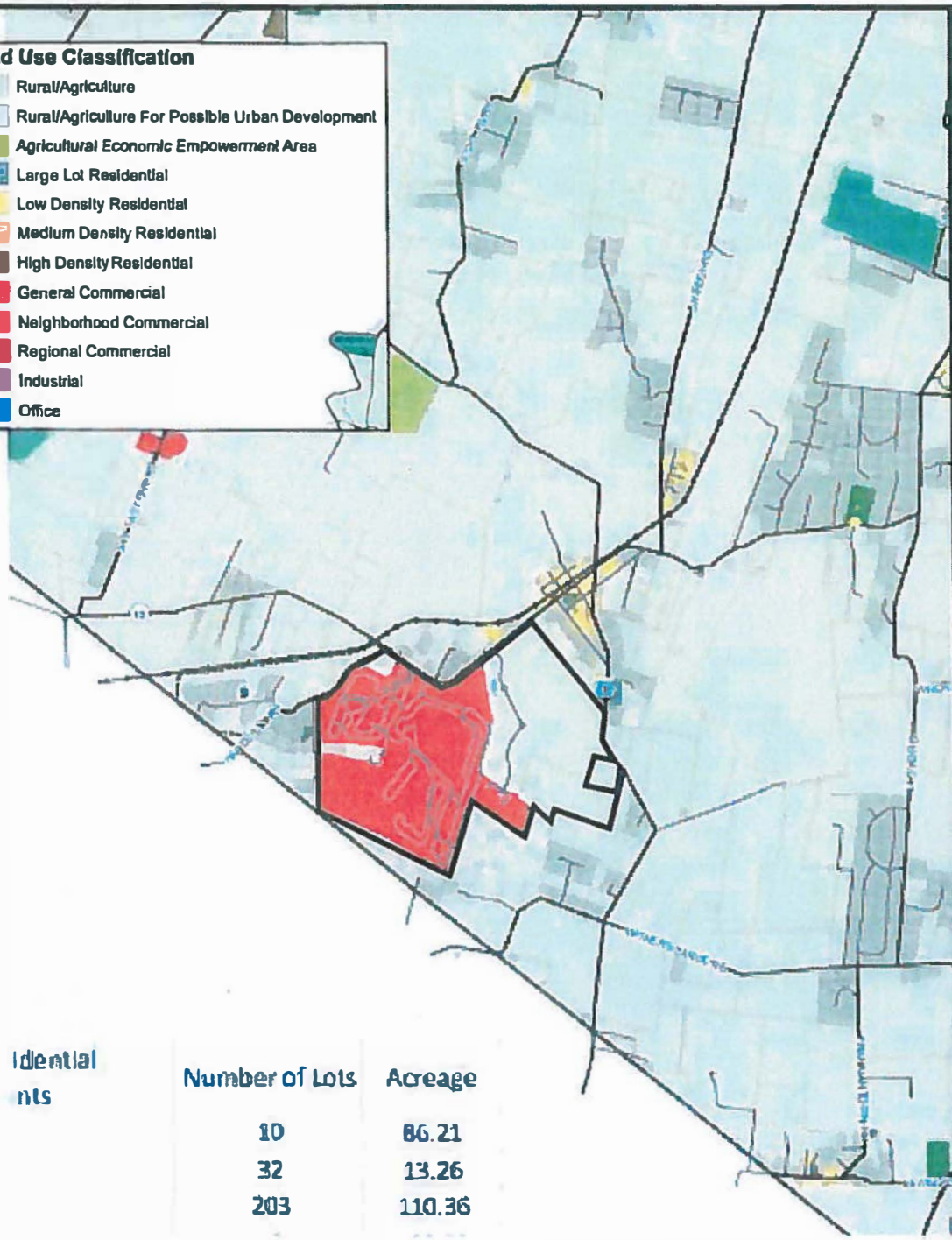
02-22-2022

ZONING MAP AMENDMENT

EXHIBIT 3 - SKETCH MAP

Land Use Classification

- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office



**ZONING MAP AMENDMENT
 EXHIBIT 4 - EXISTING LAND USE MAP**

Identical lots	Number of Lots	Acreage
	10	86.21
	32	13.26
	203	110.36

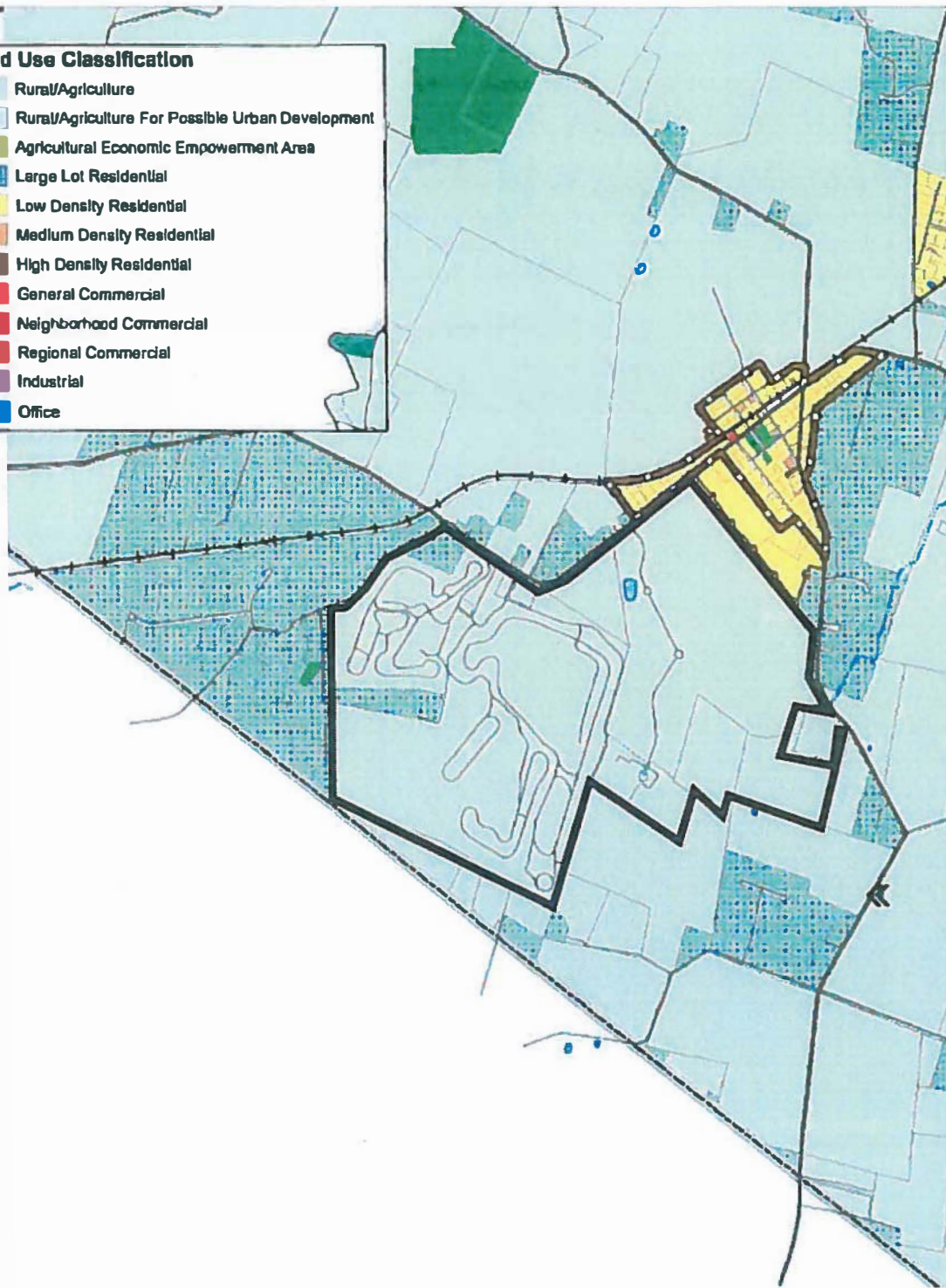
01-24-2018

**SUMMIT POINT VENTURES
 JEFFERSON COUNTY, WV**

THE IMAGE ABOVE HAS BEEN TAKEN FROM THE EXISTING LAND USE MAP IN THE JEFFERSON COUNTY COMPREHENSIVE PLAN. IT SHOWS THE MAJORITY OF THE SITE BEING CLASSIFIED AS COMMERCIAL.

Land Use Classification

- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office



**ZONING MAP AMENDMENT
EXHIBIT 5 - FUTURE LAND USE MAP**

01-24-2018

**SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV**

THE IMAGE ABOVE HAS BEEN TAKEN FROM THE EXISTING LAND USE MAP IN THE JEFFERSON COUNTY COMPREHENSIVE PLAN. IT SHOWS THE MAJORITY OF THE SITE BEING CLASSIFIED AS COMMERCIAL.



TRANSPORTATION

1. THE PROPERTY IS ACCESSED FROM SUMMIT POINT ROAD.
2. NO IMPACT TO PEAK VOLUME TRAFFIC IS ANTICIPATED.
3. SOME INCREASE TO AVERAGE VOLUMEN MAY BE EXPERIENCED.

UTILITIES

1. THE REZONING WILL NOT REQUIRE THE EXTENSION OF PUBLIC UTILITIES.

**ZONING MAP AMENDMENT
EXHIBIT 6 - TRANSPORTATION AND UTILITIES**

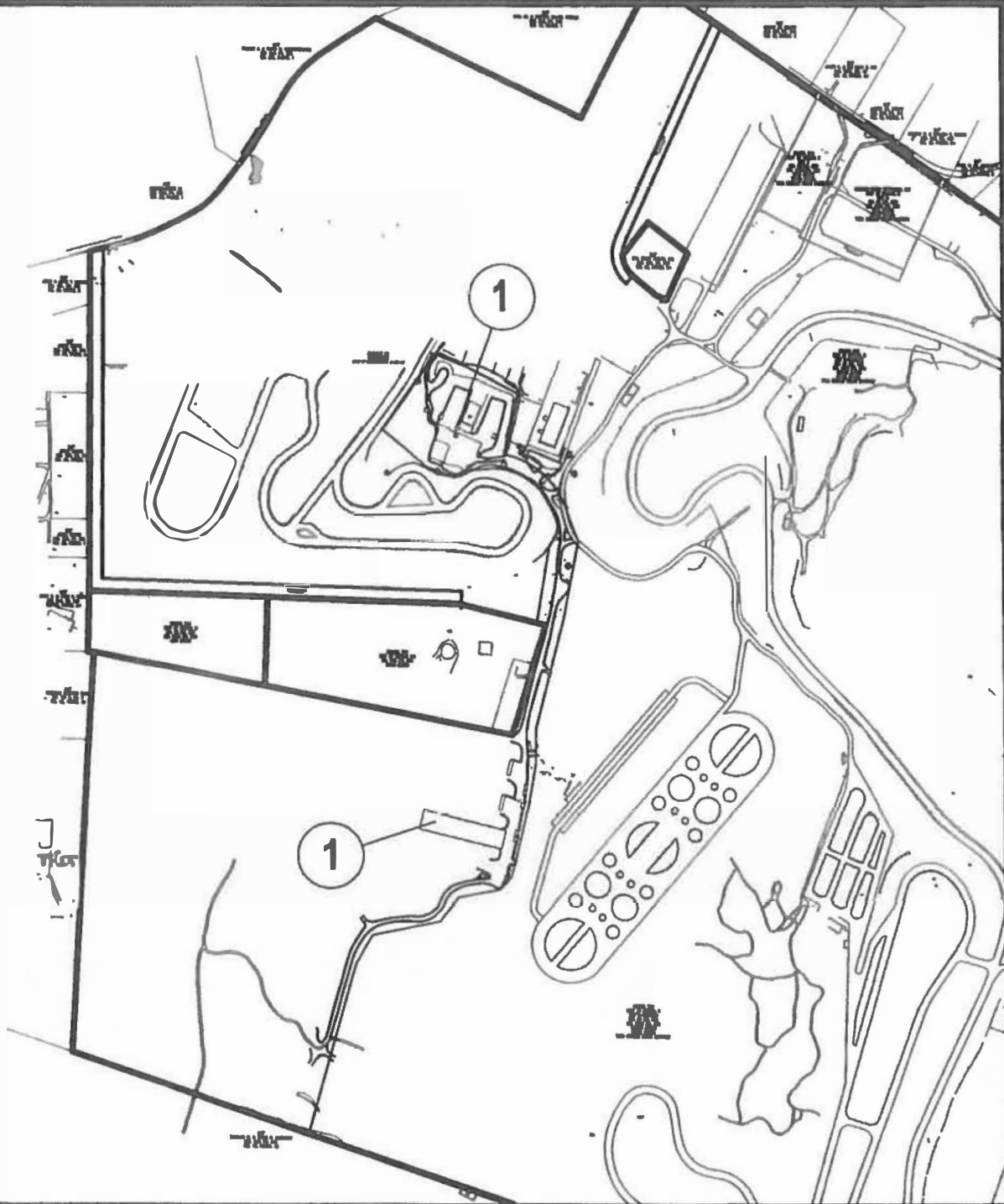
01-24-2018

SPARC
JEFFERSON COUNTY, WV

ZONING MAP AMENDMENT
EXHIBIT 7 - BLA SURVEY

01-24-2018

SPARC
JEFFERSON COUNTY, WV



BOUNDARY LINE ADJUSTMENT

1. A PROPOSED BOUNDARY LINE ADJUSTMENT (MERGER) IS PROPOSED SO THAT EXISTING SHOOTING RANGES REMAIN WITHIN THE RURAL ZONING DISTRICT.

1 EXISTING SHOOTING RANGE LOCATION



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____

Staff Initials: _____

Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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

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

Zoning Map Amendment (Rezoning)

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

Property owner information

Name: Summit Point Automotive Research Center, LLC
Mailing Address: PO Box 190; Summit Point WV 25446
Phone Number: 304-725-6512 Email: jeff.johnson@xatorcorp.com

Applicant contact information

Name: Summit Point Automotive Research Center, LLC
Mailing Address: PO Box 190; Summit Point WV 25446
Phone Number: 304-725-6512 Email: jeff.johnson@xatorcorp.com

Applicant representative

Name: Integrity Federal Services; Mark Dyck
Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401
Phone Number: 304-725-8456 Email: mdyck@ifs-ae.com

Physical property details

Physical Address: Motorsports Park Circle
City: Summit Point State: WV Zip Code: 25446
Tax District: Kabletown (06) Map No: 16 & 17 Parcel No: See Attached
Parcel Size: 772.45 Deed Book: See Attached Page No: See Attached

Current Zoning District (please check one)

Grid of zoning districts with checkboxes: Residential Growth (RG), Industrial Commercial (IC), Rural (R), Residential-Light Industrial-Commercial (RLIC), Village (V), Neighborhood Commercial (NC), General Commercial (GC), Highway Commercial (HC), Light Industrial (LI), Major Industrial (MI), Planned Neighborhood Development (PND), Office/Commercial Mixed-Use (O/C). Rural (R) is checked.

Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment 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 (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how the 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

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

- Yes, I request that the Planning and Zoning Staff present the petition**
- No, I prefer to present the petition**

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan 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 should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).



13 MAY 22

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments 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. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections**

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

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Permanent Polling Place Location Change - Precinct 22 & 25**

Please provide the County Commission with a description of your request or presentation, including any background information:
Summit Point Baptist Church (Pct 22) is no longer available as a polling place. There no other adequate spaces to use within the precinct boundaries so we will need to move Precinct 25 from South Jefferson to Middleway Fire Department and move Precinct 22 to South Jefferson Elementary.

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 permanent polling place location change for Precinct 22 from the Summit Point Baptist Church to South Jefferson Elementary and Precinct 25 from South Jefferson Elementary to Middleway Fire Department.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Kling

Department or Organization: **Jefferson County Parks & Recreation Commission**

Estimation of amount of time needed for appointment: 10 min.

Date Requested – 1st Choice: **July 21, 2022**

*If a specific date is needed, please provide reason for specific date: **July is Parks & Recreation Month***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Presentation and Proclamation of National Parks & Recreation month

Please provide the County Commission with a description of your request or presentation, including any background information: July is national parks & recreation month. The Jefferson County Parks & Recreation Commission is asking the county to designate July as such.

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*):

Declaration that July is recognized as Park and Recreation month in Jefferson County, WV.

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: Jennifer Myers

Email address: jmyers@jcprc.org

Phone Number: 304-728-3207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

(Print on official certificate or letterhead.)

Designation of July as Park and Recreation Month

WHEREAS parks and recreation is an integral part of communities throughout this country, including Jefferson County, WV and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers;

and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change;

and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and
Recreation Month; and

WHEREAS Jefferson County, WV recognizes the benefits derived from parks and
recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the Jefferson County Commission
that July is recognized as Park and Recreation Month in Jefferson County, WV.

(Add sections for official seal, signature(s) and date.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 15-30 minutes

DATE REQUESTED: 1ST CHOICE July 21st, 2022

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

SUBJECT: Quarterly Review to close estates

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

Requesting that the commission officially close all estates that have met the deadlines of the probate office, and accept and approve all estates opened since the last quarterly in April.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll, Executive Assistant

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the following:**

- ⬇ **Jefferson County Board of Health – one five year term ending June 30, 2027**
- ⬇ **Jefferson County Emergency Services Agency – one three-year term for Citizen Representative ending June 30, 2025**
- ⬇ **Eastern Regional Planning and Development Council (REGION 9) – one two-year term ending June 30, 2024**
- ⬇ **Jefferson County Parks and Recreation Commission – five three-year terms ending June 30, 2025**
- ⬇ **Jefferson County Solid Waste Authority – one four-year term ending June 30, 2026**
- ⬇ **South Jefferson Library Committee – one five-year term ending June 30, 2027**
- ⬇ **Harpers Ferry-Bolivar Public Service District – one six year term ending June 20, 2028**

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:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five year term ending June 30, 2027.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Currently seeking qualified applicants who reside in the following districts: Charles Town District, Kabletown District, and Middleway District.

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

Brandon Blake

114 Dianne Court
Charles Town, WV 25414
240-457-7280
brandon.blake@live.com

July 14, 2022

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

To Whom it May Concern,

I am submitting this letter along with my current resume for formal consideration for the recently announced open County Board of Health seat.


I have spent my entire career in the Health Care space, serving in increasingly challenging and demanding environments. I am currently serving as a Director of Operations for the Frederick Health Hospital System's Medicare Certified Home Care Agency, and have extensive experience navigating highly regulated Medicare and Medicaid programs, specifically within the post acute space. I am currently working on implementing a 4 year grant with Frederick County to develop and deploy an evidence based universal home visiting nurse program for new mothers.

I have resided in Charles Town for the past 6 years, along with my wife and four children. I am excited about this opportunity to give back and support the community.

I am looking forward to contributing to the local community by providing strategic expertise and a new perspective to the board.

If you have any questions or concerns with this submission, I would love the opportunity to discuss this further. You can call me any time at 240-457-7280.

Sincerely,



Brandon Blake

Brandon Mark Blake, HCS-C

114 Dianne Court, Charles Town, WV 25414
240-457-7280 brandon.blake@live.com

Dedicated, strategic, and innovative executive that thrives in fast paced, challenging healthcare environments. A great communicator both written and verbal, and able to clearly articulate the vision and mission with stakeholders at all levels. Capable of building consensus and leading teams effectively towards the vision. Focused on creating standardized informational metrics to improve organizational performance. Passionate about the post-acute industry and a fervent believer in the value home health can bring to the care continuum. I believe that sound process and key metrics should drive business decisions, and I can deliver both.

CORE COMPETENCIES

20 years of Progressive Experience in the Health Care Industry
Healthcare Operational Leadership and Revenue Cycle Management
Extensive Healthcare Regulatory, Policy, and Industry Knowledge

Compliance; Medicare, State, and Federal Regulations
Financial Accounting and Reporting
Key Performance Indicators / Dashboards
Database Creation and Management

Post-Acute Care Industry Knowledge
Healthcare Operational Management and Reporting
Accounts Receivable / Cash Flow Management
Software Implementation and Project Management

PROFESSIONAL BACKGROUND

Executive Level Healthcare Experience; Operate effectively in an executive capacity directly under the CEO of constantly growing, and increasingly complex multi-line healthcare organizations operating across 5 South Florida counties and in the Northern Virginia Metro DC Area. Most recently in a director level capacity of a leading nationwide Senior Living Company.

- **Operational and Financial Reporting.** Develop and maintain key performance indicators relating to the Home Healthcare Industry. Created distribution mechanisms to keep key personnel apprised of metrics (both Financial and Operational) to ensure the efficient operation of the organization.
- **Business Development.** Negotiate, execute, and maintain contracts with various business entities, including commercial and third-party payers to provide services in the home and on premises. Created innovative platforms to measure sales performance, maintain market level data key contacts as well as marketing outreach attempts and patient data through the sales pipeline. Dashboard development of key sales measures.
- **Finance.** Control A/R, Billing, Revenue Recognition, Collections, Authorizations, and play leading role in accounting functions across 10+ million-dollar annual revenue organizations utilizing both in house solutions and multiple clearinghouses.
- **Information Technology.** Maintain and grow technology infrastructure to ensure electronic systems effectively keep up with the increasing demand of expanding operations. Initiate and manage rollouts of 'Point of Care Systems and Technology' to ensure paperless work process across entire organizations.
- **Regulatory.** Extensive knowledge of industry and policy movement within healthcare generally, and home health specifically; related to Value Based Purchasing; 5-Star Rating; PDGM; Increased Regulatory Scrutiny; ACO integration; Bundled Payments for Care Improvement (BPCI); IMPACT Act; and current regulatory momentum towards a unified post-acute payment system.
- **Joint Commission Knowledge.** Played a key role on an executive team tasked with gaining JCAHO accreditation and participated and/or led multiple successful TJC re-accreditation surveys.

Brandon Mark Blake, HCS-C

114 Dianne Court, Charles Town, WV 25414

561-436-0802 brandon.blake@live.com

- **Training and Staff Development,** Developed training protocols, guidelines, and materials to ensure that all new hires were trained quickly and efficiently.
- **Compliance,** Comprehensive knowledge of Medicare and Medicaid regulations relating to Home Health and the PPS/PDGM Payment Methodology. Extensive knowledge of HHCAHPS, OASIS-D, HIPAA, and Outcome / Process Measures relating to the Five-Star Rating Program.

HISTORY

2020 – Present

Frederick Health Systems

Director of Home Care Operations

Currently leading Frederick Health's Home Care line of Business, with direct oversight and responsibility for the compliant and efficient running of the Medicare Certified Program. Currently working on a county grant funded Universal Home Visiting Program for new mothers in partnership with community stakeholders.

2018 – 2020

Erickson Living Management

Director of Home Care Operations

Influential leader of the Home Care Program with direct oversight of 25+ Million revenue lines of business operating in Maryland, Virginia, Massachusetts and Colorado. In this role I ensure the efficient and effective running of both Medicare Certified Home Health lines of business as well as private pay Personal Care lines of business in my region to support the healthcare continuum within 14 Erickson Continuing Care Retirement Communities.

2014 – 2018

Five Star Home Health Care

Administrator > President

Currently leading an innovative TJC accredited full-service agency with 8 million dollars in revenue, servicing patients throughout the Northern Virginia Metro DC market. My role, under the CEO, is to ensure the efficient and effective running of this multi-faceted healthcare organization while maintaining compliance with Medicare, State, and Federal Regulations.

2001 – 2014

Hospital Without Walls - Home Healthcare

Business Manager

Served in increasingly complex and challenging capacities throughout my tenure as the organization brought new facilities and locations online. I was tasked with the efficient and effective running of this multi-faceted healthcare organization while maintaining compliance with Medicare and State Regulations. I was responsible for the effective functioning of our Intake, Billing and Collection Departments across all lines of our business as well as managing and enhancing our IT Infrastructure and Systems.

FORMAL EDUCATION

Florida Atlantic University

Boca Raton, FL

Masters in Accounting -Pursuing

2013-Present

Boca Raton, FL

BA - Political Science, Cum Laude

2000-2007

CERTIFICATIONS

Home Care Specialist (HCS-C) Compliance Certification -

February 2018

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: _ Jennifer Sims_

Home Telephone Number: _____304-885-8781__

Work Address: _750 Hollywood Drive, Charles Town, WV 25414_____

Work Phone Number: _304-724-4818__

Mobile Phone Number: _484-542-2087__

E-mail Address: _jennifer.sims@pngaming.com__

Party Affiliation: *(Building Commission and Health Department applicants)* : Independent

Occupation: _____ Executive Steward

Education: High School _Huntedon Central Regional High, NJ

College _____

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address:
1876 Wide Horizon blvd. Kearneysville WV 25430

Magisterial District: Middleway

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving: _____ Please see attached Cover letter and Resume.

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Jennifer Sims Date: 7/14/22

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jennifer Sims

Work:304.724.4818 | Mobile: 484.542.2087 | smisnej@outlook.com | Jennifer.Sims@pngaming.com

July 15, 2022

Jefferson County Commission:

It is an honor to apply for a position on the Jefferson County Board of Health. I live and work in Jefferson County, so improved public health for the betterment of the community has long been an interest of mine.

I have worked at Hollywood Casino at Charles Town Races since 2010. My first roles were on the Environmental Services team, who ensure cleanliness of the entire property, both in guest and team member areas. This is a particularly unique challenge for a business encompassing over 500,000 square feet of commercial space, but I learned that the key to maintaining a pleasant atmosphere for our guests is vigilance and teamwork.

Several years later, I moved to a supervisory position on the Stewarding team, who maintain hygiene standards of kitchen and cooking equipment and tools, dishware and cutlery, and food storage areas. Now as the Executive Steward, I oversee the entire Stewarding team with the goal of ensuring that our kitchens, bars, and service wells are safe, hygienic and in compliance with all health codes. I consistently train my team to ensure that we meet or exceed all safety standards. Providing safety and sanitation for all guests is my top priority, and I am proud of our track record.

I have learned a great deal about sanitation and health safety while working in a business with over 2.3 million annual guests, and that functions 24 hours per day. I would like the opportunity to share my knowledge to help support the Jefferson County Board of Health in the many functions it provides for our county.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Sims". The signature is written in a cursive style with a large initial "J".

Jennifer Sims

Jennifer
Sims

1876 Wide Horizon Blvd
Kearneysville, WV 25430

484-542-2087
jennifer.sims@pngaming.com

Objective:

To obtain a position on the Jefferson County Board of Health to help support the betterment of our community by using the skills obtained during my professional career.

Education

Huntedon Central Regional High School
Flemington, NJ- 1998

Professional Experience

11/21/2015- Present

Executive Steward

Hollywood Casino at Charles Town Races
Charles Town, West Virginia

- Responsible for cleanliness and sanitation of all kitchens, bars and service wells on the casino floor
- Manage staff of up to 35 stewards including, hiring training, coaching, scheduling, and task assignment.
- Manage an annual departmental expense budget of more than 800k.
- Responsible for maintaining a clean facility which upheld all safety and sanitation protocol.
- Assist with the setup of banquet functions for up to 1200 guests.
- Work with department heads to ensure all daily operations were covered and ran efficiently.

8/10/2010-11/21/2015

Lead Environmental Services Attendant

Hollywood Casino at Charles Town Races
Charles Town, West Virginia

- Supervised shift of 15 EVS attendants daily to ensure the proper cleaning of the casino floor.
- Developed cleaning schedules for more than 500k square feet of commercial space.
- Maintained stock of chemicals and supplies to support the department.
- Trained new team members on proper sanitation protocol and company policy.

Additional professional experience available on request.

Professional and Personal References

Jess Chambers
Vice President of Hospitality
Hollywood Casino
304-724-4219

Geno Palombi
Restaurant Manager
Hollywood Casino Charles Town
304-261-9537

Leo Miranda
Environmental Services Manager
Hollywood Casino Charles Town
304-724-4361



DEBRA CORNWELL

CONTACT

CELL PHONE:
703-599-9525

EMAIL:
cornwell@fullcirclehealingcenter
wv.com

ACTIVITIES

Entertaining
Writing/Reading

Volunteer past service includes:
Juvenile Drug Court, Criminal
Justice Board of Berkeley and
Jefferson Counties, the Charles
Town initiative which morphed
into Charles Town Now,
Shenandoah-Potomac Garden
Council of Berkeley & Jefferson
Counties, president

Martinsburg High School
National Honor Society

EDUCATION

Shepherd University
Cum Laude, BS Political Science and Communications

WORK EXPERIENCE

C&C Recovery, LLC, VP/COO/Board Chair
Business plan development and supervision, fiscal management,
chair all boards and committees

Full Circle Healing Center, Managing Partner
PR, marketing, community outreach, manage daily ops, purchasing,
contracts, vendors, human resources, compliance

Cornwell Investment Company of WV, LLC
President/CEO
Small rental property rehabilitation

Various Publications
Ghostwriter for celebrity biographies and corporations, writer for
Wall Street Journal, Long & Foster Extraordinary Properties, etc

Loudoun Convention and Visitors Association
Partnership Director
Develop and manage government and business partner programs

Leesburg Airport
Operations Supervisor
Supervise daily ops of line service, pilot shop, and public relations

SAAB Aircraft of America, Inc
Sales Representative
Product support sales to airline customers

Shepherd University
Special Events Director
Plan and manage concerts, theater productions, Homecoming

WRNR 740AM Radio
News director, anchor, reporter

WSHC 98.3FM Radio at Shepherd University
General Manager, show host

WXCS 106.9FM Radio
Show host

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one 3-year term for Citizen Representative, ending June 30, 2025.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

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

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

Jessica Carroll

From: Joshua Stillwell <stillwellheatingandair@yahoo.com>
Sent: Monday, July 11, 2022 12:58 PM
To: Jessica Carroll
Subject: Re: Notice of Term Expiration - Jefferson County Emergency Services Agency

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I have decided to not continue on the JCESA board.

On Thursday, July 7, 2022 at 01:16:56 PM EDT, Jessica Carroll <jcarroll@jeffersoncountywv.org> wrote:

Dear Mr. Stillwell –

Please see attached letter regarding the expiration of your term on the Jefferson County Emergency Services Agency Board, and feel free to contact me should you have questions or need any assistance.

Thank you,

Jessica

Jessica Carroll

Executive Administrative Assistant

Jefferson County Commission

PO BOX 250

Charles Town, WV 25414

(p) – 304-728-3284

(f) – 304-725-7916

LETTER OF INTENT

Bryan Derrickson
244 Possumwood Trail, Harpers Ferry, WV 25425
derricksonb@hotmail.com
(618) 580-1291

Date: July 11, 2022

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Emergency Services Agency Board. I have been a resident of Jefferson County for 37 years, graduated from Jefferson High School and attended Shepherd University. Following my studies I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership.

Thank you for your time and consideration. I believe that my skills as a Project Manager will be a significant asset in my service to both the Commission and Jefferson County Emergency Services Agency. Please do not hesitate to contact me should you require more information.

Sincerely,

Bryan Derrickson

Bryan C. Derrickson
224 Possumwood Trail
Harpers Ferry, WV 25425
(618) 580-1291
derricksonb@hotmail.com

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active Top Secret Clearance

Professional Experience

Global Com, Inc.

Project Manager

Sterling, VA

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Acquisition Specialist

Rosslyn, VA

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Senior Project Manager

Alexandria, VA

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

Senior Project Manager

McLean, VA

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA)).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA
Apr 14- Dec 14

Project Manager

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA
Aug 11- Mar 14

Engineering Project Manager

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA
Feb 09 – Aug 11

Information Assurance Manager

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA
Dec 03- Feb 09

SIPRNet Program Manager

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze and evaluate communications hardware characteristics and recommend equipment needs to recovery program (RAMP) additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022 or as soon thereafter as the Commission may decide:

**Eastern Panhandle Regional Planning and Development Council
(Region 9): one two-year term ending June 30, 2024.**

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

Sandra McDonald

From: Dennis Jarvis <djarvis@jcda.net>
Sent: Tuesday, June 21, 2022 2:55 PM
To: Sandra McDonald
Subject: RE: Term Expire - Region 9

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is great, thank you so much! I am eager to participate on behalf of the county again.

From: Sandra McDonald <Sandy@jeffersoncountywv.org>
Sent: Tuesday, June 21, 2022 2:52 PM
To: Dennis Jarvis <djarvis@jcda.net>
Subject: Term Expire - Region 9

Dennis,

Attached is the letter regarding your term on the Eastern Panhandle Regional Planning Development Council. Let me know if you have any questions.

Have a good afternoon.

Thanks!

Sandy

July 2022

To the Attention of Commissioners

Steve Stolipher

Tricia Jackson

Clare Ath

Caleb Wayne Hudson

Jane Tabb

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners,

Thank you for your consideration of my application to serve a two-year term with the Eastern Panhandle Regional Planning and Development Council (Region 9). Currently, I serve as the Ward 1 representative on the Charles Town City Council and I am a member of the city Infrastructure (formerly Streets) Committee. Recently, I was selected through a competitive application process to join *The Champions Institute*, a hand-picked group of elected officials from across the country who will spend the next six months learning to effectively support safer and more Complete Streets projects. This will include receiving comprehensive training from Smart Growth America to promote multi-modal and activity-friendly routes to everyday destinations. I look forward to applying these skills and resources in Charles Town, but hope to apply them throughout our county and region by serving on the Eastern Panhandle Regional Planning and Development Council.

I am familiar with the working plans that Region 9 has developed, including the 5-year CEDS, broadband improvement efforts, and the environmental protection plans, as well as the Long Range Transportation Plan recently adopted by the Hagerstown/Eastern Panhandle Metropolitan Planning Organization and the projects proposed by the Eastern Panhandle Transportation Authority. I believe my familiarity and previous participation with these organizations would allow me to effectively serve as a member of the Region 9 Council. I would work hard to explore grant opportunities and advocate for solutions that benefit Jefferson County, Berkeley County, Morgan County and the municipalities within the region.

Thank you again for your consideration of my application to serve the 2-year term with the Eastern Panhandle Regional Planning and Development Council (Region 9).

Elizabeth Ricketts
elizabethricketts13@gmail.com
ericketts@charlestownwv.us
304-397-0115

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Elizabeth Ricketts

Home Telephone Number: 304-397-0115

Work Address: 213 N King St, Shepherdstown W V25443

Work Phone Number: 304-876-5702

Mobile Phone Number: _____

E-mail Address: elizabethricketts13@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: City Council Member (City of Charles Town), Donor Relations

Education: High School Jefferson High School

College Shepherd University

Trade/Business School Leadership Institute

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

(Proof of paying personal property tax, voter registration, etc.)

Address: 30 9W. Washington St, #214
Charles Town, WV 25414

Magisterial District: Charles Town

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

I am an active member of the community and currently serve on the Charles Town City Council. I attend meetings and review publications from the Hagerstown/ Eastern Panhandle MPO, the Transit Authority, and Region 9 and have been involved in public hearings and giving input for their studies.

Organization Memberships and Positions Held : _____
Council Member - City of Charles Town Ward 1 representative

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 7/15/2022

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022, or as soon thereafter as the Commission may decide:

South Jefferson Library Committee: one five-year term ending June 30, 2027.

Jefferson County Parks and Recreation Commission: five three-year terms ending June 30, 2025.

Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2028.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2026.

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

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

Jessica Carroll

From: Missy Thompson <mpratt2@aol.com>
Sent: Tuesday, July 12, 2022 4:53 PM
To: Jessica Carroll
Subject: Re: Notice of JCPRC Term Expiration

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi Jessica,

Sorry for the delay in responding. Yes, I would still like to remain on the JCPR Commission Board. Please let me know what the next steps are in the process.

Best,
Missy Thompson

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

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
To: mpratt2@aol.com <mpratt2@aol.com>
Sent: Thu, Jun 23, 2022 4:03 pm
Subject: Notice of JCPRC Term Expiration

Ms. Thompson -

Please see attached and feel free to contact me should you have any questions.

Thanks!

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) - 304-728-3284
(f) - 304-725-7916

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

From: Helpdesk@jeffersoncountywv.org <Helpdesk@jeffersoncountywv.org>
Sent: Thursday, June 23, 2022 4:07 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: Scanned Hunter Building Commission

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

Attachment File Type: pdf, Multi-Page

multifunction device Location: Hunter House - 1st Floor - Front Offices Area
Device Name: XRX9C934E1DB4F9

HEATHER MORGAN MCINTYRE

165 Butler Street, Charles Town, WV 25414

June 24, 2022

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

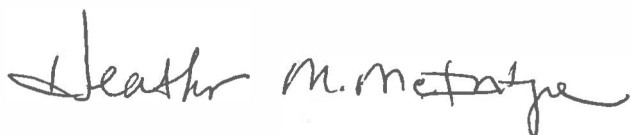
Dear Ms. Carroll:

Thank you for letting me know that my term on the Jefferson County Parks and Recreation Commission will expire on June 30, 2022.

I have and continue to enjoy serving on the board and would like to be reappointed for another 3 year term.

Thank you for your consideration.

Sincerely,



Heather Morgan McIntyre

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022, or as soon thereafter as the Commission may decide:

South Jefferson Library Committee: one five-year term ending June 30, 2027.

Jefferson County Parks and Recreation Commission: five three-year terms ending June 30, 2025.

Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2028.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2026.

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

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

28 June 2022

Dear County Commission,

I am requesting appointment to the Jefferson County Solid Waste Authority (JCSWA) for another term. I have served on the JCSWA board for several years and am experienced with the board functions and objectives. At the current time, I am serving as the Board president. I have a great working relationship with the other members of the board and together we have built the JCSWA into a modern, efficient waste transfer facility.

I believe I am and will be a strong contributing member of the board and have a variety of qualifications that suit me for the position. I have a degree in aquatic biology, thus can contribute to storm-water management, an important component of the obligatory site management plan. I have represented the JCSWA in discussions with the WV Department of Environmental Protection with regard to site visits and standard practices. I assist in obtaining grants for the JCSWA and we have been successful in securing electronic and equipment grants to fund new initiatives. While the recycling panorama has changed and costs have increased, we are exploring for ways to expand the recycling (or collection) in areas such as insecticides, paint and other hazardous materials for Jefferson County Citizens.

I am committed to be an advocate for the citizens of Jefferson County. We need efficient and economical waste transfer, recycling, and products such as mulch and compost for our community. Clean water and a safe environment are vital and require proper disposal of hazardous waste. Safe and proper disposal of wastes, especially hazardous waste, is a vital infrastructure service that contributes to a safe and healthy environment; this is a requirement expected by the citizens of Jefferson County and a requirement for any continued development in the County. As such, I would be honored to serve on the Jefferson County Solid Waste Authority Board, and I believe I can make significant contributions to the function of the JCSWA.

Please contact me if you have any questions.

Sincerely,

Peter Vila, Ph.D

137 Hinton Road
Keameysville, WV 25430

pvila@shepherd.edu

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022, or as soon thereafter as the Commission may decide:

South Jefferson Library Committee: one five-year term ending June 30, 2027.

Jefferson County Parks and Recreation Commission: five three-year terms ending June 30, 2025.

Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2028.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2026.

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

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

Jessica Carroll

From: Edmond Uzan <euzan65@gmail.com>
Sent: Friday, June 3, 2022 9:03 AM
To: Jessica Carroll
Subject: South Jefferson Public Library Board appointment
Attachments: Reappointment of Eddie 2022.docx

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good morning Ms. Jessica,

304-728-3284

I had not received the letter of expiration for my current board appointment.

I am expressing my desire to serve for another term and have attached a letter from our board expressing their desire to keep me on the board.

Thank you.

Sincerely,

--
Edmond Uzan
(304) 261-4063

SOUTH JEFFERSON PUBLIC LIBRARY
49 CHURCH STREET
POBOX 17
SUMMIT POINT, WV 25446

June 16, 2022

The County Commission of Jefferson County
P. O. Box 250
Charles Town, WV 25414

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

I am writing to convey my recommendation for the reappointment of Eddie Uzan for another five-year term on our library board.

Eddie has served on the board began since 2010 and continues to be a very active and reliable board member. Eddie is currently overseeing our expansion project. He has been a hard worker with everything the library needs and especially with working with our architect and engineer. His dedication to the library and the community is greatly appreciated, and I and the staff would very much like him to continue serving on the board.

Sincerely,

Dana Jenkins, Director
and staff

South Jefferson Public Library

49 Church Street
Post Office Box 17
Summit Point, WV 25446

304-725-6227

Email: jenkinsd@martin.lib.wv.us

Fax: 304-728-2586

May 12, 2022

County Commission of Jefferson County
P.O. Box 250
Charles Town, WV 25414
Attn: Jessica Carroll

RE: South Jefferson Library Board
Renewal of term for Eddie Uzan

Dear Commissioners,

The current term of our Board of Directors member Eddie Uzan will expire in June of 2022.

We are unanimously asking that you reappoint Mr. Uzan to the board for another five-year term. Mr. Uzan is currently serving as chairman of our building addition project. He has been working hard with our architect and our engineer to assure that all responsibilities and compliances are being met. It is our desire that he remain with us to see that this project proceed as timely and as efficiently as possible.

Our community will truly benefit from the continued service of Mr. Uzan.

Your support in this matter is greatly appreciated.

Thank you,

Cathie Burke
President
South Jefferson Public Library Board of Directors

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 21, 2022, or as soon thereafter as the Commission may decide:

South Jefferson Library Committee: one five-year term ending June 30, 2027.

Jefferson County Parks and Recreation Commission: five three-year terms ending June 30, 2025.

Harpers Ferry-Bolivar Public Service District Board: one six-year term ending June 30, 2028.

Jefferson County Solid Waste Authority: one four-year term ending June 30, 2026.

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

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

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

March 11, 2022

To: Jefferson County Commission

From: Mike Lowrey, Current Board Secretary
Harpers Ferry-Bolivar PSD

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

Sincerely,

Mike Lowrey



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Becky Burns, Office Manager

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 7/21/2022

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Permit Fee & Impact Fee Refund Request for James Bohrer #21-382

Please provide the County Commission with a description of your request or presentation, including any background information: James Bohrer applied for a building permit for a single family residence on 5/3/2021. He is asking that his permit #21-382 be revoked and his fees be refunded. Staff recommends the impact fee be fully refunded in the amount of \$6,700.00; and, that \$566.15 of the building permit fee be refunded (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$566.15 Permit Fee Refund \$6,700.00 Impact Fee Refund

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to approve a partial refund of the building permit fee for James Bohrer in the amount \$566.15; a full refund of the impact fee in the amount of \$6,700.00; and, to revoke and close the permit file #21-382.

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

If not attached, explain: Staff Memo Seeking Fee Reimbursements

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: Becky Burns

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Engineering, Building Permits & Inspections
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Email: engineering@jeffersoncountywv.org

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

MEMORANDUM

TO: JOHN NISSEL, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: JULY 14, 2022

SUBJECT: PERMIT FEE & IMPACT FEE REFUND REQUEST
PERMIT #21-382 JAMES BOHRER

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office.

On May 3, 2021 James Bohrer applied for a building permit for a single family residence and paid the permit fee of \$871.00 and the impact fee of \$6,700.00. Mr. Bohrer is asking that his building permit be revoked and the impact fee and building permit fee be refunded. The building permit for this project was issued on January 21, 2022 after all of the required information was provided to our office. A site inspection was conducted on July 13, 2022, the footings have not been poured.

The building permit fee was computed as follows: base fee of \$95.00, plus the square footage fee of \$776.00, for a total of \$871.00. Staff recommends a 65% refund of the permit fees in the amount \$566.15; and, a full refund of the \$6,700.00 impact fee.

Mr. Bohrer has been informed that if and when he decides to build in the future he will be responsible for paying the fees and acquiring the required permits to do so.

If you have any questions please give me a call.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **July 21, 2022**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Offer Employment for the Building Inspector Position**

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

The Department of Engineering, Planning & Zoning's FY 2023 Budget has funding (\$45,000 salary) for an additional Building Inspector position, effective July 1, 2022. The position was advertised and three candidates were interviewed. The Director of Engineering, Planning & Zoning is requesting approval to offer employment for the Building Inspector position at a salary of \$45,000/year. The expected start date is August 8th.

The Office of Building Permits & Inspections has one Plan Reviewer, one Commercial Building Inspector, and one Residential Building Inspector. The increased work load over the past two years creates a need for an additional building inspector.

Under West Virginia state code, building inspectors have to pass testing requirements and become certified. This process usually takes up to two years.

The proposed action is a FY 2023 budget neutral action.

Is this a funding request? **No additional funding is needed.**
If so, how much?

Motion Requested: **Yes**

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

Move to approve the offer of employment to fill the position of Building Inspector in the Department of Engineering, Planning & Zoning at a salary of \$45,000/year.

Attach supporting documents for request, or request may be denied. If not attached, explain:

N/A

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 Phone Number: 304-728-3257

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

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2022-05-19 Deputy Director, County Planner, Inspector\Building Inspector\2022-07-21 AGENDA REQUEST FORM - Approval to Hire Building Inspector Position.doc

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **July 21, 2022**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Adoption of the 2022 Building Code Enforcement Ordinance**

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

The West Virginia state legislature amended the state building code requirements (see attached letter from the Deputy State Fire Marshal) effective August 1, 2022. Therefore, the Jefferson County Commission needs to amend the existing Building Code Enforcement Ordinance to adopt the versions of the building codes required by the State Fire Marshal's office under Title 87, Legislative Rule, Series 4, State Building Code.

Attached is the new Building Code Enforcement Ordinance adopting the required building codes and rules, which shall be effective August 1, 2022. The ordinance essentially adopts current versions of the International Code Council's International Building Codes, with several exceptions and amendments as outlined in West Virginia State Code, Title 87, Legislative Rule – State Fire Commission, Series 4, State Building Code.

One notable change, is that under Title 87, Series 4, Section 9, the Commissioner of Agriculture is charged with making a determination of whether or not a property is used "primarily for agricultural purposes"; for the purpose of determining if the property/structure is eligible for an agricultural exemption under the building code. If a property/structure is exempt, a permit is still required but there will be no building plans review and inspections. A copy of our notice to the agricultural community is attached to the agenda request.

Under state code, the building code cannot be amended from what is established by the state fire commission and the state fire marshal's office. Therefore, a public hearing is not held on the building code, as it cannot be amended from what is presented. Therefore, we are requesting adoption of the ordinance at this meeting.

The fee schedules in Attachment A, will need to be amended to show the permit fee amount for residential and commercial solar systems and solar farms/facilities once the fee amount is set by the County Commission.

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 Requested: **Move to adopt the Resolution and the Building Code Enforcement Ordinance as presented, with the permit fee schedules amended to reflect the solar system permit fees established by the County Commission.**

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

- **July 13, 2020 Letter from State Fire Marshal – Notice of Building Code Amendment**
- **Agricultural Community Notice**
- **Resolution & 2022 Building Code Enforcement Ordinance.**

If not attached, explain:

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 Phone Number: 304-728-3257

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



Department of Homeland Security

Cabinet Secretary Jeff S. Sandy, CAMS, CFE

State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

Fax: (304) 558-2537

OFFICE OF THE STATE FIRE MARSHAL

1207 Quarrier St, 2nd Floor

Charleston, WV 25301

www.firemarshal.wv.gov

Date: 6/1/2022

To: All Municipalities, Towns, Political Subdivisions, and Counties
who have adopted the State Building Code

From: David Blaylock, DSFM

RE: Title §87, Series 4,
West Virginia State Building Code Changes

Mayors and Building Code Officials,

There were many changes made to the Building Code in the 2022 Legislative Session. Please keep in mind that when there are changes or updates to the Building Code, these changes cause the previously adopted building codes to become null and void. Therefore, in order to remain statutorily current with building codes and the enforcement of, each jurisdiction must re-adopt the newest promulgated version of the Building Code. After your jurisdiction officially adopts the latest version, please send a copy reflecting such action to this office for official filing. Please find below, a link to the latest version of the West Virginia State Building Code §87CSR4. This new Building Code will take effect August 1, 2022.

<https://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=55263&Format=PDF>

Respectfully submitted,

A handwritten signature in blue ink that reads "David A. Blaylock".

David A. Blaylock,
Deputy State Fire Marshal
Fire Services Division

ATTENTION

Agricultural Property Owners

Under West Virginia State Code, Title 87, Series 4

State Building Code

Effective August 1, 2022

Building Code Exemption for Agricultural Structures

In order for an agricultural property in Jefferson County to be exempt from the building code process (plan review & inspections), the property owner is first required to get a determination from the West Virginia Commissioner of Agriculture that your property is used “primarily for agricultural purposes”; and therefore, eligible for an agricultural exemption under the state building code. The state building code requires that you shall do the following to get a determination:

§87-4-9. Exemption for agricultural purposes.

9.1. If a property owner or other responsible party claims exemption from the applicable Building Code based on the agricultural purposes exemption identified in subsection 1.6 of this rule, he or she shall submit the question to the Commissioner of Agriculture for a determination of eligibility.

9.2. The property owner or responsible party shall submit to the Commissioner of Agriculture sufficient information to allow the Commissioner to determine the primary use of the property. This information shall include, but is not limited to, the location of the property and buildings, the types of agricultural use or uses, the percentage or frequency of use, and any other information that the Commissioner requires to make a decision.

9.3. The Commissioner of Agriculture shall provide a copy of his or her decision to the property owner or responsible party, and to the entity that has adopted and is enforcing the Building Code.

You may contact the Department of Agriculture at the following web address or phone number:

West Virginia Department of Agriculture
1900 Kanawha Blvd East State Capitol Room E-28
Charleston, WV 25305-0170
P: (304)558-3550
F: (304)558-2203
<https://agriculture.wv.gov/>

The Jefferson County Office of Building Permits & Inspections will not accept a building permit application under the “agricultural exemption” without a copy of the required decision in section 9.3 above. You may contact the Office of Building Permits & Inspections at 304-725-2998 with any questions.

RESOLUTION

WHEREAS, it is the desire of the County Commission of Jefferson County, West Virginia to protect the life and property of the citizens of Jefferson County; and

WHEREAS, The County Commission of Jefferson County, West Virginia duly passed an Ordinance adopting the State of West Virginia building code on March 29, 2001; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued before August 1, 2022, shall remain valid and regulated under the state building codes adopted and in effect prior to August 1, 2022; and

WHEREAS, The State of West Virginia has decreed that as of August 1, 2022, the State of West Virginia building code shall be revised to the following codes with local amendment as permitted by law:

2018 International Building Code (with exceptions/amendments).

2018 International Plumbing Code

2018 International Mechanical Code (with additions/exceptions)

2018 International Fuel Gas Code (with exception/amendment).

2018 International Property Maintenance Code (at the option of Jefferson County, this ordinance is not adopted)

2015 International Energy Conservation Code for Residential Buildings (with exception/amendment)

2013 ANSI/ASHRAE/IESNA Standard 90.1 – for Commercial Buildings

2018 International Residential Code for One & Two Family Dwellings (with exceptions/amendments)

2017 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings and Facilities

2018 International Existing Building Code
(with amendment adopting the NFPA 101, Life Safety Code 2021 Edition)

2020 Edition of the National Electric Code, NFPA 70

2018 International Swimming Pool and Spa Code; and

WHEREAS, the County Commission of Jefferson County, West Virginia desires that all building permits issued on or after August 1, 2022, be regulated under the revised State building code, as adopted by the County Commission of Jefferson County, West Virginia.

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County, West Virginia desires to adopt the revised State of West Virginia building code that shall become effective August 1, 2022, and HEREBY adopts the new Building Code Enforcement Ordinance, as attached.

BY: _____ DATE: July 21, 2022
Caleb Hudson, President
County Commission of Jefferson County

ATTEST:

Jacqueline C. Shadle
CLERK OF JEFFERSON COUNTY

ORDINANCE AND ORDER

An ordinance and order to ADOPT the State of West Virginia building code relating to building construction and building inspection activities in Jefferson County, West Virginia, and enforcement of said codes.

WHEREAS, it is the desire of the County Commission of Jefferson County, West Virginia to adopt the state building code relating to minimum building and housing construction standards for the public safety, health, and well-being; and

WHEREAS, the adoption of this code is to facilitate proper permitting, inspection, and enforcement activities relating to the construction of buildings, structures, and additions within the jurisdiction of Jefferson County, West Virginia.

NOW, THEREFORE, BE IT ORDAINED AND ORDERED BY The County Commission of Jefferson County, by authority of the Code of West Virginia under Section 3n, Article 1, Chapter 7, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, that the State Building Code as provided for in Section 5b, Article 3, Chapter 29, of the Code of West Virginia, One-thousand Nine-hundred Thirty-one, are hereby adopted and made a part hereof, as if fully set out in this ordinance, with the amendments/additions/insertions/changes/exceptions, if any, prescribed in the Jefferson County Building Code Enforcement Ordinance.

BE IT FURTHER ORDAINED AND ORDERED that **this Ordinance and Order shall take effect and be in force from the 1st day of August, 2022**, the public welfare requiring it.

PASSED AND APPROVED BY The County Commission of Jefferson County, West Virginia on the 21ST day of July, 2022.

BY: _____
Caleb Hudson, President
County Commission of Jefferson County

ATTEST:

Jacqueline C. Shadle
CLERK OF JEFFERSON COUNTY

**JEFFERSON COUNTY
BUILDING CODE ENFORCEMENT ORDINANCE**

GENERAL AUTHORITY

By authority of the Code of West Virginia, Chapter 7, Article 1, Section 3n & Chapter 29, Article 3, Section 5b, to enforce minimum regulations governing the design, construction, alteration, enlargement, repair, demolition, removal, and use of all buildings and structures: providing for the issuance of permits, collection of fees, making of inspections, providing penalties for the violation thereof, to be known as the “Jefferson County Building Code Enforcement Ordinance”.

STANDARDS & CODES

In accordance with the provisions of the Code of West Virginia, Chapter 29, Article 3, Section 5b, the County Commission of Jefferson County, West Virginia does hereby adopt the State Building Code as set forth in Title 87, Legislative Rules, State Fire Commission, Series 4, State Building Code, which becomes effective on August 1, 2022. The standards and requirements as set out and published by the International Code Council (ICC) and the American National Standards Institute (ANSI), as listed below, shall have the same force and effect as if set out verbatim in this Section, except as modified and/or amended herein; any reference to the ICC Electrical Code shall mean NFPA 70, National Electrical Code 2020.

The Property Maintenance Code is not adopted and shall not be enforced.

ADMINISTRATIVE PROCESS

The administration of the building code shall be in accordance with the Administration Chapter of the applicable building code.

AMENDMENTS, INSERTIONS, CHANGES, EXCEPTIONS & APPENDIX ADOPTION

Fee Schedule for all codes: “Attachment A – Schedule of Permit Fees,” shall be apply on the effective date of this Ordinance. However, the Schedule of Permit Fees may be administratively amended from time to time, by the County Commission of Jefferson County, without further amendment to this Ordinance.

1) **2018 International Residential Code for One- and Two-Family Dwellings:**

Section R101.1 Title, insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section R113.4 Violation Penalties, shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section R114.2 Unlawful Continuance, shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Table R301.2 (1) insert the following design criteria:

Climatic And Geographic Design Criteria											
Ground Snow Load	Ultimate Wind design	Seismic Design Category	Subject to Damage From				Winter Design Temp (Deg. F)	Ice Shield Under-layment Req'd.	Flood Hazard	Air Freezing Index	Mean Annual Temp. (Deg. F)
			Weathering	Frost Line Depth (24")	Termite	Decay					
(lbs per sq. ft.)	Speed (mph)										
30	115	A	Severe	Min. 30 inches to bottom of footing	Heavy to Moderate	Slight to Moderate	10	No	F.I.R.M. 1980, as amended	1000	52.6
Manual J Design Criteria											
The Manual J design criteria shall be as established by the Code Official using Table 1a or 1b from ACCA Manual J, for Jefferson County, WV											

IRC Section R311.7.5 Stair Treads and Risers:

Section R311.7.5.1 Riser Heights – The maximum riser height shall be eight and one-quarter (8-1/4) inches.

Section R311.7.5.2 Treads – The minimum tread depth shall be nine (9) inches.

IRC Section R403.1.7.1 Building Clearances From Ascending Slopes, delete in its entirety, no replacement.

IRC Section R403.1.7.2 Footing Setbacks From Descending Slope Surfaces, delete in its entirety, no replacement.

IRC Section N1101-N1104 (Chapter 11) Energy Efficiency, delete in its entirety, replace with 2015 International Energy Code, Chapter 4 - Residential Energy Efficiency.

Fire Protection of Floors in Residential Buildings

§87-4-5.1 New One and Two Family Dwellings over one level in height. New One and Two Family Dwellings containing a basement, and One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide a method of fire protection of floors (1) A ½ inch (12.7mm) gypsum wall board membrane, 5/8 inch (16 mm) wood structural panel or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimensional lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings: *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings are exempt from this requirement.

§87-4-5.2 Townhouses meeting the Fire Resistant Construction Standard R302.2 will be treated as New One- and Two-Family Dwellings and shall comply with section 5.1 above

IRC Section R507 Exterior Decks, in addition to complying with this section, decks shall also comply with the most recent edition of American Wood Council's Design for Code Acceptance 6 (DCA6) – Prescriptive Residential Deck Construction Guide. Any conflict between the International Residential Code (IRC) and DCA6, the IRC shall apply.

NOTE: DCA 6 will be available for review in the engineering office or obtain a copy at the follow web address:

www.awc.org/codes-standards/publications/dca6

IRC Section P2603.5.1 Sewer Depth, insert “12 (twelve) (710 mm)” where “[Number]” appears.

IRC Section G2415.12 Minimum Burial Depth, - delete and replace with: “Underground piping systems shall be installed a minimum depth of 12 inches (305mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner”.

IRC Section M1402 Central Furnaces:

M1402.1 General- Oil-fired central furnaces shall conform to ANSI/UL 727. Electric furnaces shall conform to UL 1995 or UL/CSA 60335-2-40.

IRC Section M1403 Heat Pump Equipment:

M1403.1 Heat pumps- Electric heat pumps shall be listed and labeled in accordance with UL 1995 or UL/CSA 60335-2-40.

IRC Section M1412 Absorption Cooling Equipment:

M1412.1 Approval of equipment- Absorption systems shall be installed in accordance with the manufacturer’s instructions. Absorption equipment shall comply with UL 1995 or UL/CSA 60335-2-40.

IRC Section M1413 Evaporative Cooling Equipment:

M1413.1 General- Evaporative cooling equipment and appliances shall comply with UL 1995 or UL/CSA 60335-2-40 and shall be installed in accordance with 4401.3 Referenced standard list:

Chapter 44 Referenced Standards:

4401.3 Referenced standard list – See table 2, of Title 87, Legislative Rule, State Fire Commission, Series 4, State Building Code

International Residential Code 2018 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix A – Sizing and Capacities of Gas Piping.

- Appendix B – Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents.
- Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems.
- Appendix F - Radon Control Methods.
- Appendix G - Piping Standards for Various Applications
- Appendix H - Patio Covers
- Appendix J - Existing Buildings and Structures.
- Appendix M - Home Day Care – R3 Occupancy.
- Appendix O - Automated Vehicular Gates
- Appendix Q - Tiny Houses
- Appendix R - Light Straw-Clay Construction
- Appendix S - Straw Bale Construction

2) **International Building Code 2018:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 101.4.5 Fire Prevention is deleted.

Section 113.3 Board of Appeals is deleted and replaced with the following:

“Section 113.3 Qualifications. *The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect, or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years’ experience, five of which shall be in responsible charge of work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor.”*

Section 114.4 Violation Penalties shall be amended to read as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes shall be guilty of a misdemeanor and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 115.3 Unlawful Continuance shall be amended to read as follows:

“Any person, firm, or corporation who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor and each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted. Upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”

Section 1608.2 Ground Snow Loads add the following sentence at the end of the paragraph:

“The ground snow load for Jefferson County, West Virginia shall be a minimum of 30 pounds per square foot.”

Section 1612.3 Establishment of Flood Hazard Areas insert “*Jefferson County, West Virginia*” where “[NAME OF JURISDICTION]” appears. Insert “1980” where “[INSERT DATE OF ISSUANCE]” appears in the first paragraph.

Section 1809.5 Frost Protection, method no. 1, extending below the frost line of the locality shall mean the depth to the bottom of the footing is a minimum of thirty (30) inches.

International Building Code 2018 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix C - Group U – Agricultural Buildings

Appendix E - Supplementary Accessibility Requirements

Appendix H - Signs

Appendix I - Patio Covers

3) **International Plumbing Code 2018:**

Section 101.1 Title insert “*Jefferson County, West Virginia*” where “[NAME OF JURISDICTION]” appears.

Section 106.6.3 Fee Refunds insert “*zero percent (0%)*” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.6.3 Fee Refunds insert “*zero percent (0%)*” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”.

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

Section 305.4.1 Sewer Depth insert “28 (twenty-eight) (710mm)” where “[NUMBER]” appears twice in the first paragraph.

International Plumbing Code 2018 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix B – Rates of Rainfall for Various Cities

Appendix D – Degree Day and Design Temperatures

Appendix E - Sizing of Water Piping System

4) **International Mechanical Code 2018:**

Section 101.1 Title insert “Jefferson County, West Virginia” where “[NAME OF JURISDICTION]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 2 where “[SPECIFY PERCENTAGE]” appears.

Section 106.5.3 Fee Refunds insert “zero percent (0%)” in paragraph no. 3 where “[SPECIFY PERCENTAGE]” appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia”.

Section 108.5 Stop Work Orders insert “fifty (50)” for the not less than “[AMOUNT]” and “five-hundred (500)” for the not more than “[AMOUNT]”.

International Mechanical Code 2018 – Appendix Adoption:

The following appendices are specifically adopted:

Appendix A – Chimney Connector Pass –Through

International Mechanical Code 2018 - Additions: The following shall be in addition to the current language found in the said edition of the reference code and section:

Section 908 Cooling Towers, Evaporative Condensers and Fluid Coolers:

908.1 General- A cooling tower used in conjunction with an air-conditioning appliance shall be installed in accordance with the manufacturer's instructions. Factory-built cooling towers shall be listed in accordance with UL 1995 or UL/CSA 60335-2-40.

Section 916 Pool and Spa Heaters:

916.1 General- Pool and spa heaters shall be installed in accordance with the manufacturer's instructions. Oil-fired pool and spa heaters shall be tested in accordance with UL 1261. Pool and spa heat pump water heaters shall comply with UL 1995, UL/CSA 60335-2-40 or CSA C22.2 No. 236.

Exception: Portable residential spas and portable residential exercise spas shall comply with UL 1563 or CSA C22.2 No. 218.1.

Section 918 Forced-Air Warm-Air Furnaces:

918.1 Forced-Air furnaces- Oil-fired furnaces shall be tested in accordance with UL 727. Electric furnaces shall be tested in accordance with UL 1995 or UL/CSA 60335-2-40. Solid fuel furnaces shall be tested in accordance with UL 391. Forced-air furnaces shall be installed in accordance with the listings and the manufacturer's instructions.

918.2 Heat Pumps- Electric heat pumps shall be tested in accordance with UL 1995 or UL/CSA 60335-2-40.

Section 1101 General:

1101.2 Factory-Built Equipment and Appliances- Listed and labeled self-contained, factory-built equipment and appliances shall be tested in accordance with UL 207, 412, 471, 1995, UL/CSA 60335-2-40, or UL/CSA 60335-2-89. Such equipment and appliances are deemed to meet the design, manufacture and factory test requirements of this code if installed in accordance with their listing and the manufacturer's instructions.

1101.6 General. Refrigeration systems shall comply with the requirements of this code and, except as modified by this code, ASHRAE 15. Ammonia-refrigerating systems shall comply with this code and, except as modified by this code, ASHRAE 15, IIAR 2. High probability systems utilizing A2L refrigerants shall comply with ASHRAE 15.

Chapter 15 REFERENCED STANDARDS:

1501.3 Referenced Standards – See Table 1, of Title 87, Legislative Rule, State Fire Commission, Series 4, State Building Code

5) **International Fuel Gas Code 2018:**

Section 101.1 Title insert "*Jefferson County, West Virginia*" where "[NAME OF JURISDICTION]" appears.

Section 106.6.3 Fee Refunds insert "*zero percent (0%)*" in paragraph no. 2 where "[SPECIFY PERCENTAGE]" appears.

Section 106.6.3 Fee Refunds insert "*zero percent (0%)*" in paragraph no. 3 where "[SPECIFY PERCENTAGE]" appears.

Section 108.4 Violation Penalties shall be amended as follows:

“Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia.”

Section 108.5 Stop Work Orders insert “*fifty (50)*” for the not less than “[AMOUNT]” and “*five-hundred (500)*” for the not more than “[AMOUNT]”.

International Fuel Gas Code 2018 – Appendix Adoption:

The following appendices are specifically adopted:

- Appendix A – Sizing and Capacities of Gas Piping (IFGS)
- Appendix B - Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances, And Appliances Listed For Use With Type B Vents (IFGS)
- Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems (IFGS)

6) **International Energy Conservation Code 2015 for Residential Structures:**

With the following exception:

Section, R402.4.1.2. Testing. The building or dwelling unit shall in lieu thereof have an air leakage rate not exceeding five air changes per hour in Climate Zones 3 through 8.

Section 101.1 Title insert “*Jefferson County, West Virginia*” where “[NAME OF JURISDICTION]” appears.

7) **The ANSI/ASHRAE/IESNA Standard 90.1 2013 edition for Commercial Buildings.**

Using building energy benchmarking in all commercial structures means measuring a building's energy use and then comparing it to the energy use of similar buildings, its own historical energy usage, or a reference performance level, and is an allowable option for improved energy efficiency and performance.

8) **Existing Buildings Code 2018:**

With the following exception:

Omit reference to International Fire Code and substitute NFPA Life Safety Code 2021 edition.

Section 101.1 Title insert "Jefferson County, West Virginia" where "[NAME OF JURISDICTION]" appears.

Section 101.4.2 Buildings previously occupied, omit reference to "International Fire Code" and substitute "NFPA Life Safety Code 2009 Edition."

Section 113.4 Violation Penalties shall be amended as follows:

"Any person, firm or corporation violating any of the provisions of any of the adopted codes or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor; and each such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof, during which any violation of any of the provisions of this code is committed, continued, or permitted, after notice has been served. Upon conviction of any such violation such person, firm or corporation shall be punishable by a fine of not less than \$50.00 or more than \$500.00. In addition to the criminal penalties provided herein, Jefferson County may, at its option, pursue injunctive relief in the Circuit Court of Jefferson County, West Virginia."

9) **NFPA 70, National Electric Code, 2020 Edition:** Amended as follows:

per WV Title 87 Series 4 State Building Code:

4.1.m.1. Section 210.8(F) GFCI Protection shall not be required on all new

mini-split heating/ventilation/air-conditioning (HVAC) equipment and other HVAC units employing power conversion equipment as a means to control compressor speed systems including but not limited to mini-split and A/C units until January 1, 2023.

*4.1.m.2 For renovations in one- and two-family homes where no new square footage is involved, arc-fault circuit interrupter (AFCI) protection shall not be required, except in bedrooms. For renovation in one- and two-family homes where square footage is added but no electrical service is installed, Arc-fault circuit interrupter *AFCI) protection shall not be required.*

Electrical inspections shall be conducted by an approved private (third-party) electrical inspector, using the National Electric Code approved by the West Virginia State Fire Commission. Fees for said electrical inspections shall be paid by the applicant directly to the private inspector or inspection service provider and shall not be included in the permit fees paid to the County.

- 10) **2017 ICC/ANSI A117.1 Standards for Accessibility and Useable Buildings and Facilities:** (no amendments).
- 11) **2018 edition of the International Swimming Pool and Spa Code** shall apply.
- 12) Whenever referenced in the several ICC codes adopted in this section, any reference to the International Fire Code shall be substituted with the NFPA Life Safety Code 2021 edition.
- 13) Whenever a certificate of occupancy is required of a commercial structure greater in size than 7,600 feet, the project documents shall be designed by an Architect licensed by the WV Board of Architects, or a Professional Engineer licensed by the WV State Board of Registration for Professional Engineers.
- 14) **Exemption for Agricultural Purposes.**
 - A) If a property owner or other responsible party claims exemption from the applicable Building Code based on the agricultural purposes exemption identified in subsection 1.6 of this rule, he or she shall submit the question to the Commissioner of Agriculture for a determination of eligibility.
 - B) The property owner or responsible party shall submit to the Commissioner of Agriculture sufficient information to allow the Commissioner to determine the primary use of the property. This information shall include, but is not limited

to, the location of the property and buildings, the types of agricultural use or uses, the percentage or frequency of use, and any other information that the Commissioner requires to make a decision.

- C) The Commissioner of Agriculture shall provide a copy of his or her decision to the property owner or responsible party, and to the entity that has adopted and is enforcing the Building Code.

EXCEPTIONS:

- A) The following structures are not subject to inspection by local jurisdictions:

Group U utility structures and storage sheds comprising an area not more than 200 sq.-ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture). Not included are those utility structures and storage sheds which have plumbing or electrical connections, are a non-residential use, or for the storage of explosives or other hazardous or explosive materials.

- B) The intent and requirements for an appeals board in each of the separate codes may be met with the creation of a single appeals board for the entire State Building Code, in accordance with and as amended in this ordinance under the International Building Code 2018.

Attachment A

Jefferson County, West Virginia
Engineering Department

&

Office of Building Permits & Inspections

116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Residential Building Permit Fees (IRC)

Effective August 1, 2022

Residential Permit Type	Fee Amount	
	Base Fee	*plus Fee per Sq.-Ft. of Finished & Unfinished Area
Single-Family Dwelling	\$95.00	\$0.20
Mobile/Manufactured Home	\$95.00	\$0.20
Townhouse & Duplex (less than 4 story)	\$95 per unit	\$0.20
Residential Dwelling Addition	\$95.00	\$0.20
<i>(*Sq.-Ft. Fee also applies to Porch, Garage & Basement Areas; Decks are a separate Fee, see below)</i>		
Residential Interior Room/Basement Renovation	\$75.00	plus \$0.20/Sq.-Ft. of Renovated Area
Chimney/Fireplace (added to existing dwelling)	\$150 per chimney	
Sheds/Garage/Structure ancillary to Residence	\$75.00	plus \$0.20/Sq.-Ft. of Area
Decks	\$75.00	plus \$0.20/sq.-ft. of deck area
Replacement Windows	\$150.00	
Spa or Hot Tub	\$100.00	
Swimming Pool - In-Ground	\$75.00	plus \$0.20/sq.-ft. of pool area + patio area.
Swimming Pool - Above Ground	\$75.00	plus \$0.10/Sq.-Ft. of pool area (Round Pool See Table Below)
Electrical Wiring Only: (Electric panel, new outlets, new lights, HVAC, generator, solar panels, etc.)	\$150.00	
Roof Top & Ground Mounted Solar Panels - Residential Dwelling	To Be Determined by County Commission	
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence	
Agricultural Building	\$55.00	
Demolition - Residential Dwelling	\$125.00	
Re-inspection Fee	\$65/each re-inspection, paid prior to re-inspection	
Plan change after permit issued	\$65 plus \$65 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review;	\$75 re-application fee	
Beginning Construction Without a Permit	1st time = \$75	2nd time = \$150 3rd time = \$300

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$75	176.71	\$0.10	\$92.67
16	\$75	201.06	\$0.10	\$95.11
17	\$75	226.98	\$0.10	\$97.70
18	\$75	254.47	\$0.10	\$100.45
19	\$75	283.53	\$0.10	\$103.35
20	\$75	314.16	\$0.10	\$106.42
24	\$75	452.39	\$0.10	\$120.24
27	\$75	572.55	\$0.10	\$132.26
28	\$75	615.75	\$0.10	\$136.58
29	\$75	660.52	\$0.10	\$141.05
30	\$75	706.86	\$0.10	\$145.69
33	\$75	855.30	\$0.10	\$160.53

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any above ground deck/platform that surrounds the pool

All fees are due upon submission of permit applications, plan changes, reinspection requests, etc; payable to: Jefferson County Commission

Attachment A

Jefferson County, West Virginia
Office of Building Permits & Inspections
 116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Commercial/Industrial Building Permit Fees (IBC)
 Effective August 1, 2022

Commercial Permit Type	Fee Amount		
	Base Fee	Fee per Sq.-Ft. of Finished Floor Area	Fee per Sq.-Ft. of Un-finished Floor Area
Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)	\$350.00	\$0.25	\$0.25
Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)	\$675.00	\$0.25	\$0.25
Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection		
Church Building	\$675.00	\$0.25	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$100 + \$65 per required inspection		
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$350	\$0.25	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$275	\$0.18	\$0.18
Commercial/Institutional Swimming Pool	\$350 per pool + \$0.25/sq-ft of pool & patio; \$350 per Whirlpool/Hot Tub		
Demolition Permit	\$275.00	\$0.00	\$0.00
Existing Cell Tower or Electric Substation & Equipment	\$350.00	\$0.00	\$0.00
New Cell Tower or Electric Substation & Equipment	\$1,400.00	\$0.00	\$0.00
Temporary Construction/Office Trailers	\$75.00	\$0.00	\$0.00
Sign Permit: Value < or = to \$2,500	\$75.00	N/A	N/A
Sign Permit: Value > \$2,500	\$350.00	N/A	N/A
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall		
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence		
Replacement Windows	\$150.00		
Electrical Wiring Only	\$150.00		
(New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrical, etc.)			
Roof Top & Ground Mounted Solar Panels - Commercial Building	To Be Determined by County Commission		
Solar Farm/Facilities	To Be Determined by County Commission		
Site Plan with no Structures (parking lot, walkway, etc.)	\$350.00	plus \$1.25 for every \$1,000 value > \$50,000	
Re-inspection Fee	\$65/each re-inspection, paid prior to re-inspection		
Plan change after permit application reviewed	\$65 plus \$65 for each additional inspection due to plan change.		
Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee.			
Beginning Construction Without a Permit	(1st time = \$75, 2nd time \$150, 3rd time \$300) + permit fee		

All fees are due upon submission of permit applications, plan changes, reinspection requests, payable to Jefferson County Commission.

Attachment A
Jefferson County, West Virginia
Engineering Department
&
Office of Building Permits & Inspections
116 East Washington Street
Charles Town, WV 25414
304-725-2998

Schedule of Miscellaneous Fees
Effective August 1, 2022

No.	Item	Fee
1	Minor Redline Revisions - Preliminary Plats & Site Plans	\$200
2	Major Redline Revisions - Preliminary Plats & Site Plans	\$325
3	Land Development Site Work - Inspection	\$70
3	Land Development Site Work - Reinspection (due to failed inspection)	\$70
4	Final Plat - Minor Amendment Review	\$95
5	Construction Bond - Time Extension Request	\$375
6	Construction Bond - Surety Renewal	\$375
7	Construction Bond - Tolling of Bonding Request	\$375
8	Floodplain Ordinance - Floodplain Delineations	\$15
9	Floodplain Ordinance - 100 Yr. Flood Elevation Determination	\$25
10	Floodplain Ordinance - Review of LOMA or LOMR requests	\$35
11	Small format Document Copies - (letter, legal & 11"x17")	\$1/page
12	Large format Document Copies (plan sheets, maps, etc.)	\$7.50/sheet
13		
14		
15		

All fees are due upon submission of permit applications, revisions, etc; and are payable to:
Jefferson County Commission



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

eFILED

5/5/2022 12:00:23 PM

Office of West Virginia
Secretary Of State

NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE

AGENCY: Fire Commission

TITLE-SERIES: 87-04

RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: State Building Code

CITE STATUTORY AUTHORITY: W.Va. Code 15A-11-5

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) HB 4141

Section 64-6-2(b) Passed On 3/9/2022 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

August 1, 2022

This rule shall terminate and have no further force or effect from the following date:

August 01, 2027

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Brandolyn N Felton-Ernest -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

87CSR4

TITLE 87
LEGISLATIVE RULE
STATE FIRE COMMISSION

SERIES 4
STATE BUILDING CODE

§87-4-1. General.

1.1. Scope. -- This rule establishes the standards considered necessary by the State Fire Commission for the safeguarding of life and property and to ensure compliance with the minimum standards of safe construction of all structures erected or renovated throughout this state.

1.2. Authority. -- W. Va. Code §15A-11-5.

1.3. Filing Date. -- May 5, 2022.

1.4. Effective Date. -- August 1, 2022.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2027.

1.6. Exemptions. -- The State Building Code has no application to buildings or structures used primarily for agricultural purposes including agritourism purposes.

1.7. Incorporation of Other Documents. -- This rule does not include a reprinting of all the requirements imposed by statute or by the incorporation of various nationally recognized standards and codes cited in Subsection 4.1 of this rule. For ascertaining these additional standards and requirements, it is necessary to make reference to the other documents.

§87-4-2. Definitions.

2.1. "ANSI" means American National Standards Institute, 25 West 43rd St., Fourth Floor, New York, NY 10036.

2.2. "ASTM" means American Society of Testing and Materials.

2.3. "Fire Commission" means the thirteen (13) appointed members of the West Virginia State Fire Commission.

2.4. "Fire Marshal" means the West Virginia State Fire Marshal and/or his or her designated representatives.

2.5. "ICC" or "International" means International Code Council.

2.6. "Local jurisdiction" means municipal, county, or other local government.

2.7. "NFPA" means National Fire Protection Association.

87CSR4

2.8. "State Building Code" means the entire contents of this rule and the referenced national standards and codes.

2.9. "State Fire Code" means the entire contents of the State Fire Code, 87CSR1, and the referenced standards and codes.

§87-4-3. Conflicts.

3.1. Whenever there is a conflict between the State Fire Code and the State Building Code, the State Fire Code takes precedence.

3.2. Whenever there is a conflict between the International Plumbing Code requirements of the State Building Code and the rules of the West Virginia State Department of Health and Human Resources, the rules of the Department of Health and Human Resources take precedence.

3.3. Whenever there is a conflict between the State Building Code and statutory laws of the State of West Virginia, the laws of the State of West Virginia take precedence.

§87-4-4. National Standards and Codes.

4.1. The standards and requirements as set out and as published by the International Code Council, and American National Standards Institute, and the National Fire Protection Association as listed in this subsection, have the same force and effect as if set out verbatim in this rule.

4.1.a. The 2018 edition, International Building Code, with the following exceptions:

4.1.a.1. Provided, that the section entitled "Fire Prevention" and identified as Section 101.4.5 is deleted and not considered to be a part of this rule.

4.1.a.2. Further provided that the entire subsection entitled "Qualifications" and identified as Section 113.3 is deleted and replaced with the following:

"Section 113.3. Board of Appeals

113.3. Qualifications. The board of appeals shall consist of five members, with up to three alternates, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor, with at least 10 years experience, five of which shall be in responsible charge of work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor."

4.1.b. The 2018 edition of the International Plumbing Code.

4.1.c. The 2018 edition of the International Mechanical Code. The following shall be in addition to the current language found in the said edition of the reference code and section:

4.1.c.1. See International Mechanical Code, Section 908, Cooling Towers, Evaporative Condensers and Fluid Coolers.

87CSR4

4.1.c.1.A. 908.1 General- A cooling tower used in conjunction with an air-conditioning appliance shall be installed in accordance with the manufacturer's instructions. Factory-built cooling towers shall be listed in accordance with UL 1995 or UL/CSA 60335-2-40.

4.1.c.1.B. Section 916 Pool and Spa Heaters

4.1.c.1.B.1. 916.1 General- Pool and spa heaters shall be installed in accordance with the manufacturer's instructions. Oil-fired pool and spa heaters shall be tested in accordance with UL 1261. Pool and spa heat pump water heaters shall comply with UL 1995, UL/CSA 60335-2-40 or CSA C22.2 No. 236.

4.1.c.1.B.1.(a). Exception: Portable residential spas and portable residential exercise spas shall comply with UL 1563 or CSA C22.2 No. 218.1.

4.1.c.1.C. Section 918 Forced-Air Warm-Air Furnaces

4.1.c.1.C.1. 918.1 Forced-Air furnaces- Oil-fired furnaces shall be tested in accordance with UL 727. Electric furnaces shall be tested in accordance with UL 1995 or UL/CSA 60335-2-40. Solid fuel furnaces shall be tested in accordance with UL 391. Forced-air furnaces shall be installed in accordance with the listings and the manufacturer's instructions.

4.1.c.1.C.2. 1918.2 Heat Pumps- Electric heat pumps shall be tested in accordance with UL 1995 or UL/CSA 60335-2-40.

4.1.c.1.D. Section 1101 General

4.1.c.1.D.1. 1101.2 Factory-Built Equipment and Appliances- Listed and labeled self-contained, factory-built equipment and appliances shall be tested in accordance with UL 207, 412, 471, 1995, UL/CSA 60335-2-40, or UL/CSA 60335-2-89. Such equipment and appliances are deemed to meet the design, manufacture and factory test requirements of this code if installed in accordance with their listing and the manufacturer's instructions.

4.1.c.1.D.2. 1101.6 General. Refrigeration systems shall comply with the requirements of this code and, except as modified by this code, ASHRAE 15. Anunoma-refrigerating systems shall comply with this code and, except as modified by this code, ASHRAE 15. IAR 2. High probability systems utilizing A2L refrigerants shall comply with ASHRAE 15.

4.1.c.1.E. Chapter 15 REFERENCED STANDARDS

4.1.c.1.E.1. 1501.3 Referenced Standards – See Table 1

ASHRAE	ASHRAE 1791 Tullie Circle, NE Atlanta, GA 30329
Standard reference number	Title

87CSR4

15-2019 Safety Standard for Refrigeration Systems
 34-2019 Designation and Safety Classification of Refrigerants

CSA CSA Group
 8501 East Pleasant Valley Road
 Cleveland, OH 44131-5516

Standard reference number	Title
CSA C22.2 No. 60335-2-40—19	Household And Similar Electrical Appliances - Safety - Part 2-40: Particular Requirements for Electrical Heat Pumps, Air-Conditioners and Dehumidifiers – 3 rd Edition
CSA C22.2 No. 60335-2-89—21	Household And Similar Electrical Appliances - Safety - Part 2-89: Particular Requirements for Commercial Refrigerating Appliances with an Incorporated or Remote Refrigerant Unit or Compressor
	Table 1

UL	UL LLC 333 Pfingsten Road Northbrook, IL 60062-2096
Standard reference number	Title
UL/CSA 60335-2-40—19	Household And Similar Electrical Appliances - Safety - Part 2-40: Particular Requirements for Electrical Heat Pumps, Air-Conditioners and Dehumidifiers – 3 rd Edition
UL/CSA 60335-2-89—21	Household And Similar Electrical Appliances - Safety - Part 2-89: Particular Requirements for Commercial Refrigerating Appliances with an Incorporated or Remote Refrigerant Unit or Compressor

87CSR4

Table 1

4.1.d. The 2018 edition of the International Fuel Gas Code, with the following exception:

4.1.d.1. Section 404.10 Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.e. The 2018 edition of the International Property Maintenance Code. This code may be rejected at the option of the local jurisdiction.

4.1.e.1. This code may be adopted by the local jurisdiction without requiring adoption of the other national codes and standards listed in this rule.

4.1.f. The 2015 edition of the International Energy Conservation Code for residential buildings, with the following exception:

4.1.f.1. Section, R402.4.1.2. Testing. The building or dwelling unit shall in lieu thereof have an air leakage rate not exceeding five air changes per hour in Climate Zones 3 through 8.

4.1.g. The ANSI/ASHRAE/IESNA Standard 90.1 2013 edition for commercial buildings.

4.1.g.1. Using building energy benchmarking in all commercial structures means measuring a building's energy use and then comparing it to the energy use of similar buildings, its own historical energy usage, or a reference performance level, and is an allowable option for improved energy efficiency and performance.

4.1.h. The 2018 edition of the International Residential Code for One- and Two-Family Dwellings, with the following exceptions:

4.1.h.1. Chapter 11 of the 2018 edition of the International Residential Code for One- and Two-Family Dwellings, Seventh Printing, entitled "Energy Efficiency", is exempt from this rule.

4.1.h.2. Section G2415.12 (404.10) Minimum Burial Depth. Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade. If the minimum depth cannot be maintained, the piping system shall be installed in conduit or shielded in an approved manner.

4.1.h.3. Section M1402 Central Furnaces.

4.1.h.3.A. M1402.1 General- Oil-fired central furnaces shall conform to ANSI UL 727. Electric furnaces shall conform to UL 1995 or UL/CSA 60335-2-40.

4.1.h.3.B. Section M1403 Heat Pump Equipment

4.1.h.3.B.1. M1403.1 Heat pumps- Electric heat pumps shall be listed and labeled in accordance with UL 1995 or UL/CSA 60335-2-40.

4.1.h.3.C. Section M1412 Absorption Cooling Equipment

4.1.h.3.C.1. M1412.1 Approval of equipment- Absorption systems shall be installed

87CSR4

in accordance with the manufacturer's instructions. Absorption equipment shall comply with UL 1995 or UL/CSA 60335-2-40.

4.1.h.3.D. Section M1413 Evaporative Cooling Equipment

4.1.h.3.D.1. M1413.1 General- Evaporative cooling equipment and appliances shall comply with UL 1995 or UL/CSA 60335-2-40 and shall be installed in accordance with 4401.3 Referenced standard list:

4.1.h.3. E. Chapter 44 Referenced standards

4.1.h.3.E.1. 4401.3 Referenced standard list – See table 2

ASHRAE	ASHRAE 1791 Tullie Circle NE Atlanta, GA 30329
Standard referenced	Title
Table 2	
34-2019:	Designation and Safety Classification of Refrigerants
CSA	CSA Group 8501 East Pleasant Valley Road Cleveland, OH 44131-5516
Standard referenced	Title
CAN/CSA/C22.2 No. 60335-2-40-2019	Safety of Household and Similar Electric Appliances, Part 2-40: Particular Requirements for Electrical Heat Pumps, Air-Conditioners and Dehumidifiers-3 rd edition
UL	UL LLC 333 Pfingsten Road Northbrook, IL 60062
Standard referenced	Title
1995-2015:	Heating and Cooling Equipment
UL/CSA 2-40-2019:	60335- Safety of Household and Similar Electrical Appliances, Part 2-40: Particular Requirements for Electrical Heat Pumps, Air-Conditioners and Dehumidifiers-3 rd Edition
Table 2	

87CSR4

4.1.i. Section R311.7.5 Stair Treads and Risers

4.1.i.1. 311.7.5.1 Riser Heights -- The maximum riser height shall be eight and one-quarter (8 $\frac{1}{4}$) inches.

4.1.i.2. 311.7.5.2 Tread Depth -- The minimum tread depth shall be nine (9) inches.

4.1.j. Section R403.1.7.1: Building Clearances from Ascending Slopes is not applicable to this rule.

4.1.k. Section R403.1.7.2: Footings Setbacks from Descending Slope Surfaces is not applicable to this rule.

4.1.l. The 2017 ICC/ANSI A117.1 American National Standards for Accessibility & Usable Buildings & Facilities.

4.1.l.1. The 2018 International Existing Building Code, with the following exception:

4.1.l.2. Omit reference to International Fire Code and substitute NFPA Life Safety Code 2018 edition.

4.1.m. The 2020 edition of the National Electrical Code, NFPA 70, with the following exception:

4.1.m.1. Section 210.8(F) GFCI Protection shall not be required on all new mini-split heating/ventilation/air-conditioning (HVAC) equipment and other HVAC units employing power conversion equipment as a means to control compressor speed systems including but not limited to mini-split and A/C units until January 1, 2023.

4.1.m.2. For renovations in one- and two-family homes where no new square footage is involved, arc-fault circuit interrupter (AFCI) protection shall not be required, except for in bedrooms. For renovation in one- and two-family homes where square footage is added but no electrical service is installed, arc-fault circuit interrupter (AFCI) protection shall not be required.

4.1.n. The 2018 edition of the International Swimming Pool and Spa Code.

4.2. Wherever referenced in the several ICC codes adopted in this section, any reference to the International Fire Code should be substituted with the NFPA Life Safety Code 2021 edition.

4.3. Whenever a certificate of occupancy is required of a commercial structure greater in size than 7,600 feet, the project documents shall be designed by an Architect licensed by the WV Board of Architects, or a Professional Engineer licensed by the WV State Board of Registration for Professional Engineers.

§87-4-5. Fire Protection of Floors in Residential Buildings

5.1. New One and Two Family Dwellings over one level in height, New One and Two Family Dwellings containing a basement, and New One and Two Family Dwellings containing a crawl space containing a fuel burning appliance below the first floor, shall provide one of the following methods for fire protection of floors: (1) A 1/2 inch (12.7 mm) gypsum wallboard membrane, 5/8 inch (16 mm) wood

structural panel membrane, or equivalent on the underside of the floor framing member; (2) Wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2 inch by 10 inch (50.8 mm by 254 mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) An Automatic Fire Sprinkler System as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings. *Provided*, That floor assemblies located directly over a space protected by an automatic sprinkler system as set forth in section R313.1 or R313.2 of the 2015 edition of the International Residential Code for One and Two Family Dwellings are exempt from this requirement.

5.2. Townhouses meeting the Fire-Resistant Construction Standard R302.2 will be treated as New One- and Two-Family Dwellings and shall comply with Section 5.1 above.

§87-4-6. Exceptions.

6.1. The following structures are not subject to inspection by local jurisdictions:

6.1.a. Group U utility structures and storage sheds comprising an area not more than 200 sq. ft. which have no plumbing or electrical connections and are used only for residential storage purposes. (Examples include sheds that are for the residential storage of lawnmowers, tools, bicycles or furniture.) Not included are those utility structures and storage sheds which have plumbing or electrical connections are a non-residential use or for the storage of explosives or other hazardous or explosive materials.

§87-4-7. Adoption by Local Jurisdiction.

7.1. Each local jurisdiction adopting the State Building Code shall notify the State Fire Commission in writing. The local jurisdiction shall send a copy of the ordinance or order to the State Fire Marshal, West Virginia State Fire Commission, 1207 Quarrier Street, 2nd floor, Charleston, West Virginia 25301, within thirty (30) days of adoption.

7.2. Each local jurisdiction which adopts the State Building Code is responsible for the enforcement of the building code as provided in West Virginia Code 7-1-3n and 8-12-13.

7.3. Throughout the national codes, adopted in subsection 4.1 of this rule, there are discretionary provisions or amendments which require further action by the adopting local jurisdiction in order to adapt these codes to various local conditions. The appendices are not a part of the code and must also be adopted by the local jurisdiction to be enforceable. It is therefore the intent of this rule to further authorize each local jurisdiction to further complete, by order or ordinance, those respective areas which are indicated to be completed by the adopting "jurisdiction" and any of the appendices the local jurisdiction wishes to adopt.

7.4. Within the penalty sections of each of the national codes, adopted in Section 4.1 of this rule, there is a penalty for imprisonment. The provision of imprisonment for any violation of this rule is optional with each adopting local jurisdiction.

7.5. Each of the national codes adopted in subsection 4.1 of this rule provides for a separate appeals board. However, the intent and requirements for an appeal board may be met with the creation by the local jurisdiction of a single appeals board for the entire "State Building Code."

7.6. Each local jurisdiction adopting the State Building Code shall comply with the requirements set forth in Title 87, Series 7 "Standards for the Certification and Continuing Education of Municipal, County, and Public-Sector Building Code Officials, Building Code Inspectors and Plans Examiners."

87CSR4

7.7. All questions of interpretation and enforcement of the State Building Code are delegated to the local jurisdiction unless expressly provided by State Code, by this Rule, or by the incorporated codes and standards referenced in this Rule.

§87-4-8. Existing Building Codes.

8.1. All building codes previously adopted by local jurisdictions are null and void.

§87-4-9. Exemption for agricultural purposes.

9.1. If a property owner or other responsible party claims exemption from the applicable Building Code based on the agricultural purposes exemption identified in subsection 1.6 of this rule, he or she shall submit the question to the Commissioner of Agriculture for a determination of eligibility.

9.2. The property owner or responsible party shall submit to the Commissioner of Agriculture sufficient information to allow the Commissioner to determine the primary use of the property. This information shall include, but is not limited to, the location of the property and buildings, the types of agricultural use or uses, the percentage or frequency of use, and any other information that the Commissioner requires to make a decision.

9.3. The Commissioner of Agriculture shall provide a copy of his or her decision to the property owner or responsible party, and to the entity that has adopted and is enforcing the Building Code.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

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

Date Requested – 1st Choice: **July 21, 2022**

Date Requested – 2nd Choice:

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

Residential, Commercial and Solar Farm/Facilities – Building Permit Fees

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

The building permits fee schedule does not have a permit fee for residential and commercial solar systems, and/or for large scale solar farms/facilities. As a result, the Department of Engineering, Planning & Zoning staff researched what other jurisdictions across the country are charging for residential, commercial and solar farm/facilities permit fees. The purpose is to determine a fee that is both consistent and reasonable compared to what is the solar industry norm and with what other commercial projects are being charged in Jefferson County.

The attached memorandum summarizes our research and provides our recommendation for residential, commercial and solar farm permit fees. However, I defer to the County Commission to set a permit fee as you see fit.

Once a permit fee is established, the fee schedule will need to be amended to include the new fee.

Is this a funding request? **No**

If so, how much?

Motion Requested: **Yes**

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

Move to accept the Residential, Commercial and Solar Farm/Facilities building permit fees as recommended (or, as set by the County Commission).

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

See attached memorandum on Residential, Commercial and Solar Farm/Facilities – Building Permit Fees, dated July 11, 2022

If not attached, explain:

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 Phone Number: 304-728-3257

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

MEMORANDUM

Jefferson County, West Virginia
Engineering, Planning & Zoning Department

TO: Jefferson County Commission

FROM: Roger Goodwin, P.E.
Director & Chief County Engineer

DATE: July 11, 2022

SUBJECT: Residential, Commercial and Solar Farm/Facilities – Building Permit Fees

Recently, a pre-proposal conference was held between the Department of Engineering, Planning & Zoning staff and OPD Energy, the developer of a 519 acre solar facility in Jefferson County. The developer is in the process of seeking Planning Commission approval and obtaining building permits for this project. It is the first solar facility project seeking approval in Jefferson County.

Under the planning and zoning regulations, a site plan is not required to be processed and there is no site plan fee. However, a building permit is required for the solar panels and the appurtenant buildings associated with the solar facility. Since this is the first solar facility, we do not have a permit fee established specifically for this type of project in our fee schedule; we would have to apply the existing commercial fee schedule at \$675 plus \$0.25 per sq-ft of structures/solar panels. Using this fee, the 40,000 solar panels at 200 sq-ft per panel, results in a permit fee of \$2,000,675.

The Department of Engineering, Planning & Zoning staff researched what other jurisdictions across the country are charging for solar farm/facilities permit fees. The purpose is to determine a fee that is both consistent and reasonable compared to what is the solar industry norm and with what other commercial projects are being charged in Jefferson County.

Finding solar farm/facility permit fee data was not as easy as we anticipated. The fee amounts also varied widely. In addition, the basis for determining the permit fee is not same across all jurisdictions. For example, the fee amount is based on either:

- Megawatts
- Square footage of solar panels
- Acreage of the site
- Construction cost

The following are the permit fee amounts we determined for this project using the fee amount data we collected and the data the developer provided for this project: Megawatts (80), square footage of solar panels (8,000,000), acreage of the site (519), and the construction cost (\$142,400,000):

<u>Jurisdiction</u>	<u>Fee Basis</u>	<u>Permit Fee Amount</u>
Isabella County, MI	Acreage	\$9,487
Richmond County, VA	Acreage	\$15,760
Sacramento County, CA	Megawatts	\$233,496
Paulding County, GA	Construction cost	\$631,770
Polk County, GA	Construction cost	\$640,747
Town of Stockbridge	Construction cost	\$712,000
Berkeley County, WV	Construction cost	\$1,708,830 (using Mechanical fee)
Jefferson County, WV	Square footage	\$2,000,675 (using Commercial fee)

In addition, the Chief County Engineer talked with the Director of Permits & Inspections at Berkeley County. While they have not processed a solar farm/facility, they have been in preliminary discussions with a developer on a solar facility proposing to locate on the former DuPont site along the Potomac River. Internally, they discussed what permit fee amount they believed was reasonable for the project. While they never arrived at a fee amount, they did believe that the fee amount, at a minimum, should be in the \$300,000 to \$350,000 range for that project.

Berkeley County also shared with me that the building permit fees for the Proctor & Gamble project amounted to \$990,000 and was capped at that amount or the fees would have been greater.

Here in Jefferson County, the following are the permit fees paid by the largest projects in recent years:

- 1) Charles Town Races - the sum of only the three largest permit fee amounts paid to date by Charles Town Races, for their expansion and two parking garages, is a total of \$224,221.
- 2) Hill Top House Hotel – a \$150 million hotel, conference and event center, has the building permit fees capped at \$100,000.
- 3) Tema North America, a \$5 million, 84,400 square-foot industrial manufacturing facility, located in the Burr Industrial Park, paid \$19,708 in fees.

The questions is, what is a reasonable fee when the magnitude of a solar facility project is compared to a race track/casino, a hotel/conference center, or an industrial factory, etc? I believe the fee should be consistent and reasonable relative to the fees charged for other projects so as to prevent claims of unfair assessment of permit fees by others.

If we considered the magnitude of a solar facility to be only 20% of these types of

projects - and we charged a solar facilities fee equal to 20% of the commercial fee amount - then we would charge \$0.05 per sq-ft instead of \$0.25 per sq-ft of solar panels. Is so, the permit fee for this project would be \$400,675.

Our current fee schedule is based on square-footage since it is easily verifiable from the construction plans, versus a construction cost basis fee schedule that depends on truthful cost figures being provided by the developer. Therefore, in setting the fee, we prefer a base fee plus the square-footage fee of solar panels.

All things considered, I recommend the following permit fees:

1. Residential Roof Top or Ground Mounted Solar System & Electrical Connection
\$400 + \$0.05/sq-ft of panels
2. Commercial/Institutional/Industrial Building Roof Top or Ground Mounted Solar System & Electrical Connection
\$675 + \$0.05/sq-ft of panels
3. Solar Farms/Facilities & Appurtenant Structures and Related Electrical Work
\$675 + \$0.05/sq-ft of solar panels (minimum \$10,000 fee)

However, I defer to the County Commission to set solar permit fees as you see fit.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Cox

Department or Organization: **Civil Service Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Per State Code, year in review presentation

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*):

Not Applicable

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice:

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

- Review of FY2022 Budget to Actual as of 6/30/22
- Review and Approval of FY2023 State Budget Revision 1 for the General Fund
- Review and Approval of FY2023 State Budget Revision 1 for the Coal Severance Fund
- Discussion on County Participation in the EMSRS Retirement System for Future e911 Employees
- Review and Approval of Ambulance, equipment and supplies Purchase
- Review and Approval of Ambulance Lease Agreement

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

- FY2022 Budget to Actual as of 6/30/22-Attached
- FY2023 State Budget Revision 1 for the General Fund-Attached
- FY2023 State Budget Revision 1 for the Coal Severance Fund
- We were notified in June that beginning on July 1, 2022, future employees of the e911 Communications Center are eligible to participate in the Emergency Medical Services Retirement System (EMSRS). The Commission must determine if Jefferson County would like to participate in this retirement plan. Existing e911 employees are not be eligible to transfer from the Public Employees Retirement System (PERS) to EMSRS. Additionally, if the county chooses to participate in the EMSRS plan, Jefferson County's membership would begin the first of the month following your approval (i.e. if we approve this on 7/21/22, e911 employees hired 8/1/22 or later would automatically be enrolled in EMSRS instead of PERS). The comparison brochure attached is for FY22 and the only change for FY23 is that the employer contribution decreased in FY23 from the amounts shown to 9.0% for PERS and 9.5% for EMSRS.

EMSRS vs PERS both have their pro's and con's. The biggest con is that employees under EMSRS would be required to contribute 8.5% instead of 6.0% of their gross pay. The employer contribution rates are similar at 9.5% for EMSRS vs 9.0% for PERS. Estimated cost for approximately 5 new hires annually would be \$9,673. Participation would result in an added cost for the county that would increase over time as the number of county employees enrolled increases. Based on the number of vacant positions, the cost in FY23 would be budget neutral and absorbed by the department. The biggest pro under EMSRS is that employees are eligible to retire sooner potentially at 20 years/ must be age 50 as long as the rule of 70 is met instead of 30 years typically under PERS where employees must be age 62 and have at least 10 years of service. Since the years of service is lower, the benefit amount at retirement is also higher at 2.75% (EMSRS) of the final average salary (FAS) as calculated x years of service vs 2.0% of FAS x YOS for PERS.

- Review and approval of the purchase of Type I-4WD Ambulance, 2019 Ford F-550 VIN 2645 (Requisition 23006), related equipment and supplies from Blue Ridge Volunteer Fire Department in the amount of \$290,000. Funding is recommended to be provided from the ARPA Grant fund as this public safety equipment is an eligible ARPA grant expense.
- Review and approval of the purchase of 2 (two) - Type I-4WD Ambulances, 2021 Ford F-550 VIN 2305 and 2013 Ram 4500 Chassis VIN 2677 (Requisition 23007), related equipment and supplies from Independent Volunteer Fire Department in the

amount of \$569,104. Funding is recommended to be provided from the ARPA Grant fund as this public safety equipment is an eligible ARPA grant expense.

- Review and Approval of Ambulance Lease Agreement-Draft agreement will be distributed at the meeting.

Is this a funding request? Y/N No

If so, how much? \$ NA

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 accept FY23 State Budget Revision 1 for the General Fund
- Motion to accept FY23 State Budget Revision 1 for the Coal Severance Fund
- Motion to approve the Resolution to Become a Participating Employer of the West Virginia Emergency Medical Services Retirement System (EMSRS) pursuant to Chapter 16, Article 5V, Section 31 of the WV Code.
- Motion to approve Requisition 23006 for the purchase of an Ambulance, equipment and supplies in the amount of \$290,000 funded by ARPA Grant funds.
- Motion to approve Requisition 23007 for the purchase of an Ambulance, equipment and supplies in the amount of \$569,104 funded by ARPA Grant funds.
- Motion to approve the Ambulance Lease Agreement (as presented/ as revised) on July 21, 2022.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 06/30/2022

Expenditures by Department

Description	FY2022 YTD		Budget		YTD Actual		% Var PY- CY
	FY2022 Budget	Actual As of 06/30/22	Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	FY2021 YTD Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(7,633,363)						
Revenues							
AD VALOREM TAXES	(15,158,773)	(14,898,457)	(260,316)	98.28%	(14,644,205)	254,252	1.74 %
AMBULANCE FEES	(1,029,452)	(1,029,452)	-	100.00%	(979,782)	49,670	5.07 %
BUILDING PERMIT FEES	(601,400)	(705,867)	104,467	117.37%	(558,118)	147,749	26.47 %
CHARGES FOR SERVICES	-	-	-	0.00%	(97,982)	(97,982)	-100.00 %
CIRCUIT CLERKS EARNINGS	(60,000)	(41,692)	(18,308)	69.49%	(45,425)	(3,733)	-8.22 %
CONTRIBUTIONS FR OTH ENTITIES	(2,840)	(2,833)	(7)	99.75%	(2,772)	61	2.20 %
COUNTY CLERKS EARNINGS	(252,500)	(268,406)	15,906	106.30%	(324,031)	(55,625)	-17.17 %
EMERGENCY 911 FEES	(1,962,900)	(1,981,721)	18,821	100.96%	(1,983,729)	(2,008)	-0.10 %
FEDERAL GRANTS	(71,273)	(177,277)	106,004	248.73%	(3,288,881)	(3,111,604)	-94.61 %
FEDERAL PMT IN LIEU OF TAXES	(22,000)	(24,788)	2,788	112.67%	(22,560)	2,228	9.88 %
FILING FEES	-	-	-	0.00%	(4,915)	(4,915)	-100.00 %
FRANCHISE AGREEMENTS	(577,300)	(435,557)	(141,743)	75.45%	(555,182)	(119,625)	-21.55 %
GAIN/LOSS ON SALE-FIXED ASSETS	-	(8,650)	8,650	100.00%	(27,074)	(18,424)	-68.05 %
GAS & OIL SEVERANCE TAX	(79,146)	(79,146)	-	100.00%	(65,027)	14,119	21.71 %
HORSE & DOG RACING TAX	(45,900)	(6,480)	(39,420)	14.12%	(5,541)	939	16.94 %
HOTEL OCCUPANCY TAX	(788,220)	(653,776)	(134,444)	82.94%	(453,927)	199,849	44.03 %
INTEREST EARNED	(50,802)	(49,108)	(1,694)	96.67%	(59,912)	(10,804)	-18.03 %
IRP FEES (INTERST REG PLAN)	(19,000)	(17,283)	(1,717)	90.97%	(18,845)	(1,561)	-8.29 %
MISCELLANEOUS REVENUE	(5,750)	(6,191)	441	107.67%	(8,107)	(1,916)	-23.63 %
MISECLLANEOUS REVENUE	(60,600)	(60,314)	(286)	99.53%	(13,153)	47,161	358.54 %
OTHER GRANTS	(29,850)	(9,829)	(20,021)	32.93%	(75,372)	(65,543)	-86.96 %
PROPERTY TRANSFER TAX	(1,756,870)	(1,800,108)	43,238	102.46%	(1,578,559)	221,549	14.03 %
PROSECUTING ATTY EARNINGS	(1,893)	(1,395)	(498)	73.70%	(2,196)	(801)	-36.46 %
REGIONAL JAIL REIMB	(98,000)	(42,129)	(55,871)	42.99%	(51,559)	(9,430)	-18.29 %
REIMBURSEMENTS	(138,625)	(225,219)	86,594	162.47%	(165,772)	59,447	35.86 %
RENTS	(316,484)	(309,001)	(7,483)	97.64%	(307,836)	1,165	0.38 %
SHERIFFS COMMISSION	(11,600)	(9,154)	(2,446)	78.91%	(11,488)	(2,334)	-20.32 %
SHERIFFS EARNINGS	(112,300)	(20,151)	(92,149)	17.94%	(120,154)	(100,003)	-83.23 %
SHERIFFS SERVICE OF PROCESS	(15,175)	(14,995)	(181)	98.81%	(11,412)	3,582	31.39 %
TABLE GAMES	(598,630)	(647,418)	48,788	108.15%	(446,991)	200,427	44.84 %
TAX PENALTIES	(303,000)	(279,632)	(23,368)	92.29%	(310,820)	(31,189)	-10.03 %
VIDEO LOTTERY	(2,985,645)	(2,968,438)	(17,207)	99.42%	(2,528,730)	439,709	17.39 %
WASTE COAL	-	-	-	0.00%	(2,900)	(2,900)	-100.00 %
WINE & LIQUOR TAX	(316,200)	(305,854)	(10,346)	96.73%	(327,762)	(21,908)	-6.68 %
Total Revenues	(27,472,128)	(27,080,321)	(391,807)	98.57 %	(29,100,719)	(2,020,398)	-6.94 %
Expenditures							
401- COUNTY COMMISSION	1,794,045	1,673,931	120,114	93.30%	1,803,380	129,450	-7.18 %
402- COUNTY CLERK	650,724	650,936	(212)	100.03%	589,639	(61,297)	10.40 %
403- CIRCUIT CLERK	522,593	515,953	6,640	98.73%	499,405	(16,548)	3.31 %
404- SHERIFF AND TREASURER	492,866	455,615	37,251	92.44%	468,723	13,108	-2.80 %
405- PROSECUTING ATTORNEY	1,732,400	1,655,100	77,300	95.54%	1,609,605	(45,495)	2.83 %
406- ASSESSOR	439,385	373,080	66,305	84.91%	433,866	60,786	-14.01 %
407- ASSESSORS VALUATION FUND	571,493	572,940	(1,447)	100.25%	506,210	(66,730)	13.18 %
408- STATEWIDE COMPUTER NET	60,000	38,526	21,474	64.21%	55,461	16,935	-30.54 %
412- AGRICULTURAL AGENT	116,113	114,140	1,973	98.30%	109,002	(5,138)	4.71 %

Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 06/30/2022

Expenditures by Department

Description	FY2022 Budget	FY2022 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	FY2021 YTD Actual As of 06/30/21	YTD Actual FY2022-FY2021	
		Actual As of 06/30/22					Variance Favorable/ (Unfavorable)	% Var PY- CY
413- ELECTIONS COUNTY CLERK	273,953	232,790		41,163	84.97%	276,941	44,150	-15.94 %
415- MAGISTRATE COURT	3,000	1,940		1,060	64.66%	3,042	1,103	-36.24 %
423- INSURANCE PROGRAM	2,257,807	1,621,306		636,501	71.81%	1,895,494	274,188	-14.47 %
424- COURTHOUSE (MAINTENANCE)	1,086,044	1,014,971		71,073	93.46%	1,010,205	(4,766)	0.47 %
425- OTHER BUILDINGS	729,500	589,092		140,408	80.75%	733,896	144,803	-19.73 %
428- IT DATA PROCESSING	847,537	681,988		165,549	80.47%	649,391	(32,597)	5.02 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973		1	100.00%	29,973	-	0.00 %
431- DEVELOPMENT AUTHORITY	421,229	399,880		21,349	94.93%	452,326	52,446	-11.59 %
440- ENGINEERING	1,071,870	1,081,666		(9,796)	100.91%	1,147,497	65,831	-5.74 %
697- CONT/TRF OTHER STATUTORY ENT	70,000	52,329		17,671	74.76%	27,905	(24,424)	87.53 %
700- SHERIFF LAW ENFORCEMENT	3,493,086	3,280,917		212,169	93.93%	3,947,581	666,664	-16.89 %
701- SHERIFF SVC OF PROCESS	15,175	7,249		7,926	47.77%	18,900	11,651	-61.65 %
704- REGIONAL JAIL	850,000	838,006		11,994	98.59%	674,246	(163,761)	24.29 %
711- HOMELAND SECURITY	249,112	159,130		89,982	63.88%	176,485	17,355	-9.83 %
712- COMMUNICATIONS CENTER	1,924,663	1,585,269		339,394	82.37%	1,777,546	192,277	-10.82 %
713- FIRE DEPARTMENTS	490,000	490,000		-	100.00%	577,052	87,052	-15.09 %
715- AMBULANCE AUTHORITY	4,048,590	4,048,590		-	100.00%	3,699,014	(349,576)	9.45 %
716- ANIMAL CONTROL	243,844	213,226		30,618	87.44%	238,156	24,930	-10.47 %
717- CENTRAL GARAGE	376,394	330,720		45,674	87.87%	261,176	(69,544)	26.63 %
800- LOCAL HEALTH DEPT	81,186	81,186		-	100.00%	80,782	(404)	0.50 %
900- PARKS AND RECREATION	745,217	686,171		59,046	92.08%	984,338	298,167	-30.29 %
903- ARTS AND HUMANITIES	14,564	12,036		2,528	82.64%	16,775	4,739	-28.25 %
909- HISTORICAL COMMISSION	21,566	17,822		3,744	82.64%	24,840	7,018	-28.25 %
911- VISITORS BUREAU	364,110	300,899		63,211	82.64%	523,482	222,583	-42.52 %
916- LIBRARIES	330,000	330,000		-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	60,000	60,000		-	100.00%	30,000	(30,000)	100.00 %
Total Expenditures	26,478,040	24,197,377		2,280,663	91.39 %	25,662,333	1,464,956	-5.71 %
Transfers To/(From) Other Funds								
698- TRANSFERS TO OTHER FUNDS	4,884,103	4,626,948		257,155	94.73%	8,027,155	3,400,207	-42.36 %
GENERAL SCHOOL FUND REIMB	(264,000)	(149,416)		(114,584)	56.60%	(182,733)	(33,318)	-18.23 %
TRANSFERS FROM ASSR VAL FUND	(563,493)	(567,495)		4,002	100.71%	(509,124)	58,371	11.46 %
TRANSFERS FROM OTHER FUNDS	(12,463)	(108,982)		96,519	874.45%	(1,660,994)	(1,552,012)	-93.44 %
Total Transfers To/(Fr) Other Funds	4,044,147	3,801,055		243,092	93.99 %	5,674,304	1,873,248	-33.01 %
Fund Balance-Budget								
Total Ending Fund Bal-Budget	4,583,304							
Fund Balance								
BEGINNING FUND BALANCE		(7,633,363)				(7,633,363)		
NET USE OF FUNDS-(SURPLUS)/DEFICIT		918,111				2,235,917		
Total Fund Balance		(6,715,252)				(5,397,446)		

Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 06/30/2022

Expenditures by Object

Description	FY2022 Budget	FY2022 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual	
		Actual As of 06/30/22				FY2021 YTD Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(7,633,363)						
Revenues							
TAX REVENUE	(15,461,773)	(15,178,089)	(283,684)	98.17%	(14,955,025)	223,063	1.49 %
OTHER TAX REVENUE	(2,986,336)	(2,845,363)	(140,973)	95.28%	(2,433,716)	411,647	16.91 %
INTERGOVERNMENTAL	(123,123)	(211,895)	88,772	172.10%	(3,386,813)	(3,174,919)	-93.74 %
GAMING REVENUE	(3,584,275)	(3,615,856)	31,581	100.88%	(2,975,721)	640,136	21.51 %
LICENSES AND PERMITS	(601,400)	(705,867)	104,467	117.37%	(558,118)	147,749	26.47 %
CHARGES FOR SERVICES	(4,351,404)	(4,124,543)	(226,861)	94.79%	(4,450,714)	(326,171)	-7.33 %
FINES AND FORFEITURE	(98,000)	(42,129)	(55,871)	42.99%	(51,559)	(9,430)	-18.29 %
MISCELLANEOUS REV	(211,165)	(303,670)	92,505	143.81%	(217,760)	85,910	39.45 %
INTEREST REVENUE	(52,152)	(50,409)	(1,743)	96.66%	(68,793)	(18,384)	-26.72 %
DONATIONS FR PRIVATE	(2,500)	(2,500)	0	100.00%	(2,500)	0	0.00 %
Total Revenues	(27,472,128)	(27,080,321)	(391,807)	98.57 %	(29,100,719)	(2,020,398)	-6.94 %
Expenditures							
PERSONNEL SERVICES							
FICA	801,906	745,551	56,355	92.97%	788,888	43,337	-5.49 %
HEALTH INSURANCE	2,337,077	1,929,503	407,574	82.56%	1,961,681	32,178	-1.64 %
RETIREMENT	1,031,735	1,004,710	27,025	97.38%	1,056,376	51,666	-4.89 %
SALARIES	10,911,891	10,189,909	721,982	93.38%	10,789,318	599,409	-5.56 %
PERSONNEL SERVICES	15,082,609	13,869,673	1,212,936	91.96%	14,596,263	726,590	-4.98 %
CONTRACTUAL SERVICES							
ADVERTISING/LEGAL PUBS	35,600	17,645	17,955	49.56%	24,192	6,548	-27.06 %
AUDIT COSTS	35,100	35,100	-	100.00%	33,372	(1,728)	5.18 %
BANK CHARGES	850	408	442	48.03%	672	264	-39.27 %
BLDG/ EQPT RENTAL	23,400	21,720	1,680	92.82%	21,453	(267)	1.25 %
CONTRACTED SERVICES	332,167	233,920	98,247	70.42%	307,687	73,768	-23.97 %
COURT COSTS AND DAMAGES	1,100	5,200	(4,100)	472.73%	10,016	4,816	-48.08 %
DUES AND SUBSCRIPTIONS	47,568	38,176	9,392	80.26%	26,228	(11,948)	45.55 %
INSURANCE AND BONDS	488,955	441,528	47,427	90.30%	456,742	15,214	-3.33 %
INSURANCE PREMIUM RETIREE	89,000	75,558	13,442	84.90%	93,245	17,687	-18.97 %
INVESTIGATION EXPENSE	3,500	3,500	-	100.00%	-	(3,500)	-100.00 %
MAINT/REP AUTO	5,000	911	4,089	18.21%	2,570	1,660	-64.57 %
MAINT/REP BLDG & GROUNDS	55,000	28,631	26,369	52.06%	21,016	(7,615)	36.23 %
MAINT/REP EQUIPMENT	264,759	207,505	57,254	78.38%	279,229	71,723	-25.69 %
POSTAGE	123,605	127,114	(3,509)	102.84%	143,367	16,254	-11.34 %
PRINTING	22,800	7,944	14,856	34.84%	15,207	7,263	-47.76 %
PROFESSIONAL SERVICES	373,200	296,694	76,506	79.50%	334,648	37,954	-11.34 %
REFUNDING ERRONEOUS PMTS	-	4,320	(4,320)	100.00%	300	(4,020)	1,339.88 %
TELEPHONE	251,886	189,352	62,534	75.17%	223,641	34,289	-15.33 %
TRAINING AND EDUCATION	73,601	31,978	41,623	43.45%	24,949	(7,029)	28.17 %
TRAVEL	42,842	25,650	17,192	59.87%	11,770	(13,880)	117.93 %
UTILITIES	466,200	373,502	92,698	80.12%	442,134	68,632	-15.52 %
CONTRACTUAL SERVICES	2,736,133	2,166,355	569,778	79.18%	2,472,440	306,085	-12.38 %

Jefferson County Commission
 FY2022 General Fund Revenues & Expenditures
 As of 06/30/2022
 Expenditures by Object

Description	FY2022 Budget	FY2022 YTD	Budget	% Rec'd/ Exp'd	FY2021 YTD	YTD Actual	% Rec'd/ Exp'd
		Actual As of 06/30/22	Variance Favorable/ (Unfavorable)		Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	
COMMODITIES							
AUTO SUPPLIES	294,200	248,884	45,316	84.60%	172,236	(76,648)	44.50 %
C/F PRISONERS REG JAIL FEE	850,000	838,006	11,994	98.59%	674,246	(163,761)	24.29 %
CHARGES BY OTHER GOV UNITS	60,000	38,526	21,474	64.21%	55,461	16,935	-30.54 %
COMPUTER HARDWARE	164,240	183,854	(19,614)	111.94%	71,026	(112,827)	158.85 %
COMPUTER SOFTWARE	41,050	3,797	37,253	9.25%	31,439	27,642	-87.92 %
ERROR-NO CATEGORY	-	(314)	314	100.00%	1,561	1,875	-120.12 %
INFORMATION TECH SUPPORT	90,250	50,832	39,418	56.32%	43,716	(7,116)	16.28 %
LICENSE AND ANNUAL FEES	101,850	133,315	(31,465)	130.89%	139,988	6,673	-4.77 %
MATERIALS AND SUPPLIES	385,266	280,360	104,906	72.77%	518,244	237,884	-45.90 %
RECORD BOOKS	4,500	3,970	530	88.22%	2,396	(1,574)	65.68 %
UNIFORMS	34,675	12,021	22,654	34.67%	47,759	35,738	-74.83 %
COMMODITIES	2,026,031	1,793,251	232,780	88.51%	1,758,073	(35,177)	2.00 %
CAPITAL OUTLAY							
C/O - CONST IN PROGRESS	-	-	-	0.00%	11,900	11,900	-100.00 %
C/O - EQUIPMENT	52,086	52,086	-	100.00%	159,813	107,727	-67.41 %
CAPITAL OUTLAY	52,086	52,086	0	100.00%	171,713	119,627	-69.67 %
CONTRIBUTIONS TO OTH							
CONTRIBUTION TO OTH AGENCY	266,739	266,739	-	100.00%	271,689	4,950	-1.82 %
CONTRIBUTION TO OTH GOV UNIT	6,314,442	6,170,349	144,093	97.72%	6,385,345	214,996	-3.37 %
CONTRIBUTIONS TO OTH	6,581,181	6,437,088	144,093	97.81%	6,657,034	219,946	-3.30 %
Total Expenditures	26,478,040	24,318,453	2,159,587	91.84 %	25,655,523	1,337,071	-5.21 %
Transfers To/(Fr) Other Funds							
TRANSFERS IN	(839,956)	(825,893)	(14,063)	98.33%	(2,352,851)	(1,526,959)	-64.90 %
TRANSFERS OUT	4,884,103	4,626,948	257,155	94.73%	8,027,155	3,400,207	-42.36 %
Total Transfers To/(From) Other Funds	4,044,147	3,801,055	243,092	93.99 %	5,674,304	1,873,248	-33.01 %
Fund Balance-Budget							
Total Ending Fund Bal-Budget	4,583,304						
Fund Balance							
BEGINNING FUND BALANCE		(7,633,363)			(7,633,363)		
NET USE OF FUNDS-(SURPLUS)/DEFICIT		918,111			-		
Total Fund Balance		(6,715,252)			(7,633,363)		

Jefferson County Commission
 FY2022 General Fund Revenues & Expenditures
 As of 06/30/2022
 Expenditures by Funding Source

Description	FY2022 Budget	FY2022 YTD	Budget	% Rec'd/ Exp'd	FY2021 YTD	YTD Actual	
		Actual As of 06/30/22	Variance Favorable/ (Unfavorable)		Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
STATUTORY REVENUES & EXPENDITURES							
AD VALOREM TAXES	(15,158,773)	(14,898,457)	(260,316)	98.28%	(14,644,205)	254,252	1.74 %
EMERGENCY 911 FEES	(1,962,900)	(1,981,721)	18,821	100.96%	(1,983,729)	(2,008)	-0.10 %
Total Revenues	(17,121,673)	(16,880,178)	(241,495)	98.59%	(16,627,934)	252,244	1.52 %
401- COUNTY COMMISSION	1,794,045	1,673,931	120,114	93.30%	1,803,380	129,450	-7.18 %
402- COUNTY CLERK	650,724	650,936	(212)	100.03%	589,639	(61,297)	10.40 %
403- CIRCUIT CLERK	522,593	515,953	6,640	98.73%	499,405	(16,548)	3.31 %
404- SHERIFF AND TREASURER	492,866	455,615	37,251	92.44%	468,723	13,108	-2.80 %
405- PROSECUTING ATTORNEY	1,732,400	1,655,100	77,300	95.54%	1,609,605	(45,495)	2.83 %
406- ASSESSOR	439,385	373,080	66,305	84.91%	433,866	60,786	-14.01 %
408- STATEWIDE COMPUTER NET	60,000	38,526	21,474	64.21%	55,461	16,935	-30.54 %
413- ELECTIONS COUNTY CLERK	273,953	232,790	41,163	84.97%	276,941	44,150	-15.94 %
415- MAGISTRATE COURT	3,000	1,940	1,060	64.66%	3,042	1,103	-36.24 %
423- INSURANCE PROGRAM	2,257,807	1,621,306	636,501	71.81%	1,895,494	274,188	-14.47 %
424- COURTHOUSE (MAINTENANCE)	1,086,044	1,014,971	71,073	93.46%	1,010,205	(4,766)	0.47 %
429- REGIONAL DEVELOPMENT AUTH	29,974	29,973	1	100.00%	29,973	-	0.00 %
700- SHERIFF LAW ENFORCEMENT	3,493,086	3,287,489	205,597	94.11%	4,016,858	729,369	-18.16 %
704- REGIONAL JAIL	850,000	838,006	11,994	98.59%	674,246	(163,761)	24.29 %
711- HOMELAND SECURITY	249,112	159,130	89,982	63.88%	176,485	17,355	-9.83 %
712- COMMUNICATIONS CENTER	1,924,663	1,596,640	328,023	82.96%	1,778,932	182,292	-10.25 %
Total Expenditures	15,859,652	14,145,386	1,714,266	89.19%	15,322,254	1,176,868	-7.68 %
SUBTOTAL STATUTORY REVENUES & EXPENDITURES	(1,262,021)	(2,734,792)	1,472,771	216.70%	(1,305,680)	1,429,113	109.45 %
AMBULANCE FEE REVENUES & EXPENDITURES							
AMBULANCE FEES	(1,029,452)	(1,029,452)	-	100.00%	(979,782)	49,670	5.07 %
Total Revenues	(1,029,452)	(1,029,452)	-	100.00%	(979,782)	49,670	5.07 %
713- FIRE DEPARTMENTS	490,000	490,000	-	100.00%	577,052	87,052	-15.09 %
715- AMBULANCE AUTHORITY	4,048,590	4,048,590	-	100.00%	3,699,014	(349,576)	9.45 %
Total Expenditures	4,538,590	4,538,590	-	100.00%	4,276,065	(262,525)	6.14 %
SUBTOTAL AMBULANCE FEE REVENUES & EXPENDITURES	3,509,138	3,509,138	0	100.00%	3,296,283	(212,855)	6.46 %
HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES							
HOTEL OCCUPANCY TAX	(788,220)	(653,776)	(134,444)	82.94%	(453,927)	199,849	44.03 %
Total Revenues	(788,220)	(653,776)	(134,444)	82.94%	(453,927)	199,849	44.03 %
900- PARKS AND RECREATION	745,217	686,171	59,046	92.08%	984,338	298,167	-30.29 %
903- ARTS AND HUMANITIES	14,564	12,036	2,528	82.64%	16,775	4,739	-28.25 %
909- HISTORICAL COMMISSION	21,566	17,822	3,744	82.64%	24,840	7,018	-28.25 %
911- VISITORS BUREAU	364,110	300,899	63,211	82.64%	523,482	222,583	-42.52 %
Total Expenditures	1,145,457	1,016,928	128,529	88.78%	1,549,435	532,507	-34.37 %
SUBTOTAL HOTEL OCCUPANCY TAX REVENUES & EXPENDITURES	357,237	363,153	(5,916)	101.66%	1,095,509	732,356	-66.85 %
PERMIT FEE REVENUES & EXPENDITURES							
BUILDING PERMIT FEES	(601,400)	(705,867)	104,467	117.37%	(558,118)	147,749	26.47 %

Jefferson County Commission

FY2022 General Fund Revenues & Expenditures

As of 06/30/2022

Expenditures by Funding Source

Description	FY2022 Budget	FY2022 YTD		Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	YTD Actual		
		Actual As of 06/30/22				FY2021 YTD Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
Total Revenues	(601,400)	(705,867)		104,467	117.37%	(558,118)	147,749	26.47 %
440- ENGINEERING	1,071,870	1,081,666		(9,796)	100.91%	1,147,497	65,831	-5.74 %
Total Expenditures	1,071,870	1,081,666		(9,796)	100.91%	1,147,497	65,831	-5.74 %
SUBTOTAL PERMIT FEE REVENUES & EXPENDITURES	470,470	375,799		94,671	79.88%	589,380	213,581	-36.24 %
SERVICE OF PROCESS REVENUES & EXPENDITURES								
SHERIFFS SERVICE OF PROCESS	(15,175)	(14,995)		(181)	98.81%	(11,412)	3,582	31.39 %
Total Revenues	(15,175)	(14,995)		(181)	98.81%	(11,412)	3,582	31.39 %
701- SHERIFF SVC OF PROCESS	15,175	7,249		7,926	47.77%	18,900	11,651	-61.65 %
Total Expenditures	15,175	7,249		7,926	47.77%	18,900	11,651	-61.65 %
SUBTOTAL SERVICE OF PROCESS REVENUES & EXPENDITURES	0	(7,746)		7,746	100.00%	7,488	15,234	-203.44 %
ASSESSOR VALUATION FUND REVENUES & EXPENDITURES								
407- ASSESSORS VALUATION FUND	571,493	572,940		(1,447)	100.25%	506,210	(66,730)	13.18 %
Total Expenditures	571,493	572,940		(1,447)	100.25%	506,210	(66,730)	13.18 %
TRANSFERS FROM ASSR VAL FUND	(563,493)	(567,495)		4,002	100.71%	(509,124)	58,371	11.46 %
Total Transfers To/(Fr) Other Funds	(563,493)	(567,495)		4,002	100.71%	(509,124)	58,371	11.46 %
SUBTOTAL ASSESSOR VALUATION FUND REVENUES & EXPENDITURES	8,000	5,445		2,555	68.07%	(2,914)	(8,360)	-286.84 %
NON-DEDICATED REVENUES & EXPENDITURES								
CHARGES FOR SERVICES	-	-		-	0.00%	(97,982)	(97,982)	-100.00 %
CIRCUIT CLERKS EARNINGS	(60,000)	(41,692)		(18,308)	69.49%	(45,425)	(3,733)	-8.22 %
CONTRIBUTIONS FR OTH ENTITIES	(2,840)	(2,833)		(7)	99.75%	(2,772)	61	2.20 %
COUNTY CLERKS EARNINGS	(252,500)	(268,406)		15,906	106.30%	(324,031)	(55,625)	-17.17 %
FEDERAL GRANTS	(71,273)	(177,277)		106,004	248.73%	(3,288,881)	(3,111,604)	-94.61 %
FEDERAL PMT IN LIEU OF TAXES	(22,000)	(24,788)		2,788	112.67%	(22,560)	2,228	9.88 %
FILING FEES	-	-		-	0.00%	(4,915)	(4,915)	-100.00 %
FRANCHISE AGREEMENTS	(577,300)	(435,557)		(141,743)	75.45%	(555,182)	(119,625)	-21.55 %
GAIN/LOSS ON SALE-FIXED ASSETS	-	(8,650)		8,650	100.00%	(27,074)	(18,424)	-68.05 %
GAS & OIL SEVERANCE TAX	(79,146)	(79,146)		-	100.00%	(65,027)	14,119	21.71 %
HORSE & DOG RACING TAX	(45,900)	(6,480)		(39,420)	14.12%	(5,541)	939	16.94 %
INTEREST EARNED	(50,802)	(49,108)		(1,694)	96.67%	(59,912)	(10,804)	-18.03 %
IRP FEES (INTERST REG PLAN)	(19,000)	(17,283)		(1,717)	90.97%	(18,845)	(1,561)	-8.29 %
MISCELLANEOUS REVENUE	(5,750)	(6,191)		441	107.67%	(8,107)	(1,916)	-23.63 %
MISECLLANEOUS REVENUE	(60,600)	(60,314)		(286)	99.53%	(13,153)	47,161	358.54 %
OTHER GRANTS	(29,850)	(9,829)		(20,021)	32.93%	(75,372)	(65,543)	-86.96 %
PROPERTY TRANSFER TAX	(1,756,870)	(1,800,108)		43,238	102.46%	(1,578,559)	221,549	14.03 %
PROSECUTING ATTY EARNINGS	(1,893)	(1,395)		(498)	73.70%	(2,196)	(801)	-36.46 %
REGIONAL JAIL REIMB	(98,000)	(42,129)		(55,871)	42.99%	(51,559)	(9,430)	-18.29 %
REIMBURSEMENTS	(138,625)	(225,219)		86,594	162.47%	(165,772)	59,447	35.86 %
RENTS	(316,484)	(309,001)		(7,483)	97.64%	(307,836)	1,165	0.38 %
SHERIFFS COMMISSION	(11,600)	(9,154)		(2,446)	78.91%	(11,488)	(2,334)	-20.32 %
SHERIFFS EARNINGS	(112,300)	(20,151)		(92,149)	17.94%	(120,154)	(100,003)	-83.23 %
TABLE GAMES	(598,630)	(647,418)		48,788	108.15%	(446,991)	200,427	44.84 %
TAX PENALTIES	(303,000)	(279,632)		(23,368)	92.29%	(310,820)	(31,189)	-10.03 %

Jefferson County Commission
 FY2022 General Fund Revenues & Expenditures
 As of 06/30/2022
 Expenditures by Funding Source

Description	FY2022 Budget	FY2022 YTD	Budget	% Rec'd/ Exp'd	FY2021 YTD	YTD Actual	
		Actual As of 06/30/22	Variance Favorable/ (Unfavorable)		Actual As of 06/30/21	FY2022-FY2021 Variance Favorable/ (Unfavorable)	% Var PY- CY
VIDEO LOTTERY	(2,985,645)	(2,968,438)	(17,207)	99.42%	(2,528,730)	439,709	17.39 %
WASTE COAL	-	-	-	0.00%	(2,900)	(2,900)	-100.00 %
WINE & LIQUOR TAX	(316,200)	(305,854)	(10,346)	96.73%	(327,762)	(21,908)	-6.68 %
Total Revenues	(7,916,208)	(7,796,054)	(120,154)	98.48%	(10,469,547)	(2,673,493)	-25.54 %
412- AGRICULTURAL AGENT	116,113	114,140	1,973	98.30%	109,002	(5,138)	4.71 %
425- OTHER BUILDINGS	729,500	612,642	116,858	83.98%	717,361	104,718	-14.60 %
428- IT DATA PROCESSING	847,537	761,571	85,966	89.86%	588,455	(173,116)	29.42 %
431- DEVELOPMENT AUTHORITY	421,229	399,880	21,349	94.93%	452,326	52,446	-11.59 %
697- CONT/TRF OTHER STATUTORY EN	70,000	52,329	17,671	74.76%	27,905	(24,424)	87.53 %
716- ANIMAL CONTROL	243,844	213,226	30,618	87.44%	238,156	24,930	-10.47 %
717- CENTRAL GARAGE	376,394	330,720	45,674	87.87%	261,176	(69,544)	26.63 %
800- LOCAL HEALTH DEPT	81,186	81,186	-	100.00%	80,782	(404)	0.50 %
916- LIBRARIES	330,000	330,000	-	100.00%	330,000	-	0.00 %
953- PUBLIC TRANSPORTATION	60,000	60,000	-	100.00%	30,000	(30,000)	100.00 %
Total Expenditures	3,275,803	2,955,694	320,109	90.23%	2,835,162	(120,533)	4.25 %
698- TRANSFERS TO OTHER FUNDS	4,884,103	4,626,948	257,155	94.73%	8,027,155	3,400,207	-42.36 %
GENERAL SCHOOL FUND REIMB	(264,000)	(149,416)	(114,584)	56.60%	(182,733)	(33,318)	-18.23 %
TRANSFERS FROM OTHER FUNDS	(12,463)	(108,982)	96,519	874.45%	(1,660,994)	(1,552,012)	-93.44 %
Total Transfers To/(Fr) Other Funds	4,607,640	4,368,550	239,090	94.81%	6,183,428	1,814,878	-29.35 %
SUBTOTAL NON-DEDICATED REVENUES & EXPENDITURES	(32,765)	(471,810)	439,045	1,439.98%	(1,450,958)	(979,148)	-67.48 %
Total Beginning Fund Bal-Budget	(7,633,363)						
Total Ending Fund Bal-Budget	4,583,304						
BEGINNING FUND BALANCE		(7,633,363)			(7,633,363)		
NET USE OF FUNDS-(SURPLUS)/DEFIC		918,111					
Total Fund Balance		(6,715,252)			(7,633,363)		

Jefferson County Commission

FY2022 Coal Severance Fund Revenues & Expenditures

As of 06/30/2022

Expenditures by Department

Description	FY2022 Budget	FY2022 YTD Actual As of 06/30/22	Budget Variance Favorable/ (Unfavorable)	% Rec'd/ Exp'd	FY2021 YTD Actual As of 06/30/21	YTD Actual FY2022-FY2021	
						Variance Favorable/ (Unfavorable)	% Var PY- CY
Beginning Fund Bal-Budget							
Total Beginning Fund Bal-Budget	(193,439)						
Revenues							
COAL SEVERANCE TAX	(75,000)	(134,186)	59,186	178.92%	(71,323)	62,863	88.14 %
INTEREST EARNED	(975)	(1,132)	157	116.10%	(994)	138	13.86 %
Total Revenues	(75,975)	(135,318)	59,343	178.11 %	(72,317)	63,001	87.12 %
Expenditures							
401- COUNTY COMMISSION	170,009	35,000	135,009	20.59%	-	(35,000)	-100.00 %
402- COUNTY CLERK	500	491	9	98.11%	-	(491)	-100.00 %
403- CIRCUIT CLERK	-	-	-	0.00%	314	314	-100.00 %
431- DEVELOPMENT AUTHORITY	20,000	20,000	-	100.00%	-	(20,000)	-100.00 %
440- ENGINEERING	-	-	-	0.00%	19,797	19,797	-100.00 %
801- MENTAL HEALTH	30,000	21,642	8,358	72.14%	22,800	1,158	-5.08 %
908- COMMUNITY CENTER	20,000	20,000	-	100.00%	12,000	(8,000)	66.67 %
909- HISTORICAL COMMISSION	5,060	5,060	-	99.99%	-	(5,060)	-100.00 %
950- SOCIAL SERVICES	5,000	5,000	-	100.00%	-	(5,000)	-100.00 %
952- SENIOR CITIZENS	14,382	13,688	694	95.17%	15,963	2,275	-14.25 %
953- PUBLIC TRANSPORTATION	-	-	-	0.00%	14,334	14,334	-100.00 %
Total Expenditures	264,951	120,880	144,071	45.62 %	85,208	(35,672)	41.86 %
Transfers To/(From) Other Funds							
698- TRANSFERS TO OTHER FUNDS	4,463	-	4,463	0.00%	-	-	0.00 %
Total Transfers To/(From) Other Funds	4,463	-	4,463	0.00%	-	-	0.00 %
Fund Balance							
BEGINNING FUND BALANCE		(193,439)			(193,439)		
NET USE OF FUNDS-(SURPLUS)/DEFICIT		(14,439)			12,890		
Total Fund Balance		(207,878)			(180,548)		

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists (§ 11-8-26a)

CONTROL NUMBER
 FY: 2023
 Fund: 1
 Rev No: 1
 Pages: _____

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: P.O. Box 250
 Name: **Michelle Gordon** STREET OR PO BOX COUNTY
 Phone: **304-724-8425** Government Type
 Fax: **304-724-5611** Charles Town 25414
 Email: mgordon@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	5,325,979	1,389,273		6,715,252
399	Transfers Assessor's Valuation Fund	627,593	7,167		634,760
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,396,440		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,850,873	28,877		1,879,750
402	County Clerk	692,810	7,923		700,733
403	Circuit Clerk	539,969	6,306		546,275
404	Sheriff-Treasurer	548,664	6,570		555,234
405	Prosecuting Attorney	1,769,901	24,379		1,794,280
406	Assessor	464,474	4,238		468,712
407	Assessor's Valuation Fund	627,593	7,167		634,760
412	Agricultural Agent	119,682	6,332		126,014
413	Elections-County Clerk	283,560	1,327		284,887
423	Insurance Program (Self Insured)	2,207,774		178,501	2,029,273
424	Courthouse	1,047,081	11,427		1,058,508
NET INCREASE/(DECREASE) Expenditures			1,396,440		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

EXPENDITURES (CONT'D)

Jefferson County Commission

LGSD: BR

Jefferson County Commission CONTROL NUMBER

2023

1

1

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
428	Data Processing	891,999	6,368		898,367
431	Economic Development	437,656	3,334		440,990
440	Engineering	1,246,474	16,382		1,262,856
698	Transfers/Reim. (Audit Findings)	1,839,461	1,383,052		3,222,513
700	Sheriff-Law Enforcement	3,844,233	31,400		3,875,633
711	Emergency Services/OES	232,338	2,958		235,296
712	Communication Center	2,049,217	22,566		2,071,783
716	Dog Warden/Humane Society	289,029	3,447		292,476
717	Central Garage	378,972	888		379,860
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

1,470,395

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 21st Day of July 2022, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2023 budget revision number #1 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Hudson** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Caleb Wayne Hudson**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Caleb Wayne Hudson, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision

Budget Revision #1 of General Fund FY23

<u>Description</u>	<u>Org</u>	<u>Object</u>	<u>Increase</u>	<u>Decrease</u>
1) Record Adjustment for FY22 Ending Fund Balance and FY23 Beginning Fund Balance				
Unencumbered Fund Balance	001.299001		(1,389,273)	
Transfer to Capital Outlay Fund	001698.456609		1,389,273	
2) Record Adjustments for revised FY23 COLA and Merit Increase approved on 5/21/2022				
Comm-Salaries & Wages	001401	410300		23,445
Comm-FICA	001401	410400		1,453
COMM-Medicare	001401	410401		340
Comm-Retirement	001401	410600		2,112
Co Clk-Salaries & Wages	001402	410300		6,792
Co Clk-FICA	001402	410400		422
Co Clk-Medicare	001402	410401		98
Co Clk-Retirement	001402	410600		611
Circ Clk-Salaries & Wages	001403	410300		5,408
Circ Clk-FICA	001403	410400		333
Circ Clk-Medicare	001403	410401		78
Circ Clk-Retirement	001403	410600		487
Tax-Salaries & Wages	001404	410300		4,632
Tax-FICA	001404	410400		288
Tax-Medicare	001404	410401		67
Tax-Retirement	001404	410600		416
Pros-Salaries & Wages	001405	410300		20,898
Pros-FICA	001405	410400		1,296
Pros-Medicare	001405	410401		302
Pros-Retirement	001405	410600		1,883
Assr-Salaries & Wages	001406	410300		3,636
Assr-FICA	001406	410400		224
Assr-Medicare	001406	410401		52
Assr-Retirement	001406	410600		326
Assr VAL-Salaries & Wages	001407	410300		6,143
Assr VAL-FICA	001407	410400		380
Assr VAL-Medicare	001407	410401		90
Assr VAL-Retirement	001407	410600		554
Ag Agent-Salaries & Wages	001412	410300		1,096
Ag Agent-FICA	001412	410400		68
Ag Agent-Medicare	001412	410401		15
Ag Agent-Retirement	001412	410600		99
Elections-Salaries & Wages	001413	410300		1,137
Elections-FICA	001413	410400		71
Elections-Medicare	001413	410401		17
Elections-Retirement	001413	410600		102
Oth Bldgs-Salaries & Wages	001424	410300		9,798
Oth Bldgs-FICA	001424	410400		608
Oth Bldgs-Medicare	001424	410401		140
Oth Bldgs-Retirement	001424	410600		881
IT-Salaries & Wages	001428	410300		5,458
IT-FICA	001428	410400		339
IT-Medicare	001428	410401		81
IT-Retirement	001428	410600		490
Dev Auth-Salaries & Wages	001431	410300		2,858
Dev Auth-FICA	001431	410400		176
Dev Auth-Medicare	001431	410401		43
Dev Auth-Retirement	001431	410600		257

Eng-Salaries & Wages	001440	410300	14,044	
Eng-FICA	001440	410400	869	
Eng-Medicare	001440	410401	204	
Eng-Retirement	001440	410600	1,265	
LEO-Salaries & Wages	001700	410300	26,284	
LEO-FICA	001700	410400	1,627	
LEO-Medicare	001700	410401	377	
LEO-Retirement	001700	410600	3,112	
Hom Sec-Salaries & Wages	001711	410300	2,536	
Hom Sec-FICA	001711	410400	158	
Hom Sec-Medicare	001711	410401	36	
Hom Sec-Retirement	001711	410600	228	
Comm Ctr-Salaries & Wages	001712	410300	19,350	
Comm Ctr-FICA	001712	410400	1,196	
Comm Ctr-Medicare	001712	410401	277	
Comm Ctr-Retirement	001712	410600	1,743	
An Ctl-Salaries & Wages	001716	410300	2,955	
An Ctl-FICA	001716	410400	183	
An Ctl-Medicare	001716	410401	42	
An Ctl-Retirement	001716	410600	267	
Cent Gar-Salaries & Wages	001717	410300	761	
Cent Gar-FICA	001717	410400	47	
Cent Gar-Medicare	001717	410401	11	
Cent Gar-Retirement	001717	410600	69	
Transfers from Assessors Val Fund	001	399TRO	(7,167)	
Health Insurance Fund	001423	410500		(176,974)
3) Record Adjustment for WVCorp insurance plan renewal approved on 5/21/22				
Comm-Insurance	001401	422600	1,527	
Health Insurance Fund	001423	410500		(1,527)
4) Record Adjustment for New Hire approved on 6/2/22				
Tax-Salaries & Wages	001404	410300	1,000	
Tax-FICA	001404	410400	62	
Tax-Medicare	001404	410401	15	
Tax-Retirement	001404	410600	90	
Transfer to Capital Outlay Fund	001698.456609			(1,167)
5) Record Adjustment for employee conversion from 70hr to 80 hr. Approved on 6/2/22				
Ag Agent-Salaries & Wages	001412	410300	4,333	
Ag Agent-FICA	001412	410400	269	
Ag Agent-Medicare	001412	410401	63	
Ag Agent-Retirement	001412	410600	389	
Transfer to Capital Outlay Fund	001698.456609			(5,054)
Totals			184,722.00	(184,722.00)

1) FY22 End FB to
FY 23 Begin Bud FB

Jefferson County
Charles Town, West Virginia

07/18/2022 10:50
mgordon

JEFFERSON COUNTY, WV - PRODUCTION
CHARACTER BALANCE SHEET FOR 2022 12

P 1
glsalsht

FUND: 001 GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
CHAR	DESCRIPTION		
01	CASH	-2,650,233.21	6,895,374.24
02	TAXES RECEIVABLE	.00	780,512.56
03	OTHER CURRENT ASSETS	.00	61,469.07
04	DUE FROM OTHER FUNDS	1,973.71	53,249.27
05	DUE FROM OTHER GOVTS	.00	143,272.00
TOTAL ASSETS		-2,648,259.50	7,933,877.14
LIABILITIES			
CHAR	DESCRIPTION		
02	TAXES RECEIVABLE	.00	-556,719.34
10	VOUCHERS PAYABLE	-161,090.74	-345,829.82
11	PAYROLL PAYABLE	-324,443.40	-316,075.74
TOTAL LIABILITIES		-485,534.14	-1,218,624.90
FUND BALANCE			
CHAR	DESCRIPTION		
20	FUND BALANCE	3,133,793.64	-6,715,252.24
TOTAL FUND BALANCE		3,133,793.64	-6,715,252.24
TOTAL LIABILITIES + FUND BALANCE		2,648,259.50	-7,933,877.14

** END OF REPORT - Generated by Michelle Gordon **

① FY22 End FB 6,715,252
FY23 Beg FB Budgeted (5,325,979)
1,389,273

2) FY23 Revised
COLA & MI

Jefferson County Commission
FY23 COLA And MI Amounts by Dept
2.5% COLA (4% 1DEP), 5% MI

Loc	EE NO	Last Name	Diff MI	FICA	Medicare	Retire	Tot Merit
401	Total		23,445	1,453	340	2,112	27,350
402	Total		6,792	422	98	611	7,923
403	Total		5,408	333	78	487	6,306
404	Total		4,632	288	67	416	5,403
405	Total		20,898	1,296	302	1,883	24,379
406	Total		3,636	224	52	326	4,238
407	Total		6,143	380	90	554	7,167
412	Total		1,096	68	15	99	1,278
413	Total		1,137	71	17	102	1,327
424	Total		9,798	608	140	881	11,427
428	Total		5,458	339	81	490	6,368
431	Total		2,858	176	43	257	3,334
440	Total		565	35	9	51	660
4403	Total		-	-	-	-	-
4401	Total		3,751	232	54	338	4,375
4403	Total		9,728	602	141	876	11,347
700	Total		26,284	1,627	377	3,112	31,400
711	Total		2,536	158	36	228	2,958
712	Total		17,777	1,098	254	1,602	20,731
7121	Total		1,573	98	23	141	1,835
716	Total		2,955	183	42	267	3,447
717	Total		761	47	11	69	888
Grand	Total		157,231	9,738	2,270	14,902	184,141

3) FY23 SBR WVCORP



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

Approved 5/12/22

PRESIDENT
 Caleb Wayne Hudson

DATE: May 8, 2022
 TO: Honorable Commissioners
 Jefferson County, West Virginia
 FROM: Michelle Gordon, Finance Consultant
 RE: WVCorp Insurance Renewal FY2023

VICE PRESIDENT
 Stephen Stolipher

COMMISSIONER
 Jane Tabb

COMMISSIONER
 Clare Ath

COMMISSIONER
 Tricia Jackson

Attached is the renewal contract for the County's WVCorp Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation for fiscal year 2022-2023.

For the FY2023 budget, a 2.4% increase (\$7,871) was included for Liability insurance based on historical trends, and a (5.0%) increase (\$5,923) was included for Workers' Compensation (WC) insurance based on historical trends. The renewal rate for Liability insurance is \$327,672 and is (-0.6%) less than the projected budget for FY23 of \$329,635. The renewal will result in savings of \$1,963 in FY2023 for that line item. The FY2023 budgeted annual payroll (\$11.6 million) increased by \$552,000 over FY22's estimated payroll (\$11.0 million). The FY23 budget included a 5.0% increase (\$5,926) in WC insurance based on historical trends. The County's WC experience rating increased from 0.80 in FY22 to 0.95 in FY23. Because total payroll increased and the County's WC Experience rating has also increased, a 7.9% increase was received for the County's WC premium renewal. The renewal rate for WC is \$127,865 and is \$3,490 (2.8%) more than the estimated FY2023 budget of \$124,375.

SBR FY23 needed

The total FY23 WVCorp Self Insurance Renewal Proposal is \$455,537. The FY23 budgeted amount is \$454,010 and the County will need to allocate an additional \$1,527 to cover the increase in WC insurance. I recommend transferring this amount from the County's savings (-\$166,000) in Health Insurance premiums (Dept 001423).

Jefferson County Commission
 WVCorp Insurance Rates
 FY23 Renewal

Description	FY22 Amount	FY23 Amount	FY22 to FY23 Inc/(Dec)	% Inc/(Dec)	FY23 Budget	Est %	Amount Over/(Under)
Business Auto	90,240	91,466	1,226	1.4%	91,142	1.0%	324
Crime Exposure	950	950	-	0.0%	960	1.1%	(10)
General Liability	130,451	131,637	1,186	0.9%	131,756	1.0%	(119)
Increased Limits of Liability	27,708	27,109	(599)	-2.2%	27,985	1.0%	(876)
Inland Marine	5,194	5,266	72	1.4%	5,246	1.0%	20
Public Officials Liability	32,464	33,129	665	2.0%	32,789	1.0%	340
Cyber Risk	8,000	8,000	-	0.0%	8,080	1.0%	(80)
PR-Boiler & Machinery	35,532	35,532	-	0.0%	35,887	1.0%	(355)
Subtotal Bond Ins 226 000	330,539	333,089	2,550	0.8%	333,845	1.0%	(756)
Less: Dividend Credit (P&C)	(8,775)	-	8,775		-		-
Less: Rate Credit (P&C)	-	(5,417)	(5,417)		(4,210)		(1,207)
Subtotal Bond Ins 226 000	321,764	327,672	5,908	1.8%	329,635	2.4%	(1,963)
Workers' Comp 226 001	118,449	130,079	11,630	9.8%	124,375		5,704
Less: Rate Credit (WC)	-	(2,214)	(2,214)		-		(2,214)
Subtotal W/C 226 001	118,449	127,865	9,416	7.9%	124,375	5.0%	3,490
Total WVCorp	440,213	455,537	15,324	3.5%	454,010	3.1%	1,527

County Administrator
 Stephanie Grove

Deputy County Administrator
 Sandy Slusher McDonald

Description	FY22 Amount	FY23 Amount	Amount Inc/(Dec)	% Inc/(Dec)
W/C Experience Rating	0.80	0.95	0.15	18.8%
Covered Payroll	11,031,464	11,583,016	551,552	5.0%
Total Building Values	30,538,100	30,538,100	-	0.0%
Total Contents Values	2,669,500	2,669,500	-	0.0%
Inland Marine Values	3,594,584	3,594,584	-	0.0%
Computers/Electronic Data				
Processing Hardware/Software	1,127,577	1,192,632	65,055	5.8%
Cyber Risk-Additional	2,000,000	2,000,000	-	0.0%
Auto Count	92	94	2	2.2%

Description	FY22 Deductible	FY23 Deductible
Business Auto		
Liability	None	None
Comprehensive	1,000	1,000
Collision	1,000	1,000
Crime Exposure	250	250
General Liability	None	None
Cyber Risk	None	None
Law Enforcement Liability	5,000	5,000
Increased Limits of Liability	None	None
Public Officials Liability	5,000	5,000
PR-Boiler & Machinery	1,000	1,000
Property	5,000	5,000
Computers	2,500	2,500
Inland Marine	2,500	2,500
Workers' Compensation	None	None

The limits for cyber risk liability included in our base policy are: \$250,000 per occurrence and aggregate – per member and \$1,000,000 maximum aggregate for all cyber risk losses. Plus additional amount above of \$2M -first approved in FY22.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



FY23 SBR

4) new hire Bud
Rev. needed.

\$1K plus Ben =
\$1,167 tot.

Name: Tom Hansen

Department or Organization: Sheriff's Office

approved. 6/12/22

Estimation of amount of time needed for appointment: 10 minutes

Date Requested - 1st Choice next meeting
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice:

Only 32K in FY23 Budget
Need SBR

Subject (Wording to be placed on agenda): Tax Office New Hire

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

The Tax Office was given a new position in the new budget. This is an 80 hour Grade 2 position. The new hire has been identified and I am requesting approval of her hire effective July 5, 2022 with a starting salary of 33,000.

Patel
Urvi

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 with a starting salary of 33,000.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:

Email address: thansen@jeffersoncountywv.org

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

Financial Impact/Recommendation

5) FY23 SBR 70 to 80 hr ee
TOT FY22 = 116,113
FY23 = 119,682
eff. 7/1

Gr2
31559 15.17
FY23 15.55



Curr 29,593
x 10.226

FY 22
450

162597 FY23 = 4228 x 1.1665 =
4931

x 2.5% =
5,054 Full year

Steve move
Clare 2nd.
unan.

Name: Emily Morrow

Department or Organization: WVU Extension

Estimation of amount of time needed for appointment: 15 minutes

Date Requested - 1st Choice: June 2 6/2/22
If a specific date is needed, please provide reason for specific date:

Date Requested - 2nd Choice: June 16 before 10:30 AM

Subject (Wording to be placed on agenda): Request to move Secretary position from 70 HR to 80 HR pay schedule

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

This employee has been employed part time with the commission since November of 2017, moving full time on June 29, 2018 and has received all allocated merit-based raises from the county. Our budget is largely salary due to the nature of the partnership Jefferson County has with WVU. With agents becoming more experienced, our programming needs have increased and thus the work from county support staff has increased. Amanda has gone above and beyond to meet these needs, which often includes providing support outside of traditional working hours. Our other county paid staff is already on an 80 HR schedule per pay period.

Is this a funding request? Y/N
If so, how much? Approximately \$4300

Provide exact financial impact/request: The financial increase will accommodate the increased salary for 5 extra hours per week and additional FICA, Medicare, and retirement expenses for this employee. Our other county paid staff is already on an 80 HR schedule per pay period.

reduce. tr fr to clo fund

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
I move to approve the reclassification of Extension Office employee Amanda Masters to an 80 HR pay period schedule.

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: Emily.Wells@mail.wvu.edu

Phone Number: 304-728-7413

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY 2023
 Fund 2
 Rev No 1
 Pages

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: P.O. Box 250
 Name: **Michelle Gordon** STREET OR PO BOX COUNTY
 Phone: **304-724-8425** Government Type
 Fax: **304-728-5611** Charles Town 25414
 Email: mgordon@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	216,112		8,234	207,878
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -8,234

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	162,755		8,234	154,521
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -8,234

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 21st day of July, 2022, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2023 budget revision number #1 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Hudson** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Caleb Wayne Hudson**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Caleb Wayne Hudson, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #1 of Coal Severance Fund FY23

Description	GL acct	Increase	Decrease
1) Record Adjustment for FY22 Ending Fund Balance and FY23 Beginning Fund Balance			
Assigned Fund Balance	002.298002		8,234
Co Comm Prof Services	002401.422300		(8,234)

Totals - -

07/15/2022 14:37
mgordon

JEFFERSON COUNTY, WV - PRODUCTION
BALANCE SHEET FOR 2022 12

P 3
glbalabt

FUND: 002 COAL SEVERANCE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
002	101	CASH-COAL SEVERANCE FUND	-19,585.58	210,502.63
TOTAL ASSETS			-19,585.58	210,502.63
LIABILITIES				
002	200	AP CONTROL ACCOUNT	-675.30	-825.00
002	202	VOUCHERS PAYABLE	.00	-1,800.00
TOTAL LIABILITIES			-675.30	-2,625.00
FUND BALANCE				
002	280	FUND BALANCE-RESRVE FOR ENCUMB	.00	12,616.40
002	282	FUND BALANCE-RESRVE CY ENCUMB	.00	-12,616.40
002	285	APPROPRIATIONS	.00	-269,414.00
002	286	ESTIMATED REVENUES	.00	269,414.00
002	299	FUND BALANCE-UNRESERVED	.00	-193,438.73
002	300	REVENUE CONTROL ACCOUNT	-95.43	-135,318.44
002	400	EXPENDITURE CONTROL ACCOUNT	20,356.31	120,879.54
TOTAL FUND BALANCE			20,260.88	-207,877.63
TOTAL LIABILITIES + FUND BALANCE			-19,585.58	-210,502.63

** END OF REPORT - Generated by Michelle Gordon **

① F422 Ending FB
F423 Begin FB Budgeted

207,878
(216,112)
<u>(8,234)</u>



Consolidated Public Retirement Board

4101 MacCorkle Avenue, SE
Charleston, WV 25304
304-558-3570 or 800-654-4406
www.wvretirement.com



**EMSRS
Resolution
Form**

**Resolution to Become a Participating Employer of the West Virginia
Emergency Medical Services Retirement System (EMSRS)**

The following resolution was duly made and passed by no less than three-fifths vote of the governing body of

Jefferson County Commission on the
21st day of July, two thousand and 22.

Thereupon, it shall be the duty of the Clerk or Secretary to certify the determination of the county commission or political subdivision, including public corporations, in passing this resolution, to the Consolidated Public Retirement Board within ten (10) days after the final passage of this resolution by sending to said Board a certified copy of this resolution. A copy of the signed minutes wherein said resolution was approved shall be provided to the Consolidated Public Retirement Board within sixty (60) days after the final passage of this resolution.

BE IT RESOLVED that Jefferson County Commission, a county commission, political subdivision, or county 911 public safety answering point, including public corporations, does hereby elect to be a participant in the Emergency Medical Services Retirement System pursuant to Chapter 16, Article 5V, Section 31 of the West Virginia Code, and thereby will include all its emergency medical services officers and 911 personnel who are eligible for membership in the Emergency Medical Services Retirement System. The entity hereby agrees to pay pursuant to Chapter 16, Article 5V, Section 8 of the West Virginia Code its employer contributions, and withhold applicable employee contributions monthly and remit the same to the Emergency Medical Services Retirement System for all eligible employees hired on or after the first day of the month following the date of said Resolution. The entity understands that according to the West Virginia Code once it elects to participate in the Emergency Medical Services Retirement System, the action is final and it may not, at a later date, elect to terminate its participation in the plan.

I, Jacqueline C. Shadle, Clerk or Secretary of

Jefferson County Commission do hereby certify

that the above resolution is a true and correct copy taken from our records.

Clerk or Secretary
of Jefferson County Commission, Jefferson County, WV

(Public Corporations must attach a certified copy of the ordinance or charter provision creating said Public Corporation.)

Consolidated Public Retirement Board (CPRB) Plan Statistics

As of 7/1/2021	Public Employees (PERS)		Teachers' Defined Benefit (TRS)		Teachers' Defined Contribution (TDC)	State Police (Plan A)	State Police (Plan B)	Judges' System (JRS)		Deputy Sheriffs' (DSRS)	Emergency Medical Services (EMSRS)	Municipal Police & Firefighters (MPFRS)	Natural Resources Police Officers (NRPOS)	
	Tier I	Tier II	Tier I	Tier II				Tier I	Tier II					
Year Implemented	1961	2015	1941	2015	1991	1935	1994	1949	2005	1998	2008	2010	2021	
Active Members	22,268	13,308	23,564	11,549	2,648	4	606	18	61	1085	638	540	111	
Retirees	29,006	3	37,282	0	522	752	94	59	0	494	138	1	3	
Covered by Soc. Sec.	Yes		Yes		Yes	No	No	Yes		Yes	Yes	Unknown	Yes	
Out of State Svc. Credit	Yes		Yes		No	No	No	No		No	No	No	No	
% of Employer Contributions/ARC	10.00%		Per Actuary (NC+UAAL) 23.01% FY2022		7.50%	Per Actuary (NC+UAAL) 43.16% FY2022	28% of Base Pay	Per Actuary (NC+UAAL) \$742,000 FY2022		13.0% + Fees (0.68% fees FY2022)	10.50%	8.50%	12.00%	
% of Employee Contributions	4.50%	6.00%	6.00%		4.50%	9.00%	13% of Base Pay	7.00%		8.50%	8.50%	8.50%	9.50%	
Unfunded Accrued Liability (UAL)	\$196,389,000		\$2,754,980,000		N/A	(\$48,854,000)	(\$11,413,000)	(\$173,978,000)		\$39,540,000	(\$13,558,000)	(\$10,722,000)	\$2,847,000	
% Funded	97.5%		76.0%		N/A	106.1%	103.9%	263.1%		87.5%	112.8%	180.2%	89.8%	
Normal Retirement	Age 60 and 5 years of service or age 55 and age plus service equals 80	Age 62 and 10 years of service	Age 60 and 5 years of service or age 55 and 30 years or any age and 35 years	Age 62 and 10 years of service	Age 55 and 12 years of service	25 years of service or age 50 and 20 years or age 62 and 10 years	Age 50 and 25 years of service or age 52 and 20 years or age 62 and 10 years	24 years of service or age 65 and 16 years		Age 50 and age plus service equals 70 or age 60 and 5 years or, if not working, age 62 and 5 years	Age 50 and age plus service equals 70 or age 60 and 10 years or age 62 and 5 years	Age 50 and age plus service equals 70 or age 60 and 10 years or age 62 and 5 years	Age 55 and age plus service equals 70 or age 55 and 15 years or, if not working, age 62 and 10 years	
Retirement Benefits	(2.0% of FAS) x (Years of Service)		(2.0% of FAS) x (Years of Service)		Vested assets in both EE & ER contributions and net earnings	5.5% of total salary earned as employee	(3.00% of FAS) x (Years of Service)	75% of current salary of sitting judges	75% of FAS	(2.50% of FAS) x (Years of Service)	· 2.75% of FAS for 1-20 yrs of svc. · 2.0% of FAS for 21-25 yrs of svc. · 1.5% of FAS for yrs over 25 with max of 90%	· 2.6% of FAS for 1-20 years of svc. · 2.0% of FAS for 21-25 years of svc. · 1.0% of FAS for 26-30 years of svc.	Retirements effective on or before 7/1/2025 (2.250% of FAS) x (Years of Service)	Retirements effective on or after 8/1/2025 (2.50% of FAS) x (Years of Service)
Final Average Salary (FAS)	36 highest consecutive months out of last 15 years of earnings	60 highest consecutive months out of last 15 years of earnings	5 highest plan years out of last 15 years of earnings		Vesting: 33.33% at 6 years 66.67% at 9 years 100% at 12 years	N/A	5 highest calendar years out of last 10 years of service	N/A	36 highest consecutive months	5 highest consecutive plan years out of the last 10 years of earnings	5 highest consecutive plan years out of last 10 years of earnings	5 highest consecutive plan years out of last 10 years of earnings	5 highest consecutive plan years out of the last 10 years of earnings	
COLA	No		No		No	3.75%	1.00%	No		No	No	No	No	
Credit for Military Service	Yes - Credit for up to 5 years	Yes - May purchase up to 5 years	Yes - Credit for up to 10 years or 25% of total service	Yes - May purchase up to 5 years	Service under USERRA only	Yes - Credit for up to 5 years after 20 years of service	Yes - Credit for up to 5 years after 20 years of service	Yes - Credit for up to 5 years		Yes - Credit for up to 5 years	Yes - Credit for up to 5 years	Yes - Credit for up to 2 years. May purchase 1 additional year.	Yes - Credit for up to 5 years	
Disability Benefits	Yes - After 10 years of service for non-work related disability		Yes - After 10 years of service or 5 years of service for student violence		Yes - No minimum service	Any Age & Any Service	Any Age & Any Service	Yes - After 10 years of service or age 65 with 6 years		Any Age & Any Service	Yes - After 10 years of service for non- duty disability	Yes - After 10 years of service for non- duty disability	Yes - After 10 years of service for non-duty disability	
Interest Rate Assumption	7.25%		7.25%		N/A	7.25%	7.25%	7.25%		7.25%	7.25%	7.25%	7.25%	
Projected Amortization	by 6/30/2035		by 6/30/2034		N/A	N/A	N/A	N/A		by 6/30/2029	N/A	N/A	by 6/30/2051	

CPRB Retirement Plans - Running Statistics

PLAN NAME	PLAN YEAR	ACTIVES		VESTED TERMS.		NON -VESTED TERMS.		RETIREES		UAL (in millions)	% FUNDED *	MKT. VALUE ASSETS (in millions)	
		TIER I	TIER II	TIER I	TIER II	TIER I	TIER II	TIER I	TIER II				
PERS													
	7/1/2018	27,284	7,481	4,625	1	15,920	3,554	27,568	0	\$494.83	92.9%	\$6,508.77**	
	7/1/2019	25,448	10,060	4,747	0	15,318	4,760	28,033	0	\$445.11	93.9%	\$6,792.29**	
	7/1/2020	23,893	11,888	4,917	1	14,892	6,121	28,449	1	\$377.51	95.0%	\$7,129.02**	
	7/1/2021	22,268	13,308	4,926	3	14,674	7,774	29,006	3	\$196.39	97.5%	\$7,745.85**	
TRS													
	7/1/2018	27,540	5,634	3,169	0	3,723	1,528	36,394	0	\$3,280.14	69.6%	\$7,497.89**	
	7/1/2019	26,314	7,794	2,983	0	3,518	1,670	36,652	0	\$3,163.02	71.1%	\$7,788.48**	
	7/1/2020	25,046	9,707	3,038	0	3,282	1,910	36,797	0	\$3,038.52	72.8%	\$8,116.33**	
	7/1/2021	23,564	11,549	2,919	0	3,133	2,186	37,282	0	\$2,754.98	76.0%	\$8,740.20**	
TDC													
	7/1/2018		3,407		N/A		N/A		336***	N/A	N/A	\$515.30	
	7/1/2019		3,317		N/A		N/A		414***	N/A	N/A	\$549.65	
	7/1/2020		3,214		N/A		N/A		455***	N/A	N/A	\$582.99	
	7/1/2021		2,648		N/A		N/A		522***	N/A	N/A	\$703.29	
STATE POLICE PLAN A													
	7/1/2018		20		4		1		759	\$72.17	90.4%	\$682.80	
	7/1/2019		6		4		1		765	\$77.30	89.9%	\$689.82	
	7/1/2020		4		3		1		759	\$97.52	87.4%	\$675.60	
	7/1/2021		4		2		1		752	(\$48.85)	106.1%	\$851.53	
STATE POLICE PLAN B													
	7/1/2018		570		17		125		33	(\$3.27)	101.8%	\$188.92	
	7/1/2019		613		19		137		40	\$18.53	91.8%	\$207.10	
	7/1/2020		626		17		134		59	\$29.05	88.4%	\$220.57	
	7/1/2021		606		20		138		94	(\$11.41)	103.9%	\$301.16	
JRS													
	7/1/2018		23	51	0	0	1	2	57	1	(\$94.27)	185.5%	\$204.49
	7/1/2019		20	57	2	0	0	0	59	0	(\$102.18)	192.3%	\$212.65
	7/1/2020		19	58	2	0	0	0	59	0	(\$116.89)	218.3%	\$215.69
	7/1/2021		18	61	1	0	0	0	59	0	(\$173.98)	263.1%	\$280.66
DSRS													
	7/1/2018		1,050		114		246		403	\$19.00	92.1%	\$220.51	
	7/1/2019		1,081		119		267		432	\$27.09	89.6%	\$233.66	
	7/1/2020		1,086		119		275		456	\$30.04	89.2%	\$247.78**	
	7/1/2021		1,085		121		308		494	\$39.54	87.5%	\$277.32**	
EMSRS													
	7/1/2018		577		61		221		102	(\$3.73)	104.9%	\$79.30	
	7/1/2019		587		67		263		120	(\$2.39)	102.9%	\$84.97	
	7/1/2020		611		70		299		130	\$1.69	98.1%	\$89.01	
	7/1/2021		638		77		342		138	(\$13.56)	112.8%	\$119.22	
MPFRS													
	7/1/2018		332		2		97		1	(\$3.28)	168.3%	\$8.08	
	7/1/2019		370		7		131		1	(\$4.93)	177.5%	\$11.30	
	7/1/2020		436		6		149		1	(\$5.94)	166.5%	\$14.89	
	7/1/2021		540		11		199		1	(\$10.72)	180.2%	\$24.10	
NRPORS	7/1/2021		111		4		3		3	\$2.85	89.8%	\$25.01	
TOTALS as of 7/1/2021			76,400		8,084		28,758		68,354	\$2,735.24		\$19,068.34	

* Plan assets as a percent of Actuarial Accrued Liabilities

**Actuarial Value Asset under 4 Year Asset Smoothing

***Receiving Periodic Payment Distribution

The materials contained herein are intended for general guidance purposes only. In the event there is a discrepancy between information contained here and the WV State Code and Rules, the language in the Code and Rules shall prevail.



Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023006- 00 FY 2023

Acct No:
207996.445900
Review:
Buyer:
Status: Allocated

Vendor 33-1147581
BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMP
181 KEYS GAP ROAD

HARPERS FERRY, WV 25425

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/18/22	011020				COUNTY COMMISSION
LN	Description / Account	Qty	Unit Price	Net Price	
001	2019 Ford F-550 Ambulance VIN 1FDUF5HT7KDA22645	1.00 EACH	195490.00000	195490.00	
	1 207996.445900		195490.00		
002	1 Stretcher	1.00 EACH	17072.00000	17072.00	
	1 207996.445902		17072.00		
003	1 Monitor SN 43924462	1.00 EACH	27188.00000	27188.00	
	1 207996.445900		27188.00		
004	1 Lucas SN 3517 2747	1.00 EACH	10589.00000	10589.00	
	1 207996.445902		10589.00		
005	Stair Chair SN 130941309	1.00 EACH	2428.00000	2428.00	
	1 207715.434100		2428.00		



Bill To COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTYWV.ORG	Requisition 00023006-00 FY 2023 Acct No: 207996.445900 Review: Buyer: Status: Allocated
--	---

Vendor 33-1147581 BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMP 181 KEYS GAP ROAD HARPERS FERRY, WV 25425	Ship To COUNTY COMMISSION 124 EAST WASHINGTON ST PO BOX 250 CHARLES TOWN, WV 25414 INFO@JEFFERSONCOUNTYWV.ORG
---	---

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/18/22	011020				COUNTY COMMISSION

LN Description / Account	Qty	Unit Price	Net Price
006 Supplies and Small Equipment	1.00	14369.00000	14369.00
1 207715.434100		14369.00	
007 Supply room inventory	1.00	22864.00000	22864.00
1 207715.434100		22864.00	

[Requisition Link](#) Requisition Total 290000.00

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
207715.434100	39661.00	.00
AMBULANCE AUTHORITY		
207996.445900	222678.00	.00
AMBULANCE AUTHORITY CAP OUTLAY		
207996.445902	27661.00	.00
AMBULANCE AUTHORITY CAP OUTLAY		

MATERIALS AND SUPPLIES
 CAPITAL OUTLAY-EQUIPMENT
 EQUIPMENT-OTHER /NON-VEHICLES

Blue Ridge		A5-1			
Line	Description	Replacement (new retail)	Value	Offer	Notes
1	Ambulance		\$ 155,000		
2	PowerLoad System	\$ 25,976	\$ 20,781		
3	Stretcher	\$ 28,454	\$ 17,072		
4	Monitor	\$ 45,314	\$ 27,188		SN:43924462
5	Lucas	\$ 17,649	\$ 10,589		SN:3517 2747
6	Stair Chair	\$ 4,046	\$ 2,428		SN:130941309
7	Supplies / Small Equipment	\$ 14,369	\$ 14,369		
Adjustments					
Total			\$ 247,427	\$ 267,136	
		PowerLoad valued at	80%		of replacement cost.
		Equipment valued at	60%		of replacement cost.
		Supplies valued at	100%		of replacement cost.

Blue Ridge		Supplies/Equip in Stockroom			
Line	Description	Replacement (new retail)	Value	Offer	Notes
1	Supply room inventory	\$ 22,864	\$ 22,864		
Adjustments					
Total			\$ 22,864	\$ 22,864	

Grand Total Offer

\$ 290,000

Reg 23006
V. 11020

Blue Ridge



Valu-Rite® DCI2292281
UnderWriting Report UV2292281

Client & Claim Information

Client: **Jefferson County Emergency Services Agency**
Account #: **6597**
Adjuster: **Bob Burner**
Submitted By: **Bob Burner**
Requested: **Jun 22, 2022 2:34 AM**

Valuator: **Mike Didrickson**

Claim: **A5-1**
Customer Ref: **Ambulance 5-1**
Owner: **Blue Ridge Mtn VFD**
Location:
Harpers Ferry, WV 25425
Vehicle: **2019 Ford F-550**
VIN: **1FDUF5HT7KDA22645**
Mileage: **27657**
Loss Date: **Jun 22, 2022**
Type: **Appraisal**

Valuation Summary

Fair Market Valuation	\$155,000.00
+ Unique Customizations	
- Prior Damage/Other Deductions:	
- Deductible:	
Adjusted Market Valuation	\$155,000.00

Valuation Comments

Loss is a 2019 Ford F-550 Regular Cab.

DCI used Standard/Average for options/equipment not provided.

No additional repairs, refurbishments, or accessories were submitted for the loss.

Search limited to like make, and model.

Search expanded beyond local markets, and model years, to find comparable units for sale.
*Furthest comparable/quoted asset used is 996 miles from the loss.

Due to limited or no availability of comparable vehicles for sale, DCI contacted qualified licensed Dealer(s) for Price Quotation(s).

Valuation Methodology

DCI Solution's *Valu-Rite®* Report reflects its opinion as to the market value of the loss vehicle/asset based upon the information provided by client and/or insured and does not warrant the accuracy of such information as provided. This valuation and said process meets the *Uniform Standards of Professional Appraisal Practices (USPAP)*.

Our methodology to determine such market value incorporates the search and comparison to "like" vehicle/assets, for sale or having recently been sold, and/or dealer quotations, and/or previously valued vehicle/assets in the DCI Solution database, in the market area. "Like" vehicle/assets are determined by a number of factors including but not limited to year, make, and model.

Adjustments (Price Factors) are made for variances between the Loss vehicle/asset and Comparable vehicle/assets, which may include but are not limited to Mileage/Hours, Equipment/Accessories, Model Year, Condition, Refurbishments, and Unique Customizations. These Price Factor adjustments are made on a line-by-line basis, calculated so that each vehicle is adjusted to a "standard/average" vehicle for comparison purposes. This includes mileage and all standard equipment.

If no information has been provided on certain price factors, DCI Solution will use average/standard options. When model year variances are necessary, adjustments will be made at each non-standard option level and at the Model level for all standard options. Industry standards and resources are used for all valuations.

The valuation does not include tax or prior damage unless so stated and provided or requested by client. The sales tax rate, if provided by DCI Solution, is the general sales tax rate and DCI makes no representations or warranties concerning the accuracy of such sales tax information. Title and licensing fees are not included.

This report contains proprietary information of DCI Solution and shall not be disclosed to any third party (other than the insured or claimant) without DCI Solution's prior written consent.

DCI Solution certifies, to the best of its knowledge and belief: 1) the statements of fact contained in this report are true and correct; 2) the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and our impartial and unbiased professional analyses, opinions, and conclusions; 3) it has no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved; 4) it has no bias with respect to the property that is the subject of this report or to the parties involved with this assignment; 5) engagement in this assignment was not contingent upon developing or reporting predetermined results; 6) compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal; 7) analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice; 8) it has not made a personal inspection of the property that is the subject of this report; 9) Name(s) and signature(s) are on file.



Vehicle Description & VIN Decoding

Vehicle/Asset

Overview

Model Year	2019
Make	Ford
Model	F-550
Overall Condition	4 - Above Average
GVWR Class	Class 5: 16,001-19,500 lb
Odometer	Miles
Series	F Series Super Duty
Body Type	Regular Cab

Emergency Make/Model/Type

Type	Ambulance Type I
------	------------------

Powertrain

Engine

Engine Manufacturer	Ford
Engine Type	V8, 6.7L; Turbo
Fuel Type	Diesel
Drive Line Type	4x4; Dual Rear Wheels
Engine Condition	5 - Excellent

Transmission

Transmission Type	Automatic
Transmission Condition	5 - Excellent

Tires/Axles

Tires

Front Tire Tread Remaining	New (2 Tires)
Rear Tire Tread Remaining	New (4 Tires)

Interior Features

Trim and Interior Extras

Interior Condition	4 - Above Average
--------------------	-------------------

Electronics/Power Accessories

Sound

System/Communications

Audio System	Standard Audio System
2 Way Radio	2 Way Radio

Power Accessories



Backup Camera Systems	Rear View Camera
Restraint System	Active Belts-Manual; Dual Air Bags-Front; Side Air Bag-1st Row
Other Vehicle Options/Upgrades	
Other Options/Upgrades	
Other Options/Upgrades	Comments

Comparable Vehicles

	<i>Appraised Vehicle</i> 1FDUF5HT7KDA22645	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Harpers Ferry, WV 25425	Camp Hill, PA 17011 (78 mi)	Union Grove, AL 35175 (588 mi)	Rock Rapids, IA 51246 (996 mi)
Owner	Blue Ridge Mtn VFD	Pilip Ambulances (267) 243-3697	Brindlee Mountain 866-285-9305	Arrow Manufacturing (800) 743-3157
Source	<i>DCI Solution</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>
Stock Number		Ross Pilip	Johnathan Watts	Mark Radtke
Market Value:	\$155,000.00	\$157,000.00	\$153,000.00	\$155,000.00
Total Adjustments:		(\$148.15)	\$148.15	\$0.00
Adjusted Value:		\$156,851.85	\$153,148.15	\$155,000.00

Vehicle/Asset

Overview

	2019	2019	2019	2019
Model Year	2019	2019	2019	2019
Make	Ford	Ford	Ford	Ford
Model	F-550	F-550	F-550	F-550
Overall Condition	4 - Above Average	4 - Above Average (\$92.59)	4 - Above Average \$92.59	4 - Above Average
GVWR Class	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb
Odometer	27657 Miles	27657 Miles	27657 Miles	27657 Miles
Series	F Series Super Duty	F Series Super Duty	F Series Super Duty	F Series Super Duty
Body Type	Regular Cab	Regular Cab	Regular Cab	Regular Cab

Emergency

Make/Model/Type

Type	Ambulance Type I	Ambulance Type I	Ambulance Type I	Ambulance Type I

Powertrain

Engine

	Ford	Ford	Ford	Ford
Engine Manufacturer	Ford	Ford	Ford	Ford
Engine Type	V8, 6.7L; Turbo	V8, 6.7L; Turbo	V8, 6.7L; Turbo	V8, 6.7L; Turbo
Fuel Type	Diesel	Diesel	Diesel	Diesel
Drive Line Type	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels
Engine Condition	5 - Excellent	5 - Excellent (\$37.04)	5 - Excellent \$37.04	5 - Excellent

Transmission

	Automatic	Automatic	Automatic	Automatic
Transmission Type	Automatic	Automatic	Automatic	Automatic
Transmission Condition	5 - Excellent	5 - Excellent	5 - Excellent	5 - Excellent



Valu-Rite® DCI2292281

UnderWriting Report UV2292281

	<i>Appraised Vehicle</i> 1FDUF5HT7KDA22645	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Harpers Ferry, WV 25425	Camp Hill, PA 17011 (78 mi)	Union Grove, AL 35175 (588 mi)	Rock Rapids, IA 51246 (996 mi)
Owner	Blue Ridge Mtn VFD	Pilip Ambulances (267) 243-3697	Brindlee Mountain 866-285-9305	Arrow Manufacturing (800) 743-3157
Source	DCI Solution	Dealer Quotes	Dealer Quotes	Dealer Quotes
Stock Number		Ross Pilip	Johnathan Watts	Mark Radtke
Market Value:	\$155,000.00	\$157,000.00	\$153,000.00	\$155,000.00
Total Adjustments:		(\$148.15)	\$148.15	\$0.00
Adjusted Value:		\$156,851.85	\$153,148.15	\$155,000.00

Tires/Axles

Tires

Front Tire Tread Remaining	New (2 Tires)	New (2 Tires)	New (2 Tires)	New (2 Tires)
Rear Tire Tread Remaining	New (4 Tires)	New (4 Tires)	New (4 Tires)	New (4 Tires)

Interior Features

Trim and Interior Extras

Interior Condition	4 - Above Average	4 - Above Average (\$18.52)	4 - Above Average \$18.52	4 - Above Average
--------------------	-------------------	--------------------------------	------------------------------	-------------------

Electronics/Power Accessories

Power Accessories

Backup Camera Systems	Rear View Camera	Rear View Camera	Rear View Camera	Rear View Camera
Restraint System	Active Belts-Manual; Dual Air Bags-Front; Side Air Bag-1st Row	Active Belts-Manual; Dual Air Bags-Front; Side Air Bag-1st Row	Active Belts-Manual; Dual Air Bags-Front; Side Air Bag-1st Row	Active Belts-Manual; Dual Air Bags-Front; Side Air Bag-1st Row

Sound System/Communications

Audio System	Standard Audio System	Standard Audio System	Standard Audio System	Standard Audio System
2 Way Radio	2 Way Radio	2 Way Radio	2 Way Radio	2 Way Radio

Other Vehicle Options/Upgrades

Other Options/Upgrades

Other Options/Upgrades	Comments



Bill To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV
 25414
 INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023007-00 FY 2023

Acct No:
 207996.445900
 Review:
 Buyer:
 Status: Allocated

Vendor 55-6019816
 INDEPENDENT FIRE COMPANY
 200 W 2ND AVE

Ship To
 COUNTY COMMISSION
 124 EAST WASHINGTON ST
 PO BOX 250
 CHARLES TOWN, WV 25414
 INFO@JEFFERSONCOUNTYWV.ORG

RANSON, WV 25438

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/18/22	018002				COUNTY COMMISSION
LN	Description / Account	Qty	Unit Price	Net Price	
001	2021 Ford F-550 Ambulance VIN 1FDUF5HT6MEC12305	1.00 EACH	301837.00000	301837.00	
1	207996.445900		301837.00		
002	2013 RAM 4500 Chassis Ambulance VIN 3C7WRLCL6DG552677	1.00 EACH	100081.00000	100081.00	
1	207996.445900		100081.00		
003	Stretcher	1.00 EACH	22691.00000	22691.00	
1	207996.445902		22691.00		
004	Stretcher	1.00 EACH	19108.00000	19108.00	
1	207996.445902		19108.00		
005	2-Monitors	2.00 EACH	27188.00000	54376.00	
1	207996.445902		54376.00		



Bill To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV
25414
INFO@JEFFERSONCOUNTYWV.ORG

Requisition 00023007-00 FY 2023

Acct No:
207996.445900
Review:
Buyer:
Status: Allocated

Vendor 55-6019816
INDEPENDENT FIRE COMPANY
200 W 2ND AVE

Ship To
COUNTY COMMISSION
124 EAST WASHINGTON ST
PO BOX 250
CHARLES TOWN, WV 25414
INFO@JEFFERSONCOUNTYWV.ORG

RANSON, WV 25438

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/18/22	018002				COUNTY COMMISSION
LN	Description / Account	Qty	Unit Price	Net Price	
006	2-Lucas'	2.00 EACH	10589.00000	21178.00	
	1 207996.445902		21178.00		
007	2-Stair Chairs	2.00 EACH	2428.00000	4856.00	
	1 207715.434100		4856.00		
008	2-Supplies and small equipment	2.00 EACH	14369.00000	28738.00	
	1 207715.434100		28738.00		
009	Supply room inventory	1.00 EACH	16239.00000	16239.00	
	1 207715.434100		16239.00		

Independent		A4-2021 Ford F-550			
Line	Description	Replacement (new retail)	Value	Agreed upon value	Notes
1	Ambulance		\$ 259,025	\$ 271,343	Full value-6 mos old
2	PowerLoad System	\$ 25,976	\$ 20,781	\$ 30,494	Full value-6 mos old
3	Stretcher	\$ 28,454	\$ 17,072	\$ 22,691	95% value of \$23,885-Purch Price
4	Monitor	\$ 45,314	\$ 27,188	\$ 27,188	
5	Lucas	\$ 17,649	\$ 10,589	\$ 10,589	
6	Stair Chair	\$ 4,046	\$ 2,428	\$ 2,428	
7	Supplies / Small Equipment	\$ 14,369	\$ 14,369	\$ 14,369	
Adjustments					
Total			\$ 351,452	\$ 379,102	Increase amount 27,649
PowerLoad valued at		80%	of replacement cost.		
Equipment valued at		60%	of replacement cost.		
Supplies valued at		100%	of replacement cost.		

Independent		A4-1-2013 Ram 4500 Chas			
Line	Description	Replacement (new retail)	Value	Agreed upon value	Notes
1	Ambulance		\$ 75,081	\$ 75,081	
2	PowerLoad System	\$ 25,976	\$ 20,781	\$ 25,000	~81% of \$30,494-Purch Price
3	Stretcher	\$ 28,454	\$ 17,072	\$ 19,108	80% of \$23,885-Purch price
4	Monitor	\$ 45,314	\$ 27,188	\$ 27,188	
5	Lucas	\$ 17,649	\$ 10,589	\$ 10,589	
6	Stair Chair	\$ 4,046	\$ 2,428	\$ 2,428	
7	Supplies / Small Equipment	\$ 14,369	\$ 14,369	\$ 14,369	
Adjustments					
Total			\$ 167,508	\$ 173,763	Increase amount 6,255
PowerLoad valued at		80%	of replacement cost.		
Equipment valued at		60%	of replacement cost.		
Supplies valued at		100%	of replacement cost.		

Independent		Supplies/Equip In Stockroom		
Line	Description	Replacement (new retail)	Value	Notes
1	Supply room inventory	\$ 16,239	\$ 16,239	**Need this info
Adjustments				
Total			\$ 16,239	

Reg 23007
V.18002

Client & Claim Information

Client	Jefferson County Emergency Services Agency	Class	A4
Account #	6597	Claiming Policy	Ambulance 4
Adjuster	Bob Burner	Carrier	Independent Fire Co.
Authorized By	Bob Burner	City/State	Ranson, WV 25438
Report Date	May 26, 2022 6:50 AM	Vehicle	2021 Ford F-550
		VIN	1FDUF5HT6MEC12305
Appraiser	Mike Didrickson	MPN	6249
		Loss Date	May 26, 2022
		Service	Appraisal

Valuation Summary

Fair Market Valuation	\$251,500.00
	\$7,525.00
Adjusted Market Valuation	\$259,025.00

Valuation Comments

Loss is a 2021 Ford F-550 Regular Cab.

DCI used Standard/Average for options/equipment not provided.

No additional repairs, refurbishments, or accessories were submitted for the loss.

Some condition ratings were submitted in higher than Average conditions.

Search limited to like make, and model.

Search expanded beyond local markets, and model years, to find comparable units for sale.
*Furthest comparable/quoted asset used is 992 miles from the loss.

Due to limited or no availability of comparable vehicles for sale, DCI contacted qualified licensed Dealer(s) for Price Quotation(s).

DCI has added \$1,950 for the brush guard bumper, \$1,400 for the air horns and compressor, \$1,150 for the Tomar Traffic Emitter, \$2,325 for the Zico O2 quick release oxygen tank lift system, and \$700, for the Grover 21" Bumper, for a total of \$7,525 to customizations.

Vehicle Description & VIN Decoding

Vehicle/Asset

Overview

Model Year	2021
Make	Ford
Model	F-550
Overall Condition	5 - Excellent
GVWR Class	Class 5: 16,001-19,500 lb
Odometer	Miles
Trim Level	XLT
Series	F Series Super Duty
Body Type	Regular Cab

Emergency Make/Model/Type

Type	Ambulance Type I
Manufacturer	PL Custom

Powertrain

Engine

Engine Manufacturer	Ford
Engine Type	V8, 6.7L; Turbo
Fuel Type	Diesel
Drive Line Type	4x4; Dual Rear Wheels
Engine Condition	5 - Excellent

Transmission

Transmission Type	Automatic
Transmission Condition	5 - Excellent

Tires/Axles

Tires

Front Tire Tread Remaining	90% (2 Tires)
Rear Tire Tread Remaining	90% (4 Tires)

Interior Features

Trim and Interior Extras

Interior Condition	5 - Excellent
--------------------	---------------

Electronics/Power Accessories

Sound

System/Communications

Audio System	Standard Audio System
--------------	-----------------------

Comparable Vehicles

	<i>Appraised Vehicle</i> 1FDUF5HT6MEC12305	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Ranson, WV 25438	Camp Hill, PA 17011 (81 mi)	Union Grove, AL 35175 (583 mi)	Rock Rapids, IA 51246 (992 mi)
Owner	Independent Fire Co.	Pilip Ambulances (267) 243-3697	Brindlee Mountain Fire App 256-498-0188	Arrow Manufacturing 712-472-3157
Source	<i>DCI Solution</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>
Stock Number		Ross Pilip	Johnathan Watts	Mark Radtke
Market Value:	\$251,500.00	\$253,000.00	\$250,000.00	\$251,500.00
Total Adjustments:		<i>(\$160.71)</i>	<i>\$160.71</i>	<i>\$0.00</i>
Adjusted Value:		\$252,839.29	\$250,160.71	\$251,500.00

Vehicle/Asset
Overview

Model Year	2021	2021	2021	2021
Make	Ford	Ford	Ford	Ford
Model	F-550	F-550	F-550	F-550
Overall Condition	5 - Excellent	5 - Excellent <i>(\$133.93)</i>	5 - Excellent <i>\$133.93</i>	5 - Excellent
GVWR Class	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb	Class 5: 16,001- 19,500 lb
Odometer	6249 Miles	6249 Miles	6249 Miles	6249 Miles
Trim Level	XLT	XLT	XLT	XLT
Series	F Series Super Duty	F Series Super Duty	F Series Super Duty	F Series Super Duty
Body Type	Regular Cab	Regular Cab	Regular Cab	Regular Cab

**Emergency
Make/Model/Type**

Type	Ambulance Type I	Ambulance Type I	Ambulance Type I	Ambulance Type I
Manufacturer	PL Custom	PL Custom	PL Custom	PL Custom

Powertrain
Engine

Engine Manufacturer	Ford	Ford	Ford	Ford
Engine Type	V8, 6.7L; Turbo	V8, 6.7L; Turbo	V8, 6.7L; Turbo	V8, 6.7L; Turbo
Fuel Type	Diesel	Diesel	Diesel	Diesel
Drive Line Type	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels	4x4; Dual Rear Wheels
Engine Condition	5 - Excellent	5 - Excellent <i>(\$26.79)</i>	5 - Excellent <i>\$26.79</i>	5 - Excellent

Transmission

Transmission Type	Automatic	Automatic	Automatic	Automatic
Transmission Condition	5 - Excellent	5 - Excellent	5 - Excellent	5 - Excellent

Your AutoCheck Vehicle History Report

Report run: 05/30/2022 12:55:46 EDT



2021 Ford F-550 Super Duty
Regular Cab Chassis (6.7L V8 Diesel)

VIN: 1FDUF5HT6MEC12305
Class: Medium/Heavy Truck
Country of Assembly: United States

This vehicle is not AutoCheck Assured™

DISQUALIFIED

This vehicle is not AutoCheck Assured™ due to a state title brand or other major problems reported.

YOUR VEHICLE AT A GLANCE

No Score Available

The patented AutoCheck score predicts the likelihood a car will be on the road in 5 years. It compares vehicles of similar age and class based on a scale of 1-100. The AutoCheck score is based on a proprietary model to help you understand a vehicle's predicted reliability as it pertains to age, number of owners, accidents and other vehicle history factors.

- ✓ No State Title Brand Reported
- ✓ No Accident Reported
No Air Bag Deployed
- ✓ No Other Damage Reported
- ✓ No Specific Event Reported
- ✓ No Odometer Problem(s) Reported
Last Odometer Reading: 8,325
- ! Open Recall(s) Reported (1)



ONE OWNER

Calculated Owners: 1

- No non-title flood damaged record
- No history junk or scrapped record
- No auction rebuilt or rebuildable record
- No salvage auction record
- No damaged or major damage incident record
- No structural damage or structural alteration record
- No recycling facility record
- No crash test record

Other Title Brand And Specific Event Check

Your Vehicle Checks Out: No Non major state title brand(s) and/or additional significant event(s) has been reported to AutoCheck

0 Event(s) Reported

Vehicle Events Checked

- No Insurance Loss record
- No Title to an insurance company record
- No Auction Lemon/Manufacturer Buyback record
- No abandoned title record
- No grey market title record
- No loan lien record(s)
- No reposessed record
- No corrected title record
- No duplicate title record
- No theft record(s)

Odometer Check

Your Vehicle Checks Out: No odometer brands rollbacks rollover or tampering has been reported to AutoCheck from state Division of Motor Vehicles (DMV) or auction sources. AutoCheck also examined the sequence of reported odometer readings to determine if there are any potential discrepancies.

- State title odometer check
- Auction odometer check
- Odometer calculation check

0 Problem(s) Reported

Mileage

Date Reported Other



8,325

11/03/2021



Valu-Rite® DCI2290705

UnderWriting Report UV2290705

Client & Claim Information

Client	Jefferson County Emergency Services Agency	Code	A4-1
Address	6597	Vehicle Type	Ambulance 4-1
Owner	Bob Burner	Company	Independent Fire Co
Insured By	Bob Burner	Location	Shepherdstown, WV 25443
Requested	May 26, 2022 8:55 AM	Year	2013 Ram Ram 4500 Chassis
		VIN	3C7WRLCL6DG552677
		MI	89000
Appraiser	Mike Didrickson	Effective Date	May 26, 2022
		Appraisal	

Valuation Summary

Fair Market Valuation	\$69,330.92
	\$5,750.00
Adjusted Market Valuation	\$75,080.92

Valuation Comments

Loss is a 2013 Ram Ram 4500 Chassis 2 Door Regular Cab

DCI used Standard/Average for options/equipment not provided.

No additional repairs, refurbishments, or accessories were submitted for the loss.

Some condition ratings were submitted in higher than Average conditions.

Search limited to like make, and model.

Search expanded beyond local markets, and model years, to find comparable units for sale.
*Furthest comparable/quoted asset used is 990 miles from the loss.

Due to limited or no availability of comparable vehicles for sale, DCI contacted qualified licensed Dealer(s) for Price Quotation(s).

DCI has added \$500 for the Grover 21" Bumper, \$1,000 for the air horns with separate air compressor, \$850 for the Tomar Traffic Emitter, \$3,400 for the UltraRide rear air suspension, for a total of \$5,750 to customizations. All other options are considered in the file.

Vehicle Description & VIN Decoding

Vehicle/Asset

Overview

Model Year	2013
Make	Ram
Model	Ram 4500 Chassis
Overall Condition	5 - Excellent
GVWR Class	Class 5: 16,001-19,500 lb
Odometer	Miles
Trim Level	SLT (Ram)
Series	4500
Body Type	2 Door Cab; Regular; Long Wheelbase

Emergency Make/Model/Type

Type	Ambulance Type I
Manufacturer	PL Custom

Powertrain

Engine

Engine Manufacturer	Cummins
Engine Type	L6, 6.7L; Turbo
Fuel Type	Diesel
Drive Line Type	4WD; Dual Rear Wheels
Engine Condition	5 - Excellent

Transmission

Transmission Type	Automatic
Transmission Condition	5 - Excellent

Tires/Axles

Tires

Front Tire Tread Remaining	80% (2 Tires)
Rear Tire Tread Remaining	80% (4 Tires)

Interior Features

Trim and Interior Extras

Interior Condition	5 - Excellent
--------------------	---------------

Electronics/Power Accessories

Sound

System/Communications

Audio System	Standard Audio System
--------------	-----------------------

Comparable Vehicles

	<i>Appraised Vehicle</i> 3C7WRLCL6DG552677	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}	<i>Comp</i> {UNKNOWN}
Location	Shepherdstown, WV 25443	Camp Hill, PA 17011 (73 mi)	Union Grove, AL 35175 (590 mi)	Rock Rapids, IA 51246 (990 mi)
Owner	Independent Fire Co	Pilip Ambulances (267) 243-3697	Brindlee Mountain Fire App (256) 498-0188	Arrow Manufacturing 712-472-3157
Source	<i>DCI Solution</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>	<i>Dealer Quotes</i>
Stock Number		Ross Pilip	Johnathan Watts	Mark Radtke
Market Value:	\$69,330.92	\$60,000.00	\$62,000.00	\$64,000.00
Total Adjustments		\$7,330.92	\$7,330.92	\$7,330.92
Adjusted Value:		\$67,330.92	\$69,330.92	\$71,330.92

Vehicle/Asset
Overview

Model Year	2013	2013	2013	2013
Make	Ram	Ram	Ram	Ram
Model	Ram 4500 Chassis	Ram 4500 Chassis	Ram 4500 Chassis	Ram 4500 Chassis
Overall Condition	5 - Excellent	3 - Average \$6,109.10	3 - Average \$6,109.10	3 - Average \$6,109.10
GVWR Class	Class 5: 16,001-19,500 lb	Class 5: 16,001-19,500 lb	Class 5: 16,001-19,500 lb	Class 5: 16,001-19,500 lb
Odometer	89000 Miles	89000 Miles	89000 Miles	89000 Miles
Trim Level	SLT (Ram)	SLT (Ram)	SLT (Ram)	SLT (Ram)
Series	4500	4500	4500	4500
Body Type	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase	2 Door Cab; Regular; Long Wheelbase

Emergency Make/Model/Type

Type	Ambulance Type I	Ambulance Type I	Ambulance Type I	Ambulance Type I
Manufacturer	PL Custom	PL Custom	PL Custom	PL Custom

Powertrain
Engine

Engine Manufacturer	Cummins	Cummins	Cummins	Cummins
Engine Type	L6, 6.7L; Turbo	L6, 6.7L; Turbo	L6, 6.7L; Turbo	L6, 6.7L; Turbo
Fuel Type	Diesel	Diesel	Diesel	Diesel
Drive Line Type	4WD; Dual Rear Wheels	4WD; Dual Rear Wheels	4WD; Dual Rear Wheels	4WD; Dual Rear Wheels
Engine Condition	5 - Excellent	3 - Average \$1,221.82	3 - Average \$1,221.82	3 - Average \$1,221.82

Transmission

Transmission Type	Automatic	Automatic	Automatic	Automatic
Transmission Condition	5 - Excellent	3 - Average	3 - Average	3 - Average



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice: **August 4, 2022**

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

- 1. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.**
- 2. Discussion of Jefferson County Circuit Court Civil Action No. 22-C-48.**
- 3. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.**
- 4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.**
- 5. 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).**

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Steve Stolipher, Vice President

Department or Organization: **County Commission Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **July 21, 2022**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Safe Roads Grant Program – WVDOH Traffic Impact Study for Intersection of Rose Hill Drive with WV 51**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

✚ I move to approve the Exoneration for ticket # _____ as presented by the Assessor.

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

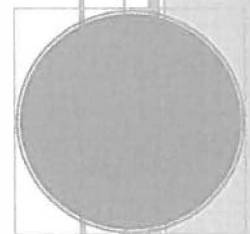
not applicable

ANNUAL REPORT FOR PLANNING AND ZONING

FY 2022 (July 1, 2021 – June 30, 2022)

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on July 12, 2022.



**FY 2022 Annual Report for Planning and Zoning
(July 1, 2021 – June 30, 2022)**

Attached is an electronically generated report of all applications submitted and reviewed within FY2022. This data is being provided as a part of the Annual Report from the Planning Commission and Offices of Planning and Zoning to the County Commission as required by State Law. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings:	20 Meetings
Subdivision Regulations Text Amendments	1
Subdivision Regulations Reorganization and Amendments – revisions on hold	
Zoning Ordinance Text Amendments	3
#ZTA21-01:	Zoning Ordinance text amendment to create provisions to allow short term rentals to process in Jefferson County, including revisions to Article 2, Section 2.2 “Definitions”; Article 8, Supplemental Use Requirements (proposed Section 8.16 Short Term Rentals); and Appendix C, Principal Permitted and Conditional Uses Table. <i>PC Public Hearing 10/12/21; CC Public Hearing 12/2/21; Approved 12/2/21</i>
3/8/22:	The Zoning Administrator reported a formatting error that was identified in the Zoning Ordinance, specifically, in Appendix A – Residential Site Development Standards related to parking/drive aisle setbacks and screened buffer for townhouse and explained proposed correction which was recorded.
ZTA22-01:	Text Amendment to allow Solar Energy Facilities to process as a Principal Permitted Use in areas located inside the Urban Growth Boundary and Preferred Growth Area as delineated on the Future Land Use Guide in the County’s Comprehensive Plan; and as a Conditional Use in areas outside of the Urban Growth Boundary and Preferred Growth Area. <i>PC Public Hearing (PH) 5/17/22; CC PH 6/9/22; CC approved 6/16/22 effective 6/22/22.</i>
Zoning Map Amendments/Rezoning	6
#21-3-Z	Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone a 53.2-acre portion of the Sunnyside Industrial Park from Industrial-Commercial to Residential-Light Industrial-Commercial is consistent with the <i>2035 Comprehensive Plan</i> . Owner/Applicant: Sunnyside Investments, LLC (Lots 1-5) and Thomas Management Group, Inc. (Lots 8-11). Property Location: nine vacant lots located off Kanawha Lane within Sunnyside Industrial Park, south of Wheatland Road, west of the Norfolk Southern railroad tracks. Tax District: Kabletown (06), Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11. Combined acreage: approximately 53.2 acres. Zoning District: Industrial-Commercial. <i>PC review and recommendation to the CC that the proposed Zoning Map</i>

Amendment is reasonably consistent with the Envision Jefferson 2035 Comprehensive Plan: 11/09/21; CC PH 12/02/21; Approved 12/02/21.

- #21-4-Z** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcels from Village to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. Owner/Applicant: John Morris. Property Location: 16, 30, and 36 Old Leetown Road, Kearneysville, WV. Tax District: Middleway (07), Map: 11; Parcels: 2.1 and 2.2. Combined acreage: 1-acre. Zoning District: Village. *PC review and recommendation to the CC that the proposed Zoning Map Amendment is not compatible with the Comprehensive Plan and requested that the County Commission or applicant consider requesting a different zoning district and return the request to the Planning Commission: 12/14/21;* Applicant revised request to rezone the subject parcels from Village to Residential-Light Industrial-Commercial: *PC reviewed revised request and recommended to the CC that the proposed Zoning Map Amendment is compatible with the Comprehensive Plan 1/11/22; CC PH 1/20/22; approved 1/20/22.*
- #21-5-Z** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcels from Industrial-Commercial to Residential Growth is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. Owner/Applicant: Arnold Holden. Property Location: NW of Shenandoah Road and Ridge Road, Shenandoah Junction, WV. Tax District: Charles Town (02), Map: 1; Parcels: 29 and 45. Combined acreage: 76.22 acres *PC review and recommendation to the CC that the proposed Zoning Map Amendment is compatible with the Comprehensive Plan 1/11/22 PC meeting; CC PH 1/20/22; approved 1/20/22.*
- #22-1-Z** Planning Commission review and recommendation to the County Commission regarding whether petition for a Zoning Map Amendment to rezone the subject property from Rural to Residential Growth (RG) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. Owner/Applicant: William Reilly, Managing Member (Green Hill). Property Location: Vacant parcel located northeast of the Flowing Springs Rd (WV17) and Daniel Rd (WV18) intersection. Tax District: Charles Town (02); Tax Map: 03; Parcel: 9. Size: 102 acres. *PC review and recommendation to the CC that the proposed Zoning Map Amendment is compatible with the Comprehensive Plan 3/08/22 PC meeting; CC PH 3/17/22; approved.*
- #22-2-Z** Planning Commission review and recommendation to the County Commission regarding whether petition for a Zoning Map Amendment to rezone the subject property from Rural to Highway Commercial (HC) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. Owner/Applicant: Guy Chicchirichi/Sheetz. Property Location: NE corner of Augustine Ave. & US 340 intersection. Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. Size: 0.52 acres of a 4.42 acre site. *PC review and recommendation to the CC that the proposed Zoning Map Amendment is compatible with the Comprehensive Plan 3/08/22 PC meeting; CC PH 3/17/22; approved.*

#22-3-Z Planning Commission review and recommendation to the County Commission regarding whether petition for a Zoning Map Amendment to rezone the subject property from Rural to General Commercial (GC) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. Owner/Applicant: Summit Point Automotive Research Center, LLC. Property Location: Multiple properties southwest of the Village of Summit Point, WV, south of Summit Point Road, including, but not limited to, properties located on Motorsports Park Circle, Shenandoah Circuit Road, Summit Point Circuit Road, Jefferson Circuit Road, Skid Pad Road, and Training Campus Road. Tax District: Kabletown (06), Map: 16, Parcels 11, 11.1, 11.2, 11.11, OSA and Map 17, Parcels: 2, 2.1, 2.2, 3.1, 5, 9. Acreage: approximately 717 acres of the total 772.45 acres.
CC petitioned 6/2/22; on PC agenda for review and recommendation to the CC that the proposed Zoning Map Amendment is compatible with the Comprehensive Plan 7/12/22 PC meeting; CC PH scheduled for 7/21/22; pending.

Concept Plan Public Workshop

9

#21-21-SD A Concept Plan for Hunter Hills Subdivision (Major Residential Subdivision). The proposal consists of 642 lots [471 Single Family Detached and 171 Townhomes (SFA)] and associated infrastructure. Owner/Applicant: Ernest Hunter, et. al.; Developer: Joshbeen Grewal, ILA Properties, Inc. Property Location: 4469 Charles Town Rd, Kearneysville, WV; Tax District: Middleway (07); Tax Map: 1; Parcel: 2; Total Project Size: +/- 107 Ac.; Zoning District: Residential-Light Industrial-Commercial.
Public Workshop 7/31/21; PC accepted the Concept Plan as presented with the condition that the project will not be required to connect to the WVU Property to the east, the property zoned Industrial-Commercial zone, or to the Hospice property, and can move forward to a preliminary plat.

#21-22-SD A Concept Plan for Milton’s Landing Subdivision (Major Residential Subdivision). The proposal consists of 51 Single Family Detached lots to be served by on-lot well and septic systems. Owner/Applicant/Developer: David Lutman, Lutman Land Development. Property Location: South of Summit Point Rd, 0.3 miles west of Summit Point Rd/ Washington St intersection; Tax District: Charles Town (02); Map: 11; Parcels: 30 & 30.2; Parcel Size: +/- 67.6 Ac.; Zoning District: Residential Growth.
Public Workshop 7/31/21; PC accepted the Concept Plan as submitted with the condition that an additional 10 foot sidewalk easement along Summit Point Road.

#21-9-SP A Concept Plan for Shepherd View Apartment Complex (Minor Site Plan). The proposal consists of 40 2-bedroom apartments in five (5) buildings with associated open space and infrastructure. Owner: AAL, LLC; Property Location: 8285 Martinsburg Pk, Shepherdstown, WV. Tax District: Shepherdstown (09); Tax Map: 08; Parcels: 17.2 & 17.3; Size: 3.77 acres (2.21 & 1.56 acres); Zoning District: Residential Growth (eastern half) and Residential-Light Industrial-Commercial (western half).
Public Workshop 9/14/21; PC accepted the Concept Plan as submitted.

#21-26-SD Concept Plan for Colonial Hills Subdivision, Phase 3B (Major Residential Subdivision), which will consist of 20 townhome units with associated parking spaces. Owner/Applicant: KE Colonial Hills, LLC; Property Location: Colonial Hills

Subdivision, Lots C1 and C2, vacant parcels; eastern side of Potomac Farms Drive approximately 0.25 miles north of the intersection of Rte. 480 and Potomac Farms Dr. Shepherdstown, WV; Parcel ID: 09000800100000; Size: 2.54 ac; Zoning District: Residential Growth.

Public Workshop 10/12/21; PC voted to accept the Concept Plan as presented noting that the applicant may move forward with processing a Preliminary Plat.

#22-1-SP Sleepy Hollow Wireless Telecommunications Facility Concept Plan for the purpose of constructing a 150' telecommunication monopole tower within an existing substation compound Applicant: Richard Marquiss/First Energy. Property Owner: The Potomac Edison Company. Property Location: 1320 Old Country Club Road, Charles Town, WV. Parcel ID: 04001000030005; Size: 3.6692 acres; Zoning District: Residential Growth.

Public Workshop 4/12/22; PC voted to accept the Concept Plan as presented.

#22-2-SP Sam Michaels Park Master Plan Concept Plan consisting of the layout for full build-out of park. Applicant: Jefferson County Parks and Recreation. Property Owner: Jefferson County Commission. Property Location: 235 Sam Michaels Lane Shenandoah Junction, WV. Parcel ID: 02000300120000; Size: 137.87 acres; Zoning District: Rural.

Public Workshop 5/17/22; PC voted to accept the Concept Plan as presented.

#22-11-SD Stonecrest (FKA Green Hill) Major Residential Subdivision Concept Plan consisting of 320 Single Family Lots on Flowing Springs Rd. Applicant: DR Horton-Bill Sudeck; Property Owner: Flowing Springs Road, LLC.; Property Location: Flowing Springs Rd, east of Daniels Road, Charles Town, WV; Parcel ID: 02000300090000; Size: 104.98 acres; Zoning District: Residential Growth.

Public Workshop 6/14/22; PC voted to accept the Concept Plan as presented.

#21-8-SP Berryville Pike Telecommunications Tower Concept Plan consisting of 179' Monopole Telecommunications Tower (AT&T). Applicant: New Cingular Wireless (dba AT&T Mobility); Property Owner: 340 Rainbow LLC; Property Location: 3511 Berryville Pike; Parcel ID: 06001100010002; Size: 9.31 acres; Zoning District: Industrial-Commercial.

Public Workshop 6/14/22; PC voted to accept the Concept Plan as presented.

22-3-SP The Church of the Ascension Concept Plan including site development which consists of 4 phases: Phase 1: a 10,338 sq. ft. church and 3,600 sq. ft. ancillary building for church related functions, required parking spaces, Stormwater Management facility and necessary utilities; Phase 2 (approximately 2 years): additional parking area; Phase 3 (approximately 5 years): cemetery area; Phase 4 (approximately 7-10 years): housing accommodations for church staff and/or missionaries. Applicant/Owner: Church Of The Ascension Property; Property Location: corner of Border Road and Bunkhouse Rd Kearneysville WV; Parcel ID: 07000400090000; Size: 20.49 acres; Zoning District: Rural.

Public Workshop 6/14/22; PC voted to accept the Concept Plan as presented.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings:

11 meetings

Zoning Appeal of Administrative Decision:

none this year

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings:	77 Total (35 Subdivision & 42 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public:	161 Total
Zoning and Land Development Fees Collected:	\$ 258,446.56

PLANNING COMMISSION MEMBERS – FY 2022

1. Mike Shepp, President (term expires 03/31/24)
2. Matt Knott, Vice President (term expires 03/31/24)
3. Wade Louthan, Secretary (term expires 03/31/25)
4. Steve Stolipher (County Commission Liaison, 2021 & 2022)
5. Ron Thomas (term expires 03/31/23)
6. Donnie Fisher (term expires 03/31/23)
7. Jack Hefestay (term expires 03/31/25)
8. J Ware (term expires 03/31/25)
9. Shane Roper (term expires 3/31/23)

BOARD OF ZONING APPEALS MEMBERS – FY 2022

1. J. Tyler Quynn, Chair (term expires 01/01/23)
2. Deidre Catterton, Vice Chair (term expires 01/01/24)
3. Leeds Corbin, (term expires 01/01/23)
4. Matt McKinny (term expires 01/01/24)
5. Steven Guier (term expires 01/01/25)
6. Mikala Shremshock (through 01/01/23), alternate
7. Two vacant alternate positions, one expires January 1, 2022 and one expires 2024

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2022

1. Jennifer M. Brockman, AICP, County Planner
2. Alexandra Beaulieu, Zoning Administrator/Deputy Director
3. Jennilee Hartman, Zoning Clerk
4. Tanya Lyons, Planning Clerk (January 2022- present)
5. Alice Johns, Planning Clerk (July 2021 - September 2021)

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	7/19/21; 8/16/21; 9/20/21; 10/18/21; 11/15/21; 12/20/21; 1/24/22; 3/21/22; 4/18/22; 5/16/22; 6/13/22
EPTA Safety Committee	11/30/21; 2/14/22
EPTA Commuter Bus Public Meeting	5/19/22
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/18/21; 10/20/21; 2/2/22
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan	7/27/21; 9/20/21; 2/23/22; 5/4/22
WV DOH/Regional Planners Roundtable	10/06/21; 4/6/22
WV Ethics Commission Ethics & Open Meetings Act training	8/11/21
WV DOT Planning Conference (Cacapon Park)	4/26/22-4/27/22

Regional/State Planning Related Meetings	
Mid-Atlantic Planning Collaboration Webinars (Land Use Law/Planning Professional Credits)	11/18/21; 12/7/21; 12/16/21; 3/17/22; 4/21/22; 5/19/22; 6/2/22; 6/16/22
WV APA Chapter Executive Committee Meetings (ZOOM);	7/27/21; 8/10/21; 8/24/21; 9/28/21; 10/26/21; 11/23/21; 1/25/22; 2/22/22; 3/14/22; 4/22/22; 5/3/22; 5/24/22; 6/28/22
WV APA Strategic Planning Effort	9/22/21; 10/13/21
APA Chapter Presidents Council	7/14/21; 10/21/21
WV APA Chapter Membership Committee	2/15/22; 3/15/22
WV APA Annual Chapter Meeting	12/2/21 (Zoom); 5/17/22 (in person)
WVU/APA Land Use Law Clinic (Pipestem State Park)	5/17/22-5/18/22

Planning and Zoning FY 2022 ANNUAL REPORT
07/01/2021 - 06/30/2022

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	22-1-CUP	1/3/2022	MUTH RAYMOND M JR & KERRY F Raymond Muth	21 SOUTHPAW LN, SHEPHERDSTOWN, WV 25443	Closed	Conditional Use Permit application to expand an existing emergency vehicle outfitting and retrofitting professional office. New building proposed to be approximately 1500 square feet and is intended to house vehicles and workshop for the outfitting work.
	22-2-CUP	3/24/2022	STAUBS JOHN T	3807 CHESTNUT HILL RD HARPERS FERRY WV 25425	Open	Request for a Conditional Use Permit to operate a Restaurant, as defined in Article 2. The applicant is proposing to operate a Mobile Food Truck that offers food items such as ice cream, hot dogs, sandwiches, drinks, etc. A 10 x 10 tent with a bench and two picnic tables will be provided. Dates/Hours of Operation: April 1 through October 31 Wednesday through Sunday from 1:00 pm until dark. Plus Monday and/or Tuesday depending on various Holidays (ex. Memorial Day Weekend). Temporary signage as depicted in the application will be displayed.
	22-3-CUP	4/1/2022	FRIDLEY TIFFANIE N & AARON J	2235 OLD CAVE RD, CHARLES TOWN, WV 25414	Open	Request for a Conditional Use Permit to operate a Day Care Center, Large, as defined in Article 2. The applicant is proposing to operate as a self-run center Monday through Friday from 6:00 am to 5:00 pm for up to eight (8) children Up to twelve (12) children may be permitted with additional staff. Onsite parking and limited signage are requested.
	22-4-CUP	6/22/2022	Thornhill LLC	KABLETOWN RD CHARLES TOWN WV 25414	Open	Request for a Conditional Use Permit to operate a Solar Energy Facility, as defined in Article 2 of the Zoning Ordinance. This application pertains to 270 acres of the 516 acre Blake Solar Energy Project, an 80kW solar electric generating facility. The project consists of single-axis trackers, 535W modules, and 3 38MW inverters, and a new substation to connect the solar facility with the electric grid. The project site has existing high voltage power lines running through the property.
				Category Total:		4
Easements	22-1-E	11/10/2021	BERNAZZOLI MATTHEW B	664 CARTER AVE HARPERS FERRY WV 25425	Closed	To vacate two existing easements/agreements and create a new, single easement across parcels 57 and 58 for parcel 3.
	22-2-E	3/21/2022	H&G CATROW CONTRACTING INC	7174 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Create a 50' access easement across two properties. Note: existing detached accessory structure to be removed.
	22-2-E	3/31/2022	AAL LLC	8285 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	40 2 bedroom apartments with associated parking and signage.
	22-3-E	5/18/2022	RANKIN PROPERTIES LLC Christopher Rankin	POTOMAC FARM DRIVE SHEPHERDSTOWN, WV 25443	Open	Professional Center to consist of one two-story building with a 5,100 sf retail space (first floor) and 6,100 office space (second story), one 6,000 sf single-story building divided into six (6) single-story building 1,000 sf retail/office spaces. Plus associated parking spaces and signage.
	22-4-E	6/29/2022	BROWN TIMOTHY M & RONALD E TRUSTEES Ronald and Timothy Brown	404 HARRY SHIRLEY RD KEARNEYVILLE, WV 25430	Open	Farmland Protection Easement 311.157 Acres, including the 200 acre residential dwelling area.
				Category Total:		5
Merger or Boundary Line Adjustment	21-23-M	7/13/2021	Epic at Burr Park LLC Andre Fontaine	W BURRBLVD KEARNEYVILLE, WV 25430	Closed	Consolidate lots
	21-24-M	7/30/2021	MARK COLONIAL HILLS LLC	Shepherdstown, WV 25443	Closed	BLA between lots 560 and 561 of Colonial Hills, Phase 1
	21-25-M	8/20/2021	Jefferson Utilities Inc Lee Synder Stephanie Reel	18 SHORT DR HARPERS FERRY WV 25425	Closed	Adjust internal Boundary Lines of lots 4 - 9
	21-26-M	8/27/2021	Keyes Ferry Crossing LLC Stephanie Reel	Wagon Trail Road Harpers Ferry, WV 25425	Closed	Boundary Line Adjustment for Lots 1-4 Section W BLA
	21-27-M	8/30/2021	Jefferson Utilities - Stephanie Reel	Burkett Road, Harpers Ferry WV	Closed	Internal boundary line adjustment
	21-28-M	10/5/2021	Lutman Land Development David Lutman	0 3 miles west of Summit Pl Rd & Washington Street, Charles Town, WV 25414	Closed	BLA of Parcel 30 into Parcels 30.1 and 30.2
	21-29-M	10/25/2021	TEMA NORTH AMERICA, LLC	3955 TEELEY WAY KEARNEYVILLE, WV 25430	Closed	Consolidation of Burr Business Park Lots 18, 19, & 20 for TEMA North America manufacturing facility.
	21-30-M	11/2/2021	RINKER WILLIAM D ESTATE	3735 CHESTNUT HILL RD HARPERS FERRY WV 25425	Open	Series of BLA between three existing lots.
	21-31-M	11/8/2021	ACLY DAVID	402 STRATFORD LN, CHARLES TOWN, WV 25414	Closed	BLA between parcels 26-28
	21-33-M	12/1/2021	B C PARTNERS INC	OLD COUNTRY CLUB RD CHARLES TOWN WV 25414	Closed	BC Partners to consolidate/dissolve the Breckenridge East Subdivision, Lots 1-9 Parcel C, and associated ROW (PB25/PG 343), and BC Partners to consolidate/dissolve the Breckenridge East Subdivision, Lots 23-45 Parcel A and B, and associated ROW (PB35/PG 128)
	22-1-M	12/10/2021	CHAMBERS JACK R II & MEREDITH A SMITH	SIDARKELN KEARNEYVILLE, WV 25430	Open	0.1147 ac. from Parcel 11 to be merged with Parcel 11-4
	22-1-M	1/5/2022	SECATELLO CONTRACTING LLC VINCENT SECATELLO	4590 BOWERS RD KEARNEYVILLE, WV 25430	Closed	First of two related merger plats (22-1-M & 22-5-M) involving merging 8.8745 acres of Parcel 2 with Parcel 1-3. Final configurations for this first step: Parcel 1-3 = 17.8549 acres, Parcel 2 = 48.1763 acres.
	22-2-M	1/11/2022	GUY GARETH CHICCHIRICHI	AUGUSTINE AVE, CHARLES TOWN, WV 25414	Open	BLA of 1.4 acres from Parcel 1 to Parcel 3
	22-3-M	1/19/2022	LOUGHLIN SHAWN P A G & TOM L	310 FRISKY CT HARPERS FERRY, WV 25425	Open	Proposed land swap of (143) acres and (139) acres to correct a setback violation on the Loughlin property (Parcel 28-3)
	22-4-M	2/2/2022	KRAUS JAMES M	1559 KNOTT RD SHEPHERDSTOWN, WV 25443	Open	Boundary line adjustment from Rile to Kraus of 03 acres (1,130 square feet) to correct a setback violation
	22-5-M	2/2/2022	SECATELLO CONTRACTING LLC VINCENT SECATELLO	4590 BOWERS RD KEARNEYVILLE, WV 25430	Closed	BLA to merge a portion of Parcel 2 with Parcel 1-3 (22-1-M), then, a portion of the enlarged 1-3 into Parcel 2 (22-5-M). Final Configurations: Parcel 1-3 = 6.09 acres, Parcel 2 = 51.058 acres.
	22-6-M	2/3/2022	HY CREST FARMS LLC Arnie Danley	1694 S CHILDS RD KEARNEYVILLE, WV 25430	Closed	BLA of 4.092 acres from Parcel 6 (Hy-crest) to Parcel 6-14 (Schneider), and creation of a 50' access easement for Parcel 6
	22-7-M	2/3/2022	HY CREST FARMS LLC Arnie Danley	1694 S CHILDS RD KEARNEYVILLE, WV 25430	Closed	BLA of 1.526 acres from Parcel 6 (Hy-crest) to Parcel 6-12 (Carroll)
	22-8-M	2/11/2022	FRICKEY PAULA JEAN	297 MCQUILKIN RUN WAY, SHEPHERDSTOWN, WV 25443	Open	Parcel 1-17 to convey 1288 acres to Parcel 1-18
	22-9-M	2/23/2022	AAL LLC	8285 MARTINSBURG PIKE SHEPHERDSTOWN, WV 25443	Open	Consolidation of Seneca Crossing North originally recorded in Plat Book 24, Page 52(A-I). The former subdivision consisted of 25 residential lots, common areas, and SWM facilities.
	22-10-M	2/24/2022	GUGULIS MICHAEL W & KATHERINE C TR	SAVANNAH DR, CHARLES TOWN, WV 25414	Closed	Combining Lot 3 of the Chad Johnson MSD and Lot 4 of the Karen Miller MSD into a single parcel. **Note: includes existing 50' access easement
	22-11-M	2/28/2022	CHAPMAN PAUL D TRUST	1621 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Open	BLA of .140 acres from parcel 4 to parcel 3
	22-12-M	2/28/2022	CHAPMAN PAUL M	1657 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Open	BLA of .49 acres from parcel 2 to parcel 3
	22-13-M	3/23/2022	VALERI JOYCE S TR VALERI FAMILY REV TRUST	4364 OLD LEETOWN PIKE RANSON, WV 25438	Closed	Property consist of two legal lots within a single parcel number. Lot 1 original acreage 1.0696 - 0.27 ac = 0.7944 ac. Lot 2 original acreage 0.7514 - 27 ac = 1.0275 ac.
	22-14-M	3/24/2022	LAKESIDE DRIVE LLC Susan Reichel	LAKESIDE DR, HARPERS FERRY, WV 25425	Open	BLA to split Lot 13 (parcel 70) between Lot 14 and Lot 12
	22-15-M	3/28/2022	SCHEERER JARED G	101 CHERRY LANE SHEPHERDSTOWN, WV 25443	Open	Boundary Line Adjustment from Lowe to Scheerer to correct a setback violation
	22-16-M	3/28/2022	Deid Rock Contractor Services LLC Chris Livingston	Vacant Parcel, Charles Town, WV 25414	Closed	To consolidate two existing lots shown as a single parcel

	22-17-M	3/29/2022	POTOMAC EDISON COMPANY Wendy Jones	1320 OLD COUNTRY CLUB RD. CHARLES TOWN, WV 25414	Open	From BC Partners to Potomac Edison to accommodate the fault zone for Steeple Hollow Tower Site (22-1-SP)
	22-18-M	3/31/2022	WINKLEPECK KENNETH D & MARIAC ET AL	76 GRUBER RD. SUMMIT POINT, WV 25436	Open	Boundary Line Adjustment of 1.4908 acres from parcel 1.1 to parcel 1.3
	22-19-M	4/13/2022	NEWHORIZONS PROPERTY SOLU LLC	6961 FLOWING SPRINGS RD SHELANDOAH JUNCTION, WV 25437	Open	BLA of .5633 from Parcel 4.2 to Parcel 2
	22-20-M	4/29/2022	SLATER AUSTIN J JR AND CARIJEN L	491 S KINGST. SHEPHERDSTOWN, WV 25443	Open	Boundary line adjustment between Parcel# 43 and 43.1
	22-21-M	5/16/2022	HOWARD WILLIAM R & ELIZABETH G	183 HOWARD FARM RD SHEPHERDSTOWN, WV 25443	Open	Boundary line adjustment between Lot 2 (P. B-1) and Lot 7 (P. B-12)
	22-22-M	6/16/2022	LOWE KENNETH F JR REV TRUST	40 LOWE DR SHEPHERDSTOWN, WV 25443	Open	Consolidating Parcels 23.5 and 23.6 into a single parcel
	22-23-M	6/24/2022	HARDY FRANK E & DIANE L Frank Hardy	77 AMERICAN FRIDE LN KEARNEYVILLE, WV 25430	Open	Buying Parcel 3 to merge with Parcel 3.1 and 3.14
	22-24-M	6/28/2022	New Hope Farm Rally Ekhardt Partner	867 HINTON RD KEARNEYVILLE, WV 25430	Open	BLA between Parcels 4.1.1.1. and 1 (New Hope Farm and 1 Brucetown Road LLC)
	22-25-M	6/28/2022	New Hope Farm Rally Ekhardt Partner	867 HINTON RD KEARNEYVILLE, WV 25430	Open	BLA between Parcel 4.1 and Parcel 1 (New Hope Farm Inc)
					Category Total:	36
Minor Plat Change	21-13-Q	7/2/2021	HUTCHISON LOYD C II & PAULELAW	346 PAULAS CIR KEARNEYVILLE, WV 25430	Closed	Lot 30 MPC (Septic)
	21-14-Q	7/8/2021	Chat Stuntz Real Estate Team Chat Stuntz	ANGUS VIEW WAY Middleway, WV 25130	Closed	Angus View SD Lot 2 MPC (septic)
	21-15-Q	11/17/2021	GODDARD LAURA	Falcon Ridge, Charles Town, Old Leetown Rd, Kearneysville, WV 25430	Open	Falcon Ridge Redline Revision
	21-16-Q	11/17/2021	JEFFRIES LUDY D	Old Leetown Rd, Kearneysville, WV 25430	Open	George England MSD Lot 2 MPC (septic relocation)
	22-1-MPC	1/1/2022	Susan Hooley	VACANT Harpers Ferry, WV 25425	Closed	Minor Plat Change to relocate the septic reserve area Lot 23 Lake Forest Estates
	22-2-MPC	1/7/2022	COLLIER MARTIN P & KIBOFIG LEE PAUL & LEE COLLIER	4800 W. WATSON DRIVE Harpers Ferry, WV 25425	Closed	Minor Plat Change: relocate septic reserve area for Lot 23 of Waterside Reserve Phase II Subdivision
	22-3-MPC	3/17/2022	KLEFFNER JURGEN M & VERONICA D	1325 SHIRLEY RD SUMMIT POINT, WV 25416	Closed	Kleffner MSD, Lot 3 - Septic Reserve Relocation
	22-4-MPC	3/18/2022	CORBIN NORMAN R IV & CHERYL L	2751 ENGLE MOLEERS RD HARPERS FERRY, WV 25425	Closed	Minor Plat Change: relocate driveway and reallocate the required greenspace area
	22-5-MPC	3/25/2022	DECK AJ/DREW N & MARCY J	11 SHADY MEADOWS CT CHARLES TOWN, WV 25414	Closed	Apple Blossom Meadows, Lot 7 - septic reserve relocation
	22-6-MPC	4/27/2022	ALESSI SEAN A & HOLLY L BROSIUR	SHELANDOAH JUNCTION, WV 25414	Closed	Minor Plat Change: septic reserve relocation
22-7-MPC	6/8/2022	HUFFMAN MATT R & CYNTHIA L	243 MINERVA CT KEARNEYVILLE, WV 25430	Open	Minor Plat Change Deborah Murphy Lot 2 - septic reserve relocation	
22-8-MPC	6/23/2022	Winston Diney	11514 LEETOWN RD Kearneysville, WV 25430	Closed	Vacated septic reserve	
21-18-Q	7/12/2021	LUTMAN PROPERTIES LLC	SHELANDOAH JUNCTION, WV 25414	Closed	Minor Plat Change to Lot 21 to create two mailbox/trash pick up elements	
					Category Total:	13
Final Plat Amendment	21-19-Q	9/3/2021	MATTHEW S & KARA L DURRSCHMIDT	411 CHICKAMAUGA DR. HARPERS FERRY, WV 25425	Closed	To allow an inground pool and fence to be located within a platted drainage easement (see Note #15) for Lot 21 of Sheridan Subdivision, Phase II (PC File 05-20).
	21-22-Q	9/28/2021	REYNES JULIA E	384 POTOMAC RIDGE LN SHEPHERDSTOWN, WV 25443	Withdrawn	Request for a Final Plat Amendment for Lot 7 of the Potomac Ridge Subdivision (PC File 05-13) Note #9), to allow for the conversion of an existing 24 x 32 garage into a second dwelling unit (on low slope)
	21-17-Q	10/27/2021	HAINES WILLIAM R & KRISTI A	174 TALL PINES DR. CHARLES TOWN, WV 25414	Closed	Final Plat Amendment for an ADU in Law
	22-1-FPA	2/28/2022	PALMER LUCAS J & MELISSA A	68 WILDERNESS CT. HARPERS FERRY, WV 25425	Open	Pool in easement/Final Plat Amendment to allow a 22 x 44 inground pool with surrounding concrete to be located within a platted 10' drainage/utility easement. See Note #15 on Final Plat / PC File 05-26
	22-2-FPA	3/1/2022	KNOTT MELISSA B John Knott	80 QUAKING ASPEN WAY CHARLES TOWN, WV 25414	Open	Allow a deck into a utility drainage easement Final Plat Amendment to allow a 12 x 5.5 deck to be located within a platted 12' drainage/utility easement. See Note #21 on Final Plat / PC File 07-15
22-3-FPA	3/1/2022	ROLFE JASON & KARA M	708 RUDDER RD SHEPHERDSTOWN, WV 25443	Open	To lift the single family restriction. Final Plat Amendment to allow the construction of a detached accessory dwelling unit for a family member. See Note #4 on Final Plat / PC File 01-17	
					Category Total:	6
Planning Commission Waiver	21-13-PCW	7/9/2021	LUTMAN LAND DEVELOPMENT, LLC - DAVE LUTMAN	7029 FLOWING SPRINGS RD SHELANDOAH JUNCTION, WV 25417	Closed	Waiver from Section 20.201 A.2 to allow a sixth lot to access an existing access easement (Fennec Fox Lane)
	21-14-PCW	8/23/2021	N/A	355 PATRIOTS WAY, HARPERS FERRY, WV 25425	Closed	Waiver to allow pool to remain in the easement
	21-15-PCW	8/24/2021	BML LLC - Brant Lowe	1963 KEARNEYVILLE PIKE SHEPHERDSTOWN, WV 25413	Closed	Transfer development rights to adjacent parcels (owned by same owner)
	21-16-PCW	8/24/2021	JD LAND HOLDINGS INC Randie Lawson	362 W BURR BLVD KEARNEYVILLE, WV 25430	Closed	Change in Tenant Commercial Use (Fitness Center) Hours of Operation, Weekdays (5:30 am to 9:30 pm) Weekends (7:00 am to 7:00 pm) 12 employees, 45 existing parking spaces
	21-17-PCW	8/24/2021	Ernest Hunter, et al - Ernest Hunter	4189 Charles Town Road Kearneysville, WV 25430	Closed	Waiver from Section
	21-18-PCW	8/24/2021	Lutman Land Development David Lutman	0.3 miles west of Summit Pt Rd & Washington Street Charles Town, WV 25414	Closed	S1 single family detached (including 1 existing home)
	21-19-PCW	9/17/2021	Dead Rock Contractor Services LLC Chris Livingston	Shipley Road, Charles Town, WV 25413	Closed	Variance from Section 4.11 and Appendix B to allow existing vegetation in lieu of the required planted landscape buffer for a proposed
	21-20-PCW	11/16/2021	BERRY LAURICE	137 HOLLOW TREE DR. SUMMIT POINT, WV 25446	Closed	Request by applicant, Patricia Greenley, for a waiver from Section 20.201A to reduce the access width from 50' to approximately 14' for the purpose of creating one additional lot on the existing Hollow Tree Drive
	21-21-PCW	11/23/2021	SECATELLO CONTRACTING LLC TODD SECATELLO H & G CATROW	4590 BOWERS RD KEARNEYVILLE, WV 25430	Closed	Request to waive the requirement to process a Concept Plan for a proposed 7 lot cluster subdivision / advance to final plat (Section 20.201)
	21-22-PCW	11/23/2021	CONTRACTING, INC BUTCH CATROW	RIVER BEYD RD KEARNEYVILLE, WV 25430	Closed	Waiver request from Section 20.201A.2 b to allow Lot 10 to use River Bend Road as an entrance to the lot as it was permitted to do so in 1970
	21-23-PCW	11/29/2021	PHILLIPS SANDRA E & BROOKE S	387 WOODBURY DR KEARNEYVILLE, WV 25430	Closed	Request for a waiver from Section 20.201A to reduce the width of the required access easement from 50 to 40 and to allow for the creation of two additional lots on Woodbury Drive to process as a minor subdivision
	21-24-PCW	12/21/2021	KNOTT MATTHEW P & LAURA A	408 ALLSTADTS HILL RD HARPERS FERRY, WV 25425	Closed	Waiver of Section 20.203B to process a brewpub as a 1/10 site plan
	22-1-PCW	1/3/2022	EXECUTIVE EMERGENCY LIGHTING LLC - RAYMUND MUTH	21 SOUTHPAW LAJIE SHEPHERDSTOWN, WV 25443	Withdrawn	Waiver from Section 20.203B of the Subdivision Regulations, which requires a Site Plan when the footprint of any addition or a new structure (building and/or parking lot) is greater than 1,200 square feet. The applicant is requesting to waive the requirement of a site plan to build a footcandle footcandle shop
	22-2-PCW	2/15/2022	BC Partners, Inc	Country Club Road, Charles Town, WV 25414	Open	Request for a waiver of Section 24.113 B.10 of the Subdivision Regulations, which requires an Archaeological Survey for all Major Subdivision Preliminary Plans. Request for a waiver from Appendix B Table 2.2.1-Roadway Design Standards of the Subdivision Regulations, as it relates to standards for Non-Residential/Industrial & Commercial Streets including the required 60' ROW width (requesting 50'), the required stopping sight distance of 235 (requesting 207) and the minimum horizontal curve radius of 300 (requesting 200 and 175)
22-3-PCW	2/15/2022	BC Partners, Inc	Country Club Road Charles Town, WV 25414	Open	Request for a waiver from Appendix B Table 2.2.1-Roadway Design Standards of the Subdivision Regulations, as it relates to standards for Non-Residential/Industrial & Commercial Streets including the required 60' ROW width (requesting 50'), the required stopping sight distance of 235 (requesting 207) and the minimum horizontal curve radius of 300 (requesting 200 and 175)	
22-4-PCW	2/16/2022	BEAMK NORWAN A & CHARLOTTE K	382 WISCONSIN RD, HARPERS FERRY, WV 25425	Open	Waiver of Section 20.201 C.2 to allow a 1 of a 4 platped minor subdivision to utilize an existing 20' access easement (Tabernacle Lane)	

22-5-PCW	2/16/2022	BEAHM NORMAN A & CHARLOTTE K	382 MISSION RD, HARPERS FERRY WV 25425	Open	Waiver of Section 20.201C.3 Appendix B Sec. 3.1, and Appendix A, Sec. 1.4.2B to allow a lot in a proposed minor subdivision to process a final plat without obtaining health department approval. The subject lot will consist solely of an overflow parking area for Mission Tabernacle Church. No structures necessitating water and/or sewer will be permitted.
22-6-PCW	3/18/2022	Guy Chichirichi	AUGUSTINE AVENUE, CHARLESTOWN WV 25414	Open	Waiver from Section 20.201A.2.b of the Subdivision Regulations, to reduce the required road frontage from 200' to 161' for the proposed residue lot that will remain zoned as Rural.
22-7-PCW	3/18/2022	Guy Chichirichi	AUGUSTINE AVENUE, CHARLES TOWN WV 25414	Open	Waiver from Section 20.201A of the Subdivision Regulations, to request to waive the requirement related to the extension of off-site utilities. To allow the subdivision to proceed as a Minor Subdivision.
22-8-PCW	3/18/2022	POTOMAC EDISON COMPANY	1320 OLD COUNTRY CLUB RD, CHARLES TOWN WV 25414	Open	Request for a waiver from Section 11.1B of the Subdivision Regulations, which requires a site plan for all new telecommunication towers.
22-9-PCW	4/26/2022	KROP PROPERTIES LLC - Tina Krop	640 VIAR ADJUTANT BLVD CHARLES TOWN WV 25414	Open	To waive bonding and constructing Site Plan improvements and continue to operate utilizing the temporary structure (tent) and gravel/grass off street parking for an extended period of time.
22-10-PCW	4/26/2022	DR Acquisitions - Matt Stare	Charles Town Road, Charles Town WV	Open	Archaeological Study/Waiver
22-11-PCW	4/28/2022	BEAHM NORMAN A & CHARLOTTE K	382 MISSION RD, HARPERS FERRY WV 25425	Withdrawn	Waiver of Section 20.201B(1) to waive the requirement of a Division of Highways Entrance Permit for a lot in a proposed minor subdivision to utilize an existing 20' access easement (Tabernacle Lane).
22-11-TPA	5/4/2022	Chris Curtis	Vacant Parcel - Eagle Landing Rd, Harpers Ferry WV 25425	Open	Final Plat Amendment to modify the 300' conservation buffer area on Lot 22 affected by the proposed location of a new house and to alter the existing location of the septic reserve area.
22-12-PCW	5/11/2022	JAMIL ANMANI	229 BETHANY LN, CHARLES TOWN WV 25414	Open	Waiver from Section 20.201B to allow a family transfer parcel to be sold prior to the 5-year restriction.
22-13-PCW	5/23/2022	KIDWILER WILBERTE & SHARON L - Wilbert & Sharon Kidwiler	1044 KIDWILER RD, HARPERS FERRY WV 25425	Open	Request to process a final Subdivision as a minor sd instead of a cluster.
22-14-PCW	5/24/2022	GUY GARETH CHICCHIRICHI	AUGUSTINE AVE CHARLES TOWN WV 25414	Open	Article 24, Section 24.113 B 10 Archaeological Survey
22-15-PCW	5/24/2022	Sheetz Inc - Bob Franks	AUGUSTINE AVE CHARLES TOWN WV 25414	Open	
22-16-PCW	5/24/2022	DR Acquisitions LLC - Matt Stare	Charles Town Road, Charles Town, WV 25414	Open	We are requesting this waiver in order to begin mass grading the site prior to the recordation of the final plat, but after approval of the Preliminary Plat and WV DEP approval of the HPDES Permit.
22-17-PCW	6/24/2022	MILLER GERALD A ESTATE - PAUL SCHELFMAN	CAPTAIN CHEWS TRCE CHARLES TOWN WV 25414	Open	The request is to waive the requirement that sidewalks shall be located within one foot of the property line along street right of way.
				Category Total:	30
21-7-SP	7/20/2021	JEFFERSON COUNTY DEV AUTHORITY - Dennis Jarvis	395 STEELEY WAY KEARNEYSVILLE WV 25430	Open	Commercial addition to the existing facility.
21-8-SP	7/28/2021	340 RAINBOW LLC	3511 BERRYVILLE PIKE, CHARLES TOWN WV 25414	Open	179' Monopole Telecommunications Tower (AT&T)
21-9-SP	7/29/2021	AAL LLC	8285 MARTINSBURG PIKE, SHEPHERDSTOWN WV 25443	Open	402 bedroom apartments with associated parking and signage.
21-11-SP	8/24/2021	JEFFERSON COUNTY DEV AUTHORITY	JAMES BURR BLVD KEARNEYSVILLE WV 25430	Open	Contractor Storage Yard
21-12-SP	9/7/2021	LOWE HOSPITALITY GROUP LLC - TRIPP LOWE	70 MADDEX SQUARE DR, SHEPHERDSTOWN WV 25443	Open	Conversion of existing Quality Inn Hotel to 20 apartments, pharmacy and medical cannabis dispensary. The dispensary and pharmacy will have separate drive up windows.
21-13-SP	12/22/2021	CARPE DIEM PROPERTIES LLC	JAMES BURR BLVD KEARNEYSVILLE WV 25430	Open	Burr Park Lot 30 - Contractor with Outdoor Storage
22-1-SP	1/19/2022	POTOMAC EDISON COMPANY	1320 OLD COUNTRY CLUB RD CHARLES TOWN WV 25414	Open	New 150 Monopole Telecommunications Facility (tower) to be constructed within an existing substation compound.
22-1-NSP	3/29/2022	NORTCOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE WV 25430	Closed	Outdoor Storage Area for Rockwool Inventory in existing 100 car parking lot.
22-2-SP	3/30/2022	JEFFERSON COUNTY COMMISSION	235 SAM MICHAELS LN, SHENANDOAH JUNCTION, WV 25442	Open	Master Plan Layout for full build out of park.
22-3-SP	5/2/2022	TRUSTEES OF ASCENSION ANGLICAN	Border Road, Kearneysville WV 25430	Open	Ascension Church Phases Phase 1 a 10,338 sq ft church and 3,600 sq ft ancillary building for related functions. Phase 2 (approximately 2 years) additional parking area. Phase 3 (approximately 5 years) cemetery area. Phase 4 (approximately 7-10 years) housing accommodations for church staff and missionaries.
22-4-RR	5/4/2022	CHARLES TOWN BURR PARK STATION LLC	2790 WILTSHIRE RD KEARNEYSVILLE WV 25430	Open	Holtzman Oil Corp Redline Revision to include a drive through.
22-4-TJSP	5/20/2022	Tetra North America LLC	395 STEELEY WAY, KEARNEYSVILLE WV 25430	Closed	Installation of a 360 sf temporary construction trailer.
22-4-SP	5/20/2022	SHUBHANGINI LLC - JADON MAHENDRA	JAMES BURR BLVD KEARNEYSVILLE WV 25430	Open	Contractor with Outside Storage, one 2200 SF office building and two 10000 SF workshop buildings, and associated parking & SWM.
22-3-NSP	5/25/2022	ROLLING RIDGE FOUNDATION INC	305 FRIENDS WAY, HARPERS FERRY WV 25425	Closed	Structures 300 sf cabins x Four (4) = 1200 sf total. Parking 9 spaces required = 9 spaces provided. Disturbed Area (driveway & parking spaces) 5000' x 2250' = 2740 sf remaining.
22-5-SP	6/16/2022	FELLOWSHIP BIBLE CHURCH TRS	160 DANIEL RD, SHENANDOAH JUNCTION, WV 25442	Open	Site plan to add a water service line, building addition for a kitchen expansion, new entrance and to add modular units to include those previously approved by variance, to the site plan.
22-7-RR	6/22/2022	AMANDA COURT LLC	AMANDA COURT HARPERS FERRY WV 25425	Open	Redline Revision
22-8-SP	6/24/2022	Miller Gerald A Estate c/o Paul S Schelfman - Christopher	CAPTAIN CHEWS TRCE CHARLES TOWN WV 25414	Open	7 Multi Family Garden Style Apartments with 216 units, associated parking spaces, SWM facilities, and signage.
22-9-SP	6/24/2022	High Horizons Farm, Inc.	Route 115 and Kabletown RD, Charles Town, WV	Open	Solar Energy Facility (multiple parcels)
22-9-SP	6/28/2022	R J SEPPOINC	51 FLOWING SPRINGS RD, CHARLES TOWN WV 25414	Open	Reconstruction of the Charles Town Sheetz.
				Category Total:	19
21-23-SD	7/2/2021	Robert Tabb	Round Oak Lane KEARNEYSVILLE WV 25430	Closed	MSD to create Lot 3C and Lot 3 Residue
21-15-Q	7/12/2021	BEALLAIR HOMES LLC - Todd Abe	Beallair Manor Dr, Charles Town WV 25414	Closed	Redline Revision to the approved Preliminary Plat for Phase 3
21-27-SD	8/24/2021	HOFFMAN MARGARET J - Margaret Hoffman	622 ANN LEWIS RD, CHARLES TOWN WV 25414	Closed	Two-lot family transfer MSD
21-28-SD	8/31/2021	ALBRITE C W JR & PATRICIA H	SHENANDOAH JUNCTION, WV 25442	Closed	4 lot minor subdivision
21-29-SD	9/7/2021	WILLIS GARY W & GLORIA E - Gloria Willis	599 N CHILDS RD, KEARNEYSVILLE WV 25430	Closed	Gloria Willis Family Transfer
21-30-SD	9/13/2021	GILLMORE FRESTON & JULIE EVANS	774 BUTKHOUSE RD, KEARNEYSVILLE WV 25430	Closed	Lots 1-3 (residue)
21-24-SD	7/7/2021	BML LLC - Brant Lowe	Kearneysville Pike, Shepherdstown WV 25443	Open	Lot A1 A2 A3
21-25-SD	7/9/2021	PETTI VINCE - VINCEPETTI	400 MISSION RD N, HARPERS FERRY WV 25425	Open	Minor Subdivision Creating Lot 1, Lot 2, and Lot 3 (Residue)
21-26-SD	8/23/2021	KE COLONIAL, LLC - RICK FINK	Higbee Lane, SHEPHERDSTOWN WV 25443	Open	20 townhome units on 2.54 acres
21-15-Q	10/4/2021	BEALLAIR HOMES LLC - Todd Abe	Beallair Manor Dr, Charles Town, WV 25414	Bonding	Final plat consisting of 56 single family lots and 2 residue parcels.
21-15-Q	10/6/2021	DR ACQUISITIONS LLC	Turner Road, Shepherdstown, WV 25443	Closed	Proposal to create a two lot MSD

	10/12/2021	HARRISON BURNS JEROME C LIFE	1535 S CHILDS RD KEARNEYSVILLE WV 25430	Closed	Creation of a two-lot MSD
	10/20/2021	KE TOLLHOUSE, LLC	Kearneysville Pike SHEPHERDSTOWN WV 25443	Open	69 single family homes
	11/19/2021	KLEFFNER JURGEN M & VERONICA D	1325 SHIRLEY RD. SUMMIT POINT WV 25446	Closed	A Family Transfer MSD (Lot 1 & Lot 2 Residue)
22 1 SD	1/5/2022	Secatello Contracting, LLC - Vincent Secatello	Vacant Parcel - Bowers Road Kearneysville, WV 25430	Open	2 Lots and a Residue Minor Subdivision
22 2 SD	1/5/2022	VINCENT TODD SECATELLO	4590 BOWERS RD KEARNEYSVILLE WV 25430	Closed	Cluster Subdivision Lots 2A, 2B, 2C, 2D and 2E Residue
22 3 SD	2/16/2022	WILSON MICHAEL C & ALLA A	225 AMIESTY WAY SHEPHERDSTOWN WV 25443	Open	Minor Subdivision 2 lots and 1 residue
22 4 SD	2/17/2022	O SULLIVAN FARMS LLC	1501 EARLE RD. CHARLES TOWN WV 25414	Open	MSD for Lots A and B Residue
22 5 SD	2/22/2022	Sam Staley	STALEY DR. SHEPHERDSTOWN WV 25443	Closed	Creation of three family transfer lots (parent to child)
22-6 SD	3/4/2022	Jo Stue-Powless	60 KIDWILER RD HARPERS FERRY WV 25425	Open	Family Transfer MSD 3 lots
22 7 SD	3/7/2022	OUELLETTE JOHN J & TIHA J	772 N CHILDS RD. KEARNEYSVILLE WV 25430	Open	Creation of 1 lot and a residue *Submission 3 revised the project to process as a traditional MSD - no longer a Family Transfer
22-1 RR	3/10/2022	ILA Properties Inc	Charles Town Road Kearneysville, WV 25430	Closed	Redline Revision (pavement)
22 8-SD	3/25/2022	GAESTEL WILLIAM H	1602 KEARNEYSVILLE PIKE SHEPHERDSTOWN WV 25443	Open	William Gaestel Family Transfer, Lots 1-Residue, and 2-4
22 9 SD	3/25/2022	FINCH GREGORY L & MELANIE M	Kearneysville Pike, Sheeherdstown WV 25443	Open	Gregory and Melanie Finch FT MSD Lots 1-3, and 4 Residue
22 10-SD	3/28/2022	LUTMAN LAJID DEVELOPMENT LLC - Dave Lutman	45 FOX MEADOW LN SUMMIT POINT WV 25446	Open	Minor Subdivision of property formerly addressed as 1319 Shirley Road Lot 1-4 (residue)
22-9-RR	4/1/2022	Roderick Flates, LLC - Maurice Gladwell	Wintergreen Way, Charles Town, WV 25425	Open	Redline Revision Bridge
22 11 SD	4/5/2022	FLOWING SPRINGS ROAD LLC	Flowing Springs Road, Charles Town, WV 25414	Open	Major Subdivision 320 Single Family Lots *Submitted as Green Hill SD
22 12 SD	4/11/2022	MICHAEL D & DOJINA L RING	Darke Lane, KEARNEYSVILLE WV 25430	Open	Lot 1 - Family Transfer Lot Lot 2 - Residue
22 3 RR	4/12/2022	JEFFERSON COUNTY DEV AUTHORITY	JAMES BURR BLVD KEARNEYSVILLE WV 25430	Open	Burr Business Park Lot 1 Redline Revision, relocation of SWM easement
22 13-SD	4/19/2022	HESS TERRY	BOWERS ROAD, KEARNEYSVILLE WV 25430	Open	Family Transfer Lots 1, 2 & 3 Residue
22-14 SD	4/20/2022	GHOBADI JAHANGIR ET AL	470 SHADE TREE LN, SHENANDOAH JUNCTION	Open	Minor Subdivision Lot, 1, 2 & 3 Residue
22 15 SD	5/3/2022	BEALLAIR HOMES LLC - Todd Abe	Beallair Manor Dr. Charles Town, WV 25414	Open	Preliminary Plat for Phase 4 and 5 Lots 160 thru 202, 234 thru 272, 276 thru 282, Open Space A and SWM 2
22-16-SD	5/4/2022	BEAHM NORMAN A & CHARLOTTE K	382 MISSION RD. HARPERS FERRY WV 25425	Open	Lot 1 and 2-Residue
22-17-SD	5/4/2022	GUY GARETH CHICCHIRICI	AUGUSTINE AVE, CHARLES TOWN WV 25414	Open	Chicchirici MSD Lots 1 and 2 Residue Formerly Sheehy Augustine Ave (Chicchirici) Major Nonresidential Subdivision
22 18 SD	5/5/2022	BELLBRIAN C & ALLISON K	2154 LEETOWN RD SUMMIT POINT WV 25446	Open	Bell MSD of Parcels 06001600200002 & 06001600200003 Note these parcels were legally merged on 04/06/90. BLA from Bell (P 2 3) to Mercer (P 2 5) *Includes variances an existing access easement
22-19 SD	5/5/2022	KABLE HARRY M & CAROL F	461 CRANES LN, RANSON WV 25410	Open	Minor Subdivision, Lots 1 and 2 (residue)
22 9-RR	5/11/2022	BEALLAIR HOMES LLC - Todd Abe	Beallair Manor Dr., Charles Town, WV 25414	Open	Preliminary Plat Redline Revision to redesign an internal roadway
22 20 SD	5/13/2022	LOWE KENNETH F JR REV TRUST	40 LOWE DR. SHEPHERDSTOWN WV 25443	Open	4 lots at ng 3 d ip es
22 6 RR	5/17/2022	Lutman Land Development - David Lutman	0 3 miles west of Summit Pt Rd & Washington Street, Charles Town, WV 25414	Open	Millon's Landing Subdivision - Redline Revision to add lot 17 as a buildable lot and revisions to Lots 13 and 22 re: drain fields.
22 21-SD	5/23/2022	PHILLIPS SANDRA E & BRODKE S	387 WOODBURY DR KEARNEYSVILLE WV 25430	Open	Minor Subdivision to create Lots A, B, and Parcel 3 19 Residue
22 22-SD	6/27/2022	TREMBA RANDALL W & PAULA A - Randall & Paul Tremba	1246 TERRAPIN NECK RD. SHEPHERDSTOWN WV 25443	Open	Family Transfer Lot: 1 & 2
22 23 SD	6/28/2022	New Hope Farm - Rafly Ekshidian Patron	867 HIXTON RD KEARNEYSVILLE WV 25430	Open	5 Lot Minor Subdivision
22 8-RR	6/29/2022	DR HORTON - Devin Clark Urigo	Kearneysville Pike Shepherdstown, WV 25443	Open	Redline Revision documents for the Preliminary Plat related to model home lot, removing walking path and pedestrian bridge - replace cobblestone surface with stone access/standard concrete sidewalk - adding brick pier to the entrance feature.
				Category Total:	43
21 32 ZC	7/13/2021	NORTON INVESTMENTS LLC	69 CLENDENING DR. KEARNEYSVILLE WV 25430	Closed	Change in Tenant: Existing Norm Thompson Building (Dalb Corp) Land Use Designation: Warehousing
21 33 ZC	7/13/2021	NORTON INVESTMENTS LLC	69 CLENDENING DR. KEARNEYSVILLE WV 25430	Closed	Change in Tenant: Norm Thompson Fulfillment Center (West Virginia Medicine)
21 34 ZC	7/13/2021	NORTON INVESTMENTS LLC	69 CLENDENING DR. KEARNEYSVILLE WV 25430	Closed	Change in Tenant: Norm Thom (Rockwool)
21 35 ZC	7/30/2021	2021 McGarry Blvd - Brian Fulton	53 MCGARRY BLVD KEARNEYSVILLE WV 25430	Closed	Existing warehouse in Burr Park
21 36 ZC	8/3/2021	LOWE HOSPITALITY GROUP LLC - TRIPP LOWE	70 MADDEX SQUARE DR SHEPHERDSTOWN WV 25443	Closed	Conversion of existing Quality Inn Hotel to 20 apartments, pharmacy and medical cannabis dispensary. The dispensary and pharmacy will have separate drive through lanes.
21 37 ZC	8/12/2021	NORTON INVESTMENTS LLC	69 CLENDENING DR. KEARNEYSVILLE WV 25430	Closed	Change in Tenant: Existing Norm Thompson Building (Continuous Journey LLC) Land Use Designation: Medical Office / Lease: 3,200 SF
21 38 ZC	8/12/2021	ASHBAUGH PAUL L & DONNA K	121 ASHLAND WOODS DR. HARPERS FERRY WV 25425	Closed	Install antennas on an existing telecommunications tower - install equipment cabinet and 100 amp electrical service.
21 39 ZC	8/17/2021	B33 Jefferson Crossing II, LLC	180 FLOWING SPRINGS RD. CHARLES TOWN, WV 25414	Closed	Change in Tenant: Retail Sales - Spirit of Halloween. Lease from 7/11/21 - 11/15/21
21 40 ZC	8/31/2021	KITA LLC	59 RULAND RD STE J KEARNEYSVILLE WV 25430	Closed	Change in tenant: Personal Services (hair salon) - Shades Hair Studio, LLC
21 41 ZC	9/3/2021	Rankin Physical Therapy	7330 MARTINSBURG PIKE. SHEPHERDSTOWN WV 25443	Closed	Change in nonconforming use: Physical Therapy Building square footage = 2,200 square feet
21 42 ZC	9/16/2021	WALKER SARAH E ET AL	67 GRANNY SMITH LN KEARNEYSVILLE WV 25430	Closed	Replace three antennas on an existing 198 telecommunications tower
21 43 ZC	9/24/2021	BTIC Inc DBA TBD - Behzar Taheri	4563 MIDDLEWAY PIKE KEARNEYSVILLE WV 25430	Closed	Change in nonconforming use from Ray's Glass to Automobile Sales and Service
21 44 ZC	9/24/2021	MARTIN JOSEPH P & CHRISTIE T	3735 SUMMIT POINT RD CHARLES TOWN, WV 25414	Closed	Accessory Dwelling Unit: In Law Suite
21 45 ZC	10/12/2021	KNR INVESTMENTS LLC	481 MILLVILLE RD UH11 A MILLVILLE WV 25432	Closed	Former Millville Post Office change to Professional Office Space
21 46 ZC	10/26/2021	Richard and Phillip Childs	S Childs Road, Kearneysville WV 25430	Closed	AT&T is proposing to build a 195 ft monopole telecommunication tower with a 4 lightning rod which will include 6 Antennas and a 3 600 square foot fenced compound on the site.
21 47 ZC	10/27/2021	HAINES WILLIAM R & KRISTIN M	174 TALL PINES DR. CHARLES TOWN WV 25414	Closed	ADU Detached in law suite
21 48 ZC	10/29/2021	RUSHIZKY GEORGE W & MARY L - Matthew Rushizky	342B SHEPHERDSTOWN PIKE SHEPHERDSTOWN WV 25443	Closed	AT&T Replace antennas on an existing tower and install a 3 6' x 9 6' (33 25 sf) concrete pad for ancillary equipment serving new antennas

Zoning Certificate

21-4-ZC	11/10/2021	MCILLAN ROBERT A & DOROTHEA C	2332 TERRAPIN NECK RD SHEPHERDSTOWN WV 25443	Closed	Converting existing detached accessory structure to an in law suite
21-5-ZC	11/23/2021	RUSSO ANTHONY J & PAJLA P	6568 FLOWING SPRINGS RD SHENANDOAH JUNCTION WV 25447	Closed	Agricultural Special Event Facility and Farm Vacation Enterprise
21-5A-ZC	12/15/2021	SUTHERLAND DONALD W DONALD SUTHERLAND	287 GARDNERS LN SHEPHERDSTOWN WV 25443	Closed	Short Term Rental
22-1-ZC	1/11/2022	HERBERT JOSEPH A & SHELBY M	1122 DUNCAN RD HARPERS FERRY WV 25425	Closed	Farm Vacation Enterprise - five lodging units
22-2-ZC	1/11/2022	HERBERT JOSEPH A & SHELBY M	1122 DUNCAN RD HARPERS FERRY WV 25425	Open	Farm Vacation Enterprise
22-3-ZC	1/31/2022	GRANTHAM JOHN W & SHAUNIA F	363 WOOD END FARM LN SUMMIT POINT WV 25446	Closed	Agricultural Event Facility & Farm Vacation Enterprise (garage apartment)
22-4-ZC	1/31/2022	SNYDER STEPHEN P & KATIE MCELROY WOODRUM STEPHEN SNYDER	38 MARCUM LN HARPERS FERRY WV 25425	Closed	Zoning Certificate to operate under the Landscaping Land Use Designation.
22-5-ZC	2/3/2022	HALVERSON DEBORAH	8025 SHEPHERDSTOWN PIKE SHEPHERDSTOWN WV 25443	Closed	Proposed Use: Farm Vacation Enterprise
22-6-ZC	2/25/2022	TODORA MATTHEW	245 MASON DR HARPERS FERRY WV 25425	Closed	Short Term Rental
22-7-ZC	3/7/2022	OUELLETTE JOHN J & TINA J	772 N CHILDS RD KEARNEYSVILLE WV 25430	Closed	Accessory Dwelling Unit for son
22-8-ZC	3/9/2022	SUNNYSIDE LIMITED PARTNERSHIP	813 WHEATLAND RD CHARLES TOWN WV 25414	Closed	To install a generator and pad within an existing fenced cell tower compound.
22-9-ZC	3/9/2022	KROP PROPERTIES LLC	640 WAR ADRIAL BLVD CHARLES TOWN WV 25414	Closed	The project consists of seasonal retail items, a food truck, alcohol sales, and outdoor seating areas.
22-10-ZC	3/9/2022	BANKS T NEILL & KENNA	3343 SHEPHERDSTOWN PIKE SHENANDOAH JUNCTION WV 25447	Closed	Tower and Ground modifications to an existing telecommunications facility site
22-11-ZC	3/22/2022	BROWN ALVIN L & CYNTHIA D	2464 HITE RD KEARNEYSVILLE WV 25430	Closed	Equipment modifications to existing 300 nonconforming telecommunications tower
22-12-ZC	3/25/2022	LEFEVRE THOMAS E	237 TEL FARM LN KEARNEYSVILLE WV 25430	Closed	Tower equipment modification (antennas) on an existing 196 telecommunication facility.
22-13-ZC	3/29/2022	Dead Rock Contractor Services LLC Chris Livingston	Stapley Road, Charlet Town, WV 25414	Closed	Contractor's Office with Outdoor Storage - 1500 SF Steel Building with Office & Storage and parking lot
22-15-ZC	4/8/2022	POPE SHERIAN	42 QUAKING ASPEN WAY CHARLES TOWN WV 25414	Closed	Bed and Breakfast - Lot 19 Aspen Greens, Subdivision - 4 Bedrooms / Maximum Number of Guests - 8
22-16-ZC	4/8/2022	NORTON INVESTMENTS LLC ROBERT MALONEY	69 CLENDENING DR KEARNEYSVILLE WV 25430	Closed	Change in Tenant - Rockwool
22-17-ZC	4/11/2022	SUSO 2 ALABAMA LP	96 PATRICK HENRY WAY CHARLES TOWN WV 25414	Closed	Temporary sale of state legal fireworks from a 20' x 40' tent. Proposed daily operation 06/17/22 through 07/06/22, 9:00 a.m. to 10:00 p.m. Tent to be removed from the property no later than July 10, 2022. A 10' x 20' storage container/pod will be provided for overflow.
22-18-ZC	4/11/2022	B33 Jefferson Crossing II LLC	188 FLOWING SPRINGS RD CHARLES TOWN WV 25414	Closed	Temporary sale of state legal fireworks from a 20' x 40' tent. Proposed daily operation: 06/16/22 through 07/05/22, 9:00 a.m. to 10:00 p.m. Tent to be removed from the property no later than July 8, 2022. A 10' x 20' storage container/pod will be provided for overflow.
22-19-ZC	4/12/2022	KEHLAID FOUNDATION INC Jack Waller	90 SOMERSET BLVD CHARLES TOWN WV 25414	Closed	Temporary sale of legal fireworks: two 8' x 40' temporary stands. Daily operation: 06/17/22 to 07/11/22 from 9:00 am to 9:00 pm, daily.
22-20-ZC	4/12/2022	MORGAN A M S IV & JESSEF Jessa Morgan	2547 BERRVILLE PIKE CHARLES TOWN WV 25414	Closed	Farm Brewery and Brewpub
22-21-ZC	4/14/2022	ROLFE JASON & KARA M	708 RUDDER RD SHEPHERDSTOWN WV 25443	Closed	To lift the single family restriction. - Final Plat Amendment to allow the construction of a detached accessory dwelling unit for a family member. See Note #4 on Final Plat / PC File D1-17
22-26-ZC	4/14/2022	JEFFERSON UTILITIES INC	307 W BURR BLVD KEARNEYSVILLE WV 25430	Closed	Project consists of swapping six antennas/relocating three (3) existing antennas, removing six RRHs, and installing nine (9) RRHs for a co-located telecommunications facility on an existing 140' water tank.
22-22-ZC	4/26/2022	WESNER PAUL E III & NICOLE M	112 BELGIANWAY CHARLES TOWN WV 25414	Closed	Home Occupation Level 1 - Catering Business
22-23-ZC	4/26/2022	POTOMAC EDISON COMPANY	1320 OLD COUNTRY CLUB RD CHARLES TOWN WV 25414	Open	New 150' Monopole Telecommunications Facility (tower) to be constructed within an existing substation compound.
22-24-ZC	5/2/2022	POTOMAC COITAGE LLC Robert Starkey	1523 KNOTT RD SHEPHERDSTOWN WV 25443	Closed	Short Term Rental
22-25-ZC	5/4/2022	Stacey and Keith Pierson	18 BILLMYER MILL RD SHEPHERDSTOWN WV 25443	Open	Rocky Garden Cabin, Short Term Rental
22-27-ZC	5/5/2022	BOWMAN AMY A & MAY L	1529 KNOTT RD SHEPHERDSTOWN WV 25443	Closed	Short term rental
22-28-ZC	5/16/2022	B33 JEFFERSON CROSSING LLC Omar Hall	71 JEFFERSON CROSSING WAY STE B, CHARLES TOWN, WV 25414	Closed	Shopping Center - Change in Tenant - Retail Sales and Services - US Cellular Products
22-29-ZC	5/20/2022	KIDWELL RODNEY W	35 HALL TOWN RD HARPERS FERRY WV 25425	Closed	Change in Tenant - Retail Sales, Limited (Yarnably)
22-30-ZC	5/23/2022	BRENDAL & JEFFREY S CARNEY	42 WAGON TRAIL RD HARPERS FERRY WV 25425	Closed	Home Occupation, Level 1 - Home office. Provides cleaning services. No employees or customers onsite.
22-31-ZC	5/31/2022	WILT KENNETH L	543 MISSION RD N HARPERS FERRY WV 25425	Closed	Equipment modifications to an existing telecommunications tower (see 599-07)
22-32-ZC	6/2/2022	David & Gail Butler	501 PERSIMMON LN SHEPHERDSTOWN WV 25443	Closed	Home Occupation, Level 2 - Real Estate Office
22-33-ZC	6/8/2022	RUSHIZKY GEORGE W & MARY L Matthew Rushizky	8428 SHEPHERDSTOWN PIKE SHEPHERDSTOWN WV 25443	Closed	US Cellular Tower Modifications - See Sheet T-1 for Scope of Work
22-34-ZC	6/9/2022	CABLE HOLDCO EXCHANGE V LLC	512 SANDPIPER LN SHEPHERDSTOWN WV 25443	Open	Dish proposes to install (3) antennas (3) RRHs, (2) RRUs (11 OVP, and (1) hybrid cable and ground work
22-35-ZC	6/21/2022	JEFFERSON UTILITIES Lee Switzer	426 DAK LEE DR, RANSON WV 25138	Closed	Modifications to the existing water tower for T mobile
22-36-ZC	6/22/2022	ARIAHWHA LLC MANESH PATEL	4330 WILLIAM L WILSON FWY HARPERS FERRY WV 25425	Closed	Change in Tenant, Scoop 10x Restaurant, Fast Food, Limited: Ice Cream and Pastry Shop. Operation: Wednesday through Sunday, 1-4 employees, 3 parking spaces.
22-38-ZC	6/24/2022	B33 Jefferson Crossing LLC	91 SARATOGA DR STE E, CHARLES TOWN WV 25414	Closed	Shopping Center - change in tenant to real estate office
22-37-ZC	6/27/2022	KRAFT JAMES O & MARY JEANE H & ANN B HECK	279 EAGLES NEST LN HARPERS FERRY WV 25425	Closed	Home Occupation Level 1 - private music lessons (trombone & cello) between the hours of 10 am and 9 pm.
22-39-ZC	6/29/2022	GARZA ROBERT C & DELIA M TRS	10101 LEETOWN RD KEARNEYSVILLE WV 25430	Open	Accessory Dwelling Unit, In Law Suite
				Category Total:	58
22-4-ZC	10/22/2021	SUNNYSIDE INVESTMENT LLC	KANAWHA LN, CHARLES TOWN WV 25414	Closed	Request to rezone the following parcels from IC to RLIC
22-5-ZC	11/18/2021	MORRIS JOHN S	16 OLD LEETOWN PIKE KEARNEYSVILLE WV 25430	Closed	To rezone from Village to General Commercial
22-7-ZC	12/10/2021	ARNOLD HOLDEN	11147 TOWN ROAD SHENANDOAH JUNCTION WV 25442	Closed	To rezone from Industrial Commercial to Residential Growth

Zoning Map Amendment	22-1-Z	1/26/2022	FLOWING SPRINGS ROAD LLC	Flowing Springs Road, Charles Town, WV 25414	Open	To rezone Parcel 9 (102 acres) from Rural to Residential Growth. Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject parcel (to be known as Green Hill) from Rural to Residential Growth.
	22-2-Z	1/26/2022	Gay Chickler@fbc	Augustine Ave, Charles Town, WV 25414	Closed	To rezone 52 acres of the remaining 192 acres from Rural to Highway Commercial. Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone a 0.52 acre portion of the 4.42-acre subject parcel from Rural to Highway Commercial (HC).
	22-3-Z	5/25/2022	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC - Jeff Johnson	201 MOTORSPORTS PARK CIR, SUMMIT POINT, WV 25446	Open	To rezone 11 parcels from Rural to General Commercial (Map 16, Parcels 11, 11.1, 11.2, 11.11, & OSA, and Map 17, Parcels 2, 2.1, 2.2, 3, 1, 5, & 9) 717 acres of 772.45 acres total to be rezoned. The applicant is proposing to process a boundary line adjustment for the remaining 56.45 acres.
	Category Total:					6
Zoning Map Amendment	21-27-ZV	8/2/2021	CLINE MARTIN E & JACQUELINE M	558 EASTLAND DR, CHARLES TOWN, WV 25114	Closed	Variance request from Section 5.4B of the 08/13/98 Zoning Ordinance (as amended) to reduce the side setback from 12' to 7'-4" for a 12' x 16' accessory structure.
	21-28-ZV	8/4/2021	JEFFERSON COUNTY DEV AUTHORITY - Dennis Jarvis	395 STEELEY WAY KEARNEYVILLE, WV 25430	Closed	Variance from Appendix B to reduce the front setback from 25' to 21' for a proposed expansion to the existing T&E facility.
	21-29-ZV	8/27/2021	MATTHEW S & KARA L DURRSCHMIDT	441 CHICKAMAUGA DR, HARPERS FERRY, WV 25425	Closed	Variance from Section 5.7B of the Zoning Ordinance, as amended 00/00/00, to reduce the side setback from 12' to 6' for a 22' x 44' inground pool with surrounding concrete.
	21-30-ZV	8/27/2021	Dead Rock Contractor Services, LLC - Chris Livingston	Vacant Parcel, Charles Town, WV 25414	Closed	Variance from Section 4.6B and Appendix B to reduce the distance requirement from 75' to 25' along the western property line for a proposed.
	21-31-ZV	8/27/2021	Dead Rock Contractor Services, LLC - Chris Livingston	Vacant Parcel, Charles Town, WV 25414	Closed	Variance from Section 4.11 and Appendix B to allow existing vegetation in lieu of the required planned landscape buffer for a proposed.
	21-32-ZV	8/30/2021	Kirk and Charlene Lattner	19 MOSSY OAK CT, SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 5.4B to reduce the rear setback from 20' to 15' for a portion of a 25' x 16' deck.
	21-33-ZV	9/1/2021	ASHBAUGH PAUL L & DONNA K Paul Ashbaugh	121 ASHLAND WOODS DR, HARPERS FERRY, WV 25425	Closed	Variance request from the following: Section 5.6D to reduce the perimeter setbacks from 25' to 1' for an existing 7' tall fence (proposed parcel 35), and Appendix B to reduce the side setback from 50' to 15' for an existing 75' tall cell tower (proposed parcel 36). The purpose of the request is to allow for a boundary line adjustment between parcels 35 and 36.
	21-34-ZV	9/21/2021	ARVIN JOHN W & MARY P	1631 BOWERS RD, KEARNEYVILLE, WV 25430	Closed	Variance from Section 9.6A to reduce the side setback from 5' to 3' along the western boundary for a 12' x 12' accessory structure (21-34-ZV).
	21-35-ZV	9/21/2021	ARVIN JOHN W & MARY P	1631 BOWERS RD, KEARNEYVILLE, WV 25430	Closed	Variance from Section 9.6A to reduce the side setback from 5' to 3' along the western boundary for an 8' x 10' accessory structure (21-35-ZV).

Zoning Variance

	10/4/2021	LIND TESSA & JEFFREY R BOWERS JR	47 MADDEX FARM DR SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 9 6C to allow an accessory structure within the required front yard; and Section 5 4B of the 01/10/02 Zoning Ordinance (as amended) to reduce the front setback from 25' to 15' for a proposed 18' x 40' in ground pool with surrounding concrete
	12/14/2021	SNYDER STEPHEN P & KATIE MCLEROY WOODRUM STEPHEN SNYDER	38 MARCUM LN HARPERS FERRY, WV 25425	Closed	Request to reduce the non residential side setback requirement from 50' to 15' along the northern property line to allow for placement of a 12' x 24' pre built shed to be used for equipment storage related to a proposed landscaping business (Appendix B).
	12/14/2021	SNYDER STEPHEN P & KATIE MCLEROY WOODRUM STEPHEN SNYDER	38 MARCUM LN HARPERS FERRY, WV 25425	Closed	Request to reduce the front setback requirement for a freestanding sign from 25' to 10' and to allow the sign to face a residence (Sections 10 4 B 3 & 10 4 B 4). Proposed landscaping business sign for landscaping business.
	12/15/2021	DARR BRANDON & ALEXI BRAIDON DARR	OUR LADY E. KEARNEYSVILLE WV 25430	Closed	Request to reduce the front setback from 25' to 10' and the side setback from 12' to 10' along the western boundary line for a 24' x 24' detached garage with an adjacent driveway. Include section 9 6C for when the structure is converted to an accessory dwelling.
	12/28/2021	JEFFERSON CO HISTORIC LANDMARKS COMMISSION	84 MELVIN RD SHENANDOAH JUNCTION WV 25442	Closed	Variance from Article 11.1 Nonresidential Parking Requirements to request a waiver from the requirement that parking be provided on site/off street. The applicant has obtained approval from the WV State Rail Authority to allow the HLC to use the train station with no additional work.
	12/29/2021	HOLDER KELLY M	211 JOHN BROWN FARM CT HARPERS FERRY, WV 25425	Closed	Request to reduce the front setback requirement from 40' to 20' for proposed 32' x 26' accessory structure (carport). Sections 9 6C & 9 7
22-1 ZV	1/3/2022	STAUBS KIMBERLIL L & TOMMY G SR	88 CAVALIER DR, HARPERS FERRY, WV 25425	Closed	Variance request from Section 9 7 & 9 6C to reduce the front setback from 20' to 15' for a proposed 28' x 30' detached garage.
22-3 ZV	1/3/2022	PINE PROPERTIES LLC DONALD PINE	989 ENGLE MOULERS RD HARPERS FERRY, WV 25425	Closed	Variance request from Sections 9 5(b) and 5 7(b) of the April 8, 2005 Zoning Ordinance as amended to reduce the side setback from 15' to 0' for a 9' tall privacy fence.
22-2 ZV	1/3/2022	MENGES JOEL & ANTONETTE SIGNORI	222 MADDEX DR SHEPHERDSTOWN, WV 25443	Closed	Variance request from Sections 5 4B (01/10/02 Zoning Ordinance as amended) to reduce the side and rear setbacks from 12' to 4' and 20' to 13' for a proposed 16' x 40' in ground pool with surrounding concrete.
22-4 ZV	1/3/2022	MUTH RAYMOND M JR & KERRY F - RAY MUTH	21 SOUTHPAW LN, SHEPHERDSTOWN, WV 25443	Closed	Variance request from Section 4 10A to waive the requirement to process a site plan for a proposed expansion to an existing commercial building.
22-5 ZV	1/28/2022	BRITTON SHERRY M & TIMMY D	153 CARDINAL KNOLL LN SHENANDOAH JUNCTION WV 25442	Closed	Variance from Section 5 7B of the Zoning Ordinance (as amended 02/11/98) to reduce the front setback from 40' to 10' and the rear setback from 50' to 10' to allow for the replacement of an existing singlewide mobile home with a new ~200 square foot home.
22-6 ZV	1/28/2022	SACCUCCI MARC A	290 MADDEX DR SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 5 4B of the Zoning Ordinance (as amended 05/01/03) to reduce the front setback from 25' to 20' to construct a front porch.
22-7 ZV	1/28/2022	RAPATONII CHERYLE JOANNA	267 RIVERSIDE DR, HARPERS FERRY, WV 25425	Closed	Variance from Section 9 7 to reduce the side setback along the northern boundary from 12' to 5' for a 26' x 31' detached garage with covered breeze way.
22-8 ZV	1/28/2022	RAPATONII CHERYLE JOANNA	267 RIVERSIDE DR, HARPERS FERRY, WV 25425	Closed	Variance from Section 9 7 to reduce the side setback along the southern boundary from 12' to 6' for a 30' x 33' addition to the existing home.
22-9 ZV	1/31/2022	PALMER LUCAS J & MELISSA A	68 WILDERNESS CT HARPERS FERRY, WV 25425	Closed	Variance request from Section 5 4B of the Zoning Ordinance as amended on 04/08/05 to reduce the side setback from 12' to 5' and to reduce the rear setback from 20' to 5' for a 22' x 44' in-ground pool including surrounding concrete.
22-10 ZV	2/28/2022	B.C. Partners, Inc	Old Country Club Road Charles Town, WV 25414	Closed	Variance request from Section 9 9A 10 to modify the 50' landscape buffer requirement along a limited access highway for a proposed four (4) lot nonresidential subdivision. The proposal includes splitting the required buffer to allow for a portion of the buffer along the north and south sides of the frontage road (as opposed to providing the full 50' on one side of the frontage road). The request includes a maximum reduction of 50' to 37' at the narrowest point between the cul de sac and the property line along a small driveway.
22-11 ZV	3/17/2022	STAUBS KIMBERLIL L & TOMMY G SR	88 CAVALIER DR, HARPERS FERRY, WV 25425	Open	Variance from Section 9 6C to allow an accessory structure within the required front yard; and Section 9 7 to reduce the front setback from 20' to 5' for a proposed 36' x 26' detached three car garage.
22-12 ZV	3/24/2022	KING BRIAN B	76 BRIERLY SPRING LN SHEPHERDSTOWN, WV 25443	Open	Variance from Section 9 7 to reduce the front setback from 40' to 18' for a proposed 7' x 23' two story addition to the front of an existing home.
22-13 ZV	3/25/2022	POTOMAC COTTAGE LLC - Robert Starkey	1523 KNOTT RD SHEPHERDSTOWN, WV 25443	Open	Variance from Section 9 7 to reduce the side setback along the southern property line from 15' to 3' for a 12' long deck and to reduce the side setback along the northern property line from 15' to 6' inches for a 12' long deck with 8' long stairs.
22-14 ZV	4/4/2022	CLIFFORD L RAMEY	1079 ARCHER RD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9 7 to reduce the rear setback from 50' to 20' for a 40' x 100' accessory structure.
22-15 ZV	4/4/2022	Kar-ette Peiry	245 SUMMERFIELD WAY SHENANDOAH JUNCTION, WV 25442	Open	Variance from Appendix A to reduce the front setback from 40' to 3' the side setback from 15' to 3' and the rear setback from 50' to 3' for an 8' tall block and stone fence/wall to be constructed along the eastern property line.
22-16 ZV	4/5/2022	Guy Chickrich	Augustine Ave Charles Town, WV 25414	Open	Variance request from Section 4 11E to allow a modified landscape buffer along the western property line for a proposed Large Gas Station (Sheet 2).
22-17 ZV	4/8/2022	GIBSON SMITH IAN	44 BLOSSOM VIEW CT SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5 4B of the Zoning Ordinance, as amended on 11/07/02, to reduce the rear setback from 20' to 9' for a 10' x 10' deck expansion.
22-18 ZV	4/25/2022	TENNANT SHARON M Sharon Tennant	323 WOODCOCK AVE, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 9 7 to reduce the 6' side and rear setbacks down to 4' for a 40' x 24' detached garage with an attached 16' x 8' lean to.
22-19 ZV	4/27/2022	CHARLES TOWN LOYAL ORDER OF MOOSE - Chad Bryan	77 16TH AVE, RANSON, WV 25418	Open	Variance from Section 10 7E 1 to waive the requirement of submitting written certification from the sign manufacturer verifying that the light intensity has been factory preset not to exceed the levels specified by the Zoning Ordinance and that the intensity level is protected from end user manipulation by password protected software or other appropriate methods for a proposed Electronic Sign. The applicant has represented that the sign will comply with the required brightness levels but that the sign manufacturer has been unable to provide the required certification.
22-20 ZV	5/2/2022	DERITO DANIEL W	105 BURCH MEADOW LN, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9 7 to reduce side setback from 15' to 1' along a platted 25' wide access easement for a 30' x 30' accessory structure (detached garage).
22-21 ZV	5/13/2022	OWENS MICHAEL K ET AL	11945 LEETOWN RD KEARNEYSVILLE, WV 25430	Open	Variance from Section 5 7J(2)(a) to increase the height of an existing Wireless Telecommunications Tower (designed as a site) from 120' to 130' to allow additional antennas (in collocation) within the existing site structure.
22-22 ZV	5/27/2022	BEALLAIR HOMES LLC Mike Wiley	Beallair Manor Charles Town, WV 25414	Open	Variance request from Section 5 4B 1 and Appendix A to reduce the Front Setback from 25' to 15' the Side Setback from 12' to 10' and the Rear Setback from 25' to 15' for Lots 203 233 & 273 275 in Phase 3 of the Beallair Subdivision.
22-23 ZV	6/21/2022	MILLER GERALD A ESTATE PAUL SCHLEIFMAN	CAPTAIN CHEWS TRCE CHARLES TOWN, WV 25414	Open	Variance from Section 4 12B to increase the maximum impervious surface limit from 50% to 60% for a proposed apartment complex.
22-24 ZV	6/24/2022	MILLER GERALD A ESTATE PAUL SCHLEIFMAN	CHARLES TOWN, WV 25414	Open	Variance from Section 4 11C to eliminate the required landscape buffer along the southern property line (approximately 475 feet).
22-25 ZV	6/28/2022	Chad Dinges	87 BROADVIEW CT CHARLES TOWN, WV 25414	Open	Variance from Section 5 7B of the 09/28/06 Zoning Ordinance to reduce the rear setback from 50' to 15' for a detached garage.
				Category Total:	40
				Grand Total:	250
7-1-21 to 9-30-21					
10-1-21 to 12-31-21					
1-1-22 to 3-31-22					
4-1-22 to 6-30-22					



Quarterly Report April 1, 2022 – June 30, 2022

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
- b. Peter Burr Farm improvements and programming – ongoing
- c. Develop grant application and eligibility requirements for JCHPF, a new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot – rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Hosting an AmeriCorps Member – Patrick Fuller
- i. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- j. *Duffield's Depot* brochure _ ongoing
- k. Rt. 340 mitigation - a contractor hired to write two NR nominations or another research
- l. Lobby for Antietam National Battlefield boundary expansion to include Shepherdstown Battlefield – ongoing
- m. Design Guidelines for Middleway Historic District – on review at Middleway Conservancy
- n. Designating the *Jefferson County Courthouse*, as a National Historic Landmark
- o. Kearneysville Methodist/Boyd Carter Cemetery - resetting head stones - ongoing
- p. National Register nomination for *Weirick and Weller Water Wheel* on review at the SHPO
- q. National Register nomination for *Nathan Haines House* on review at the SHPO
- r. National Register nomination for the *Issac Clymer House*
- s. JC Landmark nomination for *Halltown Paperboard Mill*
- t. JC Landmark nomination for *Winchester Cold Storage*
- u. Monthly article on historic preservation too appeared in the Observer – ongoing
- v. Assist the American Battlefield Trust in the acquisition of Far Away Farm property – ongoing
- w. Working with JC Schools to implement *Teaching with Historic Places* – ongoing

2. Projects Completed

- a. Received a \$5,000 grant from the EWVCF for Kearneysville Methodist/Boyd Carter Cemetery tree removal and resetting head stones - **Notification April 5, 2022**
- b. Park Day cleanup of the Shepherdstown Battlefield – **Complete April 9, 2022**
- c. First awareness campaign event at Blue Ridge Arts and Crafts Festival – **April 30, 2022**
- d. Celebrated Historic Preservation Month with a lecture, *Why Old Places Matter* – **May 27, 2022**
- e. Received a \$2,000 donation from JC Historical Society for rehabilitation of Duffield's Depot – **June 21, 2022.**

Submitted by
Martin Burke, Chair



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

VIA EMAIL AND FIRST-CLASS MAIL

June 22, 2022

MAYOR
Robert M. Trainor

**CITY
COUNCIL**

James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Jean Petti
Julie Philabaum
Mitchael George
Rikki Tynjford

City Clerk
Todd Wilt

West Virginia Department of Transportation
Building 5
1900 Kanawha Blvd E
Charleston, WV 25305

**RE: City of Charlestown South George Street Pedestrian Improvements – WVDOT
Transportation Alternatives Program (TAP)**

Dear Secretary Wriston:

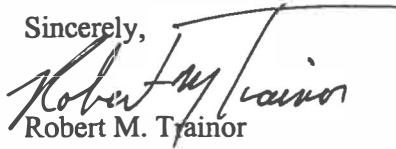
Kindly consider this letter as confirmation that the City of Charles Town has approved the commitment of \$102,246.00 for the South George Street Pedestrian Improvements Project.

These funds, which are available, unencumbered, committed and non-federal. will match the WVDOT investment of \$408,984.00 for the project. Charles Town is experiencing a growing need for sidewalks and bicycle lanes along the major arteries to our downtown from the edges of city limits. This project specifically, will provide sidewalks along George Street, from the corner of Mason Street to the Charles Town Municipal Building at 661 S. George Street, home for the Charles Town Police Department and Charles Town Utility Board. This critical pedestrian infrastructure will help improve the health and safety of Charles Town residents and visitors to the area. Multimodal transportation is paramount to any city to help enhance the vitality for its residents and bolster economic development

We are excited about this potential WVDOT initiative in an effort to create safer transportation alternatives for residents and visitors. We look forward to seeing the positive impacts of this funding in the years to come.

Thank you for your assistance and consideration of our request.

Sincerely,


Robert M. Trainor
Mayor

cc: Jefferson County Commission, WV



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

VIA EMAIL AND FIRST-CLASS MAIL

July 6, 2022

MAYOR

Robert M. Trainor

The Honorable Jimmy Wriston
Secretary of Transportation
DOT.Secretary@wv.gov

J. Lee Thorne
District Five Engineer
P.O. Box 99 (Route 50)
Burlington, WV 26710-0099
lee.j.thorne@wv.gov

**CITY
COUNCIL**

James Kratoch

Elizabeth Rocketts

Jeff Hynes

Kevin Tester

Jean Pett

Julie Philabaum

Michael George

Rileki Tinsford

Director Kenneth Given
Highways Programmatic Division
Kenneth.T.Given@wv.gov

Cheri Moffat
State STIP Supervisor
Cheri.A.Moffatt@wv.gov

West Virginia Department of Transportation
Building 5, 1900 Kanawha Blvd E
Charleston, WV 25305

RE: City of Charles Town, WV Input on Statewide Transportation Improvement Plan (STIP) Development & Key Projects

Dear Secretary Wriston, Director Given, Supervisor Moffat, and District Engineer Thorne:

CITY CLERK

Todd Wilt

I write on behalf of the City of Charles Town to offer comments on important transportation priorities in our city and to request that the projects listed below be included in the West Virginia, Department of Transportation's (WVDOT) 2023-2028 State Transportation Improvement Program (STIP). Charles Town appreciates the resources and dedication provided by WVDOT, and the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO), to improve Historic Charles Town's transportation systems, promoting safety, mobility, and vibrancy.

Jefferson County is growing rapidly, resulting in the County and municipalities such as Charles Town, handling significant increases in commuter and tourism traffic as part of the Baltimore-Washington Metropolitan Statistical Area. Charles Town seeks to provide input and support WVDOT and HEPMPO's efforts to address and mitigate unsafe transportation situations, sustain and in some cases improve levels of roadway service, maintain a vibrant and strong "main street" downtown, and expand the City's Complete Streets initiative, improving walkable and bikeable connections among key hubs in the community including population centers, educational facilities, jobs and economic centers, and tourism destinations. To reach these goals, we respectfully request that the following projects listed below be included as high priorities in the 2023-2028 STIP, noting that all of these (except one project noted) have also been included in HEPMPO's 2021-2024 TIP Revision and its Long Range Transportation Plan 2045. We look forward to continuing our productive partnership, particularly on these keeping these key projects moving forward.

1.) Augustine Trail (TIP ID J2019-05.03): As WVDOT knows from two rounds of TAP grants provided for this project and other supportive WVDOT action, the design and construction of a multi-use pedestrian/cycling trail facility between downtown Charles Town and Huyett Road, with two schools and thousands of homes in between, is among the community's highest priorities. Charles Town is hopeful that WV's U.S. Senators will secure \$1.4 million in FY2023 FHWA congressionally-directed grant funding, matched with \$350,000 in local resources, to complete the full funding needed to complete construction of this Augustine Trail. To the extent this is not federally funded, we request funding be allocated in the STIP.

2.) Route 51/West Washington/Summit Point Road Upgrade (TIP ID J2021-05): WVDOT is underway with a preliminary design, and next steps will undertake NEPA/Section 106 and selection of a preferred alternative, for the upgrade of the inadequate three-way stop intersection of West Washington Street, Route 51/MLK Jr. Avenue/Summit Point Road. Included in the preliminary design is a complete street upgrade to address pedestrian, and vehicle safety concerns in those corridors, which currently have inadequate sidewalks, streetlights, stormwater management, and bicycle accommodations. While the City of Charles Town has not yet identified a preferred alternative for this transportation upgrade, we expect to participate very closely in the design process to identify and mitigate negative impacts while optimizing positive impacts from this project and have consensus that investment is needed in that corridor. As such, we recommend that approximately \$600,000 be reserved in the 2023-2028 WVDOT STIP for design/engineering and other pre-construction costs, and that approximately \$6 million should be reserved in the WVDOT STIP for construction of the preferred alternative.


3.) South George Street / Route 115 Pedestrian/Cycling Facilities (not yet in TIP): The area southeast of downtown Charles Town is growing quickly, with large residential and commercial growth. The lack of adequate sidewalks, walking paths, or bike trails renders walkability between the Charles Town's historic districts and the existing neighborhoods of County Green, Green Meadows, Hillside, Greenfield, Crosswinds, Tate Manor, and Norbourne Glebe (still building out), future neighborhoods of Kings Crossing and Dailey Farm, one of the area's largest church complexes, and several businesses along S. George Street/Route 115 extremely unsafe and impractical. Route 115, which becomes South George Street as it enters Charles Town to the center of downtown, has no sidewalk or biking facilities on this heavily-traveled (and walked) corridor, from Mason Street near downtown, over the bridge crossing the Route 340 Bypass, out to Crosswinds Drive and the high residential growth areas. Charles Town requests that TAP Grant funding, applied for in June 2022, be granted to the South George Street sidewalk construction project, and that a design study and engineering costs be allocated in the 2023-2028 STIP for design of a multi-use walking/cycling connection between these nodes on portions with no such facilities.

4.) Safety Improvements to Route 340 Bypass / Huyett Road / Augustine Avenue Intersection (TIP ID J2022-02): As WVDOT and the entire Jefferson County community knows, the signalized intersection of the high-speed Route 340 Bypass with Augustine Avenue and Huyett Road, just outside of Washington High School and the large Huntfield subdivision among other traffic-generating developments, has been beset by accidents including fatalities. The City of Charles Town strongly supports the development of safety upgrades at this dangerous intersection, and requests that the design and construction of such improvements be included in the STIP.

5.) Support for HEPMPO LRTP/TIP EPTA Bus Transit Projects: EPTA public bus transit services are a valuable asset to the community and critical means for several of our residents and commuters to connect between downtown Charles Town and the broader region including Ranson, Martinsburg, Harpers Ferry, the MARC Train Station in Harpers Ferry, and key points in between. We support the projects and programming of funds laid out in the HEPMPO's 2021-2024 TIP, and request that they be supported in the WV DOT STIP and funding decision-making as well.

6.) MARC Strategic Partnership (TIP ID J2019-07.01): The West Virginia, eastern panhandle connection to the Nation's capital and the many high-impact employment centers in the region, remains a critical route for WV commuters and the vibrancy of Jefferson and Berkely Counties. Our counties and cities have raised resources to keep MARC trains serving the WV stations of Harpers Ferry, Duffields, and Martinsburg, and we call on WVDOT and state leaders to renew their commitments to keeping MARC service on track, and to work with other states and regional officials who are considering expansions of MARC service to serve western Maryland, and/or to serve the regional tourism trade, a critical sector to the eastern panhandle and all of West Virginia.

Sincerely,


Robert M. Trainor
Mayor

cc: Jefferson County Commission, WV
Matt Mullenax, HEPMPO Executive Director



Charles Town HBPA
PO Box 581
Charles Town, WV 25414



WV Thoroughbred Breeders Association
PO Box 626
Charles Town, WV 25414

July 7, 2022

President Caleb Hudson
Vice President Steve Stolipher
Commissioner Claire Auth
Commissioner Tricia Jackson
Commissioner Jane Tabb
Jefferson County Commission
124 E. Washington Street,
Charles Town, WV 25414

Via email: mgordon@jeffersoncountywv.org, jcarroll@jeffersoncountywv.org

Dear President Hudson, Vice President Stolipher and Jefferson County Commissioners Auth, Jackson and Tabb,

As Presidents of and on behalf of the Charles Town Horsemen's Benevolent Protection Association and the West Virginia Thoroughbred Breeders Association, we write jointly, in support of our respective organizations' three related American Rescue Plan Act applications pending before the County Commission (ARPA application #8; #9; and #17).

When viewed together, the applications, filed in June of 2021, support our local industry that, despite economic losses and impacts to the horsemen, continued to operate at full capacity throughout the duration of the pandemic, and thus, continued to generate the economic activity and related statutory programmatic revenue of over \$3 million dollars to the Commission's budget (over 10% of Jefferson County's revenue for both FY 22 and FY23).

Our ARPA applications were carefully crafted to ensure that the monies would remain in Jefferson County and West Virginia, and would leverage our COVID impacted programs for long-term growth through economic analysis, work force development, and promotion of our breeding programs in the competitive Mid-Atlantic breeding industry.

Respectfully, we note that our pending ARPA applications will lead to greater and more sustainable economic benefits to the Commission including: supporting the local agrarian

economy; increasing tourism; continued job generation; and providing significant annual revenue to the County. Continued investment in the thoroughbred breeding and racing industry results in additional revenue fund generation for Jefferson County and a return on investment that benefits future funding of ongoing Jefferson County's operations and services to many entities.

There are many varied worthy applications in the Commission's pending ARPA queue and we respect the decision making process of the Jefferson County Commission as it evaluates the applications pending before it.

Sincerely yours,



Jim Miller
President
Charles Town Horsemen's Benevolent
Protection Association



John Funkhouser
President
West Virginia Thoroughbred
Breeders Association



Meals on Wheels of Jefferson County
P.O. Box 565
Charles Town, WV 25414-0565
(304) 725-1601

July 7, 2022

Jefferson County Commission
124 Washington Street
Charles Town, WV 25414

Attn: Mr. Caleb Wayne Hudson, President
Re: American Rescue Plan Act (ARPA) Fund Allocations

Dear Sir:

We have read of the funds available to the County through the ARPA, and would like to take this opportunity to be considered for funding. Due to the Covid pandemic, the requests for our services have risen sharply, and the recent increases in food costs have put enormous pressure on our already-limited budget. We would respectfully like to ask for funding in the amount of \$10,000.00

Anyone in Jefferson County who is homebound or for any reason is unable to prepare at least one healthful, ample meal a day, regardless of age, income, infirmity, race, gender, or other circumstances equally important, is eligible to receive a meal. We prepared and delivered approximately 11,000 noon meals in 2021. Our Service meets two essential needs: (1) ensuring our clients receive a healthy, well-balanced daily meal to prevent malnutrition, and (2) monitoring our clients' well-being, and summoning the client's caregiver of record, or emergency help, if needed. Our drivers also bring a little cheer into the clients' lives with a daily visit, since many clients are quite isolated.

Meal preparation starts early each morning at the Charles Town Presbyterian Church. A typical meal consists of a meat, fish, or casserole; two vegetables, fruit, bread and margarine, dessert and beverage. Special care is taken for those requiring diabetic meals or have critical individual needs. The prepared meals are packed by volunteer packers and placed into hot and cold food boxes for delivery. The volunteer drivers and visitors load the food boxes in their vehicles for delivery throughout the county. The entire county is served via five routes requiring 1 ½ to 2 hours to complete.

Our program is carried out through the efforts of 80 dedicated volunteers, one paid part-time cook/kitchen manager, and one paid part-time scheduler/office administrator, one paid part-time program manager and one paid part-time substitute cook.

Our program is funded through: direct donations from the client, and the client's relatives and friends; the United Way of the Easter Panhandle and the Combined Federal Campaign; fund raisers; individual donation; donations from churches and service organizations; local grants.

Meals on Wheels of Jefferson County is a 501 (c) (3) organization. We appreciate this opportunity to present our program to you for your consideration.

Sincerely,

Beverly Ryan, President

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

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MAY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MAY 13th, 2022.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2027
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant- Operations Supervisor
Joe Adams-Plant Operator
Keith Mellis

Discussion with Mr. Mellis owner of 268 Cheney property, the residence is a non-metered sewer customer of the District. The District after looking into the matter making sure all meters were getting charged correctly, discovered (2) residences in which 268 Cheney is one was not being billed correctly. After contacting Mr. Mellis about the issue, He wanted to discuss the matter at our Directors next meeting. After the discussion as per the District's tariff, all non-metered sewer customers are to be charged the Flat Rate of \$84.80. The matter was resolved.

Motion by Mr. Lowery, seconded by Ms. Dettmer to approve the March minutes, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the March revenue checking account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the March security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the March working capital reserve account, approved.

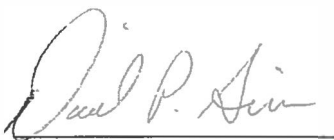
Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the March capital replacement account, approved.

Discussion by Mr. Tennant to transfer \$500.00 from the regular checking account to the working capital reserve.

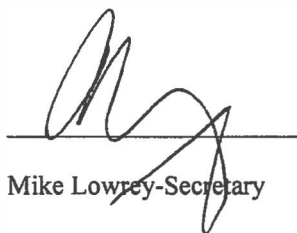
Motion by Ms. Dettmer, seconded by Mr. Lowrey to transfer \$500.00 from the regular checking account over to the working reserve account, approved.

Discussion about Mr. Simmons working with the HFWW to try and expedite the water meter repairs, testing and to get more information on the ongoing process.

The meeting was adjourned at 8:45 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer

Public Comment for Jefferson County Commission meeting June 16, 2022

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

I, David Tabb, have sent additional information to the Auditor's Office, and also reviewed the Impact Fee Status Report dated May 2022, as follows:

1 May to 31 May 2022	Disbursement of Fees
Schools Impact Fee	\$66.00
Law Enforcement	\$14,539.00
Parks and Recreation	\$62,795.00
Admini. Facilities Fee	\$2,920.00

I should like to know what monies were earmarked for Jefferson County's Volunteer Fire Companies?

It appears from the Impact Fee Status Report of May 2022 through this date that \$9,497,819.18 has been collected. The greater question is upon what were these monies spent? Was any portion of these funds used to pay MAUAL CHECKS? If so, to whom were the payments made?

PRESENTATION # 3– Jefferson Day Reports Center

It appears that the County is going to get a \$155,000 grant from the Governor's Office. The question is into whose pocket is the money going?

PRESENTATION #6 –Michelle Gordon, Finance Director,

FY 2022 State Budget Revision #7...

It appears that on page 84 of the agenda packet a revision for \$351,111 is being requested. The question is why the paperwork has a handwritten Note reading "WHAT ACCOUNTS?" Into what pockets will these funds go?

FY2023 2.5 COLA

Hopefully this money is not a Health Insurance refund?

Ambulance Equipment and Supply Purchases

Bakerton Fire Company \$220,000, keeping in mind that you have not approved PRESENTATION #9 yet for the \$220,000 ARPA request.

OLD BUSINESS

PRESENTATION #8

Policy 319

Explain what this is date 12-2 2021, with Ms. Grove as the author?

Was Ms. Grove an employee of Jefferson County on this date?

PRESENTATION #9

Ambulance Service/Fitch Recommendation

No paperwork accompanying report item.

PRESENTATION #10 Zoning and Land Development/Solar Energy Facility
No paperwork accompanying this item

PRESENTATION #11 Charles Town Utility Board
No paperwork accompanying this item.

NEW BUSINESS

PRESENTATION #12 Decision of July 7 2022 regular scheduled meeting
No Application or paperwork accompanies this item.

PRESENTATION #13 Decision of Jefferson County roads Summit (CH)
No application or paperwork accompanying this item

(RE: Letter received Mr. David Tabb from WVDOT to expand time to respond.

WVDOT/STIP:

Why wasn't the public included in this correspondence/information that requires public review and comments, ending on May 20, 2022.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government's order to "stay at home" deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all loses, including the government."

It is hard to be safe, with the current County Commission.

Have a nice day!

Public Comment for Jefferson County Commission Special Meeting June 30, 2022

I, David Tabb, a lifelong resident/taxpayer make the following comments regarding the June 30, 2022 Special Meeting:

Ms. Gordon, rudely stated on June 28, 2022, that all this information was on the JCC website and it is not. The JCC website does not contain all documents (applications) that ensure the transparency of the ARPA money. Where is the timeline with the milestones? What is the County's registration information for the login.gov and/or the ID.me?

I, David Tabb citizen/taxpayer clearly stated that I could not properly comment without this information.

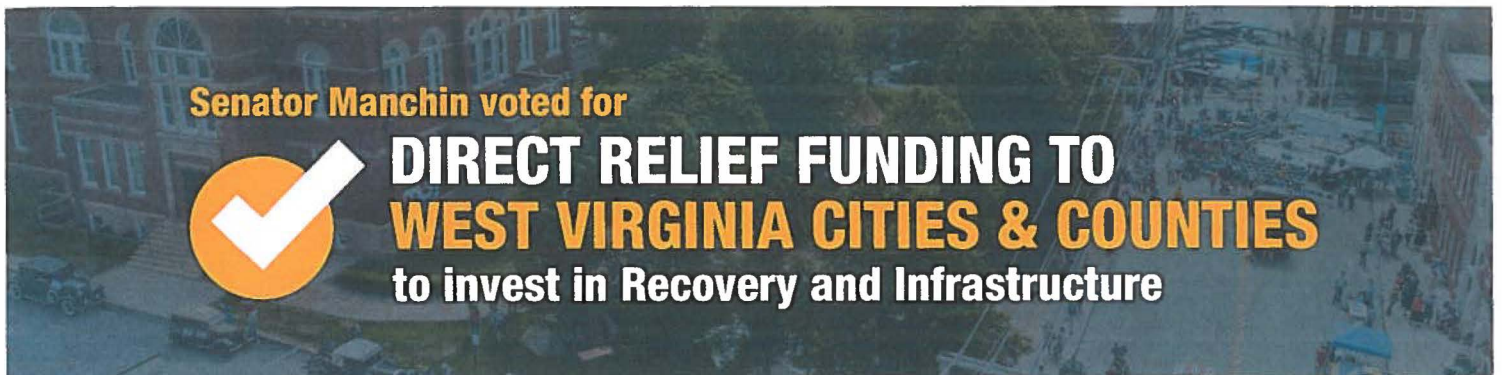
How are potential applicates suppose to participate? Ms. Gordon made mention, during the June 16, 2022 County Commission Meeting, that the rules had changed in April of 2022 on a potential 10M application for funds with no details to what she was referring. She did mention, that it could fund fire trucks and equipment, again no documentation. I found, within an internet search, some information regarding the guidelines that any application and supporting documents are considered public record and should be posted on the County's website. (See attachments). I did not find any of the applications (or supporting documents) within the County's website. **All** documents should be made be available to the public! In additional to these missing documents: where are the quarterly and annual reports? (Requirements according to the US Treasury). Also, excluded is the April 2022 project report required, by the counties, with a population below 250,000 and less than 10M in SLFRF funding.

Of the 5.5M, received by the County in May 2021, the only amounts distributed has been to the County's general fund and to the county's employees as "hero benefits". When is the remaining 3.2M going to be distributed? Or is the Commission just going to sit on it and let it grow interest? As the \$13,315.03 shows on the Feb 17, 2022 ARPA spreadsheet; to include the balance received in Jan 2022 totaling some 11M dollars.

It appears that the ARPA money is suppose to be transparent, instead this County Commission prefers it to be invisible. Where is the workshop to have applicates file for funding within their needs as required by the ARPA guidelines? It appears the County Commission only reserves their right to see, say and/or spend the ARPA funding. Which is in violation of the guidelines within the ARPA funding to include the oversight of the US Treasury.



American Rescue Plan: Learn More About Direct Funding For Recovery And Infrastructure In West Virginia
(/arp)



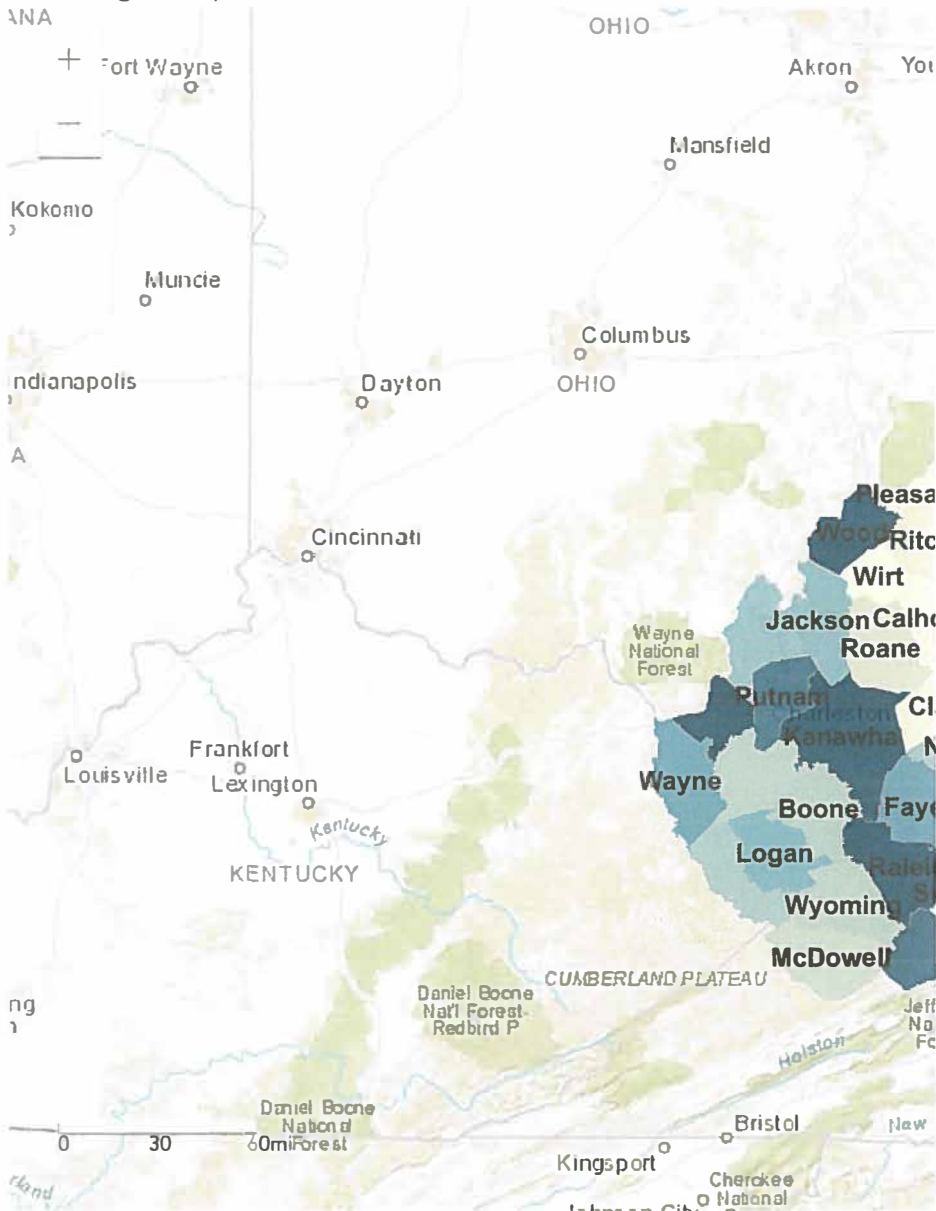
DIRECT CORONAVIRUS RELIEF FUNDING TO WEST VIRGINIA CITIES AND COUNTIES

We are finally seeing a light at the end of the tunnel and the *American Rescue Plan* is going to help us finally kill COVID-19 and start rebuilding our economy. This COVID relief package will deliver at least **\$4 billion of vital assistance** for West Virginia to rebuild from the health and economic crises that we've weathered in the past year.

\$678 million in funding will go directly to West Virginia's cities and counties, to be administered by local governments. In addition to coronavirus-related expenses, Senator Manchin worked to ensure that this direct funding can be used for infrastructure projects - including water, sewer, and broadband internet projects.

This is the first time that cities and counties will get direct relief funding from the federal government. This historic investment will allow our communities to reinvest in critical services like police, fire and EMS which have been so critical during the pandemic, and take on critical infrastructure projects that will create jobs and improve West Virginians' quality of life.

[View larger map](#)



TIMING – To the extent practicable, **each metropolitan city and each county** shall receive their first payment directly from the U.S. Treasury not later than 60 days after the date of enactment of American Rescue Plan (May 10, 2021). **Smaller cities and towns** (aka non-entitlement units of local government) should receive their funding through the State no later than 30 days after that date. All of these communities will be eligible to receive their second payment 12 months later.

USE OF FUNDS – All units of local government receiving funding shall only use the funds provided to cover costs incurred by December 31, 2024 to do the following activities. They may not deposit any of the funds into any pension fund.



b) Project and Expenditure Report Requirements

1. Quarterly Reporting

The following recipients are required to submit quarterly Project and Expenditure Reports:

- States and U.S. territories
- Metropolitan cities and counties with a population that exceeds 250,000 residents
- Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding
- NEUs that are allocated more than \$10 million in SLFRF funding
- Tribal Governments that are allocated more than \$30 million in SLFRF funding

For recipients who are completing their first quarterly reporting in the April 2022 cycle, their first Project and Expenditure Report will cover the period from March 3, 2021 to March 31, 2022 and must be submitted to Treasury by April 30, 2022

The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury by the last day of the month following the end of the period covered. Quarterly reports are not due concurrently with applicable annual reports.

2. Annual Reporting

The following recipients are required to submit annual Project and Expenditure Reports:

- Tribal Governments that are allocated less than \$30 million in SLFRF funding
- Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding
- NEUs that are allocated less than \$10 million in SLFRF funding.

For these recipients, the initial Project and Expenditure Report will cover the period from March 3, 2021 to March 31, 2022 and must be submitted to Treasury by April 30, 2022. The subsequent annual reports will cover one calendar year and must be submitted to Treasury by April 30 each year.

c) Key Concepts for Reporting

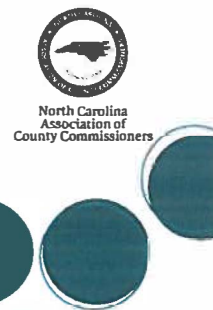
The following concept structure applies to all report types:

1. Expenditure Categories

- For each project, recipients will be asked to select the appropriate Expenditure Category based on the scope of the project (as described in Appendix 1 of the Reporting Guidance). Projects should be scoped to align to a single Expenditure Category.
- The Expenditure Categories are important not only for tracking projects and expenditures, but also because for certain Expenditure Categories you will need to provide additional

AMERICAN RESCUE PLAN ACT: KEY MILESTONES

MARCH 2022



ENACTING ARPA

MARCH 11, 2021

U.S. Congress enacted the American Rescue Plan Act (ARPA), which included \$350 billion in federal assistance for state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

Through ARPA, the Coronavirus State and Local Fiscal Recovery Funds program (SLFRF) provided direct allocations from U.S. Treasury to all 100 North Carolina counties using a [methodology](#) based on population. County-by-county allocation amounts are available at www.ncacc.org/ARPAallocations.

INTERIM FINAL RULE (IFR)

MAY 17, 2021

The SLFRF [Interim Final Rule](#) (IFR) went into effect and included preliminary information on eligible uses for the funds, reporting and compliance requirements to implement the program, other applicable rules, and potential consequences of ineligible uses.

The IFR was issued without advance notice and public comment to allow for immediate implementation of this program. Although it went into effect immediately, comments were solicited from interested members of the public and from recipient governments on all aspects of the IFR until July 2021, when the public comment period closed.

PUBLIC COMMENTS

JULY 16, 2021

The National Association of Counties (NACo) submitted a letter summarizing over 1,000 questions, comments, recommendations, and case studies gathered from hundreds of counties across the country. The 31-page letter sought additional flexibility and eligible uses for the recovery funds, and clarification on eligible uses as outlined in the IFR and compliance. To read the letter, visit www.ncacc.org/ARPApubliccomments. Anticipating greater flexibility in the Final Rule, many North Carolina local governments wanted to see the final guidance before making certain ARPA expenditure decisions and obtain greater clarity on circumstances that could lead to recoupment.

U.S. Treasury released initial guidance on recipients' reporting and compliance requirements for SLFRF funds on June 17, 2021. Between June 17, 2021 and February 28, 2022, Treasury released five subsequent updates to the SLFRF [Compliance and Reporting Guidance](#) document.

FINAL RULE

U.S. Treasury released its Final Rule on the American Rescue Plan Act State and Local Fiscal Recovery Funds program on January 6, 2022, after receiving over 1,500 public comments on its Interim Final Rule.

The long awaited [Final Rule](#), which goes into effect April 1, 2022, provided increased flexibility for state and local governments. Among other things, it created a new standard allowance for expenditures in the revenue loss eligibility category, enabling counties to use up to \$10 million of their ARPA allocation for matching funds for other federal programs or general government services costs. To read an overview of the Final Rule, visit www.ncacc.org/ARPAfinalrule.

PROJECT REPORTS

JANUARY 31, 2022

Counties with a population of 250,000 residents and counties below that population threshold that are allocated more than \$10 million in SLFRF funding submitted an initial [Project and Expenditure Report](#) to U.S. Treasury. These counties will submit Project and Expenditure Reports on a quarterly basis.

Counties with a population that exceeds 250,000 residents must also submit a Recovery Plan Performance Report on an annual basis, and make it publicly available. As part of this report, counties are required to include detailed information on their efforts to conduct community engagement including how "planned or current use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves." Many counties are conducting community engagement to gather feedback from local stakeholders to ensure their expenditures are supported by their community.

OBLIGATION DEADLINE

December 31, 2024 is the deadline for SLFRF recipients to obligate their grant award.

DECEMBER 31, 2024

FISCAL RECOVERY FUNDS REQUESTS

U.S. Treasury began accepting county requests for the first SLFRF allocation through a submission portal, which required a rigorous process to set up an account and ID verification.

SLFRF funds are disbursed to counties in two equal tranches. The initial payment occurred shortly after the county completed all the necessary pre-award requirements. The county receives the second tranche of funds 12 months after the date on which they received the first tranche.

INITIAL REPORTS

AUGUST 31, 2021

An initial round of financial and performance [reports](#) were due to U.S. Treasury. Recipients that received their first allocation of funds between July 15 and October 15, 2021 were required to submit an interim report sixty (60) days after first receiving funding. To access preliminary reports, visit www.ncacc.org/ARPAinterimreport.

SEPTEMBER 30, 2021

DEADLINE EXTENSION

U.S. Treasury extended the deadline for the initial Project and Expenditure Report submission from October 31, 2021 to January 31, 2022 for metropolitan cities and counties, and to April 30, 2022 for smaller counties and non-entitlement units.

ENACTED STATE BUDGET

NOVEMBER 17, 2021

The North Carolina state budget was enacted, which directed North Carolina's \$5.4 billion allocation of American Rescue Plan Act funding. North Carolina was the last state in the country without an enacted budget in place, and prior to its passage, counties didn't know what programs or services the state would offer with state ARPA funds. Many counties wanted to preserve the option to leverage state programs first before investing their limited ARPA allocation. North Carolina state agencies are still in the process of rolling out guidance for the state-administered programs that utilize federal ARPA funds.

APRIL 30, 2022

PROJECT REPORTS

Counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding will submit their initial Project and Expenditure Report to Treasury. These counties will submit subsequent Project and Expenditure Reports on an annual basis.

FINAL DEADLINE

DECEMBER 31, 2026

December 31, 2026 is the deadline for SLFRF recipients to fully expend their grant award.

West Virginia	Jefferson County	\$11,099,941.00
West Virginia	Kanawha County	\$34,598,499.00
West Virginia	Lewis County	\$3,089,748.00
West Virginia	Lincoln County	\$3,964,209.00
West Virginia	Logan County	\$6,219,315.00
West Virginia	Marion County	\$10,891,329.00
West Virginia	Marshall County	\$5,930,289.00
West Virginia	Mason County	\$5,150,422.00
West Virginia	McDowell County	\$3,423,255.00
West Virginia	Mercer County	\$11,413,053.00
West Virginia	Mineral County	\$5,218,794.00
West Virginia	Mingo County	\$4,549,837.00
West Virginia	Monongalia County	\$20,513,893.00
West Virginia	Monroe County	\$2,578,513.00
West Virginia	Morgan County	\$3,473,757.00
West Virginia	Nicholas County	\$4,758,061.00
West Virginia	Ohio County	\$8,043,601.00
West Virginia	Pendleton County	\$1,353,647.00
West Virginia	Pleasants County	\$1,449,018.00
West Virginia	Pocahontas County	\$1,601,883.00
West Virginia	Preston County	\$6,493,774.00
West Virginia	Putnam County	\$10,964,751.00
West Virginia	Raleigh County	\$14,249,514.00
West Virginia	Randolph County	\$5,573,667.00
West Virginia	Ritchie County	\$1,855,752.00
West Virginia	Roane County	\$2,658,734.00
West Virginia	Summers County	\$2,442,158.00
West Virginia	Taylor County	\$3,242,808.00
West Virginia	Tucker County	\$1,328,396.00
West Virginia	Tyler County	\$1,668,701.00
West Virginia	Upshur County	\$4,695,905.00
West Virginia	Wayne County	\$7,653,377.00
West Virginia	Webster County	\$1,576,049.00
West Virginia	Wetzel County	\$2,926,200.00
West Virginia	Wirt County	\$1,130,661.00
West Virginia	Wood County	\$16,222,392.00
West Virginia	Wyoming County	\$3,961,295.00
Wisconsin	Adams County	\$3,927,498.00
Wisconsin	Ashland County	\$3,022,736.00
Wisconsin	Barron County	\$8,788,117.00
Wisconsin	Bayfield County	\$2,920,567.00
Wisconsin	Brown County	\$51,384,182.00
Wisconsin	Buffalo County	\$2,531,119.00
Wisconsin	Burnett County	\$2,993,989.00
Wisconsin	Calumet County	\$9,729,201.00
Wisconsin	Chippewa County	\$12,559,059.00
Wisconsin	Clark County	\$6,754,442.00

Update to the Jefferson County Commission Special Session for the proposed ambulance services...

I, David Tabb, attended the 9:30 special meeting today (7/8/22).

First issues was to select a Public Relations Consultant – there was no confirmation as to how this was advertised. Supposedly, two firms responded at a proposed cost of \$80 to \$100k for the next nine months. Michelle Gordon informed the County Commission that this had not been budgeted...but it was okay to take from county funds. After much discussion, \$40k was set aside to hire a Public Relations Consultant that has not been announced. I also believe that this has not been properly advertised, as well. As you will learn from this post, the JCC has yet to have an agency or department to hold the need for any public relations firm.

Second issues was to have a department versus an agency/authority such as ESA. With that announcement, the JCC immediately went into Executive Session. There were several objections at the Public Comment portion for the JCC to even go into Executive Session. Prior to going into Executive Session, the Commission stated numerous times... “Transparency”. So, for the next 45 minutes, there was no “transparency”. Upon returning to regular session, Cochran made his twenty-minute speech. In short, explained the pros and cons of an ambulance dept versus an ambulance authority. Mr. Cochran also verified my concern that Jefferson County does not have a license to run an ambulance service regardless of which way they decide. In part, this means \$230K for an ambulance and associated equipment, to include medical supplies that can expire, cannot be used because the County does not have the license to do so. That means the County has put the cart before the horse and that none of this is in the budget. The JCC has previously stated that anyone that requests funding after the budget process, they need to want until next year. Hence, the phrase, “Do as we say, not as we do.”

The second item was tabled as well as the third item. The third item has to do with licensing and a request to the State Fire Board for additional guidance.

The fourth issue was a report from Captain Burner. He presented a three-page proposed Strategic Ambulance Distribution that included Friendship, Citizens, Shepherdstown and Independent. Captain Burner also stated that Blue Ridge and Middleway needed additional review since their locations have a large footprint with multiple challenges, such as, distant and accessibility. Captain Burner also made note that with 6 ambulances, 24/7, that there would not be enough personal with fire calls and/or assistance with other jurisdiction to include the mutual aid agreement.

Keep in mind, the JCC has already spent \$230K for an ambulance that they cannot use. Somewhere between \$40 to \$50K on the Fitch Study and the JCC does not know if they can do any of it. I consider this is a misappropriation of funds and the resident/taxpayers need to call the County Commission out and ask the State Auditor to review the handling of and attempt to dismantle the functional ambulance service in Jefferson County.

I, David Tabb, asked the Jefferson County resident/taxpayers to challenge this County Commission. Your life may depend on it.

PUBLIC COMMENT BY DAVID TABB REGARDING SPECIAL MEETING OF JEFFERSON COUNTY COMMISSION

I, David Tabb, Jefferson County resident, believe that this special meeting of the Jefferson County Commission should be held in the evening so the general public may attend.

The first issue is the brief on ambulances:

The county does not have a department or an association to even apply for a license to operate any emergency medical service.

The second issue is the ARPA (American Rescue Olan Act) RE: Community Ministries

ARPA-37- \$403,000 & ARPA-41- \$80,000

There are no models or plans submitted for these intended uses for these requests.

ARPA-20 CAD Administrator \$217,056

With no details supplied of salary, or the period(s) covered.

ARPA-10- \$50,000 County Commission Meeting Room Equipment when has spent hundreds of thousands of dollars on equipment now in use, sitting useless in the corner of the meeting room. I am concerned with where are the tablets intended to reduce the quantities of paper consumed.

ARPA-24- \$912,805 BROADBAND I was under the impression this was a statewide project.

ARPA-27- \$15,000 Public Access Digital Screen. No location determined for where screen will be placed or who will have access. Will screen be available 247?

HVAC Bardane Building-No application

ARPA-11 -\$1,000,000 (Maybe \$600,00) Public sewer tap

ARPA-28 \$100,000 Hite infrastructure plan

ARPA-38 \$241,000 Hite Parks & Rec Tennis/Pickle Ball Courts

COVID-19 Expenditures \$88,552 No explanation for this cost; County has already compensated Parks &Rec.

ARPA-29 \$322,920 JCESA mobile radios, first request for \$100,000, cannot find request additional costs. JCVFC requested mobile radios also, not yet delivered.

In closing it appears the Jefferson County Commission has not shown best management practices in allocating these funds. Why would one expect any better management of ARPA funds?

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, July 11, 2022 9:45 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/11/2022 9:45 AM
Response #: 2616
Submitter ID: 6746
IP address: 73.250.130.226
Time to complete: 4 min. , 19 sec.

Survey Details

Page 1

1. Name

Mark Kheim

2. Email

cemar818@yahoo.com

3. Questions or Concerns

We cannot accept loss of medical resources on the mountain! The council is not working in the best interest of people. Allowing housing growth while removing medic units from our area is ridiculous. The voters will not accept this decision!

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Friday, July 8, 2022 11:40 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/08/2022 11:39 AM
Response #: 2614
Submitter ID: 6742
IP address: 73.132.82.85
Time to complete: 19 min. , 0 sec.

Survey Details

Page 1

1. Name

Matt McDougall Sr.

2. Email

mcdougall.matt@yahoo.com

3. Questions or Concerns

I do have a concern. Im a senior citizen, retired and on a fixed income. I cannot afford insurance but currently, I am in good health. My concern is your lack of regard for me as well as my neighbors on the Blue Ridge. The thought of not having an ambulance service on the mountain is scary....The response time will be much longer and this could mean life or death to many. There are many accidents, power outages, and weather-related instances of downed trees that all take place here. Please reconsider your current stance and take the money we pay for ambulance fees and keep our ambulance service where it belongs...and that is here on the Blue Ridge. How many of you on the commission live up on the Mountain? Please publish this! If we lose one life up here the guilt and responsibility is on your shoulders. Everyone is watching.....There is a lot of things in the balance here.....many lives! Do the right thing! We want our Ambulance stationed here.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: William Garrett <twogarretts@comcast.net>
Sent: Monday, July 4, 2022 2:41 PM
To: JCCInfo
Subject: REDUCTION IN SERVICES

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Commissioner,

My wife and I are totally opposed to any reduction in Fire and Rescue emergency services in Jefferson County. Removing or eliminating EMS positions from any Fire/Rescue locations is just not a good idea. This is not an area that you should reduce services. You need to find some other areas to cut spending. I believe that the Volunteer Fire/Rescue companies use their funds more efficiently than the county. Government at any level seems to waste more money than the Volunteer Companies. At least we have more faith in them than the county government.

Sincerely,

Bill & Elaine Garrett, Shepherdstown

Jessica Carroll

From: William Garrett <twogarretts@comcast.net>
Sent: Tuesday, July 12, 2022 10:50 AM
To: JCCInfo
Subject: Hiring a Public Relations Firm

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Commissioner,

We object to spending money to hire a public relations firm to explain your county wide ambulance service plan. Yes we are just "lay persons" but that doesn't mean we are too dumb to understand a county wide ambulance service controlled by the county. If you think that your program is that good then you need to make your case to the residents of Jefferson County. The \$40,000 - \$100,000 would more wisely be spent on the purchase of ambulances or hiring EMTs. To us, the fact that you already decided to spend \$40,000 means that maybe it is not a good idea and you need to hire a fancy firm to dress it up and spin the program so that the dumb public will "go along" with your plan.

Sincerely,

Bill & Elaine Garrett, Shepherdstown

Jessica Carroll

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, July 11, 2022 10:30 AM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 07/11/2022 10:30 AM
Response #: 2617
Submitter ID: 6747
IP address: 73.133.141.167
Time to complete: 16 min. , 3 sec.

Survey Details

Page 1

1. Name

Nora Condon

2. Email

noraleecondon@gmail.com

3. Questions or Concerns

Concerning Middleway and Blue Ridge Ambulance Services. If you take away these services there are going to be more deaths. This is my feeling. Because a person having a serious life or death emergency can't wait for a long time for help. Like some have said before, take a ride from these facilities to the end of the Middleway and the Blue Ridge service areas and see just how long it takes to respond there. Then go from the proposed facilities, see the time difference. What if it's one of your family members needing help and not get it in time??? Could there be lawsuits because of this??? I think this is going to be a terrible idea. Keep our Ambulances and Fire Stations as they are. We pay Ambulance fees and fees for these services.

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by Granicus. Please do not reply directly to this email.

Jessica Carroll

From: Jeri Wines <jlwines01@gmail.com>
Sent: Friday, July 15, 2022 3:33 PM
To: Caleb Hudson for JeffersonWV; Steve Stolipher; Jane Tabb; Tricia Jackson Commissioner; Clare Ath; rthiel@jeffersoncountywv.org; Jessica Carroll; John Nissel
Subject: Re: SAVE OUR EMS.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

TO WHOM IT MAY CONCERN:

I'm a lifelong resident of Jefferson County, I'm very concerned about removing the volunteer EMS coverage throughout Jefferson County. I hear what is dispatched throughout the day and night, Our Volunteers are going beyond the duty of serving our County, Why try to fix something that isn't broken? I understand the county wants more money, so getting paid EMS you will get to charge people more, myself is willing to pay more. BUT, why take away from loyal people who WANT to VOLUNTEER their time to just help others. I think we all should be volunteering at these local fire stations helping others in our community! Myself and so many others do not want the Volunteer EMS on the Blue Ridge Mountain to go away. That company runs so many calls, not only on the Mountain but other surrounding areas as well. I have spoken to other people in other communities and they don't want to lose their EMS volunteers either.

I have started a PETITION TO SAVE OUR VOLUNTEER EMS.. I would like to email each one of you a copy of so many signatures, or if I need to do so, I will provide them to you in person. Please let me know. If you want PAID EMS, FINE.. BUT LET OUR PEOPLE VOLUNTEER AS WELL. Our area is growing so much, we are going to need as many ambulances as possible. for just a few isn't gonna be able to do the job.

Dont just a few of you make the decisions. Let the people of the county help make the decision as well. This is our County too.

Thank you and please don't make the wrong decision.

Jeri Wines

On Fri, Jul 15, 2022 at 3:20 PM Jeri Wines <jlwines01@gmail.com> wrote:
TO WHOM IT MAY CONCERN: