

**AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2023
THURSDAY, FEBRUARY 16, 2023
6:00 P.M.**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 31, 2023 BORE
- February 2, 2023 Regular Meeting
- February 2, 2023 BORE
- February 7, 2023 BORE
- February 9, 2023 BORE

APPROVAL OF ACCOUNTS PAYABLE

- February 9, 2023
- February 16, 2023

APPROVAL OF MANUAL CHECKS

- February 10, 2023
- February 17, 2023

APPROVAL OF REQUISITIONS

- February 16, 2023

APPROVAL OF PAYROLL

- February 3, 2023

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

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

PRESENTATIONS

1. 6:05 p.m. Janet Shushan, JHS Group
- Federal grants and direct awards program offer to Jefferson County
2. 6:15 p.m. Jacqueline Shadle, County Clerk
- Employment Approval for Probate Clerk
3. 6:20 p.m. Karen Olden, Probate Office
- Removal of Executor for Two Estates
4. 6: 25 p.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
- Approval of purchase for response equipment and trailer markings for the Bovine Emergency Response Program
- Approval for the release of the Request for Proposal (RFP) for the FEMA Hazard Mitigation Plan Update
6. 6:35 p.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- Appointment request – Full-time Public Safety Dispatcher (trainee)
7. 6:40 p.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Request funding for 2023 fireworks at Sam Michaels Park
8. 6:50 p.m. Matt Mullenax, Director, Hagerstown-Eastern Panhandle Metropolitan Planning Organization
- Request for Letter of Support for DOT RAISE Grant Funding for the Eastern Panhandle Multimodal Transit Center Project
9. 6:55 p.m. Lutman Land Development, LLC
- Landowner Petition for Map Amendment for Lutman Land Development, LLC: Kabletown District, Map 29, Parcels 2 (66 acres) and 6 (30.89 acres) containing a total of 96.89 +/- acres – request to schedule Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan consistency of the request.
10. 7:00 p.m. Federal Group, Inc.
- Landowner Petition for Map Amendment for Federal Group, Inc: Shepherdstown District, Map 8, Parcels 10.9 (23.67 acres) and 24.3 (1.02 acres) containing a total of 24.69 +/- acres – request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan consistency of the request.
11. 7:05 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
 - b. Review, discussion, and possible adoption of leases for Ambulance parking, personnel space and other contractual issues between the JCESA and/or JCC and fire companies at various Fire Stations.

FINANCE DIRECTOR REPORTS

- Review & Discussion of Draft Policy 320 – Budget Revision Policy

UNFINISHED BUSINESS

12. Final review for potential adoption of County Commission’s proposed Prayer Policy (JK)

NEW BUSINESS

14. Discussion and development of a plan of action re: the dissolution of the Jefferson County Emergency Services Agency in relation to the EMS transition (TJ)

13. Memorandum of Understanding – Shepherd University Emergency Action Plan (SS)

****Letters in parentheses following Unfinished/Old/ New Business Items denote the initials of the commissioner making the agenda request****

COUNTY ADMINISTRATOR REPORTS

- Stipend Alternative for Commission Staff
- EMS Transition Update
- Personnel Action – Director, Jefferson County Development Authority

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE AND INFORMATION

January 2023 Impact Fee Status Report

Memoranda re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff’s School Impact Fee Account, Sheriff’s Law Enforcement Impact Fee Account, Sheriff’s Parks and Recreation Impact Fee Account, Sheriff’s Emergency Services Impact Fee Account, and the Sheriff’s Administrative Facilities Impact Fee Account.

Written public comment submitted by the following: Michael Oehlsen, Joanne Curran, David Tabb, Elliot Simon, Marc Petitpierre, and Adam Watson.

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

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, January 31, 2023, beginning at 1:30 p.m.

PRESENT:

Clare Ath, Vice President
Jane Tabb, Commissioner
Jennifer Krouse, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica James- Assistant Deputy County Administrator

In re: 2023 Board of Review and Equalization

Vice President Ath opened the meeting at 1:30 pm. June Bowers, Senior Appraiser for the Jefferson County Assessor's Office, notified the Commission that no hearings were scheduled for the afternoon.

- **Motion by Mrs. Ath to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **Motion by Mrs. Ath to acknowledge the mutual agreements as presented by Ms. Bowers. Motion seconded and unanimously approved**
- **There being no further business, motion by Mrs. Ath to recess as a Board of Review and Equalization at 1:33pm and reconvene in the same capacity on Tuesday February 02, 2023 at 1:30 pm. Motion seconded and unanimously approved.**

Clare Ath, COMMISSION VICE PRESIDENT

Pre-Minutes

Jefferson County Commission

Thursday, February 02, 2023

A meeting of the Jefferson County Commission was held on Thursday, February 02, 2023 during the second quarterly session at 09:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, Clare Ath, Vice President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Cindy Rezmer, Interim County Administrator, Krista Davis, Finance Director, Jacki Shadle, County Clerk and Jessica James, Assistant Deputy County Administrator. The archived meeting of the Thursday, February 02, 2023 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. Stolipher to approve the January 19, 2023 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the January 26, 2023 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the January 26, 2023 BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for January 20, 2023 in the amount of **\$289,011.91**. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
87499	ADAM WARD	105.00
87500	AHA-ARTS & HUMANITIES ALLIANCE	1,059.14
87501	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,305.10
87502	ANGELA L BANKS	90.00
87503	AT&T MOBILITY - CC	180.00
87504	BUREAU OF CHILD SUPPORT	373.39
87505	COLONIAL LIFE	95.68
87506	COMPROLLER OF MARYLAND	794.23
87507	DELTA DENTAL OF WV	5,823.16
87508	EFTPS IRS TAXES	98,784.87
87509	EMPOWER RETIREMENT	6,121.93
87510	ESRI	13,650.00
87511	FEDEX	72.18
87512	HIGHMARK WV	170,686.00
87513	JACQUELINE SHADLE	126.00
87514	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,568.32
87515	JEFFERSON CO CONVENTION AND VISITORS BUREAU	1,721.15
87516	JEFFERSON CO CONVENTION AND VISITORS BUREAU	26,478.46
87517	JEFF CO PARKS & RECREATION COMMISSION	23,851.00
87518	JEFFERSON SECURITY BANK	4,115.00
87519	JENNIFER KROUSE	191.67
87520	JOHN DEERE FINANCIAL	734.02
87521	LANGUAGE LINE SERVICES	132.75
87522	MAZZITTI & SULLIVAN EAP	936.00
87523	MONICA BENNETT	90.00
87524	NATIONAL VISION ADMIN.	1,616.02
87525	NATIONWIDE RETIREMENT SOLUTIONS	834.00
87526	OLD CHARLES TOWN LIBRARY	1,500.00
87527	SEN COMMUNICATIONS LLC	72.56
87528	SOFTWARE SYSTEMS INC	3,091.00
87529	STATE TAX DEPARTMENT	150.00
87530	THE HARTFORD	3,484.74
87531	THE HARTFORD	2,235.20
87532	TOWN OF BOLIVAR	1,721.15
87533	WV DEPUTY SHERIFF RETIREMENT SYSTEM	16,891.91
87534	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	280.76
87535	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,768.86
87536	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
87537	XEROX CORPORATION	777.62
87538	XEROX FINANCIAL SERVICES	249.81

87539	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,840.20
87540	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,099.12
87541	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
TOTAL				452,495.30

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for February 02, 2023 in the amount of **\$298,792.91**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87482		AMANDA MASTERS		\$ 126.26
87483		APRIL BLAKER		\$ 1,425.16
87484		CITY OF CHARLES TOWN		\$ 68.00
87485		EMILY MORROW		\$ 28.75
87486		GUTTMAN OIL CO		\$ 7,045.14
87487		HIRERIGHT		\$ 17.75
87488		MILLENIUM INSURANCE GROUP		\$ 900.00
87489		NICOLE NOBREGA		\$ 1,021.97
87490		NEOPOST USA INC.		\$ 442.62
87491		DR. ROBERT E. JONES III		\$ 1,000.00
87492		5EN COMMUNICATIONS LLC		\$ 109.90
87493		SOFTWARE SYSTEMS INC		\$ 145.00
87494		THOMAS HANSEN		\$ 61.00
87495		TINA RENNER		\$ 154.00
87496		XEROX CORPORATION		\$ 2,695.51
87497	GS/004	GENERAL CO FUND/004		\$ 7,465.10
TOTAL				\$ 22,706.16

- **Motion by Mr. Stolipher to approve the Accounts Payable for January 26, 2023 in the amount of \$22,706.16. Motion seconded and unanimously approved.**

- Motion by Mr. Stolipher to approve the Accounts Payable for February 02, 2023 in the amount of \$452,495.30. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

27-Jan-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1037	AV/056	MONROE		\$ 896.69
1803	CO/246	INSIGHT PUBLIC SECTOR INC		\$ 7,669.71
1804	CO/246	PAUL J RACO		\$ 962.50
955	CW/059	TOTAL ID SOLT.		\$ 587.00
TOTAL				\$ 10,115.90

- Motion by Mr. Stolipher approve the Manual Checks for January 27, 2023, in the amount of \$10,115.90. Motion seconded and unanimously approved.

3-Feb-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
568	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,200.00
569	CS/2	BENDA HINKLE		\$ 249.40
835	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,464.99
150	AR/207	JEFF CO COMMUNITY MINISTRIES		\$ 20,000.00
151	AR/207	JEFF CO COMMUNITY MINISTRIES		\$ 20,000.00
152	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,566.61
1038	AV/56	PRINT-O-STAT		\$ 520.84
398	WV369	WVDSRF		\$ 696.00
TOTAL				\$ 50,697.84

- **Motion by Mr. Stolipher approve the Manual Checks for February 03, 2023 in the amount of \$50,697.84. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, David Tabb, Joanne Curran, Stacy Tabb

PRESENTATIONS

1. Tom Hansen-Sheriff- Requested approval for

a- Insurance Check Reimbursement

- **Motion by Mr. Stolipher to provide the automobile repair insurance check in the amount of \$7,373.01 to the Sheriff's office to reimburse them sheriff auto supplies line item. Motion seconded and unanimously approved.**

b- Law Enforcement Administrative Assistant hire

- **Motion by Mr. Stolipher to approve the hire of Maryhelen Embrey as a full-time administrative assistant, 80-hour position, at a salary of \$33,000, effective the week of February 19, 2023. Motion seconded and unanimously approved.**

c- Emergency Funding for Conservatorship

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice status and updates on item 1c. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved**
- **Motion by Mr. Stolipher to approve the emergency funding for the requested Conservatorship not to exceed \$10,000. Motion seconded and unanimously approved.**

2. Tina Renner- Circuit Clerk- Requested approval to hire a Deputy Circuit Clerk

- **Motion by Mr. Stolipher to approve the hire of Savannah McDonald as a full-time Deputy Circuit Clerk, 80-hour position, at a salary of \$30,000, effective February 06, 2023. Motion seconded and unanimously approved.**

3. Angie Banks-Assessor- Requested

a. Approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Carla Hardy	RP	MW	\$238.32	21629

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 21629 as presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Approval of mutual agreement/exonerations re: Board of Assessment Appeals applicants, Careen Smith and David & Nadine Tabb.

Please note that Commissioner Tabb recused herself from the discussion of item 3-2.

- **Motion by Mr. Stolipher to approve the mutual agreements as presented by Ms. Banks. Motion seconded and unanimously approved.**

4. Keith Lowery- Jefferson County Community Ministries-Requested approval to advertise for Homeless Support Position.

- **Motion by Mr. Stolipher to approve the advertisement for the Homeless Support Position. Motion seconded and unanimously approved.**

5. Kelly Franklin- Jefferson Day Report Center- Requested approval of FY2024 West Virginia Community Corrections Grant.

- **Motion by Mr. Stolipher to approve and act on behalf the Jefferson County Commission to enter into a contractual agreement with the Division of Justice and Administrative Service to receive and administer grant funds pursuant to provision of the Community Corrections Program. Motion seconded and unanimously approved.**

6. Interviews and appointments

a. Jefferson County Parks and Recreation Commission

- **Motion by Mr. Stolipher to appoint Vicki Fields to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2025. Motion seconded and unanimously approved.**

b- Jefferson County Board of Zoning Appeals

- **Motion by Mrs. Tabb to appoint Jacob Harris to the Jefferson County Board of Zoning Appeals for an unexpired position ending January 1, 2024. Motion seconded and unanimously approved.**

7. Roger Goodwin-Director and Chief County Engineer and Michelle Mason, Impact Fees Program Specialist- Requested

a- Presentation of Calendar Year 2022 Annual Report for the office of Impact Fees

- **Motion by Mr. Stolipher the presentation of Calendar Year 2022 annual report for the office of Impact Fees. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the annual inflationary adjust to the impact fees. Motion seconded and unanimously approved.**

b.-Approval of the FY2024 Capital Improvement Plan for the Office of Impact Fees.

- **Motion by Mrs. Tabb to approve the FY2024 Capital Improvement Plan for the Office of Impact fees as presented. Motion seconded and unanimously approved.**

8. Bob Burner/ Mike Sine, Director, Jefferson County Emergency Services Agency- Requested

- a. Monthly update on the progress of the EMS transition
- b. Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for the same at a total cost of \$314,491.93
 - **Motion by Mr. Stolipher to approve the upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for the same at a total cost of \$314,491.93 from the ARPA Funds. Motion seconded and unanimously approved.**
- c. Funding request to purchase a two-year maintenance contract for t12 LUCAS CPR devices, 13 LifePak, 15 cardiac monitors, 5 ambulance cots, 6 power-load systems and 3 stair chairs at a total cost of \$116,718.48.
 - **Motion by Mr. Stolipher to approve a two-year maintenance contract for t12 LUCAS CPR devices, 13 LifePak, 15 cardiac monitors, 5 ambulance cots, 6 power-load systems and 3 stair chairs at a total cost of \$116,718.48 from the ARPA Funds. Motion seconded and unanimously approved.**
- d. Request reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project.
 - **Motion by Mr. Stolipher to approve the reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project from the ARPA Funds. Motion seconded and unanimously approved**
- e. Request reimbursement to JCESA for the cost of supplies, equipment and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27.
 - **Motion by Mr. Stolipher to approve the reimbursement to JCESA for the cost of supplies, equipment and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27. Motion seconded and unanimously approved**

9. Nathan Cochran- Assistant prosecuting attorney-

- a. 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 and associated fees. 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, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
- c. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services
- d. Review, discussion, and possible adoption of leases for Ambulance parking and personnel space between the JCESA and/or JCC and fire companies at various Fire Stations.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on items b and c. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved**

b- Motion by Mr. Stolipher to sign a release as presented by counsel. Motion seconded and unanimously approved.

c- Motion by Mr. Stolipher to approve aas Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for

Public Safety Services and the Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services as presented. Motion seconded and unanimously approved

FINANCE DIRECTOR REPORTS

Krista Davis- Finance Director- Requested-

- a. Approval of 7.5% salary increase for Emergency Services employees to be effective March 1, 2023
 - **Motion by Mr. Stolipher to approve the 7.5% salary increase for Emergency Services employees effective March 1, 2023. Motion seconded and unanimously approved.**
- b. Approval of 5-year financial audit of the Jefferson County Emergency Services Agency.

It was the consensus of the Commission to have Ms. Davis reach out to Mike Sine, Interim Director of the Jefferson County Emergency Services Agency, to share the ESA audit report documents.

UNFINISHED BUSINESS

10. Discussion and Review of potential adaptation of County Commission's proposed Prayer Policy.
 - **Motion by Mrs. Krouse to amend the presented proposed prayer policy and present at next commission meeting. Motion seconded and unanimously approved.**
11. Review and approval of revisions to Policy 305(TJ)

Provided unanimous consent, no motion necessary
12. Funding source for Summer Intern to assist with Comprehensive Plan Update

- **Motion by Mrs. Tabb to approve the budget adjustment of \$14,000 from the Coal Severance fund. Motion seconded and unanimously approved.**

13. Revisit JCESA Transition to County Department (JK)

- **Motion by Mrs. Tabb to maintain the decision to transition the Jefferson County Emergency Services Agency into a County Department. Motion passed with 3-2 with Commission Jackson and Commissioner Krouse opposing.**

COUNTY ADMINISTRATOR REPORTS

-Temporary Position appointments for Commission Staff.

- **Motion by Ms. Jackson to approve a \$3000 stipend for Assistant Deputy County Administrator Jessica James and Administrative Assistant Sorayda Pitts on next payroll and to revisit in two months pending the hiring of a County Administrator. Motion seconded and unanimously approved.**

15. Board of Review and Equalization- held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town, WV, 25414 – see separate set of minutes.

16. Joint Meeting with the Jefferson County Planning Commission to discuss the Comprehensive Plan update and approve the proposed timeline, scope of work, and strategy- to be held in the Jefferson County Commission meeting room in the Old Charles Town Library at 200 E. Washington Street, Charles Town, WV 25414

- **Motion by Mr. Stolipher to approve the amended timeframe and direct Planning Commission and staff to move forward with Comprehensive Plan update as planned. Motion seconded and unanimously approved.**

The Commission adjourned at 4:22 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 07, 2023, beginning at 1:30 p.m.

PRESENT:

Steve Stolipher, President
Clare Ath, Vice President
Jane Tabb, Commissioner

STAFF:

June Bowers, Sr. Appraiser
Sorayda Pitts, Administrative Assistant

In re: 2023 Board of Review and Equalization

President Stolipher opened the meeting at 1:30 pm. June Bowers, Senior Appraiser for the Jefferson County Assessor's Office, notified the Commission that no hearings were scheduled for the afternoon.

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to acknowledge the mutual agreements as presented. Motion seconded and unanimously approved**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 1:33pm and reconvene in the same capacity on Thursday February 09, 2023 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 09, 2023, beginning at 1:35 p.m.

PRESENT:

Steve Stolipher, President
Clare Ath, Vice President
Jane Tabb, Commissioner

STAFF:

Angie Banks, Assessor
June Bowers, Sr. Appraiser
Mark Thompson, Appraiser
Jason Mickey, Appraiser
Steve Groh, Assistant Prosecuting Attorney
Sorayda Pitts, Administrative Assistant

In re: 2023 Board of Review and Equalization

President Stolipher opened the meeting at 1:33 pm.

- **Motion by Mr. Stolipher to convene as a Board of Review and Equalization. Motion seconded and unanimously approved.**
 - **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to deny Mr. Dale and Randy Smythe appeal on map 6-23B-14 in the Kabletown District. Motion seconded and unanimously approved.**
 - **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to reduce Mr. Stang appeal to reduce the appraisal value to \$555,300 on map 22-0029-0000-0000. Motion seconded and unanimously approved.**
 - **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to deny Mr. Justin and Jordan Leffert on map 23E/5 the appeal in the Charles Town District. Motion seconded and unanimously approved.**
 - **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to approve Mr. Gray appeal to reduce the value of the appraisal value by \$45,000**

on Map 20-0011-0002-0000 in the Shepardsdown District. Motion seconded and unanimously approved.

- **Motion by Mr. Stolipher to acknowledge the mutual agreements as presented by Ms. Bowers. Motion seconded and unanimously approved**
- **There being no further business, motion by Mr. Stolipher to recess as a Board of Review and Equalization at 3:33pm and reconvene in the same capacity on Tuesday, February 14, 2023 at 1:30 pm. Motion seconded and unanimously approved.**

Steve Stolipher , COMMISSION PRESIDENT

REQUISITIONS TO BE APPROVED

February 16, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT/GIS	23087	\$ 7,006.65	JSCM Group - Watchguard	Firewall Support Maint - Downtown
	23081	\$ 5,054.00	BlueBeam	Bluebeam Software
OTHER BUILDINGS	23086	\$ 6,125.00	ECOWATER	Replace. Water Softener - E911 Bldg
SHERIFF - LAW	23079	\$ 22,241.52	Motorola Solutions	Radios to Outfit New Vehicles
GRAND TOTAL		\$ 40,427.17		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$430,121.57		\$430,121.57
6.2% Tax Payable OASDI	\$25,660.38		\$25,660.38
1.45% Tax Payable HI	\$6,001.35		\$6,001.35
Fed Withholding	\$35,461.41		\$35,461.41
WV State Withholding	\$18,078.30		\$18,078.30
VA State Tax	\$318.70		\$318.70
MD State Tax	\$794.23		\$794.23
PERS Retirement Deduct 4.5%	\$8,748.33		\$8,748.33
PERS Retirement Deduct 6%	\$7,409.52		\$7,409.52
DSRS Retirement Deduct 8.5%	\$6,678.21		\$6,678.21
EMS Retirement Deduct 9%	\$132.58		\$132.58
Hosp. Pre-Taxed	\$14,251.00		\$14,251.00
D/VF	\$1,644.55		\$1,644.55
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,761.39		\$1,761.39
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$166.49		\$166.49
Wage Attach #4	\$0.00		\$0.00
457 - Nationwide	\$834.00		\$834.00
457i - Empower	\$4,876.93		\$4,876.93
457R - Roth	\$1,245.00		\$1,245.00
Christmas Club	\$4,115.00		\$4,115.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$139,901.15	\$0.00	\$139,901.15
Net Wages Total	\$290,220.42	\$0.00	\$290,220.42
Payroll Date	February 3, 2023		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Janet Shushan and Joshua Johnson

Department or Organization: **JHS Group**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Federal grants and direct awards program offer to Jefferson County

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

JHS Group is based in Inwood and we're a Woman/minority owned crisis construction federal contractor. As a local West Virginian, I want to extend our free services for federal grants writing for Jefferson County to improve the county's infrastructure and safety.

Is this a funding request? Y/N 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*):

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: Janet Shushan

Email address: janet@jhsgroupusa.com

Phone Number: 602-668-5285

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jacki Shadle**

Department or Organization: **County Clerk**

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

Date Requested – 1st Choice: **February 16, 2023**
if a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Employment Approval for Probate Clerk**

Please provide the County Commission with a description of your request or presentation, including any background information:
I would like to hire Christine Puttock to fill the opening in our Probate Office. This request is budget neutral.

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 hire Christine Puttock as Probate Clerk starting on February 27, 2023 at \$35,000

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:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Karen Olden

DEPARTMENT OR ORGANIZATION: Probate Office

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

DATE REQUESTED: 1ST CHOICE March 2, 2023 10:30 AM

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

SUBJECT: Removal of Executor for Two Estates

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

Petition for removal of William Judy, III. Executor for the Estates of Ellen Sherry Hoffman, also Richard Walter Accurso, deceased. These petitions have been filed by Alison A. Cox Special Counsel

RECOMMENDED MOTION:

ARE DOCUMENTS ATTACHED: To Follow

IS A PROJECTOR NEEDED?: NO

kolden@jeffersoncountywv.org (304) 728-3230

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Stephen S. Allen, Director

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

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

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

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

1. **Approval for purchase for response equipment and trailer markings for the Bovine Emergency Response Program**
2. **Approval for the release of the Request For Proposal (RFP) for the FEMA Hazard Mitigation Plan Update**
3. **Information on the updated Regional Animals In Disaster Plan**

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

1. **This request is for the purchase of additional equipment to meet the needs for response to livestock emergencies within Jefferson County. The initial purchase through the original Homeland Security grant enabled us to purchase the trailer and livestock panels. After taking the training and establishing a committee to further develop our response plan, we found that additional equipment is needed to safely provide services in the event of a livestock emergency.**
2. **All jurisdictions are required to have an All Hazards Risk Assessment and Mitigation Plan. Jefferson County had the first Multi-Jurisdictional All Hazards Mitigation Plan in FEMA Region III back in 2003. The plan is required to be revised every five years. We accomplished that in 2008, 2013, and 2019. It is time again for us to develop our 2024 plan. I presented the application to you January 20th of 2022 for submission to the State and it was approved by FEMA in October of 2022. This grant proposal in the amount of \$60,000 to fund this plan from FEMA through the WV EMD. This grant is a 75%/25% grant. FEMA funds the 75% and in this case, the state is funding the 25%. The grant will pay for the contractor for the project, as well as expenses that are required for advertising. I am before you today asking for permission to release the Request for Proposals for contractors to develop the plan.**
3. **This plan was originally developed and finalized in 2012. This is an update for data and resources. No action on your part is necessary. This is for informational purposes only.**

Is this a funding request? **Item 1, Yes. Item 2, No. Item 3, No.**

If so, how much? **Up to \$1,500. We have these funds in our Supplies Line Item of our budget.**

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

1. **I move to approve the purchase of the equipment and trailer markings for the Bovine Emergency Response Program.**
2. **I move to approve for Director Allen to post the Request For Proposal for the 2024 Hazard Mitigation Plan Update.**

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

If not attached, explain:

Attachment:

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

Contact information:

Email address: sallen@jeffersoncountywv.org. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Jefferson County Office of Homeland Security and Emergency Management

(A Department of the Jefferson County Commission)

Request for Proposals

2023 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update

February 16, 2023

NATURE OF SERVICES REQUIRED

Jefferson County Commission wishes to hire a contractor to work with the Jefferson County Office of Homeland Security and Emergency Management staff, the Risk Assessment and Mitigation Planning Committee, and other stakeholders to update the County Government's Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan.

The contracting agency is the Jefferson County Commission and all procurement rules and regulations of the Jefferson County Commission will be applicable to this project.

Jefferson County's Office of Homeland Security and Emergency Management Director or their designee will coordinate the contract with the successful consulting firm, along with the County's attorney, and recommend hiring of the successful firm. The final decision shall be that of the Jefferson County Commission.

The successful bidder will contract directly with the Jefferson County Commission and all correspondence will be through the Jefferson County Office of Homeland Security and Emergency Management Director or their designee.

Specific Objectives that the successful contractor will be required to perform:

1. Meet all of the assurances, scope of work listed in Attachment #1 (State of West Virginia Hazard Mitigation Planning Grant Application for Jefferson County, WV) and meet the deadline of August 1 for Draft and September 1 for Final deliverables, assure that the plan, meets the requirements of all, laws, regulations, policies, procedures, and authorities, as well as, written in such a way that it will help to maximize Jefferson County's CRS Rating (Community Rating System of the National Flood Insurance Program). The County's CRS Rating is currently a Class 7.
2. Ensure the updated plan is approved for the high hazard potential dam (HHPD) program.
3. The successful contractor will be expected to develop a plan that is consistent with the revised FEMA guidelines appearing in the Local Mitigation Planning Policy Guide, FP 206-21-0002, effective April 19, 2023.
4. Provide an engagement strategy for getting public and plan participant input.
5. Encourage participation, including specific stakeholders listed in the Local Planning Policy Guide Elements in A2-a
6. Include the WVU TEIF-TEAL Risk Study Assessment Study into the plan.
7. Must outline the strategy for gathering public input and developing the plan
8. The successful contractor must hold at a minimum of monthly face-to-face meetings with the Jefferson County Office of Homeland Security and Emergency Management Director plus any stakeholders that he or she wishes to include in the meetings over the

course of this contract. Other planning conferences may be held via phone or webinar, as necessary.

9. The successful contractor must commit to submitting monthly progress reports outlining the following:
 - Activities (Calls, meetings, communications)
 - Planning progress to include completed tasks and future action items.
 - Drafts of the plan as they become available.
10. Must provide a final 2023 Multi-Jurisdictional All Hazards Mitigation Plan at the conclusion of the contract. This must include 5 hard copies, and 5 CDs of each product, plus one Master Copy that can be updated easily by the jurisdiction in the future.
11. The Jefferson County Office of Homeland Security and Emergency Management Director will select from among the submitted proposals. One or more contractors will be asked to make formal presentations to the Jefferson County Office of Homeland Security and Emergency Management Director and other stakeholders, as desired. The Jefferson County Office of Homeland Security and Emergency Management Director will make a recommendation to the Jefferson County Commission on which contractor to select, based upon affordability, strategies and experience with like projects. References given by each potential contractor will be checked for satisfactory performance on past contracts.

Additional Information:

Your bid is to be all-inclusive, not to be based upon hourly fees or additional expenses.

There is no expressed or implied obligation for the Jefferson County Office of Homeland Security and Emergency Management or Jefferson County Commission to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request or to attend required meetings.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed by the Jefferson County Office of Homeland Security and Emergency Management or the Jefferson County Commission.

All documents are to be submitted to the Jefferson County Office of Homeland Security and Emergency Management once the project is completed. Upon invoice, and final approval by the County Commission, WV EMD, and FEMA, payment will be made in one lump sum.

All products must be completed and received in the final form no later than July 1, 2023, along with the invoice for services.

The County's current All Hazards Risk Assessment and Mitigation Plan was last updated in 2017/2018. The document can be found at:

<https://www.jeffersoncountywv.org/home/showpublisheddocument/16326/636834176341200000>

TIME REQUIREMENTS FOR THE PROJECT

RFP Issued	February 16, 2023
MANDATORY PRE-BID MEETING	10:00 a.m. March 10, 2023
RFP Due Date	5:00 p.m. March 24, 2023
Estimated Selection Date	April 6, 2023

Please note that the Work Schedule on Page 15 of the Grant Application must be compressed in order to meet the Draft and Final deliverable dates of August 1 and September 1 respectively.

Draft of deliverable by August 1, 2023

Final deliverables and Invoice submitted by September 1, 2023

REQUESTS FOR PROPOSALS

Inquiries concerning the request for proposals may be made to:

Stephen S. Allen, Director
Jefferson County Office of Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
304-728-3290 (phone)
304-728-3320 (fax)
sallen@jeffersoncountywv.org

QUESTIONS?

Questions are to be submitted in writing either by email or fax. Email is to sallen@jeffersoncountywv.org

Fax: 304-728-3320

No phone calls, please.

All questions and answers will be made available to all known bidders.

SUBMISSIONS OF PROPOSALS

The proposals must be RECEIVED by 5:00 p.m. March 24, 2023 for a contractor to be considered. Contractors should send the completed proposals by regular mail or hand delivered to:

“RFP Submission: “2023 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update”

**Jefferson County Office of Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430**

We recommend that you DO NOT send your proposal electronically.

The Jefferson County Office of Homeland Security and Emergency Management will not be responsible for lost or misdirected mail or email. It is the contractor’s responsibility to follow up to make sure it is received.

Each submitted proposal must be limited to twenty pages in length (12 point font/1.5 line spacing) and include the following information:

A. Information about the contractor

Each bidder will provide information about their organization, including the name, address, telephone number and email address of the principal contact person for this proposed project, and the contractor’s URL of their website.

Include the number of years the contractor has been in the business of providing the type of services desired by the Jefferson County Office of Homeland Security and Emergency Management, as well as the contractor’s specific experience in emergency management planning.

Please list all relevant disaster planning projects your firm has performed over the past three years, including outcomes of each. Please include sample of work, specifically for Emergency Management and/or Risk Assessment, Mitigation or Recovery Plans. Please

include three references of communities that have engaged the contractor for similar services.

Non-Disclosure Agreement--For security purposes, all of the contractor's staff who will be working with this project in any way may be asked to sign a non-disclosure agreement regarding information in this plan or information that they may gain during the course of this contract.

B. Staff Expertise in Risk Assessment and Mitigation Planning

Each bidder will include a brief statement regarding current qualifications of senior or lead consulting staff and their ability to perform desired consulting services, including the number of qualified support staff who would assist in performing the described tasks.

It is essential that all project personnel are listed by name and credentialed in the submitted proposal.

CONTRACT PERIOD

Planning must begin upon award. Invoice will be paid upon receipt of an invoice and the approval of the Jefferson County Commission, WV EMD, and FEMA after all materials are received and approved at the end of the contract.

Each submission will detail a bid for the complete project. Payment will be in one lump sum upon approval and an invoice at the end of the contract.

Submitted proposals will be evaluated using the following criteria:

- Affordability
- Qualifications of the contractor and their lead consulting staff
- Depth of specific disaster planning/exercise facilitation experience
- Success of previous outcomes
- Proposed fee to perform the described services
- Recommendations
- Overall strength of proposal

Submitted proposals will be reviewed and we may contact potential contractors for additional clarification.

The Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals submitted.

During the evaluation process, the Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right, where it may serve their best interest, to request additional information or clarifications from potential contractors, or to allow corrections of errors or omissions.

FINAL SELECTION

Selection of the contractor will be based upon the recommendation of the proposal reviewers, with the final decision resting with the Jefferson County Commission. Following notification of the successful contractor, a contractual agreement will be executed between the Jefferson County Commission and the selected contractor.

The Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals.

Additional Needed Supplies (Bovine Trailer)

Supplier	Item	Quantity	Price	Amount	Total
Tractor Supply					
113406099	Koch Industries grade 30 proof coil chain, 3/16"	Per Foot 10' sections	\$ 17.99	8	\$ 143.92
112530699	Couny Line T-Post Pounder	Each	\$ 47.99	2	\$ 95.98
360911299	Sudded T-Post, 6'	Each	\$ 6.19	20	\$ 123.80
120136299	Ground Work 17 lb. Tamper Bar, 70 in.	Each	\$ 49.99	1	\$ 49.99
120136999	Ground Work 10 lb. Fiberglass Handle Pro Sledge Hammer	Each	\$ 47.99	1	\$ 47.99
40057399	Job Smart 3 lb. 12.5" Fiberglass Handle Sledge Hammer	Each	\$ 19.99	1	\$ 19.99
103808299	Job Smart 25" Bolt Cutters	Each	\$ 39.99	1	\$ 39.99
124600899	U.S. Whip Livestock Sorting Pole 60"	Each	\$ 17.99	4	\$ 71.96
101966599	Rope Halters	Each	\$ 8.99	6	\$ 53.94
Fastenal					
500510	5" L with 3/4" Open Eye Bolt Snap	Each	\$ 2.27	20	\$ 45.40
Vital Signs					
	Decal and Lettering (Trailer)	Each	\$ 500.00	1	\$ 500.00
				Total	\$ 1,192.96

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jeffrey Polczynski, Director of Communications**

Department or Organization: **Emergency Communications Center – Dept 712**

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

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment Request – Full-Time Public Safety Dispatcher (Trainee)**

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

The purpose of this agenda item is to request permission to appoint one individual to fill one of the vacancies in the staffing at the Emergency Communications Center.

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*):

“Motion to approve the appointment of Patricia Settle as a Public Safety Dispatcher (Trainee) at the hourly rate of \$25.6250 (53,300/year) with the signing bonus of \$2,000 and the post-training salary increase once full training is complete.”

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 **NO**

Contact information: **Jeffrey Polczynski**

Email address: jpoczynski@jeffersoncountywv.org

Phone Number: 304-728-3317

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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Jefferson County Emergency Communications
DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: February 9, 2023

SUBJECT: Request Appointments – Full-Time Public Safety Dispatcher (Trainee)

The purpose of this memorandum is to request the approval to employ a Public Safety Dispatcher Trainee at the notated salary. The candidate will fill vacancy in authorized staffing.

The ECC intends to onboard the following:

1. Patricia Settle – A 31-year experienced police dispatcher. Recently retired from Loudoun County Sheriff's Office after 15 years. Prior, worked 15+ years at Montgomery County Communications. After 1 year of retirement, she states that she misses the environment and wants to get back into dispatching. All processes w/Ms. Settle were very positive and she is recommended for hire. Candidate is offered a salary of \$25.6250/hour (\$53,300); the top end of the job posting due to her decades of experience as a public safety dispatcher. With approval, we expect candidate to begin her training at Jefferson County Communications on 2/21/2023.

The candidate will be afforded the standard merit increase once full training has been completed. The ECC will continue processing candidates pursuing the filling of vacant and overfill positions authorized by the County with three additional candidates brought to the Commission at the 3/2/2023 meeting.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers
Department or Organization: Jefferson County Parks & Recreation
Estimation of amount of time needed for appointment: 5 min.

Date Requested – 1st Choice: Feb 16th
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: N/A
Subject (Wording to be placed on agenda): Request funding for 2023 fireworks at Sam Michaels Park.

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

The JCPRC would like to bring back Independence Day fireworks to Jefferson County residents. Event would be held July 1, 2023. Looking for support from county & municipalities to make it a community funded event.

Is this a funding request? Y N NO YES
If so, how much? \$ 10,000
Provide exact financial impact/request:

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

Approval of \$10,000 request for fireworks at Sam Michaels Park.

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: Matt Mullenax, Executive Director

Department or Organization: Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Letter of Support for the HEPMPO & EPTA RAISE grant application for the EPTA Multimodal Transit Center Project.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

[YOUR ORGANIZATION'S LETTERHEAD]

February [x], 2023

The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

**Re: [ORGANIZATION NAME] Supports DOT RAISE Grant Funding
for Eastern Panhandle Rural Multimodal Transit Center Project**

Dear Secretary Buttigieg:

I write on behalf of [ORGANIZATION NAME] to convey our strong support for the West Virginia Department of Transportation Division of Highways (WVDOH) application for U.S. Department of Transportation RAISE grant funding for the Eastern Panhandle Rural Multimodal Transit Center project in downtown Martinsburg, which will be owned and operated by the Eastern Panhandle Transit Authority (EPTA). This project will improve access to safe and reliable transit service, provide sustainable transportation choices, and improve the quality of life and economy within our community. I encourage you to give the highest consideration to this RAISE grant request.

Our organization supports EPTA's mission of providing safe and reliable transit service, and believe that this project to locate the transit center in the heart of downtown will be the capstone of many years of planning and effort within the community. [PLEASE ADD 1-2 SENTENCES ABOUT YOUR ORGANIZATION, ITS MISSION, AND WHAT IT DOES, OTHER RELEVANT TIES TO THE EPTA TRANSIT CENTER PROJECT]. We believe strongly in the transit center project, because [GIVE A SENTENCE OR TWO ON WHY YOU SUPPORT THE PROJECT].

Thank you for your consideration of this important infrastructure project in Martinsburg, West Virginia.

Sincerely,

[NAME]

[TITLE]

[ORGANIZATION]

Eastern Panhandle Transit Authority

EPTA Multimodal Transit Center Project (EPTA Transit Facility)

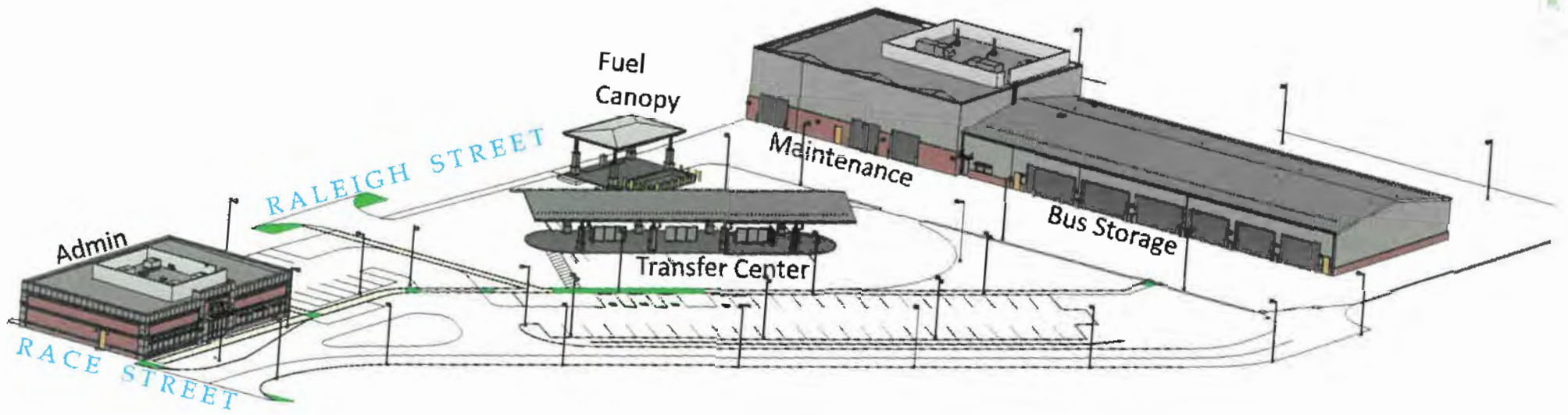


60% Design Submission Review Meeting
January 23, 2023
04:00 PM
Eastern Panhandle Transit Authority
446 Novak Drive, Martinsburg, WV 25405

Michael Baker
INTERNATIONAL

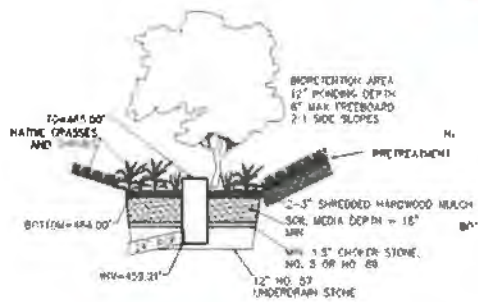
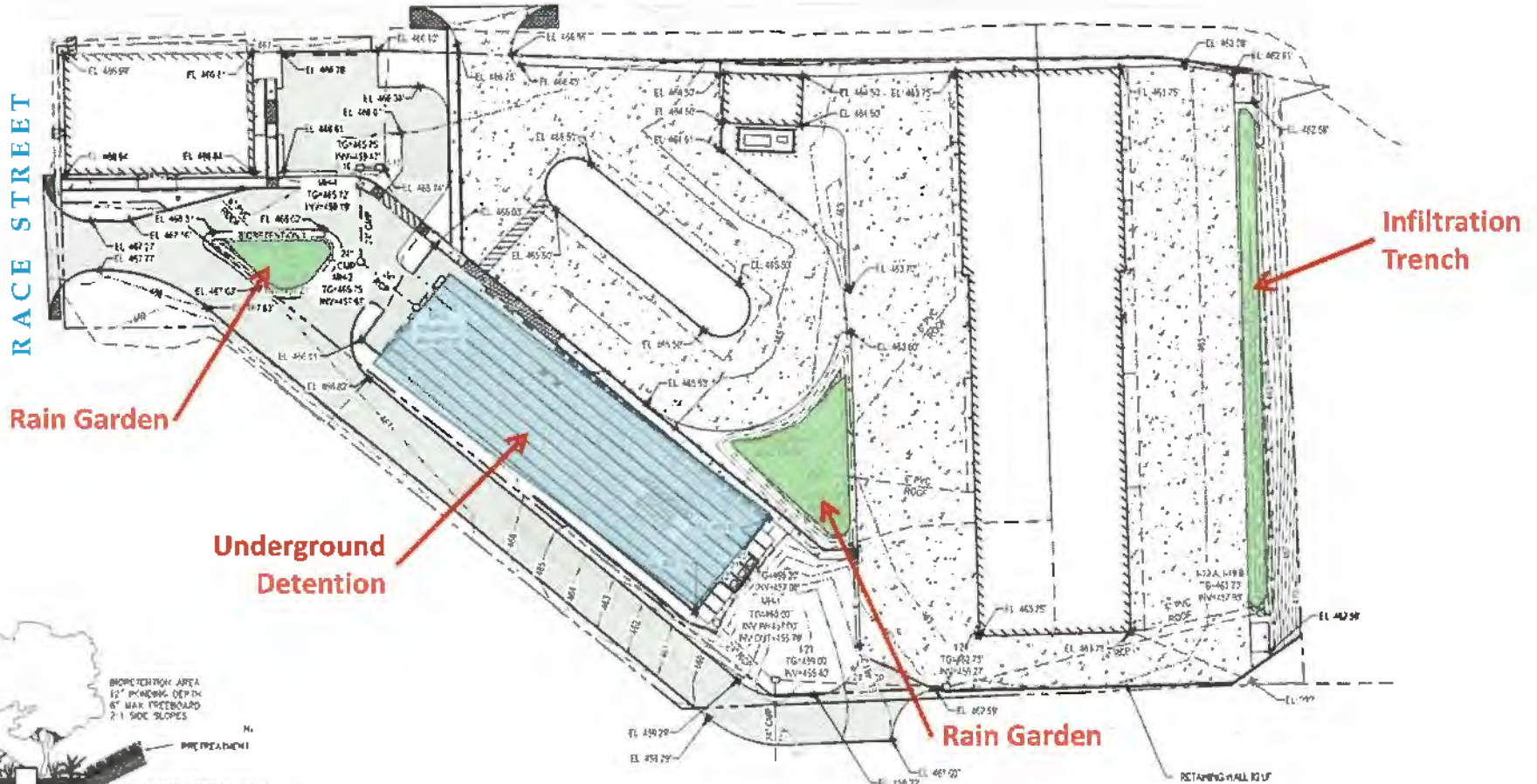
We Make a Difference

Overall Site Layout

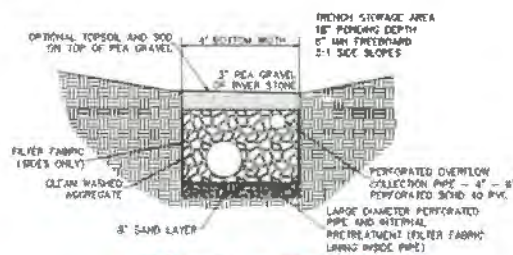


Site Grading and SWM Plan

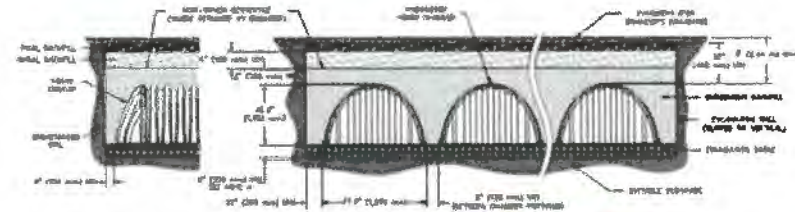
RALEIGH STREET



Rain Garden



Infiltration Trench



Underground Detention



Administration Building Plan

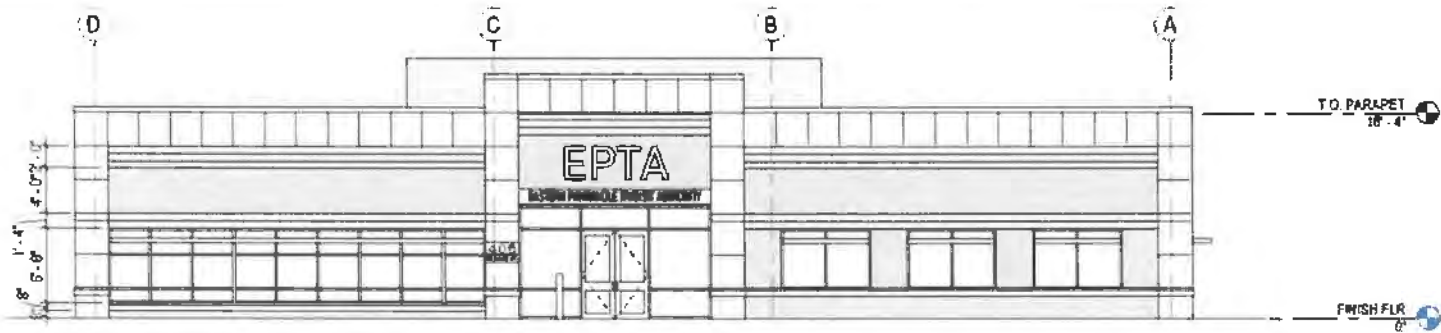


Department Legend

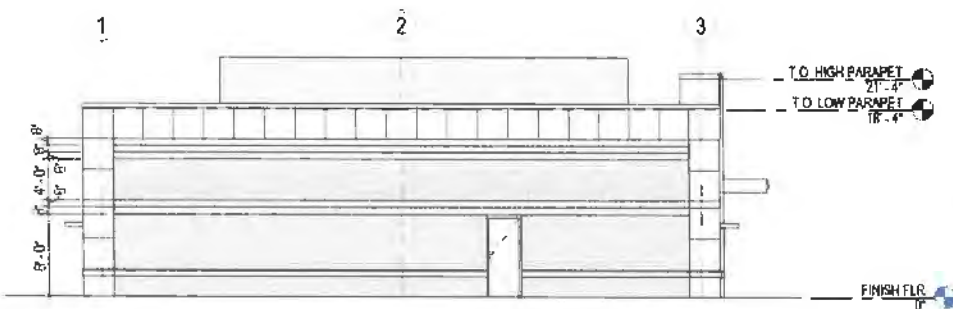
- Assembly
- Common
- Office
- Public
- Storage
- Utility



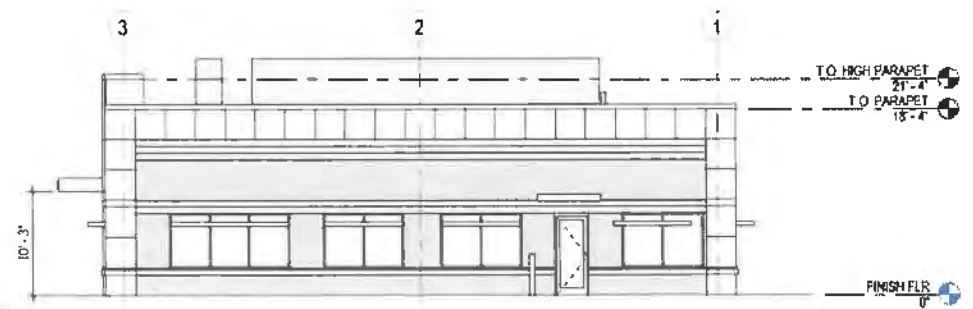
Administration Building Elevations



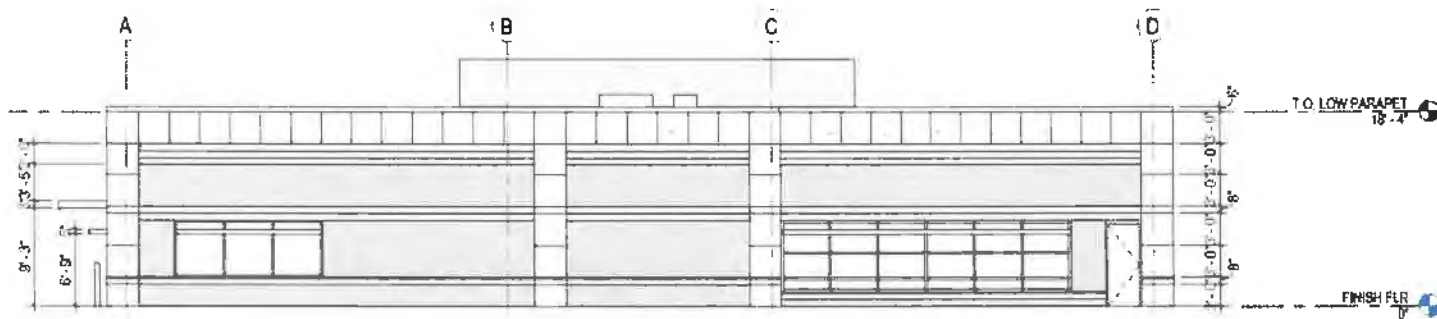
EAST ELEVATION (KISS-AND-RIDE)



SOUTH ELEVATION (RACE STREET)



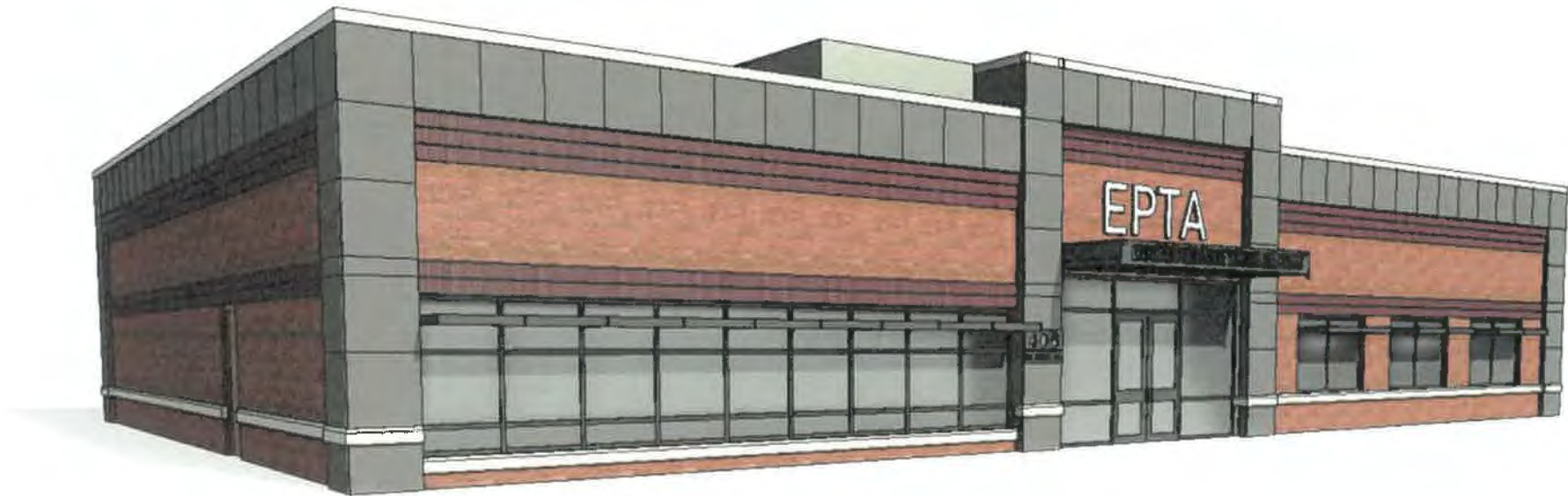
NORTH ELEVATION (EMPLOYEE ENTRANCE)



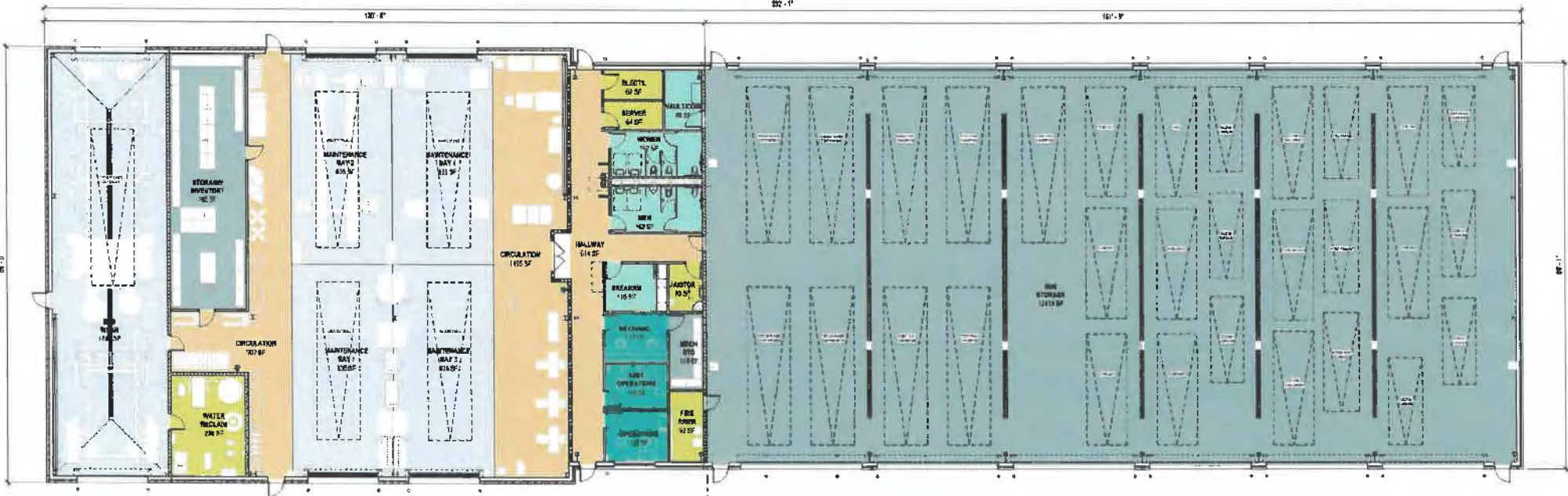
WEST ELEVATION (RALEIGH STREET)



Administration Building Perspective



Maintenance/Storage Building

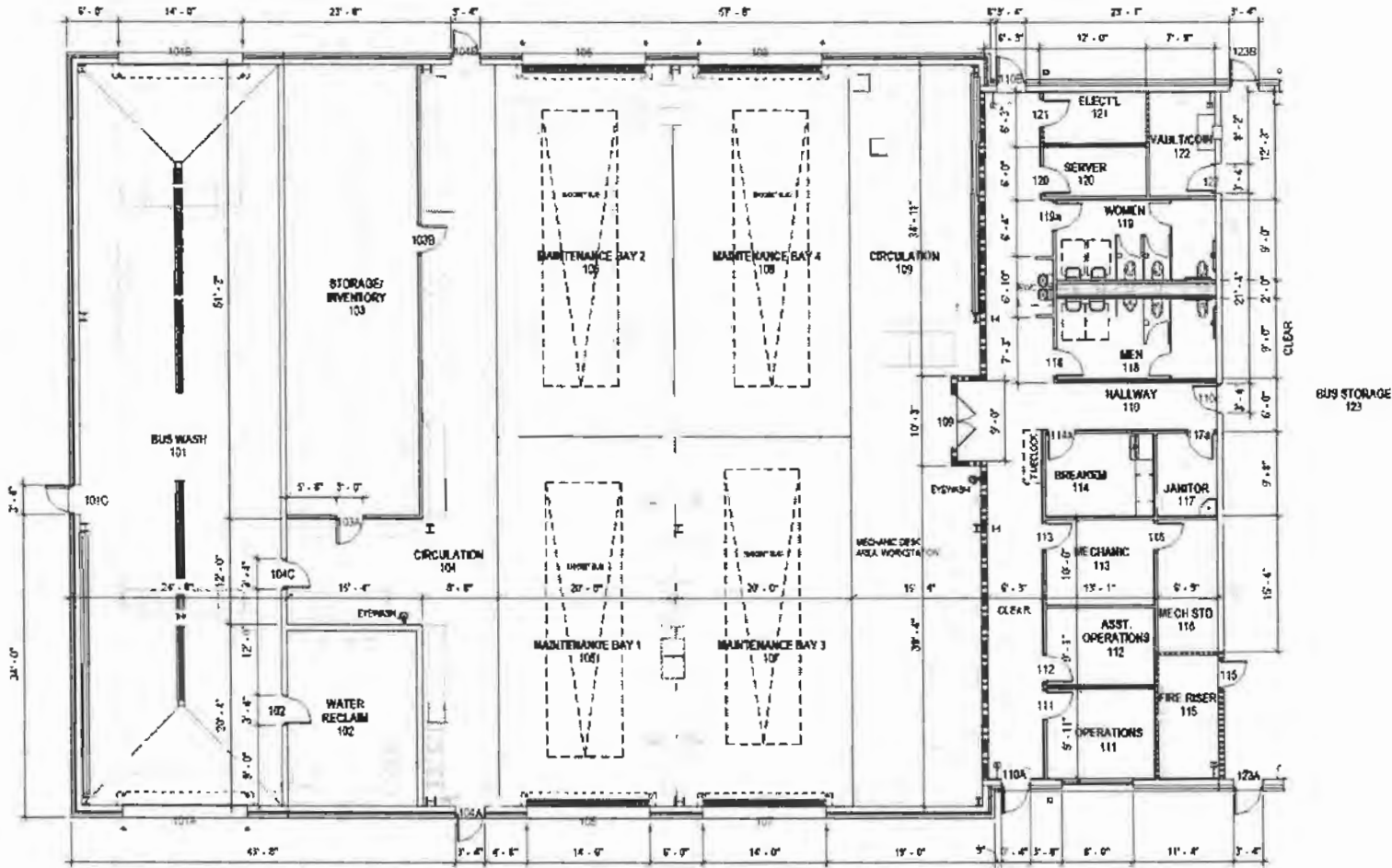


Department Legend

- CIRCULATION
- COMMON
- OFFICE
- SERVICE
- STORAGE
- UTILITY



Part Plan A – Maintenance Building



Part Plan B – Bus Storage

On-boarding Schedule

Krista Davis

12/7/22

9:00am – 10:00am - Welcome/ Meet and greet (Hunter House staff)

10:00am -11:00am - Mtg Tax Office (Cindy/ John)

11:00 – Noon – Computer on-Boarding/ Office orientation (IT)

Noon – 1:00pm - Lunch with John

1:00 – 2:30pm - Commission orientation (Jessica)

- Commission meeting protocol
- Boards
- Website orientation
- Overview of elected officials
- Election Results (local)
- Organizational Chart overview

2:30 – 3:30 – Office set-up (Sorayda)

- EMAIL
- Business Cards
- Cell Phone
- Employee Badge
- Parking Permit
- Phone use instructions

4:00 – 5:00pm Wrapup (John/ Cindy)

- Tyler Training
- Budget Timelines

12/8/22

9:00am – 10:00am - Office time

10:00am – 11:30am - HR mtg (Cindy)

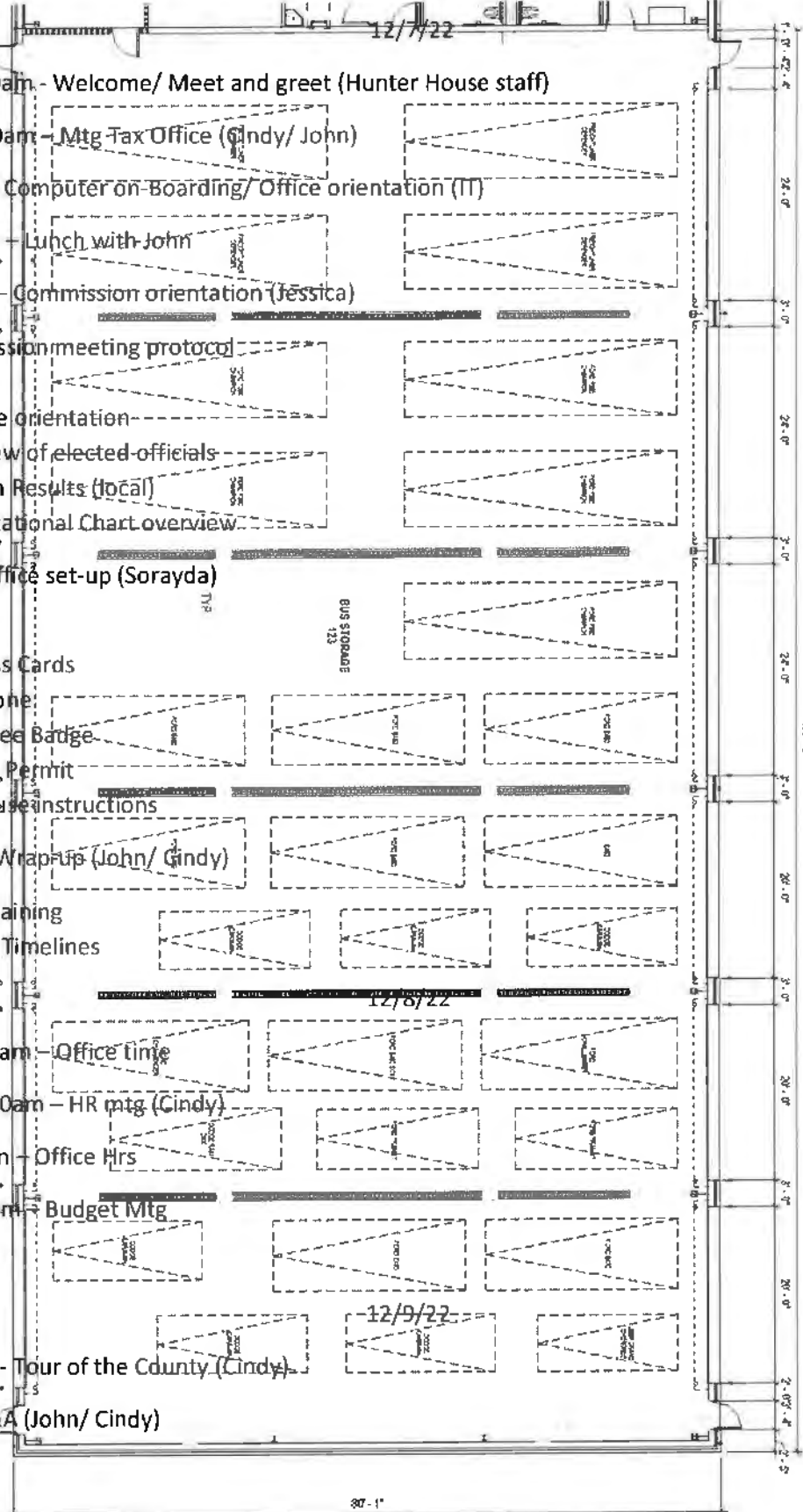
1:00pm -3:00pm - Office Hrs

3:00pm – 4:30pm - Budget Mtg

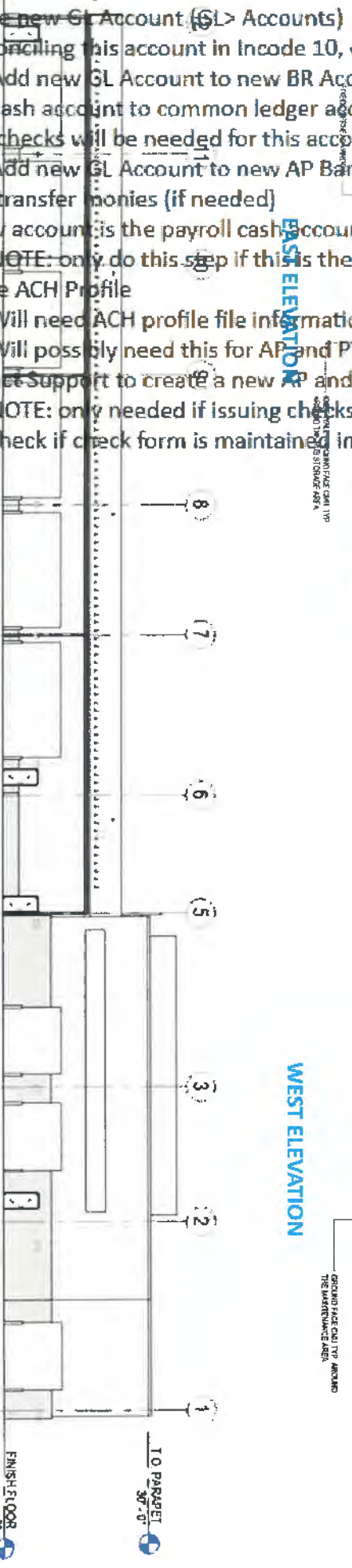
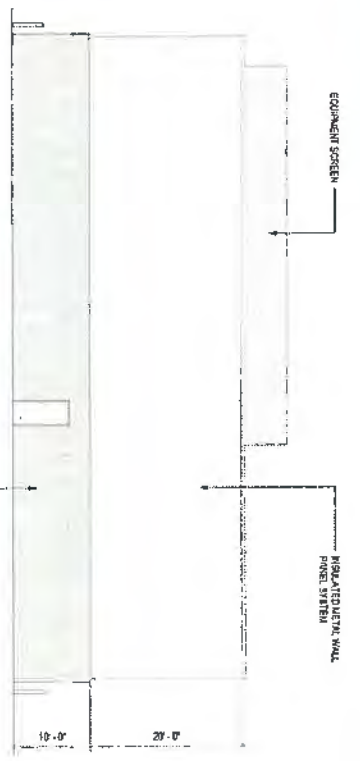
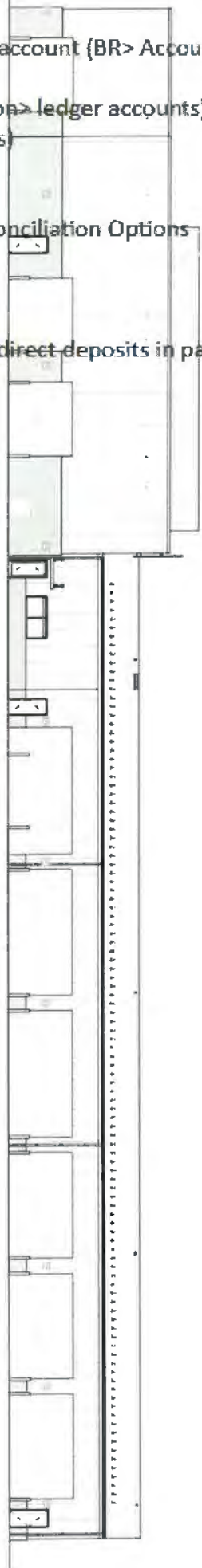
12/9/22

9:00am – noon - Tour of the County (Cindy)

Afternoon – Q&A (John/ Cindy)



Maintenance/Storage Building Elevations



NORTH ELEVATION (REAR)

SOUTH ELEVATION (FRONT)

WEST ELEVATION

EAST ELEVATION

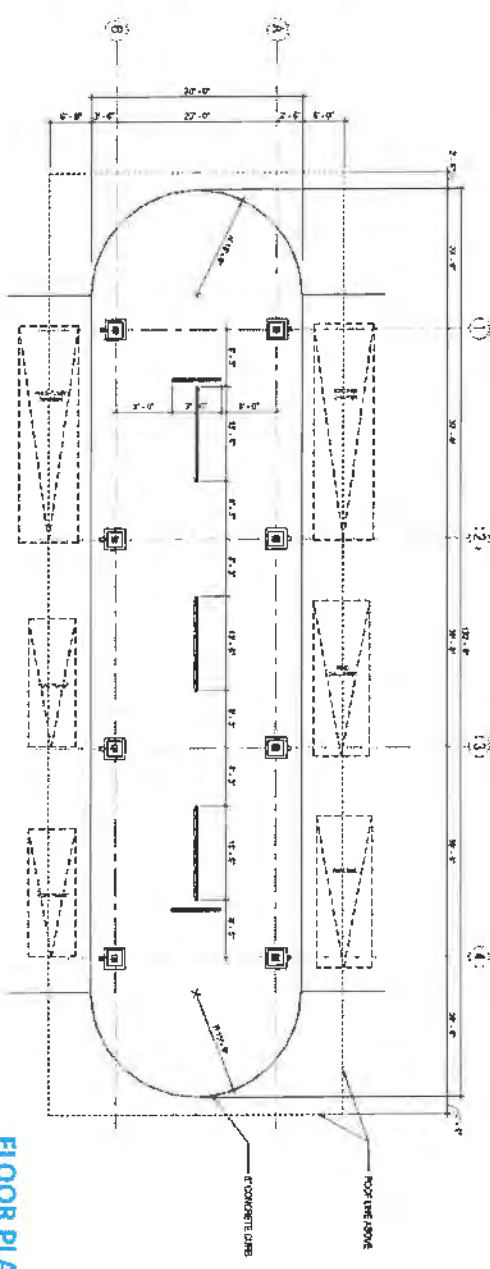
- There are several steps that must be followed to create a new Bank Account to use in Incode 10.
- Create new GL Account (GL > Accounts)
- If reconciling this account in Incode 10, create new Bank reconciliation account (BR > Accounts)
 - o Add new GL Account to new BR Account
- Add cash account to common ledger accounts (Common > administration > ledger accounts)
- If AP checks will be needed for this account, create new AP Bank Code(s)
 - o Add new GL Account to new AP Bank Code
- JE to transfer monies (if needed)
- If new account is the payroll cash account, update Payroll Set Bank Reconciliation Options
 - o NOTE: only do this step if this is the new payroll cash account
- Create ACH Profile
 - o Will need ACH profile file information from banking institution
 - o Will possibly need this for AP and PY (if paying vendors by draft or direct deposits in payroll)
- Contact Support to create a new AP and/or payroll Check form
 - o NOTE: only needed if issuing checks out of this account
 - o check if check form is maintained in Bank Account

We Make a Difference

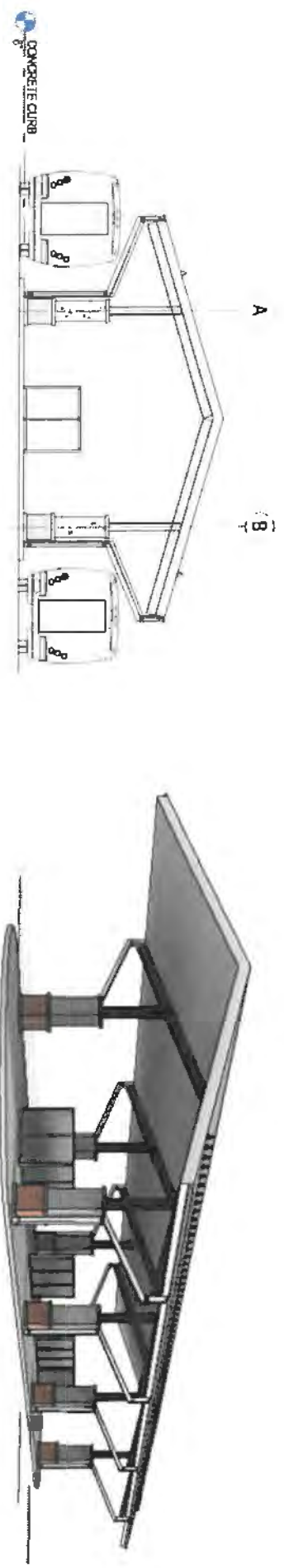


Transfer Center

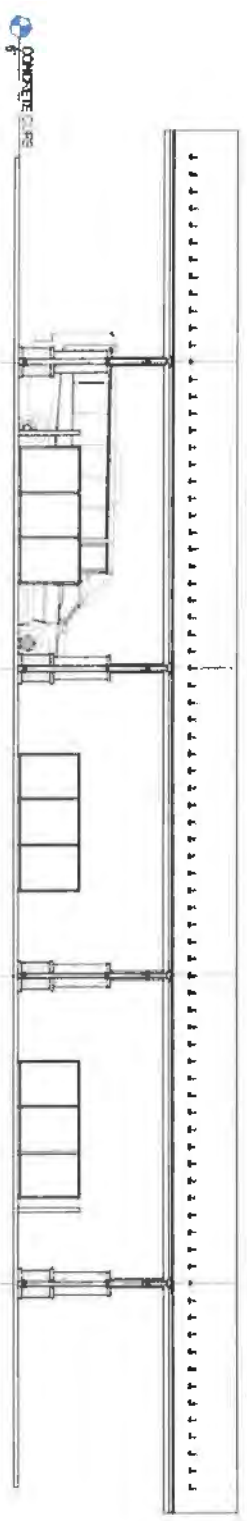
Michael Baker
INTERNATIONAL



FLOOR PLAN



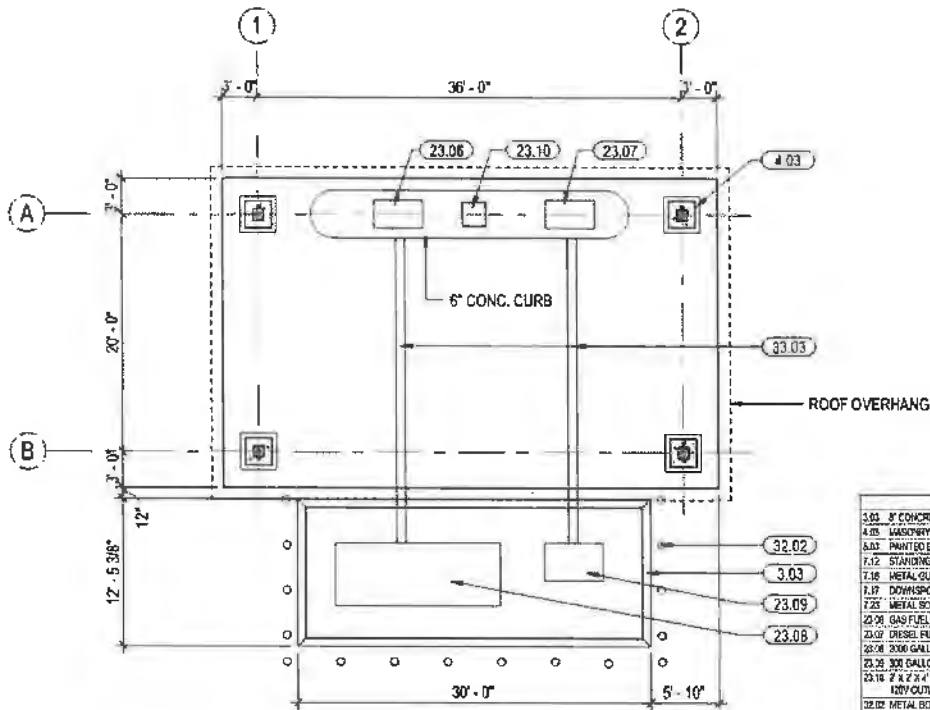
WEST/EAST ELEVATION



NORTH/SOUTH ELEVATION



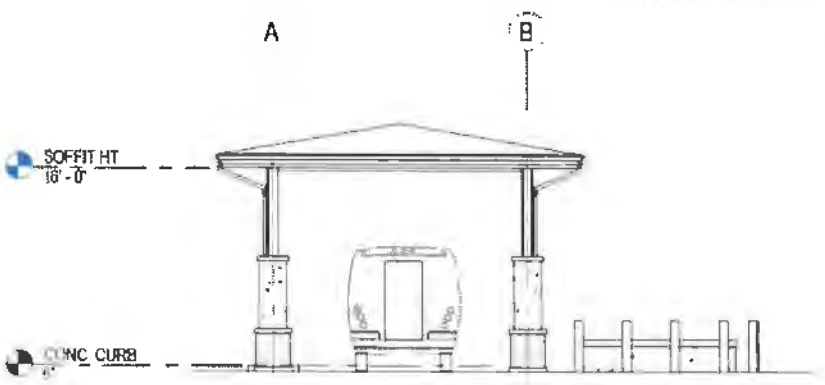
Fuel Station



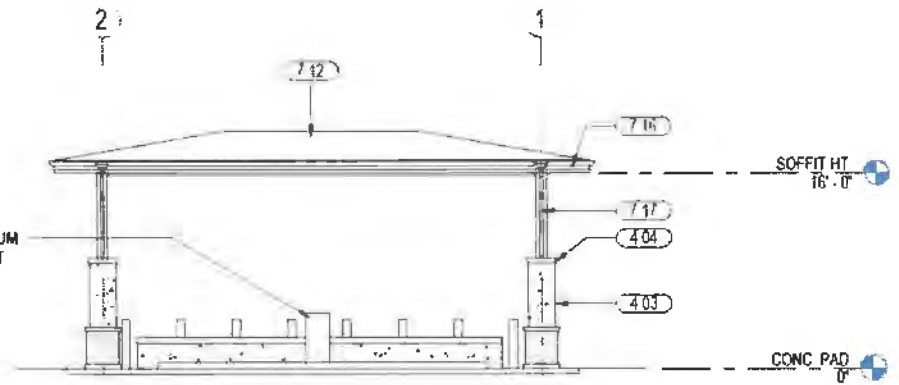
KEYNOTES

- 3.01 3" CONCRETE SOFFIT/CHANGI WALL
- 4.03 LASKERRY AND CYRUS CELLUM EMULSION
- 5.03 PAINT TO EXPOSED STRUCTURE
- 7.12 STANDING SEAM METAL ROOF SYSTEM
- 7.16 METAL GUTTER
- 7.17 DOWNSPOUT
- 7.25 METAL SOFFIT
- 23.06 GAS FUEL DISPENSER, BY OTHERS
- 23.07 DIESEL FUEL DISPENSER, BY OTHERS
- 23.08 3000 GALLON GAS FUEL TANK, BY OTHERS
- 23.09 300 GALLON DIESEL FUEL TANK, BY OTHERS
- 23.10 2" x 2" x 4" HIGH STEEL PODIUM W/ STANDARD 120V OUTLET
- 32.02 METAL BOLLARDS, SEE CASERIES FOR DETAILS
- 33.03 TREX/ALUMINUM METAL GRATING FOR FUEL PIPING

FLOOR PLAN



SOUTH ELEVATION (NORTH-SIM. OPP.)



EAST ELEVATION (WEST-SIM.)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lutman Land Development, LLC

Department or Organization:

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

Subject (*Warding to be placed on agenda*): Landowner Petition for Map Amendment for Lutman Land Development, LLC: Kabletown District, Map 29, Parcels 2 (66 Acres) and 6 (30.89 Acres) containing a Total of 96.89 +- Acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

Please provide the County Commission with a description of your request or presentation, including any background information: Request for a Map Amendment for Lutman Land Development, LLC per Article 12, Section 12.3.A. of Jefferson County Zoning and Land Development Ordinance from Industrial/Commercial to Rural. Supporting and Background Attached.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: \$0.00

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

Motion: Move to Accept Landowner Petition and Request for Map Amendment for Lutman Land Development, LLC, Parcels 2 and 6 on Map 29 in the Kabletown Tax District and schedule a Public Hearing at the County Commission Meeting on March 16, 2023 and to refer the application to the Planning Commission for advice on the request's consistency with the Comprehensive Plan.

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

If not attached, explain: Attached

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

Contact information: Paul J Raco

Email address: Pjraco.consulting@gmail.com

Phone Number: 304/676-8256

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

File #: _____
 Date Rec'd: _____
 Fees Paid: _____
 Staff Int: _____

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.

Property Owner Information

Owner Name: _____
 Business Name: Lutman Land Development LLC
 Mailing Address: 67 Lutmans Lane, Kearneysville, WV 25430
 Phone Number: c/o Paul 304/676-8256 Email: c/o pjraco.consulting@gmail.com

Applicant Contact Information

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

Consultant Information

Name: Paul J Raco
 Business Name: P.J. Raco Consulting, LLC
 Mailing Address: P.O. Box 548, Charles Town, WV 25414
 Phone Number: 304/676-8256 Email: pjraco.consulting@gmail.com

Physical Property Details

Physical Address: Route 340/1 Lewisville Road Vacant Lot:
 Tax District: Kabletown Map No: 29 Parcel No: 2 and 6
 Parcel Size: 66 +- Acres 30.89+- Acres Deed Book: 1292 Page No: 482

Current Zoning District

Industrial - Commercial District

Proposed Zoning District

Rural District

Substantiation for the Request

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

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

N/A — Industrial - Commercial is not the appropriate district since Public Water and Sewer has not been made available and the four lane has not been completed as anticipated when the original zoning ordinance was passed and the subsequent Comprehensive Plans were adopted.

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


See Attached

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

See Attached

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

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

 2-8-23

Property Owner Signature* Date

Property Owner Signature* Date

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

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

Map Amendment Application
Rezoning Request
Article 12, Jefferson County Zoning Ordinance
Lutman Land Development LLC
February 8, 2023

Owners/Applicants:

Lutman Land Development, LLC
67 Lutmans Lane
Kearneysville, WV 25430

Ordinance Citation:

Article 12, Section 12.3 Jefferson County Zoning and Land
Development Ordinance

Map Amendment Definition:

“An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.”

Request:

Amend the Zoning Map for these two parcels of approximately 66 and 30.89 acres in size. The amendment is from the current Industrial/Commercial District to the Rural District.

Substantiation for the Request:

1. The property is currently zoned for Heavy Industrial and Commercial Uses and the Applicants are seeking a map amendment to the Rural District. As further explained in this

Tax District, Map and Parcel Number:

Kabletown Tax District, Map 29, Parcels 2 and 6

Deed Book Reference:

Deed Book 1292 at Page 482

Sketch Plat:

Attached

Tract Size:

Total of approximately 96.89 Acres in two parcels (66 and 30.89 acres)

Discussion on:

Comprehensive Plan compatibility of the proposed change:
Included in this Petition.

Any Change of transportation characteristics and neighborhood
from when the original ordinance was adopted: Included in this
Petition.

A. Comprehensive Plan Compatibility

Among the many recommendations in the 2015, Envision Jefferson 2035 Comprehensive Plan, the following sections address items directly related to this map amendment request.

As found on page 13 through 21 of the 2015 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcels are within the Route 340 South PGA. The Comprehensive Plan was adopted in 2015 after several years of meetings throughout the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. It is typical for communities that have a new Comprehensive Plan to have requests for both text and map amendments for the map and ordinances to better reflect the Plan. In this case, the initial Zoning Ordinance, the 2004 Plan and the 2015 Plan show this property slated for growth around Route 340 and the railroad from Rippon to Virginia. The Envision Jefferson 2035 Plan is more specific in that it shows this property within the Rt 340 South Preferred Growth Area and identifies the property for Commercial Development.

Regarding the history of Land Use Regulations and Comprehensive Plans in Jefferson County, this area was slated for Commercial and Industrial development in the original ordinance because of Route 340 and the Railroad in this corridor. But this was put in the ordinance and later plans because of the expectation that Public Water and Sewer would be shortly extended to this area from Charles Town when Route 340 was expanded to four lanes. After 35 years, this has not happened and there is little to no chance that public water and sewer from Charles Town will ever serve this area. Likewise, as expressed in the recent Rezoning of the Sunnyside Industrial Park north of this property, there is no interest from anyone for commercial or industrial development in this area. The market does not support commercial or industrial development in this area and the public does not support industrial development in the area.

So, in fact for the last 35 years, these properties remain undeveloped, the road has not expanded, water and sewer has not become available, and the owners can't even convey a family transfer of land for a relative

to build a house because it isn't permitted in the current zone. Essentially, the value of the property has not grown as in other Preferred Growth Areas, because regardless of the size, neither commercial nor industrial users are interested and the owner cannot subdivide or put more than one house on the parcels. As such, these parcels remain vacant 66 and 30 acre parcels that are taxed, but not able to be utilized better for enhanced taxes.

The type of use that the 1988 County Commission envisioned when it was adopted has not come to fruition because of the lack of water and sewer and expansion of Route 340. Furthermore, as stated in the following section of the Comprehensive Plan, this property will be west of the four lane preferred route if it does get built, so the area should most likely all be rezoned. From simply a professional planning standpoint on the original zoning of the area and the last Comprehensive Plan, this area should be reassessed based on the Highway and the lack of utilities.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

"Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries
Preferred Growth Areas (PGAs)
Villages
Rural/Agricultural Areas

The first two area types addressed below, Urban Growth Boundaries (UGB) and **Preferred Growth Areas (PGA)** (including one residential growth area), are the sections of Jefferson County

where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035.” Emphasis Added.

In this case, the subject property is in a Preferred Growth Area (PGA), but certainly Urban Scale Growth is not what comes to mind in the area south of Rippon to the Virginia line.

A definitive section of the Envision Jefferson 2035 that supports this map amendment is found on Page 21 and 22 that describes this PGA. It sounds skeptical of growth in this area based on the highway and the utilities:

“c. US 340 South PGA (portions of the corridor beginning north of Rippon continuing south to the Clarke County Line):

The proposed highway widening, and realignment is expected to create some additional growth pressures along this corridor.

Additionally, a percentage of the property along the western edge of US 340 South is currently zoned Industrial Commercial. Localized water and sewer service may need to be utilized for higher intensity development to occur along this corridor. It is recognized that the proposed US 340 alignment is not yet finalized and that land use decisions may need to move with the corridor, or a small area plan may be needed for this location if the final alignment is significantly different from the proposed configuration.

The West Virginia Division of Highways has identified a preferred alignment out of multiple alternatives and recently made minor adjustments to the preferred alignment choice. However, a Record of Decision, the legally binding conclusion, has been published at this time. The possibility for changes to the current preferred alignment is possible. In creating the land use recommendation for this area, the preferred alignment was used to make future land use decisions. The current preferred alignment is shown to the east of the existing US 340 right-of-way. This area does not have any public water and sewer infrastructure which future development will need for site development.”

It is clear that this section specifically recognizes that this area needs water and sewer and further work by the WVDOH on the highway expansion. Furthermore, these two lots don't even front on Route 340. They are located on a Local Service Road known as Lewisville Road. These parcels and the lack of access to a major road and utilities, are more appropriately destined for a small minor or family subdivision. This is especially true since there are no major developments in the area.

Based on these portions of the Comprehensive Plan, this map amendment is consistent and compatible with the Plan since none of these visions of the area have materialized in the last 35 years. In this case, the Consistency with, and Compatibility to the existing Comprehensive Plan is more related to what didn't happen in this area and thus has rendered the properties nearly unusable for the past 35 years.

The importance of the Future Land Use Guide when making Map Amendment decisions is outlined on Page 15 of the Plan:

“By creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”

This section of the Plan allows for predictability of future land uses in Jefferson County. This section is also consistent with the original Zoning Ordinance adopted in 1988 and several Comprehensive plans in between. While the plan is usually used for predictability of land use for the public purchasing in an area of the County, it is also used by owners and purchasers when planning for the future. In this case, the area was slated for development by the County but has not developed in that direction. No utilities were extended to the area and the DOH decision on the highway has been pending for over 20 years.

To carry through what the County adopted in 2015 in this Preferred Growth Area, the requested rezoning would be consistent with the

statements that indicate that the area should be studied again depending on the highway and utilities. In this case, the owner would like to have these properties downzoned to proceed based on the lack of utilities and only having access to the Local Service Road.

The Plan encourages growth and development in areas where infrastructure and public facilities are available. These parcels don't have access to infrastructure or public facilities and therefore should be supported in the applicant's request to be downzoned to the Rural District.

While the current Comprehensive Plan supports the map amendment request, due to the lack of public facilities and infrastructure, the 2004 Comprehensive Plan includes several recommendations that support this rezoning request. This is important to note to show that the area being slated for growth hasn't changed from the old plan to the new plan.

2004 Comprehensive Plan Recommendations:

Recommendation 3.01 on Page 24:

When adjusting the Zoning Ordinance and Map to conform with the recommendations of this Plan, the County should look closely at the adjacent jurisdictions permitted uses or their fringes..."

These subject properties are adjacent to Clarke County in an area that is reserved for farmland. Little growth has occurred in this area of Clarke County in the years subsequent to the adoption of the Jefferson County Zoning Ordinance and Comprehensive Plans.

Based on the preceding recommendations from both the Envision Jefferson 2035 Comprehensive Plan and the previous 2004 Comprehensive Plan, this map amendment is consistent and compatible with the development goals of the Plans.

B. Change of Neighborhood

This area of Jefferson County and the adjacent area on Clarke County have not changed significantly since the Zoning Ordinance was adopted in 1988 and the Comprehensive Plan in 2015. Neither Utilities nor the widening of Route 340 has taken place. Accordingly, the Envision Jefferson Plan suggests that this area be reevaluated.

The following are changes in the neighborhood that would specifically support the requested change from Industrial and Commercial to Rural:

1. Availability of Public Utilities and Services:

Public Water and Public Sewer have not become available in this neighborhood. The lack of availability of utilities is a change for what was envisioned in this neighborhood in the 35 years since 1988. As stated earlier, one of the Comprehensive Plan's primary objectives is to funnel growth into areas already served by existing infrastructure such as sewer and water:

'This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan.' (Page 27)

Furthermore, this Recommendation (5a found on Page 30) of the Plan supports the rezoning of these parcels to Rural due to the availability of services in other areas of the County.

"Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where **water and sewer services are available.**"
(Emphasis added)

In this case, it is the lack of services that endorse the Map Amendment.

2. Lack of Growth in the Corridor and the PGA:

Since the adoption of the original Zoning Ordinance in 1988, this area has not developed. Again, the ordinal Zoning Ordinance and subsequent (including current) Plans relied on the belief that the Railroad, along with the expansion of the highway and utilities, would support Industrial Growth in this area. That hasn't happened. The significant growth has occurred in the other Preferred Growth Areas and Urban Growth Boundary. The new plan should add PGAs in other areas of the County that are growing.

C. Change of Transportation Characteristics:

There have been positive changes in the transportation and traffic characteristics north of this area since the time of the adoption of the Zoning Ordinance. Route 340 was expanded to 4 lanes north of Rippon over 25 years ago. The County has been waiting for the expansion of Route 340 to be completed to the Virginia line, but it has not happened.

These changes and improvements to the transportation system near this site has not taken place since 1988 when the Zoning Ordinance was adopted. Since the Comprehensive Plan was newly adopted in 2015, the potential of this road improvement has been taken into consideration in the Envision Jefferson 2035 Comprehensive Plan. However, the Plan's discussion of this area being in a PGA, is based on the Change of Transportation and addition of Utilities. Accordingly, the Comprehensive Plan already acknowledges that these infrastructure elements are key to this area developing as a major growth area. In the meantime (the past 35 years), the owners' hands have been tied with respect to doing even a minor subdivision of a Parent to Child transfer of land. These delays in upgrading the road does have an effect on the ability to develop in this PGA. This occurrence supports the rezoning of the subject properties to Rural to allow some use of the properties.

D. Error or Change of Conditions From the Original Zoning and Subsequent Plans

One justification for a map amendment/rezoning in West Virginia is the consistency of the request with the Comprehensive Plan. But other justifications generally include a change of neighborhood, or a change in conditions since the Zoning Ordinance was adopted. This is the reason that the Comprehensive Plan is so thoroughly discussed in this Petition. However, in some states, an error in the original zoning map is also used as a good indicator for map amendments.

Accordingly, this Application has discussed some of the reasons that this property should not have been zoned for Heavy Industry when the original ordinance was adopted; and/or shortly after the Envision Jefferson 2035 Plan was adopted.

In this case, the error in the original zoning ordinance is that all of the area south of Rippon could not feasibly develop into commercial and industrial uses simply because it was located between a railway and Route 340. That would be impractical without additional services and infrastructure. Furthermore, County Government and the County public's thoughts on the types of permitted Industry has changed since 1988. This doesn't appear to be the preferred location for heavy industry in Jefferson County anymore.

Finally, the change of conditions from the original Zoning Ordinance and the Comprehensive Plans that followed after 1988 is simply that all of these Plans anticipated infrastructure construction in this area that has not materialized. It is time to let the property owners have a say in what the zoning and use of their property should be. In this case, the Applicant is simply requesting a reversion to Rural Classification.

E. Conclusion:

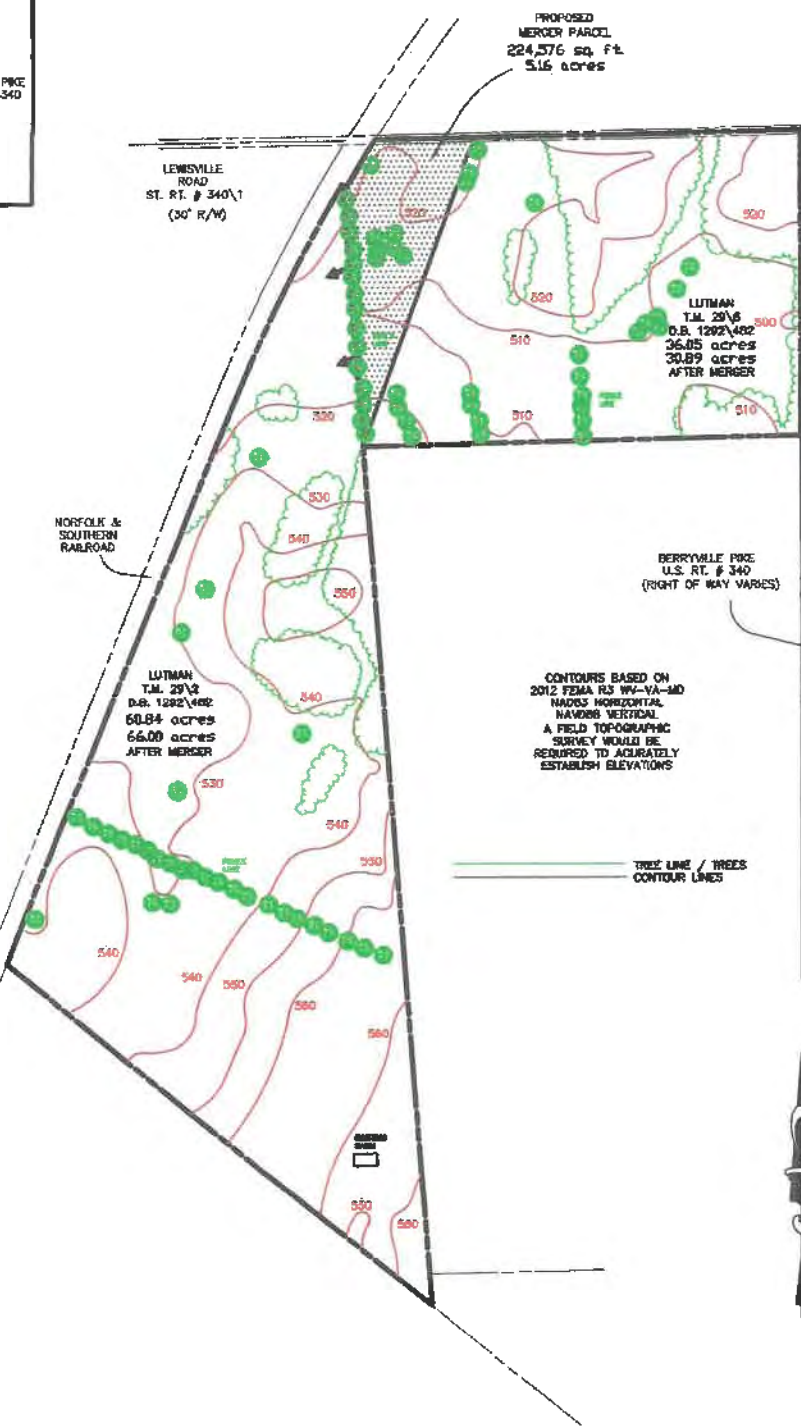
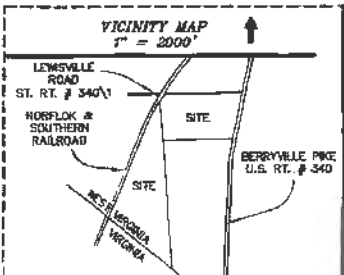
The Applicant respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Application cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the Envision Jefferson 2035 Comprehensive Plan, the 2004 Comprehensive Plan and the original Zoning Ordinance in that the required elements envisioned to make this a Preferred Growth Area has not materialized for commercial and industrial growth; the changes in the neighborhood from when the original zoning ordinance was adopted including the recent rezoning of the Sunnyside Industrial Park from Industrial/Commercial to Residential/Light Industrial/Commercial District on Wheatland Road; the fact that the area is located in a Preferred Growth Area in the new Plan only because of the anticipated services and road improvements; and, the fact that the property does not have access to Public Water, Sewer or other services including frontage on Route 340. This map amendment will change the zoning classification on the Applicant's property from the Industrial/Commercial District to the Rural District.



David Lutman, Lutman Land Development LLC

2-8-23

Date



PROPOSED MERGER PARCEL
224,576 sq. Ft.
5.16 acres

LEWISVILLE ROAD
ST. RT. # 340
(30' R/W)

NORFOLK & SOUTHERN RAILROAD

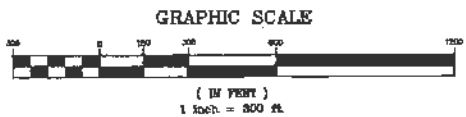
BERRYVILLE PIKE
U.S. RT. # 340
(RIGHT OF WAY VARIES)

LUTMAN T.M. 2912
D.B. 1282/482
60.84 acres
66.00 acres AFTER MERGER

LUTMAN T.M. 2016
O.B. 1282/482
36.05 acres
30.89 acres AFTER MERGER

CONTOURS BASED ON
2012 FEMA 125 194-YA-240
WADSWORTH HORIZONTAL
NAD83 VERTICAL
A FIELD TOPOGRAPHIC
SURVEY WOULD BE
REQUIRED TO ACCURATELY
ESTABLISH ELEVATIONS

— TREE LINE / TREES
— CONTOUR LINES



LUTMAN REVENUE SERVICE PLAN
TAX MAP IN PARCELS 2 & 6 KABLETOWN DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA
T.M. 29 PARCELS 2 & 6 DEED BOOK 1282 PAGE 482
KABLETOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA
PROPERTY STANDING IN THE NAME OF LUTMAN LAND DEVELOPMENT LLC, AS RECORDED
IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOK 1282 PAGE 482
SURVEYOR: PETER H. LUDWIGSEN - P.O. BOX 314, SUMMIT POINT, WV 25448
(304) 728-6093
OWNER: LUTMAN LAND DEVELOPMENT LLC \ DEVELOPER: 67 LUTMAN'S LANE, KEARNEYVILLE, WV 25430
(304) 702-2500
DWG # GAWSLER DATE 12-12-22

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Federal Group, Inc

Department or Organization:

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Landowner Petition for Map Amendment for Federal Group, Inc.: Shepherdstown District, Map 8, Parcels 10.9 (23.67 Acres) and 24.3 (1.02 Acres) containing a Total of 24.69 +- Acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

Please provide the County Commission with a description of your request or presentation, including any background information: Request for a Map Amendment for Federal Group, Inc. per Article 12, Section 12.3.A. of Jefferson County Zoning and Land Development Ordinance from Residential Growth to Residential/Light Industrial/Commercial. Supporting and Background Attached.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: \$0.00

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

Motion: Move to Accept Landowner Petition and Request for Map Amendment for Federal Group, Inc., Parcels 10.9 and 24.3 on Map 8 in the Shepherdstown Tax District and schedule a Public Hearing at the County Commission Meeting on March 16, 2023, and to refer the application to the Planning Commission for advice on the request's consistency with the Comprehensive Plan.

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

If not attached, explain: Attached

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

Contact information: Paul J Raco

Email address: Pjraco.consulting@gmail.com

Phone Number: 304/676-8256

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

File #: _____
 Date Rec'd: _____
 Fees Paid: _____
 Staff Int: _____

Email: planningdepartment@jeffersoncountyvva.org
zoning@jeffersoncountyvva.org

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

Zoning Map Amendment (Rezoning)

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

Property Owner Information

Owner Name: _____
 Business Name: Federal Group Inc
 Mailing Address: 233 Lowe Drive, Shepherdstown, WV 25443
 Phone Number: c/o Paul 304/676-8256 Email: c/o pjraco.consulting@gmail.com

Applicant Contact Information

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

Consultant Information

Name: Paul J Raco
 Business Name: P.J. Raco Consulting, LLC
 Mailing Address: P.O. Box 548, Charles Town, WV 25414
 Phone Number: 304/676-8256 Email: pjraco.consulting@gmail.com

Physical Property Details

Physical Address: 233 Lowe Drive, Shepherdstown, WV 25443 Vacant Lot:
 Tax District: Shepherdstown Map No: 8 Parcel No: 10.9 124.3
 Parcel Size: 24.69 (23.67 +/- Acres + 1.02 Acres) Deed Book: 1230 Page No: 490

Current Zoning District

Residential Growth District

Proposed Zoning District

Residential/Light Industrial/Commercial District

Substantiation for the Request

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

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

See Attached

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

See Attached

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

See Attached

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

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


Property Owner Signature*

2/5/23
Date

Property Owner Signature*

Date

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

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

REQUEST FOR MAP AMENDMENT/Rezoning
Federal Group Inc
District 9, Map 8, Parcels 10.9 and 24.3
February 8, 2023

Property Owner and Applicant:

Federal Group, Inc.
233 Lowe Drive
Shepherdstown, WV 25443

Request:

Amend the Zoning Map for the 23.67 Acre Parcel and the 1.02 Acre Right of Way Parcel Based on its Consistency with the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, and the Existing Uses. Currently, the property is Zoned for Residential Growth, and this Map Amendment is for the Residential/Light Industrial/Commercial District

Section of Ordinance:

Article 12 of the Jefferson County Zoning and Development Review Ordinance, as amended.

A Map Amendment is defined as: “An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.”

Substantiation for the Request:

1. The request is consistent and extremely compatible with the 2015 Jefferson County Comprehensive Plan (Envision Jefferson 2035), the current uses and the current Zoning. This Plan was adopted by the County Commission after multiple meetings and hearings and places this property in the Preferred Growth Area and the Future Land Use Guide identifies this property as Commercial property. Currently, the zoning allows all forms of Residential Growth. So, between the existing zoning and the proposed zoning, it will cover all existing uses, as well as apartments. The plan's applicable recommendations are explained in this narrative.

2. The subject property is within the Shepherdstown Preferred Growth Area and Growth Boundary (UBG per Code). As such, the Comprehensive Plan supports Urban Level Growth on and around this property.
3. Existing Shepherdstown Public Water and Sewer services are currently available in this neighborhood and serve the existing facilities.
4. Since the Zoning Ordinance was adopted in 1988, there have been several significant changes in the neighborhood. The most significant change was the construction of this facility for the Clarion, the Federal Training Facility and Conference Center, two Restaurants and Lounge, Fitness Center and Government Offices. Other changes in the neighborhood include the development of the Maddex Commercial Area (Food Lion, etc.); the Hartzell Gardens Duplex Subdivision (adjacent); the Tollhouse Ridge Subdivision; the enhancement to the entrance to the western campus of Shepherd University; the rezoning of the Lowe property located on the Route 45 end of the connector road; the Rezoning of the Rankin Property on Route 480 and the Connector Road; Rezoning of the Sheetz Property on Route 45 and construction of the Sheetz Store, the WVUH Medical Office Building and the ROCS Store on Route 45 and, the development of the Colonial Hills Subdivision (adjacent) in this neighborhood. These and other changes are described in this narrative.
5. Since the Zoning Ordinance was adopted in 1988, there has also been a significant change in Transportation Characteristics in the area. The most notable change was the construction of the Connector Road which functions as a bypass around Shepherdstown. This road is near the Applicant's property and the Applicant has an Easement to access the road if needed, which is in addition to the main access on Route 480. Road improvements to Route 45 and the West Campus Entrance to Shepherd were also constructed.
6. Current Zoning, Residential Growth, would allow for a dense apartment complex, along with the current existing uses that are approved as a Conditional Use Permit including the Government Office Facility, Conference Center, Public and Private Fitness Center, Rumsey Tavern and Restaurant with Ballroom. Furthermore, the Facility currently has 100 Hotel Rooms and Conference Facilities already on the premises. The plan is to simply replace the hotel rooms with apartments in light of the COVID driven closure of the hotel. Accordingly, there will be little if any discernable difference in the intensity of use after the rezoning

Tax Parcel Information:

Shepherdstown Tax District, Map 8, Parcels 10.9 and 24.3

Deed Book Reference:

Deed Book 1230 at Page 490
Deed Book 967 at Page 723

Sketch Plat:

Attached. The two subject parcels are shaded in yellow.

Tract Size:

Approximately 23.67 Acres and 1.02 Acres for a Total of 24.69+- Acres.

Ordinance Required Discussion on:

The compatibility of the proposed change with the Jefferson County Comprehensive Plan; and,
The change of transportation characteristics and neighborhood from when the original zoning ordinance was adopted in 1988.

A. Comprehensive Plan Compatibility

Among the many recommendations in the 2015, Envision Jefferson 2035 Jefferson County Comprehensive Plan, the following sections address items pertinent to this map amendment.

As found on page 13 of the 2015 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcel is within the Shepherdstown PGAs. The attached map shows the Shepherdstown PGA. The Comprehensive Plan was recently adopted after several years of meetings in various neighborhoods of the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. As common with communities that have just adopted a new Comprehensive Plan, there will be many ordinance amendments and map amendments processed in order for the map and ordinances to better reflect the new Plan. In this case, both the 2004 Plan and the new 2015 Plan show this property within the Growth Area around Shepherdstown. The current Plan is more specific in that it shows this property within the Preferred Growth Area and specifically identifies the original property (1988 parcel) for Commercial and/or Residential Development and Urban Level Growth.

The property is now zoned for Residential Growth including apartments and the Applicant would like to expand the capabilities of the property primarily to allow the

existing commercial uses and the conversion of hotel rooms to Apartments. This change is consistent with both the existing uses on the property, the uses that were permitted since 1996 by Conditional Use and mixed use nature of the existing neighborhood. As described in other sections of this document, the residential development in the neighborhood around Shepherdstown (particularly Colonial Hills is this immediate neighborhood) will need some commercial development to provide services in this area. Hopefully, the employees in the government offices existing on site will be able to live in the proposed apartments in the hotel conversion. This property will become a true mixed use community with Office Space, commercial uses including the existing restaurants, lounge, and Fitness Center, along with some retail space (currently the temporary relocation of Christian Caine Jewelry). These uses will not only complement the hotel conversion to apartments but will keep some commercial and retail facilities in the area for the growing residential development around this property.

The Comprehensive Plan's maps and guides continue to show that this property is ready to continue the existing uses and is prime for future development, especially commercial development due to its location. This type of use is what the Commission intended when it was added to the Preferred Growth Area and designated as Commercial or Residential on the Future Land Use Guide and in the Plan.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

"Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries
Preferred Growth Areas (PGAs)
Villages
Rural/Agricultural Areas

The first two area types addressed below, **Urban Growth Boundaries (UGB)** and **Preferred Growth Areas (PGA)** (including one residential growth area), are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035." Emphasis Added.

A further explanation of PGAs is found on Page 20 of the Plan:

“The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another. Each of the PGA Maps can be found in Appendix F – Maps” Emphasis Added.

In this case, the subject property is both in an Urban Growth Boundary (UGB, as defined by the Code) and the Preferred Growth Area (PGA). Therefore, pursuant to the Comprehensive Plan, this location is prime for development since it is in both of these designated areas. The Comprehensive Plan compatibility is combined with the fact that the property has been a Hotel, Conference Center, Fitness Center, two Restaurants, Ballroom and Government Offices and Training Facility for over two and a half decades. Furthermore, it is close to other residential subdivisions.

The most definitive section of the Envision Jefferson 2035 that supports this map amendment is found on Page 20:

“a. Shepherdstown PGA (an area located south and west of Shepherdstown)

This PGA is defined predominately by existing residential and commercial development, existing zoning, and access to water and sewer services. It encompasses an area broadly described as properties on either side of WV 45 past the west end of Old Martinsburg Road to Venice Way *and to the south along the west side of WV 480 including land on either side of Potomac Farms Road. This area is included within Shepherdstown’s Growth Management Boundary (GMB) and is the primary area outside of Shepherdstown that this Plan anticipates developing at an urban level even if it remains in the unincorporated area.*” (Emphasis Added)

It is clear that this section specifically recognizes this area as primary properties which are slated for Urban Level Growth. Furthermore, it cannot be overdeveloped since the property is already improved with buildings that are used for commercial, office and hotel uses, along with proposed residential around it. It is ideal for professional offices, commercial/retail center that will serve the immediate residential uses in the area, as well as, the conversion of the hotel into apartments. This type of project will provide for services, while keeping traffic to a minimum, compared to the previous and current uses during their heyday. This property was very active after it was improved in 1996 and 1997. It was a primary site for the Middle East Peace Talks in 2000 and hosted many other high level Federal Government gatherings in the past.

Finally, the following recommendation is found in the Urban Level Development Recommendations Table starting on Page 30 of the Plan:

“5. Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.

The requested Map Amendment is also supported by the following Economic Development portions of the 2015 Comprehensive Plan:

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

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and Preferred Growth Areas where the infrastructure is expected to be available to support these uses.” (Page 69)

And on Page 70: Recommendations:

“5. Create a business friendly environment in Jefferson County.

6. Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.”

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, and the Shepherdstown PGA Map and the Shepherdstown Growth Boundary (GMB/UGB), the existing uses, and the proposed uses of the existing buildings, this map amendment is consistent and compatible with the Plan. The Consistency and Compatibility with the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be used for a Map Amendment. Also important is the fact that the Plan supports redevelopment of property for the overall economic good of the County. The redevelopment of the property is probably the key reason that the Comprehensive Plan supports the rezoning.

B. Shepherdstown UGB/GMB, Shepherdstown PGA and Future Land Use Guide

The subject property is located squarely in the core of the all the Growth Areas around Shepherdstown. The property, as it existed in 1988 (Adoption of Zoning) is also shown on the Future Land Use Guide as Commercial and/or Residential on and around this property. As there is planned residential in this neighborhood, the rezoning of this property pursuant to the Future Land Use Guide, will allow needed commercial services to support this residential. The PGA, UGM/GMB and Future Land Use Guide are thoroughly discussed in A above.

Based on the location of this property within these areas, the property has already been determined to be an intensive growth area. This area was vetted by the Public, Staff, Planning Commission and County Commission as an area for Urban Level Growth as well as demonstrated by the issued Conditional Use Permit in 1996/97. As stated above, these maps and guides that are a Part of the

Comprehensive Plan are primary resources to be utilized by the Commission to approve a Map Amendment. However, as noted, more importantly, the Plan specifically allows the County Commission to recognize the economic benefits of a rezoning. In this case, because of COVID and the Government pulling in their resources, the hotel has been sitting vacant for multiple years. The most viable redevelopment of the hotel portion is into apartments since they are both residential type uses. However, as it is zoned for residential and the commercial and office uses are only currently permitted by the existing Conditional Use, the conversion of the hotel to residential has been determined to invalidate the CUP. Thus, without the rezoning, the commercial and office uses would be forced to close.

C. Sewer and Water

This property is within the Shepherdstown Water and Sewer Service area and is part of the reason that this area has been included within the Growth Areas and designated as commercial on the Future Land Use Map. This property is specifically served by both Shepherdstown Water and Sewer. As the Comprehensive Plan points out in many sections, Urban Level Growth should be directed into the areas served by central sewer and water. Accordingly, the Plan supports this Map Amendment based on the availability of utilities in this area.

As addressed below, the Shepherdstown Wastewater Treatment Plant has recently undergone a quantity expansion and quality renovation. However, this property along with the existing uses are already served.

D. Change of Neighborhood

It is important to point out that the Zoning Ordinance requires a discussion of the changes in an area since the original Zoning Ordinance was adopted in 1988. Some of these neighborhood changes are recent and others were completed years ago.

The neighborhood has undergone significant changes since the zoning ordinance was adopted. In 1988, the Shepherdstown Wastewater Treatment Plant was nearing capacity and that is probably one of the reasons that more land wasn't zoned for residential or commercial uses at that time (1988). Another huge change in the neighborhood is that the Route 45 Connector Road (Potomac Farms Drive) was constructed in 2000/2001. The subject properties have access to the Connector Road, along with primary existing access to Route 480. This change will be further discussed in the Change of Transportation Characteristics part of the application. Finally, the neighborhood has added a number of residential units in several subdivisions including Maddex, Kensington, Tollhouse Woods and Colonial Hills. Along with this residential growth, other commercial areas have also developed since 1988, leaving a deficit of available commercial land in and around the growth areas of the County. If the rezoning does not add Commercial to the zoning classification, once the hotel officially closes, the office space, restaurants and fitness center would not be a permitted use. This rezoning is the only way that the existing commercial

uses, along with the conversion of the hotel to apartments, can happen. The long time owners/applicants did not have any control over the fact that the Government no longer needed to use the facility once the other Training Facility was built on Terrapin's Neck. However, once COVID hit, it was the straw that broke the proverbial camel's back that closed the hotel for all practical purposes. This rezoning is the only way to allow the redevelopment of an existing large facility for the economic future of the property.

Of course, the main change of neighborhood was that this facility was built in the late 90s and included the Clarion Hotel, Conference Center, Ballroom, Restaurants, Lounge, Fitness Center and Government Training Offices. This was approved as a Conditional Use and has coexisted in the neighborhood for the last two and half decades. Much of the growth around it most likely were a result of the existence of this facility.

The following are changes in the neighborhood that would specifically support the requested change from Residential Growth to the Residential/Light Industrial/Commercial District:

1. Availability of Public Utilities and Services:

Public Water and Sewer is now available in this neighborhood. Furthermore, the recent Wastewater Treatment Plan expansion has increased its capacity to sustain additional growth in the Growth Area Boundaries. The availability of the capacity is a change for this neighborhood since 1988. As stated earlier, one of the Comprehensive Plan's primary objectives is to funnel growth into areas already served by existing infrastructure such as sewer and water:

'This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan.' (Page 27)

The allowance of growth in this area because of both the sewer and water and location within the aforementioned UGB/GMA and PGA is also supported by Recommendation 5a found on Page 30:

"Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available." (Emphasis added)

In this case, the construction of the water and sewer services into this area was accomplished with the help of the current owners/applicant. There would be no unreasonable costs to the community, since Shepherdstown already

serves the site, and the continued use of the site will keep service rates stable.

2. Growth in the Area:

Several large residential projects have been completely developed in this area that would benefit from the continued commercial use and potential expansion of use that would be permitted with this map amendment. Four of these, Colonial Hills, Tollhouse Woods, Kensington Townhouses and Maddex Subdivision (near the northwest end of Potomac Farms Road), are residential developments that are approved with a considerable number of residential units. Colonial Hills and Tollhouse are continuing to develop units and expect substantial growth in the next couple of years. While the Maddex development has a small number of commercial services available to the residents in the Maddex Subdivision area, Colonial Hills, Tollhouse Woods and the previously approved Kensington Townhouses are approved mostly as residential developments and will benefit from continued and future commercial uses on the subject property. As these subdivisions build out, they will most certainly need nearby commercial services available to their residents. Due to the limited area of Shepherdstown and the traffic congestion and parking problems within the town, it is imperative that some commercial services be made available to the residents outside of town. Otherwise, the town will only be surrounded by residential development. Furthermore, these new commercial services should not have a negative impact on the businesses within the Central Business District of Shepherdstown, because of the unique collection of eclectic shops and shops that service college students that are already in town.

Again, the most significant development in the area that was built after the zoning ordinance was adopted is the Clarion Conference Hotel and National Training Center, Fitness Center, Restaurants that were constructed on these parcels. This facility already exists and cannot function as a hotel anymore because of circumstances that were far out of the owners' control. The continued use of the office space and the adaptive reuse of an otherwise currently vacant facility is vital to the County and is supported by the Plan.

The primary area that is zoned for commercial uses in the Shepherdstown Growth area has mostly been developed. The original zoning map only allowed for limited areas for commercial development in the Shepherdstown Growth Area. These areas were zoned for the Mixed-Use District. Most of that commercial area was the Maddex Farm area that is now almost entirely developed for commercial uses. Therefore, it is vital to add some commercially zoned properties on the south and west side of Shepherdstown. Otherwise, commercial growth in the Shepherdstown Growth Area will not be

able to meet the demands of the residential properties in that growth area. This map amendment is a perfect opportunity to take some property slated exclusively for residential use and allow it to develop commercially. It will also provide for some limited commercial development in the area to serve the residential developments in the area.

Finally, the owner of this property also has opened the facility to Christian Caine, a local Jewelry Designer in Jefferson County for the past 25 years. They are currently relocated from the Maddex Square Shopping Center due to a fire and are strongly considering a move to this property if the map amendment is approved. The County Staff has allowed the business to operate while processing for this rezoning. Thus far, the Staff is supportive of the rezoning since the property has been utilized for commercial and been zoned for residential for many years. If the business does not stay, similar types of retail, office and commercial uses are contemplated for the first floor of the former hotel facility.

E. Change of Transportation Characteristics:

Please note that this property is already zoned Residential Growth. As such, there should be little significant difference in traffic from this property if it is rezoned to Residential/Light Industrial/Commercial. As a matter of fact, it should provide for less traffic if this property is allowed to keep its office and commercial uses and change the hotel area into a permitted apartment complex. Additionally, a small-scale commercial and existing office center would have a more favorable outcome regarding traffic since some of the local residents could utilize the commercial services available if the property is rezoned. A small commercial center on this property will accomplish that goal.

The addition of this connector road (functionally a bypass), along with the expanded entrance into the western campus of Shepherd University, has considerably changed the transportation characteristics of the expanded neighborhood. These two improvements have allowed traffic to bypass Shepherdstown to keep pass through traffic away from the more congested areas of town. The addition of commercial services in the western and southwestern areas of Shepherdstown should further reduce commercial traffic in the downtown area of Shepherdstown, without negatively affecting the unique collection of shops in town.

F. Current Permitted Uses on the Subject Property:

Under the current zoning, the property can currently be converted into a residential apartment complex by virtue of its Residential Growth designation. However, this

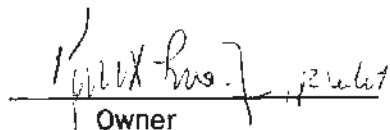
would actually invalidate the existing commercial uses since it was determined that the conversion of the hotel into apartments would invalidate the CUP. No one seems to debate this odd occurrence, so all involved in the request seemingly support the rezoning. The already approved subdivisions in the neighborhood should be better served by some continued commercial and office uses as opposed to just housing. This map amendment would also allow the commercial and office uses to continue to be taxed at a higher rate. The simple existence and size of the facility itself will limit the size and scope of a potential commercial or office building. This property is not capable of supporting huge commercial or industrial uses due to the existing building and potential setbacks. The Applicant is requesting the change because the existing commercial aspect would be lost without the rezoning. Furthermore, it appears that the County Commission has been very supportive of enhanced business opportunities, as well as, proper and needed redevelopment in Jefferson County that this map amendment would allow. This rezoning would allow a true mixed use development to exist on the property. There will be Office Space (existing), retail and service space (existing), and apartments above the existing commercial space. This type of development is completely supported by Staff and Comprehensive Plan.

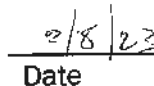
G. General Policy of the Comprehensive Plan:

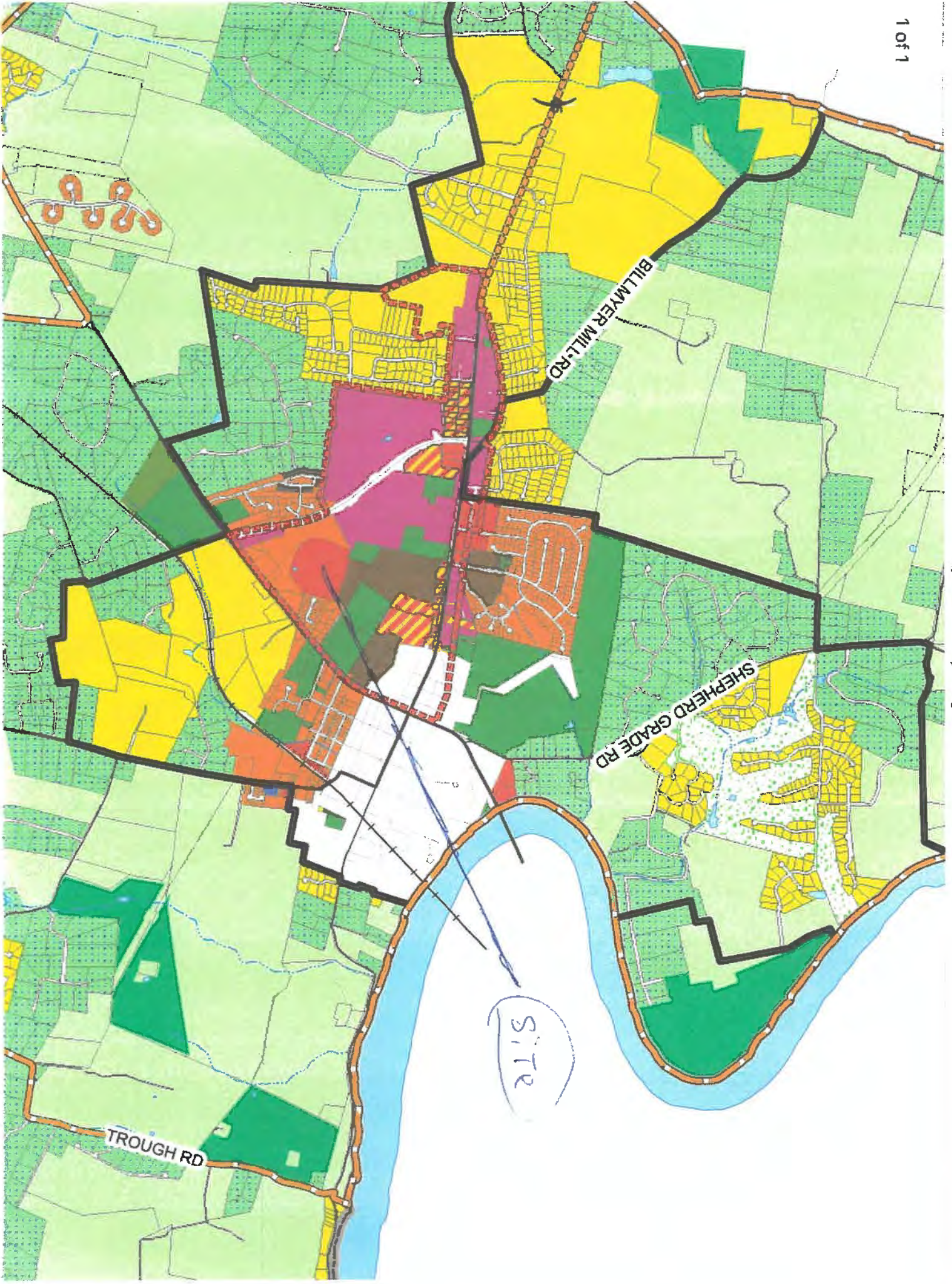
As cited in the previous pages, there are specific sections of the Comprehensive Plan that support this map amendment. Consistency with and Compatibility to the Envision Jefferson 2035 Comprehensive Plan and economic benefit to the County are the prevailing reasons that the Commission should grant approval to a Map Amendment or Rezoning. This proposal very much meets those requirements. Beyond the specific provisions, the general policies found throughout both the current Plan and the previous Plan (2004) support this map amendment. This property has been located within the primary growth area around Shepherdstown for many years. Finally, most of the existing uses will remain, they just need this approval since the original Conditional Use Permit was based on the Federal Conference and Training facility. Additionally, the hotel use cannot exist without the government using the facility for conferences. That lack of use by the Federal Government, combined with the complete shutdown of the hotel as a result of COVID has placed the property in a catastrophic position of nearly closing. The long time owner/applicant is attempting to redevelop the existing hotel into apartments which will allow the property to continue to survive with a mix of commercial and residential development. As such, this request should respectfully be approved.

H. Conclusion:

The Applicant is requesting this map amendment for these two parcels for the benefit of economic redevelopment in Jefferson County. Therefore, the Applicant respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Application cites many reasons why the map amendment should be approved. The request and proposed uses are entirely consistent with the current existing uses, the Future Land Use Guide, and the Comprehensive Plan. The property is within the Shepherdstown Preferred Growth Area (PGA) and the UBG/GMA and is currently zoned for residential and is shown as commercial on the Future Land Use Guide. As such, the request is very consistent with the recommendations and policies in the Comprehensive Plan. The Applicant also believes that: the 2015 Envision Jefferson 2035 Comprehensive Plan (and the previous 2004 Plan); the general philosophy of the County Commission regarding business enhancement and redevelopment in Jefferson County; and the changes in the neighborhood from when the original zoning ordinance was adopted all support the requested map amendment. Finally, the Comprehensive Plan allows the County Commission to grant rezonings and map amendments based on the economic good of the County. The requested rezoning will change this property's zoning designation from the Residential Growth District to the Residential/Light Industrial/Commercial District. Thank you for the Commission's consideration of the request.


Owner


Date



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice: **March 2, 2023**

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

- a. **Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.**
- b. **Review, discussion, and possible adoption of leases for Ambulance parking, personnel space and other contractual issues between the JCESA and/or JCC and fire companies at various Fire Stations.**

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: Krista Davis

Department or Organization: **Finance**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:
2/16/2023

Date Requested – 2nd Choice:
3/2/2023

Subject (*Wording to be placed on agenda*): Review and discussion of **Draft Policy 320 – Budget Revision Policy**

Please provide the County Commission with a description of your request or presentation, including any background information: The purpose of this policy is to provide a uniform regulation for the revision of the budget of the Jefferson County Commission to permit expenditures for purposes for which no appropriation or an insufficient appropriate was made.

Is this a funding request? Y/N NO
If so, how much? \$
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approve Policy 320 – Budget Revision Policy to align with WV State Auditor Code and guidelines.

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
applicable

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Budget Revision Policy	Approved:	
Policy Number:	320	Author:	Krista Davis
Associated:			

1.0 Purpose

The purpose of this Policy is to provide a uniform regulation for the revision of the budget of the Jefferson County Commission to permit expenditures for purposes for which no appropriation or an insufficient appropriation was made.

2.0 Authority

The County Clerk, Sheriff, and County Administrator or designee (this team is referred to as "County") shall be responsible for the implementation and interpretation of this policy, as well as enforcement of this policy in accordance with the WV State Auditor. The Jefferson County Commission shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any WV State or Federal Code.

3.0 Regulations

1. If an object of expenditure is deficient, first determine if there is any way to make adjustments within the previously approved expenditure account, so that the original appropriate approved will be sufficient without a transfer of funds from one account to the deficient account.
2. All transfers within a single 3-digit account number are considered in-house transfers and require the approval of the elected official and Jefferson County Commission.
3. Transfers from one account to another also require the State Auditor's written approval, which must be obtained prior to the obligation and expenditure of funds. *W.Va. Code § 11-8-26a.*
4. Budget revisions must be submitted on the form provided by the Auditor's office. The revision is to be forwarded to the Local Government Services division, 200 West Main Street, Clarksburg, WV 26301 for approval.
5. Budget revisions must be accompanied by the resolution or order of the county commission approving such revision. The request to revise the budget must contain the statement, "Prior to the expenditure of obligation of funds."
6. Elected officials and department heads may not transfer funds from one item of their budget to another item without approval of the Jefferson County Commission.
7. Jefferson County Commission will provide reasonable support as to why an elected official's request to revise his/her budget was denied.
8. The following accounts are under the control of the elected official and their budget accounts may not be altered without the request or authorization of the elected official.

402 & 975	County Clerk
413	Elections – County Clerk
403 & 976	Circuit Clerk
414	Elections – Circuit Clerk
404 & 979	Sheriff - Treasurer
405 & 978	Prosecuting Attorney
406 & 977	Assessor
407	Assessor's Valuation Fund
700 & 980	Sheriff – Law Enforcement
701	Sheriff – Service of Process
702 & 981	County Jail – Reimbursable Jail Costs
703	County Jail – Non-reimbursable Jail Costs

9. All expenditures of a department are to be budgeted, properly classified, and charged to that department.
10. Budget revisions require a formal action taken by the Jefferson County Commission and therefore, must be acted upon during a regular or special session of the county commission; therefore, revisions to the budget should appear on the agenda of the county commission meeting.
11. Budget revisions must balance. Net change to revenues must equal the net change of expenditures.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Jackson

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: 2/16/2023

Date Requested – 2nd Choice:

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

To be transparent and clearly communicate a 'plan' to the public regarding EMS, I am requesting that Cindy Rezmer, Interim County Administrator and Krista Davis, Finance Director provide an update on key deliverables for the County Commission to assume the role of operating and managing EMS as a county department, transitioning all operations from the ESA to a government agency.

Details being requested by the public are a plan and timeline of deliverables with details around when applications or agreements are made, the timeline for when to expect completion of the items, and any cost associated with the agreements or applications. Some of the deliverables that would be beneficial to provide include but are not limited to:
Operations functions:

- JCC securing its WVOEMS license.
- JCC securing an agreement with MCA to include Medicare and Medicaid billing with the county's EIN.
- JCC securing a DEA license and a Board of Pharmacy license.
- JCC securing a CLIA Certificate Waiver.
- JCC lease agreements with existing fire departments for storing and operating ambulances.
- JCC MOU for career/volunteer EMS/fire coverage.

Personnel functions:

- Shop healthcare benefits package and premiums (current ESA plan include std/ltd and additional life).
- Address current leave accruals and how they will integrate with county.
- Determine holiday pay schedule for providers.
- Determine how to integrate or replace current policies and procedures.
- Integrating personnel into payroll, including deductions including notices regarding pay periods.
- Onboarding ESA personnel.

If I have overlooked any of the process or deliverables associated with this program/project management plan, please feel free to include additional items in the presentation.

Lastly, to provide some clarity to this governing body and the public, I am requesting that this commission discuss the plan to dissolve the JCESA board. March 1st has been openly offered as the date the board will cease to exist. However, it

is also well known that this body is not prepared to assume the functions providing EMS in its entirety and to continue to do so will require that the ESA board remain intact. With this, we must provide clarity to the board on the intentions of continuing to operate providing the oversight needed to deliver EMS.

I believe the best way to disseminate these items to the public would be in the form of a visual like a Gantt chart. The Gantt chart could be included in the agenda packet and placed on the county website to include milestones and updates as well.

Is this a funding request? Y/N NO
If so, how much? \$
Provide exact financial impact/request:

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

Motion to direct the JCESA board to remain active with oversight of ESA operations until the completion of a transition from ESA to a county department has been completed and a notice of dissolution has been issued.

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: Cindy Rezmer

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 16, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **INTERIM COUNTY ADMINISTRATOR REPORTS**

- ↓ **Stipend ~~A~~ for Commission Staff**
- ↓ **EMS Transition Update**
- ↓ **Personnel Matter – Director, Jefferson County Development Authority**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Impact Fee Status Report

January 2023

Office of Impact Fees

Summary

Date Range: Sunday 1 through Tuesday 31 January 2023

Report Date: 1 February 2023

Process Number Range: 2300001 - 2300044

Total Applications: 44

Total Non-Exempt: 43

Of which:

Commercial: 0

Residential: 43

Of which:

County: 14

Municipal: 29

Total Exempt: 0

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2023. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 January 2023	1	0	43	44
Fees collected		\$0.00	\$54,347.00	\$54,347.00
<i>Of which</i>				
School Impact Fee			\$43.00	\$43.00
Law Enforcement Fee		\$0.00	\$7,434.00	\$7,434.00
Parks & Recreation Fee			\$40,678.00	\$40,678.00
EMS Fee		\$0.00	\$4,300.00	\$4,300.00
Admin. Facilities Fee		\$0.00	\$1,892.00	\$1,892.00

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

Description	Amount
Opening Statement Balance (1 January 2023)	\$16,412.93
December Deposits (1 – 31 January 2023)	\$54,347.00
School December Transactions (withdraws via transfer on 23 Jan. 2022)	(\$12.00)
Law December Transactions (withdraws via transfer on 23 Jan. 2022)	(\$3,228.99)
Parks & Rec December Trans. (withdraws via transfer on 23 Jan. 2022)	(\$11,431.44)
EMS December Transactions (withdraws via transfer on 23 Jan. 2022)	(\$1,208.35)
Admin. Facilities Jan. Trans. (withdraws via transfer on 23 Jan. 2022)	(\$532.15)
Interest Earned (31 January 2023)	\$21.22
Ending Statement Balance (31 January 2023)	\$54,368.22
<i>Outstanding Credits (deposits through 1 February 2023)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 January 2023)	\$7,735,118.86
December Transactions (deposits via transfer on 23 January 2023)	\$12.00
Interest Earned (31 January 2023)	\$3,337.76
Ending Balance (31 January 2023)	\$7,738,468.62

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

Description	Amount
Opening Balance (1 January 2023)	\$380,919.42
December Transactions (deposits via transfer on 23 January 2023)	\$3,228.99
Interest Earned (31 January 2023)	\$164.79
Ending Balance (31 January 2023)	\$384,313.20

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

Description	Amount
Opening Balance (1 January 2023)	\$940,761.54
December Transactions (deposits via transfer on 23 January 2023)	\$11,431.44
Interest Earned (31 January 2023)	\$407.44
Ending Balance (31 January 2023)	\$952,600.42

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

Description	Amount
Opening Balance (1 January 2023)	\$12,330.03
December Transactions (deposits via transfer on 23 January 2023)	\$1,208.35
Interest Earned (31 January 2023)	\$5.47
Ending Balance (31 January 2023)	\$13,543.85

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

Description	Amount
Opening Balance (1 January 2023)	\$25,407.31
December Transactions (deposits via transfer on 23 January 2023)	\$532.15
Interest Earned (31 January 2023)	\$6.51
Ending Balance (31 January 2023)	\$25,945.97

Table 8. Total Impact Fees as of 1 February 2023/1

Description	Amount
Office of Impact Fees General Account	\$54,368.22
School Impact Fee Account	\$7,738,468.62
Law Enforcement Fee Account	\$384,313.20
Parks & Recreation Impact Fee Account	\$952,600.42
EMS Impact Fee Account	\$13,543.85
Administrative Facilities Account	\$25,945.97
Total Impact Fees	\$9,169,240.28

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-7.

Table 9. Pending January 2023 Fee Transfers /1

Account	31 January 2023 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$7,738,468.62	\$43.00	\$7,738,511.62
Law Enforcement Fee Account	\$384,313.20	\$7,436.97	\$391,750.17
Parks & Recreation Impact Fee Account	\$952,600.42	\$40,693.91	\$993,294.33
EMS Impact Fee Account	\$13,543.85	\$4,301.70	\$17,845.55
Administrative Facilities Account	\$25,945.97	\$1,892.64	\$27,838.61
Total Impact Fees	\$9,114,872.06	\$54,368.22	\$9,169,240.28

/1 This table represents each of the impact fee category account totals as of 31 January 2023 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2023 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2023. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Tuesday 31 January 2023

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2300008	01/04/2023	Pittard	Mathew	06 Kabletown	1294	189	18	6.18	\$0.00	01/03/2023	Form 200
Category Count: 1				Category Total				\$0.00			
New Impact Applications											
2300001	01/03/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/03/2023	N/A
2300002	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300003	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300004	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300005	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300006	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300007	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300009	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300010	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300011	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300012	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300013	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300014	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300015	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300016	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300017	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300018	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300019	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300020	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300021	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300022	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300023	01/04/2023	Arcadia Inc	Land,	03 Charles Town	1173	85	12	209	\$1,091.00	01/04/2023	N/A
2300024	01/04/2023	Lutman Inc	Land	06 Kabletown	1290	364	14	11.4	\$1,622.00	01/04/2023	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2300025	01/04/2023	Lutman	Land	06 Kabletown	1291	43	23B	15	\$1,622.00	01/04/2023	N/A
2300026	01/04/2023	Lutman	Land	02 Charles Town	1257	209	11E	33	\$1,622.00	01/04/2023	N/A
2300027	01/06/2023	Salgado	Alexander	04 Harpers Ferry	1283	361	13B	37	\$1,622.00	01/06/2023	N/A
2300028	01/09/2023	US Home, LLC		08 Ranson Corp	1266	423	8	24	\$1,091.00	01/09/2023	N/A
2300029	01/09/2023	Scott Donnelly	Richard Cooper	04 Harpers Ferry	1270	38	13A	65	\$1,622.00	01/09/2023	N/A
2300030	01/11/2023	D.R. Horton, Inc.		02 Charles Town	1244	166	10	188	\$1,622.00	01/11/2023	N/A
2300031	01/11/2023	Dan Ryan		03 Charles Town	1263	99	11B	549	\$1,091.00	01/11/2023	N/A
2300032	01/11/2023	Dan Ryan		03 Charles Town	1263	99	11B	550	\$1,091.00	01/11/2023	N/A
2300033	01/11/2023	Dan Ryan		03 Charles Town	1263	99	11B	551	\$1,091.00	01/11/2023	N/A
2300034	01/11/2023	Dan Ryan		03 Charles Town	1263	99	11B	552	\$1,091.00	01/11/2023	N/A
2300035	01/11/2023	Dan Ryan		03 Charles Town	1263	99	11B	553	\$1,091.00	01/11/2023	N/A
2300036	01/13/2023	Lutman	Land	02 Charles Town	1257	209	11	30.2	\$1,622.00	01/13/2023	N/A
2300037	01/13/2023	Lutman	Land	02 Charles Town	1257	209	11	30.2	\$1,622.00	01/13/2023	N/A
2300038	01/13/2023	Salgado	Alexander	06 Kabletown	1286	605	8G	8	\$1,622.00	01/13/2023	N/A
2300039	01/17/2023	Wormald, Jr.	Robert	04 Harpers Ferry	26	216	10A	217	\$1,622.00	01/17/2023	N/A
2300040	01/19/2023	Dan Ryan		03 Charles Town	1276	527	11A	626	\$1,091.00	01/19/2023	N/A
2300041	01/19/2023	Martinez	Jovanni and	06 Kabletown	1249	237	23A	27	\$1,622.00	01/19/2023	N/A
2300042	01/24/2023	Dan Ryan		02 Charles Town	952	565	4G	84	\$1,622.00	01/24/2023	N/A
2300043	01/31/2023	Reese	Paige	06 Kabletown	1284	263	8H	42	\$1,622.00	01/31/2023	N/A
2300044	01/31/2023	Dan Ryan		04 Harpers Ferry	952	565	4G	75	\$1,622.00	01/31/2023	N/A
Category Count: 43									Category Total	\$54,347.00	
TOTAL APPLICATIONS: 44									Grand Total	\$54,347.00	

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Cindy Rezmer, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DMM*
DATE: Wednesday, February 1, 2023
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County School Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2023.

This transfer consists of two components:

- Impact Fee Process Numbers **2300001** through **2300044**, inclusive. Within this range there were 43 non-exempt impact fee payments. This amounts to **\$43.00**.
- Interest earned by the Office of Impact Fees General Account in January 2023 amounts to **\$21.22**, of which **\$0.00** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$43.00.

Check # 1382



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1382

Trace 20230201:40396.38

Date 2/1/2023

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$43.00

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in January 2023.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2023	2300001	2003-3	11/24/2005	\$1.00
1/5/2023	2300002	2003-3	11/24/2005	\$1.00
1/5/2023	2300003	2003-3	11/24/2005	\$1.00
1/5/2023	2300004	2003-3	11/24/2005	\$1.00
1/5/2023	2300005	2003-3	11/24/2005	\$1.00
1/5/2023	2300006	2003-3	11/24/2005	\$1.00
1/5/2023	2300007	2003-3	11/24/2005	\$1.00
1/5/2023	2300009	2003-3	11/24/2005	\$1.00
1/5/2023	2300010	2003-3	11/24/2005	\$1.00
1/5/2023	2300011	2003-3	11/24/2005	\$1.00
1/5/2023	2300012	2003-3	11/24/2005	\$1.00
1/5/2023	2300013	2003-3	11/24/2005	\$1.00
1/5/2023	2300014	2003-3	11/24/2005	\$1.00
1/5/2023	2300015	2003-3	11/24/2005	\$1.00
1/5/2023	2300016	2003-3	11/24/2005	\$1.00
1/5/2023	2300017	2003-3	11/24/2005	\$1.00
1/5/2023	2300018	2003-3	11/24/2005	\$1.00
1/5/2023	2300019	2003-3	11/24/2005	\$1.00
1/5/2023	2300020	2003-3	11/24/2005	\$1.00
1/5/2023	2300021	2003-3	11/24/2005	\$1.00
1/5/2023	2300022	2003-3	11/24/2005	\$1.00
1/5/2023	2300023	2003-3	11/24/2005	\$1.00
1/5/2023	2300024	2003-3	11/24/2005	\$1.00
1/5/2023	2300025	2003-3	11/24/2005	\$1.00
1/5/2023	2300026	2003-3	11/24/2005	\$1.00
1/9/2023	2300027	2003-3	11/24/2005	\$1.00
1/10/2023	2300028	2003-3	11/24/2005	\$1.00
1/10/2023	2300029	2003-3	11/24/2005	\$1.00
1/12/2023	2300030	2003-3	11/24/2005	\$1.00
1/12/2023	2300031	2003-3	11/24/2005	\$1.00
1/12/2023	2300032	2003-3	11/24/2005	\$1.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 23006

Date: 2/1/2023

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2023 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$43.00

Interest earned by the Office of Impact Fees General Account January 2023.

Impact Fee Process Numbers 2300001 through 2300044, inclusive. Within this range, there were 43 non-exempt impact fee payments.

Total: \$43.00

Notes/Comments: Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1382

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Cindy Rezmer, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DAM*
DATE: Wednesday, February 1, 2023
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2023.

This transfer consists of two components:

- Impact Fee Process Numbers **2300001** through **2300044**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$7,434.00**.
- Interest earned by the Office of Impact Fees General Account in January 2023 amounts to **\$21.22**, of which **\$2.97** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$7,436.97.

Check # 1383

655**Account Withdraws**
Office of Impact Fees - Jefferson County Government**Account 3111776****Law Enforcement****Check Number 1383****Trace 20230201:40576.54****Date 2/1/2023****Series 2****Recipient Sheriff of Jefferson County****Amount \$7,434.00****Account 3120120****Signature 1 Steve Stolipher****Signature 2 Sheriff Tom Hansen****Signature 3 Jacqueline C. Shadle****Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in January 2023.**

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2023	2300001	2005-1	3/22/2005	\$0.00
1/5/2023	2300002	2005-1	3/22/2005	\$0.00
1/5/2023	2300003	2005-1	3/22/2005	\$0.00
1/5/2023	2300004	2005-1	3/22/2005	\$0.00
1/5/2023	2300005	2005-1	3/22/2005	\$0.00
1/5/2023	2300006	2005-1	3/22/2005	\$0.00
1/5/2023	2300007	2005-1	3/22/2005	\$0.00
1/5/2023	2300009	2005-1	3/22/2005	\$0.00
1/5/2023	2300010	2005-1	3/22/2005	\$0.00
1/5/2023	2300011	2005-1	3/22/2005	\$0.00
1/5/2023	2300012	2005-1	3/22/2005	\$0.00
1/5/2023	2300013	2005-1	3/22/2005	\$0.00
1/5/2023	2300014	2005-1	3/22/2005	\$0.00
1/5/2023	2300015	2005-1	3/22/2005	\$0.00
1/5/2023	2300016	2005-1	3/22/2005	\$0.00
1/5/2023	2300017	2005-1	3/22/2005	\$0.00
1/5/2023	2300018	2005-1	3/22/2005	\$0.00
1/5/2023	2300019	2005-1	3/22/2005	\$0.00
1/5/2023	2300020	2005-1	3/22/2005	\$0.00
1/5/2023	2300021	2005-1	3/22/2005	\$0.00
1/5/2023	2300022	2005-1	3/22/2005	\$0.00
1/5/2023	2300023	2005-1	3/22/2005	\$0.00
1/5/2023	2300024	2005-1	3/22/2005	\$531.00
1/5/2023	2300025	2005-1	3/22/2005	\$531.00
1/5/2023	2300026	2005-1	3/22/2005	\$531.00
1/9/2023	2300027	2005-1	3/22/2005	\$531.00
1/10/2023	2300028	2005-1	3/22/2005	\$0.00
1/10/2023	2300029	2005-1	3/22/2005	\$531.00
1/12/2023	2300030	2005-1	3/22/2005	\$531.00
1/12/2023	2300031	2005-1	3/22/2005	\$0.00

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 23007

Date: 2/1/2023

Bill To:

Office of Impact Fees
 116 East Washington Street
 Suite 100
 Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
 P.O. Box 9

 Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2023 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).

\$7,434.00

Interest earned by the Office of Impact Fees General Account January 2023.

\$2.97

Impact Fee Process Numbers 2300001 through 2300044, inclusive. Within this range, there were 14 non-exempt impact fee payments.

Total: \$7,436.97

Notes/Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1383

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Cindy Rezmer, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Wednesday, February 1, 2023
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks and Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2023.

This transfer consists of two components:

- Impact Fee Process Numbers **2300001** through **2300044**, inclusive. Within this range there were 43 non-exempt impact fee payments. This amounts to **\$40,678.00**.
- Interest earned by the Office of Impact Fees General Account in January 2023 amounts to **\$21.22**, of which **\$15.91** is attributed to fees collected for Parks and Recreation.

As per the attached invoice, the total amount of this transfer is \$40,693.91.

Check # 1384



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1384

Trace 20230201:40655.46

Date 2/1/2023

Series 3

Recipient Sheriff of Jefferson County

Amount \$40,678.00

Account 3122808

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in January 2023.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2023	2300001	2005-2	5/12/2005	\$946.00
1/5/2023	2300002	2005-2	5/12/2005	\$946.00
1/5/2023	2300003	2005-2	5/12/2005	\$946.00
1/5/2023	2300004	2005-2	5/12/2005	\$946.00
1/5/2023	2300005	2005-2	5/12/2005	\$946.00
1/5/2023	2300006	2005-2	5/12/2005	\$946.00
1/5/2023	2300007	2005-2	5/12/2005	\$946.00
1/5/2023	2300009	2005-2	5/12/2005	\$946.00
1/5/2023	2300010	2005-2	5/12/2005	\$946.00
1/5/2023	2300011	2005-2	5/12/2005	\$946.00
1/5/2023	2300012	2005-2	5/12/2005	\$946.00
1/5/2023	2300013	2005-2	5/12/2005	\$946.00
1/5/2023	2300014	2005-2	5/12/2005	\$946.00
1/5/2023	2300015	2005-2	5/12/2005	\$946.00
1/5/2023	2300016	2005-2	5/12/2005	\$946.00
1/5/2023	2300017	2005-2	5/12/2005	\$946.00
1/5/2023	2300018	2005-2	5/12/2005	\$946.00
1/5/2023	2300019	2005-2	5/12/2005	\$946.00
1/5/2023	2300020	2005-2	5/12/2005	\$946.00
1/5/2023	2300021	2005-2	5/12/2005	\$946.00
1/5/2023	2300022	2005-2	5/12/2005	\$946.00
1/5/2023	2300023	2005-2	5/12/2005	\$946.00
1/5/2023	2300024	2005-2	5/12/2005	\$946.00
1/5/2023	2300025	2005-2	5/12/2005	\$946.00
1/5/2023	2300026	2005-2	5/12/2005	\$946.00
1/9/2023	2300027	2005-2	5/12/2005	\$946.00
1/10/2023	2300028	2005-2	5/12/2005	\$946.00
1/10/2023	2300029	2005-2	5/12/2005	\$946.00
1/12/2023	2300030	2005-2	5/12/2005	\$946.00
1/12/2023	2300031	2005-2	5/12/2005	\$946.00

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 23008

Date: 2/1/2023

Bill To:

Office of Impact Fees
 116 East Washington Street
 Suite 100
 Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
 P.O. Box 9
 Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2023 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$40,678.00

Interest earned by the Office of Impact Fees General Account January 2023.

\$15.91

Impact Fee Process Numbers 2300001 through 2300044, inclusive. Within this range, there were 43 non-exempt impact fee payments.

Total: \$40,693.91

Notes/Comments: Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1384

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Cindy Rezmer, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Wednesday, February 1, 2023
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Emergency Services Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Emergency Services Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2023.

This transfer consists of two components:

- Impact Fee Process Numbers **2300001** through **2300044**, inclusive. Within this range there were 43 non-exempt impact fee payments. This amounts to **\$4,300.00**.
- Interest earned by the Office of Impact Fees General Account in January 2023 amounts to **\$21.22**, of which **\$1.70** is attributed to fees collected for Emergency Services.

As per the attached invoice, the total amount of this transfer is \$4,301.70.

Check # 1385



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

EMS

Check Number 1385

Trace 20230201:40703.93

Date 2/1/2023

Series 4

Recipient Sheriff of Jefferson County

Amount \$4,300.00

Account 3122816

Signature 1 Steve Stolipher

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in January 2023.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2023	2300001	2005-3	5/12/2005	\$100.00
1/5/2023	2300002	2005-3	5/12/2005	\$100.00
1/5/2023	2300003	2005-3	5/12/2005	\$100.00
1/5/2023	2300004	2005-3	5/12/2005	\$100.00
1/5/2023	2300005	2005-3	5/12/2005	\$100.00
1/5/2023	2300006	2005-3	5/12/2005	\$100.00
1/5/2023	2300007	2005-3	5/12/2005	\$100.00
1/5/2023	2300009	2005-3	5/12/2005	\$100.00
1/5/2023	2300010	2005-3	5/12/2005	\$100.00
1/5/2023	2300011	2005-3	5/12/2005	\$100.00
1/5/2023	2300012	2005-3	5/12/2005	\$100.00
1/5/2023	2300013	2005-3	5/12/2005	\$100.00
1/5/2023	2300014	2005-3	5/12/2005	\$100.00
1/5/2023	2300015	2005-3	5/12/2005	\$100.00
1/5/2023	2300016	2005-3	5/12/2005	\$100.00
1/5/2023	2300017	2005-3	5/12/2005	\$100.00
1/5/2023	2300018	2005-3	5/12/2005	\$100.00
1/5/2023	2300019	2005-3	5/12/2005	\$100.00
1/5/2023	2300020	2005-3	5/12/2005	\$100.00
1/5/2023	2300021	2005-3	5/12/2005	\$100.00
1/5/2023	2300022	2005-3	5/12/2005	\$100.00
1/5/2023	2300023	2005-3	5/12/2005	\$100.00
1/5/2023	2300024	2005-3	5/12/2005	\$100.00
1/5/2023	2300025	2005-3	5/12/2005	\$100.00
1/5/2023	2300026	2005-3	5/12/2005	\$100.00
1/9/2023	2300027	2005-3	5/12/2005	\$100.00
1/10/2023	2300028	2005-3	5/12/2005	\$100.00
1/10/2023	2300029	2005-3	5/12/2005	\$100.00
1/12/2023	2300030	2005-3	5/12/2005	\$100.00
1/12/2023	2300031	2005-3	5/12/2005	\$100.00
1/12/2023	2300032	2005-3	5/12/2005	\$100.00

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 23009

Date: 2/1/2023

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9

Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of January 2023 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$4,300.00

Interest earned by the Office of Impact Fees General Account January 2023. \$1.70

Impact Fee Process Numbers 2300001 through 2300044, inclusive. Within this range, there were 43 non-exempt impact fee payments.

Total: \$4,301.70

Notes/Comments: Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1385

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

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Cindy Rezmer, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Wednesday, February 1, 2023
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Administrative Facilities Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Administrative Facilities Impact Fee Account (Bank of Charles Town account 33182570)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2023.

This transfer consists of two components:

- Impact Fee Process Numbers **2300001** through **2300044**, inclusive. Within this range there were 43 non-exempt impact fee payments. This amounts to **\$1,892.00**.
- Interest earned by the Office of Impact Fees General Account in January 2023 amounts to **\$21.22**, of which **\$0.64** is attributed to fees collected for Administrative Facilities.

As per the attached invoice, the total amount of this transfer is \$1,892.64.

Check # 1386

655**Account Withdraws**
Office of Impact Fees - Jefferson County Government**Account 3111776****Admin. Facilities****Check Number 1386****Trace 20230201:40758.71****Date 2/1/2023****Series 5****Recipient Sheriff of Jefferson County****Amount \$1,892.00****Account 33182570****Signature 1 Steve Stolipher****Signature 2 Sheriff Tom Hansen****Signature 3 Jacqueline C. Shadle****Notes: Transfer of Impact Fees From General Account for Admin. Facilities Impact Fees Collected in January 2023.**

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2023	2300001	2021-1	8/5/2021	\$44.00
1/5/2023	2300002	2021-1	8/5/2021	\$44.00
1/5/2023	2300003	2021-1	8/5/2021	\$44.00
1/5/2023	2300004	2021-1	8/5/2021	\$44.00
1/5/2023	2300005	2021-1	8/5/2021	\$44.00
1/5/2023	2300006	2021-1	8/5/2021	\$44.00
1/5/2023	2300007	2021-1	8/5/2021	\$44.00
1/5/2023	2300009	2021-1	8/5/2021	\$44.00
1/5/2023	2300010	2021-1	8/5/2021	\$44.00
1/5/2023	2300011	2021-1	8/5/2021	\$44.00
1/5/2023	2300012	2021-1	8/5/2021	\$44.00
1/5/2023	2300013	2021-1	8/5/2021	\$44.00
1/5/2023	2300014	2021-1	8/5/2021	\$44.00
1/5/2023	2300015	2021-1	8/5/2021	\$44.00
1/5/2023	2300016	2021-1	8/5/2021	\$44.00
1/5/2023	2300017	2021-1	8/5/2021	\$44.00
1/5/2023	2300018	2021-1	8/5/2021	\$44.00
1/5/2023	2300019	2021-1	8/5/2021	\$44.00
1/5/2023	2300020	2021-1	8/5/2021	\$44.00
1/5/2023	2300021	2021-1	8/5/2021	\$44.00
1/5/2023	2300022	2021-1	8/5/2021	\$44.00
1/5/2023	2300023	2021-1	8/5/2021	\$44.00
1/5/2023	2300024	2021-1	8/5/2021	\$44.00
1/5/2023	2300025	2021-1	8/5/2021	\$44.00
1/5/2023	2300026	2021-1	8/5/2021	\$44.00
1/9/2023	2300027	2021-1	8/5/2021	\$44.00
1/10/2023	2300028	2021-1	8/5/2021	\$44.00
1/10/2023	2300029	2021-1	8/5/2021	\$44.00
1/12/2023	2300030	2021-1	8/5/2021	\$44.00
1/12/2023	2300031	2021-1	8/5/2021	\$44.00

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 23010

Date: 2/1/2023

Bill To:

Office of Impact Fees
 116 East Washington Street
 Suite 100
 Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
 P.O. Box 9

 Charles Town, WV 25414

P.O. Number**Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2023 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Administrative Facilities Impact Fees Bank Account (33182570). \$1,892.00

Interest earned by the Office of Impact Fees General Account January 2023. \$0.64

Impact Fee Process Numbers 2300001 through 2300044, inclusive. Within this range, there were 43 non-exempt impact fee payments.

Total: \$1,892.64

Notes/Comments: Transfer of funds into Administrative Facilities Impact Fee Account (33182570).

Check Number: 1386

Jessica Carroll

From: mojocateringco@gmail.com
Sent: Tuesday, January 31, 2023 12:04 PM
To: JCCInfo
Cc: Zoning
Subject: FW: Question about Detached Kitchen/Dwelling - LOT 10 Ryans Glen Jefferson County, WV

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 wanted to take this opportunity to thank you for providing excellent customer service! As you can see from the email below, Alex not only covered my questions, she went above-and-beyond what is normally expected and provided links, attachments, and extra information that I would need moving forward. This type of service is rarely seen and deserves to be recognized! Not only was this email very informative, I had the pleasure of meeting Alex when I came in to the office to drop off the application. She dropped everything she was doing and focused on me and my questions 100%. Again, just fantastic!!!!

Thank you, again, for providing exemplary customer service and for being a staple in our community for all things zoning and planning. I was scared to venture down this road, but now feel rest assured.

Best,
Michael Oehlsen

From: Zoning <Zoning@jeffersoncountywv.org>
Sent: Monday, January 30, 2023 10:46 AM
To: 'mojocateringco@gmail.com' <mojocateringco@gmail.com>
Cc: 'stevharrisGC@yahoo.com' <stevharrisGC@yahoo.com>; Permits <permits@jeffersoncountywv.org>
Subject: RE: Question about Detached Kitchen/Dwelling - LOT 10 Ryans Glen Jefferson County, WV

Good morning, Michael –

Thank you for providing the detailed overview of your proposal. Lots located within the Ryans Glen subdivision are restricted to a single family residence (see Note #1 on the Cover Sheet of the [recorded Final Plat](#)). In order to construct a detached structure with a commercial kitchen, a request to lift the single family restriction for the proposed use will need to process before the Planning Commission, which is subject to a Public Hearing. *Note: as part of the request, please include reference to future plans to convert/use as a detached in-law suite to alleviate the need to come back to the Planning Commission in future.

For your reference, I have attached a copy of the Final Plat Amendment application form. Please complete the attached form and submit to our Office with a \$100 application fee. Once the application is submitted to our Office, staff will place a legal ad in the Spirit of Jefferson advertising the request and hearing date. The ad is required to run 30 days prior to the scheduled hearing; therefore, the earliest the request could process is [Tuesday, March 14](#), provided the application is submitted to our Office by noon on Thursday, February 2. This would allow staff time to draft a legal notice to submit to the Spirit of Jefferson on Friday, February 3 in order to be public in the Wednesday, February 8 edition of the Spirit of Jefferson.

Jessica Carroll

From: mojocateringco@gmail.com
Sent: Wednesday, February 1, 2023 11:58 AM
To: JCCInfo
Cc: engineering
Subject: RE: Question about Detached Kitchen/Dwelling - LOT 10 Ryans Glen Jefferson County, WV

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

God Day - Me again,

I am thrilled, once again, to let you know of the exemplary customer service I received today from the Impact Fee Office. Michelle spent time with me on the phone and walked me through not only the Impact Fee requirements, but also all of the other permits and processes that will be required for my new build. I can't thank you all enough for being such a great group of people that have dedicated their time and effort to customer service! So far, Michele and Alex are on my favs list!

Have a wonderful day!

Michael Oehlsen
MOJO's Catering LLC

From: mojocateringco@gmail.com <mojocateringco@gmail.com>
Sent: Tuesday, January 31, 2023 12:04 PM
To: info@jeffersoncountywv.org
Cc: 'Zoning' <Zoning@jeffersoncountywv.org>
Subject: FW: Question about Detached Kitchen/Dwelling - LOT 10 Ryans Glen Jefferson County, WV

To Whom it may concern,

I wanted to take this opportunity to thank you for providing excellent customer service! As you can see from the email below, Alex not only covered my questions, she went above-and-beyond what is normally expected and provided links, attachments, and extra information that I would need moving forward. This type of service is rarely seen and deserves to be recognized! Not only was this email very informative, I had the pleasure of meeting Alex when I came in to the office to drop off the application. She dropped everything she was doing and focused on me and my questions 100%. Again, just fantastic!!!!

Thank you, again, for providing exemplary customer service and for being a staple in our community for all things zoning and planning. I was scared to venture down this road, but now feel rest assured.

Best,
Michael Oehlsen

From: Zoning <Zoning@jeffersoncountywv.org>
Sent: Monday, January 30, 2023 10:46 AM
To: 'mojocateringco@gmail.com' <mojocateringco@gmail.com>
Cc: 'steveharrisGC@yahoo.com' <steveharrisGC@yahoo.com>; Permits <permits@jeffersoncountywv.org>
Subject: RE: Question about Detached Kitchen/Dwelling - LOT 10 Ryans Glen Jefferson County, WV

I have a couple of brief comments to follow up on the County Commissions letter on a Vote of no Confidence for BoE members Skinner, Ogden ,and Osbourne. In response, Board president Skinner wrote a letter that appeared in 2 local papers. And, because, in her letter, Ms Skinner accused the commission of some falsehoods, I'd like to defend the commission here. Ms. Skinner accused the Commission of not "Staying in their Lane". I want to point out that it was Ms. Skinner's own teachers who brought this into the commission's lane. All the Commission did was to respond to the issue presented by the teachers of their county. The teachers did not do this as a "political stunt" as Ms. Skinner wrote. They did it out of desperation.

Ms. Skinner made a lengthy point that 75% of students had never taken a semester exam before. That is incorrect. All 100% of students have never taken a semester exam before they entered high school.

In her letter Ms. Skinner stated that the Board made the proposal to change the value of the exam at their Nov. 28th meeting and then followed protocol to vote on it Dec. 12th, a mere 4 days before the exam took place. What you will hear, only if you go back and listen to the Nov, 28th meeting is the vague, shadowy reason this was put on the agenda in the first place. And I quote the Superintendent here: "We heard from a few individuals about their concerns and understanding around the semester exams." (End quote) HMM.. What individuals?, How many is a few? And should policy for all really be made because of a few?

The teachers responded overwhelmingly to stick to the original policy that was understood to be reinstated at the beginning of the school year. The Board then ignored them and sought more public comment from another small anonymous group of respondents which was a smaller % than the percentage of teachers that had already responded. But then on Dec. 12th they ignored the teachers again and instituted their own policy of a 3% grade value based on their own interpretations and perceptions.

Since receiving their Vote of no Confidence the 3 BoE members have totally ignored the Faculty Senates requests. So, then the Senates put out a more detailed survey to the teachers for a 2nd time. To which a full 70% of respondents at each high school wanted at least 10% value for the exam. Still that wasn't enough for the 3 accused Board members and they are requesting another period of public comment. Please realize that these requests for public comment are never really posted where the public could notice them. And they aren't even sent home to inform students families of the opportunity to voice their opinions. I challenge you to try to figure out how to make a comment. Which means that most who respond have probably heard of it through word of mouth. So, I wonder who might be encouraging comments through word of mouth.

Joanne Curran 2075 Lakeside Dr,
Shannondale, WV.
240-643-2981
mssposie@gmail.com

Public Comment for Jefferson County Commission meeting February 2, 2023

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

Once again, I am voicing my concerns on how three individuals of the Jefferson County Commission had the sole control and willingness to destroy a volunteer emergency service organization. This is not for sake of safety but to only receive the revenue from the ambulance services. At this time, I see no real solution to be able to bring back the emergency service to the standard that the county was accustomed to; just a year ago.

Being a previous dairy farmer, once a farmer decides to sell the cows and no longer wishes to be involved within the industry, they seldomly ever go back. The correlation between a dairy farmer and emergency services: both were on 24/7 call, regardless of the time, weather conditions or their financial situation; without hesitation. The county has lost the majority of their emergency volunteers to this disruptive choice. Three county commissioners choose to make this decision, all in the name of collecting the fees.

I contacted the Governor's office on January 30, 2023, and in part, I received an unofficial response that the voters should pay a little more attention to who they voted for. I have yet to receive an official response.

Governor Justice was in Berkeley County offering his support to their emergency service program. I hope my letter of concern brings Governor Justice to Jefferson County as well.

Presentation #8 – BOB BURNER, ESA

It appears the ESA is requesting additional monthly purchases and reimbursements in the amount \$521,429.04. This is close to the same amount that the JCC divided equally between all seven volunteer fire companies for a *whole year*. This appears to be a monthly request that has included the 5 million dollars already spent by the JCC of ARPA money. The JCC has single handedly destroyed the volunteer emergency services that have serviced the county for over 150 years.

I personally would like to thank all the volunteers for their unwavering service who took time and money from their families to ensure the integrity of the emergency services within Jefferson County.

"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 Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions."

It is hard to be safe, with the current County Commission.

Have a nice day!

Jessica Carroll

From: Elliot <esimon779@gmail.com>
Sent: Wednesday, February 1, 2023 4:09 PM
To: JCCInfo
Cc: Steve Stolipher; Tricia Jackson Commissioner; Clare Ath; jckkrouse@gmail.com; Jane Tabb Commissioner
Subject: Public Comment for Tomorrow's Commission Meeting

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To the Jefferson County Commission:

As a former Chair of the Jefferson County Emergency Services Agency, I would like to express my thoughts regarding the proposed conversion of the JCESA from an agency to a department within county government. I have many concerns regarding this issue, but I will keep my comments brief and focus on the two most compelling reasons why this is not a good idea.

Firstly, the JCESA as an agency, has a Board of Directors. Most of the voting seats on the Board belong to Jefferson County citizens. This gives the community a voice as to how this critically important agency functions. If the Jefferson County government were to acquire the JCESA and run it as a Department, this would eliminate the citizens board of directors, effectively cutting off the community from having that important input.

Secondly, as has already happened ---very unfortunately I might add ----the proposal to make the JCESA a department has destabilized the agency. Key employees have already resigned in the wake of this poor decision --- a decision that has clearly not been thought through. In my opinion, this will likely lead to negative impacts on service. In fact, I fear that irreparable damage may have already been done. Having a board comprised of a mix that includes citizens of the county and individuals that are providing emergency services has served our county well.

The board has worked to provide valuable oversight to ensure that issues are resolved expeditiously. If you remove this oversight, you do so at your own peril - perhaps compromising the safety of the community.

To conclude, while the risks are plain to see and are already emerging, there has been no clear statement or explanation as to the possible or potential benefits of this action on the part of the Jefferson County Commission. In my humble opinion, the risks clearly outweigh any (as of yet) unexplained or perceived benefit and I urge the Commissioners to reconsider.

Elliot Simon
Harpers Ferry

Sorayda Pitts

From: rabblrouser <marc.petitpierre@gmail.com>
Sent: Thursday, February 2, 2023 6:59 PM
To: Tim Cook
Subject: for the record: public comment at the jefferson county commission meeting of 2/2

Categories: AGENDA DOCS

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you (the commission) act like you don't believe your own bible.

he following is 100% of what it says on the matter.

not just that 34%...

this is written about what jesus said -- directly -- to his disciples...

see matthew 6

"and when thou prayest, thou shalt not be as the hypocrites are".

"that they may be seen" (and heard).

"but thou, WHEN THOU PRAYEST, ENTER THY CLOSET", "IN SECRET" (to keep it PRIVATE).

HE NEVER SAID THAT PEOPLE SHOULD BE FORCED TO PRAY

so you think you can contradict what your own book says?

what your own god instructed?

you should be much more concerned with living like it says,

instead of trying to put words in your god's mouth.

and trying to make others do like you want.

you think you're more powerful than the god you say you believe is all powerful?

this hypocrisy shows you've got a lot of nerve...

nope! the only thing my comments say about me is that I don't believe the same as you.

and there certainly are many others that don't.

and that there are many that will never be forced to do so.

meanwhile, it says loads about you.

that you're acting like the taliban forcing religion that is against what others may believe.

jesus certainly wouldn't love you bastardizing his word...

not only are you going against what he said,

but you're trying to force others to do the same.

BEWARE OF FALSE PROPHETS!

and so -- if you feel you must pray --

GO TO YOUR...CLOSET!

(not our governmental meeting room)

Cindy Rezmer

From: Adam Watson <AWatson@ifcwv.org>
Sent: Thursday, February 9, 2023 4:26 PM
To: Steve Stolipher; Clare Ath; Tricia Jackson Commissioner; jckkrouse@gmail.com; Jane Tabb Commissioner
Cc: Cindy Rezmer; Michael Hough; msine@jcesa.org
Subject: JCESA

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Commissioners,

I realize that I am responding to this a little late but I have been out of town on training and finally have a few minutes to share my thoughts with you. As you all know, the JCESA has been working tirelessly to convert over to a county-wide EMS takeover, and by your vote, become a county department. Since January, I have sat on the JCESA BOD as a non-voting member to represent the Jefferson County Fire & Rescue Association. Within just a few months, I have found that the bulk of the time that JCESA is spending and trying to accomplish is 1 goal, and that's to transition to a career only EMS service. I find it disheartening after the vote last Thursday that you all couldn't wait just a few more months to become a county department. This should have been delayed until the transfer was complete and organized.

Clare, I have lost a lot of respect for your decision, or lack thereof. Last year you voted to NOT make the JCESA a county department and now you changed your mind. Your explanation? You said that you didn't know which way to vote. It's better to abstain from a vote that you don't know what the consequences are then to make a hastily decision. The JCESA BOD is made up of citizens from Jefferson County. What better way to have the community making decisions than some of the inept decisions the county commissioners have made recently. I applaud Commissioners Jackson and Krouse for standing up for the employees of JCESA and the community. At the very least, you could have suspended the decision to make the JCESA a county department until you get your ducks in a row. I appreciate the raise that you gave the JCESA even though it's too late for some. Employees are searching neighboring counties to apply for as we speak and some will make the same amount as the Director of JCESA and not have to deal with any of this. There are obvious growing pains with any change, but you all have made it unbearable. I have spent 23 years volunteering at Independent Fire Company and this past year has absolutely been the worst. It's always an uphill battle and for what? We spend our free time to give to the community that we love and in return, nothing back from those that are supposed to represent us. You continue to state that volunteerism is down across the country and do you know the reasonings? Mostly it's because of the culture, but here, it's because the county commission has completely obliterated it. We are trying to rebuild our department and county and we ask for a little help in return. Remember, you can't do this alone and neither can we.

In the press release it states that the countywide EMS will be all career. What happened to the volunteers helping out and supplementing?? Did we forget that, or have you just decided that you can do this solely by yourself? I pray that was just a typo in the press release. If it's not, you have pulled the wool over the citizens eyes, again! You have no clue how many dominos are falling because of these decisions. While you may think the JCESA and volunteers are at odds, you are sorely mistaken. We work together and have for years. We will continue to work together but that is totally up to you as to whether we can or not. While you

might take this email like all the others that you get, and place it in file 13, I want you to know that you were voted in by the citizens of Jefferson County so you should start listening to them a little bit better.

Adam C. Watson
Chief
Independent Fire Company
Cell (304)279-4774
Station (304)725-2514

