

# AGENDA

(Tentative)

## JEFFERSON COUNTY PROPERTY SAFETY ENFORCEMENT AGENCY MEETING

**Wednesday, October 25, 2023 at 6:30 P.M.**

County Commission Meeting Room – Basement of Charles Town Library

1. Call meeting to order & Roll Call/Introductions
2. Approval of minutes of the July 26, 2023, meeting.
3. Hear new complaints from general public.

*Note: Upon hearing the evidence presented, action generally taken by the Board at this stage may result in either acceptance of the complaint for investigation or dismissal of the complaint on the basis that no evidence of a violation appears to exist under the Property Safety Ordinance.*

4. Action on investigated complaints:

*Note: Upon hearing the investigation report, action generally taken by the board at this stage may result in either a finding that a violation exists and a Notice-of-Violation letter sent to the property owner; or a finding of no merit to the complaint and the case closed.*

5. Progress Reports on Cases:

Cases being handled by the Board & Staff:

Case 23-002 (Fowler-Wilson)

Property located at 51 Daisy Lane

Charles Town, WV 25414

Walnut Grove Subdivision

Charles Town Tax District, Map 4C, Parcel 38, DB 398, Pg. 523

**Notice of Violation sent to the property owner on August 2, 2023.**

Case 23-001 (Duncan)

Property located at 105 Link Drive, Kearneysville, WV

Middleway Tax District, Map 6, Parcel 3; DB 964, PG 35

Sent notice of site investigation scheduled for Wednesday, April 12, 2023.

**Notice of Violation sent to property owner and site inspection performed on Wed., July 19, 2023; no work appears to have been done to bring the property into compliance. In process of gathering information required by the ordinance for the investigation report, prior to petitioning the county commission.**

Case 22-001 (Bunny Long)

Property located on Chase Drive, Fox Glen Subdivision  
Charles Town Tax District, Map 4A, Parcel 59; DB 681, Pg. 436  
Sent Notice of Investigaton and visited site on August 17, 2022. Property owner was working on mitigating any possible violations.  
At the January 25, 2023, meeting, the Board tabled action until board member Sharon Wilt reports back to the board on the status of the case. **At the April 26 meeting, the board ordered that a Notice of Violation be sent to the property owner outlining the requirements for bringing the property into compliance. A site inspection was performed on Wed., July 19, 2023. The property appears to be in substantial compliance. The board closed the case at the July 26<sup>th</sup> meeting.**

Case 19-002 (Sexton)

Property located at corner of Jeep Trail & Mountain Top Trail, Westridge Hills Subdivision, Lot H13.  
Harpers Ferry Tax District, Map 13K, Parcel 79; DB 348, Pg. 223  
Sent Notice of Violation on July 25, 2019, requiring compliance by October 16, 2019. Failed compliance inspection on October 16, 2019. **On October 23, 2019, the board moved to Petition the County Commission to order the property owner to bring the property into compliance.**

Case 19-007 (Biller)

Property located on Musrat Run, Westridge Hills Subdivision.  
Harpers Ferry Tax District, Map 13G, Parcel 22; DB 999, Pg. 420  
Sent Notice of Violation on August 15, 2019, to Harry Biller, owner, requiring compliance by October 16, 2019. Failed compliance inspection on October 16, 2019. **On October 23, 2019, the board moved to Petition the County Commission to order the property owner to bring the property into compliance.**

Case 19-009 (Brentmoore LLC)

Property located on Red Maple Lane  
Harpers Ferry Tax District, Map 13K, Parcel 223; DB 1165, Pg. 406  
Sent Notice of Violation on July 25, 2019, requiring compliance by October 16, 2019. Failed compliance inspection on October 16, 2019. **On October 23, 2019, the board moved to Petition the County Commission to order the property owner to bring the property into compliance.**

Cases Referred to Prosecuting Attorney:     None

Cases Filed in Circuit Court and in process of being served:     None

Cases with Circuit Court judgment and permission to advertise for a contractor:     None

6. Other business/Information:

a) Election of 2023 Officers: (tabled by board until further notice)

President \_\_\_\_\_  
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_

b) The next regular quarterly meeting is **Wednesday, January 24, 2024, 6:30 pm**, with field inspections conducted on Wednesday, January 17, 2024.

7. General comments by members or public.

8. Adjourn meeting.