AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, OCTOBER 17, 2024
6:00 p.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):
https://us06web.zoom.us/j/85375960621?pwd=MYJBLkXKddaKBnnxHulh231w9xeTor.1

Meeting ID: 853 7596 0621
Passcode: 299548

If you are attending virtually and would like to speak during the public comment period, please use the "raise hand" icon.

Call to Order

Prayer – Moment of silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

Consent Agenda

1. Approval of Accounts Payable:

1. October 10, 2024
2. October 17, 2024

2. Approval of Manual Checks:

1. October 11, 2024
2. October 18, 2024

3. Approval of Payroll:

   October 11, 2024

4. Approval of Requisitions:

   October 17, 2024

Announcements:
Report if there are changes in the agenda if applicable.

Public Comment:
To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please "raise your hand" on the Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

Regular Agenda- It is expected that all items will include discussion and possible action

1. 6:10 pm — Angie Banks, Assessor
   1. Consolidation of land

2. 6:15 pm — Tom Hansen, Sheriff
   1. GHSP Grant Award
   2. New position request

3. 6:30 pm — Bessie Nelson, County Commission
   1. Permission to advertise for Audit Committee and advertise for Audit RFP

4. 6:40 pm — Harvest Homes LLC
   1. Landowner petition for map amendment for Harvest Homes, LLC: Charles Town, Map 4, Parcels 11, 11.1, and 13 containing total of approximately 127 acres (126.4 per tax map, 127.6 per deeds). Request to schedule a public hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

5. 6:50 pm — Mike Shepp, Planning Commission
   Luke Seigfried, County Planner
   1. Planning Commission presentation of the recommended Comprehensive Plan

6. 7:30 pm ARPA Funding Requests

7. 8:00 pm Opioid Funding Requests

8. 9:30 pm Peter Vila, Jefferson County Solid Waste Authority
1. Jefferson County Solid Waste Authority proposes expansion of operations to adjoining Transfer Station and Landfill property

10. 9:45 pm Pasha Majdi, Commissioner
1. Hydrogeologic testing requirements for land development

11. 9:55 pm Pasha Majdi, Commissioner
1. Promotion of farm wineries and tourism in Jefferson County

12. 10:25 pm Jessica James, Chief Human Resources Officer
1. Approval of letter of appointment – designation of fire chief
2. Review and approval of update to Annual Performance Review Policy 217 and associated documents

13. 10:40 pm Nathan Cochran, Assistant Prosecuting Attorney
1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
2. Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson counties.
3. Report by counsel on Supreme Court of Appeals of West Virginia Case No. 23-369.
4. Report by counsel on Jefferson County Circuit Court Case No. 23-112.

14. 11:15 pm Edwina Benites-LM, County Administrator
1. Time and location of the Canvass
2. Impact fee next steps (see attached)
3. Shepherdstown Tower letter of support (see attached)
4. FY 23 Audit Update (see attached)
5. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space

15. ADJOURN

CORRESPONDENCE AND INFORMATION

JCHLC Quarterly Report for October 2024

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	$640,968.95		$640,968.95
6.2% Tax Payable OASDI	$38,393.64		$38,393.64
1.45% Tax Payable HI	$8,979.10		$8,979.10
Fed Withholding	$54,566.29		$54,566.29
PA State Tax	$0.00		$0.00
WV State Withholding	$21,456.68		$21,456.68
VA State Tax	$974.00		$974.00
MD State Tax	$1,383.02		$1,383.02
PERS I Retirement Deduct 4.5%	$8,881.14		$8,881.14
PERS II Retirement Deduct 6%	$8,975.19		$8,975.19
DSRS Retirement Deduct 8.5%	$8,798.42		$8,798.42
EMS Retirement Deduct 8.5%	$13,468.62		$13,468.62
Hosp. Pre-Taxed	$19,248.94		$19,248.94
D/VF	$2,172.35		$2,172.35
AFLAC Pre-Taxed	$296.25		$296.25
AFLAC Post-Taxed	$699.00		$699.00
Optional Life Post-Taxed	$1,919.46		$1,919.46
Wage Attach #1 WV Child	$865.85		$865.85
Wage Attach #2 PA Child	$320.00		$320.00
Wage Attach #3 GARN	$2,891.78		$2,891.78
Wage Attach #4 TIONG	$166.49		$166.49
Wage Attach #5 HOLZ	$165.60		$165.60
457 - Nationwide	$1,065.00		$1,065.00
457I - Empower	$5,437.27		$5,437.27
457R - Roth	$2,511.03		$2,511.03
Christmas Club	$4,138.00		$4,138.00
Colonial(Plus)	$47.84		$47.84
Uniforms	$0.00		$0.00
LF Over 50	$372.00		$372.00
Total Deductions	$208,192.96	$0.00	$208,192.96
Net Wages Total	$432,775.99	$0.00	$432,775.99
Payroll Date	**October 11, 2024**		

PURCHASE ORDERS TO BE APPROVED

October 17, 2024

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	25034	$ 5,735.00	Fidelity Power Systems	generator repair
	25035	$ 6,206.00	Fidelity Power Systems	generator rental during repair
SHERIFF - LAW	25033	$ 8,931.70	Markl Supply Company	tactical equipment
	25032	$ 13,186.26	Markl Supply Company	SIM round train suppressor/marking rounds
	25031	$ 12,462.50	Markl Supply Company	ACO 2MOA w/ integrated mount
	25030	$ 8,591.28	Mission Critical Defense Solution	10 3M Peltor Comtac Foldable Headsets
	25029	$ 18,124.00	All Traffic Solutions	radar and messaging sign
IT/GIS	25027	$ 18,500.00	South Central Planning & Dvlpmnt	MGO permitting software annual renewal
GRAND TOTAL		$ 91,736.74		

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Angela Banks

Department or Organization: Assessor

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **10/17/2024**

Date Requested – 2nd Choice:

Subject **Consolidation of Land**

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

Taxpayer is requesting his two parcels be consolidated for tax purposes. His house is sitting on both lots.

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*):

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

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

Contact information:
Email address: Phone Number:

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

JEFFERSON COUNTY
CONSOLIDATION OF LAND
EXHIBIT C

According to §11-4-17 & 18 of the West Virginia Code, the following request is made:

Owner's signature: See attached. **Date:** 10-7-2024

Owner's name: Raymond W. Delawder, Jr

Owner's address: 238 Spring St Harpers Ferry WV 25425

Taxpayer(s) respectfully request a consolidation of the following property for assessment purposes as prescribed by law for Tax Year 2025.

Presently assessed as follows:

Parcel ID: 01 Map 1 Parcel 10	**Legal Description:** 1/5 Ac-Brackett's Add
Parcel ID: 01 Map 1 Parcel 11.1	**Legal Description:** 1 Lt Delawder
Parcel ID:	**Legal Description:**

To be assessed as follows:

Parcel ID: 01 Map 1 Parcel 10	**Legal Description:** 1/5 Ac Brackett's add & 1 Lt Delawder

Angela K Banks
Assessor or Deputy

10-7-2024
Date

Assessor User

From: Randy DeLawder [redacted]
Sent: Monday, October 7, 2024 12:31 PM
To: Assessor User
Subject: Raymond DeLawder Jr

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

I spoke with June this morning on behalf of my dad, Raymond DeLawder Jr that lives in Bolivar.

His house was built in the middle of two lots which he purchased at different dates.

We were hoping these can be combined and this way will make things easier down the road and this way he will receive one tax bill instead of two for tax purposes.

Below are screenshots about his properties.

Any questions please let me know.

Thank you,
Randy DeLawder
(304)707-2252

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Name: Tom Hansen

Department or Organization:

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

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

GHSP Grant Award
New Position Request

Please provide a description of your request or presentation, including any background information:

The Governors Highway Safety Program grant contract agreement has been received.

The workload of the Executive Assistant has expanded to a point that it is unmanageable, therefore, I am requesting approval to create a new position to hire her an Assistant

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

-I move to approve the acceptance of the Governors Highway Safety Program Grant and authorize the President to sign the associated documents.
-I move to approve the creation of the full-time 80 hour Assistant to the Executive Assistant position with a starting salary range of 36,000 to 42,000.

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

Is equipment needed? ☐ Projector ☐ Internet/Wi Fi: ☐ Conference/Video ☐ No

Contact Information: Phone Number: 304-728-3205
Email Address: dlowe@jeffersoncountywv.org

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Additional Comments Page:

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles
5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner
Division of Motor Vehicles

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

September 25, 2024

Jefferson County Commission
Mr. Stephen Stolipher
Commission President
102 Industrial Blvd., Ste 100
Kearneysville, West Virginia 25430

Dear President Stolipher:

Your Highway Safety Grant has been approved for $295,600.00. This award may be used to continue the Jefferson County EP Traffic Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

Everett Frazier
Governor's Representative
for Highway Safety

EF/ta

GRANT CONTRACT AGREEMENT

BETWEEN THE

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

DIVISION OF MOTOR VEHICLES

AND

JEFFERSON COUNTY COMMISSION

F25-HS-06

This **AGREEMENT**, entered into this **30th** day of **September 2024**, by the Commissioner of the Division of Motor Vehicles, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles, hereinafter referred to as "DMV," and the Jefferson County Commission hereinafter referred to as "Subgrantee."

Whereas, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

Whereas, the Subgrantee is an eligible applicant, who is desirous of receiving funds to continue the Jefferson County EP Traffic Safety Enforcement Program.

Now, Therefore, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations, and policies promulgated thereunder.

2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the attached application.

3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks, and functions necessary to implement the attached application.

4. The Subgrantee will commence its duties under the Agreement on **October 1, 2024**, and to continue those services/activities until **September 30, 2025**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Subgrantee, the sum of up to **$295,600.00** shall be obligated by DMV and said amount shall be deemed to be the

maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.

6. It is the understanding of all parties to this Agreement that DMV, by joining in the Agreement, neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."

7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the attached application unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20th day of the following month.

8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore, attached and made a part of is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.

9. The Subgrantee agrees to abide by the grant conditions, terms, assurances, and certifications which are a part of the application and such other special terms and conditions that DMV has set forth in the Special Conditions, which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.

11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DMV are suspended or terminated, in whole or in part, funding for this agreement shall cease.

13. The Subgrantee shall, within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:

    1. Governor's Highway Safety Program
       5707 MacCorkle Avenue, SE
       Post Office Box 17600
       Charleston, West Virginia 25317-0010

    2. **Subgrantee Mailing Address:**
       Jefferson County Commission
       Post Office Box 250
       Charles Town, West Virginia 25414

15. The Subgrantee, unless the Subgrantee is a state agency of the State of West Virginia, shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Subgrantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

_____

Mr. Stephen Stolipher
Commission President
Jefferson County Commission

_____

Mr. Everett Frazier
Commissioner
Division of Motor Vehicles

Jefferson County Sheriff's Office
Assistant to the Executive Assistant
Job Description and Qualifications

- Assist with day to day operations of Conservatorships and Estates – Bill pay, account reconciliations, grocery orders, etc with the goal of one day becoming primary
- Backup for IBR processing and State monthly submission - this is the processing of each report created so that a general synopsis can be created by the database for transmittal to the State and FBI
- Assist with grants – researching new grants, data entry, scanning, redaction, etc
- Maintain files and complete paper filing (exposure to confidential info)
- Scan files into electronic format
- Assist with FOIAs and maintain FOIA database
- Assist with duplications
- Create posts for Social Media
- Enter requisition requests and process the associated invoices after converted to PO
- Maintain Sheriff's Calendar and scheduling of the rooms in the office
- Assist in a fill-in capacity in front office
- Assist with budget prep documents
- Aid in non-confidential Sheriff's Office Correspondence
- Other Duties as Assigned

Qualifications:

The successful applicant would need strong computer skills, including the entire Microsoft suite (excel, word, publisher, power point, etc)
Banking or Basic Accounting knowledge preferred
Excellent written and verbal communications
Strong attention to detail
Impeccable data entry
Excellent Organizational skills
Pass a Background Check
Obtain CJIS/WEAPON Certification

Compensation and Benefits:

$36,000 – $42,000
County Benefits package
Paid Holidays

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: October 17, 2024

Re: Fiscal Note: Sheriff's Personnel Request

Sheriff Thomas Hansen requests permission to advertise to hire an Administrative Assistant II (Grade 4):

Deputy:

Administrative Assistant II	$20.5095/hour	$42,660.00
- Amount budgeted for this position in FY 25:		$ 0.00

For FY25, the Sheriff is requesting to use the excess salaries that currently exist from two vacant Deputy positions with the understanding these positions will need to be funded in FY26 as well as the Administrative Assistant II position.

There is also approximately $28,000 available in the FY25 budget for part time. There is funding available in FY25 for this position.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Bessie Nelson, Finance & Administration Manager (Budget Director)

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 17, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Permission to advertise for Audit Committee & advertise for Audit RFP

Please provide the County Commission with a description of your request or presentation, including any background information:
FY24 Single Audit - $35,100 was budget in FY25

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*):

1. **I motion to advertise for a 3 person Audit Committee to include 1 citizen representative meeting the criteria of accounting or finance background, a County representative with finance experience and another County appointee as deed appropriate by the County Commission.**

2. **I motion to advertise for the FY24 Single Audit RFP with a budget of $35,100.**

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: Bessie Nelson
Email address: bnelson@jeffersoncountywv.org Phone Number: 304.728.5627 ext. 5008

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Harvest Homes LLC

Department or Organization: **Harvest Homes, LLC**

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **October 17, 2024**
If a specific date is needed, please provide reason for specific date:

Subject (*Wording to be placed on agenda*): **Landowner Petition for Map Amendment for Harvest Homes, LLC: Charles Town District, Map 4, Parcels 11, 11.1, and 13 containing a Total of approximately 127 +- Acres (126.4 per Tax Map, 127.6 per Deeds) 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 Harvest Homes, LLC per Article 12, Section 12.3.A. of the Jefferson County Zoning and Land Development Ordinance from Rural to Residential Growth. The three parcels are within the Urban Growth Boundary. 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 Harvest Homes, LLC, Parcels 11, 11.1 and 13 on Map 4 in the Charles Town Tax District and schedule a Public Hearing at the County Commission Meeting on December 5, 2024 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
Charles Town, West Virginia 25414

File #: _____
Fees Paid: $ _____

Email: planningdepartment@jeffersoncountywv.org
Phone: (304) 728-3228

Zoning Map Amendment (Rezoning)

A Zoning Map Amendment shall process in accordance with Article 12 of the Zoning Ordinance.*

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.

Property Owner Information

Owner Name: Harvest Homes, LLC
Business Name:
Mailing Address: 67 Lutmans Lane, Suite 100, Shenandoah Junction, WV 25442
Phone Number: 304/702-2500 Email: c/o Paul pjraco.consulting@gmail.com

Applicant Contact Information

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

Consultant Information

Consultant 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: 261 Media Farm Lane, Ranson, WV 25438 Vacant Lot: ☐
Parcel ID: (Tax District / Map No. / Parcel No.) CT District, Map 4, Parcels 11, 11.1, and 13
Parcel Size: Approx 127± Acres (126.4 by Tax, 127.6 by Deed) Deed Book: 1330 and 1331 Page No: 743 and 1

Current Zoning District (please check one)

- ☐ Residential Growth (RG)
- ☐ Industrial Commercial (I-C)
- ☒ Rural (R)* Within UGB
- ☐ Residential-Light Industrial-Commercial (R-LI-C)
- ☐ Village (V)
- ☐ Neighborhood Commercial (NC)
- ☐ General Commercial (GC)
- ☐ Highway Commercial (HC)
- ☐ Light Industrial (LI)
- ☐ Major Industrial (MI)
- ☐ Planned Neighborhood Development (PND)
- ☐ Office/Commercial Mixed-Use (OC)

Proposed Zoning District: Residential Growth District

*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.

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.

The proposed use is a residential project and a rezoning is needed since the property is located in the Rural District, but is located in the Urban Growth Boundary (UGB). As such, it is a Preferred Growth Area (PGA). As such, the Comprehensive Plan labels this property for Urban Scale Growth.

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 the Zoning 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 Required.

[signature]	10-9-24		
Property Owner Signature	Date	Property Owner Signature	Date

Map Amendment (Rezoning) Application
Article 12, Jefferson County Zoning Ordinance
Harvest Homes, LLC
October 8, 2024

Owner and Applicant:

Harvest Homes, LLC
67 Lutmans Lane
Shenandoah Junction, WV 25442

Ordinance Citation:

Article 12 of the Jefferson County Zoning and Development Review Ordinance. Section 12.3

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 three parcels: Charles Town Tax District, Map 4, Parcels 11, 11.1, and 13, totaling approximately 127+- Acres (126.4 acres by Tax Map, 127.6 acres by Deed) from Rural to Residential Growth, based on its Consistency with the Envision Jefferson 2035 Comprehensive Plan (aka the 2015 Jefferson County Comprehensive Plan) and its location within the Urban Growth Boundary (UGB). The Comprehensive Plan, Envision Jefferson 2035 recognizes all property within the UGB as a Preferred Growth Area (PGA).

Substantiation for the Request:

1. The property is currently zoned Rural, and the Applicants are seeking a map amendment to the Residential Growth District. The Applicant believes that this map change is consistent and compatible with the Envision Jefferson 2035 Comprehensive Plan primarily since it is in the Urban Growth District (UGB) which is a Preferred Growth Area (PGA) and

being adjacent to property zoned Residential Growth. It is also just south of the Shenandoah PGA and adjacent to the Residential PGA.;

2. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. The changes include the availability of Public Water and Sewer, the development of the Route 17 (Flowing Springs Road) area of the County which includes this UGB and the two aforementioned PGAs;

3. The 2015 Envision Jefferson 2035 Comprehensive Plan shows this area to be in the Urban Growth Boundary which the Plan classifies the Urban Growth Boundaries as Preferred Growth Areas in Jefferson County. This Map, Growth Area and Plan was approved in 2015, and the area has developed as envisioned in the Plan. The reasons for rezoning that are cited in this Application are the same reasons that led to this area to be in the UGB and PGA in the Envision Jefferson Plan; and,

4. The Applicants believe that the current Rural Zoning classification is an error in the current Jefferson County Zoning Map since the property has been the Urban Growth Boundary since 2009 and in the Preferred Growth Area since 2015. As such, this area is in one of the nine primary growth areas of Jefferson County (seven which are PGAs (one is only a Residential PGA) and two that are UGBs) and is intended for Urban Scale Growth instead of Rural. The property is also located on a Major Collector Road (Route 17) in the County. A Major Collector Road is one of the higher rated roads in the County being just under Principal and Minor Arterial Roads. The area is also served by central water and wastewater treatment facilities.

Tax District, Map and Parcel Number:

Charles Town Tax District, Map 4, Parcels 11, 11.1, and 13

Deed Book Reference:

Deed Book 1330 at Page 743
Deed Book 1331 at Page 1

Sketch Plats:

Attached

Tract Size:

Three Parcels Totaling Approximately 127+- Acres (126.4 by Tax Map, 127.6 by Deed Reference)

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 Envision Jefferson 2035 Comprehensive Plan, the following sections address items directly related to this map amendment.

Starting with one of the most important items in **the Comprehensive Plan (2015)** is the following excerpt from the Implementation section regarding the Zoning Ordinance **on page 148** which clearly establishes the intent of land in the Urban Growth Boundary of either Charles Town or Ranson:

> **"A key component of this Plan is that any zoning map amendments (rezoning requests) that are requested would have to be in conformance with all the recommendations created as part of this Plan. *As noted in the Land Use and Growth Management Element of this Plan, the areas zoned Rural within the Urban Growth Boundaries (UGB) of Charles Town and Ranson do not have specific future land use classifications. This was done with the understanding these areas are anticipated for growth and the properties could either be annexed into the applicable municipality or rezoned using the County's zoning map amendment process.* The Future Land Use Guide was created to provide an understanding of the types of activity that would be within those locations and provide other agencies, such as the WVDOH and the local water and sewer providers an ability to plan for where their limited resources need to be programmed." (Emphasis Added)**

This excerpt explains the intent of the County Planning Commission and County Commission for the land in the Charles Town and Ranson UGBs to develop as urban scale development. Urban Growth Boundaries were provided for in the WV Code, as amended, and both the Cities and the County agreed to these areas to be the Preferred Growth Areas in Jefferson County. These areas were identified and adopted prior to the 2015 Comprehensive Plan (approved in 2009) and then included with specific language in the 2015 County's Envision Jefferson 2035

Comprehensive Plan. These sections of the Plan are identified in the following excerpts.
The definition of '**Designated Growth Area**' is found in the definitions of the Envision Jefferson 2035 Plan on **Page 243**:

> **"Designated Growth Area**
> An area which includes municipalities, **Urban Growth Boundaries,** Preferred Growth Areas, and Villages." Emphasis Added

The subject three parcels totaling approximately 127+- Acres are a Designated Growth Area in the Plan since they are within the UGB and included in the Future Land Use Guide and the Future Land Development Map. These maps are included in the Comprehensive Plan and in this application.

As found on page 13 of the 2015 Comprehensive Plan, there are only seven Preferred Growth Areas (PGAs) (one is a Residential PGA) in Jefferson County that are targeted for urban scale growth along with the two Urban Growth Boundaries. 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 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 2015 Plan show this property slated for growth as it is located within one of the eight preferred growth areas which includes the two UGBs where this property is located and adjacent to, or close to two other PGAs. The Envision Jefferson 2035 Plan is more specific in that it shows this property within the UGB and states the following on Page 17:

> "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

And the Plan continues on Page 18 and explains the County's anticipated plan for land located in the UGB when property is not annexed:

> "This Plan expects that properties within the UGB may be annexed into the adjoining municipality which has created the UGB. However, **an entity with property located within the UGB could choose not to annex their land into a municipality and could then develop the land under the County's land development standards instead. In such circumstances, the UGB acts as a Preferred**

Growth Area for the County and urban level development is still anticipated in these areas."

A main difference between the Envision Jefferson 2035 Comprehensive Plan and the previous Plans is that this Plan clearly identifies areas slated for urban growth and under what conditions that this growth should develop. In this area, the Plan targets this area for development due to the availability of Water and Sewer and services being close to the main incorporated areas in Jefferson County. The property area also has direct access to a Major Collector Road, as identified in the Plan which leads directly to access to Route 9. Finally, the area is within the UGB and next to land already zoned Residential Growth and land that is shown on the Future Land Use Guide as Residential and adjacent to another PGA.

The Comprehensive Plan's map show that the subject property is ready for development, especially residential due to its location. This type of use is what the Commission intended when it was designated a preferred growth area within an establish Urban Growth Boundary. The purpose of the Plan is to both provide the buying public with the opportunity to understand where growth is designated, as well as to provide existing property owners the ability to realize their property's value and be able to market their property within these growth areas for development.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs and UGBs 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"

This portion of the Plan, along with the Future Land Use Guide provides predictability to both the property owners within those areas and to the folks buying in the area.

A further explanation of UGBs relationship to established 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."** Emphasis Added.

In this case, the subject property is in a UGB. Therefore, pursuant to the Comprehensive Plan, this location is prime for development since it is in this designated growth area.

Also found in the plan under the Section entitled Water and Sewer Services is a statement of a priority for providing Water and Wastewater Treatment infrastructure within this area which is found on page 85 of the plan:

> **"In order to take a pro-active role, it is the recommendation of this Plan to encourage the provision of infrastructure that allows for a higher level of development inside of the following areas:** municipalities, **Urban Growth Boundaries,** Preferred Growth Areas, and Villages."

In further direct support for the Map Amendment (Rezoning), 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**) Emphasis Added

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, and the Ranson UGB Map, this map amendment is consistent and compatible with the Plan. The

Consistency with, and Compatibility to the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be used for a Map Amendment.

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. Based on the Urban Growth Boundary that was created in 2009 and added as the Ranson Urban Growth Boundary Map in the Plan and the Future Land Use Guide that were created in 2015 (after years of developing the Plan), the previous Property Owner, the current Property Owner and the Public were all made aware of the land use anticipated on this property and in the neighborhood.

To carry through what the City and County adopted in 2009 and then the County included and adopted in the 2015 Comprehensive Plan, in this preferred growth area known as the Ranson Urban Growth Boundary, the requested rezoning would allow the Applicants to develop residentially as the plan anticipated. This land is directly adjacent to property already zoned Residential Growth which is also located in the UGB and adjacent to another PGA.

The Plan encourages growth and development in areas where infrastructure and public facilities are available. In this case, the property has access to both Public Water and Wastewater Treatment Facilities that were expanded into this area due in part to the Comprehensive Plan's designation for growth. These qualities make the property an ideal candidate for a map amendment.

Again, this area is promoted in the Plan to develop into Urban Level Growth including residential subdivisions, apartments, and other higher intensity uses in the Urban Growth Boundaries and the Preferred Growth Areas.

For the Envision Jefferson 2035 Comprehensive Plan, Input on the potential Preferred Growth Areas was provided at a series of Public Workshops prior to the Plan's adoption in 2015. This reference regarding the Ranson UGB is found on page 187:

"With the input given at the workshops, seven areas were identified as Preferred Growth Areas within Jefferson County."

Which included:

"6. Area within the Ranson Urban Growth Boundary"

Finally, in the Goals and Objectives of the Comprehensive Plan beginning on Page 190, the number one Goal is:

"Goal #1: **Require Urban Intensity Residential** and Non-Residential Development **to Occur within** Existing Urbanized Areas, **Approved Urban Growth Boundaries**, Villages, and/or the County's Identified Preferred Growth Areas."

On Page 190 it goes on to list the following as an Objective of this Number 1 Goal:

"Objective #4: **Permit the creation of urban level uses (particularly residential development) within approved Urban Growth Boundaries (UGBs),** Villages, or in the Preferred Growth Areas (PGAs) **through rezoning that is consistent with the recommendations of this Plan.**" Emphasis Added

And, also found in the Goals and Objectives on Page 196 is Goal 10 and Objective 4 regarding Infrastructure construction within the UGBs and PGAs:

"Goal #10: Maintain and Enhance Community Services and Infrastructure Capacity for Water, Sanitary Sewer, Storm Sewer, and Other Utilities; and Enable the Provision of Orderly and Efficient Services and Advanced Technologies"

"Objective #4: **Require that new utility facilities and/or extensions are located within Urban Growth Boundaries (UGBs),** Preferred Growth Areas (PGAs), or Villages." Emphasis Added.

Based on the preceding recommendations, narrative, goals and objectives from the Envision Jefferson 2035 Comprehensive Plan and the Future Land Use Guide and the Future Land Development Map in the Comprehensive Plan, this map amendment is overwhelmingly consistent and compatible with the Envision Jefferson 2035 Plan.

B. *Change of Neighborhood*

The Ordinance requires a discussion on the Change of Neighborhood and Change of Transportation Characteristics in the Map Amendment Request. However, it is important to note that it is to include changes since the adoption of the Zoning Ordinance in 1988.

This area of Jefferson County and the area surrounding both Ranson and Charles Town have changed significantly since the Zoning Ordinance was adopted in 1988. The following are examples of these changes:

1. One of the main changes for both characteristics include of course the adoptions of both the 2004 and replacement 2015 Comprehensive Plans. Along with the newest Plan, the Urban Growth Boundaries were adopted by Charles Town and Ranson in 2009 and ratified by the Jefferson County Commission. The Ranson UGB includes the subject parcels, and the 2015 Comprehensive Plan makes this area a Preferred Growth Area for Urban Growth. As such, the Utility Providers have concentrated their expansion efforts in these areas. If the Comprehensive Plan could change the Zoning designations of properties, this land would have already been reclassified to either the Residential Growth District or the Residential/Light Industrial/Commercial District. Instead, it provided many sections of the Plan that clearly recommend the rezoning of the land into a growth district.

2. The new plan, multiple annexations, sewer and water construction focuses new growth around the PGAs and UGBs. This has led to the considerable change of neighborhood.

3. Several residential developments have been built in this area including the three subdivisions across Flowing Springs Road and even multiple sections of the Briar Run Subdivision were developed after the Zoning Ordinance was adopted. The entire commercial development to the West of this property was developed post the County Zoning Ordinance. Most of this land was annexed to Ranson prior to developing. This includes the Kohls, Weis, Home Depot and all of the shops. It also includes the developments, both commercial and residential, across Route 9 which were all annexed and developed after the Zoning Ordinance.

4. At least two new schools have been built in the area including Wildwood Middle School which started out as the Ninth Grade Complex and Driswood Elementary School. Both were built in the 21st century based on the growth in the area that came after the Zoning Ordinance was adopted.

5. Currently, the four lane Route 340 is being completed to Virginia which will lead to more need for residential development as another direct commuter link to Route 7 to Northern Virginia and Winchester.

6. The Pandemic was after the Zoning Ordinance was adopted and it led to the lessening of the Federal Government and Corporation work week in the D.C. Metro area which affected many of the commuters. This shortened commuter work week (allowing more work from home in lieu of the commute) has created an increased demand for residential as more families realize they can move further out from the 'City'.

7. The Capacity of Wastewater Treatment facilities and Water Services has been expanded, especially in this area in anticipation of the development in the Ranson area, the UGBs and several PGAs in this specific area of the County based on the current and previous Comprehensive Plans

8. WVU Hospitals purchased both Berkeley Medical Center and Jefferson Medical Center in Ranson and have expanded the capabilities at both Hospitals and purchased sixty-four acres along Route 340 and Route 9 for potential expansion.

9. Along with the expanded services at Jefferson Medical Center, Valley Health has opened facilities, including a nearby Urgent Care, in this area of the County including within the Ranson UGB.

10. Since the Zoning Ordinance was adopted, the new four lane of Route 9 (West towards Martinsburg) was completed with direct four lane access to and from Route 81 from the north end of the 'Bypass' around Ranson. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has close access to this Primary Arterial Road which with the completion of the bypass will create four lane access to and from this area north to Route 81, south to Route 7 and east both via Route 340 and the other 'newer' Route 9 over the mountain. This makes the property ripe for plan supported development.

11. A new Ranson Elementary School is nearing completion in the general Ranson UGB, and the School Board purchased enough land for additional schools in this campus.

12. The new Route 9 was added to provide a new four lane access east over the mountain.

The following are changes in the neighborhood that would specifically support the requested change to the Residential Growth District:

1. Availability of Public Utilities and Services:

Public Water and Sewer services with additional capacity are now available in this neighborhood. The availability of this 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 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 Plan strongly supports the map amendment request based on the availability of services as recommended in the UGBs and the PGAs. The Applicant has already discussed the water and sewer services with the Utility Companies.

2. Growth in the Corridor:

Since the adoption of the original Zoning Ordinance in 1988, this area has grown considerably. The significant residential growth in the Flowing Springs growth corridor which is within the Shenandoah Junction/Schools PGA; the residential and commercial growth within Ranson and the Charles Town and Ranson UGBs, the expansion of services at Jefferson Medical Center and the development of the Valley Health facilities including the Urgent Care along with the Home Depot/Kohls/Weis shopping complex, etc. These types of developments along with the existing growth in the Charles Town and Ranson area illustrate that commercial and residential is very much consistent with the Comprehensive Plan; especially since most of these came after the Zoning Ordinance was adopted. The map amendment for the subject property is exactly what is envisioned in the Comprehensive Plan for the Preferred Growth Areas and within the Urban Growth Boundaries.

C. *Change of Transportation Characteristics:*

There have been positive changes in the transportation and traffic characteristics in this area since the time of the adoption of the Zoning Ordinance. Most of these are already addressed in the Change of Neighborhood section of this application. This includes the completion of the four lane Route 9 to both Route 81 and over the Mountain which helped to facilitate much of the commuter traffic. Additionally, the road was widened and improved to accommodate the large volume of tractor trailer traffic associated with the industrial and commercial growth in the area.

The finished Route 9 through Jefferson County was the major change in transportation characteristics that serves Ranson and the Ranson UGB where the subject property is located. It is also the direct four lane link to Route 81 that Jefferson County supported. This road has opened both trade routes and commuter routes in and out of Jefferson County.

The newly started construction on the four lane Route 340 from the 'Bypass' south of town to the Virginia line will have a major effect on this entire region, but specifically to properties (such as the subject parcel) that have close access to the Route 9/Route 340 corridor. This improvement and widening of Route 340 to the VA line, will promote the additional location of housing for expanded commuter traffic especially within this Urban Growth Boundary and the Preferred Growth Areas of the UGB and the Shenandoah Junction/Schools PGA.

These changes and improvements to the transportation system and neighborhood have taken place since 1988 when the Zoning Ordinance was adopted. Since the Comprehensive Plan was adopted in 2015, most of these road improvements have already been taken into consideration in the Envision Jefferson 2035 Comprehensive Plan. All these improvements have had a very positive effect on the transportation characteristics and traffic flow in this area and neighborhood. The four lane Route 9 was recognized as a driving force for the creation of this area's Urban Growth Boundary and Preferred Growth Area in the Plan. Accordingly, the Comprehensive Plan already acknowledges that these transportation changes have had a positive effect in this area, so much so that Ranson adopted, and the County acknowledged the UGB and approved the creation of this area as an Urban Growth Center as a Preferred Growth Area. These changes and improvements to both the Comprehensive Plan and the Transportation Characteristics support the rezoning of the subject property.

D. *Error in the Original Zoning Map*

The primary justification for a map amendment/rezoning in West Virginia is the consistency of the request with the Comprehensive Plan. This is the reason that the Comprehensive Plan is so thoroughly discussed in this Application and Request for Map Amendment. However, in some jurisdictions, an error in the original or amended zoning map is also used as a good indicator for map amendments. Accordingly, this Petition will briefly touch on some of the reasons that this property should have been zoned for development when the original ordinance was adopted; and/or shortly after the Envision Jefferson 2035 Plan was adopted. These are not errors in the traditional sense, just reasons that the area should be rezoned based on the circumstances that existed in 1988 when Zoning was adopted or after the 2015 Comprehensive Plan was adopted.

Listed below are several reasons why this property should have been zoned for development in 1988 when the original ordinance was adopted and after 2015 when the Envision Jefferson 2035 made it very clear that the property was ideal for growth. These reasons have already been discussed in detail in this Petition. Furthermore, these reasons alone would support the requested map amendment to the Residential Growth:

1. The property is located on a major road between Ranson/Charles Town and Shepherdstown which are three of the five Incorporated areas in Jefferson County, and it is a Major Collector Road as defined by the 2015 Comprehensive Plan;
2. The property has access to expanded public water and public wastewater capacity and services;
3. The property is located just south of Jefferson High School, which was the only high school in Jefferson County in 1988 and is now one of two high schools in the County. It is also close to the new Ranson School Campus under construction and close to the Wildwood Middle School and Driswood Elementary School which were constructed since the Zoning Ordinance was adopted; and,
4. The long anticipated major connection was made with Route 81 when the Route 9 Four Lane was completed which there is direct access to Route 9 just south of this site.

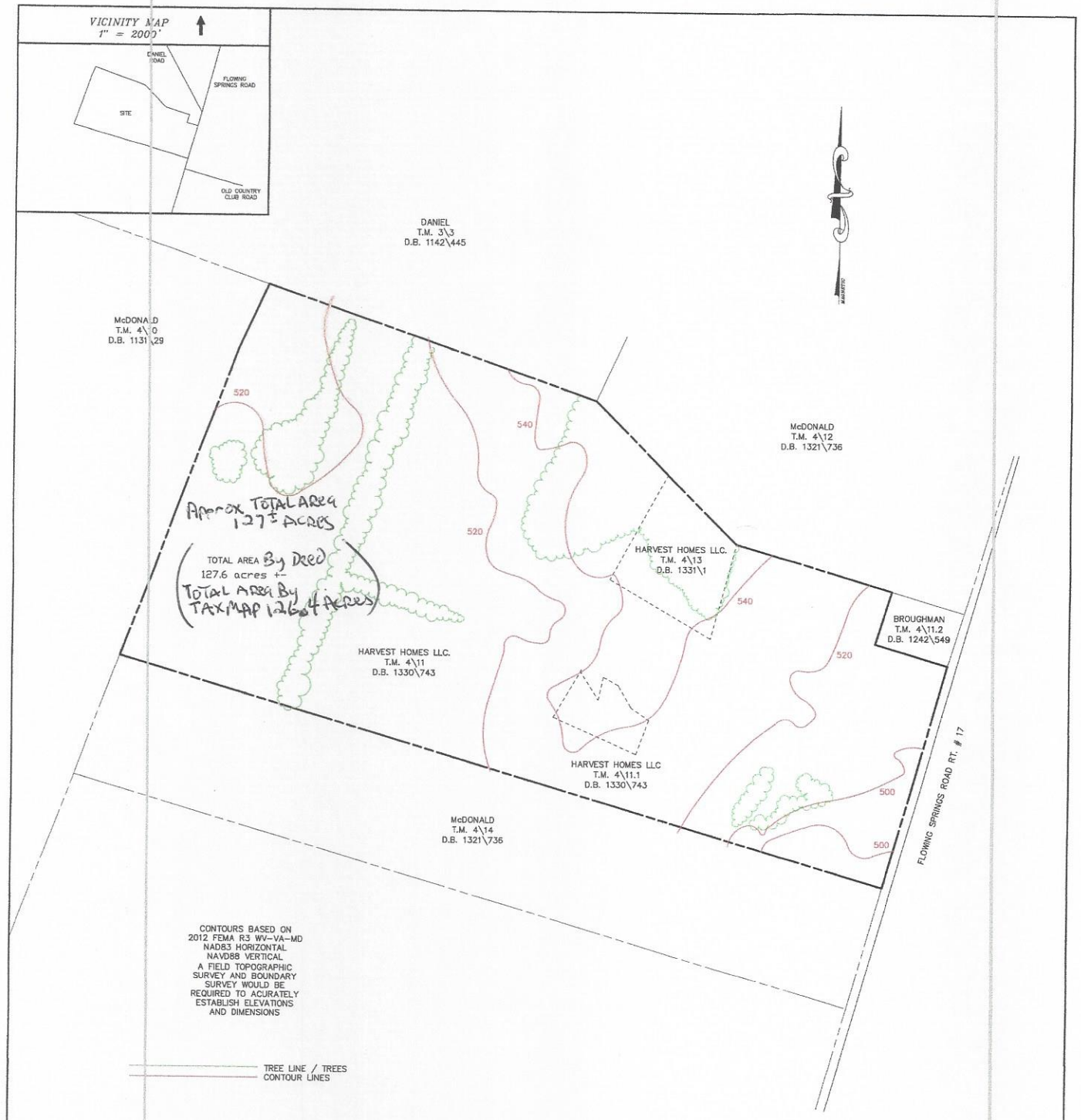
Once you combine these facts with the other compelling factors in the application, this Map Amendment is strongly consistent with the Plan. These arguments are bolstered by the creation and approval by both Ranson and the County Commission of the Ranson Urban Growth Boundary and the subsequent adoption of the Envision Jefferson 2035 Comprehensive Plan, which places the subject properties within this UGB/PGA.

E. *Conclusion:*

The Owner/Applicant respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Petition 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 fact that the property should have been classified as one of the Growth Zones/Districts in the original ordinance or at least during or after the 2015 rewrite of the Comprehensive Plan; the positive changes in the transportation characteristics in the area, especially the construction of Route 9; the changes in the neighborhood from when the original zoning ordinance was adopted (including the new schools, new residential developments, expansion of Sewer and Water, major commercial developments in the area); the fact that the property and area is located in a Preferred Growth Area in the 2015 Plan and as a UGB in 2009 indicates this area as a major growth location; and, the fact that the property has access to Public Water and Sewer and other services. This map amendment will change the zoning classification on the Owner/Applicant's three properties identified in this application from the Rural District to the Residential Growth District.

Harvest Homes, LLC

10-9-24
Date



Approx 127± Acres (126.4 by Tax Map 127.6 By Deed)

HARVEST HOMES REZONING SKETCH PLAT
TAX MAP 4 PARCELS 11, 11.1, & 13 CHARLES TOWN DISTRICT

JEFFERSON COUNTY, WEST VIRGINIA

DEED BOOK 1330 PAGE 743 & 1331 PAGE 1 .

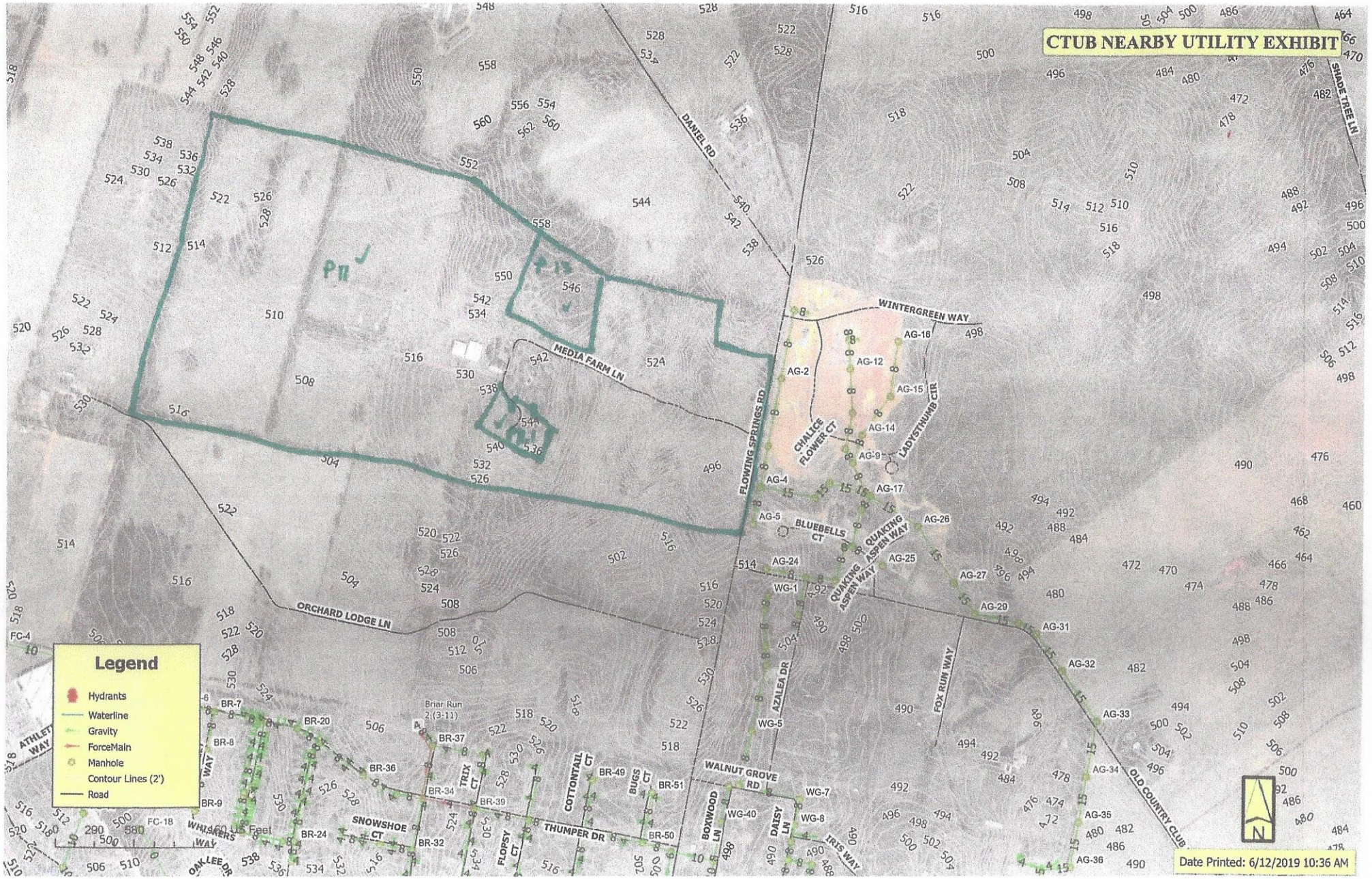
KABLETOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

PROPERTY STANDING IN THE NAME OF HARVEST HOMES LLC., AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOKS 1130\743 & 1131\1.

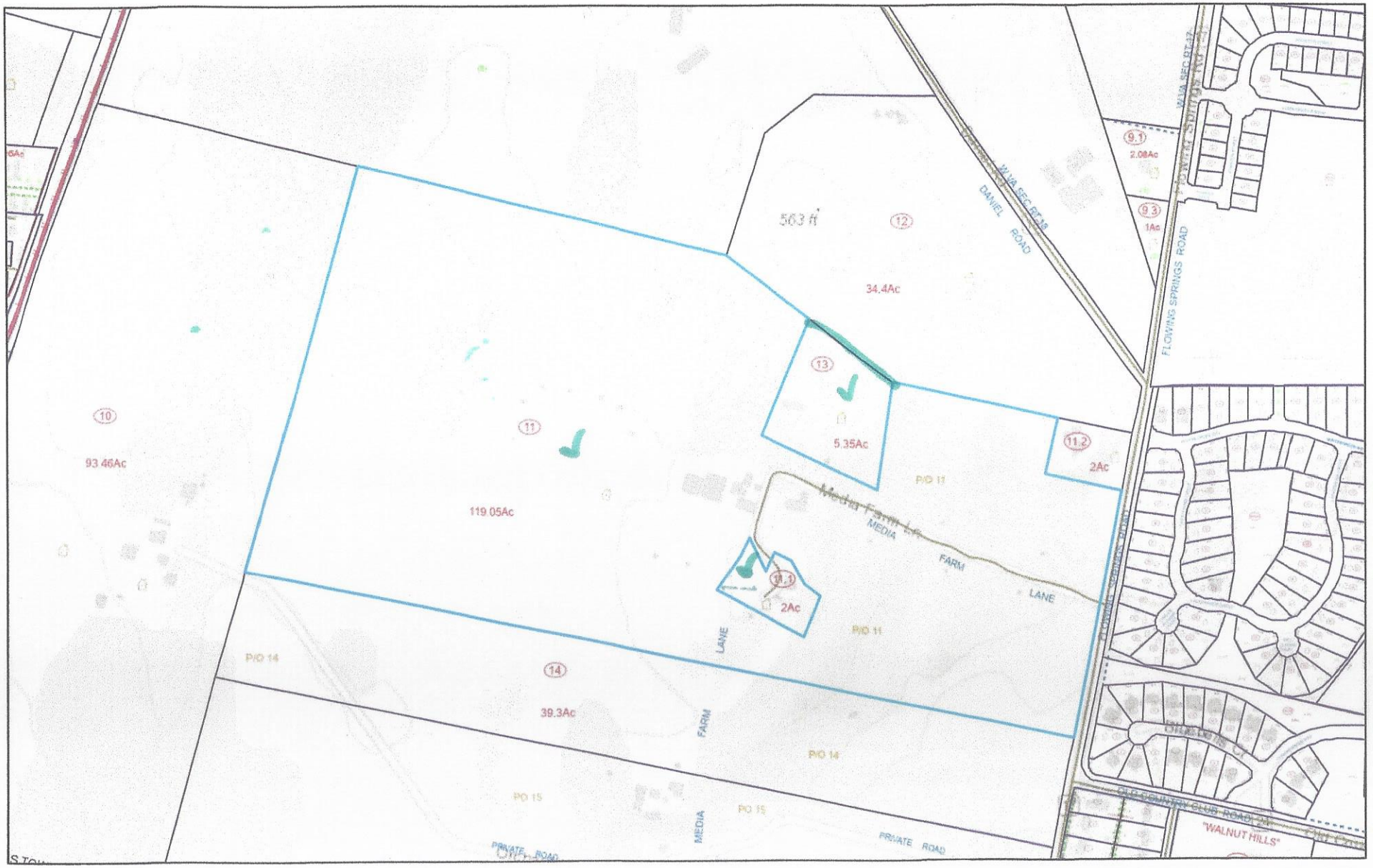
SURVEYOR: PETER H. LORENZEN – P.O. BOX BOX 316, SUMMIT POINT, WV. 25446.
(304) 728-6093

OWNER\ DEVELOPER: HARVEST HOMES LLC, 67 LUTMANS LANE, KEARNEYSVILLE, WV, 25430
(304) 702-2500

DWG #HARVEST DATE 10-08-24


CTUB NEARBY UTILITY EXHIBIT
Legend
Hydrants
Waterline
Gravity
ForceMain
Manhole
Contour Lines (2')
Road
0 290 580 1,160 Feet
Date Printed: 6/12/2019 10:36 AM
DANIEL RD
MEDIA FARM LN
FLOWING SPRINGS RD
WINTERGREEN WAY
CHALICE FLOWER CT
LADYSTHUMB CIR
BLUEBELLS CT
QUAKING ASPEN WAY
AZALEA DR
FOX RUN WAY
ORCHARD LODGE LN
WALNUT GROVE RD
THUMPER DR
SNOWSHOE CT
FLOPSY CT
COTTONTAIL CT
TRIX CT
BUGS CT
BOXWOOD LN
DAISY LN
IRIS WAY
OLD COUNTRY CLUB
SHADE TREE LN
ATHLETIC WAY
OAK LEE DR
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AG-2
AG-4
AG-5
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AG-12
AG-14
AG-15
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AG-17
AG-24
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BR-20
BR-24
BR-32
BR-34
BR-36
BR-37
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FC-4
FC-18

Viewer Map



October 3, 2024

Site Location

1:9,028

0 320 640 1,280 ft

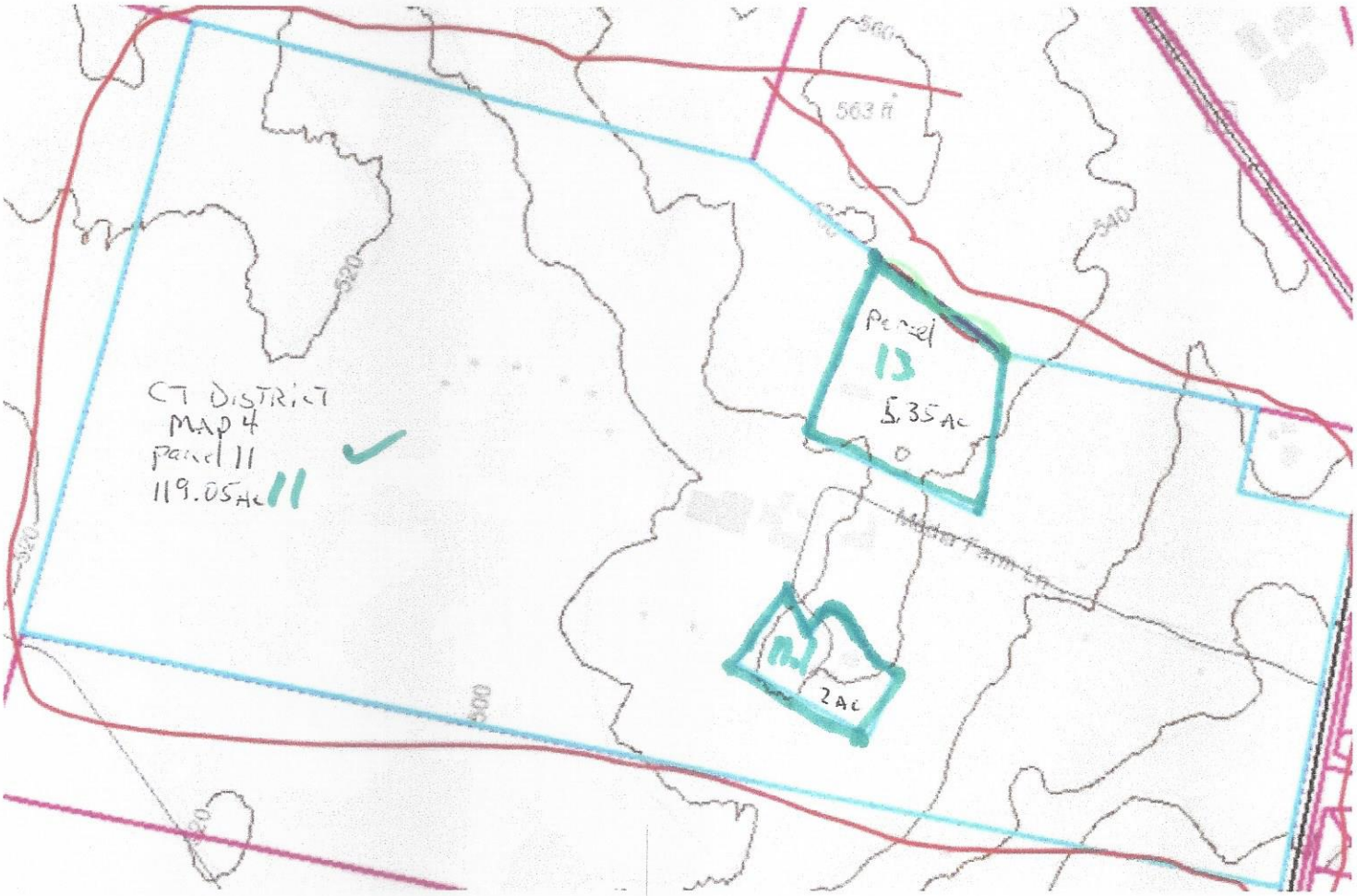
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WashCo MD, VITA, West Virginia GIS, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

Me

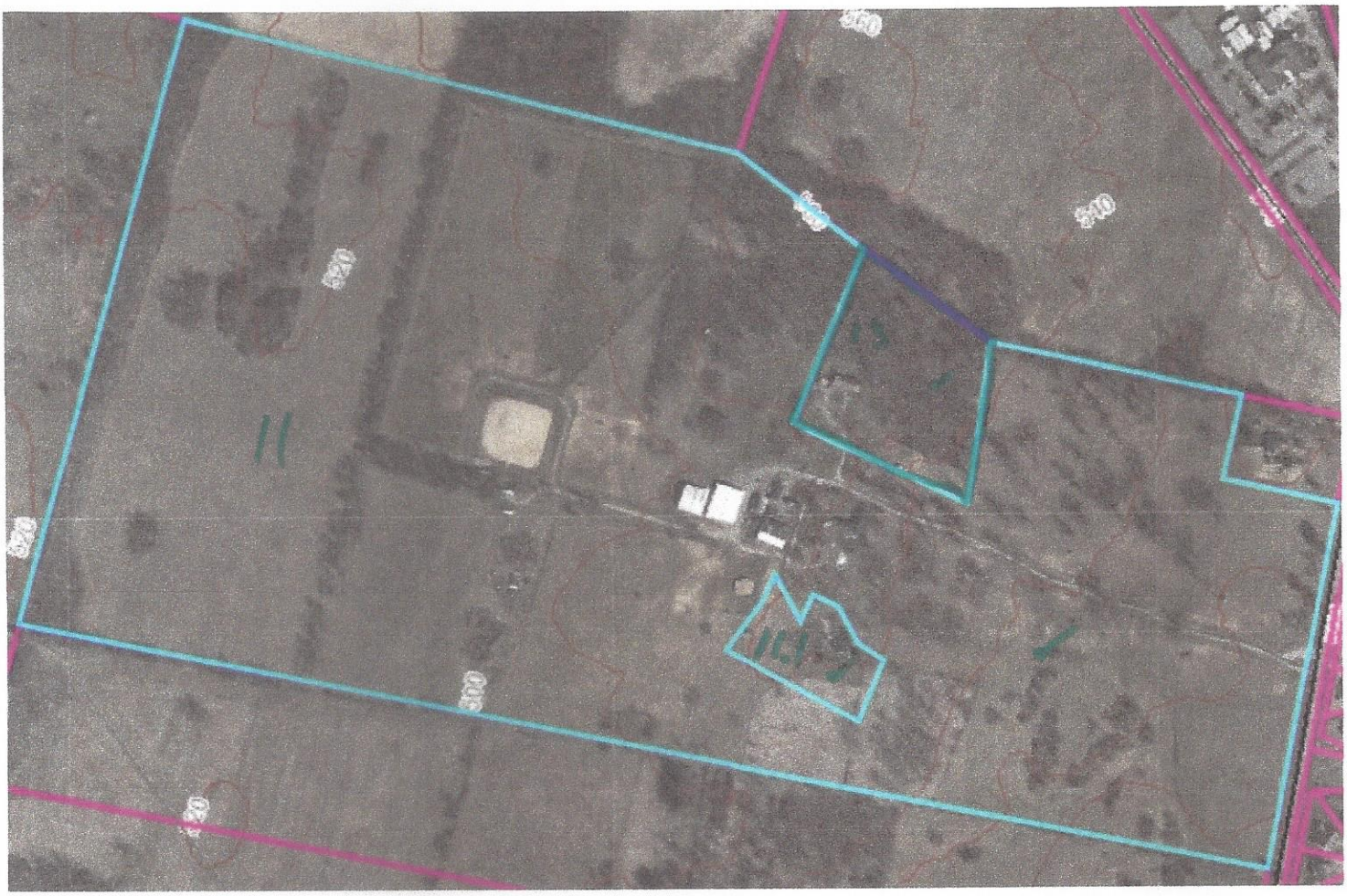
Copyright 2014

SITE



CT District
MAP 4
Parcels 11 119.05 ac±
11.1 2 Ac
13 5.35 Ac

Topo - County Website



SITE Aerial
TOPO
NATURAL & MANMADE CONDITIONS

Future Land Development
Jefferson County, WV

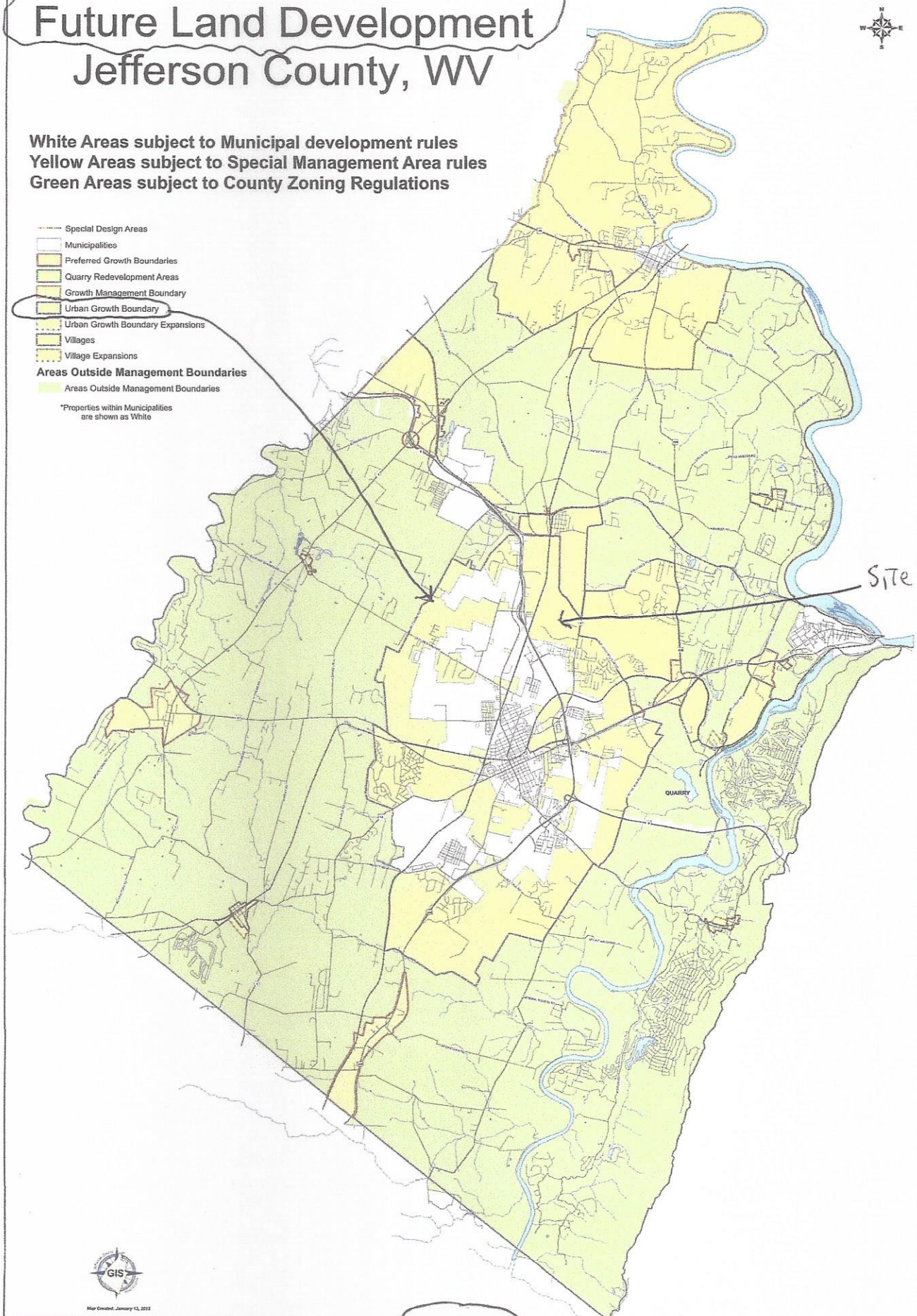
White Areas subject to Municipal development rules
Yellow Areas subject to Special Management Area rules
Green Areas subject to County Zoning Regulations

- Special Design Areas
- Municipalities
- Preferred Growth Boundaries
- Quarry Redevelopment Areas
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansions
- Villages
- Village Expansions

Areas Outside Management Boundaries

Areas Outside Management Boundaries

*Properties within Municipalities are shown as White



GIS

Map Created: January 13, 2015

Jefferson County
ENVISION JEFFERSON 2035 Comprehensive PLAN

Future Land Use Guide
Jefferson County, WV

4

Envision Jefferson 2035 Comprehensive Plan

- Special Design Area
- Preferred Growth Area
- Quarry Redevelopment Area
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansion
- Village
- Village Expansion
- 2004 Growth Area

Berryville Pike DOH Realignments

- Alternative 4
- Alternative 4A
- Alternative 4B
- Farmland Preservation

Land Use Classification

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

*Properties within Municipalities are shown as White

Site

QUARRY

GIS

Map Created: February 3, 2015

Effective Date Dec. 14, 2015

Signature Jane M. Lobb
Certified by County Commission President
Jefferson County, WV

0 1 2 4 Miles

Notes:
1. Current zoning classifications shall remain in effect. This map does not alter or replace current zoning classifications or rights. See the official zoning map for determination of zoning districts.

2. Use of this map is to be in combination with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan when considering Zoning Map Amendments and future land use decisions.

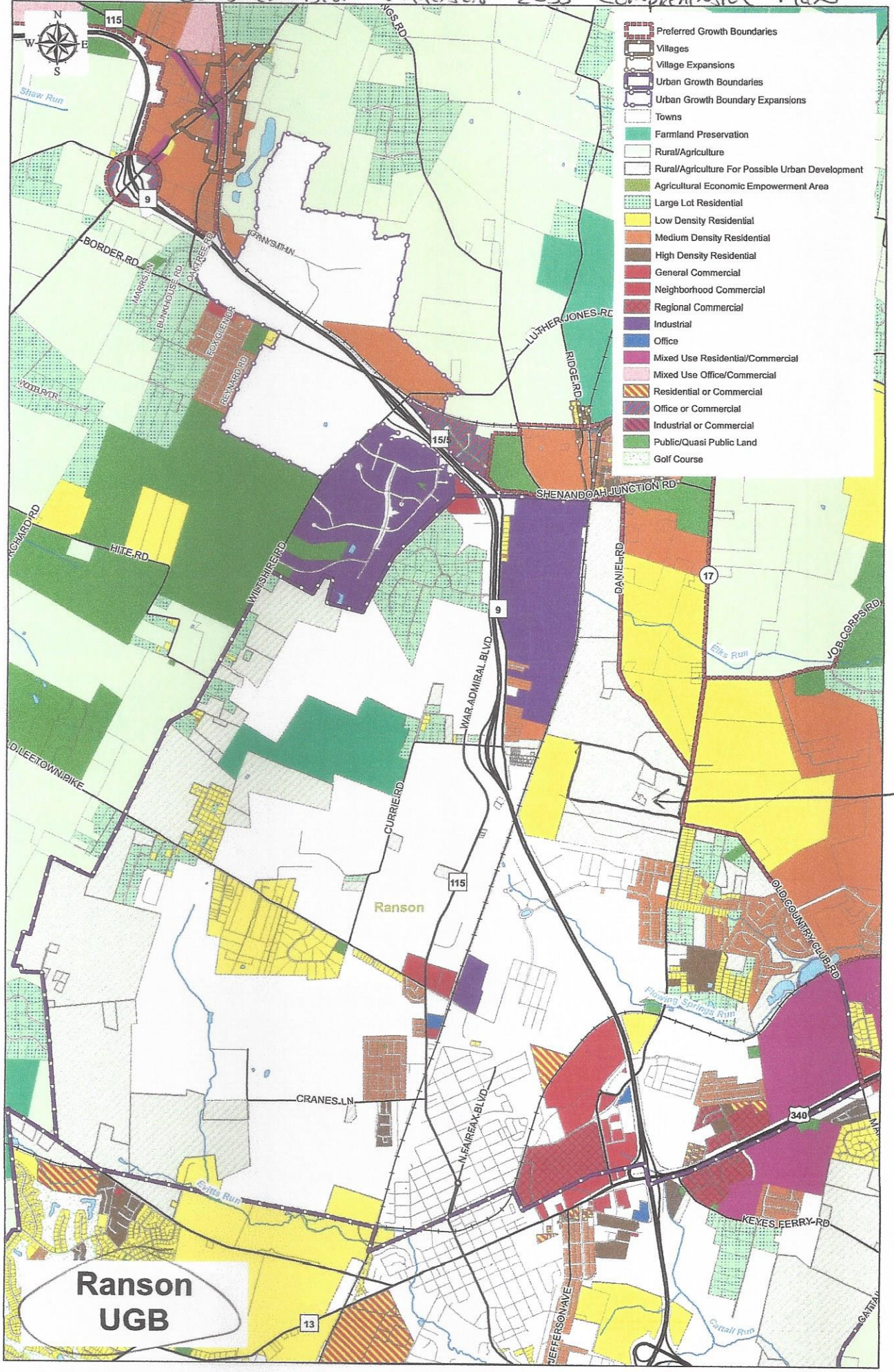
3. Areas within the Urban Growth Boundary are considered a growth area. For property shown within the Urban Growth Boundary of this map, particularly those shown as Rural/Agriculturally zoned, it is expected that rezoning or Zoning Map Amendments will occur when there are adequate public services in these locations. The plan recommendations and goals of Envision Jefferson 2035 anticipate that properties within the Urban Growth Boundary should be annexed into the municipalities and ultimately into the Urban Growth Boundary. The plan does not prevent a property owner within an Urban Growth Boundary, but not annexed into a municipality, from developing using Jefferson County's land development guidelines.

4. The areas below are highlighted on the map with a colored asterisk for ease of reference to the Envision Jefferson 2035 Comprehensive Plan:

[illegible] – Quarry Redevelopment Areas (page 71)

[illegible] – Northport Station at Jefferson Orchard (page 111)

2015 Envision Jefferson 2035 Comprehensive Plan



SITE

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Mike Shepp, Planning Commission President and Luke Seigfried, County Planner

Department or Organization: Planning Commission and Office of Planning and Zoning

Estimation of amount of time needed for appointment: 60 minutes

Date Requested – 1st Choice: **October 17th**
If a specific date is needed, please provide reason for specific date: ***State code requires the Planning Commission to present the recommended draft Comprehensive Plan Update at the next available meeting of the County Commission.***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):
Planning Commission Presentation of the Recommended Comprehensive Plan

Please provide the County Commission with a description of your request or presentation, including any background information:
In January 2022, the Planning Commission began the process of updating the Comprehensive Plan. The County's Comprehensive Plan is a long-range planning tool that needs to be updated every ten years to guide Jefferson County's development of land and general improvements. After a series of work sessions, stakeholder meetings, public input meetings, and the Planning Commission Public Hearing, the Planning Commission voted on October 8th, to recommend and submit the Comprehensive Plan to County Commission for their adoption.

The purpose of this meeting is for Planning Commission to present the full document to County Commission. Planning Commissioners and staff will be present for this meeting to answer questions. Following this meeting, County Commission will have 90 days (until January 14th) to either Adopt, Reject, or Amend the Comprehensive Plan. Prior to taking action, County Commission must hold a Public Hearing with at least a fifteen-day notice. In the event that County Commission votes to Reject or Amend the Comprehensive Plan, the document will be sent back to Planning Commission with a written statement of the reasons for the rejection or amendment.

Following this presentation of the recommended Comprehensive Plan, County Commission will need to schedule a Public Hearing. At least fifteen days prior to the Public Hearing, notice of the date, time, and place must be published

Is this a funding request? **No**
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to call a Public Hearing on the recommended Comprehensive Plan to be held at ___ on ___ starting at ___. Written comments will be collected until ____.

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

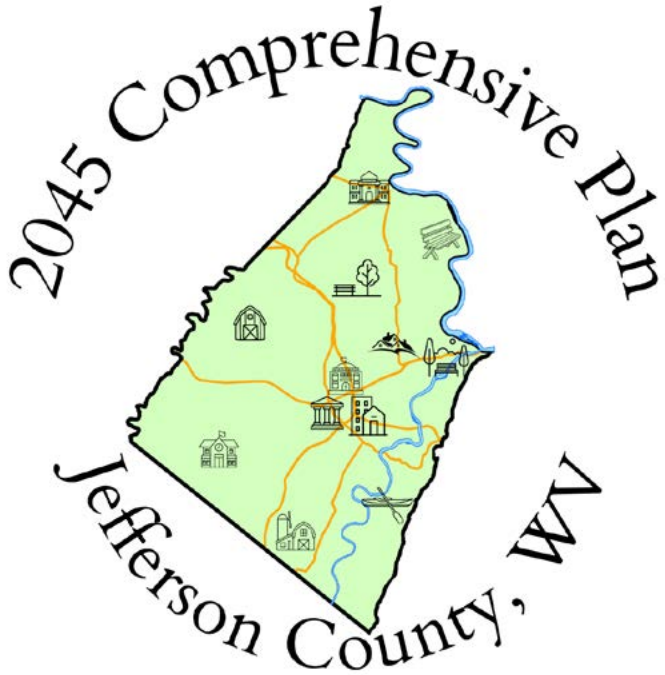
Is equipment needed? Projector **Yes** Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Luke Seigfried
Email address: complan2045@jeffersoncountywv.org Phone Number: (304) 728-3228

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

2045 Comprehensive Plan

Jefferson County, West Virginia



2045 Comprehensive Plan
Recommended 10-08-24

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Executive Summary

The main purpose of the *2045 Comprehensive Plan* is to build on the groundwork and accomplishments of Envision Jefferson 2035 Plan and continue to foster the improvement of Jefferson County. From its implementation in 2015, Envision Jefferson 2035 has seen many of its main objectives come to fruition through the work and dedication of Jefferson County's residents, County Staff and officials, and partner agencies. Several essential zoning and subdivision text amendments were approved, supporting historic preservation and adaptive reuse in collaboration with the Historic Landmarks Commission. These amendments also included the adoption of campground regulations; established agricultural special event facility provisions; removed the LESA process from development review; strengthened the provision for cluster developments; and clarified rural site plan standards to protect the County's rural character. By expanding on the progress made through Envision Jefferson 2035, the *2045 Comprehensive Plan* is focused on guiding the County into the next 20 years.

To initiate these goals, Jefferson County's local government and staff began the process of creating the *2045 Comprehensive Plan* by gathering input from County residents through five public input meetings over 2023 and 2024. At the first meetings, residents were able to share ideas about the most paramount topics for the Plan to include. Later meetings gathered public comments on specific goals, objectives, and the Future Land Use Guide. Staff also created a large-scale survey to gather residents' opinions on Jefferson County, including such topics as positive improvements, negative detractions, and quality of life in the community. The survey garnered approximately 1,200 results and was instrumental in helping the Planning Commission and County Staff determine what concepts to prioritize. Building on the public input, Planning Commission and Staff drafted the Comprehensive Plan during work sessions throughout 2023 and 2024. When the *2045 Comprehensive Plan* draft was complete, Planning Commission then held a public hearing for residents to offer comments. Following this, Planning Commission recommended the *2045 Comprehensive Plan* to the Jefferson County Commission for adoption.

In order to achieve its purpose of guiding Jefferson County, the *2045 Comprehensive Plan* relies on goals and objectives categorized by five themes: Quality Land Use and Growth Management, Promoting Tourism and Conservation, Community Connections, Growing a Diverse Economy, and Creating Livability. As these foundational concepts are implemented, Jefferson County can improve as a community to remain a place where people of all lifestyles can live and thrive.

Acknowledgments

County Commission Members

Steve Stolipher, President
Jane Tabb, Vice President
Kelvin Upson
Pasha Majdi

Planning Commission Members

Mike Shepp, President
Aaron Howell, Vice President
Wade Louthan, Secretary
Steve Stolipher, County Commission Liaison
Cara Keys
Donnie Fisher
Jack Hefestay
J. Ware
Tim Smith

Planning and Zoning Staff

Alexandra Beaulieu, Deputy Director & Zoning Administrator (through September 2024)
Jennifer Brockman, Chief County Planner
Luke Seigfried, County Planner
Jennilee Hartman, Zoning Clerk
Michelle Evers, Planning Clerk (through May 2024)
Colin Uhry, Planning Clerk (beginning September 2024)
Joe Guttmann, 2023 Planning Staffer
Shenandoah Olsen, 2023 and 2024 Planning Staffer

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Jessica Gormont, GIS Coordinator
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Alexander Malek, Mediadesign

Partner Agencies and Organizations

City of Ranson
Town of Bolivar
City of Charles Town
Corporation of Harpers Ferry
Corporation of Shepherdstown
Eastern Panhandle Transit Authority
Hagerstown/Eastern Panhandle Metropolitan Planning Organization
West Virginia Department of Highways
West Virginia American Water
Charles Town Utility Board
Shepherdstown Utilities
Harpers Ferry Water Works
Jefferson County Board of Education
Jefferson County Emergency Services Association
Jefferson County Parks and Recreation
Jefferson County Convention and Visitors Bureau
Jefferson County Development Authority
Jefferson Medical Center
Historic Landmarks Commission
Farmland Protection Board
Land Trust of the Eastern Panhandle
West Virginia Department of Environmental Protection
West Virginia Rivers Coalition
Unites States Geological Survey Eastern Ecological Science Center
Shepherd University

Format of the Comprehensive Plan

The Comprehensive Plan is organized into Themes, Goals, Objectives and Action Items.

Themes organize the priorities of the Comprehensive Plan into understandable segments

Goals

are the aspirational statements that help envision and focus where the community is headed.

Objectives

focus on specific policies and programs to bring the Goals to fruition.

Action Items

operate under the Objectives as specific and attainable items that have a timeline and the group/s that are responsible for enacting them.

Objective

Action Items

Goals

Examples of structuring.

Objective

- Action Item
- Action Item
- Action Item
- Action Item

Objective

- Action Item

Objective

- Action Item
- Action Item

Organizing a Comprehensive Plan

Key Players: County affiliated organizations that are responsible for undertaking an Action Item.

P&Z	Planning and Zoning
PC	Planning Commission
CC	County Comission
JCDA	Jefferson County Development Authority
EO	Elected Officials
CVB	Jefferson County Convention and Visitors Bureau
HLC	Historic Landmarks Commission
FPB	Farmland Protection Board
JCPR	Jefferson County Parks and Recreation
JCBOE	Jefferson County Board of Education
EPTA	Eastern Panhandle Transit Authority
ESA	Emergency Services Agency
HD	Jefferson County Health Department

Time Frame: The Time Frame of an Action Item is an estimate and the time to complete an Action Item may vary.

Ongoing, 1-2 years, 3-5 years, 6-10 years, Yearly

The *2045 Comprehensive Plan* is a document for Jefferson County and is not for one particular department. The Plan does not have authority over the municipalities in Jefferson County but successful collaboration with our municipalities is highly supported for a successful plan.

The Plan is organized into five themes and seventeen goals under the umbrella of those themes. The Themes, Goals, Objectives, and Action Items are not in preferential order.

Jefferson County's *2045 Comprehensive Plan* is the sixth plan for the County since the first Planning Commission was formed in 1968. The need for long range planning has continued over the last 56 years as a response to growth in the greater Washington metropolitan area. The *2045 Comprehensive Plan* began in the winter of 2022 with Planning Commission deciding to develop the Comprehensive Plan with the assistance of staff. Planning Commission's goal was to create a focused Comprehensive Plan that would be easily approachable to anyone who uses it.

Adoption of a Comprehensive Plan is not the end of long range planning. Text amendments, ordinances updates, ongoing collaboration are all part of the ongoing planning process and are contained as Action Items and Objectives within this Plan. Throughout this document any place the term "*2045 Comprehensive Plan*" or "this Plan" is used, it is intended to include all goals, objectives, action items, text, and maps incorporated herein. References to "the County" is meant to be Jefferson County, WV. Photographs in this Plan are for illustrative purposes only and are not intended to unduly draw attention to one area over another.

Comprehensive Plan Users Guide

Elected Officials

Public and elected officials can use the Plan as a guide to write and/or amend land use and development rules and regulations that affect Jefferson County. The Plan is also a tool for implementing the long range goals of Jefferson County that may require support at the local or state legislative level.

Appointed Commissions

The Jefferson County Planning Commission, Board of Zoning Appeals, Parks and Recreation, EPTA, Farmland Protection Board, and other appointed boards and commissions refer to the Plan to make decisions about topics including land use proposals, providing recreational areas, developing pedestrian trails, and other similar proposals.

General Public

Residents use the Plan to assess and participate in implementing the County‘s long term goals. They can also use the Plan as an aid when addressing an appointed commission or board about a request, proposal, or other matter.

County Staff

Staff use the Plan as a reference tool when evaluating development proposals, rezoning requests, and other facility or service improvements.

Development Interests

Landowners in Jefferson County can consult the Plan to request owner-initiated zoning map amendments and development proposals. Business owners, developers, and others involved in Jefferson County can also use the Plan as a guide to develop projects that support the goals and implement the objectives described in the Plan.

Partner Agencies

Jefferson County‘s partners including West Virginia Department of Transportation (WVDOT), Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO), Jefferson County Board of Education (JCBOE), and many others can use the Plan to aid and participate in mutually supported goals.



Courtesy: Jefferson County Parks and Recreation



Quality Land Use and Growth Management

Jefferson County, WV is situated in the Eastern Panhandle and is part of the Greater Washington Metropolitan Area. In addition to its regional position, Jefferson County's demographic profile and economic opportunities are heavily impacted by the state of West Virginia. The road system, public teacher salaries, state code, state tax policies, and other legislative policies are all controlled or decided at the state level. The delegation of state powers limit the role of the county government in land use and infrastructure.

As a whole, Jefferson County is more educated, has less poverty, and is economically better off than the rest of the state of West Virginia. Significantly, Jefferson County has been one of the few counties in West Virginia that has seen an increasing population between 2010 and 2020. Jefferson County's population growth was aided by its natural population increase and its ability to attract out-of-state migrants. In contrast, most of West Virginia has experienced population decline as more people have moved out of the state. As a geographic and economic outlier, Jefferson County often has very different issues that are not shared with the rest of the state. One of the key concepts that the Comprehensive Plan addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, it is important to identify specific areas to focus infrastructure and community service into.

Future Land Use Guide

As part of the Envision Jefferson 2035 Comprehensive Plan, a Future Land Use Guide was adopted for the first time in Jefferson County. The Future Land Use Guide was made to assist in guiding the Planning Commission and County Commission in making decisions on changes to the Zoning Map. Both the Envision Jefferson 2035 Comprehensive Plan and the *2045 Comprehensive Plan* do not initiate any zoning map amendments. Use of the Future Land Use Guide is to be in combination with the recommendations of this Plan when considering owner initiated zoning map amendments. The existing zoning on any property in the County will not be affected by this process. This Plan, including the Future Land Use Guide, does not propose to reduce the rights of any property owner. The *2045 Comprehensive Plan* has updated the Future Land Use Guide and included several changes to the Land Use Classifications. The Land Use Classifications were restructured to align them with the zoning districts used in the county. The Future Land Use Guide does not contain any Land Use Classifications that align to the Residential-Light Industrial-Commercial zoning district and instead has proposed three new zoning districts to avoid using the Residential-Light Industrial-Commercial district. The preferred choices of zoning districts for Zoning Map amendments are the proposed districts in this Plan or the existing zoning districts with the exceptions of Residential-Light Industrial-Commercial, Major Industrial, and Planned Neighborhood Development.

The Difference between Land Use Maps and Zoning Map

The Future Land Use Guide expresses the desired arrangement of future land use patterns.

The Zoning Map identifies currently mapped zoning categories that work with current regulations, managing or regulating some of the opportunities of the land.

Jefferson County contains five municipalities:

- Charles Town is the county seat of government. Charles Town is centrally located and has the largest downtown business district in the county.
- Ranson is located immediately to the north of Charles Town. Ranson was originally founded in the late 1900s to attract manufacturing operations.
- Shepherdstown is located in northern Jefferson County on the Potomac River. It has a small, historic business district and is home to Shepherd University.
- Harpers Ferry is a former industrial city located at the confluence of the Potomac and Shenandoah rivers. Today, most the town's territory is part of the Harpers Ferry National Historical Park. Its historical significance and the preserved nature of the townscape makes Harpers Ferry a major tourist destination.
- Bolivar is located up the hill from the lower town of Harpers Ferry. It historically provided housing for the workers of Harpers Ferry. Today, the town remains primarily a residential area with a sprinkling of small businesses.

There are eight recognized unincorporated villages in Jefferson County. All of the villages develop under County regulations. Each municipality has defined boundaries. Within town limits, the municipalities have certain taxation powers, are given jurisdiction over land-uses, and may provide services such as policing. Areas located outside of the established town limits are considered unincorporated.

Villages of Jefferson County

- Bakerton
- Kearneysville
- Leetown
- Middleway
- Mannings
- Rippon
- Shenandoah Junction
- Summit Point

The Future Land Use Guide and the Zoning Map are different. The categories on each may bear some similarities, but the maps themselves are not the same. This Plan does not call for County initiated zoning map amendments, as it is anticipated that all zoning map amendments will be owner initiated. All property owners within Jefferson County have the right to request a zoning map amendment. The Planning Commission reviews all zoning map amendment requests and makes a recommendation to County Commission regarding whether if a given request is or is not consistent with the Future Land Use Guide and relevant text of this Plan. Following a public hearing regarding the request and with the advice of the Planning Commission, County Commission must act as the governing body and determine if the request is consistent or inconsistent with the Comprehensive Plan or otherwise meets the requirements of WV Code 8A.

Urban Growth Boundary (UGB)

According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are…"an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective

twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area."

At present, only three of the five municipalities in Jefferson County have planning boundaries that meet the definition of §8-6-4a of the West Virginia Code. In 2009, Charles Town and Ranson had their UGBs formally approved by the County Commission. In 2014, Shepherdstown created a boundary called the Growth Management Boundary (GMB) which falls under the state definition of a UGB and was formally approved by the County Commission. If Bolivar or Harpers Ferry chooses to create a UGB in the future that is different than the Preferred Growth Areas (PGAs) depicted, the recommendations in this Plan related to UGBs may be extended to the newly created UGBs based on the town's planning goals. The use of the term UGB throughout this document refers to the Charles Town and Ranson UGBs only.

This Plan expects that properties within the UGB may be annexed into the adjoining municipality which has created the UGB. However, an entity with property located within the UGB could choose not to annex their land into a municipality and could then develop the land under the County's land development standards instead. In such circumstances, the UGB acts as a Preferred Growth Area for the County and urban level development is still anticipated in these areas.

A. Shepherdstown Growth Management Boundary (GMB)

In 2014, Shepherdstown GMB includes the north of the county from the County border to the Potomac River and encompasses the colloquially termed greater Shepherdstown area. Shepherdstown's adopted GMB allows the Corporation to plan for future growth and annexations, but is not anticipated to have urban scale development if it remains in the unincorporated area. A smaller Preferred Growth Area that would be conducive to urban scale development has been identified to the west of the Shepherdstown.

B. Ranson Urban Growth Boundary (UGB)

In 2009, Ranson formally requested that the County Commission approve a prior Townscape Boundary as their Urban Growth Boundary. This boundary was approved in 2010 and is reflected on the County Zoning Map.

C. Charles Town Urban Growth Boundary (UGB)

In 2009, Charles Town formally requested that the County Commission approve a prior Townscape Boundary as their Urban Growth Boundary. This boundary was approved in 2010 and is reflected on the County Zoning Map.

Preferred Growth Areas (PGA)

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the *2045 Comprehensive Plan*. These areas are outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County's development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. 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.

The proposed PGAs are (in no particular order):

A. Shepherdstown PGA

This PGA is located south and west of Shepherdstown and defined predominately by existing zoning, residential and commercial development, and access to water and sewer services. It encompasses an area 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. 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 areaB

B. US 340 East PGA

Much of this area between Charles Town, Ranson, Harpers Ferry and Bolivar is already zoned for a wide range of commercial and residential uses. Water and sewer facilities exist along several segments of this corridor, particularly within the nodes where development is proposed to take place. The easternmost segment of the PGA could eventually be included as part of a Bolivar UGB.

C. US 340 South PGA

Parts of the area from Rippon to the Clarke County Line along US 340 have been zoned for Industrial and Commercial uses prior to the Future Land Use Guide and are conducive for further growth based on the road infrastructure, including the ongoing US 340 widening and realignment, which is reflected in the Future Land Use Guide.

D. Route 9 PGA

This area between Kearneysville and the Berkeley County line has the potential to access water, sewer, and natural gas services from Berkeley County, allowing more intense business park/commercial uses to develop along the County line. The intersection of Route 9 and Leetown Pike is characteristic of a commercially oriented highway interchange, and Kearneysville could develop small businesses and residential uses compatible with the village district. As part of the *2045 Comprehensive Plan*, the Route 9 PGA has been extended to include properties south of Route 9 down to Border Rd.

E. Middleway PGA

Adjacent to the historic village of Middleway located between Charles Town and Inwood is a vacant industrial facility with existing water, sewer, and natural gas utilities which might serve the village area after some improvements. The vacant facility could be redeveloped for a variety of office or business uses and the historic Middleway area could allow development in a pattern and scale compatible with the village district.

F. Shenandoah Junction PGA/School Based Growth Area

This area abuts the Ranson UGB and includes the village of Shenandoah Junction, TA Lowery Elementary School, Wildwood Middle School, Jefferson High School, and the existing Duffields train stop. This PGA allows the development of walkable neighborhoods around these schools. Planning growth around existing schools decreases bus and vehicular traffic and allows for connectivity including walking and biking trails.

G. Residential PGA

The Envision Jefferson 2035 Plan determined that some areas where a concentration of existing or approved residential development exist and are outside of the Urban Growth Boundary (UGB) should be identified as a Residential PGA. This includes properties currently zoned for Residential Growth (RG) or have a vested development right to develop. This core residential area is bounded by Old Country Club Road, Flowing Springs Road, Job Corps Road, and Shepherdstown Pike to the railroad tracks.

The land use classifications on the Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner initiated zoning map amendments (rezoning requests). According to West Virginia State Code Chapter 8A, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan.



Courtesy: Mark Muse Photographs

Goal 1

Ensure that future land use regulations and policies support and balance the land rights of all land owners of all property types.

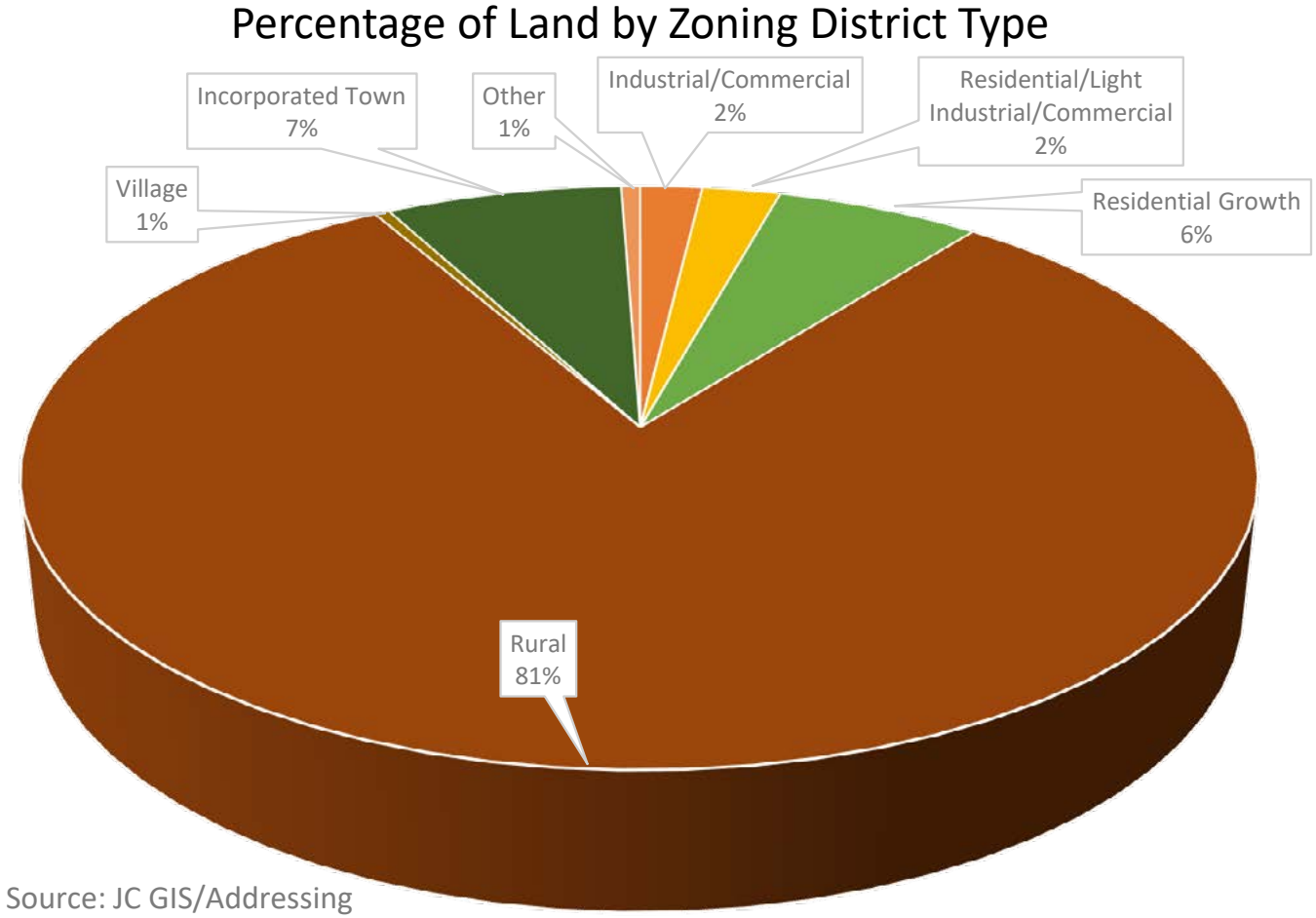
To ensure that any growth that occurs in Jefferson County is positive, the County must support land use regulations and policies that manage the types and locations of that growth. However, this should not infringe on the right of property owners to use and develop their land. Jefferson County must work to find a balance between these factors that encourages quality land use where it is needed most.

Despite the growth that has taken place in recent years, Jefferson County is still a largely rural county, with approximately 81% of the County's land located within the rural zoning district. One step towards quality land use and reducing the conversion of farmland to urban sprawl is clustered development. To reduce the conversion of farmland and the spread of sprawl, the Plan recommends that clustering should be the preferred method of any rural development. This would have land owners group small lots in a traditional rural community pattern. In order to retain the maximum amount of land as open space or rural economic activity, the open space requirement for residential cluster development shall be met by the residue which will retain no development rights. Rural properties outside the UGB, PGA, or GMB can subdivide as a cluster development following the 1 lot per 5 acres requirement and preserving 50% or more of the land as green space. Alternatively, a cluster development can preserve more than 50% of the land as green space by following the sliding scale found in the Zoning & Land Development Ordinance. Clustering is the preferred method of any rural development in order to retain the maximum amount of land as open space or rural economic activity.

There are two quarries along US 340, Old Standard Quarry and Shenandoah Quarry, which were identified in the Envision Jefferson 2035 Comprehensive Plan as areas that would benefit from redevelopment. This Plan supports the redevelopment opportunities for both quarries and these future land uses are reflected on the Future Land Use Guide. Old Standard Quarry would be appropriate for a mixed use, commercial, residential, or recreational uses and possible be part of a trail expansion in the area.

Development in Jefferson County must follow the existing land use regulations. These regulations explain standards for acceptable types of development for land within the County based on many factors including location, size, and available infrastructure. Having adequate and quality infrastructure in Jefferson County is beneficial to residents, businesses, and the County's economy because many types of development cannot occur without it. By planning and coordinating with partner agencies involved regarding where services are to be located, the efficiency of infrastructure systems can be raised. In order to streamline development process and ensure that new growth brings a positive impact to the region, Jefferson County must confirm that its land use regulations are oriented with WV State Code and consider how to preserve the rights of neighboring people, properties, and the natural environment while still allowing property owners to progress with development.

Following the Envision Jefferson 2035 Comprehensive Plan, the County eliminated the previous Land Evaluation and Site Assessment (LESA) system from the Zoning Ordinance and updated the Conditional Use Permit process. This change allowed for a large amount of flexibility for the potential development within the zoning and land use



Source: JC GIS/Addressing

regulations. There are still gaps in the existing zoning districts, which is why this Plan recommends the adoption of additional residential zoning districts. It is important for Jefferson County to take a proactive role in defining where development will occur and

Objective 1.1

Establish a simplified variety of commercial, residential, and mixed-use zoning categories and Land Use Classification appropriate to the County's needs.

1. Educate the public about the County's Zoning, Subdivision, and land development processes and regulations through educational materials, presentations, and digital tools.

P&Z | 1-2 years

2. Introduce text amendments to remove the Major Industrial and Planned Neighborhood Development zoning districts.

P&Z • CC | 1-2 years

3. Establish or modify zoning district options that allow residential and commercial land uses, residential and mixed use land uses, and rural residential land uses.

P&Z • CC | 1-2 years

what that development will look like. This Plan also calls for an update to the Subdivision & Land Development Regulations and the Zoning & Land Development Ordinance. Such an amendment should contemplate the addition of some land uses as principal permitted uses or conditional uses in additional zoning districts if the use benefits the surrounding area and would not negatively impact any surrounding area in the County. During the public input process, residents reported a concern about the access to medical services and other essential institutional services in Jefferson County. Increasing the number of zoning districts that allow medical facilities to develop as principal permitted uses in the County could help medical facilities expand where access to health care is needed.

Institutional refers to a publicly accessible facility or nonprofit, or in the context of medical facilities, it describes the necessary and standard uses or practices that are aligned with medical facilities and personnel

Land uses that are Principally Permitted are allowed on all lots in a certain zoning district if a property owner follows the adopted subdivision and zoning ordinances and land use process. This may include filing a permit, site plan, or plat; meeting setbacks, or including landscaping. A Conditional Use is a land use that requires approval from the Board of Zoning Appeals and follows the adopted subdivision and zoning ordinances and land use process.

When the Subdivision & Land Development Regulations are updated, additional measures need to be taken to mitigate the impact of development on farms and lands under conservation easements. Specifically, major subdivision should include a 50 foot buffer along rural zoned properties and properties with an active conservation easement in place. This buffer area should be owned by the Homeowners Association of the subdivision and contain a fence and vegetative buffer within 10 feet of the property line.

4. Complete and enact an update to the Subdivison & Land Development Regulations and the Zoning & Land Development Ordinance to include the recommendations in the *2045 Comprehensive Plan*.

P&Z • PC • CC | 1-2 years

Objective 1.2

Continue to encourage the utilization of cluster subdivisions as the preferred form of residential development within rural areas.

1. Avoid future use of the Residential-Light Industrial-Commercial district as a zoning district for zoning map amendment requests.

PC • CC | Ongoing

2. Allow residential development outside of the Urban Growth Boundaries or Preferred Growth Areas to develop as rural cluster subdivisions or minor subdivisons, in accordance with existing land use rights.

P&Z • CC | Ongoing

Objective 1.3

Align existing land use regulations with West Virginia State code and make the land development processes consistent with the County ordinances and regulations.

1. Perform a yearly review of relevant changes to West Virginia Code 8A following the end of the West Virginia state legislative session.

P&Z | Yearly

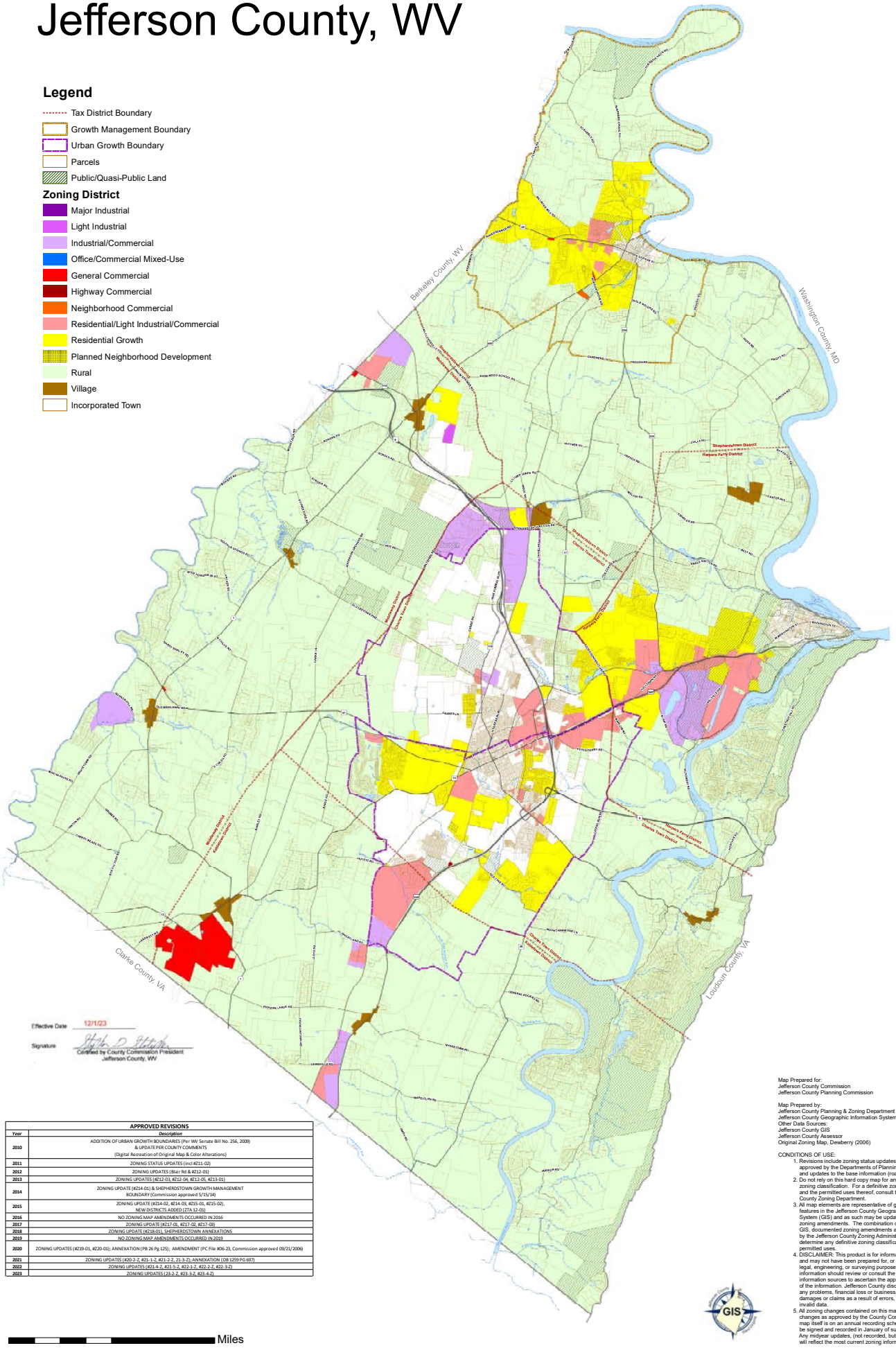
Objective 1.4

Research and review prospective additional land uses in all zoning districts.

1. Propose text amendments, as deemed appropriate, to permit additional land uses by principal permitted use and conditional uses in all zoning districts, after careful consideration of potential adverse effects to surrounding land uses.

PC • CC | 1-2 years

2023 Zoning Map
Jefferson County, WV



APPROVED REVISIONS	
Year	Description
2010	ADDITION OF URBAN GROWTH BOUNDARIES (Per WV Senate Bill No. 256, 2009) & UPDATE PER COUNTY COMMENTS (Digital Recreation of Original Map & Color Alterations)
2011	ZONING STATUS UPDATES (incl #211-02)
2012	ZONING UPDATES (Blair Rd & #212-01)
2013	ZONING UPDATES (#212-03, #212-04, #212-05, #213-01)
2014	ZONING UPDATE (#214-01) & SHEPHERDSTOWN GROWTH MANAGEMENT BOUNDARY (Commission approved 5/15/14)
2015	ZONING UPDATE (#214-02, #214-03, #215-01, #215-02), NEW DISTRICTS ADDED (ZTA 12-01)
2016	NO ZONING MAP AMENDMENTS OCCURRED IN 2016
2017	ZONING UPDATE (#217-01, #217-02, #217-03)
2018	ZONING UPDATE (#218-01), SHEPHERDSTOWN ANNEXATIONS
2019	NO ZONING MAP AMENDMENTS OCCURRED IN 2019
2020	ZONING UPDATES (#219-01, #220-01); ANNEXATION (PB 26 Pg 125); AMENDMENT (PC File #06-23, Commission approved 09/21/2006)
2021	ZONING UPDATES (#20-2-2, #21-1-2, #21-2-2, 21-3-2); ANNEXATION (DB 1259 PG 697)
2022	ZONING UPDATES (#21-4-2, #21-5-2, #22-1-2, #22-2-2, #22-3-2)
2023	ZONING UPDATES (23-2-2, #23-3-2, #23-4-2)

Map Prepared for:
Jefferson County Commission
Jefferson County Planning Commission

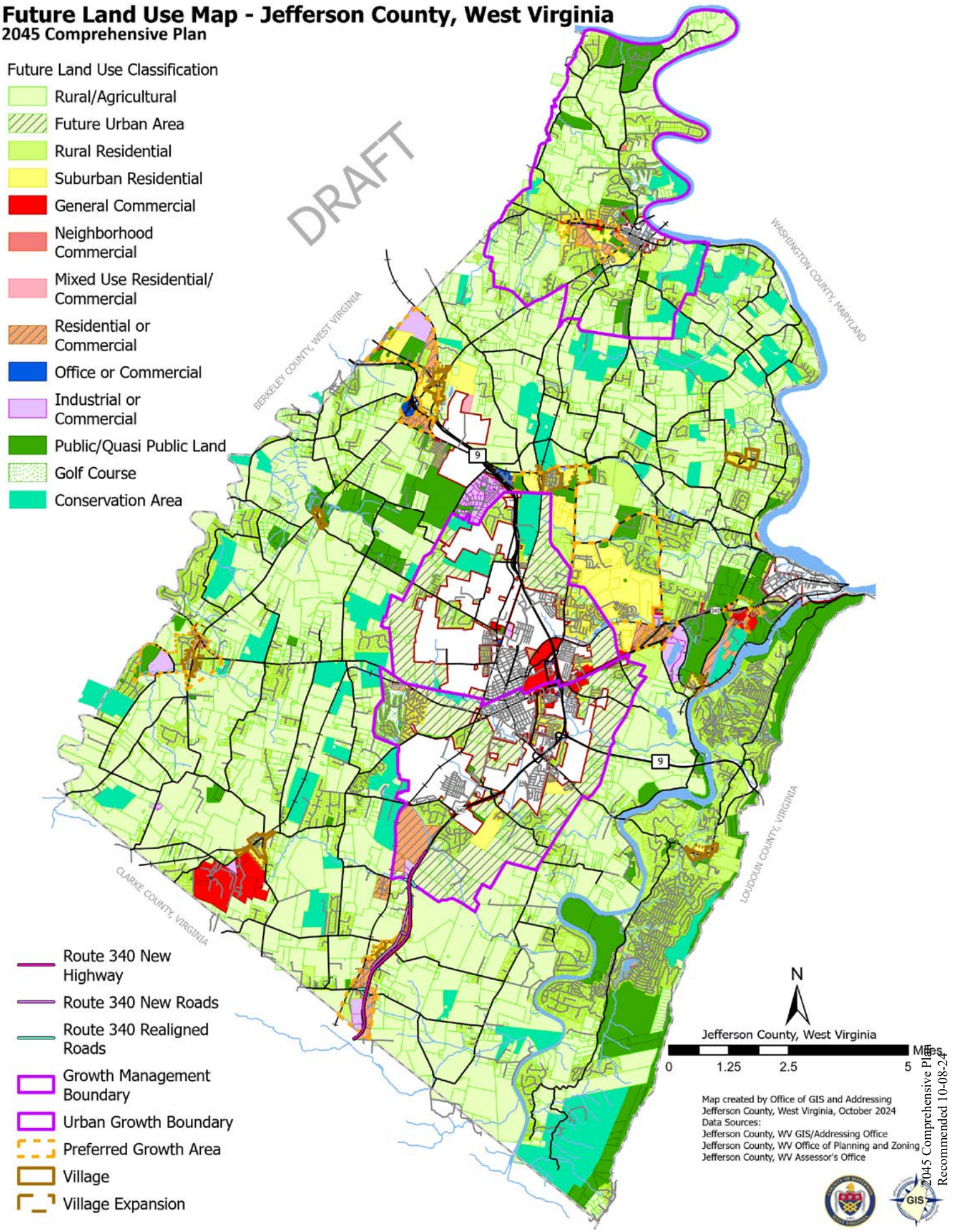
Map Prepared by:
Jefferson County Planning & Zoning Department
Jefferson County Geographic Information System
Other Data Sources:
Jefferson County GIS
Jefferson County Assessor
Original Zoning Map, Dewberry (2006)

CONDITIONS OF USE:

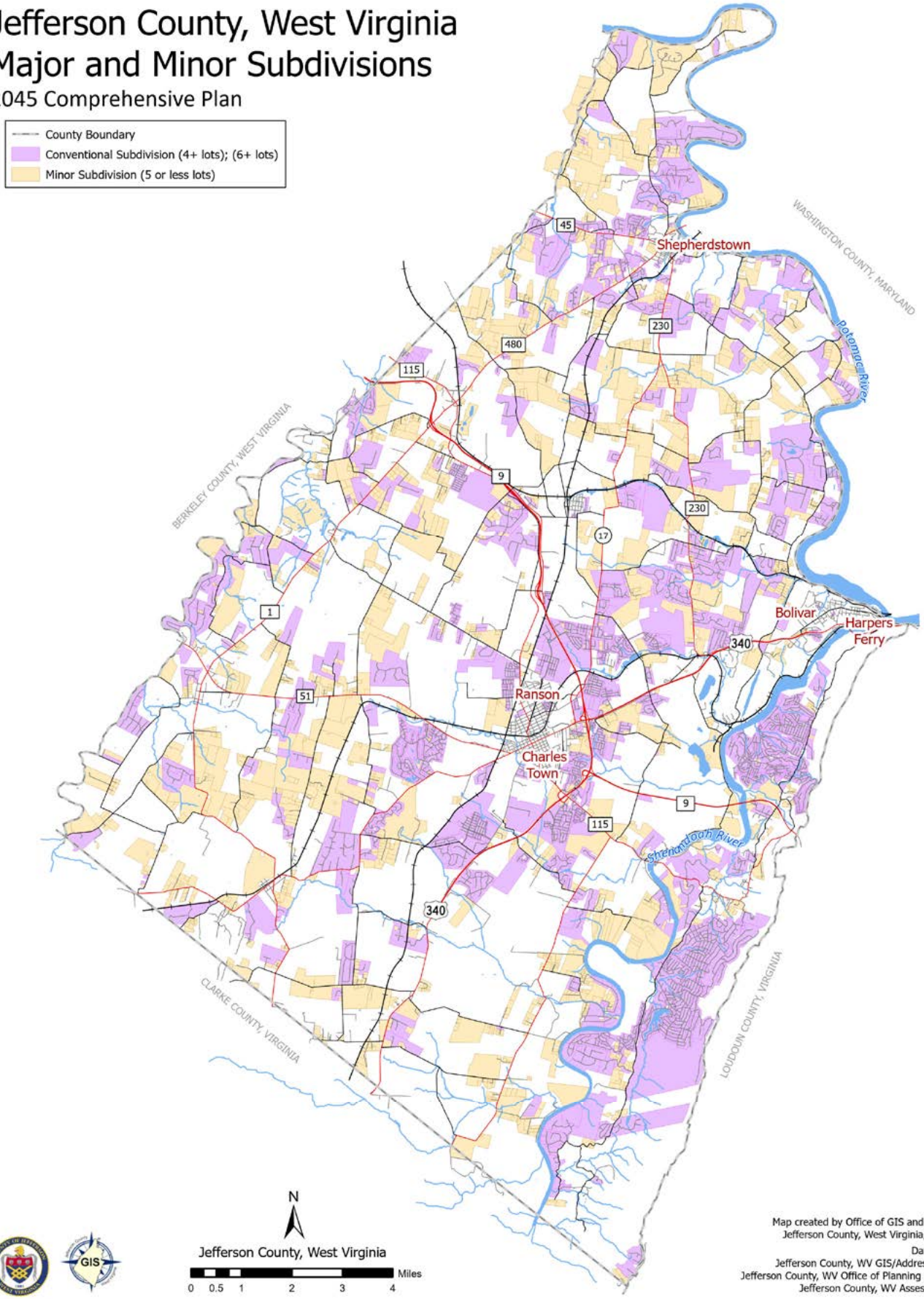
1. Revisions include zoning status updates as approved by the Departments of Planning & Zoning and updates to the base information (roads, parcels, etc).
2. Do not rely on this hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses thereof, consult the Jefferson County Zoning Department.
3. All map elements are representative of geographic features in the Jefferson County Geographic Information System (GIS) and as such may be updated per authorized zoning amendments. The combination of this map, the GIS, documented zoning amendments and interpretation by the Jefferson County Zoning Administrator shall determine any definitive zoning classification and permitted uses.
4. DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the appropriate usability of the information. Jefferson County disclaims all liability for any problems, financial loss or business, consequential damages or claims as a result of errors, inaccuracies or invalid data.
5. All zoning changes contained on this map are official changes as approved by the County Commission. The map itself is on an annual recording schedule and will be signed and recorded in January of subsequent year. Any midyear updates, (not recorded, but available online) will reflect the most current zoning information available.

Future Land Use Map - Jefferson County, West Virginia

2045 Comprehensive Plan



Jefferson County, West Virginia
Major and Minor Subdivisions
2045 Comprehensive Plan



N

Jefferson County, West Virginia

0 0.5 1 2 3 4 Miles

Map created by Office of GIS and Addressing
Jefferson County, West Virginia, June 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office



Goal 2

Concentrate high density development in the County's Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.

Courtesy: Jefferson County CVB

In the early 1970's, Subdivision Regulations were adopted and countywide zoning followed in 1988. Jefferson County continues to be one of a few counties in the West Virginia with countywide zoning. As part of the County's long range planning, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) were identified as sections of Jefferson County where urban scale development is appropriate.

Traditional villages, hamlets, and crossroad areas can meet the needs of the community to have walkable amenities and have a sense of place. All of the existing villages in Jefferson County have opportunities for infill and limited expansion that would complement the existing historic areas and support the sense of community that currently exists. In particular, the villages of Kearneysville, Middleway, Rippon, and Shenandoah Junction are included within four of the identified Preferred Growth Areas (PGA). Each of these villages has a Village Expansion Area identified on the Future Land Use Guide as a part of the PGA in which they are located. Additionally, the villages of Mannings, Summit Point, and Leetown, which are not a part of a PGA, have an expansion area identified on the Future Land Use Guide. It is the recommendation of this Plan that new development within the villages and the surrounding area should complement and integrate with the existing village areas. Proposed commercial structures should take into account similar types of structures that would be appropriate for the area in which it is located.

Like many areas in the Greater Washington Metropolitan Areas, Jefferson County witnessed great development pressure in the past decade. There have been numerous developments within the unincorporated areas of Jefferson County and within the municipalities. This Plan supports the annexation of properties within UGBs and the GMB into the relevant municipalities with understanding that infrastructure, including utilities and higher volume roadways, be available to support urban scale development. Repurposing existing sites into new development allows continued use of existing infrastructure. This can include redeveloping dilapidated structures, vacant buildings, and bringing in new businesses to existing buildings. By concentrating development into these areas, a more efficient delivery of services and use of infrastructure can be provided.

Having adequate and quality infrastructure in Jefferson County is beneficial to residents, businesses, and the County's economy. Urban level development, which requires the provision of water and sewer systems, is defined as where more intense levels of residential, commercial, and industrial development activity occur. In West Virginia, by law, water and sewer providers are required to provide water and/or sewer service anywhere in a community so long as a developer pays to provide the initial infrastructure that would support the service. As a result, land use planning in West Virginia has to take a pro-active role in defining where urban level amenities and development will occur. As Jefferson County has grown in population over the

last several decades, newer subdivisions and commercial developments are increasingly built to a level of density that requires water and sewer services. The population growth of Jefferson County and the development pattern that has occurred has resulted in additional demands placed on the County's water resources and wastewater facilities. At the same time, federal and state regulations limit discharges into and from Jefferson County's water bodies, which eventually flow into the Chesapeake Bay. These guidelines and regulations have created additional demands for water and sewer suppliers to upgrade their facilities. While many of the County's utilities have upgraded their facilities to meet Chesapeake Bay Watershed Protection program requirements, it may be difficult to finance future upgrades to the County's water and sewer infrastructure.

Jefferson County's residents and businesses expect infrastructure capacity, facilities, and services to be available to meet current needs while ensuring the ability to accommodate future expansion of the services. Businesses considering relocation or expansion to Jefferson County are able to better plan for their needs knowing that infrastructure and services are in place, or that documentation for plans to expand services exist. Coordination of future land use plans with water and sewer plans allows local residential and business development to be targeted to areas where water and sewer services and other infrastructure and services are readily available. Local utility and service providers will have a reasonable expectation of where growth will occur and what the potential maintenance and operating costs of expanding services would be. Encouraging the utility and service providers to coordinate the creation of their service plans for infrastructure and service improvements with the growth areas identified in the Future Land Use Guide would enhance the providers planning efforts and local land use planning efforts.

In January 2022, a text amendment was made to the Envision Jefferson 2035 Plan by County Commission on the permitting of solar energy facilities in the County. The process laid out in that text amendment defined solar energy facilities as principally permitted uses within the UGB and PGA and as conditional uses outside of a UGB or PGA. This Plan supports the reassessment of the solar energy facility development process and recommends requiring a site plan and additional stipulations on vegetative buffers, setbacks, and agrovoltaics.This Plan also supports the installation and use of renewable energy sources by residents and businesses.

Land Use Planning

The Shepherdstown Growth Management Boundary (GMB) is not considered an area for future Urban Development if it remains unincorporated with the exception of the Shepherdstown PGA.

In 2018 the JCBOE acquired 101 acres along Shepherdstown Pike for the purpose of establishing the new Shepherdstown Campus including Shepherdstown Elementary and Shepherdstown Middle Schools. While the importance of walkability for students has been noted elsewhere in this Plan, a change in land use classifications or the creation of a new Preferred Growth Area around the new Shepherdstown Campus is not suitable based on the lack of water and sewer service. In the event that water and sewer service is extended to the Shepherdstown Campus, traffic safety will need to be evaluated before considering higher intensity development. This location is a rural gateway that encourages tourism and supports the historic and cultural resources in the greater Shepherdstown area.

As data centers have developed in the region it is important to address where such development would be appropriate in Jefferson County. Data centers require large amounts of power and may require large amounts of water for their essential operation and cooling. Data centers require large buildings with cooling operations and generators, which have the potential to generate noise that most closely aligns to industrial land uses. Due to the nature of data centers, this Plan supports the development of data centers in the Industrial Commercial and Major Industrial zoning districts.

Objective 2.1

Encourage and support the adaptive reuse of existing buildings, previously used sites, dilapidated structures, and vacant buildings within Jefferson County, paying particular attention to brownfield and greyfield sites.

1. Collaborate with stakeholders to recruit new and existing businesses and industries to use existing buildings and previously used parcels for new development including business parks and commercial sites.

JCDA | 6-10 years

2. Create, publish, and maintain a directory of previously used sites, including brownfield and greyfield sites, that are good candidates for redevelopment.

JCDA • HLC | Yearly

Objective 2.2

Encourage expansions to the village areas and to provide a continuation of village scale and design in these areas.

1. Identify opportunities for restoration, rehabilitation and adaptive reuse of structures within village areas.

HLC | Yearly

Objective 2.3

Coordinate with utility providers operating in Jefferson County to identify appropriate locations to provide new service based on existing and proposed development and infrastructure while supporting the enhancement, repair, and modernization of existing infrastructure.

1. Promote the importance of extending natural gas services and alternative energy sources into Jefferson County and encourage the extension of these services into new subdivisions.

JCDA | Ongoing

Objective 2.4

Reevaluate the Preferred Growth Areas to reflect infrastructure expansions and land use changes.

1. 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.

P&Z • PC | Ongoing

2. Support the annexations of parcels located in UGBs and the GMB, focusing on parcels that are primarily surrounded by parcels already incorporated into the municipality.

CC | Ongoing

3. Direct new development to be contained in municipalities, UGBs, PGAs, Villages, and areas zoned for Residential Growth (RG), where public water and sewer will be available.

P&Z • PC | Ongoing

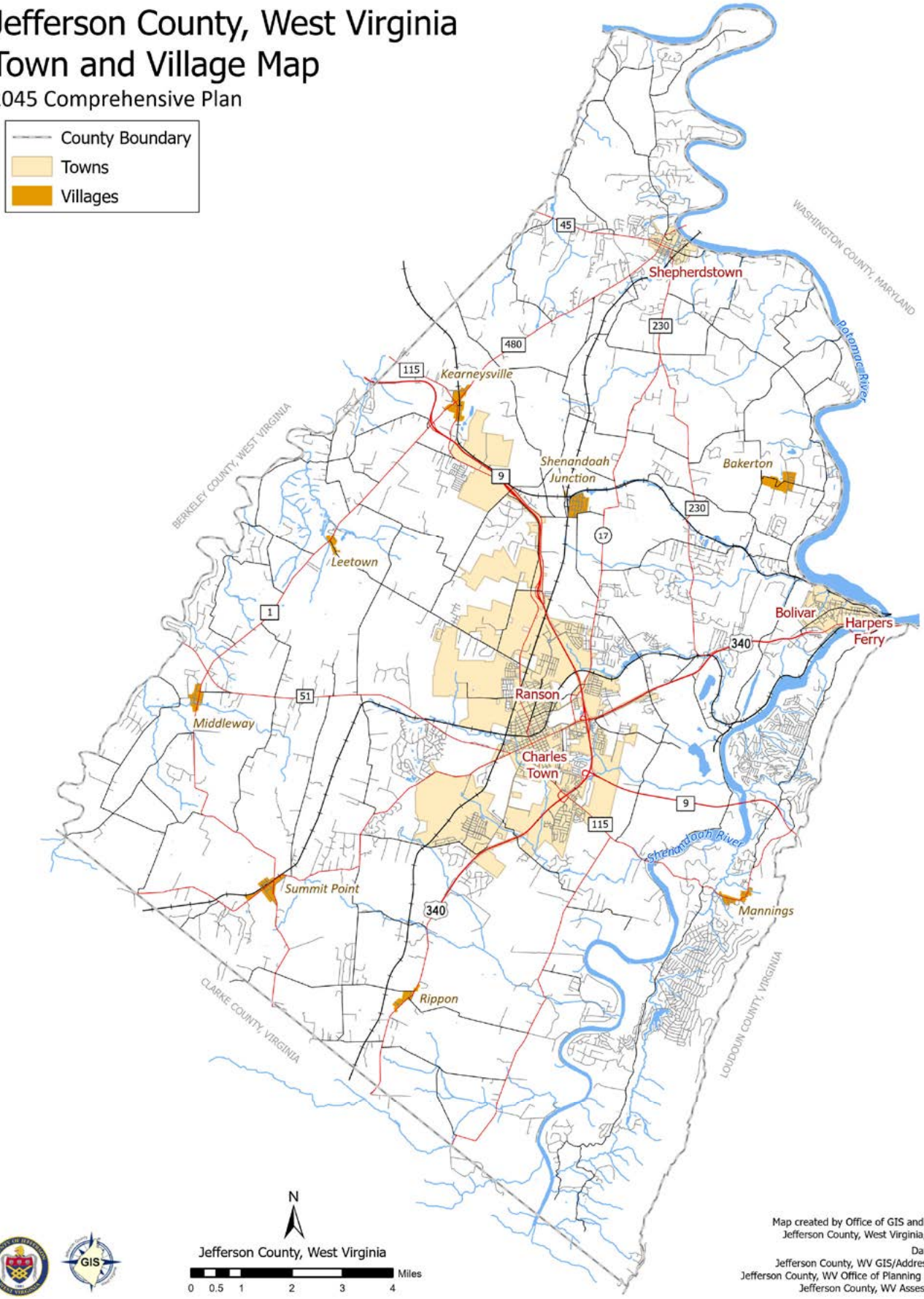
4. Coordinate planning efforts with the municipalities to ensure that the development complements the future land uses in Jefferson County.

P&Z • PC | Ongoing

5. Adopt a text amendment to include Bolivar, Charles Town, Harpers Ferry, Ranson, or Shepherdstown staff and Planning Commission as an agency that must be notified as a courtesy by the applicant when submitting a concept plan for development within the relevent municipality's UGB or GMB.

PC | 1-2 years

Jefferson County, West Virginia
Town and Village Map
2045 Comprehensive Plan



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, June 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office







Goal 3

Support agricultural activities and promote agritourism.

Courtesy: Mark Muse Photographs

One of the highest priorities of Jefferson County residents is the desire to preserve the rural landscape, heritage, and lifestyle that attracted numerous residents. Many feel that Jefferson County needs to balance the demands of growth with the protection of agricultural lands. A variety of means exist to assist in the protection of land, soils, and active farm sites ranging from policy to land development standards. Following the Envision Jefferson 2035 Comprehensive Plan, regulations concerning zoning, subdivision, and building code were modified as they apply to rural areas. This Plan supports reevaluating local regulations to continue to support active agriculture as conditions change in Jefferson County.

Although some members of Jefferson County's agricultural community are active in civic and community organizations, during the public input process a number of farm operators stated that issues related to agriculture in Jefferson County are not well understood by the community, County staff, and community leaders. By engaging the agricultural community in the planning process, County staff and officials could more effectively address the concerns that are affecting farming activities now and into the future. Members of the agricultural community also identified concerns about the decreasing numbers of young farmers. This demographic trend highlights the benefits to the agricultural economy of educational opportunities and resources for future farm operators. Supporting a new generation of farmers and residents who wish to start a new farm will strengthen the County's agricultural resilience.

Farm operators and artisans have expressed concerns regarding regulations on existing and potential activities located on farms. Some of the areas of concerns relate to state and/or federal regulations to mitigate the impact of agricultural, mining, or industrial activities on the region's air, water, and soils, while other concerns relate to County ordinances. Since there are a variety of state and national regulatory agencies that review the safety and quality of products created on farms, there is limited local ability to address certain agricultural issues, but there are opportunities to review and amend local requirements related to production and marketing of agricultural products on farms or residential properties. By having additional flexibility in uses and operations, farm operators might continue to have a viable business while devoting more time and resources to on-site needs. The agricultural community expressed their interest in diversifying farm operations through the sale and marketing of value added products, allowing farm operators to collaborate by marketing and selling each other's goods on each individual farm, and allowing a wider range of service activities to take place on agricultural properties.

The rural areas of Jefferson County also include a variety of small artisan studios and other cottage industries. While the preservation of agriculture is essential to the protection of rural areas, it is also important to provide for the ability of appropriately scaled businesses to succeed. Efforts of the agricultural and artisan communities can create desirable places for tourism to thrive. In these communities, visitors can visit working farms, shop at an artisan studio, and eat locally grown

food. By enabling farm operators and artisans to have more options and encouraging the creation of cottage industries that reflect the rural aesthetic, the viability of operating rural based businesses in the County's rural areas will be enhanced in the coming decades.

Another issue expressed by members of the agricultural community is the lack of agricultural service facilities located in Jefferson County. Farm operators often need to travel out of the County or State to purchase or repair farm machinery and when buying or selling livestock. There are only a few large animal veterinarians in Jefferson County that can assist with maintaining the health of animals or be available in emergencies. The lack of facilities that support agriculture could have a negative impact on the maintenance and expansion of agricultural activities in Jefferson County.

During the public input process, the farming community highlighted difficulties in accessing butchering facilities. Supporting animal husbandry and related activities is of high importance to Jefferson County and the scarcity of processing facilities in the area and the wait times involved increase the cost of processing and lower net returns for farmers. It would benefit the farming community to have access to on-farm or small-scale meat processing facilities in the County.

The increasing need to add value to farm products has shifted the marketing and sale of many farm products to focus on farmers' markets and direct sales to local and regional restaurants. There are several farmers' markets operating in Jefferson County during the growing season on a weekly basis at temporary sites. The creation of common distribution and marketing facilities or year-round food hub could provide opportunities to sell arts and crafts, root crops, or other products. Incorporating a farmers' market into a regional food hub might serve as another means of selling the County's farm products and could include dining and/or commercial kitchen facilities. Other opportunities include marketing a regional agricultural identity for the Eastern Panhandle. The Jefferson County Development Authority has devised several marketing mechanisms to create a unified regional branding and Jefferson County specific branding. It is important for farms in Jefferson County to have the opportunity to provide a viable range of income generating agricultural activities to farm operators.

Objective 3.1

Enhance the viability of existing farmlands within Jefferson County by allowing a flexible range of agricultural and/or artisan uses within existing rural areas.

1. Revise existing Jefferson County land use requirements and site plan standards to reduce regulatory barriers related to agricultural or artisan operations.

P&Z | 3-5 years

Objective 3.2

Encourage potential economic development opportunities related to agriculture and agricultural products in Jefferson County.

1. Advocate for new legislation to the relevant bodies to allow agricultural grant and loan funds be an approved use for agritourism and advocate for regulatory changes that promote and support the growth of craft beverage producers and sellers.

JCDA • EO | Yearly

2. Coordinate with local businesses to brand and market Jefferson County farms and products by identifying and linking potential partnerships and matching suppliers with potential local and regional markets

JCDA | Ongoing

3. Encourage the expansion of off-site farmers' markets to provide marketplaces for farmers and artisans to sell their goods within a variety of Jefferson County commercial venues;

JCDA | 6-10 years

4. Support economic opportunities relating to the aggregation, processing, and distribution of agricultural products.

JCDA | Ongoing

5. Promote the agritourism businesses and events of Jefferson County.

CVB | Ongoing

6. Encourage ongoing horse breeding and raising in Jefferson County.

JCDA | Ongoing

Objective 3.3

Support programs for the education of and resources for the creation and viability of new generations of farmers.

1. Work with stakeholders to provide educational opportunities to promote the business of farming from generation to generation.

P&Z • JCDA | 6-10 years

Objective 3.4

Update existing land use regulations to allow for diverse compatible and complementary uses on agricultural properties and within rural areas of Jefferson County.

1. Work with stakeholders to provide educational opportunities to promote the business of farming from generation to generation.

P&Z • JCDA | 6-10 years

Objective 3.5

Support on farm agricultural processing businesses.

1. Encourage farm operators to collaborate with County officials in identifying potential economic development opportunities including attracting a meat processor to Jefferson County.

P&Z • JCDA | 6-10 years







Promoting Tourism and Conservation

Courtesy: Hagerstown Eastern Panhandle MPO

Jefferson County is the gateway to West Virginia from surrounding states and hosts the most visitors in the state of West Virginia. Proximity to the Washington, D.C. and Baltimore, MD Metropolitan Areas and to the Eastern Seaboard offers a large market to target visitors interested in the many activities and attractions to found in the county. These activities include recreational, heritage and cultural tourism, local and regionally known restaurants, farmers' markets, flea markets, motor sports, horseracing, gambling, music, theater, festivals, and arts events. Many of the attractions that draw tourists to the County are located in areas where the combination of historic and geographic resources enhances the sense of place and provides an authentic rural experience.

Harpers Ferry played a significant role in the African American community after the Civil War, with the establishment of what eventually became Storer College in 1865 as one of the first public institutions of education for former slaves. Harpers Ferry was also the site of the second meeting of the Niagara Movement in 1906, which led to the founding of the NAACP.

The treason trials for coal miners affiliated with the United Mine Workers' West Virginia Coal Mine Wars were held at the same courthouse where John Brown's treason trial was held about 70 years earlier. The acquittal of the mine workers in 1922 was the culmination of two decades of strikes, gunfights, assassinations, and violence over working conditions that occurred in the southern coal fields of West Virginia. More recently, Shepherdstown hosted the Israel-Syria peace accord discussions in late 1999 which brought more attention to Jefferson County.

In the mid 1940's, the Armory and numerous surrounding properties in Harpers Ferry were declared a National Monument. Over the ensuing years, Harpers Ferry became a National Historic Park, with numerous structures rebuilt and lands surrounding Harpers Ferry purchased and protected by the National Park Service. Today, the town of Harpers Ferry is surrounded by historic Civil War battlefield areas and numerous rehabilitated and rebuilt structures dating back to the Civil War era.

A significant problem confronting County tourism is transportation concerns. Most of the roads in the County's rural area are paved, but tend to have narrow widths and safety concerns associated with increasing motor vehicle traffic on the rural roads. Parking concerns persist in the municipalities and Harpers Ferry National Historic Park that dissuade visitors. Transportation issues are discussed further in the *Community Connections* theme.







Goal 4

Encourage the preservation of historical sites and leverage heritage and cultural tourism to foster local business growth and development.

Courtesy: Jefferson County CVB

Jefferson County has played a role in numerous milestones throughout the history of the United States. Nomadic Native American tribes hunted and lived in the Eastern Panhandle proceeding colonization and the founding of the United States. The family of George Washington established 12 estates in the County, eight of which remain, and 75 members of the Washington family are buried in Charles Town cemeteries. In addition, several generals from the Revolutionary War resided here.

Harpers Ferry was established during the Presidency of George Washington as one of only two U.S. Federal armories. The Lewis and Clark expedition, funded under President Thomas Jefferson and which precipitated the westward expansion, was outfitted at the Harpers Ferry Armory. Later, prior to the Civil War, John Brown led an attack on Harpers Ferry in 1859 with hopes of securing a major munitions stockpile that would lead to a spontaneous uprising by slaves. The effort was unsuccessful and Brown and several of his associates were captured, tried, and convicted at the Jefferson County Courthouse in Charles Town. They were hanged a few blocks away on what is now South Samuel Street.

Harpers Ferry and the rest of Jefferson County were critical during the Civil War as they served as a main rail corridor between the eastern and western theatres of the War. The strategic value of the site led to the area changing hands between Union and Confederate forces many times during the war. Over 12,000 Union troops garrisoned at Harpers Ferry surrendered while under attack from Confederate forces led by General Stonewall Jackson. This was the largest surrender of troops on American soil. Without that surrender, the bloodiest battle of the Civil War, Antietam, may have never occurred. The battlefield at Shepherdstown has been determined by the National Park Service to have played an important role in the end stages of the battle of Antietam. In addition, Jefferson County served as a staging area during the Shenandoah Valley campaign, which included battlefield sites at Summit Point and Middleway.

With so many historical sites and buildings from a variety of time periods and events, Jefferson County is a prime location for historic tourism. The Jefferson County Historic Landmarks Commission (HLC) works to preserve a large number of these significant sites, which preserve the identity of the County. There are structurally sound buildings throughout the County that are no longer in use but still can be an asset to the community. By applying principles of adaptive reuse, many of these unprotected buildings could be repurposed and fill new uses in the community, creating usable space without more development and allowing the old buildings to remain in their historic locations. This endeavor could be aided by the creation of a publically accessible catalog showing non-residential structures that have the potential for adaptive reuse. Additionally, it is important to educate County residents, potential businesses or developers, and tourists alike about the historic character of Jefferson County and its need for adaptive reuse. The HLC currently provides many accessible resources as well as educational opportunities about these topics.

In 2001, Jefferson County adopted building code and has continued to update the Building Code Enforcement Ordinance to match the current version of West Virginia State Building Codes. Jefferson County has elected to not to adopt the International Property Maintenance Code and added an agricultural exemption for farm uses. As the International Code Council releases new versions of its Codes, it is crucial for West Virginia to adopt these updates to meet industry best practices and maintain high standards of safety and efficiency.

In the Envision Jefferson 2035 Plan, great attention was given to the cultural and historical organizations that support the artistic tourism of Jefferson County. The local artisan community has helped to create the many places in the County where art has become a focus for public enjoyment, especially in the municipalities. Beyond hosting art galleries, Jefferson County's municipalities have worked to make art accessible through public installations, including murals on downtown buildings, decorative benches, and displays in parks. Jefferson County can support artistic tourism through the County's population of local artists by working with the municipalities and agencies to encourage the installation of local art in public buildings and spaces.

As all forms of tourism in Jefferson County increase, it is important that the County promote this economic benefit while maintaining its rural character and preserving its unique historic features. By encouraging agritourism, the County supports its agricultural community and farms, allowing its rural character to flourish. The increase of artistic tourism helps local artists and supports the growing artistic nature of many communities. Promoting heritage tourism increases historical awareness and support for preserving Jefferson County's unique place in history. By balancing these aspects of tourism and conservation, Jefferson County can host a thriving environment for all residents and visitors.

The increase of short-term rentals in residential neighborhoods has been a growing trend across the U.S., particularly in popular tourist destinations. Jefferson County in particular has seen an up swell in short term rentals as more visitors come to the County for outdoor recreation, historical significance, and other tourism offerings. Short-term rentals affect the housing stock in the county as what would otherwise be a long-term residence is instead rented out to temporary guests. This pushes the cost of housing up as less housing is available. West Virginia has recently enacted several laws that have specified what local regulations can be adopted regarding short-term rentals. The County will need to find ways to balance the need for housing in the community with the opportunities provided by tourism in the County.

Objective 4.1

Encourage the utilization of existing historic and agricultural areas for a variety of uses in ways that respect their historical function or setting.

1. Create a public art program working with municipalities that would encourage the installation of locally produced art in publicly owned facilities and sites.

CVB • Arts Council | Ongoing

2. Educate county residents and visitors about historic preservation efforts and current projects in Jefferson County.

HLC • CVB | Ongoing

3. Expand upon the existing interconnected marketing of the County's multiple historic resources and the National Historical Park to encourage visitation to multiple locations in the County.

HLC • CVB | Yearly

4. Encourage the ongoing documentation of Category 1 and 2 historic sites in the County.

HLC | Ongoing

Objective 4.2

Encourage the adaptive reuse of existing structures.

1. Encourage the state legislature to include adaptive reuses of historic structures in the state code.

EO | Yearly

2. Develop and maintain a public catalog of existing non-residential structures that are adaptable for reconfiguration as housing or other uses.

P&Z • JCDA | Yearly

3. Revise existing Jefferson County land use requirements and site plan standards to promote adaptive reuse.

P&Z | 3-5 years

Objective 4.3

Identify and implement feasible strategies to ensure short term rental compliance with local ordinances.

1. Perform a yearly review of short term rental offerings in the county and cross check adherence to local ordinances then work to bring offenders into compliance.

P&Z | Yearly







Goal 5

Encourage land conservation programs to help preserve the rural character of Jefferson County.

Courtesy: Mark Muse Photographs

During the input meetings and public surveys, county residents expressed a key interest in maintaining the rural economy and open space of Jefferson County. Both the preservation and the future of agriculture was framed as critical to the quality of life in the county. To maintain this rural landscape a viable rural economy must also be maintained. The rural economy includes innovative agriculture, horticulture, forestry, commercial and non-commercial equine industry, other forms of animal husbandry, tourism, rural based public and commercial recreation, ancillary rural business, and compatible rural institutional uses that have been the historical heart of the Jefferson County economy.

One of the ways the County can leverage this opportunity is through supporting a food hub. By bringing producers together a food hub can handle a more efficient distribution and sale of agricultural products. There are also opportunities for value adding activities or equipment rentals that would grow the local economy. Entwined with this opportunity is agritourism, where visitors from surrounding areas visit Jefferson County for agricultural related activities. Significant efforts have been taken in the County to create and market the burgeoning craft beverage industry of Jefferson County.

A key aspect of the County's rural economy is recognizing the changes in the regional and national marketplace that might affect agricultural activities at the local level. Farm operators have pointed to the need for value adding activities to keep pace with the agribusiness market. Several groups support these efforts in the county including the WVU Extension Office, the Eastern Panhandle Conservation District, the Jefferson County Development Authority, and the Farmland Protection Board. In order to meet the objectives regarding the rural character of Jefferson County, this Plan endeavors to support all farms of any size.

Farm size is an important factor to consider for agricultural activity. Only 18% of all total farms in Jefferson County are less than 10 acres, while 38% have 50 acres or more. When encouraging rural and agricultural activities like agritourism, recreation, and animal husbandry, Jefferson County must ensure that all farms are provided support and opportunities for economic success regardless of size.

Since the formation of the Farmland Preservation Program in 2000, 6,846 acres have been placed under farm preservation easements across Jefferson County. Funding for the program is from a portion of the transfer tax of real estate purchases meaning expansion of preservation activities is dependent upon new real estate activity. The Historic Landmarks Commission and the Land Trust of the Eastern Panhandle also have multiple preservation easements on historic land in the county and serve as secondary monitoring bodies to Farmland Preservation Easements. The Appalachian Trail Conservancy has 2,023 acres under easement to protect the Appalachian Trail in the eastern part of the county.

Objective 5.1

Financially support county conservation agencies including but not limited to the Farmland Preservation Board and Historic Landmarks Commission.

1. Continue the efforts of identifying and protecting open space areas with prime soils for agricultural uses.

FPB | Ongoing

2. Support further development of farmland preservation easements and educate the public on the value of preserving historic sites and open space.

HLC • FPB | Ongoing

Objective 5.2

Support agricultural cooperatives and food hubs in Jefferson County.

1. Collaborate with stakeholders to identify the needs of the agricultural community, assist in establishing cooperative structures, and market the initiative.

JCDA | 3-5 years

Objective 5.3

Provide equal opportunity to small and large farms.

1. Assess disparity in potential land uses for small and large farms and adopt policies to ensure equal opportunities.

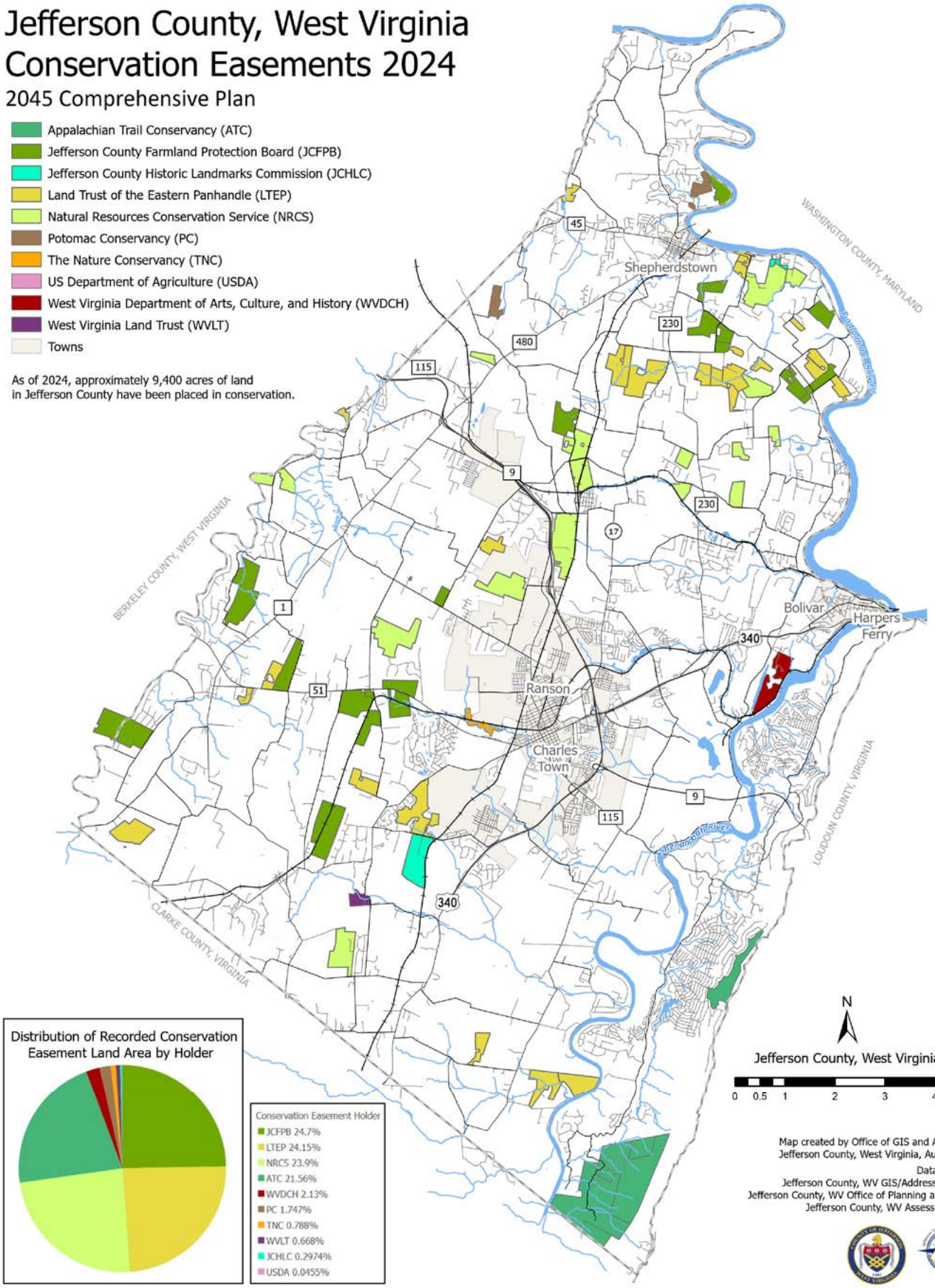
P&Z • FPB | 3-5 years

Jefferson County, West Virginia Conservation Easements 2024

2045 Comprehensive Plan

- Appalachian Trail Conservancy (ATC)
- Jefferson County Farmland Protection Board (JCFPB)
- Jefferson County Historic Landmarks Commission (JCHLC)
- Land Trust of the Eastern Panhandle (LTEP)
- Natural Resources Conservation Service (NRCS)
- Potomac Conservancy (PC)
- The Nature Conservancy (TNC)
- US Department of Agriculture (USDA)
- West Virginia Department of Arts, Culture, and History (WVDCH)
- West Virginia Land Trust (WVLT)
- Towns

As of 2024, approximately 9,400 acres of land in Jefferson County have been placed in conservation.



Conservation Easement Holder
- JCFPB 24.7%
- LTEP 24.15%
- NRCS 23.9%
- ATC 21.56%
- WVDCH 2.13%
- PC 1.747%
- TNC 0.788%
- WVLT 0.668%
- JCHLC 0.2974%
- USDA 0.0455%

N

Jefferson County, West Virginia

0 0.5 1 2 3 4 Miles

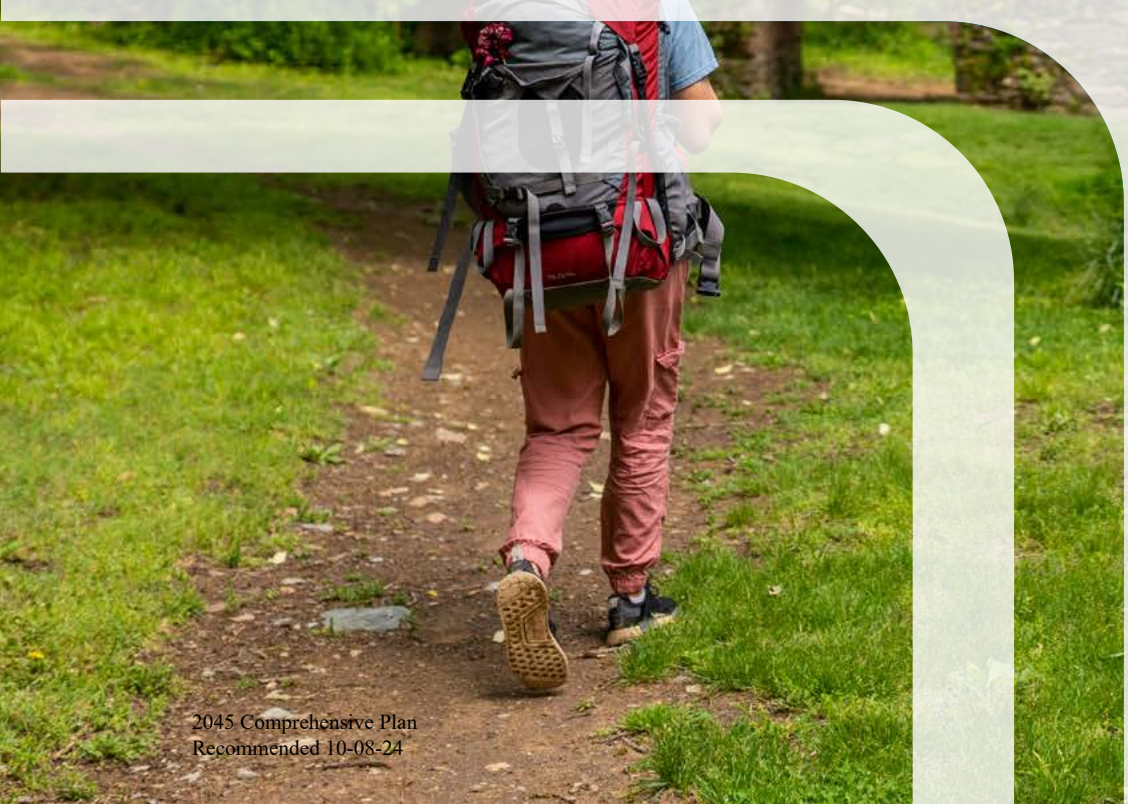
Map created by Office of GIS and Addressing
Jefferson County, West Virginia, August 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office



Courtesy: Jefferson County CVB





Goal 6

Balance the existing preservation of Jefferson County's natural resources with providing additional access to and utilization of outdoor recreational tourism.

The County is home to a variety of outdoor recreational opportunities for visitors, such as fishing, hunting, hiking, bicycling, auto racing, a wide range of river activities, and other outdoor adventure activities. Two nearby national trails bring in a stream of hikers and bikers to the county. The Appalachian National Scenic Trail, a 2,198-mile long footpath extending from Maine to Georgia, with Harpers Ferry at the midpoint. Additionally, the Chesapeake and Ohio (C&O) Canal National Historical Park, a linear bicycle and walking trail extending from Washington, D.C. to Cumberland, MD is accessible from Jefferson County near Harpers Ferry and Shepherdstown. Outdoor recreation complements the County's natural, cultural, and built environments. It is anticipated that recreational tourism opportunities in Jefferson County will continue to expand in the coming years. This is particularly true in areas near the Potomac and Shenandoah Rivers, where the numerous outfitters and private outdoor recreation providers in the region are expanding their offerings to visitors and residents. The type and scale of new recreational development should be appropriate to the rural nature of Jefferson County.

Public access to the Potomac and Shenandoah Rivers is limited in Jefferson County. This Plan supports developing additional public access points to the Potomac and Shenandoah Rivers by collaborating with stakeholders to identify opportunities for new areas for active recreational opportunities along the rivers. Potential expansions will need to consider nearby property owners and environmental considerations to ensure quality access to the County's natural resources.

The Old Standard Quarry is partially covered by a conservation easement to protect the view sheds on the property. During conversations with stakeholders, a potential trail on the property connecting Schoolhouse Ridge South and Murphy's Farm was identified as an opportunity to create a longer trail and safely direct walkers and bikers to see the quarry lake without interfering with future development of the property.

Objective 6.1

Investigate additional opportunities for public river access.

1. Encourage all river recreation activities to occur in a manner which supports the Chesapeake Bay Initiative.

P&Z | Ongoing

2. Support and promote rural and recreational tourism for its economic benefits.

CVB | Ongoing

3. Develop additional public access points to the Potomac and Shenandoah Rivers while taking into account the rights of property owners and environmental concerns.

PC • JCPR | 6-10 years

Objective 6.2

Develop connectivity to existing pedestrian and bike trails.

1. Collaborate with stakeholders to develop a path on the Old Standard Quarry property to potentially connect Schoolhouse Ridge South and Murphy's Farm.

P&Z • PC | 6-10 years

Objective 6.3

Increase the visibility and accessibility of tourism opportunities.

1. Increase awareness of public and private recreational opportunities that are available to visitors and residents of Jefferson County.

CVB • JCPR | Ongoing

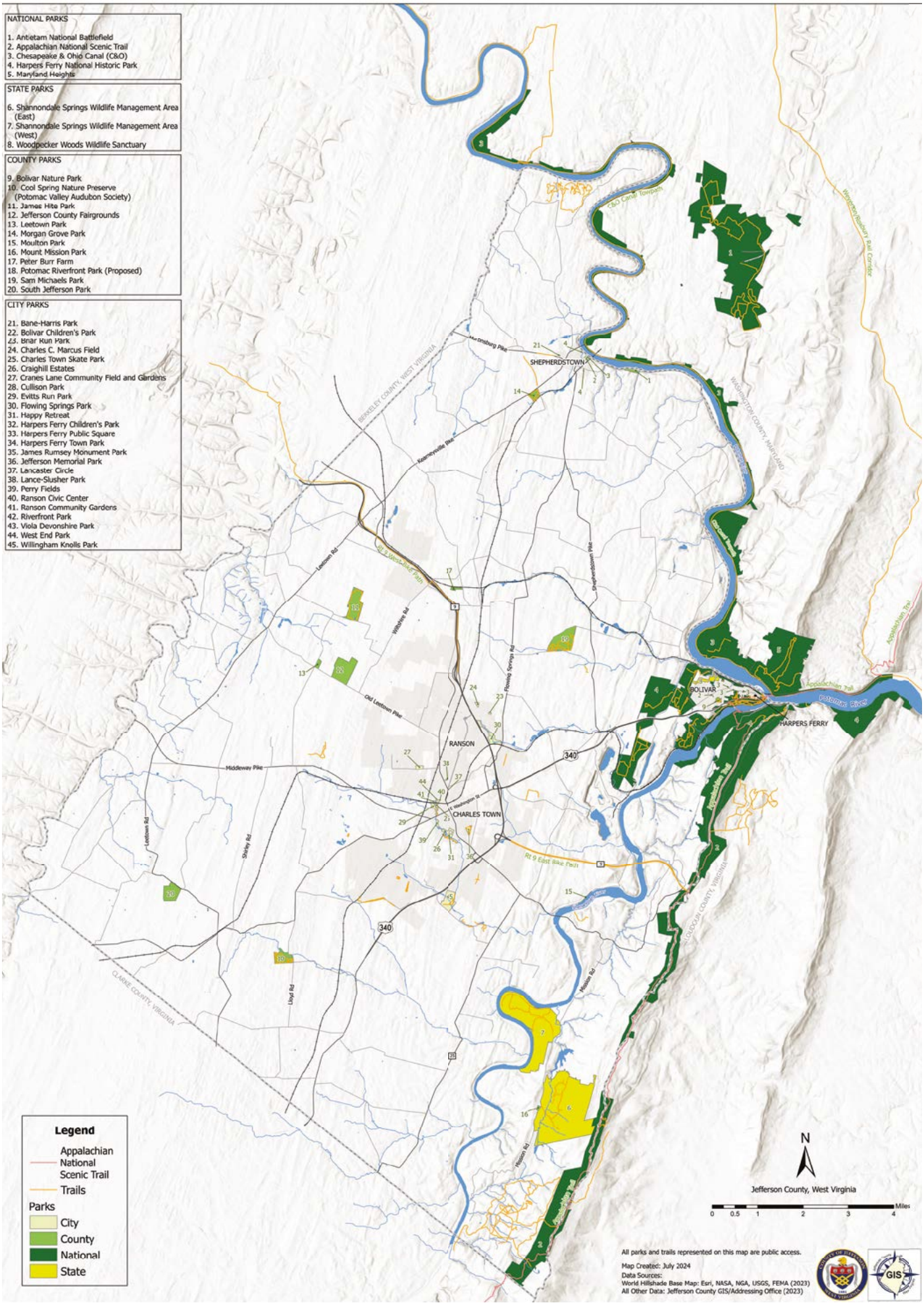
2. Create and maintain a community calendar of events.

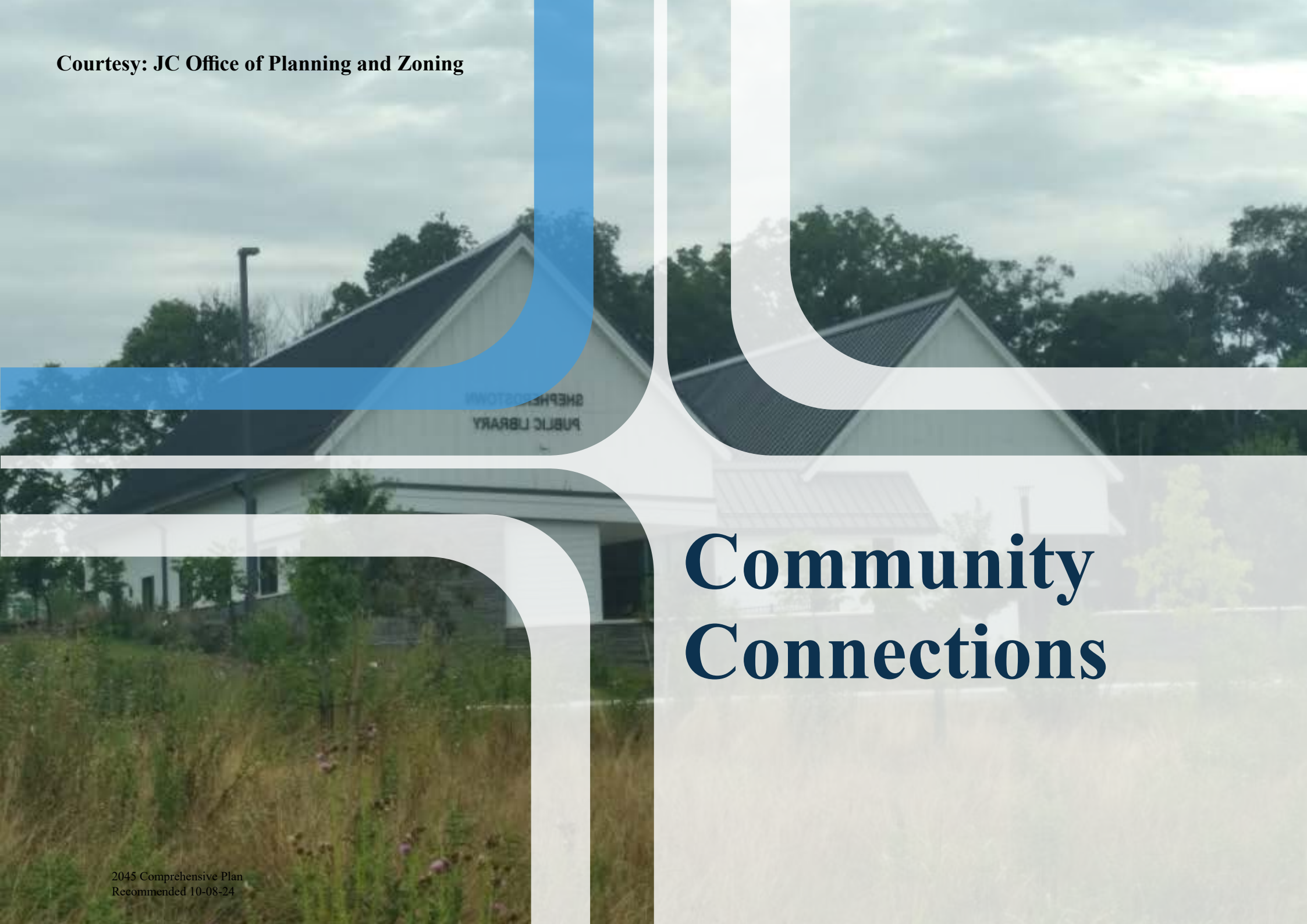
CVB | Ongoing

3. Encourage County businesses and service stations to provide electric vehicle recharging stations within Jefferson County

PC • CC | Ongoing

Parks & Trails of Jefferson County, WV and Surrounding Areas





Courtesy: JC Office of Planning and Zoning

Community Connections

Many of the Goals of this Plan require the hard work and dedication of organizations that serve the needs of Jefferson County but are not part of the County government. These organizations can work closely with the County but have their own Boards or are State organizations. This includes the Jefferson County Board of Education and the West Virginia Department of Environmental Protection. While these organizations have responsibilities outside of the purview of the County Commission, their direct impact on the community means active communication and coordination with these organizations is essential for the County. This cooperation includes having elected officials and staff serve on boards, attending events, and engaging in the long range planning of County partners. By proactively working together, the County can be more connected with our partners in serving the community.

Jefferson County is a unique place due to its physical landscape and regional position. While the County does not own any roads, it does support the efforts of DOH, HEPMPO, EPTA, and the municipalities in the county to maintain the roadways and make safety improvements as needed. This Plan includes a Highway Problem Areas map to highlight where traffic safety spots currently exist and where the County would like to see improvements. As the community grows and new development occurs, new safety concerns may arise that proactive transportation planning can mitigate or solve. Transportation planning is primarily performed by other organizations and Jefferson County supports their work to make the County a safer place to travel in.

Maintaining and improving transparent governmental infrastructures is critically important to all local governments. Jefferson County needs to continue engaging with the public and regional partners including other governmental organizations. This increases the residents' trust and satisfaction, making the County a better place to live. Simultaneously, coordination among various internal and intergovernmental governance initiatives could be pursued to enhance these efforts. In an era where fiscal resources are increasingly constrained and the impacts of growth and development are felt on a regional basis, Jefferson County and its municipalities need to identify ways to collaborate with nearby local, county, state, and federal agencies that operate within the Eastern Panhandle to limit redundancies and share resources effectively.

Jefferson County's water features are an integral part of its identity. The northern half of the county is bound on the east by the Potomac River, while Opequon Creek and Rocky Marsh Run partly compose the western border. The Shenandoah River winds through the south east of the county until it meets the Potomac River. Most of Jefferson County features karst topography, which significantly impacts groundwater dynamics. Due to the County's unique topography, many point and non-point source activities impact the water quality in waterways due to stormwater run-off. These include source pollution, over-fertilization and the use of chemicals to grow crops, use of salt and chemicals on roads in winter weather, industrial emissions, waste

products associated with auto use, and animal husbandry activities. The effect of stormwater run-off on the local waterways has a significant impact on the environment. There are a number of watershed protection groups in the County that are actively seeking to improve the quality of the surface and groundwater within particular watersheds. These groups have made efforts to clean-up the waters and restore aquatic life to Jefferson County waterways. The watersheds within Jefferson County are located within the larger Chesapeake Bay watershed, which encompasses portions of six states, including eight West Virginia counties. Jefferson County approved revised stormwater management regulations for compliance with Chesapeake Bay requirements. Having regulations in place to protect the County's surface water supplies protects the numerous creeks and rivers. The protection of natural areas aids in maintaining wildlife habitat, provides public areas for recreation activities, and creates clean air.

As part of the greater Washington metropolitan area, Jefferson County has seen a significant increase in the number of professional and business service jobs, especially technical and management consulting, information technologies, and computer systems design. The high levels of education required by these jobs is reflected in the large percentage of college graduates living in the western DC metropolitan counties, including Jefferson County. Access to quality education attracts both residents and businesses looking to capitalize on local opportunities.

Educational Attainment and Median Household Income for Jefferson County and Select nearby Counties, 2020

Counties	Percentage with a Bachelor's Degree or Higher, Age 25 +	Median Household Income
Jefferson Co. WV	31.6%	$82,551
DC Metro Counties		
- Fairfax Co. VA	62.1%	$127,866
- Montgomery Co. MD	59.2%	$111,812
- Loudoun Co. VA	61.6%	$147,111
- Frederick Co. MD	41.7%	$100,685
Valley Counties		
- Clarke Co. VA	34.7%	$86,154
- Frederick Co. VA	26.8%	$80,011
- Winchester City VA	34.3%	$61,321
- Berkeley Co. WV	22.8%	$65,286
- Washington Co. MD	22.4%	$63,510

Source: US Census Bureau, ACS 2020 5-Year Estimate

Jefferson County schools are primarily funded by property taxes and a voter approved excess levy that is required to be renewed every five years. The specific use of excess levy funds is set out in the election notice to ensure the JCBOE is able to meet the desired quality of services and facilities for its students. Additional funding can be available in Jefferson County through impact fees for schools. It is important to note that impact fees are only able to be used on capital improvements that relate directly to cost of providing additional resources due to the growth generated by students in new homes built in the County. Impact fees for new buildings were reduced to $1 in 2021 by the Jefferson County Commission.

Jefferson County has a wide variety of public and private recreational options, including municipal and county parks, West Virginia Wildlife Management Areas, the Harpers Ferry National Historical Park, and various private camping and outfitter operations. The parks and recreational facilities present in Jefferson County are a key asset for residents to enjoy public events, get exercise, and socialize with other members of the community. These Parks and Recreation provide the County with a variety of both active and passive recreation opportunities.



Courtesy: Jefferson County Development Authority



Courtesy: Hagerstown/Eastern Panhandle MPO





Goal 7

Collaborate with state and regional transportation partners to enhance the built environment to promote safety on and around state and municipal roads and lessen congestion.

Efficient transportation is vital for the well-being of Jefferson County's community, given its proximity to Washington, D.C., Baltimore, MD, and surrounding areas. The County's growth has led to higher transportation demands, necessitating better interconnectivity to enhance daily transit safety and ease for residents, workers, and visitors. This connectivity makes efficient transit essential for the daily commute of residents, the operation of local businesses, and the influx of vacationers. Quality transportation options significantly affect the overall quality of life in the community. While roadways remain the primary mode of travel for residents, the development and expansion of alternative transportation methods are anticipated, further enhancing the County's accessibility.

Roads in Jefferson County are owned and maintained by either the state, a municipality, or a private owner such as a homeowners association. This complicates the relationship between land use planning and transportation because the county does not own or maintain any roads. Consequently, Jefferson County must collaborate with the State for any roadway improvements and necessary changes to address local transportation needs. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) plays a crucial role in coordinating transportation planning across county and state lines, which includes Jefferson County.

HEPMPO integrates local and regional transportation plans by considering commuting patterns, traffic modeling, and public input to forecast future needs. Jefferson County supports HEPMPO's efforts to improve transportation options, safety improvements, and transportation connectivity within the region at large.

This collaborative planning is essential to accommodate the increasing traffic and transportation demands in the region. Part of this planning approach could be the use of Complete Streets design principles to make streets accessible and safe for all uses. Pedestrians, cyclists, motorists, and public transit riders all can benefit from safety improvements such as protected bike lanes, wider sidewalks, and improved crosswalks. The U.S. Federal Highway Administration publishes educational materials on how local governments can adopt Complete Street designs to promote mobility for everyone in the community.

Currently there is commuter rail service utilizing the Maryland Area Regional Commuter (MARC) Brunswick Line. Use of this service has declined since the COVID 19 pandemic and recovery of ridership has been slow. This connection is important to county residents who commute to jobs outside of the county. Access to MARC services reduces commuter traffic and contributes to quality of life in the county.

If a County resident is unable to drive, there are currently few options available to get from homes to shops, services, or employment. This issue particularly affects seniors, young residents, and the physically disabled. The Eastern Panhandle Transit Authority fills in this gap by offering public transportation services in the community.

Coordination with WVDOH, HEPMPO, and other stakeholders is critical to address the safety concerns of highways, railways, biking, and pedestrian pathways. The impact of increased traffic volumes due to population growth and commuting patterns is a significant concern. Ensuring safe and efficient roadways is a top priority to accommodate the growing transportation demands. Traffic calming measures such as roundabouts where appropriate help to ensure safe roads for all users, including pedestrians and cyclists. As part of this Plan, the Highway Problem Areas map was created to identify intersections and corridors where there are existing safety issues within Jefferson County. The intent of this map is to highlight some of the most dangerous roadways in Jefferson County for DOH and HEPMPO to address with roadway improvements where appropriate.

Improving accessibility to neighboring states, such as Virginia and Maryland, is a critical component of regional transportation planning. HEPMPO creates and updates a Long Range Transportation Plan that identifies transportation corridors and access points where safety is a concern. The LRTP also addresses critical corridors like US 340 and WV/VA Route 9. Through collaboration with state and regional transportation, partners Jefferson County can align roadway improvements with land use activities to ensure efficient and sustainable development.

The West Virginia Division of Highways (WVDOH) is responsible for both road maintenance and performing development and access reviews that directly implement safety and efficiency goals.

The extension of the Metro Silver line to Leesburg is an opportunity for the county to support the EPTA in creating a reliable connection into the DC metro area.

In order to reduce the burden of undue through traffic on private roads, this Plan supports the construction of a State roadway connection between Route 9 and Flowing Springs Road.

Courtesy: Hagerstown/Eastern Panhandle MPO

Objective 7.1

Continue to coordinate with WVDOH related to access and transportation improvement decisions regarding local development review.

1. Collaborate with HEPMPO and other transportation agencies to identify ways to improve transportation (commuter, air, rail, and bus services) connectivity and roadways between Jefferson County and nearby states.

P&Z • PC | Ongoing

Objective 7.2

Actively coordinate with HEPMPO, WVDOH, Municipalities and other appropriate stakeholders to identify potential highway, rail, bike, and pedestrian safety concerns within Jefferson County and promote safety measures.

1. Encourage municipalities to adopt a Complete Streets Policy following Federal Highway Administration suggestions.

CC | Ongoing

2. Participate in conferences and meetings with HEPMPO and WVDOH regarding transportation planning in the Eastern Panhandle.

P&Z • CC • EO | Ongoing

Objective 7.3

Advocate for new developments to utilize traffic calming measures and building safe roads for pedestrians, cyclists, and motorists.

1. Advocate for HEPMPO and WVDOH to prioritize new safety measures based on the Highway Safety Areas Map.

PC • CC | Ongoing

Objective 7.4

Identify methods to improve public transportation and highway connectivity into adjoining states by working with HEPMPO, WVDOT, EPTA, and agencies in Maryland, Pennsylvania, the District of Columbia, and Virginia.

1. Coordinate with Virginia and Maryland state transportation agencies to identify ways to improve mobility within the US 340 corridor in the Harpers Ferry area.

P&Z • CC • EO | Ongoing

2. Collaborate with EPTA, HEPMPO, and the Northern Virginia Transportation Authority to study the feasibility of providing commuter bus service between the Charles Town/ Ranson area into Leesburg and the future Washington Metropolitan Area Transit Authority (WMATA) Silver Line terminus.

P&Z • CC • EO | 6-10 years

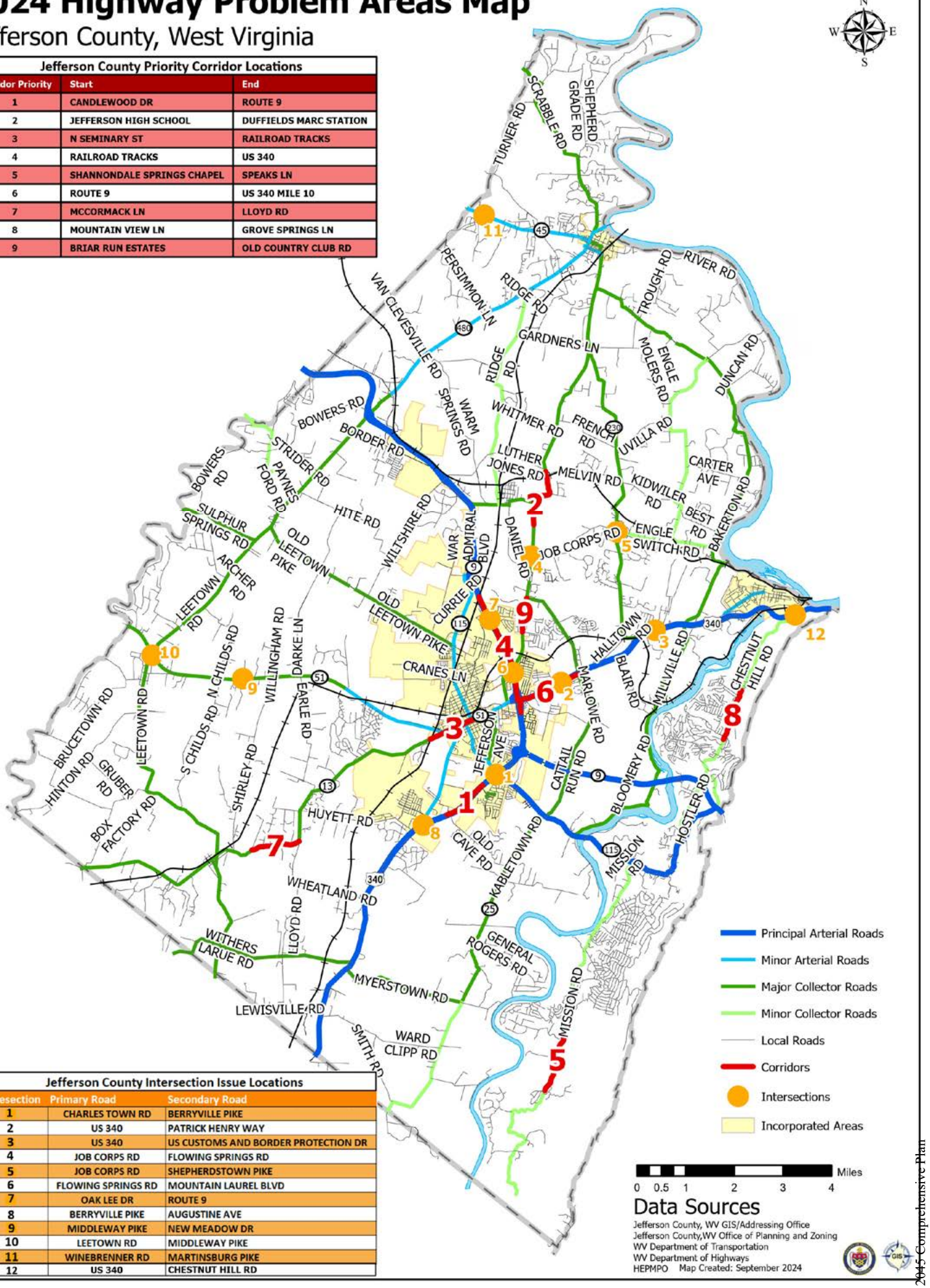
3. Coordinate with state officials to identify funding sources and mechanisms that would encourage additional MARC service into West Virginia, as identified in the HEPMPO Long Range Transportation Plan.

P&Z • CC • EO | 6-10 years

2024 Highway Problem Areas Map

Jefferson County, West Virginia

Jefferson County Priority Corridor Locations		
Corridor Priority	**Start**	**End**
1	CANDLEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN VIEW LN	GROVE SPRINGS LN
9	BRIAR RUN ESTATES	OLD COUNTRY CLUB RD



Jefferson County Intersection Issue Locations		
Interesection	**Primary Road**	**Secondary Road**
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE AVE
9	MIDDLEWAY PIKE	NEW MEADOW DR
10	LEETOWN RD	MIDDLEWAY PIKE
11	WINEBRENNER RD	MARTINSBURG PIKE
12	US 340	CHESTNUT HILL RD

Data Sources

Jefferson County, WV GIS/Addressing Office
Jefferson County,WV Office of Planning and Zoning
WV Department of Transportation
WV Department of Highways
HEPMPO Map Created: September 2024



Courtesy: Hagerstown/Eastern Panhandle MPO

Goal 8

Foster a culture of public engagement that effectively communicates policy making decisions.

Jefferson County values the input of residents, businesses, and property owners to help guide the policy-making decisions that will affect the future of the county. This ongoing effort includes creating and maintaining governmental processes that are transparent and accessible for all. Jefferson County must comply with all relevant state codes and when appropriate should advocate for improvements to the policy-making process.

Government transparency is critical to increase the residents' trust and satisfaction. At the same time, coordination of a variety of internal and intergovernmental governance efforts is critical to providing quality services. Participation in regional and state organizations as well as membership in local boards is an ongoing effort for staff and elected officials. Having staff members and elected officials participate in groups such as Region 9 and HEPMPO is essential for promoting the priorities of Jefferson County and understanding the regional projects that affect the County.

The West Virginia Open Governmental Meetings Act requires meetings of public bodies such as County Commission to be open to the public and take transparent actions. This includes advance notice of meetings, published agendas, and making meetings open to public attendance. This enhances transparency, accountability, and trust in county governments, fostering an environment where community members are informed and can actively engage in local governance.

Members of the public can directly access public information from the County website or visit County offices to learn about what is happening in the community. It is important for County staff to make information available following established policies and procedures. When feasible, new practices should be adopted that enhance public transparency and facilitate productive public input. Techniques to enhance transparency can include promoting public events on digital platforms and adding graphics to presentations. Such efforts would benefit from additional staffing or access to time saving digital tools.

Objective 8.1

Ensure public hearing and workshops are held in accordance with state code and local land use regulation.

1. Continue to develop discussion between the various local and regional agencies that are addressing similar issues for ways to increase collaboration.

P&Z • CC | Ongoing

2. Assess the need for upgrades to County digital platforms to improve ease of access to information.

CC | 3-5 years





Goal 9

Work with partners to protect the watersheds of Jefferson County and preserve the natural environment.



Courtesy: West Virginia Rivers

In order to mitigate the runoff of groundwater, Jefferson County adopted storm water management standards in the Jefferson County Subdivision & Land Development Regulations that have effectively regulated the quantity of storm water generated by local development. These regulations do not compel older storm water systems, which may not meet current standards, to be upgraded or maintained. The County also adopted a new stand-alone Stormwater Management Ordinance that includes additional standards related to water quality and includes provisions for low impact design provisions such as rain gardens, bio-swales, permeable pavers, and permeable asphalt. These new standards help to minimize the impact of sediment and certain identified minerals as well.

As land development occurs, the effect is an increase in impervious surfaces, which affects the ability of the land to absorb rainwater or snowmelt. This results in run-off on adjacent properties, into waterways, and/or directly into the groundwater through the karst topography.

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

By having regulations in place to protect the County's surface water supplies, the numerous creeks and rivers can be used as a source for drinking water as well as recreational purposes such as swimming, boating, and fishing. The protection of natural areas aids in maintaining wildlife habitat, provides public areas for recreation activities, and creates clean air. Jefferson County is actively pursuing measures to protect its watersheds and preserve the natural environment. Locally, the county can implement stringent regulations on land use and development near water sources to prevent contamination and preserve water quality. Collaborating with state and regional authorities, Jefferson County can enhance watershed management practices, ensuring sustainable water use and safeguarding aquatic ecosystems.

Public engagement and education efforts in Jefferson County can raise awareness about local water quality issues and encourage community actions that contribute to the restoration of the region's watershed. Securing funding and leveraging partnerships with federal and state agencies, as well as seeking support from local stakeholders, are critical for implementing restoration projects and achieving conservation

goals. By participating actively in the Chesapeake Bay Program, Jefferson County WV not only contributes to the restoration of a vital natural resource but also strengthens regional partnerships aimed at ensuring the long-term health and sustainability of the Chesapeake Bay watershed.

Jefferson County can adopt sustainable building practices like the International Energy Conservation Code (IECC) to promote energy-efficient construction and help protect the County's watershed. This code sets standards for insulation, HVAC systems, lighting, and more, contributing to reduced energy consumption and lower carbon emissions from buildings. By aligning local building codes with IECC standards, the county supports energy conservation efforts and improves the building quality for new and future residents. Additionally, Jefferson County can work alongside federal agencies to implement policies that protect natural habitats and wildlife within its borders. This includes advocating for wildlife corridors and protected areas, as well as supporting federal initiatives aimed at biodiversity conservation.

The watersheds within Jefferson County are located within the larger Chesapeake Bay watershed, which encompasses portions of six states, including eight West Virginia counties. In 2009, President Obama issued an executive order directing the U.S. Environmental Protection Agency (EPA) to develop and implement a comprehensive bay restoration plan. This has resulted in a significant mandatory review of nitrogen, phosphorus and sediments that affect the health of the Bay. Agriculture, urban runoff and wastewater are the most significant sources of nitrogen, phosphorus and sediments reaching the Bay from this area. In 2011, West Virginia legislators passed Senate Bill 245, as part of the Chesapeake Bay restoration plan, allocating six million dollars a year over the next thirty years for wastewater facility improvements in the Eastern Panhandle. Jefferson County then approved revised stormwater management regulations for compliance with Chesapeake Bay requirements.

For Jefferson County, participation in the Chesapeake Bay Program involves aligning local efforts with broader regional goals. Continuing to implement best practices in land use and development near water sources can help mitigate pollution and preserve local waterways that ultimately feed into the Bay. Collaboration with neighboring states and jurisdictions within the watershed is essential for developing and implementing effective Watershed Implementation Plans (WIPs). These plans outline strategies to reduce nitrogen, phosphorus, and sediment runoff, thereby supporting the overall health of the Chesapeake Bay ecosystem. Recently, the presence of polyfluorinated alkyl substances(PFAS), better known as forever chemicals, was detected in water across West Virginia. Supporting the efforts of the West Virginia Department of Environmental Protection and the U.S. Geological Survey in detecting PFAS is an ongoing priority for the County.

Objective 9.1

Encourage developers to build new subdivisions to meet standards set by regional or national sustainable building organizations.

1. Encourage ordinances that require developers to meet sustainable building standards including model standards.

CC | 3-5 years

2. Pursue funding sources to commission a water quantity and quality study be performed to assess available water resources in the County.

CC | Ongoing

Objective 9.2

Coordinate with local and regional partners regarding information and activities related to meeting the Chesapeake Bay Watershed Implementation Plan goals and property owners to enact voluntary recommendations.

1. Work with state and regional groups to address water quality issues related to failing water wells and septic tanks.

HD • CC | Ongoing

2. Continue to monitor and participate in planning efforts related to the implementation of the Chesapeake Bay Watershed Improvement Plan.

P&Z | Ongoing

Objective 9.3

Work with property owners and applicable agencies to identify voluntary ways to protect unique natural features and the watersheds of Jefferson County.

1. Incorporate best management practices for areas along all creeks and rivers into the subdivision & land development regulations to provide additional protection for stream corridors and water quality.

P&Z | 1-2 years

Objective 9.4

Collaborate with applicable agencies, local watershed groups, and private property owners to identify funding for the maintenance and upgrade of existing septic systems.

1. Work with the Eastern Panhandle Conservation District and other stakeholders to promote their cost share programs for septic pumping.

HD | Ongoing

2. Utilize allocated funds from the state and other sources to support local water service providers in administering remediation efforts to minimize the amount of per-and poly-fluoroalkyl substances (PFAS) in finished water from their systems.

CC | Ongoing

3. Support efforts of the local Board of Health to establish standards related to regular septic tank pumping and inspections.

HD | Ongoing

Jefferson County, West Virginia Hydrologic Map 2024

2045 Comprehensive Plan



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, August 2024
Data Sources:
Jefferson County, WV GIS/Addressing Office
Federal Emergency Management Agency (Floodplain)
Freshwater Institute Green Infrastructure Assessment (Springs)
US Fish & Wildlife Service - National Wetlands Inventory (Wetlands)
US Geological Survey (Topographic Contours)



Goal 10

Support a variety of public and private educational opportunities in Jefferson County.

Courtesy: JC Office of Planning and Zoning

Schools have long served as neighborhood centers, with space for indoor meetings and outdoor spaces for physical education and sport activities. However, as communities have moved toward consolidated schools, a variety of factors led to the relocation of new school facilities to regionalized locations outside of communities. Some of the factors are related to larger requirements for land for physical education and sports, as well as building size requirements set by the WV State Board of Education. The JCBOE has indicated their interest in campus like settings that include a variety of uses and schools with additional areas for expansion on the same property. As the JCBOE plans future schools. The creation of additional educational programs that serve a larger number of students has led to the relocation of schools to areas outside of municipal and village communities. This has resulted with fewer students or faculty able to walk or bike to school, increased numbers of parking spaces, separate bus and car loops to drop off/pick up zones, and an increased reliance on buses to transport students to and from school. Long range planning is all performed internally by JCBOE but Planing staff can be contacted for feedback regarding where growth is expected to occur in the community.

In some instances, there are residential developments within walking distances to schools, particularly at the outer edges of municipalities or in suburban settings. However, rural roads such as those that lead to these schools often have high design speeds and minimal shoulder areas, and are not safe for students to walk or bike to school. Pathways and sidewalks should be expanded to link homes, neighborhoods, schools, and recreation facilities. Programs such as Safe Routes to School should be explored as a funding mechanism. Newer developments around Driswood Elementary School, TA Lowery Elementary School, Wildwood Middle School, and Jefferson High School have the opportunity to incorporate this concept into their development plans as well as any development that may occur in the future.

Jefferson County recognizes the need to provide additional community amenities and services, such as community centers, libraries, and parks to assist in improving the health and welfare of the community, enhancing the quality of life, and serving as a way to attract tourism to the County. The primary agency for action is the JCBOE and other entities that are not under the control of the County Commission. County officials and staff, however, can serve in an advisory role during the planning and implementation process if requested.

Like schools, libraries are also an important resource for developing an educated workforce. Increasingly, the need for libraries to serve the entire community has resulted in the need for a variety of reading and study spaces for individuals, mentoring, tutoring and group collaborations, as well as special program and activity spaces. As libraries refocus their priorities and meet new information technology challenges, there is increased interest in their facilities to also meet demands for integrating these assets into their programs and

community activities. The biggest issue identified by the County's librarians is the limited local funding available. Most of the County's libraries are public libraries and are eligible for state and federal funding, but local aid to libraries in Jefferson County is typically at minimal amounts. The one exception is Old Charles Town Library, which is a non-profit community library and is not eligible to be part of the West Virginia public library consortia. Attracting qualified staff to work at the libraries is an ongoing challenge directly impacted by the issue of limited funding.

The County school system and local higher education institutions have an important role in preparing a well-educated and trained work force for existing and future employers in Jefferson County. Working collaboratively with the Jefferson County Development Authority to be aware of local workforce development needs will assist both the schools and the employers in developing a well prepared work force.

Objective 10.1

Coordinate with the Jefferson County Board of Education to identify appropriate locations to develop new schools based on existing and proposed residential development and infrastructure.

1. Request the Jefferson County Board of Education (JCBOE) to include County and municipal agencies on future facility plans and redistricting efforts.

PC • CC • JCBOE | Ongoing

2. Evaluate potential walking and bike paths that could connect new and existing public and private schools to nearby neighborhoods, and create them where feasible.

P&Z • PC • JCBOE | 6-10years

Objective 10.2

Support the efficient enhancement and renovation of existing Jefferson County School buildings.

1. Advocate for the state to re-evaluate the funding formula related to state based educational aid schools in order to create a quality Jefferson County public school system.

EO • JCBOE | Ongoing

Objective 10.3

Continue to assess school impact fees as development occurs.

1. Reevaluate school impact fees and then assess fees commensurate with the impact of development and increased population on school buildings.

CC | Yearly

Goal 11

Align expansion of County park facilities and programs with federal, state, municipal, and non-profit recreation providers to ensure that a wide variety of park and recreation opportunities are available throughout Jefferson County.



Courtesy: JC Office of Planning and Zoning

As Jefferson County has grown, residents of the community have recognized the need to provide a greater range of park and recreational services to visitors and County residents. Jefferson County is home to and surrounded by quality state and federal recreational areas, including Bolivar, Loudoun, and Maryland Heights, the Appalachian National Scenic Trail, Harpers Ferry National Historical Park, and the C & O Canal National Historical Park. By having places for year round recreation, County residents are provided with opportunities to exercise and to socialize with each other. Recreation is important for the physical and mental health of the public. Parks and recreational facilities can also serve as sites for festivals and sporting events, providing another economic development benefit and stimulate community between residents. An additional role for parks and recreational facilities is to serve as gathering places for younger residents. Having facilities and programs for teens and young adults fosters community involvement and is of particular interest to County residents. When safe places to meet, play, and exercise are provided, children, teens, and young adults can have recreation facilities and activities close to their homes. These parks and recreational facilities can also be used to encourage public wellness programs for residents of all ages, improving physical and mental wellbeing in the County.

The Jefferson County Parks and Recreation Commission (JCPRC) owns and operates nine parks, totaling 471 acres across the County, which meet a wide variety of active and passive recreation needs with related programming for the area in which each park is located. Many of these programs include options for children, such as swimming classes, gymnastics training, or coed sports. The County also has a large number of playgrounds in its parks, increasing the free recreation opportunities for young families. However, as the number of residents has increased in recent years, the available park and recreation space may not be enough to serve the needs of all residents. Jefferson County must explore new ways to provide healthy and accessible recreation opportunities for residents of all ages.

Jefferson County has a wide variety of public and private recreational options, including municipal and county parks, West Virginia Wildlife Management Areas, the Harpers Ferry National Historical Park, and various private camping and outfitter operations. The parks and recreational facilities present in Jefferson County are a key asset in supporting the County's quality of life.

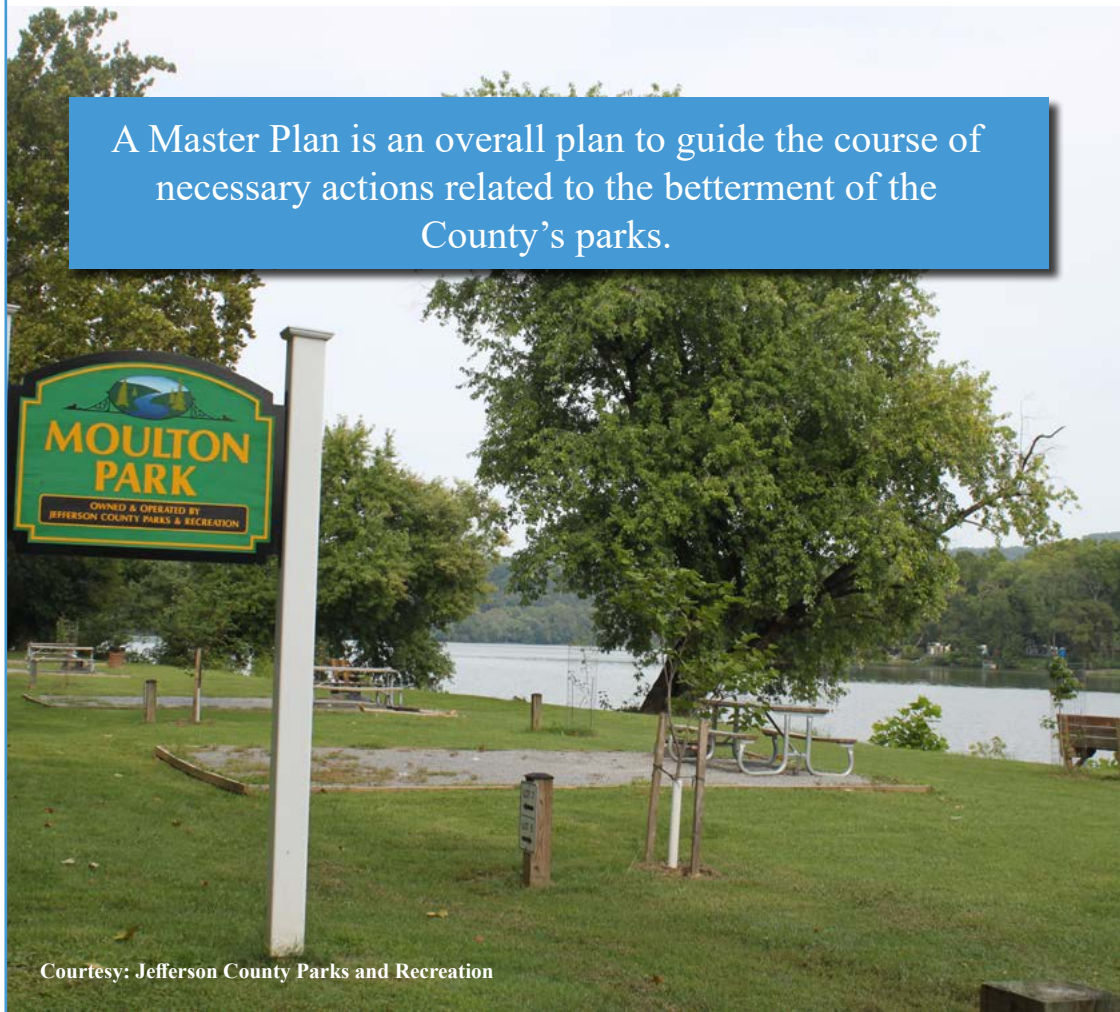
One such option for public recreation is non-profit organizations. Jefferson County already has several of these, including the Boys and Girls Club of the Eastern Panhandle in Charles Town. However, the number of non-profit recreation organizations is not large, and would certainly not be enough to

service all residents of the County who would be interested in participating. One example of a non-profit recreation provider that is not currently available in Jefferson County is the YMCA, which offers both childcare and early learning services, and coed recreation opportunities for the public. Beyond this, the YMCA also offers adult programs and classes to educate participants about establishing a healthy lifestyle or encouraging positive youth development. Many people may not otherwise have access to such classes or be able to afford to attend those offered by learning institutions. These accessible programs encourage a physically and mentally healthy community for both adults and children. Promoting non-profit recreation providers like the YMCA to locate in Jefferson County is another way to invite more recreation opportunities for residents.

Another potential recreation facility would be a public pool. Residents have identified the need for more access to aquatic recreation. Jefferson County has a public pool in Jefferson Memorial Park, and several neighborhoods in the County have private community pools, but these do not serve the needs of all residents. The installation of a new public aquatic center would provide better access to water recreation activities and allow for enhanced and expanded programs like swimming lessons for children or water aerobics classes for adults.

One difficulty that Jefferson County faces when considering the expansion of parks and recreational facilities is that of funding. New facilities can incur great costs and ongoing maintenance are a long-term expense. Jefferson County Parks and Recreation is responsible for finding partnerships with local organizations and funding through federal and state programs. It is important that Jefferson County continue both financial support and cooperation with the Parks and Recreation Commission, particularly the priorities laid out in their Master Plan. When working together with local partners, Jefferson County can expand recreational access and amenities for all County residents.

A Master Plan is an overall plan to guide the course of necessary actions related to the betterment of the County's parks.



Courtesy: Jefferson County Parks and Recreation

Objective 11.1

Continue to evaluate the need for and financing of a public or non-profit pool or aquatic center.

1. Support efforts to create an aquatic center that includes a competition pool and aquatic programming for swimmers of all ages.

JCPR • JCDA | 6-10 years

Objective 11.2

Coordinate with local, state, and regional governments, non-profits, and community groups to identify funding sources for recreational facilities.

1. Expand park and recreational programming options for children, teenagers, young adults, and all residents of Jefferson County.

JCPR | Yearly

Objective 11.3

Support the expansion of park lands and adoption of Master Plans or existing park utilization.

1. Encourage the location of new community public facilities (such as schools, libraries, parks) within Municipalities, UGBs, PGAs, or Villages.

P&Z • PC • CC | Ongoing

2. Update and implement the current and future recommendations of the County's Parks and and Recreation Master Plan.

P&Z • JCPR | 6-10 years

Growing a Diverse Economy



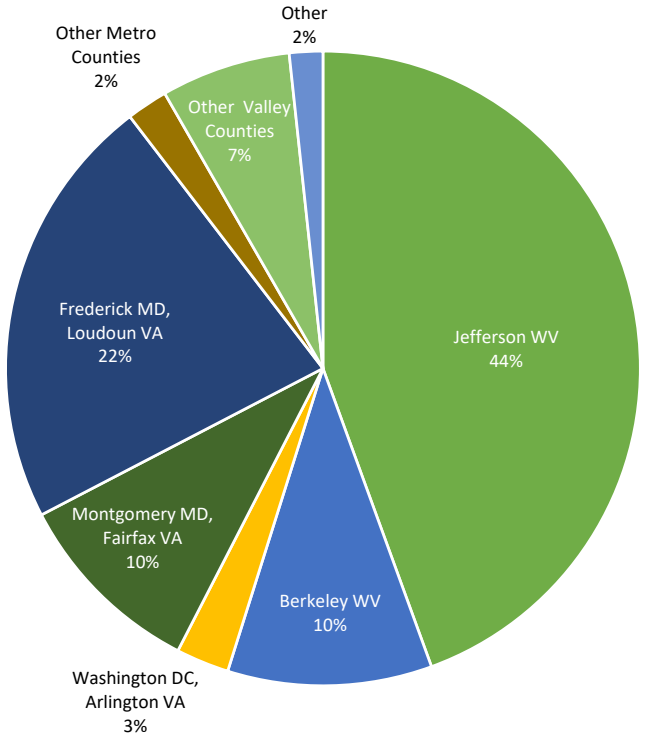
Courtesy: Jefferson County Development Authority

Jefferson County's present and future growth is sustained by its economy. The occupations of its residents fuel the County by providing income to support homes, businesses, and recreation opportunities. However, many residents are unable to find jobs within the County and must commute to other areas for work. In order to ensure a strong economic foundation, Jefferson County must promote and grow diverse businesses in preferred areas to provide more job opportunities for all residents.

Jefferson County's surrounding region is one of the fastest growing areas in the United States. The County is a major economic driver in a state that boasts the nation's fourth lowest cost of doing business, low utility rates, and a highly skilled and hard-working workforce, making it a prime location for new businesses and industry. In 2020, the US Census Bureau estimated that nearly 45% of Jefferson County residents commute out of West Virginia to their place of employment. Many of these individuals travel eastward to work in one of the counties of the Washington DC Metropolitan area. An estimated 7% of this group make the long commute to Washington DC, Arlington County, or the city of Alexandria. Some of these commuters were facilitated by the MARC train, a commuter rail service that terminates at Union Station in Washington DC. Passengers exiting at Union Station, Rockville, or Silver Spring, can connect to the Washington Metrorail rapid transit system. An estimated 2,652 Jefferson County residents commute to either Montgomery County, Maryland or Fairfax County, Virginia. Many commuters to Montgomery County work in the I-270 Technology Corridor, a cluster of information technology companies and both private sector and federal government-run biotechnology labs. Stretching from Fairfax County to eastern Loudoun County, the Dulles Technology Corridor is an even larger clustering of information technology, cybersecurity, and the defense industry companies. Over 6,000 of the county's residents work in Loudoun County, Virginia or Frederick County, Maryland.

In terms of commuters, Jefferson County has a more reciprocal relationship with the other Shenandoah Valley counties than it does with the rest of the Washington DC metro area. The commuting inflow and outflow between the Shenandoah Valley counties and

County of Employment for Jefferson County Residents 2020



Source: US Census Bureau

Jefferson County is nearly balanced with roughly 4,600 commuters going each way. Neighboring Berkeley County provides the third most jobs for residents of Jefferson County. The opening of new facilities such as the Procter & Gamble plant in 2017 is one reason why over 1,000 more residents of Jefferson County worked in Berkeley County in 2020 than in 2010. While many employers in Berkeley County and other places in the Shenandoah Valley offer a lower pay scale, the jobs are appropriate for an area with less educational attainment than areas closer to Washington DC.

In 2020, the US Census estimated that 87% of employed Jefferson County residents commuted to work by car. Alternative means to traveling to work such as walking, biking, or public transportation accounted for less than 4%. Most commuters drove alone to work, with only slightly more than 8% participating in a carpool. The average time it took someone to travel to work was 36.7 minutes compared to the national average of 26.7 minutes. While slightly over 8% of US residents drive more than an hour to work, more than 24% of Jefferson County residents do the same. This likely results from Jefferson's location on the outer edge of the Washington DC metropolitan area commuting shed. Congestion near the US 340 chokepoint at Harpers Ferry and several other chokepoints in Virginia also extend commuting times.

Another factor impacting commuting trends is the continued expansion of the Washington DC commuting zone. As more jobs diffuse to the outer suburbs and the distance to these jobs from Jefferson County lessens, the county becomes more attractive to a wider set of potential residents. The extension of the Washington Metrorail's Silver Line to Ashburn near Dulles Airport may provide options to Jefferson County residents who wish to avoid the traffic congestion associated with those areas. Plans are for the Eastern Panhandle Transit Authority to send two daily commuter buses from Martinsburg to the Ashburn Metrorail stop. These buses would have a short stopover at the Potomac Marketplace shopping center in Ranson, increasing Jefferson's viability as a home for commuters. Economic growth and development in Jefferson County is closely tied to the availability of natural resources, technological innovation, and human capital as well as its geographic proximity to major population centers, adequate roads, and infrastructure. The general health of an economy can be determined by examining two components: stability and balance. Stability is an indication of the ability of a local economy to withstand the fluctuations in the regional and national economy. Balance refers to the level of diversification of a local economy. The more diversified the local economic and employment base, the more difficult it is to disrupt the local economy. Any economy that is overly reliant on a single employer or employment sector is more highly impacted by economic shifts. Below are shown the top ten employers in Jefferson County as of 2022.

In order to attract and maintain employers, Jefferson County must work to provide a greater diversity of employment options, along with training to meet the skillsets desired by Jefferson County's employers. It is important to improve and expand connections such as school to work, co-op, and mentoring programs. Jefferson County has a high educational attainment rate in relation to the rest of West Virginia, and there are a variety of opportunities for higher education in the Eastern Panhandle as well as access to the universities in the Washington, D.C. and Baltimore, MD regions. Building on the County's education foundation to ensure jobs for residents is of high value to Jefferson County's economic future.

Top Ten Employers in Jefferson County
March 2022

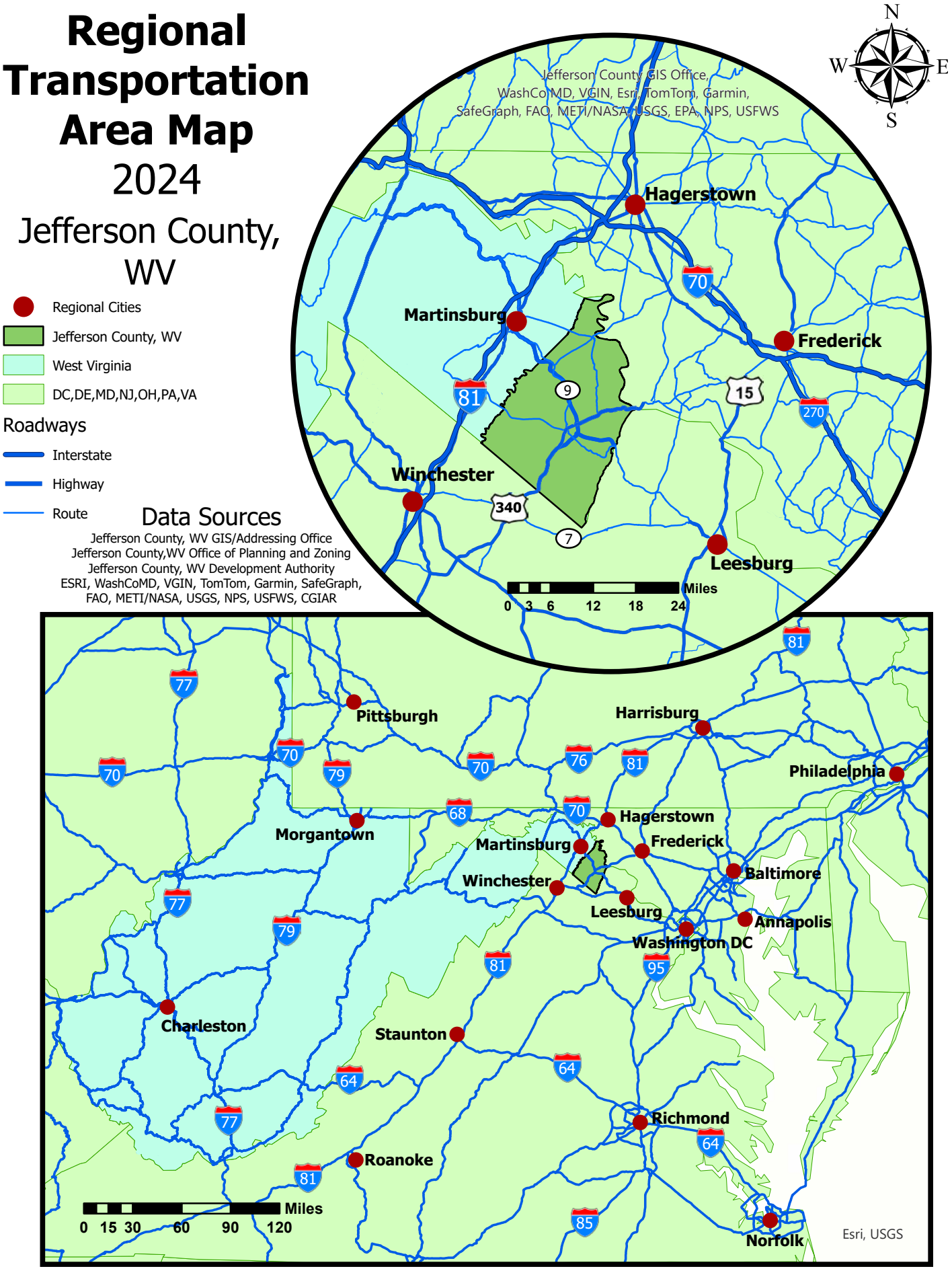
Rank	Company Name
1	Jefferson County Schools
2	Penn Entertainment - Hollywood Casino at Charles Town Races
3	Shepherd University
4	American Public University System
5	WVU Medicine - Jefferson Mecidal Center and offices
6	Dept. of Homeland Security - US Customs and Border Patrol
7	Walmart
8	Jefferson County Commission - county government
9	UFP Ranson - a subsidiary of Universal Forest Products
10	Synergy Business Innovation and Solutions - a federal IT contractor

Source: Workforce West Virginia

Regional Transportation Area Map

2024

Jefferson County, WV



Data Sources

Jefferson County, WV GIS/Addressing Office
Jefferson County,WV Office of Planning and Zoning
Jefferson County, WV Development Authority
ESRI, WashCoMD, VGIN, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, NPS, USFWS, CGIAR



Goal 12

Foster job development in Jefferson County by promoting diverse businesses; employment opportunities; local business entrepreneurship; and professional service jobs.

Courtesy: Jefferson County Development Authority

A primary interest for Jefferson County is the employment of its residents. Occupations in the Washington DC Metro area attract many Jefferson County residents from a wide range of professions that include construction workers, schoolteachers, and other public servants because these counties often offer higher pay scales for these jobs than Jefferson County. However, thousands of people from the metropolitan area are connected to Jefferson County through recreational commuting for the scenery, hunting, hiking, rafting, biking or visiting Harpers Ferry National Historical Park. The Hollywood Casino at the Charles Town Races and cultural events like the annual Contemporary American Theater Festival held at Shepherd University would not be viable without the support from recreational commuters.

Another factor impacting Jefferson County employment is the continued expansion of the Washington DC commuting zone. As more jobs diffuse to the outer suburbs and the distance to these jobs from Jefferson County lessens, the county becomes more attractive to a wider set of potential residents. Additionally, the city of Frederick, MD and its bioscience research and manufacturing facilities as well as numerous distribution centers and service industry jobs are relatively close. In Loudoun County, the extension of the Washington Metrorail's Silver Line to Ashburn and the plans for EPTA public transport to that stop may also be appealing to Jefferson County residents needing to commute to that area. If people view the Ashburn Metro stop as a viable commuting option similar to the Shady Grove stop in Montgomery County, more commuters may also be enticed to live in Jefferson County.

The future outlook concerning Jefferson County residents' employment will depend on internal growth, the continued expansion of the Washington DC commuting shed, and the changing nature of work itself. Currently, more than half of all employed Jefferson County residents commute outside of the county to work, but this percentage could shift through the organic growth of Jefferson County-based companies or by attracting outside companies to locate in Jefferson County. Population growth will also increase the ability for the community to support more restaurants, shops, and healthcare facilities that create service industry jobs. Conversely, the shutdown of a major employer may force Jefferson County residents to look outside the county for employment opportunities. Berkeley County also provides a significant number of jobs for residents of Jefferson County. Some are employed at the large cluster of federal agencies located just across the County line, while others work at the many distribution centers and manufacturing facilities along the Interstate 81 corridor. By supporting vocational and certification training programs, as well as businesses that utilize these skills, Jefferson County might increase the number of residents who can find jobs within the County. It is also important to note that the expansion of broadband access and the rise in online working options may allow more County residents to work from their homes rather than commuting to a job. The JCDA plays a large role in protecting the County's internal employment by supporting new local businesses and

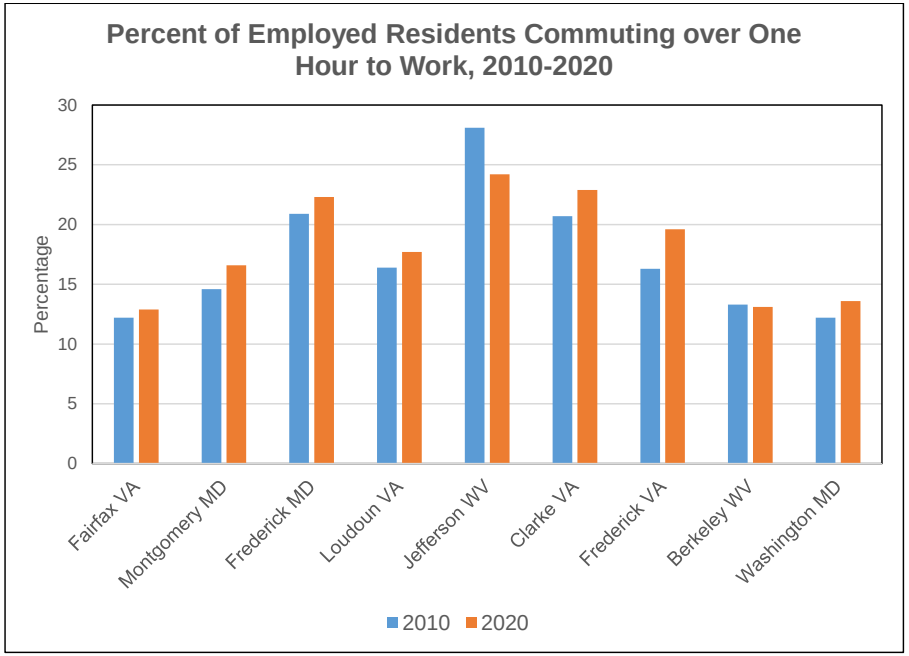
encouraging established businesses to relocate to Jefferson County, which provides more job opportunities for residents.

In 2020, the US Census Bureau estimated that close to 44% of Jefferson County residents were employed in the county while 45% commuted out of West Virginia to their place of employment. Nearly 10,000 residents travel to the Washington DC Metropolitan area.

Location of Employment for Jefferson County Residents, 2010-2020

County	2010	Share	2020	Share
Jefferson Co. WV	**11,415**	**46.1%**	**12,005**	**44.4%**
Washington DC Arlington Co. VA; Alexandria City VA	*1,286*	*5.2%*	*728*	*2.7%*
*Montgomery Co. MD; Fairfax Co. VA**	*3,136*	*12.7%*	*2652*	*9.8%*
Loudoun Co. VA; Frederick Co. MD	*4,612*	*18.6%*	*6,014*	*22.2%*
*Remainder DC Metro Area***	*366*	*1.5%*	*578*	*2.1%*
Total DC Metro Area**	**9,400**	**38.0%**	**9,972**	**36.9%**
Berkeley Co. WV	*1,782*	*7.2%*	*2,807*	*10.4%*
*Remainder Valley Counties*****	*1,766*	*7.1%*	*1,794*	*6.6%*
Total Valley Counties	**3,548**	**14.3%**	**4,601**	**17.0%**
All Other Counties****	**385**	**1.6%**	**458**	**1.7%**
Total Residents Employed	**24,748**	**100.0%**	**27,048**	**100.0%**

* Includes Fairfax City VA and Falls Church City VA
** Includes Prince Georges Co MD; Fauquier Co VA; Warren Co VA; Prince William Co VA; Stafford Co VA; Manassas City VA; Manassas Park City VA; Fredericksburg City VA
*** Excludes Jefferson Co WV; Clarke Co VA
**** Includes Clarke Co VA; Frederick Co VA; Winchester City; VA; Washington Co MD
***** Counties that were not within reasonable driving distance for a commute were eliminated from the original data set. In 2020, this increased Jefferson County's share of employment from 43.7 percent to 44.4 percent.
Source: US Census Bureau, ACS 2006-2010 and 2016-2020 5-Year Commuting Flows



Source: US Census Bureau, ACS 2020 5-Year Estimate

Objective 12.1

Collaborate with stakeholders to build and expand existing local businesses, support the start-up of new businesses, and attract new businesses to Jefferson County.

1. Organize and host small business development, entrepreneurship, financial assistance, and urban site selection classes in collaboration with stakeholders.

JCDA | Yearly

2. Conduct business retention and expansion visits of interested businesses including assesments of future challenges and opportunities.

JCDA | Yearly

3. Attract local development with a focus on government contracting, agribusiness, tourism, and community development.

JCDA | Ongoing

4. Collaborate with stakeholders and municipalities to provide awareness programs about the availability of financing and support for businesses that locate in existing Federal Opportunity Zone census tracts.

JCDA | Ongoing

5. Develop partnerships with area financial institutions, including non-profit lenders that specialize in providing business financing to new and emerging businesses that are in the Federal Opportunity Zone census tracts and other eligible businesses.

JCDA | 3-5 years

6. Coordinate with local and state economic development agencies to identify potential funding sources for economic development efforts.

JCDA | 3-5 years

7. Plan with stakeholders' co-work facilities or business incubators that provide space for start-up companies along with a small network of entrepreneurs to collaborate.

JCDA | 3-5 years

8. Identify opportunities for public/private partnerships investment that would result in the creation or expansion of employment opportunities and infrastructure.

JCDA | 3-5 years

Objective 12.2

Support vocational training opportunities for students of all ages in skilled trade programs and higher education to create a flexible, resilient workforce.

1. Grow relationships with local businesses and local/regional education institutions to increase availability of co-op and mentoring programs between students and businesses in the Eastern Panhandle.

JCDA | 3-5 years

2. Collaborate with key business and economic stakeholders to identify and create programs that would encourage the retention of highly skilled young graduates from the County's institutions of higher learning.

JCDA | 3-5 years

3. Coordinate with key business stakeholders to improve employer outreach and collaboration with regional and state university/ college career centers to promote Jefferson County employment and internship opportunities to students on all academic levels.

JCDA • JCBOE | 3-5 years



Courtesy: Jefferson County Development Authority

Goal 13

Develop an environment that promotes existing and new businesses by expanding necessary infrastructure within the Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB).



Jefferson County is ideally situated to have a vital economy. Economic growth and development are closely tied to the availability of natural resources, technological innovation, and human capital as well as its geographic proximity to major population centers, adequate roads, and infrastructure. The major sectors of Jefferson County's economy include traditional economic development activity, including education and technological training; agriculture and the rural economy; and recreational, historic and heritage tourism.

According to the Jefferson County Development Authority (JCDA), Jefferson County's location close to the Washington, DC Metropolitan area and ready access to major transportation routes makes the County ideally situated for business, manufacturing, and industry. With Jefferson County's existing economic cluster of federal agencies and its proximity to Washington, DC, the County also has the opportunity to attract additional federal facilities. It is important that elected officials within the County, State, and federal government work together to maintain the government facilities that are located here and to explore the development of additional facilities that could bring mutual benefit to their agencies and Jefferson County.

To support the success of future economic growth, there are several proposed improvements to the County's public infrastructure that are expected to take place in the coming years. These include the widening and realignment of US 340 from Charles Town to the Virginia state line, the potential for improving natural gas and alternative energy facilities and, extending natural gas services into Jefferson County, and improvements to the County's telecommunications network, particularly advanced wireless technology. West Virginia's $1.2 billion dollar Broadband Enhancement Access and Deployment grant looks to extend broadband coverage across the state, including underserviced areas in Jefferson County. These improvements will enhance the ability of Jefferson County to compete on an economic development basis with other communities in the region.

Building on these infrastructural improvements, Jefferson County can invite a diversity of businesses to locate within its borders. As part of these efforts, the JCDA has identified several target industries and employment sectors towards for incentives and programming: agricultural development, information technology, manufacturing, government, small business, and tourism. Each of these target industries are currently located in Jefferson County and will benefit from retention, expansion, and promotion.

One of the strengths of Jefferson County is that the residents have a strong entrepreneurial spirit. There is a need for local and regional technical and financial resources to be made available to these entrepreneurs and to publicize these resources. Existing programs in Jefferson County which currently work to support smaller companies include the Eastern Panhandle Entrepreneur Forum and the JCDA's agricultural

development program and small business coaching efforts, which focus on cultivating the talent that resides in Jefferson County. Creating opportunities that allow residents with a variety of skills and talents to be employed at jobs located in Jefferson County will also continue to be of importance. With the increasing number of highly skilled workers that have relocated into the community and the presence of Shepherd University, American Public University System (APUS), and other educational facilities, Jefferson County has workforce that is attractive to a wide variety of employers. In order to continue to attract and maintain employers, it is imperative to expand opportunities for residents of all ages to obtain the skills that would attract employers and for employers to find and retain a highly skilled, local workforce available to meet their needs by improving and expanding connections and mentoring programs between educational institutions, residents and employers. Such networks provide a chance for employers to work closely with both educational institutions and potential workers. Co-op or mentorship programs can be an important factor in improving both the quality of Jefferson County's workforce and encouraging residents to stay in the County, working for employers that are a part of this program.

A robust transportation network is also important to the economic vitality of a community. With the improvements to the local and regional transportation and infrastructure networks that upcoming or in progress, the atmosphere for attracting a diversity of businesses to the County is constantly refining. As transportation access to and through Jefferson County has improved in recent years, it has become increasingly easier to move goods and people to and from the County. In the past several years, Jefferson County has worked to reduce unnecessary regulatory barriers which were impacting the viability of economic development in the County, allowing 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 will be available to support these uses. Within the unincorporated area, the County's industrial park and properties zoned industrial are also important to the economic growth of the County. Within the municipalities, public and private reinvestment in the urban cores has occurred and is continuing to grow. The County's downtown concentrations of local and regional government agencies, small offices, shops and boutiques, restaurants, and services attract visitors and residents alike. These unique features help make downtown areas of Jefferson County a place for community.

Due to the rising growth in the County, there has been an increasing need to assess the viability of alternative and renewable energy sources that may assist in maintaining the quality of life of Jefferson County's residents and businesses. Alternative and renewable energy sources ranging from water, solar, and wind power to various biofuels, plant crops, and geothermal systems might be used to complement or replace existing power sources. There are efforts underway at the local and state level to encourage the conservation of energy

and the utilization of alternative energy sources, notably some projects incorporated into the expansion of the American Public University System (APUS) in Charles Town and Ranson. These projects include the use of solar collectors that serve as cover for parked cars, electric car charging stations, and building improvements and materials that limit the use of energy needed for heating, cooling, and lighting. The improvements undertaken by APUS can serve as a role model to new development in Jefferson County and to the redevelopment of existing structures and sites. Another option for energy sourcing is natural gas, which an increasing number of businesses are using in their manufacturing process due to the lower costs and cleaner emissions. The expansion of natural gas into Jefferson County would aid economic development efforts while providing an alternative to electricity for residential and commercial purposes.

The Jefferson County Development Authority (JCDA) works to encourage and assist the development and growth of businesses and industry in the County.

Small businesses, which can range from restaurants and artisan cottage industries to small technology and service firms, are an integral part of the local economy and will need opportunities to grow stronger. Building on these assets will give the County a strong identity in its core business strengths.



Objective 13.1

Utilize existing infrastructure to allow construction of village-scaled businesses, residential uses, and community facilities with Village areas and potential village expansion areas.

1. Promote available sites in villages for new buisnesses.

JCDA | Ongoing

Objective 13.2

Allow small-scale commercial and multi-family uses in existing areas that have the potential to be designated as a village at a future date.

1. Support the zoning map amendment of properties wishing to be zoned Village that are adjacent to Village or Village expansion areas.

PC • CC | Ongoing

Objective 13.3

Provide incentives and opportunities for businesses to relocate or expand their operations within the County.

1. Work with the County's municipalities to create a unified economic development strategy.

JCDA | 1-2 years

2. Encourage local non-profit organizations and local and regional economic development agencies to create a regular forum where all County artisans, businesses, and members of the non-profit and arts communities can meet to network and collaborate.

JCDA • CVB | 3-5 years

3. Encourage the engagement of the public in creating a unified economic development strategy.

JCDA | 1-2 years

Objective 13.4

Work with utility providers to ensure public and private infrastructure is in place within UGBs, PGAs, and Villages to enable economic development.

1. Identify partners and funding sources for the expansion of natural gas services.

JCDA | 6-10 years

2. Request state and federal agencies to consider the location of new facilities in Jefferson County within the growth areas identified in this Plan.

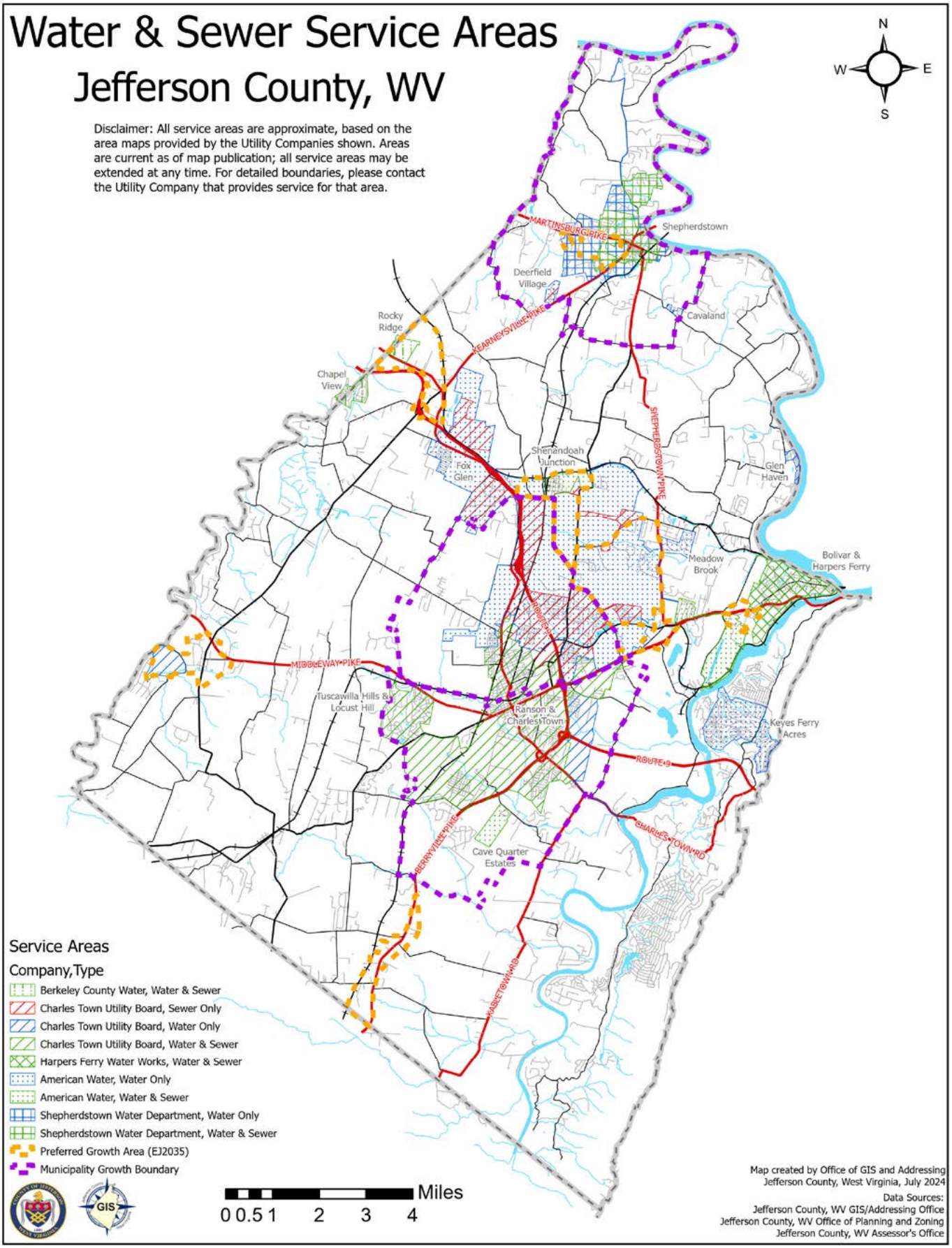
JCDA | Ongoing

3. Request the deployment of infrastructure, including water and sewer, in all UGBs and the PGAs.

P&Z • CC | Ongoing

Water & Sewer Service Areas
Jefferson County, WV

Disclaimer: All service areas are approximate, based on the area maps provided by the Utility Companies shown. Areas are current as of map publication; all service areas may be extended at any time. For detailed boundaries, please contact the Utility Company that provides service for that area.





Creating Livability

Courtesy: WV Independent Observer

Jefferson County has experienced significant growth in the preceding decades. There is now more people, houses, and businesses than ever. While this growth brings many positive impacts to the County, it also requires some considerations. Jefferson County must look towards creating livability to ensure the sustainable health and happiness of all residents.

During the summer of 2023, a residential build out analysis was conducted for tax parcels in Jefferson County to determine the number of unoccupied or vacant parcels available for residential construction. Jefferson County issued just over 1,700 residential building permits throughout the unincorporated County area between the summer of 2013 and May 2023. Some parcels may have been recorded at the Court House or are anticipating approval, but are currently designated as vacant on the tax parcel and are not reflected in the data. The analysis was conducted using residential site address data and is strictly an analysis of the parcels that either are recorded in the land records or have a vested right to continue the development process. It can be assumed that some construction will not proceed and a number of parcels platted for development may stay vacant. The estimates include parcels in the historic cores of the five municipalities, the mountain corridor between the Shenandoah River and the Loudon County, VA border, and within developments in municipalities. Parcels that are not zoned residential, do not meet the size requirement for a septic system, or could not be reasonably classified as potentially buildable are excluded from the estimates and are the cause of any discrepancies between the parcel counts. A similar analysis was performed as part of the Envision Jefferson 2035 Plan but this earlier report did not include residences in the historic cores of the five incorporated municipalities. The Envision Jefferson 2035 analysis pulled different data for their analysis and without a firm record of the analysis process; the two buildable parcel analyses are not comparable. This 2023 buildable parcel analysis indicates that approximately 6,900 residences could be built on existing vacant parcels without approving another lot.

Total Parcels Estimate	
Total parcels platted for residential use	**29,400**
Total parcels occupied by a residence	**22,400**
Vacant parcels with potential for future residential construction	**6,900**

Source: JC Planning and Zoning

Jefferson County experienced its highest rate of growth of about 42% in the 1970s, and a housing bubble in the early 2000s stimulated another spike in the growth rate that resulted in Jefferson's highest net gain of residents over a single decade. Growth slowed considerably in the 2010s, but following the COVID pandemic

and the general rise of housing prices in the Washington DC Metropolitan area, growth in Jefferson County has increased as new residents look for competitive housing prices. Since 2000, the municipalities have experienced a population increase of 43.2% compared to 21.3% in the unincorporated areas, and now make up 25% of the county's total population. Charles Town and Ranson have contributed significantly to this growth in municipal population, largely due to the annexation of new land.

Conversely, the adjoining towns of Bolivar and Harpers Ferry have seen a small decline in residents. Surrounded by the Potomac and Shenandoah rivers and National Park Service lands, there are limited opportunities to annex additional land, and market pressure to provide short term rentals has also affected the availability of long term housing for current and prospective residents.

Historically, Jefferson County's population demographic was characterized by a significant Black or African American population and a majority of White residents, but in more recent decades has seen a gradual decline in the number of Black or African American residents in the County, as well as a steeper decline relative to the total population. The percentage of Black or African American residents reached its lowest point in 2000 but has been rising since then. Jefferson County is also increasing in diversity due to growing numbers of other racial and ethnic minority groups, which has risen from about 10% of the County's population to almost 21%, including significant increases in the Hispanic or Latino population and Multiracial individuals. With these noticeable increases in racial and ethnic minority populations, Jefferson County has a high probability of continuing to become a more racially and ethnically diverse community.

In its age demographics, Jefferson County differs from the national trend. The county is aging more rapidly than the rest of the United States, with proportionally fewer young adults in their 20s and a higher proportion of residents in their 50s than the rest of the United States. In 2020, almost 21% of all Berkeley County's residents were between the ages of 25-39, compared to only 17% of Jefferson County's residents. Retired military veterans are also attracted to Jefferson County because the state tax policies regarding veteran benefits are more generous than those of Virginia and Maryland are. These policies have contributed to Jefferson County having a significantly higher percentage of residents with veteran status compared to bordering counties in Virginia and Maryland. The percentage of Jefferson County residents who are senior citizens has also risen. As these demographics continues to grow, there will be a need for more assisted care facilities, affordable senior housing, and access to medical care in the county. Additionally, these residents will likely require access to expanded public transit systems with greater availability.

Another important demographic is the County's level of educational attainment, which plays a key role in determining the economic possibilities of an area. Generally, people who

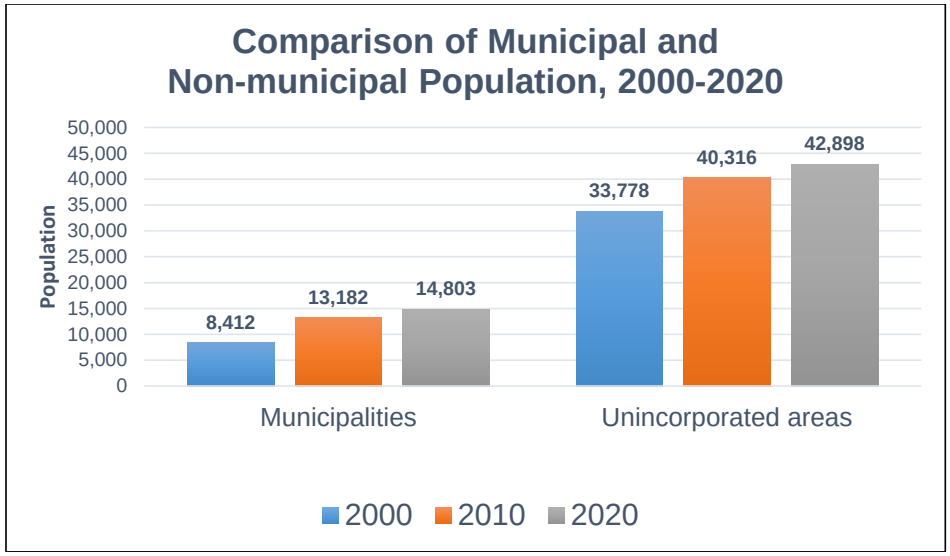
have obtained more education tend to earn higher wages and have more discretionary income. The economic health of the County's residents directly influences its commercial and retail composition, and companies consider the skill set of the area's labor pool when expanding to a new location. These factors help shape the quantity and quality of services provided for its residents, showing the importance of Jefferson County's educational attainment. The 2020 high school graduation rate in Jefferson County was above 90%. In the past twenty years, the percentage of residents without a high school diploma plummeted from 21% in 2000 to 9.5% in 2020. The number of residents who attended college rose from about 44% to nearly 60%, and residents who have completed at least a bachelor's degree increased by almost 10% over the same timeframe. The rise in the number of those with associates degrees or occupational certifications has been aided by the expansion of the Blue Ridge Community and Technical College and the James Rumsey Technical Institute in nearby Martinsburg, West Virginia.

Many demographics are affected by Jefferson County's location. Housing markets, migration patterns, and the flow of commuters are all heavily influenced by Jefferson County's geographical position within the Washington DC metropolitan area and the Shenandoah-Cumberland Valley system. High housing costs in the surrounding regions have made Jefferson County an appealing place to live for many who commute to jobs. Just as Jefferson County's lower-priced housing has attracted residents from Loudoun County and other counties in the DC metropolitan area, Berkeley County has attracted a positive migration flow from Jefferson County. Between the 2017-18 and 2020-21 tax seasons, Jefferson County experienced a net outflow of 973 residents to Berkeley County, where the lack of zoning and impact fees for new housing has contributed to a lower median home value. Many migrants from Jefferson County were attracted by either the comparatively affordable housing prices or the larger amount of rental options found in Berkeley County.

As Jefferson County has grown, residents of the community have recognized the need to provide a greater range of park and recreational services to visitors and County residents. Having facilities and programs for teens and young adults is of particular interest to County residents, as is the expansion of a trail network that would not only include trunk lines such as the Route 9 Bike Path, but also trails that would connect communities, schools, and recreational facilities. With a network of safe, well-maintained trails and walking paths in place, individuals will have more options available to them for traveling throughout the county while improving physical health.

Jefferson County Population, 1950-2020			
Year	**Population**	**Growth per Decade**	**Percentage Growth**
1950	17,184	422	2.5%
1960	18,665	1,481	8.6%
1970	21,280	2,615	14.1%
1980	30.302	9,022	42.4%
1990	35,926	5,624	15.7%
2000	42,190	6,264	17.4%
2010	53,498	11,308	26.8%
2020	57,701	4,203	7.9%

Source: U.S. Census Bureau, Decennial Census



Source: U.S. Census Bureau, Decennial Census

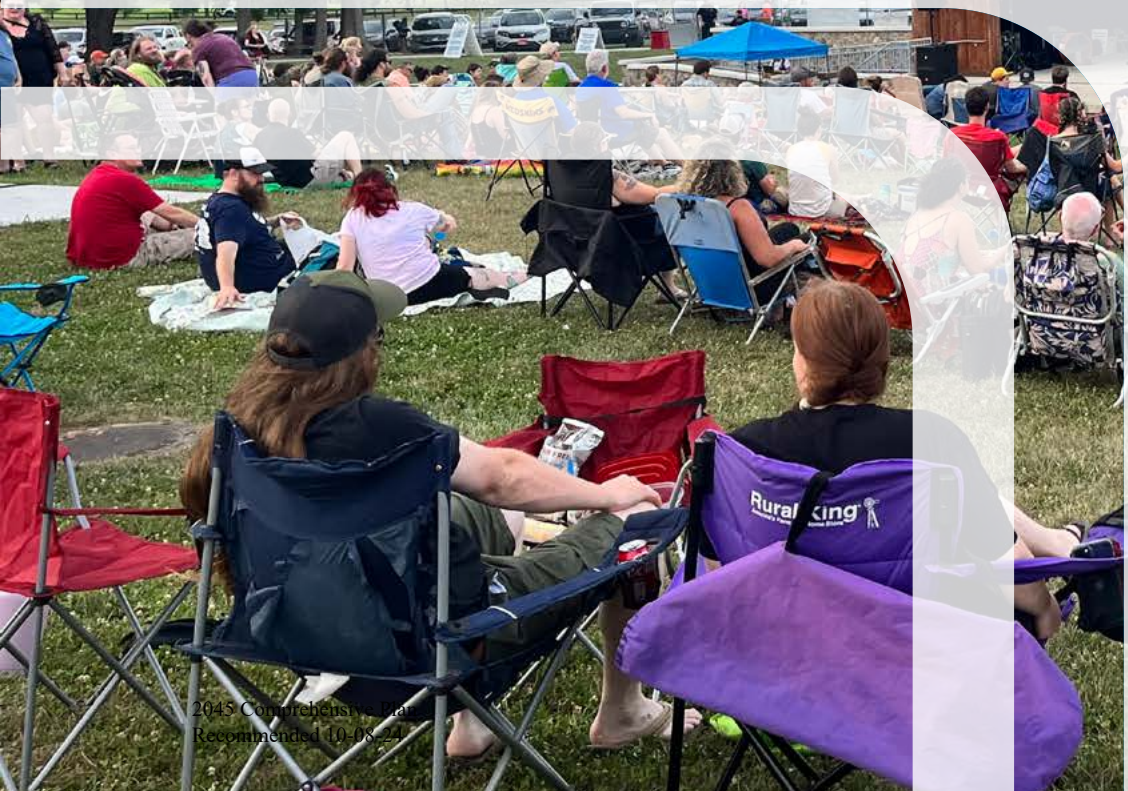
A minor subdivision is defined as any subdivision with two lots and a Residue or less prior to October 2008 and any subdivision with four lots and a Residue or less after October 2008. A major (conventional) subdivision is defined as any subdivision with three lots and a Residue prior to October 2008 and five lots and a residue after October 2008.

It should be noted that the US Census Bureau officially upwardly revised the population counts of Shepherdstown by around 400 residents in both the 2000 and 2010 censuses. In its initial counts, the Census Bureau had inaccurately assigned the annexed residence halls to an area outside of the corporate limits. The drop in Shepherdstown's population in 2020 may be the combination of another inaccurate initial count, the decline in attendance at Shepherd University, or the difficulty in counting students at the start of the COVID pandemic, as the university closed its student housing just prior to the delivery of the 2020 Census questionnaires. As of May 2023, the census count for Shepherdstown has yet to be revised.

The US Census Bureau provides population counts for Census Designated Places (CDPs) that are statistical equivalents of incorporated places but represent unincorporated communities that lack a legally defined boundary or an active, functioning governmental structure. Jefferson County has three CDPs: Middleway, Shenandoah Junction, and Shannondale, as well as eight officially recognized villages: Bakerton, Kearneysville, Leetown, Mannings, Rippon, and Summit Point. Middleway and Shenandoah Junction are both villages as well as CDPs. The US Census Bureau does not offer official population statistics for non-CDP villages.

The increase in Multiracial identity is a nationwide trend that the US Census Bureau partially attributes to its revision of the race and ethnicity questions, which now better reflect personal self-identification. Some individuals who selected a single racial category in previous censuses were able to choose multiple racial categories in the 2020 census, leading to a decrease in single race categories.

Courtesy: Jefferson County Parks and Recreation



Goal 14

Promote a countywide expansion of activities, amenities, and entertainment for all Jefferson County residents.

The past decade has seen an influx of young families moving into the County's residential developments, but without a matching increase in healthy entertainment opportunities for young people. Residents have emphasized a growing need for an increase in activities and programs for Jefferson County's youth. Some of these programs and services are already available within the County, but may be only privately available or are not conveniently accessible for all residents. Developing more programs and entertainment options for this age group could help the County's young residents form connections in their community and provide motivation for them to remain in Jefferson County as they age. Having access to outdoor amenities encourages all residents to be active and move, increasing physical health. Amenities geared towards different age groups can provide all residents with enjoying and rewarding experiences, which can also support mental wellbeing. It should be noted that besides traditional amenities like parks, access to wireless connectivity is a modern amenity that is growing in importance. Many people rely on wireless connectivity for their jobs, students may need it to access educational resources, and residents of all ages use it for personal enjoyment. One way to support this is to ensure that all residents of the County and the State have access to high-speed internet. As Jefferson County works to provide many kinds of accessible amenities, it is important to encourage the development of wireless connectivity to support the needs of all residents.

In contrast to the increase of young families, Jefferson County has decreasing numbers of young adults who graduate from a County school and remain in the County to live or work. Young people who grow up in Jefferson County may experience difficulty finding job opportunities appropriate for their age or level of educational attainment, which negatively affects their ability to live in the County as they age and require income to support themselves. Additionally, neighboring Berkeley County offers numerous job opportunities for young adults and a relatively lower cost of living, attracting many of Jefferson County's early-career residents to that area. Residents have expressed the need for Jefferson County to work towards retaining its young adult population. Currently, the JCDA works to attract and support businesses, which provide job opportunities for those living in the County. Collaborating with the JCDA and with local businesses to provide increased employment options for young adults could help Jefferson County retain more of its youthful population and strengthen the diversity of its age demographics.

Just as it is important for Jefferson County to become a place that supports residents of all ages, the County must also look to support the health of those residents and their environment. As Jefferson County increases in population and development, this raises the amount of light pollution the region emits. Light pollution is a change in levels of outdoor light due to artificial lighting, and includes issues like glare from excessive brightness and sky-glow above cities at night. Light pollution also brings significant negative impacts to the community. Excess lighting wastes energy and can compromise individuals' safety and security by affecting vision. It also disrupts the nocturnal patterns of the natural environment, including those of

wildlife. However, many of these issues can be mitigated. DarkSky International helps communities like Jefferson County by recommending methods for implementing sustainable lighting options that can be adopted to minimize light pollution and increase resident safety and comfort. Adopting measures to reduce light pollution would serve to benefit Jefferson County.

Promoting a countywide expansion of establishments and programs that provide services, activities, and entertainment increases the quality of life and improves mental and physical wellness for residents of all ages.

DarkSky International is an organization of experts that advocates the protection of the night sky and natural darkness for its many benefits by reducing light pollution through education, citizen awareness, and supportive legislation.

Objective 14.1

Collaborate with local businesses to identify opportunities and programs to aid in retaining and attracting families, early-career adults, and seniors to Jefferson County.

1. Develop and administer an initiative of feasibility and marketing studies for private entities that are exploring launching new commercial businesses or expanding existing commercial businesses from within or outside the County, particularly commercial businesses that provide entertainment and recreational opportunities for families and youth.

JCDA | 3-5 years

2. Work with local lenders and other stakeholders to identify financing for businesses that provide essential services, entertainment, and recreational opportunities.

JCDA | 3-5 years

Objective 14.2

Support programs that provide services and entertainment for residents of Jefferson County.

1. Ensure that all areas of Jefferson County are served by high speed landline and/or wireless services and other advanced communication technologies.

CC | 3-5 years

2. Review and update the Zoning Ordinance and Subdivision Regulations related to tree preservation, buffering, and effective landscaping standards.

P&Z • PC | 3-5 years

Objective 14.3

Explore DarkSky International and Illuminating Engineering Society recommended standards to reduce light pollution.

1. Adopt text amendments to minimize light pollution as recommended by the DarkSky International and Illuminating Engineering Society (IES) and their current Model Lighting Ordinance Template.

PC • CC | 3-5 years

2. Support education and outreach programs for property owners and citizens to raise awareness about the impacts of light pollution, potential energy savings by reducing light pollution, and potential solutions to light pollution.

CC | Yearly

3. Urge municipalities to implement a Street Lighting Master Plan to convert existing and future street lighting to reduce light pollution and follow DarkSky International recommended standards.

CC | Ongoing



Courtesy: Jefferson County Development Authority

Goal 15

Enhance public services and public safety to meet the needs of Jefferson County residents.

Jefferson County residents have identified that one of their greatest concerns regards the provision of police, fire, rescue, and EMS services. It is widely recognized that local governments ought to establish and provide these services, and Jefferson County operates a combination career/volunteer Fire, Rescue, and EMS system funded by the County and ambulance fees. The Jefferson County Emergency Services Agency (JCESA) owns and operates the 911 EMS ambulance transport system, employing both full-time and part-time personnel. There are seven Volunteer Fire Departments (VFDs) which own and primarily operate the Fire and Rescue equipment and services. JCESA career personnel operate their EMS units out of space within four of these VFDs and assist with Fire and Rescue responses and operations. To maintain adequate numbers of available responders, improve emergency responses, and meet the needs of its residents, businesses, and visitors the County will continue to see its career services expand. The Jefferson County Homeland Security and Emergency Management department serves as the long range planning for disaster preparedness and updates the Jefferson County Multi-Jurisdictional Hazard Mitigation Plan every five years. The Hazard Mitigation Plan identifies risks and vulnerabilities in the County and sets goals to mitigate those risks in the event of an emergency.

Another public concern that has come with the growth of the County's population is the availability and reliability of the public transit system. The Eastern Panhandle Transit Authority (EPTA) provides limited transit services, including round trips between Harpers Ferry, Charles Town, Ranson, and Shepherdstown. There is also a shuttle service between Martinsburg, Shepherd University, and Demand Response Services for people with disabilities. Ground has also broken on the EPTA Multimodal Transit Center in Martinsburg to better serve the community with public transit as the Eastern Panhandle continues to grow. Additionally, Jefferson County has a growing percentage of senior residents in the population, many of whom may not be able to drive, and may have increased physical health needs that require medical care. These citizens need affordable and reliable public transit to and from community locations like wellness centers and grocery stores, as well as medical care appointments. Expanding the EPTA's service in Jefferson County and its surrounding region will secure the availability of transportation for these aging residents as well as the County's incoming residents.

Another option for public transit for County residents is the Maryland Area Regional Commuter (MARC) train. The MARC Brunswick Line offers commuter rail services between Martinsburg and Washington D.C. It has two stops in Jefferson County at Duffields and Harpers Ferry, and provides vital regional connectivity with the larger metropolitan area. This service is essential for daily commuters and enhances the overall transportation network in the region. With better access to quality public transportation, residents will have less need to drive, which could help decrease roadway traffic as well.

Public Service

The EPTA is the Eastern Panhandle Transit Authority, which provides public transportation services, including non-emergency medical transportation, for those in Jefferson and Berkeley County.

Impact fees are enacted by the local government and help cover the cost associated with incoming developments required to ensure that new growth is sustainable for the community.

County-owned buildings and equipment are essential to the fluid operation of Jefferson County as a whole. These assets undergo depreciation as they age and may require maintenance or updates to make sure that everything is in working order. This care is of high importance to ensure that Jefferson County continues to operate smoothly and the residents and community receive quality service.

While the Jefferson County Commission does not have a fiduciary responsibility in providing certain services such as public utility systems and the road network, the citizens of the County are impacted by the cost of these services. For this reason, it is important for County officials and residents to be involved in the policy making process of outside agencies that provide services to the County when possible. The County's current budgetary responsibilities primarily consist of General Government, Public Safety, Health and Sanitation, Culture and Recreation, Social Services, and Capital Projects. General Government accounts for approximately fifty percent of the County budget expenditures, while public safety accounts for an additional forty-three percent.

Objective 15.1

Coordinate with EPTA to improve transit service within Jefferson County and the Eastern Panhandle as a whole.

1. Support Eastern Panhandle Transit Authority's programs to provide additional transit services that address the transportation needs of the county and the disabled population in particular.

CC | Yearly

Objective 15.2

Ensure access to emergency services in Jefferson County.

1. Explore all funding options to support and enhance County emergency services.

ESA | Yearly

2. Implement improvements of County facilities and grounds for better access and safety.

CC | Yearly

Objective 15.3

Identify ways to expand medical services and wellness programs.

1. Identify and expand the utilization of state and/or federal grants that might be available for capital projects in Jefferson County.

CC | Yearly

2. Support Health Department efforts to provide health services to County residents.

HD | Ongoing



Courtesy: Jefferson County CVB

Goal 16

Improve interconnectivity by enhancing and expanding pedestrian and bike paths.

With a network of safe, well-maintained trails and walking paths in place, individuals will have more sustainable options available for traveling throughout the county while improving physical health. It is important for these trails to connect communities, schools, libraries, and recreational facilities. Enhancing interconnectivity through these trails will foster a stronger sense of community and accessibility for all.

Creating a more balanced transportation system and better connecting neighborhoods significantly enhances the physical and mental health of both residents and visitors.

Many Jefferson County residents walk or bike to destinations within the County and nearby. Where pedestrian and bike trails do not exist along the roadways, pedestrians and cyclists are obliged to use narrow shoulder areas or the grass, which endangers those individuals and creates hazards for motorists on the roads. Many roads in Jefferson County do not have paved or graveled shoulders. This limits the desirability of walking or biking in these locations. Creating bike and pedestrian interconnectivity between subdivisions, commercial developments, and recreational facilities enhances mobility and accessibility. This type of improvement increases the ability for individuals without a private automobile to access their homes, school, employment, medical appointments, shops, and services. When accessibility does not exist, residents must drive and the increasing motorists increase traffic on major roadways and smaller developments located between connections. Private road connections in neighborhoods should not need to contend with the traffic that State built and maintained roadways are designed for. This Plan supports including sidewalks and trails in new major subdivisions and along state roadways even if surrounding connections do not yet exist. Increased availability of sidewalks and trails encourages greater transportation options and future connections. Overall increases in transportation options also reduce transportation costs for both communities and residents and create a greater sense of community.

One of the biggest needs identified by residents is the expansion of a trail network. The Route 9 bike path connects Berkley and Jefferson County is a significant asset for both recreational and commuter use. This Plan supports the ongoing work to extend the Route 9 path to Charles Town and Ranson including cooperation with the West Virginia Division of Highways to resolve regulatory constraints regarding the addition of sidewalks and trails. A bike path connecting Shepherdstown Middle School, Morgan Grove Park, and Shepherdstown Library would be a significant asset to the community in making all of these public facilities more accessible. A similar bike path could be made between the Corporation of Ranson and Sam Michaels Park to facilitate walkers and cyclists in accessing the Sam Michaels recreation facilities. Despite the challenges, there are ongoing efforts to expand the trail network that includes securing grants for new bike paths and collaborative projects with local and national organizations. Collaboration with our transportation partners

including HEPMPO, WVDOH, and the municipalities make these projects possible. The goal is to enhance mobility, safety, and community health by increasing the availability of sidewalks and trails.

Developing interconnecting paths, trails, and walkways through Jefferson County contributes to community and health. The Potential Future Bicycle Paths map contained in the Plan identifies ideal future bike and pedestrian paths in Jefferson County. The map reflects these potential connections but does not designate the preferred location of the paths.

Objective 16.1

Establish that new development adjacent to municipal boundaries, Villages, or within UGBs is designed and built in a way that enables connectivity to the existing street and infrastructure network or for future connectivity as development is extended to these areas.

1. Collaborate with key stakeholders and developers to encourage adjoining developments to provide interconnections.

P&Z • PC | Ongoing

2. Collaborate with stakeholders to construct sidewalks and/or multi-use pathways in order to connect public and private schools to nearby communities, neighborhoods, and to countywide trail, park and recreational facilities.

P&Z • PC | Ongoing

Objective 16.2

Collaborate with WVDOH to connect the Route 9 bike path into Ranson.

1. Collaborate with the WVDOH and the relevant railroad owner to allow pedestrian and bike trails to be constructed within the right-of-way where appropriate.

P&Z | 6-10 years

Objective 16.3

Continue to support construction of Shepherdstown bike path from Shepherdstown Middle School to Morgan Grove Park and Shepherdstown Library.

1. Coordinate with key stakeholders and property owners to identify potential routes and create a usable pedestrian and bike path.

PC | 3-5 years

Objective 16.4

Require sidewalks to be constructed or easements for their implementation be included within and connecting to existing and new development.

1. Strive to provide connectivity between bike and pedestrian paths that pass through or connect to adjacent new and existing residential developments.

P&Z | Ongoing

2. Support the development of a pedestrian path between the Shenandoah Springs subdivision and the Patrick Henry Estates subdivision.

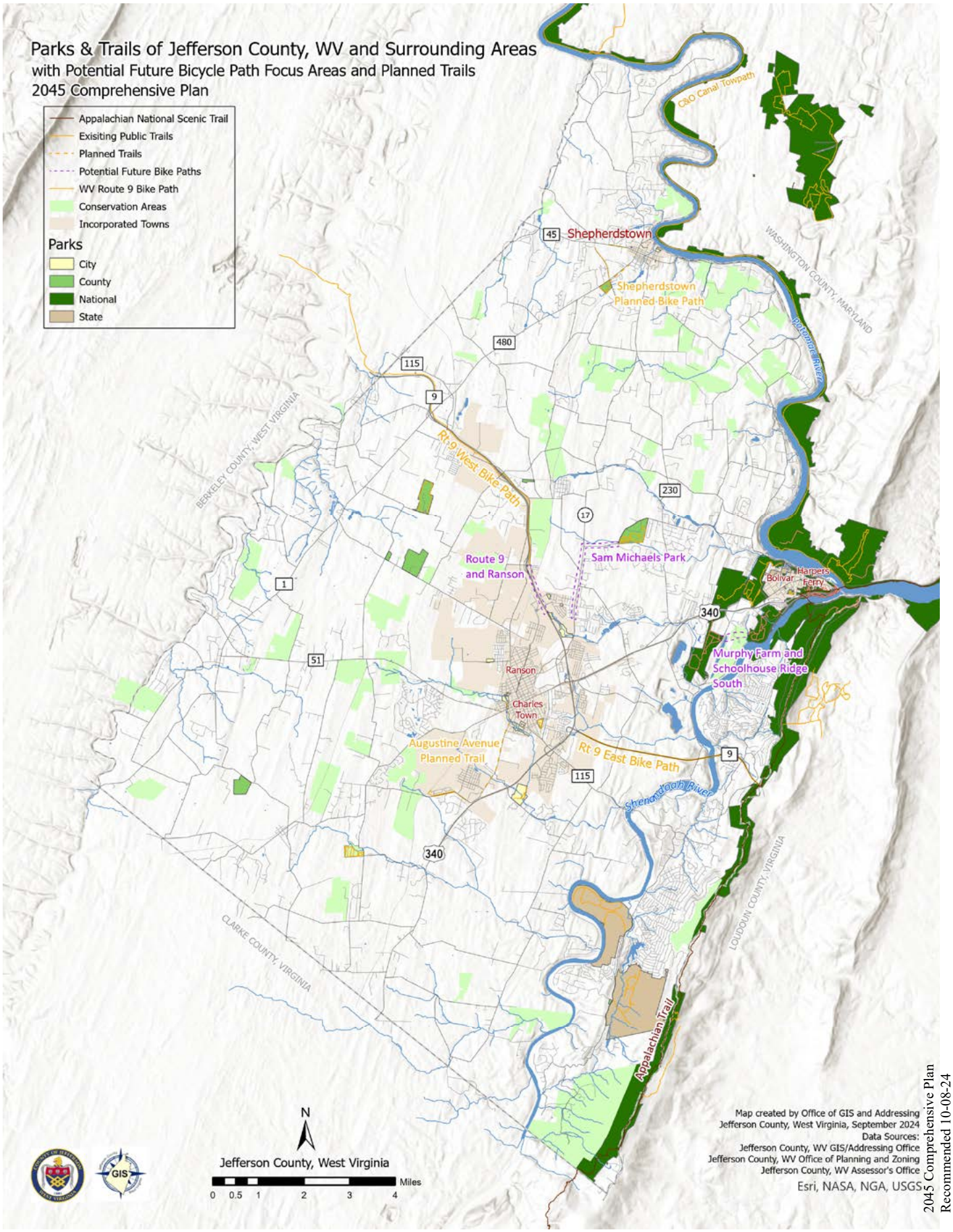
PC | 6-10 years

Objective 16.5

Develop a path connecting Ranson to Sam Michaels Park.

1. Coordinate with key stakeholders to develop a Countywide Trail Plan.

JCPR | 6-10 years


Parks & Trails of Jefferson County, WV and Surrounding Areas
with Potential Future Bicycle Path Focus Areas and Planned Trails
2045 Comprehensive Plan
Appalachian National Scenic Trail
Exisiting Public Trails
Planned Trails
Potential Future Bike Paths
WV Route 9 Bike Path
Conservation Areas
Incorporated Towns
Parks
City
County
National
State
C&O Canal Towpath
Shepherdstown
Shepherdstown Planned Bike Path
WASHINGTON COUNTY, MARYLAND
Potomac River
BERKELEY COUNTY, WEST VIRGINIA
Rt 9 West Bike Path
Route 9 and Ranson
Sam Michaels Park
Bolivar
Harpers Ferry
Murphy Farm and Schoolhouse Ridge South
Ranson
Charles Town
Augustine Avenue Planned Trail
Rt 9 East Bike Path
Shenandoah River
LOUDOUN COUNTY, VIRGINIA
CLARKE COUNTY, VIRGINIA
Appalachian Trail
45
480
115
9
230
17
1
51
340
N
Jefferson County, West Virginia
Miles
0 0.5 1 2 3 4
Map created by Office of GIS and Addressing
Jefferson County, West Virginia, September 2024
Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office
Esri, NASA, NGA, USGS

Courtesy: JC Office of Planning and Zoning

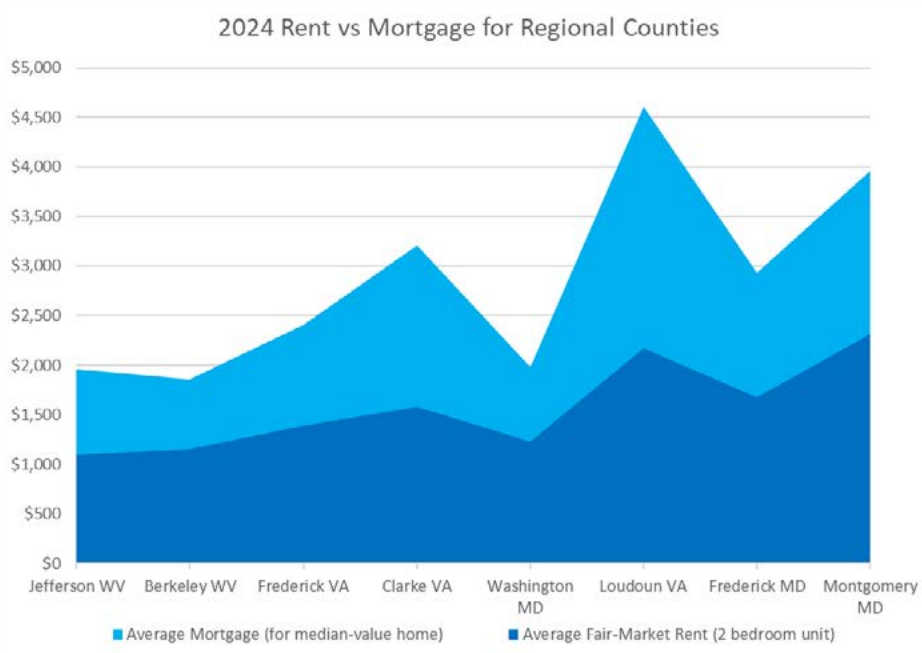
Goal 17

Encourage a diversity of housing options including attainable and senior housing availability and accessibility to current and incoming residents.

All communities exist within a larger network of regional influences. Jefferson County's geographical position in the Shenandoah-Cumberland Valley system and the Washington DC metropolitan area heavily influences its housing markets, migration patterns, and the flow of commuters. The federal government and the professional/business service sector in the Metro area offer many comparatively high paying jobs, allowing suburban Washington to become an affluent area. Rapid growth together with high incomes has resulted in high median owner-occupied house values increasing the cost of housing in that area and making Jefferson County an appealing place to live for many who commute to jobs in the region. Many homebuyers who were previously renting or living in a Metro area suburban county apartment or townhouse can afford a larger, single-family detached house in Jefferson County due to its lower cost of living.

Jefferson County's comparative affordability is also due to the significant housing growth the County experienced in the 1970's (56% increase in housing units). From 1980 to 2010, the number of housing units grew at an average rate of 21-26% per decade, resulting in the creation of a Planning Commission and implementation of Subdivision Regulations. Since 2010, the County has experienced slightly more than a 6% increase in its total amount of housing.

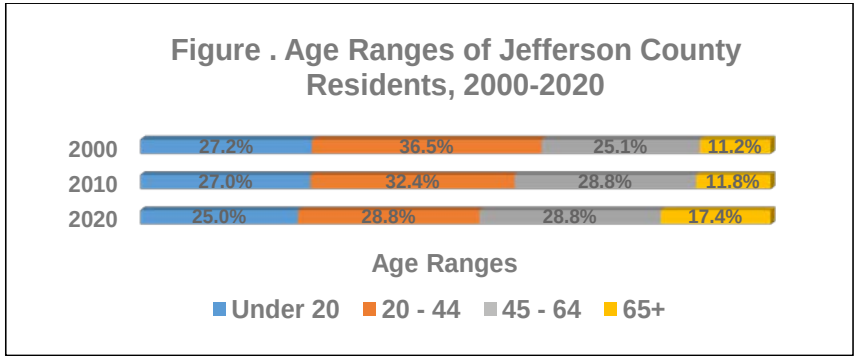
However, the affordability and availability of housing in Jefferson County is strongly impacted by the age of its population. Due to a lower birth rate, a rise in life expectancy, and the aging status of the 1945-1964 generation, the median age for Jefferson County has risen from about 29 in 1980 to almost 42 in 2020. Jefferson County is aging faster than the rest of the United States, whose median age increased from 30 to about 39 over the same two decades. Despite hosting a university with a residential population, Jefferson County has proportionally fewer young adults in their 20s than the rest of the United States. A scarcity of long-term rental options and high housing prices compared to Berkeley County nearby discourage younger residents from staying in the County. The decrease in this age demographic affects the number of children in the county by impacting the state formula for school funding, the number of teachers and school support staff that are needed each year, and the timing of when new schools are built.



Source: HUD, National Association of Realtors

Conversely, Jefferson County has a higher proportion of residents over 50 years of age than the rest of the United States. As people progress in their career stage, the available housing in Jefferson may become relatively more affordable, especially for those who commute to high paying jobs. Some retired military veterans are also attracted to Jefferson County because the tax policies in West Virginia regarding veteran benefits are more generous than the neighboring states of Virginia and Maryland. These policies have contributed to an increase in the number of Jefferson County civilian residents with veteran status.

While the proportion of other age groupings has declined or remained fixed since 2010, the percentage of Jefferson County senior citizen residents has risen from almost 12% to over 17%. As this percentage continues to grow, there will likely be a need for more assisted care facilities, affordable senior housing, and access to medical care in the county.



Source: U.S. Census Bureau, Decennial Census

As much of the resident population ages and higher numbers of younger residents move out of Jefferson County, there is an increasing need for affordable housing to support senior citizens and retain the County's youth. The American Planning Association has many resources available about affordable housing, and how communities can work towards sustainable solutions for residential growth that both incoming and current residents can afford. One of these publications is the Housing Supply Accelerator Playbook, which identifies strategies and solutions that can be adapted by local governments to their specific conditions, and used to improve the amount and quality of affordable housing.

Attainable housing refers to residential properties that are affordable for individuals and families with moderate incomes. Unlike low-income or subsidized housing, which targets the lowest income brackets, attainable housing aims to serve those who earn too much to qualify for traditional affordable housing programs but still struggle to afford market-rate housing.

Jefferson County and the surrounding region are home to several affordable housing programs. One of these is the Telamon Corporation, which works to help low-income families break the poverty cycle with quality, affordable housing. Another is the Homebuyer Assistance Program (HAP), which supports first-time homebuyers finance a housing purchase. The HAP also works to promote Community Development Block Grants through the state for multiform affordable housing.

Objective 17.1

Work with county residents, members of the development community, and local and regional non-profit organizations to identify ways to integrate attainable housing with existing and new communities in Jefferson County.

1. Create a Planning Commission committee to review national attainable housing reports and make recommendations for a coordinated Jefferson County attainable housing initiative.

PC | 3-5 years

Objective 17.2

Identify and utilize private and public funding for the development of attainable housing in Jefferson County.

1. Research and assess the viability of grants and programs that would create attainable housing.

P&Z | Yearly

Objective 17.3

Encourage developers, contractors, and homeowners to build and renovate residential developments to meet the needs of residents across the entire lifecycle.

1. Actively support and enable the development of a wide range of affordable, workforce, senior and disabled housing units.

P&Z • PC • CC | Ongoing

2. Identify and utilize funding sources that that would assist in maintaining and providing energy efficient upgrades to homes.

P&Z | Yearly

Objective 17.4

Encourage the development of communities that provide a variety of care for elderly and/or disabled residents within Jefferson County in close proximity to transportation corridors, medical facilities, and everyday needs.

1. Create a Planning Commission committee to review national aging-in-place reports and make recommendations for a coordinated Jefferson County aging-in-place initiative.

PC | 3-5 years

Objective 17.5

Identify methods to lower the cost of constructing attainable housing within Jefferson County while ensuring a high quality of housing in conjunction with local non-profits and housing providers.

1. Evaluate mechanisms to permit an amount of affordable units to be constructed at a reduced impact fee rate.

P&Z | 3-5 years



Other Content

Land Use Guide Classifications

The following land use classifications, utilized on the Existing Land Use Map and Future Land Use Guide, are intended to provide guidance to the Planning and County Commission when considering owner-initiated zoning map amendments (rezoning requests). The Future Land Use Guide is also intended to provide guidance for the Board of Zoning Appeals when considering Conditional Use Permits. While some of the land use classifications may result in new zoning categories, this is not a comprehensive list of possible zoning districts.

Residential Densities, Mixed Use, Commercial, and Industrial Definitions

Rural/Agriculture

Primary Uses: The Rural/Agriculture classification is for working agricultural operations and single family residences.
Intensity: Residences are primarily served by on-site well and septic systems.
Mobility: Agricultural equipment and auto orientated access are prioritized.



Courtesy: JC Office of Planning and Zoning

Future Urban Area

Primary Uses: This land use classification is used to identify locations that are Rural/Agriculture level development and are within the Urban Growth Boundaries of the City of Charles Town or the Corporation of Ranson. Urban Growth Boundaries facilitate owner initiated annexations into the relevant municipality and as a result the County identifies these areas as suitable for higher intensity development.
Intensity: Residential and non-residential uses may be served by on-site well and septic systems or public water and/or sewer system.
Mobility: Agricultural equipment and auto orientated access are prioritized with future developments requiring bike and pedestrian access.



Courtesy: JC Office of Planning and Zoning

Rural Residential

Primary Uses: The Rural Residential classification is for larger lot residential developments and can include single family residences, duplexes, accessory dwelling units, and residences east of the Shenandoah River.
Intensity: Residences may be served by on-site well and septic systems or public water and/or sewer system.
Mobility: Agricultural equipment and auto orientated access are prioritized with pedestrian mobility provided within residential subdivisions.



Courtesy: JC Office of Planning and Zoning

Land Use Guide Classifications

Suburban Residential

Primary Uses: The Suburban Residential classification identifies higher intensity residential developments. This can include single family residences on small lots, townhomes, apartment complexes, and assisted living communities.
Intensity: Residences are served by public water and sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

Mixed Use Residential/Commercial

Primary Uses: This land use classification is for mixed use developments with commercial ventures or office businesses on ground level and residences on additional floors. The development should connect to the pedestrian and auto transportation networks of adjacent properties and commercial ventures can include gyms, convenience stores, and bakeries.
Intensity: Residences and commercial uses are served by public water and sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

Conservation Area

Primary Uses: This land use classification reflects the use of historic, conservation, and farmland preservation easements.
Intensity: Residences on conservation areas are primarily served by on-site well and septic systems.
Mobility: Agricultural equipment and auto orientated access are prioritized.



Courtesy: Jefferson County HLC

Land Use Guide Classifications

Office or Commercial

Primary Uses: The Office or Commercial category is intended to support a mix of business and office uses. Developments can include mixed use projects, a mix of office or commercial buildings, or solely an office or commercial use.
Intensity: Commercial or office uses are served by public water and sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments. Access to public transit is encouraged.



Courtesy: JC Office of Planning and Zoning

Neighborhood Commercial

Primary Uses: The Neighborhood Commercial classification is for small scale commercial uses that are compatible with residential uses. Developments in this classification should serve the convenience needs of residential neighborhoods and commercial developments within walking distance and should connect to the pedestrian and auto transportation networks of adjacent properties.
Intensity: Neighborhood commercial uses may be served by on-site well and septic systems or public water and/or sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

Residential or Commercial

Primary Uses: This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors.
Intensity: Residences and commercial uses are served by public water and sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

Land Use Guide Classifications

Golf Course

Primary Uses: The golf course land use classification depicts two existing locations. The classification is distinguished as they both exist in residential neighborhoods but cannot be further developed as residential or commercial. There are no future sites for this land use type depicted on the Future Land Use Guide.
Intensity: Commercial uses on golf courses are primarily served by on-site well and septic systems.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

Public/Quasi Public Land

Primary Uses: This land use classification is for locations occupied by non-profits and governmental agencies. It includes churches, cemeteries, water towers, utility substations, city, county, state and federal lands, parks, and schools.
Intensity: Public or quasi-public uses are served by on-site well and septic systems or public water and/or sewer system. Municipal, state, and federal entities are exempt from processing through local land use regulations.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along.



Courtesy: JC Office of Planning and Zoning

Industrial or Commercial

Primary Uses: The industrial or commercial classification is intended for industrial uses and destination businesses uses. It includes light and heavy industrial applications, automotive repair shops, warehousing that requires frequent truck traffic, and shooting ranges.
Intensity: Industrial or commercial uses are served by public water and sewer system.
Mobility: Truck auto orientated access are prioritized. Access to public transit and bike paths is encouraged.



Courtesy: Jefferson County Development Authority

General Commercial

Primary Uses: The General Commercial category is for general destination business uses including a broad range of commercial products, services, and structure size.
Intensity: Commercial uses are served by public water and sewer system.
Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments. Access to public transit is encouraged.



Courtesy: JC Office of Planning and Zoning

Terms & Definitions

Term	Definition
Agritourism	Recreational, entertainment, retail, or educational activity that brings members of the public to an agricultural venue to visit, watch, or participate in activity related to the operation of the agricultural venue.
Board of Zoning Appeals (BZA)	A five member board, appointed by the County Commission.
Brownfield	Industrial or commercial property that is abandoned or disused and future development may be affected due to the potential presence of pollutants.
Chesapeake Bay Initiative	A cooperative effort to clean and preserve the Chesapeake Bay Watershed, supported by state legislation regarding pollution, industry, agriculture, and other factors that influence the health and quality of the watershed.
Cluster Subdivision	A development technique for creating subdivisions that groups houses at higher densities than normally permitted in order to preserve open space, and promote a flexible design approach that supports the preservation of natural landscape and/or farmland.
Complete Streets	A design approach to transportation that ensures streets are safe and accessible for all users including pedestrians, cyclists, and motorists.
Comprehensive Plan	A long-range plan for physical development, including land use, adopted by a governing body, setting forth guidelines, goals and objectives for all activities that affect growth and development in the governing body's jurisdiction.
Concept Plan	A sketch plan that is submitted by a developer to the Planning Commission to gather preliminary input from the Planning Commission and the public on a proposed development.
Connectivity	The planning and development of streets and paths that are economical and sustainable to encourage walkability, biking, and reduce vehicular congestion, travel distance, and time to destination.
Conservation Easement	A recorded document that restricts the use of a tract of land to be compatible with specified uses such as environmental conservation, historic or open space preservation, or outdoor recreation activities.
Jefferson County Commission (CC)	The governing body for the County established by the State Constitution and comprised of five members, each elected from one of the magisterial districts of the County.
Jefferson County Convention and Visitors Bureau (CVB)	An organization which advocates for and promotes tourism and visitation of the County.

Terms & Definitions

Term	Definition
DarkSky International	An organization of experts that advocates the protection of the night sky and natural darkness for its many benefits by reducing light pollution through education, citizen awareness, and supportive legislation.
Emergency Medical Services (EMS)	Is a system that responds to medical emergencies that need immediate medical support staff on scene and are able to transport injured individuals to healthcare facilities.
Energy Use Improvements	Upgrades or changes made to a private or public structure to increase its efficient usage of energy.
EO	Elected Officials, referring to representatives, senators, and other officials on a state and federal level.
EPTA	Eastern Panhandle Transit Authority, a non-profit public transit system that services Jefferson and Berkeley Counties, including bus systems and non-emergency medical transportation.
ESA	Emergency Services Agency, an organization which supports and works with volunteer and other emergency services within the County to preserve lives and property through emergency medical service and firefighting.
Federal Opportunity Zone	A federally designated area that provides incentives for businesses and residents in that area to expand economic growth and increase job opportunities to combat poverty.
FPB	Farmland Protection Board, established by the CC to oversee all matters concerning farmland protection through the implementation of goals, objectives, and policies.
Future Land Use Guide	A map that depicts the proposed future land use patterns in a community and that is incorporated as a part of a community's Comprehensive Plan. Typically such a map needs to be used in conjunction with the policies or recommendations found in the plan and is used as a resource or a guide by the local Planning Commission, Board of Zoning Appeals, and County Commission when reviewing a variety of land use decisions.
Greyfield	A development or building that is economically outdated and progressively disused, such as an old mall or shopping center.
HEPMPO	The Hagerstown/Eastern Panhandle Metropolitan Planning Organization, a regional transportation entity that is federally designated to plan for and assist local governments concerning transportation in that area.
HLC	Historic Landmarks Commission, which operates under WV legislature and CC to promote heritage tourism as well as historic preservation and the development of historic resources.
Infrastructure	Essential services necessary to sustain development and land use activities, including utility lines, water and sewer connections, transportation systems, and roadways.
Institutional	Publicly accessible facility or nonprofit, or in the context of medical facilities, it describes the necessary and standard uses or practices that are aligned with medical facilities and personnel.

Terms & Definitions

Term	Definition
JCDA	Jefferson County Development Authority, which works to encourage and assist the development and growth of businesses and industry in the County.
JCPR	Jefferson County Parks and Recreation, a commission responsible for creating, operating, and maintaining parks and recreational opportunities within the County.
JCBOE	Jefferson County Board of Education, an organization which builds, maintains, and operates the schools within the County and their needs.
Key Players	County affiliated organizations that are responsible for undertaking an Action Item.
Land Use Classification	A system for classifying and designating the appropriate future use of different properties
Future Land Use Guide	A map contained in the Comprehensive Plan that depicts proposed future land use patterns in the County as Land Use Classifications . This map is used as a guide alongside the Comprehensive Plan text by Planning Commission, County Commission, and Board of Zoning Appeals to make land use decisions.
MARC	Maryland Area Rail Commuter, a rail transit system for commuters going to and from the Washington DC Metropolitan Area, including locations in Maryland and Jefferson County.
Open Space	Land area to be left undeveloped as part of a natural resource preservation, recreation, bufferyards, or other open space provision of the Subdivision Regulations. Open space excludes areas in lots, street rights-of-way, or parking. Private open space is designed and intended for common use and the enjoyment of the residents. Public open space is designed and intended for common use and the enjoyment of the residents of Jefferson County.
Parcels	A piece of property that is recorded and defined in legal tax records.
PC	Jefferson County Planning Commission, a branch of County government appointed by the CC which prepares and oversees the adoption and implementation of a Comprehensive plan, as well as the review of subdivisions and site development.
PGA	Preferred Growth Area, an unincorporated area which has been identified suitable for development including residential and commercial land uses in accordance with the County land development ordinances.
PFAS	Per- and poly-fluoroalkyl chemicals found in many industrial and consumer products that break down extremely slowly and are being detected in the environment.
Principal Permitted Use	Referring to the land uses that can be established in a particular Zoning district in accordance with the zoning, subdivision, and land use regulations that does not require approval by the Board of Zoning Appeals.

Terms & Definitions

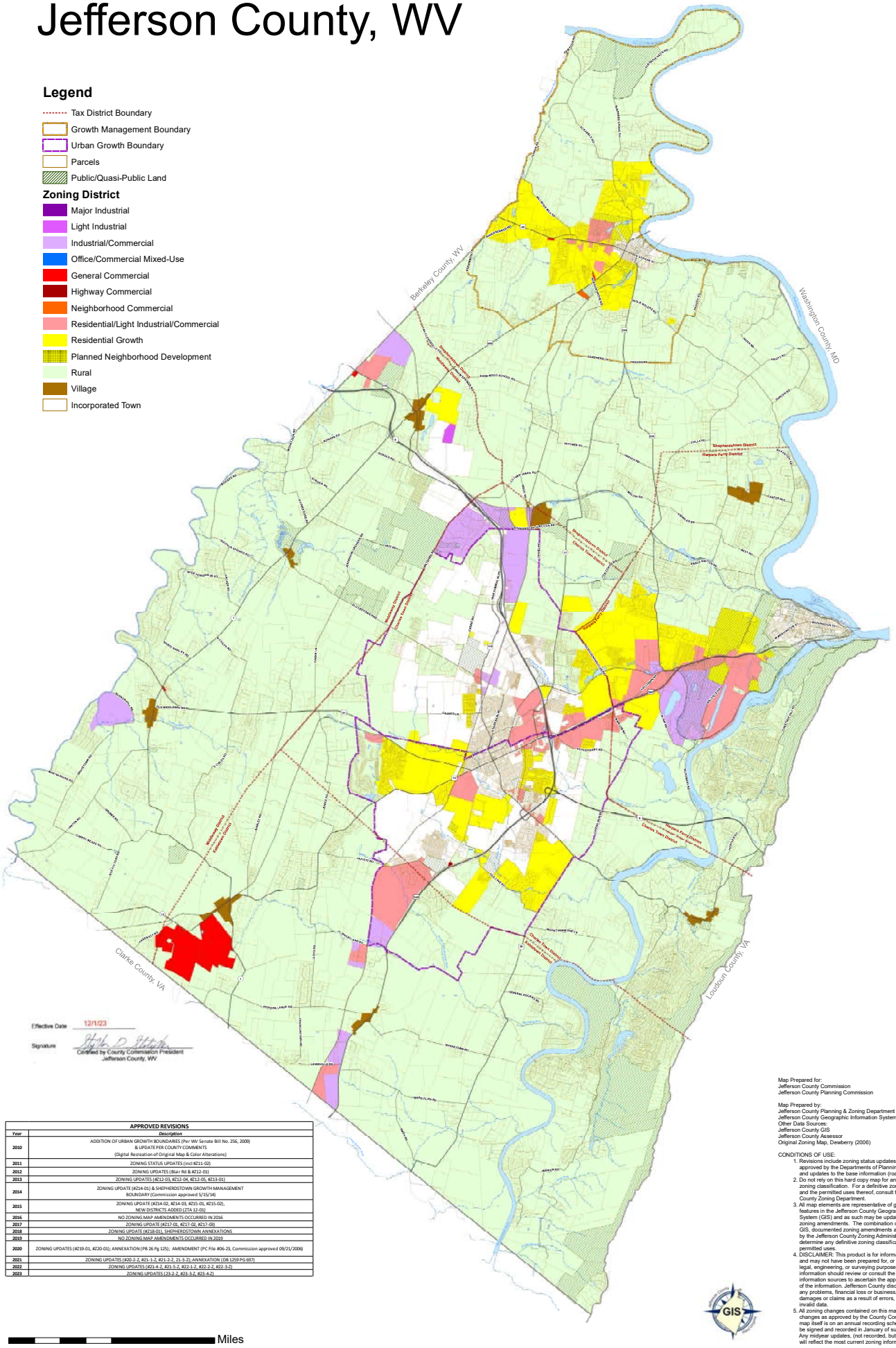
Term	Definition
P&Z	**Jefferson County Office of Planning and Zoning, a department of the County government which coordinates the planning and zoning needs of the county in matters of growth and development, staffs the Planning Commission and Board of Zoning Appeals, and administers land development regulations and processes.**
Rural Character	**A visually and culturally defining aspect of a region, mainly due to its particular visual features such as open space, farmland, rivers, and forests.**
Stakeholders	**An individual or entity that has an interest in or will be affected by a project or enterprise.**
Text Amendment	**A change or addition to the existing County codes or ordinances that has been proposed and approved by the governing body responsible for the legal text.**
UGB	**Urban Growth Boundary, a boundary established by a municipality and approved by the County Commission that facilitates annexations of properties within the boundary into the relevant municipality.**
WVDOH	**West Virginia Division Of Highways, is the state office that designs, plans, constructs, maintains, and oversees state roads and highways.**
WVDOT	**West Virginia Department of Transportation, a state department which is comprised of several branches including the West Virginia Division Of Highways, and is the authority for statewide transportation, related operation, and maintenance.**
Zoning	**The process of classifying land into areas (zoning districts) and the prescribing of permitted, conditional, and prohibited types of uses and densities on real property within those zoning districts.**
Zoning District	**An area on the County's adopted zoning map delineating the types of land uses and densities permitted and prohibited.**



Maps

Maps in the appendix

2023 Zoning Map
Jefferson County, WV



APPROVED REVISIONS	
Year	Description
2010	ADDITION OF URBAN GROWTH BOUNDARIES (Per WV Senate Bill No. 256, 2009) & UPDATE PER COUNTY COMMENTS (Digital Recreation of Original Map & Color Alterations)
2011	ZONING STATUS UPDATES (incl #211-02)
2012	ZONING UPDATES (Blair Rd & #212-01)
2013	ZONING UPDATES (#212-03, #212-04, #212-05, #213-01)
2014	ZONING UPDATE (#214-01) & SHEPHERDSTOWN GROWTH MANAGEMENT BOUNDARY (Commission approved 5/15/14)
2015	ZONING UPDATE (#214-02, #214-03, #215-01, #215-02), NEW DISTRICTS ADDED (ZTA 12-01)
2016	NO ZONING MAP AMENDMENTS OCCURRED IN 2016
2017	ZONING UPDATE (#217-01, #217-02, #217-03)
2018	ZONING UPDATE (#218-01), SHEPHERDSTOWN ANNEXATIONS
2019	NO ZONING MAP AMENDMENTS OCCURRED IN 2019
2020	ZONING UPDATES (#219-01, #220-01); ANNEXATION (PB 26 Pg 125); AMENDMENT (PC File #06-23, Commission approved 09/21/2006)
2021	ZONING UPDATES (#20-2-2, #21-1-2, #21-2-2, 21-3-2); ANNEXATION (DB 1259 PG 697)
2022	ZONING UPDATES (#21-4-2, #21-5-2, #22-1-2, #22-2-2, #22-3-2)
2023	ZONING UPDATES (23-2-2, #23-3-2, #23-4-2)

Map Prepared for:
Jefferson County Commission
Jefferson County Planning Commission

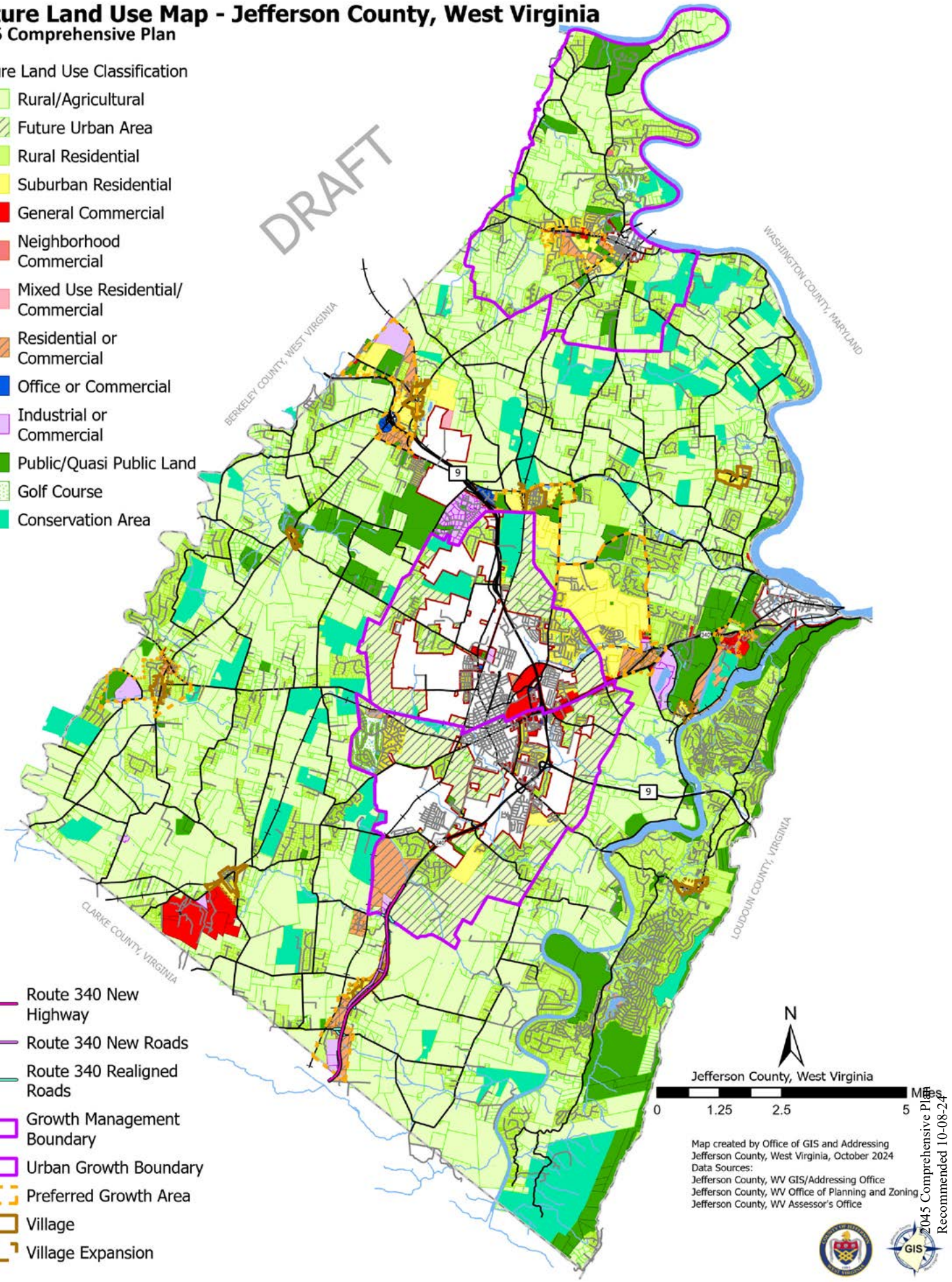
Map Prepared by:
Jefferson County Planning & Zoning Department
Jefferson County Geographic Information System
Other Data Sources:
Jefferson County GIS
Jefferson County Assessor
Original Zoning Map, Dewberry (2006)

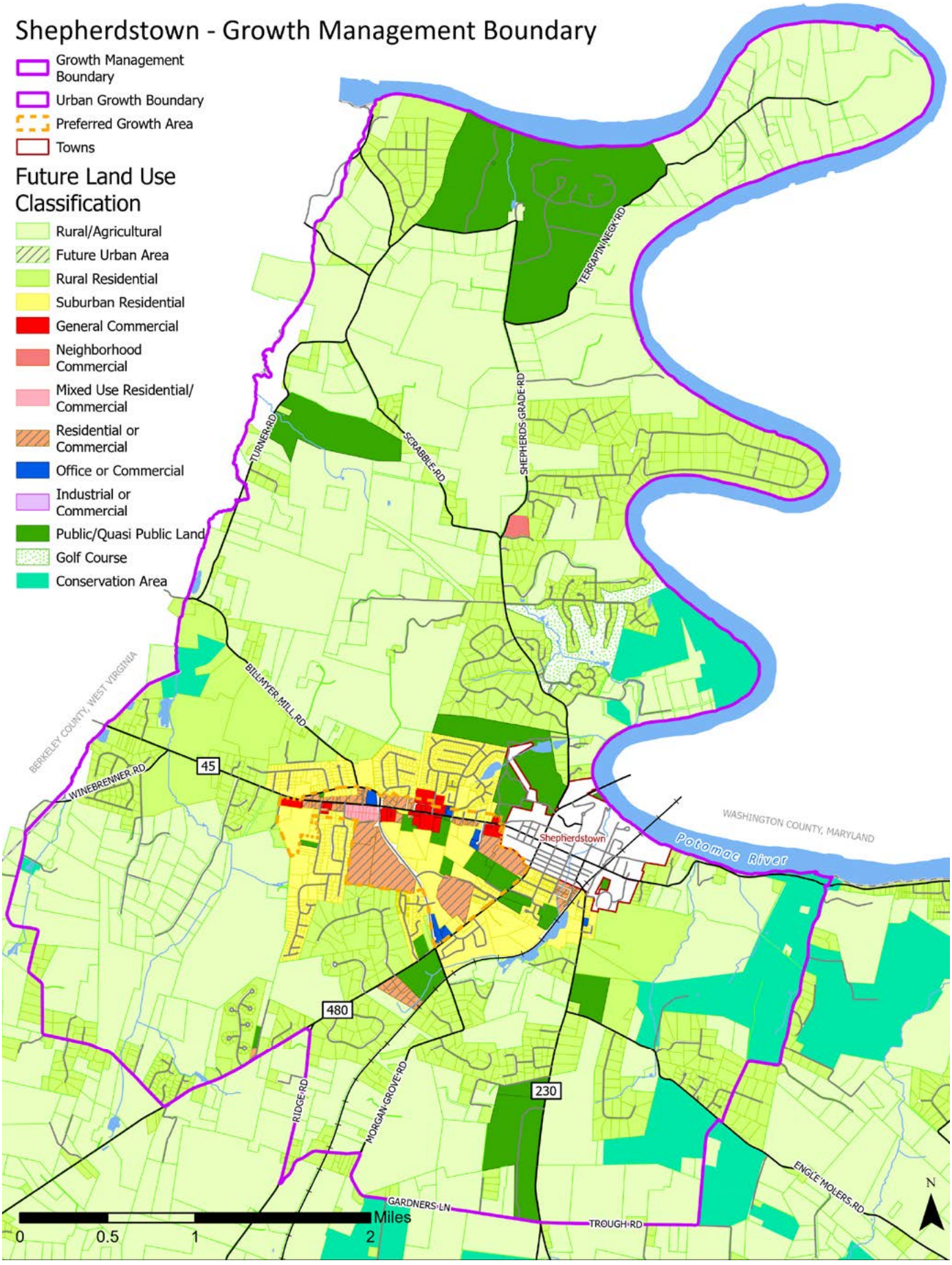
CONDITIONS OF USE:

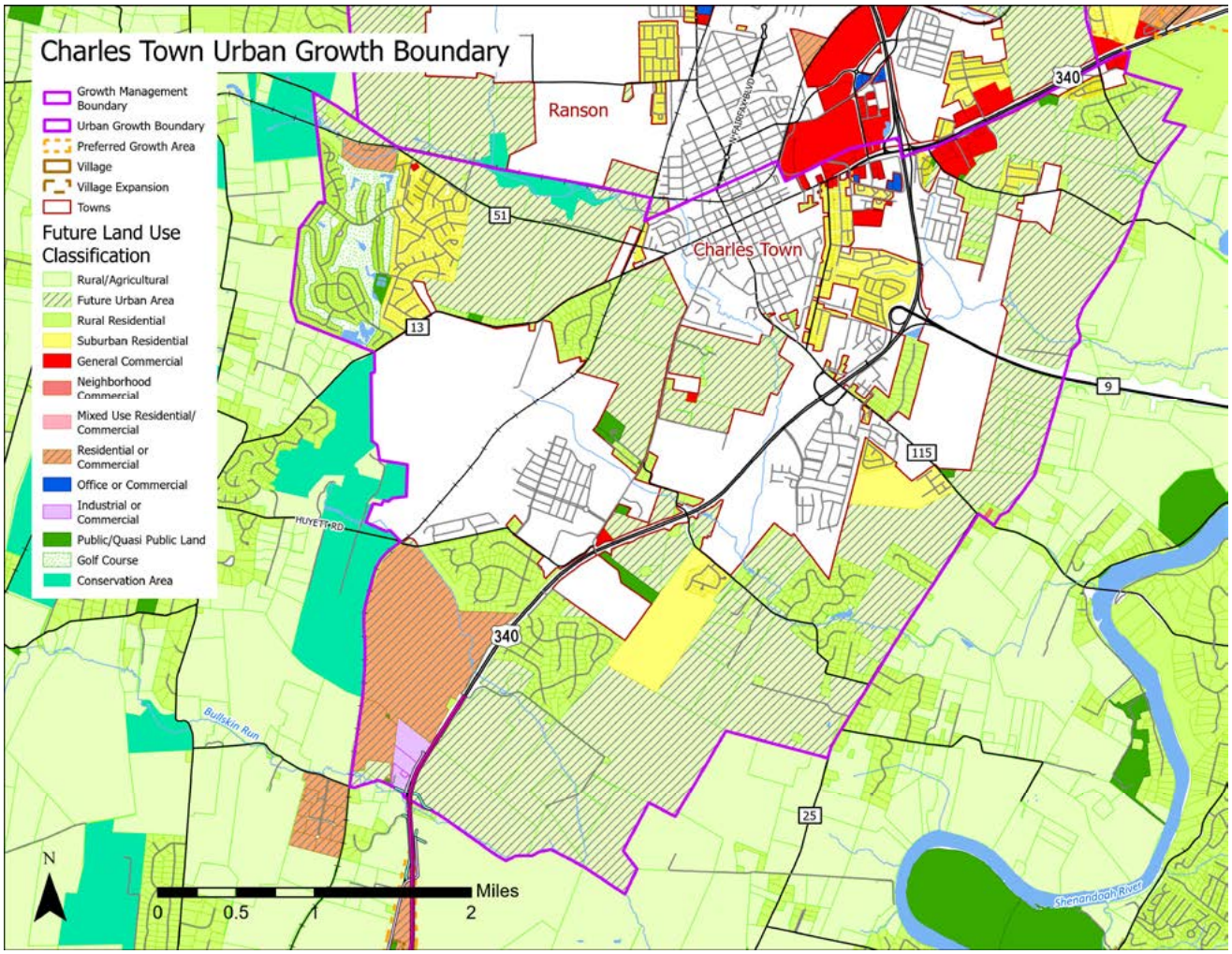
1. Revisions include zoning status updates as approved by the Departments of Planning & Zoning and updates to the base information (roads, parcels, etc).
2. Do not rely on this hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses thereof, consult the Jefferson County Zoning Department.
3. All map elements are representative of geographic features in the Jefferson County Geographic Information System (GIS) and as such may be updated per authorized zoning amendments. The combination of this map, the GIS, documented zoning amendments and interpretation by the Jefferson County Zoning Administrator shall determine any definitive zoning classification and permitted uses.
4. DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the appropriate usability of the information. Jefferson County disclaims all liability for any problems, financial loss or business, consequential damages or claims as a result of errors, inaccuracies or invalid data.
5. All zoning changes contained on this map are official changes as approved by the County Commission. The map itself is on an annual recording schedule and will be signed and recorded in January of subsequent year. Any midyear updates, (not recorded, but available online) will reflect the most current zoning information available.

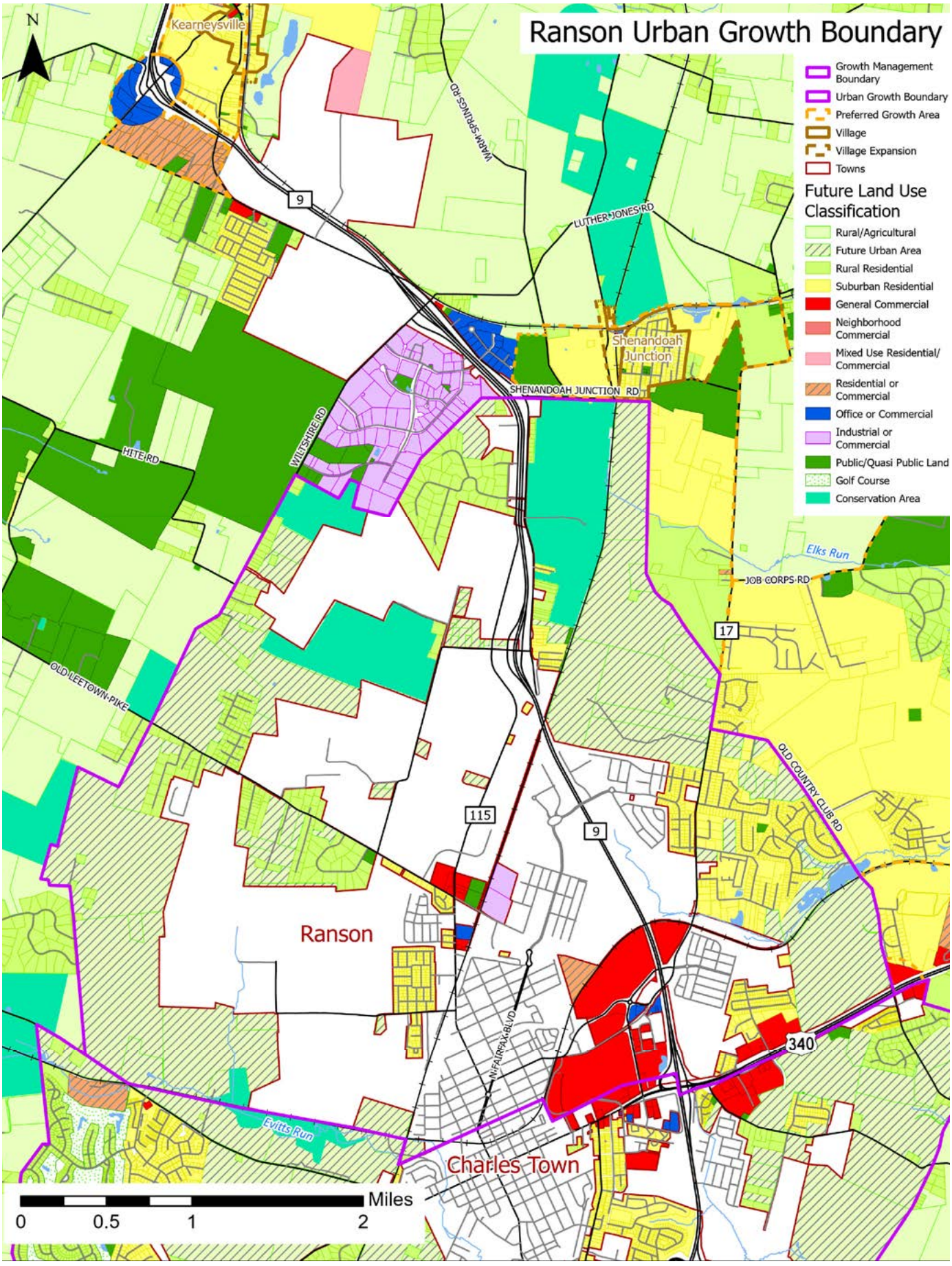
Future Land Use Map - Jefferson County, West Virginia

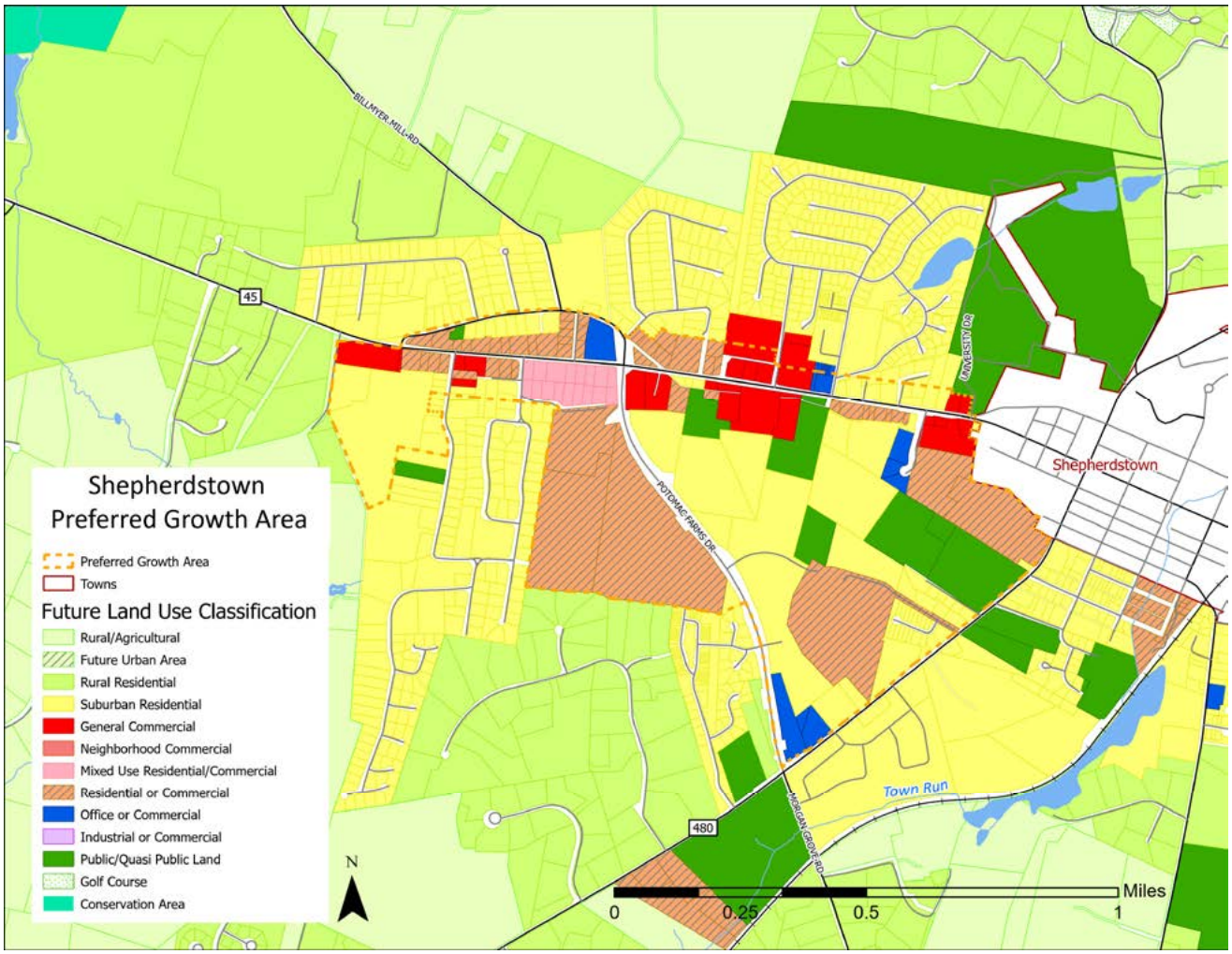
2045 Comprehensive Plan

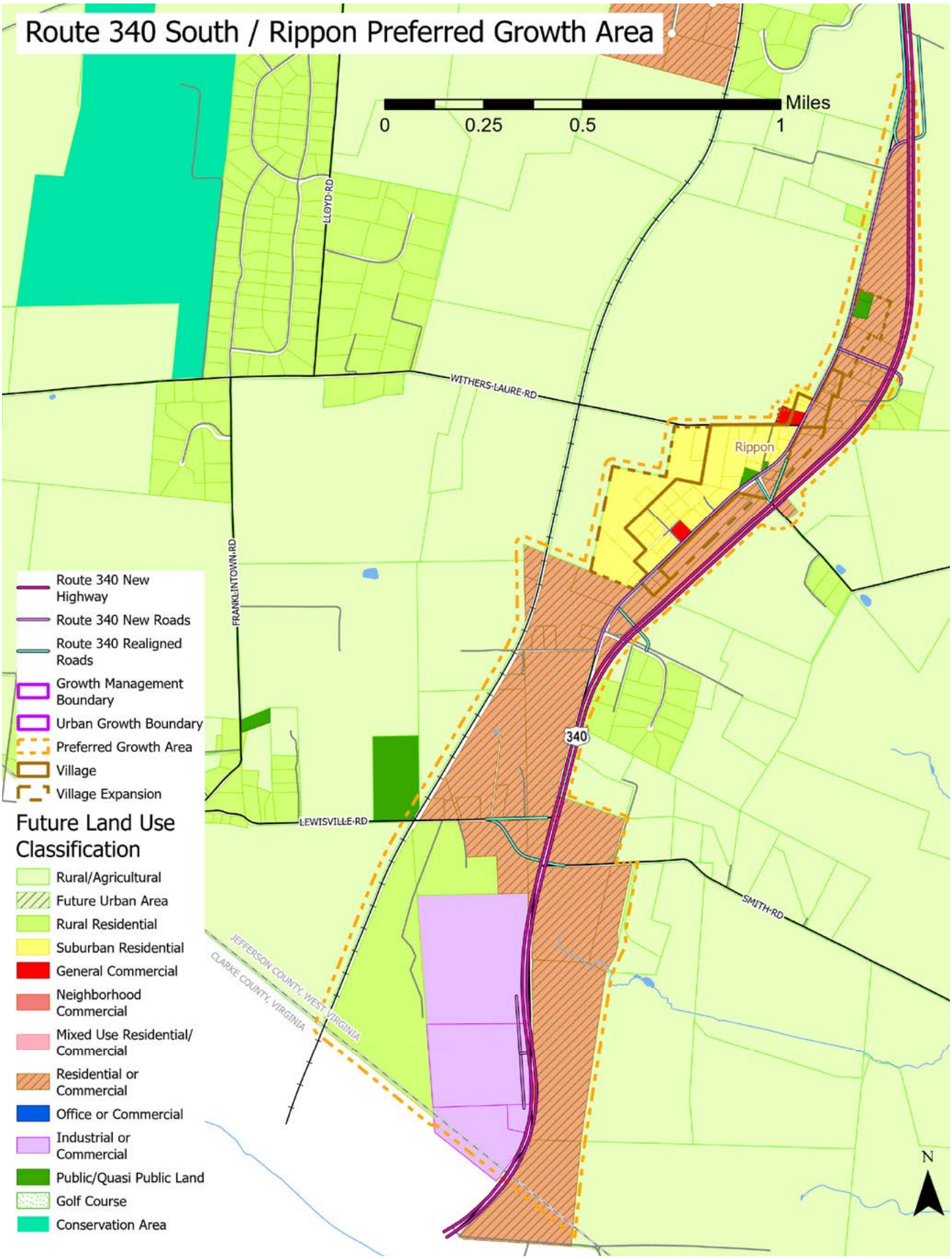


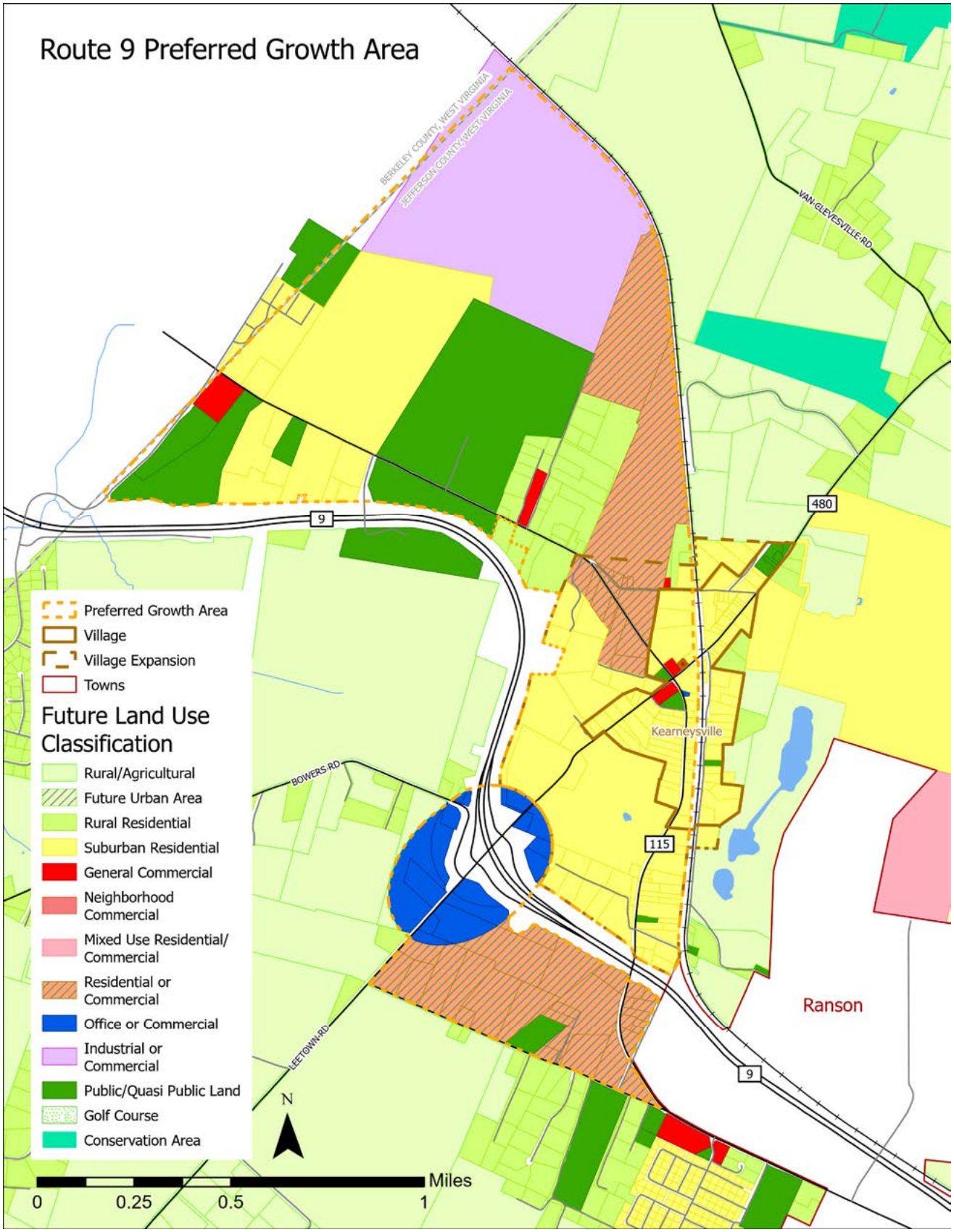

Shepherdstown - Growth Management Boundary
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
TERRAPIN NECK RD
SHEPHERDS GRADE RD
SCRABBLE RD
TURNER RD
BILLMYER MILL RD
WINEBRENNER RD
BERKELEY COUNTY, WEST VIRGINIA
45
WASHINGTON COUNTY, MARYLAND
Shepherdstown
Potomac River
480
230
RIDGE RD
MORGAN GROVE RD
GARDNERS LN
TROUGH RD
ENGLE MOLERS RD
N
Miles
0
0.5
1
2

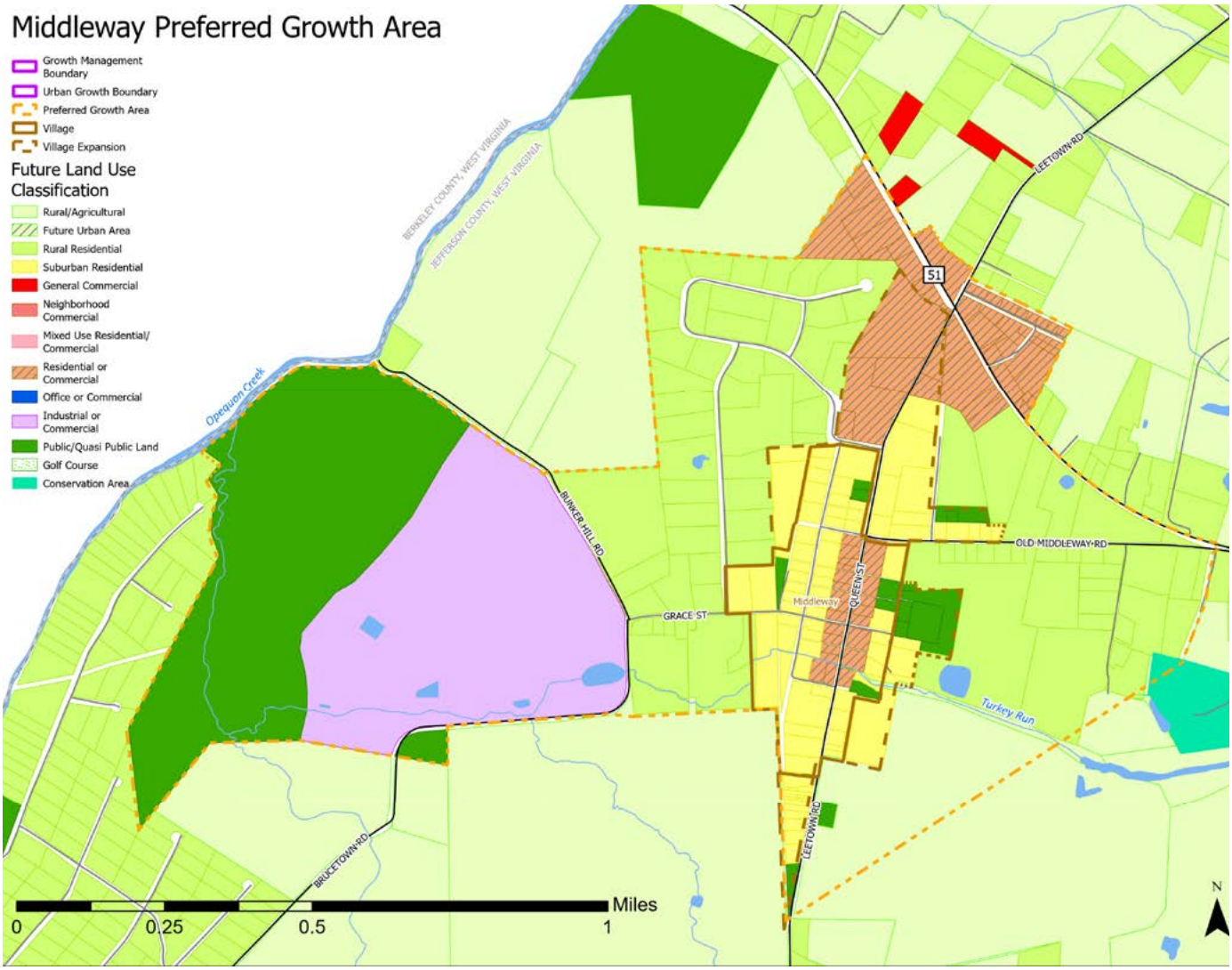

Charles Town Urban Growth Boundary
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
Ranson
Charles Town
340
51
13
9
115
25
HUYETT RD
Bullskin Run
Shenandoah River
N
0
0.5
1
2
Miles

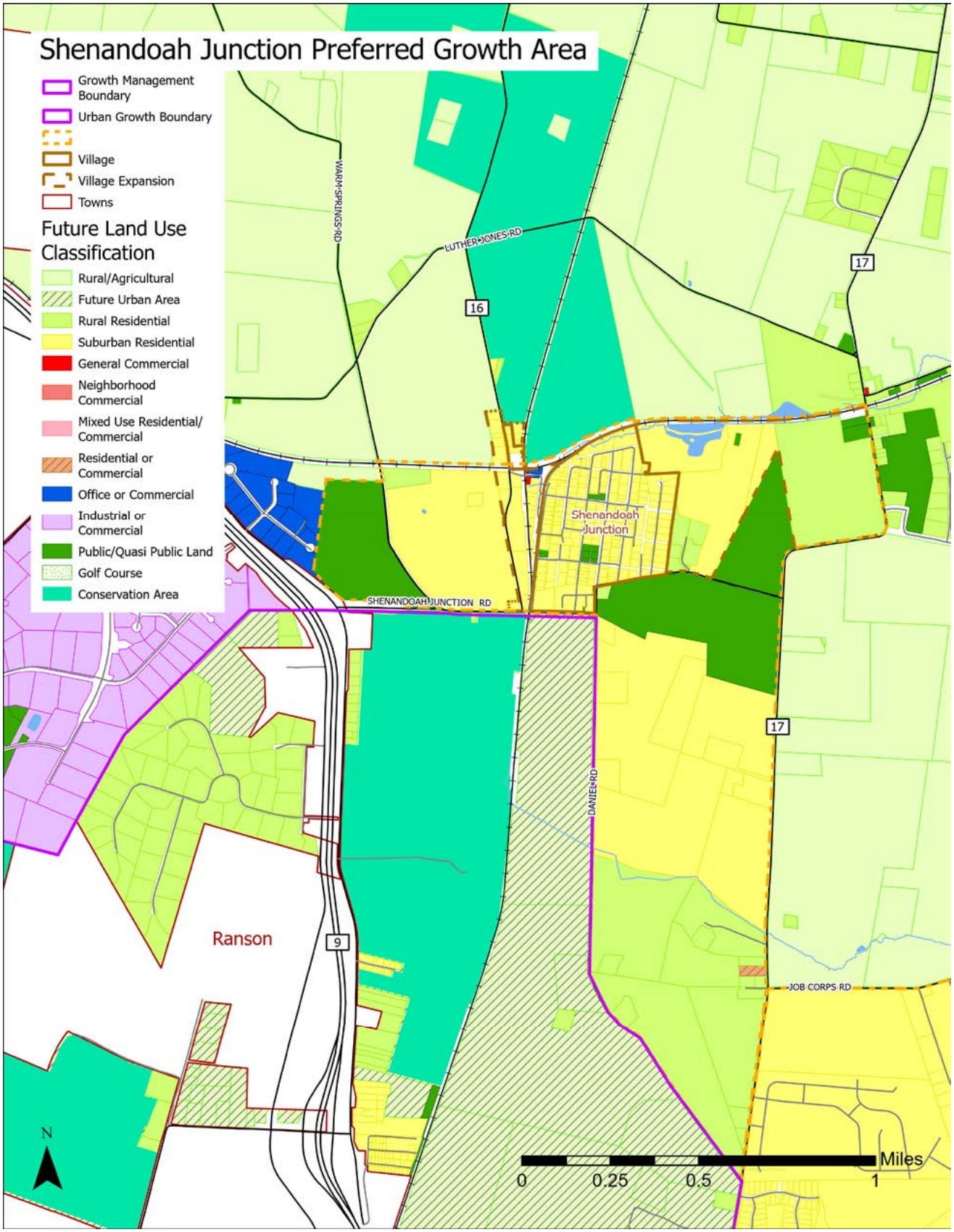

Ranson Urban Growth Boundary
N
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
Kearneysville
WARM SPRINGS RD
LUTHER JONES RD
Shenandoah Junction
SHENANDOAH JUNCTION RD
WILTSHIRE RD
HITE RD
OLD LEETOWN PIKE
Elks Run
JOB CORPS RD
OLD COUNTRY CLUB RD
Ranson
Charles Town
N FAIRFAX BLVD
Evitts Run
9
17
115
340
Miles
0
0.5
1
2

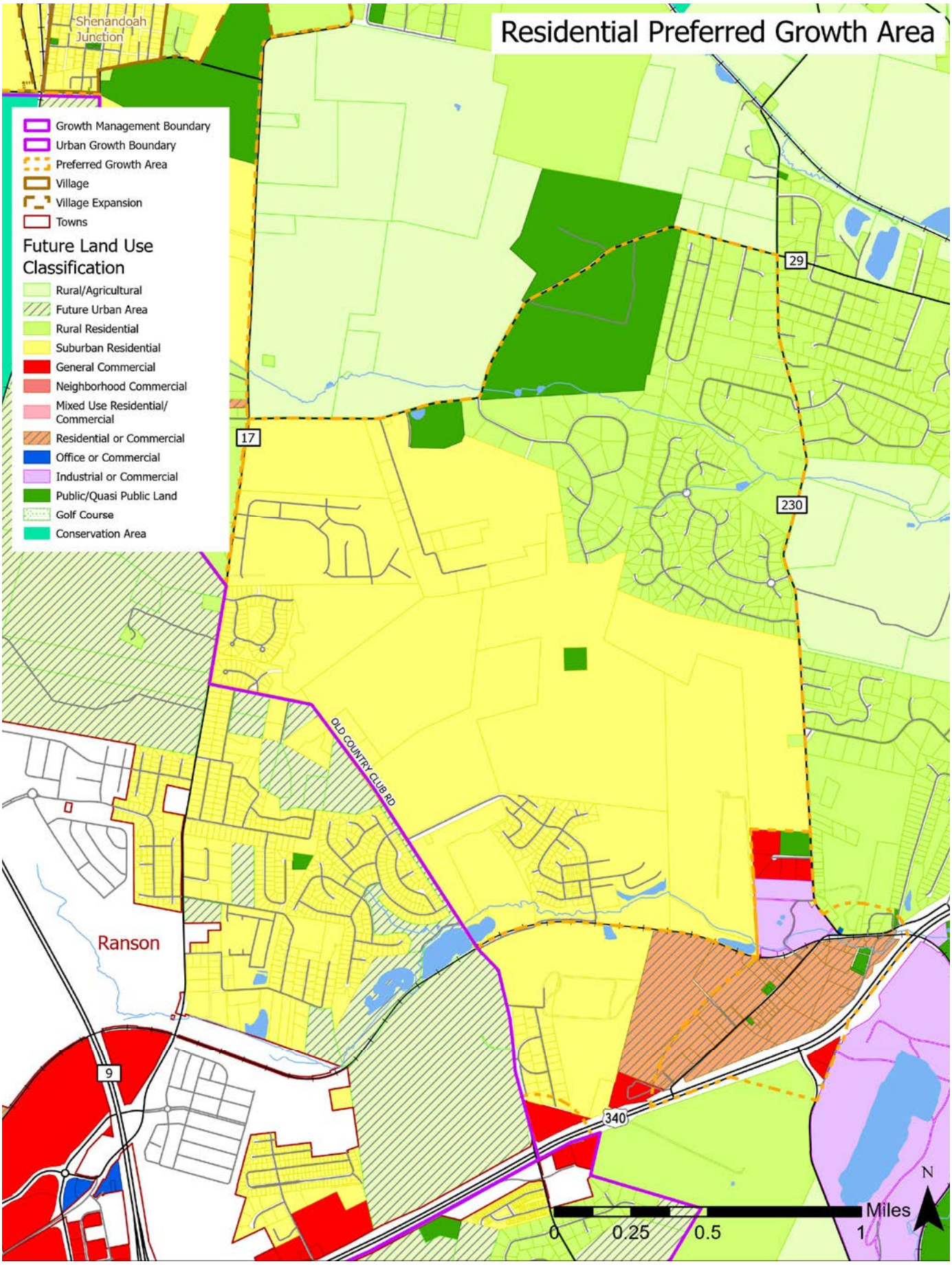

Shepherdstown
Preferred Growth Area
Preferred Growth Area
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
BILLMYER MILL RD
45
UNIVERSITY DR
POTOMAC FARMS DR
Shepherdstown
Town Run
480
MORGAN GROVE RD
N
0
0.25
0.5
1
Miles

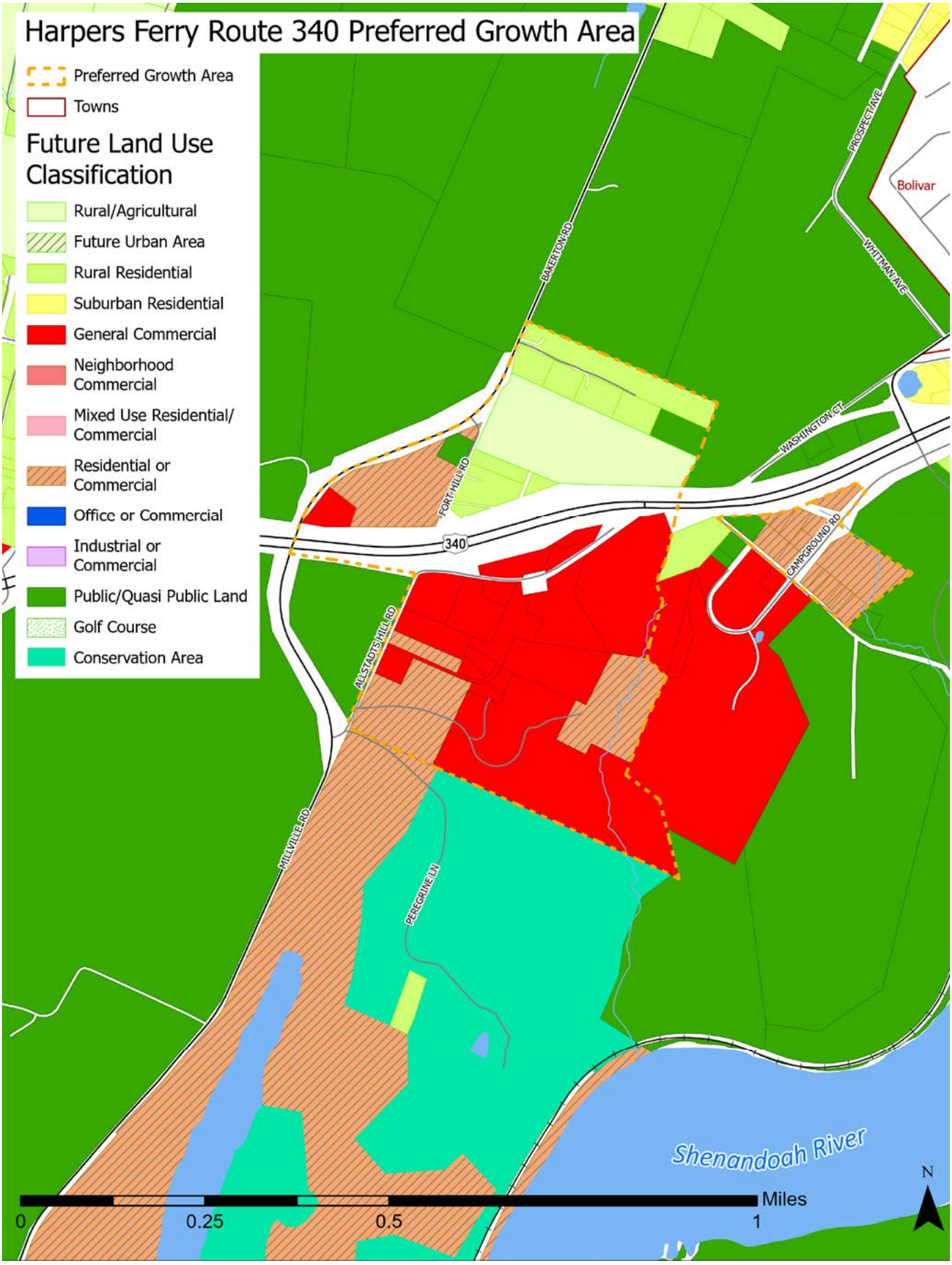

Route 340 South / Rippon Preferred Growth Area
0
0.25
0.5
1
Miles
LLOYD RD
WITHERS LAURE RD
Rippon
FRANKLINTOWN RD
340
LEWISVILLE RD
SMITH RD
JEFFERSON COUNTY, WEST VIRGINIA
CLARKE COUNTY, VIRGINIA
N
Route 340 New Highway
Route 340 New Roads
Route 340 Realigned Roads
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area


Route 9 Preferred Growth Area
BERKELEY COUNTY, WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA
VAN GLEVESVILLE RD
480
9
Kearneysville
BOWERS RD
115
Ranson
LEETOWN RD
9
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
N
Miles
0
0.25
0.5
1

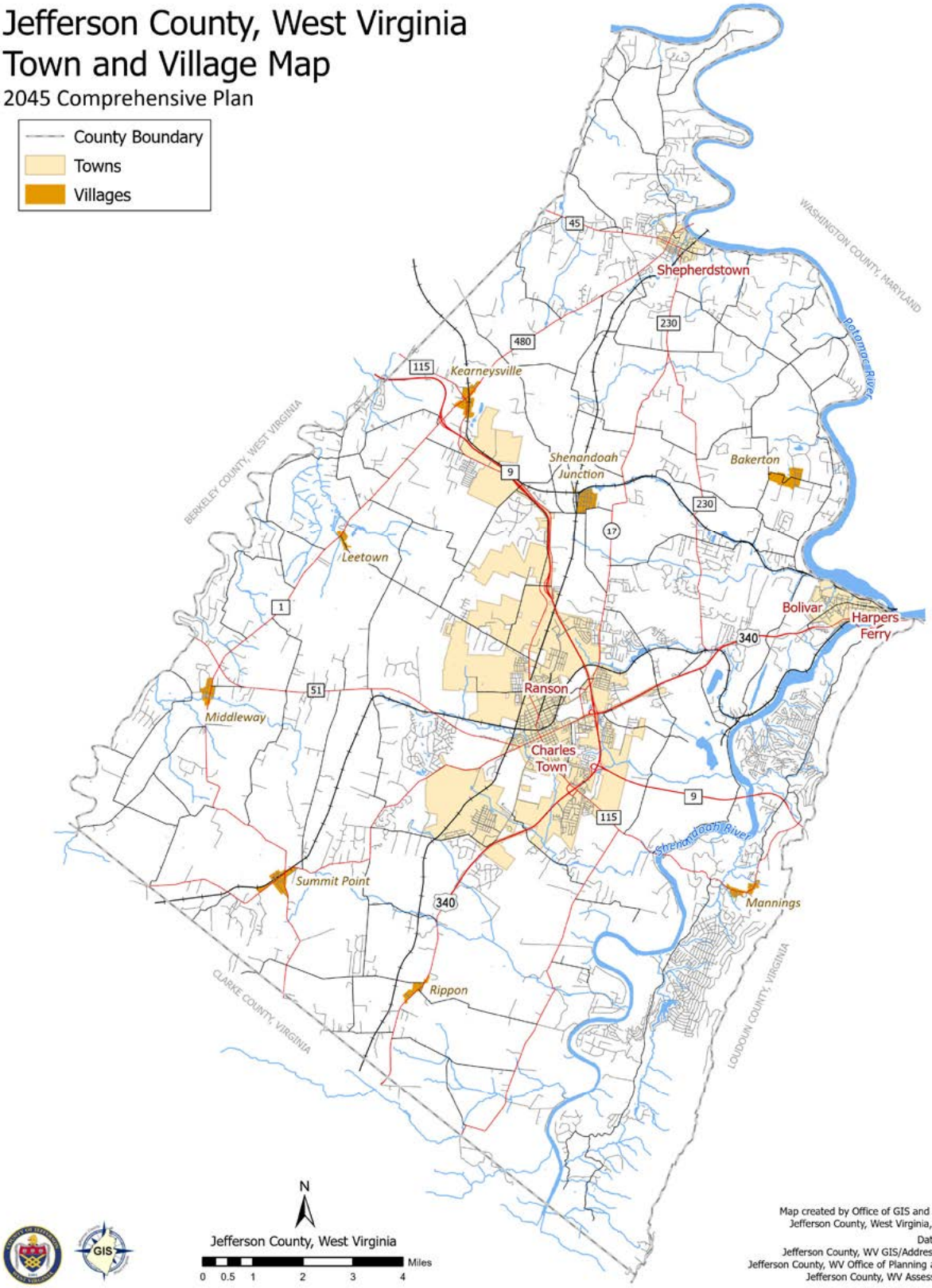

Middleway Preferred Growth Area
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
BERKELEY COUNTY, WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA
Opequon Creek
LEETOWN RD
51
BUNKER HILL RD
OLD MIDDLEWAY RD
Middleway
QUEEN ST
GRACE ST
Turkey Run
LEETOWN RD
BRUCETOWN RD
0
0.25
0.5
1
Miles
N


Shenandoah Junction Preferred Growth Area
Growth Management Boundary
Urban Growth Boundary
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
WARM SPRINGS RD
LUTHER JONES RD
16
17
Shenandoah Junction
SHENANDOAH JUNCTION RD
DANIEL RD
Ranson
9
JOB CORPS RD
N
0
0.25
0.5
1
Miles


Residential Preferred Growth Area
Shenandoah Junction
Growth Management Boundary
Urban Growth Boundary
Preferred Growth Area
Village
Village Expansion
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
17
29
230
OLD COUNTRY CLUB RD
Ranson
9
340
N
Miles
0
0.25
0.5
1


Harpers Ferry Route 340 Preferred Growth Area
Preferred Growth Area
Towns
Future Land Use Classification
Rural/Agricultural
Future Urban Area
Rural Residential
Suburban Residential
General Commercial
Neighborhood Commercial
Mixed Use Residential/ Commercial
Residential or Commercial
Office or Commercial
Industrial or Commercial
Public/Quasi Public Land
Golf Course
Conservation Area
BAKERTON RD
PROSPECT AVE
WHITMAN AVE
Bolivar
WASHINGTON CT
FORT HILL RD
340
CAMPGROUND RD
ALLSTADTS HILL RD
MILLVILLE RD
PEREGRINE LN
Shenandoah River
N
Miles
0
0.25
0.5
1

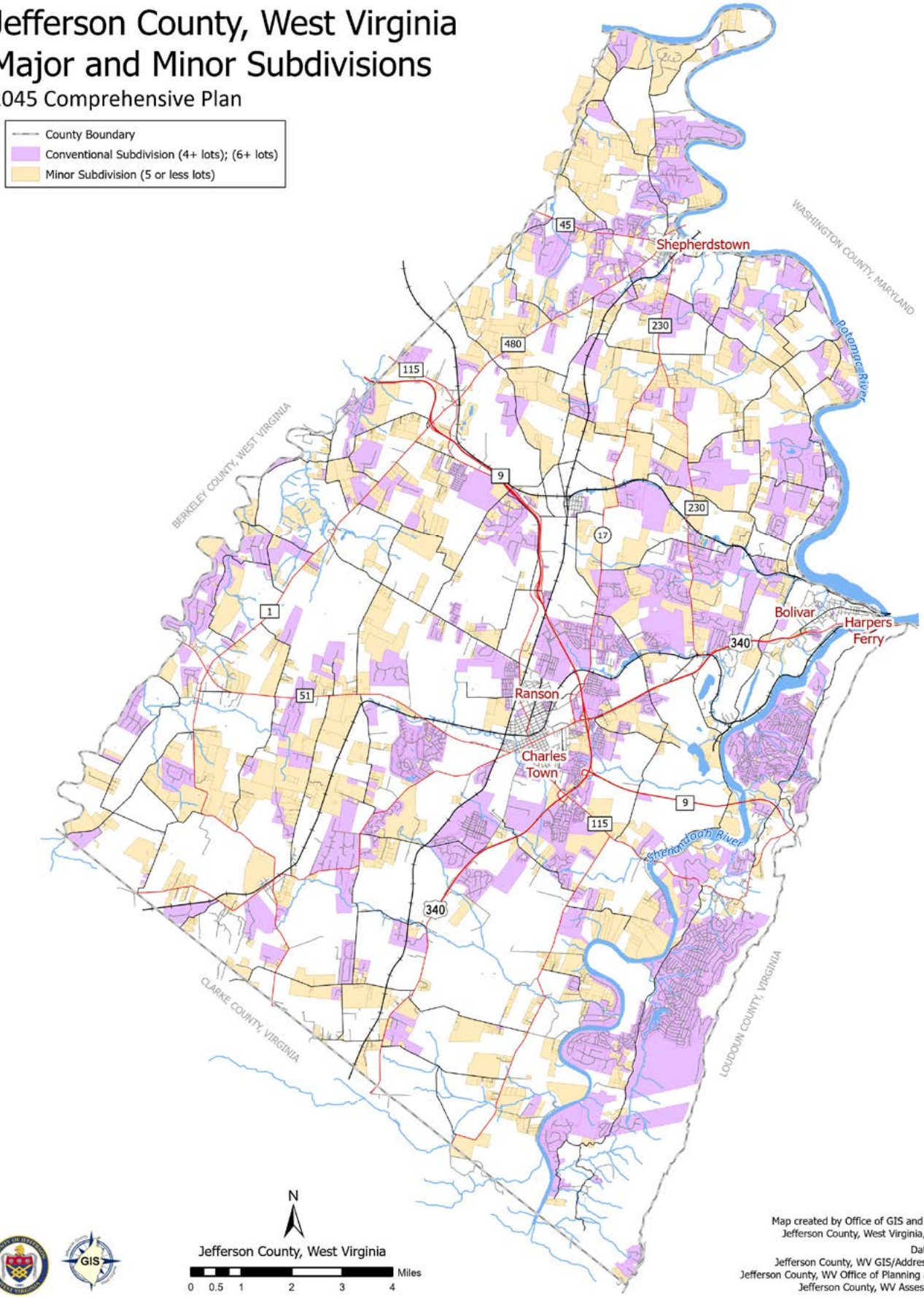
Jefferson County, West Virginia
Town and Village Map
2045 Comprehensive Plan



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, June 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office

Jefferson County, West Virginia
Major and Minor Subdivisions
2045 Comprehensive Plan



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, June 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office

2024 Highway Problem Areas Map

Jefferson County, West Virginia

Jefferson County Priority Corridor Locations		
Corridor Priority	Start	End
1	CANDLEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN VIEW LN	GROVE SPRINGS LN
9	BRIAR RUN ESTATES	OLD COUNTRY CLUB RD

Jefferson County Intersection Issue Locations		
Interesection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE AVE
9	MIDDLEWAY PIKE	NEW MEADOW DR
10	LEETOWN RD	MIDDLEWAY PIKE
11	WINEBRENNER RD	MARTINSBURG PIKE
12	US 340	CHESTNUT HILL RD

Principal Arterial Roads
Minor Arterial Roads
Major Collector Roads
Minor Collector Roads
Local Roads
Corridors
Intersections
Incorporated Areas

Miles
0 0.5 1 2 3 4

Data Sources

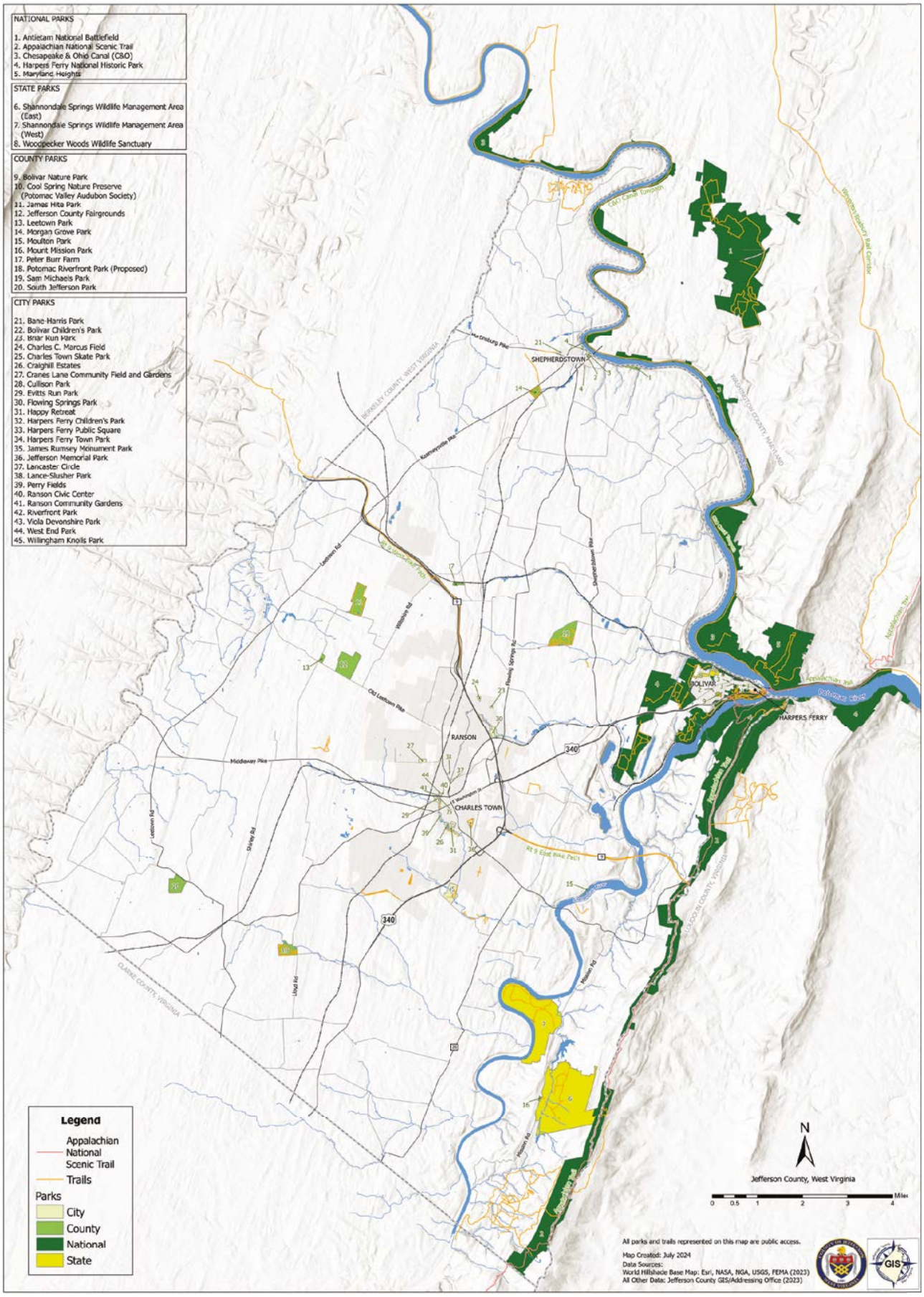
Jefferson County, WV GIS/Addressing Office
Jefferson County,WV Office of Planning and Zoning
WV Department of Transportation
WV Department of Highways
HEPMPO Map Created: September 2024

Jefferson County, West Virginia
Hydrologic Map 2024
2045 Comprehensive Plan



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, August 2024
Data Sources:
Jefferson County, WV GIS/Addressing Office
Federal Emergency Management Agency (Floodplain)
Freshwater Institute Green Infrastructure Assessment (Springs)
US Fish & Wildlife Service - National Wetlands Inventory (Wetlands)
US Geological Survey (Topographic Contours)

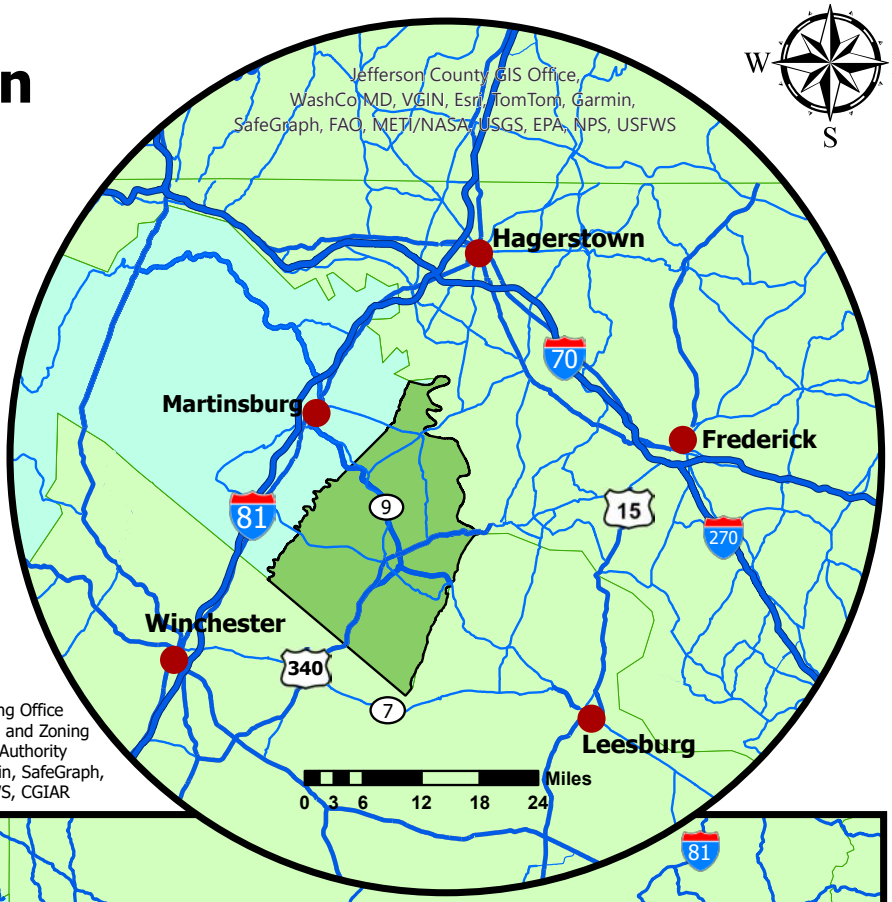
Parks & Trails of Jefferson County, WV and Surrounding Areas



Regional Transportation Area Map

2024

Jefferson County, WV



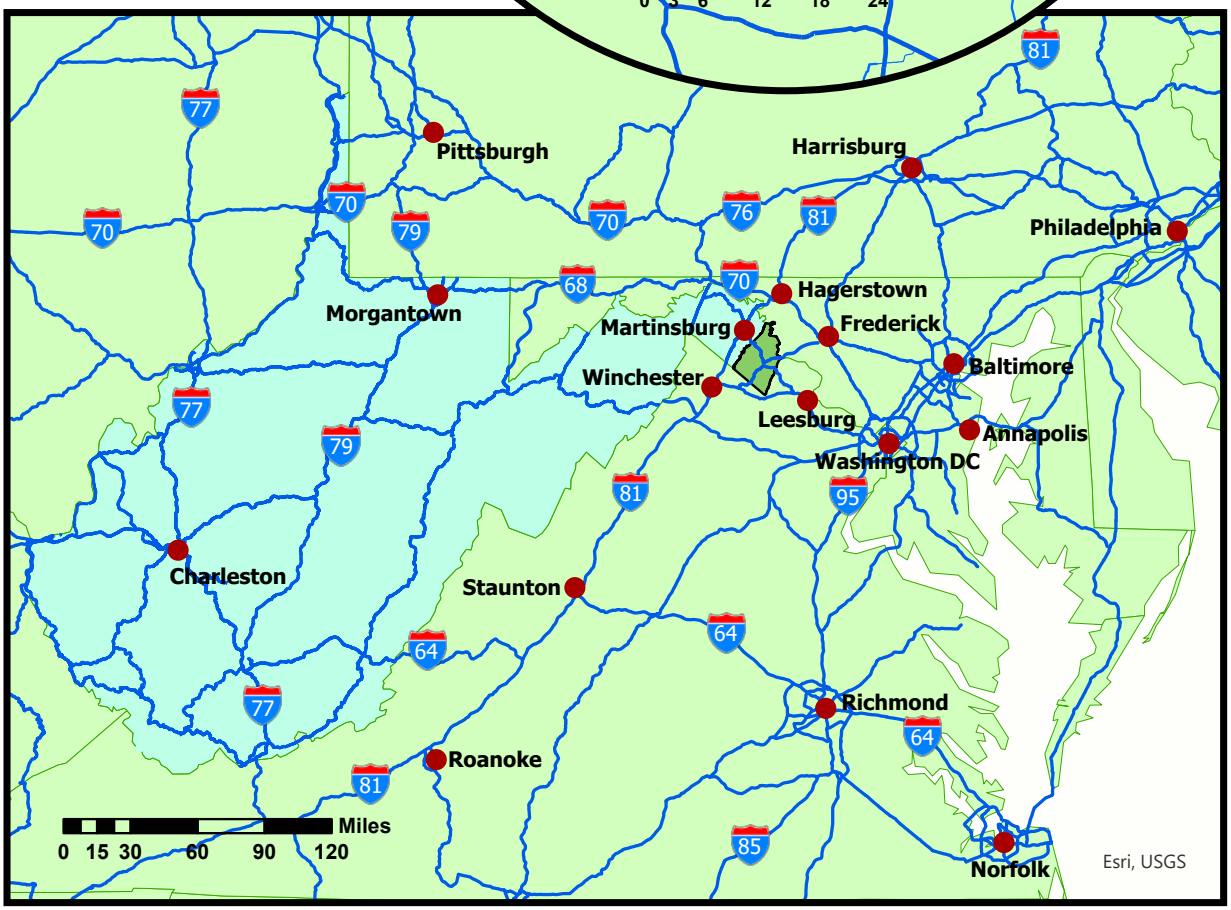
- Regional Cities
- Jefferson County, WV
- West Virginia
- DC,DE,MD,NJ,OH,PA,VA

Roadways

- Interstate
- Highway
- Route

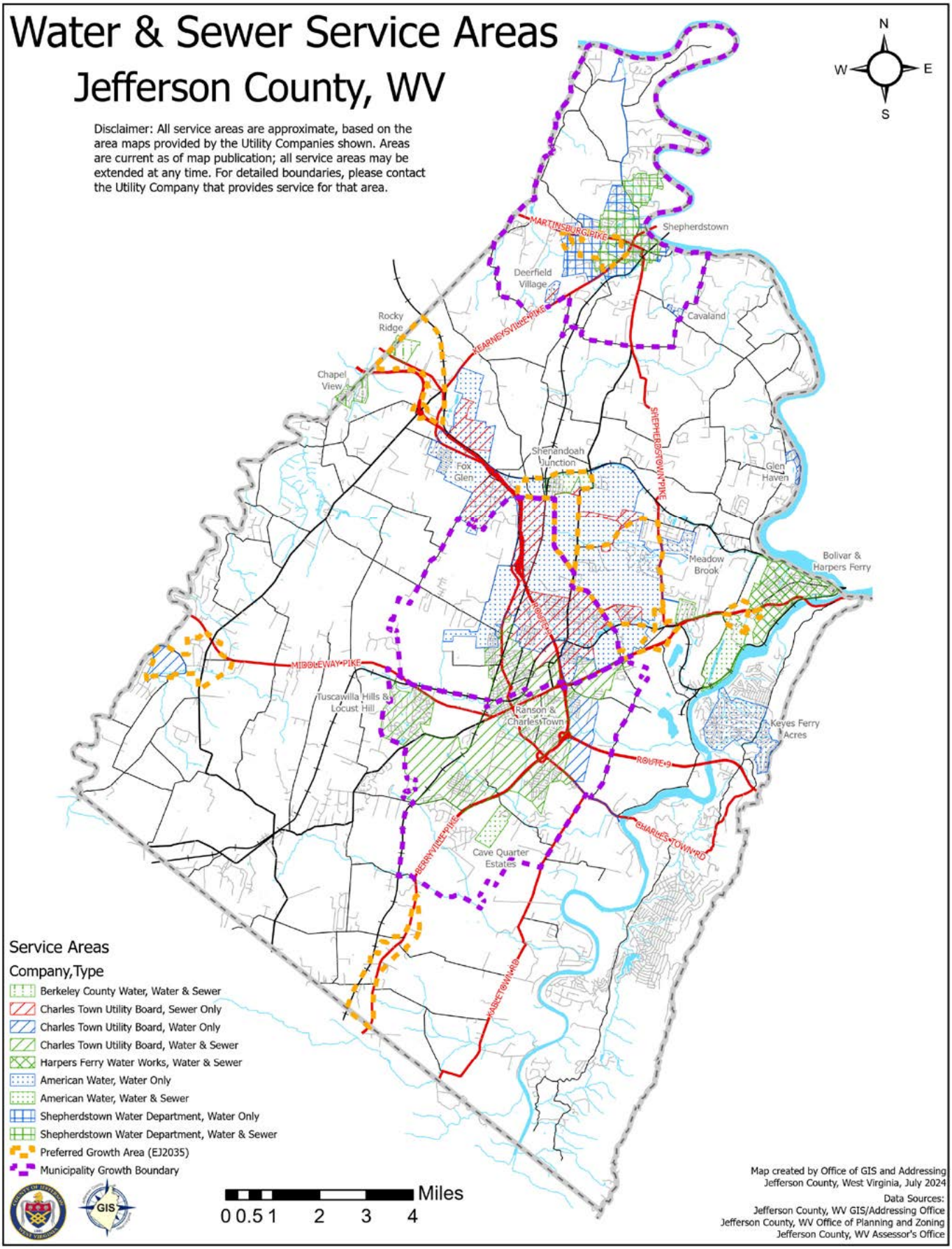
Data Sources

Jefferson County, WV GIS/Addressing Office
Jefferson County,WV Office of Planning and Zoning
Jefferson County, WV Development Authority
ESRI, WashCoMD, VGIN, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, NPS, USFWS, CGIAR



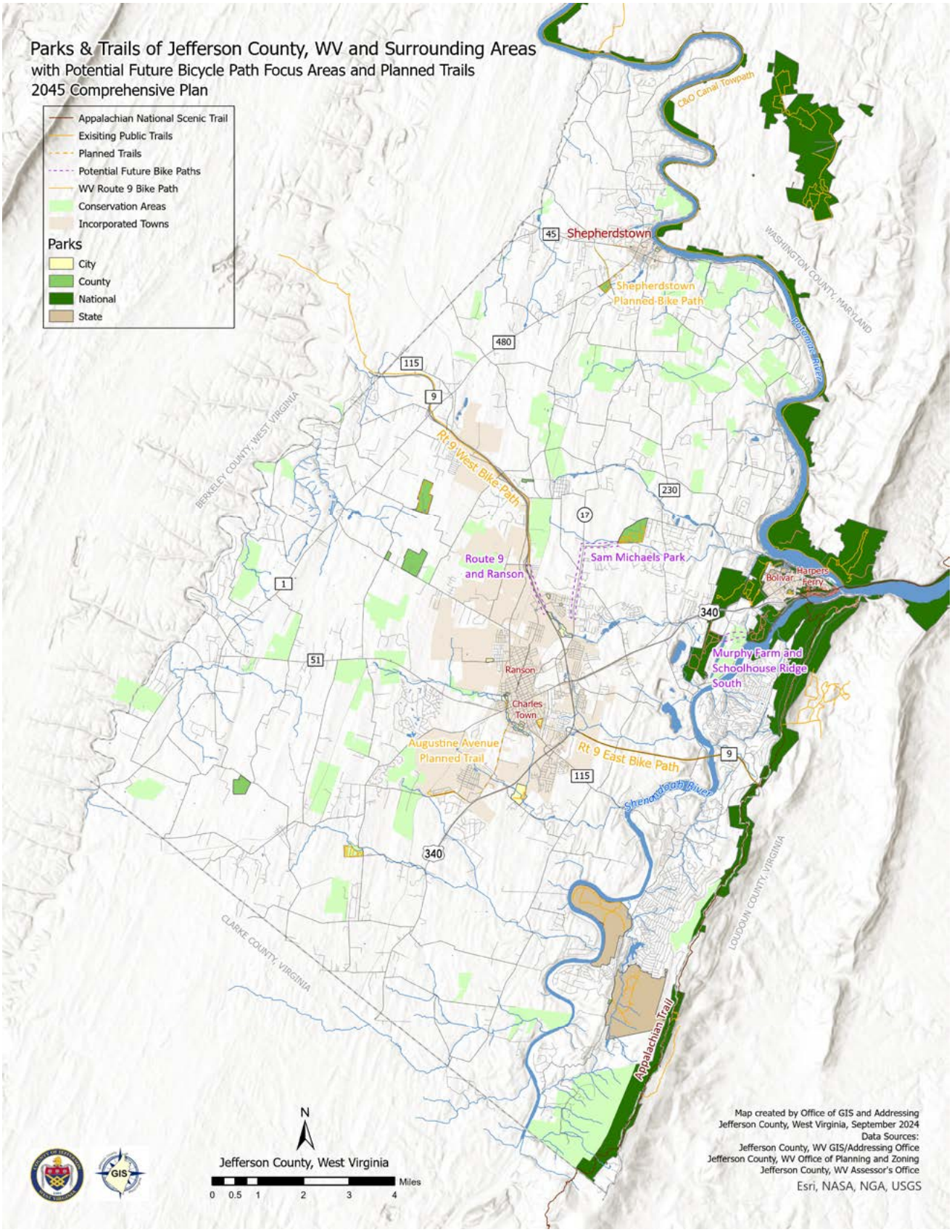
Water & Sewer Service Areas
Jefferson County, WV

Disclaimer: All service areas are approximate, based on the area maps provided by the Utility Companies shown. Areas are current as of map publication; all service areas may be extended at any time. For detailed boundaries, please contact the Utility Company that provides service for that area.



Map created by Office of GIS and Addressing
Jefferson County, West Virginia, July 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office

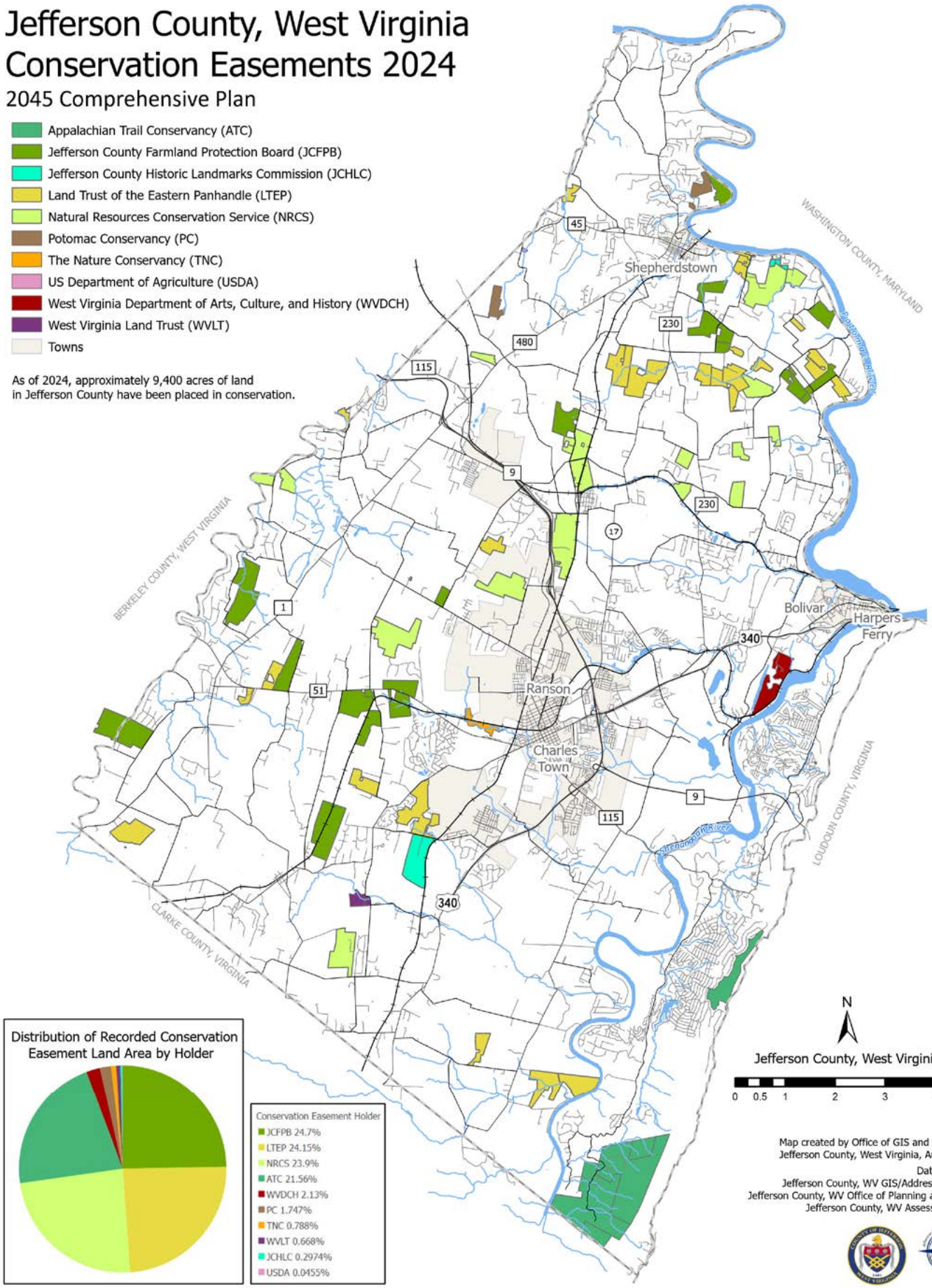

Parks & Trails of Jefferson County, WV and Surrounding Areas
with Potential Future Bicycle Path Focus Areas and Planned Trails
2045 Comprehensive Plan
Appalachian National Scenic Trail
Exisiting Public Trails
Planned Trails
Potential Future Bike Paths
WV Route 9 Bike Path
Conservation Areas
Incorporated Towns
Parks
City
County
National
State
C&O Canal Towpath
Shepherdstown
Shepherdstown Planned Bike Path
WASHINGTON COUNTY, MARYLAND
Potomac River
BERKELEY COUNTY, WEST VIRGINIA
Rt 9 West Bike Path
Route 9 and Ranson
Sam Michaels Park
Harpers Ferry
Bolivar
Murphy Farm and Schoolhouse Ridge South
Ranson
Charles Town
Augustine Avenue Planned Trail
Rt 9 East Bike Path
Shenandoah River
CLARKE COUNTY, VIRGINIA
LOUDOUN COUNTY, VIRGINIA
Appalachian Trail
45
480
115
9
17
230
1
51
340
N
Jefferson County, West Virginia
0 0.5 1 2 3 4
Miles
GIS
Map created by Office of GIS and Addressing
Jefferson County, West Virginia, September 2024
Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office
Esri, NASA, NGA, USGS

Jefferson County, West Virginia Conservation Easements 2024

2045 Comprehensive Plan

- Appalachian Trail Conservancy (ATC)
- Jefferson County Farmland Protection Board (JCFPB)
- Jefferson County Historic Landmarks Commission (JCHLC)
- Land Trust of the Eastern Panhandle (LTEP)
- Natural Resources Conservation Service (NRCS)
- Potomac Conservancy (PC)
- The Nature Conservancy (TNC)
- US Department of Agriculture (USDA)
- West Virginia Department of Arts, Culture, and History (WVDCH)
- West Virginia Land Trust (WVLT)
- Towns

As of 2024, approximately 9,400 acres of land in Jefferson County have been placed in conservation.



N

Jefferson County, West Virginia

0 0.5 1 2 3 4 Miles

Map created by Office of GIS and Addressing
Jefferson County, West Virginia, August 2024

Data Sources:
Jefferson County, WV GIS/Addressing Office
Jefferson County, WV Office of Planning and Zoning
Jefferson County, WV Assessor's Office

Jefferson County Commission
ARPA Submissions as of 05/31/2024
Community Requests
Updated 09/30/2024

Color Code
Approved
Closed

Priority	App No.	Status	Date Approved	Name	Contact	Description	Amount	Adjustments	Adjusted Request	Amount Paid	Subtotal	Committed
		Approved	6/17/2021			Revenue Loss 2020	1,534,634		**1,534,634**	(1,534,634)	$ -	-
1	ARPA-48	Approved	6/30/2022			Emergency Medical Services	5,000,000		**5,000,000**	(4,001,085)	$ 998,915	998,915
1		Approved	8/5/2021			Premium Pay-Retro active stipend $3k per eligible employee-County Staff	625,000	235,000	**860,000**	(541,189)	$ 318,811	-
1		Approved	8/5/2021			Premium Pay-Retro active stipend $3k per eligible employee-Component Units	180,000		**180,000**	(182,199)	$ (2,199)	-
1	ARPA-19	Approved	11/10/2021		Tom Hansen	2 Deputies	504,400	(174,504)	**329,896**	(329,896)	$ 0	0
1	ARPA-20	Approved	7/14/2022		Jeff Polczynski	CAD Admin	246,000	(28,944)	**217,056**	(75,004)		142,053
1	ARPA-6	Approved	8/11/2022	Jeff Polczynski, 911 Communication Center	Jeff Polczynski	Next generation 911 ESINET	750,000		**750,000**	-	$ 750,000	750,000
1	ARPA-27	Approved	7/14/2022		Roger Goodwin	Digital screen for public use permit process	15,000		**15,000**	(12,844)	$ 2,156	2,156
1	ARPA-10	Approved	7/14/2022	Russ Burgess, County Inormation Tech	Russ Burgess	Commission meeting room, public meeting technology improvements	50,000	16,000	**66,000**	(65,680)	$ 320	-
1	ARPA-7	Approved	7/14/2022		Russ Burgess	Email system upgrade for communications to the public-Confirmed this is a separate project and not included in C/O Fund	75,000	(25,000)	**50,000**	-	$ 50,000	50,000
1	ARPA-44	Approved	7/14/2022		Laura Kuhn	HVAC for building (was part of ARPA-43-moved to ARPA-44)	100,000	120,000	**220,000**	-	$ 220,000	220,000
5	ARPA-11	Approved	7/14/2022	Jefferson County Parks & Recreation	Jennifer Myers	Public Sewer tie in. (Amended to $600,000, Approved for $300,000)	1,000,000	(700,000)	**300,000**	(96,850)	$ 203,150	203,150
2	ARPA-29	Approved	7/14/2022	Jefferson County Emergency Services Agency	Mike Sine	Portable and Mobile Radios	322,920		**322,920**	(322,920)	$ 0	-
2	ARPA-52	Approved	8/18/2022	Jefferson County Development Authority	Dennis Jarvis	Economic Development ($65k from Coalbed and Coal): 1) New Business park evaluation study; 2) Redesign the current master plan for Burr Industrial Park; and, 3) Prepare sites 9&10 in the Burr Ind Park for pad ready sites.	80,000		**80,000**	(80,000)	$ -	-
3	ARPA-5	Approved	10/19/2022	Charles Town	Alissa Meeks	Homeless Support	150,000		**150,000**	(110,218)	$ 39,782	39,782
3	ARPA-30	Partial Approval	10/19/2022	Corporation of Shepherdstown		Local Match for pedestrian access of Morgan's Grove Park	300,000	(270,000)	**30,000**	(30,000)	$ -	-
4	ARPA-40	Approved	7/14/2022	CASA	Michelle Suddeth	Volunteer outreach, training and support for vulnerable children-deferred from FY23 budget request	10,000	10,000	**20,000**	(20,000)	$ -	-
4	ARPA-16	Approved	7/14/2022	Jefferson County African American Cultural & Heritage Festival	Brenda Gaskins	Promote social, cultural and economic programs related to African American community	12,000		**12,000**	(12,000)	$ -	-
5	ARPA-24	Approved	7/14/2022	Commissioner Tabb	David Deamer	Broadband Infrastructure (Tabb & Jackson) **Approved 2, 180ft towers (JCHD and Middlway area) and 2 smaller towers at locations to be determined.**	912,805	(312,805)	**600,000**	-	$ 600,000	600,000
4	ARPA-13	Approved	8/11/2022	Jefferson County Council on Aging	Amy Wellman	Walk-in cooler replacement - **Received a grant from the governor to purchase** **Funding no longer needed**	18,000	(18,000)	**18,000**	-	$ 18,000	-
4	ARPA-31	Partial Approval	10/19/2022	Bakerton Fire Department	Bradley Fritts	Replacement Portable Radios	154,369	(118,053)	**36,316**	(35,619)	$ 696	-
4	ARPA-53	Partial Approval	10/19/2022	Blue Ridge Fire Department	Earl Cogle	Replacement Portable Radios	36,316		**36,316**	(35,698)	$ 618	618
4	ARPA-54	Partial Approval	10/19/2022	Independent	Adam Watson	Replacement Portable Radios	36,316		**36,316**	(33,028)	$ 3,288	-
	ARPA-41	Approved	7/14/2022	Jefferson County Community Ministries	Keith Lowry	FY23 Budget Request-Deferred to ARPA FUNDING FOR HOMELESS AND FOOD PANTRY	80,000		**80,000**	(80,000)	$ -	-
4	ARPA-46	Partial Approval	10/19/2022	Friendship Fire Company	Christipher Higdon	Communication Equipment / Portable Radios for Staff and Fire apparatus.	150,000	(113,684)	**36,316**	(35,619)	$ 697	-
4	ARPA-47	Partial Approval	10/19/2022	Middleway Volunteer Fire Co Inc	Michael Mood	Communication Equipment / Portable Radios for Staff and Fire apparatus.	259,480	(223,164)	**36,316**	(32,946)	$ 3,370	-
5	ARPA-1	Approved	10/19/2022	Harpers Ferry-Bolivar PSD	Ed Tennant	Sewer Pipe line rehab projects	120,000		**120,000**	(68,397)	$ 51,603	51,603
4	ARPA-50	Approved	10/19/2022	Jefferson County Fair Association	Todd Wilt	Fairgrounds and building maintenance	150,000		**150,000**	(150,000)	$ -	-
4	ARPA-55	Approved		St. Andrews Mountain Community Ctr		Replace front steps	2,500		**2,500**	(2,500)	$ -	-
4	ARPA-56	Approved	12/21/2023	Jefferson County Little League	Bryan Sutherland	Install new lighting on fields to meet LL requirements	100,000	13,000	**113,000**	(113,000)	$ -	-
4	ARPA-57	Approved	2/1/2024	Jefferson County Community Ministries	Keith Lowry	FY24 Replenish operating budget as a result of additional money spent on building new shelter	70,000	-	**70,000**	(70,000)	$ -	-
4	ARPA-58	Approved	2/15/2024	Jefferson County Parks & Recreation		Lighting Project at AMP	50,000	-	**50,000**	(50,000)	$ -	-
4	ARPA-59	Approved	2/15/2024	Harpers Ferry-Bolivar Library		Replace Roof	25,700	-	**25,700**	(25,700)	$ -	-
4	ARPA-60	Approved	3/7/2024	Shenandoah Community Health	Tina Burns	Unbudgeted needs of Behavioral Health & Nurse Outreach Team	8,470	30	**8,500**	(8,500)	$ -	-
	ARPA-61	Approved	3/19/2024	JC Homeland Security	Dick Myers	Replacement Portable Radios	37,564	-	**37,564**	(1,328)	$ 36,236	36,236
				Totals			$ 13,166,474	$ (1,590,123)	$ 11,594,351	$ (8,156,856)	$ 3,295,443	$ 3,094,512
				Committed funds not spent on closed projects					(343,601)			
									$ 11,250,750			
				Total ARPA Funding Received							11,201,341.00	
				Add Interest Earned							94,794.92	
				Less Committed Funds for Approvals							3,094,511.86	
				Less ARPA Expenditures							8,156,855.67	
				Balance ARPA Funding 09/30/2024							**44,768.39**	

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: October 17, 2024

Re: Fiscal Note: Available ARPA Funds

There is also approximately $44,768.30 available in ARPA funding for future allocations.

Please note these funds must be **allocated** by December 31,2024 and **spent** by December 31, 2026.

County Administrator
Edwina Benites

Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Jamila Jones

Contact email *

jamila.fleet@ics-wv.com

Organization *

African American Community Association of Jefferson County

Summary of organization and mission *

The mission of this Corporation is to establish a community cultural center in Jefferson County wherein the following programs can be established and carried forth: 1. To research, collect, and disseminate, African-American contributions to the history of Jefferson County and West Virginia. To establish a section of the Center wherein the total history of African people can be archived and made available to the public; and, 2. To enhance the self-esteem of ethnic minorities, particularly African-American youth, by creating programs which will supplement the public educational system in various fields, including Arts and Humanities; and, 3. To determine the impact of public educational programs related to health and environmental issues affecting the African-American community in particular, and the total community in general.

Use of funds and impact on Jefferson County, WV (summary) *

The African American Community Association of Jefferson County (AACAJC) is making a strong case for support under Title I, Section 105(a) of the Housing and Community Development Act of 1974, as its activities align with key eligible areas for Community Development Block Grant (CDBG) funding. Specifically, AACAJC seeks funding to support projects that benefit low- and moderate-income residents in Census Tract 9725.05, including the following: Public Facilities and Improvements AACAJC's Amphitheater Development Project addresses a critical need for stormwater management by incorporating a bioswale rain catchment system. Funding will be used to hire a contractor to assess the feasibility of the catchment, complementing previous design work funded by the City of Charles Town and West Virginia University (WVU). This project enhances the community's infrastructure and offers matching funds to support ongoing civil engineering efforts. Historic Preservation The proposed bioswale not only mitigates stormwater but also preserves the historic Fishermen Hall facility. By improving stormwater management and enhancing the site's aesthetic appeal, the project will protect the community center, preserve its historical significance, and contribute to neighborhood betterment. Planning and Capacity Building The development of cultural facilities that encourage tourism aligns with the goals of the County Commission's comprehensive plans. The amphitheater will be a key feature of the African American Heritage Festival, drawing visitors and promoting cultural tourism. Additionally, the rain catchment system will support ongoing sewer and water upgrades, relieving the burden on local infrastructure. Assistance to Nonprofit Organizations As a nonprofit, AACAJC carries out multiple community-focused activities, such as feeding the homeless and providing free healthy lifestyle programming like Zumba classes. Funding assistance for these activities aligns with CDBG program goals of supporting nonprofits that deliver essential community services. This comprehensive alignment of AACAJC's projects with CDBG-eligible activities underscores the importance of funding support to achieve positive, lasting impacts in the community.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Yes.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ○ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ◉ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Title I, Section 105(a) of the Housing and Community Development Act of 1974 outlines a variety of eligible activities that can be funded through the Community Development Block Grant (CDBG) program. These activities are intended to benefit low- and moderate-income people, prevent or eliminate slums and blight, or address urgent community needs.The African American Community Association of Jefferson County (AACAJC) is the steward of the Fishermen Hall Community Center. This site functions as a community facility providing both space and programs that specifically benefit the low to moderate income residents of the neighborhood, which is located in LMI designated Census Tract 9725.05. AACAJC requests funding to support several well aligned key eligible activities listed under Section 105(a) which include as follows:
Covered Activity : Public Facilities and Improvements
Construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as parks, streets, neighborhood centers, and water/sewer systems.
AACAJC Aligned Project : Amphitheater Development Project - Civil Engineering design associated with mitigating stormwater currently calls for installation of a bioswale rain catchment. This requires work to determine if the depth of the catchment is feasible. AACAJC requests funding to support hiring a contractor to dig and discern the depth of the rock bed. This is complementary to the design work previously funded by the City of Charles Town and WVU for the same project. Funds are cited as matching funds on this request.
Covered Activity : Historic Preservation
Activities to preserve historic buildings and structures.
AACAJC Aligned Need: The bioswale and rain catchment will serve two purposes 1)stormwater mitigation 2) Rain Garden The distinctive feature will be both function and aesthetic benefit the preservation of facility and betterment of the neighborhood.
Covered Activity : Planning and Capacity Building
Activities related to the development of plans and strategies for community development, including planning for housing, land use, and public infrastructure.
AACAJC Aligned Need: Land use for cultural facilities that also encourage tourism are aligned with the goals the County Commission has highlighted as priorities in previous comprehensive plans. The facility is a part of the infrastructure utilized for the African American Heritage Festival which draws new visitors to the area annually. Support of this project and the eventual build out of the amphitheater encourage additional offering for new tourism.
Further, the rain catchment area is of benefit to the the ongoing sewer and water upgrades as it helps alleviate some of the burden on stormwater infrastructure.
Covered Activity : Assistance to Nonprofit Organizations
Assistance to nonprofit organizations carrying out activities that are otherwise eligible under the CDBG program.
AACJAC Aligned: AACAJC is a nonprofit organization carrying out other activities in the community to include feeding the homeless and twice a week healthy lifestyle programming ie. Free Zumba classes.

Requested fund amount *

$10,000

Matching funds amounts and sources *

15,000 WV Department of Homeland Security - Facility Hardening Grant, 69000 - City of Charles Town Grant Amphitheater Project (Design and Build) $5,000 WVU Fulcrum Grant (Concept Development) - Total Match - $89,000

This form was created inside of Jefferson County Commission.

Google Forms

Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Josh Smith

Contact email *

bakertonfd@yahoo.com

Organization *

Bakerton Fire Department

Summary of organization and mission *

Volunteered fire & rescue department including Swift water rescue and rope rescue equipment and trained personnel

Use of funds and impact on Jefferson County, WV (summary) *

Our station is in need of a generator for our facility. Years ago we were the last department approved through CIP but was eliminated after the CIP fund was discontinued to the volunteers a few weeks later. Since then our department has operated on a small gas power generator which can only power our doors and one outlet in the offiice. Over the last several years during severe storms and heavy snow / ice events our station is useless as a community shelter which it has been several times over the years for cold storms and long power outages in the area.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Emergency relief from natural disasters, to provide emergency relief from the physical and economic impacts of natural disasters.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ○ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ◉ Emergency relief from natural disasters
- ○ Surface transportation projects
- ○ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

This project will help the residents of Bakerton and the surrounding areas as a community shelter, and it will ensure our station can remain operational during times of power outages long and short term.

Requested fund amount *

$40,000

Matching funds amounts and sources *

Remainder of labor and shipping

This form was created inside of Jefferson County Commission.

Google Forms

Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Sara Curley

Contact email *

scurley.bhfpl@gmail.com

Organization *

Bolivar Harpers Ferry Public Library

Summary of organization and mission *

To provide resources and services to the community of Jefferson County and the State.

Use of funds and impact on Jefferson County, WV (summary) *

To provide a covered porch for the community to gather, provide programs, and be an area for shelter for any who need it, including students after school hours.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Yes

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ◉ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ○ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

During the COVID pandemic and closing of the library, Bolivar Harpers Ferry Public Library continued to find creative ways to safely serve our community. The pandemic and subsequent safety measures highlighted the need for a more usable and versatile multipurpose meeting space for our patrons and the community. Therefore, Bolivar Harpers Ferry Public Library would like to add a multipurpose outdoor community space to the front of the library. The addition will include a covered porch which will be accessed from the current steps/ entry way and wrap around to an extended patio to a community and program patio space. The porch will consist of a concrete base extending ten feet from the library side and include railings, electric plugs, and ceiling lights. It will be 46 feet long in the front and then wrap around to the side of the building and continue as an extended patio for library and educational programing. We will also convert a windowed area in the current children's area into French doors, allowing access to all. Please see the attached concept drawing. We have met with several contractors and have multiple quotes in hand.
Having a covered outdoor space where the community can enjoy reading, engage in social interactions and the library can conduct programing will greatly enhance the community as a whole. A covered porch and extended patio will create a welcoming, inviting and versatile place that will allow for outdoor programing (such as book clubs, story times, craft and knitting groups, yoga classes, bird watching, etc). With the inclusion of the cover, this space can be utilized throughout all seasons allowing us to schedule outdoor programs year-round.
Additionally, a covered porch will be a gathering place for our community. Being located adjacent to a middle school results in the library being a safe space for students to come after school. The covered porch will create a protective space for them to wait for a guardian under any weather condition. It will mean that they do not to be in the busy parking lot or along the road. Also, if there is another pandemic or similar situation, an outdoor space would allow people to continue to gather safely.

As a library in a small town, our services go beyond our walls and it is important that we continue to expand our services to benefit our patrons and our community. An outdoor covered porch will help us to expand our physical program area, allowing us to continue to serve our community and increase the ways in which we support people across a wide variety of ages and demographics.

Requested fund amount *

23,000.00

Matching funds amounts and sources *

Previously raised funds, ongoing Fundraising, and Monthly donations

This form was created inside of Jefferson County Commission.

Google Forms

Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Stacie Rohn

Contact email *

Director@bgcepwv.org

Organization *

Boys & Girls Club of the Eastern Panhandle

Summary of organization and mission *

Established in 1997, the Boys & Girls Club of the Eastern Panhandle – Jefferson County Unit has offered a prevention-based model of programming to area youth for over two decades. Many of our alumni are accomplished professionals who credit the mentors from the Club who encouraged them to be successful adults. The mission of the Boys & Girls Club of the Eastern Panhandle (BGCEP) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We live this mission each day in our Jefferson County Club.

Use of funds and impact on Jefferson County, WV (summary) *

The Boys & Girls Club serves low to moderate income children in Jefferson County. We strive to ensure that the children in our program will graduate and have a plan for their future. In order to fulfill that commitment, we must ensure that our facilities are safe for our members. We respectfully request $20,000 to resurface our outdoor play area to improve our facility. We also need an AED machine in our Jefferson County Club. While we have grant funds to cover part of our safety initiative, we will require additional matching funds to complete the project.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Yes - Title I - Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, clearance and remediation activities.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ○ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ◉ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Under the Title I - Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, clearance and remediation activities section, we respectfully submit our ARPA request to make safety improvements to our public facility.

The Boys & Girls Club of the Eastern Panhandle - Jefferson County Club participated in a third-party safety inspection in early 2024. As part of that process, the inspector identified several areas that required attention in order to make the facility a safer environment for our children. While we make every effort to keep our Clubs safe for our members, there are several areas that require attention.

Over the past year, we have partnered with several funders to complete each area in stages. The first project was funded by First Energy and new fireproof windows and doors were installed, security cameras were installed, new outdoor lighting for visibility was installed, and the lobby area was renovated to secure the facility.

The Women Investing in Shepherd grant (WISH) was a Panhandle collaborative grant with $12,000 coming to Jefferson County to purchase an AED device and resurface the parking/play area. On our safety inspection the parking lot was identified as an area that should be resurfaced and leveled. We collected four bids for the project and the lowest estimate for the project was $39,900. We have $9,500 remaining from the (WISH) and request $20,000. We will secure several other funders to invest the remaining $10,400 to complete the project.

Requested fund amount *

$20,000

Matching funds amounts and sources *

WISH - $26,750; First Energy $10,000

This form was created inside of Jefferson County Commission.

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Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Mark Peiffer

Contact email *

mark.peiffer@communitymarketsinc.org

Organization *

Community Markets Inc.

Summary of organization and mission *

Community Markets Inc. (“CMI”) is a 501(c)(3) nonprofit organization located in Charles Town, WV whose mission is to connect locally grown food to families in need. In just 2 years, Community Markets Inc. has fed over 8,000 people in 10 WV counties with 107,000 lbs. of healthy and locally-sourced food and put $217,000 back into farmers and small family business owners’ pockets. CMI’s vision is: healthy West Virginian grown food is on every West Virginian’s plate. All of CMI’s programs and activities increase food security and access to healthy and affordable food grown in WV for all Appalachian families, especially underserved and low-income families.

Use of funds and impact on Jefferson County, WV (summary) *

The JCC ARPA funds awarded to Community Markets Inc. will be used to enhance CMI's ability to feed more food in secure families in Jefferson County and better serve WV farmers by upgrading its energy efficient mobile cold storage trailers with generators, allowing CMI to provide fresh & healthy food sourced locally in any location regardless if it has a source of electricity or not.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Community Markets Inc. was founded during the lockdown and has continued its mission for over three years since to increase wealth and wellness in Jefferson County and West Virginia through increasing food security and access to healthy & WV-grown food for families and communities in Jefferson County, especially underserved and low-income families.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ◉ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ○ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

Jefferson County's ability to grow its own food in order to feed its residents is a key component to growing wealth and wellness for families within the county and is also key to the ability to respond quickly and resiliently in times of crisis.

Requested fund amount *

2000

Matching funds amounts and sources *

U.S. Department of Housing & Urban Development $187,000, United Way of the Eastern Panhandle, Eastern West Virginia Community Foundation, and more here www.communitymarketsinc.org/partners

This form was created inside of Jefferson County Commission.

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Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Sandy Knoerlein

Contact email *

jeffersoncountylacrosse@gmail.com

Organization *

Jefferson County Wild Lacrosse

Summary of organization and mission *

Jefferson County Wild Lacrosse is a 4-year-old program administered by the Jefferson County Parks and Recreation Commission. We provide lacrosse instruction and team play for new and experienced male and female athletes from prekindergarten through high school. Our high school teams play competitively across the state and in surrounding states and our youth teams play recreationally in an area league. Our organization has grown over 400% in 3 seasons of play, expanding from 18 players on 1 team with 1 coach to 135 players on 8 teams with 19 coaches. We provide off-season instructional clinics, drop-in play opportunities and in-school lacrosse lessons for boys and girls.

Use of funds and impact on Jefferson County, WV (summary) *

ARPA funds are requested to assist in the decommission and refurbishment of an unused softball field at Leetown Park into a multipurpose field that is large enough to support a full-size lacrosse field. The multi-use field will increase the usage of the Leetown Park which has seen a decrease in use with the decline of the softball field usage.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Leetown Park use has declined over the last several years and rehabbing the park space and transitioning from allowing only one type of sport on that field to making it a multi-use space would allow for others to use it and potentially bring in more revenue for the county. Providing an updated park space will invite new recreational opportunities for the county to hold games and tournaments for lacrosse.

Eligible use category- select from among the eligible uses

- (●) Replace lost public sector revenue
- ( ) Respond to the far-reaching public health and negative economic impacts of the pandemic
- ( ) Provide premium pay for essential workers
- ( ) Invest in water, sewer, and broadband infrastructure
- ( ) Emergency relief from natural disasters
- ( ) Surface transportation projects
- ( ) Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

ARPA funds are needed to help with the decommission and refurbishment of an unused softball field at Leetown Park. Currently, the softball field and its facilities are overgrown and are no longer code compliant. The dugouts need to be removed. The fencing was installed backwards and needs to be replaced. The out-of-compliance bleachers have been removed and their concrete pads now need to be removed. The power has been turned off, but out-of-compliance lights and poles need to be taken down. The softball field infield area needs to be scraped to remove the infield dirt, and the crowning leveled. To complete the refurbishment, the field will need to be expanded by approximately 40 feet involving clearing, filling, grading and seeding to establish a full-size lacrosse field. New fencing and netting, to protect the roadway from errant balls, will be installed. With sufficient funding, bleachers can be added for spectators. Repurposing the field increases the functionality of the space for many sports, including lacrosse, that currently borrows several fields throughout the county to support all its youth. As this Leetown Park field has lost usage, it is now overgrown, and minimally maintained. Refurbishment will bring back to life a beautiful green space for the county's youth to engage in safe recreational play, with organized and passive activities. Additionally, lacrosse is one of the oldest (historically) and fastest growing sports in our nation and as our program grows, so will our need for a well-groomed and well-maintained field to accommodate all our youth.

Requested fund amount *

$30,000

Matching funds amounts and sources *

$30,000 from JCPRC is reserved in their capital funds to begin this project. Additional fundraising by the lacrosse program is beginning through sponsorships and planned fundraisers this fall in our own Call of the Wild Build-A-Field Capital Campaign.

This form was created inside of Jefferson County Commission.

Google Forms

Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Kelly J. Franklin

Contact email *

KFRANKLIN@JEFFERSONDRC.COM

Organization *

Jefferson Day Report Center, Inc.

Summary of organization and mission *

The Jefferson Day Report Center (JDRC) provides evidence-based programming that addresses the underlying causes of addiction and delinquency by providing community and recovery support to youths with treatment needs. Strategies include positive engagement that promotes safety and security for youth offenders with treatment needs in the least restrictive community-based environment, addresses substance use and delinquency, and improves the health and quality of life for the individual, their families, and the community. JDRC delivers a coordinated community-based response that provides treatment and support services and keeps youth offenders from going deeper into the criminal justice system while continuing to hold them accountable.

Use of funds and impact on Jefferson County, WV (summary) *

Youths with substance use issues face significant challenges in accessing care. In 2020, 58.7%—or approximately 162.5 million individuals—reported illicit drug use within the past month (SAMHSA, 2021). Jefferson County, in particular, has several barriers to care. Access to treatment for youths with substance use and behavioral health disorders has not kept up with the rapidly increasing rates of misuse. Additionally, the lack of public transportation in Jefferson County poses a major obstacle, as many youth and their families either do not have access to a vehicle or lack a driver's license, making transportation essential for receiving treatment.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Yes, this grant proposal will address the widespread public health and economic challenges brought on by the pandemic by promoting community health and assisting households, small businesses, affected industries, nonprofits, and the public sector in recovering from its economic effects.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ◉ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ○ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

In May 2022, the Jefferson Day Report Center (JDRC) expanded its services to include mental health and substance use treatment for youth. The new “JDRC Youth Services” program, utilized by Jefferson County Schools, Teen Court, Youth Drug Court, and self-referrals, has dramatically increased referrals since its inception. In its first year, JDRC served 65 youths, but by the second year, that number surged to 778—a 1,097% increase. Approximately 7,000 youths are ordered into diversion programs through the West Virginia court system on any given day, with substance use being the third-largest cause of youth offenses in the state. Jefferson County faces significant challenges related to substance and alcohol misuse, as well as mental health concerns among its youth population. Millions of youths go undiagnosed each year with mental health, behavioral, or substance use issues (SAMHSA, 2022), and in 2018, 9 in 10 youths did not receive treatment for mental illnesses (SAMHSA, 2022). These untreated mental health and behavioral problems lead to considerable personal, social, and economic costs across various service sectors, making effective interventions critical to reducing adverse outcomes. The collaboration between JDRC and the court system, including Youth Drug Court and Teen Court, aims to improve outcomes for justice-involved youth. The Jefferson County Teen Court Program, for example, reports a recidivism rate of 27% (Lehman, 2022). Through this project, youths referred to JDRC Youth Services will have access to critical services, including psychological evaluations, psychiatry consultations, individual and group therapy, case management, and additional clinical services with referrals. In an area where psychological and psychiatric consult wait times are typically six months to a year, JDRC offers emergency same-day services for high-risk cases or services within seven days of referral on a case-by-case basis. Funding from this grant will support youth activities within Jefferson County.

Requested fund amount *

$5,000.00

Matching funds amounts and sources *

$500.00 - Jefferson Day Report Center Reserve Funds

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Remaining ARPA Funding Application

There is roughly $30,000 remaining to allocate in Jefferson County American Recovery Plan Act (ARPA) funding. Funding under ARPA must be designated by the end of 2024.

Due date: 5 pm on October 10, 2024.

Contact name *

Marcella Genz

Contact email *

octldirector@ctlibrary.org

Organization *

Old Charles Town Library

Summary of organization and mission *

The Old Charles Town Library, Inc. provides library and museum services for Jefferson County. For over a century, the Old Charles Town Library, Inc. has been the heart of our community, fostering a love for reading, learning, and connection through the provision of library and museum services. As a cornerstone of Jefferson County, we are dedicated to providing free and open access to a diverse range of resources, programs, and services that enrich the lives of all residents. Our mission is to inspire lifelong learning, support personal and professional growth, and strengthen the bonds of our community through inclusive and innovative library and museum services.

Use of funds and impact on Jefferson County, WV (summary) *

Replacing current cooling system to ensure air quality at levels appropriate to the safety of all who use the building.

Is the use an approved use as detailed the US Department of Treasury "eligible uses?" See here: https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/eligible-uses *

Yes.

Eligible use category- select from among the eligible uses

- ○ Replace lost public sector revenue
- ◉ Respond to the far-reaching public health and negative economic impacts of the pandemic
- ○ Provide premium pay for essential workers
- ○ Invest in water, sewer, and broadband infrastructure
- ○ Emergency relief from natural disasters
- ○ Surface transportation projects
- ○ Title I projects

Use of funds and impact on Jefferson County, WV (long form) *

The original building of the Old Charles Town Library, Inc. was built in 1965 and may very well have the original cooling system in place; if not original, then certainly more than 30 years old. No matter what the age, the system is considerably out-of-date, noisy, and expensive to run and maintain. More importantly, the system does not have an appropriate air filtration system to keep the building's air quality at appropriate levels to ensure the safety of staff and patrons.

The replacement of the cooling system is essential to the health of those who use the building and our services. Throughout the summer, those utilizing the County Meeting Room, located in our facility, consistently reported high temperatures and lack of air circulation, especially during meetings with a large attendance. Replacing the HVAC system will be mutually beneficial to those county agencies and boards who host meetings here.

This is a one-time infrastructure expense, but after installation would become a part of basic building maintenance.

The primary purpose of the new HVAC system is to improve the building's air quality to ensure the health and safety of patrons and staff. In addition, the new system would be more efficient and thus reduce the cost of heating and cooling.

Replacement cost: $135,660

Requested fund amount *

$30,000

Matching funds amounts and sources *

$58,275, City of Ranson; $47,385 OCTL

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Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Stacie Rohn

Contact email *

Director@bgcepwv.org

Organization *

Boys & Girls Club of the Eastern Panhandle

Summary of organization and mission *

Established in 1997, the Boys & Girls Club of the Eastern Panhandle – Jefferson County Unit has offered a prevention-based model of programming to area youth for over two decades. Many of our alumni are accomplished professionals who credit the mentors from the Club who encouraged them to be successful adults. The mission of the Boys & Girls Club of the Eastern Panhandle (BGCEP) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We live this mission each day in our Jefferson County Club.

Use of funds and impact on Jefferson County, WV (summary) *

Jefferson County is designated as High Intensity Drug Trafficking Areas by the U.S. Department of Justice. To support high-risk members in our Club and through a partnership with Eluna Foundation, the Boys & Girls Club of the Eastern Panhandle has provided Camp Mariposa, an evidence-based program support to opioid affected youth. The Boys & Girls Club of the Eastern Panhandle has a proven track record of providing proven programs in the out of school time hours. In 2019, our organization leveraged Department of Justice funding to provide extensive intervention programming to opioid affected youth in the Eastern Panhandle through our Camp Mariposa program. We are in our final year of funding from the Department of Justice and can leverage our remaining funds to match our $80,000 request. In addition to Camp Mariposa, we provide two evidence-based programs - Positive Action and Too Good for Violence to 40 children in the Boys & Girls Club. As part of our program, we will employ a full-time social worker to provide wrap around case management to children and families in our program. This social worker will be housed in our Jefferson County Club and will mentor our youth development professionals to better mitigate the effects of trauma on our children. Additionally, we will provide training and staff support to four part-time and two full-time staff members in our Jefferson County Club.

Amount requested *

$80,000

Amount and source of matching funds *

$80,000

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

G. Prevent Misuse of Opioids - 9 - School-based/Youth Focused Prevention Programs

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

G. Prevention Programs - 2 - Funding Evidence Based Programs in Schools/Afterschool

Use of funds and impact on Jefferson County, WV (long form) *

Target population: The priority target population are youth ages 9-12 residing in Jefferson County who have been impacted by opioids. This includes youth who are at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently using or have used opioids. Participants for this mentoring project will first be recruited from current BGCEP members who attend after-school or other Club programming and then from our school partners within the county with priority enrollment given to youth who are currently using or living with an active user or who have other very high-risk factors (such as lost a parent to an overdose).

Goals, Objectives, and Performance Measures:

Goals: BGCEP's one overarching goal for Camp Mariposa is to improve pro-social outcomes for at-risk youth in Jefferson County while reducing negative outcomes (juvenile delinquency and substance use) through mentoring.

Objectives: There are 2 objectives associated with the above goal statement – 1) To provide mentoring services tailored to the needs of at least 40 identified at-risk youth ages 9-12 who are at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently using or have used opioids.; and, 2) To implement program design enhancements within the 3 identified interventions (Camp Mariposa, Positive Action, Too Good for Drugs/Violence) that further align with research and evidence on effective mentoring approaches, all of which have been documented as effective at deterring opioid use among youth. All are described in depth in the section below labeled Mentoring Approach and Evidence Based Program Description.

Mentoring Approach & Evidence Based Programs Descriptions:

Youth development as implemented BGCEP is grounded in five research-based components: a safe, positive environment; activities that are fun and engaging; supportive relationships with adults; opportunities for skill development; and recognition of growth and achievement. Our approach to mentoring has been guided by the BGCA mentoring model: make mentor-mentee matches based on interest and need, embed those matches into a positive Club environment with a variety of supports and activities, and engage mentees in evidence-based skill-building prevention programs. For youth impacted by opioids, this type of multi-component mentoring approach holds great promise. Mentoring alone has not yet been shown to make a definitive impact on substance abuse in youth, and community-based substance abuse prevention approaches are more likely to be successful when they combine two or more elements (SAMHSA 2018).

BGCEP will therefore serve at least 40 children each year with a combination of evidence-based programs - Camp Mariposa, Positive Action, and Too Good for Drugs/Violence. These were chosen both for their research-based and for their ability to fill in the gaps between what is available in the Eastern Panhandle and what is missing. The total mentoring intervention will include the 3 curricula with small group and 1:1 mentoring enhanced by ongoing case management and family engagement.

Camp Mariposa (CM) - Camp Mariposa is a national addiction prevention and mentoring program, the core component of which are free weekend sessions (Friday evening through Sunday afternoon) that are held 6 times throughout the year. Each camp weekend offers traditional camp activities enhanced with educational and therapeutic elements designed to teach youth a variety of problem-solving and self-care

strategies. For example, structured educational components teach participants about dangers of drugs and alcohol, as well as their own predisposition to develop a Substance Use Disorder (SUD). Small group discussions give youth the opportunity to talk about the challenges of living with a family member struggling with a SUD.
Camp Mariposa utilizes a hybrid group and peer mentoring model. The weekend camp sessions are small enough to create a sense of community so that program participants can establish relationships with both mentors and peers. Throughout the weekend, the youth have immediate access to trained and caring mentors. The Camp Mariposa model is held at a local site, Shepherds Spring, a camp and conference center in nearby Sharpsburg. Transportation to the site will be provided.

Positive Action (PA) – Positive Action is an evidence-based educational program that increases student engagement in learning and develops positive behavioral skills. Positive Action teaches students a basic philosophy about the value of positive actions and the consequences of the negative action of substance use. Scripted lessons take 15–20 minutes. It will be provided weekly both after school and in the summer in small groups and facilitated by social work interns from Shepherd University. (https://ies.ed.gov/ncee/wwc/EvidenceSnapshot/380).

Too Good for Drugs (TGFD) is a universal K-12 prevention education program designed to mitigate the risk factors and enhance protective factors related to alcohol, tobacco, and other drug (ATOD) use. The lessons introduce and develop social and emotional skills for making healthy choices, building positive friendships, developing self-efficacy, communicating effectively, and resisting peer pressure and influence. TGFD teaches five essential social and emotional learning skills, which research has linked with healthy development and academic success: Setting Reachable Goals; Making Responsible Decisions; Bonding with Pro-Social Others; Identifying and Managing Emotions; and, Communicating Effectively. Two studies of Too Good for Drugs met the What Works Clearinghouse evidence standards (https://ies.ed.gov/ncee/wwc/EvidenceSnapshot/517). It is also recognized as a model program by the Substance Abuse & Mental Health Services Administration.

Program design enhancements that further align with research and evidence:

BGCEP provides a safe, affordable place for kids and teens during critical out of-school time. We currently serve Jefferson County youth with evidence-based educational, arts, mentoring, health/wellness, sports, career development, character and leadership development, and prevention programming. This mentoring program will serve 40 children who are currently at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and/or who live with family members who are currently using or have used opioids. They will be provided with group and 1:1 mentoring in a positive youth development atmosphere enriched with evidenced-based programs as follows:
All targeted youth will be engaged in weekly group mentoring, which has been shown to promote positive socio-emotional outcomes, a critical need in substance use prevention. Group mentoring will involve one or more mentors leading a small group of youth in regular sessions of PA or TGFD programming during the week and/or at CM on weekends. To enhance feelings of emotional safety and personal responsibility, group agreements covering ground rules for interaction and group process will be created; mentors will guide mentees in referring to their agreements and holding each other accountable if conflicts arise.

Each mentee will participate in all 3 of the evidence-based prevention programs identified earlier (CM, PA, TGFD). All three of these programs feature structured curricula implemented over multiple sessions focused on youth discussion and interactions, making them ideal for use in group mentoring. These prevention programs strengthen protective factors before problem behaviors start along with engaging opportunities

for pre-teens and teens to build new skills and move responsibly towards adulthood.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Michelle Sudduth

Contact email *

michelle@mycasaep.org

Organization *

CASA of the Eastern Panhandle

Summary of organization and mission *

About CASA of the Eastern Panhandle: CASA of the Eastern Panhandle (CASA-EP) is a non-profit organization dedicated to advocating for the best interests of children who have experienced abuse or neglect in West Virginia's Berkeley, Jefferson, and Morgan counties. Its mission is to provide trained volunteers, known as Court Appointed Special Advocates (CASAs), who serve as voices for children in the court system, ensuring that they are placed in safe, permanent homes and have access to essential services. Through this critical advocacy, CASA helps children navigate the complex child welfare system while ensuring their immediate and long-term well-being. More than 90% of child abuse and neglect cases in the region involve a family member struggling with a substance use disorder, creating a direct correlation between family instability and the opioid epidemic. Research shows that children exposed to substance use in their homes are at a significantly higher risk of developing substance use disorders themselves, perpetuating a cycle of trauma, substance use, and negative life outcomes. Beyond its volunteer-driven court advocacy, CASA-EP has expanded its services to address the broader needs of children impacted by trauma, instability, substance use disorders. These programs provide comprehensive support tailored to the challenges children and vulnerable families face, including: -Fostering Futures: Focused on youth aged 13-18 who have experienced abuse or neglect, this program offers mentorship, life skills training, education advocacy, and peer-group programming to help prepare them for adulthood. Youth are equipped with skills for higher education, employment, and independent living. -Education Advocacy: CASA works directly with schools and families to ensure that children involved in the child welfare system receive the educational support they need, including access to Individualized Education Plans (IEPs), tutoring, and accommodations. This advocacy is crucial for children who have experienced disruptions in their education due to trauma or instability, helping them stay engaged and succeed academically. -Parent Navigation: This program supports parents navigating the child welfare system by connecting them with resources that aid in family reunification and promote a healthy, stable home environment. -Supervised Family Visitation: Provides safe, structured environments where families can rebuild relationships, a vital component of reunification and emotional healing for children. Together, these services ensure that children and families receive the advocacy and resources necessary to foster long-term stability, safety, and success.

Use of funds and impact on Jefferson County, WV (summary) *

USE OF FUNDS, PROGRAM OVERVIEW, IMPACT SUMMARY FOSTERING FUTURES FORWARD: PREVENTING SUBSTANCE USE AND PROMOTING LIFE-LONG RESILENCY Use of Funds CASA-EP requests $75,000 to expand its youth-serving programs to integrate evidence-based substance use prevention curriculum and programs, build in-school advocacy and after-school programming to discourage opioid and other drug misuse, and expand supportive services to other court involved youth with a history of childhood abuse and neglect who are at greatest risk of substance use disorders. This expansion will address the urgent need created by the opioid epidemic, which has dramatically increased abuse and neglect cases across the Eastern Panhandle. Since 2020, in Jefferson County alone, cases have surged nearly 70%, with more than 90% involving families affected by substance use disorders, especially opioids. Research shows that foster youth, and those within the juvenile justice system, are 3-4 times more likely to develop substance use disorders (SUDs), largely due to trauma experienced in households affected by substance use. Studies indicate that between 60-90% of youth in the juvenile justice system have experienced maltreatment, placing them at high risk for substance use and recidivism. Fostering Futures Forward addresses these underlying challenges by offering targeted prevention and support. This program aims to serve at least 20 Jefferson County vulnerable youth in its first year, providing comprehensive prevention and support services to address the heightened risks of substance use among this vulnerable population. Impact on Jefferson County In Jefferson County, where abuse and neglect cases have surged due to the opioid epidemic, Fostering Futures Forward will offer a lifeline to vulnerable youth. The program will address the root causes of substance use and instability through a comprehensive approach that includes substance use prevention, trauma-informed care, and overdose prevention training. By empowering youth to make better decisions, manage stress, and resist peer pressure, the program will help reduce substance use, increase school engagement, and prepare youth for workforce opportunities. Collaboration with schools, juvenile justice agencies, and local services ensures that high-risk youth are supported in their academic, emotional, and career paths. Ultimately, these interventions will contribute to a stronger, healthier community by breaking cycles of trauma and substance misuse Alignment with West Virginia First MOU As an expansion of CASA-EP's Fostering Futures program, Fostering Futures Forward aligns with the West Virginia First MOU by offering substance use and opioid prevention, workforce development, and recovery-oriented services to high-risk youth. By expanding the program to include youth in juvenile justice cases, CASA-EP addresses the most vulnerable populations and offers a comprehensive approach to breaking cycles of trauma, substance use, and delinquency.

Amount requested *

$75,000

Amount and source of matching funds *

$75,000 - Other grants and secured board-driven fundraising efforts

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

B2, G2

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

G7, G8, G9, G11, G12, H1

Use of funds and impact on Jefferson County, WV (long form) *

DETAILED REQUEST AND PROGRAM OVERVIEW: FOSTERING FUTURES FORWARD

Fostering Futures Forward is an expansion of CASA of the Eastern Panhandle's (CASA-EP) successful program supporting youth aged 13-18 who have experienced abuse, neglect, and trauma. CASA-EP requests $75,000 to expand its program to integrate evidence-based substance use prevention curriculum and programs, build in-school advocacy and after-school programming to discourage opioid and other drug misuse, and expand supportive services to other court involved (Juvenile Delinquency, Juvenile Drug Court, and Juvenile Services) youth with a history of childhood abuse and neglect who are at greatest risk of substance use disorders.

This expansion will address the urgent need created by the opioid epidemic, which has dramatically increased abuse and neglect cases across the Eastern Panhandle. Since 2020, child abuse and neglect cases in Jefferson County have surged by nearly 70%, with more than 90% of these cases involving families affected by substance use disorders (SUDs), particularly opioids. This program aims to serve at least 20 Jefferson County vulnerable youth in its first year, providing comprehensive prevention and support services to address the heightened risks of substance use among this vulnerable population.
Research shows that foster youth, and those within the juvenile justice system, are 3-4 times more likely to develop substance use disorders, largely due to trauma experienced in households affected by substance use. Studies indicate that between 60-90% of youth in the juvenile justice system have experienced maltreatment, placing them at high risk for substance use and recidivism. Fostering Futures Forward addresses these underlying challenges by offering targeted prevention and support.

The program aligns with the West Virginia First Memorandum of Understanding (MOU) and includes:

-Substance Use and Opioid Prevention: Utilizing the evidence-based Botvin LifeSkills Training (LST), the program helps youth resist peer pressure and make healthier decisions, with a focus on opioid prevention.
-Workforce Development: Job readiness training, career exploration, and internships help youth achieve economic independence and reduce risk factors associated with substance use.
-Mentorship and Education Advocacy: Local mentors collaborate with schools to ensure youth remain engaged academically and have pathways to graduation and future opportunities.
-Trauma-Informed Support: Trauma-informed care is integrated to address emotional instability and build resilience among youth who have experienced abuse and neglect.
-Overdose Prevention: Naloxone training, education, and distribution for all program participants to prevent opioid overdose deaths, addressing immediate community risks.

PROBLEM STATEMENT: FOSTER AND COURT-INVOLVED YOUTH AT HIGHTENED RISK FOR SUBSTANCE USE DISORDERS

The opioid epidemic has had devastating effects on youth across the Eastern Panhandle, especially those exposed to high levels of trauma, abuse, and neglect. Children with high Adverse Childhood Experiences (ACEs) scores—those who have experienced multiple traumatic events such as abuse, neglect, or household substance use—are at a significantly higher risk for developing substance use disorders themselves. Research shows that foster youth and those in the juvenile justice system are 3-4 times more likely to develop substance use disorders (SUDs) due to trauma and instability. Additionally, individuals with an ACE

score of 4 or more are 7 times more likely to become addicted to alcohol or drugs, emphasizing the importance of addressing early trauma to prevent future substance misuse.

In Jefferson County, where 90% of child abuse and neglect cases involve families with substance use disorders, children exposed to these environments often carry unaddressed trauma, increasing their vulnerability to opioid misuse and other risky behaviors. Additionally, studies indicate that 60-90% of youth in the juvenile justice system have a history of maltreatment, further amplifying their risk for substance use and recidivism.
High ACEs scores are directly correlated with poor life outcomes, including school dropout, mental health challenges, unemployment, and criminal behavior. Without early prevention activities, including substance use education, mental health interventions, and supportive services, these youth are likely to continue cycles of addiction and instability.

Prevention programs—such as those offered by Fostering Futures Forward—play a vital role in mitigating these risks. Research underscores the importance of early intervention, showing that comprehensive substance use prevention programs can significantly reduce the likelihood of future substance misuse and help break generational cycles of trauma and addiction. By addressing the root causes of substance use, providing education on coping strategies, and offering supportive environments, prevention efforts are essential in creating better outcomes for high-risk youth.

PROGRAM OBJECTIVES, STRATEGIES AND MEASURABLE OUTCOMES

CASA-EP is uniquely equipped to serve at-risk youth due to our proven advocacy and training abilities, including developing cohesive working groups of young people who share similar and challenging life experiences. This approach fosters trust and enables participants to engage openly with staff and volunteers who understand their backgrounds, making them more receptive to interventions.

Our deep understanding of the court system and the challenges faced by this highly vulnerable population allows us to provide tailored advocacy and ensure access to critical mental health, educational, and social services. A critical aspect of prevention is empowering youth with the skills to make healthier decisions and avoid risky behaviors.
Research from National CASA highlights the effectiveness of CASA programs in improving outcomes for at-risk youth. CASA advocacy has been shown to increase educational success, reduce recidivism in the juvenile justice system, and foster long-term stability for youth involved in the child welfare system. By working closely with schools, juvenile justice agencies, and local health providers, Fostering Futures Forward will help build a safer, healthier future for Jefferson County’s most vulnerable youth.

Objective 1: Reduce Opioid Misuse
Strategies:
-Implement Botvin LifeSkills Training (LST) to teach decision-making, drug resistance, and social skills.
-Integrate SAMHSA’s Strategic Prevention Framework (SPF) to guide prevention efforts.
Measurable Outcome:
80% of participants will demonstrate improved knowledge of substance use prevention by the end of the program year.

Objective 2: Prevent Overdose Fatalities
Strategies:
-Train youth and staff in naloxone administration.
-Distribute naloxone kits to all trained individuals.

Measurable Outcome:
90% of participants will be trained in naloxone use, and 100% of trained participants will receive naloxone kits.

Objective 3: Enhance Mental Health Access
Strategies:
-Act as resource advocates to connect youth with trauma-informed mental health services.
-Collaborate with local mental health providers for referrals.
Measurable Outcome:
75% of participants will be referred to and attend mental health services within three months.

Objective 4: Improve Academic Engagement
Strategies:
-Provide academic support through IEPs, tutoring, and after-school programs.
-Collaborate with schools to monitor student progress and provide individualized support.
Measurable Outcome:
85% of participants will improve school attendance, and 70% will show academic improvement.

Objective 5: Develop Workforce Readiness
Strategies:
-Offer job readiness workshops, internships, and career exploration activities.
-Partner with local businesses to provide internship opportunities.
Measurable Outcome:
70% of participants will complete job readiness workshops or internships, with 60% reporting increased confidence in career planning.

Objective 6: Build Emotional Resilience
Strategies:
-Provide trauma-informed mentorship to help youth develop emotional coping strategies.
-Train mentors to offer consistent emotional support and guidance.
Measurable Outcome:
80% of participants will report increased emotional resilience and improved coping skills by the end of the program.

Objective 7: Strengthen Community Partnerships
Strategies:
-Build partnerships with schools, juvenile justice agencies, and local service providers.
-Coordinate resources between partners to ensure comprehensive support for youth.
Measurable Outcome:
Establish five new partnerships with local agencies to enhance support for youth.

BUDGET
Total Jefferson Count Program Cost: $150,000
Jefferson County Request: $75,000

-Program Staffing: $45,000 – Salary support for program coordinators and support staff managing mentorship, educational advocacy, and prevention programming.
-Substance Use and Overdose Prevention Curriculum: $20,000 - Implementation of Botvin LifeSkills Training (LST) and naloxone training, including staff training, curriculum materials, and naloxone distribution.

-Mentor Recruitment and Training: $10,000 - Recruitment and training of mentors, including trauma-informed care and overdose prevention strategies.
TOTAL: $75,000

Match Funds: Secured through additional foundation grants and fundraising efforts

Administrative Costs: $25,000 - Program administration, including facilities, reporting, and operational costs.
In-School Advocacy and Mental Health Services Access: $30,000 - Funding for educational advocates to work with schools and mental health coordination to ensure youth access necessary services, including supplemental funding for fee-for-service care
Workforce Development: $20,000 - Job readiness workshops, internship stipends, and career exploration activities for participants.
TOTAL: $75,000

KEY ACTIVITIES TIMELINE FOR FOSTERING FUTURES FORWARD IMPLEMENTATION

January - March 2025
-Program Launch and Staff Training
-Recruit and hire staff: Program coordinator, mentors, and support staff.
-Train staff and volunteers on trauma-informed care, substance use prevention strategies (including Botvin LifeSkills Training), and naloxone administration.
-Establish community partnerships: Collaborate with schools, mental health providers, juvenile justice agencies, and local businesses for workforce opportunities.

April - June 2025: Outreach and Participant Enrollment
-Engage with schools and juvenile justice agencies to identify and enroll eligible youth (target: 20 youth).
-Begin educational advocacy: Work with schools to set up IEPs and tutoring as needed.
-Provide naloxone training to participants and distribute naloxone kits.

July - September 2025: Program Delivery and Mentorship Initiatives
-Start Botvin LifeSkills Training (LST) curriculum focused on substance use prevention.
-Launch mentorship program: Match youth with trauma-informed mentors.
-Begin workforce readiness training: Workshops and career exploration activities.
-Conduct mid-year review: Assess program progress, participant engagement, and initial outcomes.

October - December 2025: Program Expansion and Evaluation
-Continue educational advocacy and mentorship programs.
-Launch internships and job placements with local business partners.
-Evaluate outcomes: Measure progress in substance use prevention, school engagement, workforce readiness, and emotional resilience.
-Plan sustainability and growth: Identify additional funding sources for future expansion.

CONCLUSION

Fostering Futures Forward will be a critical lifeline for vulnerable youth in Jefferson County, where abuse and neglect have surged due to the opioid epidemic. By addressing the root causes of substance use through evidence-based prevention, trauma-informed care, and overdose prevention training, the program empowers youth to make better decisions, improve school engagement, and prepare for future workforce

opportunities. Collaboration with schools, juvenile justice agencies, and local services ensures comprehensive support, helping break cycles of trauma and substance misuse. These interventions not only reduce substance use but also build a healthier, more resilient community.

The program aligns with the West Virginia First MOU, utilizing proven strategies like Botvin LifeSkills Training (LST) and naloxone training to address both the immediate and long-term risks of opioid misuse. Expanding to serve juvenile justice-involved youth, Fostering Futures Forward tackles the most vulnerable populations, offering a holistic, trauma-informed approach to breaking cycles of addiction and instability. With strong community partnerships and evidence-based interventions, this program is positioned to create lasting positive change, fostering safer, more successful outcomes for youth and the broader community. This funding is essential to ensuring that these youth have the support they need to thrive, making Fostering Futures Forward a vital investment in Jefferson County's future.

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Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Mark Peiffer

Contact email *

mark.peiffer@communitymarketsinc.org

Organization *

Community Markets Inc.

Summary of organization and mission *

Community Markets Inc. (“CMI”) is a 501(c)(3) nonprofit organization located in Charles Town, WV whose mission is to connect locally grown food to families in need. In just 2 years, Community Markets Inc. has fed over 8,000 people in 10 WV counties with 107,000 lbs. of healthy and locally-sourced food and put $217,000 back into farmers and small family business owners’ pockets. CMI’s vision is: healthy West Virginian grown food is on every West Virginian’s plate. All of CMI’s programs and activities increase food security and access to healthy and affordable food grown in WV for all Appalachian families, especially underserved and low-income families.

Use of funds and impact on Jefferson County, WV (summary) *

Community Markets Inc. will us the $33,000 of funding to hold six Food Box Giveaways throughout Jefferson County in 2025 which will feed 900 underserved and low-income families who are directly affected by the opioid crisis or vulnerable to becoming entangled by opioid use. More sectors, including the medical field, is recognizing that access to healthy & fresh food is a key component to living a healthy and fulfilled life. Nutrition from whole & fresh foods is the best "preventative medicine" to maintain good mental health. If one feels good and has the energy that they need to lead a productive and fulfilling life, then they will be less likely to look for an escape or high through opioid use.

Amount requested *

$33,000

Amount and source of matching funds *

$187,000 U.S. Department of Housing and Urban Development, $50,000 UniCare, $22,000 HighMark Foundation, $5,000 United Way of the Eastern Panhandle, $2,000 Eastern West Virginia Community Foundation, $500 Bank of Clarke Foundation, $2,500 City of Ranson, $1,500 Town of Bolivar, $2,500 First United Bank & Trust, $5,000 Martin's Grocery Store, $5,000 Jefferson Security Bank, $500 Walmart Foundation, $2,000 Try This West Virginia,

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

B 1

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E 4

Use of funds and impact on Jefferson County, WV (long form) *

Community Markets Inc. through all of its programming, partnerships, and activities, grows wealth and wellness in West Virginia through increasing food security and access to healthy food grown in West Virginia for underserved and low income Appalachian families and communities. All of this is accomplished while putting hundreds of thousands of dollars back into local farmers' and small family business owners' pockets.
Increasing access to and the supply of healthy & fresh produce and foods grown in West Virginia, including Jefferson County, results in better nutrition and diets for more children, families, and elderly, including those affected by the opioid crisis. Improved diets lead towards better attention in school & better grades for students, better mental health and emotional stability which encourages a stronger workforce with fewer sick days taken, greater productivity, and better job retention. Living and feeling better also means fewer opioid users in recovery or those vulnerable to abusing opioids will feel the need to take the next hit or seek out opioids.
As the overall health of individuals, children, and communities improve, healthcare costs will decrease for taxpayers due to fewer people living with chronic health conditions contributed to by lack of nutrition. Healthy & fresh whole foods grown locally is a key component to preventing opioid use and individuals and communities in Jefferson County leading healthy and meaningful lives.

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Due date: 5 pm on October 1, 2024.

Contact name *

Teresa Shumate

Contact email *

tsphccni@yahoo.com

Organization *

Community Networks, Inc.

Summary of organization and mission *

Community Networks, Inc. is a private nonprofit organization. The organization was founded in 1986 as the Berkeley County Coalition for Homeless. In 1994 the organization expanded its services and changed its name to Community Networks, Inc. Community Networks, Inc. offers a wide variety of services to our community's low income and homeless populations. The major programs operated by CNI include: • Emergency shelter for women and children who are currently experiencing homelessness. The Bethany House is a emergency homeless shelter that can provide services to women and children at any giving time who are currently homelessness. • Hope Living Center, which offers 9 units of Single Room Occupancy (SRO) and is designed to provide up to 24 months of transitional housing for low-income women exiting a homeless shelter and preparing for permanent housing. • HOPWA program provides housing focused case management, supportive services, Tenant Based Rental Assistance (TBRA), Short Term Rent, Mortgage, and Utility Assistance (STRMU), Facility-Based Housing, Housing Information, Laundry Facility, Bus passes and food vouchers once a month. • Tenant Based Rental Assistance Program (TBRA) provides security deposits, utility deposit, rental assistance, utility assistance to individuals or families who are homeless, have low or extremely low income. Monthly case management, support services, budgeting and linkages to community resources. The mission of Community Networks, Inc. is to provide individuals with an emergency safety net utilizing a range of services to empower them to become self-sufficient members of the community. CNI's vision statement confirms that Community Networks, Inc. supports, guides, and encourages residents to the Eastern Panhandle to become self-sufficient.

Use of funds and impact on Jefferson County, WV (summary) *

Community Networks, Inc will utilize the funds to purchase bus passes, pay for cab fairs and/or uber fairs to get clients to and from meetings, treatment facilities, mental health appointments and medical appointments. Our staff will provide evidence-based trainings and materials to individuals and families in our programs. Community Networks will provide financial assistance to pay for client's medications to assist and maintain sobriety. This would include co-pays for mental health and medical appointments. Purchase a laptop for shared clients use for telemedicine and counseling appointments. Provide shelter, case management, job placement services, housing assistance and transportation. CNI will do the evidence-based practice of a warm handoff to help clients transition from our shelter to a SUD treatment, peer support or other care. Hire additional Social Worker or other behavioral health worker. This will help prevent the use of opioids among children and teenagers, reduce

Amount requested *

100,000

Amount and source of matching funds *

$100,000 TBRA and Bethany House Funding

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

B

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E4

Use of funds and impact on Jefferson County, WV (long form) *

Community Networks, Inc. has had a presence in Jefferson for the last 38 years. CNI has provided many hours of case management services, homelessness services and other needed services to the low-income and homeless population of Jefferson County.
CNI continues to provide services to multiple residents of Jefferson County including the homeless women and children who enter the Bethany House, which is the only homeless shelter for women and children in the Eastern Panhandle. As many our aware, homelessness and addiction run together most of the time. This, along with the increase in the cost of living tends to push people back to their addiction.

Community Networks, Inc will utilize these funds for the operations of the Bethany House to include: purchase bus passes, pay for cab fairs and/or uber fairs to get clients to and from meetings, treatment facilities, mental health appointments, medical appointments and linkages to childcare and resources in the community along with other expenses associated with the shelter. Our staff will provide evidence-based trainings and materials to individuals and/or families in our programs. Community Networks will provide financial assistance to pay for client's medications to assist and maintain sobriety. This would include co-pays for mental health and medical appointments. CNI will purchase a laptop for shared client use for telemedicine and counseling appointments. CNI will also provide shelter, case management, job placement services, housing assistance and transportation. CNI will use the evidence-based practice of a warm handoff to help clients transition from our shelter to a SUD treatment, peer support or other care. Hire additional staff and/or other behavioral health worker to work with these clients to work to become self-sufficient and maintaining their sobriety.

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Due date: 5 pm on October 1, 2024.

Contact name *

Chris Stroech, Shepherdstown Town Recorder

Contact email *

cstroech@panhandle-legal.com

Organization *

Corporation of Shepherdstown & Shepherdstown Shares

Summary of organization and mission *

The Corporation of Shepherdstown will partner with Shepherdstown Shares to faciliate the awarded funds. Shepherdstown Shares is a 501C(3) whose mission is to respond to needs in our community as they are identified. They serve primarily serve those in the zip code 25443 and often beyond. They provide a food pantry, open 3 times a week, fundraising for teachers and at-risk children in schools, periodic Narcan training for the community, regular community building events (community dinners, free New Year's Eve celebration, etc), weekly social group meeting for senior citizens, and partnerships with other non-profits to address various needs in the community.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to create and distribute written public awareness materials, host training and awareness sessions, and for all related administrative costs.

Amount requested *

$50,000.00

Amount and source of matching funds *

The Corporation will consider matching funds if required.

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The Approved Uses (Schedule B) that might be used include A-8, B-6, B-10, B-12, C-15, G-1, G-2, G-6, G-7, G-10, and K-1.

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The Core Strategies (Schedule A) to be focused on include A-1, B-2, and G-1.

Use of funds and impact on Jefferson County, WV (long form) *

The funds will be used to create and distribute written public awareness materials, host training and awareness sessions, and for all related administrative costs.
Shepherdstown Shares will work closely with other nonprofits and faith-based groups to fill gaps in current programming already underway.
The total amount requested is $50,000.00 over a two-year term.
First year activities will include introducing the effort to the community, awareness building about the project, design and production of MOST of the materials, development of training materials and strategies, etc. Second year activities will be more related to training and awareness building. Efforts to track effectiveness of the strategies will be used to track progress and impact, such as feedback forms from training participants and feedback or periodic surviews of key providers and treatment entities on trends in use of substance about to better understand if the awareness raising is having an impact.
The proposed general budget is as follows: $25,000.00 per year for two-year period; $10,000.00 per year for written material design and production;
$10,000.00 per year for training and awareness sessions; and $5,000.00 per year for all related administrative costs.

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Due date: 5 pm on October 1, 2024.

Contact name *

Larry Togans

Contact email *

cltogans@comcast.net

Organization *

Fishermen Hall Community Outreach Committee

Summary of organization and mission *

The mission of this Corporation is to establish a community cultural center in Jefferson County wherein the following programs can be established and carried forth: 1) To research, collect, and disseminate, African American contributions to the history of Jefferson County and West Virginia. To establish a section of the Center wherein the total history of African people can be archived and made available to the public; and, 2) To enhance the self-esteem of ethnic minorities, particularly African- American youth, by creating programs which will supplement the public educational system in various fields, including Arts and Humanities; and, 3)To determine the impact of public educational programs related to health and environmental issues affecting the African American community in particular, and the total community in general.

Use of funds and impact on Jefferson County, WV (summary) *

Inserted in the Long Form

Amount requested *

$150,000

Amount and source of matching funds *

Matching Funds $50,000 and the source will be from grands and the specific individual organizations..

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yes

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yes

Use of funds and impact on Jefferson County, WV (long form) *

The Fisherman Hall Community Outreach Committee in Charles Town has brought together a coalition of concerned African American leaders from various organizations in the black community to create a strategic plan for addressing the opioid crisis in Jefferson County. To cultivate a positive and inclusive workplace environment where every individual feels valued, respected, and empowered to contribute their unique perspectives, fostering collaboration, open communication, and a sense of belonging across all levels of the organization.

The opioid crisis has had a profound impact on communities in West Virginia and especially in Jefferson County, and the settlement funds from opioid litigation present a unique opportunity to address this issue comprehensively. In Jefferson County, where the crisis has been particularly impacted, churches, fraternal organizations, educators, and veteran organizations can play pivotal roles in using these funds effectively. Here's how each group can contribute:

Churches

1. Community Support Programs: Churches can use funds to establish or support addiction recovery programs, including counseling services, support groups, and educational workshops about addiction and recovery.

2. Emergency Assistance: Provide immediate support to families affected by addiction, such as financial assistance for essential needs or temporary housing.

3. Prevention Education: Host seminars and workshops to educate congregants and the community about the dangers of opioid abuse and how to seek help.

4. Partnerships: Collaborate with local health organizations to create comprehensive support networks and resource centers for those struggling with addiction.

Masons (Freemasons) and sororities

1. Charitable Foundations: Fund or enhance existing charitable foundations that focus on addiction treatment, recovery, and prevention.

1. Employment and Housing Assistance: Provide resources to help veterans affected by addiction secure stable employment and housing, which can be critical for recovery.

2. Outreach and Education: Educate veterans and their families about addiction and recovery resources available to them, leveraging both in-person events and digital platforms.

3. Partnerships: Collaborate with community groups, VA services, and local health organizations to create a robust support system for veterans dealing with addiction.

Collaborative Efforts

1. Integrated Approaches: Foster collaborations between these organizations to create integrated support systems. For example, churches and veteran organizations could work together on programs for veterans in recovery, while educators and Masons might partner on community-wide prevention campaigns.

2. Resource Sharing: Pool resources and knowledge to maximize the impact of the settlement funds, ensuring that programs are well-coordinated and avoid duplication of efforts.

3. Data Collection and Evaluation: Implement systems for tracking the effectiveness of funded programs, ensuring that they meet their goals and adjust strategies as needed based on real-world results.

By leveraging the settlement funds in these ways, these organizations can make a significant impact on combating the opioid crisis and supporting affected individuals and families in Jefferson County.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

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Due date: 5 pm on October 1, 2024.

Contact name *

Patrick Madigan

Contact email *

Patrick.Madigan@goldfinchhealth.com

Organization *

Goldfinch Health, Inc.

Summary of organization and mission *

Goldfinch Health is an upstream, opioid addiction prevention company. Our vision is to end opioid addiction and related harms caused by over-prescription of opioids as part of surgery.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to work directly with hospitals and medical professionals to help them adopt opioid sparing prescribing practices around surgery. We estimate the funds requested will avoid 18,000 opioid pills from being unnecessarily prescribed and will prevent 27 opioid addictions from occurring. These are annual estimates.

Amount requested *

$76,500

Amount and source of matching funds *

None

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes. F (1) (2) (3) & (4) and G (4)

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes. G (3) & (4)

Use of funds and impact on Jefferson County, WV (long form) *

Each year in the United States, three billion opioid pills remain after surgery. Many of these pills end up misused by the patients for whom they were prescribed. They end up diverted to family members, friends, and others. And, unfortunately, these pills end up as an entry point to an illicit drug supply tainted by fentanyl. Our healthcare system continues to prescribe too many opioids for too many patients and the pills impact the entire community. Studies show 80% of illicit opioid users begin with a prescription opioid. A 2023 study found that two opioid prescriptions dispensed into a household in a six-month period increases the risk of overdose for everyone in that household by six (6) times. Even more disturbing, opioids are the leading cause of fatal poisonings among young children in the United States, accounting for over half (52.2%) of all poisonings.

Surgery is a key gateway to opioid addiction, not only for patients but for those around them. Through the Billion Pill Pledge, we aim to turn off this source of new opioid addictions, overdoses, and related harms. We will never get ahead of this crisis until we begin to curtail the flow of new opioid addictions.

People of all ages and socioeconomic backgrounds become addicted to opioids prescribed after surgery. It is estimated for every 100 opioid naïve patients who are prescribed opioids after a surgery, 6% to 9% will become opioid dependent. This is unacceptable. Healthcare should never be a source of new addiction, yet it happens every day.

Goldfinch Health's mission is the Billion Pill Pledge —a goal of erasing 1 billion unnecessary opioid pills from our collective medicine cabinets and communities. By working directly with hospitals, surgery centers, and other medical professionals, the Billion Pill Pledge aims to counter the damage done over the last 30 years by pharmaceutical industry misinformation and marketing and stop the unnecessary and dangerous overprescribing of opioids.

Right now, there are tremendous treatment, harm reduction, and recovery needs for those who are currently addicted. All efforts should be made to meet those needs and save as many lives as possible. But we also need to look to the future and stop another generation from becoming needlessly addicted to opioids. These ideas are not in conflict. We can and must do both.

Target Population and geographical area:

Our Program would serve all of Jefferson County. All hospitals and/or surgery centers within Jefferson County that conduct major surgery will be targeted for participation and any patient undergoing a major planned surgery at a participating location will be eligible.

The program will be impactful to a broad base of patients, including adolescents/teenagers with sports-related injuries, women of child-bearing age (Cesarean sections), working age adults with return-to-work concerns, and senior populations where orthopedic surgeries are common (knees, hips, shoulders).

In some places there is a perception that opioid addiction is a problem only for our youth and prevention efforts should be predominately or even exclusively youth focused. In reality, people of all ages and walks of life become addicted to opioids.

On July 30th of this year, SAMHSA released the results of its annual National Survey on Drug Use and Health

(NSDUH) which found that 8.9 million people aged 12 or older misused opioids in 2023. Of those that misused opioids, the vast majority (8.6 million people) misused prescription pain relievers. (page 20).

Of the 8.6 million people aged 12 or older who misused prescription pain relievers, the percentage was higher among adults aged 26 or older (7.2 million people) than among young adults aged 18 to 25 (841,000 people) or adolescents aged 12 to 17 (570,000 people) (page 18).

The same survey also asked people the source of the last prescription pain reliever that they misused. A stunning 46.5% came from prescription(s) from a healthcare provider, while 39.1% were given by, bought from, or stolen from a friend or relative.

This data definitely shows that opioid abuse cuts across all age groups (and in fact, is most common among adults) and the overwhelming sources of misused opioids are healthcare providers and family and friends. Most, but not all, of these opioids are prescribed as part of a surgery. The Billion Pill Pledge Program aims to stop all new addictions caused by opioids prescribed after surgery, across all age groups.

Anticipated number of people served with requested funds:

We can support 300 surgeries with the requested funds. As discussed in the sustainability section, the impact goes far beyond those 300 patients. We estimate by supporting just 300 surgeries in Jefferson County, the Billion Pill Pledge will:

- Prevent 18,000 opioid pills from being prescribed unnecessarily (annually)
- Avoid 27 opioid addictions (annually)

Of course, these numbers are dynamic should Jefferson County choose to support more surgeries. The more surgeries supported, the less opioids prescribed, taken, and left over. The less opioids prescribed, the fewer new addictions started, existing addictions fueled by diverted pills, fatal childhood poisonings, and ultimately overdose deaths.

Project description

The clinical foundation of the Billion Pill Pledge is Enhanced Recovery After Surgery (ERAS). Based on over 7,000 peer-reviewed articles and 20+ years of research, practitioners of ERAS aim to optimize patients before, during, and after surgical procedures by reducing physical and psychological stress on the patient. Critical components include:

- Utilizing multiple non-opioid methods for treating pain—such as acetaminophen (Tylenol), Celebrex, Lyrica, heat & ice, nerve blocks, & patient expectation-setting—to better treat pain and minimize the need for opioids. This begins prior to the procedure and continues throughout the post-surgery recovery.

- A pre-surgery clear carbohydrate drink taken 2-4 hours before an operation. This replaces the historical “nothing after midnight the night before your procedure" instructions which have been shown to cause malnourishment, dehydration, lower pain tolerance, and delayed healing.

- Expert nurse education, advocacy, and follow-up. Support for patients, especially after discharge, is a critical component in getting patients on a successful pain management routine while reducing opioid use, ER visits, and readmissions.

Healthcare changes very slowly if it changes at all. Even evidence-based updates can take nearly 20 years to take hold. At the root of this resistance to change is the “standing order." They are difficult to change and, thus, the way things have always been done continues to be the way things are done. That is, until a catalyst like the Billion Pill Pledge is introduced into the system. Once standing orders have been changed, stakeholders witness the improved outcomes, become comfortable with the new procedures and protocols, and the improved standing orders become the new normal. The standard shifts to one based on scientific evidence rather than pharmaceutical company marketing and misinformation. That is how we achieve lasting change.

Goldfinch Health, founded in 2018, has substantial experience in opioid first dose prevention programs. Iowa’s Billion Pill Pledge Program was launched in October 2022. Initially, the Iowa Attorney General selected Goldfinch Health to deliver the program at ten hospitals. Within 45 days, results from the first two participating hospitals proved overwhelmingly positive—in terms of reducing opioids, patient satisfaction, and hospital/provider experience—and the Iowa Attorney General approved a four times expansion of the program.

We currently work with a wide range of hospitals (as viewed by geography, communities served, and size) in Iowa’s Billion Pill Pledge Program, and are adding new hospitals as that program continues to grow. Hospitals range from the largest public safety net hospital in the state to rural, critical access hospitals which serve as a linchpin to an entire area. In the first 21 months, the Iowa initiative resulted in:

- A 60% reduction in opioids prescribed after surgery
- A 92% reduction in the opioid refill rate after surgery
- A less than 2% patient readmission rate (compared to the 7% national benchmark)

Program outcomes are achieved through four operational pillars:

1. Engage & Discover
This hospital-level engagement takes the form of direct, typically face-to-face meetings with hospital executive leadership, physicians/providers, nurses, and administrative staff. The first step is to discover their current surgery protocols and opioid prescribing practices. We aim to meet hospitals “where they are,” judgment free, educate on ERAS and opioid minimizing prescribing models and guide them through the change process. This “last mile” support addresses the underlying aspects of healthcare that can make change uneven.

2. Educate & Support Patients
Once a hospital is engaged and standing protocols/orders have been updated to adopt multiple methods of non-opioid pain management and disciplined opioid prescribing practices, the next stage involves direct patient-level support of each covered surgery with remote Nurse Navigators and Prepared for Surgery Tool Kits.

Each patient is given access to a remote Nurse Navigator who helps educate patients about ERAS, the dangers of opioids, and expectation setting regarding their surgery. Support is provided both before and in the critical period after the surgery.

Each patient is also given a Prepared for Surgery Tool Kit, filled with items designed to help them experience less pain and complications from their surgery and non-opioid methods of treating the inevitable pain that

comes with surgery.

3. Analyze & Report
Data collection and reporting is a core component of the Billion Pill Pledge. Through our Nurse Navigators, we capture key data about opioid prescribing and use that is currently not available to medical professionals. This feedback loop is critical to showing the real-world impacts of the Program and to making the changes sustainable and permanent.

Nurse Navigator follow-up after the operation includes data capture regarding opioid use. This allows us to provide real world data on patient opioid utilization that goes beyond prescription drug monitoring program (PDMP) data which is limited to the number of opioids prescribed. The Billion Pill Pledge can tell providers and other stakeholders the number of pills actually taken and left over (available for diversion). This information is crucial to changing opioid prescribing attitudes and practices.

4. Targeted and safe at-home disposal of leftover opioid pills
Opioid pills leftover after surgery cause tremendous damage to the entire community. They are a primary cause of fatal childhood poisoning, and they are often diverted to misuse by others. We provide a pouch with each Tool Kit which allows pills to be safely rendered inert and put in the household trash.

Combining counter detailing with direct support of surgery patients, we can change the culture surrounding opioid prescription and use. After working for nearly two years in Iowa, we have achieved remarkable and sustainable results—a 60% reduction in post-surgery opioid pills prescribed and a 92% reduction in post-surgery refills. We are committed to bringing this same evidence-based approach to Jefferson County.

Data Collection & Reporting:
Using our Nurse Navigators, we capture data regarding opioid use that is generally not available to medical providers. The Billion Pill Pledge can tell medical providers and other stakeholders the number of opioid pills taken and left over (available for diversion). This data feedback loop is critical to not only changing opioid prescribing attitudes and practices, but making those changes permanent.

For example, one hospital in Iowa agreed to participate in the Billion Pill Pledge but initially did not want to change their opioid prescribing practices. Through our Nurse Navigator interviews with patients, we were able to demonstrate to that hospital that while they had prescribed 500 opioid pills, a grand total of 6 had been actually taken by patients. When made aware of this information, the hospital and surgeons began prescribing significantly less opioids.

Program Metrics:
Our primary target is a more than 50% reduction in surgery-related opioid prescribing within six (6) months at each participating hospital or surgery center. This will be measured by comparing hospital-provided data before and after implementation of the Program.

Secondary program metrics will include:
- Average opioid use, collected via structured patient interview by remote nurse navigator
- Opioid refill rate, collected via structured patient interview by remote nurse navigator
- Opioids safely disposed, collected via structured patient interview by remote nurse navigator
- Readmission rate, collected via hospital data and structured patient interview by remote nurse navigator
- Patient satisfaction/experience, collected via secure digital survey

Sustainability:

The Billion Pill Pledge is not designed to operate indefinitely into the future. The goal of the Billion Pill Pledge is to permanently change attitudes and practices regarding opioids for both medical providers and patients. For medical providers, it is guiding adoption of non-opioid methods of treating pain and opioid minimizing prescribing practices. For patients and the general public, it is educating them that not only are there many non-opioid methods of treating pain, but these methods work better than opioids, without the risk of addiction.

In Iowa, we have graduated hospitals out of the Program once we have successfully changed the culture and practices at that hospital. When we have conducted six-month audits of those graduated hospitals, they have shown a high degree of fidelity (>90%) to the new approach to pain management, benefiting subsequent patients for years to come. The Billion Pill Pledge is about creating lasting change, which will impact thousands of vulnerable patients in the future and the community at large long after we have ended the program in Jefferson County.

The long-term impact is profound. The Billion Pill Pledge goes well beyond the surgeries supported. This investment in upstream prevention is about changing the standards, expectations, and assumptions of both providers and patients regarding opioid prescriptions and use. The impact from the Program is material, sustainable and lasting.

Other States:
The Billion Pill Pledge is currently operating in three other states in addition to Iowa. In the spring of 2024, we were awarded a $1.8 million contract covering 2,500 surgeries as part of a competitive RFP process by the Tennessee Opioid Abatement Council. The Tennessee Billion Pill Pledge Program began in August of this year.

On August 15, 2024, Goldfinch Health and the Nebraska Hospital Association were awarded a $3.2 million contract by the Nebraska Department of Health and Human Services. This contract is being funded by federal grant money controlled by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Nebraska contract is for 4,000 cases that will be performed at approximately 20-25 hospitals across the entire state. Finally, we were recently awarded, as part of a competitive RFP process, a one-year contract by the South Carolina Opioid Recovery Fund Board to support 500 surgeries. The South Carolina program is scheduled to begin in October.

Jefferson County can feel confident using its own settlement dollars knowing that four other states have already vetted and approved the Billion Pill Pledge Program.

The technology and reporting infrastructure, hospital and surgery center engagement approach, Nurse Navigator support program, and surgery tool kits are already designed, implemented and deployed throughout Goldfinch's programs in other states. As a result, this initiative could be launched within 30 days of notification.
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Due date: 5 pm on October 1, 2024.

Contact name *

Sarah Higgins

Contact email *

sarah@jccm.us

Organization *

Jefferson Community Substance Use Prevention and Recovery Coalition (JC SUPAR Coalition)

Summary of organization and mission *

Provide a community-wide partnership assisting individuals with or at risk of substance use disorder through comprehensive and holistic services that facilitate prevention and recovery.

Use of funds and impact on Jefferson County, WV (summary) *

The Jefferson Community Substance Use Prevention and Recovery (JC SUPAR) Coalition will allocate $1,200,000 over three years to address the substance use disorder (SUD) crisis in Jefferson County. Funds will primarily support personnel, including case managers, peer recovery specialists, and healthcare providers, ensuring comprehensive care for individuals affected by SUD. Additional resources will fund program expenses, such as community engagement and client support, as well as medical and mental health services, transportation, and essential administrative costs. A critical part of the budget includes setting up a Medicaid billing system to ensure long-term sustainability through Medicaid reimbursement for Targeted Case Management and Peer Support services. This sustainable revenue model will allow the coalition to expand services over time. The impact on Jefferson County will be significant. By increasing access to treatment and recovery services, the coalition will reduce overdose deaths, particularly those related to synthetic opioids like fentanyl, which accounted for 33% of drug-related deaths in 2023. The coalition will provide vital support to underserved populations, reduce homelessness, and improve community health outcomes, ultimately strengthening long-term recovery and resilience in the county.

Amount requested *

$1,200,000

Amount and source of matching funds *

$400,000 in-kind services from WVU Medicine, Shenandoah Community Health, The Jefferson County Health Department, Everhart Counseling, JCCM, WV Treatment Court

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes. A1, A2, A3, A5, A6, A7, A8, A9, B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B12, B13, C1, C2, C3, C5, C6, C7, C8, C9, C10, C11, C12, C13, C15, D1, D2, D3, D4, D5, D6, D7, E1, E2, E3, E4, E5, E6, E7, E8, F1, F2, F3, F4, F5, F8, G1, G2, G3, G4, G5, G6, G7, G8, G9, G10, G11, G12, H1, H2, H3, H4, H6, H7, H8, H9, I1, J1, J3, K1, K2, L1, L3

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes. A1, A2, B1, B2, B3, B4, C1, C2, C3, E2, E3, E4, E5, F1, G2, G5

Use of funds and impact on Jefferson County, WV (long form) *

The Jefferson Community Substance Use Prevention and Recovery (JC SUPAR) Coalition will utilize the requested $1,200,000 over three years to implement a comprehensive and sustainable approach to addressing the escalating substance use disorder (SUD) crisis in Jefferson County, WV. This funding will be allocated across several key areas, including personnel, program expenses, medical and mental health services, transportation, administrative costs, and the establishment of a Medicaid billing system to ensure long-term sustainability.

The majority of the funds will be used to support critical personnel, including case managers, peer recovery specialists, program coordinators, and healthcare providers. These staff members are essential for delivering direct services, such as case management, peer support, and medical care, to individuals affected by SUD. The coalition aims to stabilize individuals in crisis and support their long-term recovery by offering a continuum of care that includes Medication-Assisted Treatment (MAT), mental health counseling, and psychiatric medication management.

Program expenses will cover community engagement initiatives and client support services, including emergency housing, food, clothing, and assistance with obtaining vital documents. These services are crucial for stabilizing individuals as they begin their recovery journey and for ensuring that their basic needs are met, allowing them to focus on their treatment and long-term well-being.

Medical and mental health services will receive dedicated funding to ensure that individuals affected by SUD have access to critical healthcare, including MAT, psychiatric services, and counseling. These services will help reduce the risk of overdose, particularly from synthetic opioids like fentanyl, which contributed to 33% of drug-related deaths in Jefferson County in 2023. The coalition's comprehensive approach to treatment aims to reduce overdose fatalities while promoting long-term recovery.

Transportation funds will help remove barriers to accessing services, ensuring that individuals can attend medical appointments, recovery programs, and other necessary services. By providing drivers, Uber/Lyft accounts, and bus passes, the coalition will ensure that transportation challenges do not prevent clients from receiving the care they need.

Administrative and overhead costs will support the operational infrastructure of the coalition, including utilities, office supplies, insurance, and staff time. This will ensure that the coalition operates efficiently and effectively, enabling it to deliver high-quality services to the community.

A key component of the coalition’s sustainability plan is the establishment of a Medicaid billing system. By becoming a Medicaid provider, the coalition will be able to bill Medicaid for Targeted Case Management and Peer Support services, generating consistent revenue to sustain its operations beyond the initial funding period. This will enable the coalition to expand its services and continue to meet the growing needs of the community.

In the absence of county-funded social services, due to state statutes that prohibit the county from providing direct social services, the JC SUPAR Coalition fills a critical gap by providing comprehensive, community-driven solutions to the SUD crisis. This coalition, made up of key local partners, collaborates to ensure that those impacted by SUD receive the essential care and support they need.

The impact of these funds on Jefferson County will be transformative. By expanding access to SUD treatment and recovery services, the coalition will help reduce overdose deaths and provide vital support to individuals and families affected by substance use. The focus on harm reduction strategies, such as naloxone distribution and MAT, will directly address the opioid crisis, particularly the rise in synthetic opioids like fentanyl.

The coalition’s efforts will also extend to under-served populations, including individuals in re-entry programs and minority communities, ensuring equitable access to services. By addressing the basic needs of individuals in crisis, the coalition will help reduce homelessness, improve employment opportunities, and

stabilize housing situations, ultimately reducing the burden on social services and the local economy.
In summary, the $1,200,000 in funding will enable the JC SUPAR Coalition to implement a comprehensive and sustainable approach to addressing the SUD crisis in Jefferson County. By building capacity, expanding services, and ensuring long-term sustainability through Medicaid billing, the coalition will make a lasting impact on the health and well-being of the community.

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Due date: 5 pm on October 1, 2024.

Contact name *

Dr. Chuck Bishop

Contact email *

chuck.bishop@k12.wv.us

Organization *

Jefferson County Schools

Summary of organization and mission *

Jefferson County Schools represents one of the top academic districts in the state of West Virginia. The district includes 17 schools, employs more than 1,100 staff members, and enrolls more than 8,000 students. Our mission is clear: "Through excellence in teaching and learning, Jefferson County Schools will ensure that all students value themselves and others, contribute to their community, and succeed in a global society."

Use of funds and impact on Jefferson County, WV (summary) *

The use of funds to provide therapeutic services for children and families impacted by addiction would significantly benefit our county and school system by addressing the root causes of trauma through comprehensive, evidence-based care. By partnering with county-based service providers, we can offer a range of therapeutic modalities tailored to the unique needs of each child and family, including counseling, behavioral therapy, and group support. These services will not only foster healing and resilience in children but also strengthen families and improve academic outcomes, creating a healthier, more supportive community.

Amount requested *

$100,000

Amount and source of matching funds *

$100,000 in local, state, and federal funds as well as contributions from private foundations.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

E. 8.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

B. 2.

Use of funds and impact on Jefferson County, WV (long form) *

The allocation of $100,000 in grant funds will enable Jefferson County Schools to significantly enhance the provision of therapeutic services for children and families suffering from trauma due to addiction. By utilizing a range of therapeutic modalities, including individual counseling, family therapy, and group support, the county will be able to address the complex emotional and psychological challenges caused by addiction. These services will be provided in partnership with county-based service providers who have the expertise to deliver trauma-informed care. The funding will help expand access to care, ensuring that children and families in need receive timely, effective treatment that promotes healing and resilience.

This grant will allow Jefferson County Schools to strengthen our collaboration with local agencies, healthcare providers, and community organizations to create a comprehensive, coordinated response to the effects of addiction. By offering support through various modalities, the district can tailor services to meet the specific needs of each child and family, creating personalized treatment plans that foster long-term recovery and stability amidst adversity related to addiction in the family. Additionally, this initiative will focus on prevention and early intervention efforts, helping children and families at risk of addiction-related trauma access the care they need before issues escalate.

The impact of these services will be felt throughout our Jefferson County community. By addressing the trauma caused by addiction, children will be better equipped to succeed in school, develop healthy relationships, and build emotional resilience. Families will be empowered to heal and rebuild their lives, reducing the long-term social and economic costs of addiction. With the support of this grant, Jefferson County can create a healthier, more supportive environment where children and families can thrive despite the challenges they have faced.

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Due date: 5 pm on October 1, 2024.

Contact name *

Lt. Steven Holz

Contact email *

sholz@jcsdwv.com

Organization *

Jefferson County Sheriff's Office

Summary of organization and mission *

The mission of the Jefferson County Sheriff's Office is to provide the citizens and visitors of Jefferson County with professional law enforcement services, as well as respect, efficiency, and integrity. The Sheriff's Office strives to work in collaboration with the other law enforcement agencies in the county and surrounding areas. The Sheriff's Office endeavors to make our community proud of those that are sworn to protect it. Our desire is a safer Jefferson County with less crime and more involved citizens.

Use of funds and impact on Jefferson County, WV (summary) *

Would be used to purchase a Berla iVe system including the hardware, software, and tools. Additionally, pay for the training for 3 members to be certified on the system.

Amount requested *

$24,000

Amount and source of matching funds *

$24,000 (0 matching)

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

M. Law Enforcement

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I - 1

Use of funds and impact on Jefferson County, WV (long form) *

The Berla iVe system allows investigators to identify, acquire, and analyze data from vehicle systems. It can help identify patterns of life, links between individuals, sequence of events, timelines of activities, and locations of interest. All modern vehicles are equipped with computer systems that record a vast amount of information. This system will help law enforcement efforts to decrease the sale, distribution, promotion, or use of opioids by allowing investigators to track locations that drug dealer vehicles frequent leading law enforcement to possible stash houses and/or leads on locations that are used for the purpose of dealing drugs. Many times, when an out of state dealer is arrested, we lack the evidence to prove that he or she came from another state. By analyzing the location data provided by this system, we can obtain additional evidence showing he or she brought these drugs from out of state. This location data can be used to assist other agencies and/or taskforces with providing intelligence where the dealers are frequenting to assist with their investigations in other jurisdictions. At times, out of state dealers utilize local users to drive them around Jefferson County to sell their drugs. This system can also provide unique identifiers that can link an individual to a specific vehicle at specific times. This information is valuable in building conspiracy cases against the actual dealers that target our County.

This system will also be used to assist investigators with other serious and violent crimes such as robberies and homicides. The system can further assist accident investigators with serious and fatal traffic accidents.

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Opioid Settlement Fund Application

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Due date: 5 pm on October 1, 2024.

Contact name *

Melissa Knott

Contact email *

Melissa.knott@bankatcity.com

Organization *

Jefferson County Treatment Court

Summary of organization and mission *

To Reduce substance abuse and criminal related activities lower the overdose rates and help to build a stronger community. We are committed to treat each person with respect and hope that positive insight is gained from this program. Our goal is that each person can learn to live drug free and make the community a safer and brighter place to live.

Use of funds and impact on Jefferson County, WV (summary) *

We have to turn away referrals as the needs are too great for Housing and Transportation. If we turn away participants the success rate is reduced and they end up in the court system and/or Jail which cost the County money. The program has a 95% graduation rate. Graduates from 6Month to 5 years have 91% rate of staying clean and sober. At 6 years the rates increase to 96%

Amount requested *

$35,000.00

Amount and source of matching funds *

Funds on deposit of $22,000.00
In kind donations (Food/Transportation/Mentor support) $15,000.00
Annual fundraiser $12,000 -$15,000

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

B) 1,2,3,4,5,6,7,8,9 D)3 & 5

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

F) 1 & 2

Use of funds and impact on Jefferson County, WV (long form) *

The funds awarded to The Treatment program will support the program by allowing reduction of Adult and Juvenile substance abuse through community based resources that can work towards the elimination of Adult and Juvenile substance abuse and the adversity the families face.

The program provide complete wrap around services to focus on the mental, and physical issues faced by the participants and their families

We utilize in kind donations from Community Members and Business', past graduates, current participants and families, and Advisory Board members.

The funds will be used to provide therapy, transportation, basic needs and housing assistance when all other resources have been exhausted.

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Due date: 5 pm on October 1, 2024.

Contact name *

Kelly J. Franklin

Contact email *

KFRANKLIN@JEFFERSONDRC.COM

Organization *

Jefferson Day Report Center, Inc.

Summary of organization and mission *

The Jefferson Day Report Center (JDRC) provides evidence-based programming that addresses the underlying causes of addiction and delinquency by providing community and recovery support to youths with treatment needs. Strategies include positive engagement that promotes the feeling of safety and security for youth offenders with treatment needs in the least restrictive community-based environment, addresses substance use and delinquency, and improves the health and quality of life for the individual, their families, and the community. JDRC delivers a coordinated community-based response that provides treatment and support services and keeps youth offenders from going deeper into the criminal justice system while continuing to hold them accountable.

Use of funds and impact on Jefferson County, WV (summary) *

Youths with substance use concerns have difficulties accessing care. In 2020, 58.7% or roughly 162.5 million individuals experimented with illicit drug use in the past month (SAMHSA, 2021). There are several barriers to care specific to Jefferson County. Access to treatment for youths with substance use and behavioral health disorders in Jefferson County has not been able to keep pace with the sharply increasing rates of misuse. The lack of public transportation in Jefferson County is another barrier to accessing treatment. Most youth families lack access to transportation or lack a driver's license; therefore, transportation is necessary.

Amount requested *

$100,000.00

Amount and source of matching funds *

Day Report Allotted Reserve Funds - $10,000.00

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, the following approved uses have been identified: A 1, 2, 3, 5, 6, 7; B 1, 2, 3, 12, 15; C 12, 15; D 1, 2, 3, 4, 5; E 8; G 7, 8, 9, 10, 11, 12

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, the following core uses have been identified: B 1, 2, 4; F 1; G 2

Use of funds and impact on Jefferson County, WV (long form) *

In May 2022, the Jefferson Day Report Center (JDRC) expanded its services to include mental health and substance use treatment for youth. Jefferson County Schools, Jefferson County Teen Court, Jefferson Youth Drug Court, and youth self-referrals utilize the newly established “JDRC Youth Services” program. Since the expansion, referrals to youth programs have surged. In the first year, JDRC served 65 youths, but by the second year, that number had increased to 778—a 1,097% rise in the number of youths served.

Approximately 7,000 youths are ordered into diversion programs through the West Virginia court system on any given day. In the state, substance use is the third-largest reason for youth offenses. Jefferson County, in particular, faces profound challenges with substance and alcohol misuse, as well as mental health concerns among its youth population. Each year, millions of youths go undiagnosed with mental health, behavioral, or substance use issues (SAMHSA, 2022). In 2018, 9 in 10 youths did not receive treatment for mental illnesses (SAMHSA, 2022). These mental health and behavioral problems can result in significant personal, social, and economic costs across various service sectors. Addressing these issues is essential to reducing adverse outcomes.

The collaboration between JDRC and the court system, including the Youth Drug Court and Teen Court programs, is designed to improve outcomes for justice-involved youth. The Jefferson County Teen Court Program, for instance, reports a recidivism rate of 27% (Lehman, 2022).

Through this project, youths referred to the JDRC Youth Services will have access to a therapist to receive a psychological evaluation, psychiatry consults, individual therapy, group therapy, case management, and other clinical services that include referrals. The Jefferson County area wait times for the above-listed psychological or psychiatry consults are six months to one year. Through services provided at the JDRC, youths will be afforded emergency same-day services if deemed high-risk or services within seven days of the initial referral as deemed appropriate on a case-by-case basis.

Funding through this grant will provide contractual positions to include a Therapist/LPC/Psychologist and Psychoeducational Group Facilitator. Other funds will be utilized for a clinical case manager and utilities in the space housing the cases of the youth service. The clinical case manager will be vital in this position to connect each youth and their caregiver to community resources to obtain medical insurance and other necessities, including housing.

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Due date: 5 pm on October 1, 2024.

Contact name *

Julie McDaniel

Contact email *

Lipscombjulie@gmail.com

Organization *

None

Summary of organization and mission *

Support those in recovery from substance abuse and provide cost-effective sober living. To assist with housing, treatment, job training, and job placement.

Use of funds and impact on Jefferson County, WV (summary) *

It will provide a drug-free, supervised, housing option for members of the community in recovery. It will also support long-term recovery and the tools needed to abstain from drugs and alcohol. It will also assist individuals with job training and placement.

Amount requested *

$500,000

Amount and source of matching funds *

0

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Approved Uses, Schedule B, B-1 - Provide comprehensive wrap-around services to individuals with OUD...including housing, transportation, education, job training, job placement, or childcare.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Exhibit A-12 - Prevent overdose deaths and other opioid-related injuries.

Use of funds and impact on Jefferson County, WV (long form) *

It will provide a drug-free, supervised, housing option for members of the community in recovery. It will also support long-term recovery and the tools needed to abstain from drugs and alcohol. It will assist in integrating individuals into the workforce.

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Due date: 5 pm on October 1, 2024.

Contact name *

Tina Burns

Contact email *

tburns@svms.net

Organization *

Shenandoah Community Health Foundation

Summary of organization and mission *

Shenandoah Community Health Foundation (SCHF) is a non-profit organization operated solely for the benefit of Shenandoah Community Health (SCH), a 501 (c) (3) Community Health Center. The mission of the Foundation is to "Improve Community Health, Enhance Health Care Services, and Encourage Education and the Pursuit of Health Care Sciences."

Use of funds and impact on Jefferson County, WV (summary) *

Funds would be used to hire a Psychotherapist and an RN/Case Manager for Shenandoah Community Health's Behavioral Health office in Charles Town. In addition, a portion of the funds would be used for workforce development and training for the staff of the Charles Town office. The impact on Jefferson County would be 1. Increase in availability of behavioral health appointments for Jefferson County residents, with access to care locally for mental health and OUD treatment services; 2. Increase in support, in care/case management, and connections to care for patients in treatment and recovery from OUD and any co-occurring SUD/MH conditions ; 3. Use of funds would result in better health outcomes, decreased ER/Hospitalizations, and quick access for admission to SCH OBMAT program.

Amount requested *

$164,000.00

Amount and source of matching funds *

Shenandoah Community Health would provide the estimated amount of $40,000.00 in matching funds to cover the cost of employee benefits for the two positions. The source of the matching funds will be program income from billings.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Use of the funds meets the criteria of "approved use" detailed in the MOU. A1, A2, A3, A6, A9, A13, A15, C7, C11, C12

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Use of the funds complies with "core uses" in the following categories: E2, E3, E5

Use of funds and impact on Jefferson County, WV (long form) *

Funds would be used to hire an additional Psychotherapist and an RN/Case Manager to expand access to evidence-based Mental Health and SUD treatment provided by Shenandoah Community Health (SCH) in Jefferson County. West Virginia has one of the highest rates of OUD and opioid overdose deaths in the nation. With the Substance Abuse crisis and lingering impacts of the COVID pandemic, there is dramatically increased demand for behavioral health services. Access to care is affected by barriers such as a critical lack of behavioral health providers and addiction specialists and a lack of support services. These barriers especially impact the low-income, underserved, and vulnerable populations. SCH accepts all patients, regardless of ability to pay or of their insurance status, and it provides care for a significant percentage of low-income and underserved patients.

The impact of these funds for Jefferson County residents is to increase access to Mental Health services and OUD care and treatment. The organization is actively working to expand both its MAT program and its behavioral health services. The requested funds would support expansion of the MAT program and provide prompt access for more Jefferson County residents. SCH engages with Jefferson Medical Center and Berkeley Medical Center with a collaborative Bridge program. With additional staff, SCH would also be able to further identify and treat the trauma involved with SUD and mental health, not only with the patient, but also with their family members.

Through workforce development we will implement strategies to provide additional provider and staff training, which will expand community outreach initiatives and provide more education to address stigma about OUD treatment. Funds allocated for staff training would also result in more staff trained in addiction medication. Increased training of health care staff can improve the patient experience, provide better quality of care, reduce medical errors, and improve patient safety.

It is anticipated that approval of this request will impact Jefferson County with expanded behavioral health and OUD care and treatment, a well-trained behavioral health workforce, better health outcomes, decreased ER/hospitalizations, and quick access to OBMAT programming.

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Due date: 5 pm on October 1, 2024.

Contact name *

Jennifer Flora

Contact email *

jflora@shepherd.edu

Organization *

Shepherd University

Summary of organization and mission *

Shepherd University (SU) is dedicated to promoting community health and wellness through the Suzanne Shipley Wellness Center and Center of Excellence for Photobiomodulation. The Center of Excellence for Photobiomodulation (PBM) focuses on innovative therapies to improve physical and mental well-being. The mission is to provide comprehensive wellness programs that support long-term recovery from opioid use disorder (OUD) through structured exercise, PBM therapies, and community reintegration.

Use of funds and impact on Jefferson County, WV (summary) *

The requested funds will support ongoing wellness initiatives for individuals recovering from OUD. This includes the continuation of SU faculty's PBM study (Flora, Huffer 2024) using headsets, as well as expanding access to the NovoThor bed and structured workout programs. These initiatives aim to reduce opioid relapse rates, improve physical and mental health, and foster a supportive community for those in recovery.

Amount requested *

Amount and source of matching funds *

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, the proposed use of funds aligns with the approved uses in the MOU: • Exhibit A-4, Section A.1.: Supports "evidence-based substance use prevention programs," aligning with the SU faculty PBM study (https://www.liebertpub.com/doi/full/10.1089/photob.2024.0032) and structured workout programs. • Exhibit A-6, Section B.5 and 9.: Expands "services and supports for individuals in recovery," which aligns with the use of the NovoThor bed and PBM headsets.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, this initiative qualifies as a core use under: • Exhibit A-1, Section B.4.: “Treatment and Recovery Support Services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.” Supporting "substance use disorder treatment programs that provide evidence-based treatment, recovery support, and harm reduction services." • Exhibit A – 3, Section J.: “Research to ameliorate the opioid epidemic and to identify new tools to reduce and address opioid addiction. Holistically seek to address the problem from a supply, demand, and educational perspective. Ensure tools exist to provide law enforcement with appropriate enforcement to address needs.” The PBM headsets, NovoThor Bed, and structured workout programs directly support these objectives.

Use of funds and impact on Jefferson County, WV (long form) *

The SU Wellness Center and Center of Excellence for PBM propose a tiered funding request to enhance wellness programs for opioid recovery support. This initiative builds on ongoing research and proven methodologies, aiming to provide Jefferson County residents with comprehensive, evidence-based treatments that address the physical, mental, and social aspects of recovery from OUD.

Justification for Innovative Approaches to OUD Recovery
West Virginia remains at the epicenter of the nation's opioid crisis, with the highest overdose death rate in the country. Despite significant investments, progress has been limited, particularly among the Medicaid population, where fatal overdoses have continued to rise. This critical issue was highlighted during the legislative session on August 27, 2024, where the urgency of reassessing and innovating approaches to OUD was emphasized.
Jeremiah Samples, a senior policy advisor, noted the alarming trends and the need for more effective strategies. The proposed program addresses this need by focusing on OUD through the implementation of PBM therapies and structured wellness programs. These evidence-based interventions are designed to mitigate the physical and psychological impacts of opioid addiction, reduce cravings, and foster long-term recovery.

Option A: $99,778
• PBM Headsets for Rehabilitation Centers: $55,000 is requested to purchase 30 PBM headsets and requisite supplies for the proposed research. These headsets will provide ongoing service to numerous individuals in recovery, as they are designed for repeated use across multiple participants.

$39,778 is requested to cover administrative costs for continuing the study on OUD supportive therapy treatment at local rehabilitation centers. Two SU researchers and one Medical Tech at a Jefferson County rehab center will be supported with the requested funding. The study, published in the Journal of Photobiomodulation, Photomedicine, and Laser Surgery (2024), has shown that PBM therapy can significantly reduce opioid cravings, alleviate symptoms of depression, and improve overall mental health outcomes. This funding will allow us to expand the study within Jefferson County and provide sustained benefits to individuals undergoing rehabilitation. Link to Study.

$5,000 is requested to cover the transportation cost for study participants.
PBM therapy is a non-invasive therapeutic technique that uses specific wavelengths of light, typically in the red or near-infrared spectrum, to stimulate cellular function, promote healing, reduce inflammation, and enhance tissue repair and regeneration. Here is how PBM potentially helps the brain of individuals recovering from addiction:
1. Promotion of Neurogenesis and Neuroplasticity
• PBM therapy stimulates neurogenesis, the growth of new neurons, and enhances neuroplasticity, the brain's ability to form new neural connections. This is particularly important for recovery from addiction, which often involves damage to neural pathways in areas of the brain associated with reward, learning, and memory.
2. Modulation of Dopaminergic Pathways
• Addiction significantly impacts the brain's dopamine system, leading to reduced dopamine receptor availability and impaired reward processing. PBM therapy has been shown to modulate dopaminergic (dopamine) pathways, potentially restoring balance in the brain's reward system and reducing the intense cravings associated with addiction.

3. Reduction of Inflammation

- Chronic substance use often leads to neuroinflammation, which can exacerbate brain damage and cognitive decline. PBM therapy reduces inflammation in the brain by downregulating pro-inflammatory cytokines and promoting anti-inflammatory processes. This helps protect neural tissue and supports overall brain health.

4. Enhancement of Mitochondrial Function

- PBM therapy works at the cellular level by improving mitochondrial function, which is crucial for energy production in brain cells. Enhanced mitochondrial function supports the repair and regeneration of damaged brain cells, helping to reverse the neurotoxic effects of chronic drug use.

5. Stimulation of Brain-Derived Neurotrophic Factor (BDNF)

- PBM therapy increases levels of Brain-Derived Neurotrophic Factor (BDNF), a protein that plays a key role in the survival and growth of neurons. BDNF also supports synaptic plasticity, which is vital for learning, memory, and recovery from addiction.

6. Improvement of Cerebral Blood Flow

- PBM therapy can enhance cerebral blood flow, ensuring that the brain receives sufficient oxygen and nutrients to function optimally. Improved blood flow also supports the removal of toxins and waste products, which is important for brain health and recovery.

7. Reduction of Oxidative Stress

- Oxidative stress, caused by an imbalance between free radicals and antioxidants in the body, is common in individuals with substance use disorders and contributes to brain damage. PBM therapy helps reduce oxidative stress by boosting the body's antioxidant defenses, thereby protecting the brain from further damage.

8. Alleviation of Depressive Symptoms

- Depression is a common comorbidity in individuals with addiction, and it can increase the risk of relapse. PBM therapy has demonstrated effectiveness in alleviating depressive symptoms, which may help improve mood and reduce the likelihood of relapse.

9. Regulation of the HPA Axis

- The hypothalamic-pituitary-adrenal (HPA) axis, which regulates stress responses, is often dysregulated in addiction. PBM therapy may help normalize HPA axis function, reducing stress-related triggers for relapse.

10. Non-Invasive and Safe

- One of the significant advantages of PBM therapy is that it is non-invasive and has a high safety profile. It offers a therapeutic option that is free from the adverse effects associated with pharmacological treatments, making it suitable for long-term use in recovery.

11. Potential to Reduce Cravings

- PBM therapy has shown promise in reducing cravings for substances by modulating the brain's reward circuitry. This can be particularly beneficial for individuals in recovery, helping to decrease the intensity and frequency of cravings.

12. Support for Cognitive Function

- By promoting neurogenesis, reducing inflammation, and enhancing mitochondrial function, PBM therapy supports cognitive function. This includes improvements in memory, attention, and decision-making, all of which are often impaired in individuals recovering from addiction.

13. Holistic Approach to Recovery

- PBM therapy provides a holistic approach to addiction recovery by addressing both the physiological and psychological aspects of addiction. By improving brain health at multiple levels, it helps create a more stable foundation for long-term recovery.

PBM therapy represents a promising, cutting-edge approach in the treatment of substance use disorders. By supporting brain health and reducing cravings, PBM therapy can play a crucial role in the recovery process, potentially improving outcomes for individuals struggling with addiction.

Option B: $221,637

- NovoThor Bed, Wellness Programming, PBM Sessions, and Gym Access: $150,000 is requested to acquire a NovoThor Bed, which provides full-body PBM therapy and expands the PBM offerings for individuals in recovery.
- $71,637 is requested to cover an annual gym membership for participants; fitness professional oversight (Admin, Personal Trainer, and Group Exercise Instructor); a tailored workout program for each participant; group exercise (mind body sessions 2x week; PBM sessions 3x a week. These funds will support tailored workout programs specifically designed for individuals' post-rehabilitation, offering them a holistic approach to rebuilding physical health, reducing stress, and promoting social reintegration. Participants will have access to gym facilities and PBM sessions, which are critical for maintaining sobriety, reducing pain and inflammation, and improving overall well-being.

Exercise has several beneficial effects on the brain, particularly for individuals recovering from addiction. Research shows that exercise helps the brains of addicts:

1. Neuroplasticity Enhancement
   - Exercise promotes neuroplasticity, which is the brain's ability to reorganize itself by forming new neural connections. This is crucial for recovery, as addiction often leads to changes in brain structure and function, particularly in areas related to reward and decision-making. By enhancing neuroplasticity, exercise helps the brain recover from these changes.
2. Increased Dopamine Production
   - Addiction often leads to a decrease in dopamine receptor availability and function, which can diminish the pleasure derived from everyday activities. Exercise stimulates the release of dopamine, helping to restore balance in the brain’s reward system. This can reduce the cravings for drugs by providing a healthy alternative source of reward.
3. Reduction of Stress and Anxiety
   - Stress and anxiety are significant triggers for relapse in individuals recovering from addiction. Exercise reduces stress and anxiety by modulating the release of stress hormones like cortisol and increasing levels of endorphins and serotonin, which are natural mood stabilizers.
4. Improved Cognitive Function
   - Addiction can impair cognitive functions such as memory, attention, and decision-making. Exercise improves cognitive function by increasing blood flow to the brain and promoting the growth of new brain cells, particularly in the hippocampus, which is involved in learning and memory.
5. Regulation of the HPA Axis
   - The hypothalamic-pituitary-adrenal (HPA) axis is involved in the body’s response to stress. Chronic drug use can dysregulate the HPA axis, leading to heightened stress sensitivity and relapse. Exercise helps normalize the HPA axis, thereby reducing the vulnerability to stress-related relapse.
6. Reduction of Inflammation
   - Chronic drug use can lead to increased inflammation in the brain, which is associated with neurodegeneration and cognitive decline. Exercise reduces inflammation by lowering levels of pro-inflammatory cytokines and increasing anti-inflammatory factors, helping protect the brain from further damage.
7. Support for Social Reintegration
   - Participating in exercise, particularly in group settings, can foster social connections and provide a sense of community. This social support is critical for recovery, as it can reduce feelings of isolation and help individuals rebuild their lives in a supportive environment.
8. Craving Reduction
   - Regular physical activity has been shown to reduce drug cravings by distracting the individual from thoughts of substance use and by providing a healthy outlet for physical and emotional energy.

9. Improvement in Sleep Patterns

- Poor sleep is common among individuals recovering from addiction and can contribute to relapse. Exercise improves sleep quality and duration, which is essential for overall brain health and recovery.

10. Mood Stabilization

- Exercise induces the release of endorphins, which are natural mood enhancers. This helps stabilize mood and reduce the symptoms of depression, which are often comorbid with addiction.

These combined effects make exercise a powerful tool in the recovery process for individuals with substance use disorders, helping to heal the brain and support long-term sobriety.

Option C: $329,133

- Comprehensive OUD Support and Recovery Program: Ideally, funding would be granted for Option C, which combines A and B options, providing a full spectrum of services that include targeted PBM therapy at rehabilitation centers, whole-body treatment with the NovoThor Bed, structured exercise programs, PBM sessions, and gym access at the Wellness Center. This comprehensive program is expected to serve a continuous and growing number of Jefferson County residents, significantly reducing opioid relapse rates and fostering a supportive community environment for long-term recovery.

Implementation and Outcomes:

- Rehabilitation Center Collaboration: Partnerships will be established with local rehabilitation centers to implement PBM headset therapy as part of the ongoing study. The effectiveness of PBM in reducing opioid cravings and enhancing mental health will be assessed using valid and reliable scales as part of the study's methodology. These scales will provide standardized measures of outcomes, ensuring that the data is robust and can be used to demonstrate the efficacy of PBM therapy in supporting recovery from OUD. This rigorous approach will help us generate high-quality evidence to inform future treatments and interventions.
- Wellness Program, PBM Sessions, and Gym Access: The Wellness Center will offer memberships, structured workout programs, PBM sessions, and access to the NovoThor Bed and gym facilities for individuals who have completed their rehabilitation programs. The structured exercise programs and PBM sessions will help participants build a sustainable routine, promoting physical health, reducing pain, and preventing relapse.
- Monitoring and Evaluation: Success will be measured through participant feedback, health assessments, and a reduction in relapse rates. The data collected from both the rehabilitation centers and the Wellness Center will be analyzed to continually improve and refine programs.
- Community Impact: This initiative aims to make a lasting impact by addressing the opioid crisis through a combination of advanced therapies, gym access, PBM sessions, and holistic wellness programs. Expected outcomes include enhanced recover, reduced relapse rates, and improved health for Jefferson County residents.

Bibliography

Comprehensive Database of Photobiomodulation Research and Clinical Trials: https://docs.google.com/spreadsheets/u/0/d/1ZKl5Me4XwPj4YgJCBes3VSCJjiVO4XI0tIR0rbMBj08/htmlview#gid=0

Flora, J., & Watson Huffer, K. (2024). Transcranial Photobiomodulation Therapy as an Intervention for Opioid Cravings and Depression: A Pilot Cohort Study. Photobiomodulation, Photomedicine, and Laser Surgery, Volume 00, Issue 00, pp. 1-5. https://doi.org/10.1089/photob.2024.0032

This pilot cohort study conducted by Dr. Jennifer Flora and Dr. Kelly Watson Huffer explores the efficacy of transcranial Photobiomodulation (tPBM) therapy in reducing opioid cravings and depressive symptoms among individuals with OUD. The study employed a quasi-experimental design, with participants divided into two groups: one receiving tPBM therapy in addition to standard care, and the other receiving standard care

alone. The results revealed significant reductions in opioid cravings and depression in the tPBM group compared to the control group. These findings suggest that tPBM therapy could be a promising noninvasive intervention for treating OUD, warranting further investigation in larger randomized controlled trials.

Ahamed, H., Kline, C. E., & Bailey, E. F. (2023). Exercise as a Therapeutic Strategy for Opioid Use Disorder: Potential Benefits and Mechanisms. Frontiers in Physiology, 14, 1126777. https://doi.org/10.3389/fphys.2023.1126777
This article discusses the potential benefits of exercise as a therapeutic intervention for OUD. It outlines how exercise can help reduce cravings, alleviate withdrawal symptoms, and improve overall physical and mental health. The paper also explores the underlying mechanisms, including the role of exercise in neuroplasticity and its impact on the brain's reward system, making it a promising complementary treatment for OUD recovery.

Linke, S. E., & Ussher, M. (2015). "Exercise-Based Treatments for Substance Use Disorders: Evidence, Theory, and Practicality." American Journal of Drug and Alcohol Abuse, 41(1), 7-15.
This article provides a comprehensive overview of how exercise interventions can support recovery from substance use disorders, with a particular focus on the reduction of stress, anxiety, and depression, which are common triggers for relapse.

Wang, D., Wang, Y., Wang, Y., Li, R., & Zhou, C. (2014). "Impact of Physical Exercise on Substance Use Disorders: A Meta-Analysis." PLOS ONE, 9(10), e110728.
This meta-analysis examines the impact of physical exercise on substance use disorders, concluding that exercise is effective in reducing substance cravings and enhancing overall mental health, which are critical factors in preventing relapse.

Zschucke, E., Heinz, A., & Strohle, A. (2012). "Exercise and Physical Activity in the Therapy of Substance Use Disorders." Scientific World Journal, 2012, 901741.
This review article emphasizes the role of physical activity in improving mood, reducing stress, and promoting neurogenesis, which are essential for recovery from substance use disorders, including OUD.

This form was created inside of Jefferson County Commission.

Google Forms

Edwina Benites

From: Jennifer Flora <JFLORA@shepherd.edu>
Sent: Sunday, September 29, 2024 7:59 AM
To: Edwina Benites
Subject: Re: [External] FW: Application for Use of Opioid Settlement Funds Confirmation
Attachments: IRT_v3_OSF JCC application 8.29.24 copy.pdf

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

Thank you for confirming and apologies for the missing information. The original application that we completed did not have the amount matching and source question or the amount requested as a stand alone field so we put that in the long answer section. I just went on Facebook and I do see that they are both in there now.

We are requesting up to $351,000. We have proposed a three tiered funding option. As for matching, this is not something we discussed because we did not think it was required. We do have a Foundation account that we could use funds to match up to $50,000. I hope that this does not impact our considerations for the full amount we are requesting.

We are very thankful for the opportunity to apply for this funding.

<IRT_v3_OSF JCC application 8.29.24 copy.pdf>

Thank you,
Jenny

Dr. Jennifer Flora DEL, MBA, MA, EP-C
Wellness Center Director
Shepherd University

On Sep 29, 2024, at 7:41 AM, Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Caution: This email originated from outside of the organization. Please use caution when examining links, opening attachments, or replying to this email unless you recognize the sender and know the content is safe.

Jenny-

I have it, but it looks like there are two questions missing. Could you answer the following questions?

Amount requested.

Amount and source of matching funds.

Thanks!
Eddie

<image002.png>

From: Sorayda Pitts <spitts@jeffersoncountywv.org>
Sent: Thursday, September 26, 2024 11:46 AM
To: Edwina Benites <ebenites@jeffersoncountywv.org>; Jessica James <jjames@jeffersoncountywv.org>
Subject: FW: Application for Use of Opioid Settlement Funds Confirmation

Please see below

From: Jennifer Flora <JFLORA@shepherd.edu>
Sent: Thursday, September 26, 2024 11:09 AM
To: Sorayda Pitts <spitts@jeffersoncountywv.org>
Subject: Application for Use of Opioid Settlement Funds Confirmation

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

Shepherd University applied for the opioid settlement funds on September 9. Could you help me get confirmation that our application was received?
I want to ensure we are all set for the October 1 due date.

Thank you,
Jenny

<image001.png>

Dr. Jennifer Flora, DEL, MBA, MA, EP-C
Wellness Center and Photobiomodulation Director
College of Business Recreation & Education Adjunct Instructor
Shepherd University
www.shepherdwellness.com

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Mary Stevanus

Contact email *

ttr.grants@gmail.com

Organization *

To The ResQ, Inc. (TTR)

Summary of organization and mission *

To The ResQ, Inc. (TTR) is a 501(c)(3) charitable organization with a mission to end the crisis of animal overpopulation in Jefferson County and West Virginia through spay/neuter, rehoming abandoned animals and keeping low-income pet owners with their pets. Our VIVA (Vets in the VA) program provides a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center. TTR also operates a pet food pantry, provides transportation to and from veterinary appointments, funds spay/neuter and animal health care, and works with local rescues and humane societies to reduce the homeless animal population in the Eastern Panhandle.

Use of funds and impact on Jefferson County, WV (summary) *

To The ResQ's "Vets in the VA" (VIVA) program provides a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center. Veteran's pets are cared for, given medical attention including vaccines, spay/neuter, etc. and returned to them after treatment, without worrying about the cost. Veterans resist entering treatment without knowing their pet will be cared for and returned to them after treatment at little or no cost to them. By caring for their beloved pets To The ResQ (TTR) makes it easier for veterans with Opioid Use Disorder (OUD) get the care and treatment they need.

Amount requested *

$5,000

Amount and source of matching funds *

$5,000 WV Spay Neuter Assistance Program Grant, $500 Eastern West Virginia Community Foundation Fischer Veterans Grant, $2,000 Nora Roberts Foundation, $3,000 Two Mauds Spay/Neuter grant, donations, online auctions, etc.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

We believe our program is covered by: Schedule B - Approved Uses Part One: Treatment A. Treat Opioid Use Disorder (OUD) 5. Support intervention, treatment and recovery services

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Our VIVA (Veterans in the VA) program falls under: Schedule A – Core Strategies B. Medication Assisted Treatment (MAT) Distribution and other Opioid-Related Treatment 4. Treatment and Recovery Support Services

Use of funds and impact on Jefferson County, WV (long form) *

Imagine entering treatment at a VA hospital afraid that you may lose your best friend and emotional support if you cannot afford to board and care for your pets while you are getting care. To The ResQ, Inc. (TTR) has developed a unique fostering program for these pets which ensures they will be reunited with their owner after treatment.

To The ResQ (TTR) is a 501(c)(3) charitable organization with a mission to end the crisis of animal overpopulation in West Virginia through spay/neuter, rehoming abandoned animals and keeping low-income pet owners with their pets. We are pleased to recommend our veteran/pet support program: VIVA Fosters (Vets In the VA) for consideration to the Jefferson County Opioid Settlement Fund program. Our overall goal is to save at-risk animals through fundraising, networking and spay/neuter to end unnecessary euthanasia due to overcrowding at shelters.

Suicide, substance use disorder (SUD), PTSD, homelessness, and ongoing medical issues are all too frequent problems faced by America's military Veterans. While the Veteran's Administration Medical system can provide essential long- and short-term care, veterans needing this care may have one added worry: what will happen to their pets while they are in treatment? TTR's unique solution to this problem is VIVA Fosters (Vets in the VA). Fosters provide a safe, temporary home for the veterans' cat or dog while the vet is in treatment at the Martinsburg VA Medical Center.
Program History: This program originated in 2018 when a veteran posted that he needed someone to watch his 2 cats while he went into a treatment plan at the VA Hospital in Martinsburg, WV. Dottie Kracke, a veteran's wife and devoted cat rescuer, reached out to help, learning that the veteran was also unemployed, depressed, and on the verge of being homeless. The Kracke's agreed to foster his cats while he underwent treatment. Thankfully, treatment went well, the veteran eventually received help to find a home and was happily reunited with his beloved pets. He was so grateful and emphasized how much knowing his pets were safe made it easier for him to stay in treatment and focus on his care. Since then, the Kracke's have helped other veterans find fosters for their pets or arranged for kennel care when a foster was unavailable. TTR will assume operation of this very special service to veterans.
Description of Program: TTR will provide foster care or help to pay for temporary care solutions for the pets of veterans entering treatment or requiring in-facility care at the VA Medical Center in Martinsburg, WV. This service is available to any veteran registered to receive care at this hospital. TTR works directly with a VA Social Worker throughout the process. The veteran's medical situation will always remain confidential. Unless a veterinarian has determined otherwise, all pets in the program must be spayed/neutered and fully vaccinated prior to entry INTO foster care. If needed, as part of this program, TTR will assist in providing spay/neuter and vaccinations for the veterans' pets if they are unable to afford to do so.
How Does the VIVA Program Actually Work in a Veteran's Life?: Dottie Kracke, VIVA founder, was contacted by the VA Hospital in Martinsburg in 2018 about a Veteran (we'll call him Joe) that had been evicted from his apartment and needed help with his 2 cats while he went into a treatment program. Joe was attached to his cats and wanted to keep them but could not afford to board them. Dottie agreed to board and care for them during treatment and after a tearful goodbye, he entered treatment for three months.
The cats were spayed and brought up to date on vaccines, provided food, litter, flea treatment, etc. and solicited local donations to cover the costs. After treatment Joe was placed in a home and the cats were returned. Dottie and the local community helped provide a new washer/dryer and provide cat food and veterinary care, when needed.

The Veteran recently gave a public talk at the VA about his journey to recovery and emphasized that if it

wasn't for his cats waiting for him that he may not have made it through the program. A Veteran's pets are their family, especially when their human family have abandoned them.

TTR stepped up in summer 2023 when Joe took a hard fall and went into rehab for 2 months. At this time TTR placed the cats into foster and paid for vet care, food, & grooming.

Joe makes occasional donations to To The ResQ to help the cats in the area. That is his way of paying back for the assistance that he got from the VIVA Program and grateful for being at this place in his life.
Cost to Client: Veteran clients will be asked to contribute toward food and supplies for their pets if they are financially able. Otherwise, there will be no cost to the veteran for the care of their pet(s). Arrangements for discounts or free services for boarding will be sought at nearby facilities.
Limitations of Program: This program is limited based on the availability of fosters and funds to place pets in care. Currently, this program only serves veterans in care at the Martinsburg WV VA Medical Center.
WHAT FUNDS ARE NEEDED FOR: Cost should never be a barrier to veterinary care and housing. If the Veteran is unable to pay TTR supplements all costs including veterinary care, pet food, litter, boarding if needed, and more. All funds awarded will directly support animal care, including:

- Food assistance will be provided to fosters, if requested, along with litter, flea medicines, dewormer medications, and routine vaccines.
- Vaccines and testing. All animals are tested for communicable diseases and given all necessary vaccines before entering fostering. One basic feline combo test can cost $30, rabies vaccine $25, and canine heartworm test is $35.
- Spay/neuter is required for all animals in foster care. While pets are in our care, TTR will provide basic medical care, including spay/neuter and vaccinations, when the veteran cannot afford to do so. Feline spay/neuter costs approximately $110, but dog spay/neuter is based on the weight of the dog and can range from $150 - $300 per animal. There are NO low cost spay/neuter clinics in the Eastern Panhandle. Lower cost services are found in Maryland.
- If boarding is required, additional cost for boarding fees at facilities may be needed. TTR can only offer fostering if we have a foster location available. We are actively recruiting more fosters so we can accept more pets.
- Promoting services to Veterans – VIVA services have generally been word or mouth, but we would like to develop a brochure and other materials to let veterans know about the program so they will not risk losing their pets.

Veterans entering medical treatment often cannot afford to board their pets and may refuse treatment rather than face losing their beloved pets. The VIVA fostering program offers an alternative designed to help veterans keep their pets. This is a small, but important way to ease the stress of entering treatment knowing their pets will be cared for in their absence.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Penny Porter

Contact email *

pporter@uwayep.org

Organization *

United Way of the Eastern Panhandle

Summary of organization and mission *

United Way of the Eastern Panhandle (UWEP) is a nonprofit organization serving the counties of Berkeley, Morgan and Jefferson in the state of WV with a mission to inspire and mobilize our community to create change. Together, we will Give, Advocate and Volunteer to improve Education, Health and Financial Stability.

Use of funds and impact on Jefferson County, WV (summary) *

The funds will be used to support the continuation and growth of WV211, the Regional Resource Connection (RRC) and Warming Hands and Hearts in our local community. By providing a Community Resource Specialist for WV211, UWEP is able to connect individuals in need to local resources. WV211 and the RRC also strengthens the partnership of our nonprofit community through collaborative outreach and networking efforts.

Amount requested *

$30,000

Amount and source of matching funds *

UWEP will raise additional funds to support WV211 through our community fundraising campaign and special events. Our annual investment to continue providing local WV211 support to our tri-county area will be in excess of $50,000. In addition, UWEP has consistently invested in the Regional Resource Connection (RRC) which complements the work of WV211 by providing the next level of resource referrals for those in crisis. UWEP's investment in the RRC has typically been not less than $40,000, and we allocate $10,000 annually to our Warming Hands and Hearts initiative to provide heating and fuel assistance during the winter months. In addition, both Telamon and the WV Department of Human Services serve as Core Partners with UWEP for the RRC and contribute with staffing and financial support. As the documented needs continue to increase, the level of resources to respond must also grow.

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, C-15 and G-7

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

No

Use of funds and impact on Jefferson County, WV (long form) *

Funds will be used in UWEP's effort to connect individuals in need to local resources, specifically by continuing to provide a Community Resource Specialist for WV211 as well as supporting the Regional Resource Connection (RRC) and our Warming Hands and Hearts Initiative.

WV211 is an information and referral service connecting individuals in need to local resources, and the RRC is a collaborative model that assists those in an emergency financial crisis. In partnership with the WV Department of Human Services, individuals are screened for any federal or state assistance before being referred to RRC staff who can then look at local available resources on a case-by-case basis.

Why is this important in addressing the challenges related to substance use disorders?

The majority of requests for assistance through WV211 and the RRC relate to stable housing and utility needs whether it is for emergency shelter, rent or mortgage assistance or utility assistance.

Numerous studies have shown that there is a strong correlation between stable housing and the prevention of substance use and in the recovery efforts for those with SUDs. The various sources cited in an article by the Center on Budget Policy and Priorities (https://www.cbpp.org/research/housing/meeting-the-housing-needs-of-people-with-substance-use-disorders), for instance, emphasizes that, "Stable housing plays a vital role in people's recovery from substance use disorders (SUDs). An inability to pay rent and the threat of losing housing can lead to stress that triggers substance misuse and relapse." Additional studies from the National Institutes of Health and other institutions share similar findings.

Locally, during the last twelve months from October 1, 2023 to September 30, 2024, our WV211 Community Resource Specialist responded to 528 requests from Jefferson County via phone calls, texts, emails and live chats to WV211. Over 200 of those requests related to shelter/housing needs and 168 were for electric and water assistance. In the last eight months, beginning in January 2024, the RRC has received requests from 410 families from Jefferson County, representing a total of 1,048 adults and children. The financial request for assistance from those 410 Jefferson families was in excess of $369,000. Unfortunately, the RRC and its partners were only able to assist with slightly over $50,000 of that financial need due to limited resources. However, the response model of both WV211 and the RRC also connects those in need to resources beyond financial assistance in many situations, thus widening the scope of impact. Examples of non-financial referrals to resources may include support groups, counseling and other services.

Another important element of understanding the scope of need in the community is that often those needing assistance are ALICE households, working individuals and families that are Asset-Limited, Income-Constrained, Employed. Many have incomes that are above eligibility guidelines for state, federal or local resources, yet they struggle to make ends meet as the cost of living in our community exceeds the household income. When a medical situation, like a substance use disorder, affects the household budget, it makes it more challenging to make rent, mortgage and/or utility payments.

Given the increased requests for assistance, it is critical that connections to care and resources be not only maintained but grown. Therefore, we seek funding assistance for that purpose.

Any consideration of this request is greatly appreciated.

This form was created inside of Jefferson County Commission.

Google Forms

Opioid Settlement Fund Application

On August 15, 2024, the Jefferson County Commission (WV) voted to request applications from parties interested in receiving funding allocated to Jefferson County as part of an opioid settlement. To date, Jefferson County has received roughly $1.2 million and must allocate funds consistent with the "Approved Purposes" definition of this memorandum of understanding (MOU): https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf

Due date: 5 pm on October 1, 2024.

Contact name *

Tyler Tummolo

Contact email *

Tyler@travelvarsity.com

Organization *

Varsity Travel Harpers Ferry

Summary of organization and mission *

Transportation for at need and underserved communities in Jefferson and Berkeley County.

Use of funds and impact on Jefferson County, WV (summary) *

We currently transport with Berkeley County DHHR for Foster Care, Telamon, and Casa. There are some programs that we transport those in Opiate recovery to and from work until they can establish transportation and get back on their feet. We also transport parents that are in the process of rehab with kids that are now in foster to help rehabilitate them. We would love to have the opportunity to help the county with this project and transport people to and from doctor visits, work, community service, etc.

Amount requested *

Amount and source of matching funds *

Is the use an "approved use" as detailed in the MOU? Please cite the letter and number from the approved uses- see PDF pages 14-25 https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Page 15 Exhibit A-5-B. Support People in treatment and recovery. Yes, Exhibit A subsection C-3. Provide comprehensive wrap-around services to individuals with OUD including housing, TRANSPORTATION, job placement/traning, and childcare.

Is the use a "core use" as listed on pages 11-13? Please cite the letter and number from the "core uses" here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ago.wv.gov/Documents/2022.2.16%20Final%20MOU%20+%20Exhibits%20(M0442065xCECC6).pdf *

Yes, Exhibit A subsection C-3. Provide comprehensive wrap-around services to individuals with OUD including housing, TRANSPORTATION, job placement/traning, and childcare.

Use of funds and impact on Jefferson County, WV (long form) *

Varsity Travel Harpers Ferry would work in conjunction with the DHHR or whomever is facilitating the rehabiliation and recover of those with OUD. We would provide transportation to and from work, doctor visits, drug testing etc. Varsity Travel is a transortation company for the past 51 years that has all of the insurance requirements and certifications that are required by the Federal Motor Carrier Safety Administration.

This form was created inside of Jefferson County Commission.

Google Forms

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Peter Vila, Chairman**

Department or Organization: **Jefferson County Solid Waste Authority**

Estimation of amount of time needed for appointment: **15 mins**

Date Requested – 1st Choice: **October 17, 2024 (must apply by 10/10 at 12:00 PM)**
If a specific date is needed, please provide reason for specific date: ***N/A***

Date Requested – 2nd Choice: **November 7, 2024 (must apply by 10/31 at 12:00 PM)**

Subject (*Wording to be placed on agenda*):
"Jefferson County Solid Waste Authority proposes expansion of operations to adjoining Transfer Station and Landfill property"

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

The Jefferson County Solid Waste Authority (JCSWA) board is requesting from the Jefferson County Commission the lease of approximately 11 acres of county property adjacent to the Jefferson County Solid Waste Authority transfer station to expand and improve our solid waste and recycling services.

Current Jefferson County Transfer Station and Landfill property: Parcel: 07001500010004
Proposed expansion onto Parcel: 07001500010000

Is this a funding request? **NO – no funding requested or necessary**
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*):

- ***N/A***

Attach supporting documents for request, or request may be denied.
Supporting documentation attached. Re: JCSWA County Commission document

If not attached, explain:

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

Contact information: **Peter Vila / April Congle**
Email address: **pvila@shepherd.edu / JCSWA@frontiernet.net** Phone Number: **304-580-6581 or (304) 728-0430**

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

Objective: The Jefferson County Solid Waste Authority (JCSWA) board is requesting from the Jefferson County Commission the lease of approximately 11 acres of county property adjacent to the Jefferson County Solid Waste Authority transfer station to expand and improve our solid waste and recycling services. Figure 1 illustrates JCSWA property and the adjacent county property requested for solid waste expansion.

History

- In 1960 Jefferson County leased sections of Poor House Farm to establish a county landfill. In the late 90's approximately 10 additional acres were leased for mulch and compost operations.
- In 1989 the landfill was deemed an environmental hazard and capping commenced and completed in 1997. This dramatically reduced our space to operate the waste transfer station.
- The JCSWA has operated a transfer station since the close of the landfill.

Issues

Capacity and wait times.

- At the present time, numbers of customers that we can receive daily is at capacity resulting in excessive wait times.
- The transfer station averages 164 residential customers per day (cars and pickup trucks) and 45 large commercial trucks (compactor garbage trucks and roll off containers, and truck with trailers). Residential customers provide approximately 25% of the total waste received at the JCSWA. Many of these approximately 4,500 residents per month that visit the transfer station vent their frustration of their wait times and about the congested dumping area to the station manager and in on-line reviews.
- Wait times are on average 45 minutes, however, during peak hours (afternoon) wait times can be greater than 2.5 hours. Lines frequently extend to Jefferson Orchard Road. On at least one occasion Jefferson County Police have directed traffic on Jefferson Orchard Road to address unsafe traffic conditions. Moreover, wait times are exacerbated due to the bottlenecks created as the JCSWA has only one entrance and one exit. Recycling and waste customers have to wait in the same line frustrating customers that only need to recycle. Long lines were a problem in 2022 (Fig. 2); this has only exacerbated since then due to the increased number of residents utilizing the transfer station facility.

Safety

- The single entrance requires large commercial trucks to be in same line as cars resulting in a safety hazard.
- Road hazards are created when customers are parked on Jefferson Orchard Road creating obstructions for road traffic.
- Space limitations in the dumping area (where containers are provided for residential users so they don't need to dump in the tipping floor) impede normal traffic flow in the dumping area for commercial trucks further increasing dumping times. Ultimately, this results in fewer visits and more road side dumping.
- Due to safety concerns, only two vehicles are allowed on the tipping floor. 3-4 vehicles were originally allowed on the tipping floor, however, an accident involving the collision between two residents resulted in reducing number of vehicles to 2 on the tipping floor for safety reasons. On good days, this reduces throughput to about 45 minutes per load. This increases when Waste Management is required to clear the tipping floor and fill the container trucks to haul waste to landfills.
- The JCSWA is limited in space and at capacity for the current volume of customers. We also anticipate an increase of solid waste and number of customers due to future increases of county population.

Summary: Acquisition of the property will:

1) Allow a separate entrance for residential customers addressing safety concerns and traffic bottlenecks. Commercial and large trailer loads would still utilize the existing facility entrance.
2) Allow a structure to be built housing recycling facilities and solid waste drop-off for residential waste. This improves our services and allows for our anticipated need for increased solid waste disposal in the county.
3) Allow for the facility expansion resulting in:
    a) Enhanced safety for residential waste and recycling customers
    b) Increase throughput enhancing customer satisfaction.
    c) Increase throughput for commercial customers decreasing their costs for waste disposal.
    d) Improvements in safety and throughput allowing us to handle an increased quantity of waste and recyclables from a higher number of county residents- at the present time and in the future.

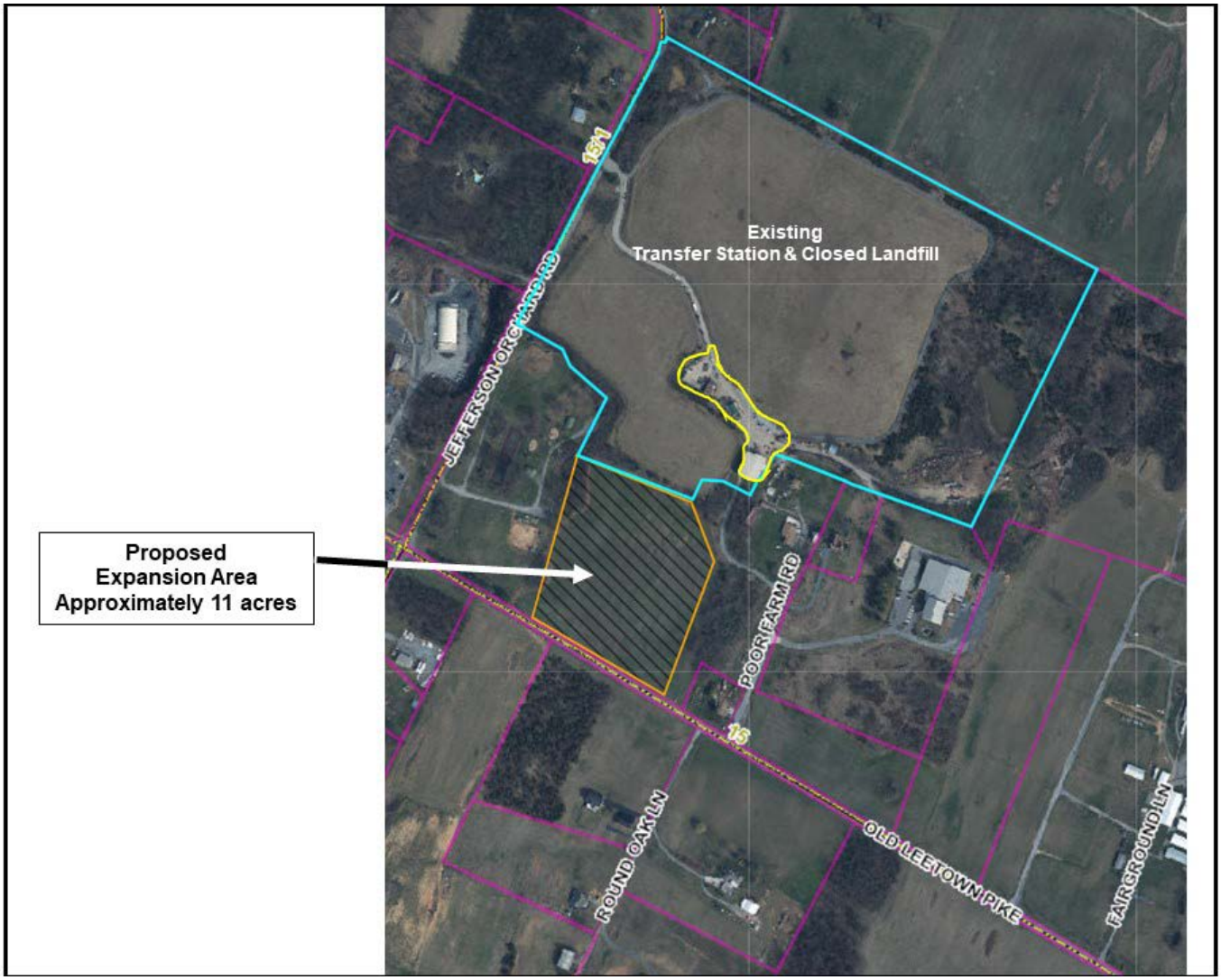


Figure 1. JCSW Transfer Station property and proposed Approximately 11 acre expansion. The section bounded in yellow indicates the only area that can be utilized as a transfer station. Most of the property is capped and cannot be used. Source: JC WV Public Research Map. [JC WV Public Research Map (jeffersoncountywv.org)]



TIM COOK

Figure 2. Spirit of Jefferson article describing the frustration at the lines at the Jefferson County Solid Waste Authority (June 15, 2022). The caption in the picture read ***"On a recent Saturday, residents line up to drop off their household trash at the transfer station near Kearneysvill***e."

https://www.spiritofjefferson.com/news/article_7e320580-ecdf-11ec-8b32-cb359095af42.html#:~:text=Please%20log%20in%2C%20or%20sign,it%20operated%20as%20a%20landfill.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Pasha Majdi

Department or Organization: Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **Oct 17**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Hydrogeologic testing requirements for land development

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

- Neighboring jurisdiction Berkeley County requires hydrogeologic testing under certain conditions. Some Water Advisory Committee members recommend review of this requirement and consideration for Jefferson County. I suggest we request that the Planning Commission conduct this review and provide recommendations to the County Commission.

  For reference, Berkeley's ordinance is here (see Appendix E, page 148 of PDF): https://www.berkeleywv.org/DocumentCenter/View/10189/Recorded-2024-Subdivision-and-Land-Development-Ordinance-PDF

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

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

I move to request that the Planning Commission review requirements for hydrogeologic testing in Berkeley County and any other information the Planning Commission deems relevant and provide recommendations to the County Commission.

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: Pasha Majdi

Department or Organization: Commission, JCDA, Guest Speaker Delegate Wayne Clark

Estimation of amount of time needed for appointment: 30 min
Date Requested – 1st Choice: **Oct 17**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:
Subject (*Wording to be placed on agenda*):

Promotion of farm wineries and tourism in Jefferson County

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

- **As tourists travel west on Route 9 they are surrounded by wineries in Loudoun County. Once they cross the border into Jefferson County, there are few wineries to be seen. Why does agritourism stop at the border?**

  This discussion is to review policy changes that can promote farm wineries and agritourism in Jefferson County.

  To discuss legislative changes recently enacted, Delegate Wayne Clark will review HB 5294.

  To discuss potential policy changes or programs, JCDA will review opportunities for Jefferson County.

  For reference, Loudoun County's "Wine Trail" map and tourism promotion is available here: https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/loudoun/VisitLoudoun_WineTrailGuide_Final_c8e3e3bd-7281-4fa2-a088-b3d37ee05ad1.pdf

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

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

I move to direct the JCDA to develop recommendations for promoting farm wineries and related tourism in Jefferson County and present to the County Commission in first quarter of 2025.

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: **Jessica James, CHRO/assistant deputy administrator**

Department or Organization: **Jefferson County Commission**

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

Date Requested – 1st Choice: **October 17, 2024**
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 of Letter of Appointment – designation of Theodore Michael Sine as fire chief**

2. **Review and approval of update to Policy 217 Annual Performance Review and associated documents (employee review rubric and annual assessment form)**

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

1. On Friday, October 4, 2024, the WV State Fire Marshal approved the JCESA's application for a Fire Department Identification number. The state is now requesting an official letter of appointment of a fire chief. We're requesting the appointment of JCESA director Theodore "Mike" Sine as fire chief, effective October 4, 2024.

2. Revisions to Policy 217 – Annual Performance Review – the county's performance appraisal policy has been updated to more effectively emphasize and align with the county's mission of delivering exemplary constituent relations, professionalism, and pride in work, the Commission, and community. This updated policy introduces a structured and consistent approach to evaluating employee performance, clearly outlining eligibility criteria for merit increases (if provided by the Commission in a given fiscal year). Key performance indicators monitor quantifiable progress toward specific objectives established collaboratively by employees and their direct supervisors, ensuring a focus on continuous improvement and accountability. In addition to the policy, the associated documents are also attached:

    - Quantifiable Annual County Employee Review Rubric
    - JCC Annual Employee Assessment

Is this a funding request? Y/N - NO – no funding requested or necessary
If so, how much? $
Provide exact financial impact/request:

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

- ***I move to approve the appointment of Theodore "Mike" Sine as Jefferson County fire chief, effective Friday, October 4, 2024 and authorize the President of the Commission to sign the letter to the WV State Fire Marshal designating Mr. Sine as fire chief.***

- ***I move to approve the revisions to Policy 217 as presented, including the approval of the associated employee review rubric and assessment form.***

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: Jessica James
Email address: jjames@jeffersoncountywv.org Phone Number: 304-728-3282

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

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

October 17, 2024

Kenneth E. Tyree
West Virginia Fire Commission
Office of the State Fire Marshal
1700 MacCorkle Avenue SE
4th Floor North
Charleston, WV 25314

Dear Mr. Tyree,

This document shall serve as official notification that Theodore Michael Sine, current Director of the Jefferson County Emergency Services Agency, being newly certified as a Career County Fire Department in the State of West Virginia on October 4, 2024, assumed the roles and responsibilities of Fire Chief and on this day, by Order of the Jefferson County Commission, shall have the revised title of Director/Chief.

For the Commission,

Steve Stolipher, President

County Administrator
Edwina Benites-LM

	Jefferson County Policies & Procedures		
Policy Name:	Annual Performance Appraisal	Approved:	10/17/2024
/Policy Number:	217	Author:	James
Associated:	Compensation	Original- Grove 6/21/2018	

PURPOSE:

The purpose of the Jefferson County Commission Annual Employee Assessment is to provide a structured, consistent approach to evaluating employee performance. This policy encourages open discussions regarding employee contributions, achievements, and areas for growth, ensuring that evaluations align with the County's mission. The County's mission emphasizes exemplary constituent relations, professionalism, and pride in work, the Commission, and the County.

Performance appraisals also serve as a basis for determining merit-based salary increases, providing training opportunities, and, when necessary, taking corrective actions, including demotion or dismissal. This system does not preclude disciplinary actions that may be taken according to the County's disciplinary policies.

COVERED EMPLOYEES:

This policy applies to all probationary and regular County Commission employees. Employees in elected offices are only covered if the elected official has adopted this policy for their staff.

PERFORMANCE REVIEW PERIOD:

The performance review period will assess employee performance as of **October 1** and consider the previous 12 months, from **October 1 to October 1** of the following year. Employee performance will be evaluated based on their contributions, alignment with the County's mission, and achievement of Key Performance Indicators (KPIs). KPIs are measurable values that track progress toward specific objectives.

DEPARTMENT HEAD RESPONSIBILITIES:

Department Heads are responsible for ensuring that all employees under their supervision are evaluated annually in alignment with this policy. They will establish KPIs and educate employees on expectations related to KPIs, professionalism, constituent relations, engagement, and ownership. Additionally, Department Heads are expected to meet with their direct reports quarterly to assess progress on these expectations and to address any incidents of non-performance or substandard performance throughout the review period.

EMPLOYEE RESPONSIBILITIES:

Employees are expected to perform their duties at a "Meets Expectations" level or higher. Employees must meet or exceed their KPIs. Those struggling to meet KPIs or expectations are expected to proactively seek assistance from their Director to enhance their performance.

Draft

MERIT INCREASE ELIGIBILITY CRITERIA:

To be eligible for merit increases, employees must meet the following criteria:

- Remain employed full-time with the Commission throughout the review period.
- Not be placed on an employee improvement plan during the review period.
- Take any required training.
- Achieve at least a "Meets Expectations" rating on all mission-based assessments, including professionalism, constituent relations, and engagement in their work.
- Achieve a "Meets KPI" rating for annual KPIs. While not all KPIs may be met quarterly, a "Meets KPI" rating on an annual basis is required for merit consideration.

PERFORMANCE RATINGS:

The performance appraisal uses a three-tier rating system:

- **Exceeds Expectations**: Performance consistently surpasses expected standards.
- **Meets Expectations**: Performance meets job standards and expectations, delivering intended results.
- **Needs Improvement**: Performance falls short of expectations, requiring immediate corrective action.

EMPLOYEE RESPONSE TO APPRAISAL:

Employees who receive a "Needs Improvement" rating on their annual performance appraisal may submit a written statement to be included in their Official Personnel File. The content of the performance appraisal, including comments, ratings, and merit increases, is not subject to the County's grievance procedure.

UNSATISFACTORY PERFORMANCE:

Supervisors will address specific incidents of unsatisfactory performance or non-performance throughout the appraisal period, up to and including disciplinary action. Repeated or serious incidents of unsatisfactory performance will be reflected in the employee's annual performance appraisal and may affect merit-based salary increases.

PERFORMANCE-BASED SALARY INCREASES:

Merit increases will be determined based on an attached rubric that evaluates employee performance and growth over the review period. Employees must achieve an overall rating of "Meets Expectations" or higher to qualify for salary increases. Base salaries will not exceed the maximum of the classified pay band. Temporary employees are not eligible for annual salary increases.

FINAL CONSIDERATIONS:

This Annual Employee Assessment policy ensures that employee evaluations are aligned with the County's mission and reward employees for their growth over the review period. All evaluations will adhere to the County's Equal Employment Opportunity policies, ensuring assessments are based solely on objective, performance-related factors.

Draft

Quantifiable Annual County Employee Review Rubric

Requirements to be Considered for Merit Promotions	
Criteria	**Requirement**
Professionalism	Must meet or exceed expectations
Constituent relations	Must meet or exceed expectations
Continuous, full-time employment (Oct. 1- Oct. 1)	Must not have received a promotion or demotion over the review period
KPI Performance	Must meet or exceed expectations in each Key Performance Indicator (KPI)
Personnel Improvement Plan	Must not be on a Personnel Improvement Plan (PIP) during any point in the review period
HR Series Classes	Each employee must complete two (2) HR Series Classes in the review period- Oct. 1- Oct. 1.

Training and Skill Development[1]			
Criteria	**Point Value**	**Proof/ Requirement**	**Assessed Value**
Continuous, full-time employment (Oct. 1- Oct. 1)	20 points	Must be employed continuously as a full-time employee	
Additional HR Series Classes	10 points per class (max 20 points in row)	Max: 2 additional classes. Must supply evidence of completion/ attendance.	

[1] Must be approved by director/ HR before attending. Proof must be submitted to HR within 7 days of completion. Minor Skill Development/ Certification includes those programs with 30 minutes-8 hours of training. Significant Certification includes training programs that take 8-24 hours. Master skill certification includes completion of multi-month or multi-year training. Master Skill Certifications are high-level certifications that can only be obtained once in a lifetime and may require on-going continuing education. See director/ HR for a list of approved Master Skill Certifications. In order to earn points in the training and skill development category, the training must be beneficial but not be required for position. Points may only be earned for criteria completed during the review period.

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Minor Skill Development/ Certification	10 points per skill/ certification (max 20 points in this row)	Max: 2 skills/ certifications, proof required, HR/ director approval	
Significant Skill Certification	30 points per skill certification (max 30 points in this row)	Max- 1 skill certification, proof required, HR/ director approval	
Master Skill Certification	80 points (max 80 points in this row)	Director/ HR approval required; see director/ HR for an approval list of qualifying certifications.	
Associates, Bachelors, Masters, etc. degree	80 points (max 80 points in this row)	Max- 1 skill certification, proof required, HR/ director approval	

Leadership Development			
Criteria	**Point Value**	**Proof/ Requirement**	**Assessed Value**
Task Force Involvement (Minimum of 2 quarters)	20 points per task force (max 40 points in this row)	Max- 2 taskforces. Proof required, Manager approval	
Department or County-Level Task Force Leadership (Minimum of 2 quarters)	Additional 40 points (Total of 60 when combined with the row above) (max 40 points in this row)	Max- 1 task force. May still participate in one additional task force. Proof required, Manager approval. Can only receive credit as a leader OR member of a task force, not both.	
Completion of Jefferson County Mentor/Mentee Program	80 points (max 80 points in this row)	Proof required, Manager/HR approval	
Completion of Jefferson County Leader-in-Training Program	80 points (max 80 points in this row)	Proof required, Manager/HR approval	

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Completion of Approved Non-Commission Leadership Program	80 points (max 80 points in this row)	Proof required, Manager/HR approval	

KPI Achievement (Key Performance Indicators)			
Criteria	**Point Value**	**Proof/ Requirement**	**Assessed Value**
Beating KPI by 5%	10 points per KPI (max 30 points in this row)	Supervisor verification required	
Beating KPI by 10% or more	20 points per KPI (max 60 points in this row)	Supervisor verification required	

Note: Without meeting each KPI, employees are not eligible for any merit increase.

Awards			
Criteria	**Point Value**	**Proof/ Requirement**	**Assessed Value**
Earning the County's Outstanding Professionalism Award	20 points	Outstanding Professionalism Certificate	
Earning the County's Exemplary Constituent Services Award	20 points	Exemplary Constituent Services Award	
Community-based awards for County Service	20 points	Director/ hr approval and proof of award- see HR for examples	

Merit Increase Eligibility

- Should the Commission approve a merit increase, employees receiving a score of 100 or greater will receive 100% of the approved merit increase (e.g., 100% of 5% merit).

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- Employees earning less than 100 points will earn a proportional percentage of the amount budgeted by the Commission (e.g., 20 points will equal 20% of the merit increase, or 1% should the Commission approve a 5% merit).
- There is no opportunity to earn more than 100% of the approved merit.

Other considerations

- Should the Commission not approve a merit increase in any one fiscal year, employees may "rollover" up to 50 points into their next merit review cycle beginning for points earned after October 1, 2024. If merit is approved by the Commission, no points will roll over the following review period.
- If an employee received a promotion over the review period, the employee is still eligible for a combined increase of pay (inclusive of merit and promotion) of the amount budgeted by the Commission. Examples:
    - An employee who receives a promotion of 15% during the review period is not eligible for an additional merit raise.
    - An employee receives a promotion of 3% during the review period, and the Commission approves a merit raise of up to 5%. The employee is eligible for a merit increase of up to 2%-- as proportion of the rubric above. The additional 2% requires a score of 100 or better; an additional 1% requires a score of 50 or better; etc.

Evaluation Example

An employee who:

- Meets or exceeds their KPI (required for merit consideration)
- Is not on a personnel improvement plan during the review period
- Is continuously employed as a full-time employee (20 points)
- Completes the required HR Series classes
- Takes 2 additional HR Series classes (20 points)
- Participates in 1 task force (20 points)
- Develops 1 minor skill (10 points)
- Beats one KPI by 5% (10 points)
- Beats one KPI by more than 10% (20 points)

Total Points = 100 points (100% of merit approved by the Commission).

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2024- JCC Annual Employee Assessment

Jefferson County Commission Annual Employee Assessment

This performance review covers the period from October 1, 2023, to October 1, 2024. It evaluates the employee's contributions, achievements, and areas for growth during this time. The purpose of the review is to encourage discussions about how well the employee aligns with the County's mission, which includes providing exemplary constituent relations, demonstrating outstanding professionalism, and taking pride in their work, the Commission, and the County.

For the upcoming 'review period,' from October 1, 2024, to October 1, 2025, employee performance will be assessed based on adherence to the County's mission and achievement of Key Performance Indicators (KPIs). KPIs are measurable values that track and evaluate progress toward specific objectives or goals.

To be eligible for merit increases, employees must meet the following criteria:

- Remain employed full-time with the Commission throughout the review period.
- Not be placed on an employee improvement plan during the review period.
- Achieve at least a 'meets expectations' rating on all mission-based assessments.
- Achieve at least a 'meets KPI' rating for annual KPIs. While it is understood that employees may not meet KPIs in every quarterly review, a 'meets KPI' rating must be achieved on an annual basis to be considered for merit.

Employee:		**Employee #:**	
Employee email:		**Supervisor:**	

Summary of annual review of employee's performance:

DRAFT

Question 1: Assess the employee's constituent[1] relations

1. Effective Communication
2. Problem Solving
3. Empathy and Respect
4. Timeliness and Efficiency
5. Professionalism and Integrity
6. Advocacy and Support
7. Feedback and Improvement

Constituent Relations Score- select one	
	Exemplary constituent relations- must provide two examples (see below)
	Provides average constituent relations/ 'meets expectations'
	Needs improvement- provide guidance below

Question 1: Details

- If the employee received a ranking of 'exemplary,' provide two examples below.
- If the employee received a ranking of 'needs improvement,' provide an example below.

Supervisor's response:

DRAFT

[1] Constituents include the public, clients, patients, county stakeholders, direct reports, supervisors, boards/ commissions, etc.

Question 2: Professionalism. Assess the employee's dedication to professionalism

1. Quality of Work
2. Communication Skills
3. Reliability and Dependability
4. Ethical Conduct
5. Professional Relationships
6. Personal Development
7. Conduct and Appearance

Professionalism Score- select one	
	Outstanding professionalism- must provide two examples (see below)
	Provides average professionalism/ 'meets expectations'
	Needs improvement- provide guidance below

Question 2: Details

- If the employee received an 'outstanding' ranking, provide two examples below.
- If the employee received a ranking of 'needs improvement,' provide an example below.

Supervisor's response:

DRAFT

Question 3: Engagement and Ownership. Assess the employee's engagement and ownership in self, Commission, and County

1. Engagement and ownership of personal responsibilities and advancement
2. Engagement and ownership with the Commission
3. Engagement and ownership in the County

Assessment of engagement and ownership- select one	
	Outstanding- must provide two examples (see below)
	Provides average engagement and ownership/ 'meets expectations'
	Needs improvement- provide guidance below

Question 3: Details

- If the employee received a ranking of 'excellent' provide two examples below.
- If the employee received a ranking of 'needs improvement,' provide an example below.

Supervisor's response:

DRAFT

Key Performance Indicators (KPI)

Please provide three Key Performance Indicators (KPIs) for each employee. For each KPI, include the following details:

- Measurement and Tracking: How will the KPI be measured? Describe the specific metrics or data points used to evaluate performance.
- How will the KPI be tracked? Explain the tools, systems, or methods used to monitor and record performance data.
- Who will measure the KPI? Identify the individual or team responsible for evaluating and tracking the KPI, such as a supervisor, manager, or designated performance review team.

Quarterly Benchmarks:

- Set Quarterly Targets: Outline the expected performance levels for each KPI at the end of each quarter.
- Provide Examples: Include numerical or percentage targets to illustrate the expected progress throughout the year.

Exceeding the KPI:

- Beating the KPI by 5%: Describe how the employee can achieve performance that is 5% higher than the set KPI target.
- Beating the KPI by 10%: Explain how the employee can surpass the KPI target by 10%.

KPI 1

-

KPI 2

-

KPI 3

-

DRAFT

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: **October 17, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

A. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
B. Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County.
C. Report by counsel on Supreme Court of Appeals of West Virginia Case No. 23-369.
D. Report by counsel on Jefferson County Circuit Court Case No. 23-112.

Is this a funding request? **No**
If so, how much? $
Provide exact financial impact/request:

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

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

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

Contact information: **Jaymee Houser**
Email address: **jhouser@jcpawv.org** Phone Number: **304-728-3318**

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

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM

Department or Organization: Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 17, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

- **Time and location of the Canvass**

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

The date of the Canvass is set in Code- the Monday following election. This year, however, because the Monday falls on a holiday (Veterans' Day), the Canvass must take place the following day-- Tuesday, November 12, 2024.

Suggested motion: Motion that the Canvass be held at the Jefferson County Historic Court House beginning at 9:30 am on Tuesday, November 12, 2024.

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*):

Suggested motion: Motion that the Canvass be held at the Jefferson County Historic Court House beginning at 9:30 am on Tuesday, November 12, 2024.

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: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 1 hour

Date Requested – 1st Choice: **October 17, 2024**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

1. Impact fee next steps (see attached)
2. Shepherdstown Tower letter of support (see attached)
3. FY 23 Audit Update (see attached)
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space

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

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

See attached

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

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

Contact information:
Email address: Phone Number:

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

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Kelvin Upson

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, October 17, 2024

Impact Free Study Next Steps

The Commission hosted an Impact Fee Study Workshop on September 26th. It is anticipated that the Commission will host an Impact Fee Public Hearing just after the election is certified/ new commissioners are sworn in in November. The public hearing will be on November 19th.

After the public hearing, the Commission will consider changes to the Impact Fee. Should the Commission approve changes to the Impact Fee, the Commission would consider ordinance changes to implement the fee. Should this be the direction of the Commission, we anticipate the consideration of the Impact Fee ordinances in December.

Shepherdstown Tower Letter of Support

We are working with Region 9 to apply for funding to cover some of the cost of the Shepherdstown Tower project. The grant application requires a letter stating our match.

Attached is a letter for support guaranteed the $600,000 match. We allocated $600,000 for this project under ARPA 23, and no additional funding from the Commission is currently sought.

Suggested motion: motion to approve the Shepherdstown Tower letter of support as presented.

FY 23 Audit Update

The FY 23 Audit is complete and filed. It is also available online. Annually the Commission preforms an audit with an external auditor.

During this audit, the independent auditor found that two component agencies had not completed their audits for inclusion with the Commissions audit- Parks and Recreation and the Emergency Services Agency. Upon inspection of our contract with the independent

auditor, it was revealed that our contact with this auditor also included audit of the JCESA. We followed up with the independent auditor to have them complete the work. During this time, we worked with Parks and Recreation to have their audit completed and submitted.

There were no other significant findings.

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
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PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

Todd Midkiff, Utilities Analyst
Attention: Karen Buckley, Acting Executive Secretary
Public Service Commission of West Virginia
P.O. Box 812
Charleston, WV 25323

October 3, 2024

RE: Jefferson County Wireless Tower Access Assistance Fund Grant Application

The Jefferson County Commission requests $926,000.00 towards the installation of a wireless emergency communications tower in Shepherdstown to enhance emergency communications radio signals in this area. Currently, emergency communications radio signals in this area is inconsistent—with some areas unable to access emergency communications radio signals. The proposed tower will allow for the operation of telecommunication assets in support of planned special events and in response to disaster, citizens in need, and first responders.

The Commission agrees to commit $600,000.00 towards the total project cost of $1,526,655.00. Additional funding sources are unavailable for projects of this type.

Thank you for your consideration of this project and your commitment to enhancing community safety.

Respectfully,

Steve Stolipher
Commission President

County Administrator
Edwina Benites-LM

Quarterly Report

July 1, 2024 – September 30, 2024

1. **Active Projects**
    a. Civil War Battlefield Preservation in Jefferson County – Ongoing
        i. Shepherdstown Battlefield properties acquisition and management – ongoing
        ii. Lobby for Antietam National Battlefield boundary expansion to include Shepherdstown Battlefield – ongoing.
        iii. James Osbourn House and barn maintenance & repair - ongoing
        iv. Potomac River front clean up April and October of every year
    b. Peter Burr Farm building and grounds improvements and programing – ongoing
    c. Host an AmeriCorps Member – Elizabeth Nicholson
    d. Develop grant application and eligibility requirements for JCHPF, a new grant program
    e. JC History Project Wiki – sponsor and coordinate - ongoing
    f. Duffields Depot rehabilitation - ongoing
    g. Concept Plan reviews in conjunction with JC Planning Department – ongoing
    h. Cell tower reviews in conjunction with WVSHPO & JC Planning Department – ongoing
    i. Continual verification of JCHLC historic sites inventory data – ongoing
    j. Identify all cemeteries in Jefferson County and add to GIS layer- ongoing.
    k. Actively maintain Fairview, Kearneysville Methodist, and Middleway cemeteries - ongoing
    l. Text amendment to Zoning Ordinance to include - Delay of demolition
    m. Articles on historic preservation to appear in the *Observer* and *Spirit* – ongoing.
    n. Use Duffield's Depot as an example to implement *Teaching with Historic Places* – ongoing
    o. Studying the viability of history tours of Jefferson County
    p. Create a Friends Group for Duffields Depot, 501c3.
    q. Work with Mills Group on a Pro Bono project, phased interpretation of Duffields Depot

2. **Projects Completed**
    a. Updated historic resources data layer - July 26
    b. Made all JC WVHPIF's available on the JC Public Research Portal – July 31
    c. *Woodbyrne* added to the National Register of Historic Places – August 2
    d. Hosted Jake Blackall, AmeriCorps Member, departure date August 16

Submitted by
Martin Burke, Chair