

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, November 21, 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/87317284310?pwd=5cfEcnYwgTI6D4Jm8uNdJvmSUxkE3c.1>

Meeting ID: 873 1728 4310

Passcode: 095040

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. November 14, 2024
2. November 21, 2024

2. Approval of Manual Checks:

1. November 15, 2024
2. November 22, 2024

3. Approval of Payroll:

1. November 8, 2024

4. Approval of Requisitions:

1. November 21, 2024

5. Approval of Meeting Minutes

1. October 3, 2024
2. October 17, 2024
3. November 12, 2024
4. November 18, 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 Roger Goodwin, Deputy County Administrator/ Director and Chief Engineer
Michelle Mason, Impact Fees Program Specialist
 1. Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Impact Fees
2. 6:55 pm Tom Hanson, Sheriff and Treasurer
 1. Tax Deputy New Hire
 2. Home Confinement Update
 3. Administrative Assistant New Hire
3. 7:10 pm Mike Sine, Director of Emergency Services
 1. Pay Adjustment in accordance with ESA AP1192 for 10 years of prior work experience and service.
 2. Approval of Ronnie Shutts from part-time to full-time FF/ EMT III effective 11/24/2024.

4. 7:20 pm Jessica James, Chief Human Resources Officer
 1. Approval to hire – CFO position
 2. Notices of Solicitation – GIS Analyst Level 1 and Building Code Plans Reviewer - informational only

5. 7:30 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.

6. 7:40 pm Roger Goodwin, Deputy County Administrator, Director and Chief County Engineer of the Jefferson County Department of Engineering, Planning, and Zoning
 1. Appointment of Acting/ Interim Zoning Administrator

7. 7:45 pm Edwina Benites-LM, County Administrator
 1. Hydrogeologic Studies- Berkeley County
 2. Assessor’s Additional Duties
 3. Commissioner/ Board seats held by current commissioners
 4. 250th Anniversary Celebration
 5. CDARS Renewal Approval

8. ADJOURN

CORRESPONDENCE AND INFORMATION

1. Moshe Hay Saikevich
2. West Virginia Courthouse Facilities and Improvement Authority
3. David Tabb

Minutes

Jefferson County Commission

Thursday, October 3, 2024

A meeting of the Jefferson County Commission was held on Thursday, October 3, 2024, during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson,. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, and Jacki Shadle, County Clerk. The archived meeting of the Thursday, October 3, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for September 27, 2024, in the amount of \$438,295.60. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for October 3, 2024, in the amount of \$165,076.34. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90400		AHA-ARTS & HUMANITIES ALLIANCE	1,386.54
90401		ANDREW BILLER	104.00
90402		AT&T	1,095.21
90403		AT&T MOBILITY - CC	2,958.59
90404		AT&T BILL PAYMENT	5.16
90405		AUTUMN ULSH	5,250.00
90406		BIEDLERS ELEC MOTOR REP	283.60
90407		BUREAU OF CHILD SUPPORT	865.85

90408		COMPTROLLER OF MARYLAND	1,429.00
90409		COX HOLLIDA YOUNG PLLC	6,731.88
90410		DAVID EVERETT BOOBER	465.80
90411		DEARBORN LIFE INSURANCE COMPANY	5,483.42
90412		EFTPS IRS TAXES	150,073.11
90413		EMPOWER RETIREMENT	7,876.07
90414		FILE & SERVEXPRESS	15.90
90415		FIRST CITIZENS BANK & TRUST CO	2,230.47
90416		G & TRIPLE T LLC	3,650.00
90417		IPC TECHNOLOGIES INC.	17,076.00
90418		JASON MICKEY	659.29
90419		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,053.12
90420		JEFFERSON CO CONVENTION AND VISITORS BUREAU	34,663.46
90421		JEFF CO PARKS & RECREATION COMMISSION	31,223.81
90422		JEFFERSON SECURITY BANK	3,665.00
90423		JOSHUA SMITH	104.00
90424		KAREN OLDEN	4,947.84
90425		LANGUAGE LINE SERVICES	193.20
90426		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	30.66
90427		MILLENIUIM INSURANCE GROUP	250.00
90428		MILLENIUIM INSURANCE GROUP	250.00
90429		MILLER'S SUPPLIES AT WORK	1,337.60
90430		NATHAN COCHRAN	150.00
90431		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90432		OLD CHARLES TOWN LIBRARY	3,000.00
90433		PA SCDU	320.00
90434		POTOMAC EDISON	29,899.50
90435		PSYCHOLOGICAL CONSULTING INC	200.00
90436		RICE TIRES CO	678.65
90437		DR. ROBERT E. JONES III	1,000.00
90438		RYAN JENKINS	671.00
90439		SCOTT BILLER	104.00
90440		SOFTWARE SYSTEMS INC	5,597.40
90441		SPIRIT OF JEFFERSON	239.68
90442		SUMMIT COMMUNITY BANK	375.14
90443		THE MOUNTAIN VIEW COTTAGE	1,501.99
90444		UNIFIRST	421.98
90445		US BANK	76,571.51
90446		VA DEPT OF TAXATION	7,486.50
90447		WAR MEMORIAL HOSPITAL	191.74
90448		WHOLESALE TIRES INC.	30.90

90449		WILLIAMS AUTO PARTS	71.97
90450		WITMER PUBLIC SAFETY GROUP INC	360.00
90451		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,673.65
90452		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	58,441.95
90453		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,725.57
90454		WV STATE TAX DEPARTMENT	43,586.21
90455	FG/009	BERKELEY CO SHERIFF'S OFFICE	4,400.87
90456	FG/009	RANSON POLICE DEPT	31,284.12
90457	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.78
90458	BS/011	SHERIFF OF JEFFERSON COUNTY	9,026.76
90459	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.07
			646,295.52

Mr. Stolipher motioned to approve the accounts payable for September 26, 2024, in the amount of \$646,295.52. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90460		BEGIN COUNSELING PLLC	180.47
90461		BENJAMIN S WILLIAMS	4,414.13
90462		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
90463		CAPITAL LIGHTING & SUPPLIES LLC	489.41
90464		CARDINAL HEALTH 110, LLC	30.24
90465		CHERI VEST	258.46
90466		COMMUNITY MARKETS INC	2,500.00
90467		COMPILED TECHNOLOGIES LLC	22,208.00
90468		ELIZABETH DUTKO	689.64
90469		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
90470		ESS ELECTION SYSTEMS & SOFTWARE	2,453.54
90471		FRONTIER	2.25
90472		FRONTIER	209.14
90473		FRONTIER	135.89
90474		FRONTIER	7,641.41
90475		FRONTIER	162.66
90476		FRONTIER	1,026.73
90477		FRONTIER	135.30
90478		FRONTIER	55.00
90479		GUTTMAN OIL CO	5,837.81
90480		HIGHMARK WV	206,198.04
90481		JEFF CO PARKS & RECREATION COMMISSION	156,512.25
90482		JEFFERSON DAY REPORT CENTER	38,750.00
90483		KIDWELLS PLUMBING & HEATING	7,400.00

90484		MARNEY TREESE	1,950.00
90485		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	1,780.17
90486		MINNICKS TOWING & RECOVERY	250.00
90487		NATIONAL VISION ADMIN.	1,598.10
90488		OBSESSION AUTOMOTIVE	303.93
90489		OLD CHARLES TOWN LIBRARY	24,675.00
90490		POTOMAC EDISON	5,263.65
90491		RICE TIRES CO	52.80
90492		ROBERTS OXYGEN COMPANY, INC	447.65
90493		SHANNON BURLETT	1,512.50
90494		SHEPHERDSTOWN PUB LIBRARY	23,175.00
90495		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
90496		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
90497		VALLEY HEALTH EMPLOYER HEALTH	50.00
90498		VICTOR C LUPIS III	5,323.37
90499		W B MASON CO. INC	127.37
90500		WV STATE TAX DEPARTMENT	11,713.51
TOTAL			608,463.42

Mr. Stolipher motioned to approve the accounts payable for October 3, 2024, in the amount of \$608,463.42. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			26-Sep-24	
OTHER FUNDS				
Check #	Fund	Vendor		Amount
611	CS/002	BRENDA HINKLE		340.6
612	CS/002	SPILLMAN THOMAS & BATTLE		\$715.00
931	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,155.74
932	HD/008	US BANK		\$91.36
1200	AV/056	PRINT-O-STAT		\$190.00
1201	AV/056	US BANK		\$1,122.45
366	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,819.42
357	AR/207	US BANK		\$898.64
167	IP/249	JEFF CO PARKS & RECREATION COMMISSION		\$24,582.00
TOTAL				\$32,915.21

Mr. Stolipher motioned to approve the manual checks for September 27, 2024, in the amount of \$32,915.21. The motion was approved unanimously.

			3-Oct-24	
--	--	--	----------	--

OTHER FUNDS				
Check #	Fund	Vendor		Amount
613	CS/002	SPILMAN THOMAS & BATTLE		\$162.50
1202	AV/056	MILLERS SUPPLIES AT WORK		\$2,477.00
1203	AV/056	MONROE SYSTEMS FOR BUSINESS		\$311.21
1006	CW/059	WV STATE AUDITOR		\$925.00
1893	CO/246	84 LUMBER		\$2,182.44
1894	CO/246	WRENCHERS		\$17,295.00
TOTAL				\$23,353.15

Mr. Stolipher motioned to approve the manual checks for October 4, 2024, in the amount of \$23,353.15. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Colin Stine

Amanda Stroud

David Tabb

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
John & Melodie Williams	PP	HFD 04	\$38.28	309093

Mr. Stolipher motioned to approve the exoneration of ticket Number 309093 as presented by Mrs. Banks. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Tax ticket apportionments

Mr. Stolipher motioned to approve the consolidation of parcel no. 3 Charles Town Corporation with parcel no.4 Charles Town Corporation as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

2. Jessica James, Chief Human Resources Officer

Years of Service Awards

Ronald Danzic – 10 years of service

Tony Gainey – 15 years of service

Steve Holz – 20 years of service

Margaret Gainey – 25 years of service

Teresa Hendricks – 25 years of service

3. Jacki Shadle, County Clerk

Approval to move part-time employee to full-time

Mr. Majdi motioned to approve Kelly Campbell, Finance Clerk, from a part-time position to full-time effective October 7, 2024 at a salary of \$42,660. The motion was seconded by Mr. Upson and approved unanimously.

4. Nikki Painter, Jefferson County Clerk- Probate office

Quarterly review of estates-approve estates opened since last quarterly review in July and close estates that have met all the requirements per WV state code

Mr. Stolipher recused himself from this agenda item.

Ms. Tabb motioned to convene as a fiduciary review board. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Majdi motioned to approve estates opened since the last quarterly review in July and to close estates that have met all the requirements per WV state code. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Majdi motioned to return to regular session. The motion was seconded by Mr. Upson and approved unanimously.

5. Jennifer Myers, Parks and Recreation; Debbie Lowe, Sheriff's Office

Bloomery Road Work Group

Jennifer Myers and Debbie Lowe gave an informational report on the initial findings of the Bloomery Road work group.

6. Edwina Benites-LM, County Administrator, Charli Heilmann, Cox Hollida Young

FY 2024 Budget Overview and changes – Cox Hollida Young

Ms. Benites-LM provided information regarding the FY 2024 budget overview and changes.

7. Jane Tabb, County Commission

Impact Fees

Mr. Stolipher motioned to schedule a public hearing and commission vote to consider the collection of impact fees as provided in the TischlerBise Impact Fee Report of September 26, 2024 on November 19, 2024, time to be determined. The motion was seconded by Ms. Tabb and approved unanimously.

8. Roger Goodwin, Engineering

Partial bond release for Roderick Planes, LLC-Aspen Greens Phase IIB-File #20-1-SD

Mr. Stolipher motioned for the partial release of \$2,196,659 for Performance Bond #54231397 with United Fire & Casualty Company construction bond security for Roderick Planes, LLC-Aspen Greens Phase IIB File #20-1-SD. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

9. Ami Sirbaugh, Children's Home Society of West Virginia-Victoria's House Child Advocacy Center

Letter supporting Children's Home Society of West Virginia – Victoria's House Child Advocacy Center

Ms. Tabb motioned to provide a letter of support to Children's Home Society of West Virginia in their application to apply for funding to aid in serving children and families in Berkeley, Morgan, and Jefferson counties through the West Virginia First Foundation. The motion was seconded by Mr. Upson. The motion was approved unanimously.

10. Jessica James, Chief Human Resources Officer

Approval of hire – full-time Firefighter/EMT I

Ms. Tabb motioned to approve the hire of Chase Osman as a full-time Firefighter/EMT I at an hourly rate of \$20.67 effective October 6, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Consider personnel issued involving potential employee complaint

Mr. Stolipher motioned to go into executive session to receive legal advice on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Mr. Majdi and approved unanimously.

11. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on West Virginia Human Rights Commission EREP-49-21

Mr. Stolipher motioned to go into executive session to receive legal advice on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Mr. Majdi and approved unanimously.

Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson counties

Counsel provided information regarding a minor boundary issue between Berkeley and Jefferson.

Report by counsel on wearing facemasks in public

Counsel provided information regarding the wearing of facemasks in public.

COUNTY ADMINISTRATOR REPORTS

12. **Edwina Benites-LM, County Administrator**

Using AI in Grant Applications

Ms. Benites-LM provided an update on the AI in grant applications workshop hosted by Jennifer Verdugo.

Bloomery Road Workgroup

Ms. Benites-LM provided an update on the Bloomery Road workgroup hosted by Jennifer Myers, Commissioner Kelvin Upson and Debbie Lowe.

Impact Fees Study

Ms. Benites-LM provided an update on the impact fees study and a reminder that a date of November 19, 2024 had been set for a public hearing. The time of the hearing is still to be determined.

BEAD Application

Mr. Stolipher motioned to approve the letter of support as presented by the county administrator and advance the MOU (memorandum of understanding) to counsel for review. The motion was seconded by Mr. Upson and approved unanimously.

Opioid Settlement Funds

Ms. Benites-LM advised that there were 18 applicants for the opioid settlement funds that closed on October 1, 2024. The applications will be considered at the next commission meeting.

Remaining ARPA Funds

The commission will consider applicants for the remaining ARPA funds at the next commission meeting.

Meeting minutes – options

Ms. Benites-LM provided feedback and information about the meeting minutes.

CFO Recruiting

Ms. Benites-LM provided an update on the recruiting status for a CFO.

Ranson Lot/ESA Expansion

Mr. Stolipher motioned to direct Edwina Benites-LM and Mike Sine go approach the city of Ranson about acquiring the lot and combining the ESA building in Ranson. The motion was seconded by Mr. Tabb. The motion was approved unanimously.

Congressionally Directed Spending Requests

Ms. Benites-LM provided information regarding the congressionally directed spending requests.

Consider matters involving or affecting the construction, planning, purchase, sale or lease Of property for county office space and/or courthouse space

Mr. Stolipher motioned to go into executive session to receive legal advice regarding contractual issues on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Mr. Majdi and approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 12 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

Minutes

Jefferson County Commission

Thursday, October 17, 2024

A meeting of the Jefferson County Commission was held on Thursday, October 17, 2024, during the fourth quarterly session at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, October 17, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to West Virginia flag

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for October 11, 2024, in the amount of \$432,775.99. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for October 17, 2024, in the amount of \$91,736.74. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
90502	ADKINS AUTOMOTIVE LLC	1,885.89
90503	ADVANCE AUTO PARTS	35.94
90504	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
90505	AMERIFLEX	122.40
90506	AT&T	127.06
90507	BAKERTON VOLUNTEER FIRE DEPARTMENT	21,250.00
90508	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT	21,250.00
90509	BOLAND TRANE SERVICES INC	1,939.00

90510		BOUND TREE MEDICAL LLC	1,001.45
90511		BUREAU OF CHILD SUPPORT	865.85
90512		CAPITAL LIGHTING & SUPPLIES LLC	1,093.19
90513		CARDINAL HEALTH 110, LLC	1,403.86
90514		CHIEF TECHNOLOGIES	1,068.00
90515		CITIZENS VOLUNTEER FIRE DEPARTMENT	24,650.00
90516		COLONIAL LIFE	95.68
90517		COMPTROLLER OF MARYLAND	1,383.02
90518		DESIGN-BUILD SOLUTIONS, INC	2,217.30
90519		ECOURTDATE, INC	2,499.00
90520		EFTPS IRS TAXES	149,311.77
90521		EMPOWER RETIREMENT	7,948.30
90522		FILE & SERVEXPRESS	111.30
90523		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	21,250.00
90524		FRONTIER	135.30
90525		FRONTIER	3,181.28
90526		FRONTIER	2.25
90527		FRONTIER	55.00
90528		FRONTIER	135.30
90529		GUTTMAN OIL CO	5,346.28
90530		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	21,250.00
90531		J.C. EHRLICH	900.70
90532		JEFFERSON DAY REPORT CENTER	38,750.00
90533		JEFFERSON SECURITY BANK	4,138.00
90534		KELSEY STIPANOVIC	141.00
90535		KONE BROOKLYN	1,809.75
90536		MCA, INC	6,675.08
90537		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	9,282.71
90538		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	21,250.00
90539		MONROE SYSTEMS FOR BUSINESS	86.87
90540		NAPA AUTO PARTS	73.03
90541		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90542		PA SCDU	320.00
90543		PATTON BUILDING SERVICES, INC	11,999.00
90544		POTOMAC EDISON	199.65
90545		PPC LUBRICANTS LLC	274.85
90546		PRIORITY DISPATCH	25,600.00
90547		R.E. MICHEL CO. LLC	244.68
90548		RETIREE HEALTH BENEFIT TRUST	8,119.00
90549		RICOH USA INC	164.64
90550		ROBERTS OXYGEN COMPANY, INC	1,414.15

90551		RONALD FLETCHER	141.00
90552		SCOTT DEMORY	141.00
90553		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	21,250.00
90554		STAPLES	2,401.73
90555		STATE TAX DEPARTMENT	1,683.87
90556		SUMMIT COMMUNITY BANK	332.57
90557		TEK ADVISORS LLC	3,675.63
90558		THE HARTFORD	2,336.80
90559		TOLL PAYMENT PROCESSING CENTER	71.50
90560		UNIFIRST	275.34
90561		VINCENT TIONG	141.00
90562		WAR MEMORIAL HOSPITAL	416.15
90563		WITMER PUBLIC SAFETY GROUP INC	1,177.00
90564		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,395.21
90565		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,081.37
90566		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90567		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	70,265.14
90568		WV UNITED HEALTH SYSTEM	459.19
90569	GS/004	GENERAL COUNTY FUND - J FEE	13,074.40
90570	FG/009	SHERIFF OF JEFFERSON COUNTY	7,147.22
90571	BS/011	SHERIFF OF JEFFERSON COUNTY	9,141.42
90572	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
			638,066.46

Mr. Stolipher motioned to approve the accounts payable for October 10, 2024, in the amount of \$638,066.46. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90573		ALBERT HOCKMAN	133.00
90574		CHERI VEST	516.91
90575		CONOR O'SHEA	133.00
90576		COX HOLLIDA YOUNG PLLC	7,837.61
90577		DIGITAL DOCUMENT SOLUTIONS INC	989.07
90578		FRONTIER	36.69
90579		GUTTMAN OIL CO	5,131.59
90580		IRON MOUNTAIN	195.35
90581		MARK HOLLIS JR	360.00
90582		MARNEY TREESE	650.00
90583		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	694.62
90584		MICHAEL CARDEN	5,153.28
90585		MILLENIUUM INSURANCE GROUP	900.00

90586		OBSSESSION AUTOMOTIVE	310.01
90587		POTOMAC EDISON	45.61
90588		RICE TIRES CO	52.80
90589		ROBERTS OXYGEN COMPANY, INC	60.91
90590		THE HARTFORD	3,838.92
90591		US BANK	2,421.52
90592		VICTORIA MYERS	5,590.90
90593		WHOLESALE TIRES INC.	30.90
90594		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	795.08
			35,877.77

Mr. Stolipher motioned to approve the accounts payable for October 17, 2024, in the amount of \$35,877.77. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Check #	Fund	Vendor	10-Oct-24	Amount
		OTHER FUNDS		
343	DG/003	SHERIFF OF JEFFERSON COUNTY		\$426.94
933	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		\$3,270.40
934	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		\$906.10
935	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,229.66
8	PF/008	BAKERTON VOLUNTEER FIRE DEPARTMENT		\$14,475.69
9	PF/008	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT		\$14,475.69
10	PF/008	CITIZENS VOLUNTEER FIRE DEPARTMENT		\$14,475.69
11	PF/008	FRIENDSHIP VOLUNTEER FIRE DEPARTMENT		\$14,475.69
12	PF/008	INDEPENDENT VOLUNTEER FIRE DEPARTMENT		\$14,475.69
13	PF/008	MIDDLEWAY VOLUNTEER FIRE DEPARTMENT		\$14,475.69
14	PF/008	SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT		\$14,475.69
1204	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$12,996.00
379	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$155,528.31
368	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.14
168	IP/249	TISCHLERBISE INC		\$2,250.00
128	IL/249	TISCHLERBISE INC		\$1,296.00
139	IS/249	TISCHLERBISE INC		\$5,148.00
160	IE/249	TISCHLERBISE INC		\$1,422.00
4	IA/249	TISCHLERBISE INC		\$1,188.00
1482	SI/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT		\$95.00
1483	LI/249	SHERIFF OF JEFFERSON COUNTY - LAW ENF IMPACT		\$17,423.01

1484	PI/249	SHERIFF OF JEFFERSON COUNTY - PARK/REC IMPACT		\$107,521.08
1485	EI/249	SHERIFF OF JEFFERSON COUNTY - EMS IMPACT		\$11,313.01
1486	AI/249	SHERIFF OF JEFFERSON COUNTY - ADMIN		\$5,416.00
418	CW/369	SHERIFF OF JEFFERSON COUNTY		\$1,317.00
TOTAL				\$433,908.48

Mr. Stolipher motioned to approve the manual checks for October 11, 2024, in the amount of \$433,908.45. The motion was approved unanimously.

			17-Oct-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
369	AR/207	THOS SOMERVILLE		\$9,893.45
TOTAL				\$9,893.45

Mr. Stolipher motioned to approve the manual checks for October 18, 2024 in the amount of \$9,893.45. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

- John Doyle
- Jacquelyn Milliron
- Dottie Kracke
- David Tabb
- Chrissy Wimer
- Christine Marshall
- Carrie Blessing
- Colin Stine
- Krista Edwards

PRESENTATIONS

1. Angie Banks- Assessor

Land Consolidation – Raymond W. Delawder, Jr.

Mr. Stolipher motioned to approve the land consolidation of Raymond W. Delawder, Jr., parcel 01 map 1 parcel 10-1/5 Ac-Brackett’s Add with parcel 01 map 1 parcel 11.1 – 1 Lt. Delawder as presented by Mrs. Banks. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Tom Hansen, Jefferson County Sheriff's Department

GHSP Grant Award

Mr. Stolipher motioned to approve the acceptance of the Governor's Highway Safety program grant and authorize the President to sign associated documents. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

New Position Request

Mr. Stolipher motioned to approve the solicitation for an 80 hour assistant to the executive assistant with a starting salary range between \$36,000 and \$42,000. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

3. Bessie Nelson, Budget Director

Permission to advertise for Audit Committee and Audit RFP

Mr. Stolipher motioned 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 deemed appropriate by the County Commission. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to advertise for the FY 24 Single Audit RFP with a budget of \$35,100. The motion was seconded by Mr. Upson and approved unanimously.

4. Harvest Homes LLC

Request to schedule a public hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

Mr. Stolipher motioned to accept the Landowner petition for map amendment for Harvest Homes, LLC Parcels 11, 11.1 and 12 on map 4 in the Charles Town tax district and schedule a public hearing at the County Commission meeting on December 5, 2024 at a time to be determined and to refer the application to the Planning Commission for advice on the requests consistency with the Comprehensive Plan. The motion was seconded by Mr. Upson. The motion was approved unanimously.

5. Mike Shepp, Planning Commission and Luke Seigfried, County Planner

Planning Commission presentation of the recommended Comprehensive Plan

Mr. Stolipher motioned to hold a public hearing on the recommended Comprehensive Plan to be held on December 4, 2024 at Jefferson High School. The workshop will be from 5 p.m. to 6 p.m. and the public hearing will start at 6 p.m. Written comments will remain open until December 11, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

6. Jefferson County Commission

ARPA Funding Requests – Applicants

Jamila Jones – African American Community Association of Jefferson County

Josh Smith – Bakerton Fire Department

Sara Curley – Bolivar Harpers Ferry Public Library

Stacie Rohn – Boys & Girls Club of the Eastern Panhandle

Mark Peiffer – Community Markets Inc.

Sandy Knoerlein – Jefferson County Wild Lacrosse

Kelly Franklin – Jefferson County Day Report Center Inc.

Marcella Genz – Old Charles Town Library

7. Jefferson County Commission

Opioid Funding Requests – Applicants

Stacie Rohn – Boys & Girls Club of the Eastern Panhandle

Michelle Sudduth – CASA of the Eastern Panhandle

Mark Peiffer – Community Markets Inc.

Teresa Shumate – Community Networks, Inc.

Jan Hafer – Corporation of Shepherdstown and Shepherdstown Shares

Larry Togans – Fisherman’s Hall Community Outreach Committee

Patrick Madigan – Goldfinch Health Inc.

Sarah Higgins – Jefferson County SUPAR Coalition

Dr. Chuck Bishop – Jefferson County Schools

Lt. Steven Holz – Jefferson County Sheriff's Office

Melissa Knott – Jefferson County Treatment Court

Kelly Franklin – Jefferson County Day Report Center Inc.

Julie McDaniel – Recovery support/Sober living

Tina Burns – Shenandoah Community Health Foundation

Dr. Jennifer Flora – Shepherd University

Mark Stevanus – To the ResQ Inc.

Penny Porter – United Way of the Eastern Panhandle

Tyler Tummolo – Varsity Travel Harpers

Dr. Kumrick, Dr. Bushman – Street Medicine Program

8. Peter Villa, Jefferson County Solid Waste Authority

Jefferson County Solid Waste Authority proposes expansion of operations to adjoining transfer station and landfill property

Ms. Tabb recused herself from this agenda item.

Mr. Stolipher motioned to have legal counsel review the current lease and revisit the issue at a later date. The motion was seconded by Mr. Upson. The motion was approved unanimously.

9. Pasha Majdi, County Commissioner

Hydrogeological testing requirements for 1 and development

Mr. Majdi motioned to direct counsel to research the Berkeley County ordinance and report back to the County Commission, and furthermore to direct the County Administrator to liaise with the Berkeley County Government regarding this ordinance and report back to the Commission. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. Pasha Majdi, County Commissioner

Promotion of farm wineries and tourism in Jefferson County

Mr. Stolipher motioned to direct the JCDA to develop a plan for promoting farm wineries and related tourism in Jefferson County as presented by the County Commission in the 1st quarter of 2025. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

11. Edwina Benites-LM, County Administrator on behalf of Jessica James, Chief Human Resource Officer

Approval of letter of appointment-designation of fire chief

Mr. Stolipher motioned 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 Marshall designating Mr. Sine as Fire Chief. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Review and approval of update to Annual Performance Review Policy 217 and associated documents

Mr. Stolipher motioned to approve the revisions to Policy 217 as presented, including the approval of the associated employee review rubric and assessment form. The motion was seconded by Mr. Upson. The motion was approved unanimously.

12. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on West Virginia Human Rights Commission EREP-49-21

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Report by counsel on Supreme Court of Appeals of West Virginia Case No. 23-369

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Report by counsel on Jefferson County Circuit Court Case No. 23-112

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 pm. The motion was seconded by Mr. Majdi and approved unanimously.

13. Edwina Benites-LM, County Administrator

Time and location of the Canvass

Mr. Stolipher motioned to hold the canvass at the Jefferson County Historic courthouse beginning at 9:30 a.m. on Tuesday, November 12, 2024. The motion was seconded by Ms. Tabb and approved unanimously.

Impact fee next steps

The Impact Fee workshop was hosted on September 20, 2024. The next public hearing on the Impact Fee will be held on November 19, 2024.

Shepherdstown tower letter of support

Mr. Stolipher motioned for a letter of support for the Shepherdstown Tower Project. The motion was seconded by Ms. Tabb and approved unanimously.

FY 23 Audit Update

Ms. Benites-LM provided an update on the FY 23 audit.

Consider matters involving or affecting the construction, planning, purchase, sale or lease of property for county office space and/or courthouse space

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive contractual guidance and legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 12:00 a.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

DRAFT

Minutes
Jefferson County Commission
SPECIAL SESSION
Tuesday, November 12, 2024

A Special Session of the Jefferson County Commission was held on Tuesday, November 12, 2024, during the fourth quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Lynn Dillow, Administrative Clerk. The archived meeting of the Tuesday, November 12, 2024 Special Session is available on the Jefferson County Commission website.

Pledge of Allegiance

PUBLIC COMMENT:

Public comment was received by:

Mary Gee
Danny Lutz
David Tabb

AGENDA:

1. CIP Revision to include the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to amend the CIP. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

2. Impact Fee Study Revision to include the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to amend the Impact Fee study. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Approval to utilize up to \$13 million from capital outlay for the purchase and subsequent expenses related to the purchase of 393 N. Lawrence Street, Charles Town

Mr. Majdi motioned to authorize the expenditure of up to \$13 million dollars from capital outlay for the purchase and subsequent expenses related to the purchase of 393 North Lawrence Street, Charles Town and further authorize the Commission President, Mr. Stolipher to sign all necessary documents related to the expenditure. The motion was seconded by Mr. Upson. The motion was approved unanimously.

4. Approve request for qualifications (RFG) for financing arrangements for purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the request for qualifications for the RFQ for financing arrangements for the purchase of 393 North Lawrence Street, Charles Town, and to have staff review the document with our bond attorney. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Engagement letter on bond counsel-Bowles Rice regarding the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the commission to engage with bond counsel in regards to the purchase of 393 North Lawrence Street, Charles Town, WV 25414. The motion was seconded by Mr. Upson. The motion was approved unanimously.

6. Conrad/Luttrell invoice for legal services related to the purchase of 393 N. Lawrence Street, Charles Town

Ms. Tabb motioned to approve the invoice from Conrad Luttrell legal services related to the purchase of 393 North Lawrence Street in the amount of \$3795. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

7. Approve \$345,000 deposit with escrow agent as refundable earnest money deposit for the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the deposit of \$345,000 with an escrow agent as refundable earnest money deposit for the purchase of 393 North Lawrence Street, Charles Town, WV. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 10 a.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

DRAFT

Minutes

Jefferson County Audit RFP Review Committee

SPECIAL SESSION

Monday, November 18, 2024

A SPECIAL SESSION of the Jefferson County Audit RFP Review Committee was held on Monday, November 18, 2024, during the fourth quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were Commissioner Vice President Jane Tabb. Also present were Bessie Nelson, Budget Director, Edwina Benites-LM, County Administrator, and Jacki Shadle, County Clerk. The archived meeting of the Monday, November 18, 2024, special session is available on the Jefferson County Commission website.

Call to Order

Pledge of Allegiance

PUBLIC COMMENT:

No public comment was made.

PRESENTATIONS

Ms. Tabb motioned to accept Perry and Associates to conduct the Jefferson County Commission audit for the period of June 30, 2024 for the stated price of \$30,000. The motion was seconded by Ms. Shadle. The motion was approved unanimously.

Adjourn

Having no further business, Ms. Tabb motioned to adjourn the meeting. The committee adjourned at 9:40 a.m.

Jane Tabb, VICE PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Jefferson County Department of Engineering, Planning & Zoning**
Office of Impact Fees

Estimation of amount of time needed for appointment: **45 minutes**

Date Requested – 1st Choice: **November 21, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Impact Fees 2024 Recalculation Study – Possible Adoption of Revised Impact Fees**

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

Impact Fees are typically recalculated on a 5-year cycle. In May, 2024, the County Commission hired the consulting firm TischlerBise to perform the recalculation of the impact fees. This involves gathering the data from each of the impact fee entities, analyzing the data, determining the levels of service, and recalculating the impact fee amounts for each of the impact fee entities:

- **Jefferson County Schools**
- **Law Enforcement (Sheriff)**
- **Emergency Services Agency (EMS)**
- **Jefferson County Parks & Recreation**
- **Jefferson County Administrative Facilities**

The draft November 13, 2024, Impact Fee Study is attached.

Once the County Commission is satisfied with the study, they should move to accept the study. Then the County Commission has several options with regard to actions/motions on the study:

1. **Adopt the impact fees as presented.**
2. **Adopt the impact fees at a reduced rate.**
3. **Have some of the assets removed from the calculation (which will remove capital funding for those assets) and then recalculate the fees. This will result in lower fees.**
4. **Keep impact fees at the current rate.**

DRAFT
Impact Fee Study

Prepared for:
Jefferson County, West Virginia

November 9, 2024



4701 Sangamore Road

Suite S240

Bethesda, MD 20816

301.320.6900

www.TischlerBise.com

[PAGE INTENTIONALLY LEFT BLANK]

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

- GENERAL LEGAL FRAMEWORK 1
- CONCEPTUAL IMPACT FEE CALCULATION 2
- METHODOLOGY 3
- EVALUATION OF CREDITS 3

IMPACT FEE SUMMARY 4

- IMPACT FEE COMPONENTS 4
- PROPOSED IMPACT FEES..... 5
- CURRENT IMPACT FEES..... 6
- DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES..... 6

COUNTY ADMINISTRATION IMPACT FEES 7

- METHODOLOGY 7
- SERVICE AREA..... 7
- PROPORTIONATE SHARE 8
- IMPACT FEE COMPONENTS 9
 - County Administrative Space 9
 - Impact Fee Study – Plan-Based 10
- PROJECTED DEMAND 10
 - Administrative Space..... 10
- PROPOSED COUNTY ADMINISTRATION IMPACT FEES..... 11
- PROJECTED COUNTY ADMINISTRATION IMPACT FEE REVENUE..... 12

EMS IMPACT FEES..... 13

- METHODOLOGY 13
- SERVICE AREA..... 13
- PROPORTIONATE SHARE 14
- IMPACT FEE COMPONENTS 15
 - EMS Facilities..... 15
 - EMS Vehicles and Equipment..... 16
 - Impact Fee Study..... 17
- PROJECTED DEMAND 17
 - EMS Facilities..... 17
 - EMS Vehicles and Equipment..... 18
- PROPOSED EMS IMPACT FEES..... 19
- PROJECTED EMS IMPACT FEE REVENUE 20

LAW ENFORCEMENT IMPACT FEES..... 21

- METHODOLOGY 21
- SERVICE AREA..... 21
- PROPORTIONATE SHARE 22
- IMPACT FEE COMPONENTS 23
 - Sheriff Facilities 23

Impact Fee Study

Jefferson County, West Virginia

Sheriff Vehicles	24
Impact Fee Study	24
PROJECTED DEMAND	25
Sheriff Facilities	25
Sheriff Vehicles	25
PROPOSED LAW ENFORCEMENT IMPACT FEES	27
PROJECTED LAW ENFORCEMENT IMPACT FEE REVENUE	27
PARKS AND RECREATION IMPACT FEES	29
METHODOLOGY	29
SERVICE AREA	29
IMPACT FEE COMPONENTS	30
Park Land	30
Park Improvements	31
Recreation	32
Park Vehicles and Equipment	33
Impact Fee Study	34
PROJECTED DEMAND	35
Park Land	35
Park Improvements	36
Recreation Center Space	37
Park Vehicles and Equipment	38
PROPOSED PARKS AND RECREATION IMPACT FEES	39
PROJECTED PARKS AND RECREATION IMPACT FEE REVENUE	40
SCHOOL IMPACT FEES	41
METHODOLOGY	41
SERVICE AREA	41
PROPORTIONATE SHARE	42
STUDENT GENERATION RATES	42
Public School Students and Housing Units – PUMA 00400	42
Unadjusted Student Generation Rates – PUMA 00400	43
Public School Students and Housing Units – Jefferson County	44
Adjusted Student Generation Rates – Jefferson County Schools	44
STUDENT ENROLLMENT	45
Historical Enrollment	45
Projected Enrollment	46
COST OF CONSTRUCTION	46
IMPACT FEE COMPONENTS	46
High Schools – Incremental Expansion	46
Impact Fee Study – Plan-Based	47
CREDITS	48
Series 2021 Credit	48
PROPOSED SCHOOL IMPACT FEES	49
PROJECTED SCHOOL IMPACT FEE REVENUE	50

APPENDIX A: LAND USE ASSUMPTIONS..... 51

- RESIDENTIAL DEMAND FACTORS 52
 - Housing Unit Size 52
 - Residential Construction Trends 52
- NONRESIDENTIAL DEMAND FACTORS..... 53
- SUMMARY OF COUNTYWIDE GROWTH INDICATORS..... 54
- AVERAGE WEEKDAY VEHICLE TRIPS 55
 - Nonresidential Trip Generation Rates 55
 - Trip Rate Adjustments 56
 - Adjustment for Pass-By Trips 56
- NONRESIDENTIAL VEHICLE TRIP PROJECTIONS 57
 - Countywide 57
 - Unincorporated Jefferson County 57

APPENDIX B: LAND USE DEFINITIONS 58

- RESIDENTIAL DEVELOPMENT 58
- NONRESIDENTIAL DEVELOPMENT 59

APPENDIX C: SERVICE AREA MAPS..... 60

- COUNTYWIDE SERVICE AREA 60
- LAW ENFORCEMENT SERVICE AREA 61

APPENDIX D: PUBLIC USE MICRODATA AREA MAP 62

[PAGE INTENTIONALLY LEFT BLANK]

EXECUTIVE SUMMARY

Jefferson County, West Virginia, contracted with TischlerBise to update the County’s impact fees using current level-of-service standards. Impact fees are one-time payments used to construct system improvements needed to accommodate future development. The fee represents future development’s proportionate share of infrastructure costs. Impact fees may be used for infrastructure improvements or debt service for growth-related infrastructure. In contrast to general taxes, impact fees may not be used for operations, maintenance, replacement, or correcting existing deficiencies. This update of Jefferson County’s impact fees includes the following capital facilities:

1. County Administration
2. EMS
3. Law Enforcement
4. Parks and Recreation
5. Schools

GENERAL LEGAL FRAMEWORK

Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. Land use regulations, development exactions, and impact fees are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring that development is not detrimental to the quality of essential public services. The means to this end are also important, requiring both procedural and substantive due process. The process followed to receive community input, with stakeholder meetings, work sessions, and public hearings provide opportunity for comments and refinements to the impact fees.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an “essential nexus” between the exaction and the interest being protected (see *Nollan v. California Coastal Commission*, 1987). In a more recent case (*Dolan v. City of Tigard, OR*, 1994), the Court ruled that an exaction also must be “roughly proportional” to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

There are three reasonable relationship requirements for impact fees that are closely related to “rational nexus” or “reasonable relationship” requirements enunciated by a number of state courts. Although the term “dual rational nexus” is often used to characterize the standard by which courts evaluate the validity of impact fees under the U.S. Constitution, we prefer a more rigorous formulation that recognizes three elements: need, benefit, and proportionality. The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S.

Supreme Court in the *Dolan* case. Individual elements of the nexus standard are discussed further in the following paragraphs.

All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the capacity of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of growth-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. In this study, the impact of development on infrastructure needs is analyzed in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to impact fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify growth-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development (e.g. a typical housing unit's average weekday vehicle trips).

A sufficient benefit relationship requires that impact fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Impact fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or the state enabling legislation requires that facilities funded with fee revenues be available *exclusively* to development paying the fees. In other words, benefit may extend to a general area including multiple real estate developments. All of these procedural, as well as substantive, issues are intended to ensure that new development benefits from the impact fees they are required to pay. The authority and procedures to implement impact fees is separate from and complementary to the authority to require improvements as part of subdivision or zoning review.

CONCEPTUAL IMPACT FEE CALCULATION

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the impact fee formula is to determine infrastructure units per service unit, typically called level-of-service (LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per thousand people. The third step in the impact fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/ or park improvements.

METHODOLOGY

Impact fees for the capital facilities made necessary by future development must be based on the same level of service (LOS) provided to existing development in the service area. There are three basic methodologies used to calculate impact fees. They examine the past, present, and future status of infrastructure. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different cost components. Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of growth-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating impact fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

EVALUATION OF CREDITS

There are two types of credits that should be addressed in impact fee studies and ordinances. The first type of credit is a revenue credit due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the impact fee. This type of credit is integrated into the fee calculation, thus reducing the fee amount.

The second type of credit is a site-specific credit, or developer reimbursement, for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the impact fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

IMPACT FEE SUMMARY

IMPACT FEE COMPONENTS

Shown below, Figure 1 summarizes service areas, methodologies, and capital facilities for each infrastructure category.

Figure 1: Proposed Impact Fee Service Areas, Methodologies, and Capital Facilities

Infrastructure Category	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
County Administration	Jefferson County	N/A	Administrative Space	Impact Fee Report	Population, Jobs
EMS	Jefferson County	N/A	EMS Vehicles and Equipment	EMS Facilities, Impact Fee Report	Population, Nonresidential Vehicle Trips
Law Enforcement	Unincorporated Jefferson County	N/A	Sheriff Vehicles	Sheriff Station Space, Impact Fee Report	Population, Nonresidential Vehicle Trips
Parks and Recreation	Jefferson County	N/A	Park Land, Park Improvements, Park Facilities, Park Vehicles and Equipment	Impact Fee Report	Population
School	Jefferson County	N/A	High School Facilities, Land	Impact Fee Report	Students

PROPOSED IMPACT FEES

Proposed impact fees for residential development will be assessed per dwelling unit, based on the type of unit. Nonresidential impact fees will be assessed per 1,000 square feet of floor area, based on the type of development (per room for hotels and per bed for nursing homes). Proposed impact fees are shown below in Figure 2.

Fees shown below represent the maximum allowable fees. Jefferson County may adopt fees that are less than the amounts shown; however, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital improvements and/or a decrease in Jefferson County’s level-of-service standards. All costs are in current dollars with no assumed inflation rate over time. If cost estimates change significantly over time, impact fees should be recalibrated.

Figure 2: Proposed Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$2,015	\$509	\$394	\$1,179	\$6,772	\$10,868
Multi-Family	\$1,422	\$359	\$278	\$832	\$1,198	\$4,088

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$814	\$119	\$119	\$0	\$0	\$1,051
Business Park	\$1,595	\$304	\$303	\$0	\$0	\$2,202
Manufacturing	\$980	\$116	\$116	\$0	\$0	\$1,212
Warehousing	\$175	\$42	\$42	\$0	\$0	\$259
Commercial/Shopping Center	\$1,101	\$596	\$595	\$0	\$0	\$2,291
Office/Institutional	\$1,687	\$265	\$264	\$0	\$0	\$2,215
Hotel (per room)	\$289	\$82	\$82	\$0	\$0	\$452
Nursing Home (per bed)	\$1,057	\$75	\$74	\$0	\$0	\$1,206

Impact Fee Study

Jefferson County, West Virginia

CURRENT IMPACT FEES

Current impact fees for residential development are assessed per dwelling unit, based on the type of unit. Nonresidential impact fees are assessed per 1,000 square feet of floor area, based on the type of development. The current fee schedule does not contain fee categories for hotel and nursing home land use categories. Current impact fees shown below in Figure 3 represent the current County fee schedule.

Figure 3: Current Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family Detached	\$57	\$119	\$636	\$1,131	\$1	\$1,944
Multi-Family	\$40	\$86	\$455	\$810	\$1	\$1,392

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$0	\$0	\$0	\$0	\$0	\$0
Business Park	\$0	\$0	\$0	\$0	\$0	\$0
Manufacturing	\$0	\$0	\$0	\$0	\$0	\$0
Warehousing	\$0	\$0	\$0	\$0	\$0	\$0
Commercial/Shopping Center	\$0	\$0	\$0	\$0	\$0	\$0
Office/Institutional	\$0	\$0	\$0	\$0	\$0	\$0

DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES

The differences between proposed and current impact fees are displayed in Figure 4.

Figure 4: Difference Between Proposed and Current Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$1,958	\$390	(\$242)	\$48	\$6,771	\$8,924
Multi-Family	\$1,382	\$273	(\$177)	\$22	\$1,197	\$2,696

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$814	\$119	\$119	\$0	\$0	\$1,051
Business Park	\$1,595	\$304	\$303	\$0	\$0	\$2,202
Manufacturing	\$980	\$116	\$116	\$0	\$0	\$1,212
Warehousing	\$175	\$42	\$42	\$0	\$0	\$259
Commercial	\$1,101	\$596	\$595	\$0	\$0	\$2,291
Office & Institutional	\$1,687	\$265	\$264	\$0	\$0	\$2,215
Hotel (per room)	\$289	\$82	\$82	\$0	\$0	\$452
Nursing Home (per bed)	\$1,057	\$75	\$74	\$0	\$0	\$1,206

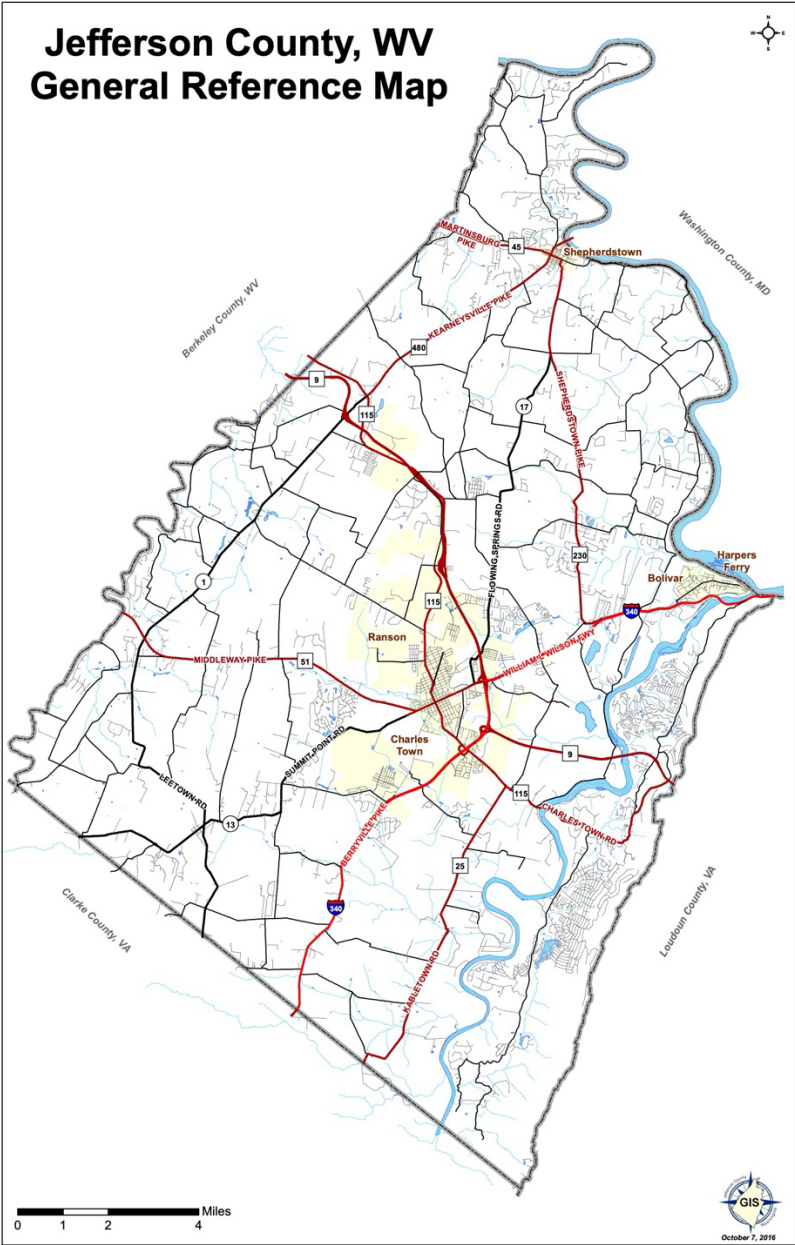
COUNTY ADMINISTRATION IMPACT FEES

METHODOLOGY

The County Administration impact fees include components for future County Administration building space and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for the building space component. The plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County government provides administrative services throughout Jefferson County; therefore, there is a single service area for the County Administration impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The County Administration impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2021 estimates (the latest data available at the time of this study) from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure CA1: Proportionate Share

Demand Units in 2021				
Category	Demand Units		Demand Hours/Day	Person Hours
Residential				
Population	58,473	↙		
Residents Not Working	32,571		20	651,425
Employed Residents	25,902	↘		
Employed in Jefferson County, WV	6,814		14	95,396
Employed outside Jefferson County, WV	19,088		14	267,232
Residential Subtotal				1,014,053
Residential Share				78%
Nonresidential				
Non-working Residents	32,571		4	130,285
Jobs Located in Jefferson County, WV	16,053	↘		
Residents Employed in Jefferson County, WV	6,814		10	68,140
Non-Resident Workers (inflow commuters)	9,239		10	92,390
Nonresidential Subtotal				290,815
Nonresidential Share				22%
Total				1,304,869

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.23.5 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. TischlerBise recommends using jobs as the best demand indicator for County Administration facilities. Employment density rates are highest for office/institutional development and lowest for industrial/warehouse development. Commercial development, such as a shopping center, falls between the other two categories. This ranking of employment density is consistent with the relative demand for County Administration services from nonresidential development.

IMPACT FEE COMPONENTS

County Administrative Space

Jefferson County’s general government/administrative functions are currently housed in several facilities totaling 72,622 square feet. The County intends to purchase an existing 21,600 square foot building and renovate/remodel to accommodate growth in the County’s administrative functions. The cost of this purchase and remodel totals \$19.1 million, or \$884 per square foot. An incremental expansion approach is used in order to capture the growth-related portion of this purchase/renovation. This will ensure new development doesn’t pay more than its proportionate share.

The existing level of service for residential development is 0.9177 square feet per person (72,622 square feet X 78 percent residential share / 61,728 persons). The existing nonresidential level of service is 0.5852 square feet per job (72,622 square feet X 22 percent nonresidential share / 27,302 jobs). The cost per square foot for the new building is used to determine the cost per demand unit. This results in a cost per person of \$811.45 per person (0.9177 square feet per person X \$884 per square foot) and \$517.46 per job (0.5852 square feet per job X \$884 per square foot).

Figure CA2: County Administration Level of Service and Cost Allocation

Description	Square Feet
Courthouse	17,850
Old Jail Annex	14,498
Reininger	7,755
Moffet	5,172
Mason	13,272
Hunter House	5,825
Gray Building	8,250
Total	72,622

Cost Factors	
Cost per Square Foot ¹	\$884

Level-of-Service (LOS) Standards	
Existing Square Feet	72,622
Residential	
Residential Share	78%
2024 Population	61,728
Square Feet per Person	0.9177
Cost per Person	\$811.45
Nonresidential	
Nonresidential Share	22%
2024 Jobs	27,302
Square Feet per Job	0.5852
Cost per Job	\$517.46

Source: Jefferson County

Impact Fee Study – Plan-Based

The cost to prepare the County Administration impact fees equals \$6,600, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$0.86 per person and \$0.64 per job.

Figure CA3: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	2024	2029	5-Year Change	Cost per Service Unit
		Residential	Nonresidential		Population	Jobs	Change	
County Administration	\$6,600	Residential	78%	Population	61,728	67,748	6,020	\$0.86
		Nonresidential	22%	Jobs	27,302	29,572	2,270	\$0.64

PROJECTED DEMAND

Administrative Space

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development accounts for 11,048 square feet of the planned 21,600 square foot expansion of County Administrative space (12,040 additional persons X 0.9177 square feet per person). With the projected increase of 4,405 jobs over the next 10 years, future nonresidential development accounts for 2,578 square feet of the planned 21,600 square foot expansion of County Administrative space (4,405 additional jobs X 0.5852 square per job). Total demand is approximately 13,626 square feet at a cost of approximately \$12.04 million.

Figure CA4: Projected Demand for Administrative Facilities

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
County Administration Facilities	0.9177 Square Feet	per Person	\$884
	0.5852 Square Feet	per Job	

Demand for County Administration Facilities						
	Year	Population	Jobs	Square Feet		
				Residential	Nonresidential	Total
Base	2024	61,728	27,302	56,645	15,977	72,622
Year 1	2025	62,932	27,821	57,750	16,280	74,030
Year 2	2026	64,136	28,259	58,855	16,537	75,391
Year 3	2027	65,340	28,697	59,960	16,793	76,752
Year 4	2028	66,544	29,134	61,064	17,049	78,113
Year 5	2029	67,748	29,572	62,169	17,305	79,474
Year 6	2030	68,952	30,010	63,274	17,561	80,835
Year 7	2031	70,156	30,434	64,379	17,810	82,189
Year 8	2032	71,360	30,859	65,484	18,058	83,542
Year 9	2033	72,564	31,283	66,589	18,306	84,895
Year 10	2034	73,768	31,708	67,693	18,555	86,248
10-Yr Increase		12,040	4,405	11,048	2,578	13,626

Growth-Related Expenditures	\$9,769,450	\$2,279,598	\$12,049,048
------------------------------------	--------------------	--------------------	---------------------

PROPOSED COUNTY ADMINISTRATION IMPACT FEES

Infrastructure components and cost factors for County Administration impact fees are summarized in the upper portion of Figure CA5. For County Administration impact fees, the capital cost is \$812.30 per person and \$518.09 per job.

County Administration impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$2,015 is calculated using a cost of \$812.30 per person multiplied by a demand unit of 2.48 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area (per room for Hotel and per bed Nursing Home). The commercial/shopping center fee of \$1,101 per 1,000 square feet of floor area is derived from a cost of \$518.09 per job multiplied by a demand unit of 2.12 jobs per 1,000 square feet.

Figure CA5: Proposed County Administration Impact Fees

Fee Component	Cost per Person	Cost per Job
County Administration Space	\$811.45	\$517.46
Impact Fee Report	\$0.86	\$0.64
Total	\$812.30	\$518.09

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$2,015	\$57	\$1,958
Multi-Family	1.75	\$1,422	\$40	\$1,382

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Square Feet ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.57	\$814	\$0	\$814
Business Park	3.08	\$1,595	\$0	\$1,595
Manufacturing	1.89	\$980	\$0	\$980
Warehousing	0.34	\$175	\$0	\$175
Commercial/Shopping Center	2.12	\$1,101	\$0	\$1,101
Office/Institutional	3.26	\$1,687	\$0	\$1,687
Hotel (per room)	0.56	\$289	n/a	n/a
Nursing Home (per bed)	2.04	\$1,057	n/a	n/a

1. See Land Use Assumptions

PROJECTED COUNTY ADMINISTRATION IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed County Administration impact fees shown in Figure CA5. As Figure CA6 indicates, new development from 2024 to 2030, will contribute approximately \$12.06 million towards the \$19.1 million County Administrative space expansion.

Figure CA6: Projected County Administration Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Administrative Facilities	\$12,049,048	\$7,050,952	\$19,100,000
Impact Fee Report	\$7,200	\$0	\$6,600
Total	\$12,056,248	\$7,050,952	\$19,106,600

		Single Family \$2,015 per unit	Multi-Family \$1,422 per unit	Industrial \$814 per 1,000 sq ft	Comm/Shop \$1,101 per 1,000 sq ft	Office/Inst \$1,687 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	21,162	3,552	2,679	3,495	4,813
Year 1	2025	21,597	3,624	2,730	3,561	4,905
Year 2	2026	22,032	3,696	2,773	3,617	4,982
Year 3	2027	22,466	3,767	2,816	3,673	5,059
Year 4	2028	22,901	3,839	2,859	3,729	5,136
Year 5	2029	23,336	3,911	2,902	3,785	5,214
Year 6	2030	23,771	3,983	2,945	3,841	5,291
Year 7	2031	24,206	4,055	2,986	3,896	5,366
Year 8	2032	24,640	4,126	3,028	3,950	5,440
Year 9	2033	25,075	4,198	3,069	4,004	5,515
Year 10	2034	25,510	4,270	3,111	4,059	5,590
10-Year Increase		4,348	718	432	564	777
Projected Revenue		\$8,759,088	\$1,020,658	\$351,816	\$620,695	\$1,309,904

Projected Fee Revenue	\$12,062,162
Total Expenditures	\$19,106,600
Existing Development Share	\$7,044,438

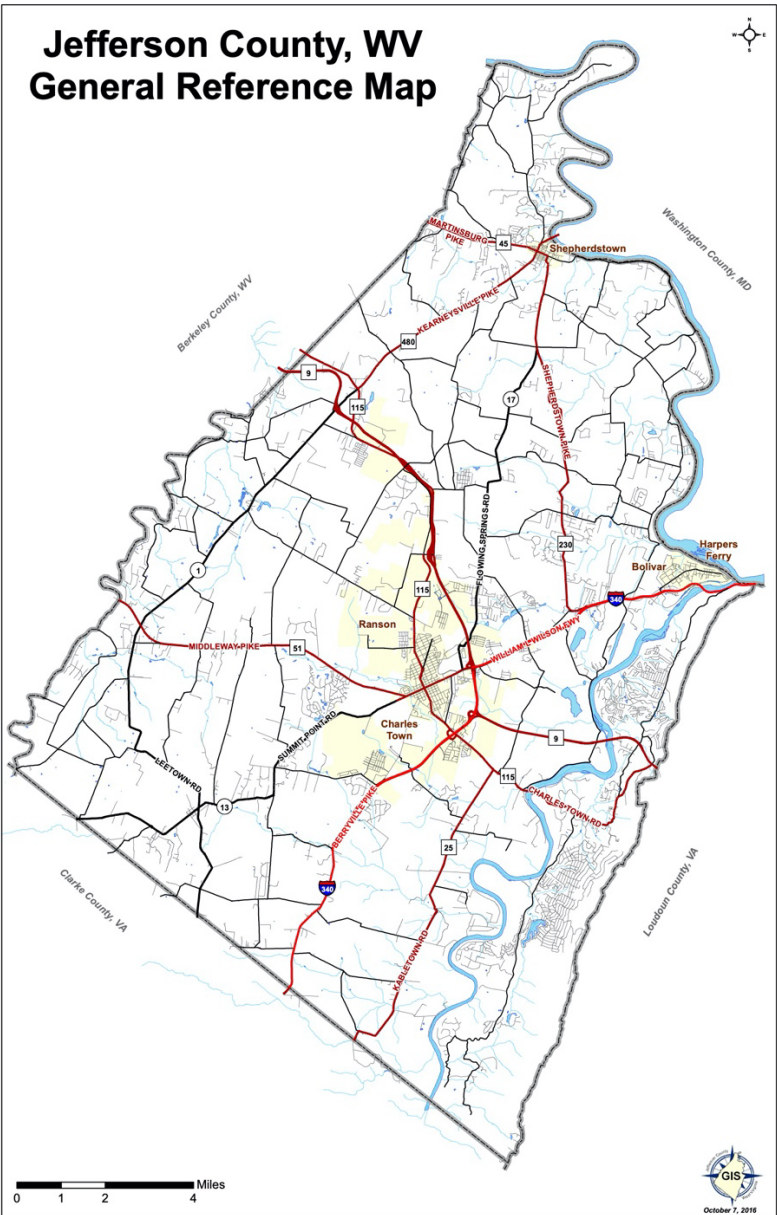
EMS IMPACT FEES

METHODOLOGY

The EMS impact fees include components for EMS facilities, EMS vehicles and equipment, and the cost of preparing the Impact Fee Study. The plan-based methodology is used for future stations, and the incremental expansion methodology is used for EMS vehicles and equipment. The plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County provides EMS services throughout Jefferson County; therefore, there is a single service area for the EMS impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The EMS impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2021 estimates (the latest data available at the time of this study) from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure E1: Proportionate Share

Demand Units in 2021				
Residential			Demand Hours/Day	Person Hours
Population	58,473			
Residents Not Working	32,571		20	651,425
Employed Residents	25,902			
Employed in Jefferson County, WV	6,814		14	95,396
Employed outside Jefferson County, WV	19,088		14	267,232
Residential Subtotal				1,014,053
Residential Share				78%
Nonresidential				
Non-working Residents	32,571		4	130,285
Jobs Located in Jefferson County, WV	16,053			
Residents Employed in Jefferson County, WV	6,814		10	68,140
Non-Resident Workers (inflow commuters)	9,239		10	92,390
Nonresidential Subtotal				290,815
Nonresidential Share				22%
Total				1,304,869

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.23.5 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. Since nonresidential calls for service were unavailable by specific nonresidential use (i.e. retail, office, industrial, etc.), TischlerBise recommends using average weekday nonresidential vehicle trips as the best demand indicator for EMS facilities. Trip generation rates are highest for commercial development, such as a shopping center, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for law enforcement protection from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for fire and emergency medical services. If employees per 1,000 square feet of building area were used as the demand indicator, EMS impact fees would be too high for office/institutional development.

IMPACT FEE COMPONENTS

EMS Facilities

The Emergency Service Agency currently occupies a 29,000 square feet of building space. Jefferson County plans to construct a new 34,000 square foot Public Safety building, of which the Emergency Services Authority will occupy 14,000 square feet. This new Public Safety building is estimated to cost \$10.2 million, with the Sheriff and Emergency Services Agency splitting the cost evenly.

A plan-based approach is used to calculate the EMS station impact fee with the level of service set to the projected residential and nonresidential demand base in 2034. This ensures existing and new development are treated equally, and new development does not pay for a higher level of service than what is currently provided. The planned level of service for residential development is 0.3066 square feet per person (29,000 square feet X 78 percent residential share / 73,768 County residents in 2034). The planned nonresidential level of service is 0.0730 square feet per vehicle trip (29,000 square feet X 22 percent nonresidential share / 87,443 vehicle trips in 2034). Using a construction cost of \$383 per square foot (based on the planned Public Safety building costs of \$11.1 million divided by 29,000 square feet), the weighted average facilities cost is \$117.37 per person (0.3066 square feet per person X \$383 per square foot) and \$27.93 per vehicle trip (0.0730 square feet per vehicle trip X \$383 per square foot).

Figure E2: EMS Station Level of Service and Cost Allocation

Cost	Square Feet	Cost/ SF	Cost
EMS Share of Public Safety Building	14,000	\$364	\$5,100,000
Blue Ridge Mountain Station	15,000	\$400	\$6,000,000
TOTAL	29,000	\$383	\$11,100,000

Cost Factors	
Cost per Square Foot	\$383

Level-of-Service (LOS) Standards	
2034 Square Feet	29,000

Residential	
Residential Share	78%
2034 Population	73,768
Square Feet per Person	0.3066
Cost per Person	\$117.37
Nonresidential	
Nonresidential Share	22%
2034 Nonresidential Trips	87,443
Square Feet per Trip	0.0730
Cost per Job	\$27.93

Source: Jefferson County EMS Department

EMS Vehicles and Equipment

Jefferson County plans to expand its current inventory of EMS vehicles and equipment to serve future development. The current inventory includes 235 units with a total replacement value of \$6,883,500, so this analysis uses the average cost of \$29,291 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0030 units per person (235 units X 78 percent residential share / 61,728 persons). The existing nonresidential level of service is 0.0007 units per nonresidential vehicle trip (235 units X 22 percent nonresidential share / 75,294 nonresidential vehicle trips). Using the average cost of \$29,291 per unit, the EMS vehicles and equipment cost is \$86.98 per person (0.0030 units per person X \$29,291 per unit) and \$20.11 per nonresidential vehicle trip (0.0007 units per trip X \$29,291 per unit).

Figure E3: Level of Service and Cost Allocation

Description	Units	Unit Cost	Total Cost
Ambulances	10	\$400,000	\$4,000,000
Lifepak Cardiac Monitor	13	\$60,000	\$780,000
LUCAS CPR Device	12	\$18,000	\$216,000
Field Chase Vehicles	3	\$85,000	\$255,000
Staff Vehicles	3	\$65,000	\$195,000
Deceased Transport Van	1	\$40,000	\$40,000
CAD Tablets	20	\$2,500	\$50,000
Structural Fire Turnout PPE Ensemble	75	\$4,500	\$337,500
3 Body Mortuary Refrigerator	1	\$10,000	\$10,000
JCESA Owned Mobile Radios	28	\$5,000	\$140,000
JCESA Owned Portable Radios	37	\$5,000	\$185,000
Fire Engine for Training	1	\$100,000	\$100,000
Stair Chairs for Ambulances	10	\$10,000	\$100,000
Stretchers for Ambulances	11	\$25,000	\$275,000
Power Loads for Ambulances	10	\$20,000	\$200,000
Total	235	\$29,291	\$6,883,500

Cost Factors	
Average Cost per Unit	\$29,291

Level-of-Service (LOS) Standards	
Existing Units	235
Residential	
Residential Share	78%
2024 Population	61,728
Units per Person	0.0030
Cost per Person	\$86.98
Nonresidential	
Nonresidential Share	22%
2024 Nonresidential Vehicle Trips	75,294
Units per Job	0.0007
Cost per Job	\$20.11

Source: Jefferson County EMS Department

Impact Fee Study

The cost to prepare the EMS impact fees equals \$7,900, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.02 per person and \$0.77 per nonresidential vehicle trip.

Figure E4: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	2024	2029	5-Year Change	Cost per Service Unit
		Residential	Nonresidential					
EMS	\$7,900	Residential	78%	Population	61,728	67,748	6,020	\$1.02
		Nonresidential	22%	Vehicle Trips	27,302	29,572	2,270	\$0.77

PROJECTED DEMAND

EMS Facilities

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development accounts for 3,692 square feet of the planned 29,000 square feet of EMS facility space (12,040 additional persons X 0.3066 square feet per person). With the projected increase of 12,149 nonresidential vehicle trips over the next 10 years, future nonresidential development accounts for 886 square feet of the planned 29,000 square feet of EMS space (12,149 additional nonresidential trips X 0.0730 square per trip). Total demand is approximately 4,578 square feet of the planned 29,000 square feet at a cost of approximately \$1.75 million.

Figure E5: Projected Demand for EMS Facilities

Type of Infrastructure	Level of Service	Demand Unit	Total Cost
EMS Facilities	0.3066 Square Feet	per Person	\$383
	0.0730 Square Feet	per Vehicle Trip	

Demand for EMS Facilities						
	Year	Population	Vehicle Trips	Square Feet		
				Residential	Nonresidential	Total
Base	2024	61,728	75,294	18,928	5,494	24,422
Year 1	2025	62,932	76,725	19,297	5,598	24,895
Year 2	2026	64,136	77,932	19,667	5,686	25,353
Year 3	2027	65,340	79,139	20,036	5,774	25,810
Year 4	2028	66,544	80,347	20,405	5,862	26,267
Year 5	2029	67,748	81,554	20,774	5,950	26,724
Year 6	2030	68,952	82,761	21,143	6,038	27,182
Year 7	2031	70,156	83,932	21,512	6,124	27,636
Year 8	2032	71,360	85,102	21,882	6,209	28,091
Year 9	2033	72,564	86,273	22,251	6,295	28,545
Year 10	2034	73,768	87,443	22,620	6,380	29,000
10-Yr Increase		12,040	12,149	3,692	886	4,578

Growth-Related Expenditures	\$1,413,065	\$339,287	\$1,752,352
------------------------------------	--------------------	------------------	--------------------

EMS Vehicles and Equipment

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development demands an additional 35.8 units (12,040 additional persons X 0.0030 units per person). With projected growth of 12,149 nonresidential vehicle trips over the next 10 years, future nonresidential development demands an additional 8.3 units (12,149 additional nonresidential trips X 0.0007 units per trip). Total demand is approximately 44 units of EMS vehicles and equipment at a cost of approximately \$1.29 million.

Figure E6: Projected Demand for EMS Vehicles and Equipment

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
EMS Vehicles and Equipment	0.0030 Units	per Person	\$29,291
	0.0007 Units	per Trip	

Demand for EMS Vehicles and Equipment						
	Year	Population	Nonresidential Trips	Units		
				Residential	Nonresidential	Total
Base	2024	61,728	75,294	183.3	51.7	235.0
Year 1	2025	62,932	76,725	186.9	52.7	239.6
Year 2	2026	64,136	77,932	190.5	53.5	244.0
Year 3	2027	65,340	79,139	194.0	54.3	248.4
Year 4	2028	66,544	80,347	197.6	55.2	252.8
Year 5	2029	67,748	81,554	201.2	56.0	257.2
Year 6	2030	68,952	82,761	204.8	56.8	261.6
Year 7	2031	70,156	83,932	208.3	57.6	266.0
Year 8	2032	71,360	85,102	211.9	58.4	270.3
Year 9	2033	72,564	86,273	215.5	59.2	274.7
Year 10	2034	73,768	87,443	219.1	60.0	279.1
10-Yr Increase		12,040	12,149	35.8	8.3	44.1

Growth-Related Expenditures	\$1,047,205	\$244,354	\$1,291,559
------------------------------------	--------------------	------------------	--------------------

PROPOSED EMS IMPACT FEES

Infrastructure components and cost factors for EMS impact fees are summarized in the upper portion of Figure E7. For EMS impact fees, the capital cost is \$205.37 per person and \$48.81 per job.

EMS impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$509 is calculated using a cost of \$205.37 per person multiplied by a demand unit of 2.48 persons per housing unit.

Nonresidential impact fees are assessed according to the number of nonresidential vehicle trips per 1,000 square feet of floor area (per room for Hotel and per bed Nursing Home). The commercial/shopping center fee of \$596 per 1,000 square feet of floor area is derived from a cost of \$48.81 per job multiplied by a demand unit of 12.21 average daily trips per 1,000 square feet.

Figure E7: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Trip
EMS Facilities	\$117.37	\$27.93
EMS Vehicles and Equipment	\$86.98	\$20.11
Impact Fee Report	\$1.02	\$0.77
Total	\$205.37	\$48.81

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$509	\$119	\$390
Multi-Family	1.75	\$359	\$86	\$273

Nonresidential Fees per 1,000 Square Feet				
Development Type	Avg Weekday Vehicle Trips ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	2.44	\$119	\$0	\$119
Business Park	6.22	\$304	\$0	\$304
Manufacturing	2.38	\$116	\$0	\$116
Warehousing	0.86	\$42	\$0	\$42
Commercial/Shopping Center	12.21	\$596	\$0	\$596
Office/Institutional	5.42	\$265	\$0	\$265
Hotel (per room)	1.68	\$82	\$0	\$82
Nursing Home (per bed)	1.53	\$75	\$0	\$75

1. See Land Use Assumptions

PROJECTED EMS IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed EMS impact fees shown in Figure E7. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue over the next 10 years equals \$3.06 million and total projected expenditures equal \$12.3 million, meaning the County will need to fund \$9.3 million from non-impact fee revenue.

Figure E8: Projected EMS Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
EMS Facilities	\$1,752,352	\$9,347,648	\$11,100,000
EMS Vehicles and Equipment	\$1,291,559	\$0	\$1,291,559
Impact Fee Report	\$7,900	\$0	\$7,900
Total	\$3,051,811	\$9,347,648	\$12,399,459

		Single Family \$509 per unit	Multi-Family \$359 per unit	Industrial \$119 per 1,000 sq ft	Comm/Shop \$596 per 1,000 sq ft	Office/Inst \$265 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	21,162	3,552	2,678,869	3,494,705	4,813,460
Year 1	2025	21,597	3,624	2,729,773	3,561,112	4,904,926
Year 2	2026	22,032	3,696	2,772,730	3,617,150	4,982,111
Year 3	2027	22,466	3,767	2,815,687	3,673,189	5,059,297
Year 4	2028	22,901	3,839	2,858,643	3,729,228	5,136,482
Year 5	2029	23,336	3,911	2,901,600	3,785,267	5,213,667
Year 6	2030	23,771	3,983	2,944,556	3,841,305	5,290,853
Year 7	2031	24,206	4,055	2,986,198	3,895,629	5,365,676
Year 8	2032	24,640	4,126	3,027,840	3,949,953	5,440,499
Year 9	2033	25,075	4,198	3,069,482	4,004,276	5,515,322
Year 10	2034	25,510	4,270	3,111,123	4,058,600	5,590,145
10-Year Increase		4,348	718	432,254	563,895	776,685
Projected Revenue		\$2,214,543	\$258,051	\$51,369	\$336,122	\$205,452

Projected Fee Revenue	\$3,065,537
Total Expenditures	\$12,399,459
Existing Development Share	\$9,347,648

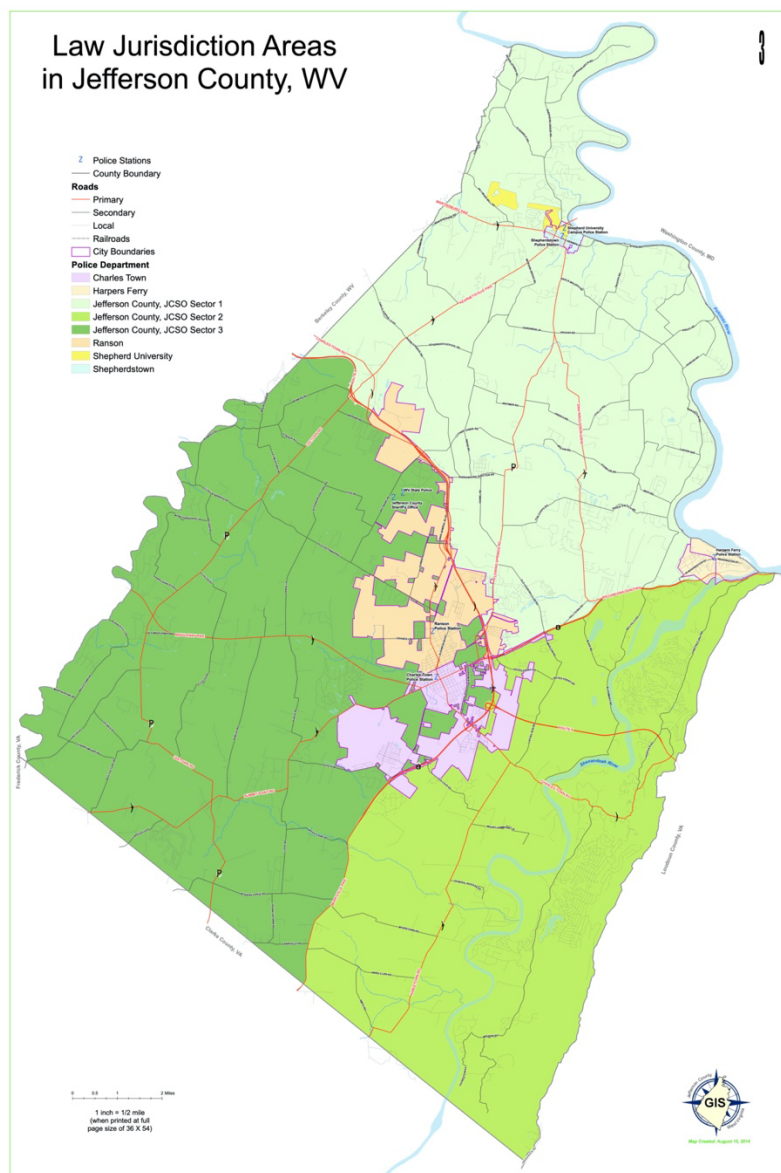
LAW ENFORCEMENT IMPACT FEES

METHODOLOGY

The Law Enforcement impact fees include components for Sheriff facilities, Sheriff vehicles, law enforcement equipment, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for Sheriff facilities and vehicles/equipment. A plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County provides law enforcement services in unincorporated areas of Jefferson County; therefore, there is a single service area for the Law Enforcement impact fees (unincorporated areas only).



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Law Enforcement impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2021 estimates (the latest data available at the time of this study) from the U.S. Census Bureau’s OnTheMap web application, residential development accounts for approximately 78 percent of functional population and nonresidential development is responsible for the remaining 22 percent.

Figure L1: Proportionate Share

Demand Units in 2021				
Residential			Demand Hours/Day	Person Hours
Population	58,473			
Residents Not Working		32,571	20	651,425
Employed Residents		25,902		
Employed in Jefferson County, WV		6,814	14	95,396
Employed outside Jefferson County, WV		19,088	14	267,232
Residential Subtotal				1,014,053
Residential Share				78%
Nonresidential				
Non-working Residents		32,571	4	130,285
Jobs Located in Jefferson County, WV		16,053		
Residents Employed in Jefferson County, WV		6,814	10	68,140
Non-Resident Workers (inflow commuters)		9,239	10	92,390
Nonresidential Subtotal				290,815
Nonresidential Share				22%
Total				1,304,869

Source: TischlerBise calculation (population); U.S. Census Bureau, OnTheMap 6.23.5 Application and LEHD Origin-Destination Employment Statistics (employment).

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. Since nonresidential calls for service were unavailable by specific nonresidential use (i.e. retail, office, industrial, etc.), TischlerBise recommends using average weekday nonresidential vehicle trips as the best demand indicator for law enforcement facilities. Trip generation rates are highest for commercial development, such as a shopping center, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for law enforcement protection from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for law enforcement services. If employees per 1,000 square feet of building area were used as the demand indicator, Law Enforcement impact fees would be too high for office/institutional development.

IMPACT FEE COMPONENTS

Sheriff Facilities

The Sheriff currently occupies two separate buildings totaling 16,660 square feet. Jefferson County plans to construct a new 34,000 square foot Public Safety building, of which the Sheriff will occupy 20,000 square feet. The Sheriff’s Office would vacate their present space as part of this construction plan. This new Public Safety building is estimated to cost \$10.2 million, with the Sheriff and Emergency Services Agency splitting the cost evenly.

To determine the existing level of service for the Sheriff’s Office, this analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. Since law enforcement services are provided primarily to unincorporated County areas, unincorporated County population and nonresidential vehicle trips are used as the demand base. The existing level of service for residential development is 0.2833 square feet per person (16,660 square feet X 78 percent residential share / 45,864 unincorporated County residents). The existing nonresidential level of service is 0.0870 square feet per vehicle trip (16,660 square feet X 22 percent nonresidential share / 42,114 unincorporated County vehicle trips). Using a construction cost of \$255 per square foot (based on the planned Public Safety building cost of \$5.1 million divided by 20,000 square feet), the Sheriff facilities cost is \$72.25 per person (0.2833 square feet per person X \$255 per square foot) and \$22.19 per vehicle trip (0.0870 square feet per vehicle trip X \$255 per square foot).

Figure L2: Level of Service and Cost Allocation for Sheriff Facilities

Description	Square Feet
Sheriff’s Building	15,660
Blue Ridge Community Facility	1,000
Total	16,660

Cost Factors	
Cost per Square Foot ¹	\$255

Level-of-Service (LOS) Standards	
Existing Square Feet	16,660
Residential	
Residential Share	78%
2024 Unincorporated Population	45,864
Square Feet per Person	0.2833
Cost per Person	\$72.25
Nonresidential	
Nonresidential Share	22%
2024 Uninc. Nonresidential Trips	42,114
Square Feet per Vehicle Trip	0.0870
Cost per Vehicle Trip	\$22.19

Source: Jefferson County Sheriff’s Office

Sheriff Vehicles

Jefferson County plans to expand its current inventory of Sheriff vehicles to serve future development. The current inventory includes 64 units with a total replacement value of \$4,983,597, which equates to a weighted average cost of \$77,869 per unit.

This analysis uses functional population to allocate the proportionate share of demand to residential and nonresidential development. The existing level of service for residential development is 0.0011 units per person (64 units X 78 percent residential share/45,864 residents). The existing nonresidential level of service is 0.0003 units per vehicle trip (64 units X 22 percent nonresidential share/42,114 vehicle trips). Using the average cost of \$77,869 per unit, the Sheriff vehicles cost is \$84.76 per person (0.0011 units per person X \$77,869 per unit) and \$26.03 per vehicle trip (0.0003 units per vehicle trip X \$77,869 per unit).

Figure L3: Level of Service and Cost Allocation for Sheriff Vehicles

Description	Units	Unit Cost	Total Cost
SUV	59	\$80,000	\$4,720,000
Ford E350 Van	1	\$56,000	\$56,000
GMC Van	1	\$56,000	\$56,000
Ford Taurus	1	\$48,880	\$48,880
Chevy Equinox	1	\$53,837	\$53,837
Chevy Malibu	1	\$48,880	\$48,880
Total	64	\$77,869	\$4,983,597

Cost Factors	
Average Cost per Unit	\$77,869

Level-of-Service (LOS) Standards	
Existing Units	64
Residential	
Residential Share	78%
2024 Unincorporated Population	45,864
Units per Person	0.0011
Cost per Person	\$84.76
Nonresidential	
Nonresidential Share	22%
2024 Uninc. Nonresidential Trips	42,114
Units per Vehicle Trip	0.0003
Cost per Vehicle Trip	\$26.03

Source: Jefferson County Sheriff's Office

Impact Fee Study

The cost to prepare the Law Enforcement impact fees equals \$7,200, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.76 per person and \$0.45 per vehicle trip.

Figure L4: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	2024	2029	5-Year Change	Cost per Service Unit
Law Enforcement	\$7,200	Residential	78%	Unincorp. Population	45,864	49,061	3,198	\$1.76
		Nonresidential	22%	Unincorp. Vehicle Trips	42,114	45,616	3,502	\$0.45

PROJECTED DEMAND

Sheriff Facilities

Based on a 10-year projected population increase of 6,395 persons in unincorporated areas, future residential development demands an additional 1,812 square feet of Sheriff space (6,395 additional persons X 0.2833 square feet per person). With projected growth of 6,795 vehicle trips in unincorporated areas, future nonresidential development demands an additional 591 square feet (6,795 additional vehicle trips X 0.0870 square feet per vehicle trip). This additional space (2,403 square feet) has an estimated cost of approximately \$612,861. This demand of 2,403 square feet is less than the increase in Sheriff space as part of the planned Public Safety building (3,340 square feet), so new development has not corrected any existing deficiencies through the fee calculation.

Figure L5: Projected Demand for Sheriff Space

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Sheriff Facilities	0.2833 Square Feet	per Person	\$255
	0.0870 Square Feet	per Vehicle Trip	

Demand for Sheriff Facilities						
	Year	Population	Vehicle Trips	Square Feet		
				Residential	Nonresidential	Total
Base	2024	45,864	42,114	12,995	3,665	16,660
Year 1	2025	46,503	42,915	13,176	3,735	16,911
Year 2	2026	47,143	43,590	13,357	3,794	17,151
Year 3	2027	47,782	44,265	13,538	3,852	17,391
Year 4	2028	48,422	44,941	13,720	3,911	17,631
Year 5	2029	49,061	45,616	13,901	3,970	17,871
Year 6	2030	49,701	46,291	14,082	4,029	18,111
Year 7	2031	50,341	46,946	14,263	4,086	18,349
Year 8	2032	50,980	47,601	14,444	4,143	18,587
Year 9	2033	51,620	48,255	14,626	4,200	18,825
Year 10	2034	52,259	48,910	14,807	4,257	19,063
10-Yr Increase		6,395	6,795	1,812	591	2,403

Growth-Related Expenditures	\$462,053	\$150,808	\$612,861
------------------------------------	------------------	------------------	------------------

Sheriff Vehicles

Based on a projected population increase of 6,395 persons in the unincorporated areas between 2024 and 2034, future residential development demands an additional 7 units (6,395 additional persons X 0.0011 units per person). With projected growth of 6,795 vehicle trips in unincorporated areas between

Impact Fee Study

Jefferson County, West Virginia

2024 and 2034, future nonresidential development demands an additional 2.3 units (6,795 additional vehicle trips X 0.0003 units per vehicle trip). Future development in unincorporated areas demands an additional 9.2 Sheriff vehicles at a cost of \$718,935 (9.2 vehicles X \$77,869 per unit).

Figure L6: Projected Demand for Sheriff Vehicles

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Sheriff Vehicles	0.0011 Units	per Person	\$77,869
	0.0003 Units	per Vehicle Trip	

Demand for Sheriff Vehicles						
	Year	Population	Vehicle Trips	Units		
				Residential	Nonresidential	Total
Base	2024	45,864	42,114	49.9	14.1	64.0
Year 1	2025	46,503	42,915	50.6	14.3	65.0
Year 2	2026	47,143	43,590	51.3	14.6	65.9
Year 3	2027	47,782	44,265	52.0	14.8	66.8
Year 4	2028	48,422	44,941	52.7	15.0	67.7
Year 5	2029	49,061	45,616	53.4	15.3	68.7
Year 6	2030	49,701	46,291	54.1	15.5	69.6
Year 7	2031	50,341	46,946	54.8	15.7	70.5
Year 8	2032	50,980	47,601	55.5	15.9	71.4
Year 9	2033	51,620	48,255	56.2	16.1	72.3
Year 10	2034	52,259	48,910	56.9	16.4	73.2
10-Yr Increase		6,395	6,795	7.0	2.3	9.2

Growth-Related Expenditures	\$542,025	\$176,910	\$718,935
------------------------------------	------------------	------------------	------------------

PROPOSED LAW ENFORCEMENT IMPACT FEES

Infrastructure components and cost factors for Law Enforcement impact fees are summarized in the upper portion of Figure L7. For Law Enforcement impact fees, the capital cost is \$158.76 per person and \$48.68 per trip.

Law Enforcement impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$394 is calculated using a cost of \$158.76 per person multiplied by demand units of 2.48 persons per housing unit.

Nonresidential impact fees are assessed according to the number of jobs per 1,000 square feet of floor area (per room for Hotel and per bed Nursing Home). The commercial/shopping center fee of \$595 per 1,000 square feet of floor area is derived from a cost of \$48.68 per trip multiplied by a demand unit of 12.21 average weekday vehicle trips per 1,000 square feet.

Figure L7: Proposed Impact Fees

Fee Component	Cost per Person	Cost per Trip
Sheriff Facilities	\$72.25	\$22.19
Sheriff Vehicles	\$84.76	\$26.03
Impact Fee Report	\$1.76	\$0.45
Total	\$158.76	\$48.68

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$394	\$636	(\$242)
Multi-Family	1.75	\$278	\$455	(\$177)

Nonresidential Fees per 1,000 Square Feet				
Development Type	Avg Weekday Vehicle Trips ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	2.44	\$119	\$0	\$119
Business Park	6.22	\$303	\$0	\$303
Manufacturing	2.38	\$116	\$0	\$116
Warehousing	0.86	\$42	\$0	\$42
Commercial/Shopping Center	12.21	\$595	\$0	\$595
Office/Institutional	5.42	\$264	\$0	\$264
Hotel (per room)	1.68	\$82	n/a	n/a
Nursing Home (per bed)	1.53	\$74	n/a	n/a

1. See Land Use Assumptions

PROJECTED LAW ENFORCEMENT IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Law Enforcement impact fees shown in Figure L7. If development occurs at a more rapid

Impact Fee Study

Jefferson County, West Virginia

rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue over the next 10 years equals \$1.34 million and total projected expenditures equal \$5.8 million, meaning the County will need to fund \$4.48 million from non-impact fee revenue.

Figure L8: Projected Law Enforcement Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Sheriff Facilities	\$612,861	\$4,487,139	\$5,100,000
Sheriff Vehicles	\$718,935	\$0	\$718,935
Impact Fee Report	\$7,200	\$0	\$7,200
Total	\$1,338,996	\$4,487,139	\$5,826,135

		Single Family \$394 per unit	Multi-Family \$278 per unit	Industrial \$119 per 1,000 sq ft	Comm/Shop \$595 per 1,000 sq ft	Office/Inst \$264 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	15,813	2,314	1,498	1,955	2,692
Year 1	2025	16,070	2,316	1,527	1,992	2,743
Year 2	2026	16,326	2,318	1,551	2,023	2,787
Year 3	2027	16,583	2,319	1,575	2,055	2,830
Year 4	2028	16,839	2,321	1,599	2,086	2,873
Year 5	2029	17,096	2,323	1,623	2,117	2,916
Year 6	2030	17,353	2,325	1,647	2,149	2,959
Year 7	2031	17,609	2,327	1,670	2,179	3,001
Year 8	2032	17,866	2,328	1,694	2,209	3,043
Year 9	2033	18,122	2,330	1,717	2,240	3,085
Year 10	2034	18,379	2,332	1,740	2,270	3,127
10-Year Increase		2,566	18	242	315	434
Projected Revenue		\$1,010,309	\$5,001	\$28,658	\$187,517	\$114,618

Projected Fee Revenue	\$1,346,103
Total Expenditures	\$5,826,135
Existing Development Share	\$4,480,033

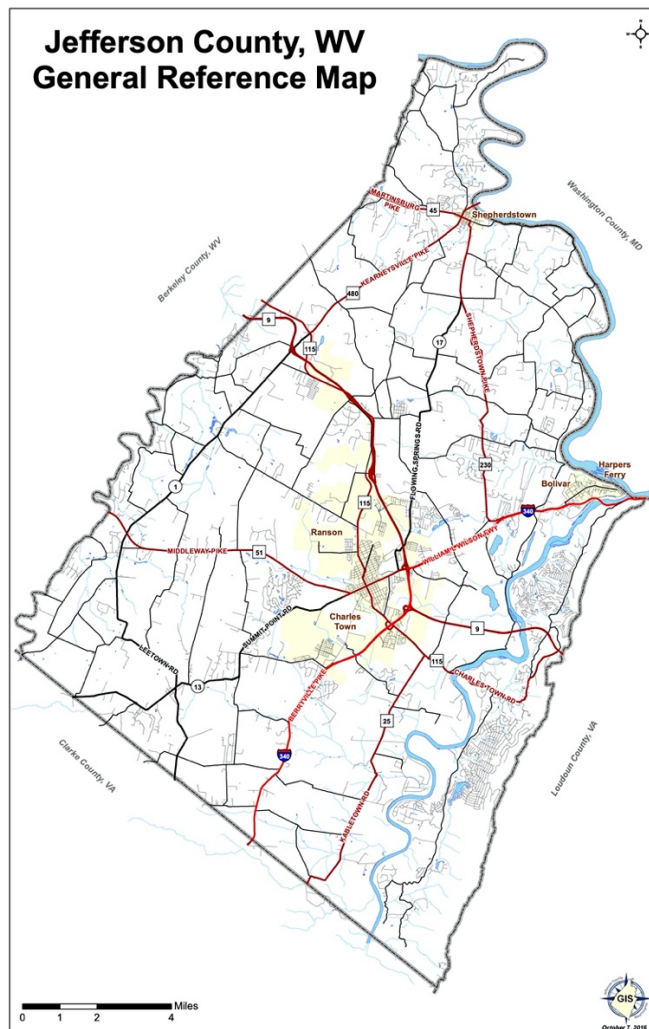
PARKS AND RECREATION IMPACT FEES

METHODOLOGY

The Parks and Recreation impact fees include components for park land, park improvements, park facilities, park vehicles and equipment, and the cost of preparing the Impact Fee Study. The incremental expansion methodology is used for park land, park improvements, park facilities, and park vehicles and equipment. A plan-based methodology is used for the Impact Fee Study. The Parks and Recreation impact fees allocate 100 percent of the cost of capital facilities to residential development.

SERVICE AREA

Jefferson County provides park and recreation amenities throughout Jefferson County; therefore, there is a single service area for the Parks and Recreation impact fees.



IMPACT FEE COMPONENTS

Park Land

Jefferson County plans to expand its current inventory of park land to serve future development. The current inventory includes 470.9 acres.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0076 acres per person (470.9 acres X 100 percent residential share / 61,728 persons). Based on recent land acquisition costs provided by staff, the analysis uses a cost of \$10,500 per acre. The park land cost is \$80.10 per person (0.0076 acres per person X \$10,500 per acre).

Figure P1: Park Land Level of Service and Cost Allocation for Park Land

Description	Acres
Bolivar Nature Park	6.80
Harvest Hills Park	21.77
Heather Marriot Park	11.00
James Hite Park	119.73
Leetown Park	10.87
Moulton Park	88.88
Mount Mission Park	3.50
Sam Michael's Park	137.24
South Jefferson Park	71.11
Total	470.9

Cost Factors	
Cost per Acre	\$10,500

Level-of-Service (LOS) Standards	
Existing Acres	470.9
Residential	
Residential Share	100%
2024 Population	61,728
Acres per Person	0.0076
Cost per Person	\$80.10

Source: Jefferson County Parks Department

Park Improvements

Jefferson County plans to expand its current inventory of park improvements to serve future development. The current inventory includes 270 units with a total cost of \$19,932,712, which equates to a weighted average cost per improvement of \$73,825.

Figure P2: Existing Inventory of Park Improvements

Description	Improvements	Unit Cost	Total Cost
Amphitheatre	1	\$650,000	\$650,000
Baseball Field	2	\$400,000	\$800,000
Baseball Field w Lights	2	\$500,000	\$1,000,000
Basketball Court	1	\$100,000	\$100,000
Benches	36	\$500	\$18,000
Bleachers	22	\$1,300	\$28,600
Boat Ramp	1	\$21,530	\$21,530
Camping Pads	11	\$1,002	\$11,022
Concession Stand	4	\$300,000	\$1,200,000
Cross Country Trail	1	\$32,300	\$32,300
Dog Park	1	\$350,000	\$350,000
Dugouts	6	\$15,000	\$90,000
Electric/Solar Gates	2	\$3,200	\$6,400
Fence	5	\$12,920	\$64,600
Football Field	1	\$400,000	\$400,000
Gazebo	1	\$56,250	\$56,250
Horseshoe Pits	2	\$6,250	\$12,500
Maintenance Building (Michaels)	1	\$192,500	\$192,500
Maintenance Building (S Jeff.)	1	\$48,450	\$48,450
Nature Trail	1	\$1,080	\$1,080
Old Church Bldg. (Storage)	1	\$22,050	\$22,050
Parking Lot	11	\$21,530	\$236,830
Pavilion	5	\$55,000	\$275,000
Grills	20	\$800	\$16,000
Picnic Tables	76	\$6,480	\$492,480
Playground	6	\$260,000	\$1,560,000
Restrooms	9	\$150,000	\$1,350,000
Sign	11	\$7,920	\$87,120
Soccer / Multi-Use Field	17	\$500,000	\$8,500,000
Softball Fields with Lights	3	\$500,000	\$1,500,000
Tennis Courts	4	\$100,000	\$400,000
Volleyball Court	1	\$50,000	\$50,000
Walking Trail	4	\$90,000	\$360,000
Total	270	\$73,825	\$19,932,712

Impact Fee Study

Jefferson County, West Virginia

This analysis allocates 100 percent of demand for park improvements to residential development. The existing residential level of service is 0.0044 improvements per person (270 improvements X 100 percent residential share / 61,728 persons). Using the average cost of \$73,825 per improvement, the park improvement cost is \$322.91 per person (0.0044 improvements per person X \$73,825 per unit).

Figure P3: Level of Service and Cost Allocation for Park Improvements

Cost Factors	
Average Cost per Unit	\$73,825

Level-of-Service (LOS) Standards	
Existing Improvements	270
Residential	
Residential Share	100%
2020 Population	61,728
Improvements per Person	0.0044
Cost per Person	\$322.91

Source: Jefferson County Parks Department

Recreation

Jefferson County plans to expand or construct new recreation center space to serve future development. The current inventory includes 18,571 square feet. This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.3009 square feet per person (18,571 square feet X 100 percent residential share / 61,728 persons). Using an estimated construction cost of \$205 per square foot, the recreation center cost is \$61.67 per person (0.3009 square feet per person X \$205 per square foot).

Figure P4: Level of Service and Cost Allocation for Recreation

Description		Square Feet	
Jefferson County Community Center		18,571	

Cost Factors	
Total Square Feet	18,571
Cost per Square Foot*	\$205

Level-of-Service (LOS) Standards	
Existing Square Feet	18,571
Residential	
Residential Share	100%
2024 Population	61,728
Square Feet per Person	0.3009
Cost per Person	\$61.67

Source: Jefferson County Parks Department

*RS Means Construction Index

Park Vehicles and Equipment

Jefferson County plans to expand its current inventory of park vehicles and equipment to serve future development. The current inventory includes 27 units with a total cost of \$525,600, which equates to a weighted average cost per unit of \$19,467.

This analysis allocates 100 percent of demand to residential development. The existing level of service for residential development is 0.0004 units per person (27 units X 100 percent residential share / 61,728 persons). Using the average cost of \$19,467 per unit, the park vehicles and equipment cost is \$8.51 per person (0.0004 units per person X \$19,467 per unit).

Figure P5: Level of Service and Cost Allocation for Park Vehicles and Equipment

Description	Units	Unit Cost	Total Cost
Dump Truck	1	\$50,000	\$50,000
Pick-Up Truck	3	\$40,000	\$120,000
Scag Mowers	2	\$9,000	\$18,000
Tractors	3	\$17,000	\$51,000
Trailers	4	\$4,000	\$16,000
Miscellaneous Tools	1	\$10,000	\$10,000
Mobile Recreation Van	1	\$55,000	\$55,000
John Deere Gator	1	\$12,000	\$12,000
Golf Cart	1	\$12,000	\$12,000
John Deere Zero Turn Mowers	8	\$22,500	\$180,000
Troy Built Snowblower	1	\$900	\$900
Backpack Blower	1	\$700	\$700
Total	27	\$19,467	\$525,600

Cost Factors	
Average Cost per Unit	\$19,467

Level-of-Service (LOS) Standards	
Existing Units	27
Residential	
Residential Share	100%
2024 Population	61,728
Units per Person	0.0004
Cost per Person	\$8.51

Source: Jefferson County Parks Department

Impact Fee Study

The cost to prepare the Parks and Recreation impact fees equals \$12,500, and Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential development, the cost is \$2.08 per person.

Figure P6: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	2024	2029	5-Year Change	Cost per Service Unit
		Residential	Nonresidential		Population	Population	Population	
Parks and Recreation	\$12,500	100%	0%	Population	61,728	67,748	6,020	\$2.08
								\$0.00

PROJECTED DEMAND

Park Land

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development demands an additional 91.8 acres (12,040 additional persons X 0.0076 acres per person). The park land cost is \$964,374 (91.8 acres X \$10,500 per acre).

Figure P7: Projected Demand for Park Land

Type of Infrastructure	Level of Service	Demand Unit	Cost per Acre
Park Land	0.0076 Acres	per Person	\$10,500

Demand for Park Land						
	Year	Population	Jobs	Acres		
				Residential	Nonresidential	Total
Base	2024	61,728	27,302	470.9	0.0	470.9
Year 1	2025	62,932	27,821	480.1	0.0	480.1
Year 2	2026	64,136	28,259	489.3	0.0	489.3
Year 3	2027	65,340	28,697	498.5	0.0	498.5
Year 4	2028	66,544	29,134	507.6	0.0	507.6
Year 5	2029	67,748	29,572	516.8	0.0	516.8
Year 6	2030	68,952	30,010	526.0	0.0	526.0
Year 7	2031	70,156	30,010	535.2	0.0	535.2
Year 8	2032	71,360	30,010	544.4	0.0	544.4
Year 9	2033	72,564	30,010	553.6	0.0	553.6
Year 10	2034	73,768	30,010	562.7	0.0	562.7
10-Yr Increase		12,040	2,708	91.8	0.0	91.8

Growth-Related Expenditures	\$964,374	\$0	\$964,374
------------------------------------	------------------	------------	------------------

Park Improvements

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development demands an additional 52.7 park improvements (12,040 additional persons X 0.0044 improvements per person). The park improvement cost is \$3,887,712 (52.7 improvements X \$73,825 per unit).

Figure P8: Projected Demand for Park Improvements

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park	0.0044 Improvements	per Person	\$73,825

Demand for Park Improvements						
	Year	Population	Jobs	Improvements		
				Residential	Nonresidential	Total
Base	2024	61,728	27,302	270.0	0.0	270.0
Year 1	2025	62,932	27,821	275.3	0.0	275.3
Year 2	2026	64,136	28,259	280.5	0.0	280.5
Year 3	2027	65,340	28,697	285.8	0.0	285.8
Year 4	2028	66,544	29,134	291.1	0.0	291.1
Year 5	2029	67,748	29,572	296.3	0.0	296.3
Year 6	2030	68,952	30,010	301.6	0.0	301.6
Year 7	2031	70,156	30,010	306.9	0.0	306.9
Year 8	2032	71,360	30,010	312.1	0.0	312.1
Year 9	2033	72,564	30,010	317.4	0.0	317.4
Year 10	2034	73,768	30,010	322.7	0.0	322.7
10-Yr Increase		12,040	2,708	52.7	0.0	52.7

Growth-Related Expenditures	\$3,887,712	\$0	\$3,887,712
------------------------------------	--------------------	------------	--------------------

Recreation Center Space

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development demands an additional 3,622 square feet of recreation center space (12,040 additional persons X 0.3009 square feet per person). The recreation center space cost is \$742,535 (3,622 square feet X \$205 per square foot).

Figure P9: Projected Demand for Recreation Center Space

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Recreation Center Space	0.3009 Square Feet	per Person	\$205

Demand for Recreation Center					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2024	61,728	27,302	18,571.0	0.0	18,571.0
2025	62,932	27,821	18,933.2	0.0	18,933.2
2026	64,136	28,259	19,295.4	0.0	19,295.4
2027	65,340	28,697	19,657.6	0.0	19,657.6
2028	66,544	29,134	20,019.8	0.0	20,019.8
2029	67,748	29,572	20,382.1	0.0	20,382.1
2030	68,952	30,010	20,744.3	0.0	20,744.3
2031	70,156	30,010	21,106.5	0.0	21,106.5
2032	71,360	30,010	21,468.7	0.0	21,468.7
2033	72,564	30,010	21,830.9	0.0	21,830.9
2034	73,768	30,010	22,193.1	0.0	22,193.1
10-Yr Increase	12,040	2,708	3,622	0.0	3,622

Growth-Related Expenditures	\$742,535	\$0	\$742,535
------------------------------------	------------------	------------	------------------

Park Vehicles and Equipment

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development demands an additional 5.3 units of vehicles/equipment (12,040 additional persons X 0.0004 units per person). The park vehicles and equipment cost is approximately \$102,500 (5.3 units X \$19,467 per unit).

Figure P10: Projected Demand for Park Vehicles and Equipment

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Park Vehicles	0.0004 Units	per Person	\$19,467

Demand for Park Vehicles and Equipment						
	Year	Population	Jobs	Units		
				Residential	Nonresidential	Total
Base	2024	61,728	27,302	27.0	0.0	27.0
Year 1	2025	62,932	27,821	27.5	0.0	27.5
Year 2	2026	64,136	28,259	28.1	0.0	28.1
Year 3	2027	65,340	28,697	28.6	0.0	28.6
Year 4	2028	66,544	29,134	29.1	0.0	29.1
Year 5	2029	67,748	29,572	29.6	0.0	29.6
Year 6	2030	68,952	30,010	30.2	0.0	30.2
Year 7	2031	70,156	30,010	30.7	0.0	30.7
Year 8	2032	71,360	30,010	31.2	0.0	31.2
Year 9	2033	72,564	30,010	31.7	0.0	31.7
Year 10	2034	73,768	30,010	32.3	0.0	32.3
10-Yr Increase		12,040	2,708	5.3	0.0	5.3

Growth-Related Expenditures	\$102,514	\$0	\$102,514
------------------------------------	------------------	------------	------------------

PROPOSED PARKS AND RECREATION IMPACT FEES

Infrastructure components and cost factors for Parks and Recreation impact fees are summarized in the upper portion of Figure P11. For Parks and Recreation impact fees, the capital cost is \$475.28 per person.

Parks and Recreation impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$1,179 is calculated using a cost of \$475.28 per person multiplied by a demand unit of 2.48 persons per housing unit.

Jefferson County will not assess Parks and Recreation impact fees on nonresidential development.

Figure P11: Proposed Parks and Recreation Impact Fees

Fee Component	Cost per Person	Cost per Job
Park Land	\$80.10	\$0.00
Park Improvements	\$322.91	\$0.00
Recreation Center Space	\$61.67	\$0.00
Park Vehicles and Equipment	\$8.51	\$0.00
Impact Fee Report	\$2.08	\$0.00
Total	\$475.28	\$0.00

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$1,179	\$1,131	\$48
Multi-Family	1.75	\$832	\$810	\$22

Nonresidential Fees per 1,000 Square Feet				
Development Type	Jobs per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / Decrease
Light Industrial	1.57	\$0	\$0	\$0
Business Park	3.08	\$0	\$0	\$0
Manufacturing	1.89	\$0	\$0	\$0
Warehousing	0.34	\$0	\$0	\$0
Commercial/Shopping Center	2.12	\$0	\$0	\$0
Office/Institutional	3.26	\$0	\$0	\$0
Hotel (per room)	0.13	\$0	\$0	\$0
Nursing Home (per bed)	0.92	\$0	\$0	\$0

1. See Land Use Assumptions

PROJECTED PARKS AND RECREATION IMPACT FEE REVENUE

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Parks and Recreation impact fees shown in Figure P11. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$5,749,859 and projected expenditures equal \$5,749,859.

Figure P12: Projected Parks and Recreation Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Park Land	\$964,374	\$0	\$964,374
Park Improvements	\$3,887,712	\$0	\$3,887,712
Recreation Center Space	\$782,758	\$0	\$782,758
Park Vehicles and Equipment	\$102,514	\$0	\$102,514
Impact Fee Report	\$12,500	\$0	\$12,500
Total	\$5,749,859	\$0	\$5,749,859

		Single Family \$1,187 per unit	Multi-Family \$838 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	22,196	3,849	2,679	3,495	4,813
Year 1	2025	22,631	3,921	2,730	3,561	4,905
Year 2	2026	23,066	3,993	2,773	3,617	4,982
Year 3	2027	23,501	4,065	2,816	3,673	5,059
Year 4	2028	23,935	4,137	2,859	3,729	5,136
Year 5	2029	24,370	4,208	2,902	3,785	5,214
Year 6	2030	24,805	4,280	2,945	3,841	5,291
Year 7	2031	25,240	4,352	2,945	3,841	5,291
Year 8	2032	25,675	4,424	2,945	3,841	5,291
Year 9	2033	26,109	4,496	2,945	3,841	5,291
Year 10	2034	26,544	4,567	2,945	3,841	5,291
10-Year Increase		4,348	718	266	347	477
Projected Revenue		\$5,149,778	\$600,081	\$0	\$0	\$0

Projected Fee Revenue	\$5,749,859
Total Expenditures	\$5,749,859
Existing Development Share	\$0

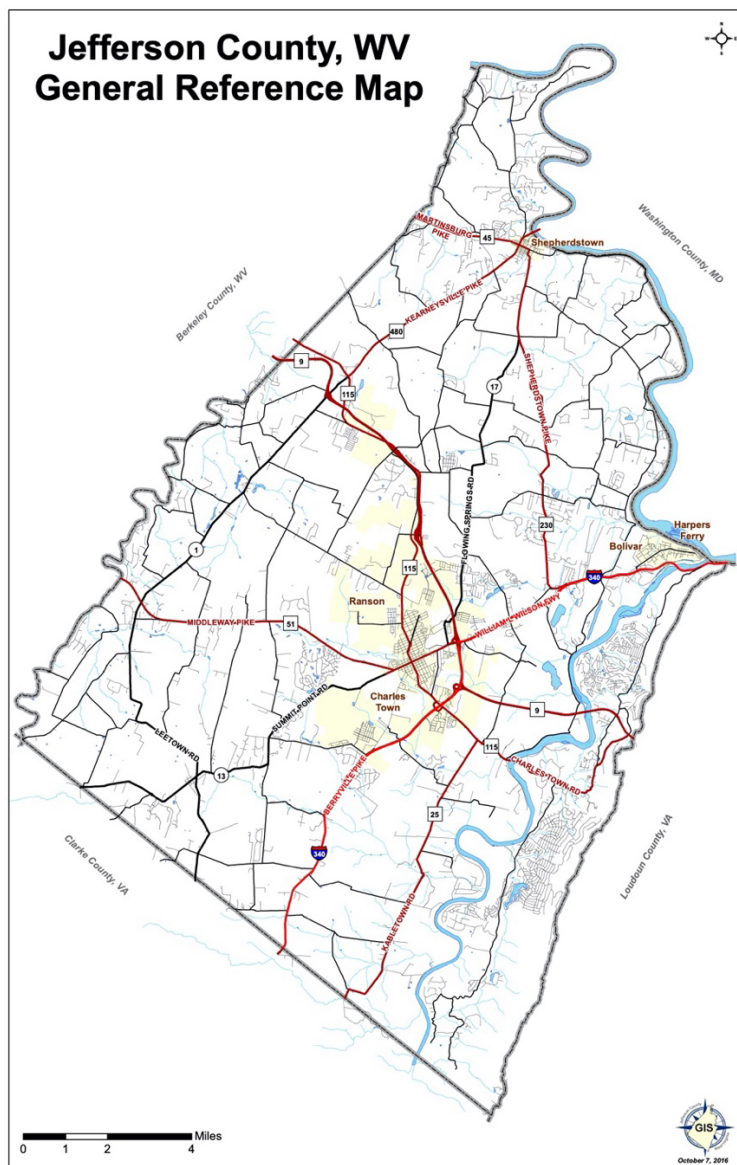
SCHOOL IMPACT FEES

METHODOLOGY

The School impact fees include components for high school classroom space and the cost of preparing the Impact Fee Study. A land component is not included because the County already owns land for a future high school. The incremental expansion methodology is used for high school classroom space. A plan-based methodology is used for the Impact Fee Study.

SERVICE AREA

Jefferson County Schools provide public school facilities throughout Jefferson County; therefore, there is a single service area for the School impact fees.



PROPORTIONATE SHARE

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The School impact fees allocate 100 percent of the cost of capital facilities to residential development.

STUDENT GENERATION RATES

Demand for additional school capacity will come from future residential development. To determine the level of this demand, this analysis uses custom student generation rates. The term “student generation rate” refers to the number of public school students per housing unit in Jefferson County. Public school students are a subset of school-aged children, which includes students in private schools and home-schooled children. Student generation rates are important demographic factors that help account for variations in demand for school facilities by housing unit type. Student generation rates per housing unit are held constant over the projection period since the impact fees represent a snapshot approach of current levels of service.

TischlerBise derives custom student generation rates for Jefferson County using demographic data from survey responses published by the U.S. Census Bureau in files known as Public Use Microdata Samples (PUMS) and 2021-2022 school year enrollment data from the Jefferson County Schools. TischlerBise uses American Community Survey (ACS) 2018-2022 PUMS data – the most recent year available – to derive the number of students per housing unit by type of unit. PUMS data are only available for areas of roughly 100,000 persons, and Jefferson County is included in West Virginia Public Use Microdata Area (PUMA) 00400. As shown in Appendix E, PUMA 00400 includes Berkeley County, Hampshire County, Jefferson County, Mineral County, and Morgan County. As shown on the following pages, this analysis calculates unadjusted student generation rates based on all public school students and housing units in PUMA 00400 and then adjusts these rates based on local enrollment and housing unit estimates for Jefferson County.

Public School Students and Housing Units – PUMA 00400

Given demographic characteristics and potential for future development in Jefferson County, student generation rates are calculated for the following housing unit types: (1) Single-Family and (2) Multi-Family. Student generation rates are calculated for three school levels: (1) elementary (grades Pre-K to 5), (2) middle (grades 6 to 8), and (3) high (grades 9 to 12). Shown below, Figure S1 includes total public school students by school level and total housing units by housing unit type for PUMA 00400. This reflects all public school students who live in PUMA 00400.

Figure S1: Public School Students and Housing Units in PUMA 00400 by Housing Unit Type

Public School Students by Housing Unit Type for PUMA Region 400

	Public School Students		Total
	Single-Family	Multi-Family	
Elementary	12,944	976	13,920
Middle	7,827	582	8,409
High	10,815	200	11,015
Total	31,586	1,758	33,344

	Housing Units		Total
	Single-Family	Multi-Family	
Housing Units	92,815	9,703	102,518

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2018-2022 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

Unadjusted Student Generation Rates – PUMA 00400

Next, using the totals shown in Figure S1, student generation rates by housing unit type are calculated by dividing the number of students in each type of housing unit by the total number of housing units. Shown below, Figure S2 represents the unadjusted student generation rates by housing unit type for PUMA 00400.

Figure S2: Unadjusted Student Generation Rates by Housing Unit Type

Unadjusted Student Generation Rates

Unadjusted Public School Students per Dwelling

	Housing Unit Type		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.139	0.101	0.136
Middle	0.084	0.060	0.082
High	0.117	0.021	0.107
Total	0.340	0.181	0.325

Source: Cross tabulation by TischlerBise using U. S. Census Bureau, 2018-2022 ACS 5-Year Estimates Weighted Public Use Microdata Sample for West Virginia PUMA 400.

Public School Students and Housing Units – Jefferson County

To reflect demand for public school facilities in Jefferson County, this analysis applies the unadjusted student generation rates in Figure S2 to housing unit estimates from 2018-2022 American Community Survey (ACS) 5-year estimates shown at the bottom of Figure S3. For example, applying the unadjusted student generation rate 0.021 high school students in multi-family units (shown above in Figure S2) to the local estimate of 3,535 multi-family units provides an estimate of 73 high school students in existing multi-family units. This analysis compares the enrollment estimates from the previous step, equaling 7,577 students, to the actual enrollment of 8,659 students for the 2021-2022 school year.

Figure S3: Public School Students in Jefferson County by Housing Unit Type

**Estimated Public School Students
 by Housing Unit Type**

	Public School Students		Total	Jefferson County 2021-2022
	Single-Family	Multi-Family		
Elementary	2,843	356	3,198	3,795
Middle	1,719	212	1,931	2,074
High	2,375	73	2,448	2,790
Total	6,937	640	7,577	8,659

	Housing Units		Total	2022 Housing Units
	Single-Family	Multi-Family		
Housing Units	20,383	3,535	23,918	23,918

Source: TischlerBise estimates for Jefferson County using U.S. Census Bureau, 2018-2022 ACS 5-Year Estimates Weighted PUMS for West Virginia PUMA 400 (calibrated to JCS enrollment for 2021-2022 and 2018-2022 ACS housing unit estimate.)

Adjusted Student Generation Rates – Jefferson County Schools

By adjusting estimated enrollment to actual enrollment, the adjusted student generation rate for all housing units in Jefferson County is 0.363 students per housing unit – 0.389 students per single-family unit and 0.206 students per multi-family unit. Student generation rates are shown with three decimal places, but it is often easier to understand the rates based on the expected number of students from 100 housing units. For example, Jefferson County should expect 100 new housing units to generate approximately 36 additional public school students (100 units X 0.363 public school students per unit). Continuing the example, those 100 housing units are expected to generate 16 elementary school students (100 units X 0.159 students per unit), 9.0 middle school students (100 units X 0.087 students per unit), and 12 high school students (100 units X 0.117 students per unit).

Figure S4: Adjusted Student Generation Rates by Housing Unit Type

**Jefferson County Public School Students
Per Housing Unit**

Public School Students per Dwelling

	Housing Types		Weighted Average
	Single-Family	Multi-Family	
Elementary	0.165	0.119	0.159
Middle	0.091	0.064	0.087
High	0.133	0.023	0.117
Total	0.389	0.206	0.363

Source: TischlerBise tabulation of U.S. Census Bureau 2018-2022 5-Year Estimates ACS Weighted PUMS for West Virginia PUMA 400 (Calibrated to JCS enrollment for 2021-2022 and 2018-2022 ACS housing unit estimates.)

STUDENT ENROLLMENT

Historical Enrollment

Since the 2013-2014 school year, overall enrollment in Jefferson County has decreased by a total of 825 students. However, what is more telling is that the majority of this decline in enrollment has occurred over the last five years. Since the 2019-2020 school year overall enrollment has declined by 706 students. The largest decreases have been at the elementary school level, although middle school enrollment has been declining as well. Over the last five years, high school enrollment has increased by 12 students.

Figure S5: Historical Enrollment

Historical Enrollment				
School Year	Elementary	Middle	High	Total
2013-2014	4,418	2,147	2,496	9,061
2014-2015	4,432	2,088	2,546	9,066
2015-2016	4,367	2,084	2,687	9,138
2016-2017	4,363	2,058	2,781	9,202
2017-2018	4,363	2,065	2,745	9,173
2018-2019	4,210	2,080	2,744	9,034
2019-2020	4,108	2,068	2,766	8,942
2020-2021	3,695	2,080	2,718	8,493
2021-2022	3,795	2,074	2,790	8,659
2022-2023	3,665	1,954	2,773	8,392
2023-2024	3,552	1,906	2,778	8,236
10-Year Increase	(866)	(241)	282	(825)
5-Year Increase	(556)	(162)	12	(706)

Source: Jefferson County Schools

Projected Enrollment

Enrollment projections are based on student generation rates shown in Figure S4 and projected housing unit growth shown in Appendix A. As Figure S6 indicates, this methodology projects an additional 1,833 students over the next ten years. In reality, as Figure S5 indicated, enrollment has been declining, which suggests that while new housing units are generating school-age children, it is evident that as the City’s existing development base ages in place, the influx of new school age children generated by new residential development is being more than offset by the loss of school age children by the existing development base.

Figure S6: Projected Enrollment

	2024	2025	2026	2027	2028	2029	2034	10-Year Increase
	Base Year	1	2	3	4	5	10	
Housing Units								
Single Family	21,162	21,597	22,032	22,466	22,901	23,336	25,510	4,348
Multi-Family	3,552	3,624	3,696	3,767	3,839	3,911	4,270	718
Total Housing Units	24,714	25,221	25,727	26,234	26,740	27,247	29,780	5,066
	2024	2025	2026	2027	2028	2029	2034	
Elementary	3,552	3,583	3,663	3,744	3,824	3,905	4,307	755
Middle	1,906	1,961	2,005	2,049	2,093	2,137	2,357	451
High	2,778	2,870	2,929	2,989	3,048	3,108	3,405	627
Total Enrollment	8,236	8,413	8,597	8,781	8,965	9,149	10,069	1,833

COST OF CONSTRUCTION

Construction costs were provided by Jefferson County Schools, based on estimated costs for a future high school. As shown below in Figure S7, the estimated cost of a new high school is \$75,480,000. The County estimates the local share of the cost will be 85%, or \$63,986,699. When compared to the square footage (170,000), the weighted average construction cost is \$376 per square foot.

Figure S7: Local Cost of Construction

Project	Square Feet	Total	Local Share	Local Cost per SF
New High School	170,000	\$75,480,000	\$63,986,699	\$376

Source: Jefferson County Schools. Local share assumed to be 85%

IMPACT FEE COMPONENTS

High Schools – Incremental Expansion

Shown below, Figure S8 includes the current inventory for high schools in Jefferson County. High schools include 122.6 acres and 397,124 square feet of floor area with capacity to serve 2,716 students. Total enrollment for the 2023-2024 school year of 2,778 students represents a utilization rate of 102 percent.

Figure S8: High School Inventory

High School	Acres ¹	Facility Square Feet ¹	Student Capacity ¹	2023-2024 Enrollment ²	Utilization
Jefferson	64.6	188,124	1,406	1,394	99%
Washington	58.0	209,000	1,310	1,384	106%
Total	122.6	397,124	2,716	2,778	102%

1. Jefferson County Schools
2. West Virginia Department of Education

For high school facilities, the existing LOS is 142.95 square feet per student (397,124 square feet / 2,778 students). Since enrollment at the high school level exceeds capacity, enrollment rather than capacity is used to determine the level of service. Using the local share of construction cost estimate of \$445 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$53,806.49 per student (142.95 square feet per student X \$376 per square foot).

Figure S9: High School Level of Service and Cost Allocation

Cost Allocation Factors	
Cost per Square Foot ¹	\$376

Level-of-Service (LOS) Standards	
Existing Enrollment	2,778
Existing Square Feet	397,124
Square Feet per Student	142.95
Cost per Student	\$53,806.49

1. Jefferson County and School Building Authority of West Virginia

Impact Fee Study – Plan-Based

The cost to prepare the Schools impact fees totals \$28,600. Jefferson County plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of new residential development, the cost is \$31.32 per student.

Figure S10: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	2024	2029	5-Year Change	Cost per Service Unit
		Residential	Nonresidential					
School	\$28,600	100%	0%	Students	8,236	9,149	913	\$31.32 \$0.00

CREDITS

Series 2021 Credit

Jefferson County Schools, through the Jefferson County Building Commission, will issue debt to finance future school facilities. This analysis includes a credit for future principal payments related to the Series 2021 debt. A credit is necessary since future residential units will pay for school facilities through the impact fee and will also contribute to future principal payments on this debt. A credit is not necessary for interest payments because interest costs are not included in the impact fee.

As shown in Figure S11, planned debt for future school facilities will be repaid through 2036. The remaining principal balance will be \$36,555,000. Annual principal payments are divided by projected student enrollment to determine the credit per student. To account for the time value of money, annual payments per student are discounted using a net present value formula based on a discount rate of 5.00 percent. The net present value of future principal payments is \$2,845.11 per student.

Figure S11: Credit for Future Principal Payments (Series 2021)

Year	Principal	Enrollment	Credit
2025	\$2,605,000	8,413	\$309.63
2026	\$2,660,000	8,597	\$309.41
2027	\$2,715,000	8,781	\$309.19
2028	\$2,795,000	8,965	\$311.77
2029	\$2,905,000	9,149	\$317.52
2030	\$3,020,000	9,333	\$323.58
2031	\$3,145,000	9,517	\$330.46
2032	\$3,205,000	9,701	\$330.38
2033	\$3,270,000	9,885	\$330.81
2034	\$3,340,000	10,069	\$331.72
2035	\$3,410,000	10,253	\$332.59
2036	\$3,485,000	10,437	\$333.92
Total	\$36,555,000		\$3,870.98

Discount Rate	5.00%
Net Present Value	\$2,845.11

PROPOSED SCHOOL IMPACT FEES

Infrastructure components and cost factors for School impact fees are summarized in Figure S12. For School impact fees, the net cost is \$50,992.70 per high school student. School impact fees are assessed according to the number of students per housing unit.

The single-family fee of \$6,772 is the sum of the high school components – Jefferson County will not assess fees related to elementary and middle schools. The high school component of \$6,772 is calculated using a cost of \$50,992.70 per high school student multiplied by a demand unit of 0.133 high school students per housing unit.

Figure S6: Proposed School Impact Fees

Fee Component	Elementary	Middle	High
School Facilities (Local Share)	\$40,419.91	\$55,860.84	\$53,806.49
Impact Fee Study	\$31.32	\$31.32	\$31.32
Series 2021 Credit	(\$2,845.11)	(\$2,845.11)	(\$2,845.11)
Total			\$50,992.70

Development Type	Students per Housing Unit			Proposed Fees	Current Fees	Increase / Decrease
	Elementary	Middle	High			
Single Family	0.165	0.091	0.133	\$6,772	\$1	\$6,771
Multi-Family	0.119	0.064	0.023	\$1,198	\$1	\$1,197

PROJECTED SCHOOL IMPACT FEE REVENUE

Projected fee revenue shown in Figure S13 is based on the development projections, shown in Appendix A, and the maximum allowable School impact fees. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue equals \$30.3 million and projected expenditures equal \$75,480,000. The School Building Authority contribution is projected to be approximately \$11.5 million. It is important to note that additional revenue will be realized between years 11-20.

Figure S13: Projected School Impact Fee Revenue

Fee Component	Total
School Facilities	\$75,480,000
Total	\$75,480,000

		Single Family \$6,772 per unit	Multi-Family \$1,198 per unit	Industrial \$0 per 1,000 sq ft	Comm/Shop \$0 per 1,000 sq ft	Office/Inst \$0 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	21,162	3,552	0	0	0
Year 1	2025	21,597	3,624	0	0	0
Year 2	2026	22,032	3,696	0	0	0
Year 3	2027	22,466	3,767	0	0	0
Year 4	2028	22,901	3,839	0	0	0
Year 5	2029	23,336	3,911	0	0	0
Year 6	2030	23,771	3,983	0	0	0
Year 7	2031	24,206	4,055	0	0	0
Year 8	2032	24,640	4,126	0	0	0
Year 9	2033	25,075	4,198	0	0	0
Year 10	2034	25,510	4,270	0	0	0
10-Year Increase		4,348	718	0	0	0
Projected Revenue		\$29,444,920	\$860,124	\$0	\$0	\$0

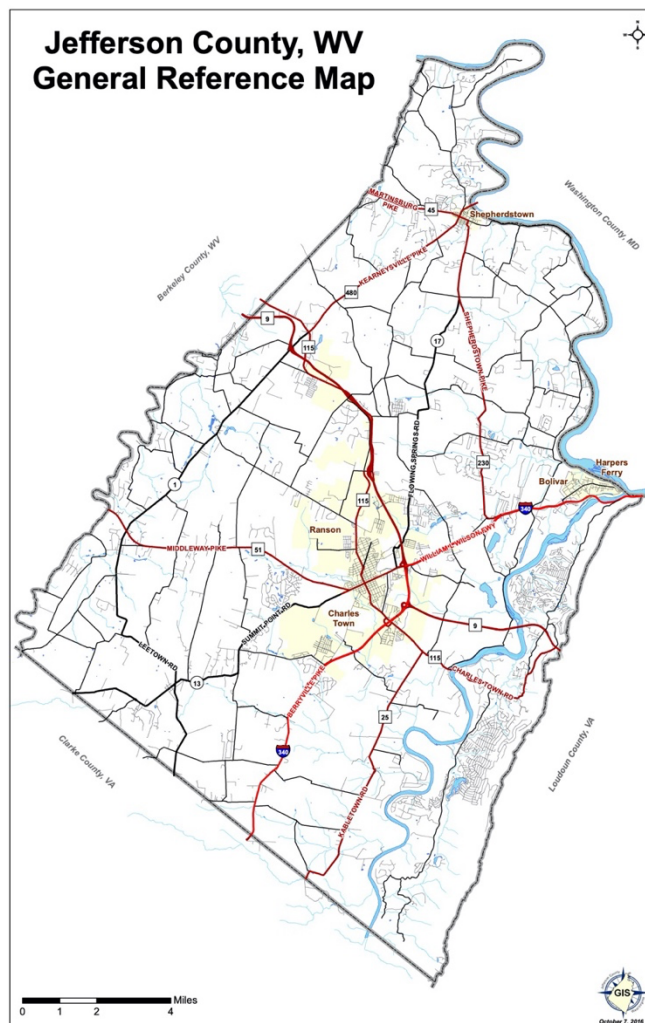
Projected Fee Revenue	\$30,305,044
Total Expenditures	\$75,480,000
School Building Authority	\$11,493,301

APPENDIX A: LAND USE ASSUMPTIONS

Jefferson County, West Virginia, retained TischlerBise to analyze the impacts of development on its capital facilities and to calculate impact fees based on that analysis. TischlerBise prepared current demographic estimates and future development projections for both residential and nonresidential development that will be used in the calculation of the impact fees. Current demographic data estimates for January 1, 2024 are used in calculating levels of service (LOS) provided to existing development in Jefferson County. TischlerBise utilized a variety of data sources to estimate current and project future population, housing units, employment by type, and nonresidential floor area. These sources include the US Census Bureau, Esri, Inc., Institute of Transportation Engineers (ITE), and the Metro Washington Council of Governments.

The estimates and projections of residential and nonresidential development in this *Land Use Assumptions* document are for areas within the boundaries of Jefferson County, West Virginia. The map below illustrates the areas within the Countywide Service Area for EMS, Municipal Facilities, Parks and Recreation, and School impact fees. Appendix C includes a map of the Law Enforcement Service Area.

Figure A1: Impact Fee Service Area



RESIDENTIAL DEMAND FACTORS

Housing Unit Size

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Impact fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the impact fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends that Jefferson County impose impact fees for residential development according to the number of persons per housing unit (PPHU).

Occupancy calculations require data on population and the types of units by structure. The 2020 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For impact fees in Jefferson County, detached stick-built units and attached are included in the “Single-Family” category. The second residential category includes duplexes and all other structures with two or more units on an individual parcel of land. This is referred to as the “Multi-Family” category. The “Multi-Family” category also includes mobile homes, boats, RV, vans, and all other units.

Figure A2 below shows the occupancy estimates for Jefferson County. Single-family units average 2.48 persons per housing unit and multi-family units average 1.75 persons per housing unit.

Figure A2: Persons per Housing Unit

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing	Housing Mix	Vacancy Rate
Single-Family Units ¹	50,489	18,348	2.75	20,383	2.48	85.2%	10.00%
Multi-Family Units ²	6,182	3,124	1.98	3,535	1.75	14.8%	11.60%
Total	56,671	21,472	2.64	23,918	2.37	100.0%	10.20%

Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates, Tables B25024, B25032, B25033.

1. Includes detached and attached (i.e. townhouses) units.

2. Includes dwellings in structures with two or more units, mobile homes, and all other units.

Residential Construction Trends

The Jefferson County Office of Impact Fees provided data on recent housing unit permitting trends. As shown below in Figure A3, the County issued building permits for 2,533 units from 2019 to 2023. This is an annual average of 507 housing units. Figure A3 also shows that the distribution of units between the municipalities and the unincorporated County is almost equal, with the municipalities receiving 1,241 units and the unincorporated County receiving 1,292 units. These annual averages are much higher than the housing unit growth assumed in the Metro Washington Council of Governments, Round 10.0 Cooperative Forecasts. Therefore, the recent annual average housing permits are used to project future housing unit growth, to which the persons per housing unit factors shown above in Figure A2 are applied

to estimate annual population. The actual number of residential permits shown in Figure A3 for 2022 and 2023 are also added to the housing units in Figure A2 to estimate the current number of housing units in Jefferson County as of January 1, 2024.

Figure A3: 5-Year Housing Unit Trends in the County

Countywide				Municipalities				Unincorporated County			
Year	SF	MF	Total	Year	SF	MF	Total	Year	SF	MF	Total
2019	214	11	225	2019	66	11	77	2019	148	0	148
2020	288	313	601	2020	115	313	428	2020	173	0	173
2021	443	1	444	2021	52	1	53	2021	391	0	391
2022	450	17	467	2022	199	14	213	2022	251	3	254
2023	779	17	796	2023	459	11	470	2023	320	6	326
Total	2,174	359	2,533	Total	891	350	1,241	Total	1,283	9	1,292
Average	435	72	507	Average	178	70	248	Average	257	2	258

Source: Jefferson County building permit data

Source: Jefferson County building permit data

Source: Jefferson County building permit data

NONRESIDENTIAL DEMAND FACTORS

TischlerBise uses the term jobs to refer to employment by place of work. In Figure A4, gray shading indicates the nonresidential development prototypes used by TischlerBise to derive employment densities and average weekday vehicle trip ends. For nonresidential development, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

The prototype for industrial development is Light Industrial (110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area and has 637 square feet of floor area per employee. For office and institutional development, the proxy is General Office (ITE 710); it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area and has 307 square feet of floor area per employee. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area and has 471 square feet of floor area per employee.

Figure A4: Nonresidential Demand Units

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit ¹	Wkdy Trip Ends Per Employee ¹	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	n/a
254	Assisted Living	1,000 Sq Ft	4.19	4.24	0.99	n/a
310	Hotel	room	7.99	14.34	0.56	n/a
320	Motel	room	3.35	25.17	0.13	n/a
520	Elementary School	student	2.27	22.50	0.10	n/a
525	High School	student	1.94	21.95	0.09	n/a
540	Community College	student	1.15	14.61	0.08	n/a
550	University/College	student	1.56	8.89	0.18	na
565	Day Care	student	4.09	21.38	0.19	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	n/a
620	Nursing Home	1,000 Sq Ft	6.75	3.31	2.04	490
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
750	Office Park	1,000 Sq Ft	11.07	3.54	3.13	320
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

SUMMARY OF COUNTYWIDE GROWTH INDICATORS

Key land use assumptions for the Jefferson County Impact Fee Study are population, housing units, and employment. TischlerBise utilized the Metro Washington Council of Governments, Round 10.0 Cooperative Forecasts to estimate base year population. Base year housing units are estimated by adding permits in calendar years 2022 and 2023 to the 2018-2022 American Community Survey 5-Year Estimates. As stated previously, TischlerBise utilized building permit trend data provided by the Jefferson County Office of Impact Fees to project future residential development. These housing unit increases were then converted to population using the average persons per housing unit factors from the 2018-2022 American Community Survey 5-Year Estimates. For nonresidential development, the base year employment estimate, as well as future employment, is also calculated based on data used in the Metro Washington Council of Governments, Round 10.0 Cooperative Forecasts. TischlerBise converts employment estimates and projections to nonresidential floor area based on average square feet per job multipliers published by the Institute of Transportation Engineers (ITE). The projections contained in this document provide the foundation for the Impact Fee Study. These metrics are the service units and demand indicators used in the Impact Fee Study.

Development projections, summarized below, will be used to estimate impact fee revenue and to indicate the anticipated need for growth-related infrastructure. However, impact fee methodologies are designed to reduce sensitivity to development projections in the determination of the proportionate share fee amounts. If actual development is slower than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development is faster than anticipated, Jefferson County will receive an increase in fee revenue, but will also need to accelerate infrastructure improvements to keep pace with the actual rate of development. During the next 10 years, countywide development projections indicate an increase of 5,066 housing units and approximately 1.77 million square feet of nonresidential floor area.

Figure A5: Summary of Growth Indicators - Countywide

Jefferson County, WV	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Year
	Base Year	1	2	3	4	5	6	7	8	9	10	Increase
Population	61,728	62,932	64,136	65,340	66,544	67,748	68,952	70,156	71,360	72,564	73,768	12,040
Housing Units												
Single Family	21,162	21,597	22,032	22,466	22,901	23,336	23,771	24,206	24,640	25,075	25,510	4,348
Multi-Family	3,552	3,624	3,696	3,767	3,839	3,911	3,983	4,055	4,126	4,198	4,270	718
Total Housing Units	24,714	25,221	25,727	26,234	26,740	27,247	27,754	28,260	28,767	29,273	29,780	5,066
Employment												
Industrial	4,208	4,288	4,356	4,423	4,491	4,558	4,626	4,691	4,757	4,822	4,887	679
Commercial	7,425	7,566	7,685	7,804	7,923	8,042	8,161	8,277	8,392	8,507	8,623	1,198
Office & Institutional	15,669	15,967	16,218	16,469	16,721	16,972	17,223	17,467	17,710	17,954	18,197	2,528
Total Employment	27,302	27,821	28,259	28,697	29,134	29,572	30,010	30,434	30,859	31,283	31,708	4,405
Nonres. Floor Area												
Industrial	2,678,869	2,729,773	2,772,730	2,815,687	2,858,643	2,901,600	2,944,556	2,986,198	3,027,840	3,069,482	3,111,123	432,254
Commercial	3,494,705	3,561,112	3,617,150	3,673,189	3,729,228	3,785,267	3,841,305	3,895,629	3,949,953	4,004,276	4,058,600	563,895
Office & Institutional	4,813,460	4,904,926	4,982,111	5,059,297	5,136,482	5,213,667	5,290,853	5,365,676	5,440,499	5,515,322	5,590,145	776,685
Total Nonres. Floor Area	10,987,034	11,195,811	11,371,992	11,548,172	11,724,353	11,900,534	12,076,715	12,247,503	12,418,291	12,589,080	12,759,868	1,772,834

The projections for unincorporated Jefferson County are summarized below. During the next 10 years, unincorporated County development projections are for an increase of 2,584 housing units and approximately 991,600 square feet of nonresidential floor area.

Figure A6: Summary of Growth Indicators – Unincorporated County

Unincorporated Jefferson County, WV	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Year
	Base Year	1	2	3	4	5	6	7	8	9	10	Increase
Population	45,864	46,503	47,143	47,782	48,422	49,061	49,701	50,341	50,980	51,620	52,259	6,395
Housing Units												
Single Family	15,813	16,070	16,326	16,583	16,839	17,096	17,353	17,609	17,866	18,122	18,379	2,566
Multi-Family	2,314	2,316	2,318	2,319	2,321	2,323	2,325	2,327	2,328	2,330	2,332	18
Total Housing Units	18,127	18,385	18,644	18,902	19,161	19,419	19,677	19,936	20,194	20,453	20,711	2,584
Employment												
Industrial	2,354	2,399	2,436	2,474	2,512	2,550	2,587	2,624	2,661	2,697	2,734	380
Commercial	4,153	4,232	4,298	4,365	4,432	4,498	4,565	4,629	4,694	4,758	4,823	670
Office & Institutional	8,764	8,931	9,071	9,212	9,352	9,493	9,633	9,770	9,906	10,042	10,178	1,414
Total Employment	15,271	15,561	15,806	16,051	16,296	16,541	16,786	17,023	17,260	17,498	17,735	2,464
Nonres. Floor Area (x1,000)												
Industrial	1,498,385	1,526,857	1,550,884	1,574,911	1,598,938	1,622,965	1,646,993	1,670,284	1,693,576	1,716,868	1,740,159	241,775
Commercial	1,954,710	1,991,853	2,023,198	2,054,542	2,085,887	2,117,231	2,148,575	2,178,961	2,209,346	2,239,731	2,270,116	315,406
Office & Institutional	2,692,335	2,743,495	2,786,668	2,829,840	2,873,013	2,916,185	2,959,358	3,001,209	3,043,060	3,084,911	3,126,762	434,427
Total Nonres. Floor Area	6,145,429	6,262,205	6,360,750	6,459,294	6,557,838	6,656,382	6,754,926	6,850,453	6,945,981	7,041,509	7,137,037	991,608

AVERAGE WEEKDAY VEHICLE TRIPS

Jefferson County will use average weekday vehicle trips (AWVT) as the nonresidential demand units for Fire/Emergency Medical Services and Law Enforcement fees.

Nonresidential Trip Generation Rates

For nonresidential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11th Edition (2021). The prototype for industrial development is Light Industrial (110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of

floor area. For office and institutional development, the proxy is General Office (ITE 710), and it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area.

Figure A7: Average Weekday Vehicle Trip Ends by Land Use

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.87	50%
Commercial	KSF	820	37.01	33%
Office & Institutional	KSF	710	10.84	50%

Trip Rate Adjustments

Average Weekday Vehicle Trips (AWVT) are used as a measure of demand by land use. Vehicle trips are estimated using average weekday vehicle trip ends from the reference book, *Trip Generation, 11th Edition*, published by the Institute of Transportation Engineers (ITE) in 2021. A vehicle trip end represents a vehicle entering or exiting a development (as if a traffic counter were placed across a driveway). To calculate the impact fees, trip generation rates are adjusted to avoid double counting each trip at both the origin and destination points. The basic trip adjustment factor is 50 percent. As discussed further below, the impact fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

Adjustment for Pass-By Trips

For commercial development, the trip adjustment factor is less than 50 percent because this type of development attracts vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent, or approximately 33 percent of the trip ends.

NONRESIDENTIAL VEHICLE TRIP PROJECTIONS

Countywide

Provided below are Countywide summaries of nonresidential vehicle trip projections used in the Impact Fee Study.

Figure A8: Countywide Nonresidential Vehicle Trip Projections Summary

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.87	50%
Commercial	KSF	820	37.01	33%
Office & Institutional	KSF	710	10.84	50%

Jefferson County, WV	Base	1	2	3	4	5	10	10-Year Increase
	2024	2025	2026	2027	2028	2029	2034	
Industrial KSF	2,679	2,730	2,773	2,816	2,859	2,902	2,945	266
Commercial KSF	3,495	3,561	3,617	3,673	3,729	3,785	3,841	347
Office & Institutional KSF	4,813	4,905	4,982	5,059	5,136	5,214	5,291	477
Industrial Trips	6,523	6,647	6,752	6,856	6,961	7,065	7,170	647
Commercial Trips	42,682	43,493	44,177	44,862	45,546	46,231	46,915	4,233
Office & Institutional Trips	26,089	26,585	27,003	27,421	27,840	28,258	28,676	2,587
Nonresidential Trips	75,294	76,725	77,932	79,139	80,347	81,554	82,761	7,468

Unincorporated Jefferson County

Provided below are unincorporated County summary of nonresidential vehicle trip projections used in the Impact Fee Study.

Figure A9: Unincorporated Nonresidential Vehicle Trip Projections Summary

Development Type	Dev. Unit	ITE Code	Weekday VTE	Trip Adj
Industrial	KSF	110	4.87	50%
Commercial	KSF	820	37.01	33%
Office & Institutional	KSF	710	10.84	50%

Unincorporated Jefferson County, WV	Base	1	2	3	4	5	10	10-Year Increase
	2024	2025	2026	2027	2028	2029	2034	
Industrial KSF	898	912	925	937	950	963	1,024	126
Commercial KSF	1,171	1,189	1,206	1,223	1,240	1,257	1,336	165
Office & Institutional KSF	1,613	1,638	1,661	1,685	1,708	1,731	1,840	227
Industrial Trips	2,186	2,220	2,251	2,283	2,314	2,346	2,493	308
Commercial Trips	14,303	14,525	14,731	14,937	15,143	15,349	16,315	2,012
Office & Institutional Trips	8,743	8,878	9,004	9,130	9,256	9,382	9,973	1,230
Nonresidential Trips	25,232	25,623	25,986	26,350	26,713	27,077	28,781	3,550

APPENDIX B: LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Jefferson County will collect impact fees from all new residential units. One-time impact fees are determined by site capacity (i.e. number of residential units).

Single-Family Units:

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

Multi-Family Units:

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with “2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments.”
2. Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.
3. Boat, RV, Van, Etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

NONRESIDENTIAL DEVELOPMENT

The proposed general nonresidential development categories (defined below) can be used for all new construction within Jefferson County. Nonresidential development categories represent general groups of land uses that share similar average weekday vehicle trip generation rates and employment densities (i.e., jobs per thousand square feet of floor area).

Commercial: Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, hotels, and motels.

Industrial: Establishments primarily engaged in the production, transportation, or storage of goods. By way of example, *Industrial* includes manufacturing plants, distribution warehouses, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

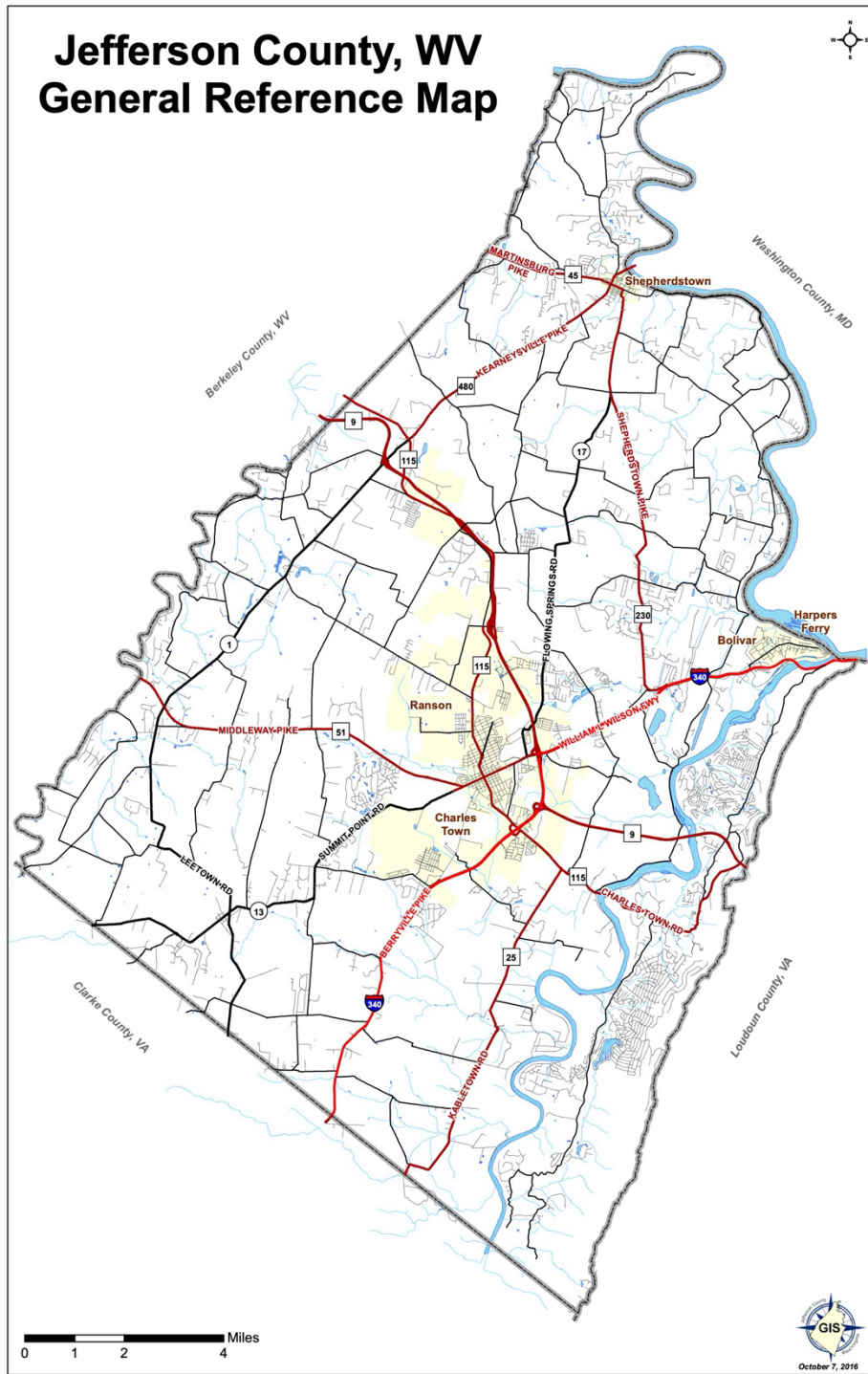
Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

Office: Establishments providing management, administrative, professional, or business services. By way of example, *Office* includes banks, business offices, medical offices, and veterinarian clinics.

APPENDIX C: SERVICE AREA MAPS

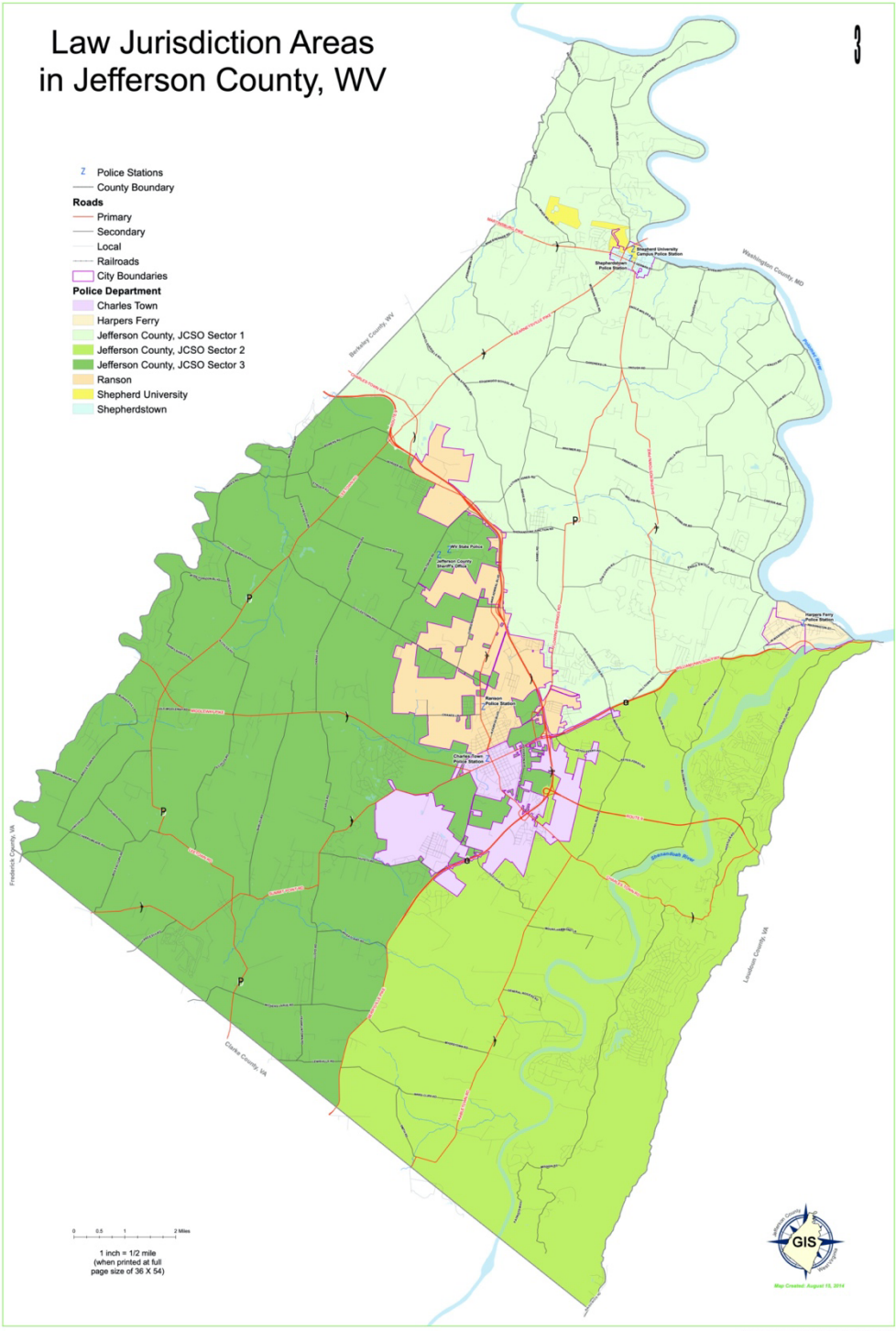
COUNTYWIDE SERVICE AREA

The map below represents the Countywide Service Area for County Administration, EMS, Parks and Recreation, and School impact fees.



LAW ENFORCEMENT SERVICE AREA

The map below represents the Law Enforcement Service Area. All development located within the Jefferson County Sheriff Office Jurisdiction will pay Law Enforcement impact fees. Development located in areas served by a local police department will not pay Law Enforcement impact fees.



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Tax Deputy New Hire Administrative Assistant New Hire
Home Confinement Update

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

- A Tax Deputy tendered her resignation, we are seeking to fill the vacancy this created.
- Status update on the funding issues regarding Home Confinement and meeting with Judges
- Administrative Assistant to Executive Assistant candidate found

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

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 hire of Stacy Thompson as an 80 hour Tax Deputy beginning 12/9/24 with a starting salary of 35,000.00

I move to approve the hire of _____ as an 80 hour Administrative Assistant beginning _____ at an annual salary of _____

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Mike Sine, Director of Emergency Services

Department or Organization: Emergency Services

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **November 21, 2024**

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

Date Requested – 2nd Choice:

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

Pay Adjustment in accordance with ESA AP1192 for 10 years of prior work experience and service.

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

This request would provide a five-step increase for the employee, with an adjustment from \$25.84 to \$28.37 to be effective July 1, 2024. This was an oversight on July 11, 2024. This would result in \$2,223.65 additional compensation plus benefits.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the pay adjustment for Matthew Ryan, Technician, in accordance with AP1192 from a rate of \$25.84 to \$28.37 and to pay the additional compensation of \$2,223.65 owed to the employee for hours from July 1, 2024 – November 16, 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: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

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

COMMISSIONER
Vacant

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

From: Bessie Nelson

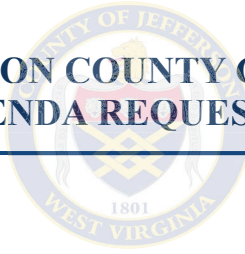
Date: November 21, 2024

Re: Fiscal Note: Pay Adjustment

Director Mike Sine requests the following personnel pay adjustment:

Matthew Ryan	from \$25.84/ to \$28.37/hour	\$61,960.08
-	Amount budgeted for this position in FY 25:	\$61,960.08

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name: Mike Sine, Director

Department or Organization: Emergency Services

Commission Meeting Date: November 21, 2024

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Approval of Ronnie Shutts from part-time to full-time FF/EMT III effective 11/24/2024.

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

Mr. Shutts was a previous full-time employee who transitioned to part-time on 5/2024. He has requested to return full-time. He is well experienced and requires no orientation or training and can return to full status on the effective start date. Bringing him back on now will cover immediate short-term vacancies until the permanent position is available in January.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount: \$26.17

Name of Hire (if Applicable): Ronnie Shutts

Grade/Step/Hours (PT/FT): FT

Start Date (beginning of pay period): 11/24/2024

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

We have 2 full time employees out or soon to be out for medical reasons. A full time staff member has announced his retirement for mid January. This would reduce the overtime costs associated with backfilling these vacancies at this time.

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

I motion to approve Ronnie Shutts from part-time to full-time FF/EMT III effective 11/24/2024.

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: Mike Sine

Phone Number: 304.724.8438

Email Address:

msine@jcesa.org



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: November 21, 2024

Re: Fiscal Note: Emergency Services Personnel Request

Director Mike Sine requests the following personnel change:

Convert Ronnie Shutts from P/T FF/EMT III to F/T FF/EMT III.

Ronnie Shutts	\$26.17/hour	\$57,155.28
- Amount budgeted for this position in FY 25:		\$57,155.28

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Chief Human Resource Officer

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **November 21, 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 Hire – CFO position**
- 2. Notices of solicitation**

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

- 1. Staff has identified a successful candidate for the position of chief financial officer and is seeking approval to hire.**
- 2. Two resignations were received recently, and as such, the County is now soliciting for the positions of GIS Analyst I and Building Code Plan Reviewer/Inspector.**

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 move to approve the hire of _____ as Chief Financial Officer as a Grade VIII, 80-hour exempt employee at a salary of \$89,840, effective _____.**
- 2. Informational only - no action requested/required.**

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

Building Code Plans Reviewer

Jefferson County, West Virginia, Department of Engineering, Planning, and Zoning is seeking a Plans Reviewer/Building Inspector. The primary responsibility is to review building plans for compliance with the International Code Council (ICC) residential and commercial building codes. The plans reviewer must also have the ability and willingness to fill in as a building inspector during times when other inspectors are on vacation or workload deems it necessary.

High school diploma is required, or hold a G.E.D. certificate, with minimum of 5 years' experience in building codes plan review and/or inspections. ICC certification as a plan reviewer is a plus. Will consider applicants with experience in the building trades and ability to become certified as an ICC building codes plan reviewer within 12 months.

Applicants shall have working knowledge of building construction including site grading, foundations, framing, plumbing, mechanical, electrical and structural components. Shall also have the ability to read building plans and be familiar with plan notation and terminology. Must have good computer skills. CAD experience a plus. Must have good written and verbal communication skills and the ability to interact with the public, architects, engineers and building contractors. A valid driver's license is required. Satisfactory background check required as a condition of employment.

Employee benefits package includes West Virginia Public Employees Retirement plan, supplemental employee 457 retirement savings plan, health & hospitalization insurance, vision and dental insurance, life insurance, paid vacation leave, paid sick leave, a minimum of eleven paid holidays per year, and reimbursement for reasonable costs of job related training/seminars. Normal work hours are 8 am - 4 pm, Monday through Friday. Starting salary is negotiable. See full job description on Jefferson County's web [here](#).

Send resume to: Ms. Jessica James
Assistant Deputy County Administrator
Jefferson County Commission
124 East Washington Street
P.O. Box 250
Charles Town, WV 25414
Or Email: jobs@jeffersoncountywv.org

**Jefferson County, West Virginia
Job Description**

Position Title:	Building Plan Reviewer	Grade Level:	V
Department	Dept. of Engineering, Planning & Zoning – Office of Permits and Inspections	Date:	
Reports to:	Chief County Engineer	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for reviewing plans and specifications as submitted for permitting construction projects to ensure conformance with applicable building codes, ordinances and laws. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer/Building Code Official, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to confidential information such as department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury, and/or injury to self or others.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress,

Department of Engineering, Planning & Zoning
Office of Permits and Inspections
Building Plan Reviewer

Jefferson County, West Virginia
Job Description

and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Review building plans for one and two family dwellings and commercial/industrial buildings to ensure that building plans and specifications comply with applicable standards of construction, use appropriate materials and methods, are safe for people and property, comply with code requirements and utilize the proper structure design.
2. Provide quality customer service over the telephone and in person to architects, engineers, builders, contractors, owners and other citizens and members of the public to answer questions and provide information about the permit application and inspection processes and building code requirements.
3. Utilize, maintain and advance the use of the content management system (CMS) to efficiently process permit applications, to communicate with permit applicants, and digitally manage records and information.
4. Provide advice and assistance to field inspectors regarding code interpretations as requested.
5. Fulfill responsibilities of building inspectors in their absence or as workload demands require.

Department of Engineering, Planning & Zoning
Office of Permits and Inspections
Building Plan Reviewer

**Jefferson County, West Virginia
Job Description**

6. Coordinates efforts with State Fire Marshal and/or third-party certifications.
7. Authorizes commercial building permit Use and Occupancy Certificates.
8. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law. Obtain and maintain certifications required under West Virginia state code.
9. Performs duties of Building Inspector, Permits Technician, or other related work as assigned by the Chief County Engineer/Building Code Official.
10. Participates in building code round-table discussions held by Engineering, Planning & Zoning for the building industry.

Recommended Minimum Qualifications:

Education and Experience: Certification as an ICC building plans reviewer, or Associates Degree in Architecture, or work experience in Building Code Enforcement with five to seven (5-7) years related work experience in the area of building design or construction; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector and Plans Examiner by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

Special Requirements:

Valid Motor Vehicle Operator's License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer skills, proficient with AutoCAD type software, proficient

Department of Engineering, Planning & Zoning
Office of Permits and Inspections
Building Plan Reviewer

**Jefferson County, West Virginia
Job Description**

written and oral communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using hand tools, or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Employee is required to distinguish colors.

Department of Engineering, Planning & Zoning
Office of Permits and Inspections
Building Plan Reviewer

Jefferson County, West Virginia

Job Description

Position Title:	GIS Analyst 1	Grade Level:	V
Department	Information Technology	Date:	October 2024
Reports to:	GIS Manager/GIS Coordinator	FLSA Status	Exempt

Statement of Duties: The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other departments with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the IT Director or guidance from GIS Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not regularly required to supervise others.

Confidentiality: Employee has access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

Work Environment: Work is performed in an office environment with some field work required.

Jefferson County, West Virginia

Job Description

Nature and Purpose of Relationships: Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning, or coordination of work or resolving problems.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for 911 physical addressing of structures and geocoding for the county; assigning address ranges to roads and locations as appropriate.
2. Perform moderate level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
3. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Assist County departments with GIS project planning, implementation, and management.
6. Assist GIS Coordinator with the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
7. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
8. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, analysis, maintenance, and troubleshooting.
9. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
10. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.

Jefferson County, West Virginia Job Description

11. Collaborate closely with industry peers and GIS professionals.
12. Keep up to date in new advances in mapping software.
13. Convert analog map products to digital format, and digital data from one form to another using established conversion procedures.
14. Develop and perform analysis algorithms relating to graphic data sets in the GIS and compile cartographic output from spatial, tabular and graphic data.
15. Perform related tasks as required.

Recommended Minimum Qualifications:

Education and Experience: Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred, but not required.

Certifications

At Hire or Earned Within 12 months: Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation

Required To Move On To GIS Analyst Level 2: Microsoft Excel Level 2, ESRI ArcGIS Hub Fundamentals, ESRI ArcGIS Pro Foundation

Knowledge, Abilities and Skills

Knowledge: Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

Abilities: Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

Skills: Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

Jefferson County, West Virginia

Job Description

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

Position: GIS Analyst Level 1

Grade: V

Salary: \$52,000

Job Details:

Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other departments and citizens with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties. See Job Description for further details.

Software Experience:

Must be proficient with ArcGIS Pro software and Microsoft Office.

Certifications:

At Hire or Earned Within 12 months: Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation

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: **November 21, 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.

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: **Roger Goodwin, Deputy County Administrator / Director & Chief County Engineer Jefferson County Department of Engineering, Planning & Zoning.**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: **Thursday, November 21, 2024**

Date Requested – 2nd Choice:

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

Appointment of Acting/Interim Zoning Administrator

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

This is a request to appoint Mason Carter, Ordinance Compliance Officer as Acting/Interim Zoning Administrator effective December 2, 2024, when the position is vacated and until the vacancy is filled, in order to carry out the duties outlined in Article 3, Section 3.2 of the Zoning Ordinance and in accordance with WV Code §8A. A Zoning Administrator is required to be appointed by the County Commission.

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 that Mason Carter be appointed as the Acting/Interim Zoning Administrator

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
AGENDA REQUEST FORM**

Additional Comments Page:

Article 3, Section 3.1A of the Jefferson County Zoning Ordinance states, "...the County Commission shall designate a Zoning Administrator for the day to day administration of the ordinance." Section 3.2 outlines the duties of the Zoning Administrator (attached).

WV Code 8A states that the Board of Zoning Appeals has the right to hear, review, and determine appeals from an order, requirement, decision or determination made by an administrative official charged with the enforcement of a zoning ordinance or rule and regulation adopted pursuant thereto. WV Code 8A refers to "an administrative official charged with the enforcement of a zoning ordinance" multiple times.

A Zoning Administrator is required to be appointed by the County Commission.

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

Section 3.1 Administration

- A. The provisions of this Ordinance will be governed by the County Commission or the Zoning Administrator and Staff in accordance with §8A-1-1 et seq of the West Virginia State Code, as amended. With enactment of the Ordinance, the County Commission shall designate a Zoning Administrator for the day to day administration of the ordinance.^{5,17,21}
- B. An appeal to this Ordinance, however, may be made to the Jefferson County Board of Zoning Appeals subject to the provisions of §8A-1-1 et seq of the West Virginia Code, as amended.^{17, 21}
- C. The Jefferson County Board of Zoning Appeals shall evaluate all conditional use applications and approve or deny issuance of a conditional use permit.^{2, 17, 21, 32}
- D. All departments, officials, and public employees of Jefferson County which are vested with the duty or authority to issue permits or licenses shall issue no permit or license for any use, building, or purpose if the same would be in conflict with the provisions of this Ordinance.

Section 3.2 Zoning Administrator

- A. The Zoning Administrator shall administer and enforce the Zoning and Land Development Ordinance. This includes but is not limited to the following:²³
 - 1. Make determinations that all applications required by the Ordinance are complete and that all fees are paid.
 - 2. Interpret the provisions of the Ordinance as required by law.
 - 3. Issue Zoning Certificates as permitted by the Ordinance.
 - 4. Determine sufficiency and completeness of applications for a Conditional Use Permit.³²
 - 5. Issue all permits and Certificates as permitted by the Ordinance.
 - 6. Prepare and submit reports as required by the Ordinance or the Board of Zoning Appeals or Planning Commission.
 - 7. Conduct meetings and conferences pursuant to the Zoning and Land Development Ordinance.^{17, 21, 23}
- B. Any decision or action by the Zoning Administrator based on Section 3.2A above is subject to appeal to the Board of Zoning Appeals.^{17, 21}
- C. It shall be unlawful to develop, construct, alter, or reconstruct any structure or to change the use of any structure or property without first obtaining a zoning certificate from the Zoning Administrator. This provision may not apply to the general maintenance or repair or any addition deemed not a major addition as defined in Section 2.2 of this Ordinance.^{17, 21, 23}
- D. Each application for a zoning certificate shall be accompanied by a copy of an approved site plan, if applicable, or by a legible drawing either drawn to scale or accurately indicating dimensions which show property boundaries and existing and proposed structures and other proposed changes or land development. The plans shall be retained in the Office of Planning and Zoning.^{17, 21, 23}
- E. Use of any property, developmental arrangement, or construction on any property other than that authorized in the zoning certificate is a violation of this Ordinance. All provisions of this Ordinance and amendments shall be maintained perpetually.
- F. The Zoning Administrator shall approve or disapprove issuance of a zoning certificate within sixty (60) days of the initial filing date providing the application is complete and fees are paid when filed and the request is in compliance of the provisions of this Ordinance.^{17, 21}

- G. A zoning certificate and/or conditional use permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months. Pursuant to Chapter 8A of the West Virginia Code as amended, a Zoning Certificate or Conditional Use Permit associated with a subdivision or land development plan - whether recorded or not yet recorded, valid under West Virginia law and outstanding as of January 1, 2010 - shall remain valid until July 1, 2012, provided that the land development plan or plat received at least preliminary approval by the Planning Commission or County Commission by March 1, 2010.^{17, 21, 23}
- H. A filing fee, in accordance with the County fee structure, shall be charged for all zoning certification.

Section 3.3 Enforcement

- A. The Zoning Administrator or Staff shall promptly investigate any written complaint alleging a violation of this Ordinance and determine if a violation has occurred.^{17, 21}
- B. As provided in §8A-1-1 et seq of the West Virginia Code, as amended, any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, and upon conviction, shall be fined not less than fifty (\$50.00) or more than five hundred dollars (\$500.00) per day. Each day during which any violation of this Ordinance continues shall constitute a separate offense.^{5, 17, 21}
- C. When it appears to the Board of Zoning Appeals or the Zoning Administrator or Staff that a violation of this Ordinance has occurred, the County shall notify the responsible person by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 15 days from the date appearing on the Notice. Failure to terminate the violation within the requested time shall be cause for the Board of Zoning Appeals or the Zoning Administrator or Staff pursuant to §8A-10-1, 2 and 3 of the West Virginia Code, as amended, to:^{17, 21, 23}
1. Seek an injunction in the Circuit Court of Jefferson County to restrain the responsible person from continuing the violation cited or seek an injunction requiring the removal of structures or land uses from the property involved; or,
 2. Issue a warrant for the arrest of the person responsible for the violation and seek a conviction in the Circuit Court of Jefferson County.

Section 3.4 Boards and Commissions^{23, 32}

A. Board of Zoning Appeals

1. The Board of Zoning Appeals will consist of five members to be appointed by the County Commission. Their terms of office, succession, removal, filing of vacancies, and their powers and duties shall be provided in Chapter 8A of the West Virginia Code, as amended.
2. Meetings of the Board of Zoning Appeals shall be conducted according to the Rules of Procedure adopted by the Board of Zoning Appeals. In the event of a conflict between this Ordinance and the Rules of Procedure, the Rules of Procedure shall prevail.²
3. The powers and duties of the Board of Zoning Appeals include but are not limited to the following:
 - a. The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official in regard to the enforcement of this Ordinance or of any ordinance adopted thereto.³²

October 29, 2024

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414
Attn: Edwina Benites, County Administrator

Dear Ms. Benites,

This letter is to inform you, that upon the conclusion of County Planner Jennie Brockman's term as interim zoning administrator in early December, 2024, I support appointing Ordinance Compliance Officer Mason Carter to serve as the interim zoning administrator until a permanent zoning administrator is hired. Mr. Carter has experience with enforcing compliance with the zoning ordinance and is familiar with the requirements.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tyler Quynn", is written over the typed name.

Tyler Quynn, Chairman
Jefferson County Zoning Board of Appeals

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

1. Hydrogeologic Studies- Berkeley County
2. Assessor's Additional Duties
3. Commissioner/ Board seats held by current commissioners
4. 250th Anniversary Celebration
5. CDARS Renewal Approval

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

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 Internet/Wi Fi Telephone for conference call

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 Upton

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, November 21, 2024

Hydrogeologic Studies- Berkeley County

On November 6, 2024, I met with Berkeley County Administrator Gary Wines to discuss the role of hydrogeologic studies in the county's permitting process. Following our meeting, I contacted Brian Ross from Berkeley County for additional details. Mr. Ross provided an overview of Section 404 of Berkeley County's Subdivision Ordinance, which addresses hydrogeologic studies and their application. I shared this information with Roger Goodwin for his review.

From my understanding, the ordinance was updated in 2024. To date, the hydrogeologic testing requirement has not hindered the development of any subdivisions. However, it is anticipated that a recent applicant may need to implement measures such as water storage as a direct result of the studies—requirements that would not have been applicable prior to the adoption of Section 404.

Assessor's Additional Duties

The Commission has received a letter from the State Tax Department certifying that Angela Banks, Assessor for Jefferson County, has substantially complied with the "Assessor's Additional Duties" outlined in West Virginia Code §7-7-6a. Please see the attached certification for reference.

As this is an annual procedure, I recommend approving the additional compensation as provided under the Code.

Suggested motion: Motion to approve the additional compensation of Ms. Angela Banks in the amount of \$15,000 as provided by West Virginia Code 7-7-6b and certified by West Virginia State Tax Department. Funding to be provided from the Assessor's office salaries and benefits line: 001406-410200.

Commissioner/ Board seats held by current commissioners:

The following boards and commissions currently have seats occupied by new Commissioners:

- Planning Commission
- Property Safety Board

Would the Commission like me to begin soliciting replacements for Commissioners Keys, Mood, and Hefestay on these boards?

250th Anniversary Celebration

The Director of the Jefferson County Museum reached out regarding the formation of a committee to plan the 250th Anniversary in 2026. They inquired whether the Commission would like to have a representative attend an upcoming organizing meeting.

Suggested motion: Appoint _____ to the Jefferson County 250th Anniversary Committee.

CDARS Renewal Approval

The State of West Virginia, along with numerous counties and municipalities, filed lawsuits against opioid manufacturers, resulting in a settlement exceeding \$1 billion. Jefferson County's share of the settlement amounts to approximately \$1.2 million. The West Virginia First Foundation was established to oversee the allocation and use of these funds.

Earlier this year, the Commission hosted an opioid workshop to gather input from the public, the Health Department, the Sheriff's Office, and the attorney representing the County in the opioid settlement.

In October, the Commission reviewed proposals from applicants outlining potential uses for the County's settlement funds. However, in November, the Commission determined that additional information was necessary to make an informed decision on the best use of these funds.

The Commission previously directed that the opioid settlement funds be invested in a long-term Certificate of Deposit Account Registry Service (CDARS) account. This investment strategy has significantly improved returns, with projected earnings of \$30,252.14, compared to less than \$5,000 under previous arrangements.

In August, the Commission reinvested the funds in another 90-day CDARS account, which is set to mature on November 29, 2024, with a projected value of \$1,237,030.10. The Bank of Charles Town has offered to renew the CDARS account at a 4.53% interest rate for a 13-week term, which is slightly lower than the 5.03% rate from the previous term.

Suggested motion: approve the attached letter renewing 100% of principal and earnings for a 13-week term.



Larry Pack
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby
State Tax Commissioner

November 4, 2024

President, Jefferson County Commission
Jefferson County Courthouse
104 E Washington Street
Charles Town, West Virginia 25414

Dear Commission President:

This letter is to certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Ms. Banks to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,



Matthew Irby
State Tax Commissioner

MI/ct

cc: Assessor of Jefferson County
Clerk of Jefferson County

Edwina Benites

From: Steven Shaffer <SShaffer@mybct.bank>
Sent: Thursday, November 14, 2024 5:51 PM
To: Edwina Benites
Cc: CMSupport; Tim Lewis
Subject: BCT CDARS Maturity

Importance: High

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

Eddie,
I hope this message finds you well.

The Sheriff of Jefferson County has a CDARS (Opioid Settlement Revenues Fund) maturity approaching on account ID ending in 7464 which is a 13-week (91-days) CD with the maturity date of November 29, 2024. The Payout at maturity will be \$1,237,030.10. Currently, the interest rate is 5.03% (5.16% APY). **We can offer 4.53% for a renewal (re-invest) for another 13-week term.** We will need confirmation to close or renew (re-invest) no later than 2:00 PM on Tuesday November 26, 2024.

If you need additional information, please free to call our cash management team direct at 304-728-2409.

Thank you for choosing BCT, we appreciate your business

Steven Shaffer | Vice President

Cash Management Support Officer

BCT-Bank of Charles Town, The Community's Bank

Direct: [304-728-2406](tel:304-728-2406) | **Mobile:** [703-943-9097](tel:703-943-9097)

Fax: 304-728-2407 | sshaffer@mybct.bank

111 E. Washington St., Charles Town, WV 25414

cmsupport@mybct.bank | **CM Support:** [304-728-2409](tel:304-728-2409)

www.mybct.bank



NOTICE: This electronic mail message and any files transmitted with it are intended exclusively for the individual or entity to which it is addressed. The message, together with any attachment, may contain confidential and/or privileged information. Any unauthorized review, use, printing, saving, copying, disclosure or distribution is strictly prohibited. If you have received this message in error, please immediately advise the sender by reply email and delete all copies.

Edwina Benites

From: moshesa@gmail.com
Sent: Monday, November 11, 2024 1:15 AM
To: Director@nps.gov
Cc: Edwina Benites; Jessica James
Subject: Anti Jewish Political Messaging and Offensive Graffiti at Harpers Ferry National Historical Park
Attachments: 20241111_004907.heic; 20241110_133137.heic

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

I am writing to express my deep concern and disappointment regarding a recent experience I had at Harpers Ferry National Historical Park. During my visit, I encountered a display that I found both offensive and inappropriate within the context of a national park.

Specifically, I was troubled by the presence of a Palestinian flag and the phrase "Free Palestine" spray-painted on one of the historical buildings. The flag, which featured a fist, is a known symbol of the violent intifada and support for Palestinian terrorism. As a Jewish person, this imagery felt particularly offensive and threatening. I understand that freedom of speech is a fundamental right, but I believe that national parks should remain neutral spaces, free from political messaging and symbols that could be divisive or offensive to visitors. The presence of this graffiti and flag not only disrupts the historical integrity of the park but also creates an unwelcoming environment for many.

I urge the National Park Service to take immediate action to remove the graffiti and address the presence of the flag. I believe it is crucial to preserve the non-political nature of our national parks and ensure that they remain places where all visitors can feel safe and respected.

Thank you for your time and attention to this matter, I have attached photographs to this email as evidence of the graffiti and flag.

Sincerely,
Moshe Hay Saikevich
145 mangroves Rd
Princeton NJ



**WEST VIRGINIA
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**
2003 QUARRIER STREET
CHARLESTON, WV 25311

L. D. EGNOR
CHAIRMAN EMERITUS

JOSEPH M. ALONGI
CHAIRMAN

November 6, 2024

Stephen Stolipher, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioner, Stolipher,

The Jefferson County Commission submitted to the West Virginia Courthouse Facilities Improvement Authority ('Authority') a funding request for the 22nd cycle of funding. Unfortunately, the total financial amount necessary to fund all requests surpassed the Authority's ability to provide financial assistance. Accordingly, and with regret, the Board did not vote to approve the application for financial assistance as requested by the Jefferson County Commission.

We will notify all County Commissions when the Authority's next funding cycle is determined. We encourage you to apply. Should you have any questions or request further details, please contact me via phone at (304) 558-5435 or email Shelly.Murray@wvcfia.com.

Respectfully yours,

A handwritten signature in cursive script that reads "Shelly Murray".

Executive Director

Public Comment for Jefferson County Commission Special Meeting for November 12, 2024

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

PUBLIC COMMENT –

After reviewing the agenda packet for the proposed new County Complex, the agenda failed to include: Who is the seller? Needs to include all contacts and contracts. Who performed the commercial appraisal and documents? Who are the realtors? Will any County or State elected official receive any compensation or payout? Who performed the property inspection and condition of HVAC, electrical service, structure, deed, liens, surveys and property lines? Is any of this property in Ranson? With the change of ownership, from a college, are there any exemption that are now expired such as SWPPP Plan, to include parking? What is the cost to retro fit the changes to accommodate the County's needs?

What is the cost and needs to move in, make turn key and operational? Is the County going to utilize the current furniture and fixtures or will everything be new? Has the building been inspected for hazardous materials? Is the parking adequate for the needs to operate the facility? Are there any facility leases that the County is using and how long are they still in effect? What will happen to the taxpayer's property that the County is moving out of? Is there security, in the facility in place, or will there be additional cost, if so, how much? The building is sitting on a brown field. Were all the hazardous materials removed and approve by the DEP to include the EPA? Is there a radon air system? And has the building tested for radon?

Where is the budget to fund this acquisition? If levies and or bonds are required, doesn't this require a vote from the public? Or will the County Commissioners shove additional taxes down the throat of the resident taxpayer? If the County Commission can approve \$13 million from the Capital Outlay, where did this money come from, how long have you been hiding it and how much do you have?

These are only a few of concerns that should have already been publicly addressed and or posted. With the deficiently of information, within this proposed purchase to include the newly elected County Commissioners being excluded, this meeting is premature to make any decisions.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

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

Have a nice day!

Dear Jefferson County Residents,

I, David Tabb, attended the JCC Special Meeting of November 12, 2024, virtually because the notice said it would only be by Zoom. I emailed my public comment to the County Commission. Then I read my comments and objections to the purchase of 393 N. Lawrence St for the proposed County Complex. The County Administrator attempted to address some of my concerns before moving onto the agenda. Of course, the documents that she claimed was available has not been released to the public yet. She claims these documents would answer my questions. I'll believe that, after I see them. I find it strange that within the agenda and the contract of engagement that the JCC only gives the address of 393 N. Lawrence St and fails to mention that APU is the seller. Maybe the Journal got it wrong?

The County Administrator spoke on the Capital Outlay on how much money they had. She claims that there was \$17.7 million on this year's Capital Outlay but didn't mention where it came from or how it was obtained. She also referred that even though the County has the money to purchase the property for \$16.6 million, the Commissioners didn't want to use the money all in one shot. The Commission approved \$345,000 for the escrow deposit without stating where those funding were coming from. It appears they have another "hidden" revenue source. Did anyone else know the County had \$17.7 million in a Capital Outlay account? I didn't but I have been telling everyone for the last six months that the JCC had hidden money.

The JCC stated they need bonds but never stated how much of a bond they would need. Furthermore, the 120-day window (March 7, 2025) is an opportunity to finalize the purchase during the budget review. The Commission claims it will be the time needed to do the inspections, appraisals, deed and title search.

It's quite apparent that the County Commission including the County Administrator knows more than what they are releasing. The agenda pack does contain the struct of only using the Impact fee as a revenue source to pay back the bonds and other necessities for the County Complex. Yeah, I'll believe that when I see it!

Once again, it appears we have smoke and mirrors to include a shell game without the newly elected officials in the picture, yet to be blamed.

Review of the Contract of Engagement:

Within the Contract of Engagement did anyone know that the County Commission has formed a Jefferson County Building Commission? The Jefferson County Commission ("County Commission") and the Jefferson County Building Commission ("Building Commission") to include the law firm of Bowles and Rice ("Bowles") as the bonding counsel, that has the sole authority "*...to finance costs of the acquisition, construction, renovation, improvement, equipping and the furnishing of a building in Jefferson County to be leased to and occupied by the County Commission ("Project").*". Did you notice the word "leased" within the Contract of Engagement? It appears that the County Commission has formed a separate entity known as the Jefferson County Building Commission to act as the owner of the "project" and is using this acquisition as a shell game to manipulate funding by the use of a lease.