

AGENDA
 JEFFERSON COUNTY COMMISSION
 FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
 THURSDAY, December 5, 2024
 9:30 a.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/83922951845?pwd=AyF7wVo7aJhFuhGpyYNNUcPaWPYuQ4.1>

Meeting ID: 839 2295 1845

Passcode: 871003

Meeting ID: 885 0813 1766

Passcode: 629988

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

Approval of Minutes

1. November 7, 2024 Regular Meeting
2. November 12, 2024 SPECIAL SESSION CANVASS DAY 1
3. November 13, 2024 SPECIAL SESSION CANVASS DAY 2
4. November 19, 2024 SPECIAL SESSION CANVASS CERTIFICATION
5. November 21, 2024 Regular Meeting
6. November 26, SPECIAL SESSION

Approval of Accounts Payable:

1. November 28, 2024
2. December 5, 2024

Approval of Manual Checks:

1. November 29, 2024
2. December 6, 2024

Approval of Payroll:

1. December 6, 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. 9:40 am Jessica James, Chief Human Resources Officer
1. Employee recognition
2. 9:45 am Roger Goodwin, Director and Chief County Engineer
Michelle Mason, Impact Fees Program Specialist
1. Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Impact Fees
3. 10:30 am Roger Goodwin, Director and Chief County Engineer
1. Partial bond release for Rocky Ridge Phase 1 file # 19-7-SD
2. Complete bond release for DALB West Building Expansion file # 23-12-SP
4. 10:35 am Mike Sine, Director of Emergency Services

1. West Virginia Emergency Management Services Enhancement Funding application approval
 2. Federal Emergency Management Grant application approval
5. 10:40 am Tom Hansen, Sheriff and Treasurer
 1. Salary correction- tax deputy
 6. 10:45 am Karen Olden, Jefferson County Clerk (Probate)

Special Probate Session: Review Estate Final Accounting for Ruth Ann Meyers, deceased. Henry W. Morrow, Jr. Administrator CTA, DBN
 7. 11:00 am Public Hearing: Harvest Homes, LLC Zoning Map Request
 8. 11:30 am Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
 9. 12:00 pm Edwina Benites-LM, county administrator
 1. Development Authority- ARPA Funding (See attached)
 2. CDARS Renewal Approval (See attached)
 3. 2025 Board of Review (See attached)

CORRESPONDENCE AND INFORMATION

1. Alicia Payne
2. Governor Jim Justice
3. Daniel Galindo, Loudoun County Planning and Zoning

Minutes
Jefferson County Commission
Thursday, November 7, 2024

A meeting of the Jefferson County Commission was held on Thursday, November 7, 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 Thursday, November 7, 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 MINUTES

Mr. Stolipher motioned to approve the regular meeting minutes from:
August 1, 2024
August 15, 2024
September 5, 2024
September 19, 2024
September 26, 2024

The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for October 25, 2024, in the amount of \$448,115.18. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for November 7, 2024, in the amount of \$100,750.38. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90596		ADAM WARD	202.34
90597		ADKINS AUTOMOTIVE LLC	212.22
90598		AHA-ARTS & HUMANITIES ALLIANCE	1,591.08
90599		AT&T	690.19
90600		AT&T MOBILITY - CC	4,207.82
90601		AT&T BILL PAYMENT	2.58
90602		ATLANTIC EMERGENCY SOLUTIONS, INC.	538.77
90603		AUTOZONE	81.92
90604		BIEDLERS ELEC MOTOR REP	759.72
90605		BJ'S EMBROIDERY CO INC	90.00
90606		BRYAN PERKINS	125.25
90607		BUREAU OF CHILD SUPPORT	865.85
90608		CARDINAL HEALTH 110, LLC	3,396.20
90609		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV	3,625.00
90610		CHEYENNE EDWARDS	43.75
90611		COMMUNITY MARKETS INC	2,500.00
90612		COMPTROLLER OF MARYLAND	1,423.31
90613		DEARBORN LIFE INSURANCE COMPANY	2,736.73
90614		DUANE DUNN	127.83
90615		EFTPS IRS TAXES	156,796.22
90616		EMPOWER RETIREMENT	7,971.86
90617		ENTERPRISE FM TRUST	5,118.44
90618		EXECUTIVE EMERGENCY LIGHTING LLC	1,497.10
90619		FIDELITY POWER SYSTEMS	5,587.50
90620		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90621		FRONTIER	12,820.65
90622		GREGORY INGERSOLL	460.00
90623		GUTTMAN OIL CO	11,010.70
90624		HIGHMARK WV	54,794.89
90625		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90626		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,355.99
90627		JEFFERSON COUNTY SOLID WASTE AUTHORITY	92.00
90628		JEFF CO COMMUNITY MINISTRIES	25,000.00
90629		JEFFERSON CO CONVENTION AND VISITORS BUREAU	49,576.27
90630		JEFF CO PARKS & RECREATION COMMISSION	35,829.85
90631		JEFFERSON SECURITY BANK	4,138.00
90632		KNIGHT'S AUTO GLASS	300.00
90633		MADDY STEPHENSON	5,910.69
90634		MCA, INC	4,756.90
90635		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	5,398.97

90636		MOTOROLA SOLUTIONS INC	13,389.91
90637		NAPA AUTO PARTS	70.21
90638		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90639		EMS TECHNOLOGY SOLUTIONS, LLC	2,437.00
90640		PA SCDU	320.00
90641		PATRIOT FIRE AND SECURITY LLC	405.00
90642		R.E. MICHEL CO. LLC	2,565.07
90643		RICE TIRES CO	5,435.44
90644		ROBERTS OXYGEN COMPANY, INC	254.28
90645		SHERIFF OF JEFFERSON COUNTY	97,676.23
90646		SOFTWARE SYSTEMS INC	1,419.95
90647		STATE TAX DEPARTMENT	250.00
90648		STRYKER MEDICAL	136,645.72
90649		SUMMIT COMMUNITY BANK	276.20
90650		TEK ADVISORS LLC	4,200.00
90651		TELEFLEX LLC	4,655.00
90652		TOWN OF BOLIVAR	9,799.36
90653		TRAVIS NUPP	312.62
90654		UNIFIRST	275.34
90655		US BANK	1,863.09
90656		US BANK	84,918.64
90657		WAR MEMORIAL HOSPITAL	326.84
90658		WITMER PUBLIC SAFETY GROUP INC	1,011.00
90659		WV DEPUTY SHERIFF RETIREMENT SYSTEM	28,405.87
90660		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	66,935.03
90661		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,528.30
90662		WV STATE TAX DEPARTMENT	44,000.86
90663		WV UNITED HEALTH SYSTEM	641.96
90664		WVPST-MARTINSBURG	128.00
90665		WVU WEST VIRGINIA UNIVERSITY	3,700.00
90666	FG/009	BERKELEY CO SHERIFF	1,194.82
90667	FG/009	CITY OF CHARLES TOWN	366.69
90668	FG/009	RANSON POLICE DEPT	1,681.56
90669	FG/009	SHERIFF OF JEFFERSON COUNTY	7,016.70
90670	BS/011	SHERIFF OF JEFFERSON COUNTY	9,331.33
90671	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.07
			996,214.68

Mr. Stolipher motioned to approve the accounts payable for October 24, 2024, in the amount of \$996,214.68. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90672		ADAM WARD	199.66
90673		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,990.50
90674		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,461.50
90675		CARDINAL HEALTH 110, LLC	218.39
90676		COLONIAL LIFE	95.68
90677		DAVID EVERETT BOOBER	1,479.60
90678		DIGITAL DOCUMENT SOLUTIONS INC	877.86
90679		FIRST CITIZENS BANK & TRUST CO	2,230.47
90680		HIGHMARK WV	196,426.20
90681		KAILA NAPIER	50.75
90682		KATHRYN KING	3,377.04
90683		LANGUAGE LINE SERVICES	114.50
90684		MCA, INC	1,835.10
90685		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	967.70
90686		MONTE CONNER	50.75
90687		NATIONAL VISION ADMIN.	1,459.98
90688		OLD CHARLES TOWN LIBRARY	1,500.00
90689		PANSCH INVESTIGATIONS LLC	275.00
90690		POTOMAC EDISON	35,558.60
90691		DR. ROBERT E. JONES III	1,000.00
90692		SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM	18,500.00
90693		SOFTWARE SYSTEMS INC	232.67
90694		STEPHEN S ALLEN	5,250.00
90695		THE HARTFORD	2,311.40
90696		THE JOURNAL	208.00
90697		THOMAS HANSEN	44.00
90698		WILLIAM SMITH	2,640.58
TOTAL			280,355.93

Mr. Stolipher motioned to approve the accounts payable for October 31, 2024, in the amount of \$280,355.93. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90700		ADKINS AUTOMOTIVE LLC	3,960.13
90701		BEGIN COUNSELING PLLC	1,199.31
90702		BUREAU OF CHILD SUPPORT	865.85
90703		CAITLYN RALSTON	173.00
90704		CAPITAL ELECTRIC	1,539.21
90705		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00

90706		COMPTROLLER OF MARYLAND	1,491.48
90707		EFTPS IRS TAXES	151,799.92
90708		EMPOWER RETIREMENT	8,037.43
90709		ESCHEDUULE	4,234.46
90710		FIDELITY POWER SYSTEMS	11,781.00
90711			37.65
		FRONTIER	
90712		FRONTLINE PUBLIC SAFETY SOLUTIONS	1,312.50
90713		GUTTMAN OIL CO	5,780.66
90714		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
90715		JEFFERSON SECURITY BANK	4,153.00
90716		MARNEY TREESE	650.00
90717		MATHEW MINNICK	173.00
90718		MCA, INC	4,363.01
90719		MILLER'S SUPPLIES AT WORK	1,935.00
90720		MINNICKS TOWING & RECOVERY	200.00
90721		NAPA AUTO PARTS	187.36
90722		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90723		PA SCDU	320.00
90724		PATTON BUILDING SERVICES, INC	11,999.00
90725		POTOMAC EDISON	614.78
90726		RICE TIRES CO	964.32
90727		ROBERTS OXYGEN COMPANY, INC	238.38
90728		STACI LENTZ	109.00
90729		STAPLES	2,274.22
90730		STATE TAX DEPARTMENT	287.50
90731		SUMMIT COMMUNITY BANK	320.12
90732		TEK ADVISORS LLC	3,406.20
90733		THE HARTFORD	3,858.50
90734		UNIFIRST	137.67
90735		US BANK	45.29
90736		WAR MEMORIAL HOSPITAL	468.25
90737		WITMER PUBLIC SAFETY GROUP INC	73.00
90738		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,171.89
90739		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,324.89
90740		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90741		WV UNITED HEALTH SYSTEM	491.01
90742	FG/009	SHERIFF OF JEFFERSON COUNTY	6,027.94
90743	BS/011	SHERIFF OF JEFFERSON COUNTY	9,471.59
90744	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.78
TOTAL			350,412.39

Mr. Stolipher motioned to approve the accounts payable for November 7, 2024, in the amount of \$350,412.39. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		24-Oct-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
614	CS/002	CAMPBELL FLANNERY PC		\$11,562.50
936	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		\$250.10
937	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,676.26
938	HD/008	US BANK		\$91.36
1205	AV/056	US BANK		\$1,678.74
370	AR/207	MOTOROLA SOLUTIONS INC		\$119,463.75
371	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,819.43
1895	CO/246	84 LUMBER		\$953.87
1896	CO/246	US BANK		\$99.51
1897	CO/246	WRENCHERS		\$7,390.00
TOTAL				\$146,985.52

Mr. Stolipher motioned to approve the manual checks for October 25, 2024, in the amount of \$146,985.52. The motion was approved unanimously.

		31-Oct-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1206	AV/056	MILLER'S SUPPLIES AT WORK		\$1,567.65
TOTAL				\$1,567.65

Mr. Stolipher motioned to approve the manual checks for November 1, 2024, in the amount of \$1,567.65. The motion was approved unanimously.

		7-Nov-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
615	CS/002	BRENDA HINKLE		328.1
939	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,393.03
372	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1898	CO/246	KEEN CONTRACTING LLC		\$3,100.00
1007	CW/059	WV ST AUDITOR		\$1,095.00
TOTAL				\$9,748.26

Mr. Stolipher motioned to approve the manual checks for November 8, in the amount of \$9,748.26. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Tina Burns

David Tabb

Christine Wimer

Danny Lutz

Christine Marshall

PRESENTATIONS

1. Rhonda Willingham on behalf of Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Bonnie Wisdom	PP	Bolivar	\$29.94	300287
Noah Wisdom	PP	Bolivar	\$91.72	300294
Abbielle Proctor	PP	Kabletown	\$80.42	310947
Christopher & Karen Luttrell	PP	Shepherdstown	\$298.85	316733

Mr. Stolipher motioned to approve the exoneration as presented by Ms. Willingham. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Jessica James, Chief Human Resource Officer

Employee Recognition

There are no years of service awards for the month of November.

Human Resource training request and approval of accompanying budget transfers

Mr. Stolipher motioned to approve the budget transfer of \$28,650 from the Jefferson County Development Authority line salary item to a newly designated countywide employee training line under Department 401 County Commission Office of Human Resources as presented. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to approve the budget transfer of \$5,250 from the Jefferson County Emergency Services training line item to the newly designated countywide employee training line under 401 County Commission. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to approve the renewal of the Vector Target Solutions in the amount of \$14,983 for countywide training purposes. The motion was seconded by Mr. Majdi and approved unanimously.

Approval of hire – Public Affairs Coordinator –JCHSEM

Mr. Stolipher motioned to approve the hire of Stephen Rivera as Public Affairs Coordinator with the Jefferson County Department of Homeland Security Emergency Management as a Grade V, 80-hour exempt employee at an annual salary of \$58,656 effective November 11, 2024. The motion was seconded by Mr. Upson and approved unanimously.

Approval of hire – Zoning Administrator with the Jefferson County Department of Engineering, Planning and Zoning

Mr. Stolipher motioned to approve the hire of Michael Petroski as Zoning Administrator with the Jefferson County Department of Engineering, Planning, and Zoning as a Grade VII, 80-hour exempt employee at an annual salary of \$80,000 effective date to be determined. The motion was seconded by Ms. Tabb and approved unanimously.

Approval of hire – Deputy Director with the Jefferson County Department of Emergency Communications

Mr. Stolipher motioned to approve the hire of Tara Vann as a Deputy Director with the Jefferson County Department of Emergency Communications as a Grade VIII, 80-hour exempt employee at an annual salary of \$87,000, effective date to be determined. The motion was seconded by Mr. Majdi and approved unanimously.

3. Jefferson County Commission

Boards, Commissions and Committees

The commission conducted interviews with the following applicants for one vacancy with the Eastern Panhandle Region 9 Development Council.

Paul Butler

Krista Hoffman

Mr. Stolipher nominated Krista Hoffman

Mr. Stolipher motioned to appoint Krista Hoffman for an unexpired 2 year term with the Region 9 Development Board ending June 30, 2026. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to appoint Jacki Shadle, Jane Tabb and Bessie Nelson to the Audit RFP Review Committee until such time as an auditor has been selected and audit Jefferson County's FY 2024 finances. The motion was seconded by Mr. Majdi and approved unanimously.

4. Krista Hoffman, Executive Director, Jefferson County Development Authority, Pasha Majdi, Commissioner

Resolution regarding the expansion of the YMCA into Jefferson County

Mr. Majdi motioned to approve the resolution in support of the Y.M.C.A. expanding into Jefferson County. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

5. Jim Klein, Hospice of the Panhandle

Proclamation of National Hospice and Palliative Care Month

Mr. Stolipher motioned to accept the proclamation as presented. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

6. Becky Burns, Office Manager, Jefferson County Department of Engineering, Planning and Zoning

Impact Fee Refund request

Mr. Stolipher motioned to approve the impact fee refund for Kelly and Casey Brown for the amount of \$1,725. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

7. Rebecca Hall on behalf of Matt Harvey, Prosecuting Attorney's Office

Approval to hire – Victim's Advocate

Ms. Tabb motioned to approve the hiring of Summer Stanford as a victim advocate at a rate of \$35,000 annually with a 35-hour work week effective November 18, 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

8. Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program

VOCA Grant contract approval and signature

Mr. Stolipher motioned to approve the signing of the 2024 VOCA Grant contract. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

9. Bessie Nelson, Budget Director

State Budget Revisions for FY 25

Ms. Tabb motioned to approve the request for revision to the budget for the fiscal year 2025 as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. Jefferson County Commission

ARPA Funding Requests

Mr. Stolipher motioned to fund the \$23,000 requested by the Bolivar Library, \$10,000 for the African American Association Community, \$2000 for Community Markets, and \$9,768 to Jefferson County Wild Lacrosse. The motion was seconded by Mr. Upson. The motion was approved unanimously.

11. Jefferson County Commission

Opioid Funding Requests

There was discussion on how to proceed with choosing applicants, but no action was taken regarding this agenda item.

12. Nathan Cochran, Assistant Prosecuting Attorney

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

Mr. Stolipher motioned to enter into Executive Session at 11:10 a.m to receive legal advice on contractual issues. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 12:20 p.m. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

13. Edwina Benites-LM, County Administrator

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 enter into Executive Session at 11:10 a.m to receive legal advice on contractual issues. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 12:20 p.m. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Majdi motioned to approve the purchase and sale agreement between American Public University and the County Commission of Jefferson County to purchase the building at 393 North Lawrence Street, Charles Town West Virginia for the amount of \$16.6 million dollars and direct the President of the Commission to sign the agreement on behalf of the Commission. Mr. Majdi further motioned to approve the expenditure of \$345,000 as refundable earnest money to be delivered to the escrow agent by Friday November 15, 2024. The motion was seconded by Mr. Stolipher and approved unanimously.

OLD BUSINESS

Commission schedule

Mr. Stolipher motioned to move the time for canvass back to 1:00 p.m. on November 12, 2024. The motion was seconded by Mr. Upson and passed unanimously.

Mr. Stolipher motioned to set a special session on November 12, 2024 to discuss financial matters regarding the building at 9:30 a.m. The motion was seconded by Mr. Majdi and passed unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:00 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

Public Comment for Jefferson County Commission meeting for November 7, 2024

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

PUBLIC COMMENT –

I, David Tabb, ran my campaign solely on the fact that the resident/taxpayer deserved an alternative choice on the issues. I will still represent the 10.28% (2800 plus) that voted for me.

When the Jefferson County Commission finally released the November 7, 2024, agenda pack, it included the minutes for August 1st, and 15th, September 5th and 19th, and the Special Meeting (September 26th agenda only, Impact fee). Within the September 26th Special Meeting, the JCC approved two positions: JCDA \$80,197.00 and a Jefferson County Finance and Human Resources \$59,000.00. This is a violation of WV Code §6-9A-5 that requires an agenda announcement before taking action.

I encourage Commissioners Majdi and Upson to consider resigning from their appointed seats due to the results of November 5th General Election that has filled their seats with different elected officials. It is my understanding that if Commissioners Majdi and Upson continue with the November 7th, Commission meeting, with the list of minutes to be approved, then Majdi and Upson will be condoning the previous actions taken by the County Commission in violation of WV Code §6-9A-6 and 7.

The Commission President and Vice-President neglected their fiduciary responsibilities by failing to include the previous minutes within the required agenda pack is in violation of WV Code §6-9A-5. Thus, by not approving the previous minutes, the County Commission, is also in violation of WV Code §6-9A-6 and 7.

Additionally, the minutes listed within the November 7th agenda pack are in violation WV Code §6-9A-6 and 7. The County Commission can't move forward with the November 7th meeting, with the previous minutes in violation under WV Code §6-9A-6 and 7. These Codes are civil actions that can be filed at the Circuit Court within 120 days. The "...court may annul vote taken in violation of Act.". There are millions of dollars of transaction that occurred.

I am concerned that the current County Commission will continue to ignore the requirements of law to include WV Code, and our so-called judicial system will not hold the current County Commission accountable.

"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!

1. **FOIA:** It has been 4 months and 10 days or 133 days since I submitted my FOIA to this Commission regarding the planning commission subcommittee files. Today, I am requesting an estimated completion date of this FOIA. I understood from email correspondences that the majority of the work had been completed before October 2024, that little remains to be "reviewed." The length of time is very puzzling and calls to question the actual level of business done in subcommittees that required this much review and potential redaction.
2. **Open Meetings Act:** It is further concerning to me that the JCC has a supply of excuses for why the meeting minutes were not posted since July 11, 2024. We the citizens remarked about the dangers of establishing double booked employees. Yet here we are with a commission who permits itself to break policies and code through handcrafted crisis. Sound familiar? Of fabricated crises, was it really necessary to waste the taxpayers' money for months to pursue what resulted in a \$50 policy fine? And where is the county prosecutor when current commissioners don't follow the policy themselves since we know it's a \$50 fine? Where are the handcuffs and mandates from local and state officials? Where is the county prosecutor when the current commission violates West Virginia code? Crickets. We see you as sure as God above sees you.
3. **I am presenting a detailed DRAFT Industrial Solar facility text amendment Decision Timeline** which this Commission had been asked to do. Yes, this was an ask at a Jefferson County Republican Executive Committee meeting by a sitting Delegate to a committee containing a sitting county commissioner. My timeline isn't an ordinary timeline found in a newspaper as the commissioner suggested. It displays a very informative picture of the back and forth and the voting record of what actually happened with the solar text amendment. The strange truth. It will stay a DRAFT until I can review the contents of the MIA meeting minutes. And it will continue to be amended to demonstrate strategy of our government.
4. **DRAFT 2045 Comprehensive Plan.** A very important point I learned from doing this decision timeline, is the valuable role the Envision 2035 comprehensive plan, a plan actually done by citizens and not a planning commission 2/3 composed of those with personal interests in real estate and banking. It had protections for all citizens against things that would turn this county into an armpit and dumping ground for corporate utility sprawl and disorderly, expensive development. Is that why the 2045 comp plan wasn't an update but a complete rewrite with just enough loosey goosey language to slip a forthcoming overhaul zoning ordinances and regulations next? Oh yes. Let's fit more houses in areas of high risk for eminent domain, condemnation, and a litigation ring for profit, all in the name of property rights of the friends and family plan. New and existing homeowners will never see it coming, right? Thomas Jefferson looked out over the confluence of the Potomac and Shenandoah Rivers and said, "This scene is worth a voyage across the Atlantic." I don't need to be paid or come from Jefferson legacy to know what that means and what is right for us a community.

Date	Purple = Jefferson County Commission Red = Planning Commission	Link to Meeting Minutes /Documentation	Attendance	Motion	Second	Vote Y	Vote Nay	Recusal (NF- Not Found)	Abstain
DRAFT									
2019									
12-Feb-19	<p>12th Mr. Stolipher agenda item for RFQ RFP to prepare for Sub regulations and Ordinance Updates; Mr. Stolipher's idea for ordinance rewrite subcommittee; Mr. Stolipher, Mr. Shepp, Mr. Fisher appointed to ordinance rewrite committee; Mr. Louthan alternate</p> <p>PC</p>	<p>Show Document (jeffersoncountywv.org)</p>	<p>The Jefferson County Planning Commission met on February 12, 2019 with the following Commission members present: Steve Stolipher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Mike Shepp, Ron Thomas, J Ware, and Ray Bruning. Donnie Fisher was absent with prior notification</p>	<p>1. Mr. Shepp: motion for an RFQ or RFP and to create a committee that would meet</p>	1. Mr. Ware	1. Unanimous			
29-Aug-19	<p>JCC 29th Hired Greenway Engineering</p>	<p>Show Document (jeffersoncountywv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Wednesday, June 19, 2019 during the third quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb.</p>	<p>1. J. Tabb: motion to approve Greenway proposal to work on Subdivision Regs and Ordinance</p>	1. None reported	1. Mr. Hudson; Mr. Lorenzetti, Ms. Noland, Ms. Tabb	1. Mr. Compton		
10-Sep-19	<p>10th Recongnize Greenway hire for Sub. Regs and Ordinance Updates. Set up meeting with Stakeholders; Mr. Stolipher wanted Comprehensive Plan referenced in the letter;</p> <p>PC</p>	<p>Show Document (jeffersoncountywv.org)</p>	<p>The Jefferson County Planning Commission met on September 10, 2019 with the following Commission members present: Steve Stolipher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Ron Thomas and Ray Bruning. Staff members present included: Donnie Fisher, Mike Shepp and J Ware and were absent with prior notification</p>	<p>no vote ; Agreement made</p>	1				
Oct-19									
Nov-19									

<p>10th Torch Clean Energy presents Petition for Solar Text Amendment in Rural Zoning District and PC accept this into their work plan ; Ordinance rewrite Subcommittee decision to Separate Ordinance Updates and Text Amendment ; Greenway recommends a joint work session with the County Commission regarding the Ordinance Updates and subcommittee decided that there should be a hearing on the reorganization of the ordinances prior to the text amendment.</p>	<p>https://www.jeffersoncountyny.org/Home/ShowDocument?id=17912</p> <p>PC</p>	<p>The Jefferson County Planning Commission met on December 10, 2019 with the following Commission members present: Donnie Fisher, President; Steve Stolpsher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; J Ware, Jack Hefestav, Ron Thomas, Mike Shepp and Ray Brunning.</p> <p>1. Mr. Shepp: motion to accept petition to be in PC workplan and to consider solar energy facilities in the ordinance; to schedule a work session on January 14, 2020.</p> <p>1. Mr. Stolpsher 1. Unanimous</p>
<p>2020</p>		
<p>14-Jan-20 meeting cancel</p>		
<p>11th Mr. Stolpsher suggested to create a solar facilities subcommittee to work with Torch Clean Energy Sam Gulland and Paul Raco to draft a solar text amendment. Mr. Shepp, Mr. Louthan and Mr. Thomas were appointed</p>	<p>Show Document (jeffersoncountyny.org)</p> <p>PC</p>	<p>The Jefferson County Planning Commission met on February 11, 2020 with the following Commission members present: Steve Stolpsher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; J Ware, Jack Hefestav, Ron Thomas and Mike Shepp. Mr. Donnie Fisher was planning to be late with prior notification and ended up not attending. Mr. Ray Brunning, Mr. Nathan Cochran, County Attorney and Ms. Jennifer Brockman, County Planner were absent with prior notification</p> <p>1. Vote for special meeting on March 25, 2020: Mr. Stolpsher 2. Mr. Stolpsher Nominated members of the Solar Facility Subcommittee NO OFFICIAL VOTE</p> <p>1. Mr. Louthan 1. unanimous</p>
<p>10th Mr. Shepp stated that the Solar Farms committee met and another one scheduled</p>	<p>Show Document (jeffersoncountyny.org)</p> <p>PC</p>	<p>Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; J Ware, Jack Hefestav and Ray Brunning. Mr. Donnie Fisher and Ron Thomas were absent with prior notification. *Mr. Stolpsher was present for the meeting despite not being recorded in the minutes as such</p> <p>1</p> <p>NA</p>
<p>14th Greenway review of ordinance reorg. and Solar Panel/Farm committee's solar text amendment draft will be presented in May. Noted by Mr. Shepp</p>	<p>Show Document (jeffersoncountyny.org)</p> <p>PC</p>	<p>Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestav, Ron Thomas, Steve Stolpsher, and Ray Brunning. Mr. Donnie Fisher, Vice President and J Ware were absent without prior notification</p> <p>1</p> <p>NA</p>

<p>5th Draft solar text amendment presented by the solar facilities subcommittee recommends to process as a solar energy facility. Roger Goodwin recommends that decommissioning be the responsibility of the owner</p> <p>5-May-20 PC</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Jack Hefestay, Steve Stolpsher, J Ware, and Ray Bruning.</p> <p>Mr. Ralph Lorenzetti, County Commission Liaison and Ron Thomas were absent without prior notification.</p>	<p>1. Mr. Stolpsher: To accept buffering correction and to schedule and public hearing on June 2, 2020.</p> <p>1. Mr. Fisher</p>	<p>1. Unanimous</p>
<p>2nd Public hearing for Solar Energy Facility to process as a Principal Permitted Use in Commercial, highway commercial, light industrial, major industrial, rural , residential light industrial-commercial, industrial commercial. Mr. Louthan added residential growth zone . Discussion table until June 23, 2020 Public comment open for 10 more days.</p> <p>2-Jun-20 PC</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Ron Thomas, Steve Stolpsher and J Ware, Ray Bruning was late, with notice.</p> <p>Donnie Fisher, Vice President, was absent, with notice</p>	<p>1. Planning Commission Subcommittee order for June 23, 2020 workshop.</p> <p>2. Mr. Hefestay: motion to delay discussion until June 23, 2020</p> <p>3. Mr. Lorenzetti: motion to keep public comment open for 10 more days</p> <p>1. NO VOTE</p> <p>2. Mr. Bruning</p> <p>3. Mr. Hefestay</p>	<p>1. NA</p> <p>2. unanimous</p> <p>3. unanimous</p>
<p>23rd President Shepp prohibited citizen comment on solar text amendment. Decommissioning Bond to be addressed at the JCC ; county assessor addresses tax ; Mr. Louthan motioned to add residential growth to the zones for solar energy facilities as principal use permit. Draft was approved and forwarded to the JCC</p> <p>23-Jun-20 PC</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Steve Stolpsher, J Ware, Ron Thomas and Ray Bruning. Role was taken verbally.</p>	<p>1. Mr. Stolpsher: motion Executive Session Solar</p> <p>2. Mr. Stolpsher: motion Executive Session Solar</p> <p>3. Mr. Stolpsher: motion to put Mr. Cochran's Guidelines in the text amendment</p> <p>4. Mr. Louthan: motion to add residential growth to the zones for solar energy facilities as principal permitted use.</p> <p>1. Mr. Bruning</p> <p>2. Mr. Thomas</p> <p>3. Mr. Hefestay</p> <p>4. Mr. Shepp and Mr. Thomas</p>	<p>1. unanimous</p> <p>2. unanimous</p> <p>3. unanimous</p> <p>4. 7 reported</p>
<p>14th Legal update that the JCC will be hearing a complaint regarding public notice of the solar text amendment on July 16, 2020 (no discussion identified in minutes); Staff continues to work with Greenway on Ordinance rewrite</p> <p>14-Jul-20 PC</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>The Jefferson County Planning Commission met on July 14, 2020 with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Steve Stolpsher, J Ware, and Ron Thomas. By order of the President, the Planning Commission meeting was held virtually via ZOOM. Access information was made available on the agenda and packet, which were posted to the County website. Mr. Shepp called the meeting to order at 7:02 pm. Ms. Hartman verified the attendance of the members to confirm there was a quorum. Mr. Fisher, Mr. Thomas and Mr. Cochran joined the meeting after the roll call; however, prior to item #4</p> <p>NA</p>	<p>1. Ms. Tabb: motion to send the solar text amendment back to planning commission with edits.</p> <p>2. Ms Noland: motion for public workshop and public hearing on solar text amendment</p>	<p>1. Ms. Tabb, Mr. Lorenzetti</p> <p>2. unanimous</p>
<p>16th Failed Motion to send solar text amendment back to planning commission. Motion to set Public Workshop on August 20, 2020 and Public Hearing on September 11, 2020 for solar text amendment</p> <p>16-Jul-20 JCC</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, July 16, 2020 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Judson, and Josh Compton.</p>	<p>1. no name reported on minutes</p> <p>2. no name reported on minutes</p>	<p>1. Mr. Compton, Mr. Hudson, Ms Noland</p> <p>2. unanimous</p>

<p>11th Schedule for solar text amendment August 20, 2020 Public workshop with JCC September 11, 2020 public hearing; Greenway engineering continues to review reorg of regs and ordinance. (BEWARE PAGE LABEL IS INCORRECT AFTER PAGE 1 in minutes)</p> <p>11-Aug-20 PC</p> <p>https://www.jeffersoncountyva.org/Home/ShowDocument?Id=18823</p>	<p>The Jefferson County Planning Commission met on August 11, 2020 with the following Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison, Jack Hefestay, Steve Stollipher and Ron Thomas. Donnie Fisher, Vice President and J Ware were absent with prior notification</p> <p>NA</p>	<p>8th Mr. Stollipher to provide the county commission with the ethics committee letter allowing him to vote on solar</p> <p>8-Sep-20 PC</p> <p>Show Document (jeffersoncountyva.org)</p>	<p>The Jefferson County Planning Commission met on September 08, 2020 with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Steve Stollipher, Ron Thomas and Shane Roper. J Ware was absent without prior notification</p> <p>NA</p>	<p>17th JCC to conduct another work session on solar energy facilities regarding stormwater management on September 25, 2020</p> <p>17-Sep-20 JCC</p> <p>Show Document (jeffersoncountyva.org)</p>	<p>NA</p>	<p>25th Webinar of Solar Text Amendment Public Hearing NO MINUTES FOR SEPTEMBER 25, 2020</p> <p>25-Sep-20 JCC</p> <p>Registration (gotowebinar.com)</p>	<p>NA</p>
<p>1st Buffering requirements setbacks to 200 ft and approval of stormwater management text amendment</p> <p>1-Oct-20 JCC</p> <p>Show Document (jeffersoncountyva.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 17, 2020 during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Hudson, and Josh Compton.</p> <p>NA</p>	<p>13th Update by legal Zoning Ordinance Text Amendment was approved by the county commission effective in November; Mr. Cochran and Mr. Goodwin working on a decommissioning bond plan.</p> <p>13-Oct-20 PC</p> <p>Microsoft Word - 10-13-20 Meeting Minutes 1b edits (jeffersoncountyva.org)</p>	<p>Present at the workshop : Jane Tabb, Patricia Noland, Ralph Lorenzetti, Josh Compton</p> <p>NA</p>	<p>1st Ms. Noland: motion to amend the motion to move setbacks to 200ft. 2nd Mr. Hudson: motion to approve the text amendment with amended setbacks. 3rd Mr. Lorenzetti: motion to approve the stormwater management text amendments. 4th Ms. Noland: motion to approve the solar text amendment to be effective November 15, 2020 (45days)</p> <p>1. unanimous 2. Ms. Noland, Mr. Compton, Mr. Hudson 3. unanimous 4. Ms. Noland, Mr. Compton, Mr. Hudson</p> <p>1.2,3,4 not able to verify in minutes</p>	<p>1. NA 2. Tabb, Lorenzetti 3. NA 4. Tabb, Lorenzetti</p>	<p>The Jefferson County Planning Commission met on October 13, 2020 with the following Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison, Steve Stollipher, Ron Thomas and Shane Roper</p> <p>NA</p>	<p>NA</p>

<p>10-Nov-20 PC 10th Mr. Cochran announces lawsuit filed against the county commission and county clerk regarding the solar energy facilities text amendment</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>The Jefferson County Planning Commission met on November 10, 2020 at 7:00 p.m. with the following Commission members present: Mike Shepp, President, Donnie Fisher, Vice President, Wade Louthan, Secretary, Ralph Lorenzetti, County Commission Liaison, Steve Stolpfer, Ron Thomas, Shane Rogner, and Jack Hefestay.</p> <p>NA</p>	<p>1. no name provided in minutes 2. no name provided in minutes</p> <p>1. unanimous 2. unanimous</p>	<p>1. Mr. Compton: motion to enter executive session 2. Ms. Tabb: motion to exit executive session</p>	<p>1. Ms. Noland: motion to enter executive session on solar etc. 2. Ms. Tabb: motion to exit executive session 3. Ms. Tabb: motion to direct Mr. Rohrbough to proceed as instructed</p>	<p>1. Mr. Hefestay 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>
<p>19-Nov-20 JCC 19th Legal update on solar text amendment</p> <p>https://www.jeffersoncountynv.org/Home/ShowDocument?id=19219</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, November 19, 2020 during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Ralph Lorenzetti, Caleb Hudson, and Josh Compton. Commissioner Noland was absent with prior notice.</p>	<p>1. no name provided in minutes 2. no name provided in minutes</p> <p>1. unanimous 2. unanimous 3. unanimous</p>	<p>1. Ms. Noland: motion to enter executive session on solar etc. 2. Ms. Tabb: motion to exit executive session 3. Ms. Tabb: motion to direct Mr. Rohrbough to proceed as instructed</p>	<p>1. Mr. Stolpfer: motion to Executive Session</p>	<p>1. Mr. Hefestay 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>
<p>3-Dec-20 JCC 3rd Legal update on solar text amendment</p> <p>https://www.jeffersoncountynv.org/Home/ShowDocument?id=19317</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, December 3, 2020 during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Hudson, and Josh Compton.</p>	<p>1. no name provided in minutes 2. no name provided in minutes</p> <p>1. unanimous 2. unanimous 3. unanimous</p>	<p>1. Ms. Noland: motion to enter executive session on solar etc. 2. Ms. Tabb: motion to exit executive session 3. Ms. Tabb: motion to direct Mr. Rohrbough to proceed as instructed</p>	<p>1. Mr. Stolpfer: motion to Executive Session</p>	<p>1. Mr. Hefestay 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>
<p>8-Dec-20 PC 8th Executive session regarding legal suit solar TA</p> <p>Microsoft Word - 12-08-20 PC Minutes - final draft (jeffersoncountynv.gov)</p>	<p>The Jefferson County Planning Commission met on December 8, 2020 at 7:00 p.m. with the following Commission members present: Mike Shepp, President, Donnie Fisher, Vice President, Wade Louthan, Secretary, Ralph Lorenzetti, County Commission Liaison, Steve Stolpfer, Ron Thomas, Shane Rogner, and Jack Hefestay, J. Ware was absent without notification.</p>	<p>1. no name provided in minutes 2. no name provided in minutes</p> <p>1. unanimous 2. unanimous 3. unanimous</p>	<p>1. Ms. Noland: motion to vacate solar text amendment and send back to planning commission for reconsideration</p>	<p>1. Mr. Stolpfer: motion to Executive Session</p>	<p>1. Mr. Hefestay 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>
<p>10-Dec-20 JCC 10th The solar text amendment was vacated and sent back to the Planning commission for reconsideration of public hearings as require by law. Mr. Rohrbough assigned to provide and sign documents as needed.</p>	<p>At a Special Session of the County Commission of said County and State continued and held via GoTo Webinar on Thursday, December 10, 2020. PRESENT: Jane Tabb, President, Ralph Lorenzetti, Vice President, Josh Compton, Commissioner, Caleb Hudson, Commissioner Patricia Noland, Commissioner</p>	<p>1. no name provided in minutes 2. no name provided in minutes</p> <p>1. unanimous 2. unanimous 3. unanimous</p>	<p>1. Ms. Noland: motion to vacate solar text amendment and send back to planning commission for reconsideration</p>	<p>1. Mr. Stolpfer: motion to Executive Session</p>	<p>1. Mr. Hefestay 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>
<p>2021</p>					
<p>7-Jan-21 JCC 7th Rockwell requests reimbursement for attorney fees and costs</p> <p>Show Document (jeffersoncountynv.gov)</p>	<p>1. Mr. Compton: motion to enter Executive Session 2. Mr. Compton: motion to come out of Executive Session. 3. Mr. Stolpfer: motion to deny attorney coats to Mr. Rockwell in solar text amendment case finding the text amendment consistent with the comprehensive plan</p>	<p>No name reported on minutes</p> <p>1. unanimous 2. unanimous 3. unanimous</p>	<p>1. Mr. Compton: motion to enter Executive Session 2. Mr. Compton: motion to come out of Executive Session. 3. Mr. Stolpfer: motion to deny attorney coats to Mr. Rockwell in solar text amendment case finding the text amendment consistent with the comprehensive plan</p>	<p>1. Mr. Compton: motion to enter Executive Session 2. Mr. Compton: motion to come out of Executive Session. 3. Mr. Stolpfer: motion to deny attorney coats to Mr. Rockwell in solar text amendment case finding the text amendment consistent with the comprehensive plan</p>	<p>1. Mr. Compton, Mr. Hudson 2. Ms. Tabb 3. Mr. Compton, Mr. Hudson</p>

<p>12th Two citizens comments on the solar text amendment; legal suit explained as an agreement of parties, that the agreement was that the amendment come back to the PC ; A public hearing was then scheduled for February 9, 2021. Mr. Stolpsher resignation as citizens representative on planning commission.</p> <p>PC</p>	<p>Commission members present: <u>Mike Shepp, President</u>, <u>Donnie Fisher, Vice President</u>, <u>Wade Louthan, Secretary</u>, <u>Steve Stolpsher, County Commission Liaison</u>, <u>Ron Thomas, Shane Roper</u>, and <u>Jack Hefestay, J. Ware</u> joined the meeting at 7:06 pm.</p>	<p>1. Mr. Stolpsher motion to Executive Session 2. Mr. Stolpsher motion to come out of Executive Session 3. Mr. Stolpsher motion to have a public hearing on the solar text amendment February 9, 2021.</p>	<p>1. No name reported on minutes 2. no name reported in minutes 3. no name reported in minutes</p>	<p>Mr. Roper -- says he wasn't on commission for topic</p>
<p>15th Separation agreement with Greenway Engineering</p> <p>JCC</p>	<p>Josh Compton, President <u>Steve Stolpsher, Vice President</u> <u>Caleb Hudson, Commissioner</u> <u>Tricia Jackson, Commissioner</u> <u>Jane Tabb, Commissioner</u></p>	<p>1. Mr. Compton: motion to enter executive Session 2. Mr. Compton: motion to exit executive session 3. Mr. Stolpsher: motion to allow planning commission staff to prepare a separation agreement with Greenway Engineering.</p>	<p>1. No Name reported on minutes 2. no name reported on minutes 3. no name reported on minutes</p>	<p>NF</p>
<p>9th Public hearing on solar text amendment ; public comments to be reiewed at a special meeting february 23, 2021 ; Mr. Stolpsher and Mr. Roper recused themselves.</p> <p>PC</p>	<p>The Jefferson County Planning Commission met on February 9, 2021 at 7:01 p.m. with the following Commission members present: <u>Mike Shepp, President</u>, <u>Donnie Fisher, Vice President</u>, <u>Wade Louthan, Secretary</u>, <u>Steve Stolpsher, County Commission Liaison</u>, <u>Shane Roper</u>, <u>Jack Hefestay, J. Ware</u>, and <u>Matt Knott</u>. Ron Thomas was absent with notice</p>	<p>1. Mr. Hefestay: motion to postpone the decision for review of public comments</p>	<p>1. unanimous</p>	<p>Mr. Stolpsher, Mr. Shane Roper recused</p>
<p>23rd Mr. Shepp disallowed citizens comment on solar energy facilities text amendment; Mr. Shepp and Mr. Knott agreed that where there is a conflict with the comprehensive plan that there have been significant changes in the county.</p> <p>PC</p>	<p>The Jefferson County Planning Commission met on February 23, 2021 at 7:01 p.m. with the following Commission members present: <u>Mike Shepp, President</u>, <u>Donnie Fisher, Vice President</u>, <u>Wade Louthan, Secretary</u>, <u>Jack Hefestay, Matt Knott</u> and <u>Jay Ware</u>. Mr. Shane Roper and Mr. Steve Stolpsher were absent with prior notice (recusal from this agenda item during 02-09-21 meeting). Mr. Ron Thomas was absent without prior notice.</p>	<p>1. Mr. Shepp: motion that Mr. Cochran provide the findings of fact and conclusion of law for next meeting</p>	<p>1. unanimous</p>	<p>Mr. Stolpsher, Mr. Shane Roper recused via absence</p>
<p>4th Executive Session Solar Text Amendment; bonding and related matters.</p> <p>PC</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, March 4, 2021 during the first quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners <u>Josh Compton, President</u>, <u>Steve Stolpsher, Vice President</u>, <u>Caleb Hudson, Tricia Jackson</u>, and <u>Jane Tabb</u>.</p>	<p>1. Mr. Stolpsher: motion to enter Executive Session 2. Ms. Jackson: motion to come out of executive session</p>	<p>1. unanimous 2. unanimous</p>	<p>NF</p>

<p>9th Adopted the legal narrative that any conflicts that the solar text amendment has with the comprehensive plan that they were due to basic changes in the demand for green energy stemming from the community reaction to the rockwool project. Mr. Stolpiper and Mr. Roper recused themselves; PC deleted citizens communication from the agenda.</p> <p>9-Mar-21 PC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>The Jefferson County Planning Commission met on March 9, 2021 at 7:01 p.m. with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Jack Hefestay, Ron Thomas, Shane Roper, Steve Stolpiper, Matt Knott and Jay Ware.</p>	<p>1. Mr. Hefestay: motion to accept findings of fact and conclusion of law</p>	<p>1. Mr. Knott</p>	<p>1. unanimous</p>	<p>Mr. Shane Roper</p>
<p>18th Principal permitted use (by right) of solar energy facilities; not recommended language from planning commission; contract revision with Greenway engineering</p> <p>18-Mar-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, March 18, 2021 during the first quarterly session at 6:00 pm. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolpiper, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb.</p>	<p>1. Mr. Compton: motion to enter executive session 2. Mr. Compton: motion to exit executive session 3. Mr. Stolpiper: motion to authorize president to sign revised contract with Greenway engineering. 4. Concensus vote to schedule a public hearing on the text amendment April 12, 2021</p>	<p>1. no name reported 2. no name reported 3. no name reported 4. Consensus</p>	<p>1. unanimous 2. unanimous 3. unanimous 4. Consensus</p>	
<p>12th Public hearing on Principal permitted use on solar text amendment; the addition of (by right) inserted but did not come from the PC recommendation nor in verbal motion from the JCC. 50 ft setbacks with vegetation screening. Mr. Stolpiper came to meeting but recused himself. **NOTE: VERBAL MOTION ON VIDEO DOES NOT MATCH RECORDED MOTION IN MINUTES</p> <p>12-Apr-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>Josh Compton, President Caleb Hudson, Commissioner Tricia Jackson, Commissioner Jane Tabb, Commissioner *** ERROR IN MINUTES: STEVE STOLPIPER WAS PRESENT AT THE BEGINNING OF MEETING (SEE VIDEO)</p>	<p>1. Mr. Compton: motion to approve Text Amendment 2. Mr. Compton: tabled it 3. Mr. Compton: motion to enter Executive Session 4. Mr. Compton: motion to come out of executive Session 5. Mr. Compton: motion to rescind his earlier motion. 6. Mr. Compton: motion to approve solar text amendment</p>	<p>1. no name reported 2. no name reported 3. no name reported 4. no name reported 5. Mr. Compton, Ms. Jackson, Mr. Hudson 6. Mr. Compton, Ms. Jackson, Mr. Hudson</p>	<p>1. Tabled 2. unanimous 3. unanimous 4. unanimous 5. Mr. Compton, Ms. Jackson, Mr. Hudson 6. Mr. Compton, Ms. Jackson, Mr. Hudson 5. Ms. Tabb 6. Ms. Tabb 1-6 Mr. Stolpiper</p>	
<p>15th Legal discussion on solar; decision to seek outside counsel for case 2021-C-33 solar text amendment</p> <p>15-Apr-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, April 15, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolpiper, Caleb Hudson, Tricia Jackson, and Jane Tabb.</p>	<p>1. Mr. Compton: motion to enter Executive Session 2. Mr. Compton: motion to come out of Executive Session 3. Mr. Compton: motion to instruct Mr. Cochran to obtain outside legal counsel for solar text amendment case 2021-C33 through 37</p>	<p>1. no name reported in minutes 2. no name reported on minutes 3. no name reported on minutes 4. no name reported in minutes</p>	<p>1. unanimous 2. unanimous 3. unanimous</p>	<p>NF</p>
<p>6th Executive session case no 2021-c-33 solar text</p> <p>6-May-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>May 6, 2021 JCC meeting attended by Steve Stolpiper, Caleb Hudson, Tricia Jackson, Jane Tabb</p>	<p>1. Mr. Stolpiper: motion to enter executive session solar 2. Ms. Jackson: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>NF</p>

<p>11th Use of "basic changes to characteristics to area" to approve zoning amendments that conflict with comprehensive plan; PC acknowledge the passage of the solar text amendment at JCC as of April 13, 2021; One concept plan for solar slated for June meeting</p> <p>11-May-21 PC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>The Jefferson County Planning Commission met on May 11, 2021 at 7:00 p.m. with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Jack Hefestay, Ron Thomas (via ZOOM), Steve Stolpicher, and Matt Knott. Shane Roper and J Ware were absent with notice.</p> <p>NA</p>		
<p>20th Solar text legal issues including bonding NOT TAKEN UP THIS MEETING</p> <p>20-May-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>NA</p>		
<p>8th Wild Hill Solar Application Contractor Mr. Raco representing; Mr. Roper Recused himself. Mr. Stolpicher made the motion; Mr. Cochran said that the lawsuit regarding solar text amendment still moving forward **WILD HILL SOLAR CONCEPT PLAN APPROVED</p> <p>8-Jun-21 PC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>The Jefferson County Planning Commission met on June 8, 2021 at 7:00 p.m. with the following Commission members present in person: Mike Shepp, President; Wade Louthan, Secretary; Jack Hefestay, Steve Stolpicher, and Donnie Fisher; and the following present via ZOOM: Shane Roper and Matt Knott. Jay Ware and Ron Thomas were absent with notice</p>	<p>1. Mr. Stolpicher: motion to accept the Concept Plan for Wild Hill Solar</p> <p>1. Mr. Hefestay 1. unanimous</p>	<p>Mr. Shane Roper</p> <p>NF</p>
<p>17th Stormwater ordinance and order from October 2020 effective July 1, 2021 memorialized</p> <p>17-Jun-21 JCC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, April 15, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Steve Stolpicher, President, Tricia Jackson, Vice President, Claire Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpicher: motion to memorialize the October 1, 2020 Storm water management ordinance as effective July 1, 2021</p> <p>1. unanimous</p>	
<p>22nd Two public comments after deadline for wild hill solar</p> <p>22-Jun-21 PC</p> <p>Show Document (jeffersoncountynv.org)</p>	<p>The Jefferson County Planning Commission met on June 22, 2021 at 7:00 p.m. with the following Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Jack Hefestay, Ron Thomas, Steve Stolpicher, Shane Roper, and Matt Knott. Donnie Fisher and J Ware were absent with notice</p>		
<p>1st Legal on solar text amendment no recusals</p> <p>1-Jul-21 JCC</p> <p>Show Document</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, July 1, 2021 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Steve Stolpicher, President, Trida Jackson, Claire Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpicher: motion to enter executive session</p> <p>2. Mr. Stolpicher: motion to come out of executive session</p> <p>1. no name reported in minutes</p> <p>2. no name reported in minutes</p> <p>1. unanimous</p> <p>2. unanimous</p>	<p>NF</p>

<p>13-Jul-21 PC</p> <p>13th Mr. Cochran will be at July 14 2021 hearing in Circuit Court on the solar text amendment</p>	<p>The Jefferson County Planning Commission met on July 13, 2021 at 7:00 p.m. with the following Commission members present in person: Wade Louthan, Secretary, Jack Hefestay, J Ware, Steve Stolpsher, Ron Thomas and Matt Knott and the following present via ZOOM: Shane Roper and Mike Shepp, President. Donnie Fisher, Vice President, was absent with notice.</p>	<p>NA</p>	<p>1</p>	<p>1. no name reported in minutes</p>	<p>1. unanimous</p>
<p>15-Jul-21 JCC</p> <p>15th Executive session legal advice on solar text amendment no recusals</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, July 15, 2021 during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were, Steve Stolpsher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpsher: motion to enter executive session</p>	<p>1</p>	<p>1. no name reported in minutes</p>	<p>1. unanimous</p>
<p>5-Aug-21 JCC</p> <p>5th Legal advice on solar text amendment no recusals ; approval to correct April 12 2021 hearing on solar text amendment special meeting .</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, August 5, 2021 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were, Steve Stolpsher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpsher : motion to enter executive session 2. NO Report to exit executive session 3. Mr. Stolpsher: motion to amend april 12 2021 hearing minutes on solar text amendment</p>	<p>3</p>	<p>1. no name reported in minutes 2. NA 3. no name reported in minutes</p>	<p>1. unanimous 2. NA 3. unanimous</p>
<p>19-Aug-21 JCC</p> <p>19th Legal issues regarding solar text amendment no recusals</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, August 19, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were, Steve Stolpsher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpsher: motion to enter executive Session 2. Ms. Jackson: motion to exit executive session 3. Ms. Jackson: motion to direct counsel to proceed in case CC-19-2021-C-33.</p>	<p>1</p>	<p>1. no name in minutes 2. no name in minutes 3. no name in minutes</p>	<p>1. unanimous 2. unanimous 3. Ms. Tabb</p>
<p>31-Aug-21 PC</p> <p>31st Review of solar text amendment and case 2021-c-33</p>	<p>The Jefferson County Planning Commission met on August 31, 2021 at 7:00 p.m. with the following Commission members present via ZOOM: Mike Shepp, President, Wade Louthan, Secretary, Jack Hefestay, J Ware, Shane Roper, Ron Thomas, Matt Knott* and Steve Stolpsher, County Commission Liaison. The following Commission members were absent with notice: Donnie Fisher, Vice President. *Mr. Knott joined the meeting late at 7:12 PM.</p>	<p>1. Mr. Shepp: motion to enter executive session regarding case 2021-33 2. Mr. Hefestay : motion to come out of executive session 3. Mr. Shepp made an authorization for legal to proceed as discussed.</p>	<p>1</p>	<p>1. Mr. Hefestay 2. Mr. Thomas 3. NA</p>	<p>1. Mr. Stolpsher , Mr. Roper 2. Mr. Stolpsher, Mr. Roper 3. NA</p>

<p>2nd Legal issues on solar text amendment including bonding comprehensive plan and related matters ; motion to amend the comprehensive plan to clarify solar facilities be recognized as a principal permitted use throughout rural and residential districts quickly</p>	<p>JCC</p> <p>Show Document Jeffersoncountywww.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 2, 2021 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were: Steve Stolpsher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</p>	<p>1. Mr. Stolpsher: motion to enter executive session regarding solar facilities 2. Mr. Hudson: motion to exit executive session 3. Ms. Jackson: motion to commission the planning comprehensive plan to allow solar in rural and residential areas processed as principal permitted use as quickly as possible</p>	<p>1. no name reported in minutes 2. no name reported in minutes 3. no name in minutes</p>	<p>3. Ms. Tabb Stolpsher</p>
<p>14th Discuss changes to the comprehensive plan to secure role solar facilities in rural and residential zoning districts and are principal permitted uses. September 28 2021 for draft amendment public input; Established October 5, 2021 to discuss and review proposed draft amendment ; Establish November 16, 2021 for public hearing on proposed draft amendment</p>	<p>PC</p> <p>Microsoft Word - 09-14-2021 PC Minutes - draft lmb Jeffersoncountywww.org</p>	<p>The Jefferson County Planning Commission met on September 14, 2021 at 7:00 pm with the following Planning Commission members present in person: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Shane Roper, Jack Hefestay, and Steve Stolpsher. The following members were present via ZOOM: Ron Thomas and Matt Knott (late arrival 7:03 am). J. Ware was absent without notice.</p>	<p>1. Mr. Shepp: motion to enter executive session on solar 2. Mr. Hefestay: motion to exit executive session 3. Mr. Hefestay: motion to set special meeting schedule and public hearing on draft solar text amendment</p>	<p>1. Mr. Hefestay 2. no name in minutes 3. Mr Fisher</p>	<p>1. Mr. Stolpsher, Mr. Roper 2. Mr. Stolpsher, Mr. Roper 3. Mr. Stolpsher, Mr. Roper</p>
<p>16th Resolution on case cc-19-2021-c-33 ; direct legal to draft a new solar text ordinance that addresses concerns that were noted in the judges order provide amended ordinance to next commission meeting</p>	<p>JCC</p> <p>Show Document Jeffersoncountywww.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 16, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Steve Stolpsher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. (The archived meeting of the Thursday, September 16, 2021 meeting is available on the Jefferson County Commission website.)</p>	<p>1. Mr. Stolpsher: motion to enter into executive session on solar 2. Mr. Stolpsher: motion to exit executive session</p>	<p>1. no name in minutes 2. no name in minutes</p>	<p>NF</p>
<p>5th Review of public comments by Todd and Susan Hough public hearing set for December 7 2021</p>	<p>PC</p> <p>Microsoft Word - 10-05-21 PC Minutes draft lmb Jeffersoncountywww.org</p>	<p>The Jefferson County Planning Commission met on October 5, 2021 at 7:00 p.m. with the following Commission members present via ZOOM: Donnie Fisher, Vice President; Wade Louthan, Secretary; J. Ware, Jack Hefestay, Ron Thomas, and Matt Knott. The following Commission members were absent with notice: Mike Shepp, President; Steve Stolpsher, County Commission Liaison; and Shane Roper.</p>	<p>1. Mr. Fisher: motion for a public hearing December 7, 2021 2. Mr. Knott: motioned to direct staff to incorporate comments to draft</p>	<p>1. Mr. Thomas 2. Mr. Hefestay</p>	<p>1. unanimous 2. unanimous</p>
<p>12th County circuit court civil action no 2021-c-33; the county commission did file a motion to appeal</p>	<p>PC</p> <p>Show Document Jeffersoncountywww.org</p>	<p>The Jefferson County Planning Commission met on October 12, 2021 at 7:00 pm with the following Planning Commission members present in person: Donnie Fisher, Vice President; Jack Hefestay, Shane Roper, and Matt Knott. The following members were present via ZOOM: Ron Thomas and Steve Stolpsher (late arrival 7:05 am). Wade Louthan, Secretary (late arrival 7:17 pm). Mike Shepp, President, was absent with notice. J. Ware was absent without notice. *Note, due to technical difficulties, Mr. Stolpsher's connection via ZOOM was intermittent</p>	<p>1. Mr. Hefestay: motion to enter executive session 2. Mr. Hefestay: motion to exit executive session 3. Mr. Thomas: motion to accept edits to text amendments and go forward</p>	<p>1. Mr. Fisher 2. Mr. Thomas</p>	<p>1. Mr. Stolpsher and Mr. Roper were absent for the item and remainder of the</p>

<p>21-Oct-21 JCC</p> <p>21st Refer the new solar facilities text amendments to the planning commission for review.</p> <p>Show Document (jeffersoncountywv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, October 21, 2021 during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were, <u>Steve Stolpipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</u> (The archived meeting of the Thursday, October 21, 2021 meeting is available on the Jefferson County Commission website.)</p> <p>3</p>	<p>1. Mr. Stolpipher: motion to enter executive session on solar 2. Mr. Stolpipher: motion to exit executive session 3. Ms. Jackson: motion to reconsider previous motion for the planning commission to review the solar text amendment in the comprehensive plan in light of the Judge's order.</p> <p>1. no reported name in minutes 2. no reported name in minutes 3. no reported name in minutes 1. Unanimous 2. unanimous 3. Ms. Jackson, Ms Ath, Mr. Hudson</p> <p>Mr. Stolpipher</p>		
<p>4-Nov-21 JCC</p> <p>4th Reconsideration of previous motion made on Oct 21 regarding solar text amendment and consider application of the existing comprehensive plan in light of judge order;</p> <p>JCC</p> <p>Show Document (jeffersoncountywv.org)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, November 4, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held in person & via GoToWebinar. Present were, <u>Steve Stolpipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb.</u></p> <p>3</p>	<p>1. Mr. Stolpipher: motion to enter executive session on solar 2. Mr. Stolpipher: motion to exit executive session 3. Ms. Jackson: motion to reconsider previous motion for the planning commission to review the solar text amendment in the comprehensive plan in light of the Judge's order.</p> <p>1. no reported name in minutes 2. no reported name in minutes 3. no reported name in minutes 1. unanimous 2. unanimous 3. Ms. Jackson, Mr. Hudson, Ms Ath, Ms Tabb</p> <p>Mr Stolpipher</p>		
<p>9-Nov-21 PC</p> <p>9th County commission request to review previously approved solar text amendment and conformance to envision 2035. ; Mr. Shepp said no documents available; no report from Mr. Rohrbaugh</p> <p>PC</p> <p>Show Document (jeffersoncountywv.org)</p>	<p>The Jefferson County Planning Commission met on November 9, 2021 at 7:00 pm with the following Planning Commission members present via ZOOM: <u>Mike Shepp, President; Donnie Fisher, Vice President; Ron Thomas; Jack Hefestay, J. Ware, Shane Roper, and Matt Knott.</u> Wade Louthan, Secretary, and Steve Stolpipher were absent with notice.</p> <p>1</p>	<p>1. Mr. Shepp: motion to table solar text item 2. Mr. Shepp: motion to enter to executive session about comp. plan 3. Mr. Shepp: motion to exit executive session</p> <p>1. Mr. Hefestay 2. Mr. Hefestay 3. Mr. Hefestay</p> <p>1. unanimous 2. unanimous 3. unanimous</p>		
<p>7-Dec-21 PC</p> <p>7th Public hearing on solar text amendment; 14 people gave public comment</p> <p>PC</p> <p>Show Document (jeffersoncountywv.org)</p>	<p>The Jefferson County Planning Commission met on December 7, 2021 at 7:00 p.m. with the following Planning Commission members present via ZOOM: <u>Mike Shepp, President; Wade Louthan, Secretary; Ron Thomas; Jack Hefestay; and J. Ware.</u> Steve Stolpipher, Matt Knott, and Shane Roper were absent with notice. Donnie Fisher was absent without notice.</p> <p>1</p>	<p>1. Mr. Shepp: motion for a continuance and to accept public comment through Dec 14.</p> <p>1. Mr. Hefestay 2. Mr. Hefestay 3. Mr. Hefestay</p> <p>1. unanimous</p>		
<p>14-Dec-21 PC</p> <p>14th Potesta & Associates who works for solar companies prepared a comment and Mr. Shepp noted that their comment was especially helpful. Propose solar text amendment approved as a principal permitted use in rural and residential areas unanimously. Direct staff to submit to the county commission.</p> <p>PC</p> <p>Show Document (jeffersoncountywv.org)</p>	<p>The Jefferson County Planning Commission met on December 14, 2021 at 7:00 pm with the following Planning Commission members present in person: <u>Mike Shepp, President; Jack Hefestay, Matt Knott, and Steve Stolpipher, County Commission Liaison.</u> The following members were present via ZOOM: <u>Wade Louthan, Secretary and J. Ware.</u> The following members were absent with notice: Donnie Fisher, Vice President, Shane Roper, and Ron Thomas.</p> <p>1</p>	<p>1. Mr. Shepp: motion to approve the proposed text amendment to the Jefferson County Envision Jefferson 2035 Comprehensive Plan to clarify that solar facilities are principal permitted uses in the rural and residential zoning districts; 2. to direct staff to submit the amendment to the Jefferson County Commission for consideration and potential adoption on January 6, 2022; and to authorize the president or his designee to present the Comprehensive Plan Amendment to the Commission on January 6,</p> <p>1. Mr.</p>		<p>NF</p>

2022							
6-Jan-22	JCC	6th Public hearing set for text amendment to envision 2035 on February 3, 2022 ;	637800811294200000 jeffersoncountynv.gov	A meeting of the Jefferson County Commission was held on Thursday, January 6, 2022 during the first quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were: Caleb Hudson, President, Steve Stolliher, Vice President, Tricia Jackson, Jane Tabb, and Claire Ath. (See archived meeting)	1. Mr. Hudson: motion to hold a hearing February 3, 2022 on the solar text amendment	1. unanimous	1. Mr. Stolliher
11-Jan-22	PC	11th Announced the JCC public hearing on solar text amendments	Show Document jeffersoncountynv.gov	The Jefferson County Planning Commission met on January 11, 2022 at 7:00 pm with the following Planning Commission members present via ZOOM: Mike Shepp, President; Donnie Fisher, Vice President; Jack Hefestay, Ron Thomas; and Steve Stolliher, County Commission Liaison. The following members entered the meeting via ZOOM at 7:05 pm: Matt Knott, J. Ware, and Wade Louthan. The following member was absent with notice: Shane Roper	NA		
26-Jan-22	JCC	26th Solar text amendment legal advice executive session ; no recusals	637795759804570000 jeffersoncountynv.gov	Caleb Hudson, President Steve Stolliher, Vice President Claire Ath, Commissioner Tricia Jackson, Commissioner Jane Tabb, Commissioner	1. Ms. Tabb: motion to enter executive session 2. Mr. Hudson: motion to come out of executive session	1. no name reported in minutes 2. no name reported in minutes	1. unanimous 2. unanimous NF
3-Feb-22	JCC	3rd Public hearing on solar text amendment to envision 2035 as principal permitted use in rural and residential zoning. One public comment; motion by mr. stolliher to executive session regarding solar text amendment bonding comp plan related matters.	637811442702650000 jeffersoncountynv.gov	A meeting of the Jefferson County Commission was held on Thursday, February 3, 2021 during the first quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in person. Present were Caleb Hudson, President, Steve Stolliher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb.	1. Mr. Stolliher: motion to enter executive session regarding legal issue solar text amendment 2. Mr. Hudson: motion to exit executive session	1. no name reported in minutes 2. no name reported in minutes	NF
8-Feb-22	PC	8th Legal advice on solar text amendment Executive session;	Show Document jeffersoncountynv.gov	The Jefferson County Planning Commission met on February 08, 2022 at 7:00 pm with the following Planning Commission members present via ZOOM: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolliher, County Commission Liaison; Jack Hefestay, Donnie Fisher, Ron Thomas, Shane Roper, and J. Ware.	1. Mr. Shepp: motion to enter into executive session 2. Mr. Hefestay: motion to exit executive session	1. Mr. Hefestay 2. Mr. Fisher	1. unanimous 2. unanimous NF
17-Feb-22	JCC	17th Legal advice on solar text amendments ; JCC directed counsel to proceed on solar text amendment unknown content.	637841712499870000 jeffersoncountynv.gov	A meeting of the Jefferson County Commission was held on Thursday, February 17, 2021 during the first quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolliher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb.	1. Mr. Stolliher: motion to enter executive session 2. Mr. Hudson: motion to exit executive session 3. Ms. Tabb: motion for legal counsel to proceed as directed on solar	1. no name reported in minutes 2. no name reported in minutes 3. no name reported in minutes	1. unanimous 2. unanimous 3. Mr. Stolliher
3-Mar-22	JCC	3rd Legal discussion on solar text amendment Executive session ;	637841721824970000 jeffersoncountynv.gov	Caleb Hudson, Steve Stolliher, Tricia Jackson, Claire Ath and Jane Tabb.	1. Mr. Stolliher: motion to enter executive session on solar 2. Mr. Hudson: motion to exit executive session	1. no name reported in minutes 2. no name reported in minutes	1. unanimous 2. unanimous NF

<p>8-Mar-22 PC 8th Legal advice on solar text amendment Executive session ;</p> <p>Show Document http://jeffersoncountynv.gov/ora</p>	<p>The Jefferson County Planning Commission met on March 08, 2022 at 7:00 pm with the following Planning Commission members present: <u>Mike Shepp, President; Matt Knott, Vice President; Wade Loutihan, Secretary; Steve Stolipher, County Commission Liaison; Jack Hefestay, Donnie Fisher, Ron Thomas</u> via zoom. Shane Roper and J Ware were absent with notice</p>	<p>1. Mr. Shepp: motion to enter executive session 2. Mr. Hefestay: motion to exit executive session</p> <p>1. Mr. Loutihan 2. Mr. Fisher</p>	<p>1. Unanimous 2. unanimous</p>	<p>1. Mr. Stolipher on solar 2. Mr. Stolipher on solar</p>
<p>17-Mar-22 JCC 17th Legal advice on solar text amendment ;</p> <p>http://jeffersoncountynv.gov/ora 637873705184970000</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, March 17, 2022, during the first quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb.</p>	<p>1. no name reported in minutes 2. no name reported in minutes 3. no name reported in minutes</p> <p>1. Mr. Stolipher: motion to enter executive session 2. Mr. Hudson: motion to exit executive session 3. Ms. Tabb, Mr. Hudson, Ms. Ath, Ms. Jackson</p>	<p>1. unanimous 2. unanimous 3. Ms. Tabb, Mr. Hudson, Ms. Ath, Ms. Jackson</p>	<p>1. Mr. Stolipher 3. Mr. Stolipher</p>
<p>25-Mar-22 JCC 25th Special meeting ; legal discussion on solar text amendment In executive session ;</p> <p>http://jeffersoncountynv.gov/ora 637873724497970000</p>	<p>At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on March 25, 2022, beginning at 9:30 o'clock a.m. PRESENT: Caleb Hudson, President, Steve Stolipher, Vice President, Claire Ath, Commissioner Tricia Jackson, Commissioner Jane Tabb, Commissioner</p>	<p>1. no name reported in minutes 2. no name reported in minutes 3. no name reported in minutes 4. no name reported in minutes</p> <p>1. Mr. Stolipher: motion to enter executive session 2. Mr. Hudson: motion to exit executive session 3. Ms. Jackson: motion to enter executive session 4. Mr. Hudson: motion to exit executive session</p>	<p>1. unanimous 2. unanimous 3. unanimous 4. unanimous</p>	<p>1. Mr. Stolipher refused for solar text amendment portion 2. Mr. Stolipher 3. Mr. Stolipher 4. Mr. Stolipher</p>
<p>30-Mar-22 JCC 30th Special session ; legal advice on solar text amendment ;</p> <p>http://jeffersoncountynv.gov/ora 637873705194500000</p>	<p>At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on March 30, 2022, beginning at 9:30 o'clock a.m. PRESENT: Caleb Hudson, President, Steve Stolipher, Vice President, Claire Ath, Commissioner Tricia Jackson, Commissioner Jane Tabb, Commissioner</p>	<p>1. no name reported in minutes 2. no name reported in minutes 3. no name reported in minutes 4. no name reported in minutes</p> <p>1. Ms. Tabb: motion to enter executive session 2. Mr. Hudson: motion to come out of executive session 3. Ms. Tabb: motion to agree with terms of settlement</p>	<p>1. unanimous 2. unanimous 3. Ms. Tabb, Ms. Ath, Ms. Jackson</p>	<p>1. Mr. Stolipher 2. Mr. Stolipher 3. Mr. Stolipher</p>
<p>5-Apr-22 JCC 5th Legal advice on solar text amendment; motion to suggest the planning commission consider adoption of a new solar text amendment that conforms with agreed upon language in the adopted order as soon as possible.</p> <p>http://jeffersoncountynv.gov/ora 637873705199200000</p>	<p>At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on April 5, 2022, beginning at 9:30 o'clock a.m. PRESENT: Caleb Hudson, President, Claire Ath, Commissioner Tricia Jackson, Commissioner Jane Tabb, Commissioner</p>	<p>1. no name reported in minutes 2. no name reported in minutes 3. no name reported in minutes 4. no name reported in minutes</p> <p>1. Ms. Jackson: motion to enter executive session 2. Mr. Hudson: motion to exit executive session 3. Ms. Tabb: motion to approve order prepared by legal counsel 4. Ms. Jackson: motion to recommend planning commissio nside new language adopted from order</p>	<p>1. unanimous 2. unanimous 3. Ms. Tabb, Ms. Ath, Ms. Jackson 4. Ms. Tabb, Ms. Ath, Ms. Jackson</p>	<p>3. Mr. Hudson 4. Mr. Hudson 3. Mr. Stolipher 4. Mr. Stolipher</p>

<p>12th Legal advice on solar text amendment ES; JCC requests that the Planning commission makes changes as a result of court case; Mr. Shepp states he didn't agree with conditional use permit but made a motion to agree with the JCC request; a new draft of the solar text amendment would be prepared by Staff; 15 day notice in the newspaper for change.</p>	<p>19th First draft of the text amendment to the zoning ordinance to process as permitted use within urban growth boundary and preferred growth areas and conditional use permit outside those areas. ; public hearing scheduled for May 17, 2022.</p>	<p>21st Mr. Paul Raco hired by JCC to update the Jefferson county subdivision regulations and zoning ordinance.</p>	<p>5th Mr. Stolpiper motion to ES discuss solar text amendment but then recused himself for the solar text amendment; notice of a public hearing May 27 2022 on solar text amendment; MOTION FAILED;</p>	<p>17th PUBLIC HEARING on solar text amendment; brief overview of draft text amendment; 9 public comments; Mr. Shepp proposed that there would be some clarification. Mr. shepp proposed conditional use permit and concept plan concurrently for both inside and outside UGB and PGA---but withdrew this idea.</p>	<p>The Jefferson County Planning Commission met on April 12, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolpiper County Commission Liaison (late with notice); Jack Hefestay, Donnie Fisher, J. Ware, and Shane Roper (via ZOOM). Ron Thomas was absent with notice.</p>	<p>The Jefferson County Planning Commission met on April 19, 2022 at 7:00 p.m. with the following Planning Commission members present in-person: Mike Shepp, President; Wade Louthan, Secretary; and Jack Hefestay, Ron Thomas and J. Ware were present via ZOOM. Steve Stolpiper, Matt Knott, Shane Roper, and Donnie Fisher were absent with notice</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, April 21, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpiper, Vice President, and Commissioners Tricia Jackson and Clare Ath. Commissioner Tabb was absent with prior notice</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, May 5, 2022 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpiper, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb</p>	<p>The Jefferson County Planning Commission met on May 17, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolpiper County Commission Liaison; Jack Hefestay, Donnie Fisher, J. Ware, and Shane Roper (via ZOOM). Ron Thomas was absent with notice.</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, May 19, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpiper, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb.</p>	<p>1. Mr. Shepp: motion to agree with JCC amendment and proposed change to solar text amendment. 2. Mr. Shepp: motion to direct administrator to quickly revise the text amendment in accordance with the JCC amendment.</p>	<p>1. Mr. Fisher 2. Mr. Hefestay</p>	<p>1. Mr. Shepp: motion to schedule a public hearing</p>	<p>1. no name reported in minutes</p>	<p>1. no name reported in minutes</p>	<p>1. Mr. Stolpiper, Mr. Shane Roper 2. Mr. Stolpiper, Mr. Shane Roper</p>
<p>1. Mr. Stolpiper, Mr. Shane Roper 2. Mr. Stolpiper, Mr. Shane Roper</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Louthan</p>	<p>1. unanimous</p>	<p>1. Mr. Hudson, Ms. Tabb 2. Mr. Stolpiper pertaining to solar 3. Mr. Stolpiper</p>	<p>1. Mr. Stolpiper and Mr. Shane Roper</p>											
<p>1. no reported name in minutes</p>	<p>1. unanimous</p>	<p>1. Mr. Hefestay</p>	<p>1. no reported name in minutes</p>	<p>1. Ms. Jackson: motion for public hearing on text amendment</p>	<p>1. Mr. Stolpiper</p>											

<p>2-Jun-22 JCC 2nd Legal Executive session discussion on solar text amendment and bonding and comp plan</p> <p>637939418685930000 jeffersoncountyny.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, June 2, 2022 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpsher, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb</p>	<p>1. Ms Tabb: motion to executive session on solar 2. Mr. Hudson: motion to exit executive session</p>	<p>1. no reported name in minutes 2. no reported name in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>NF</p>	<p>NF</p>
<p>9-Jun-22 JCC 9th Public hearing on solar text amendment; permitted use and conditional use permit process; motion failed Hudson and Tabb oppose and Ath and Jackson approve.</p> <p>637927315446730000 jeffersoncountyny.gov</p>	<p>At a Special Session of the County Commission of said County and State continued and held at the Jefferson County Commission meeting room in the basement of the Old Charles Town Library located at 200 E. Washington St., Charles Town and virtually via GoToWebinar on June 9, 2022, beginning at 9:30 o'clock a.m. PRESENT: Caleb Hudson, President, Clare Ath, Commissioner [virtual] Tricia Jackson, Commissioner Jane Tabb, Commissioner</p> <p>(VIDEO: Mr. Stolpsher Absent from meeting)</p>	<p>Mr. Hudson opened public hearing 1. Mr. Hudson: motion to close the public hearing 2. Ms. Jackson: motion to adopt amendments from Planning commission</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. Unanimous 2. Ms. Jackson, Mr. Hudson</p>	<p>2. Mr. Stolpsher</p>	<p>2. Mr. Stolpsher</p>
<p>14-Jun-22 PC 14th Update on the JCC hearing; administrator says action expected June 16; legal advice in Executive session ;</p> <p>Show Document jeffersoncountyny.gov</p>	<p>The Jefferson County Planning Commission met on May 17, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolpsher County Commission Liaison; Jack Hefestaw, Ron Thomas (via ZOOM) and Shane Roper (via ZOOM). Donnie Fisher and J. Ware were absent with notice.</p>	<p>1. Mr. Shepp: motion to enter executive session on solar 2. Mr. Louthan: motion to exit executive session</p>	<p>1. Mr. Stolpsher 2. Mr. Knott</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Stolpsher and Mr. Shane Roper (both potential conflict of interest statement)</p>	<p>1. Mr. Stolpsher and Mr. Shane Roper (both potential conflict of interest statement)</p>
<p>16-Jun-22 JCC 16th Reconsider solar text amendment principal permitted use inside urban growth and preferred growth boundaries and conditional use permit outside; motion passes 4-0 with</p> <p>637941028693830000 jeffersoncountyny.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, June 16, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpsher, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb</p>	<p>1. Ms. Jackson: motion to adopt solar text amendment</p>	<p>1. no name reported in minutes</p>	<p>1. unanimous</p>	<p>Mr. Stolpsher</p>	<p>Mr. Stolpsher</p>
<p>12-Jul-22 PC 12th Administration announced two applications for solar coming</p> <p>Show Document jeffersoncountyny.gov</p>	<p>The Jefferson County Planning Commission met on July 12, 2022 at 7:00 pm with the following Planning Commission members present: Wade Louthan, Secretary, Liaison, and Jack Hefestaw were present in person. Other commissioner attended via ZOOM Mike Shepp, President; Matt Knott, Vice President; Steve Stolpsher, County Commission; Ron Thomas, and Shane Roper. Donnie Fisher and J Ware was absent with notice</p>	<p>NA</p>	<p>1. no name reported in minutes</p>	<p>1. unanimous</p>	<p>Mr. Stolpsher</p>	<p>Mr. Stolpsher</p>

<p>28th BZA Approval of a BZA Conditional Use Permit BLAKE PROJECT</p> <p>https://www.jeffersoncountyny.gov/Document/ShowDocument?id=22404</p>	<p>Board Members Present: Tyler Quynn, Chair; Deirdre Catterton, Vice Chair; Leeds Corbin, Steve Guler, Matthew McKinney, and Mikala Shremshock, alternate member.</p>	<p>1. Mr. McKinney: motion to approve the conditional use permit. a. That the applicant be bound by their testimony, including the supplemental buffer of at least 150' from the existing residences. b. The applicant shall obtain all necessary licenses and permits before moving forward with the project. c. The owner is required to consolidate the previously recorded Thorn Hill subdivision plat.</p>	<p>1. Mr. Guler 1. Ms. Catterton</p>
<p>9th Concept plan for Blake Solar Horus West Virginia PC 1; conditional use permit approved by BZA on 7/28/2022; Mark Dyck integrity federal services paid consultant; stormwater management plan not in place since slopes are not greater than 10%;</p> <p>Show Document (jeffersoncountyny.gov)</p>	<p>The Jefferson County Planning Commission met on August 09, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolpsher, County Commission Liaison; Jack Hefestay, Donnie Fisher; Ron Thomas (via ZOOM) and Shane Rorer (via ZOOM). J. Ware was absent without notice.</p>	<p>1. Mr. Hefestay: motion to accept the concept plan 2. Mr. Shepp: motion to enter executive session (solar)</p>	<p>1. Mr. Knott 2. Mr. Knott 1. Mr. Stolpsher 2. NF</p>
<p>25th Conditional Use BZA Permit for Wild Hill Solar Energy Facility;</p> <p>Microsoft Word - 08-25-22 BZA minutes - final (jeffersoncountyny.gov)</p>	<p>Tyler Quynn, Chair; Deirdre Catterton, Vice Chair; Leeds Corbin, Steve Guler, and Matthew McKinney, 7 Board Members Absent: Mikala Shremshock, alternate member (with notification)</p>	<p>1. McKinney: motion to approve Conditional Use Permit with conditions:</p>	<p>1. unanimous</p>
<p>1st Solar text amendments legal advice; no recusals reported JCC</p> <p>637994628098030000 (jeffersoncountyny.gov)</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 01, 2022 during the third quarterly session at 9:30a.m. The meeting was held via GoToWebinar and in person. Present were Caleb Hudson, President, Steve Stolpsher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb.</p>	<p>1. no name reported on minutes 2. no name reported in executive session 2. Mr. Hudson: motion to exit executive session</p>	<p>1. unanimous 2. unanimous</p>
<p>13th Concept plan for Wild Hill Solar ; hough zigler, rissler, hough, hough, hough; conditional use permit obtained 8/25/22; Mr. Paul Raco is the consultant for EDF; 8 public comments; Raco states that the project is bonded through the state DEP; lawsuit on the Blake Conditional use permit; PC</p> <p>Show Document (jeffersoncountyny.gov)</p>	<p>The Jefferson County Planning Commission met on September 13, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Steve Stolpsher, County Commission Liaison; Jack Hefestay, Donnie Fisher; Ron Thomas (via ZOOM) and Shane Rorer (via ZOOM). Matt Knott, Vice President, was absent with notice; J. Ware was absent without notice.</p>	<p>1. Mr. Hefestay: motion to accept the concept plan</p>	<p>1. Mr. Fisher 1. unanimous NF</p>

<p>15-Sep-22 JCC 15th Legal advice in Executive session.</p>	<p>638059401301900000 jeffersoncountynv.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 15, 2022 during the third quarterly session at 6:00p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpigher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb.</p>	<p>1. Mr. Stolpigher : motion to enter executive session solar 2. Mr. Stolpigher: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>NF</p>
<p>6-Oct-22 JCC 6th Legal advice on solar text amendment</p>	<p>638059401781600000 jeffersoncountynv.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, October 06, 2022 during the third quarterly session at 9:30a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpigher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb.</p>	<p>1. Mr. Stolpigher: motion to enter executive session 2. Ms. Tabb: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Stolpigher for solar 2. Mr. Stolpigher fo solar</p>
<p>11-Oct-22 PC 11th Executive session legal advice;</p>	<p>Show Document jeffersoncountynv.gov</p>	<p>The Jefferson County Planning Commission met on October 11 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Steve Stolpigher, County Commission Liaison; Jack Hefestav, Donnie Fisher, and Ron Thomas. J. Ware was absent without notice and Shane Roper was absent with notice.</p>	<p>1. NF 2. Mr. Knott</p>	<p>1. NF 2. Mr. Fisher</p>	<p>1. NF 2. unanimous</p>	<p>NF</p>
<p>27-Oct-22 BZA 27th Conditional Use Permit for Torch Clean Energy Rippon Solar Energy Facility;</p>	<p>Microsoft Word - 10-27-22 BZA minutes - Final jeffersoncountynv.gov</p>	<p>Mr. Quynn, Chair, and Matthew McKinney, (in person), Steve Guler (via ZOOM), Board Members Absent: Deirdre Catterton, Vice Chair; Leeds Corbin, and Mikala Shrenshock, alternate member (with notification)</p>	<p>Mr. Quynn open and closed public hearing 1. Mr. McKinney: motion for executive session 2. McKinney: motion to exit executive session 3. Mr. McKinney: motion to approve Conditional Use Permit.</p>	<p>NF</p>	<p>1. unanimous 2. unanimous 3. unanimous</p>	<p></p>
<p>15-Nov-22 PC 15th Concept Plan for Torch Clean Energy Rippon Solar Energy Facility based upon CUP obtained on October 27, 2022 from JCBZA;</p>	<p>Microsoft Word - 11-15-2022 Meeting Minutes final draft jeffersoncountynv.gov</p>	<p>The Jefferson County Planning Commission met on November 15, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; J. Ware, Jack Hefestav, and Donnie Fisher were present in person. Ron Thomas and Shane Roper were present via ZOOM. Steve Stolpigher, County Commission Liaison, was absent with notice.</p>	<p>Mr. Shepp opened and closed the public hearing 1. Mr. Knott: motion to approve the concept plan upon conditions of their CUP.</p>	<p>1. Mr. Louthan</p>	<p>1. unanimous</p>	<p>1. Mr. Shane Roper</p>
<p>1-Dec-22 JCC 1st Executive session legal advice ; Mr. Stolpigher motion but then recused himself</p>	<p>638073235639670000 jeffersoncountynv.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, December 01, 2022 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolpigher, Vice President, and Commissioners Claire Ath, Tricia Jackson, and Jane Tabb</p>	<p>1. Mr. Stolpigher: motion to enter executive session 2. Mr. Hudson: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Stolpigher 2. Mr. Stolpigher</p>

<p>13-Dec-22 JCC</p> <p>13th Comprehensive plan update two year process; PC APPOINTED THEMSELVES AS CITIZENS COMMITTEE</p>	<p>The Jefferson County Planning Commission met on December 13, 2022 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Steve Stollipher, County Commission Liaison and Donnie Fisher were present; J. Ware and Jack Hefestay were present via ZOOM. Ron Thomas and Shane Roper were absent with notice.</p> <p>NOTE VOTE: PC APPROVES AMENDED TIMELINE AND APPOINTING THEMSELVES AS CITIZENS COMMITTEE unlike previously done with envision</p> <p>2035</p>	<p>1</p>
<p>2023</p> <p>Jan-23</p>		
<p>2-Feb-23 JCC</p> <p>2nd Joint meeting with the JC Planning to discuss the comprehensive plan propose a timeline ;</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, February 02, 2023 during the second quarterly session at 09:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stollipher, President, Clare Ath, Vice President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. no reported name in minutes 1. unanimous</p>
<p>14-Feb-23 PC</p> <p>14th Legal updates on solar text amendments;</p>	<p>The Jefferson County Planning Commission met on February 14, 2023 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Steve Stollipher, County Commission Liaison; and Jack Hefestay were present in person. J. Ware and Shane Roper were present via ZOOM. Ron Thomas, Matt Knott, and Donnie Fisher were absent with notice.</p>	<p>1. Mr. Shepp: motion to enter executive session solar 2. Mr. Shepp: motion to exit executive session on solar 1. Mr. Hefestay 1. unanimous</p>
<p>14-Mar-23 PC</p> <p>14th Legal updates on solar text amendments; not taken up</p>	<p>NA</p>	<p>1</p>
<p>28-Mar-23 PC</p> <p>28th Legal updates on solar text amendments; not taken up</p>	<p>NA</p>	<p>1</p>
<p>Apr-23</p>		
<p>9-May-23 PC</p> <p>9th Public workshop on solar energy facility Principal Permitted Use Concept Plan Flowing Springs Farm Solar Project BC Partners; UGB residential zoned principal permitted use Enel Green Power; approved ; Ordinance rewrite committee Mr. Racco staff to forward him the information</p>	<p>Mr. Shepp open and closed public workshop 1. Mr. Fisher: motion to approve the Concept Plan with proffers 2. Mr. Fisher: motion to provide the information to the ordinance rewrite committee and consulting Mr. Racco to make changes to the subdivision regulations.</p>	<p>1. Mr. Smith 2. Mr. Shepp 1. unanimous 2. unanimous</p>
<p>18-May-23 JCC</p> <p>18th Mr. Callias with Wild Hill Solar PILOT program presentation</p>	<p>NA</p>	<p>1</p>

<p>1-Jun-23 JCC</p>	<p>1st Legal update on solar text amendment; no recusals</p>	<p>638225150649770000 jeffersoncountyny.gov.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, June 1, 2023 during the second quarterly session at 9:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolpfer, Vice-President Clare Ath, Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. Mr. Stolpfer: motion to enter executive session on solar etc 2. Mr. Stolpfer: to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	
<p>15-Jun-23 JCC</p>	<p>15th Legal update on solar text amendment;</p>	<p>638243112482900000 jeffersoncountyny.gov.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, June 15, 2023 during the second quarterly session at 6:00pm. The meeting was held via GoToWebinar and in-person. Present were Vice-President Clare Ath, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. (Steve Stolpfer not present)</p>	<p>1. Ms Ath: motion to enter executive session on solar etc.</p>	<p>1. no name reported in minutes</p>	<p>1. unanimous</p>	
<p>6-Jul-23 JCC</p>	<p>6th Legal update on solar text amendment ;</p>	<p>638258079601170000 jeffersoncountyny.gov.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, July 6, 2023 during the third quarterly session at 9:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolpfer, President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. Mr. Stolpfer: motion to enter executive session on solar 2. Mr. Stolpfer: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Stolpfer solar only</p>
<p>11-Jul-23 PC</p>	<p>11th Citizen applied to be on the steering committee for the comprehensive plan 2045; statement was that the JCC appointed the planning commissioners to be on the committee. False statement: The Planning Commission discussed the email from Ms. Johnson and stated this request would need to be addressed by the County Commission which appointed the Planning Commission to serve as the 2045 Comprehensive Plan Update Committee</p>	<p>Show Document jeffersoncountyny.gov.org</p>	<p>The Jefferson County Planning Commission met on July 11, 2023 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Steve Stolpfer, County Commission Liaison; Wade Louthan, Secretary; Jack Hefestay, Tim Smith; Aaron Howell were present in person. Donnie Fisher and Matt Knott were absent with notice.</p>	<p>NA</p>			
<p>25-Jul-23 PC</p>	<p>25th Legal review on solar energy facilities ITEM C</p>	<p>Show Document jeffersoncountyny.gov.org</p>	<p>The Jefferson County Planning Commission met on July 25, 2023 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Steve Stolpfer, County Commission Liaison; Wade Louthan, Secretary; Jack Hefestay; Tim Smith; were present in person. Aaron Howell was absent with notice. Donnie Fisher and J. Ware were absent without notice.</p>	<p>1. Mr. Shepp: motion to enter executive session solar 2. Mr. Shepp: motion to exit executive session on solar</p>		<p>1. Mr. Stolpfer 2. Mr. Stolpfer</p>	<p>NF</p>
<p>3-Aug-23 JCC</p>	<p>3rd Legal discussion on solar text amendment executive session ;</p>	<p>638300317072570000 jeffersoncountyny.gov.org</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, August 3, 2023 during the third quarterly session at 9:30 am. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolpfer, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. Mr. Stolpfer: motion to enter executive session on solar 2. Ms. Jackson: motion to exit executive session</p>	<p>1. no name reported in minutes 2. no name reported in minutes</p>	<p>1. unanimous 2. unanimous</p>	<p>1. Mr. Stolpfer solar only</p>
<p>8-Aug-23 PC</p>	<p>8th Legal discussion on solar text amendment</p>	<p>Show Document jeffersoncountyny.gov.org</p>	<p>The Jefferson County Planning Commission met on August 8, 2023 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Matt Knott, Vice President; Steve Stolpfer, County Commission Liaison; Wade Louthan, Secretary; Jack Hefestay; Donnie Fisher; Aaron Howell; Tim Smith; were present in person. J. Ware was present via Zoom.</p>	<p>1. Mr. Shepp: motion to enter executive session on solar 2. Mr. Shepp: motion to exit executive session on solar</p>	<p>1. Mr. Stolpfer 2. Mr. Stolpfer</p>	<p>1. unanimous 2. unanimous</p>	<p>NF</p>

<p>17-Aug-23 JCC</p>	<p>17th Legal advice on solar text amendment;</p>	<p>6383300170858970000 jeffersoncountyywv.org/</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, August 17, 2023 during the third quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolpipher, Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. Mr. Stolpipher: motion to enter executive session 2. Mr Stolpipher: motion to exit executive session</p>	<p>1. no name reported in minutes 2 no name reported in minutes</p>	<p>1. Mr. Stolpipher for solar only</p>
<p>7-Sep-23 JCC</p>	<p>7th Ms. Krouse motion to repeal solar text amendment;</p>	<p>6383748393554000000 jeffersoncountyywv.org/</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, September 7, 2023 during the third quarterly session at 9:30 am. The meeting was held via GoToWebinar and in person. Present were Commissioners Steve Stolpipher, Tricia Jackson, Jennifer Krouse, and Jane Tabb.</p>	<p>1. Ms. Krouse: motion to repeal solar text amendment</p>	<p>1. Ms. Krouse, Ms Jackson 2. unanimous</p>	<p>1. Mr. Stolpipher</p>
<p>12-Sep-23 PC</p>	<p>12th Mr. Shepp requested that staff include discussion and direction on the zoning ordinance regarding solar energy facilities ON September 26, 2023</p>	<p>Show Document jeffersoncountyywv.org/</p>	<p>The Jefferson County Planning Commission met on September 12, 2023 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Steve Stolpipher, County Commission Liaison; Wade Louthan, Secretary; Jack Hefestay; Aaron Howell; Tim Smith; and were present in person. Donnie Fisher was present via Zoom. Matt Knott, Vice President was absent with notice; J Ware was absent without notice.</p>	<p>NA</p>	<p>1. Ms. Krouse, Ms Jackson 2. unanimous</p>	<p>1. Mr. Stolpipher</p>
<p>Oct-23</p>	<p>1</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p>Nov-23</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p>21-Dec-23 JCC</p>	<p>21st Legal advice on solar text amendment to reinstate ; Ethics Advisory Opinion for violations of OMA by planning commission subcommittees including solar energy facility committee</p>	<p>SHunter Hou24012210090 jeffersoncountyywv.org/</p>	<p>Meeting December 21, 2023 6:00PM ; Attendance: Steve Stolpipher, Tricia Jackson, Jennifer Krouse, Pasha Majidi, Jane Tabb</p>	<p>1. Mr. Majdi: motion to rescind the repeal of the solar text amendment of September 7, 2023</p>	<p>1. none reported in minutes</p>	<p>1. Ms Jackson, Ms Krouse [solar]</p>
<p>2024</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p>18-Jan-24 JCC</p>	<p>18th Update deadline by January 24, 2024 as to status of advisory opinion; legal update on solar litigation; no recusals</p>	<p>638439810756670000 jeffersoncountyywv.org/</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, January 18, 2024, during the fourth quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolpipher, Commissioner Jane Tabb, Commissioner Tricia Jackson, Commissioner Pasha Majidi, and Commissioner Jennifer Krouse.</p>	<p>1. Mr. Stolpipher: motion to enter executive session on solar legal issue 2. Mr. Stolpipher: motion to exit executive session</p>	<p>1. Mr. Majdi 2. Ms. Tabb</p>	<p>NF</p>
<p>24-Jan-24 PC</p>	<p>24th Legal asked questions regarding the solar text amendment subcommittee</p>	<p>Show Document jeffersoncountyywv.org/</p>	<p>The Jefferson County Planning Commission met on January 24, 2024 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Jack Hefestay; and Aaron Howell. Steve Stolpipher, County Commission Liaison and Wade Louthan, Secretary were present via Zoom. Matt Knott, Vice President; Tim Smith and J. Ware were absent without notice.</p>	<p>NA</p>	<p>1. unanimous 2. unanimous</p>	<p></p>
<p>20-Feb-24 PC</p>	<p>20th review zoning ordinance pertaining to solar energy facilities and provide edits to the county commission based on project thus far ; requirement of bonding for site improvements such as landscaping and stormwater management; approved solar are grandfathered in . ; Mr. Stolpipher had reached out the ethics commission and will provide copy. Mr. Stolpipher motion to join the county commission request for a formal decision on the</p>	<p>Show Document jeffersoncountyywv.org/</p>	<p>The Jefferson County Planning Commission met on February 20, 2024 at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Steve Stolpipher, County Commission Liaison; Wade Louthan, Secretary; Jack Hefestay; Tim Smith and Aaron Howell. J. Ware was present via Zoom. Matt Knott, Vice President was absent with notice. Donnie Fisher was absent without notice.</p>	<p>1. Mr. Shepp: motion to direct staff to make recommended changes to the solar text amendments. 2. Mr. Stolpipher: motion to join JCC In Ethics commission formal opinion regarding subcommittees open meetings act one of which is the solar</p>	<p>1. Mr. Hefestay 2. unanimous</p>	<p>NF</p>

Mar-24					
Apr-24					
7-May-24 PC	<p>7th Legal advice on solar text amendment (not taken up)</p> <p>Microsoft Word - 05-07-24 PC Minutes - final revised 05-12-24 jeffersoncountynv.gov</p>	<p>The Jefferson County Planning Commission met on May 7, 2024 at 7:00 pm with the following Planning Commission members present: Mike Shepard, President; Aaron Howell, Vice President; Jack Hefestay, Tim Smith, J Ware, Cara Keys, and Steve Stolpfer. County Commission Liaison, Wade Louthan was absent with notice; Donnie Fisher was absent without notice.</p>	NA		
27-Jun-24 JCC	<p>Mr. Callas of Wild Hill Solar PILOT Presentation</p> <p>638584748788470000 jeffersoncountynv.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, June 27, 2024, during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolpfer (online), Vice President Jane Tabb, Commissioner Pasha Majidi, Commissioner Kelvin Unson, and Commissioner James Cook.</p>	NA		
11-Jul-24 JCC	<p>11th Rejection of the PILOT for Wild Hill Solar</p> <p>638584748788470000 jeffersoncountynv.gov</p>	<p>A meeting of the Jefferson County Commission was held on Thursday, July 11, 2024, during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolpfer, Vice President Jane Tabb, Commissioner Pasha Majidi, Commissioner Kelvin Unson, and Commissioner James Cook (virtually).</p>		1. Mr. Majidi: motion to reject PILOT for wild hill solar 1. Mr. Stolpfer: 1. unanimous	
22-Aug-24 BZA	<p>22nd ONLY DRAFT MEETING MINUTES AVAILABLE AS OF OCTOBER 20 2024</p> <p>Franklinton Farm LLC Solar Energy Facility Conditional Use Permit</p> <p>Show Document</p>	<p>Tyler Quinn, Chair; Matthew McKinney, Vice Chair; Jacob Harris, Secretary; Mikala Shremshock, Alternates; and David Wiegant were present in person. Board Members Absent: Steve Gulier with notification</p>			
10-Sep-24 PC	<p>10th Franklinton Farm LLC Solar Energy Facility Concept Plan Approval</p> <p>Show Document</p>	<p>The Jefferson County Planning Commission met on September 10, 2024 at 7:00 pm with the following Planning Commission members present: Aaron Howell, Vice President; Wade Louthan, Secretary; Jack Hefestay, Cara Keys, Tim Smith, Donnie Fisher, and Steve Stolpfer. County Commission Liaison were present in person. J Ware was present via ZOOM. Mike Shepp, President, was absent with notification.</p>	<p>Mr. Howell opened and closed the public hearing 1. Mr. Fisher: motion to accept the concept plan 1. Mr. Smith 1. Mr. Hefestay 1. Mr. Stolpfer</p>	1. Mr. McKinney 1. none 1. unanimous	

NOTE: DRAFT UNTIL RATIFIED MEETINGS ARE AVAILABLE 11-7-2024 - JACQUELYN MILLIRON

SPECIAL SESSION

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

At a Special Session of the Jefferson County Commission, held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25414 on Tuesday November 12, 2024 beginning at 1:00 p.m.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Kelvin Upson, Commissioner
Edwina Benites-LM, County Administrator

STAFF: Nikki Painter, Chief Deputy Elections Officer
Kaelyn Hoffman, Deputy Clerk, Elections
Judi Brunswick, Poll Worker
Marsha Gardner, Poll Worker
Bonnie McDonald, Poll Worker
Giordana Baker, Poll Worker

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 12th day of November, 2024 at 9:30 a.m. for the purpose of canvassing ballots cast in the November 5, 2024 General Election.

Counsel received an opinion from the West Virginia Secretary of State as to whether Commissioners could participate in the upcoming canvass if they were on the ballot or had relatives who were on the ballot. The Secretary of State affirmed the following:

- (1) the actions in the canvass are ministerial duties;
- (2) a County Commissioner may carry out the required ministerial duties on a board of canvassers in canvassing an election when the County Commissioner is also a candidate in the elections, and;
- (3) a County Commissioner may carry out the required ministerial duties on a board of canvassers in canvassing an election when the County Commissioner has a relative who is a candidate in the elections

Commissioner Stolipher led the Pledge of Allegiance

- Motion by Commissioner Stolipher to convene as a Board of Canvassers. Motion seconded by Commissioner Tabb and unanimously approved.

Ms. Painter stated one precinct would need to be selected for a hand count. Precinct 33 was randomly selected by staff and the hand count was started by poll workers.

Ms. Painter also stated the bond amount for the recount must be set prior to the start of the canvass.

- Motion by Commissioner Stolipher to set the bond amount at \$300 in the event of a recount. Motion seconded by Commissioner Majdi and unanimously approved.

The Board proceeded with the Canvass by reviewing each precinct and checking to make sure the counts were accurate. The Board also reviewed the provisional and absentee ballots from each precinct to determine if the ballot in question could or could not be accepted into the count.

2024 General Provisional Ballots

Precinct	Reason	# Counted	# Not Counted
2	Absentee was requested & not receive; only 1 ballot returned	1	
2	voters not registered		3
3	Absentee was received in time	3	
3	Absentee was requested & not receive; only 1 ballot returned	1	
3	Voter moved & voting in new correct precinct	3	
3	voters not registered		11
3	registered in Berkeley county		1
3	voter voted at wrong precinct		1
4	Absentee was received in time	2	
4	voter not registered		6
6	Absentee received in time	1	
6	Voter moved & voting in new correct precinct	3	
6	voters not registered		2
7	Absentee was received in time	3	
7	Absentee was requested & not receive; only 1 ballot returned	1	
7	Voter moved & voting in new correct precinct	1	
7	Voted in old precinct due to redistricting ballots were accepted	7	
7	voters not registered		8
7	voter voted at wrong precinct		2
7	registered in Berkeley county		1
12	Absentee was received in time	7	
12	Poll Worker	1	
12	Registration OK - Poll Worker Error	1	
12	voters not registered		10
12	registered in Berkeley county		2
13	Voter moved & voting in new correct precinct	4	

13	Registration OK - Poll Worker Error	1	
13	voter is not registered		5
13	voter voted at wrong precinct		1
14	Absentee was received in time	2	
15	Absentee was received in time	2	
15	Voted in different precinct due to accessibility issues	2	
15	voters not registered		2
16	Absentee received in time	1	
16	Absentee was requested & not receive; only 1 ballot returned	2	
16	could not determine eligibility		1
16	voters not registered		3
17	Absentee received in time	1	
17	Absentee was requested & not receive; only 1 ballot returned	1	
17	Voter moved & voting in new correct precinct	2	
17	voters not registered		6
17	voters voted at wrong precinct		2
19	Absentee received in time	1	
19	Voter moved & voting in new correct precinct	1	
19	Registration OK - Poll Worker Error	1	
19	voters not registered		7
19	registered in Berkeley county		2
20	Absentee received in time	4	
20	voters not registered		4
22	Registration OK - Poll Worker Error	2	
22	Voter moved & voting in new correct precinct	3	
22	Voted in different precinct due to accessibility issues	3	
22	voters not registered		3
22	voter is registered in Berkeley county		1
25	Absentee received in time	4	
25	voters not registered		6
25	registered in Berkeley county		1
25	voter voted in wrong precinct		1
26	Absentee received in time	1	
26	Voter moved & voting in new correct precinct	2	
26	Ballot was not read in DS200 voter & left before corecting ballot	1	
26	voters not registered		6
26	registered in Berkeley county		1
27	Absentee received in time	2	
27	Voter moved & voting in new correct precinct	1	
27	voters not registered		5
27	boundary line issue		1
27	voter voted in wrong precinct		2
29	Absentee received in time	1	

31	Absentee received in time	5	
31	Absentee was requested & not receive; only 1 ballot returned	2	
31	voters not registered		3
31	registered in Berkeley county		1
32	Absentee received in time	2	
32	voters not registered		3
33	Absentee received in time	1	
33	Voted in different precinct due to accessibility issues	1	
33	Voter moved & voting in new correct precinct	1	
33	Poll Worker	1	
33	voters not registered		2
33	registered in Morgantown		3
33	voter voted in wrong precinct		2
33	registered in Berkeley county		1
34	Absentee was requested & not receive; only 1 ballot returned	1	
34	Voter moved & voting in new correct precinct	6	
34	voters not registered		2
35	Absentee received in time	4	
35	Voter moved & voting in new correct precinct	3	
35	Absentee was requested & not receive; only 1 ballot returned	2	
35	Voted in different precinct due to accessibility issues	2	
35	voter voted at wrong precinct		8
35	registered in Berkeley county		1
36	Absentee received in time	3	
36	Voter moved & voting in new correct precinct	3	
36	voters not registered		5
21A	voters not registered		6
28A	voters not registered		3
28A	voter voted in wrong precinct		1
28A	resides in Berkeley county		1
28B	voters not registered		5
21B	voters not registered		9
21B	voter voted in wrong precinct		1
21B	voter registered in Berkeley county		1
23A	voters not registered		4

23A	voters voted at wrong precinct		2
23A	absentee not postmarked by the 5th		1
23B	voters not registered		3
24A	voters not registered		2
24B	voters not registered		2
24B	registered in Berkeley county		2
21A	Absentee received in time	2	
21A	Absentee was requested & not receive; only 1 ballot returned	1	
21A	Voter moved & voting in new correct precinct	1	
21A	Voted in different precinct due to accessibility issues	3	
21B	Voter moved & voting in new correct precinct	2	
23A	Absentee received in time	2	
23A	Poll Worker	1	
23A	Voter moved & voting in new correct precinct	3	
23B	Absentee received in time	6	
23B	Registration OK - Poll Worker Error	1	
24A	Voter moved & voting in new correct precinct	4	
24B	Absentee received in time	2	
28A	Absentee was requested & not receive; only 1 ballot returned	1	
28A	Registration OK - Poll Worker Error	1	
28A	Voter moved & voting in new correct precinct	2	
28B	Absentee received in time	1	
	Miscellaneous		
N/A	No way to identify voter		2
N/A	Registered in Marshall county		1

The Commission then recessed as a Board of Canvassers until 9:30 a.m. the following morning, November 13, 2024 to recreate ballots that had been damaged or unable to be read by the voting machines.

Steve Stolipher, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the Jefferson County Commission, continued and held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25414 on Wednesday, November 13, 2024 beginning at 9:30 a.m.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Kelvin Upson, Commissioner
Edwina Benites-LM, County Administrator

STAFF: Nikki Painter, Chief Deputy Elections Officer
Kaelyn Hoffman, Deputy Clerk, Elections

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 13th day of November, 2024 at 9:30 a.m. to continue canvassing ballots cast in the November 5, 2024 General Election.

The hand count results from Precinct 33 were accepted and completed with provisional and absentee ballots.

The Commission then proceeded with opening the provisional and absentee ballots and recreating ballots that were damaged or unreadable. Commissioner Stolipher and Commissioner Tabb recreated the ballots. Commissioner Majdi did not participate in the recreation of the ballots as he was a candidate on the ballot. Commissioner Upson and Kaelyn Hoffman, Deputy Clerk of Elections accepted and ran the ballots.

After all provisional and absentee ballots were reviewed and discussed, the Commission approved the addition of 150 ballots to the final count.

Commissioner Stolipher noted the number of ballots added after the canvass did not impact the original reported results.

Ms. Painter informed the commission on the timeline regarding the certification of results. It was decided the certification of the state and local results would occur on Tuesday, November 19, 2024 at 10:00 a.m.

There being no further business, the Commission adjourned as a Board of Canvassers at 5:35 p.m.

Steve Stolipher, COMMISSION PRESIDENT

SPECIAL SESSION

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

At a Special Session of the Jefferson County Commission held at the Jefferson County Courthouse, located at 100 E. Washington Street located in Charles Town, WV, 25414 on Tuesday November 19, 2024 beginning at 9:30 a.m.

PRESENT: Steve Stolipher, President
Jane Tabb, Vice President
Pasha Majdi, Commissioner
Kelvin Upson, Commissioner
Edwina Benites-LM, County Administrator
Jacqueline Shadle, County Clerk

In re: **SPECIAL SESSION – Certification of the 2024 General election results.**

The meeting was called to order at 9:30 a.m. by President Stolipher followed by the Pledge of Allegiance.

1. Nikki Painter, Chief Deputy Clerk, Jefferson County Clerk’s Office/Elections – requested the approval and signature of the certification of the 2024 General Election results, including the precinct audit form.
 - Motion by Mr. Stolipher to approve the certification and signature of the 2024 general election results. Motion seconded by Ms. Tabb and approved unanimously.

There being no further business, the meeting adjourned at 9:35 a.m.

Steve Stolipher, COMMISSION PRESIDENT

Minutes

Jefferson County Commission

Thursday, November 21, 2024

A meeting of the Jefferson County Commission was held on Thursday, November 21, 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, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Roger Goodwin, Deputy County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, November 21, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the following regular meeting minutes:

1. October 3, 2024
2. October 17, 2024
3. November 12, 2024
4. November 18, 2024

The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for November 22, 2024, in the amount of \$471,101.13. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90746		AMERIFLEX	122.40
90747		ATLANTIC EMERGENCY SOLUTIONS, INC.	5,502.13

90748		BOLAND TRANE SERVICES INC	1,939.00
90749		FRONTIER	57.25
90750		GEARCLEAN, INC	5,211.00
90751		GUTTMAN OIL CO	10,263.88
90752		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90753		J.C. EHRLICH	904.87
90754		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	1,783.84
90755		OBSESSION AUTOMOTIVE	373.76
90756		POTOMAC EDISON	179.02
90757		R.E. MICHEL CO. LLC	22.83
90758		REBECCA F BURNS	2,108.88
90759		RETIREE HEALTH BENEFIT TRUST	8,373.00
90760		ROBERTS OXYGEN COMPANY, INC	1,466.05
90761		SHERIFF OF JEFFERSON COUNTY	25.53
90762		SOFTWARE SYSTEMS INC	1,149.95
90763		SPIRIT OF JEFFERSON	6,500.22
90764		TINT WIZARD	2,200.00
90765		UNIFIRST	275.34
90766		WV DEPUTY SHERIFF RETIREMENT SYSTEM	111.76
TOTAL			50,970.71

Mr. Stolipher motioned to approve the accounts payable for November 14, 2024, in the amount of \$50,970.71. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90769		ADAM WARD	4,988.30
90770		ASBURY UNITED METHODIST CHURCH	100.00
90771		AT&T	182.60
90772		AT&T MOBILITY - CC	5,126.41
90773		AUTOZONE	321.15
90774		AUTUMN ULSH	1,545.50
90775		BETHEL METHODIST CHURCH	100.00
90776		BJ'S EMBROIDERY CO INC	755.00
90777		BLUE RIDGE COMMUNITY CLUB	100.00
90778		BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE	1,374.00
90779		BUREAU OF CHILD SUPPORT	865.85
90780		CAMP HILL WESLEY UNITED	150.00
90781		CHARLES TOWN BAPTIST CHURCH	100.00
90782		CHIEF TECHNOLOGIES	237.50
90783		CHURCH OF THE ASCENSION	300.00
90784		CITIZEN FIRE CO	150.00

90785		COMPTROLLER OF MARYLAND	1,665.65
90786		COVENANT BAPTIST CHURCH	100.00
90787		COX HOLLIDA YOUNG PLLC	2,197.44
90788		CROSSPOINT CHURCH	200.00
90789		DEARBORN LIFE INSURANCE COMPANY	2,735.49
90790		DIGITAL DOCUMENT SOLUTIONS INC	988.74
90791		EFTPS IRS TAXES	166,339.37
90792		ELIZABETH MALONEY	1,276.11
90793		EMPOWER RETIREMENT	8,092.04
90794		ESS ELECTION SYSTEMS & SOFTWARE	1,592.00
90795		FELLOWSHIP BIBLE CHURCH	100.00
90796		FIRST BAPTIST CHURCH	200.00
90797		FISHER AUTO PARTS	22.96
90798		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90799		FRONTIER	12,824.46
90800		GARY VIANDS	42.34
90801		GEORGE WILSON	88.44
90802		HIRERIGHT	269.67
90803		CORPORATE RISK HOLDING INC	96.55
90804		JASON MICKEY	2,405.42
90805		JEFFERSON COUNTY COUNCIL ON AGING	100.00
90806		JEFFERSON SECURITY BANK	4,153.00
90807		LAWRENCE REED JR	86.05
90808		LEETOWN METHODIST CHURCH	100.00
90809		MCA, INC	5,459.94
90810		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	138.76
90811		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	100.00
90812		MILLENIUM INSURANCE GROUP	900.00
90813		MILLER'S SUPPLIES AT WORK	792.55
90814		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90815		PA SCDU	320.00
90816		PANHANDLE PRINTING & DESIGN	1,769.74
90817		RICE TIRES CO	964.32
90818		RONALD FLETCHER	5,250.00
90819		RUSSELL BURGESS	5,250.00
90820		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
90821		SOFTWARE SYSTEMS INC	25.00
90822		SPECIAL MARKETS INSURANCE CONSULTANT INC.	235.00
90823		WV STATE FIRE MARSHAL'S OFFICE	450.00
90824		ST JAMES CATHOLIC CHURCH	100.00
90825		STATE TAX DEPARTMENT	250.00

90826		SUMMIT COMMUNITY BANK	406.24
90827		TARGETSOLUTIONS LEARNING, LLC	14,983.00
90828		TEK ADVISORS LLC	4,200.00
90829		THE THRASHER GROUP INC	16,324.00
90830		TINT WIZARD	350.00
90831		TRINITY EPISCOPAL CHURCH	100.00
90832		UNIFIRST	137.67
90833		US BANK	73,503.95
90834		WAR MEMORIAL HOSPITAL	325.07
90835		WILLIAM R. FRANKLIN	100.00
90836		WITMER PUBLIC SAFETY GROUP INC	530.00
90837		WV DEPUTY SHERIFF RETIREMENT SYSTEM	29,678.38
90838		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	77,446.85
90839		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,180.42
90840		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,759.17
90841		WV STATE TAX DEPARTMENT	45,566.22
90842		WV UNITED HEALTH SYSTEM	12.78
90843	GS/004	GENERAL COUNTY FUND- J FEE	13,636.38
90844	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.78
90845	SG/010	JEFFERSON DAY REPORT CENTER	38,750.00
90846	BS/011	SHERIFF OF JEFFERSON COUNTY	11,095.06
90847	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.09
90848	AM/053	US BANK	560.74
TOTAL			701,049.15

Mr. Stolipher motioned to approve the accounts payable for November 21, 2024, in the amount of \$701,049.15. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		14-Nov-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
616	CS/002	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	5,000.00
940	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC	3,430.40
941	HD/008	SATELLITE TRACKING OF PEOPLE, LLC	1,102.90
373	AR/207	KABLE EXCAVATING LLC	3,407.90
1899	CO/246	ALL TRAFFIC SOLUTIONS	18,124.00
1900	CO/246	AMERICAN PUBLIC UNIVERSITY SYTEMS, INC	345,000.00
140	IP/249	KELLY BROWNE	1.00
129	IP/249	KELLY BROWNE	565.00

169	IP/249	KELLY BROWNE		1,006.00
161	IP/249	KELLY BROWNE		106.00
5	IP/249	KELLY BROWNE		47.00
1487	IP/249	SHERIFF OF JEFFERSON COUNTY		66.00
1488	IP/249	SHERIFF OF JEFFERSON COUNTY		20,365.45
1489	IP/249	SHERIFF OF JEFFERSON COUNTY		74,695.56
1490	IP/249	SHERIFF OF JEFFERSON COUNTY		7,858.96
1491	IP/249	SHERIFF OF JEFFERSON COUNTY		3,764.83
TOTAL				484,541.00

Mr. Stolipher motioned to approve the manual checks for November 15, 2024, in the amount of \$484,541.00. The motion was approved unanimously.

		21-Nov-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
344	DG/003	SHERIFF OF JEFFERSON COUNTY		282.64
942	HD/008	SHERIFF OF JEFFERSON COUNTY		2,890.62
943	HD/008	US BANK		91.42
1207	AV/056	PRINT-O-STAT INC.		1,824.80
1208	AV/056	US BANK		887.80
380	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		169,968.90
374	AR/207	DIVERSITEC, LLC		16,678.50
375	AR/207	MOTOROLA SOLUTIONS INC		35,698.38
376	AR/207	MOTOROLA SOLUTIONS INC		36,004.14
377	AR/207	POLY COATING SOLUTIONS, LLC		3,590.00
378	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.43
1902	CO/246	CONRAD LUTTRELL LLP		3,795.00
1903	CO/246	MISSION CRITICAL DEFENSE SOLUTIONS		8,641.50
1904	CO/246	US BANK		145.53
419	WV/369	SHERIFF OF JEFFERSON COUNTY		900.00
TOTAL				284,218.66

1900	CO/246	AMERICAN PUBLIC UNIVERSITY - VOID	11/15/2024	-345,000.00
1901	CO/246	CONRAD LUTTRELL LLP -	11/15/2024	345,000.00
				0.00

Mr. Stolipher motioned to approve the manual checks for November 22, 2024, in the amount of \$284,218.66. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

Jacquelyn Milliron

David Tabb

Tricia Jackson

Denise Nick

Christine Wimer

Christine Marshall

PRESENTATIONS

1. Roger Goodwin, Deputy County Administrator/Director and Chief Engineer

Impact Fees 2024 Recalculation Study

No action was taken on this agenda item. It was rescheduled for Dec 5, 2024.

2. Lieutenant Sell on behalf of Sheriff Tom Hansen, Sheriff's Department

New Hire – Tax Deputy

Ms. Tabb motioned to approve the hire of Stacy Thompson as an 80-hour Tax Deputy effective December 9, 2024 with a starting salary of \$35,000. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Administrative Assistant New Hire

Mr. Stolipher motioned to approve the hiring of Megan Frantz as an Administrative Assistant for the Jefferson County Sheriff's department as an 80-hour position with a starting salary of \$40,000 moving to \$42,000 after 60 days of successful completion and subject to a properly executed budget amendment that will be completed by the sheriff. Effective date is Monday, December 9, 2024. The motion was seconded by Ms. Keys. The motion was approved unanimously.

Home Confinement Update

There was discussion but no action taken on this agenda item.

3. Bessie Nelson, Budget Director on behalf of Mike Sine, Director of Emergency Services

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

Mr. Majdi motioned 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 \$2223.65 owed to the employee for hours from July 1, 2024 – November 16, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

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

Mr. Majdi motioned to approve Ronnie Shutts from part-time to full-time firefighter/EMT III effective November 24, 2024 at a rate of \$26.17. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

4. Roger Goodwin, Deputy County Administrator on behalf of Jessica James, Chief Human Resource Officer

Approval to hire-CFO position

Mr. Stolipher motioned to approve the hire of David Bound as Chief Financial Officer as Grade VIII 80-hour, exempt employee at a salary of \$89,840.00 effective December 2, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Notices of Solicitation – GIS Analyst Level 1 and Building Code Plans Reviewer

This agenda item was for informational purposes only. No action was taken.

5. 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 counsel on this agenda item at 7:00 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session on this agenda item at 7:55 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

6. Roger Goodwin, Deputy County Administrator, Director and Chief County Engineer of the Jefferson County Department of Engineering, Planning and Zoning

Appointment of Acting/Interim Zoning Administrator

Mr. Stolipher motioned that Mason Carter be appointed as the Acting Interim Zoning Administrator from December 7, 2024 through December 16, 2024. The motion was seconded by Mr. Hefestay. The motion was approved unanimously.

7. Roger Goodwin Deputy County Administrator on behalf of Edwina Benites-LM, County Administrator

Hydrogeological Study – Berkeley County

Mr. Goodwin provided an update and information. There was no motion made on this agenda item.

Assessor’s Additional Duties

Mr. Stolipher motioned to approve the additional compensation to Angie Banks in the amount of \$15,000 as provided by West Virginia code 7-7-6a and certified by West Virginia State Tax Department. Funding to be provided from the Assessor’s office salaries and benefits line: 001406-410200. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Commissioner/Board seats held by current commissioners

No motion was made on this agenda item.

250th Anniversary Celebration Committee

Ms. Keys motioned to appoint Commissioner Jack Hefestay. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

CDARS Renewal Approval

Mr. Stolipher motioned to approve the attached letter, renewing 100% of principal and earnings for a 13-week term. The motion was seconded by Ms. Tabb. 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 8:00 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk’s Office

Jefferson County Commission

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, November 21, 2024

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Amanda Strand Self		yes
Jacquelyn Milliam		Yes
David T. BB	Me	yes
Tricia Jackson		Yes
Denise Nick		yes
Christine Vinn	Jeff Co Franklin	yes
Christine Marshall	on-line	

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

Public Comment for Jefferson County Commission meeting for November ²¹7, 2024

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

PUBLIC COMMENT –

I, David Tabb, am still represent the 10.28% (2800 plus) that voted for me.

The November 7, 2024, approval of the minutes for August 1st, and 15th, September 5th and 19th, and the Special Meeting (September 26th agenda only, Impact fee) is a violation of WV Code §6-9A-5, that requires an agenda announcement before taking action. *To include OCT 3-24 - OCT 17-24 - Nov 12-24 - Nov. 18-24*
7/16/24 Nov 7-24

Since Commissioners Majdi and Upson approved the outdated minutes on November 7, 2024; Majdi and Upson have condoned the previous actions of the Commission and will be included in the violation of WV Code §6-9A-6 and 7.

The Commission President and Vice-President neglected their fiduciary responsibilities by failing to include the previous minutes, within the required agenda pack, is in violation of WV Code §6-9A-5. Thus, by not approving the previous minutes timely, the County Commission is in violation of WV Code §6-9A-6 and 7, at each previous Commission meeting. Both Commissioner (President and V-President) were both made aware of the requirements to produce and approve previous minutes prior to conducting new business.

Additionally, the minutes listed within the November 7th agenda pack are in violation WV Code §6-9A-6 and 7. The County Commission shouldn't have moved forward with the November 7th meeting, thus making the November 7, 2024, meeting in violation under WV Code §6-9A-6 and 7. These Codes are civil actions that can be filed at the Circuit Court within 120 days. The "...court may annul vote taken in violation of Act.". There are millions of dollars of transaction that occurred. The \$16.6 million dollar County Complex is now included within these violations and should be addressed by the court.

With the newly seated Commissioners: Keys, Majdi (change of magisterial seat) and Hefestay; if they approve the minutes for November 7, 2024, they too will be in violation of WV Code §6-9A-6 and 7.

I am concerned that the current County Commission will continue to ignore the requirements of law to include WV Code, and our so-called judicial system will not hold the current County Commission accountable.

"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!

Previous Meeting Minutes: The minutes that are posted on the JCC website and were approved on November 7, 2024 still have the DRAFT watermark. Please remove those watermarks and post clean copies of the approved meeting minutes for the public for the following dates:

August 1, 2024 ; August 15, 2024; September 5, 2024; September 19, 2024; September 26, 2024

Additionally, please provide a draft copy of the *November 7, 2024* meeting minutes. My question is how can the JCC legally approved bills for this meeting without having reviewed and ratified that the previous bills were correct? Isn't that one of the purposes of approving the meeting minutes of a public governmental body? Approved meeting minutes of November 7, 2024 should be posted tomorrow. So how will this body accomplished that? This government belongs to the people. The law is their protection and equal dignity by right.

FOIA: It has been almost 6 months since my FOIA request. Inspection of public records by right is law. The information is not private information. My FOIA was related to the public's interest pertaining to the process of changing or amending Envision 2035. As this body approaches the December 4, 2024 public hearing on the New Comprehensive Plan draft, I am keenly interested in the documents and emails pertaining to what the Ordinance Rewrite Committee did associated with the reorganization of the zoning ordinances. We can assume that this DRAFT was completed by Greenway Engineering the hired contractor. I would appreciate a copy of that by tomorrow 5 pm please. I intend to spend a good deal of time reviewing that draft and the draft comprehensive plan in tandem. Additionally, please provide me with an estimated expected completion date of my FOIA request by right. Thank you.

Impact fees: I attended the special meeting this week regarding impact fees. Noteworthy is the special attention the hired contractor from Tischler Bise took in answering questions from each person's public comment. It was rather refreshing. I want to thank Commissioners Tabb, Hefestay, and Keys for not using their phones or computers during that session.

My takeaway is there should be no phasing in on impact fees. I am going to say again, that impact fees, while they are a pass through to the owners of new homes and businesses, the cost of a new home or business is valued at what the market will bear. This means that impact fees cut into profit margins, not a 30-year mortgage. Who has immediate benefit from inadequate impact fees? Who benefits from phasing?

Many schools are at 85% capacity. Please do the math this time and stop regurgitating past numbers that were statistically skewed. Start listening to the people who actually live in the county –the ones who don't benefit from your back room deals.

Public comment for Thursday, November 21, 2024

I am here to exercise my 1st Amendment right and my words and statements are protected under this amendment.

I am calling to attention of the public an item in the September 5, 2024 minutes.

<Read attached minutes, item #17 case #2023-C-127>

Mr. Cochran is representing Stolipher, as a commissioner, in this case. When did the county commission meet, vote, and record the directive for Nathan Cochran to represent Stolipher, a sole commissioner, in this matter? If you recall, during the removal proceedings with Commissioner Krouse and myself, we presented countless communications asking the prosecuting attorney and Mr. Cochran to seek guidance in the matter of the appointment, and we were told repeatedly that neither could help nor advise us without the commission voting and directing them to do so. So, I ask again, where are the minutes with vote of the commission providing the directive and action for Nathan to represent and advise Steve?

Also – did the commission meet and vote to provide taxpayer funds to support having Stolipher's personal attorney, Dan Casto, represent him before invoices were generated and submitted for payment? Where are the minutes to support paying a commissioner's personal attorney? Was there a limit set on a payout? I have not been able to find minutes that support this action to justify spending \$11,562 taxpayer monies on the invoice that was unanimously approved on September 5th by the commission. Why are we paying both a personal attorney and a county attorney?

Lastly, while Stolipher recused himself from the executive session where this invoice was discussed, he did make the motion to go into executive session for the purpose of the invoice to be considered. Don't you think a recusal should mean you take "no" action on the issue, including making motions to go into executive session? They are playing fast and loose with the rules and law, but what's new around here.

This is just a teaser.....there is more to come.

Tricia Jackson
Harpers Ferry, WV

Commissioner Stolipher motioned to approve the advertisement for the position of a County Chief Financial Officer. The motion was seconded by Commissioner Majdi and approved unanimously.

Correction to clerical payment error for three employees of the Prosecuting Attorney's Office

Postponed until the September 19, 2024 meeting.

17. Nathan Cochran, Assistant Prosecuting Attorney
Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127

Commissioner Stolipher motioned to go into executive session at 12:47 p.m. The motion was seconded by Commissioner Majdi and approved unanimously. Commissioner Stolipher recused himself from executive session.

Page 12 of 15

Commissioner Tabb motioned to come out of executive session at 1:50 p.m. The motion was seconded by Commissioner Majdi and approved unanimously.

Commissioner Tabb motioned under agenda item 17 number 1 to reimburse Campbell, Flannery PC for legal services rendered in the amount of \$11,562 in the defense of Stephen Stolipher case number CC-19-2023-C-127 which is titled Christy Stadig versus Stephen Stolipher. The motion was seconded by Commissioner Upson and approved unanimously. Commissioner Stolipher recused himself for this agenda item.

Report by counsel on Shepherdstown Emergency Communications Tower Project

Commissioner Tabb motioned to send a letter to the West Virginia Emergency Management Center stating that we are exempt from local zoning ordinances. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to accept the lease agreement for the communications tower in Shepherdstown as presented by counsel. The motion was seconded by Commissioner Upson and approved unanimously.

18. COUNTY ADMINISTRATOR REPORT

ESA policies-discussion/possible action

Minutes
Jefferson County Commission
Thursday, August 1, 2024

A meeting of the Jefferson County Commission was held on Thursday, August 1, 2024, during the third quarterly session at 9:30 a.m. The meeting was held virtually and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, Commissioner Kelvin Upson, and Commissioner Dr. James Cook. Also present were Edwina Benites-LM, County Administrator, Steve Groh, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Sorayda Pitts, Administrative Assistant. The archived meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the July 11, 2024, regular meeting minutes as presented. The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
89990	AMANDA JOHNSON	268.00
89991	AT&T BILL PAYMENT	2.58
89992	AWVA-ASSOCIATION OF WV ASSESSORS	100.00
89993	BENJAMIN S WILLIAMS	235.00
89994	BUREAU OF CHILD SUPPORT	985.39
89995	CAILEIGH OLIVER-MILLER	6,954.00
89996	COMPTROLLER OF MARYLAND	1,500.46
89997	DARYLL WIMER	12.70
89998	DAVID WAMPLER	6.42
89999	DIGITAL DOCUMENT SOLUTIONS INC	875.56
90000	EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	54,238.94
90001	EFTPS IRS TAXES	160,278.31
90002	EMPOWER RETIREMENT	8,239.24

←
**WATER
MARK**

Minutes
Jefferson County Commission
SPECIAL SESSION
Tuesday, November 26, 2024

A SPECIAL SESSION of the Jefferson County Commission was held on Tuesday, November 26, 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, (virtually), Vice President Jane Tabb, Commissioner Pasha Majdi (virtually), Commissioner Cara Keys, and Commissioner Jack Hefestay (virtually). Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, and Lynn Dillow, Administrative Clerk. The archived meeting of the Tuesday, November 26, 2024 meeting is available on the Jefferson County Commission website.

Pledge of Allegiance

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

Ms. Tabb motioned to enter into Executive Session to receive legal counsel at 9:34 a.m. The motion was seconded by Ms. Keys. The motion was approved unanimously.

Ms. Tabb motioned to exit out of Executive Session at 10:09 a.m. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Adjourn

Having no further business, Ms. Tabb motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 10:09 a.m.

Jane Tabb, VICE PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$708,837.24		\$708,837.24
6.2% Tax Payable OASDI	\$42,546.53		\$42,546.53
1.45% Tax Payable HI	\$9,950.43		\$9,950.43
Fed Withholding	\$65,587.54		\$65,587.54
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$24,364.95		\$24,364.95
VA State Tax	\$1,026.48		\$1,026.48
MD State Tax	\$1,783.54		\$1,783.54
PERS I Retirement Deduct 4.5%	\$8,676.02		\$8,676.02
PERS II Retirement Deduct 6%	\$8,299.53		\$8,299.53
DSRS Retirement Deduct 8.5%	\$9,815.39		\$9,815.39
EMS Retirement Deduct 8.5%	\$20,014.45		\$20,014.45
Hosp. Pre-Taxed	\$20,057.28		\$20,057.28
D/VF	\$2,247.09		\$2,247.09
AFLAC Pre-Taxed	\$296.25		\$296.25
AFLAC Post-Taxed	\$668.76		\$668.76
Optional Life Post-Taxed	\$1,892.26		\$1,892.26
Wage Attach #1 WV Child	\$865.85		\$865.85
Wage Attach #2 PA Child	\$320.00		\$320.00
Wage Loan GARN	\$1,233.83		\$1,233.83
Wage Loan #4 and #5	\$332.09		\$332.09
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,409.14		\$5,409.14
457R - Roth	\$2,614.99		\$2,614.99
Christmas Club	\$4,153.00		\$4,153.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
LF Over 50	\$374.50		\$374.50
Total Deductions	\$233,642.74	\$0.00	\$233,642.74
Net Wages Total	\$475,194.50	\$0.00	\$475,194.50
Payroll Date	December 6, 2024		

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: **December 5, 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.**

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

Michelle Mason
Impact Fee Program Specialist

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

Residential Impact Fee Schedule

Residential Development	Impact Fee Category	Impact Fee per Dwelling Unit	TischlerBise Proposed Fees	Increase/Decrease
Single Family Town Home Duplex	Schools	\$1	\$6,772	\$6,771
	Law Enforcement	\$636	\$394	\$242
	Parks & Recreation	\$1,131	\$1,179	\$48
	EMS	\$119	\$509	\$390
	Admin. Facilities	\$57	\$477	\$420
	TOTAL		\$1,944	\$9,331
Multi-family	Schools	\$1	\$1,198	\$1,197
	Law Enforcement	\$455	\$278	\$177
	Parks & Recreation	\$810	\$832	\$22
	EMS	\$86	\$359	\$273
	Admin. Facilities	\$40	\$336	\$296
	TOTAL		\$1,392	\$3,003

Non-Residential Impact Fee Schedule

Nonresidential Fees per 1,000 Square Feet							
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total	Current Fess
Light Industrial	\$193	\$119	\$119	\$0	\$0	\$431	\$0
Business Park	\$378	\$304	\$303	\$0	\$0	\$985	\$0
Manufacturing	\$232	\$116	\$116	\$0	\$0	\$464	\$0
Warehousing	\$42	\$42	\$42	\$0	\$0	\$126	\$0
Commercial/Shopping Center	\$261	\$596	\$595	\$0	\$0	\$1,452	\$0
Office/Institutional	\$399	\$265	\$264	\$0	\$0	\$928	\$0
Hotel (per room)	\$68	\$82	\$82	\$0	\$0	\$232	\$0
Nursing Home (per bed)	\$250	\$75	\$74	\$0	\$0	\$399	\$0

Loudoun "proffers":

2022- 2023: \$47,554 | 2024: \$64,100 | 2025: \$85,500

Berkeley:

To consider impact fee implementation in 2025

Frederick County, MD (only schools and libraries):

2024: \$18,851

DRAFT
Impact Fee Study

Prepared for:
Jefferson County, West Virginia

November 18, 2024

TischlerBise
FISCAL | ECONOMIC | PLANNING

4701 Sangamore Road

Suite S240

Bethesda, MD 20816

301.320.6900

www.TischlerBise.com

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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	\$477	\$509	\$394	\$1,179	\$6,772	\$9,330
Multi-Family	\$336	\$359	\$278	\$832	\$1,198	\$3,003

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$193	\$119	\$119	\$0	\$0	\$430
Business Park	\$378	\$304	\$303	\$0	\$0	\$984
Manufacturing	\$232	\$116	\$116	\$0	\$0	\$464
Warehousing	\$42	\$42	\$42	\$0	\$0	\$125
Commercial/Shopping Center	\$261	\$596	\$595	\$0	\$0	\$1,451
Office/Institutional	\$399	\$265	\$264	\$0	\$0	\$928
Hotel (per room)	\$68	\$82	\$82	\$0	\$0	\$232
Nursing Home (per bed)	\$250	\$75	\$74	\$0	\$0	\$399

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	\$420	\$390	(\$242)	\$48	\$6,771	\$7,386
Multi-Family	\$296	\$273	(\$177)	\$22	\$1,197	\$1,611

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$193	\$119	\$119	\$0	\$0	\$430
Business Park	\$378	\$304	\$303	\$0	\$0	\$984
Manufacturing	\$232	\$116	\$116	\$0	\$0	\$464
Warehousing	\$42	\$42	\$42	\$0	\$0	\$125
Commercial	\$261	\$596	\$595	\$0	\$0	\$1,451
Office & Institutional	\$399	\$265	\$264	\$0	\$0	\$928
Hotel (per room)	\$68	\$82	\$82	\$0	\$0	\$232
Nursing Home (per bed)	\$250	\$75	\$74	\$0	\$0	\$399

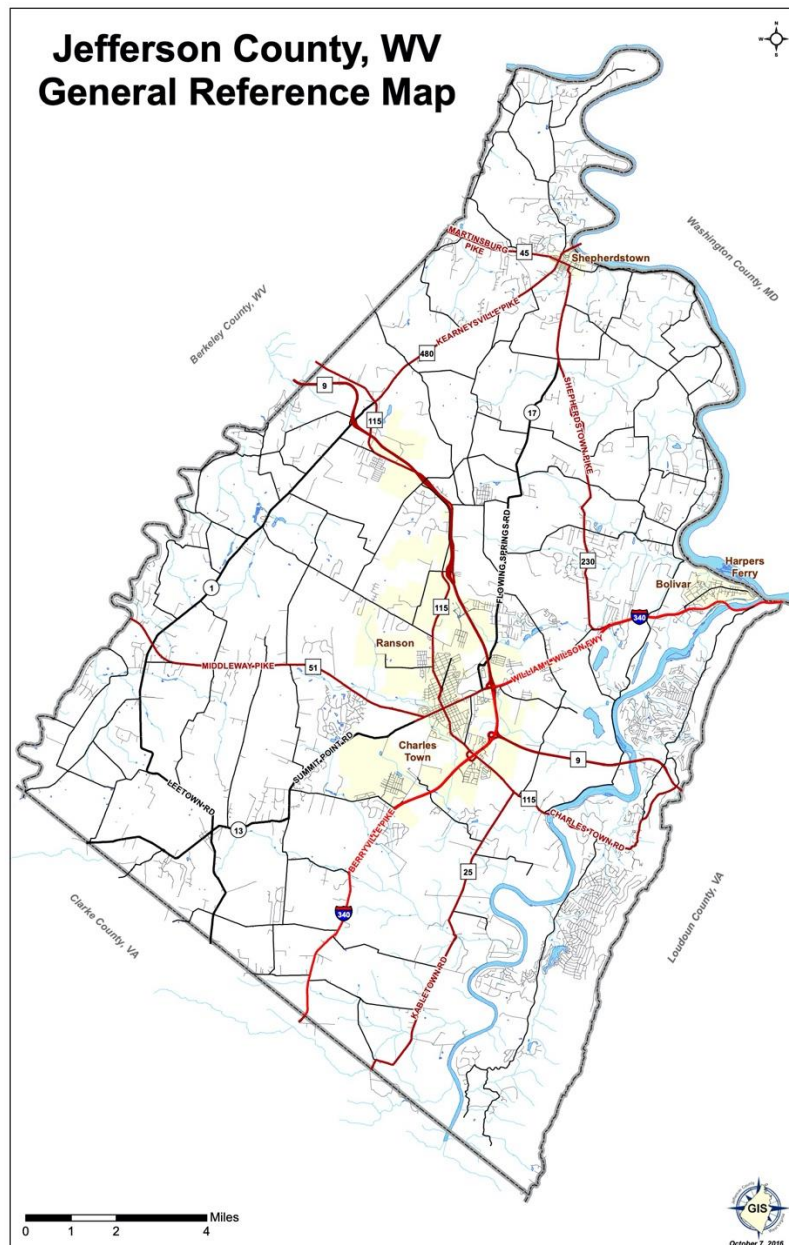
COUNTY ADMINISTRATION IMPACT FEES

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				
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			14	95,396
Employed outside Jefferson County, WV			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			10	68,140
Non-Resident Workers (inflow commuters)			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 91,600 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 \$209 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 \$191.35 per person (0.9177 square feet per person X \$209 per square foot) and \$122.02 per job (0.5852 square feet per job X \$209 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	\$209

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	\$191.35
Nonresidential	
Nonresidential Share	22%
2024 Jobs	27,302
Square Feet per Job	0.5852
Cost per Job	\$122.02

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	78%		Population	61,728	67,748	
County Administration	\$6,600	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 new 91,600 square foot County Administration Building (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 new 91,600 square foot County Administration Building (4,405 additional jobs X 0.5852 square per job). Total demand is approximately 13,626 square feet at a cost of approximately \$2.8 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	\$209
	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	\$2,303,713	\$537,547	\$2,841,260
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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 \$192.20 per person and \$122.66 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 \$477 is calculated using a cost of \$192.20 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 \$261 per 1,000 square feet of floor area is derived from a cost of \$122.66 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	\$191.35	\$122.02
Impact Fee Report	\$0.86	\$0.64
Total	\$192.20	\$122.66

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$477	\$57	\$420
Multi-Family	1.75	\$336	\$40	\$296

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	\$193	\$0	\$193
Business Park	3.08	\$378	\$0	\$378
Manufacturing	1.89	\$232	\$0	\$232
Warehousing	0.34	\$42	\$0	\$42
Commercial/Shopping Center	2.12	\$261	\$0	\$261
Office/Institutional	3.26	\$399	\$0	\$399
Hotel (per room)	0.56	\$68	n/a	n/a
Nursing Home (per bed)	2.04	\$250	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 2034, will contribute approximately \$2.8 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	\$2,841,260	\$16,258,740	\$19,100,000
Impact Fee Report	\$7,200	\$0	\$6,600
Total	\$2,848,460	\$16,258,740	\$19,106,600

Year		Single Family \$477 per unit	Multi-Family \$336 per unit	Industrial \$193 per 1,000 sq ft	Comm/Shop \$261 per 1,000 sq ft	Office/Inst \$399 per 1,000 sq ft
		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		\$2,072,509	\$241,500	\$83,293	\$146,950	\$310,122

Projected Fee Revenue	\$2,854,374
Total Expenditures	\$19,106,600
Existing Development Share	\$16,252,226

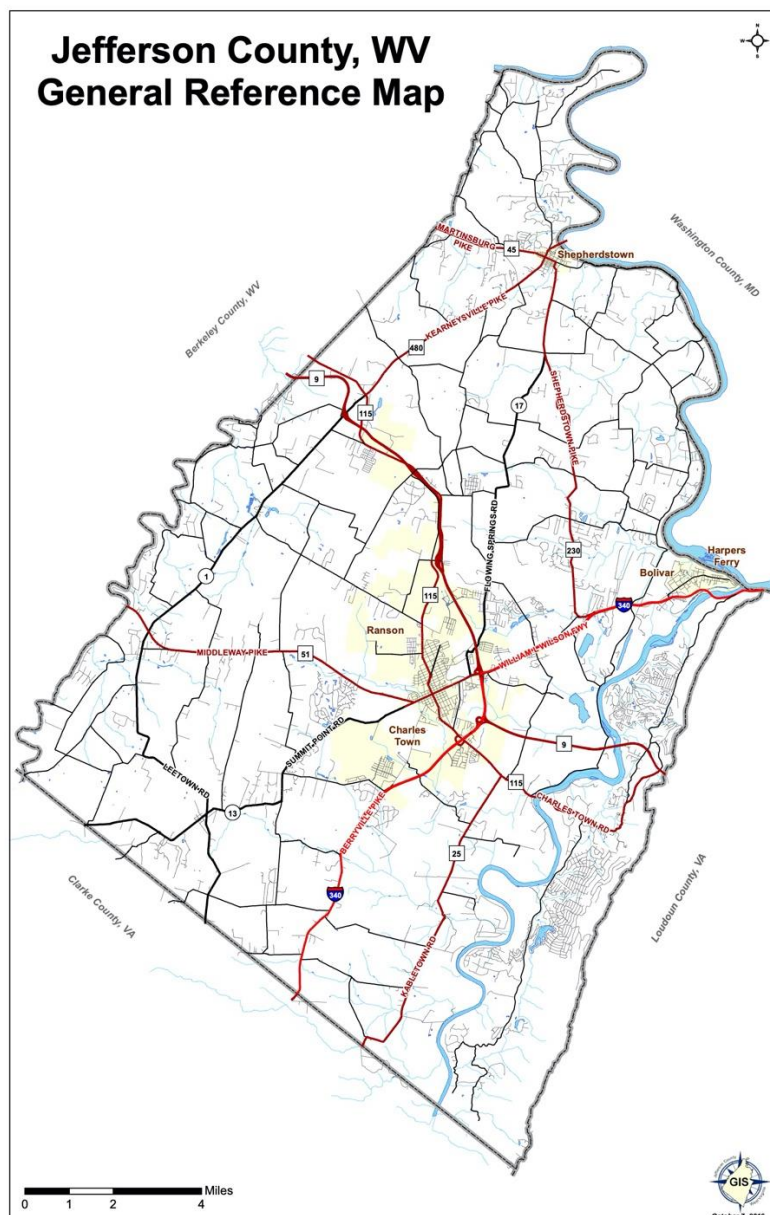
EMS IMPACT FEES

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			14	95,396
Employed outside Jefferson County, WV			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			10	68,140
Non-Resident Workers (inflow commuters)			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	78%	22%	Population	61,728	67,748	6,020	\$1.02
				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
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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
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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 \$6.39 million, meaning the County will need to fund \$3.3 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	\$3,347,648	\$5,100,000
EMS Vehicles and Equipment	\$1,291,559	\$0	\$1,291,559
Impact Fee Report	\$7,900	\$0	\$7,900
Total	\$3,051,811	\$3,347,648	\$6,399,459

		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	\$6,399,459
Existing Development Share	\$3,347,648

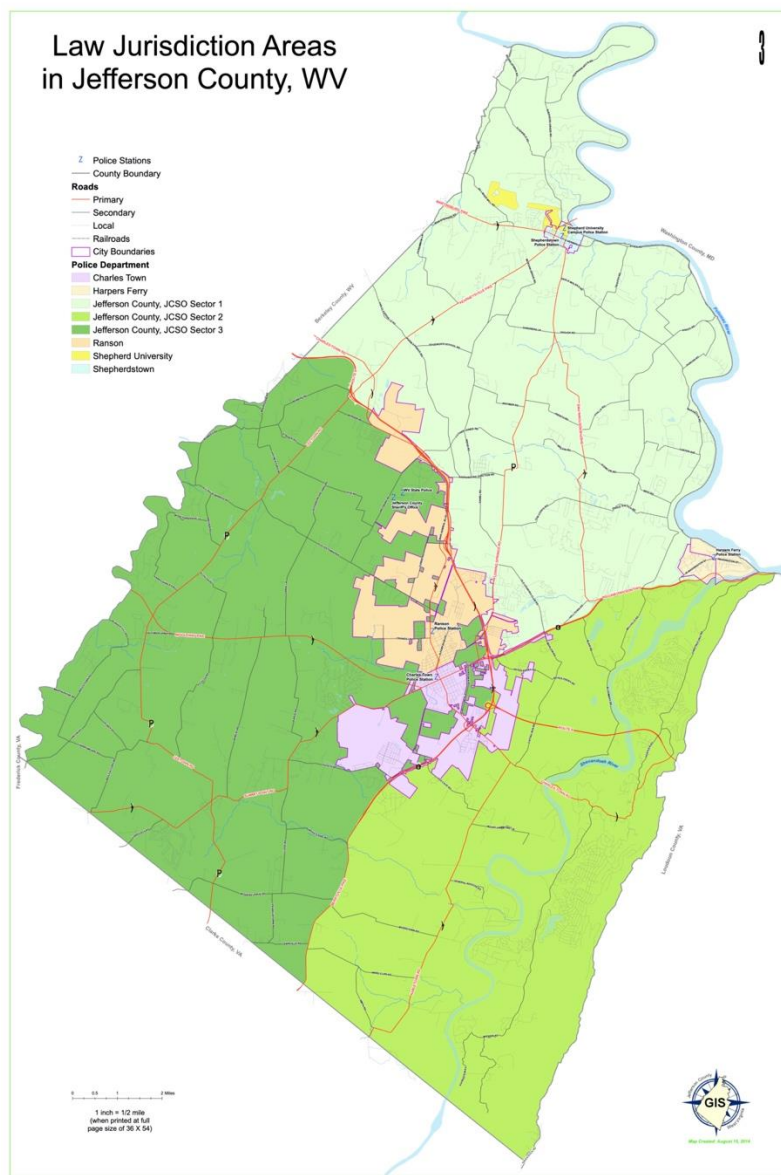
LAW ENFORCEMENT IMPACT FEES

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
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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

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
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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

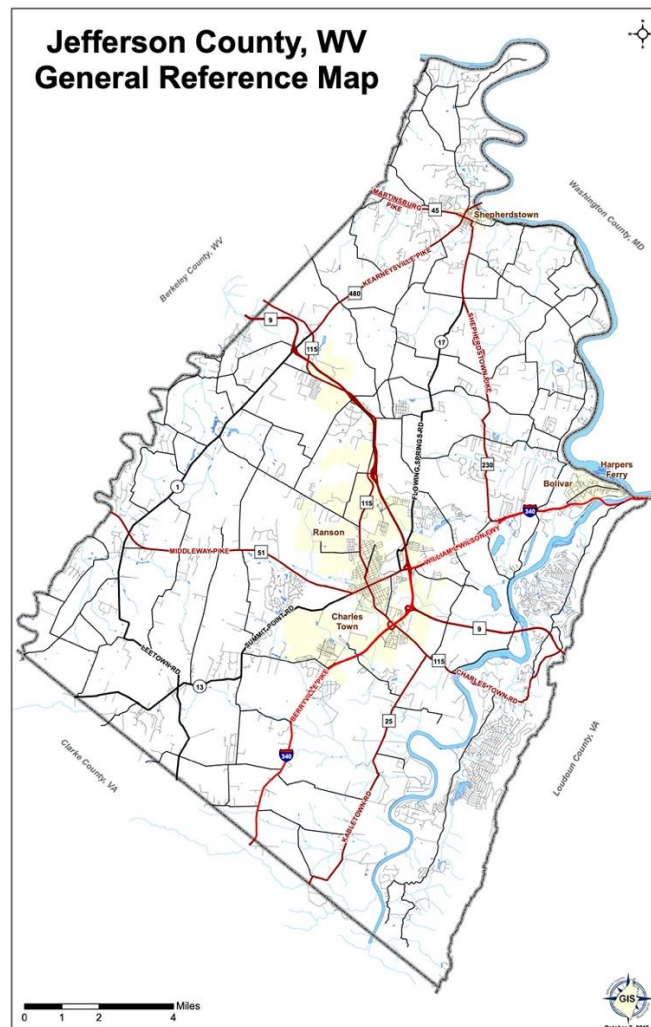
PARKS AND RECREATION IMPACT FEES

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

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					
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
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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
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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
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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
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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

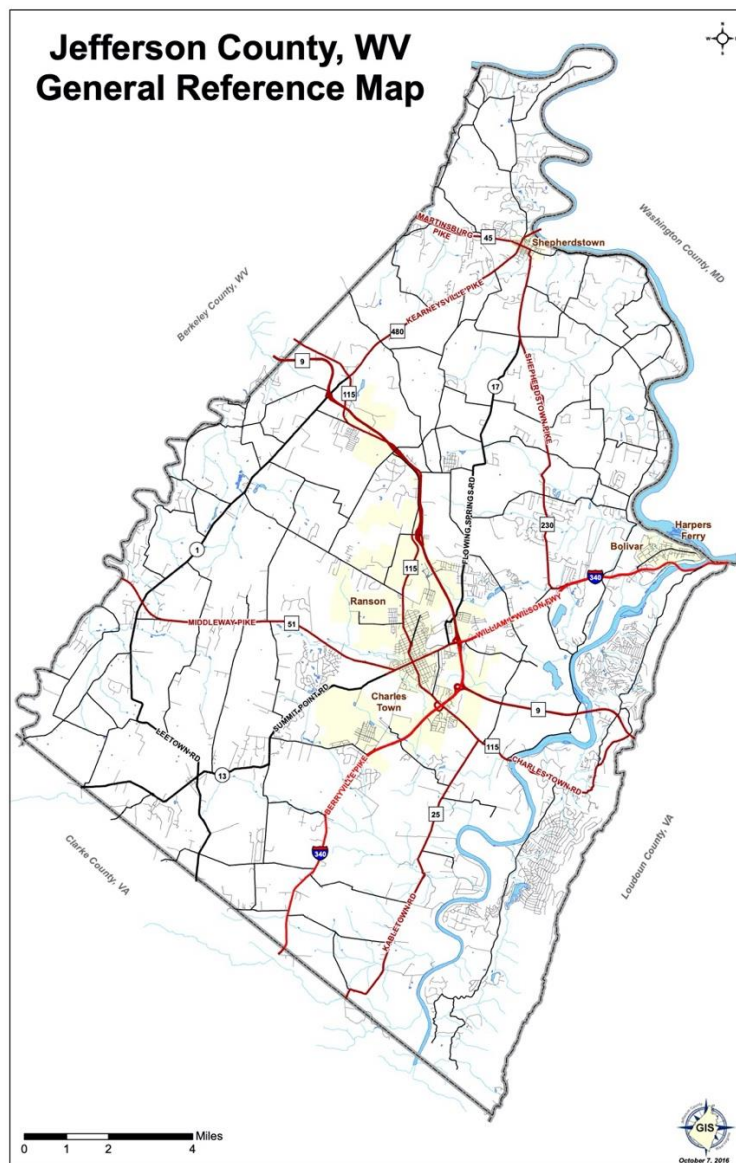
SCHOOL IMPACT FEES

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
School	\$28,600	Residential	100%	Students	8,236	9,149	913	\$31.32
		Nonresidential	0%					\$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

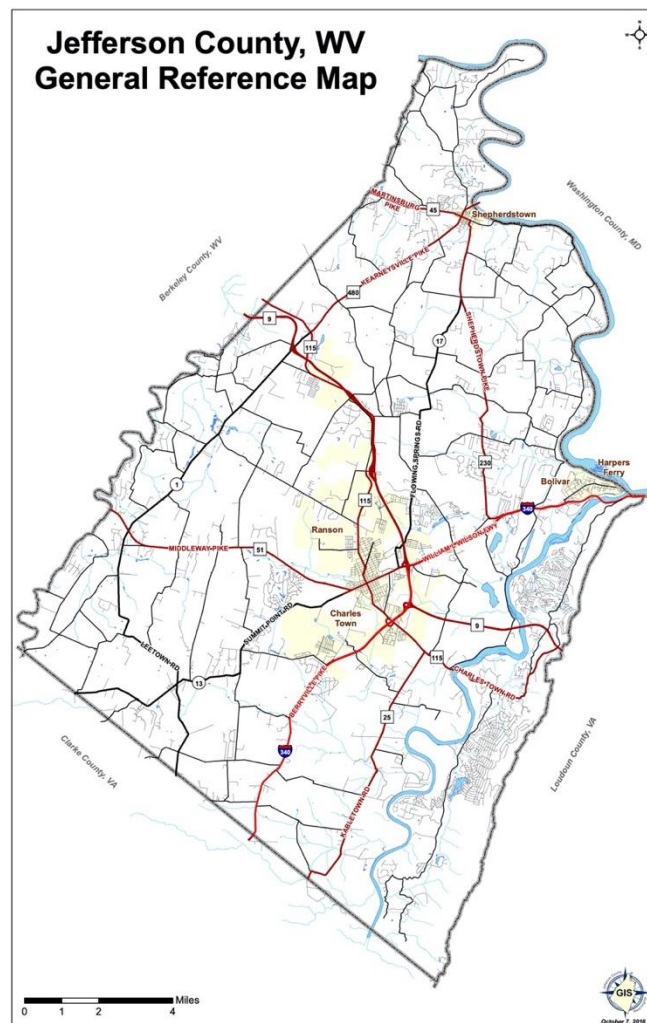
Projected Fee Revenue	\$30,305,044
Total Expenditures	\$75,480,000
School Building Authority	\$11,493,301

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

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 Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
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 Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
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.

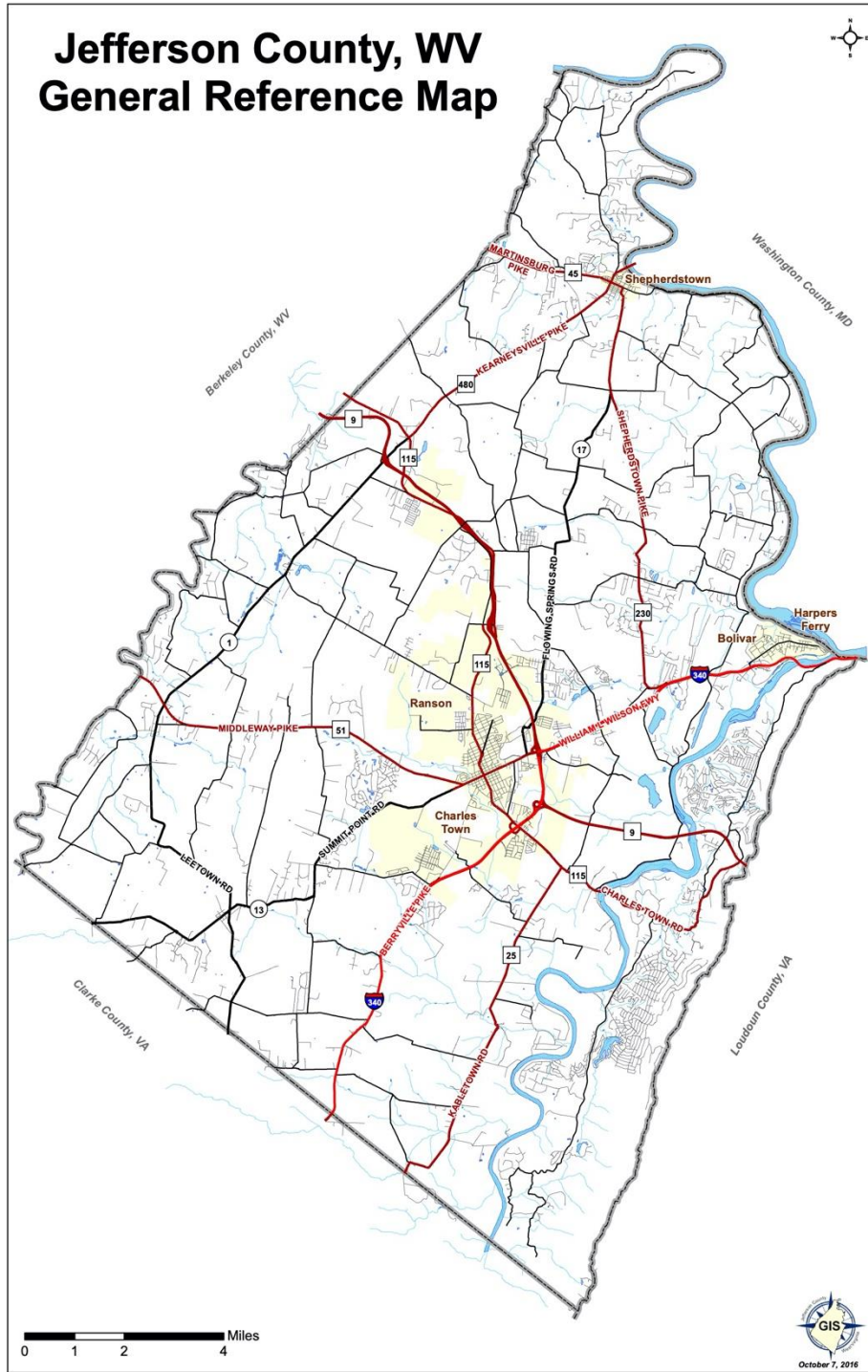
Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

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

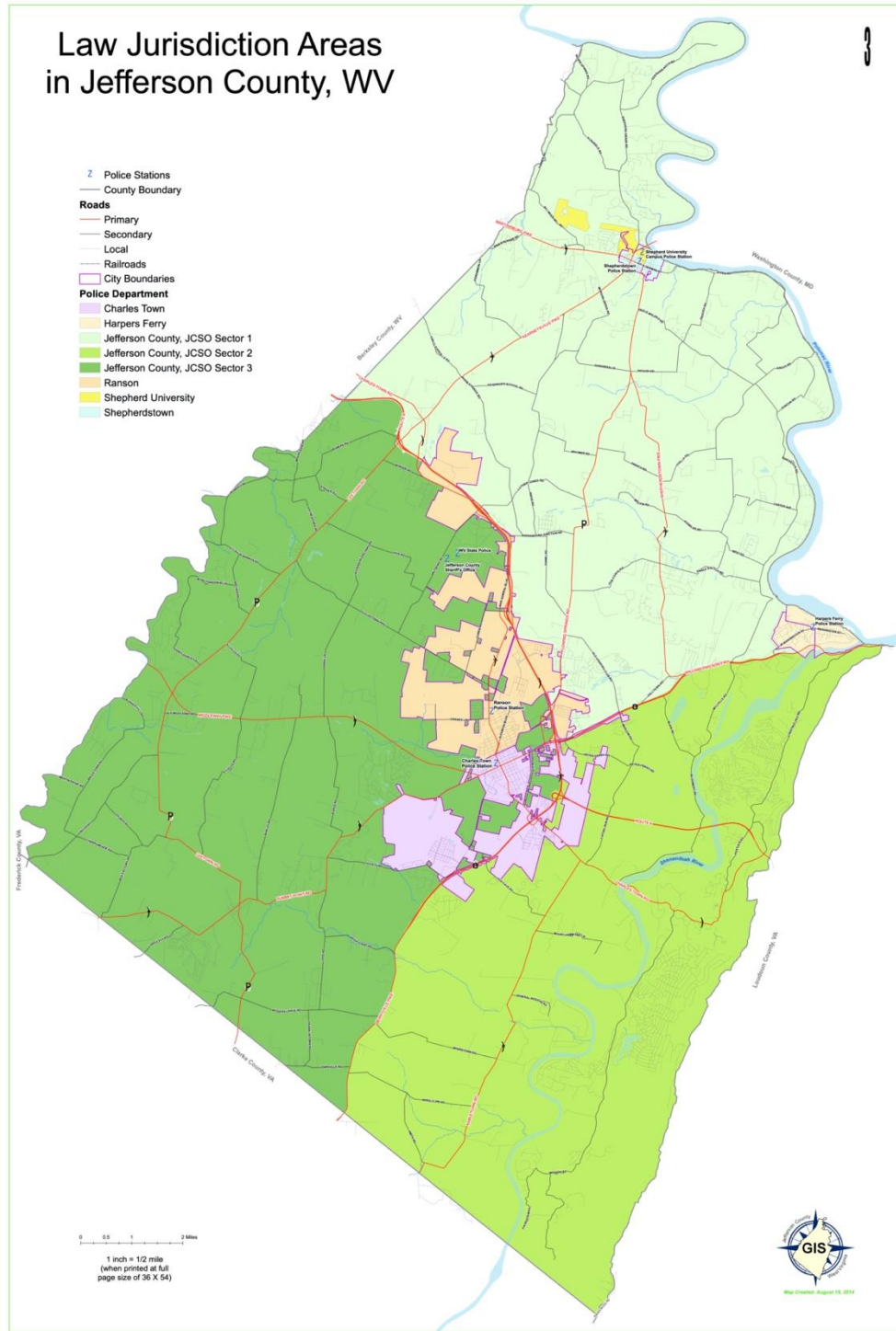
COUNTYWIDE SERVICE AREA

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.



JCCInfo

From: Jane Tabb
Sent: Sunday, November 24, 2024 9:52 AM
To: JCCInfo
Subject: Re: Impact fees

Kathy -- Thank you for sharing your concerns.

Best, Jane

From: JCCInfo
Sent: Saturday, November 23, 2024 8:53 AM
To: Jane Tabb; Pasha Majdi; Steve Stolipher; Cara Keys; Jack Hefestay
Subject: FW: Impact fees

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

From: Kathy Lloyd <sweens1205@gmail.com>
Sent: Thursday, November 21, 2024 6:51 AM
To: JCCInfo <info@jeffersoncountywv.org>
Subject: Impact fees

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

Impact fees should be enacted upon developers. The county needs financial support to cover all the increases in public works and schools etc incurred by the new projects.

Kathy Lloyd

650 Main Drag Way

Harpers Ferry WV

Sent from my iPhone

JCCInfo

From: Mary Gee <mgeeturtle@gmail.com>
Sent: Friday, November 22, 2024 12:01 PM
To: JCCInfo; Jane Tabb; Jack Hefestay; Cara Keys; Pasha Majdi; Steve Stolipher
Subject: Impact Fee Recalculation Study Written Public Comment

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

My name is Mary Gee, I am a Jefferson County resident. I urge the County Commission to vote yes to implementing the recommended school impact fees of \$6,772 for single family housing units and \$1,198 for multi family housing units. The fees represent a balanced approach, supporting schools while remaining regionally competitive. I vehemently oppose the developer's request to phase in the proposed fees incrementally over 3-4 years. However, I acknowledge there must be a reasonable grace period for these fees to be implemented.

Prior to the 2021 reduction of school impact fees to \$1, the fees were:

- \$6,344 for single family housing units,
- \$7,146 for duplexes/townhouses (multi family units),
- \$4,432 for apartment units.

The current impact fee study recommends implementing school impact fees of:

- \$6,772 for single family housing units
- \$1,198 for multi family housing units

If we compare the current study's proposed fees to historical fees, we see that:

- Fees for single family housing units **increased \$428** in the study
- Fees for multi family housing units **decreased \$5,948** in the study

Implementation of the proposed fees is reasonable given the county's growing high school enrollment rates. The impact fee study representative raised concerns about the sustainability of high school enrollment rates given the low enrollment rates for elementary and middle schools. However, the study didn't take into consideration Jefferson County's homeschool community.

There are currently 8,386 students enrolled in grades PK-12. Of those students, 806 are homeschool students and 525 are Hope scholarship students (West Virginia code §18-8-1). Therefore approximately 16% of the student body has the option to return to the public school system at any time. Students receiving home instruction do not earn credits through the public school system, however, Jefferson County public schools accept enrollment in a West Virginia public school by returning homeschool students for grades PK-8. The county doesn't usually accept homeschool high school credits, therefore homeschool students wishing to receive a public school diploma must re-enroll for all four years of high school. There are a significant number of temporary homeschoolers in Jefferson County who have the intent to re-enroll students in public high school for the purpose of receiving West Virginia diplomas. This would support the Board of Education's statement that they expect the high school enrollment rates to continue to rise. I would urge the Commission to view the elementary and middle school enrollment numbers as not being representative of our county's alternative education student population.

While I understand concerns about keeping our identity as a West Virginia community, Jefferson County's economic reality aligns closely with the DC metro area. The federal government's locality pay adjustment

places us in the same category as DC, reflecting our true cost of living. Implementing school fees that remain significantly lower than those in Loudoun and Frederick counties is both reasonable and economically sound, given our shared regional economic conditions. Key findings from impact fee study indicate there is no correlation between impact fees and development growth. The \$1 fee reduction did not lower home prices, meanwhile our local housing demand continues to grow. Furthermore, well funded schools attract relocating families from MD and VA. Thus the proposed school impact fees support Jefferson County's continued community growth.

Thank you for your time.

Mary Gee

JCCInfo

From: jpr3085@gmail.com
Sent: Thursday, November 21, 2024 10:16 AM
To: JCCInfo
Subject: Comments on Impact Fee Schedule

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

I recently moved back to WV from Bend, Oregon, which has seen incredible growth in the last 15 years. Unfortunately, the differences between Bend and Jefferson County could not be more stark. In Bend new development is carefully planned to include sidewalks, schools, green spaces and logical infrastructure to provide adequate ingress and egress. I just reviewed the impact fees recommended for JC and actually consider them to be quite low overall– particularly in the area of parks and rec. As the county becomes more densely populated we must hold developers accountable to higher standards if we want our beautiful county to retain the same quality of life.

Best,

Julia Perry Rice

JCCInfo

From: Lynch Christian, IV <Lynch@OakwoodDevLLC.com>
Sent: Friday, November 22, 2024 4:17 PM
To: JCCInfo
Cc: Steve Stolipher; Jack Hefestay; Cara Keys; Jane Tabb; Pasha Majdi
Subject: Written Comments RE 11/19/24 PH on Impact Fees
Attachments: Class and Year Jefferson County Enrollment.xlsx

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

Dear Commissioners,

This email contains an additional attachment, comments, and questions about the proposed increase to impact fees discussed at the November 19, 2024, public hearing.

I'd like to first reaffirm that I am in support of impact fees. I believe that carefully calculated fees levied against new development that support the funding of capital improvements necessitated by development are essential for rapidly growing communities like Jefferson County. However, fairly calculating those fees, transparently planning for those improvements, putting the fees to work, and assessing the success of the capital expended is a challenging process that requires public and private oversight.

In general, I find Tischler Bise's study to be acceptable. When the public hearing was held, the documents available on the Office of Impact Fees' website did not reflect the revised County Administration component. Now that the County Administration portion has been lowered to \$477, I don't necessarily see any issues regarding Tischler Bise's methodology or proposed fee for County Administration, EMS, Law Enforcement, or Parks and Recreation.

The school impact fees are harder to fully agree with. The methodology Tischler has always used is that there is a direct correlation between housing units and student enrollment. Their February 10, 2015, study predicted 2024-2025 enrollment would be 10,773 (5,253 Elementary, 2,553 Middle, and 2,968 High) students and their July 16, 2021, study, which only recommended a high school fee, predicted 2,971 high school students as of the 2024-2025 school year. Ultimately, this year's high school enrollment was 2,888, a difference of (80) and (83) students respectively. Clearly, housing growth and enrollment growth aren't quite as correlated as their methodology suggests. I certainly don't disagree with the statement from JCPS and Tischler that the high school system is currently at capacity; however, I don't think there is a guarantee that high school enrollment will continue to grow into the future. If you look at the attachment "Class and Year Jefferson County Enrollment," you'll see that this year's high school enrollment was predictably the largest high school enrollment in the last 21 years. The leading indicators for this year's high school enrollment i.e. 2022-2023 7th – 10th grade enrollment was 2,888 and 2023-2024 8th – 11th grade enrollment was 2,883, values that are directly in line with this year's enrollment of 2,888. The leading indicators for future high school enrollment beyond this year i.e. 2024-2025 8th – 11th containing 2,871 students, 7th – 10th containing 2,800 students, and 6th – 9th containing 2,643 students aren't necessarily predictive of growing enrollment. I'm curious to know what data – besides housing growth – JCPS and Tischler are looking at to project enrollment will go in the other direction over the next 3-5 years?

Should the County Commission determine that an increase in the school impact fee is warranted, I'd suggest that a more detailed capital improvement plan be made available that lays out specific milestones and their anticipated costs on the path to new high school construction. Reviewing the "Total Impact Fee Expenditures (12/31/2023)" available on the Office of Impact Fees section of the County website might lead one to believe that a majority of recent expenditures have benefited the elementary and middle school age groups when enrollment data would suggest that high school enrollment was the only segment growing during this time period. According to that document, over the last five years a total of \$6,274,273.00 has been spent with a breakdown of \$20,200.00 to Admin/Buildings/Study, \$6,097,656.00 to elementary and middle school, and \$156,417.00 to high school. Over roughly that same period, elementary enrollment decreased (164) students, middle school decreased (191) students and high school increased by 170 students. A higher fee will obviously come with more scrutiny as to when and for what the fees are spent on.

Lastly, implementation of any major increase to the fee should be carefully communicated and planned. In the event the fee is increased significantly, I'd recommend a phased approach that allows those who have invested substantial capital in new development in Jefferson County to revise their project parameters. An example would be if the total fee is to increase by \$8,000, it might be completed over two years with \$2,000 increases occurring every six months.

Thanks for your consideration and for holding a civil and respectful public hearing on this matter.

Respectfully submitted,

Lynch Christian

Jefferson County School Enrollment By Year (WV Department of Education)

PreK																					Annual Change						
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Annual Change	Population Rank 1-21	Staggered Class Growth	Annual Change By School Type	Change By Grade Since 2004	Change By School Type Since 2004
	112	116	165	229	220	256	287	318	323	370	367	349	336	336	307	316	225	289	280	278	288	10	11		40	176	
K	805	882	643	674	600	692	667	633	728	688	657	646	661	657	619	561	514	544	515	509	506	(3)	21	n/a		-99	
1	663	682	751	746	773	688	765	721	659	732	684	654	651	659	638	613	518	533	545	517	516	(1)	21	7		-147	
2	534	604	633	674	683	734	639	703	674	633	724	566	664	669	649	628	566	582	548	537	539	2	19	22		5	
3	605	531	585	611	662	682	731	633	692	668	633	735	665	659	671	644	576	580	574	551	561	10	19	24		-44	
4	578	609	534	598	618	686	716	729	637	683	676	639	743	651	650	685	625	626	581	575	587	12	17	36		9	
5	672	605	633	546	615	638	691	699	731	644	691	678	643	732	656	661	671	641	622	587	597	10	18	22		25	(75)
6	590	606	608	537	622	688	693	704	726	652	703	688	662	740	674	658	677	621	622	594	594	(3)	19	(3)	(18)	-6	
7	592	588	575	627	643	573	642	678	699	720	719	653	717	694	649	747	689	685	662	624	658	34	11	36		66	
8	640	600	595	597	630	654	564	633	673	701	717	728	643	709	691	647	733	712	671	661	647	(14)	T-11	23		7	67
9	612	656	631	616	632	632	714	612	657	718	748	774	794	710	756	765	681	846	780	721	754	33	7	93	110	142	
10	586	606	649	624	602	607	636	671	588	633	673	699	700	729	682	726	736	635	775	750	741	(9)	3	20		155	
11	543	557	576	641	623	596	582	590	653	559	611	688	694	674	635	640	694	683	581	751	729	(22)	2	(21)		186	
12	440	483	486	488	554	538	545	531	542	594	516	547	603	632	621	635	617	629	637	556	664	108	1	(87)		224	707
Total Students	7672	7874	8044	8299	8398	8595	8845	8842	8958	9061	9066	9138	9202	9173	9034	8942	8493	8662	8392	8239	8371	132				699	
Change +/-	302	170	235	89	197	250	(3)	116	193	5	72	64	(29)	(139)	(92)	(449)	169	(270)	(153)	132							
Change %	2.63%	2.16%	3.17%	1.19%	2.35%	2.91%	-0.03%	1.31%	1.19%	0.06%	0.79%	0.70%	-0.32%	-1.52%	-1.02%	-5.02%	1.99%	-3.12%	-1.82%	1.60%							

PreK	112	116	165	229	220	256	287	318	323	370	367	349	336	336	307	316	225	289	280	278	288	10
Elementary	3,557	3,703	3,761	3,849	3,951	4,117	4,209	4,118	4,121	4,048	4,065	4,016	4,027	4,027	3,903	3,792	3,470	3,506	3,385	3,276	3,206	30
Middle	1,822	1,753	1,776	1,852	1,810	1,849	1,872	2,002	2,074	2,147	2,088	2,084	2,065	2,080	2,068	2,080	2,074	1,954	1,907	1,889	(18)	
High	2,181	2,302	2,342	2,369	2,417	2,373	2,477	2,404	2,440	2,496	2,546	2,687	2,781	2,745	2,766	2,718	2,793	2,773	2,778	2,888	110	

Total Increase Over 21 Years	699
Average Annual Increase	34.95
Average % Increase	0.46%
PK School Increase	176
Elementary School Increase	(251)
Middle School Increase	67
High School Increase	707
Total Increase Over 10 Years	(67)
Average Annual Increase	(76.70)
Average % Increase	-0.95%
PK School Increase	(61)
Elementary School Increase	(712)
Middle School Increase	(195)
High School Increase	201
Total Increase Over 5 Years	(122)
Average Annual Increase	(24.40)
Average % Increase	-0.34%
PK School Increase	63
Elementary School Increase	(164)
Middle School Increase	(191)
High School Increase	170

First Year in	enrollment		
	Grade 12	current year	change
2004	605	603	(2)
2005	682	632	(50)
2006	643	621	(22)
2007	674	635	(39)
2008	600	617	17
2009	692	629	(63)
2010	667	637	(30)
2011	633	556	(77)
2012	728	664	(64)
2013	688	729	41
2014	657	741	84
2015	646	754	108
2016	661	647	(14)
2017	657	658	1
2018	619	584	(35)
2019	561	597	36
2020	514	587	73
2021	544	561	17
2022	515	539	24
2023	509	516	7
2024	506	n/a	n/a

Indicates largest class since 2004
Indicates smallest class since 2004



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

December 5th, 2024

VICE PRESIDENT
Jane Tabb

Mr. Jason I. Hicks
Summit Community Bank

COMMISSIONER
Jack Hefestay

PO Box 179
Moorefield, WV 26836

COMMISSIONER
Cara Keys

RE: Irrevocable Letter of Credit No. 8091563 dated January 15th, 2024,
Construction Bond Surety for Townhomes Rental, LLC — Rocky Ridge Phase 1
Lots 1-6, 61-132, Commercial Lot A & Residue (File # 19-7-SD)

COMMISSIONER
Pasha Majidi

Dear Mr. Hicks:

The Jefferson County Commission authorizes a partial release of \$1,007,736.00 from the construction bond for Townhomes Rental, LLC — Rocky Ridge Phase 1 Lots 1-6, 61-132, Commercial Lot A & Residue (File # 19-7-SD). This project is located on the Northeast side of Charles Town Rd, Just south of its intersection with Short Rd. Work remaining to be completed but is not limited to the following:

1. Erosion & Sediment Control
2. Storm water Management & Storm Drainage
3. Miscellaneous Site Improvements

In summary, you are hereby authorized to reduce the amount of the above referenced Irrevocable Letter of Credit No. 8091563 previously adjusted to the amount of \$1,416,229.00 to \$408,493.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

cc: Joshbeen Grewal
Townhomes Rental, LLC
4113 Charles Town Rd
Kearneysville, WV 25430

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 22 / 2024

J.C.P.C. File No. 19-7-SD

Consultant/Engineer/Firm Name: Paul Raco

Mailing Address: 4115 Charles Town Rd

City: Kearneysville State: WV Zip: 25430

Contact Person: Paul Raco Phone: 304-676-8256

Project/Subdivision Name: Rocky Ridge Phase 1

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: All Items asked to be reduced appear to be 100% complete

Approved for:
Bond Reduction 2
By: Will Smith 11-22-24
County Engineer Date

Original Bond Amt. \$ 2,651,420 + 15% Cont. \$ 397,713 = Total Original Bond Amt \$ 3,049,133

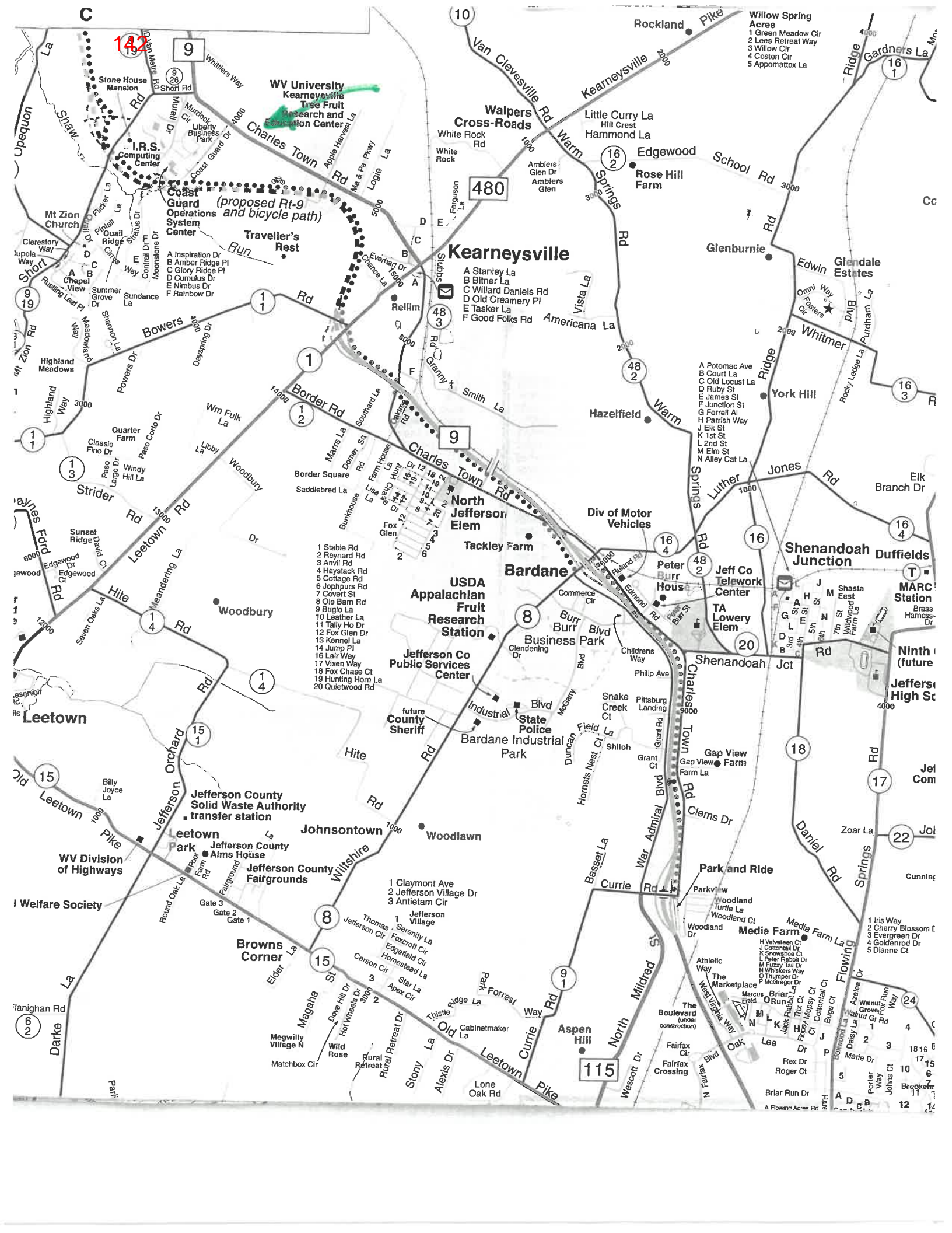
Total Current Bond Amount \$ 1,416,229.00

Cost of Work Remaining \$ 346,123.00 + Contingency Amount \$ 53,282.00

= Approved for Revised Bond Amount \$ 408,493.00

Reviewed By: Will Smith Eng Title: L.D.I

Signature: [Signature] Date: 11 / 22 / 24



142

9

480

Kearneysville

9

North Jefferson Elem

Bardane

USDA Appalachian Fruit Research Station

Jefferson Co Public Services Center

Jefferson County Sheriff

Johnsontown

Browns Corner

8

15

115

Aspen Hill

- Willow Spring Acres
- 1 Green Meadow Cir
- 2 Lees Retreat Way
- 3 Willow Cir
- 4 Costen Cir
- 5 Appomattox La

- A Potomac Ave
- B Court La
- C Old Locust La
- D Ruby St
- E James St
- F Junction St
- G Farrell Al
- H Parish Way
- J Elk St
- K 1st St
- L 2nd St
- M Elm St
- N Alley Cat La

- 1 Stable Rd
- 2 Reynard Rd
- 3 Anvil Rd
- 4 Haysstack Rd
- 5 Cottage Rd
- 6 Jophgurs Rd
- 7 Covert St
- 8 Ole Barn Rd
- 9 Bugle La
- 10 Leather La
- 11 Tally Ho Dr
- 12 Fox Glen Dr
- 13 Kennel La
- 14 Jump Pl
- 16 Lair Way
- 17 Vixen Way
- 18 Fox Chase Ct
- 19 Hunting Horn La
- 20 Quietwood Rd

- 1 Iris Way
- 2 Cherry Blossom T
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- H Veltreen Ct
- J Cottontail Dr
- K Snowdrop Ct
- L Peter Rabbit Dr
- M Fuzzy Tail Dr
- N Whiskers Way
- O Thumper Dr
- P McGregor Dr

- 1 Iris Way
- 2 Cherry Blossom T
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- 1 Iris Way
- 2 Cherry Blossom T
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- 1 Iris Way
- 2 Cherry Blossom T
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

- 1 Iris Way
- 2 Cherry Blossom T
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 Dianne Ct

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin**

Department or Organization: **Engineering**

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

Date Requested – 1st Choice: **December 5th , 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Complete Construction bond release for DALB, Inc- DALB West Building Expansion (File # 23-12-SP)**

Please provide the County Commission with a description of your request or presentation, including any background information:
Complete release of Cash-In-Escrow Bond Account #87950027 with United Bank, Charles Town, WV construction bond security for DALB, Inc- DALB West Building Expansion (File # 23-12-SP)



Is this a funding request? Y/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 authorize a Complete release of \$197,020.65 from the construction bond for DALB, Inc- DALB West Building Expansion (File # 23-12-SP)

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

If not attached, explain:

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

Contact information:

Email address: Engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

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

December 5th, 2024

VICE PRESIDENT
Jane Tabb

Ms. Jessica Robinson
United Bank

COMMISSIONER
Jack Hefestay

106 W Washington St.
Charles Town, WV 25414

COMMISSIONER
Cara Keys

RE: Cash-In-Escrow No. 87950027 dated April 1st, 2024, Construction Bond
Surety for DALB, Inc – DALB West Building Expansion (File # 23-12-SP)

COMMISSIONER
Pasha Majidi

Dear Ms. Robinson:

The Jefferson County Commission authorizes a complete release of \$197,020.65 from the construction bond for DALB, Inc — DALB West Building Expansion (File # 23-12-SP). This project is located at 73 Industrial Blvd, Kearneysville, WV 25430. The work appears to be 100% complete

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Cash-In-Escrow Bond No. 87950027 originally issued in the amount of \$197,020.65. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

cc: Kevin L. Steeley
DALB, Inc
73 Industrial blvd
Kearneysville, WV 25430

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 12 / 2024 J.C.P.C. File No. 23-12-5P

Consultant/Engineer/Firm Name: Kubic Construction Co

Mailing Address: 241 Edmond Rd

City: Kearnyville State: WV Zip: 25430

Contact Person: Pete Kubic Phone: 304-728-4884

Project/Subdivision Name: DALB West Building Expansion

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: All Items appear to be 100% complete.

Approved for:
Bond Release
By [Signature] 11-15-24
County Engineer Date

Original Bond Amt \$ 171,322 + 15% Cont. \$ 25,698 = Total Original Bond Amt \$ 197,020.65

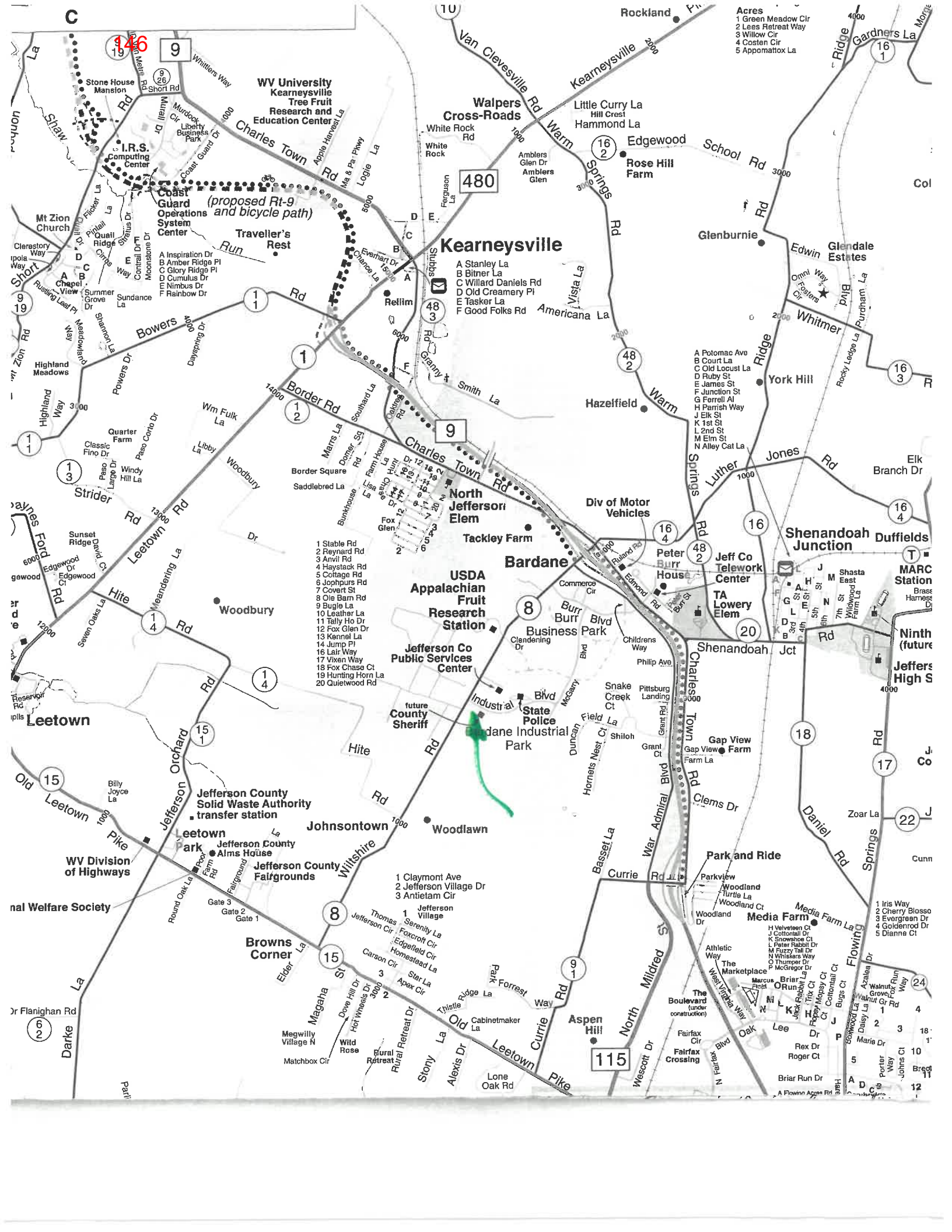
Total Current Bond Amount \$ 197,020.65

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith PM Title: L.D.I

Signature: [Signature] Date: 11 / 15 / 2024



- 1 Green Meadow Cir
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- 3 Willow Cir
- 4 Costen Cir
- 5 Appomattox La

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Kearneysville

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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: **December 7, 2024**

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

Date Requested – 2nd Choice:

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

Apply for WV EMS Salary Enhancement Funding. No funding from the County Commission.

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

Title 64 Legislative Rule Department of Health Bureau for Public Health: Series 116: Distribution of Funds from Emergency Medical Services Salary Enhancement Fund Survey.

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

If so, how much? \$0

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 application for the WV EMS Salary Enhancement funding.

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: msine@jeffersoncountywv.org

Phone Number: 304.724.8438

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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: **December 7, 2024**

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

Date Requested – 2nd Choice:

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

Apply for FEMA grant to purchase breathing apparatus and rapid intervention team pack to support the newly certified fire department for ESA.

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

The JCESA is newly certified as a County Career Fire Department, transitioning from a support agency for Volunteer Fire Departments to having overall responsibility to service the entire county. This new certification has changed the needs and expanded the duties and scope of service for the JCESA, which requires additional funding to carry out its mission.

The JCESA plans to purchase 32 self-contained breathing apparatus (SCBA) units (harness, facepiece, and two cylinders), and one rapid intervention team (RIT) pack. SCBAs are critical PPE for first responders, protecting them from toxic gases and smoke, preventing oxygen deprivation, enabling work in enclosed or hazardous spaces, protecting long-term health, maintaining compliance with safety standards, enhancing operational effectiveness, and supporting emergency preparedness. RITs provide an independent air source in case of emergency or SCBA pack malfunction. JCESA's current SCBAs are out of compliance, and the agency also does not have enough for each seated position jeopardizing our firefighters and citizens. JCESA does not have an RIT pack and purchasing one would help fulfill the needs of its expanded scope.

Is this a funding request? Y/N **YES**

If so, how much? \$33,261

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 approve the grant for \$332,615 federal grant to purchase 32 self-contained breathing apparatus units and one rapid intervention team pack with the County Commission providing matching funds of \$33,261 from the Coal Severance Fund.

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: msine@jeffersoncountywv.org

Phone Number: 304.724.8438

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
Jack Hefestay

COMMISSIONER
Cara Keyes

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

From: Bessie Nelson

Date: December 7, 2024

Re: Fiscal Note: FEMA Assistance to Firefighters Grant

Director Mike Sine requests the following matching funds:

FEMA Assistance to Firefighters Grant (\$332,615 @ 90%)	\$299,354
Jefferson County Commission 10% match requirement	\$33,261

I recommend allocating these additional funds from Coal Severance Fund. There is approximately \$227,000 available in the Coal Severance Fund at this time.

64CSR116

TITLE 64
LEGISLATIVE RULE
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH

SERIES 116
DISTRIBUTION OF FUNDS FROM EMERGENCY MEDICAL SERVICES
SALARY ENHANCEMENT FUND

§64-116-1. General.

1.1. Scope. -- This legislative rule establishes a formula for the Director to use in distributing funds from the Emergency Medical Services Salary Enhancement Fund.

1.2. Authority. -- W. Va. Code §16-4C-25.

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2029.

§64-116-2. Application and Enforcement.

2.1. Application. -- This rule applies to the distribution, by the Director, of funds from the Emergency Medical Services Salary Enhancement Fund.

2.2. Enforcement. -- This rule is enforced by the Director of the Office of Emergency Medical Services.

§64-116-3. Definitions.

3.1. Active Emergency Medical Services Personnel -- An Advanced Emergency Medical Technician, Emergency Medical Technician, Emergency Medical Vehicle Operator, or Paramedic who is a paid employee of an ambulance transporting agency and participates in 10 or more 911 call responses in a 12-month period.

3.2. Ambulance Transporting Agency -- A person or entity licensed to provide emergency medical services dispatched through a 911 call center for the purpose of responding to a 911 call.

3.3. County Questionnaire -- Questionnaire supplied to each county annually by the Director to assist in the allocation of funds in accordance with this rule.

3.4. Crisis Response -- Funds designated for and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis by a trained designee.

3.5. Crisis Response Team -- Designated group of personnel trained to provide care to emergency medical services personnel during a mental health crisis.

3.6. Director -- The Director of the Office of Emergency Medical Services, as created by W. Va. Code §16-4C-4, or his or her designee.

3.7. Emergency Medical Services Region -- A defined region of coordinated resources to provide emergency medical services within a geographic area available at <https://www.wvoems.org/files/maps/medical-command-map>.

3.8. Fiscal Year -- 12-month period beginning July 1 and ending June 30.

3.9. Post-Fund Distribution Assessment -- Form supplied to each county annually by the Director to assist in the assessment and accounting of funds distributed in accordance with this rule.

3.10. Primary Agency -- An ambulance transporting agency at which active emergency medical services personnel are employed for 51 percent or more of their working hours.

3.11. Salary Supplementation -- Funds designated for and distributed to counties for the sole purpose of supplementing the salaries of active emergency medical services personnel in accordance with State law and this rule.

§64-116-4. Formula; Allocation of Funds; Distribution.

4.1. The Director shall distribute funds for salary supplementation and crisis response to counties as directed by the State Legislature, this rule, and State law.

4.2. The amount of funds for salary supplementation and crisis response available for distribution to counties by the formula established by subsection 4.4. of this rule is the balance of available funds in the Emergency Medical Services Salary Enhancement Fund as established in W. Va. Code §16-4C-25(a), less any amount withheld by the Director as part of a long-term funding plan.

4.3. Each county shall complete and submit a County Questionnaire attached to this rule as APPENDIX A. The County Questionnaire shall be supplied by the Director on or before August 1 of each year and shall be submitted to the Office of Emergency Medical Services on or before September 1 of each year. The questionnaire shall be used in determining the allocations of funds according to the formula established by subsection 4.4. of this rule. Counties that do not submit a completed County Questionnaire will be given scores of 0.

4.4. The Director shall calculate the amount of funds for salary supplementation and crisis response to be distributed to counties according to the following formula:

4.4.1. Step 1 Crisis Response: 10 percent of the funds available for distribution shall be divided equally among each emergency medical services region, as defined by the Office of Emergency Medical Services, and shall be allocated solely to the enhancement of crisis response services within each region. Within each region, the funds allocated shall be divided among counties according to the number of members each county supports on a crisis response team, as outlined below. These crisis response funds shall be expended for no purpose other than ensuring crisis response teams receive uniform training and coordination through a statewide program to ensure continuity of crisis response services.

4.4.1.a. Crisis response teams:

4.4.1.a.1. Each emergency medical services region shall establish a crisis response team consisting of no less than 10 active members.

4.4.1.a.2. The county commissions comprising each emergency medical services region shall cooperate to recruit crisis response team members. Each county having one or more members serving on a crisis response team shall receive funding according to the formula set forth in subsection 4.4.1.

4.4.2. Step 2 Counties demonstrating the most need: Counties that share at least one border with a neighboring state are assigned a coefficient of 4. Super Rural counties are assigned a coefficient of 4. Rural counties are assigned a coefficient of 2. Urban counties are assigned a coefficient of 0. Rurality is determined by the level of rurality on 51 percent of the zip codes in each county established by the most recent rurality index published by the Centers for Medicare and Medicaid Services available at <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AmbulanceFeeSchedule>.

4.4.3. Step 3 Existing levy for emergency medical services: Counties with an existing levy for emergency medical services or a special emergency ambulance service fee pursuant to W. Va. Code §7-15-17 are assigned a coefficient of 3.

4.4.4. Step 4 Maximum allowable rate on regular levies:

4.4.4.a. Counties that have reached the maximum allowable rate on all regular levies are assigned a coefficient of 2.

4.4.4.b. Counties that have reached the maximum allowable rate on one half of the regular levies are assigned a coefficient of 1.

4.4.5. Step 5 Additional qualifying factors:

4.4.5.a. Counties that report an emergency medical services personnel vacancy rate of more than 20 percent are assigned a coefficient of 2.

4.4.5.b. Counties that report an emergency medical services personnel vacancy rate of between 10 and 20 percent are assigned a coefficient of 1.

4.4.5.c. Counties that report an emergency medical services personnel annual salary differential of a minimum of 10 percent lower than any bordering county are assigned a coefficient of 1.

4.4.5.d. Counties that report one or more cities or municipalities with no projected budget surplus during a fiscal year are assigned a coefficient of 1.

4.4.6. Step 6 County distribution: County distribution is determined by:

4.4.6.a. Adding the coefficients from Steps 2 through 5 for each county:

4.4.6.b. Tier 1: 50 percent of the available funds shall be divided equally among those counties with a coefficient total of 12 or greater; Tier 2: 35 percent of the available funds shall be divided equally among those counties with a coefficient total of 6, 7, 8, 9, 10, or 11; Tier 3: 15 percent of the available funds shall be divided equally among those counties with a coefficient total of 5 or less.

4.4.6.b.1. If no counties fall within Tier 2, the available funds that would be allocated to Tier 2 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.2. If no counties fall within Tier 3, the available funds that would be allocated to Tier 3 counties shall be redistributed equally among those counties falling within Tier 1.

4.4.6.b.3. If five or fewer counties fall within Tier 1, those counties falling within Tier 1 shall be assigned to Tier 2 and the available funds that would be allocated to Tier 1 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 2, and one

half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.4. If five or fewer counties fall within Tier 2, those counties falling within Tier 2 shall be assigned to Tier 3 and the available funds that would be allocated to Tier 2 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.5. If five or fewer counties fall within Tier 3, those counties falling within Tier 3 shall be assigned to Tier 2 and the available funds that would be allocated to Tier 3 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 2.

4.5. In performing the assessment described in subsection 4.4. of this rule, the Director shall use the most recent information available as provided by each county.

4.6. The Director shall complete the assessments described in subsection 4.4. of this rule as soon as possible but no later than September 15 of each year.

4.7. After completing the assessments described in subsection 4.4. of this rule, the Director shall inform each county in writing of its allocation as soon as possible, but no later than October 1 of each year.

4.8. The Director shall cause funds for salary supplementation and crisis response, together with the post-fund distribution assessment attached to this rule as APPENDIX B, to be distributed to counties according to standard State procedures as soon as possible, but no later than November 1 of each year.

4.9. Counties receiving funds in accordance with this rule that house more than one ambulance transporting agency shall distribute funds to those agencies using a percentage allocation based upon 911 call volume. There is a presumption that active emergency medical services personnel will receive salary supplementation funds from their primary agency.

4.10. Counties receiving funds in accordance with this rule shall complete and submit the post-fund distribution assessment to the Office of Emergency Medical Services on or before December 1 of each year. Counties that fail to distribute funds in accordance with this rule may be disqualified from receipt of salary supplementation funds during the following calendar year.

§64-116-5. Administrative Due Process.

5.1. Any person adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests, or privileges shall do so in a manner prescribed in the Bureau for Public Health's procedural rule, Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64CSR1.

APPENDIX A 64CSR116. County Questionnaire.

Responding County Name JEFFERSON Date Completed 11/20/2024

County Demographics

2020 County Population 57,705 County Fiscal Year Beginning Month July

Current Population Estimate 59,787 Presence of EMS Specific Levy ___ Yes No

If Yes, list the formal name of the EMS levy as listed on ballots AMBULANCE FEE ORDINANCE

If Yes, when was levy last renewed or enacted (if on first election cycle) _____

List your county's overall levy rate verses the state maximum rate as a percentage ~~13.25%~~ 13.25% / 14.3% WV

Are there cities, towns, or municipalities in the county who will have budget excesses this FY? ___ Yes
 No

****Please include the most recent, voter approved levy order or special fee order as addendum****

Ambulance Response Information

Total 911 request for ambulance service for last calendar year 6471

Total number of WV Licensed Ambulance Transporting Agencies in county 4

Total number of Active EMS Personnel 86

Total EMVO 5 Total EMT 45 Total Advanced- EMT 6 Total Paramedic 30

Current New Hire Pay Rates (annual)
 EMVO \$ 0 EMT \$ 45,107 Advanced-EMT \$ 48,799 Paramedic \$ 57,330

Are/Is the agency(ies) serving your county "short staffed" ___ Yes No

If yes, indicate the number of positions in each category that your county is short (Dedicated to 911 response only)
 Total EMVO 0 Total EMT 0 Total Advanced- EMT 0 Total Paramedic 0

Of Contiguous Counties (include out-of-state) to you, list the starting annual salaries for EMS positions.

County Name	EMVO Annual	EMT Annual	A-EMT Annual	Paramedic
<u>BERKELEY</u>	\$ <u>N/A</u>	\$ <u>46,480</u>	\$ <u>52,290</u>	\$ <u>58,100</u>
<u>MORGAN</u>	\$ <u>N/A</u>	\$ <u>44,616</u>	\$ <u>N/A</u>	\$ <u>63,544</u>
<u>FREDERICK, VA</u>	\$ <u>N/A</u>	\$ <u>48,539</u>	\$ <u>53,039</u>	\$ <u>57,539</u>
<u>FREDERICK, MD</u>	\$ <u>N/A</u>	\$ <u>48,122</u>	\$ <u>N/A</u>	\$ <u>58,122</u>
<u>LOUDOWN, VA</u>	\$ <u>N/A</u>	\$ <u>62,000</u>	\$ <u>68,000</u>	\$ <u>76,000</u>

Crisis Response Team

Does your county have an organized Crisis Response Team specifically geared toward first responders including, but not limited to, EMS? Yes No

If Yes, number of team members currently trained and deployable 10

If No, Do you have plans to implement a Crisis Response Team? Yes No

If Yes, Date team will be operational _____ Team Liaison Name Lt. BRITTANY

Cell 970-275-6555 McLAUGHLIN

****Please list each additional team members and their contact information individually as an addendum****

County Commission Signatures

Name _____ County Commission President Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner Street _____ City _____, WV Zip _____ Phone: _____ Cell _____
--	--	--

APPENDIX B 64CSR116. Post-Fund Distribution Assessment.

Responding County Name JEFFERSON Date Completed 11/20/24

****PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH AGENCY IN YOUR COUNTY****

Agency Name JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Total funding allocated by the county commission to agency pursuant to 64CSR116 \$6,556,093.00

Please attach as an addendum the following: Name, Provider Number, and amount of salary supplementation distributed to each emergency medical services provider at each agency in your county.

County Commission Signatures		
Name _____ County Commission President Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner Street _____ City _____, WV Zip _____ Phone: _____ Cell _____

		PART-TIME												
Last	First	Certification #	Reason	Hours Worked (PT)	Gross	FICA 6.2%	Medicare 1.45%	Liability	Employee Gross					
Cluff	Richard, II	WV057579		409.22	\$	409.22	\$	25.37	\$	5.93	\$	31.30	\$	377.92
Conner	Monte	WV026418		813.84	\$	813.84	\$	50.46	\$	11.80	\$	62.26	\$	751.58
Considine	Sara	WV058302		592.22	\$	592.22	\$	36.72	\$	8.59	\$	45.31	\$	546.91
Harris	Michelle	WV068657		389.07	\$	389.07	\$	24.12	\$	5.64	\$	29.76	\$	359.31
Hess	Adam	WV055653		467	\$	467.00	\$	28.95	\$	6.77	\$	35.72	\$	431.28
Malamas	Daniel	WV072689		472.12	\$	472.12	\$	29.27	\$	6.85	\$	36.12	\$	436.00
Northrein	Christopher	WV517106		220.52	\$	220.52	\$	13.67	\$	3.20	\$	16.87	\$	203.65
O'Meara	Patrick	WV660091		294.1	\$	294.10	\$	18.23	\$	4.26	\$	22.49	\$	271.61
Swan	David	WV025142		300.29	\$	300.29	\$	18.62	\$	4.35	\$	22.97	\$	277.32
Walsh	Corey	WV660858		393.94	\$	393.94	\$	24.42	\$	5.71	\$	30.13	\$	363.81
				Total	\$	4,352.32	\$	269.84	\$	63.11	\$	332.95	\$	4,019.37

Last		First	Certification #	Reason	Hours Worked	Gross	EMSRA 9.5%	FICA 6.2%	Medicare 1.45%	Liability	Employee Gross
Baker	Catherine	WW081642	Hired 2024	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Dixon	Beryl	WW079768	FT -> PT IN 2023	1121.67 \$	1,121.67 \$	106.56 \$	69.54 \$	16.26 \$	192.36 \$	929.31	
Edwards	Cheyenne	WW662308	FT < 6 months	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Lentz	Staci	WW072977	Hired 2024	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Poe	Ronald	WW059362	FT < 6 months	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Roberts Jr.	Robert	WW660443	FT < 6 months	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Shutts	Ronnie	WW027548	FT < 6 months	1082.37 \$	1,082.37 \$	102.83 \$	67.11 \$	15.69 \$	185.63 \$	896.74	
Stavac	John	WW661032	FT < 6 months	725.17 \$	725.17 \$	68.89 \$	44.96 \$	10.51 \$	124.36 \$	600.81	
Thomas-Phillips	Dartley	WW543720	FT < 6 months	1051.97 \$	1,051.97 \$	99.94 \$	65.22 \$	15.25 \$	180.41 \$	871.56	
West	James	WW077540	Hired 2024	500 \$	500.00 \$	47.50 \$	31.00 \$	7.25 \$	85.75 \$	414.25	
Total					\$	6,981.18 \$	663.21 \$	432.83 \$	101.23 \$	1,197.27 \$	5,783.91

		Full-Time > 6 months						
Last	First	Certification #	Gross	EMSRA 9.5%	FICA 6.2%	Medicare 1.45%	Liability	Employee Gross
Billar	Andrew	WV081642	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Billar	Scott	WV031626	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Billings	Brice	WV082764	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Carroll	Brandon	WV077011	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Chaney	Bethany	WV043049	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Cluff	Johanna	WV083227	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Costello	Lynn	WV054399	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Dunn	Donald, Jr.	WV050231	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Fleming	Heath	WV070892	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Goodwin	Melissa	WV514852	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Gottschalk	Dale	WV080282	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Hernandez	Eduardo	WV661046	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Horn	Robert	WV028638	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Kain-Sisk	Carlleigh	WV081770	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Kerns	Charles	WV082481	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Lesko	Ryan	WV083344	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Locke	Matthew	WV083352	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Lyons	Christopher	WV058204	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Lyons	John	WV061587	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
McLaughlin	Brittany	WV528349	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Megeath	Leah	WV523342	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Minnick	Matthew	WV069236	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Mulligan	Brian	WV039543	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Napier	Benjamin	WV068431	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Napier	Kaila	WV084139	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Poe	Angel	WV079174	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Poe	William	WV059363	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Pultz	Corey	WV660025	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Pultz	Emily	WV521292	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Ralston	Caitlyn	WV072589	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Rice	Amanda	WV078990	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Ryan	Matthew	WV081410	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Shockey	Savannah	WV534345	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Sine	Rufus, Jr.	WV040504	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Sine	Theodore	WV029923	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Smith	Joshua	WV061718	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Turner	Todd	WV051187	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Vlands	Gary	WV073190	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Waugh	Adam	WV061695	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Wilson	George	WV041235	\$ 2,856.20	\$ 271.34	\$ 177.08	\$ 41.41	\$ 489.83	\$ 2,366.37
Total			\$ 114,248.00	\$ 10,853.56	\$ 7,083.38	\$ 1,656.60	\$ 19,593.54	\$ 94,654.46

**JEFFERSON COUNTY, WEST VIRGINIA
EMERGENCY AMBULANCE SERVICE FEE ORDINANCE**

Amendment Effective July 1, 2019

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NON-RESIDENTIAL PROPERTY. Means commercial business, industrial activity or non-residential activity conducted for a profit or non-profit, and any federal, state or local government (except those defined as an "Agricultural" property herein) including, but not limited to, any store, filling station, hotel, motel, warehouse, flea market, amusement park, camp ground, institutional living arrangement with centralized services such as nursing homes, assisted living or similar arrangement, a bed and breakfast, an entertainment venue, a club, bar or restaurants, church, school, courthouse, or federal, state, or municipal government building. In the case of commercial activity that occurs outdoors such as a flea market, camp ground or amusement park, such business shall be assessed a fee as a commercial unit unless a permanent structure associated with the use is already subject to a commercial fee at the same location. In the case of a commercial complex with more than one structure, such as a shopping center or business complex, each separate structure shall be included in total square foot calculations.

EMERGENCY AMBULANCE SYSTEM. Any emergency ambulance service provided pursuant to this ordinance.

HOMESTEAD EXEMPTION shall mean an owner-occupied residential unit used exclusively for residential purposes and occupied by the owner or one of the owners who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled as that term may be defined by the Legislature, and which granted by, and recognized in the records of, the Assessor of Jefferson County as exempt from a portion of the ad valorem property taxation of Jefferson County as prescribed by general law. The burden shall be upon the owner claiming the exemption to present proof of same at the time the fee is paid. If sufficient proof is not provided, the owner shall pay the normal fee.

SQUARE-FOOTAGE shall be determined by the Jefferson County Assessor's Office. All structures located on each property shall be included in the total square-footage calculation, including but not limited to warehouses, retail space, storage areas, and accessory structures. If a dispute arises with regard to whether or not a structure qualifies for inclusion in the total square-footage calculation, the burden is upon the owner to demonstrate that the structure is not a non-residential accessory structure or residential unit.

OWNER. Means the person, firm or corporation listed in the Jefferson County land records and/or records of the Assessor of Jefferson County as the owner of the unit or property as of July 1st of a given year.

RESIDENTIAL UNIT. Means any habitable structure intended for residential use, whether occupied or unoccupied, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, condominiums and rental units. In the case of a structure which contains multiple independent addressable dwelling units, such as duplexes and apartments, each addressable unit shall be deemed to be a separate residential unit.

SPECIAL EMERGENCY AMBULANCE SERVICE FEE. Means the fee imposed by the Jefferson County Commission through this Ordinance and collected from the users of emergency ambulance service within Jefferson County.

Late Fee and Dates

- For each service year, *accounts paid on or after October 1 through December 31* the fee shall increase by \$5 for residential properties or by 10% for non-residential properties.
- For *accounts paid on or after January 1 through March 31* of a given service year, the fee shall increase by an additional \$10 for residential properties or by an additional 20% for non-residential properties, whichever is greater.

Collections. Fees delinquent on or after the First day of April the year after they became due and payable shall be forwarded to the County Commission. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees, service costs and statutory interest.

Error Resolution. If any owner believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the owner's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staff's recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the owner in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the owner requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration. No prior fiscal year fees will be refunded.

SECTION 5 - RATE CHANGES

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event the JCESA determines change in the fee imposed by this ordinance is necessary, it shall, by resolution, request the County Commission consider approving the recommended a change. The JCESA shall submit copies of its current budget, the future budget developed under Section 7 and any other documentation supporting the proposed a change in the fee. In conjunction with JCESA's departmental reviews, a review of 911 Center CAD call data shall be performed regularly at a minimum of every 2 (two) to 3 (three) years. The fee may be adjusted based on this review of CAD call data to ensure that the fee being charged is commensurate with CAD usage data for each property type. The County Commission retains sole discretion in approving, denying or modifying any fee change. Procedures set forth in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

SECTION 10 – COLLECTION OF DELINQUENT ACCOUNTS

On or before November 30 of each year, letters shall be sent to all unpaid accounts as a status reminder including a notice of late fees and charges and a notice that delinquent accounts will be submitted for collection after March 31st. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

SECTION 11 – INITIAL USE OF FUNDS AND POSITIONS

Funds will initially be allocated to train, hire and equip Fire Fighter/Paramedics and Fire Fighter/EMTs assigned based on response time to maximize limited resources.

SECTION 12 – AMENDMENTS AND SEVERABILITY

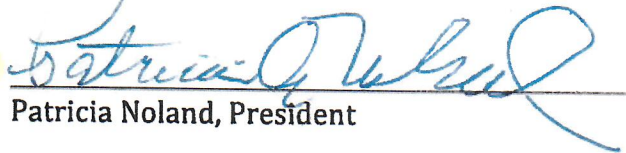
This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

This Ordinance shall become effective upon July 1, 2019.

NOW THEREFORE, THIS ORDINANCE IS ENACTED AND ORDAINED BY MAJORITY VOTE OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA.

Given under my hand and seal this 2nd day of May, 2019.


Patricia Noland, President



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Emergency Medical Services**

**Sherri A. Young, DO, MBA,
FAAFP
Interim Cabinet Secretary**

**Matthew Q. Christiansen, MD, MPH
State Health Officer
Commissioner**

October 2, 2023

The Honorable County Commission of Jefferson County
124 E Washington St
Charles Town, WV 25414

The Honorable County Commission of Jefferson County,

This communication serves as your notification of the amount of your allotted award under the Emergency Medical Services Salary Enhancement Fund. See W. Va. Code R, § 64-116-4.7. As outlined in West Virginia Code of State Rules § 64-116-4.4., counties were evaluated in the following manner:

1. **Rurality:** Points were allocated based on the Center for Medicare and Medicaid Services classification of each area as urban, rural, or super rural.
2. **Border Counties:** Counties bordering other states were assigned a coefficient of 4 points.
3. **Emergency Medical Services Levy:** Counties with an emergency medical services levy were evaluated based on data obtained from the West Virginia County Commission Association.
4. **Vacancy Rate:** Points were awarded based on the ratio of vacant positions to the number of emergency medical services employees in each county.
5. **Budget Surplus, Salary Differences, and Other Factors:** Additional points were awarded based on budget surplus, salary discrepancies, and other variables based upon individual county responses.

Upon evaluation, and in accordance with the provisions of West Virginia Code of State Rules § 64-116-4.4.6 County has been classified under Tier II. Consequently, the final award for the purpose of salary enhancement for emergency medical services personnel allocated is

Page 2

\$125,581.40 Additionally, the final award for the purpose of providing crisis response services in support of first responders is **\$18,181.81**. As a result the total combined (Salary Enhancement and Crisis Response) Grant award is **\$143,763.21**

In accordance with West Virginia Code § 16-4C-25(a), funds provided through this allocation must be used solely for the purpose of salary enhancement for emergency medical services personnel and for the provision of crisis response services. Crisis response should be coordinated with other agencies within your region in accordance with 64CSR116 4.4.1 Should you have any questions or require further clarification, please do not hesitate to contact me directly. Also, please be mindful of 64CSR116 4.10, as it requires your action on a Post Fund Distribution Assessment which will be sent to you in the upcoming weeks.

To receive this grant, the Jefferson County Commission will need to submit an invoice to WV OEMS's on Jefferson County Commission's letterhead. I have included an invoice template for your convenience. If you utilize an internal system for invoicing, please include your vendor number (000000211982), the WVOEMS internal id of (23-SB737-54037), as well as the total grant award of **\$143,763.21** in conjunction with the commission's name and address. Failure to include this needed information may slow payment processing.

Sincerely,

Joseph Ratliff, BA, FP-C
Director
West Virginia Office of Emergency Medical Services

INVOICE

BILL TO: WVDHHR BPH Office of Emergency Medical Services
350 Capitol St, Room 425
Charleston, WV 25301

VENDOR NAME: Jefferson County Commision	VENDOR NUMBER: 000000211982
REMIT TO: 124 E Washington St Charles Town, WV 25414	INVOICE NUMBER: ...23-SB737-54037 INVOICE DATE: Friday, September 29, 2023

PERIOD OF SERVICE: **AMOUNT DUE \$143,763.21**

DESCRIPTION: Salary Enhancement and Crisis Response Grant 2023

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Date

Amount Requested: \$143,763.21



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

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Pasha Majdi

Federal Emergency Management Agency (FEMA)

Assistance to Firefighters Grants (AFG)

500 C St SW, Washington, DC 20004

December 5, 2024

Re: Jefferson County Emergency Services Agency – FY 24 Assistance to Firefighter Grant (AFG) Application

The Jefferson County Commission requests \$332,615 to purchase PPE for the Jefferson County Emergency Services Agency (JCESA). The JCESA is newly certified as a County Career Fire Department, transitioning from a support agency for Volunteer Fire Departments to having overall responsibility to service the entire county. This new certification has changed the needs and expanded the duties and scope of service for the JCESA, which requires additional funding to carry out its mission.

The JCESA plans to purchase 32 self-contained breathing apparatus (SCBA) units (harness, facepiece, and two cylinders), and one rapid intervention team (RIT) pack. SCBAs are critical PPE for first responders, protecting them from toxic gases and smoke, preventing oxygen deprivation, enabling work in enclosed or hazardous spaces, protecting long-term health, maintaining compliance with safety standards, enhancing operational effectiveness, and supporting emergency preparedness. RITs provide an independent air source in case of emergency or SCBA pack malfunction. JCESA's current SCBAs are out of compliance, and the agency also does not have enough for each seated position jeopardizing our firefighters and citizens. JCESA does not have an RIT pack and purchasing one would help fulfill the needs of its expanded scope.

The Commission agrees to commit \$33,261 in matching funds towards the total project cost of \$365,876. Additional funding sources are unavailable for projects of this type. Thank you for considering this project and your commitment to enhancing firefighter safety.

Respectfully,

Steve Stolipher
Commission President

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 - pay Correction

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

-There was a typo on the last agenda request the new hire should have been hired at a salary of 36,000

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 36,000.00

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: Karen Olden

Department or Organization: **Jefferson County Clerk (Probate)**

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date **December 5, 2024***

***Special Probate Session: Review Estate Final Accounting for Ruth Ann Meyers, deceased.
Henry W. Morrow, Jr. Administrator CTA, DBN***

Please provide the County Commission with a description of your request or presentation, including any background information:
To be included in packet.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor; P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

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

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

MEMO

TO: County Commission of Jefferson County
FROM: Luke Seigfried, County Planner
DATE: November 26, 2024
RE: Planning Commission Recommendation regarding the Zoning Map Amendment Petition for Harvest Homes (Media Farms) (File #24-2-Z)

On Thursday, October 17, 2024, a representative for the proposed Harvest Homes (Media Farms) Rezoning presented a petition for a Zoning Map Amendment to the Jefferson County Commission for three parcels; located south of the intersection of Flowing Springs Rd and Daniel Rd, Ranson, WV. The parcels, designated as Tax District: Charles Town (02), Tax Map: 4, Parcels: 11, 11.1 & 13, consist of approximately 119.05 acres, 5.35 acres, & 2 acres (126.4 acres total by tax map, 127.6 acres by deed). The property is currently zoned Rural (R) and the petition requests rezoning from Rural to Residential Growth (RG).

The County Commission scheduled a Public Hearing for this rezoning for Thursday, December 5, 2024. At the October 17th meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted *Envision Jefferson 2035 Comprehensive Plan*.

On Tuesday, November 12, 2024, the Jefferson County Planning Commission heard an overview of the Harvest Homes (Media Farms) Zoning Map Amendment (#24-2-Z) petition as well as the recommendations in the staff report identifying relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. The staff report noted that the Future Land Use Guide shows the property as "Rural/Agricultural for Possible Urban Development", which reflects the properties' location within the Ranson Urban Growth Boundary. The *Envision Jefferson 2035 Comprehensive Plan* identified areas within the Urban Growth Boundaries as Preferred Growth Areas that could develop within the County regulations or be annexed into the relevant municipality and develop under the relevant regulations. The staff report is attached to this memo for the County Commission's information and consideration.

For this reason, after reviewing the application, the staff report, and further discussion, the Planning Commission found, with a unanimous vote, that the proposed Zoning Map Amendment to Residential Growth (RG) is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

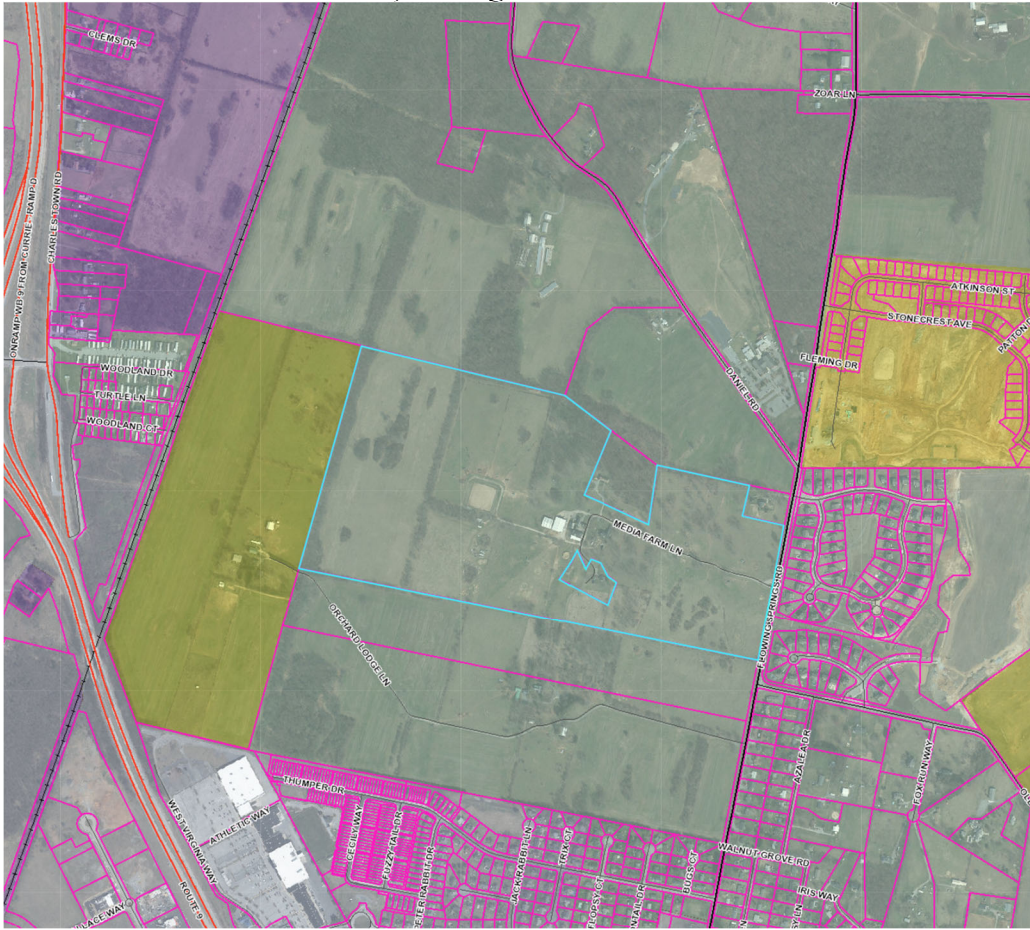
Attachment:

- 24-2-Z Harvest Homes (Media Farms) Rezoning Staff Report for 11/12/24 Planning Commission Meeting including Section 5.4 and Appendix C of the Zoning Ordinance

Staff Report
 Jefferson County Planning Commission Meeting
 November 12, 2024

Harvest Homes, LLC (Media Farms) Rezoning Request (24-2-Z)

Item # 6: Discussion and Action on the Harvest Homes, LLC Zoning Map Request: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 127+/- acre Media Farm Property from Rural(R) to Residential Growth (RG) is consistent with the *2035 Comprehensive Plan*.

Property Owner/ Applicant:	Harvest Homes, LLC.
Consultant:	P.J. Raco Consulting, LLC / Attn: Paul J Raco
Parcel Information:	<p>Three properties south of the Flowing Springs Rd. & Daniel Rd. intersection Tax District: Charles Town (02), Map: 4, Parcels: 11, 11.1 & 13 Acreage: 119.05 ac., 5.35 ac. & 2 ac.(126.4 ac. by Tax Map, 127.6 ac. by Deed) Zoning District: Rural</p> 
Surrounding Properties:	North, South, East: Rural(R) West: Residential Growth (RG)
Current Use:	Farm use / Residences
Proposed Request	To rezone the total 127+/- acres from Rural to Residential Growth (RG)
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i>
Staff Finding:	Staff finds that request is consistent with the <i>Envision Jefferson 2035 Comprehensive Plan Future Land Use Guide</i>

Staff Report
Jefferson County Planning Commission Meeting
November 12, 2024

Harvest Homes, LLC (Media Farms) Rezoning Request (24-2-Z)

Applicant's Request

The applicant is requesting to rezone approximately 127 acres from Rural (R) to Residential Growth (RG).

Neighboring Uses

The properties under consideration for this Zoning Map Amendment are adjacent to primarily agricultural uses and one residential subdivision.

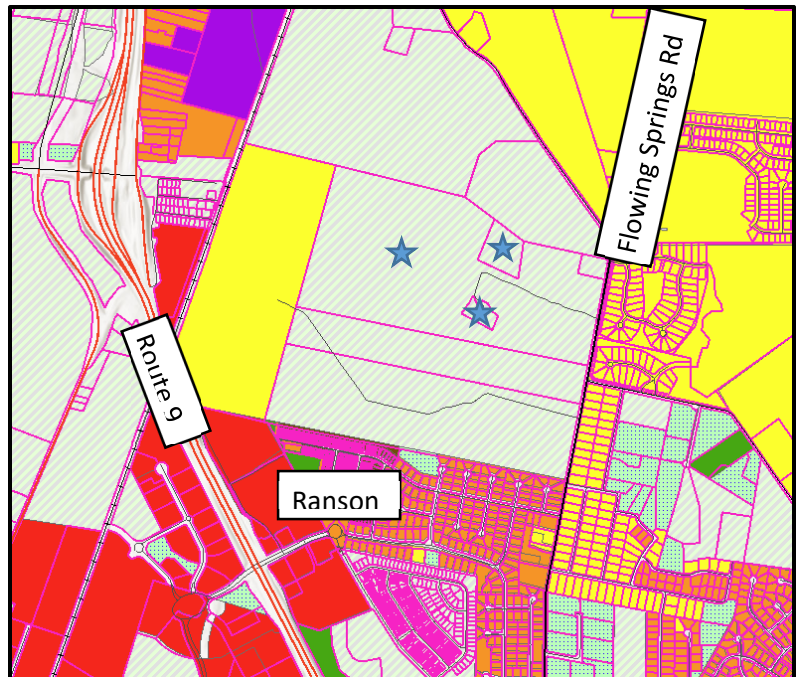
- The City of Ranson is located to the south.
- Jefferson High School, Wildwood Middle School, and Shenandoah Junction are all located to the north.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan* and provides a staff recommendation for the Planning Commission's consideration based on relevant sections and elements of the *Plan*.

Staff's professional recommendation is that the request is **consistent** with the *2035 Plan* because it is shown as future "Rural/Agricultural for Possible Urban Development" on the Future Land Use Guide. All three properties are located in the Ranson Urban Growth Boundary (UGB). The owner-initiated rezoning to Residential Growth (RG) would allow for a variety of residential land uses such as single-family dwellings, two family dwellings, townhome units, and/or multi-family dwellings.

It should be noted that Staff has no statutory authority to make decisions in this regard. The Planning Commission is required to provide the County Commission with their advice as to whether the request is consistent with the Comprehensive Plan prior to the County Commission's Public Hearing. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.



Zoning Map Amendment Public Hearing Process

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

Relevant Envision Jefferson 2035 Comprehensive Plan Elements and Commentary

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

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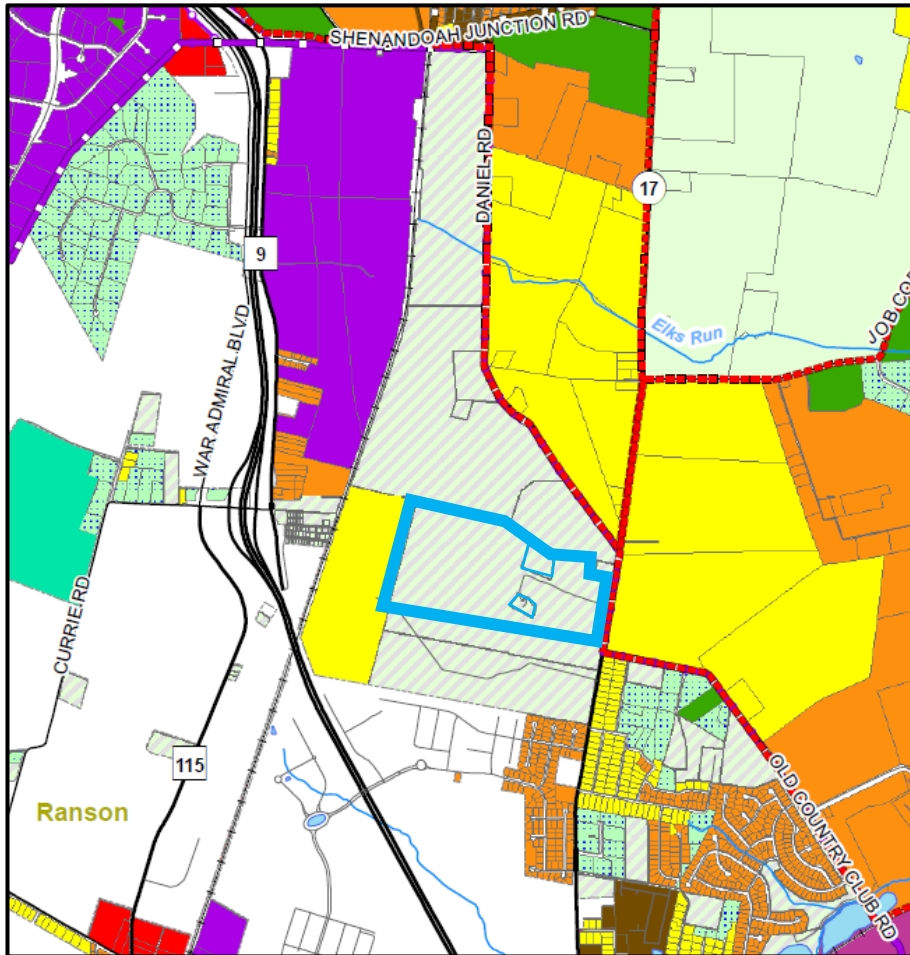
Harvest Homes, LLC (Media Farms) Rezoning Request (24-2-Z)

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

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

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

The subject parcels are located within the Ranson Urban Growth Boundary (UGB) and are identified as Rural/Agricultural for Possible Urban Development. *The Plan* expects that properties within the UGB may be annexed into the relevant municipality. However, should a developer choose not to annex the property into a municipality the landowner can develop using the County's land development standards and the UGB acts as a PGA in this



circumstance. Urban level development is still anticipated in the UGB when a landowner decides to develop using County land development standards.

The *2035 Plan* clearly discusses the retention of the existing zoning map classifications and states that no zoning map amendments (rezoning requests) or reductions in existing zoning rights were being proposed by the County.

2. Land Use Map Classifications

The "Rural/Agricultural for Possible Urban Development" classification is meant as a temporary designation for Rural (R) zoned properties within the UGB until a property owner determines if they want to develop in the municipality or the County. It is not the intention of the *Plan* or the Future Land Use Guide for Rural (R) zoned areas with the UGBs to remain rural (p. 19). Because the landowner could choose to annex into a municipality, no other land use classification other than "Rural/Agricultural for

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Possible Urban Development” was given. Appendix G of the *Plan* does not provide a detailed explanation of the classification.

Since the landowner intends to develop under County standards, the properties are treated as being in a PGA without using a land use classification found in Appendix G of the *Plan*.

3. Proposed Zoning District – Residential Growth (RG)

The purpose of the Residential Growth (RG) District (Section 5.4 of the Zoning Ordinance) is “to provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services” (complete description attached).

As noted previously, the subject parcel is designated as Rural/Agricultural for Possible Urban Development on the Future Land Use Guide of the *2035 Plan*.

Staff Discussion and Recommendation

This property has been zoned Rural since zoning went into to effect in 1988. Two of the subject parcels were created as separate residences by land grant from the Media Farm property. Media Farm is a Category I historic landmark and has been on the National Register since 1994. When processing any potential developments on the property the developer must comply with the Zoning Ordinance requirements related to historic sites. The *Envision Jefferson 2035 Plan* recommendations focus on balancing accessibility and awareness of such historic sites with the property rights of the landowners of the historic sites. It also promotes the creation and use of voluntary design guidelines to reflect a historic site’s nature and context should development occur (p. 121). As such, staff finds that that the historic nature of Media Farm is not relevant to Planning Commission’s recommendation regarding the proposed zoning map amendment.

The *2035 Plan* was the first Jefferson County Comprehensive Plan to include a Future Land Use Map/Guide, which is intended to be a tool to provide a visual definition of future growth and areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the *Plan*. The *2035 Plan* stated that “by creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”(pp. 16-17).

The *Plan* does not initiate any zoning map amendments and only provides recommendations to guide development including identifying Preferred Growth Areas.

Based on these recommendations of the *2035 Plan* related to the Future Land Use Map/Guide and text, staff finds that the proposed Residential Growth (RG) zoning category for the 127+/- acres included in this application is **consistent** with the *Envision Jefferson 2035 Comprehensive Plan*.

Planning Commission Action Required

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

The petition was presented to the County Commission on October 17, 2024 and the required Public Hearing has been scheduled for December 5, 2024 at a time to be determined. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this Hearing.

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Attachments:

- Section 5.4 of the Zoning Ordinance - Residential Growth (RG)
- Appendix C of the Zoning Ordinance
- EJ 2035 FLU Ranson UGB Guide

**ARTICLE 5: DISTRICT ESTABLISHMENT; ZONING MAPS; DISTRICT BOUNDARIES;
DISTRICT REGULATIONS**

Section 5.1 Establishment of Districts¹

For the purpose of this Ordinance, all land within the County, exclusive of the incorporated towns, is hereby designated as one of the following zoning districts:

RG	Residential Growth District
I-C	Industrial-Commercial District
R	Rural (Agricultural) District
R-LI-C	Residential-Light Industrial-Commercial District
V	Village District ²³
NC	Neighborhood Commercial ²⁷
GC	General Commercial ²⁷
HC	Highway Commercial ²⁷
LI	Light Industrial ²⁷
MI	Major Industrial ²⁷
PND	Planned Neighborhood Development ²⁷
OC	Office / Commercial Mixed-Use ²⁷

Section 5.2 Boundaries of Districts

Unless otherwise indicated on the zoning district maps, the boundary lines of the districts shall follow lot lines, centerlines of streets, alleys, corporate limit lines, or centerlines of waterways as existing at the time of the adoption of this Ordinance.

Section 5.3 District Maps

The districts shall be of the size and shape shown on the Jefferson County Zoning Maps and shall hereby be made a part of this ordinance. A copy of the said maps shall be signed by the County Commissioners upon the adoption of these regulations and recorded within the Courthouse.

The Jefferson County zoning layer is parcel-based, maintained in a Geographic Information System (GIS), and shall be the basis for the County's official zoning map. Within 30 days of final County Commission action on a zoning map amendment, GIS/Addressing staff will update the digital zoning layer and make the new data available online.²³

On an annual basis, in December, and within 30 days of final County Commission action on a zoning map amendment, a new zoning map will be printed which includes the most up to date base layer data, all approved zoning designations since the last printed map, and an effective date, certified by the President of the County Commission, filed with the County Clerk's office, and a copy provided to the Planning Commission. This annual map update shall not require a public hearing and such certification shall occur administratively.²³

Section 5.4 Residential Growth (RG) District

The Residential Growth District is intended to provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services. This district encourages areas of commercial growth proposed as an appropriate and compatible integrated part of a residential development in conformance with Section 5.4C of this Ordinance.³²

The following regulations govern development within the Residential Growth District.

A. Principal Permitted and Conditional Uses^{23,27, 32}

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27, 32}
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.^{27, 32}

B. Minimum Lot Area, Height, and Yard Requirements

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance. The minimum lot area requirements are based on the availability of central or public water and sewer facilities and West Virginia Board of Health regulations.^{23, 27}
2. When computing the dwelling unit yield for a parcel of land, use the total area of parcel minus (1) lands contained in a wetland and (2) hillside lands to be retained in a natural, undisturbed condition as provided for in the Jefferson County Subdivision and Land Development Regulations. The balance square footage between the ADU (Area per Dwelling Unit) and the MLA (Minimum Lot Area) shall not include land set aside in a Sensitive Natural Area, Buffer to a Sensitive Natural Area, land qualifying as Hillside development or a 100 Year Flood Plain.^{5,23, 27}
3. All detached accessory structures under 144 square feet in size shall have a setback of 6'.²⁷

C. Commercial Services in Residential Developments²³

1. Commercial services may be included in a residential development providing the commercial uses are intended to serve the residential community proposed and shall relate well to residential areas in terms of pedestrian and vehicular circulation.
2. The gross area for commercial uses shall not exceed 5 acres or 10 percent of the gross tract area, whichever is less.
3. Commercial uses shall not be built or established prior to the residential development unless built in phases consistent with phasing of the residential construction.
4. These uses shall be located within the interior of the project.
5. Commercial uses shall be subject to the Conditional Use Permit process as outlined in Section 6.3 of this Ordinance. Any proposed commercial use that is served from a road that is proposed to be located on the perimeter of the project or on a State Road shall be required to be considered as a part of the Conditional Use Public Hearing process.^{5, 32}

D. Standards for Commercial Uses^{23, 32}

1. Commercial uses are subject to the following access requirements:³²
 - a. Such uses will not use adjacent residential roads for through traffic; and
 - b. Will connect to principal and major arterial highways as directly as feasible considering access restrictions.⁵
2. Commercial uses are subject to the requirements of Section 5.6D and the requirements for such standards in Article 8.³²

APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37, 39, 43}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
Accessory Agricultural Dwelling Unit	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.15
Dwelling, Single Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Two Family	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	CU	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Dwelling, Multi-Family	CU	NP	NP	NP	NP	P	P	NP	P	P	NP	CU	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
In-Law Suite	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.15
Mixed Use Building	P	NP	NP	NP	NP	P	P	NP	CU	P	NP	P	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	CU	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	CU	NP	CU	CU	NP	
Airfield, Private/Helipad	NP	NP	NP	NP	NP	NP	NP	CU	NP	CU	CU	NP	
Church ³⁸	P	P	P	P	CU	P	P	P	P	P	CU	P	
Convention Center	NP	P	P	P	CU	P	P	CU	CU	P	CU	NP	
Cultural Facility	P	P	P	P	CU	P	P	P	P	P	P	P	
Day Care Center, Large	P	P	P	P	CU	P	P	CU	P	P	P	CU	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Elementary or Secondary School	P	P	CU	CU	NP	P	P	P	P	P	NP	CU	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
Heliport	NP	CU	CU	P	P	CU	CU	NP	NP	CU	CU	NP	
Hospital	NP	P	P	P	CU	P	P	P	P	P	NP	NP	
Nature Center and Preserve	NP	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	
Nursing or Retirement Home	CU	P	P	P	NP	P	P	CU	P	P	NP	CU	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Preschool	P	P	CU	CU	CU	P	P	P	P	P	NP	CU	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	CU	
Recycling Drop-Off Center	CU	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	CU	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	CU	CU	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	CU	CU	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	

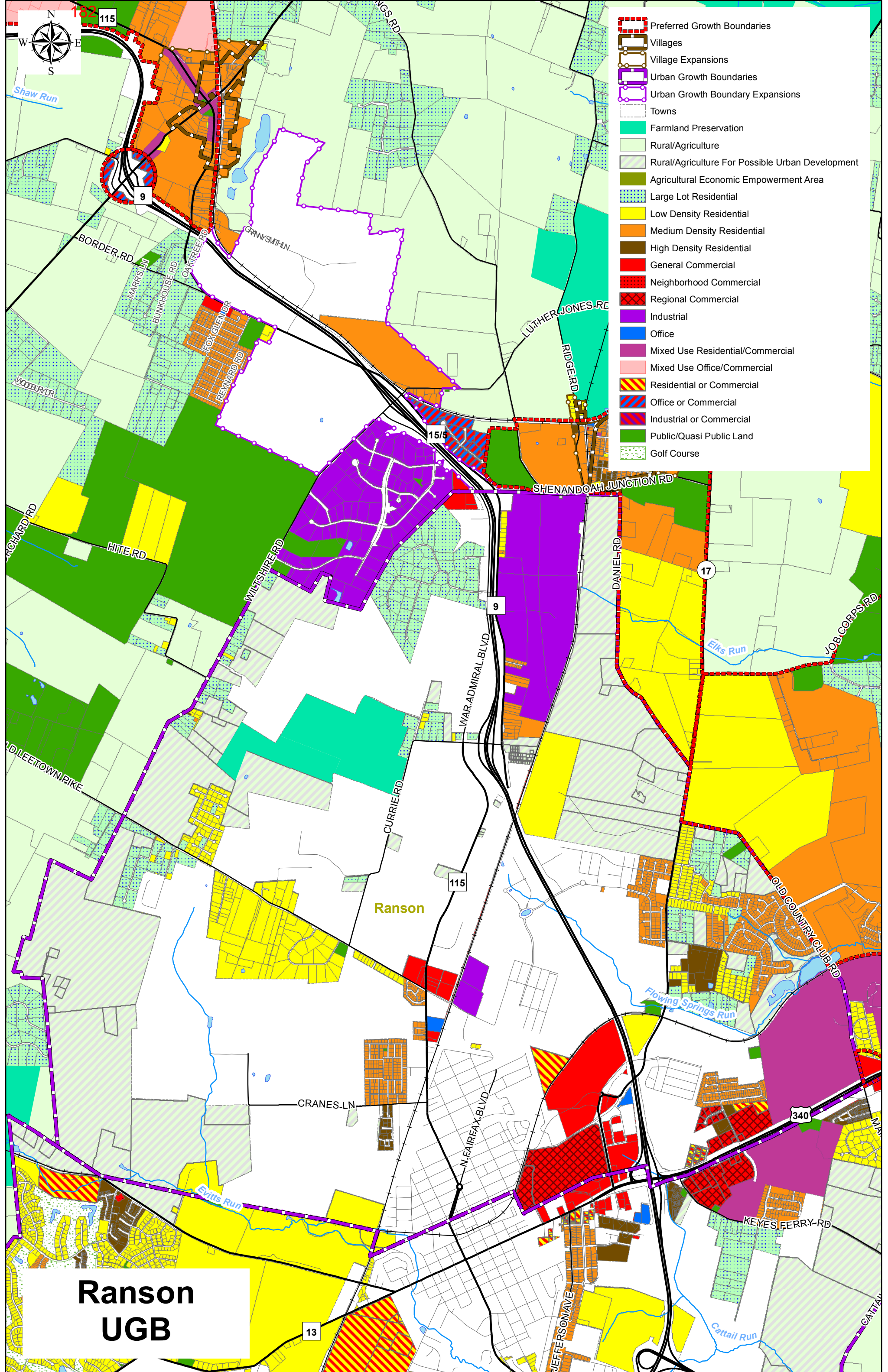
Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Industrial													Sec. 8.9
Heavy Equipment Repair	NP	NP	CU	CU	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9
Light Industrial Uses	NP	NP	NP	P	P	NP	NP	NP	** NP	P	P	NP	Sec. 8.9
Manufacturing, Heavy	NP	NP	NP	CU	P	NP	NP	NP	NP	NP	P	NP	
Manufacturing, Limited	NP	P	P	P	P	CU	NP	NP	NP	P	P	NP	
Printing and Publishing	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Salvage Yards	NP	NP	NP	NP	CU ²	NP	NP	NP	NP	NP	CU ²	NP	Sec. 4.4L
Shooting Range, Indoor	NP	CU	CU	P	P	NP	NP	CU	NP	CU	P	NP	
Shooting Range, Outdoor	NP	NP	NP	CU	CU	NP	NP	CU	NP	NP	CU	NP	
Slaughterhouses, Stockyards	NP	NP	NP	NP	CU	NP	NP	CU	NP	NP	CU	NP	
Transportation Terminal	NP	P	P	P	P	P	P	NP	NP	CU	P	NP	
Vehicle Storage	NP	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	
Warehousing and Distribution, General	NP	NP	NP	CU	P	NP	NP	NP	NP	CU	P	NP	
Warehousing and Distribution, Limited	NP	P	P	P	P	CU	P	NP	NP	P	P	NP	
Industrial Manufacturing & Processing													Sec. 8.9
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Cement or Lime Manufacture	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Commercial Sawmills	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Explosive manufacture or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Foundries and/or casting facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Jails and Prisons	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.7
Mineral extraction, mineral processing	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	
Petroleum products refining or storage	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	NP	Sec. 8.11
Adult Uses													
Adult Uses	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	P	NP	Sec. 4.4K, Sec. 8.1
Recreational Uses													
Hunting, Shooting, Archery and Fishing Clubs, public or private	NP	NP	NP	CU	CU	NP	NP	P	NP	NP	NP	NP	Sec. 8.8
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	P	NP	P	CU	P	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Restaurant, Fast Food, Drive-Through ⁴⁰	NP	P	P	P	CU	CU	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Short Term Rental ⁴¹	CU	NP	NP	NP	NP	P	NP	P	P	P	NP	P	Sec. 8.16
Solar Energy Facility ⁴³	NP	See Section 8.20				NP	NP	See Section 8.20				NP	Sec. 8.20
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

- NC Neighborhood Commercial
- GC General Commercial
- HC Highway Commercial
- LI Light Industrial
- MI Major Industrial
- PND Planned Neighborhood Development
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District

- P Permitted Uses
- NP Not Permitted Uses
- CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)
- ** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU
- ¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
- ² Approval process is per the Salvage Yard Ordinance.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Harvest Homes LLC

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

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **October 17, 2024**

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

Subject (*Wording to be placed on agenda*): **Landowner Petition for Map Amendment for Harvest Homes, LLC: Charles Town District, Map 4, Parcels 11, 11.1, and 13 containing a Total of approximately 127 +- Acres (126.4 per Tax Map, 127.6 per Deeds) Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Request for a Map Amendment for Harvest Homes, LLC per Article 12, Section 12.3.A. of the Jefferson County Zoning and Land Development Ordinance from Rural to Residential Growth. The three parcels are within the Urban Growth Boundary. Supporting and Background Attached.**

Is this a funding request? Y/N NO
If so, how much? \$
Provide exact financial impact/request: \$0.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion: Move to Accept Landowner Petition and Request for Map Amendment for Harvest Homes, LLC, Parcels 11, 11.1 and 13 on Map 4 in the Charles Town Tax District and schedule a Public Hearing at the County Commission Meeting on December 5, 2024 and to refer the application to the Planning Commission for advice on the request’s consistency with the Comprehensive Plan.

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

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

Contact information: Paul J Raco
Email address: Pjraco.consulting@gmail.com Phone Number: 304/676-8256

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



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning

116 E. Washington Street, 2nd Floor
Charles Town, West Virginia 25414

File #: _____
Fees Paid: \$ _____

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Map Amendment (Rezoning)

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

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

Property Owner Information

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

Applicant Contact Information

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

Consultant Information

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

Physical Property Details

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

Current Zoning District (please check one)

- | | |
|---|---|
| <input type="checkbox"/> Residential Growth (RG) | <input type="checkbox"/> General Commercial (GC) |
| <input type="checkbox"/> Industrial Commercial (I-C) | <input type="checkbox"/> Highway Commercial (HC) |
| <input checked="" type="checkbox"/> Rural (R)* <u>within UGB</u> | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Residential-Light Industrial-Commercial (R-LI-C) | <input type="checkbox"/> Major Industrial (MI) |
| <input type="checkbox"/> Village (V) | <input type="checkbox"/> Planned Neighborhood Development (PND) |
| <input type="checkbox"/> Neighborhood Commercial (NC) | <input type="checkbox"/> Office/Commercial Mixed-Use (OC) |

Proposed Zoning District: Residential Growth District

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

Substantiation for the Request

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

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

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

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

See Attached

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

See Attached

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

The information given is correct to the best of my knowledge. Property Owner Signature Required.



Property Owner Signature

10-9-24

Date

Property Owner Signature

Date

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

Owner and Applicant:

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

Ordinance Citation:

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

Map Amendment Definition:

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

Request:

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

Substantiation for the Request:

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

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

2. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. The changes include the availability of Public Water and Sewer, the development of the Route 17 (Flowing Springs Road) area of the County which includes this UGB and the two aforementioned PGAs;
3. The 2015 Envision Jefferson 2035 Comprehensive Plan shows this area to be in the Urban Growth Boundary which the Plan classifies the Urban Growth Boundaries as Preferred Growth Areas in Jefferson County. This Map, Growth Area and Plan was approved in 2015, and the area has developed as envisioned in the Plan. The reasons for rezoning that are cited in this Application are the same reasons that led to this area to be in the UGB and PGA in the Envision Jefferson Plan; and,
4. The Applicants believe that the current Rural Zoning classification is an error in the current Jefferson County Zoning Map since the property has been the Urban Growth Boundary since 2009 and in the Preferred Growth Area since 2015. As such, this area is in one of the nine primary growth areas of Jefferson County (seven which are PGAs (one is only a Residential PGA) and two that are UGBs) and is intended for Urban Scale Growth instead of Rural. The property is also located on a Major Collector Road (Route 17) in the County. A Major Collector Road is one of the higher rated roads in the County being just under Principal and Minor Arterial Roads. The area is also served by central water and wastewater treatment facilities.

Tax District, Map and Parcel Number:

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

Deed Book Reference:

Deed Book 1330 at Page 743

Deed Book 1331 at Page 1

Sketch Plats:

Attached

Tract Size:

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

Discussion on:

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

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

A. Comprehensive Plan Compatibility

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

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

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

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

Comprehensive Plan. These sections of the Plan are identified in the following excerpts.

The definition of ‘**Designated Growth Area**’ is found in the definitions of the Envision Jefferson 2035 Plan on **Page 243**:

“Designated Growth Area

An area which includes municipalities, Urban Growth Boundaries, Preferred Growth Areas, and Villages.” Emphasis Added

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

As found on page 13 of the 2015 Comprehensive Plan, there are only seven Preferred Growth Areas (PGAs) (one is a Residential PGA) in Jefferson County that are targeted for urban scale growth along with the two Urban Growth Boundaries. The Comprehensive Plan was adopted in 2015 after several years of meetings throughout the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. It is typical for communities that have a Comprehensive Plan, to have requests for both text and map amendments for the map and ordinances to better reflect the Plan. In this case, the 2015 Plan show this property slated for growth as it is located within one of the eight preferred growth areas which includes the two UGBs where this property is located and adjacent to, or close to two other PGAs. The Envision Jefferson 2035 Plan is more specific in that it shows this property within the UGB and states the following on Page 17:

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

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

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

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

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

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

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

“Land Use Activity Areas

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

Four Comprehensive Types of Land Use Activity within the Designated Areas

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

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

A further explanation of UGBs relationship to established PGAs is found on Page 20 of the Plan:

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

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

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

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

In further direct support for the Map Amendment (Rezoning), the following recommendation is found in the Urban Level Development Recommendations Table starting on Page 30 of the Plan:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Which included:

“6. Area within the Ranson Urban Growth Boundary”

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

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

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

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

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

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

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

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

B. Change of Neighborhood

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

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

1. One of the main changes for both characteristics include of course the adoptions of both the 2004 and replacement 2015 Comprehensive Plans. Along with the newest Plan, the Urban Growth Boundaries were adopted by Charles Town and Ranson in 2009 and ratified by the Jefferson County Commission. The Ranson UGB includes the subject parcels, and the 2015 Comprehensive Plan makes this area a Preferred Growth Area for Urban Growth. As such, the Utility Providers have concentrated their expansion efforts in these areas. If the Comprehensive Plan could change the Zoning designations of properties, this land would have already been reclassified to either the Residential Growth District or the Residential/Light Industrial/Commercial District. Instead, it provided many sections of the Plan that clearly recommend the rezoning of the land into a growth district.
2. The new plan, multiple annexations, sewer and water construction focuses new growth around the PGAs and UGBs. This has led to the considerable change of neighborhood.
3. Several residential developments have been built in this area including the three subdivisions across Flowing Springs Road and even multiple sections of the Briar Run Subdivision were developed after the Zoning Ordinance was adopted. The entire commercial development to the West of this property was developed post the County Zoning Ordinance. Most of this land was annexed to Ranson prior to developing. This includes the Kohls, Weis, Home Depot and all of the shops. It also includes the developments, both commercial and residential, across Route 9 which were all annexed and developed after the Zoning Ordinance.
4. At least two new schools have been built in the area including Wildwood Middle School which started out as the Ninth Grade Complex and Driswood Elementary School. Both were built in the 21st century based on the growth in the area that came after the Zoning Ordinance was adopted.
5. Currently, the four lane Route 340 is being completed to Virginia which will lead to more need for residential development as another direct commuter link to Route 7 to Northern Virginia and Winchester.

6. The Pandemic was after the Zoning Ordinance was adopted and it led to the lessening of the Federal Government and Corporation work week in the D.C. Metro area which affected many of the commuters. This shortened commuter work week (allowing more work from home in lieu of the commute) has created an increased demand for residential as more families realize they can move further out from the 'City'.
7. The Capacity of Wastewater Treatment facilities and Water Services has been expanded, especially in this area in anticipation of the development in the Ranson area, the UGBs and several PGAs in this specific area of the County based on the current and previous Comprehensive Plans
8. WVU Hospitals purchased both Berkeley Medical Center and Jefferson Medical Center in Ranson and have expanded the capabilities at both Hospitals and purchased sixty-four acres along Route 340 and Route 9 for potential expansion.
9. Along with the expanded services at Jefferson Medical Center, Valley Health has opened facilities, including a nearby Urgent Care, in this area of the County including within the Ranson UGB.
10. Since the Zoning Ordinance was adopted, the new four lane of Route 9 (West towards Martinsburg) was completed with direct four lane access to and from Route 81 from the north end of the 'Bypass' around Ranson. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has close access to this Primary Arterial Road which with the completion of the bypass will create four lane access to and from this area north to Route 81, south to Route 7 and east both via Route 340 and the other 'newer' Route 9 over the mountain. This makes the property ripe for plan supported development.
11. A new Ranson Elementary School is nearing completion in the general Ranson UGB, and the School Board purchased enough land for additional schools in this campus.
12. The new Route 9 was added to provide a new four lane access east over the mountain.

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

1. Availability of Public Utilities and Services:

Public Water and Sewer services with additional capacity are now available in this neighborhood. The availability of this capacity is a change for this neighborhood since 1988. As stated earlier, one of the Comprehensive Plan's primary objectives is to funnel growth into areas already served by existing infrastructure such as sewer and water:

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

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

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

In this case, the Plan strongly supports the map amendment request based on the availability of services as recommended in the UGBs and the PGAs. The Applicant has already discussed the water and sewer services with the Utility Companies.

2. Growth in the Corridor:

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

C. Change of Transportation Characteristics:

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

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

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

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

D. Error in the Original Zoning Map

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

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

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

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

E. Conclusion:

The Owner/Applicant respectfully requests that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Petition cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the Envision Jefferson 2035 Comprehensive Plan; the fact that the property should have been classified as one of the Growth Zones/Districts in the original ordinance or at least during or after the 2015 rewrite of the Comprehensive Plan; the positive changes in the transportation characteristics in the area, especially the construction of Route 9; the changes in the neighborhood from when the original zoning ordinance was adopted (including the new schools, new residential developments, expansion of Sewer and Water, major commercial developments in the area); the fact that the property and area is located in a Preferred Growth Area in the 2015 Plan and as a UGB in 2009 indicates this area as a major growth location; and, the fact that the property has access to Public Water and Sewer and other services. This map amendment will change the zoning classification on the Owner/Applicant's three properties identified in this application from the Rural District to the Residential Growth District.

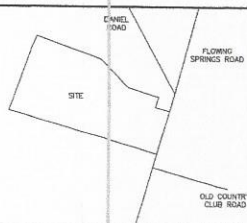


Harvest Homes, LLC

10-9-24

Date

VICINITY MAP
1" = 2000'



DANIEL
T.M. 3\3
D.B. 1142\445

McDONALD
T.M. 4\0
D.B. 1131\29

McDONALD
T.M. 4\12
D.B. 1321\736

Approx TOTAL AREA
127± ACRES

(TOTAL AREA By Deed
127.6 acres +
TOTAL AREA By
TAX MAP 126.4 ACRES)

HARVEST HOMES LLC.
T.M. 4\11
D.B. 1330\743

HARVEST HOMES LLC.
T.M. 4\13
D.B. 1331\1

BROUGHMAN
T.M. 4\11.2
D.B. 1242\549

HARVEST HOMES LLC
T.M. 4\11.1
D.B. 1330\743

McDONALD
T.M. 4\14
D.B. 1321\736

CONTOURS BASED ON
2012 FEMA R3 WV-VA-MD
NADES3 HORIZONTAL
NAVD88 VERTICAL
A FIELD TOPOGRAPHIC
SURVEY AND BOUNDARY
SURVEY WOULD BE
REQUIRED TO ACCURATELY
ESTABLISH ELEVATIONS
AND DIMENSIONS

TREE LINE / TREES
CONTOUR LINES

GRAPHIC SCALE



(IN FEET)
1 inch = 300 ft.

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

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

JEFFERSON COUNTY, WEST VIRGINIA

DEED BOOK 1330 PAGE 743 & 1331 PAGE 1

KABLETOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

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

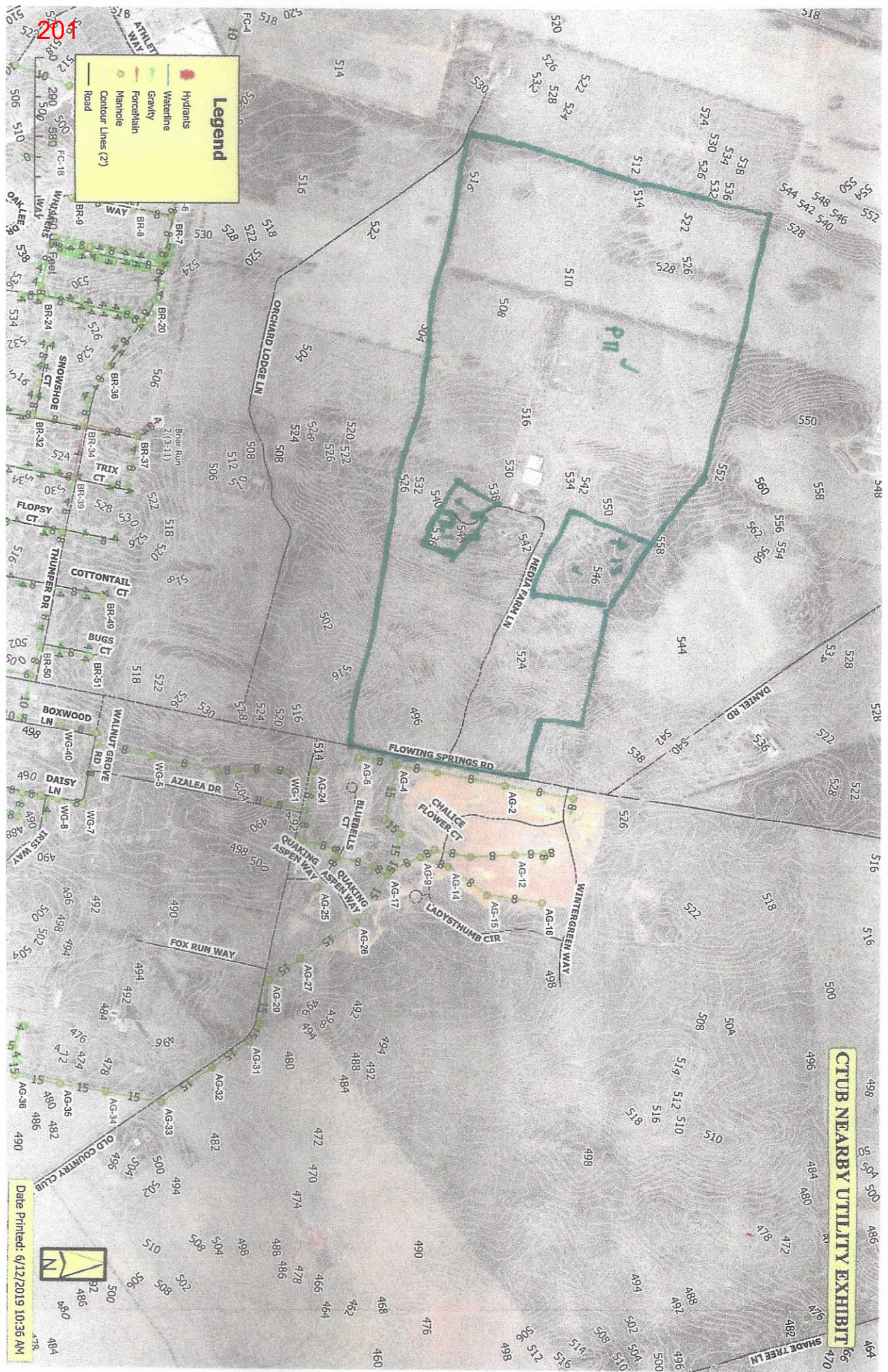
SURVEYOR: PETER H. LORENZEN - P.O. BOX 316, SUMMIT POINT, WV. 25446.
(304) 728-6093

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

DWG #HARVEST DATE 10-08-24

Legend

- Hydrants
- Waterline
- Gravity
- Force Main
- Mainline
- Contour Lines (2')
- Road



CTUB NEARBY UTILITY EXHIBIT

Date Printed: 6/12/2019 10:36 AM

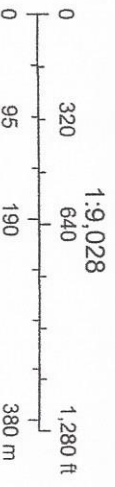


Viewer Map

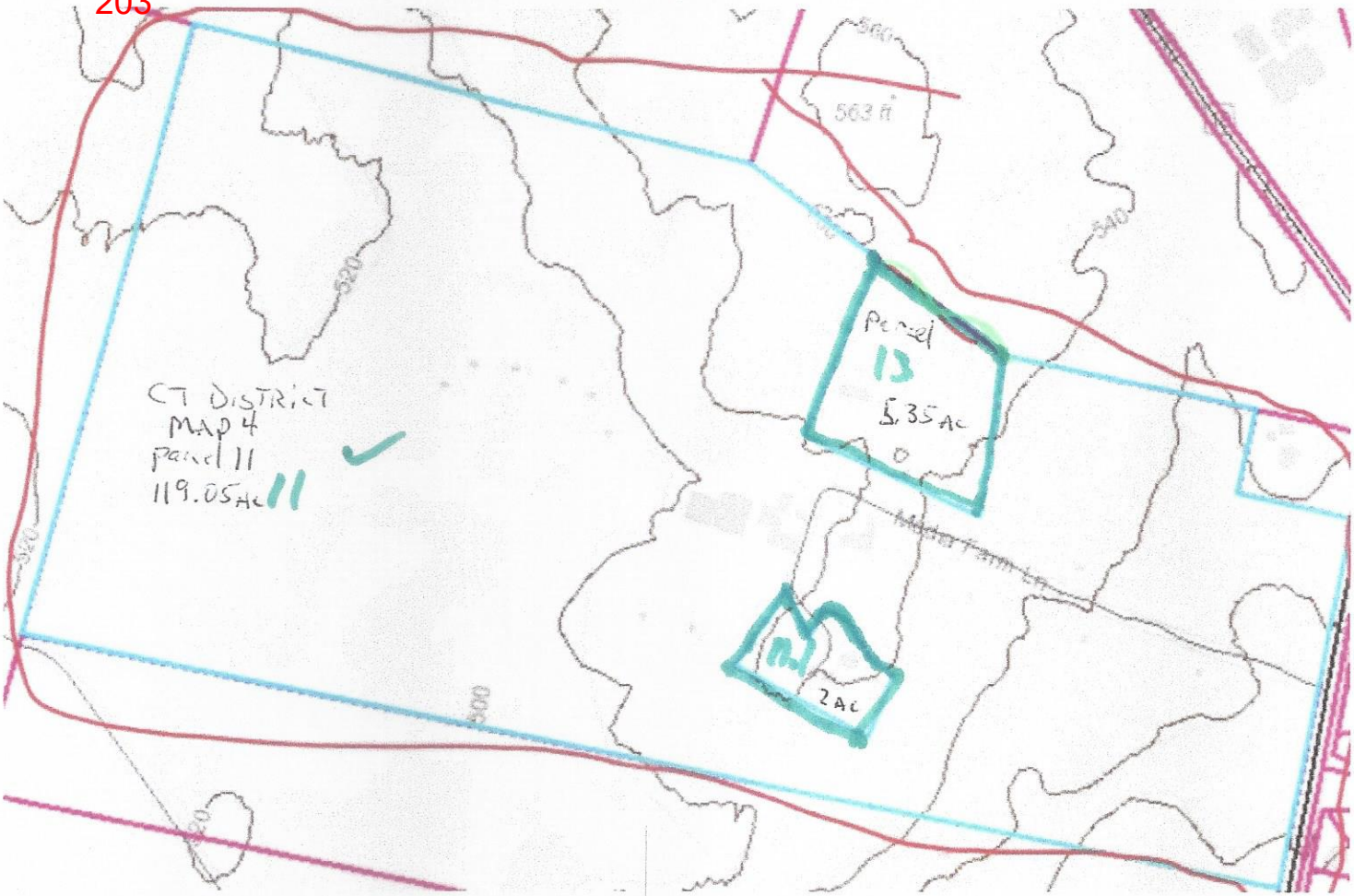


202 October 3, 2024

SITE Location

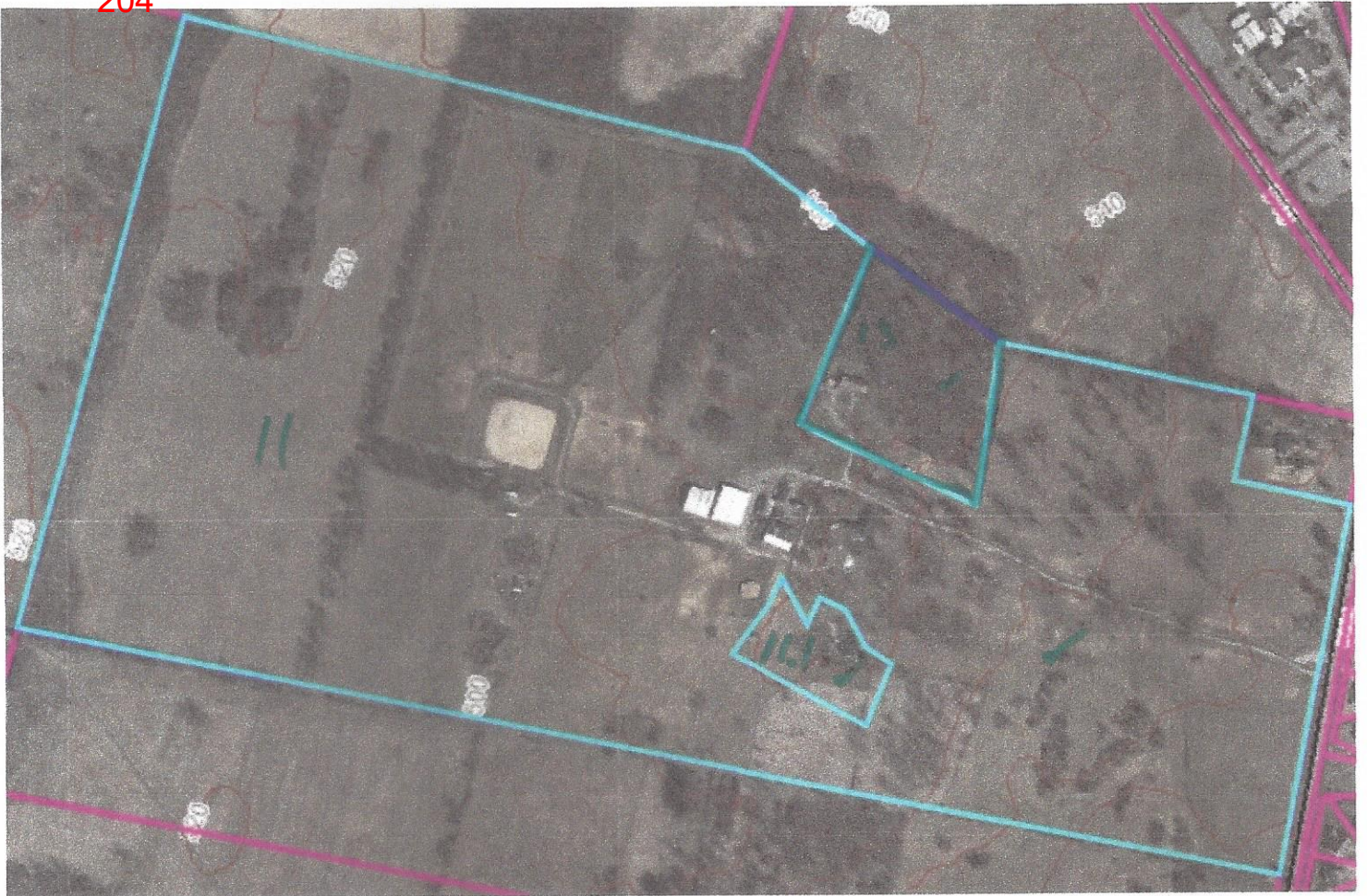


1:9,028
WashCo MD, VITA, West Virginia GIS, Esri, HERE, Garmin, INCREMENT P,
USGS, METI/NAVSA, EPA, USDA



CT District
 MAP 4
 parcels 11 119.05 ac
 12 2 Ac
 13 5.35 Ac

Topo - County Website



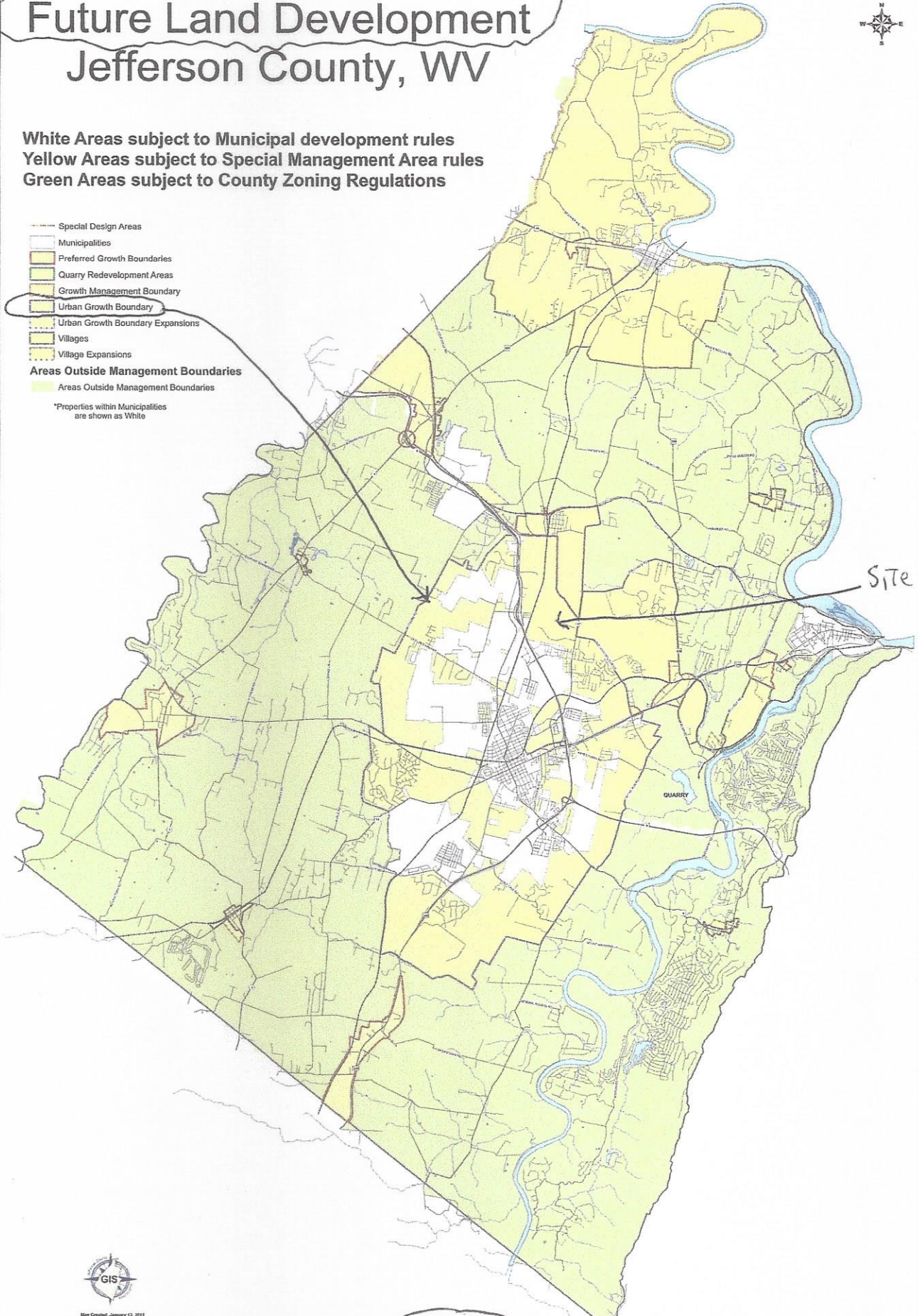
SITE Aerial
TOPO
NATURAL & MANMADE CONDITIONS

Future Land Development Jefferson County, WV



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

- Special Design Areas
 - Municipalities
 - Preferred Growth Boundaries
 - Quarry Redevelopment Areas
 - Growth Management Boundary
 - Urban Growth Boundary
 - Urban Growth Boundary Expansions
 - Villages
 - Village Expansions
 - Areas Outside Management Boundaries
 - Areas Outside Management Boundaries
- *Properties within Municipalities are shown as White

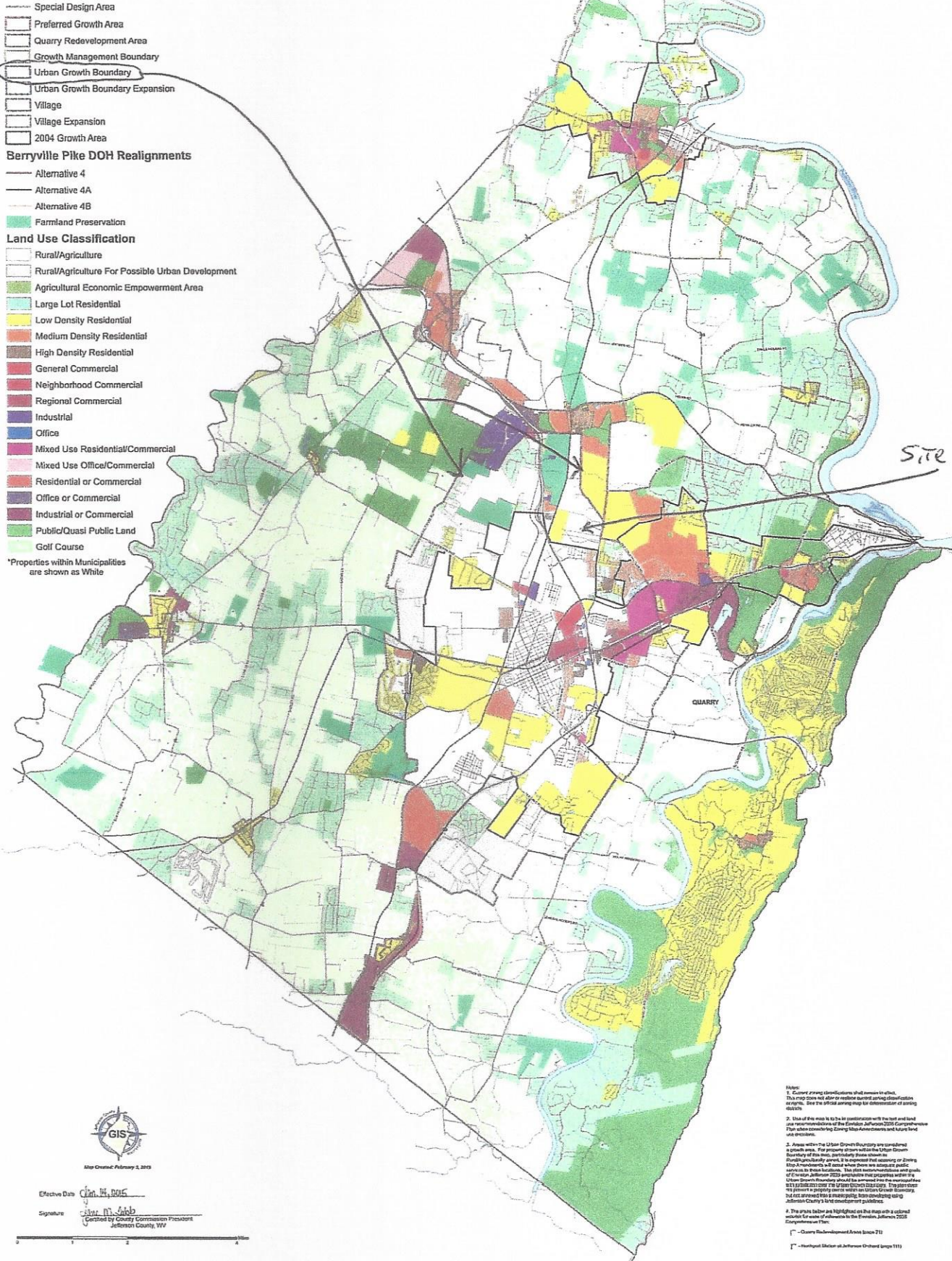


Map Credit: January 13, 2011

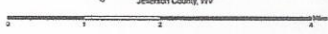
Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

- Special Design Area
 - Preferred Growth Area
 - Quarry Redevelopment Area
 - Growth Management Boundary
 - Urban Growth Boundary
 - Urban Growth Boundary Expansion
 - Village
 - Village Expansion
 - 2004 Growth Area
- Berryville Pike DOH Realignments**
- Alternative 4
 - Alternative 4A
 - Alternative 4B
- Farmland Preservation**
- Farmland Preservation
- Land Use Classification**
- Rural/Agriculture
 - Rural/Agriculture For Possible Urban Development
 - Agricultural Economic Empowerment Area
 - Large Lot Residential
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential
 - General Commercial
 - Neighborhood Commercial
 - Regional Commercial
 - Industrial
 - Office
 - Mixed Use Residential/Commercial
 - Mixed Use Office/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course
- *Properties within Municipalities are shown as White

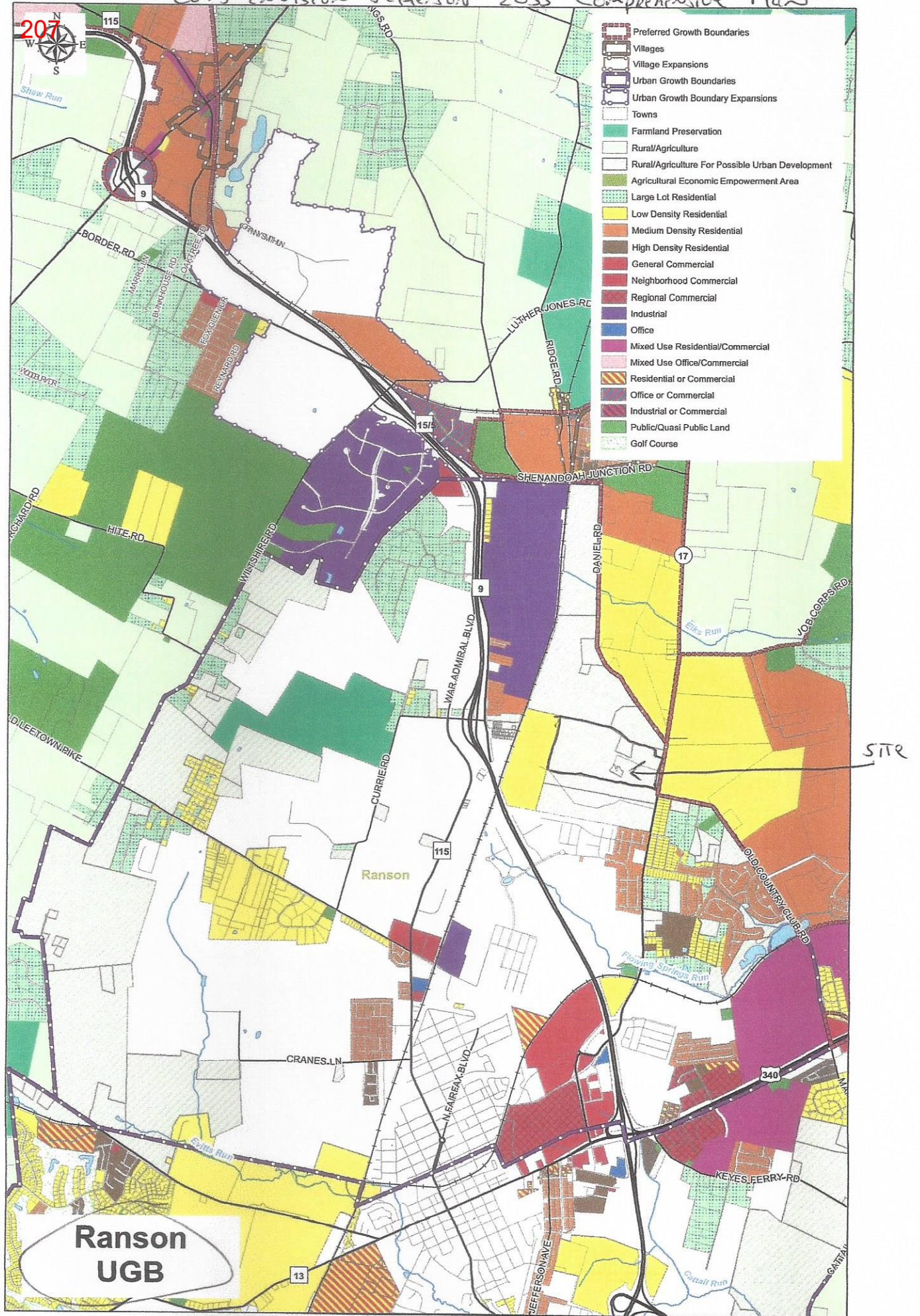


Effective Date: June 14, 2015
 Signature: [Signature]
 Certified by County Commission President
 Jefferson County, WV



Notes:

1. Current zoning classifications shall remain in effect. This map does not alter or replace zoning and/or classification or zoning. See the official zoning map for determination of zoning districts.
2. Use of this map is to be in conjunction with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan when considering zoning map amendments and future land use decisions.
3. Areas within the Urban Growth Boundary are considered a growth area. For property shown within the Urban Growth Boundary of this map, jurisdiction shall remain with the appropriate local government. It is intended that all zoning or zoning map amendments shall be done within the Urban Growth Boundary. The plan does not intend to alter the jurisdiction of the local government. The plan does not intend to alter the jurisdiction of the local government. The plan does not intend to alter the jurisdiction of the local government. The plan does not intend to alter the jurisdiction of the local government.
4. The sites below are highlighted on this map with a colored outline for areas of reference in the Envision Jefferson 2035 Comprehensive Plan.
 - [] - Quarry Redevelopment Area (page 71)
 - [] - Northport Station at Jefferson Orchard (page 111)



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: **December 5, 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: 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. **Development Authority- ARPA Funding (See attached)**
2. **CDARS Renewal Approval (See attached)**
3. **2025 Board of Review (See attached)**

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
Cara Keys

COMMISSIONER
Jack Hefestay

COMMISSIONER
Pasha Majdi

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, December 5, 2024

Development Authority- ARPA Funding

In 2022, the Jefferson County Commission allocated \$145,000.00 for specific economic development initiatives, utilizing funds from the American Rescue Plan Act (\$80,000) and Coal Severance funding (\$65,000). These funds were designated to support three key objectives: conducting a new business park evaluation study, redesigning the master plan for the Burr Industrial Park, and preparing Sites 9 and 10 in the Burr Industrial Park to be pad-ready. These initiatives were identified as priorities to enhance the county's economic infrastructure and attract future business investments.

To reallocate funding if the JCDA does not utilize these resources, a formal letter was sent requesting a detailed accounting of expenditures and the status of each task by December 12, 2024. The letter also asked the JCDA to confirm whether it intends to complete the projects by the end of the calendar year 2026. If these objectives are no longer feasible or intended, the JCDA was requested to provide notification by the same deadline so that any remaining funds can be redirected to other critical projects. This approach ensures that county resources are used efficiently and effectively, aligning with the Commission's commitment to transparency and fiscal responsibility.

Attachment A.

CDARS Renewal Approval

The Jefferson County Opioid Settlement fund has been reinvested in a 13-week Certificate of Deposit Account Registry Service (CDARS), set to mature on February 27, 2025, with a 4.53% interest rate (4.63% APY). Payout at maturity will be \$1,237,030.10, and the total interest earned over the 13 weeks will be \$13,894.11. This strategic reinvestment has substantially increased returns, with projected earnings of over \$55,000 annually, compared to less than \$10,000 under prior investments.

The State of West Virginia, along with various counties and municipalities, pursued legal action against opioid manufacturers, resulting in a settlement exceeding \$1 billion.

County Administrator
Edwina Benites-LM

Jefferson County's portion of this settlement is approximately \$1.2 million. To manage and oversee these funds, the West Virginia First Foundation was established. Earlier this year, the Jefferson County Commission hosted an opioid workshop to gather insights from the public, the Health Department, the Sheriff's Office, and the County's legal counsel on the settlement. In October, the Commission reviewed funding proposals but determined in November that additional information was needed to make informed decisions. Looking ahead, the Commission plans to host town halls in the New Year to engage with the community and establish funding priorities.

2025 Board of Review

The 2025 Board of Review and Equalization (BORE) schedule is attached for review and approval. In accordance with West Virginia Code 11-3-24, the BORE must begin no later than February 1, 2025, and cannot adjourn sine die before February 16, 2025. Since February 1 falls on a Saturday, the hearings must commence in late January. Additionally, hearing dates must be scheduled no more than three business days apart. Three commissioners are required to be present at each hearing, and the BORE is required to meet regardless of whether any appointments are scheduled.

To comply with statutory deadlines and requirements, the Commission must approve the schedule no later than its first meeting in January 2025. Staff recommends reviewing the attached schedule and adopting it to ensure timely compliance with state mandates.

Attachment B

Suggested Motion: Motion to approve the dates for the 2025 Board of Review and Equalization as presented in the attached schedule.



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

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Web: www.jeffersoncountywv.org

PRESIDENT

Steve Stolipher

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Pasha Majdi

Krista Hoffman, executive director
1948 Wiltshire Road, Suite 4
Kearneysville, WV 25430

December 1, 2024

Krista:

In 2022, the Jefferson County Commission authorized \$145,000.00 for specific purposes through the American Rescue Plan Act (\$80,000) and Coal Severance (\$65,000). By December 12, 2024, please provide a detailed accounting of how these funds have been utilized and confirm whether it remains the Jefferson County Development Authority's intention to use the funds for the approved purposes.

The funds were allocated for the following uses:

1. Conducting a new business park evaluation study.
2. Redesigning the current master plan for Burr Industrial Park.
3. Preparing Sites 9 and 10 in Burr Industrial Park to be pad-ready.

Please provide the following information by December 12, 2024:

- A detailed accounting of expenditures to date.
- The current status of each of the above tasks.
- Confirmation that the approved projects will be completed by the end of calendar year 2026.

If it is no longer the intention of the Jefferson County Development Authority to complete these tasks, or if these tasks cannot be completed by the end of calendar year 2026, please inform me by December 12, 2024, so that any remaining funds can be reallocated to other projects.

Thank you for your attention to this matter.

Respectfully,

Edwina Benites-LM
County Administrator

NOTICE
Board of Review and Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 30, 2025, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2025.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2025 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times, and thereafter as deemed necessary.

Tuesday	February 4, 2025	1:30 p.m.
Thursday	February 6, 2025	1:30 p.m.
Tuesday	February 11, 2025	1:30 p.m.
Thursday	February 13, 2025	1:30 p.m.
Tuesday	February 18, 2025	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office by close of business no later than Wednesday, February 12, 2025 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 18, 2025, or you may file a petition for appeal with the WV Office of Tax Appeals at their address - 1012 Kanawha Blvd. E. Suite 300, Charleston, WV 25301.

Given under my hand this 2nd day of January, 2025.

JACQUELINE C. SHADLE, COUNTY CLERK

Edwina Benites

From: Alicia Payne <aliciapayne101@yahoo.com>
Sent: Monday, November 25, 2024 1:20 PM
To: Planning Department; Zoning; Planning and. Zoning Complaints; JCCInfo; Edwina Benites; engineering; Monica.R.Sheakley@WV.gov
Subject: Concerns Regarding Construction Blasting in Jefferson County, WV

Follow Up Flag: Follow up
Flag Status: Flagged

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

To Whom It May Concern:

I am writing to express my concern about recent construction blasting activities in the vicinity of the Crosswinds Homeowner Association. While I understand the need for development and infrastructure improvements, I am troubled by the potential impact these activities may have on my property and the surrounding neighborhood.

I have noticed significant shaking of my home during these blasting events. This has raised concerns about potential structural damage and other adverse effects that may not be immediately apparent. I am worried about the potential long-term effects on my property.

I would like to know what steps are being taken to ensure that the blasting contractor is financially responsible for any damage that may occur to my property. I would also like to know what recourse I have if my property is damaged as a result of the blasting.

I am also concerned about the lack of prior notice or inspection of homes in the area before the blasting began. Given the proximity of these activities to existing homes, I believe such precautions are essential to mitigate potential risks.

I would like to inquire about the following:

1. Notice: Why was appropriate notice not given to impacted homes?
2. Permitting: Is the construction project, including the blasting activities, properly permitted by the Jefferson County Planning Department?
3. Guidelines and Regulations: Are the blasting operations being conducted in compliance with all applicable local, state, and federal regulations and guidelines?
4. Monitoring and Mitigation: What measures are in place to monitor the impact of the blasting on nearby properties and to mitigate any potential damage?

215

I urge the department to investigate these concerns promptly and take appropriate action to ensure the safety and well-being of residents in the area.

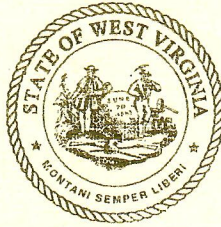
Thank you for your attention to this matter.

Sincerely,

Alicia Payne

209 Crosswinds Drive

Charles Town, WV 25414
703-899-7586



Jim Justice
Governor of West Virginia

November 15, 2024

Jefferson County Commission
124 E Washington Street
Charles Town, WV 25414

Re: County Fire Protection Funding

Commissioners:

During the most recent Regular Session, we passed HB 5128, which I proudly signed into law. This legislation sets aside \$3,000,000 to the "County Fire Protection Fund" and is a huge win for our courageous firefighters. These funds are to be distributed to those county commissions of counties which have in place a countywide excess levy, or a countywide fee, dedicated to fire or emergency services. The distributions are now being made in strict adherence to the legislation, apportioned relative to each county's population's percentage of the aggregate population of all such qualifying counties combined.

It is with great pleasure that I share the news that your county will be receiving \$117,549.18 from the County Fire Protection Fund.

The allocation of these funds underscores the importance of bolstering our fire departments and emergency response teams. These services play an integral role in safeguarding our citizens, properties, and infrastructure. They are the backbone of our community's resilience in times of crisis and everyday emergencies.

From the bottom of my heart, thank you for all you do every day and for always "running to the fire" to ensure the continued safety and security of our communities.

Sincerely,

Jim Justice
Governor

November 22, 2024

Edwina Benites, County Administrator
Jefferson County
P.O. Box 250
Charles Town WV 25414

Dear Ms. Benites:

In accordance with Virginia Code § 15.2-2204(C), this letter provides you with written notice that the **Loudoun County Planning Commission** will hold a public hearing on a proposed Comprehensive Plan Amendment (CPAM-2024-0004) to amend the Loudoun County 2019 General Plan ("2019 GP") and the Loudoun County 2019 Countywide Transportation Plan (2019 CTP). CPAM-2024-0004 proposes to revise existing and establish new maps and policies regarding Rural Historic Villages and rural historic hamlets and crossroads communities. The public hearing will be held **on December 12, 2024, at 6:00 P.M.** in the Board of Supervisors Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia.

The Board of Supervisors initiated CPAM-2024-0004 to amend the 2019 GP and the 2019 CTP in order to establish new policies and criteria regarding the identification, designation, and preservation of Rural Historic Villages (RHVs) and other smaller historic rural hamlets and crossroads communities in accordance with existing 2019 GP RHV Policy 1, Strategy 1.1, Action A. The CPAM primarily proposes revisions to Chapters 1 and 2, the Glossary, and certain 2019 GP and 2019 CTP Maps. The RHVs and rural historic hamlets and crossroads communities to which the CPAM would apply are located generally within the Little River Election District and the Catoctin Election District in the Rural Policy Area.

You may view the project file and provide comment online at <https://loudouncountyvaeg.tylerhost.net/prod/selfservice#/home>; search "CPAM-2024-0004." Staff reports and attachments will be made available online at <https://www.loudoun.gov/pc> within a week of the hearing. Comments also may be mailed to the Loudoun County Planning Commission, c/o Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., P.O. Box 7000, Leesburg, Virginia, 20177-7000 (attention: Heidi Siebentritt).

Questions may be directed to Heidi Siebentritt at Heidi.Siebentritt@loudoun.gov (703-771.5115).

Sincerely,



Daniel Galindo,
Director, Planning and Zoning

cc: Public