

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, December 19, 2024
6:00 p.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/87804164690?pwd=CZD86621qP6yDivBp9Q0xcA4B13qBl.1>

Meeting ID: 878 0416 4690

Passcode: 027540

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. December 5, 2024 Regular Meeting
2. December 5, 2024 Special Joint Session

Approval of Accounts Payable:

1. December 12, 2024
2. December 19., 2024

Approval of Manual Checks:

1. December 13, 2024
2. December 20, 2024

Approval of Payroll:

1. December 20, 2024

Announcements:

Report if there are changes in the agenda if applicable.

Public Comment:

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

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

1. 6:15 pm Presentation: Commissioner Jane Tabb’s retirement
 1. Jason Adams, Jefferson County Farmland Protection Board
 2. Liz Wheeler, former director of the Jefferson County Farmland Protection Board
 3. Mike Sine, Jefferson County Emergency Services Agency
 4. Thomas Hansen, Jefferson County Sheriff
 5. Jeff Polczynski, Director of Communications, Jefferson County 911
 6. Jennifer Myers, Jefferson County Parks and Recreation
 7. Emily Wells, West Virginia University Extension
 8. Patsy Noland, former Jefferson County Commissioner
2. 6:40 pm Jessica James, Chief Human Resource Officer
 1. Ratification of start date
 2. Approval of Hire – Administrative Assistant – Jefferson County WVU Extension Office
 3. Approval of Hire – Training Coordinator – Jefferson County Emergency Communications
 4. Approval of Employee Change in status-Full time to Part time – Emergency Services Agency
 5. Approval of change in FLSA exemption status for positions within the Office of the Prosecuting Attorney
 6. Salary change, Jefferson County Farmland Protection Board

3. 7:00 pm David Bound, Chief Financial Officer
 1. State and internal budget revisions for FY25
 2. Approval of FY26 Budget Process Calendar
 3. County ARPA obligations
4. 7:10 pm Jane Tabb, Commissioner
 1. Motion to repeal Jefferson County’s Obscenity Ordinance
5. 7:20 pm Non-residential Impact Fees
6. 7:40 pm Roger Goodwin, Engineering, Planning, and Zoning
 1. Appointment of an interim Zoning Administrator
7. 7:45 pm Krista Hoffman, Jefferson County Development Authority
 1. Economic development project funding modification
 2. Local Economic Development grant resolution approval
7. 7:55 pm Jeffrey Polczynski, Director of Communications
 1. Approve contract amendment to Motorola Solutions Connectivity Master Services Agreement
8. 8:10 pm Sandy Hamilton, Telamon
 1. Telamon Community Board Representation
9. 8:15 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on Impact Fee cap issue
10. 8:20 pm Edwina Benites-LM, county administrator
 1. 2025 Holiday Schedule
 2. 2025 Meeting Schedule

CORRESPONDENCE AND INFORMATION

1. David Tabb
2. David Tabb
3. Comment received as part of consideration of the Comprehensive Plan after December 1

Minutes

Jefferson County Commission

Thursday, December 5, 2024

A meeting of the Jefferson County Commission was held on Thursday, December 5, 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, Commissioner Cara Keys, and Commissioner Jack Hefestay. 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, December 5, 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

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

Mr. Stolipher motioned to approve the meeting minutes as presented. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	CHECK DATE	VENDOR NAME	UNCLEARED
90849		AHA-ARTS & HUMANITIES ALLIANCE	2,283.38
90850		AT&T BILL PAYMENT	1.33
90851		BRIAN RISTON	140.00
90852		BUREAU FOR PUBLIC HEALTH	1,000.00
90853		CHRISTOPHER LYONS	85.95
90854		DAVID EVERETT BOOBER	1,287.80
90855		ENTERPRISE FM TRUST	34,343.04

90856		ESS ELECTION SYSTEMS & SOFTWARE	62.68
90857		FEDEX	31.41
90858		GUTTMAN OIL CO	4,625.61
90859		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	3,381.11
90860		JEFFERSON CO CONVENTION AND VISITORS BUREAU	57,084.39
90861		JEFF CO PARKS & RECREATION COMMISSION	51,419.91
90862		LANGUAGE LINE SERVICES	168.70
90863		MICHAEL MONAGHAN	140.00
90864		MILLER'S SUPPLIES AT WORK	475.56
90865		NATIONAL VISION ADMIN.	593.49
90866		POTOMAC EDISON	28,778.55
90867		RICE TIRES CO	1,166.08
90868		DR. ROBERT E. JONES III	1,000.00
90869		ROGER GOODWIN	1,692.13
90870		SANDRA KELLEY	169.40
90871		SPIRIT OF JEFFERSON	246.74
90872		USPS-POC	20,000.00
TOTAL			210,177.26

Mr. Stolipher motioned to approve the accounts payable for November 28, 2024, in the amount of \$210,177.26. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
90874	ADAM WARD	261.70
90875	ADKINS AUTOMOTIVE LLC	3,125.81
90876	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,930.02
90877	ASHTYN REYNOLDS	34.30
90878	BAKERTON VOLUNTEER FIRE DEPARTMENT	63,750.00
90879	BEGIN COUNSELING PLLC	1,130.20
90880	BENJAMIN S WILLIAMS	28.00
90881	BOLAND TRANE SERVICES INC	1,939.00
90882	BUREAU OF CHILD SUPPORT	865.85
90883	CAPITAL LIGHTING & SUPPLIES LLC	483.78
90884	CHRISTOPHER LYONS	85.95
90885	COLONIAL LIFE	95.68
90886	COMPTROLLER OF MARYLAND	1,783.54
90887	DODDRIDGE COUNTY EXTENSION SERVICE	320.50
90888	DOING BETTER BUSINES	1,276.40
90889	EFTPS IRS TAXES	170,581.46
90890	EMPOWER RETIREMENT	8,024.13

90891		FEDEX	36.82
90892		FIRST CITIZENS BANK & TRUST CO	2,230.47
90893		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	63,750.00
90894		GUTTMAN OIL CO	5,320.84
90895		HIGHMARK WV	56,045.34
90896		HIGHMARK WV	212,813.08
90897		INSIGHT PUBLIC SECTOR INC	4,532.28
90898		JEFF CO DEPUTY SHERIFF'S ASSOC	2,230.00
90899		JEFFERSON SECURITY BANK	4,153.00
90900		JOHN LYONS	1,075.41
90901		MARNEY TREESE	650.00
90902		MCA, INC	5,957.47
90903		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	3,828.67
90904		MICHAEL BAKER INTERNATIONAL INC	4,560.00
90905		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	63,750.00
90906		MILLER'S SUPPLIES AT WORK	422.72
90907		MOTOROLA SOLUTIONS INC	100,750.38
90908		NATIONAL VISION ADMIN.	1,597.30
90909		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90910		PA SCU	320.00
90911		PANSCH INVESTIGATIONS LLC	275.00
90912		POTOMAC EDISON	2,913.05
90913		PRIORITY DISPATCH	11,114.00
90914		PROFESSIONAL HEALTH SERVICES, INC	31,048.00
90915		R.E. MICHEL CO. LLC	270.32
90916		ROBERTS OXYGEN COMPANY, INC	315.19
90917		SAMANTHA COMBS	37.52
90918		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	63,750.00
90919		SPIRIT OF JEFFERSON	36.00
90920		STATE TAX DEPARTMENT	250.00
90921		SUMMIT COMMUNITY BANK	378.25
90922		TEK ADVISORS LLC	3,197.23
90923		TELEFLEX LLC	1,330.00
90924		THOMAS HANSEN	50.48
90925		UNIFIRST	137.67
90926		WAR MEMORIAL HOSPITAL	605.58
90927		WILLIAM SCHWEITZER	192.00
90928		WITMER PUBLIC SAFETY GROUP INC	3,114.80
90929		WV DEPUTY SHERIFF RETIREMENT SYSTEM	29,446.12
90930		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,776.77

90931		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90932		WV STATE TAX DEPARTMENT	21,067.97
90933	FG/009	SHERIFF OF JEFFERSON COUNTY	6,234.12
90934	SG/010	JEFFERSON COUNTY FAIR ASSOCIATION	4,810.00
90935	BS/011	SHERIFF OF JEFFERSON COUNTY	10,370.26
90936	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.77
TOTAL			1,030,745.29

Mr. Stolipher motioned to approve the accounts payable for December 5, 2024, in the amount of \$1,030,745.29. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			27-Nov-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
617	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		2,400.00
1209	AV/056	PRINT-O-STAT		199.50
TOTAL				2,599.50

Mr. Stolipher motioned to approve the manual checks for November 29, 2024, in the amount of \$2,599.50. The motion was approved unanimously.

			5-Dec-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
944	HD/008	SATELLITE TRACKING OF PEOPLE		\$467.40
945	HD/008	SHERIFF OF JEFFERSON COUNTY		\$3,219.73
1210	AV/056	IAAO-INTERNATIONAL ASSOC OF ASSESSING OFFICERS		\$240.00
379	AR/207	MINGHINI'S		\$56,000.00
380	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1008	CW/059	WV STATE POLICE ACCT OFFICE		\$15.00
1009	CW/059	WV STATE AUDITOR		\$565.00
TOTAL				\$63,339.26

Mr. Stolipher motioned to approve the manual checks for December 6, 2024, in the amount of \$63,339.26. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for December 6, 2024, in the amount of \$475,194.50. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Kathy Skinner

Jacquelyn Milliron

Christine Marshall

PRESENTATIONS

1. Jessica James, Chief Human Resources Officer

Employee Recognition

The following employees were recognized for years of service:

Pasha Majdi – 1 year of service - County Commission

John Lindstrom – 1 year of service – 911 Communications

Kathryn King – 15 years of service– 911 Communications

Rhonda Willingham – 30 years of service – Assessor’s Office

2. Roger Goodwin, Director and Chief County Engineer; Michelle Mason, Impact Fees Program Specialist

Impact Fees 2024 Recalculation Study – Possible Adoption of Revised Impact Fees

Mr. Stolipher motioned to accept the 2024 December 4th Impact Fee Study by Tischler Bise as presented. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Ms. Tabb motioned to adopt the residential impact fee schedule as presented effective March 1, 2025. The motion was seconded by Mr. Hefestay.

After discussion, Mr. Majdi motioned to amend the previous motion to adopt the residential impact fee schedule as presented effective June 1, 2025. The motion was seconded by Mr. Hefestay and passed unanimously.

Mr. Stolipher motioned to direct the County Administrator to reach out and request more data on non-residential impact fees from Tischler Bise. The motion was seconded by Mr. Majdi. The motion passed 4-1 (Tabb).

3. Roger Goodwin, Director and Chief County Engineer

Partial bond release for Rocky Ridge Phase 1 File# 19-7-SD

Mr. Stolipher motioned to approve the partial bond release for Rocky Ridge Phase 1 File# 19-7-SD. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Complete bond release for DALB West Virginia Building Expansion File # 23-12-SP

Mr. Stolipher motioned for a complete bond release for DALB West Building Expansion File# 23-12-SP. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

4. Mike Sine, Director of Emergency Services

West Virginia Emergency Management Services Enhancement Funding Application Approval

Mr. Stolipher motioned to approve the application for West Virginia Emergency Management Services Enhancement Funding. The motion was seconded by Ms. Keys. The motion was approved unanimously.

Federal Emergency Management Grant application approval

Mr. Stolipher motioned to approve the grant for \$332,615 to purchase 32 self-contained breathing apparatus units and one rapid intervention team pack with the County Commission matching funds of \$33,261 from the Coal Severance fund. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Tom Hansen, Sheriff and Treasurer

Salary Correction – Tax Deputy

Mr. Stolipher motioned to approve the salary correction from \$35,000 to \$36,000. The motion was seconded by Mr. Hefestay. The motion was approved unanimously.

6. Karen Olden, Jefferson County Clerk – Probate Office

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

Ms. Tabb motioned to convene as a Fiduciary Review Board. The motion was seconded by Mr. Stolipher and approved unanimously.

Mr. Stolipher motioned to approve the Final Accounting for the estate of Ruth Ann Meyers, deceased. The motion was seconded by Ms. Tabb.

Mr. Stolipher motioned to resume regular session. The motion was seconded by Mr. Hefestay and approved unanimously.

7. Public Hearing, Paul Raco and Harvest Homes LLC

Harvest Homes, LLC Zoning Map Request

Mr. Stolipher motioned to approve the landowner petition and request for map amendment for Harvest Homes, LLC, Parcels 11, 11.1 and 12 on Map 4 in the Charles Town District. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. 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 11:20 a.m. to receive legal counsel. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 11:40 a.m. and resume regular session. The motion was seconded by Ms. Keys. The motion was approved unanimously.

9. Edwina Benites-LM, County Administrator

Development Authority – ARPA Funding

Ms. Benites-LM provided information regarding the ARPA Funding agenda item. No action was taken.

CDARS Renewal Approval

Ms. Benites-LM provided information regarding the CDARS Renewal approval. No action was taken.

2025 Board of Review

Ms. Tabb motioned to approve the dates for the 2025 Board of Review and Equalization as presented. The motion was seconded by Mr. Stolipher. 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 11:40 a.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, December 5, 2024

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
David Tabb	me	yes
Kathy Skinner		Yes
Jaquelyn Milliron		Yes
Christine Marshall	on/line	

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

1. I have provided some clips for the record from the last couple of meetings regarding the proposed impact fees for comparison purposes.

All the counties around us in the DC Metro area are charging far more in impact fees. How could it be that all of those counties are wrong and Jefferson is right?

After attending the Comprehensive Plan Public Hearing last night, the thought occurred to me that there is correlation between low impact fees and shortsighted planning. If there is no planning, then there is no justification for an impact fee. Right? But then this government charges the rural population for emergency services that was removed. Whether you support public schools or not, measuring Public School attendance records based on data from a time when the government forced us into lockdowns, is backward math.

2. Regarding the FEMA grant: No government deserves a Federal Grant when it cannot justify or have a plan in place with expected reasonable timeframes to bring EMS response times back to near national average in the underserved areas it recently created. Those areas were previously served for a reason. Federal Grants are for everyone's benefit and thus far the transitioning procedure has synthetically deprived areas which were once served.

Tischler Bise Proposed Impact Fees – Study dated November 9, 2024 Presented November 19, 2024 Unrevised

Impact Fee Study
Jefferson County, West Virginia

PROPOSED IMPACT FEES

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

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

Figure 2: Proposed Impact Fees

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

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

JCC Impact Fee Schedule Presented Public Hearing November 19, 2024 (my record tab error in red)

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	\$2,015	\$1,958
	TOTAL		\$1,944	\$10,869
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	\$1,422	\$1,382
	TOTAL		\$1,392	\$2,841

Non-Residential Impact Fee Schedule

Development Type	Nonresidential Fees per 1,000 Square Feet						Current Fess
	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total	
Light Industrial	\$814	\$119	\$119	\$0	\$0	\$1,052	\$0
Business Park	\$1,595	\$304	\$303	\$0	\$0	\$2,202	\$0
Manufacturing	\$980	\$116	\$116	\$0	\$0	\$1,212	\$0
Warehousing	\$175	\$42	\$42	\$0	\$0	\$259	\$0
Commercial/Shopping Center	\$1,101	\$596	\$595	\$0	\$0	\$2,292	\$0
Office/Institutional	\$1,687	\$265	\$264	\$0	\$0	\$2,216	\$0
Hotel (per room)	\$289	\$82	\$82	\$0	\$0	\$453	\$0
Nursing Home (per bed)	\$1,057	\$75	\$74	\$0	\$0	\$1,206	\$0

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

Revision Impact Fee Schedule Table drop at meeting for JCC Public Hearing November 19, 2024 (note: revised stamp is for my record)

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

Revised

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

Development Type	Nonresidential Fees per 1,000 Square Feet						Current Fess
	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total	
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

JCC Impact Fee Schedule in Meeting Packet December 5, 2024

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	\$7,387
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	\$1,611

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 Fees
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

Tischler Bise Proposed Impact Fees December 5, 2024 JCC Meeting Packet

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

Public Comment for Jefferson County Commission meeting for December 5, 2024

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

PUBLIC COMMENT –

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

The December 5, 2024, approval of the minutes for November 7th, 12th, 13th, 19th, 21st, 26th, to include 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.

Since Commissioners Majdi and Upson approved the outdated minutes on November 7, 2024; that includes Keys and Hefestay, who now 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 December 5th 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 December 5th, 2024, meeting also 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. Including the Middleway/3M/Kodak water project and the impact fee can't move forward.

With the newly seated Commissioners: Keys, Majdi (change of magisterial seat) and Hefestay; if they approve the minutes for December 5th, 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!



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: David Bound

Date: December 16, 2024

Re: Fiscal Note: Approval of change in FLSA exemption status – increase of pay for positions within the Office of the Prosecuting Attorney

I recommend allowing the increase of pay for the position in the Prosecuting Attorney's office. Caveat...two positions were being requested however one employee's pay increased over the floor for a position due to COLA. Therefore, I recommend employee number 3329 have a salary increase of \$1,932.37 adjusting their salary to \$58,656 effective Jan. 1, 2025



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Jack Hefestay

COMMISSIONER
Cara Keyes

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

From: David Bound

Date: December 16, 2024

Re: Fiscal Note: Approval of Employee Change in status-Full time to Part time –
Emergency Services

I recommend allowing the departed employee work part-time at the same rate of \$27.33 as there will be no budget impact.



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Cara Keyes

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

From: David Bound

Date: December 16, 2024

Re: Fiscal Note: Approval of Hire – Administrative Assistant – Jefferson County WVU
Extension Office

I recommend allowing the WVU Extension Office director regrade the Level II position to a Level IV and advise the director, an internal budget revision is necessary to increase the salary line item by \$4,000.



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Jack Hefestay

COMMISSIONER
Cara Keyes

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

From: David Bound

Date: December 16, 2024

Re: Fiscal Note: Approval of Hire – Training Coordinator – Jefferson County
Emergency Communications

I recommend allowing the current supervisor receive an increase of \$1,000 which is within budget and laterally transferring her to a 911 Training Coordinator with a budgeted approved salary of \$73,326.



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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: David Bound

Date: December 12, 2024

Re: Fiscal Note: Farmland Protection Board Salary Increase

Farmland Protection Board via Jane Tabb requests J. Adams salary increase \$10,000 effective Jan 1, 2025:

Farmland Protection Board	\$10,000
---------------------------	----------

The Farmland Protection Board voted during the Dec. 9th meeting to increase J. Adams salary in the amount of \$10,000 effective Jan. 1, 2025. The additional funding will be provided by the FPB.

I recommend allowing the salary increase of \$10,000 to Mr. Adams.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James, Chief Human Resource Officer

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 19, 2024**

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

Date Requested – 2nd Choice:

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

1. **Amendment of Start Date**
2. **Approval of Hire – Administrative Assistant – Jefferson County WVU Extension Office**
3. **Approval of Hire – Training Coordinator – Jefferson County Emergency Communications**
4. **Approval of Employee Change in Status – Full-time to Part-time – Emergency Services Agency**
5. **Approval of Change in FLSA exemption status for positions within the Office of the Prosecuting Attorney**
6. **Salary change- Jefferson County Farmland Protection Board director**

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

1. When Mr. Bound's hire was before the Commission on November 21, 2024, his start date was noted as Monday, December 2, 2024; however, Mr. Bound's start date needs to be amended to Sunday, December 1, 2024 as he traveled to Morgantown with the County Administrator and four commissioners to attend the CCAWV Commissioner Boot Camp training, which was held from December 1- December 3, 2024.
2. Staff has identified a candidate for the position of administrative assistant within the Jefferson County WVU Extension Service Office. We are seeking the approval to hire Morgan Blue as a Grade 4, full-time, 80-hour employee at a salary of \$44,000, effective January 6, 2025.
3. Staff has identified a candidate for the position of training coordinator within the Jefferson County Department of Emergency Communications. We are seeking the approval of the lateral transfer of Kathryn King from dispatch supervisor to training coordinator. This is a Grade 6, full-time, 80-hour position with a salary of \$73,326, with the transfer effective on Monday, January 6, 2025.
4. Josh Smith, a technician with the Emergency Services Agency, has requested a status change from full-time to part-time employee. His hourly rate of \$27.33 will remain the same, and the change in status would be effective December 30, 2024.
5. There is one position within the Prosecuting Attorney's Office that needs to be increased to meet the new FLSA exemption status salary floor of \$58,656 by January 1, 2025. The total increase is \$1,923.37.

6. During the December 9, 2024 Farmland Protection Board meeting, the board voted to increase Director Jason Adam's salary from \$65,000 to \$75,000, effective January 1, 2025. This additional funding is provided by the Farmland Protection Board.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

1. *I move to approve the amendment of Mr. Bound's start date from December 2, 2024 to December 1, 2024.*
2. *I move to approve the hire of Morgan Blue as an administrative assistant for the Jefferson County WVU Extension Service Office at a Grade 6, full-time, 80-hour employee at a salary of \$44,000, effective Monday, January 6, 2025.*
3. *I move to approve the lateral transfer of Kathryn King from dispatch supervisor to training coordinator for the Jefferson County Department of Emergency Communications. The training coordinator position is a Grade 6, full-time, 80 position with a salary of \$73,326, effective Monday, January 6, 2025.*
4. *I move to approve the employee change in status from full-time to part-time for Josh Smith, ESA technician, effective Monday, December 30, 2024.*
5. *I move to approve the salary increase for the assistant prosecuting attorney position (employee no. 3329) in the amount of \$1,932.37 to meet the FLSA exemption status salary threshold, effective Wednesday, January 1, 2025.*
6. *I move to approve the salary increase for Jason Adams, Director of the Jefferson County Farmland Protection Board, from \$65,000 to \$75,000, effective Wednesday, January 1, 2025.*

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

If not attached, explain:

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

Contact information: Jessica James

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound, Chief Financial Officer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **Dec 19, 2024**

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

Date Requested – 2nd Choice:

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

State and Internal Budget Revisions for FY24

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

2 Internal Budget Revisions:

IBR#FY25-003 – EMS

IBR#FY25-004 – IT Data Processing

1 State Budget Revision: 001-003 (General Fund) 428 EMS and 715 IT Data Processing

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

If so, how much? \$

Provide exact financial impact/request:

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

I motion to approve the 1 internal budget revision and 1 state budget revision as presented for approval.

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:

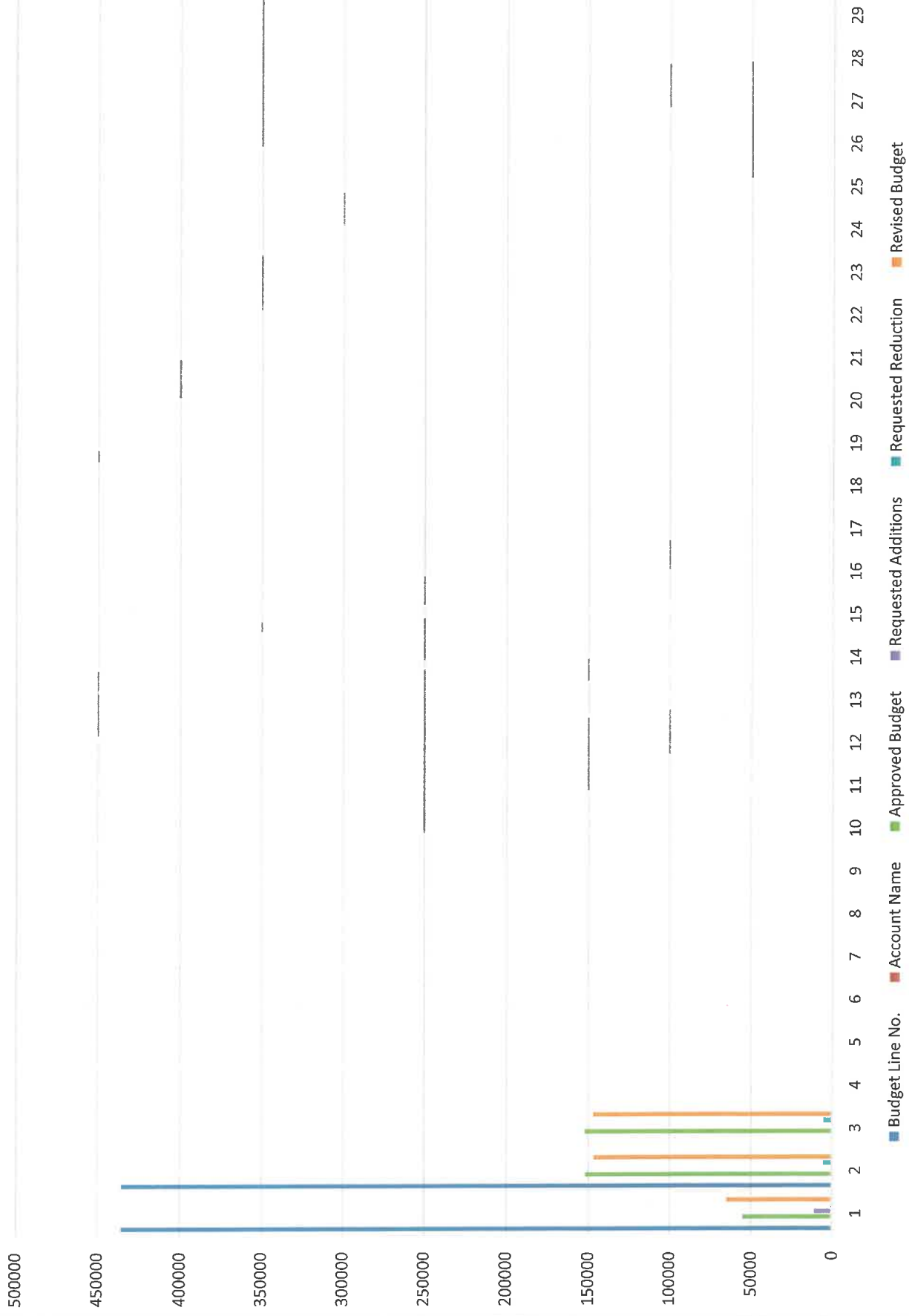
Email address: dbound@jeffersoncountywv.org

Phone Number: 304.728.3284 ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Chart Title



Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2025
 Fund: 001
 Rev. No. 3
 Pages: 1

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 250
 Name: **David Bound** STREET OR PO BOX COUNTY
 Phone: **304.728.3284**
 Fax: Charles Town 25414
 Email: dbound@jeffersoncountywv.org CITY ZIP CODE
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
428	Data Processing	1,220,999	60,000		1,280,999
715	Ambulance Authority	6,556,093		60,000	6,496,093
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound, Chief Financial Officer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 19, 2024**

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

Date Requested – 2nd Choice:

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

FY26 Budget Process Calendar

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

I'm requesting the Jefferson County Fiscal Year 2026 Budget process calendar to be presented, discussed and distributed to County department heads for their timely FY26 budget planning.

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

If so, how much? \$

Provide exact financial impact/request:

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

I motion to approve the FY26 Budget Process Calendar as presented for approval.

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: dbound@jeffersoncountywv.org

Phone Number: 304.728.3284 ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Commission FY26 Budget Process Calendar

- **December 15, 2024:** Chief Financial Officer (CFO) to compile estimate of revenues
- **December 15, 2024:** More accurate property valuations are available. CFO to adjust projected revenues
- **December 19, 2024:** Budget Charge from Commissioners
 - **Agenda request:** December 12
- **Mid December 2024:** Preliminary health insurance renewal rates available
- **Last week of December 2024:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **December- January 16, 2025:** Department Heads to meet with CFO, CA, Dept. CA, HR to develop county-wide return budget. January 16th CA to submit.
- **January 16, 2025:** Elected Officials to return budgets to CFO (per regulation must be done by March 2nd)
- **January 31, 2025:** Budget Binders distributed to Commissioners
- **February 4, 2025:** Tuesday evening Budget 101 (7PM)
- **February 10 – 14:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **February 27, 2024:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 10:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid-March 2025:** Final health insurance renewal rates obtained
- **March 20, 2025:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th)
- **March 21, 2025:** Budget must be published by March 28th each year in the local paper of record.
- **April –May 2025:** Health insurance renewal rates/options presented to Commissioners
- **April 3, 2025:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 15th, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 15, 2024:** Lay the Levy. CFO to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)



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Jack Hefestay

COMMISSIONER
Cara Keyes

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

From: David Bound

Date: December 16, 2024

Re: Fiscal Note: ARPA interest, residuals as of EOY 12/31/26 and County Administrator authorization for signing contracts for Jefferson County.

I recommend allowing interest earned from ARPA funds and any unused ARPA funds as of End of Year (EOY) 12/31/2026 be used for purchasing the building located at 393 Lawrence Street, Charles Town, WV.

I recommend allowing the County Administrator authorization for signing contracts for Jefferson County as ARPA regulations require funds be obligated by 12/31/2024 or the funding will need to be returned to the US Treasury.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound, Chief Financial Officer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 19, 2024**

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

Date Requested – 2nd Choice:

County ARPA Obligations

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

Obligate existing and future interest from ARPA deposited funds to the purchase of the 393 Lawrence St property.
Obligate, any unused ARPA funds as of December 31, 2026, to the purchase of the 393 Lawrence St property.
Allow the county administrator to sign all ARPA contracts on behalf of the county departments using ARPA funding.
National Assoc. of Counties (NACO) presentation stated ARPA funds need to be obligated, meaning a contract is in place, or funds will be returned to the US Treasury.

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

If so, how much? \$ 2,087.89

Provide exact financial impact/request:

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

I motion to approve the existing and future interest derived from deposited ARPA funds be obligated to the purchase of 393 Lawrence St property.
I motion any unused ARPA funds as of December 31, 2026, to the purchase of the 393 Lawrence St property.
I motion to allow the county administrator to sign all ARPA contracts on behalf of the county departments using ARPA 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: dbound@jeffersoncountywv.org

Phone Number: 304.728.3284 ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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COMMISSIONER
Pasha Majdi

To: Jefferson County Commission
From: David Bound, Chief Financial Officer
Date: December 13, 2024
Subject: FY26 Budget Charge

The Jefferson County Commission will see an approximate increase of revenue of \$1.4M in fiscal year 2026. The county and its departments are planning on increases in Cost of living adjustments and Merit on July 1st 2025 January 2026.

The increase will be derived from the following:

- Increased population which increases property values and tax base
- Video lottery revenues
- Hotel occupancy tax
- Medical insurance employee portion

Tax Levy Rate

The County realized an increase in tax revenue* of approximately \$547,500 in FY24 over FY23 (\$16,943,637 and \$16,396,110 respectively) and is projected to increase by \$378k for FY26 (\$17,322,445). The projected increase for the FY26 preliminary budget is approximately 1% based on trends and anticipated assessed values and levy rates. Final assessment values are not available from the Assessor until late January or early February. The county has been affected by the property rollback process in recent years. The rollback occurs when current assessed taxes total over 1% of the previous year's total assessed tax. The occurrence requires the levy rate to be reduced which limits tax revenue.

Preliminary numbers indicate that real property assessed values will increase from \$5.0 billion in FY25 to \$5.2 billion in FY26 for an increase of 4.0% or \$200 million. The increase is a result of new construction totaling \$120 million. The remaining increase is a result of the increased market value of existing properties (\$80 million).

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. In FY25, based on increased assessable base growth of existing properties, the levy rate was 26.50 cents per \$100 of assessed value for Class II properties. Preliminary numbers indicate the County's levy rate may increase 2%-4% in FY26.

According to WV Code 11-8-6e, the County is permitted to increase the Levy Rate each year without public hearing as long as the rate increase does not result in an increase of more than 1% of the prior year's projected property tax revenue. Based on preliminary projections property tax revenue could increase 5-8% when compared to FY25.

FY26 and Future Year Budget Projections

Revenue and expenditure projections reflect increases or decreases in FY26 and future years based on the historical trend for all accounts except:

- **Property Transfer Tax-** In FY26, we project this line item will remain steady compared to FY25 budget figures at \$1.8 million as it is anticipated the housing market will remain relatively steady throughout FY26. The County is on track to meet the FY25 budget of \$1.8 million.

- **Video Lottery Revenue-** Revenue increased by 5% in FY25 compared to FY24. To estimate FY26's revenue of \$3,674,000 an increase of 2.0% from FY25's budgeted revenue was included based on historical trends and expected County growth. According to the projection of FY25 revenue the County is expected to meet the budget in FY26. FY26 budgeted amount is expected to be a conservative estimate of 2% until we gather more data.

- **Hotel occupancy tax revenue-** FY25 is on track to meet the budget (\$890,900). FY26's projection reflects a 40.0% increase (\$356,000) as tourists and transplant guests enjoy the local scenery, meal establishments and activities.

- **Medical Insurance Expense-** Based on discussions with our insurance representative and the anticipated continuance of the Affordable Care Act, we should plan on continued increases for FY26 and future years. For projection purposes, an increase of 10% annually was included. For FY26, that 10% increase amounts to \$398,200, including ESA employees. For FY21, an analysis of employer versus employee premiums showed that the County was paying a much higher portion of insurance premiums than that of surrounding government offices. The Commission adopted a plan to close this gap; and that plan will slowly increase the employee portion of insurance premiums from FY21 through FY29 with a temporary hold for FY24. I recommend that the Commission's plan be restarted in FY26.

- **Employee Salaries (includes full-time, current County and ESA employees)-**
 - **Merit Increases** - Full-time employees, have received regular increases since FY17. In FY19, the County realigned the grade scale and implemented a performance or merit-based system for employee annual increases that would become effective on employee hire dates. Employees did not receive a merit increase during FY22 or FY24. In FY26, I propose a merit increase of 4% effective January 1, 2026 which increases salaries and wages \$277,000. The 4% merit increase on January 1, 2026, would increase payroll taxes and employer portion of retirement by approximately \$22,000 and \$42,000, respectively.
 - **Cost of Living Adjustments (COLA's)** – To ensure that the County is maintaining competitive salaries with neighboring States and other WV Counties, I recommend the continuance of COLAs for employees using the County's grade scale. The projection includes \$415,000 reflecting a 3.0% COLA on July 1, 2025. A 3.0% COLA increase would result in an increase of payroll taxes and employer portion of retirement by approximately \$32,000 and \$62,000, respectively. COLAs are generally determined based on the CPI (Consumer Price Index) for the previous year. Per the U.S. Bureau of Labor Statistics, the CPI increased 3.5% over the last 12 months ending November 2023 for the Mid-Atlantic Region.

** Tax revenue includes public utility taxes, property taxes, prior-year taxes, supplemental taxes, delinquent and non-entered land, tax discounts and tax loss restoration.*

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jane Tabb**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10min.

Date Requested – **Dec. 19, 2024**

Date Requested – 2nd Choice:

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

Repeal Obscenity Ordinance

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

If so, how much? \$

Provide exact financial impact/request:

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

Motion to repeal Jefferson County's Obscenity Ordinance.

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

Obscenity Ordinance – Shepherdstown Chronicle

barring minors from attending adult live performances, members of the Jefferson County Commission approved the passage in a 3-2 vote last Thursday.

The ordinance, proposed by Commissioner Jennifer Krouse, called for barring minors from adult live performances that, by definition of the West Virginia Code Chapter 7, Article 1, Sec. 4, “means any show, exhibition or other presentation in front of a live audience which, (i) in whole or in part (a) is obscene as defined in WV Code §7-1-4(4), (b) depicts, discusses or simulates nudity, sexual conduct, sexual excitement, masturbation, specific sexual activities, lewd conduct, or contains the lewd exposure of real, prosthetic, or imitation genitals, buttocks, or breasts, (ii) appeals to the prurient interest, (iii) lacks serious literary, artistic, political or scientific value, and (iv) is patently offensive to the prevailing standards in the adult community of what is appropriate for a minor child.”

The ordinance includes penalties for those who “knowingly” permit a child under the age of 18 to attend such a show or perform such a show where a minor child is in attendance. The penalties are defined as — for first offense, up to 30 days in jail and/or a fine of not more than \$500; second offense, up to six months in jail and not more than a \$1,000 fine.

JEFFERSON COUNTY ORDINANCE BARRING MINORS FROM ATTENDING ADULT LIVE PERFORMANCES

Purpose: The purpose of this ordinance is to prohibit minors from attending Adult Live Performances within Jefferson County

Whereas, Adult Live Performances occur within Jefferson County, and

Whereas, Adult Live Performances contain nudity, simulated sexual acts, lewd behavior, and other obscenity, and

Whereas, minors attending Adult Live Performances constitutes an immediate, serious danger to the public health, safety, or welfare, and

Whereas, Chapter 7, Article 1, Section Three-k-k of the West Virginia Code (WV Code §7-1-3kk) authorizes county commissions to enact ordinances and issue orders for elimination of hazards to the public health or safety, and

Whereas, Chapter 7, Article 1, Section 4 of the West Virginia Code (WV Code §7-1-4) authorizes county commissions to enact ordinances regulating obscene matter.

Be it therefore enacted as follows:

I. Definitions

A. “Adult Live Performance” means any show, exhibition, or other presentation in front of a live audience which, (i) in whole or in part (a) is obscene as defined in WV Code §7-1-4(4), (b) depicts, discusses or simulates nudity, sexual conduct, sexual excitement, masturbation, specific sexual activities, lewd conduct, or (c) contains the lewd exposure of real, prosthetic, or imitation genitals, buttocks, or breasts, (ii) appeals to the prurient interest, (iii) lacks serious literary, artistic, political or scientific value, and (iv) is patently offensive to the prevailing standards in the adult community of what is appropriate for a minor child.

B. “Minor Child” means any individual under the age of 18.

C. “Person” means any individual, partnership, firm, association, corporation, or other legal entity.

D. “Knowingly” means having general knowledge of, reason to know, or a belief or ground for belief which warrants further inspection of (i) the age of the child, and/or (ii) the character and content of the adult live performance.

II. Prohibited Activities

A. No person may knowingly permit a minor child to attend an adult live performance within Jefferson County.

B. No person may knowingly perform in an adult live performance in Jefferson County where a minor child is present.

III. Penalties for Violation

A. It is hereby unlawful for any person to violate any provisions of this ordinance.

B. Any person who violates any provision of this ordinance is guilty of a misdemeanor and, upon conviction thereof shall be fined not more than \$500 or imprisoned in the county jail not more than thirty days or both fined and imprisoned.

C. Any person convicted of a second or subsequent offense under this ordinance is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than \$1,000 or imprisoned in the county jail not more than six months or both fined and imprisoned.

IV. Severability


The several sections and subsections of this ordinance are severable, and if any section or subsections hereof shall be held unconstitutional, all the remaining sections or subsections shall remain valid.

Be it Therefore Resolved that the Jefferson County Commission hereby adopts this ordinance barring minors from attending adult live performances, which shall be effective immediately.

Adopted by majority vote at a duly called meeting of the County Commission of Jefferson County, West Virginia, where a quorum was present, on the 1st day of June, 2023.

County Commission of Jefferson County,

West Virginia

By:  _____

Its: President, Commissioner

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

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

- **Non-residential Impact Fees**

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

The Commission deferred action on non-residential impact fees at the December 5, 2024, Commission meeting so that the impact fee study consultant and the Commission’s legal counsel could consider issues such as a cap on non-residential impact fees.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

DRAFT
Impact Fee Study

Prepared for:
Jefferson County, West Virginia

December 4, 2024



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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 Facilities and Vehicles	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	\$951	\$509	\$394	\$1,179	\$6,772	\$9,805
Multi-Family	\$671	\$359	\$278	\$832	\$1,198	\$3,338

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$384	\$119	\$119	\$0	\$0	\$622
Business Park	\$754	\$304	\$303	\$0	\$0	\$1,360
Manufacturing	\$463	\$116	\$116	\$0	\$0	\$695
Warehousing	\$83	\$42	\$42	\$0	\$0	\$166
Commercial/Shopping Center	\$520	\$596	\$595	\$0	\$0	\$1,711
Office/Institutional	\$797	\$265	\$264	\$0	\$0	\$1,325
Hotel (per room)	\$136	\$82	\$82	\$0	\$0	\$300
Nursing Home (per bed)	\$499	\$75	\$74	\$0	\$0	\$648

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	\$894	\$390	(\$242)	\$48	\$6,771	\$7,861
Multi-Family	\$631	\$273	(\$177)	\$22	\$1,197	\$1,946

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$384	\$119	\$119	\$0	\$0	\$622
Business Park	\$754	\$304	\$303	\$0	\$0	\$1,360
Manufacturing	\$463	\$116	\$116	\$0	\$0	\$695
Warehousing	\$83	\$42	\$42	\$0	\$0	\$166
Commercial	\$520	\$596	\$595	\$0	\$0	\$1,711
Office & Institutional	\$797	\$265	\$264	\$0	\$0	\$1,325
Hotel (per room)	\$136	\$82	\$82	\$0	\$0	\$300
Nursing Home (per bed)	\$499	\$75	\$74	\$0	\$0	\$648

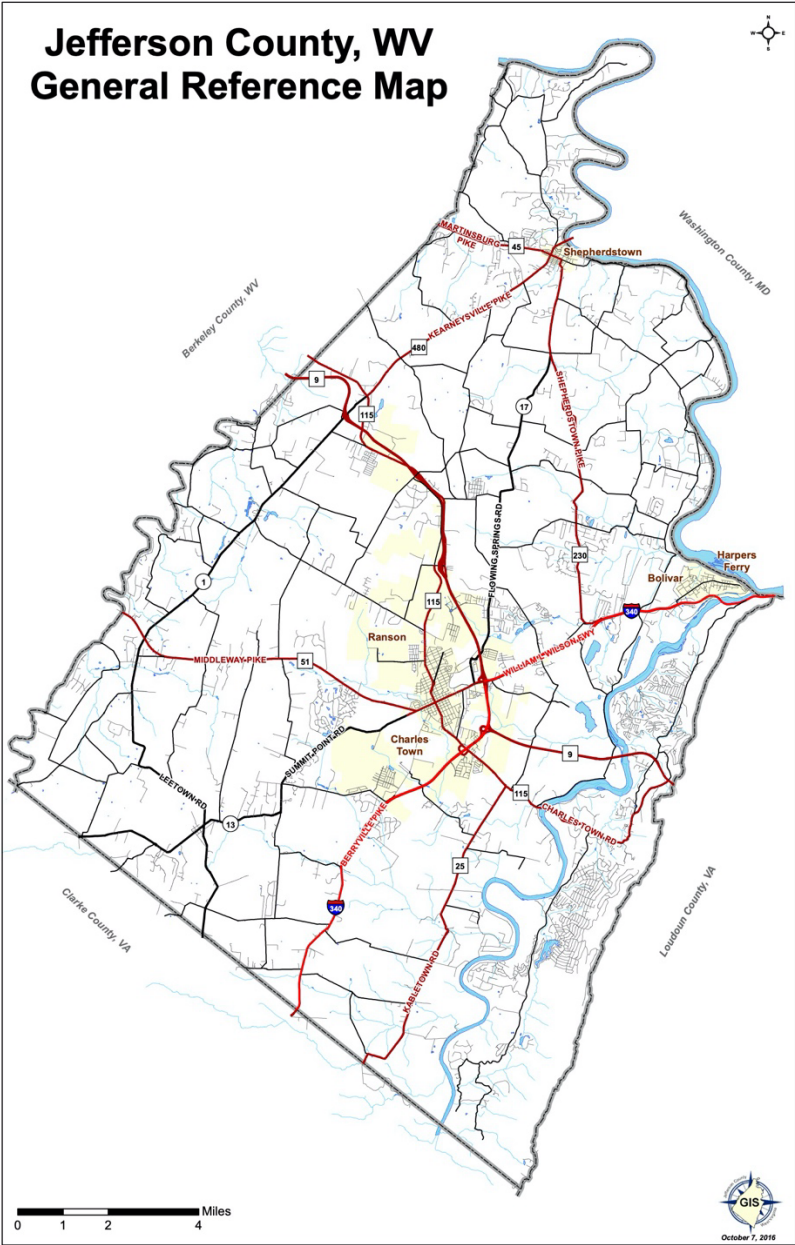
COUNTY ADMINISTRATION IMPACT FEES

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		6,814	14	95,396
Employed outside Jefferson County, WV		19,088	14	267,232
Residential Subtotal				1,014,053
Residential Share				78%
Nonresidential				
Non-working Residents		32,571	4	130,285
Jobs Located in Jefferson County, WV		16,053		
Residents Employed in Jefferson County, WV		6,814	10	68,140
Non-Resident Workers (inflow commuters)		9,239	10	92,390
Nonresidential Subtotal				290,815
Nonresidential Share				22%
Total				1,304,869

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

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

IMPACT FEE COMPONENTS

County Administrative Space

Jefferson County's general government/administrative functions are currently housed in several facilities totaling 145,267 square feet. The County intends to purchase an existing 91,600 square foot building and renovate/remodel to accommodate future growth in the County's administrative functions. The cost of this purchase and remodel totals \$19.1 million, or \$209 per square foot (\$19,100,100 divided by 91,600 square feet). An incremental expansion approach is used 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 1.8356 square feet per person (145,267 square feet X 78 percent residential share / 61,728 persons). The existing nonresidential level of service is 1.1706 square feet per job (145,267 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 \$382.75 per person (1.8356 square feet per person X \$209 per square foot) and \$244.08 per job (1.1706 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
St. Margaret's Judicial Building	28,684
Maintenance	15,000
911 Communications	10,000
Public Service Center	18,961
Total	145,267

Cost Factors	
Cost per Square Foot ¹	\$209

Level-of-Service (LOS) Standards	
Existing Square Feet	145,267
Residential	
Residential Share	78%
2024 Population	61,728
Square Feet per Person	1.8356
Cost per Person	\$382.75
Nonresidential	
Nonresidential Share	22%
2024 Jobs	27,302
Square Feet per Job	1.1706
Cost per Job	\$244.08

Source: Jefferson County

As discussed above, the County plans on purchasing and remodeling a 91,600 square foot building to house growth-related needs for Administrative space. Of the 91,600 square feet, 50,985 square feet is simply re-housing existing County employees/departments. Therefore, as shown below in Figure CA3, the growth-related portion of the 91,600 square foot building is 40,615 square feet. As will be illustrated in the next section (Figure CA4), the projected demand from new growth over the next ten years will not exceed the growth-related portion.

Figure CA3: County Administration Level of Service Analysis

Building	Square Feet
Purchase/Renovation of New Building	91,600
less Existing Space Being Replaced	
Public Service Center	18,961
Reininger	7,755
Moffet	5,172
Mason	13,272
Hunter House	5,825
Subtotal	50,985
Net Increase in Square Footage	40,615

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 CA4: Impact Fee Study

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

PROJECTED DEMAND

Administrative Space

Based on a projected population increase of 12,040 persons over the next 10 years, future residential development accounts for 22,100 square feet of the new 91,600 square foot County Administration Building (12,040 additional persons X 1.8356 square feet per person). With the projected increase of 4,405 jobs over the next 10 years, future nonresidential development accounts for 5,157 square feet of the new 91,600 square foot County Administration Building (4,405 additional jobs X 1.1706 square per job). Total demand is approximately 27,257 square feet at a cost of approximately \$5.6 million.

Figure CA5: Projected Demand for Administrative Facilities

Incremental						
Type of Infrastructure		Level of Service		Demand Unit	Cost per Sq Ft	
County Administration Facilities		1.8356 Square Feet		per Person	\$209	
		1.1706 Square Feet		per Job		

Demand for County Administration Facilities						
	Year	Population	Jobs	Square Feet		
				Residential	Nonresidential	Total
Base	2024	61,728	27,302	113,308	31,959	145,267
Year 1	2025	62,932	27,821	115,518	32,566	148,084
Year 2	2026	64,136	28,259	117,728	33,078	150,807
Year 3	2027	65,340	28,697	119,938	33,591	153,529
Year 4	2028	66,544	29,134	122,148	34,103	156,252
Year 5	2029	67,748	29,572	124,358	34,616	158,974
Year 6	2030	68,952	30,010	126,568	35,128	161,697
Year 7	2031	70,156	30,434	128,778	35,625	164,403
Year 8	2032	71,360	30,859	130,988	36,122	167,110
Year 9	2033	72,564	31,283	133,198	36,619	169,817
Year 10	2034	73,768	31,708	135,408	37,116	172,524
	10-Yr Increase	12,040	4,405	22,100	5,157	27,257

Growth-Related Expenditures	\$4,608,156	\$1,075,264	\$5,683,420
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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 FigureCA6. For County Administration impact fees, the capital cost is \$383.61 per person and \$244.72 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 \$951 is calculated using a cost of \$383.61 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 \$520 per 1,000 square feet of floor area is derived from a cost of \$244.72 per job multiplied by a demand unit of 2.12 jobs per 1,000 square feet.

Figure CA6: Proposed County Administration Impact Fees

Fee Component	Cost per Person	Cost per Job
County Administration Space	\$382.75	\$244.08
Impact Fee Report	\$0.86	\$0.64
Total	\$383.61	\$244.72

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$951	\$57	\$894
Multi-Family	1.75	\$671	\$40	\$631

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	\$384	\$0	\$384
Business Park	3.08	\$754	\$0	\$754
Manufacturing	1.89	\$463	\$0	\$463
Warehousing	0.34	\$83	\$0	\$83
Commercial/Shopping Center	2.12	\$520	\$0	\$520
Office/Institutional	3.26	\$797	\$0	\$797
Hotel (per room)	0.56	\$136	n/a	n/a
Nursing Home (per bed)	2.04	\$499	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 CA. As Figure CA7 indicates, new development from 2024 to 2034, will contribute approximately \$5.69 million towards the \$19.1 million County Administrative space expansion.

Figure CA7: Projected County Administration Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Administrative Facilities	\$5,683,420	\$13,416,580	\$19,100,000
Impact Fee Report	\$7,200	\$0	\$6,600
Total	\$5,690,620	\$13,416,580	\$19,106,600

		Single Family \$951 per unit	Multi-Family \$671 per unit	Industrial \$384 per 1,000 sq ft	Comm/Shop \$520 per 1,000 sq ft	Office/Inst \$797 per 1,000 sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF
Base	2024	21,162	3,552	2,679	3,495	4,813
Year 1	2025	21,597	3,624	2,730	3,561	4,905
Year 2	2026	22,032	3,696	2,773	3,617	4,982
Year 3	2027	22,466	3,767	2,816	3,673	5,059
Year 4	2028	22,901	3,839	2,859	3,729	5,136
Year 5	2029	23,336	3,911	2,902	3,785	5,214
Year 6	2030	23,771	3,983	2,945	3,841	5,291
Year 7	2031	24,206	4,055	2,986	3,896	5,366
Year 8	2032	24,640	4,126	3,028	3,950	5,440
Year 9	2033	25,075	4,198	3,069	4,004	5,515
Year 10	2034	25,510	4,270	3,111	4,059	5,590
10-Year Increase		4,348	718	432	564	777
Projected Revenue		\$4,136,450	\$482,002	\$166,178	\$293,181	\$618,724

Projected Fee Revenue	\$5,696,534
Total Expenditures	\$19,106,600
Existing Development Share	\$13,410,066

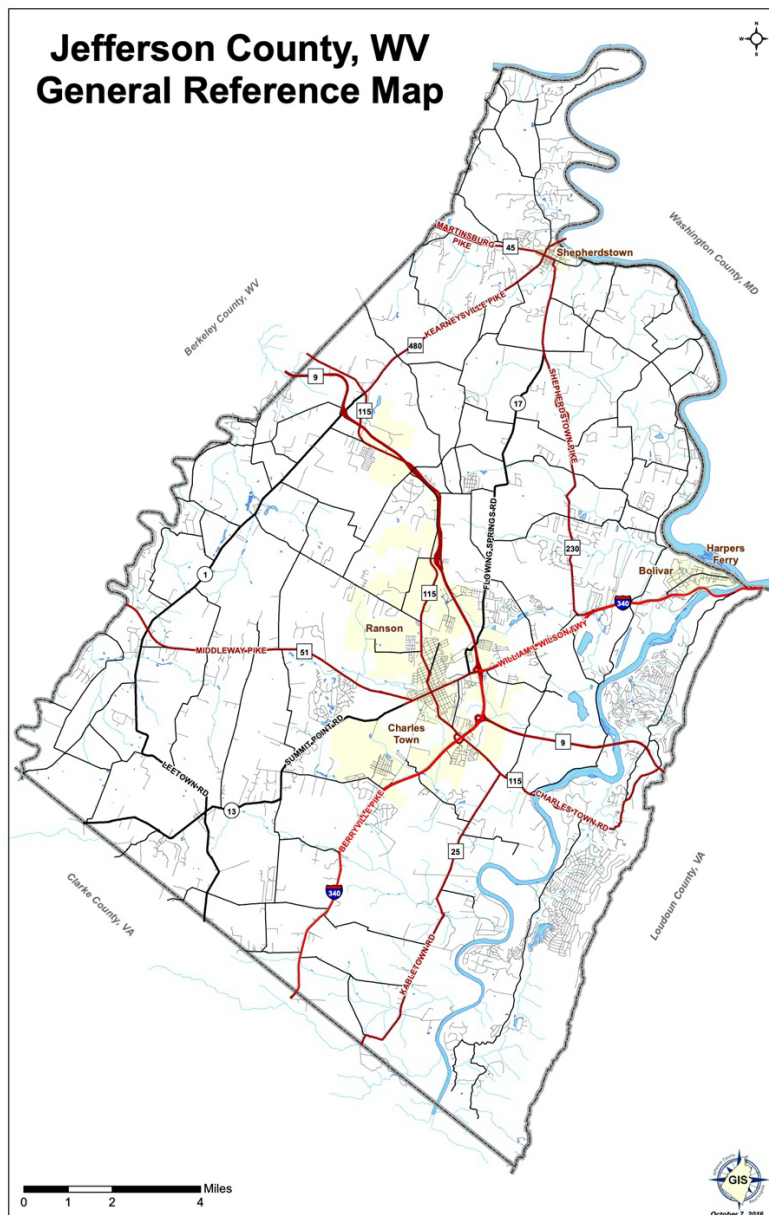
EMS IMPACT FEES

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

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

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. 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 7,148 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
EMS	\$7,900	Residential	78%	Population	61,728	67,748	6,020	\$1.02
		Nonresidential	22%	Vehicle Trips	27,302	29,572	2,270	\$0.77

PROJECTED DEMAND

EMS Facilities

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

Figure E5: Projected Demand for EMS Facilities

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

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

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

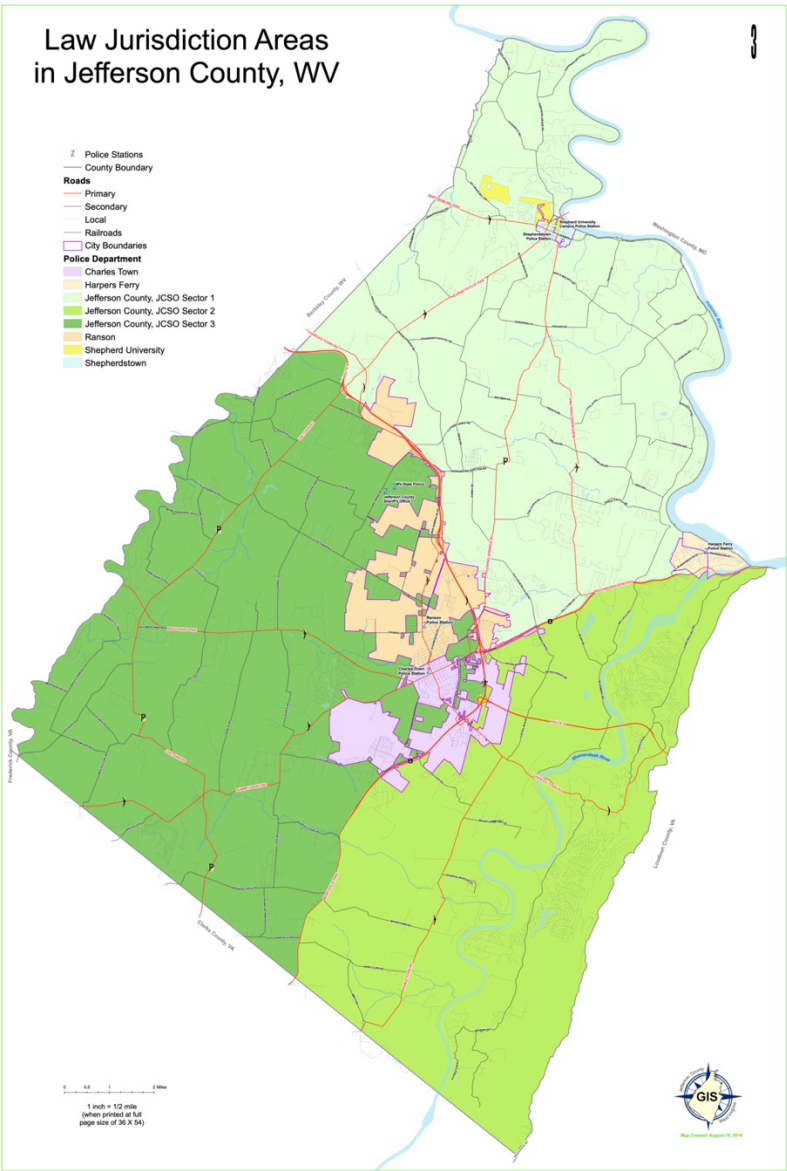
LAW ENFORCEMENT IMPACT FEES

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

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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

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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

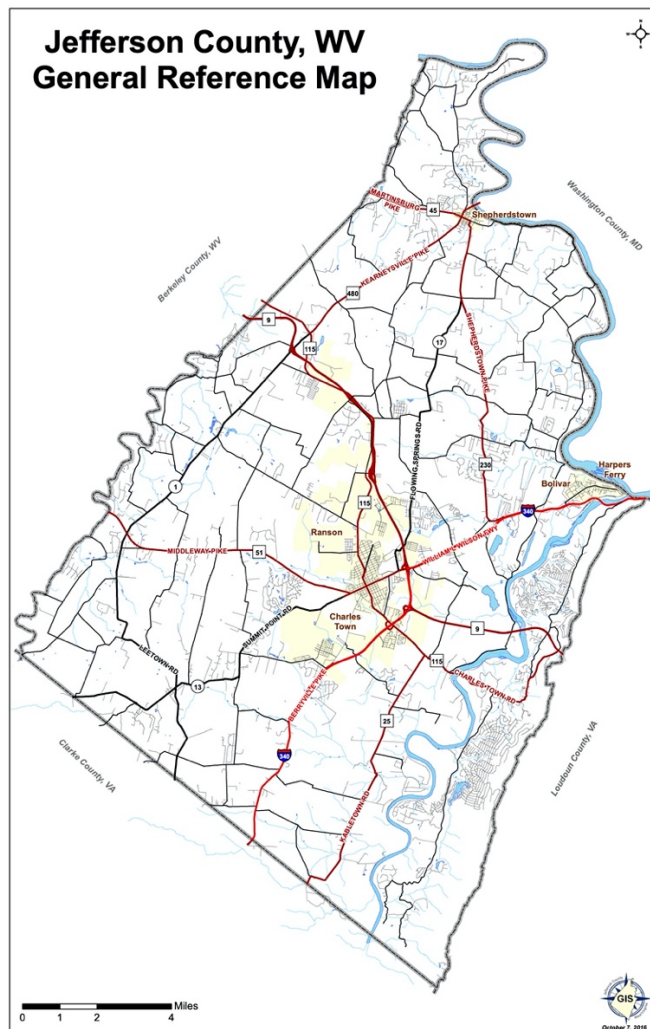
PARKS AND RECREATION IMPACT FEES

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

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

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

Cost Factors	
Average Cost per Unit	\$73,825

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

Source: Jefferson County Parks Department

Recreation

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

Figure P4: Level of Service and Cost Allocation for Recreation

Description	Square Feet
Jefferson County Community Center	18,571

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

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

Source: Jefferson County Parks Department

*RS Means Construction Index

Park Vehicles and Equipment

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

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

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

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

Cost Factors	
Average Cost per Unit	\$19,467

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

Source: Jefferson County Parks Department

Impact Fee Study

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

Figure P6: Impact Fee Study

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

PROJECTED DEMAND

Park Land

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

Figure P7: Projected Demand for Park Land

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

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

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

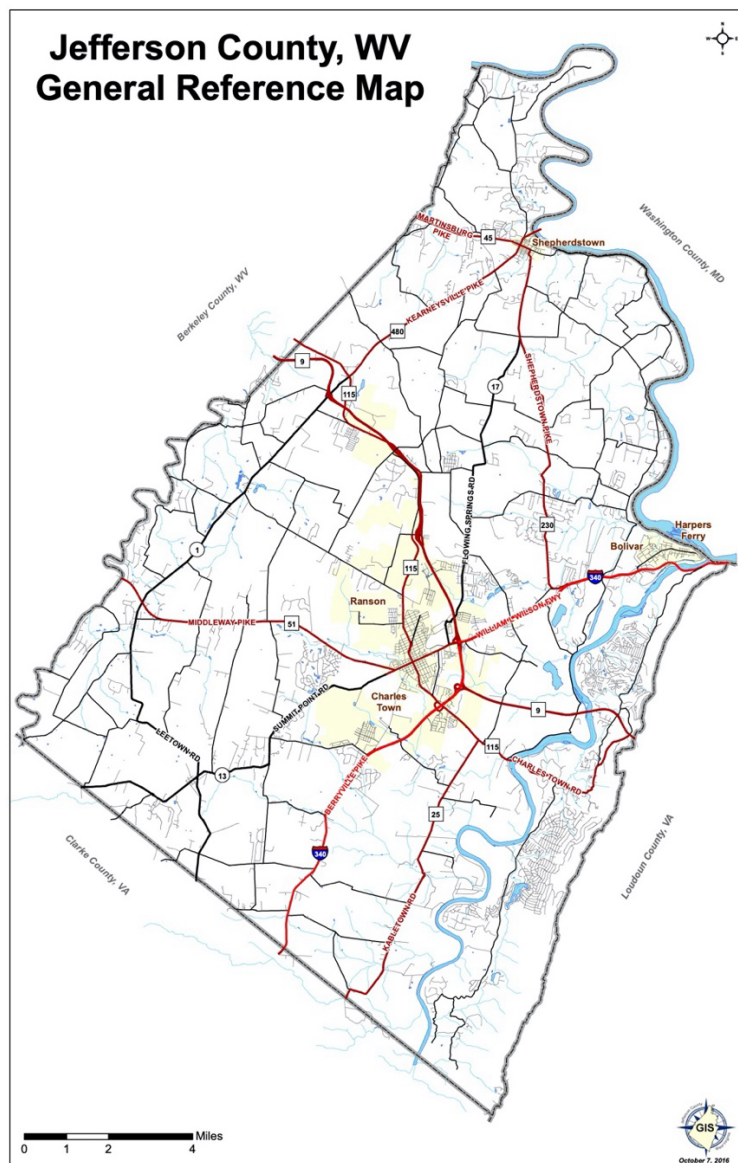
SCHOOL IMPACT FEES

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 \$376 per square foot provided by the School Building Authority of West Virginia, the facilities cost is \$53,806.49 per student (142.95 square feet per student X \$376 per square foot).

Figure S9: High School Level of Service and Cost Allocation

Cost Allocation Factors	
Cost per Square Foot ¹	\$376

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

1. Jefferson County and School Building Authority of West Virginia

Impact Fee Study – Plan-Based

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

Figure S10: Impact Fee Study

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

CREDITS

Series 2021 Credit

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

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

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

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

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

PROPOSED SCHOOL IMPACT FEES

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

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

Figure S6: Proposed School Impact Fees

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

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

PROJECTED SCHOOL IMPACT FEE REVENUE

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

Figure S13: Projected School Impact Fee Revenue

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

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

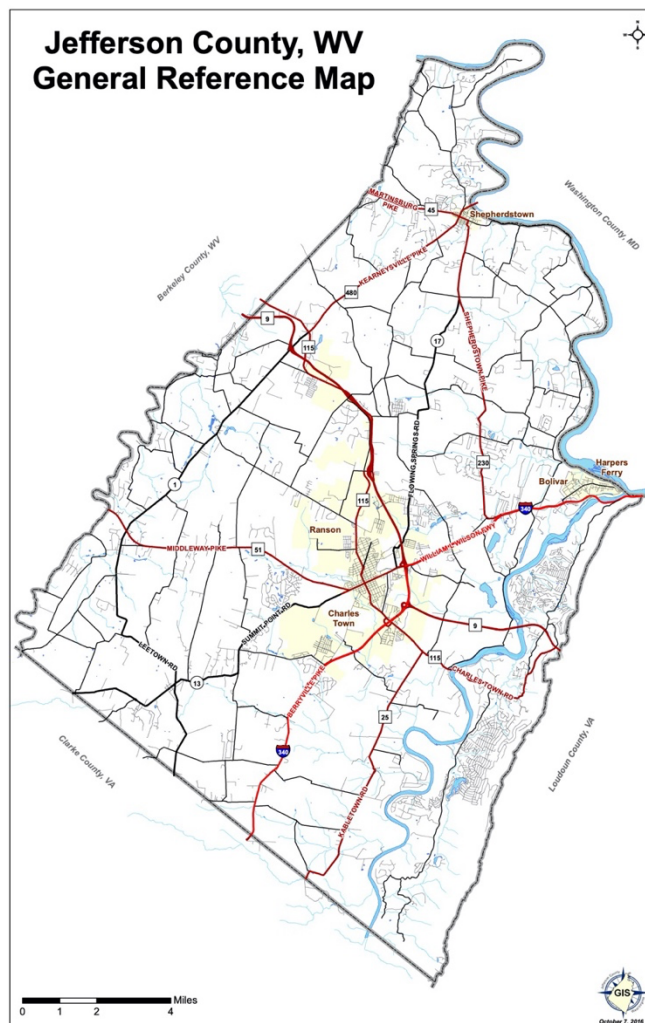
Projected Fee Revenue	\$30,305,044
Total Expenditures	\$75,480,000
School Building Authority	\$11,493,301

APPENDIX A: LAND USE ASSUMPTIONS

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

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

Figure A1: Impact Fee Service Area



RESIDENTIAL DEMAND FACTORS

Housing Unit Size

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

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

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

Figure A2: Persons per Housing Unit

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

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

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

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

Residential Construction Trends

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

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

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

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

Source: Jefferson County building permit data

Source: Jefferson County building permit data

Source: Jefferson County building permit data

NONRESIDENTIAL DEMAND FACTORS

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

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

Figure A4: Nonresidential Demand Units

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

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

SUMMARY OF COUNTYWIDE GROWTH INDICATORS

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

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

Figure A5: Summary of Growth Indicators - Countywide

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

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

Figure A6: Summary of Growth Indicators – Unincorporated County

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

AVERAGE WEEKDAY VEHICLE TRIPS

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

Nonresidential Trip Generation Rates

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

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

Figure A7: Average Weekday Vehicle Trip Ends by Land Use

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

Trip Rate Adjustments

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

Adjustment for Pass-By Trips

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

NONRESIDENTIAL VEHICLE TRIP PROJECTIONS

Countywide

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

Figure A8: Countywide Nonresidential Vehicle Trip Projections Summary

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

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

Unincorporated Jefferson County

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

Figure A9: Unincorporated Nonresidential Vehicle Trip Projections Summary

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

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

APPENDIX B: LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

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

Single-Family Units:

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

Multi-Family Units:

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

NONRESIDENTIAL DEVELOPMENT

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

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

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

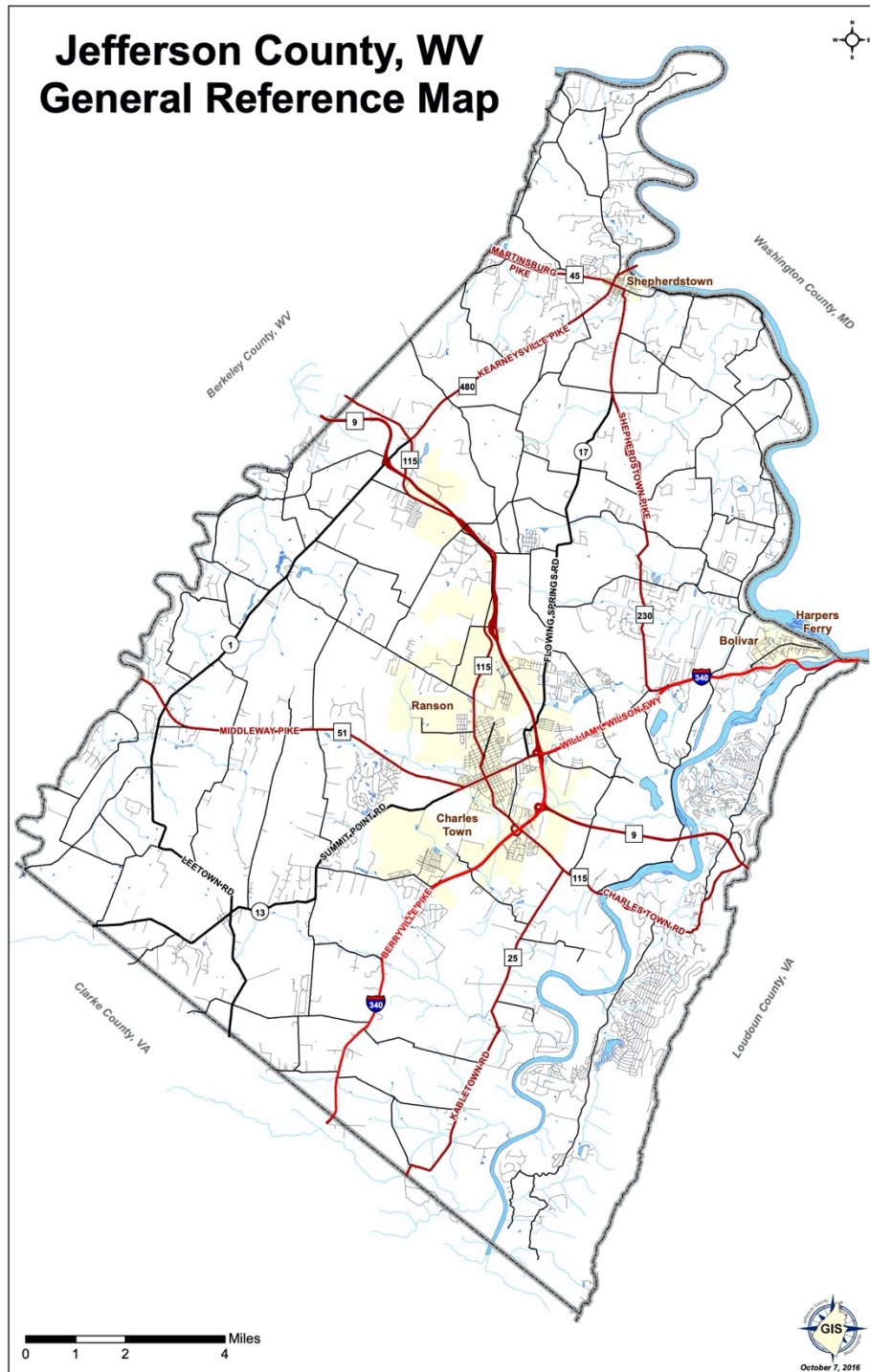
Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

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

APPENDIX C: SERVICE AREA MAPS

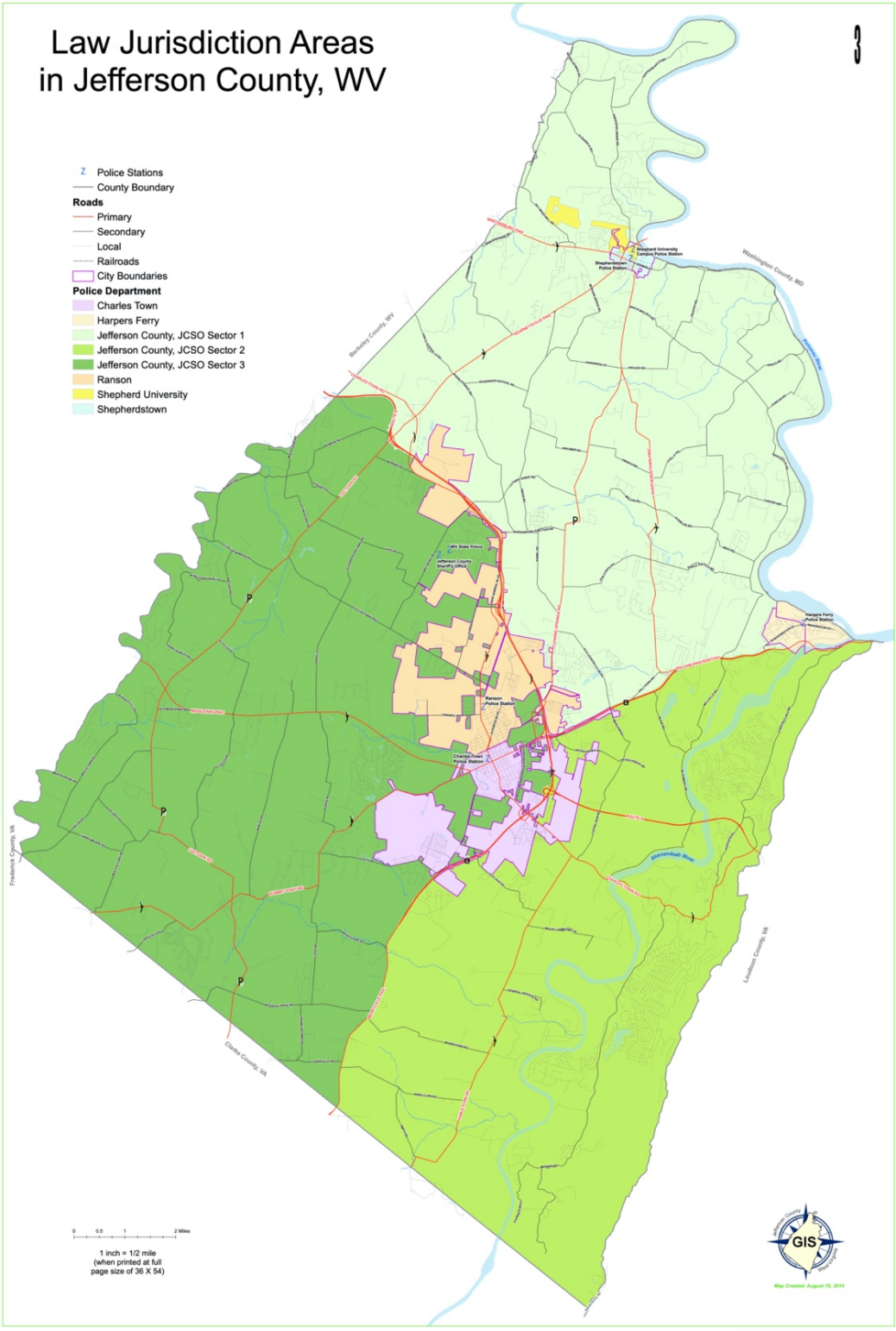
COUNTYWIDE SERVICE AREA

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



LAW ENFORCEMENT SERVICE AREA

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



JEFFERSON COUNTY, 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

Revised 4 December 2024

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	\$951	\$894
	TOTAL		\$1,944	\$9,805
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	\$671	\$631
	TOTAL		\$1,392	\$3,338

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	\$384	\$119	\$119	\$0	\$0	\$622	\$0
Business Park	\$754	\$304	\$303	\$0	\$0	\$1,961	\$0
Manufacturing	\$463	\$116	\$116	\$0	\$0	\$695	\$0
Warehousing	\$83	\$42	\$42	\$0	\$0	\$167	\$0
Commercial/Shopping Center	\$520	\$596	\$595	\$0	\$0	\$1,711	\$0
Office/Institutional	\$797	\$265	\$264	\$0	\$0	\$1,326	\$0
Hotel (per room)	\$136	\$82	\$82	\$0	\$0	\$300	\$0
Nursing Home (per bed)	\$499	\$75	\$74	\$0	\$0	\$648	\$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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

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

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **December 19, 2024**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Appointment of Acting Zoning Administrator**

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

This is a request to appoint Mason Carter, Ordinance Compliance Officer, as Acting / Interim Zoning Administrator, effective December 19th and continuing until a permanent zoning administrator is hired and has started work. This is necessary in order to carry out the duties outlined in Article 3, Section 3.2, of the Zoning Ordinance and in accordance with WV Code Section 8A. The zoning administrator is required to be appointed by the County Commission.

Is this a funding request? **No**

Motion Requested: **Yes**

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

I move that Mason Carter be appointed as the Acting / Interim Zoning Administrator effective December 19, 2024, and continuing until a permanent zoning administrator is hired and started work.

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

If not attached, explain: **N/A**

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS





**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

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

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

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

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

Section 3.1 Administration

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

Section 3.2 Zoning Administrator

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

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

Section 3.3 Enforcement

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

Section 3.4 Boards and Commissions^{23, 32}

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Krista Hoffman

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 19th 2024**

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

Date Requested – 2nd Choice:

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

- 1. Economic development project funding modification**
- 2. Local Economic Development grant resolution approval**

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

- 1. Economic development project funding modification**

The Jefferson County Development Authority seeks to reallocate the approved ARPA and Coal Severance funding from the purposes designated in 2022 to those planned for 2024.

2022 approved uses:

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

2024

1. Conducting a new business park evaluation study (no change)
2. Evaluation to redesign remaining Burr Park properties (updated to reflect availability)
3. Evaluation of remaining Burr Park Properties for pad-readiness (updated to reflect availability)

- 2. Local Economic Development grant resolution approval**

Each year, the Jefferson County Development Authority is eligible to receive the Local Economic Development Grant from the West Virginia Department of Economic Development. The grant requires a match of at least the grant amount and certification from the County Commission that the Jefferson County Development Authority is the lead economic development organization in the County. For Fiscal Year 2025, the grant amount is \$41,500.

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*):

1. Economic development project funding modification

I move to approve the modifications to the JCDA funding request.

2. Local Economic Development grant resolution approval

I move to approve the resolution certifying the Jefferson County Development Authority as the lead economic development organization in Jefferson County.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
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
David Bound, chief financial officer

Re: Administrative Report and Fiscal Note on JCDA Request (12/19/2024)

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.

The JCDA board requests a slight modification of their funding request.

Funding through ARPA should be reimbursed. ARPA funding, however, was erroneously transferred to the JCDA. So far, the County has reimbursed \$29,825.84 of the total \$145,000. There are \$115,174.16 left.

The original funding request included a \$26,000 contribution by the JCDA which it has yet to make. JCDA will need to make 26,000/115,174.16^{ths} of all outstanding payments.

Suggested motions:

1. Motion to require that the JCDA provide \$115,174.16 to refund the County ARPA JCDA project line item.

2. Should motion 1 be approved, motion to approve the updated ARPA funding request of the JCDA as presented.
3. Motion to require that 22.58% of each invoice be deducted from the JCDA and 77.42% be deducted from the JCDA APRA line until all funds have been expended.

Timeline and Background of ARPA and Coalbed Methane/Coal Severance Tax

- November 2020
JCDA Strategic Plan Goal 1: Recruit new businesses to Jefferson County.
Item 3: Continue active sales of Burr Business Park Parcels and consider other land or property acquisitions to meet the needs of new industries and businesses considering a move to Jefferson County.
- April 19, 2022
JCDA Board approves contracting with RK&K Engineering and submitting a request to the JCC for ARPA funding.
- August 18, 2022
JCC approved a mix of funding sources for the economic development project: \$8,649 from the Coalbed Methane Severance Fund, \$65,000 from the Coal Severance Fund, and \$80,000 from ARPA. With this approval, JCC staff gave the JCDA instructions and forms for reporting and reimbursement of expenses for the project.
- August 23, 2022
After notice of funding approval from the JCC, the Executive Director signed 3 task orders with RK&K.
 - Task order 1 \$94,600 – New industrial park site selection. Selection of 2 possible sites. Subcontract work with Downstream Strategies to develop a site suitability matrix, determining what type of infrastructure improvements should be included with the new park, as well as potential funding sources.
 - Task Order 2 \$41,200 – review of existing lots 9 and 10. Work included review and redevelopment of lots 9 and 10 for spec building construction, or other development.
 - Task Order 3 - \$10,900 – Further Development of Burr Business Park sites based on work from Task 2. Based on the scope from Task 2, RK&K would provide further site optimization for other available properties in the Burr Business Park
- May 2023
Instead of requiring reporting and reimbursement, JCC staff provided JCDA with \$80,000 from the American Rescue Plan Act Fund. Check 203 was written on May 26 and deposited into the JCDA Operating Account.
- June 13, 2023
The JCDA Board of Directors voted to have the Business Development and Marketing Committee lead strategic planning efforts surrounding the siting of a new business park.
- October 2023
JCC staff provided the \$65,000 allocated from the Coal Severance Tax Fund Account, Check 588 dated October 19. This check was deposited in the JCDA Operating Account.

- April 24, 2024
The Business Development and Marketing Committee considered strategies relating to the Current Strategic Plan Goal 4, Increase and Diversify funding sources to support operations, programs, and future business-building initiatives. The Committee moved to send a list of possible sources to the full board for review. A new business park was not included on the list of possible funding sources.

To date, the JCDA has expended \$29,825.84 relating to the three task orders with RK&K.

Task Order 1 - \$24,135.32

Task Order 2 - \$5298.98

Task Order 3 - \$391.53



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

West Virginia Certified Development Community (CDC) Program of Participation and Cooperation

Approved: December 19, 2024

WHEREAS, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

WHEREAS, the governing body is prepared to support appropriate efforts within the community to promote economic development; and,

WHEREAS, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and,

WHEREAS, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$41,500.00 match; and,

WHEREAS, it is a requirement of the Local Economic Development (LED) Grant Program to provide evidence of local match;

THEREFORE BE IT RESOLVED THEREFORE, that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

BE IT FURTHER RESOLVED that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

BE IT FURTHER RESOLVED that evidence is hereby provided to the West Virginia Department of Economic Development that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 19th day of December 2024.

Steve Stolipher
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **19 DECEMBER 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approve Contract Amendment to Motorola Solutions Connectivity Master Services Agreement**

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

Jefferson County and Motorola Solutions entered into a Master Services Agreement on June 1, 2023 with the intention of Motorola to become Jefferson County's E9-1-1 service provider for Next-Generation Core Services (NG9-1-1). Motorola Solutions has been working with Jefferson County's project team to migrate the agency to NGCS with the intention to cutover subsequent to the Berkeley County cutover. Berkeley County was deemed to be Motorola's initial services offering agency and was designated as "first in nation" to be migrated to Motorola's CC router (cloud routing) E9-1-1 platform.

Due to circumstances outside of Motorola's control involving the delay in implementation of the Berkeley County project, Motorola recognized that Jefferson County's project should not also be delayed. With this in mind, Motorola designated Jefferson County in October 2024 as the first agency in the nation to receive Motorola's newly offered cloud routing for E9-1-1 calls platform.

Motorola has provided Jefferson County with a contract amendment designating the County as initial offered. The amendment also stipulates that the vendor and the County understand the 'pilot' situation of this system as the product is a new offering and that Jefferson County will work with Motorola to test and resolve issues.

The amendment has been reviewed by the County's civil counsel and the recommendation is to approve the agreement.

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

If so, how much? **\$**

Provide exact financial impact/request:

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

"Motion to approve "Amendment 1" of the Motorola Solutions Connectivity Master Services Agreement as presented by the Director of Communications"

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: **Jeffrey Polczynski**

Email address: jpolczynski@jeffersoncountywv.org

Phone Number: 304-728-3317

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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**FIRST AMENDMENT TO THE
MOTOROLA SOLUTIONS CONNECTIVITY MASTER SERVICES AGREEMENT**

THIS FIRST AMENDMENT TO THE MOTOROLA SOLUTIONS CONNECTIVITY INC. MASTER SERVICES AGREEMENT (“Amendment”) is made and entered into this ____ () day of December, 2024 (“Effective Date”), by and between the County Commission of Jefferson County West Virginia, (the “Customer”), and Motorola Solutions Connectivity, Inc. (“Motorola”). Unless otherwise defined herein, all capitalized terms shall have the meaning set forth in the Master Service Agreement and Service Order Agreement (as defined below).

RECITALS

A. WHEREAS, Motorola and the Customer entered into that certain VESTA Hosted Service Portfolio Master Services Agreement (“MSA”) and accompanying Service Order Agreement (“SOA”), June 1, 2023, (together, the “Agreement”);

B. WHEREAS, due to delivery timing issues beyond Motorola’s reasonable control, Customer will now be receiving an initial offer, for evaluation and testing purposes, prior to receiving the full set of Services, as described in the Agreement; and

C. WHEREAS, Motorola and the Customer desire to memorialize the foregoing all on the terms and conditions as set forth herein.

AGREEMENT

NOW THEREFORE, for and in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Customer and Motorola agree hereto as follows:

1. New Section 1.1 of MSA. The Parties agree to add the following as a new Section 1.1 of the MSA:

1.1 . Initial Offer Services. Motorola is offering some Service components to Customer in this Agreement as its initial offering and may make any initial version of a software application and/or service ("Initial Service") available to Customer, Customer may participate in the testing and evaluation of such Initial Service and may choose to use such Initial Service at its own discretion, provided, however, that Customer will use the Initial Service solely for purposes of Customer's evaluation of such Initial Service, and for no other purpose. Customer acknowledges and agrees that all Initial Services are offered "as-is" and without any representations or warranties or other commitments or protections from Motorola, including installation timing and performance requirements. Motorola will determine the duration of the evaluation period for any Initial Service, in its sole discretion, and Motorola may discontinue any Initial Service at any time, upon notice to Customer that the full Service is prepared for use by Customer. Motorola agrees that if such notice, is not issued to Customer by April 30, 2025, Customer and Motorola will jointly determine resolution of any delivery issues and Customer may terminate for convenience without termination liability, should the Parties be unable to resolve such delivery issues. Customer acknowledges that Initial Services, by their nature, have not been fully tested and may contain defects or deficiencies.

2. Conflict/No Other Modifications. In the event of a conflict between the terms of this Amendment and the terms of the Agreement, this Amendment shall control. All other terms of the Agreement shall remain unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their authorized representatives as of the Effective Date.

Motorola Solutions Connectivity, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



JEFFERSON COUNTY COMMISSION

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

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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: David Bound

Date: December 16, 2024

Re: Fiscal Note: Motorola Solutions Connectivity Service Order Agreement

I recommend authorizing the monthly recurring charge (MRC) of \$10,495.97 to commence in February 2025 using (\$750K) ARPA funds while saving the Frontier 911 fees over the next 5 years (as motioned and agreed by the Commission 2 years ago) for payment to the remaining balance of the contract totaling \$1,140,112.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Sandy Hamilton

Department or Organization: **Telamon**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 19, 2024**

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

Date Requested – 2nd Choice: February 20, 2025

Subject (*Wording to be placed on agenda*): **Telamon Community Board Representation**

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*): I move to appoint a representative to the Telamon Community Board.

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: Sandy Hamilton

Email address: nextpath23@gmail.com

Phone Number: 304-283-8880

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

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 19, 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 impact fee cap issue.

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: 10 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*):

- **2025 Holiday Schedule**
- **2025 Meeting Schedule**

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

Please see attached draft holiday and meeting schedules.

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

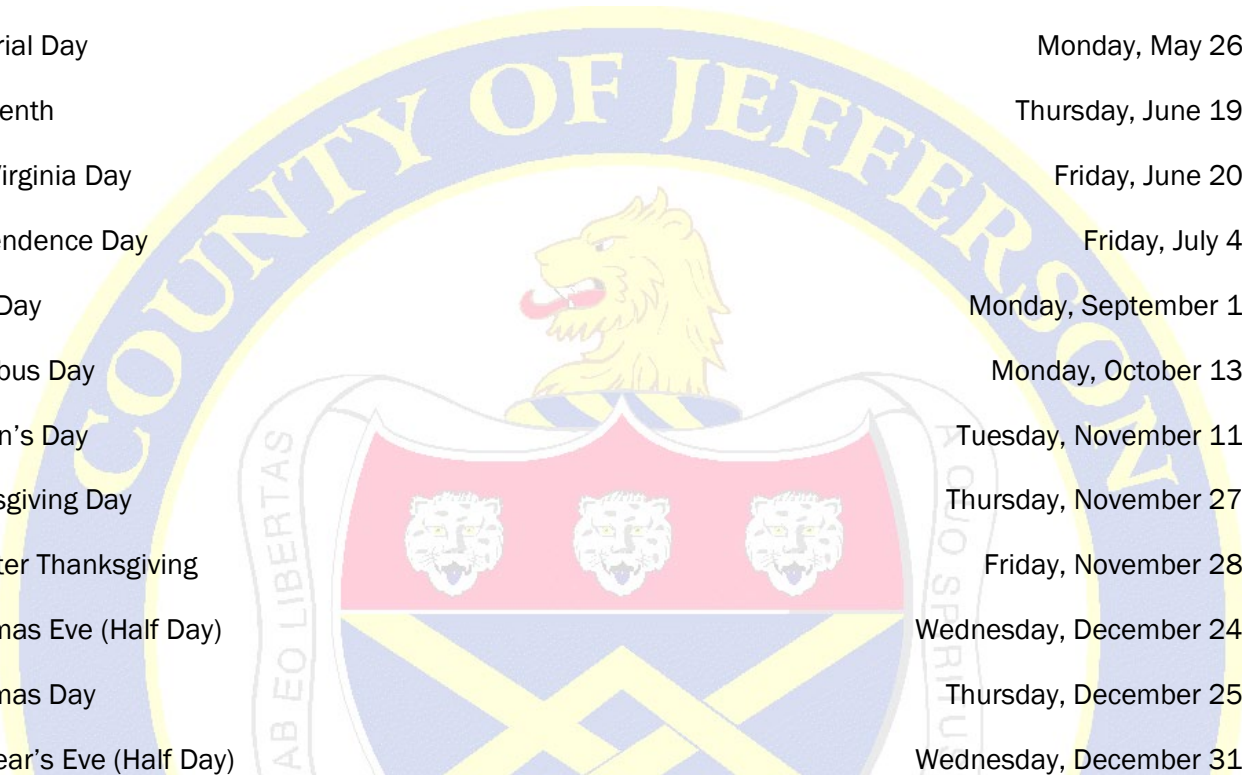
Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2025

The seal of Jefferson County, West Virginia, is a large, semi-circular emblem in the background. It features a central shield with a red top section containing three white tiger heads, and a blue bottom section with a yellow saltire (X-shaped cross). Above the shield is a golden lion's head. The shield is flanked by two white banners with the Latin motto "AB EO LIBERTAS" on the left and "CIVIS SERVAT" on the right. The entire seal is encircled by a blue ring with the words "JEFFERSON COUNTY OF WEST VIRGINIA" in yellow capital letters.

New Year's Day	Wednesday, January 1, 2025
Dr. Martin Luther King, Jr. Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
West Virginia Day	Friday, June 20, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day After Thanksgiving	Friday, November 28, 2025
Christmas Eve (Half Day)	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve (Half Day)	Wednesday, December 31, 2025

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: December 19, 2024

PRESIDENT, JEFFERSON COUNTY COMMISSION



Jefferson County, West Virginia
County Commission Administration

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

Email: info@jeffersoncountywv.org

Phone: 304-728-3284

JEFFERSON COUNTY COMMISSION

2025 REGULARLY SCHEDULED MEETING CALENDAR

Unless otherwise noticed, County Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street at 9:30 am and 6:00 pm on the first and third Thursdays of each month, respectively.

<u>Meeting Date</u>	<u>Time</u>	<u>Agenda Deadline</u>
Thursday, January 2, 2025	9:30 am	*Wednesday, December 27 - 12:00 pm
Thursday, January 16, 2025	6:00 pm	Thursday, January 9 – 12:00 pm
Thursday, February 6, 2025	9:30 am	Thursday, January 30 – 12:00 pm
Thursday, February 20, 2025	6:00 pm	Thursday, February 13 – 12:00 pm
Thursday, March 6, 2025	9:30 am	Thursday, February 27 – 12:00 pm
Thursday, March 20, 2025	6:00 pm	Thursday, March 13 – 12:00 pm
Thursday, April 3, 2025	9:30 am	Thursday, March 27 – 12:00 pm
Thursday, April 17, 2025	6:00 pm	Thursday, April 10 – 12:00 pm
Thursday, May 1, 2025	9:30 am	Thursday, April 24 – 12:00 pm
Thursday, May 15, 2025	6:00 pm	Thursday, May 8 – 12:00 pm
Thursday, June 5, 2025	9:30 am *please note the JCC will only be meeting once in June 2025	Thursday, May 29 – 12:00 pm
Thursday, July 3, 2025	9:30 am	Thursday, June 26 – 12:00 pm
Thursday, July 17, 2025	6:00 pm	Thursday, July 10 – 12:00 pm
Thursday, August 7, 2025	9:30 am	Thursday, July 31 – 12:00 pm
Thursday, August 21, 2025	6:00 pm	Thursday, August 14 – 12:00 pm
Thursday, September 4, 2025	9:30 am	*Wednesday, August 27 – 12:00 pm
Thursday, September 18, 2025	6:00 pm	Thursday, September 11 – 12:00 pm
Thursday, October 2, 2025	9:30 am	Thursday, September 25 – 12:00 pm
Thursday, October 16, 2025	6:00 pm	Thursday, October 9 – 12:00 pm
Thursday, November 6, 2025	9:30 am	Thursday, October 30 – 12:00 pm
Thursday, November 20, 2025	6:00 pm	Thursday, November 13 – 12:00 pm
Thursday, December 4, 2025	9:30 am	*Tuesday, November 25 – 12:00 pm
Thursday, December 18, 2025	6:00 pm	Thursday, December 11 – 12:00 pm

* indicates deviation from normal meeting date or agenda deadline.

- ✚ Changes in the time or location of the meeting shall be noticed on the County’s website and on the County Facebook page.
- ✚ If the President of the County Commission determines that weather conditions make travel unsafe for the public, County offices may close and/or the meeting may be cancelled. Please check the County’s website and/or Facebook page for possible meeting updates during inclement weather.
- ✚ Please note that, in addition to the regular meetings listed above, the Commission may call Special Sessions, Emergency Sessions, Workshops/Work Sessions, Public Hearings, Board of Review & Equalization hearings, Board of Canvassers meetings, etc. as necessary and will be noticed according to the Open Meeting Act.

Public Comment for Jefferson County Commission meeting for December 5, 2024

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

PUBLIC COMMENT –

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

The December 5, 2024, approval of the minutes for November 7th, 12th, 13th, 19th, 21st, 26th, to include 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.

Since Commissioners Majdi and Upson approved the outdated minutes on November 7, 2024; that includes Keys and Hefestay, who now 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 December 5th 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 December 5th, 2024, meeting also 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. Including the Middleway/3M/Kodak water project and the impact fee can't move forward.

With the newly seated Commissioners: Keys, Majdi (change of magisterial seat) and Hefestay; if they approve the minutes for December 5th, 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!

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Have a nice day!

JCCInfo

From: Addison Reese <addisonreese@gmail.com>
Sent: Tuesday, December 3, 2024 3:54 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission. I am first asking that you remove Goal 1 Objective 4. This objective is so broad that it would reduce the protections that zoning provides to property owners. The language in this plan should be absolutely clear. I also encourage you to remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This extremely broad statement prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner. Please also return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion.

Again, the language in this plan should be very clear and specific to avoid misinterpretation and/or exploitation.

Thank you,

--

Addison Reese
addisonreese@gmail.com

From: Alden Roth <aldenroth@gmail.com>
Sent: Saturday, December 7, 2024 4:26 PM
To: JCCInfo
Subject: 2045 Comprehensive Plan Comments and Concerns

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

Dear County Commissioners,

I'm not smart enough to talk about zoning and the like, but I am a runner and cyclist and I'm on the Charles town Parks and Recreation board, so I'm gonna talk about recreation trails and parks.

When it comes to recreation, the comprehensive plan is simply not comprehensive. It doesn't have an adequate plan to expand the park system, recreational trails, or other activities for folks interested in the outdoors. Objective 6.2 says you want to develop connectivity to existing pedestrian and bike trails, but then don't outline any steps beyond developing a trail to work with stakeholders of the old standard quarry. What about the rout 9 bike path?

The route 9 bike path is nice but it goes from the jail in Martinsburg and ends at an overpass outside of Ranson. It doesn't connect users to any communities, parks, or tourism opportunities. It would be amazing if there were protected bike lanes that allowed people from Charles town, Ranson, or Shepherdstown to safely walk or bike to the RT9 bike path and then use it without depending on a car or risking their lives on unsafe roads. Martinsburg has plans to connect their downtown to their end of the trail at the jail, and are actively working on expanding their trail system. Why can't Jefferson county do the same?

On top of that, the objective to expand the current Jefferson county park system is lackluster. I understand there is a lack of funding for this expansion. Perhaps if the impact fee had not been reduced to one dollar, there would be funds to expand the parks. The amount of land available for public recreation is pitiful compared to neighboring counties and states. If our increasing population doesn't have a way to recreate in Jefferson county, they will go elsewhere and spend there money there. I did last week, because we have no mountain biking trails in the county. But Maryland and Virginia have lots.

The comprehensive plan needs to have an actual vision for how the county will create new and expand existing recreation opportunities.

More focus needs to be put on multipurpose trails that actually connect parts of the county. If Jefferson County wants to welcome recreational tourism, we should focus on making it as friendly to cycling and other recreation as possible. The C&O canal has thousands of cyclists riding on it annually and we are missing a great opportunity to invite these cyclists to our wonderful county. Currently they can cross the Potomac and visit Harper's ferry, bolivar, and Shepherdstown, but they can't safely come further into WV. What if they could also visit Charles town, Ranson, and other wonderful parts of the county? We're leaving tourism dollars on the table that other communities along the C&O are actively pursuing.

And what about the RT9 east bike path? Just because there is a wide shoulder doesn't mean that a major high way is a bike path. I've ridden my bike on major trucking highways in Central Asia that are safer than this road. No one in their right mind would ride their bike on this fake bike path where people regularly exceed the posted

speed limit, upwards of 75mph and faster. Not to mention that I have no idea how someone can safely get to this bike path? There are no parking lots to access it. It doesn't actually go anywhere. It starts in the middle of a highway interchange and ends at the Appalachian trail, where bikes are prohibited. It's unsafe and pointless as it currently sits. Calling it a bike path is a joke!

At the meeting on Wednesday, December 4, you heard from countless citizens concerned about the unchecked residential and industrial expansion in the county. I don't recall any industrial business owners or residential builders speaking, probably because they don't live here. So you must ask yourself, is it your responsibility to serve your constituents, or are you giving preferential treatment to business that want to use and abuse the county.

Thank you,

Alden Roth
Charles Town Citizen of 20 years

Alden Roth

Adventure Filmmaker

Owner & Cinematographer at [Rocketfuel Studios](#)

Co-owner & Executive Director of [Filmed By Bike](#)

[@aldenroth2](#)

[304-871-3050](tel:304-871-3050)

aldenroth@gmail.com

Remember to get some fresh air today!

JCCInfo

From: Amy Hartman <Amywv@icloud.com>
Sent: Sunday, December 8, 2024 10:03 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan. Between Rockwool, solar farms, power lines and ton of houses please leave something of Jefferson county in tact. I'm watching everything I moved here for be destroyed, so sad.

Sincerely,
Amy Hartman

--

Amy Hartman
Amywv@icloud.com

JCCInfo

From: Andrew Long <andrewjlong304@gmail.com>
Sent: Monday, December 2, 2024 10:08 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Andrew Long
andrewjlong304@gmail.com

JCCInfo

From: Alana Flynn <flynn126@yahoo.com>
Sent: Tuesday, December 3, 2024 9:14 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Alana Flynn
flynn126@yahoo.com

JCCInfo

From: AnnaMary Walsh <gawalsh@frontiernet.net>
Sent: Sunday, December 8, 2024 3:51 PM
To: Steve Stolipher; Kelvin Upton; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Below is my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. It is extremely important to all residents of Jefferson County that protections remain a strong goal of this plan. For this reason, it's imperative that property owners be given every protection and, to do so, the comprehensive plan and zoning need to remain solidly attuned to the agricultural and conservational aspects for the future of our county. I join in the belief that the following are imperative for the Comprehensive Plan to be in the interest of current residents and landowners:

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Your serious and conscientious consideration of these points put our future in your hands.

Sincerely,

--

AnnaMary Walsh
gawalsh@frontiernet.net

JCCInfo

From: barbara bergman <bbergmanwv@yahoo.com>
Sent: Monday, December 9, 2024 6:47 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners. I care about our natural resources. Water is very important for our families and our farmers,

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Barbara J Bergman

--

barbara bergman
bbergmanwv@yahoo.com

JCCInfo

From: Barbara Milano Keenan <bmkeen@comcast.net>
Sent: Monday, December 9, 2024 5:10 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Although my property is located in the Kabletown District, I am very concerned and oppose approval of a water bottling facility in the Middleway District. This is not the kind of land use that the County should be pursuing. Gross depletion of natural resources is never desirable, particularly when it is done for reasons to benefit corporate interests and not the general public. Also, why would the County change its comprehensive plan map to suggest it is only a guide. I think you should revert to the former designation of “map.” Property owners need more than a guide in making decisions that may irrevocably affect their property rights.

Also, I agree with the general comments regarding the draft comprehensive plan that follow. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

—Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.

—Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.

—Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for your consideration of my comments.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Barbara Milano Keenan
bmkeen@comcast.net

2045 COMPREHENSIVE PLAN-COMMENTS

GOAL 1

This Commission has a legal duty to promote and protect the health, safety and welfare of all citizens of the County. A Comprehensive Plan should be designed to improve the quality of life and well being of all citizens not just land owners.

AMEND GOAL 1 to read:

ENSURE THAT FUTURE LAND USE REGULATIONS AND POLICIES SUPPORT AND BALANCE THE RIGHTS OF ALL CITIZENS AND ALL LAND OWNERS.

Second sentence first paragraph Page 18 “However, this should not infringe on the right of property owners to use and develop their land.” DELETE.

This sentence is contrary to state law. Land use regulations and subdivision and zoning ordinances, will always limit and control the right to the use and development of land.

Delete Objective 1.4 State Law authorizes zoning text amendments by this Commission. There is no reason to reserve this right.

Adopt by Amendment a New Objective 1.4 as follows:

“PERMIT NON-AGRICULTURALLY RELATED COMMERCIAL USES BY THE CONDITIONAL USE PERMIT (CUP) PROCESS IN THE RURAL ZONE, OUTSIDE OF THE UGB AND PGA, IF THE USE IS AGRICULTURALLY AND RURALLY COMPATIBLE IN SCALE AND INTENSITY, POSES NO THREAT TO PUBLIC HEALTH, SAFETY AND WELFARE, AND IF THE USE HELPS TO PRESERVE FARM LAND AND OPEN SPACE.”

1. Recommendation. Update the Zoning Ordinance by text Amendment as to the above changes.

Conservation

Add the following to text under Goal 5

Each year acres of land are removed from Agricultural production. Between 1974 and 2007 14,000 acres were removed with the vast majority of lands with prime soils or soils of state wide importance. One purpose of this plan is to maintain productive farmland soils and the rural character and economy of the County by reducing the conversion of farmlands to non-agricultural based uses. Thus the use of cluster residential subdivisions requiring the preservation of at least 50% of the land as open spaces is encouraged*. Similar limits should be placed on the size of non-agriculturally related commercial uses.

GOAL 5 Amend to read as follows:

ENCOURAGE LAND AND WATER CONSERVATION, VIEWSHED AND OPEN SPACE TO HELP PRESERVE THE RURAL CHARACTER OF JEFFERSON COUNTY.

Add a new Objective

5.4 CONSERVE FARMLAND AND OPEN SPACES BY LIMITING THE SIZE OF NON-AGRICULTURALLY RELATED COMMERCIAL USES, IN THE RURAL ZONE, OUTSIDE OF THE UGB AND PGA, REQUIRING A CONDITIONAL USE PERMIT, TO NO MORE THAN 50% OF THE PARCEL OF LAND TO BE OCCUPIED. NON-AGRICULTURALLY RELATED COMMERCIAL USES ON A PARCEL OF LAND OF 15 ACRES OR LESS SHOULD BE EXEMPT.

Recommendation 1. By text Amendment add this requirement to the Zoning Ordinance.

*See 2045 Comp. Plan Page 18; 2035 Comp. Plan Page 34

Amend the Definitions by adding:

TERM	DEFINITION*
INTENSITY	The permitted ratio of building size to land use. Intensity is often associated with the amount of non-residential structures on a site.
OPEN SPACE	Any land or area, the preservation of which in its present use would: (1) conserve and enhance natural or scenic resources; or (2) protect stream or water supply; or (3) promote conservation of soils, wetlands, beaches, or marshes; or (4) enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations, or sanctuaries; or (5) steep slopes/hillside protection; or (6) enhance recreation opportunities.
RURAL	A sparsely developed area where the land is primarily used for farming and farm related activities, forestry, resource extraction, or large lot residential density.
QUALITY OF LIFE	The attributes or amenities that combine to make an area a good place to live. Examples include the availability of political, educational, and social support systems; good relations among constituent groups; a healthy physical environment; and economic opportunities for both individuals and businesses.
VIEWSHED	An area of land, water, or other environmental elements that is visible to the human eye from a fixed vantage point. Often a viewshed consists of a range of sights including pleasing vistas, landscapes, or scenes.

* See 2035 Comp. Plan Pages 244, 246, 247, 248 and 250.

JCCInfo

From: Carrie Messenger <carriemess@hotmail.com>
Sent: Monday, December 9, 2024 8:14 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Carrie Messenger
carriemess@hotmail.com

My comments concern Objective 5 under GOAL 1.

First, I want to voice my support for Objective 5 –which says “Encourage land conservation programs to help preserve the rural character of Jefferson County”

As you well know, many citizens of this County have expressed serious concerns about losing the beautiful bucolic character of our land --the loss of farmland and green open spaces -- with so many recent sprawling housing and other developments. We also know that tourism dollars to our County depend on maintaining that bucolic character.

In light of these realities, I have 2 small but important **revisions** to suggest for Objective 5.

The first one concerns 5.1. “Financially support county conservation agencies including but not limited to the Farmland Preservation Board & Historic Landmarks Commission.”

Under #1 where it says

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

I request **changing the word “CONTINUE” to “EXPAND”**.

So it would read “Expand the efforts of identifying and protecting open space areas with prime soils for agricultural uses.”

Similarly, in #2 where it says

“Support” further development of farmland preservation easements[and so on].... I request **changing the word “SUPPORT” to INCREASE**.

As you know, monies to support agricultural preservation come from the real estate transfer tax. That fund has certainly been increasing with all the recent housing developments! So it’s reasonable to expect that our County can expand and increase its support for farmland preservation (in keeping with its stated goals).

Thank you,
Charlotte Baker-Shenk. (bakershenk@aol.com)

JCCInfo

From: Chip Dorsey <bcdorsey46@gmail.com>
Sent: Tuesday, December 10, 2024 12:33 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Chip Dorsey
bcdorsey46@gmail.com

JCCInfo

From: Christine Dorsey <bcdorsey@me.com>
Sent: Tuesday, December 10, 2024 12:28 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Christine Dorsey
bcdorsey@me.com

JCCInfo

From: Cris Kinsella <criskinsel2@gmail.com>
Sent: Monday, December 9, 2024 9:53 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

The proposed plant affords insignificant value to our county as compared to the inconveniences and detriment to our locale/environment. The damage to the affected geologic infrastructure is irreparable and the extraction/removal of ground water will create as yet unknown, possibly permanent, damage to the “downstream” recipients, both fauna and flora.

Water is a commodity. Our resources and the water table need to be protected from being harvested by those unaffected by their actions - other than transient financial gain. We are the stewards for future generations, we should not squander their treasures

--

Cris Kinsella
criskinsel2@gmail.com

JCCInfo

From: Darlene Donaldson <rhea1957@aol.com>
Sent: Monday, December 9, 2024 6:37 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Darlene Donaldson

--
Darlene Donaldson
rhea1957@aol.com

JCCInfo

From: Diana Oddenino <Oddenino@aol.com>
Sent: Tuesday, December 10, 2024 1:14 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Diana Oddenino
Oddenino@aol.com

JCCInfo

From: Donna Eby <penny5@frontiernet.net>
Sent: Wednesday, December 4, 2024 5:10 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element

--

Donna Eby
penny5@frontiernet.net

JCCInfo

From: Ellen Murphy <Ellen.L.Murphy@comcast.net>
Sent: Wednesday, December 4, 2024 9:43 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please remember that the precious ground water resource in Jefferson County belongs to the residents that depend on it. It is not something that should be handed to a business that would devastate this resource. Please DO NOT approve this application.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Ellen Murphy
Ellen.L.Murphy@comcast.net

JCCInfo

From: Evelyn Gettys <Eg29803@yahoo.com>
Sent: Monday, December 9, 2024 10:05 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

I am submitting my comments, and request that the water bottle plant not be aloud to operate. Nor be built. It is not smart growth nor the type of business that is needed in this area. Having the water table reduced when the county has been in drought conditions is just irresponsible . Please kept the people, who have made this their homes and businesses, as needing to be of high consideration. This bottle water business is a threat.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Evelyn Gettys
Eg29803@yahoo.com

JCCInfo

From: Gaila Poston <gailaposton@gmail.com>
Sent: Wednesday, December 4, 2024 8:37 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Gaila Poston
gailaposton@gmail.com

JCCInfo

From: Gale Seiler <galeslr@gmail.com>
Sent: Monday, December 9, 2024 9:35 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners. This is such an ill-conceived plan, I hardly know where to begin.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Gale Seiler
galeslr@gmail.com

JCCInfo

From: Gary Donley <ga_donley@yahoo.com>
Sent: Monday, December 9, 2024 11:16 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Gary Donley

--

Gary Donley
ga_donley@yahoo.com

JCCInfo

From: George Rutherford <Gruther1@msn.cm>
Sent: Sunday, December 8, 2024 3:34 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
George Rutherford
Gruther1@msn.cm

JCCInfo

From: Greg Yuhasz <gregyuhasz@gmail.com>
Sent: Tuesday, December 3, 2024 5:40 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Greg Yuhasz
Middleway, WV

--

Greg Yuhasz
gregyuhasz@gmail.com

JCCInfo

From: Jane Zinstein <Jane@mainstreetradionetwork.com>
Sent: Tuesday, December 3, 2024 3:09 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Why does the County and the local municipalities keep going against what the people want? It has been clear for the decade we have been living here that the citizens ARE NOT for the planned communities or manufacturing facilities that this commission and city councils keep trying to shove down our throats and make this bucolic area a congested hub of too much humanity!

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Jane Silk Zinstein

--
Jane Zinstein
Jane@mainstreetradionetwork.com

JCCInfo

From: Jeff Hertrick <jeffhert@gmail.com>
Sent: Saturday, December 7, 2024 7:55 PM
To: JCCInfo
Subject: Comp Plan Comments - follow-up to my in-person comments Dec. 4th

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

Hello Commissioners:

It seems that most of you (4 elected just this year) have the opportunity to correct mistakes of the Planning Commission staff in what has been included in the draft 2045 Comprehensive Plan.

Did staff go rogue by re-writing the Comprehensive Plan when they only, and possibly SHOULD only have revised it a bit?

Was Staff *instructed* to re-write the Comprehensive Plan?

Why was the line "However, this should not infringe on the right of property owners to use and develop their land." added, which effectively eliminates any enforcement capability of the County to prevent detrimental development?

That line should be eliminated.

Objective 4 of Goal 1 is REALLY too broad, and inhibits the ability for the Planning Commission and County Commissioners to control growth.

Also, you should change the name of the "Future Land Use Guide" back to "Future Land Use Map." The word guide seems to diminish the authority of the county in use of the Comprehensive Plan.

Thank You,
Jeff Hertrick 151 Venice Way, 25443

JCCInfo

From: John Allen <johnallenjr@me.com>
Sent: Tuesday, December 3, 2024 5:32 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

- John Allen

--
John Allen
johnallenjr@me.com

JCCInfo

From: John Noel <jnoelwv@gmail.com>
Sent: Wednesday, December 4, 2024 7:01 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Commissioners and staff,

I have been a resident of Jefferson County for over 24 years and have raised my family here and hope to live out my days in the county that I love. It has been disheartening to see so much random development that has received a variance to the established land use and zoning. Don't let Jefferson County become Berkeley County. Use zoning in a responsible way to meet the goals of our comprehensive plan and do not let powerful development interests override property rights of existing residents. I want my children to raise their children here, but they will not do that if we do not grow in a responsible manner.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

John A Noel
Shepherdstown

--

John Noel
jnoelwv@gmail.com

JCCInfo

From: Jonathan Moss <Jmoss54@aol.com>
Sent: Tuesday, December 10, 2024 1:17 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1's intent to balance the rights of all property owner.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Jonathan Moss
Jmoss54@aol.com

JCCInfo

From: Judith Wiles <Jvpwiles@gmail.com>
Sent: Monday, December 9, 2024 9:31 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Judith Wiles
Jvpwiles@gmail.com

JCCInfo

From: Kay Schultz <kay.nixschultz@gmail.com>
Sent: Wednesday, December 4, 2024 1:50 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners listed here as well as encouragement for initiatives related to our ground and surface waters.

First, accept my thanks for the thoroughness of the plan and its educational value. Thanks to public, agency, staff and Planning Commissioners for their good work.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. "However, this should not infringe on the right of property owners to use and develop their land." This sentence prioritizes development rights over all other land rights and thereby undermines Goal 1's intent to balance the rights of all property owner.
- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" downplays the importance of this element

Regarding Water Quality and Quantity,

I also urge you to "reframe" your understanding of ground water as well as surface water in the County, considering it a "Common Good" rather than a commodity or private resource.

I agree with your intention to commission a quantity and quality water study that is current, looks ahead at drought and warming climate impacts on water, and also examines the projected water use by developments that are permitted and in the pipeline.

I agree with your intention to assist the Health Department with establishing standards for wells and septic's (recognizing that septic leach is a significant pollutant in ground water and thus wells, springs, and surface water as well).

--

Kay Schultz
kay.nixschultz@gmail.com

JCCInfo

From: Kit McGinnis <kitmcginnis@gmail.com>
Sent: Sunday, December 8, 2024 3:41 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Kit McGinnis

--
Kit McGinnis
kitmcginnis@gmail.com

JCCInfo

From: Laurel Parker <pumpkinflower@gmail.com>
Sent: Tuesday, December 3, 2024 5:21 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Laurel Parker
pumpkinflower@gmail.com

JCCInfo

From: Lisa Payne <lisagpayne@comcast.net>
Sent: Wednesday, December 4, 2024 5:05 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comments on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. Language in the current draft comprehensive plan clearly undermines the protections that a comprehensive plan and zoning are intended to provide to property owners. This language could also create future litigation, costing the county both money and its attractiveness as a desirable place to live or establish a business.

Goal 1 Objective 4 is so broad it would reduce the protections that zoning provides to property owners. Please narrow this objective so that it supports the other objectives listed in Goal 1 by putting forth the intention of Goal 1.

Was the intent of the second sentence of the first paragraph on page 18, drafted to supersede Goal 1's intent to balance the rights of all property owners, by prioritizing development rights over all other land rights? ("However, this should not infringe on the right of property owners to use and develop their land.") Doesn't this jeopardize individual and existing property owners' rights and increase their risks of losing property values, by favoring future commercial and industrial rights?

Please revert to the previous name of the Future Land Use Map establishing the importance this map plays in reinforcing the authority held by the county to manage growth, giving current and future landowners a clear idea of whether their investments will be beneficial. If the Commission's intent is to weaken or remove the protections to individual property rights of current and future landowners, then "Future Land Use Guide" should be clearly defined, so as not to be interpreted as being deceptive by anyone owning or considering the purchase of property, after the fact.

Thank you for considering my comments as you deliberate on the final language in the new comprehensive plan. Respectfully submitted,

--

Lisa Payne
lisagpayne@comcast.net

From: [Lizz Temple](#)
To: [Steve Stolipher](#); [Kelvin Upson](#); [Jane Tabb](#); [Pasha Majidi](#); [JCCInfo](#)
Subject: Public Comment for the recommended draft of the Comprehensive Plan
Date: Tuesday, December 3, 2024 5:19:14 PM

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of “Guide” down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan. Please consider this.

Sincerely,

--

Lizz Temple
Ltemple030711@icloud.com

JCCInfo

From: Lizz Temple <Ltemple030711@icloud.com>
Sent: Tuesday, December 3, 2024 5:19 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan. Please consider this.

Sincerely,

--
Lizz Temple
Ltemple030711@icloud.com

JCCInfo

From: Loraine Strait <artinparis@gmail.com>
Sent: Monday, December 9, 2024 9:50 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Loraine Strait
artinparis@gmail.com

JCCInfo

From: Lorenzo Benedict <Dow.benedict@icloud.com>
Sent: Monday, December 9, 2024 11:18 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

As growth in the county continues with no real end point groundwater becomes an even greater issue. This proposed project threatens our water supply and could prevent the controlled and appropriate growth we all desire.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Lorenzo Benedict

--

Lorenzo Benedict
Dow.benedict@icloud.com

JCCInfo

From: Maria Parisi <marias.stuff@yahoo.com>
Sent: Monday, December 9, 2024 9:06 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

Hello, and please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
- Please remove the second sentence of the first paragraph on page 18. “However, this should not infringe on the right of property owners to use and develop their land.” This sentence prioritizes development rights over all other land rights, and thereby undermines Goal 1’s intent to balance the rights of all property owner.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Maria Parisi
15 Oriole Ct
Shepherdstown, WV 25443

--

Maria Parisi
marias.stuff@yahoo.com

JCCInfo

From: Marie Uehling <meuehling@gmail.com>
Sent: Wednesday, December 4, 2024 9:45 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

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- Please return the Future Land Use Guide to its previous name of Future Land Use Map. The new name of "Guide" down plays the importance of this element of the comprehensive plan. Those seeking a zoning map amendment may take advantage of this confusion. It should be returned to its original name.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Marie Uehling
meuehling@gmail.com

JCCInfo

From: Martha Sullivan <sullivanmartha1@gmail.com>
Sent: Tuesday, December 3, 2024 2:50 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Martha Sullivan

--

Martha Sullivan
sullivanmartha1@gmail.com

JCCInfo

From: Mike Briers <MB8210@yahoo.com>
Sent: Sunday, December 8, 2024 5:03 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Mike Briers
MB8210@yahoo.com

JCCInfo

From: Natasha Baihly <natasha@rivertrail.com>
Sent: Tuesday, December 10, 2024 10:27 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Natasha Baihly
natasha@rivertrail.com

JCCInfo

From: Nicole Lloyd <levelgreenfarmwv@gmail.com>
Sent: Wednesday, December 4, 2024 2:12 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Nicole Lloyd

--
Nicole Lloyd
levelgreenfarmwv@gmail.com

JCCInfo

From: Peter Milcetic <peter.milcetic@me.com>
Sent: Sunday, December 8, 2024 5:11 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Peter Milcetic
peter.milcetic@me.com

JCCInfo

From: Rebecca Sarich <beccasarich@gmail.com>
Sent: Sunday, December 8, 2024 8:27 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Rebecca Sarich
beccasarich@gmail.com

JCCInfo

From: beccatmail@gmail.com
Sent: Wednesday, December 11, 2024 4:28 PM
To: JCCInfo
Subject: Written comments for Comprehensive plan

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

Please accept my comments for the Comprehensive Plan

Please remove Goal 1 objective 4.

Please remove the second sentence of the first paragraph on page 18.

Please return the Future Land Use Guide to its previous name of Future Land Use Map.

In addition, I respectfully ask that you please listen to the people of Jefferson County and take action to protect and preserve our amazing natural resources. They are not yours to give away or sell to the highest bidder. As elected officials, you are responsible for looking out for the county as well as the people in it. What the county commission has been doing is exploiting the county and the people.

Please protect and preserve the precious, prime farmland we are blessed to have here in the county.

Please do not keep approving solar facilities to be built here. They do not benefit us and are a horrible waste of prime farmland.

The farmland and land used for horses and cattle, however, does benefit the county. They are an integral part of the economy and way of life for the county.

And the solar facilities come with an added danger of large battery storage facilities on every large scale solar site. This is a huge fire hazard and our all volunteer fire departments are already spread too thin and they have no way of putting out these kinds of fires. If one occurs, it would release hazardous chemicals into the air, land, and groundwater. If the groundwater is contaminated, there is simply no way of fixing it Ever.

Also, a fire from a solar battery facility could spread and endanger countless houses nearby.

Please do not allow more large scale housing developments that contain hundreds or even thousands of houses. We already have far too many brand new developments.

The county's infrastructure is already highly strained and cannot even support what has already been allowed to be built.

There's a reason people move here and a reason people stay. It's a beautiful place to live.

Over the past several years, there has been so much growth. It is UNSUSTAINABLE!

With Rockwool, numerous large scale solar facilities being approved, countless large scale housing developments, and now the proposal of a one million square foot water bottling facility which will jeopardize the groundwater and have dire consequences for farmers and residences on well water. Not to mention, reaking havoc on the town of Middleway. If built, it would be the largest water bottling facility in the US.

These things do not help or improve the county. They put a major strain on infrastructure, destroy precious farmland, put our groundwater in great jeopardy, and simply leave us with a huge mess to deal with!

All of these things are taking a beautiful, healthy place to live and turning it into an unhealthy, unsafe, and very soon, a very undesirable place to live and work.

This county needs stricter zoning laws in place, not ones that make it even easier to take advantage of the people and destroy our natural resources.

STOP EXPLOITING THE COUNTY!

Stop disregarding the public's pleas to protect the county from overdevelopment and light and heavy industrial use.

Please act wisely in your role as county commissioner.

The people that voted for you and got you elected didn't vote for you to destroy and degrade the county.

Thank you for your time and consideration.

Sincerely,

Rebecca Thompson

Summit Point resident

Sent from my iPhone

JCCInfo

From: Renny T Smith <rennyts@aol.com>
Sent: Monday, December 9, 2024 10:30 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

I'm suprised and disappointed that the planning commission seems to have stopped considering basic environmental truths when considering new projects in out delicate and valuable county!

Renny Smith

--

Renny T Smith
rennyts@aol.com

JCCInfo

From: Richard & Sara Everingham <sara.r.everingham@gmail.com>
Sent: Saturday, December 7, 2024 6:12 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--

Richard & Sara Everingham
sara.r.everingham@gmail.com

JCCInfo

From: Robin Mullican <rjm54@mindspring.com>
Sent: Monday, December 9, 2024 1:21 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

--
Robin Mullican
rjm54@mindspring.com

JCCInfo

From: Sarah Burdick <areluctantnecessity@gmail.com>
Sent: Tuesday, December 3, 2024 5:05 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,

Sarah

--

Sarah Burdick
areluctantnecessity@gmail.com

JCCInfo

From: Sharon Martin <shar6356@frontiernet.net>
Sent: Tuesday, December 10, 2024 7:33 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Sincerely,

--

Sharon Martin
shar6356@frontiernet.net

JCCInfo

From: Siri McDonald <sirimcdonaldwv@outlook.com>
Sent: Wednesday, December 4, 2024 6:38 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Dear Commissioners,

As someone who was born and raised in this county and has had family here for many generations I have a great love and respect for the balance of growth and conservation in our county. I ask that you boldly sustain this commitment to sensible and sustainable growth so that our natural resources continue to be protected in a way that makes this area the treasure it is.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

- Please remove Goal 1 Objective 4. This objective is so broad it would reduce the protections that zoning provides to property owners. If the Objective were sufficiently narrowed it would be redundant with the other objectives of Goal 1.
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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Siri McDonald

--
Siri McDonald
sirimcdonaldwv@outlook.com

JCCInfo

From: Sonya Evanisko <sevanisk@shepherd.edu>
Sent: Sunday, December 8, 2024 8:54 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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One of our most valuable resources is groundwater- please do not allow more extraction of natural resources to a for profit company! WV has a long history of giving away our resources.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Sonya Evanisko

--

Sonya Evanisko
sevanisk@shepherd.edu

JCCInfo

From: Suellen Myers <willowsp@earthlink.net>
Sent: Monday, December 9, 2024 1:45 PM
To: Steve Stolipher; Kelvin Upton; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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The Comprehensive Plan is a map not a Guide that can be followed or not. It's a Map that is supposed to be abided by. The above mentioned parts of the current draft are so vague and contradictory as to negate the purpose of the Plan.

Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely,
Suellen Myers

--

Suellen Myers
willowsp@earthlink.net

JCCInfo

From: Susan Cardella <loverofcats50@gmail.com>
Sent: Tuesday, December 10, 2024 2:15 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Sincerely,

--
Susan Cardella
loverofcats50@gmail.com

JCCInfo

From: Susan W Topping <susan.w.topping@gmail.com>
Sent: Monday, December 9, 2024 1:15 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Susan Topping

--

Susan W Topping
susan.w.topping@gmail.com

JCCInfo

From: Terry Thorson & Jeff Bannon <overyonderfield@gmail.com>
Sent: Wednesday, December 4, 2024 8:34 AM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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

Dear Commissioners,

This message is from Terry Thorson and Jeff Bannon:

We are in complete agreement with the prepared statement below. We've attended earlier meetings about the Plan, but are unable to attend tonight.

Please accept my comment on the draft Comprehensive Plan presented to the County Commission on October 17, 2024. There are several significant issues with the current comprehensive plan that undermine the protections that the comprehensive plan and zoning are intended to provide to property owners.

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Thank you for considering these comments as you consider the new comprehensive plan.

Sincerely, Terry Thorson and Jeff Bannon

--

Terry Thorson & Jeff Bannon
overyonderfield@gmail.com

JCCInfo

From: Walter chatham <walter@wfchatham.com>
Sent: Wednesday, December 4, 2024 7:34 PM
To: Steve Stolipher; Kelvin Upson; Jane Tabb; Pasha Majdi; JCCInfo
Subject: Public Comment for the recommended draft of the Comprehensive Plan

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Sincerely,

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Walter chatham
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PURCHASE ORDERS TO BE APPROVED

December 19, 2024

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	25053	\$ 9,340.00	Alert Fire Installation	fire alarm for Animal Control reno.
	25055	\$ 13,500.00	ZMM Architects	building property condition assessment
ESA	25054	\$ 14,283.00	EMS Technology Solutions	annual inventory & asset mgmt license
	25056	\$ 20,467.54	Adkins Automotive, LLC	engine replacement Ambulance #1101
GRAND TOTAL		\$ 57,590.54		