



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

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, May 15, 2025

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/84889961194?pwd=NqkZ6he32577EkFIyNnl4ba6iJwice.1>

Meeting ID: 848 8996 1194

Passcode: 334689

Public comments will be accepted in person or via email- info@jeffersoncountywv.org

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. 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.

V. Consent Agenda

1. **Approval of Minutes**

- a. April 15, 2025 Special Session Meeting Minutes DRAFT
- b. May 1, 2025 Regular Meeting Minutes DRAFT
- c. May 7, 2025 Special Session Meeting Minutes DRAFT

2. **Approval of Accounts Payable:**

- a. May 8, 2025
- b. May 15, 2025

3. Approval of Manual Checks:

- a. May 8, 2025
- b. May 15, 2025

4. Approval of Payroll:

- a. May 9, 2025

5. Approval of Requisitions

- a. May 15, 2025

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. 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. Please feel free to submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

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

New Business

1. 6:10 pm Angela Banks, Assessor of Jefferson County
1.1 Exoneration
2. 6:15 pm Roger Goodwin and Michelle Mason -- Engineering, Planning, and Zoning Department
 - 2.1. Impact Fees 2024 Recalculation Study—Possible Adoption of Revised Administrative Facilities Fees
 - 2.2. Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates
 - 2.3. Zoning Map Amendment request- Charles Town District 2,

Map 3, Parcel 9.4

3. 6:45 pm Tom Hansen, Jefferson County Sheriff and Treasurer
 - 3.1. Deputy new hire
 - 3.2. FY26 Pay Rates
 - 3.3. Animal Control new hire
4. 7:00 pm Nikki Painter, Jefferson County Clerk's office
 - 4.1. Set hearing date to hear the petition to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor
5. 7:05 pm Heidi Parker, County Representative to the Charles Town Utility Board
 - 5.1. Update on Charles Town Utility Board activities
6. 7:20 pm Laura Kuhn, director of Fleet and Facilities Management
Brandon Rhodes, Jefferson County Health Department
 - 6.1. Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office
7. 7:30 pm Edwina Benites-LM, David Bound, and Jessica James – Administration
 - 7.1. FY 2026 employee health care options
8. 7:45 pm Jessica James, Chief Human Resource Officer
 - 8.1. Approval of Hire/Promotion – County Planner – Department of Engineering, Planning, and Zoning
 - 8.2. Approval of Hire/Promotion – Facilities Mechanic – Department of Fleet and Facilities Management
 - 8.3. Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications
 - 8.4. Approval of Hire – Part-Time Quality Assurance Evaluator – Department of Emergency Communications
 - 8.5. Approval of Promotion – Lieutenant – Emergency Services Agency
 - 8.6. Approval of Hire – Administrative Assistant – Emergency Services Agency
9. 8:00 pm David Bound, Chief Financial Officer
 - 9.1. FY26 Budget adjustments
 - 9.2. JCESA FY25 budget adjustment
 - 9.3. External budget transfers- Funds 009 and 011 and Department 700 Wages.
10. 8:15 pm Nathan Cochran, Assistant Prosecuting Attorney
 - 10.1. Discussion and review of Comcast Contract/Franchise

Agreement with counsel.

10.2. Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92

11. 8:30 pm

Edwina Benites, county administrator

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

CORRESPONDENCE AND INFORMATION

Letter from WV Department of Arts, Culture and History re: Houser-Mahoney House

Public Comment emails from:

Susan Biggs
James Webb
Robert Allotta
Toby Degenhardt
Kendall Kessler
Marlyn Bisher
Matthew Glover
Stacy Chapman
Jessie Norris

Trudy Roth
Ali Printz
Irene Yates
Christopher Riordan
Sonia von Heijne
Alicia Noble
Joseph White
Edward Reifer
Cheryl Middleton

Lea Rampy
Anne Hancock Teresa
Yocencia Deal
David Maxfield
Leigh Koonce
Anna Mary Walsh
Peter Milcetic
Rebecca Thompson
Mary Ann Walsh

SPECIAL SESSION TO LAY THE LEVY

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

At a Special Session of the County Commission of said County and State held virtually via Zoom on Tuesday, April 15, 2025, beginning at 09:30 a.m.

- PRESENT:** Pasha Majdi, President
 Mike Mood, Vice President
 Cara Keys, Commissioner
 Jack Hefestay, Commissioner
 Steve Stolipher, Commissioner
 Edwina Benites-LM, County Administrator
 David Bound, Chief Financial Officer
 Jacqueline Shadle, County Clerk
 Lynn Dillow, Administrative Clerk

In re: LEVY ORDER AND LEVY RATES APPROVED FOR FISCAL YEAR 2025-2026

The meeting was called to order at 9:30 am by President Majdi.

The purpose of the meeting was to Lay the Levy for FY26.

AUTHORIZED RATES

Class I Property	Thirteen and five hundredth cents (\$0.1305)
Class II Property	Twenty-six and ten hundredth cents (\$0.2610)
Class II Property and Class IV Property	Fifty-two and twenty hundredth cents (\$0.5220)

Commissioner Stolipher moved to approve the levy rates for property taxation beginning July 1, 2025, as reflected in the Levy Order Rate Sheet, and to authorize the County Clerk to sign the Levy Order Rate Sheet as presented, and forward the proper documents to the State Auditor’s office. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

There being no further business, the meeting adjourned at 9:32 am.

Pasha Majdi, PRESIDENT

Minutes

Jefferson County Commission

Thursday, May 1, 2025

A meeting of the Jefferson County Commission was held on Thursday, May 1, 2025, during the second quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 1, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the April 17, 2025, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92279		ADKINS AUTOMOTIVE LLC	3,749.41
92280		AHA-ARTS & HUMANITIES ALLIANCE	2,758.02
92281		AT&T	3,665.65
92282		ATLANTIC EMERGENCY SOLUTIONS, INC.	533.56
92283		BRIAN RISTON	5,250.00
92284		BUREAU OF CHILD SUPPORT	376.62
92285		CAPITAL ELECTRIC	1,104.79
92286		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92287		COMPTROLLER OF MARYLAND	1,302.75
92288		EFTPS IRS TAXES	154,302.07
92289		EMPOWER RETIREMENT	7,394.45
92290		ESO SOLUTIONS INC.	115.50
92291		EXECUTIVE EMERGENCY LIGHTING LLC	297.00

92292		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92293		GUTTMAN OIL CO	5,610.90
92294		HIGHMARK WV	48,756.48
92295		HIGHMARK WV	2,335.95
92296		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	4,083.94
92297		JEFFERSON COUNTY SOLID WASTE AUTHORITY	148.69
92298		JEFFERSON CO CONVENTION AND VISITORS BUREAU	68,950.48
92299		JEFF CO PARKS & RECREATION COMMISSION	62,108.52
92300		JEFFERSON SECURITY BANK	3,933.00
92301		LANGUAGE LINE SERVICES	35.75
92302		LORI BROWN	3,108.19
92303		MCA, INC	2,103.97
92304		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	41.82
92305		MILLENIUUM INSURANCE GROUP	900.00
92306		MOTOROLA SOLUTIONS INC	15,058.83
92307		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92308		OLD CHARLES TOWN LIBRARY	1,500.00
92309		EMS TECHNOLOGY SOLUTIONS, LLC	651.00
92310		PA SCDU	314.50
92311		R.E. MICHEL CO. LLC	148.83
92312		RICE TIRES CO	146.74
92313		DR. ROBERT E. JONES III	1,000.00
92314		ROBIN MULLIKIN	310.00
92315		RUSSELL BURGESS	61.25
92316		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
92317		SOFTWARE SYSTEMS INC	30,494.41
92318		STATE TAX DEPARTMENT	250.00
92319		SUMMIT COMMUNITY BANK	343.92
92320		TEK ADVISORS LLC	4,200.00
92321		THOMAS HANSEN	56.00
92322		TINA RENNER	148.00
92323		UNIFIRST	159.05
92324		US BANK	78,930.29
92325		WITMER PUBLIC SAFETY GROUP INC	150.00
92326		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,157.70
92327		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	70,598.48
92328		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,808.62
92329		WV STATE TAX DEPARTMENT	41,360.64
92330		ZACH HOLLER	310.00
92331	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.79
92332	BS/011	SHERIFF OF JEFFERSON COUNTY	8,642.43

TOTAL		723,618.99
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Commissioner Majdi motioned to approve the accounts payable for April 24, 2025 in the amount of \$ 723,618.99. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
92333	10-42 TACTICAL LLC	37,660.71
92334	AT&T MOBILITY - CC	1,992.77
92335	AT&T BILL PAYMENT	1.33
92336	ATLANTIC EMERGENCY SOLUTIONS, INC.	29.77
92337	AUTOZONE	106.89
92338	BEGIN COUNSELING PLLC	2,247.77
92339	BESSIE NELSON	1,032.92
92340	BJ'S EMBROIDERY CO INC	2,200.50
92341	BOUND TREE MEDICAL LLC	4,835.56
92342	C&T FORLIFT REPAIR	185.00
92343	CAPITAL ELECTRIC	282.62
92344	CARDINAL HEALTH 110, LLC	532.00
92345	CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92346	COLONIAL LIFE	95.68
92347	DEARBORN LIFE INSURANCE COMPANY	2,401.46
92348	FISHER AUTO PARTS	484.47
92349	GEARCLEAN, INC	3,030.90
92350	GUTTMAN OIL CO	5,480.90
92351	HIGHMARK WV	212,395.78
92352	IRON MOUNTAIN	249.38
92353	JEFFERSON COUNTY SOLID WASTE AUTHORITY	44.69
92354	JEFFERSON CO EMERGENCY SERVICES AGENCY	159,207.28
92355	MCA, INC	6,353.27
92356	MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,645.46
92357	MINNICKS TOWING & RECOVERY	450.00
92358	NATIONAL VISION ADMIN.	1,604.40
92359	OBSESSION AUTOMOTIVE	734.19
92360	R.E. MICHEL CO. LLC	300.38
92361	RESCUE ONE TRAINING FOR LINE INC.	8,850.00
92362	RICE TIRES CO	111.42
92363	ROBERTS OXYGEN COMPANY, INC	253.38
92364	SHERIFF OF JEFFERSON COUNTY	3,400.00
92365	STATE INDUSTRIAL PRODUCTS	2,299.92
92366	THE HARTFORD	2,362.20
92367	UNIFIRST	257.97

92368		WITMER PUBLIC SAFETY GROUP INC	4,813.00
TOTAL			474,333.97

Commissioner Majdi motioned to approve the accounts payable for May 1, 2025, in the amount of \$ 474,333.97. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

April 24, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
961	HD/008	US BANK		91.42
1235	AV/056	US BANK		2,225.25
385	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		135,935.26
11	TC/077	UNITED WAY - EASTERN PANHANDLE INC (TEEN COURT)		20.00
403	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.44
1923	CO/246	US BANK		3,447.74
1017	CW/059	TOTAL ID SOLUTIONS		584.00
TOTAL				145,123.11

Commissioner Majdi motioned to approve the manual checks for April 24, 2025, in the amount of \$ 145,123.11. The motion was approved unanimously.

May 1, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
1236	AV/056	COMMERCIAL PRESS INC		1,032.00
1237	AV/056	MARSHALL & SWIFT BOECKH, LLC		3,935.05
1238	AV/056	MONROE SYSTEMS FOR BUSINESS		1,866.82
1	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		85,412.50
176	PI/249	MINGHINI'S		37,285.35
1018	CW/1018	WV STATE AUDITOR		630.00
TOTAL				130,161.72

Commissioner Majdi motioned to approve the manual checks for May 1, 2025, in the amount of \$ 130,161.72. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for April 25, 2025, in the amount of \$ 438,983.54. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

REQUISITIONS TO BE APPROVED

May 1, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	250098	\$ 10,000.00	Begin Counseling	Annual Individual Wellness Training Visits x50
GRAND TOTAL		\$ 10,000.00		

Commissioner Majdi motioned to approve the requisition for May 1, 2025, in the amount of \$ 10,000.00. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Amanda Stroud

Christine Wimer

Colin Stine

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Kenneth & Faith Shade	PP	Charles Town	\$325.54	303777

Commissioner Stolipher motioned to approve the exoneration of ticket Number 303777 as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2025-2026 Budget Concerns

The agenda item was informational. No action was taken.

Personnel Issues/County Growth

The agenda item was informational. No action was taken.

Transfer request from 406-407

Commissioner Stolipher motioned to approve the budget transfer request from 406 - 407. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Advertise position for the General Fund (start 7/1/2025 for new hire)

Commissioner Stolipher motioned to approve the advertisement for the general fund new hire. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Lynn Dillow, Administrative Clerk Human Resources

Years of Service Award

- Romulo Quezada – 20 years with the Sheriff’s Office
- Victoria Myers – 20 years with the Assessor’s Office
- Conor O’Shea – 10 years with the Sheriff’s Department
- George Wilson – 10 years with Emergency Services Agency
- Travis Nupp – 1 year with the Prosecuting Attorney’s Office

3. Tom Hansen, Jefferson County Sheriff and Treasurer

Deputy New Hires

Commissioner Stolipher motioned to approve the hire of Aaron Hutcherson, Arlyn Black and Travis Wheat as certified probationary deputies beginning on or after May 19, 2025 with a starting salary of \$55,125 each. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

New Deputy Position

Commissioner Mood motioned to approve the creation of two new deputy positions. The motion was seconded by Commissioner Keys motion was approved unanimously.

- Stephanie Hoover, Mountainheart Community Services

Proclamation for Provider Appreciation Day in Jefferson County, May 9, 2025 (Majdi)

Commissioner Hefestay motioned to proclaim May 9, 2025 as Provider Appreciation Day in Jefferson County and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are to our communities. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

- Will Smith, Land Development Inspector; and Michelle Mason, Impact Fee Program Specialist

Townhomes Rental, LLC-Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Stolipher motioned to approve Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Townhomes Rental, LLC-Rocky Ridge Phase 2, file#23-31-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Mood motioned to approve Rocky Ridge Phase 2, file# 23-31-SD complete bond release. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Charles Town Sheetz Rebuild file #22-8-SP complete bond release

Commissioner Hefestay motioned to approve the complete bond release for file# 22-8-SP. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Sheetz Truck Terminal file #20-6-SP complete bond release

Commissioner Stolipher motioned to approve the complete bond release for Sheetz INC-Sheetz Truck Terminal file #20-6-SP. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Request approval to amend Law Enforcement Impact Fees-FY 2025 Capital Improvement Plan

Commissioner Stolipher motioned to approve to amend the Law Enforcement Impact Fees-FY 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Impact Fees 2024 Recalculation Study-Possible Adoption of Revised Administrative Facilities Impact Fees

The agenda item was postponed to a later date to be determined.

6. Mike Sine, Director Emergency Services Agency

Contract approval with Atlantic Emergency Solutions for ambulance purchases

Commissioner Stolipher motioned to approve the contract with Atlantic Emergency Solutions for ambulance purchases. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

Increase Professional Services Fund – Accounting overages

Commissioner Stolipher motioned to approve a budget transfer from the Contingency fund to the Commission’s Professional Services fund to pay invoices. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Internal Budget Adjustments-Office of Engineering, Planning, and Zoning

Commissioner Stolipher motioned to approve the internal budget adjustment to increase Engineering’s Overtime budget item by \$5,000 by reducing Wages by \$5,000; also increase the Travel budget by \$2,000 by reducing supplies by \$2,000. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

FY26 Health Insurance premiums preview

The agenda item was informational. No action was taken.

8. Jessica James, Chief Human Resource Officer

Approval of Hire-Custodial Position-Department of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the hire of Todd Finney as a Grade II, full-time, 80-hour custodian with the Jefferson County Department of Fleet and Facilities

Management, at a salary of \$35,664, effective May 5, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire-CAD Administrator Position-Department of Emergency Communication

Commissioner Keys motioned to approve the hire of Luis Alvarez as a Grade 7, full-time, 80-hour CAD Administrator for the Jefferson County Department of Emergency Communications, at a salary of \$71,020 effective May 19, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hires-Dispatch Academy Trainees-Department of Emergency Communications

Commissioner Majdi motioned to approve the hires of Kevin Buchheit at a rate of \$26.7373/hr, Elizabeth Johnston at a rate of \$24.56/hr, Juanita Hough at a rate of \$24.56/hr., Tammy Getts at a rate of \$24.56/hr, and Hannah Gregory at a rate of \$25.06/hr., as Grade V, full-time, public safety dispatch trainees for the Jefferson County Department of Emergency Communications effective May 19, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Hires-Chief Technology Officer and Deputy Director-Department of IT & GIS

Commissioner Keys motioned to approve the hire of Brian McKinney as a Grade VII, full-time, 80-hour Deputy Director-Department for the Department of IT and GIS, at a salary of \$75,000, effective May 15, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Keys motioned to amend the effective date to May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Stolipher and unanimously approved.

Commissioner Stolipher motioned to approve the hire of John Morris as a Grade VIII, full-time, 80-hour Chief Technology Officer for the Department of IT and GIS, at a salary of \$80,179, effective date to be May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Changes in Status (2) – PT to FT-Emergency Services Agency

Commissioner Stolipher motioned to accept the change of employment status of Angel Lovo-Lasure from part-time Firefighter/AEMT I to full-time Firefighter/AEMT I, Step 1 at a rate of \$22.72/hr., effective May 18, 2025. Furthermore upon successful completion of his probationary period, the employee will be eligible for a promotion to

Firefighter/AEMT II at a rate of \$23.34/hr. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Majdi motioned to accept the change of employment status of Adam Hess from part-time Firefighter/Paramedic III to full-time Firefighter/Paramedic III, Step 10 at a rate of \$33.26/hr. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Job Description – Social services and grant coordinator-County Commission

Commissioner Majdi motioned to approve the job description as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

9. Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

10. Commissioner training with WVCorp regarding litigation and liability of current and past cases

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

11. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Jefferson County Circuit Court Case CC-19-2025-C-93

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Discussion and review of Comcast Contract/Franchise Agreement with counsel

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

12. Letter of support-Partner Community Capital

Commissioner Stolipher motioned to approve a letter of support to Partner Community Capital. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Letter of support policy

Commissioner Mood motioned to approve a letter of support policy as presented. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

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

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:47 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk

Jefferson County Commission

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, May 1, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Jacquelyn Milliron		Yes
David TABB	Me	yes
Arnold Stoud	Self	yes
Christin Winn	X Parkers	yes
Cdm. Sme		

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

Jefferson County Commission Meeting May 1, 2025

– public comment from Jacquelyn Milliron

PJM PROPOSED ELECTRIC TRANSMISSION PROJECT

Thank you, Commissioner Mood for attending the PJM electric transmission citizens' townhall meeting on April 29, 2025. I am happy to report that Delegates Ridenour and Funkhouser and Senator Rucker attended that meeting as well. It is safe to say the citizens have begun organizing.

As First Energy has not held any informational open house meetings, the citizens of this county are left without important information such as new map of the proposed transmission lines which may be wiping out farmland, livestock, and dwellings. I am requesting that this commission use its power and authority to:

1. Obtain a map of the proposed project as it relates to Jefferson County.
2. Update the Jefferson County Subdivision Map from 2023 because in the last two years there have been significant housing and business developments that might be affected.
3. Then overlay the proposed transmissions lines including new easements on a new 2025 Subdivision and Mobile Home map.
4. If possible, obtain a map of the entire of the proposed PJM project across WV.

I have provided you with a sample of the 2023 Subdivision Map and the 2010 PATH map respectively located on the county website at

<https://www.jeffersoncountywv.org/home/showpublisheddocument/24580/638372803601400000>

<https://www.jeffersoncountywv.org/home/showpublisheddocument/89/635707357333000000>

Once obtained, please upload these maps on the GIS count webpage for the public to review and inspect.

Other electric companies in other states have already hosted open house sessions and have provided the communities with details and information. Why hasn't First Energy done the same for West Virginians? Why isn't First Energy disclosing this information for West Virginians but other states get information? When will West Virginia be first in transparency? Maybe when our leadership stops accepting West Virginia consumers as last.

Subdivisions & Mobile Home Parks in Jefferson County, West Virginia



Legend

- Conventional (4+ lots); Conventional (6+ lots)
- Minor Subdivision (3 or less lots); Minor Subdivision (5 or less lots)
- Mobile Home Park
- Incorporated Areas

NOTE:
In Subchapter 20A, the Jefferson County Subdivision Regulations were updated. This changed the definition of Conventional Subdivisions. Prior to the change, a subdivision was defined by the number of lots divided or interests. The current code states that a subdivision is determined by the number of lots more than...



Map Created: November 2023
Data Source:
Jefferson County Planning Office (2023)
ESRI, IBM, NOAA, USGS, FEMA (2022)



Colin Stine 7633 Flowing Springs Road

We are in the midst of a severe drought.

Last year 2024 we used more water from the aquifer than nature replenished.

At that rate we will ~~event~~ inevitably run out of water in the aquifer.

Now is the time to plan ~~to~~ how we should

First option:

respond. Do we ask users to use less water?

Third
Second

option:
Do we start building a reservoir in a valley in the mountains?

second option: Require municipalities and industrial users to use only river water from the Sheppard or Patoka and not to use the aquifer.

Finally, I volunteered to serve on the WAC.
I was a paid consultant to EPA under Bush Administration
and worked on epidemiology of dioxin illness

I supported myself and my lab on grants for 25 years on
grants that I wrote. Thank you

Public Comment for Jefferson County Commission meeting for May 1, 2025

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

PUBLIC COMMENT –

Since the President of the United States had his 100 days status in office, I think it's a good idea to take a look at our own elected officials. So, we are some 120 days with four (4) elected County Commissioners. After reviewing their campaign platforms, it appears there is only one that has really tried to stay true to their words. Another Commissioner just show up and talks more at other meetings than at the County Commission. I also think it's time for that Commissioner to post where his Commission pay check was distributed to the local charities. One Commissioner was appointed, now elected, so his track record is a year or so longer. He has promoted transparently to a point. The point being there is still a lot of shady deals still going on! Our last Commissioner is truly the only real Commission seat that was up for the full six (6) year term.

Let's recap what our four (4) elected Commissioners are doing:

- (1) Spend some 30 plus million on County offices and Courthouse space and not taking care of what we have.
- (2) Create a new County fire company when they don't have the money to fund paid staff and use the existing volunteer fire companies' buildings for free.
- (3) Promote more solar units that are remotely operated = no jobs.
- (4) Promote the give away of the County's natural resources "WATER" when we don't have enough water for what the use is projected.

This is only a snap shot of things to come.

In general, things don't look good. Just look at all the public comments filed at the County Commission (last meeting: 78), Planning and Zoning (last meeting: 300+), DEP, Jefferson County and State Development Authorities.

Just a reminder, the County Courthouse doesn't belong to the County Commission. You can't give away something you don't own.

"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 Government is 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!

Minutes

SPECIAL SESSION

Jefferson County Commission

Wednesday, May 7, 2025

A Special Session of the Jefferson County Commission was held on Wednesday, May 7, 2025, during the second quarterly session at 9:30 a.m. The meeting was held via Zoom. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present on Zoom were Edwina Benites-LM, County Administrator; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 7, 2025, meeting is available on the Jefferson County Commission website.

Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex and related matters

Commissioner Majdi motioned that the Jefferson County Commission approve selecting the 20-year, rated and insured bond proposal submitted by Carty, Harding & Hearn, after review of all applications received through the Request for Proposals process for the Lease Revenue Bonds (Jefferson County Government and Judicial Complex Project), Series 2025. This approval authorizes County staff to move forward with Carty, Harding & Hearn to finalize terms and proceed with the issuance process. The motion was seconded by Commissioner Stolipher and approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 9:33 a.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **Thursday, May 15, 2025.**

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

Date Requested – 2nd Choice:

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

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

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 Y/**N** Internet/Wi Fi Y/**N**. Telephone for conference call Y/**N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

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

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **May 15, 2025**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

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

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

Impact Fees are typically recalculated on a 5-year cycle. In May, 2024, the County Commission hired the consulting firm TischlerBise to perform the recalculation of the impact fees. After adopting the impact fees, the County Commission made changes to administrative facilities; and had TischlerBise amend the administrative facilities impact fee calculation based on this new information. On April 17, 2025, TischlerBise amended the impact fees for Administrative Facilities.

The amended April 17, 2025, Impact Fee Study is attached showing the change to the fee for Administrative Facilities; all other fees remain the same.

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

If the County Commission takes any action that results in a change in the current impact fee amount for administrative facilities, staff will then need to present to the County Commission a new ordinance for Administrative Facilities that rescinds the current impact fee amount and sets the new rate.

Is this a funding request? Y/N **No** If so, how much? \$ **N/A**

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

- 1. Move to accept the amended April 17, 2025 impact fee study for Administrative Facilities.**

Attach supporting documents for request, or request may be denied. **See attached Impact Fee Study report**
If not attached, explain:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Office of Impact Fees**

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

Date Requested – 1st Choice: **May 15, 2025** (the County Commission directed that this issue be taken up on this date)

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates.**

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

At the January 13, 2025 meeting of the County Commission, the County Commission adopted new residential and non-residential impact fees. In the past, the fee schedule for each impact fee entity is established in an ordinance. The Administrative Facilities impact fee was amended April 17, 2025; therefore, a new Administrative Facilities impact fee ordinance needs to be adopted setting the amended fee amount. The new ordinance is attached.

Is this a funding request? Y/N **No** If so, how much? \$ **N/A**

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

Move to adopt “An Ordinance Providing For The Imposition Of A County Administrative Facilities Impact Fee On All New Residential and Non-Residential Development”, as amended on April 17, 2025, effective June 1, 2025, as presented.

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

If not attached, explain:

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

DRAFT
Impact Fee Study

Prepared for:
Jefferson County, West Virginia

May 8, 2025



4701 Sangamore Road

Suite S240

Bethesda, MD 20816

301.320.6900

www.TischlerBise.com

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Impact Fee Study

Jefferson County, West Virginia

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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	N/A	County Administration Facilities, 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	\$1,453	\$509	\$394	\$1,179	\$6,772	\$10,307
Multi-Family	\$1,026	\$359	\$278	\$832	\$1,198	\$3,692

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Light Industrial	\$604	\$119	\$119	\$0	\$0	\$842
Business Park	\$1,185	\$304	\$303	\$0	\$0	\$1,791
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$960
Warehousing	\$130	\$42	\$42	\$0	\$0	\$214
Commercial/Shopping Center	\$817	\$596	\$595	\$0	\$0	\$2,008
Office/Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,781
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$214
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$505

CURRENT IMPACT FEES

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

Figure 3: Current Impact Fees

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

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

DIFFERENCE BETWEEN PROPOSED AND CURRENT IMPACT FEES

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

Figure 4: Difference Between Proposed and Current Impact Fees

Residential Fees per Unit						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Single Family	\$1,396	\$390	(\$242)	\$48	\$6,771	\$8,363
Multi-Family	\$986	\$273	(\$177)	\$22	\$1,197	\$2,300

Nonresidential Fees per 1,000 Square Feet						
Development Type	County Admin	EMS	Law Enforcement	Parks and Recreation	School	Total
Industrial	\$604	\$119	\$119	\$0	\$0	\$842
Business Park	\$1,185	\$304	\$303	\$0	\$0	\$1,791
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$960
Warehousing	\$130	\$42	\$42	\$0	\$0	\$214
Commercial	\$817	\$596	\$595	\$0	\$0	\$2,008
Office & Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,781
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$214
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$505

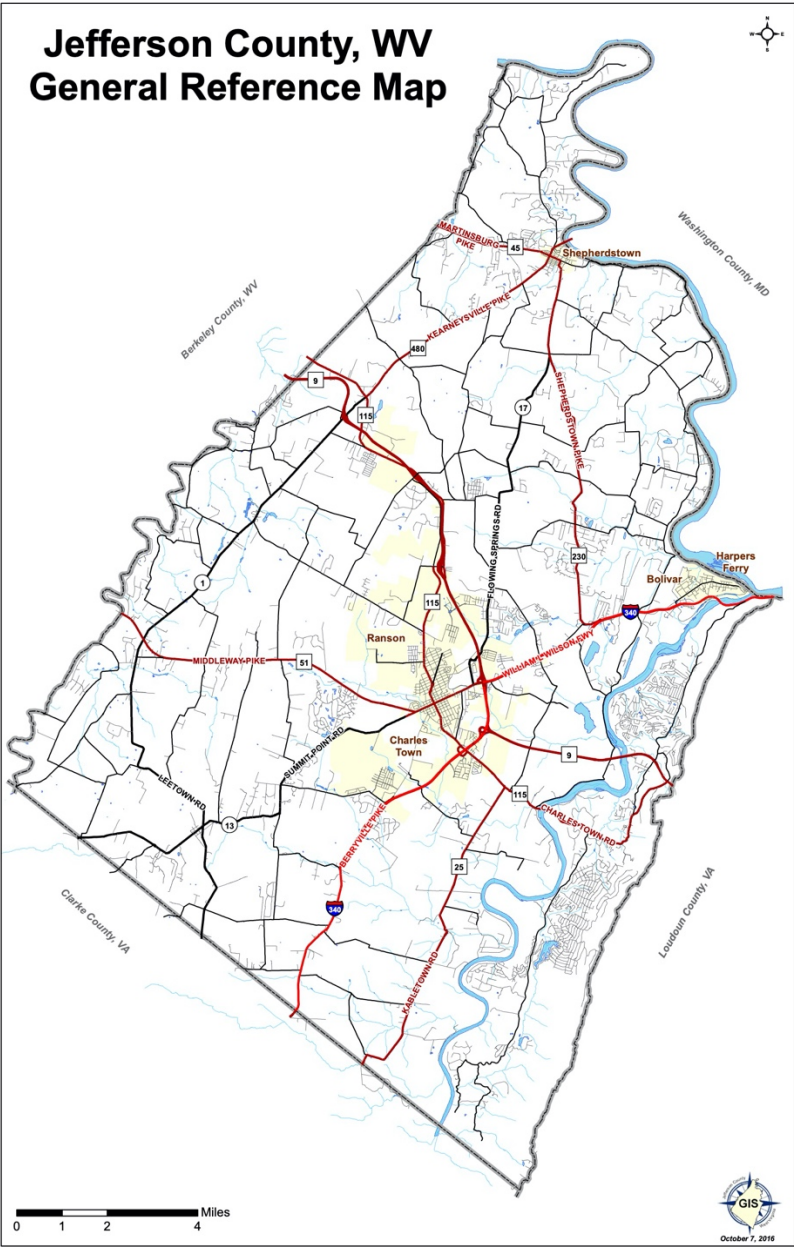
COUNTY ADMINISTRATION IMPACT FEES

METHODOLOGY

The County Administration impact fees include components for county administration facilities and the cost of preparing the Impact Fee Study. The plan-based methodology is used for the county administration facilities component and 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 type. TischlerBise recommends using jobs as the best demand indicator for nonresidential development. 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 Administration Facilities

Jefferson County’s general government/administrative functions are currently housed in several facilities totaling 145,267 square feet.

Figure CA2: Existing County Administration Facilities

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

Source: Jefferson County

Jefferson County plans to purchase and renovate a new County Administration Building and a Judicial Building to serve future development. As shown below, these facilities include 136,600 square feet at a cost of \$35,052,000, and the analysis uses the average cost of \$257 per square foot (\$35,052,000 total cost / 136,600 square feet) in the impact fee calculation.

Figure CA3: Planned County Administration Facilities

Description	Square Feet	Cost	Cost per Sq Ft
County Admin Building (Purchase/Reno)	91,600	\$19,100,000	\$209
Judicial Building (Purchase/Reno)	45,000	\$15,952,000	\$354
Total	136,600	\$35,052,000	\$257

Source: Jefferson County

Shown below, Jefferson County currently serves existing development with 145,267 square feet of county administration facilities and plans to purchase an additional 136,600 square feet of facilities to serve existing and future development through 2034. The planned facilities will replace 26,354 square feet of existing facilities, so Jefferson County will provide 255,513 square feet of county administration facilities to all development in 2034.

The planned level of service for residential development is 2.7017 square feet per person (255,513 square feet X 78 percent residential share / 73,768 persons). The planned nonresidential level of service is 1.7729 square feet per job (255,513 square feet X 22 percent nonresidential share / 31,708 jobs). The analysis uses the planned facilities cost of \$257 per square foot to calculate the cost per demand unit. The county administration facilities cost is \$693.27 per person (2.7017 square feet per person X \$257 per square foot) and \$454.92 per job (1.7729 square feet per job X \$259 per square foot).

Figure CA4: County Administration Level of Service and Cost Allocation

Description	Square Feet
Existing Square Feet	145,267
Planned: County Admin Bldg (Purchase/Reno)	91,600
Planned: Judicial Building	45,000
Subtotal (Existing and Planned)	281,867
Less: Courthouse - Circuit Judge	4,800
Less: Jail Annex - Circuit Clerk, Family Court	3,890
Less: St. Margaret's Judicial	17,664
Subtotal (Replacement)	26,354
Future Square Feet	255,513

Cost Factors	
Cost per Square Foot	\$257

Level-of-Service (LOS) Standards	
Residential	
Residential Share	78%
2034 Population	73,768
Square Feet per Person	2.7017
Cost per Person	\$693.27
Nonresidential	
Nonresidential Share	22%
2034 Jobs	31,708
Square Feet per Job	1.7729
Cost per Job	\$454.92

Source: Jefferson County

Principal Payment Credit

Jefferson County will issue debt to finance a portion of the planned county administration facilities. This analysis includes a credit for future principal payments related to the debt. A credit is necessary since future development will pay for county administration 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 the impact fee calculation only includes principal costs.

As shown below, planned debt for planned county administration facilities will be repaid through 2044. The total principal balance is \$16,000,000, and the analysis uses functional population shown in Figure CA1 to allocate the proportionate share of annual principal payments to residential and nonresidential development. Annual principal payments are divided by projected population or jobs to determine the credit per person or per job. To account for the time value of money, annual payments 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 \$108.09 per person and \$70.80 per job.

Figure CA5: Principal Payment Credit

Year	Principal	Residential Share	Population	Credit per Person	Nonresidential Share	Jobs	Credit per Job
2025	\$800,000	\$624,000	62,932	\$9.92	\$176,000	27,821	\$6.33
2026	\$800,000	\$624,000	64,136	\$9.73	\$176,000	28,259	\$6.23
2027	\$800,000	\$624,000	65,340	\$9.55	\$176,000	28,697	\$6.13
2028	\$800,000	\$624,000	66,544	\$9.38	\$176,000	29,134	\$6.04
2029	\$800,000	\$624,000	67,748	\$9.21	\$176,000	29,572	\$5.95
2030	\$800,000	\$624,000	68,952	\$9.05	\$176,000	30,010	\$5.86
2031	\$800,000	\$624,000	70,156	\$8.89	\$176,000	30,434	\$5.78
2032	\$800,000	\$624,000	71,360	\$8.74	\$176,000	30,859	\$5.70
2033	\$800,000	\$624,000	72,564	\$8.60	\$176,000	31,283	\$5.63
2034	\$800,000	\$624,000	73,768	\$8.46	\$176,000	31,708	\$5.55
2035	\$800,000	\$624,000	74,971	\$8.32	\$176,000	32,132	\$5.48
2036	\$800,000	\$624,000	76,175	\$8.19	\$176,000	32,511	\$5.41
2037	\$800,000	\$624,000	77,379	\$8.06	\$176,000	32,889	\$5.35
2038	\$800,000	\$624,000	78,583	\$7.94	\$176,000	33,268	\$5.29
2039	\$800,000	\$624,000	79,787	\$7.82	\$176,000	33,646	\$5.23
2040	\$800,000	\$624,000	80,991	\$7.70	\$176,000	34,025	\$5.17
2041	\$800,000	\$624,000	83,399	\$7.48	\$176,000	34,371	\$5.12
2042	\$800,000	\$624,000	84,603	\$7.38	\$176,000	34,717	\$5.07
2043	\$800,000	\$624,000	85,807	\$7.27	\$176,000	35,064	\$5.02
2044	\$800,000	\$624,000	87,011	\$7.17	\$176,000	35,410	\$4.97
Total	\$16,000,000	\$12,480,000		\$168.88	\$3,520,000		\$111.32

Discount Rate	5.00%	Discount Rate	5.00%
Net Present Value	\$108.09	Net Present Value	\$70.80

Impact Fee Study

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 CA6: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
County Administration	\$6,600	Residential	78%	Population	6,020	\$0.86
		Nonresidential	22%	Jobs	2,270	\$0.64

PROJECTED DEMAND

County Administration Facilities

Based on projected population growth of 12,040 persons over the next 10 years, future residential development demands 32,528 square feet of the planned facilities (12,040 persons X 2.7017 square feet per person). With projected growth of 4,405 jobs over the next 10 years, future nonresidential development demands 7,810 square feet of the planned facilities (4,405 jobs X 1.7729 square per job). Growth-related demand is approximately 40,338 square feet at a cost of approximately \$10.4 million. Existing development’s share of planned facilities is approximately \$24.7 million.

Figure CA7: Projected Demand for County Administration Facilities

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
County Administration Facilities	2.7017 Square Feet	per Person	\$257
	1.7729 Square Feet	per Job	

Demand for County Administration Facilities					
Year	Population	Jobs	Square Feet		
			Residential	Nonresidential	Total
2024	61,728	27,302	166,773	48,403	215,175
2025	62,932	27,821	170,025	49,322	219,348
2026	64,136	28,259	173,278	50,099	223,377
2027	65,340	28,697	176,531	50,875	227,406
2028	66,544	29,134	179,784	51,651	231,435
2029	67,748	29,572	183,036	52,427	235,463
2030	68,952	30,010	186,289	53,203	239,492
2031	70,156	30,434	189,542	53,956	243,498
2032	71,360	30,859	192,795	54,708	247,503
2033	72,564	31,283	196,047	55,460	251,508
2034	73,768	31,708	199,300	56,213	255,513
10-Yr Increase	12,040	4,405	32,528	7,810	40,338

Growth-Related Expenditures	\$8,346,690	\$2,004,102	\$10,350,792
Existing Development Share	\$19,266,942	\$5,434,266	\$24,701,208
Total	\$27,613,633	\$7,438,367	\$35,052,000

PROPOSED COUNTY ADMINISTRATION IMPACT FEES

Infrastructure components and cost factors for County Administration impact fees are summarized in the upper portion of Figure CA8. For County Administration impact fees, the capital cost is \$586.04 per person and \$384.76 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 \$1,453 is calculated using a cost of \$586.04 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 \$817 per 1,000 square feet of floor area is calculated using a cost of \$384.76 per job multiplied by a demand unit of 2.12 jobs per 1,000 square feet.

Figure CA8: Proposed County Administration Impact Fees

Fee Component	Cost per Person	Cost per Job
County Administration Facilities	\$693.27	\$454.92
Impact Fee Report	\$0.86	\$0.64
Principal Payment Credit	(\$108.09)	(\$70.80)
Total	\$586.04	\$384.76

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / Decrease
Single Family	2.48	\$1,453	\$57	\$1,396
Multi-Family	1.75	\$1,026	\$40	\$986

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	\$604	\$0	\$604
Business Park	3.08	\$1,185	\$0	\$1,185
Manufacturing	1.89	\$728	\$0	\$728
Warehousing	0.34	\$130	\$0	\$130
Commercial/Shopping Center	2.12	\$817	\$0	\$817
Office/Institutional	3.26	\$1,252	\$0	\$1,252
Hotel (per room)	0.13	\$51	n/a	n/a
Nursing Home (per bed)	0.92	\$356	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 CA8. 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 \$8.74 million and total projected expenditures equal \$35.06 million, meaning the County will need to fund \$26.32 million from non-impact fee revenue.

Figure CA9: Projected County Administration Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
County Administration Facilities	\$10,350,792	\$24,701,208	\$35,052,000
Impact Fee Report	\$7,200	\$0	\$7,200
Total	\$10,357,992	\$24,701,208	\$35,059,200

		Single Family \$1,453 per unit	Multi-Family \$1,026 per unit	Industrial \$604 per 1,000 sq ft	Comm/Shop \$817 per 1,000 sq ft	Office/Inst \$1,252 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		\$6,314,664	\$735,820	\$261,063	\$460,583	\$972,006

Projected Fee Revenue	\$8,744,136
Existing Development Share	\$26,315,064
Total Expenditures	\$35,059,200

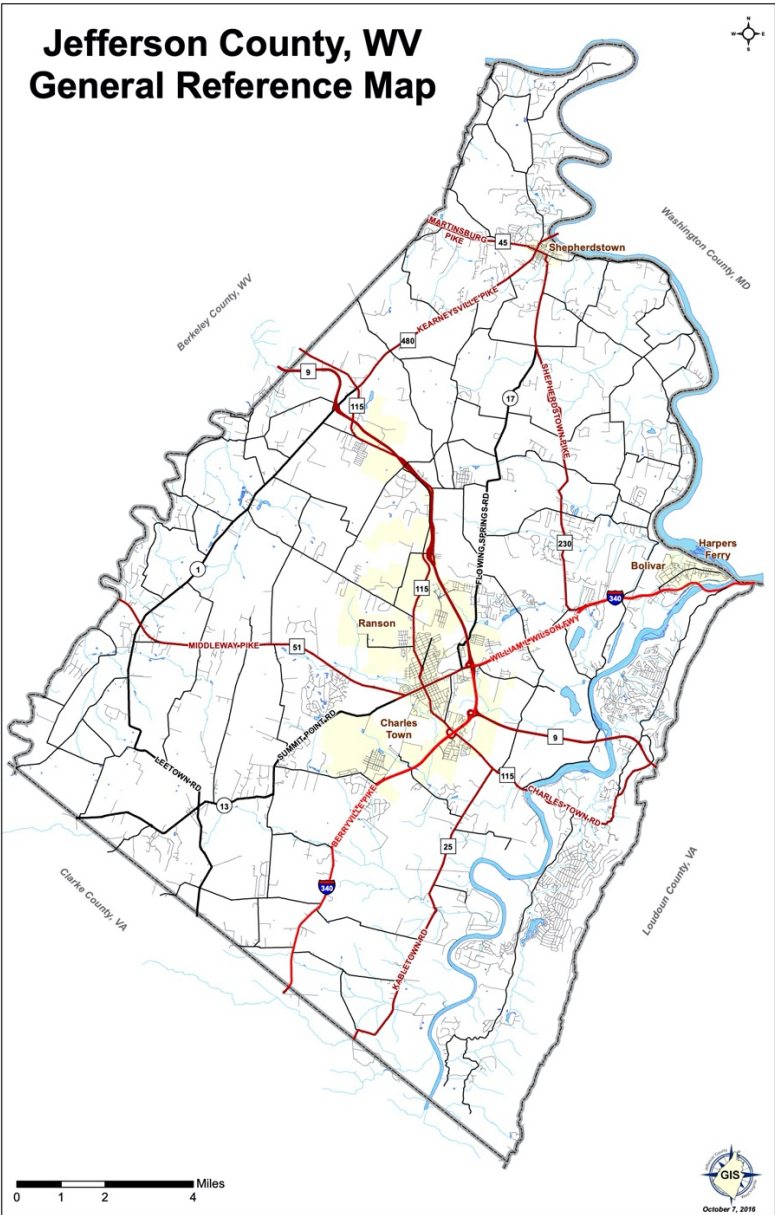
EMS IMPACT FEES

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
2024	61,728	75,294	18,928	5,494	24,422
2025	62,932	76,725	19,297	5,598	24,895
2026	64,136	77,932	19,667	5,686	25,353
2027	65,340	79,139	20,036	5,774	25,810
2028	66,544	80,347	20,405	5,862	26,267
2029	67,748	81,554	20,774	5,950	26,724
2030	68,952	82,761	21,143	6,038	27,182
2031	70,156	83,932	21,512	6,124	27,636
2032	71,360	85,102	21,882	6,209	28,091
2033	72,564	86,273	22,251	6,295	28,545
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
2024	61,728	75,294	183.3	51.7	235.0
2025	62,932	76,725	186.9	52.7	239.6
2026	64,136	77,932	190.5	53.5	244.0
2027	65,340	79,139	194.0	54.3	248.4
2028	66,544	80,347	197.6	55.2	252.8
2029	67,748	81,554	201.2	56.0	257.2
2030	68,952	82,761	204.8	56.8	261.6
2031	70,156	83,932	208.3	57.6	266.0
2032	71,360	85,102	211.9	58.4	270.3
2033	72,564	86,273	215.5	59.2	274.7
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

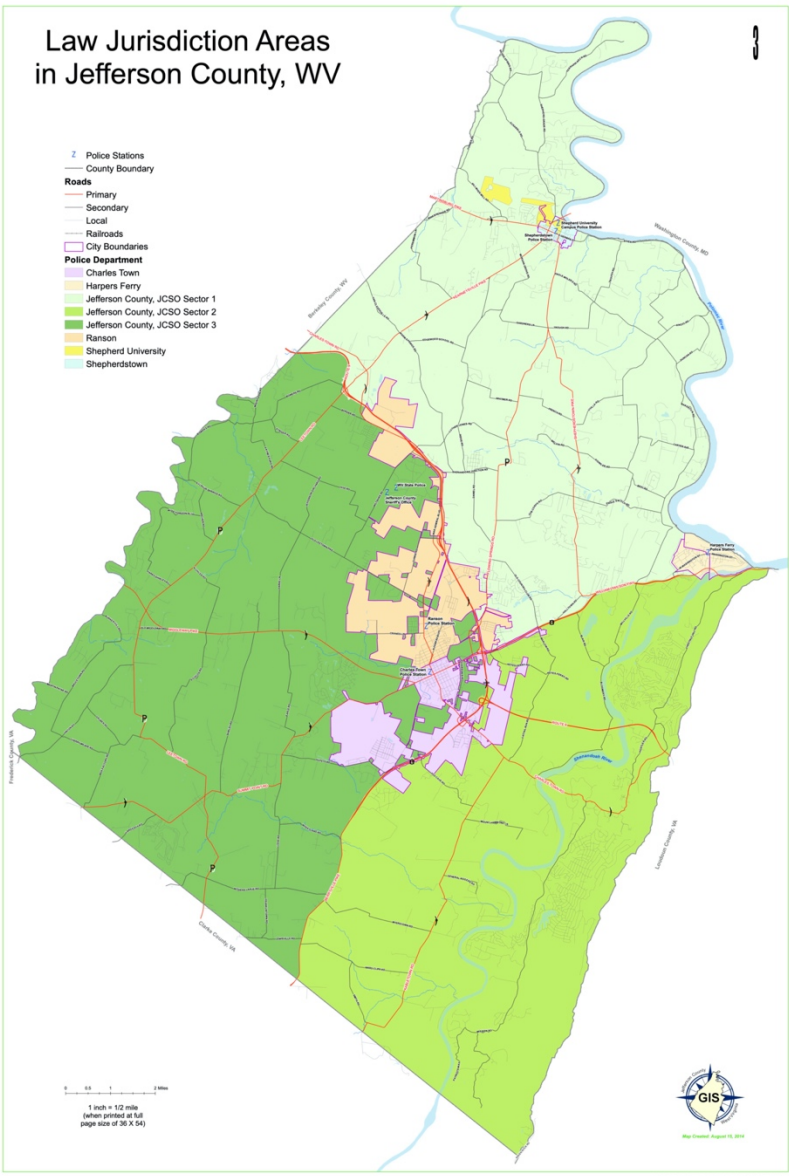
LAW ENFORCEMENT IMPACT FEES

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

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

Based on a projected population increase of 6,395 persons in the unincorporated areas between 2024 and 2034, future residential development demands an additional 7 units (6,395 additional persons X 0.0011 units per person). With projected growth of 6,795 vehicle trips in unincorporated areas between 2024 and 2034, future nonresidential development demands an additional 2.3 units (6,795 additional vehicle trips X 0.0003 units per vehicle trip). Future development in unincorporated areas demands an additional 9.2 Sheriff vehicles at a cost of \$718,935 (9.2 vehicles X \$77,869 per unit).

Figure L6: Projected Demand for Sheriff Vehicles

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

Demand for Sheriff Vehicles					
Year	Population	Vehicle Trips	Units		
			Residential	Nonresidential	Total
2024	45,864	42,114	49.9	14.1	64.0
2025	46,503	42,915	50.6	14.3	65.0
2026	47,143	43,590	51.3	14.6	65.9
2027	47,782	44,265	52.0	14.8	66.8
2028	48,422	44,941	52.7	15.0	67.7
2029	49,061	45,616	53.4	15.3	68.7
2030	49,701	46,291	54.1	15.5	69.6
2031	50,341	46,946	54.8	15.7	70.5
2032	50,980	47,601	55.5	15.9	71.4
2033	51,620	48,255	56.2	16.1	72.3
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 rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected impact fee revenue over the next 10 years equals \$1.34 million and total projected expenditures equal \$5.8 million, meaning the County will need to fund \$4.48 million from non-impact fee revenue.

Figure L8: Projected Law Enforcement Impact Fee Revenue

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

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

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

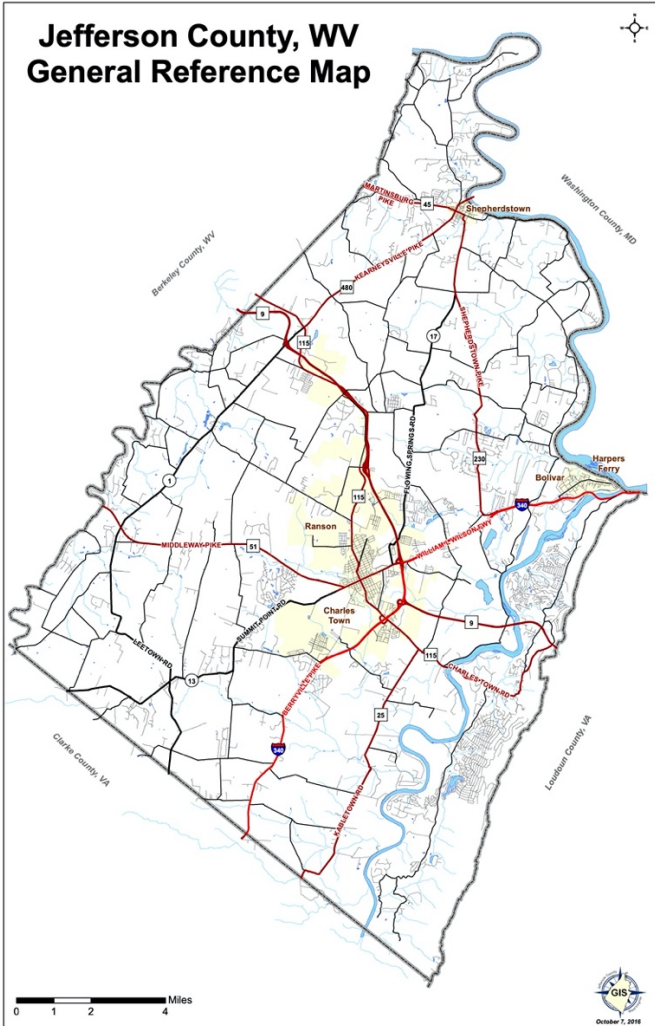
PARKS AND RECREATION IMPACT FEES

METHODOLOGY

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

SERVICE AREA

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



IMPACT FEE COMPONENTS

Park Land

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

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

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

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

Cost Factors	
Cost per Acre	\$10,500

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

Source: Jefferson County Parks Department

Park Improvements

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

Figure P2: Existing Inventory of Park Improvements

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

Impact Fee Study

Jefferson County, West Virginia

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

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

Cost Factors	
Average Cost per Unit	\$73,825

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

Source: Jefferson County Parks Department

Recreation

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

Figure P4: Level of Service and Cost Allocation for Recreation

Description		Square Feet	
Jefferson County Community Center		18,571	

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

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

Source: Jefferson County Parks Department
*RS Means Construction Index

Park Vehicles and Equipment

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

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

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

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

Cost Factors	
Average Cost per Unit	\$19,467

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

Source: Jefferson County Parks Department

Impact Fee Study

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

Figure P6: Impact Fee Study

Infrastructure Category	Cost	Proportionate Share		Service Unit	5-Year Change	Cost per Service Unit
Parks and Recreation	\$12,500	Residential	100%	Population	6,020	\$2.08
		Nonresidential	0%			\$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
2024	61,728	27,302	470.9	0.0	470.9
2025	62,932	27,821	480.1	0.0	480.1
2026	64,136	28,259	489.3	0.0	489.3
2027	65,340	28,697	498.5	0.0	498.5
2028	66,544	29,134	507.6	0.0	507.6
2029	67,748	29,572	516.8	0.0	516.8
2030	68,952	30,010	526.0	0.0	526.0
2031	70,156	30,434	535.2	0.0	535.2
2032	71,360	30,859	544.4	0.0	544.4
2033	72,564	31,283	553.6	0.0	553.6
2034	73,768	31,708	562.7	0.0	562.7
10-Yr Increase	12,040	4,405	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 Improvements	0.0044 Improvements	per Person	\$73,825

Demand for Park Improvements					
Year	Population	Jobs	Improvements		
			Residential	Nonresidential	Total
2024	61,728	27,302	270.0	0.0	270.0
2025	62,932	27,821	275.3	0.0	275.3
2026	64,136	28,259	280.5	0.0	280.5
2027	65,340	28,697	285.8	0.0	285.8
2028	66,544	29,134	291.1	0.0	291.1
2029	67,748	29,572	296.3	0.0	296.3
2030	68,952	30,010	301.6	0.0	301.6
2031	70,156	30,434	306.9	0.0	306.9
2032	71,360	30,859	312.1	0.0	312.1
2033	72,564	31,283	317.4	0.0	317.4
2034	73,768	31,708	322.7	0.0	322.7
10-Yr Increase	12,040	4,405	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	30,434	21,106.5	0.0	21,106.5
2032	71,360	30,859	21,468.7	0.0	21,468.7
2033	72,564	31,283	21,830.9	0.0	21,830.9
2034	73,768	31,708	22,193.1	0.0	22,193.1
10-Yr Increase	12,040	4,405	3,622.1	0.0	3,622.1

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 and Equipment	0.0004 Units	per Person	\$19,467

Demand for Park Vehicles and Equipment					
Year	Population	Jobs	Units		
			Residential	Nonresidential	Total
2024	61,728	27,302	27.0	0.0	27.0
2025	62,932	27,821	27.5	0.0	27.5
2026	64,136	28,259	28.1	0.0	28.1
2027	65,340	28,697	28.6	0.0	28.6
2028	66,544	29,134	29.1	0.0	29.1
2029	67,748	29,572	29.6	0.0	29.6
2030	68,952	30,010	30.2	0.0	30.2
2031	70,156	30,434	30.7	0.0	30.7
2032	71,360	30,859	31.2	0.0	31.2
2033	72,564	31,283	31.7	0.0	31.7
2034	73,768	31,708	32.3	0.0	32.3
10-Yr Increase	12,040	4,405	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 \$5,709,635 and projected expenditures equal \$5,709,635.

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	\$742,535	\$0	\$742,535
Park Vehicles and Equipment	\$102,514	\$0	\$102,514
Impact Fee Report	\$12,500	\$0	\$12,500
Total	\$5,709,635	\$0	\$5,709,635

		Single Family \$1,179 per unit	Multi-Family \$832 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		\$5,113,752	\$595,883	\$0	\$0	\$0

Projected Fee Revenue	\$5,709,635
Existing Development Share	\$0
Total Expenditures	\$5,709,635

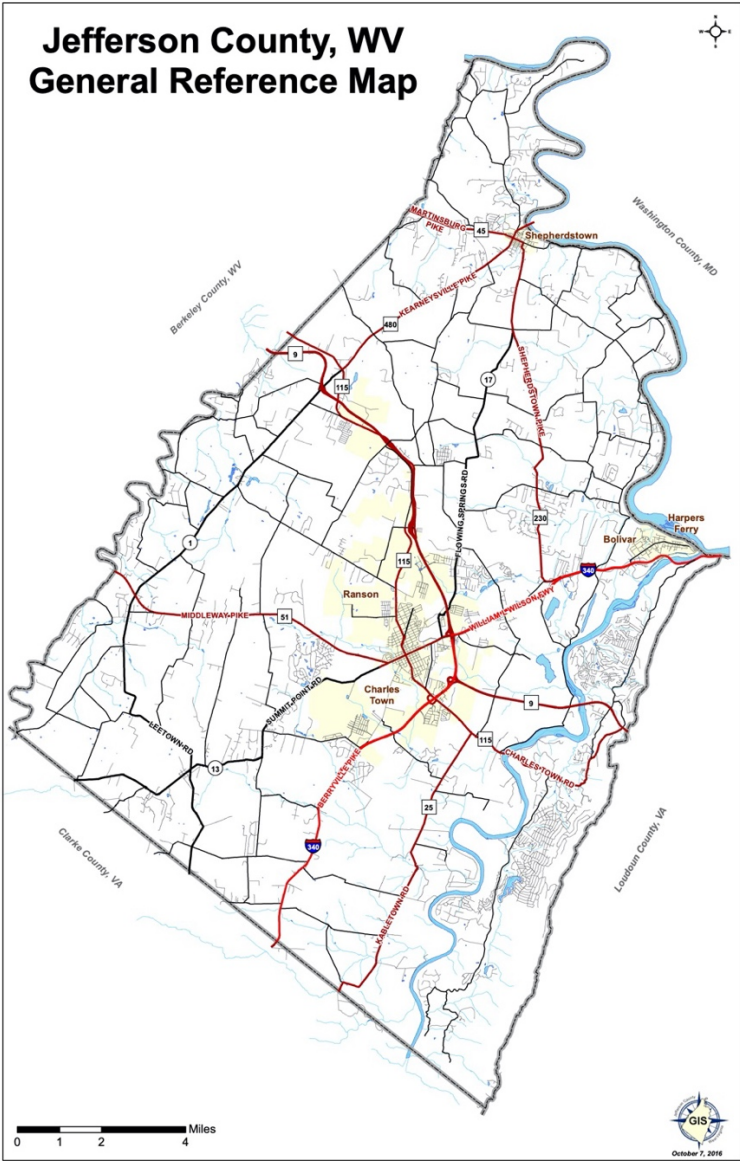
SCHOOL IMPACT FEES

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
Totsl 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	5-Year Change	Cost per Service Unit
School	\$28,600	Residential	100%	Students	913	\$31.32
		Nonresidential	0%			\$0.00

CREDITS

Series 2021 Credit

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

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

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

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

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

PROPOSED SCHOOL IMPACT FEES

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

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

Figure S6: Proposed School Impact Fees

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

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

PROJECTED SCHOOL IMPACT FEE REVENUE

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

Figure S13: Projected School Impact Fee Revenue

		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	KSF	KSF	KSF	KSF	KSF
Base	2024	21,162	3,552	0	0	0	0	0	0	0	0
Year 1	2025	21,597	3,624	0	0	0	0	0	0	0	0
Year 2	2026	22,032	3,696	0	0	0	0	0	0	0	0
Year 3	2027	22,466	3,767	0	0	0	0	0	0	0	0
Year 4	2028	22,901	3,839	0	0	0	0	0	0	0	0
Year 5	2029	23,336	3,911	0	0	0	0	0	0	0	0
Year 6	2030	23,771	3,983	0	0	0	0	0	0	0	0
Year 7	2031	24,206	4,055	0	0	0	0	0	0	0	0
Year 8	2032	24,640	4,126	0	0	0	0	0	0	0	0
Year 9	2033	25,075	4,198	0	0	0	0	0	0	0	0
Year 10	2034	25,510	4,270	0	0	0	0	0	0	0	0
10-Year Increase		4,348	718	0	0	0	0	0	0	0	0
Projected Revenue		\$29,444,920	\$860,124	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

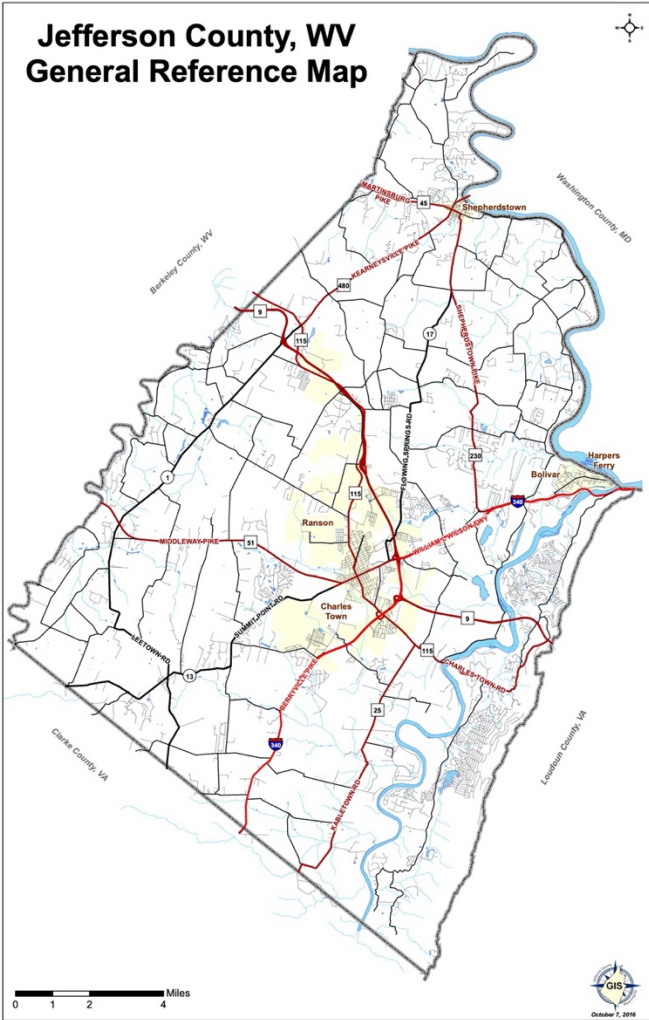
Projected Fee Revenue	\$30,305,044
Total Expenditures	\$75,480,000
School Building Authority	\$11,493,301

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

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

Figure A6: Summary of Growth Indicators – Unincorporated County

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

AVERAGE WEEKDAY VEHICLE TRIPS

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

Nonresidential Trip Generation Rates

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

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

Figure A7: Average Weekday Vehicle Trip Ends by Land Use

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

Trip Rate Adjustments

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

Adjustment for Pass-By Trips

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

NONRESIDENTIAL VEHICLE TRIP PROJECTIONS

Countywide

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

Figure A8: Countywide Nonresidential Vehicle Trip Projections Summary

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

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

Unincorporated Jefferson County

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

Figure A9: Unincorporated Nonresidential Vehicle Trip Projections Summary

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

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

APPENDIX B: LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

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

Single-Family Units:

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

Multi-Family Units:

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

NONRESIDENTIAL DEVELOPMENT

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

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

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

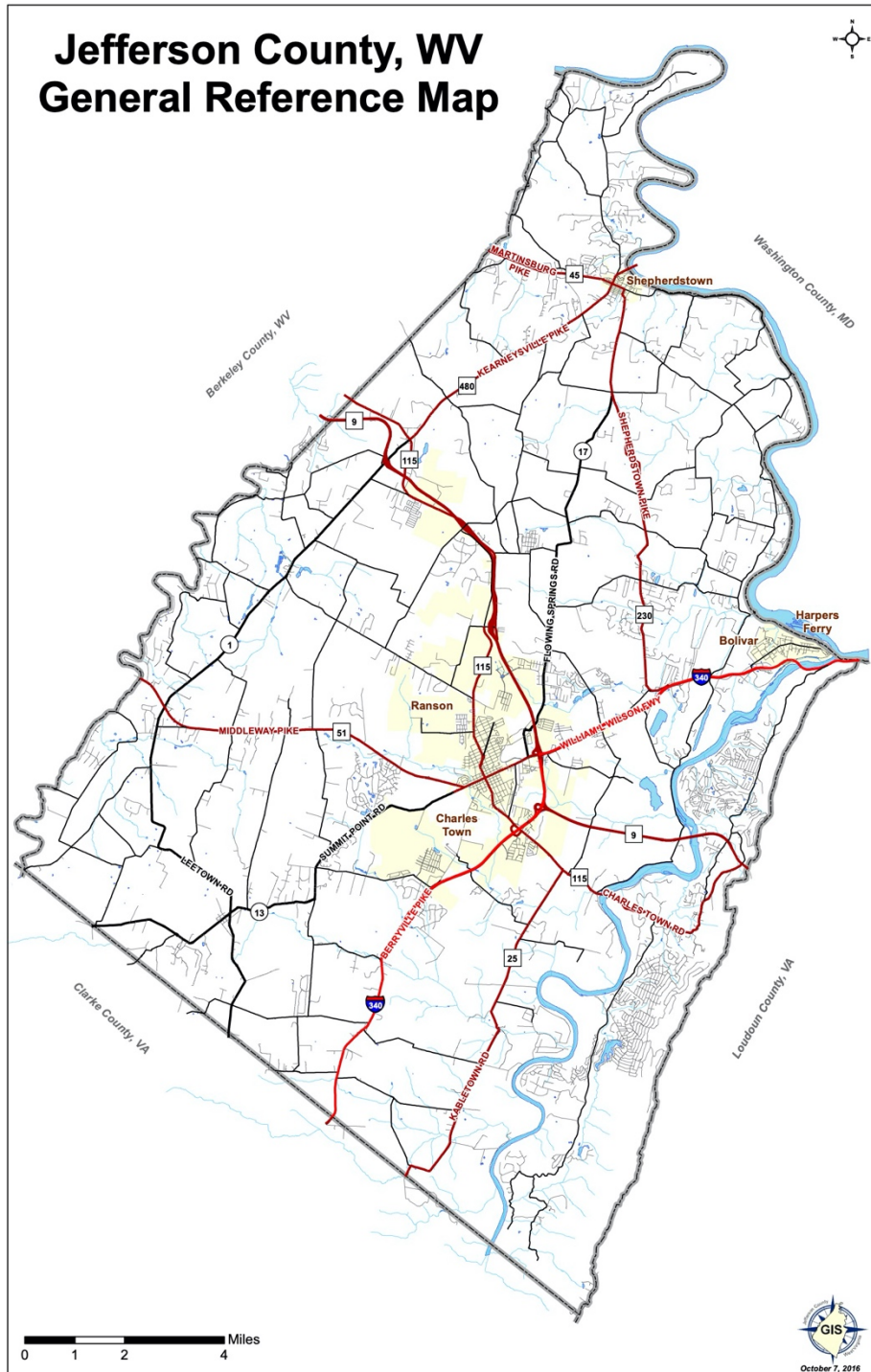
Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, assisted living facilities, and nursing home facilities.

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

APPENDIX C: SERVICE AREA MAPS

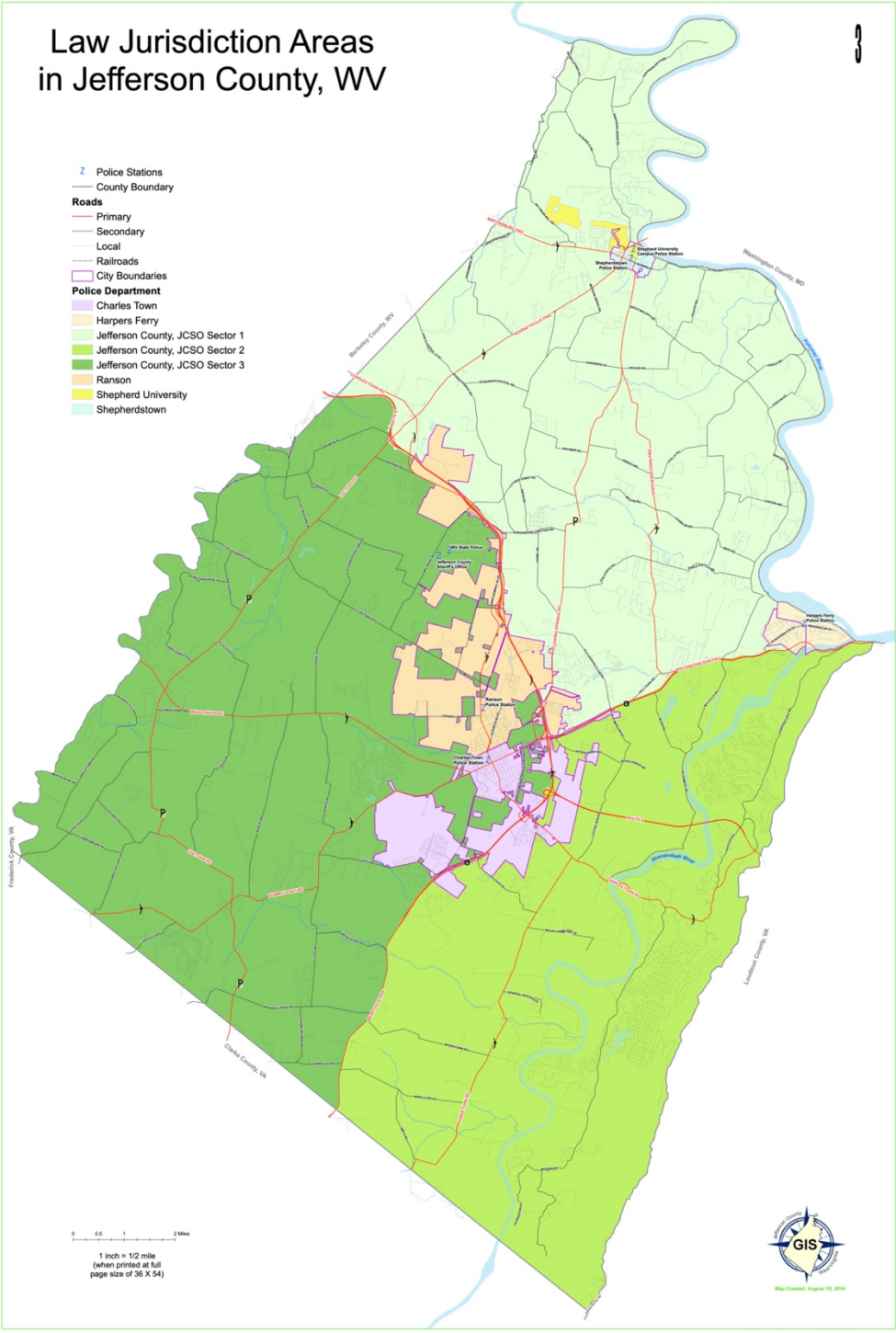
COUNTYWIDE SERVICE AREA

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

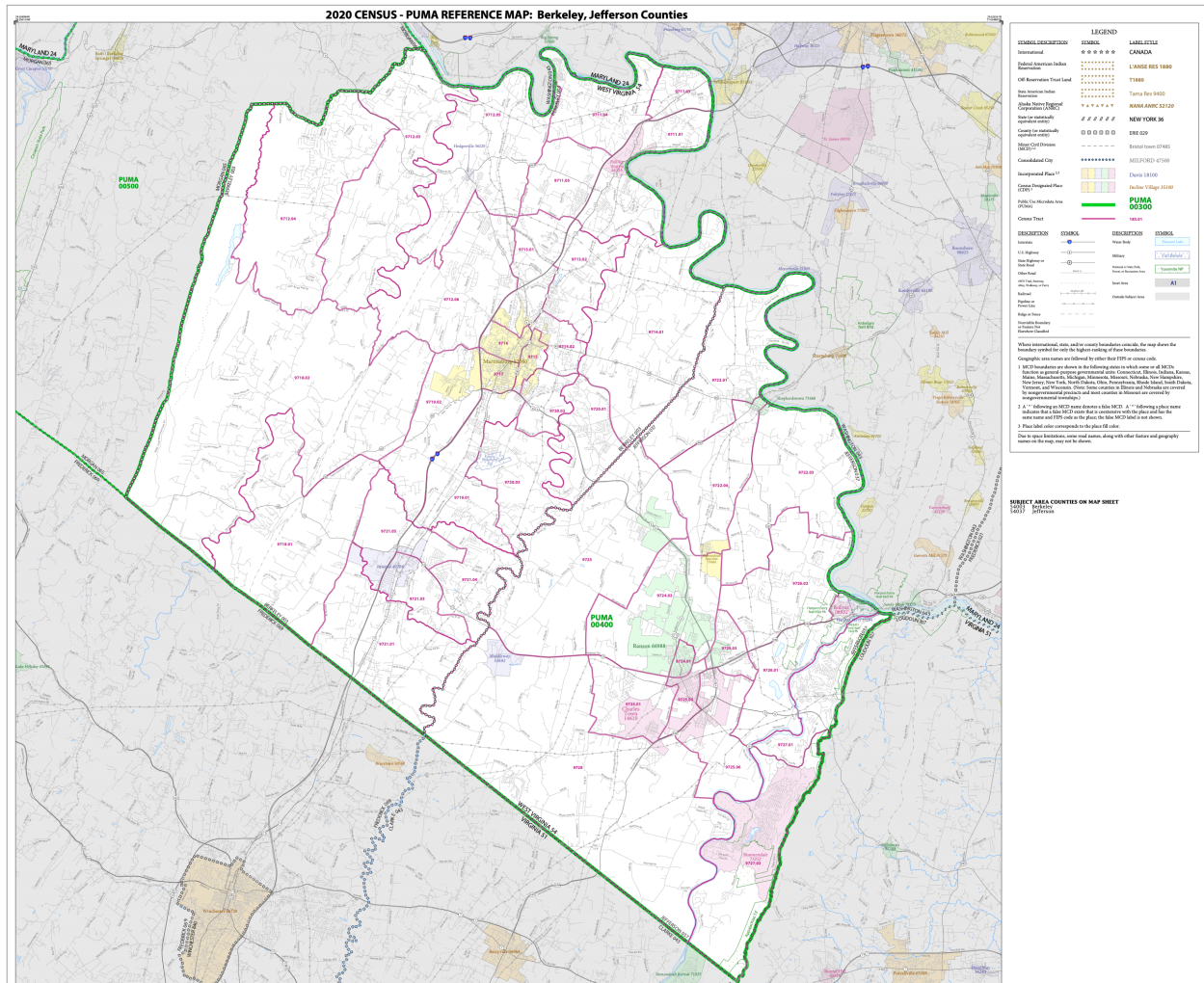


LAW ENFORCEMENT SERVICE AREA

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



APPENDIX D: PUBLIC USE MICRODATA AREA MAP



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

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Residential Impact Fee Schedule

Revised 17 January 2025

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	\$1,453	\$1,396
	TOTAL		\$1,944	\$10,307
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	\$1,026	\$986
	TOTAL		\$1,392	\$3,693

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	\$604	\$119	\$119	\$0	\$0	\$842	\$0
Business Park	\$1,185	\$303	\$303	\$0	\$0	\$1,791	\$0
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$960	\$0
Warehousing	\$130	\$42	\$42	\$0	\$0	\$214	\$0
Commercial/Shopping Center	\$817	\$596	\$595	\$0	\$0	\$2,008	\$0
Office/Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,781	\$0
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$215	\$0
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$505	\$0

JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Impact Fees
 116 East Washington Street, P.O. Box 716
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Residential Impact Fee Schedule

Revised 8 May 2025

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 ¹	\$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 ²	\$631
	TOTAL		\$1,392	\$3,338

¹ Proposed to be amended May 15, 2025 to \$1,453, effective June 1, 2025.

² Proposed to be amended May 15, 2025 to \$1,026, effective June 1, 2025.

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	\$604	\$119	\$119	\$0	\$0	\$842	\$0
Business Park	\$1,185	\$303	\$303	\$0	\$0	\$1,791	\$0
Manufacturing	\$728	\$116	\$116	\$0	\$0	\$960	\$0
Warehousing	\$130	\$42	\$42	\$0	\$0	\$214	\$0
Commercial/Shopping Center	\$817	\$596	\$595	\$0	\$0	\$2,008	\$0
Office/Institutional	\$1,252	\$265	\$264	\$0	\$0	\$1,781	\$0
Hotel (per room)	\$51	\$82	\$82	\$0	\$0	\$215	\$0
Nursing Home (per bed)	\$356	\$75	\$74	\$0	\$0	\$505	\$0

¹ Proposed to be amended May 15, 2025 to \$1,453, effective June 1, 2025.

² Proposed to be amended May 15, 2025 to \$1,026, effective June 1, 2025.

ORDINANCE NO. 2021-1

AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A COUNTY ADMINISTRATIVE FACILITIES IMPACT FEE ON ALL NEW RESIDENTIAL DEVELOPMENT AND NON-RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF September 3, 2021 Amended May 15, 2025 With an Effective Date of June 1, 2025

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including county administrative facilities and equipment, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as an initial prerequisite to the imposition of impact fees; and

WHEREAS the county government of Jefferson County provides essential administrative related services (administrative office facilities : County Commission, County Clerk, County Assessor, Circuit Clerk, Courts, Magistrates, Prosecutor, Probation, Sheriff, Engineering, Planning & Zoning, Maintenance, Health Dept., Development Authority, Extension Service, 911, Emergency Medical Services, etc.) to all residents of the County, including citizens within the municipalities Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown; and

WHEREAS administrative related services are defined by §7-20-3(b) as a County Service; and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc. (the Consultants) to analyze and assess growth and development projections

for the County to determine the additional demand anticipated to be placed on the County for administrative related support buildings (administrative office facilities); and

WHEREAS the Consultants additionally reviewed the existing demand for administrative facilities; the existing administrative facilities available to meet that demand; and the method of financing the existing administrative facilities; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of establishing an impact fee to pay for the cost of administrative facilities demanded by new growth; which may include incremental expansion, and/or plan-based, and/or cost recovery methodologies, and

WHEREAS the County has reviewed the existing level of service standards; and

WHEREAS the County has relied upon the professionally estimated costs for administrative facilities and the actual costs of recent facilities for a determination of the costs of these facilities; and

WHEREAS the administrative facilities impact fee will be imposed only on new residential development and non-residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan and the County's six-year Capital Improvements Program; and

WHEREAS at the initial adoption of impact fees by the County, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024

and 2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and (3) that non-residential vehicle trips will increase approximately 12,149 trips per day between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover building construction or purchase, site improvement costs, and land costs for administrative facilities;

WHEREAS the administrative facilities impact fee calculation methodology may include ~~uses both~~ incremental expansion, and/or plan-based, and/or cost recovery methodologies ~~methodology~~ (county administrative facilities) and cost recovery methodology, as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by TischlerBise, formerly Tischler & Associates, Inc., dated July 16, 2021, updated December 5, 2024, and updated April 17, 2025) with costs fairly and rationally distributed to residential development and non-residential development; and

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development and non-residential development, the County assumed that the existing level of service standards would be maintained in the future and that the cost of the construction or purchase of additional administrative facilities required by new residential and non-residential growth would be paid for in whole or in part by the administrative facilities impact fees; and

WHEREAS the County has prepared an Impact Fees Report (July 16, 2021 and updated June 1, 2025, updated December 5, 2024, and updated April 17, 2025) including the

administrative facilities impact fee assumptions, population projections, residential development projections, capital improvements and impact fee calculations; which Report has been submitted to and reviewed by County staff and officials; and

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the administrative facilities impact fee is necessary to offset the costs associated with meeting the demand of administrative services, pursuant to the development projections; (2) that the administrative facilities impact fee bears a reasonable relationship to the burden imposed upon the County to provide county government administrative services to new residents and non-residential development, and provides a benefit to such new residents reasonably related to the administrative facilities impact fee, per dwelling unit, by type for residential development; and to non-residential development reasonably related to the administrative facilities impact fee by type and size, for non-residential development; (3) that an essential nexus exists between the projected new residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and that an essential nexus exists between the projected new non-residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and (4) that the amount of the administrative facilities impact fee is roughly proportional to the pro rata share of the additional administrative facilities needed to provide adequate administrative services to new residential development and non-residential development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on July 15, 2021 and updated on April 6, 2025 on the proposed administrative facilities impact fee; and

WHEREAS the administrative facilities impact fee adopted pursuant to this Ordinance shall be effective on September 3, 2021 and effectively updated on June 1, 2025.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

SECTION 1. RULES OF CONSTRUCTION

(1) Unless otherwise defined within this ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

SECTION 2. ADOPTION OF ADMINISTRATIVE FACILITIES IMPACT FEE.

(1) The applicable development/service area (the Service Area) for imposition of an Administrative Facilities Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new residential dwelling units (this ordinance shall not apply to all commercial & industrial development) within the Service Area shall be subject to the payment of the Administrative Facilities Impact Fee, payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

Residential Development	Impact Fee per Dwelling Unit
Single Family	\$1,453
Town home	\$1,453
Duplex	\$1,453
Multi-family	\$1,026

Commercial Development	Nonresidential Fees per 1,000 Square Feet
Light Industrial	\$604
Business Park	\$1,185
Manufacturing	\$728
Warehousing	\$130
Commercial/Shopping Center	\$817
Office/Institutional	\$1,252
Hotel (per room)	\$51
Nursing Home (per bed)	\$356

[Adopted September 2, 2021 with an effective date of September 3, 2021 and Amended May 15, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2022, and on April 1st of each year thereafter in which the Administrative Facilities Impact Fee is in effect, the amount of the development impact fee, per dwelling unit shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing Administrative Facilities Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

SECTION 3. LIBERAL CONSTRUCTION.

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

SECTION 4. SEPARABILITY.

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

SECTION 5. EFFECTIVE DATE; ELECTION.

(1) This Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot

has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 2nd day of September, 2021; amended on May 15, 2025 with an effective date of June 1, 2025.

JEFFERSON COUNTY COMMISSION

ATTEST:

County Clerk

By: _____
Pasha Majdi
County Commission President

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Daniel's Forest / Ghazwa's Forest

Department or Organization: Golden Eagle Group, Inc.

Commission Meeting Date: May 15th, 2025

Special Meeting Date (if necessary): N/A

Subject (wording to be placed on agenda):

Landowner Petition for Zoning Map Amendment for Golden Eagle Group, Inc: Charles Town District 2, Map 3, Parcel 9.4, containing a total of approximately 31.48 ± acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

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

Request for a Zoning Map Amendment regarding the property known as Daniel's Forest, per Article 12, Section 12.3.A. of the Jefferson County Zoning and Land Development Ordinance. The parcel is proposed to be rezoned from the Rural district to Residential Growth. The parcel is located within the Shenandoah Junction Preferred Growth Area (PGA), borders the Residential PGA at the parcel's frontage along Rt. 17, and is less than 500' outside of the Ranson Urban Growth Boundary (UGB). Supporting information and substantiation of the request is attached.

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

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

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

Move to Accept the Landowner Petition and Request for Zoning Map Amendment for Golden Eagle Group, Inc regarding the land here forth known as Ghazwa's Forest, identified as Charles Town District 2, Map 3, Parcel 9.4, and to schedule a Public Hearing with the County Commission on July 3rd, 2025, and to refer the application to the Planning Commission to advise the County Commission on the request's consistency with the Comprehensive Plan.

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

If not attached, explain:

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

Contact Information: Brooke Perry

Phone Number: (304)725-8456

Email Address: bperry@ifs-ae.com



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 Charles Town, West Virginia 25414

File #: _____
 Fees Paid: \$ _____

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Map Amendment (Rezoning)

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

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

Property Owner Information

Owner Name: IG TONTOJI HOLDING, LLC
 Business Name: _____
 Mailing Address: 505 HUNTMAR PARK DR STE 245, HERNDON, VA 20170
 Phone Number: _____ Email: _____

Applicant Contact Information

Applicant Name: GOLDEN EAGLE GROUP, INC. Same as owner:
 Business Name: _____
 Mailing Address: 505 HUNTMAR PARK DR STE 245, HERNDON, VA 20170
 Phone Number: (703) 787-0426 Email: iktotonji@goldeneaglegroup.net

Consultant Information

Consultant Name: BROOKE PERRY
 Business Name: INTEGRITY FEDERAL SERVICES, INC.
 Mailing Address: 148 S. QUEEN STREET, SUITE 201, MARTINSBURG, WV 25401
 Phone Number: (304) 725-8456 Email: bperry@ifs-ae.com

Physical Property Details

Physical Address: FLOWING SPRINGS RD (Rt. 17) Vacant Lot:
 Parcel ID: (Tax District / Map No. / Parcel No.) Charles Town District 2, Map 3, Parcel 9.4
 Parcel Size: 31.48 acres Deed Book: 1192 Page No: 436

Current Zoning District (please check one)

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

Proposed Zoning District: Residential Growth (RG)

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

Substantiation for the Request

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

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

SEE ATTACHED

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


SEE ATTACHED

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

SEE ATTACHED

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

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

IG Totonji, LLC

Property Owner Signature _____ Date _____
Islan K Totonji
Member

Property Owner Signature _____ Date _____

REQUEST FOR ZONING MAP AMMENDMENT

GHAZWA'S FOREST

RURAL DISTRICT (R) TO RESIDENTIAL GROWTH (RG) DISTRICT



Jefferson County, West Virginia
Charles Town District (02)
Tax Map 3, Parcel 9.4
Deed Book 1192, Deed Page 436
± 31.48 acres

May 6, 2025

Property Owner: IG Totonji Holding, LLC
Developer: Golden Eagle Group, Inc.
Consultant: Integrity Federal Services, Inc.
Brooke Perry, Planning Manager
bperry@ifs-ae.com

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Part III Substantiation for the Request

SUPPLEMENTAL INFORMATION

Exhibit 1 – 1988 vs Present Day Aerial

Exhibit 2 – Existing Conditions

Exhibit 3 – Ghazwa's Forest Concept Plan, 2025

Exhibit 4 – Daniel's Forest Preliminary Plat, 2007 (*expired*)

Exhibit 5 – Existing vs Proposed Land Use & Zoning

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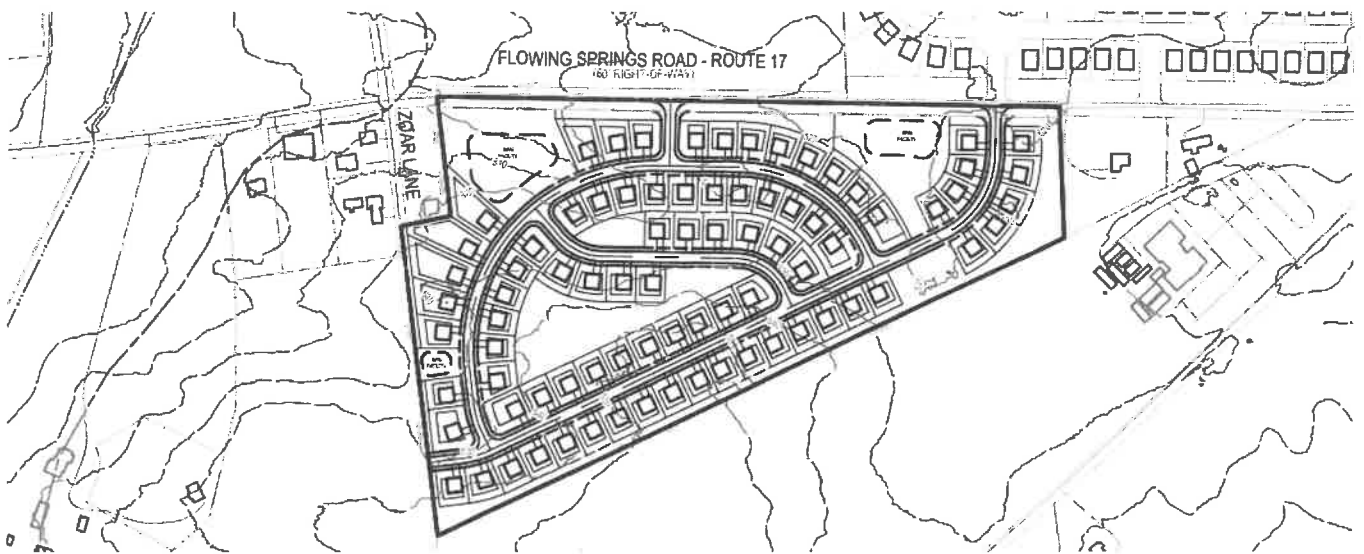
I. INTRODUCTION

This report has been prepared on behalf of Golden Eagle Group, Inc. for the formal request for a Zoning Map Amendment (rezoning) regarding the subject parcel owned by IG Totonji Holding, LLC and identified as District 2, Tax Map 3, Parcel 9.4. The subject parcel is located along Flowing Springs Road (Rt. 17) and contains approximately ± 31.48 acres. This property is known as Daniel’s Forest Lot 1B. The future development of this parcel will here forth be referred to as Ghazwa’s Forest.

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

The requested rezoning from Rural (R) to Residential Growth (RG) is based upon consistency with the newly adopted Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025) and the property’s location within the Shenandoah Junction Preferred Growth Area (PGA). Currently, the subject parcel is located in the Rural (R) zoning district. The Property Owner proposes to rezone the entire 31.48 ± acres to the Residential Growth (RG) zoning district to allow for the highest and best use of the parcel as transportation patterns have changed and the availability of public utilities has expanded. The applicant proposes single family residential use of the site utilizing existing public water and sewer infrastructure.

The following analysis follows the format of the Zoning Map Amendment Application, and the respective questions have been included for context. The following sections of this report are formatted as follows: (II) Executive Summary, and (III) Substantiation for the Request. Supplemental documentation, including but not limited to, an updated 2025 concept plan and the 2007 preliminary plat are also included to provide the Commission with full and complete information for their consideration.



II. EXECUTIVE SUMMARY

The parcel that is subject to this Zoning Map Amendment request is identified as District 2, Tax Map 3, Parcel 9.4. The subject parcel is located along Flowing Springs Road (Rt. 17) and contains approximately ± 31.48 acres. This property is historically known as Daniel’s Forest Lot 1B. The proposed community on Daniel’s Forest Lot 1B will here forth be known as Ghazwa’s Forest. It is currently under the ownership of IG Totonji Holding, LLC and is proposed for a Zoning Map Amendment by Golden Eagle Group, Inc.

The property is currently zoned Rural (R), and the Applicant is seeking a map amendment to the Residential Growth (RG) District. This map change is consistent and compatible with the 2045 Comprehensive Plan due to its location within the Shenandoah Junction Preferred Growth Area (PGA), adjacency to the Residential Preferred Growth Area, and adjacency to property zoned Residential Growth. It is also positioned just outside the Ranson Urban Growth Boundary (UGB), which is designated as a Future Urban Area by the Future Land Use Map.

There have been significant changes in this area since the Jefferson County Zoning Ordinance was adopted in 1988, but this parcel has retained its original zoning designation from that date. The changes include the availability of public water and sanitary sewer service, and the development of the Route 17 (Flowing Springs Road) corridor, which includes the Shenandoah Junction Preferred Growth Area.

A previous Development Plan was approved for the development of Daniel’s Forest (Lots 1B & 1A) in 2007. This plan has since expired due to unfavorable market conditions during the housing crash circ. 2008. The aforementioned Daniels Forest Preliminary Plat (Exhibit 4, attached) included the subject parcel of this rezoning (Lot 1B – 31.48 acres) as well as a larger parcel (Lot 1A – 70.47 acres) that is located on the opposing side of the Rt. 17 right of way. The community was identical in nature and density on the two separate parcels (1A & 1B). Future development plans for Ghazwa’s Forest will be similar in nature to the 2007 plan and will provide single family detached lots in conformance with current Jefferson County regulations.

This application is consistent with the 2045 Comprehensive Plan given the parcel’s location within a Preferred Growth Area (PGA). The parcel has been located within a PGA dating back to the initial adoption of PGAs by the County Commission in 2015.

The parcel is located in one of the nine (9) primary growth areas of Jefferson County (7 PGAs and 2 UGBs) - and is intended for Urban Scale Growth instead of Rural. The property is also located on a major collector road (Rt. 17). A Major Collector Road is one of the higher rated roads in the county, classified just under Principal and Minor Arterial Roadway classifications. The area is served by public water and wastewater treatment facilities.

i. PROPERTY INFORMATION

DISTRICT: 2
MAP: 3
PARCEL: 9.4
DEED BOOK: 1192
PAGE: 436
SIZE: + 31.48 acres

ii. PROPOSED USE

Low-Medium intensity Residential Use

Large lot residential uses including but not limited to Single Family Detached (SFD) and Duplex lots, served by existing public water and sewer infrastructure.

III. SUBSTANTIATION FOR THE REQUEST

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

The requested rezoning from Rural (R) to Residential Growth (RG) is based upon consistency with the newly adopted Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025) and the property’s location within the Shenandoah Junction Preferred Growth Area (PGA). Currently, the subject parcel is located in the Rural (R) zoning district. The Property Owner proposes to rezone the entire 31.48 ± acres to the Residential Growth (RG) zoning district to allow for the highest and best use of the parcel as a single family detached residential community, as intended by the Future Land Use Guide. This request is based upon changes to transportation patterns and the expanded availability of public utilities.

The subject parcel has retained its original zoning district of Rural (R) since the 1988 Jefferson County Zoning Ordinance adoption. There have been significant changes to the area since that time. The changes include the availability of Public Water and Sewer infrastructure and the development of the Route 17 Corridor (Flowing Springs Road), as well as the adoption of Preferred Growth Areas (PGA) and Urban Growth Boundaries (UGB) by the County Commission. This includes the Shenandoah Junction Preferred Growth Area/School Based Growth Area that the parcel is located in.

The preferred method of residential development in the Rural (R) district is cluster development, which supports utilities provided by private well and septic systems. *“Rural properties outside the UGB, PGA, or GMB can subdivide as a cluster development following the 1 lot per 5 acres requirement and preserving 50% or more of the land as green space.” – pg. 18, 2045 Plan*

“As part of the County’s long range planning, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) were identified as sections of Jefferson County where urban scale development is appropriate.” – pg. 26, 2045 Plan

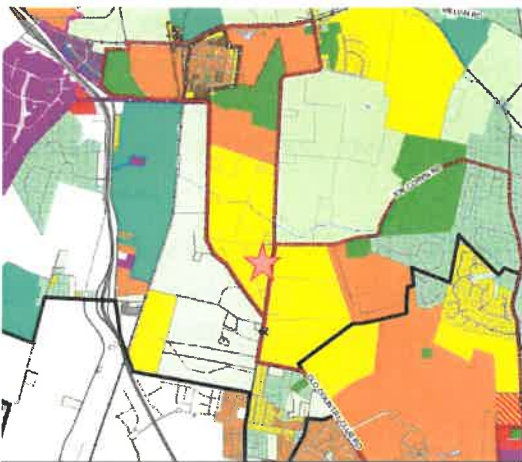
A rezoning of this property is required to achieve residential development as anticipated by the Comprehensive Plan and Future Land Use Guide, as this property is within a PGA. Rural (R) zoning and development standards are not appropriate for land within PGAs that anticipate urban scale development, as quoted above.

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

There are four broad types of land use patterns for development which are identified and discussed in the 2045 Plan (pg. 11-16):

- Municipalities
- Villages
- Urban Growth Boundaries (UGBs)
- Preferred Growth Areas (PGAs)

The subject parcel is located along Flowing Springs Road (Rt. 17), within the Shenandoah Junction PGA, adjacent to the Residential PGA, and just outside the City of Ranson UGB. See Images below and reference documents at the end of this report. The property is identified by the red “star” on the images below.



Envision Jefferson 2035 Comprehensive Plan

Generally, the 2045 Plan expects that urban level residential and non-residential development will focus in the UGBs and PGAs over the 20-year planning period. However, the 2045 Plan also clearly discusses the retention of existing zoning map classifications and clearly states that no zoning map amendments (rezoning requests) or reductions in existing zoning rights were proposed by the County during the development of the 2045 Plan and the Future Land Use Guide. *“Both the Envision Jefferson 2035 Comprehensive Plan and the 2045 Comprehensive Plan do not initiate any zoning map amendments.” – pg. 10, 2045 Comprehensive Plan*

Thus, the parcel has retained its original zoning district of Rural (R) since the 1988 zoning ordinance adoption.



2045 Comprehensive Plan

The 2035 Envision Jefferson Comprehensive Plan included a Future Land Use Guide, which designated this area as “Low Density Residential”. See top left image.

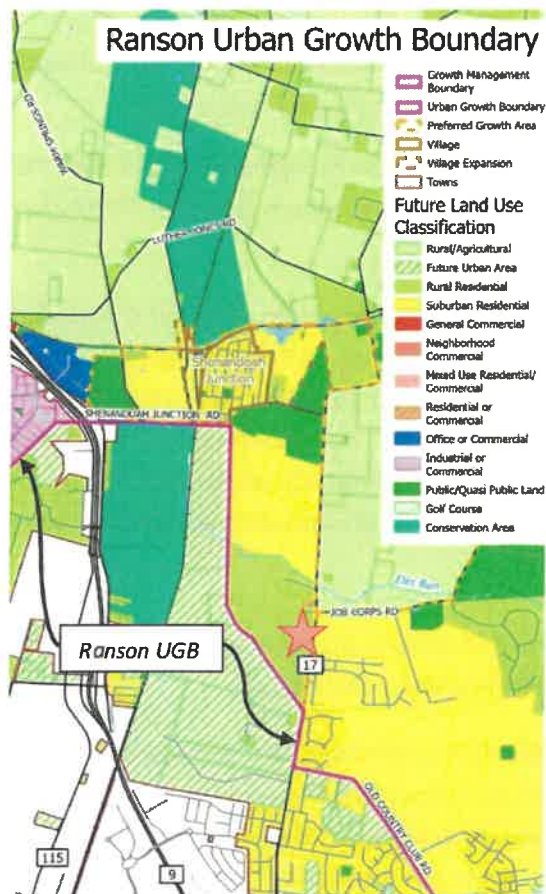
The 2045 Plan includes an updated Future Land Use Guide, which designates the parcel as “Rural Residential”. See bottom left image.

Both designations support the development of single family detached lots on the parcel, as proposed by the applicant. In both iterations of the Future land Use Guide, the subject parcel is located within the Shenandoah Junction Preferred Growth Area. Further discussion on the Future Land Use Guide and Classifications continue on pages 11 & 12 of this report.

Urban Growth Boundary - (Pages 12-13, 2045 Comprehensive Plan)

During the development of the 2008 Zoning Ordinance (which subsequently was not approved), the County and Cities worked jointly to develop a land use planning tool referred to as the County Townscape Boundaries which were reflected on the draft Zoning Map at that time. When the state law was amended in 2009 to allow the creation of Urban Growth Boundaries (UGBs), the City of Ranson formally requested that the County Commission approve this draft boundary as their Urban Growth Boundary and reflect it on the County Zoning Map.

At present, only three of the five municipalities in Jefferson County have planning boundaries that meet the UGB definition of §8-6-4a of the West Virginia Code.



According to §8-6-4a of the West Virginia Code, Urban Growth Boundaries (UGBs) are, “an area around and outside the corporate limits of a municipality within which there is a sufficient supply of developable land within the boundary for at least a prospective twenty-year period of municipal growth based on demographic forecasts and the time reasonably required to effectively provide municipal services to the identified area.”

The subject parcel is located immediately East of the Ranson Urban Growth Boundary, separated from the UGB by a singular parcel owned by Fellowship Bible Church located along Daniel Road (Rt. 18), at the intersection with Flowing Springs Road (Rt. 17). The Ranson UGB extends West to Wiltshire Road (Rt. 8) and South to the railroad tracks, then crosses Rt. 9 and runs along US Rt. 340 until Country Club Road (Rt. 24), where it extends North to Daniel Road (Rt. 18).

Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the Ranson UGB:

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

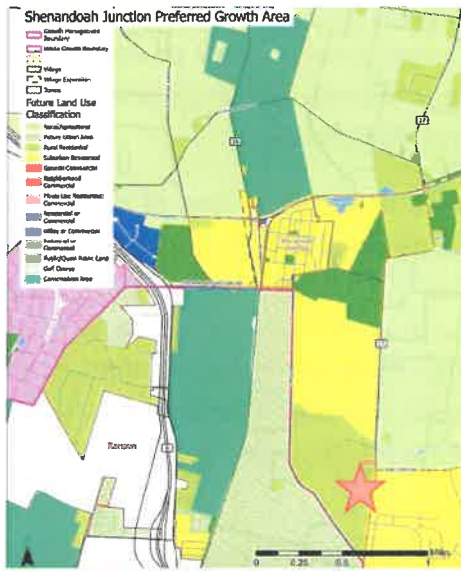
The Ranson Urban Growth Boundary Map is attached to this document for ease of reference. See image above for immediate reference of Ranson UGB in relation to the subject property.

Preferred Growth Areas - (Pages 14-16, 2045 Comprehensive Plan)

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the 2045 Comprehensive Plan.

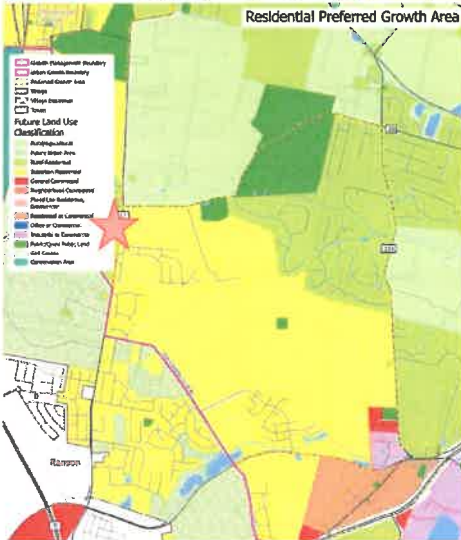
The 2045 Plan defines Preferred Growth Areas (PGAs) as, *“areas... outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County’s development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another.”*

The subject parcel lies within the Shenandoah Junction PGA/School Based Growth Area and adjoins the Residential Growth PGA along Rt. 17. This has contributed to the broad availability of public utility infrastructure.



Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the **Shenandoah Junction PGA/School Based Growth Area**:

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



Section 1 – Quality Land Use and Growth Management of the 2045 Plan states the following regarding the **Residential PGA**:

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

The subject parcel’s location within the Shenandoah Junction PGA and adjacency to the Residential PGA directly supports and encourages the residential development of this property.

The subject parcel adjoins the Residential PGA at the Flowing Springs Road (Rt. 17) right of way. A previous Development Plan was approved for the development of Daniel's Forest (Lots 1B & 1A) in 2007. This plan has since expired due to unfavorable market conditions during the housing crash circ. 2008. The Daniels Forest Preliminary Plat included the subject parcel of this rezoning (Lot 1B – 31.48 acres) as well as a larger parcel (Lot 1A – 70.47 acres) that is located on the opposing side of the Rt. 17 right of way. The larger Lot 1A parcel is located within the Residential PGA. The proposed community was identical in nature and density on the two separate parcels (1A & 1B). Please see Exhibit 4 for the expired Preliminary Plat. Future development plans for Daniel's Forest Lot 1B (now Ghazwa's Forest) will be similar in nature to the previous plan and will provide single family detached lots. Please see Exhibit 3 for the proposed Ghazwa's Forest Concept Plan.

Future Land Use Guide - (Pages 10-16, 2045 Comprehensive Plan)

The 2035 Comprehensive Plan

The 2035 Plan was the first Jefferson County Comprehensive Plan to include a Future Land Use Guide, which is intended to be a tool to provide a visual definition of future growth and define areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the Plan.

The 2035 Plan states that *“by creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”*

The 2045 Comprehensive Plan

The 2045 Comprehensive Plan has updated the Future Land Use Guide and included several changes to the Land Use Classifications.

The 2045 Plan states, *“The Land Use Classifications were restructured to align them with the zoning districts used in the county. The Future Land Use Guide does not contain any Land Use Classifications that align to the Residential-Light Industrial-Commercial zoning district and instead has proposed three new zoning districts to avoid using the Residential-Light Industrial-Commercial district. The preferred choices of zoning districts for Zoning Map amendments are the proposed districts in this Plan or the existing zoning districts with the exceptions of Residential-Light Industrial-Commercial, Major Industrial, and Planned Neighborhood Development.”* – Pg 10, 2045 Plan

“The land use classifications on the Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner initiated zoning map amendments (rezoning requests). According to West Virginia State Code Chapter 8A, as amended, the County Commission can approve any zoning ordinance map or text amendment by finding that the request is consistent with the Comprehensive Plan.” – Pg 16, 2045 Plan.

Relevant Land Use Guide Classifications from the 2045 Comprehensive Plan

The following land use classifications, utilized on the Existing Land Use Map and Future Land Use Guide of the 2045 Comprehensive Plan, are intended to provide guidance to the Planning and County Commission when considering owner-initiated zoning map amendments (rezoning requests).

Rural Residential

Primary Uses: The Rural Residential classification is for larger lot residential developments and can include single family residences, duplexes, accessory dwelling units, and residences east of the Shenandoah River.

Intensity: Residences may be served by on-site well and septic systems or public water and/or sewer system.

Mobility: Agricultural equipment and auto orientated access are prioritized with pedestrian mobility provided within residential subdivisions.

Suburban Residential

Primary Uses: The Suburban Residential classification identifies higher intensity residential developments. This can include single family residences on small lots, townhomes, apartment complexes, and assisted living communities.

Intensity: Residences are served by public water and sewer system.

Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.

The subject parcel is identified as Rural Residential on the 2045 Future Land Use Map. This supports the proposed use of low-medium intensity large lot residences including but not limited to Single Family Detached (SFD) and Duplex lots, served by existing public water and sewer infrastructure. Higher intensity residential uses such as townhomes, apartments, and small lot single family residences, as aligned with the Suburban Residential classification, are not proposed in the Ghazwa’s Forest community.

The following two (2) pages describe how the requested map amendment supports the specific goals and objectives of the comprehensive plan, furthering the applications consistency with the 2045 Plan.

Goal 1

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

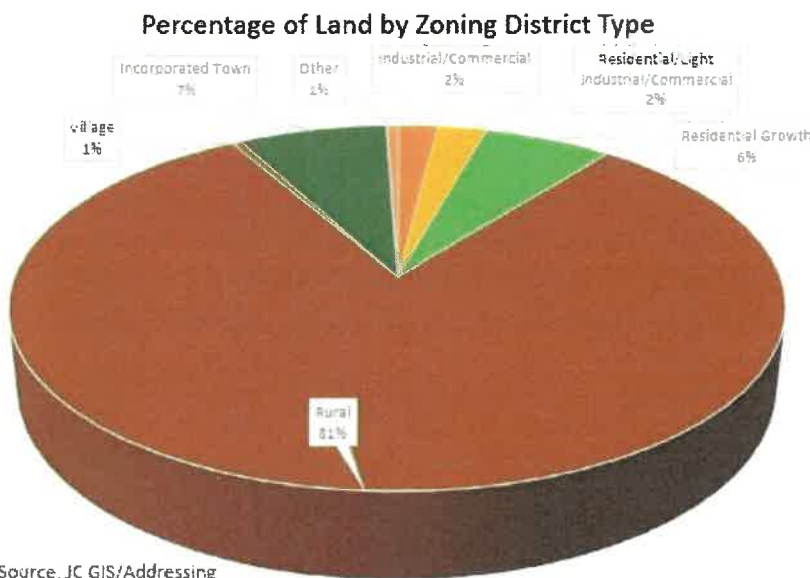
“To ensure that any growth that occurs in Jefferson County is positive, the County must support land use regulations and policies that manage the types and locations of that growth. However, this should not infringe on the right of property owners to use and develop their land. Jefferson County must work to find a balance between these factors that encourages quality land use where it is needed most.” – Pg. 18, GOAL 1

Development in Jefferson County must follow the existing land use regulations. These regulations explain standards for acceptable

types of development for land within the County based on many factors including location, size, and available utility and transportation infrastructure. By planning and coordinating with partner agencies (Water, sewer, gas, communication providers, etc.), regarding where services are to be located, the efficiency of infrastructure systems and growth can be raised.

“There are still gaps in the existing zoning districts, which is why this Plan recommends the adoption of additional residential zoning districts. It is important for Jefferson County to take a proactive role in defining where development will occur and what that development will look like.” – pg. 19, 2045 Plan.

Despite the growth that has taken place in recent years, 81% of the County’s land is located within the rural zoning district. This disproportion can partly be attributed to a lack of residential zoning options as discussed above.



Source: JC GIS/Addressing

Objective 1.1
 Establish a simplified variety of commercial, residential, and mixed-use zoning categories and Land Use Classification appropriate to the County’s needs.

The proposed rezoning aligns with GOAL 1 to focus residential growth within a Preferred Growth Area served by public utility infrastructure, utilizing existing preferred zoning districts discussed on pg. 11 of this report.

By focusing residential growth in the defined PGAs and UGBs a reduction in urban sprawl and increased ability to conserve farmland is achieved.

Goal 2

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

As part of the County’s long range planning, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) were identified as sections of Jefferson County where urban scale development is appropriate.

By concentrating development into these areas, a more efficient delivery of services and use of infrastructure can be provided.

Urban level development (which requires the provision of water and sewer systems), is defined by the 2045 Plan as, *“where more intense levels of residential, commercial, and industrial development activity occur.”*

Coordination of future growth areas with water and sewer expansions allows local residential and business development to be located in areas where water and sewer services, as well as other infrastructure and services are readily available. Local utility and service providers will have a reasonable expectation of where growth will occur and what the potential maintenance and operating costs of expanding services would be.

In West Virginia, by law, water and sewer providers are required to provide water and/or sewer service anywhere in a community so long as a developer pays to provide the initial infrastructure that would support the service. As a result, land use planning in West Virginia has to take a pro-active role in defining where urban level amenities and development will occur.

By focusing growth in the defined PGAs and UGBs, as promoted by Goal 2 of the Comprehensive Plan, a reduction in urban sprawl is achieved. Coordinating utility expansions in these areas provides adequate and quality infrastructure in Jefferson County which is beneficial to residents, businesses, and the County’s economy.

The proposed rezoning to Residential Growth (RG) aligns with GOAL 2 to concentrate growth within a Preferred Growth Area, where existing utility and transportation infrastructure exists to support the proposed development. Water will be provided by West Virginia American Water (WVAW), and sewer will be provided by Charlestown Utility Board (CTUB). Both are located along the Flowing Springs Road (Rt. 17) right of way.

Objective 2.4

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

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

P&Z • FC | Ongoing

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

CC | Ongoing

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

P&Z • FC | Ongoing

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

The Original Zoning Ordinance was adopted on July 7, 1988. Changes in the immediate area of the subject properties include the following:

1. Urban Growth Boundaries were proposed for Charles Town and Ranson in 2009 and subsequently adopted by the Jefferson County Commission. As such, the Utility Providers have concentrated their expansion efforts in these areas.
2. New growth has been focused in the PGAs and UGBs due to the availability of public utilities. This has led to a considerable change of neighborhood since the adoption of the 1988 zoning ordinance. Several residential developments have been built in this area including three (3) recent subdivisions across Flowing Springs Road.
3. The entire commercial development of Potomac Town Center/ Potomac Marketplace to the southwest of this property was developed after 1988. Most of this land was annexed into the City of Ranson prior to development. This includes both the commercial and residential developments across Rt. 9, which were all annexed and developed after the adoption of the 1988 Zoning Ordinance.
4. At least three new schools have been built in the area. These include Wildwood Middle School and Driswood Elementary School, both built in the 21st century based on the growth in the area that came after the Zoning Ordinance was adopted. The new Ranson Elementary School opened for enrollment in January 2025, responding to further growth within the city limits. The Ranson Elementary School site is proposed to be expanded to a full K-12 campus.
5. The four-lane US Route 340 improvements and road widening are being completed to Virginia, which increases demand for residential development by providing an additional direct commuter link to Rt. 7 and Northern Virginia.
6. The COVID 19 Pandemic led to changes in transportation patterns in the area due to a greater ability to work from home in lieu of the commute to the DC Metro Area and its surrounding counties. This affected many of Jefferson County's commuters, which total 45% of the employed population according to 2020 census data. The data states that 36% of Jefferson County residents commute to the DC Metro Area. COVID created a never before seen opportunity for remote work in the federal and corporate sectors, that has created an increased demand for residential growth outside the metro area.
7. The Capacity of Wastewater Treatment facilities and Water Services has been greatly expanded, in anticipation of the development in the Ranson UGB, and the Shenandoah Junction and Residential PGAs based on the current and previous Comprehensive Plans.

8. Jefferson Utilities (JUI) was acquired by West Virginian American Water (WVAW) in 2023 and is proactively expanding their service area in the County.
9. WVU Hospital purchased Jefferson Medical Center in Ranson and has since expanded its capabilities, as well as purchased sixty-four (64) acres along Route 340 and Route 9 for a potential expansion.
10. Valley health opened a new Urgent Care facility in Ranson at Potomac Town Center.
11. Since the Zoning Ordinance was adopted Route 9 was expanded to a 4-lane divided highway, providing a high-capacity road corridor between Jefferson County and Interstate 81. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has exceptional access to Primary Arterial Roadways north to I-81, south to Rt. 7 and east both via Route 340 and 'New' Route 9 over the mountain. The property is supported by an excellent vehicular transportation network.
12. The new Route 9 was added to provide a new four lane access east over the Shenandoah Mountains.

These changes and improvements to the transportation system and neighborhood have taken place since 1988, when the Zoning Ordinance was adopted. Since the Comprehensive Plan was adopted in 2025, most of these road improvements have already been taken into consideration in the *2045 Comprehensive Plan*.

These changes strongly support the rezoning of the subject property.

Conclusion

Consistency and compatibility with the 2045 Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be considered for a Zoning Map Amendment. The 2045 Plan encourages growth and development in the Preferred Growth Areas (PGAs), Urban Growth Boundaries (UGBs), and areas where infrastructure and public facilities exist or is made available.

In this case, the property has access to both public water and wastewater treatment facilities that were expanded into the area of the subject parcel due in part to the Comprehensive Plan's designation for urban level development. These qualities make the property an ideal candidate for a zoning map amendment from the Rural (R) district to the Residential Growth (RG) district.

Golden Eagle Group, Inc.'s application for a zoning map amendment to the RG District meets all standards required for approval. The property is suitable for residential use, is supported by existing infrastructure, and does not negatively impact low-income communities. The proposed map amendment is overwhelmingly consistent and compatible with the *2045 Comprehensive Plan*.

Taking these factors into account, Golden Eagle Group, Inc. respectfully requests the zoning map amendment be approved by Jefferson County.

iv. The following must be attached to this application:

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

The required sketch is attached for reference: *Daniel's Forest Concept Plan, 2025*

Please see the comprehensive list of attachments below.

SUPPLEMENTAL INFORMATION

Exhibit 1 – 1988 vs Present Day Aerial

Exhibit 2 – Existing Conditions

Exhibit 3 – Ghazwa's Forest Concept Plan, 2025

Exhibit 4 – Daniel's Forest Preliminary Plat, 2007 (*expired*)

REFERENCES

- 2045 Comprehensive Plan, Appendix - 2023 Zoning Map
- 2035 Comprehensive Plan, Future Land Use Guide (Map)
- 2045 Comprehensive Plan, Appendix - Future Land Use Guide (Map)
- 2045 Comprehensive Plan, Appendix - City of Ranson UGB
- 2045 Comprehensive Plan, Appendix - Shenandoah Junction PGA
- 2045 Comprehensive Plan, Appendix - Residential PGA
- 2045 Comprehensive Plan, Appendix – Water and Sewer Service Areas

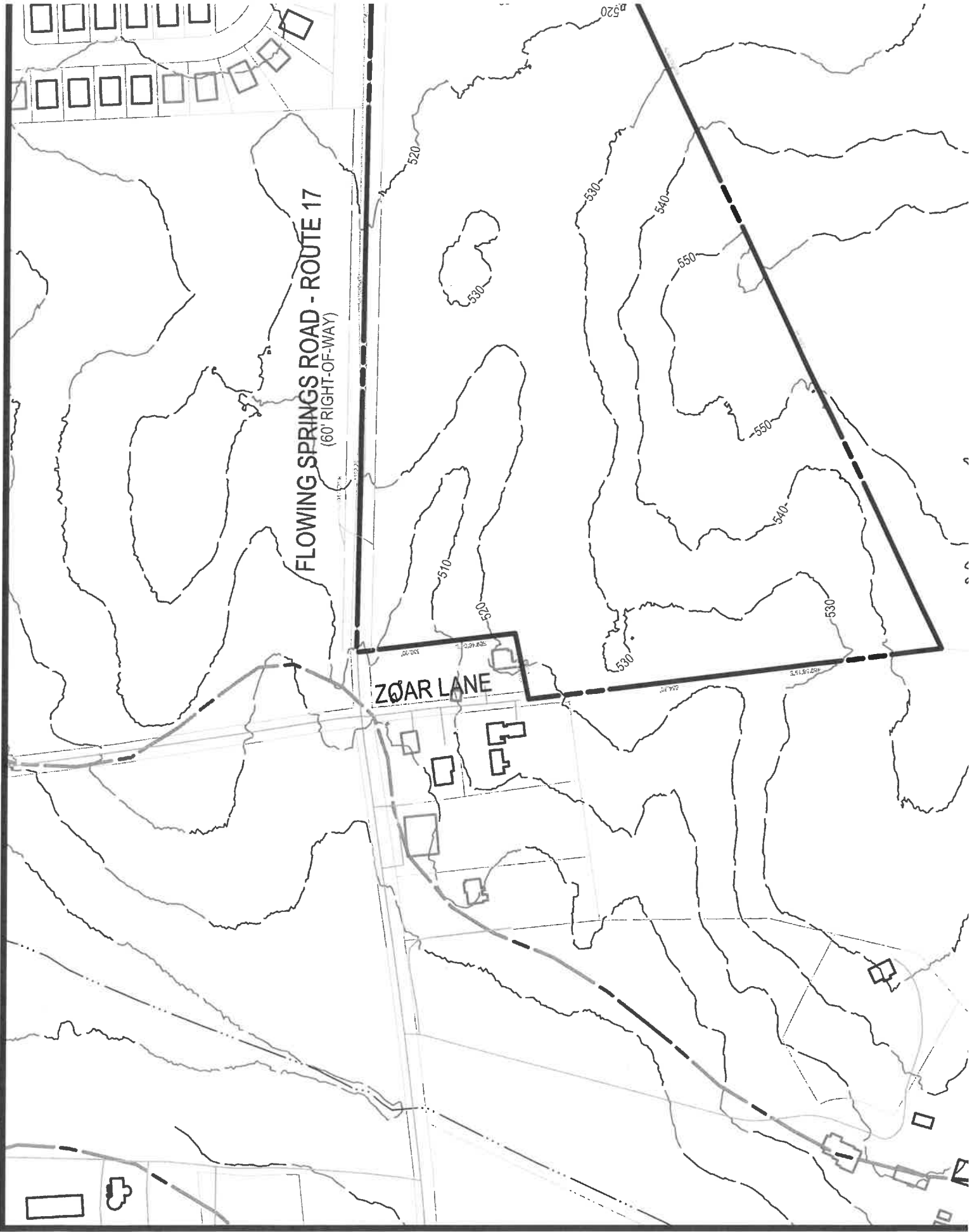
COPYRIGHT 2025. NO REPRODUCTION OR USE OF THIS DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.



1988 vs. PRESENT DAY AERIAL EXHIBIT 1

5-6-2025

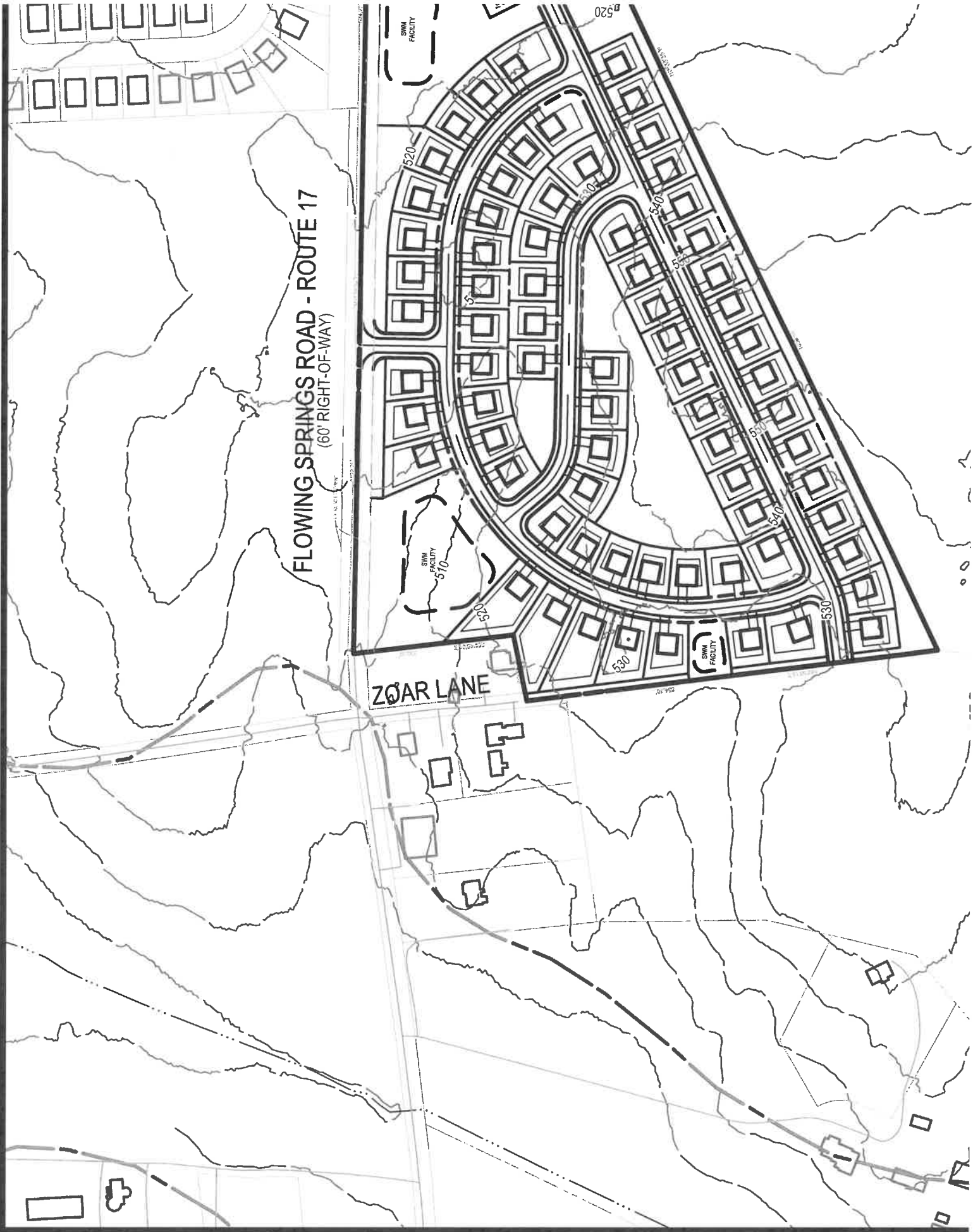
ZONING MAP AMENDMENT JEFFERSON COUNTY, WV



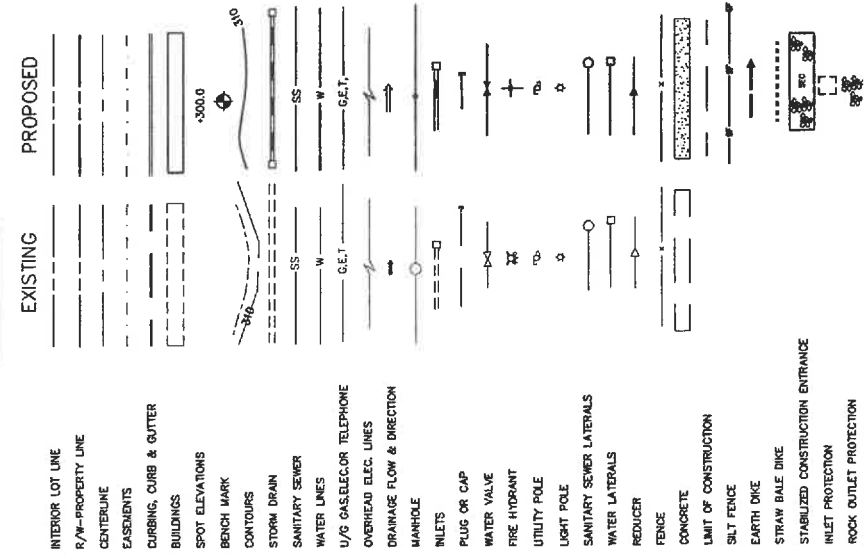
DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM INTEGRITY FEDERAL SERVICES, INC.

FLOWING SPRINGS ROAD - ROUTE 17
(60' RIGHT-OF-WAY)

ZORAR LANE



LEGEND



SHEET INDEX

- C-1 COVER SHEET
- C-2 PRELIMINARY PLAT
- C-3 TYPICAL SECTIONS, GENERAL NOTES & DETAILS
- C-4 OVERALL SEDIMENT AND EROSION CONTROL PLAN
- C-5 GRADING, STORM DRAIN AND SEC PLAN-1
- C-6 GRADING, STORM DRAIN AND SEC PLAN-2
- C-7 GRADING, STORM DRAIN AND SEC PLAN-3
- C-8 GRADING, STORM DRAIN AND SEC PLAN-4
- C-9 GRADING, STORM DRAIN AND SEC PLAN-5
- C-10 GRADING, STORM DRAIN AND SEC PLAN-6
- C-11 SWM POND GRADING, TEMP SEDIMENT BASIN SIZING, AND IMPROVED LINER LOCATION AND SPECIFICATION PLAN
- C-12 DIMENSION, PAVING AND UTILITY PLAN-1
- C-13 DIMENSION, PAVING AND UTILITY PLAN-2
- C-14 DIMENSION, PAVING AND UTILITY PLAN-3
- C-15 DIMENSION, PAVING AND UTILITY PLAN-4
- C-16 DIMENSION, PAVING AND UTILITY PLAN-5
- C-17 STORM DRAIN PROFILES
- C-18 STORM DRAIN PROFILES
- C-19 ROAD AND UTILITY PROFILES-1
- C-20 ROAD AND UTILITY PROFILES-2
- C-21 ROAD AND UTILITY PROFILES-3
- C-22 ROAD AND UTILITY PROFILES-4
- C-23 ROAD AND UTILITY PROFILES-5

PRELIMINARY PLAN FOR DANIELS FOREST

LOTS 1 - 192
 LOT 1 OF MARVIN E. RODERICK SUBDIVISION

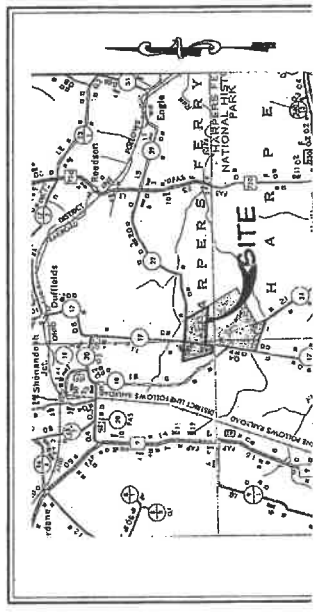
APRIL, 2007
 PREPARED FOR:

DANIELS FOREST, LLLP
 125 SOUTH CARROLL STREET, SUITE 150
 FREDERICK, MARYLAND 21701
 301-696-0900

PREPARED BY:



HARRIS, SMARIGA & ASSOCIATES,
 ENGINEERS/PLANNERS/SURVEYORS
 125 SOUTH CARROLL STREET
 FREDERICK, MD 21701
 (301)662-4488



REVISIONS	
NO.	DATE
1	JEFF CO. 1-29-07 3-22-2007

TABLE OF MILESTONE INSPECTIONS		
NO.	DATE INSPECTED	INSPECTOR'S INITIALS
1. INSTALLATION OF SEDIMENT CONTROL DEVICES **		
2. COMPLETION OF UNDERGROUND UTILITY INSTALLATION		
3. COMPLETION OF GRADING FOR ROAD **		
4. COMPLETION OF GRADING FOR BUILDINGS		
5. COMPLETION OF BASE STONE INSTALLATION & COMPACTION **		
6. COMPLETION OF SIGNALS		

DEVE THE D BUCKS PROVI 301- ED IN BUCKS PROVI 301- OWN THE C HERBY HANA DANE 125 FRED 301-

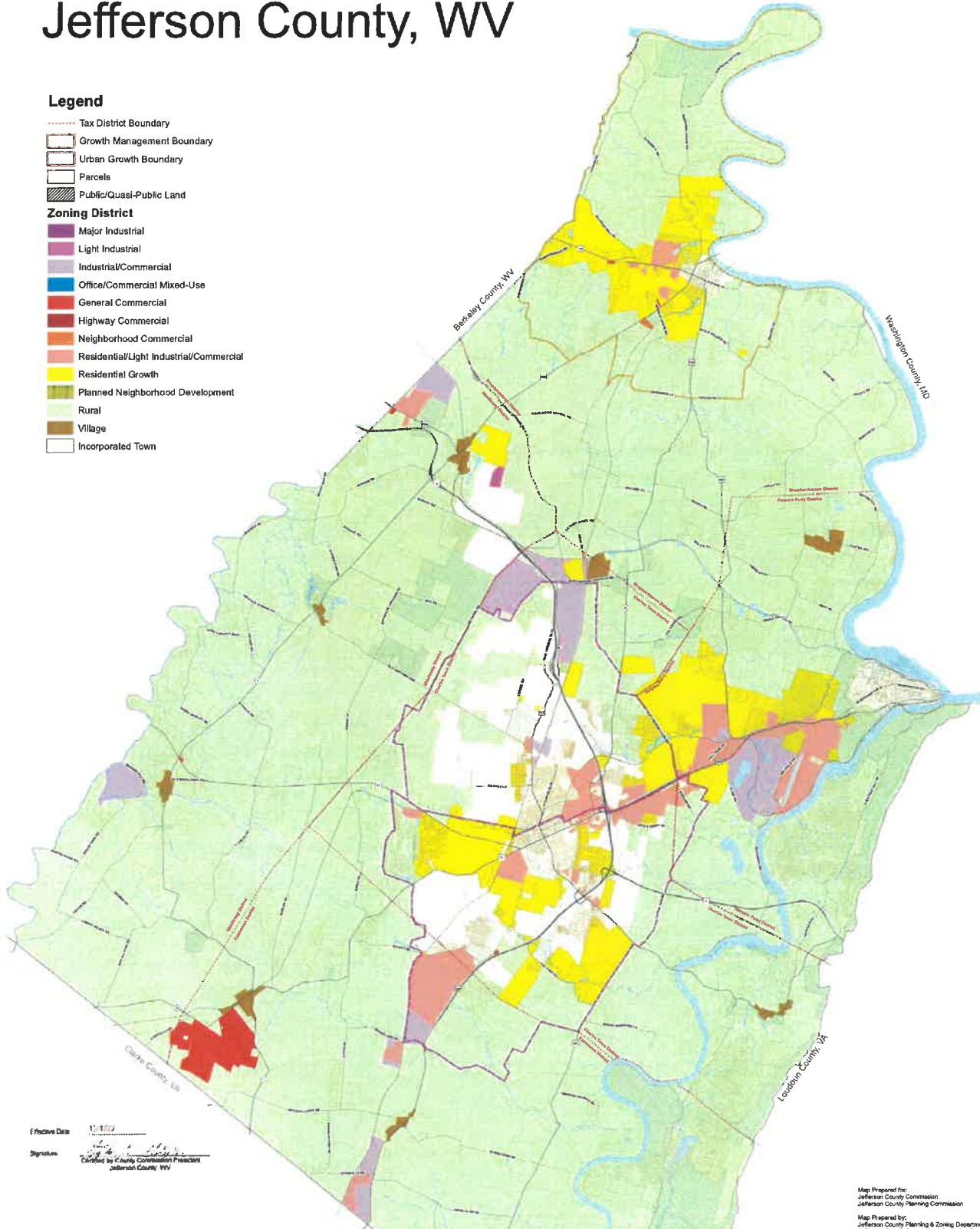


2023 Zoning Map Jefferson County, WV



Legend

- Tax District Boundary
 - Growth Management Boundary
 - Urban Growth Boundary
 - Parcels
 - Public/Quasi-Public Land
- ### Zoning District
- Major Industrial
 - Light Industrial
 - Industrial/Commercial
 - Office/Commercial Mixed-Use
 - General Commercial
 - Highway Commercial
 - Neighborhood Commercial
 - Residential/Light Industrial/Commercial
 - Residential Growth
 - Planned Neighborhood Development
 - Rural
 - Village
 - Incorporated Town



Effective Date: 12/15/23
 Signature: [Signature]
 Certified by: County Commission President
 Jefferson County, WV

APPROVED REVISIONS	
Year	Description
2020	ADDITION OF URBAN GROWTH BOUNDARIES (Per WV Statute §14 No. 20a, §20b) & UPDATES PER COUNTY COMMISSIONS (Digital Revision of Original Map & Color Alterations)
2011	ZONING STATUS UPDATES (Per §211-02)
2012	ZONING UPDATES (Per §14 & §213-02)
2013	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04)
2014	ZONING UPDATES (Per §14 & URBAN GROWTH BOUNDARY MANAGEMENT BOUNDARY (Commission approved 5/15/14)
2015	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04, §213-05)
2016	NO ZONING MAP AMENDMENTS OCCURRED IN 2016
2017	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04)
2018	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04)
2019	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04)
2020	ZONING UPDATES (Per §14, §213-02, §213-03, §213-04, §213-05, §213-06, §213-07, §213-08, §213-09, §213-10, §213-11, §213-12, §213-13, §213-14, §213-15, §213-16, §213-17, §213-18, §213-19, §213-20, §213-21, §213-22, §213-23, §213-24, §213-25, §213-26, §213-27, §213-28, §213-29, §213-30, §213-31, §213-32, §213-33, §213-34, §213-35, §213-36, §213-37, §213-38, §213-39, §213-40, §213-41, §213-42, §213-43, §213-44, §213-45, §213-46, §213-47, §213-48, §213-49, §213-50, §213-51, §213-52, §213-53, §213-54, §213-55, §213-56, §213-57, §213-58, §213-59, §213-60, §213-61, §213-62, §213-63, §213-64, §213-65, §213-66, §213-67, §213-68, §213-69, §213-70, §213-71, §213-72, §213-73, §213-74, §213-75, §213-76, §213-77, §213-78, §213-79, §213-80, §213-81, §213-82, §213-83, §213-84, §213-85, §213-86, §213-87, §213-88, §213-89, §213-90, §213-91, §213-92, §213-93, §213-94, §213-95, §213-96, §213-97, §213-98, §213-99, §213-100)

Map Prepared for:
 Jefferson County Commission
 Jefferson County Planning Commission

Map Prepared by:
 Jefferson County Planning & Zoning Department
 Jefferson County Geographic Information System
 Other Data Source:
 Jefferson County GIS
 Jefferson County Assessor
 Original Zoning Map (Inventory 2008)

CONDITIONS OF USE:

1. Revisions include zoning status updates as approved by the Department of Planning & Zoning and updates to the base information (roads, parcels, etc).
2. Do not rely on the hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses thereof, consult the Jefferson County Zoning Department.
3. All map elements are representative of geographic features in the Jefferson County Geographic Information System (GIS) and as such may be updated per authorized zoning amendments. The consideration of this map, the GIS, documented zoning amendments and interpretation by the Jefferson County Zoning Administration shall determine any definitive zoning classification and permitted uses.
4. DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for, legal engineering, or surveying purposes. Users of this information should review or consult with a primary title and information sources to ascertain the legal liability of any problem, financial loss or business, consequential damages or claims as a result of errors, inaccuracies or invalid data.



Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

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

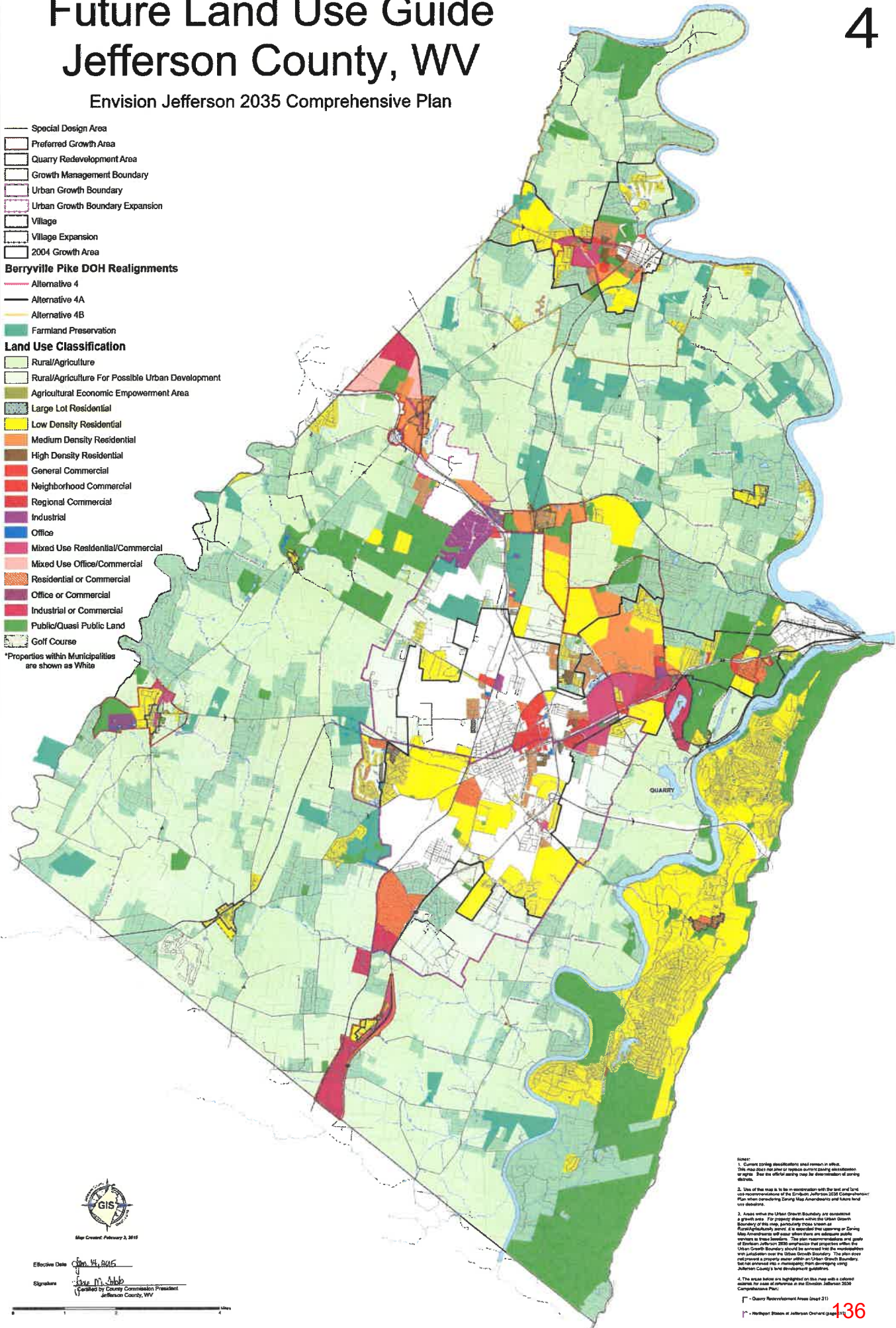
Berryville Pike DOH Realignments

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

Land Use Classification

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

*Properties within Municipalities are shown as White



Effective Date: 02/03/2015
 Signature: [Signature]
 Certified by County Commission President
 Jefferson County, WV

Notes:

- Current zoning classifications and remain in effect. This map does not take in previous zoning pending amendments or rights. See the official zoning map for determination of zoning districts.
- Use of this map is to be in conjunction with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan when considering zoning map amendments and future land use decisions.
- Areas within the Urban Growth Boundary are assumed a growth zone. For property shown within the Urban Growth Boundary of this map, particularly those shown as Rural/Agriculture, it is intended that zoning or zoning map amendments will occur where there are adequate public services in those locations. The plan recommendations and goals of Envision Jefferson 2035 emphasize that protection within the Urban Growth Boundary should be achieved that the municipalities will coordinate with the Urban Growth Boundary. The plan does not prevent a property owner within an Urban Growth Boundary from pursuing a rezoning or other development within Jefferson County's land development guidelines.
- The areas shown are highlighted on this map with a colored outline for ease of reference in the Envision Jefferson 2035 Comprehensive Plan.

Quarry Redevelopment Area (map 211)
 Heritage District in Jefferson County (map 112)

Future Land Use Map - Jefferson County, West Virginia

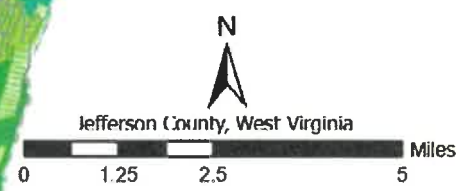
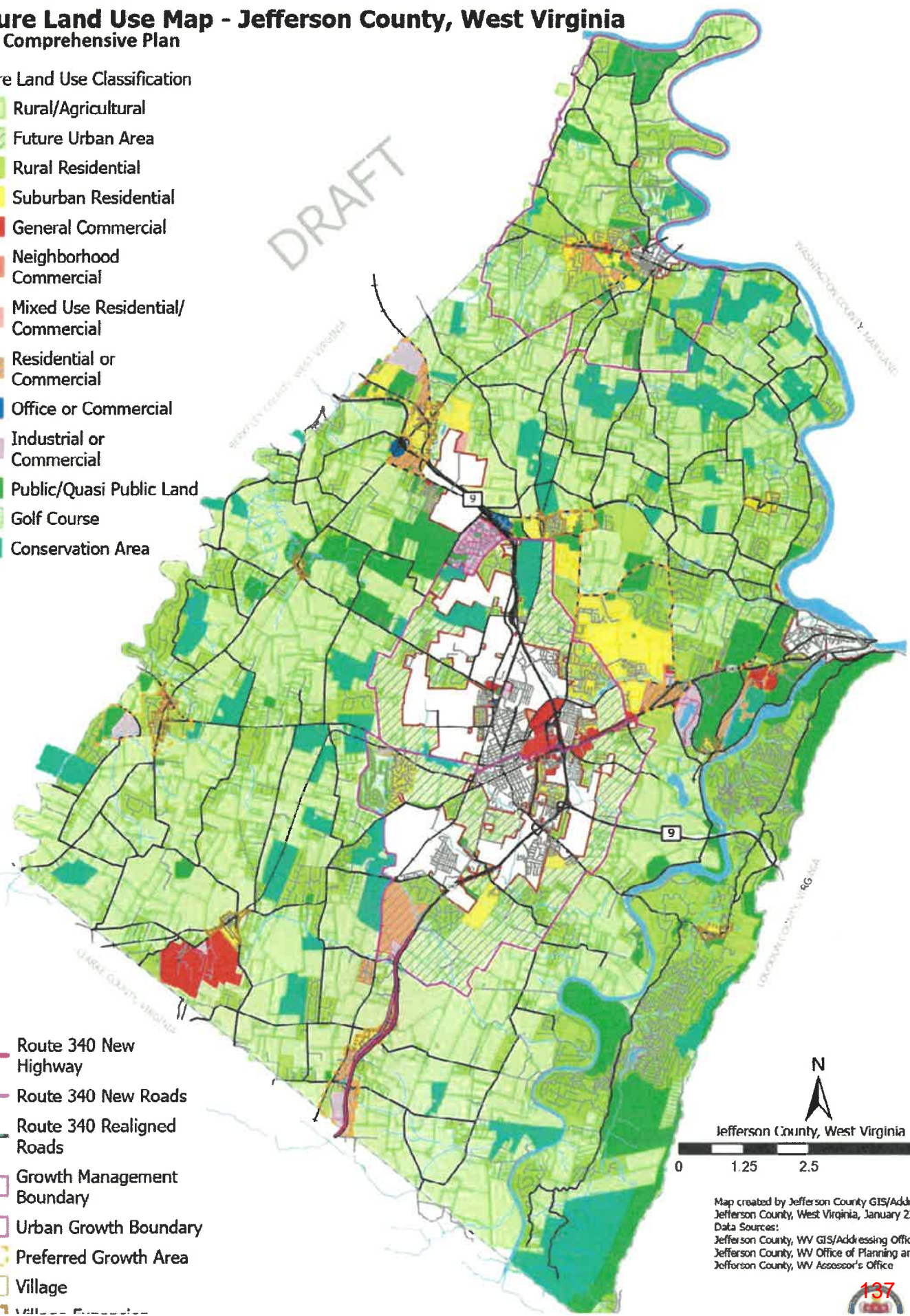
2045 Comprehensive Plan

Future Land Use Classification

- Rural/Agricultural
- Future Urban Area
- Rural Residential
- Suburban Residential
- General Commercial
- Neighborhood Commercial
- Mixed Use Residential/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course
- Conservation Area

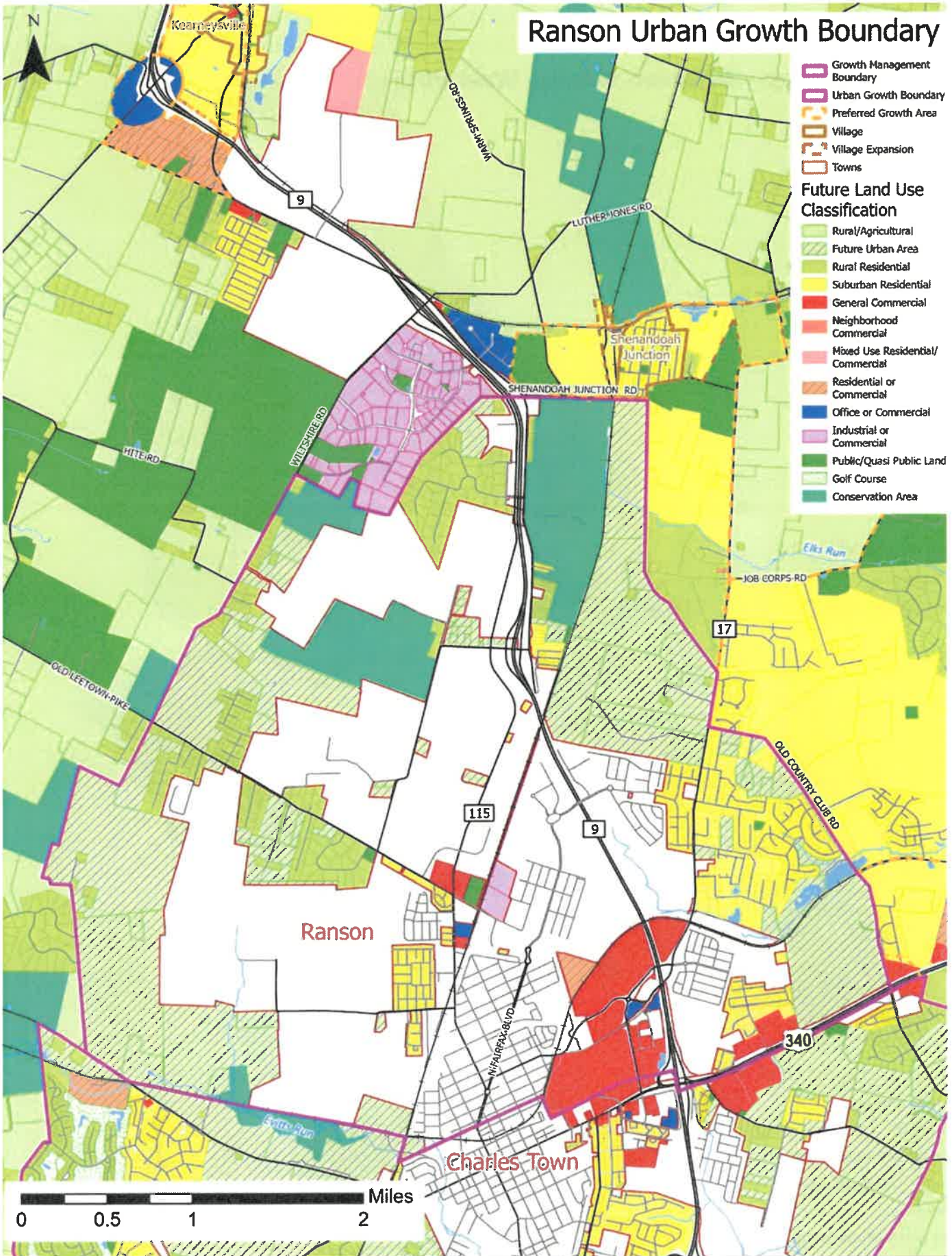
DRAFT

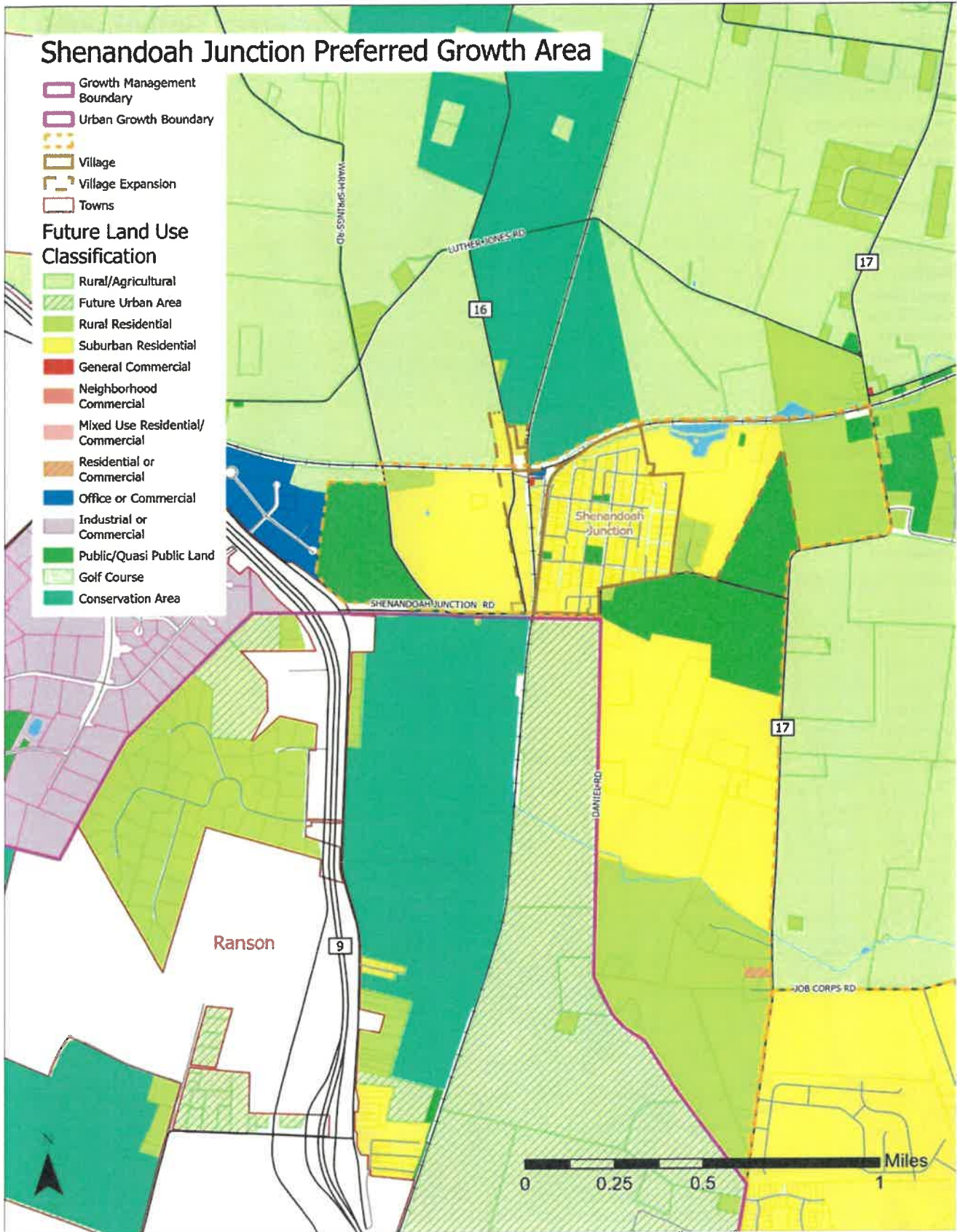
- Route 340 New Highway
- Route 340 New Roads
- Route 340 Realigned Roads
- Growth Management Boundary
- Urban Growth Boundary
- Preferred Growth Area
- Village
- Village



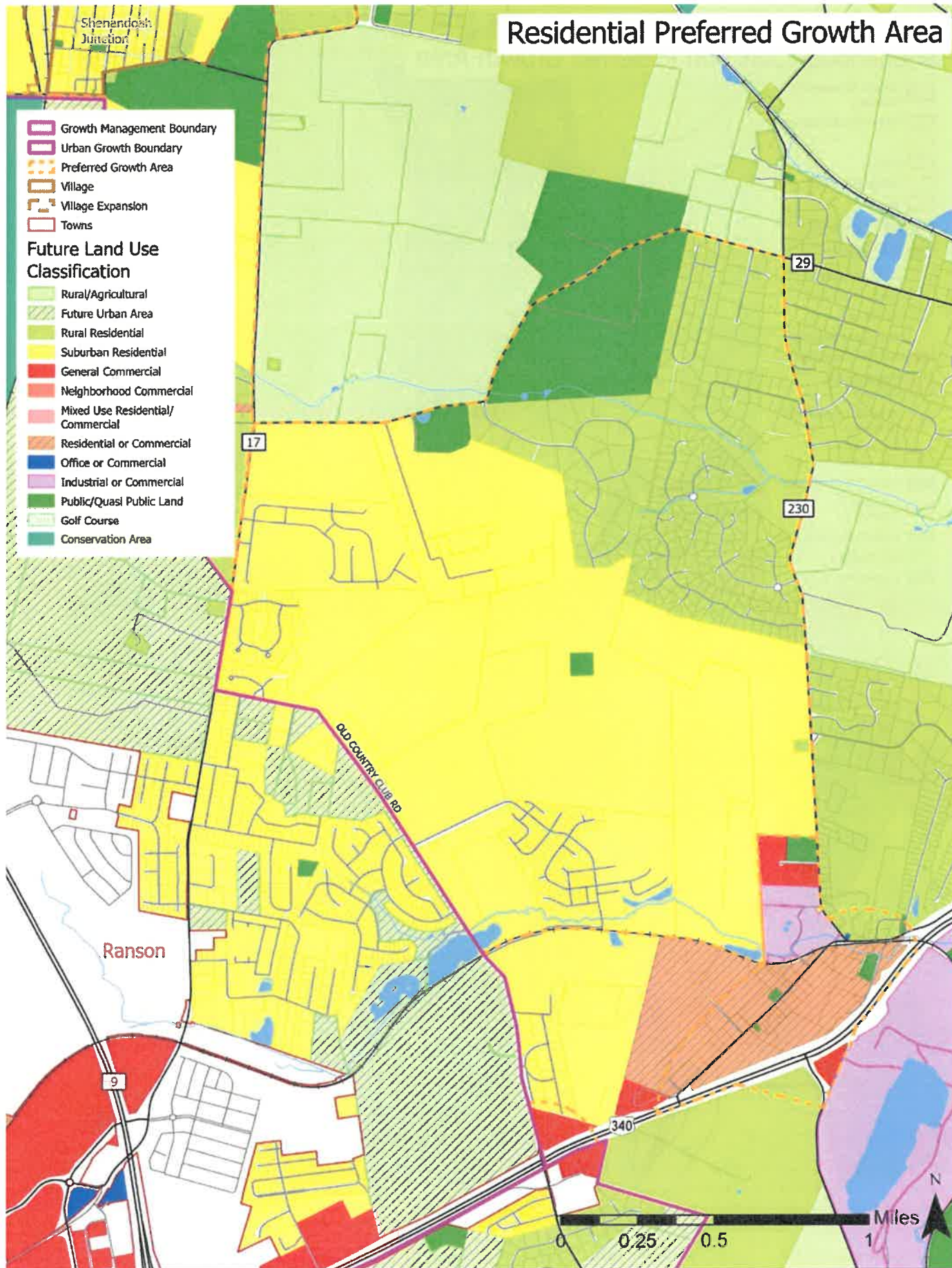
Map created by Jefferson County GIS/Addressing Office
 Jefferson County, West Virginia, January 23, 2025
 Data Sources:
 Jefferson County, WV GIS/Addressing Office
 Jefferson County, WV Office of Planning and Zoning
 Jefferson County, WV Assessor's Office

Ranson Urban Growth Boundary



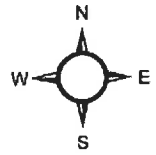


Residential Preferred Growth Area



Water & Sewer Service Areas

Jefferson County, WV



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



Service Areas

Company, Type

- Berkeley County Water, Water & Sewer
- Charles Town Utility Board, Sewer Only
- Charles Town Utility Board, Water Only
- Charles Town Utility Board, Water & Sewer
- Harpers Ferry Water Works, Water & Sewer
- American Water, Water Only
- American Water, Water & Sewer
- Shepherdstown Water Department, Water Only
- Shepherdstown Water Department, Water & Sewer
- Preferred Growth Area (EJ2035)
- Municipality Growth Boundary



Map created by Office of GIS and Addressing
 Jefferson County, West Virginia, July 2024
 Data Sources:
 Jefferson County, WV GIS/Addressing Office
 Jefferson County, WV Office of Planning and Zoning
 Jefferson County, WV Assessor's Office



Jefferson County
 116 E. Washington St. | Charles Town, WV 25414 | 304.728.3228
***** Customer Receipt *****

Date:5/7/2025

Planning Number: 25-1-Z

Flowing Springs Road lot 1B
 Charles Town WV 25414

Paid By:
 Golden Eagle Group, Inc.
 505 Huntmar Park Drive
 Herndon, VA 20170

Payment Description:
 Golden Eagle Group (Residential Growth) Rezoning Check Payment

Payments

Payment ID	Received Date	Payment Type	Reference Num	Fee	Amount
15849398	5/7/2025	Check	2189	Zoning Map Amendment (Rezoning)	\$3,900.00
					\$3,900.00
Total					\$3,900.00

***** Thank you for your payment *****

X _____

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction on your project.

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Approval of Hire –Deputy - Jefferson County Sheriff’s Department

Sheriff Hansen proposes the hire of one Deputy

Deputy proposed annual salary	\$ 55,125
Total amount budgeted for 700 Salaries and Wages (FY25)	\$3,049,493
<u>Total salaries and wages of 700 (FY25) (annualized)</u>	<u>\$2,491,662</u>
Total under budget	\$ 557,831
<u>Proposed salary</u>	<u>\$ 55,125</u>

Remaining under budget after hires (*annualized*) \$551,471

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Probate/County Clerk**

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

Date Requested – 1st Choice: **May 15, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Set Hearing Date to Hear the Petition to Remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor**

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

The Probate Office has been presented a petition from Leah Chappell Esq. to remove Carolyn Jean Carper as Executrix on the Estate of Carol V. Naylor. The petition is included in this packet. If a hearing is granted, the probate office is asking it be set for the June 5 meeting so all publication deadlines can be met.

The commission can also decide to refer this estate to the next available fiduciary commissioner as they are better prepared to hold a hearing with testimony and presentation of evidence. Once a hearing is held, their recommendation will be presented to the commission for final decision.

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*):

If a hearing is set, the motion will be as follows:

- **To set a hearing on June 5, 2025 to hear the petition filed by Leah Chappell Esq on behalf of her client, Gregory A. Naylor, beneficiary, to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor.**

If it is decided to refer this to a fiduciary commissioner, the motion will be as follows:

- **To refer the petition filed by Leah Chappell Esq on behalf of her client, Gregory A. Naylor, beneficiary, to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor to the next available fiduciary commissioner.**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

**BEFORE THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA**

In re the Estate of Carol V. Naylor, deceased

**PETITION FOR REMOVAL OF CAROL JEAN CARPER AS
EXECUTRIX OF ESTATE OF CAROL V. NAYLOR, deceased**

NOW COMES Gregory A. Naylor, beneficiary and devisee under the Last Will and Testament of Carol V. Naylor, by counsel Leah R. Chappell, Esq., and petitions this Court to remove Carol Jean Carper as the Executrix of the Last Will and Testament of Carol V. Naylor and in support thereof, states as follows:

1. Carol V. Naylor died testate on September 15, 2009 a resident of Jefferson County, West Virginia.

2. Carol V. Naylor's daughter and son, Carol Jean Carper and Roy Maynard, qualified before the Jefferson County Clerk as Co-Executors of the Estate of Carol V. Naylor on October 19, 2009 in accordance with her Last Will and Testament. Carol Naylor's husband predeceased her.

3. The Last Will and Testament of Carol V. Naylor provided that, after payment of certain specific bequests¹, the residue of her estate (hereafter "Estate") was to be equally divided into two separate Trusts: One Trust for the benefit of George D. Naylor, III, and one Trust for the benefit of Gregory A. Naylor.

4. No identifiable trusts of which the Petitioner is aware were ever established by the Co-Executors, Carol Jean Carper and Roy Maynard.

5. Roy Maynard died on May 22, 2015.

6. George D. Naylor, III, died May 31, 2017.

¹ Said bequests were paid in the course of administration and are not at issue in this case.

7. During Carol Jean Carper's tenure as Executrix of the Estate, no probate appraisal of the assets of the Estate, or any annual accounting, has been filed with the Jefferson County Clerk's Office as required by law.

8. Executrix Carol Jean Carper has stated that the only known assets of Carol Naylor's estate that remain today consist of a) a house and lot occupied by Gregory A. Naylor and located in Chesapeake, Virginia, b) an unimproved parcel of land in Florida, c) and an unimproved parcel of land in Colorado, and d) the proceeds from the sale of another parcel of improved land in Virginia, which was sold by the Executrix in September 2020.

9. According to the Executrix, all the cash assets of the Estate, from the decedent's death to the present, have been consumed by maintenance, taxes and insurance on the two parcels of real estate in Virginia.

10. The Executrix's failure to file an appraisal as required by law leaves this Court and all interested parties with no information regarding the assets of the Estate other than the statements of the Executrix.

11. To date, the Executrix has initiated no ancillary administration for the parcels of land in Florida or Colorado. Counsel retained by the Petitioner, Gregory A. Naylor, opened an ancillary administration for the Estate in Virginia.

12. The Executrix represents that most of the records relating to the Estate were destroyed in a house fire at the Executrix's personal residence, making reconstruction of assets and liabilities next to impossible.

13. Carol Jean Carper has virtually abdicated her responsibility to perform the duties as Executrix and Trustee since her appointment in 2009, and has completely

abdicated her obligation to file appraisements and accountings regarding the assets and expenditures of the Estate.

14. Under the terms of the Decedent's Will, if one of the two trust beneficiaries dies after the trusts are established, the proceeds of that trust are to be divided equally among six named alternate beneficiaries, provided the alternate beneficiary survives the original beneficiary, to-wit: Franklin B. Naylor, George R. Naylor, Roy Maynard, Carol Jean Carper, George Simmons and Frances Simmons.

15. The Petitioner is informed that the following persons either predeceased the Decedent, or have died since the Decedent's death on September 15, 2009:

- a. George D. Naylor, III Died May 31, 2017
- b. Franklin B. Naylor Died May 9, 2017
- c. Roy Maynard, Jr. Died May 22, 2015
- d. George Simmons Died Dec. 31, 2022
- e. Frances Simmons Died August 3, 2003

16. The Petitioner is informed that Gregory A. Naylor, Carol Jean Carper and George Raymond Naylor are still living.

17. Each of the surviving alternate beneficiaries of the George D. Naylor, III Trust portion of the Decedent's Will has released his or her interest in said Trust in writing.

18. The only remaining beneficiary under Carol V. Naylor's Will is Petitioner Gregory Naylor and the contingent beneficiaries of Gregory Naylor's trust, Carol Jean Carper and George Raymond Naylor, provided they survive Petitioner Gregory A. Naylor. If any of these contingent beneficiaries are deceased, then at the death of Petitioner Gregory A. Naylor, their interest in the Estate of Carol V. Naylor lapses.

19. West Virginia Code §44-4-2. *Fiduciaries to exhibit accounts for settlement,*

provides:

A statement of all the money, and an inventory of all securities, stocks, bonds and all other property, including the value thereof, which any personal representative, guardian, curator or committee, has received, become chargeable with or disbursed, **within one year from the date of the fiduciary's qualification, or within any succeeding year, together with the vouchers for such disbursements, shall, within two months after the end of every such period,** be exhibited by the fiduciary to the fiduciary commissioner to whom the estate or trust has been referred. **If any fiduciary fails to make an exhibit, the fiduciary commissioner to whom the fiduciary should make the exhibit shall proceed against the fiduciary in the appropriate circuit court, and the court shall impose the same penalties, unless the fiduciary is excused for sufficient reason, as are provided in cases where fiduciaries fail to return appraisements.**

(emphasis added)

20. West Virginia Code §44-1-14. *Appraisalment of real estate and probate personal property of decedents; disposition; hiring of experts,* provides:

(a) The personal representative of an estate of a deceased person shall appraise the deceased's real estate and personal probate property, or any real estate or personal probate property in which the deceased person had an interest at the time of his or her death, as provided in this section.

(b) After having taken the appropriate oath, the personal representative shall, on the appraisalment form prescribed by the Tax Commissioner, list the following items owned by the decedent or in which the decedent had an interest and the fair market value of the items at the date of the decedent's death:

(1) All probate and nonprobate real estate including, but not limited to, real estate owned by the decedent, as a joint tenant with right of survivorship with one or more parties, as a life estate, subject to a power of appointment of the decedent, or in which any beneficial interest passes by trust or otherwise to another person by reason of the death of the decedent; and

(2) All probate personal property, whether tangible or intangible, including, but not limited to, stocks and bonds, bank accounts, mortgages, notes, cash, life insurance payable to the executor or administrator of the decedent's estate and all other items of probate personal property.

(h) Any personal representative who refuses or declines, without reasonable cause, to comply with the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$25 nor more than \$500.

(i) Every personal representative has authority to retain the services of an expert as may be appropriate to assist and advise him or her concerning his or her duties in appraising any asset or property pursuant to the provisions of this section. An expert so retained shall be compensated a reasonable sum by the personal representative from the assets of the estate. The compensation and its reasonableness is subject to review and approval by the county commission, upon recommendation of the fiduciary supervisor.

(j) Except as specifically provided in subdivision (1), subsection (b) of this section and in section seven, article eleven, chapter eleven of this code, the personal representative is not required to list and appraise nonprobate real estate or nonprobate personal property of the decedent on the forms required in this section or section seven, article eleven, chapter eleven of this code.

21. The Executrix should be removed and an alternative Administrator appointed in her stead.

22. The Petitioner moves that Henry W. Morrow, Jr., Esq., be appointed Successor Administrator c.t.a., d.b.n. of the Estate of Carol V. Naylor.

23. Attorney and Jefferson County Fiduciary Commissioner D. Frank Hill, III has heretofore been appointed as the Fiduciary Commissioner overseeing this Estate.

Wherefore, the Petitioner moves for the following relief:

- a. That this matter be filed and set for hearing before the Jefferson County Commission;
- b. That Executrix Carol Jean Carper be immediately removed from her position over the Estate of Carolyn V. Naylor;

- c. That Carol Jean Carper be removed from the position of Trustee of all trusts created by the Last Will and Testament of Carolyn V. Naylor;
- d. That Henry W. Morrow, Jr., Esq. be appointed Successor Administrator c.t.a., d.b.n. of the Estate of Carol V. Naylor;
- e. That Executrix Carol Jean Carper be Ordered to immediately tender an accounting reflecting all the actions taken by her during her tenure as Executrix, along with supporting documentation;
- f. The Executrix Carol Jean Carper be Ordered to immediately remit to the Successor Administrator all assets and records of the Estate of Carol V. Naylor;
- g. For such other relief as may appear appropriate under the circumstances.

Gregory A. Naylor, Petitioner
By counsel

Leah R. Chappell, Esq., WVSB 5530
Chappell Law Office, L.C.
P.O. Box 1005
Charles Town, WV 25414
Telephone (304) 606-2974
Counsel for the Petitioner

VERIFICATION

STATE OF Virginia

COUNTY OF Chesapeake, TO-WIT:

GREGORY A. NAYLOR, the Petitioner named in the foregoing and hereto annexed PETITION FOR REMOVAL OF CAROL JEAN CARPER AS EXECUTRIX OF ESTATE OF CAROL V. NAYLOR, deceased, after being duly sworn, says that the information therein contained is true, except insofar as they are therein stated to be upon information, and that so far as it is therein stated to be upon information, Petitioner believes it to be true.

Gregory A. Naylor
Gregory A. Naylor

Taken, subscribed and sworn to before the undersigned authority this the 18th day of February, 2025.

Karen R. Reel
Notary Public

My commission expires: 3-31-2029



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM at the request of the Jefferson County Commission

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 15, 2025**

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

Date Requested – 2nd Choice:

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

Request to have the County Representative to the Charles Town Utility Board present an update of CTUB activities.

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Laura Kuhn and Brandon Rhodes

Department or Organization: Fleet & Facilities Management
Jefferson County Health Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: May 15, 2025

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

Date Requested – 2nd Choice:

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

Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office.

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

The Jefferson County Health Department is requesting to temporarily expand its office operations into the former Red Cross space currently occupied by the Extension Office at the Public Services Center. The Extension Office will be vacating the space beginning June 1st. This space will serve as an interim expansion until the department transitions to the 393 North Lawrence Street facility. The space will alleviate current crowding and improve service delivery in the short term.

Is this a funding request? Y/N **No – There will be minimal costs associated with this reallocation of space.**

If so, how much? \$

Provide exact financial impact/request:

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

Move to approve reallocating the former Red Cross space, currently occupied by the WVU Extension Office, to the Jefferson County Health Department, effective when the WVU Extension Office vacates the offices beginning June 1st, with the expectation that the Extension Office will be fully vacated by October 1st.

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: LKuhn@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Plan for Temporary Expansion of Jefferson County Health Department into Extension Office Space (Former Red Cross Space) at the Public Services Center

Prepared by: Laura Kuhn, Director, Department of Fleet and Facilities
Brandon Rhodes, Public Health Administrator, Jefferson County Health Department

Project Summary

The Jefferson County Health Department is requesting to temporarily expand its office operations into the former Red Cross space currently occupied by the Extension Office at the Public Services Center. This space will serve as an interim expansion until the department transitions to the facility at 393 North Lawrence Street. The space will alleviate current crowding and improve service delivery in the short term.

Available Space for Expansion

The area to be occupied includes approximately 925 square feet and consists of:

- 4 offices
- 3 storage rooms
- 1 center flex space

Depending on needs and county priorities, the remainder of the Extension Office (Suite 3) may be considered for use after filling the full vacancy.

Timeline for Expansion

June 15, 2025 – Partial Red Cross space becomes available. Begin Health Department access and light use/setup in these areas:

- 2 back offices
- Office to the right of the entrance
- Center flex space
- 2 small storage closets

June–September 2025 - Continued phased move-out by Extension. The Health Department may gradually begin limited occupancy of available rooms. Coordination is required for shared access if the Extension needs to retrieve materials.

October 1, 2025 - The Health Department will have full use of the entire Red Cross area.

Implementation Steps

- 1. Space Preparation (June 1–15, 2025)**
 - Inspect vacated areas for cleaning and minor repairs.
 - Coordinate any IT or phone changes needed for Health Department staff.
 - Move in basic equipment or storage as space becomes available.
- 2. Health Department Phased Occupancy (Starting June 15, 2025)**
 - Begin setting up workstations and offices.
 - Monitor shared access with the Extension Office and communicate schedule changes promptly.
- 3. Final Fit-Out (October 1, 2025)**
 - Fully occupy the remaining Red Cross space.
 - Reallocate offices or rooms as needed for temporary Health Department functions.
- 4. Facility Support & Monitoring**
 - Fleet & Facilities staff will conduct periodic checks during phased occupancy.
 - Maintain ongoing communication with Extension staff and the Health Department regarding access and shared needs.

Benefits of Temporary Expansion

- Increases space availability for Health Department staff.
- Improves the functionality of work provided by Health Department staff.
- Supports better service delivery to the public.
- Makes use of available county-owned space with minimal disruption or cost.
- Provides a smoother transition into the new long-term facility.

Date: May 5, 2025

To: Eddie Benites-LM, County Administrator

Laura Kuhn, Director, Department of Fleet and Facilities

From: Emily Morrow, County Program Coordinator, Jefferson County Extension

Subject: Vacancy of Office Space at Public Services Center

The Jefferson County WVU Extension Office currently occupies two office spaces located in the Public Services Center. The first, suite 3, the Jefferson County Extension Office has occupied since the 1980s. The second, the former Red Cross Office space, the County Commission approved use of at a meeting in October 2021.

The Jefferson County Extension Office is planning to relocate to the WVU Kearneysville Research, Education and Outreach Center beginning June 1, 2025. We anticipate this move to be completed by or before October 1, 2025. The move is occurring in phases, due to WVU-funded renovations in the building that must stretch across two fiscal years.

The Red Cross space, consisting of four offices, three storage rooms, and a center flex space, will be the first space made available for another department's use. The timeline for this move is as follows:

- June 15, 2025 – The two back offices, the office to the right of the entrance, and the center space will be vacated. The two small storage closets will also be vacated.
- October 1, 2025 – The remaining office space will be vacated by this date. This consists of the office with tile floor and a separate door leading to the hallway and the large storage room with built-in shelving. Much of our programmatic material and files are housed in these two rooms.

We do not anticipate needing regular access to these spaces between the above dates, only access to move items.

For the remainder of the Jefferson County Office space, Suite 3, we intend to be vacated by October 1, 2025. The space we currently occupy consists of the five offices, center flex space, and kitchen area, in addition to the two storage closets located in the large conference room.

Speed of our move is dependent on WVU's ability to build out storage rooms in our new office space. Should the office spaces listed above be vacated before October 1, 2025, notification will be provided to the County Administrator and Department of Fleet and Facilities.

For questions, please contact me at 304-728-7413.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, David Bound, Jessica James

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **May 15**

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

Date Requested – 2nd Choice:

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

1. FY26 employee health care options

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

Is this a funding request? Y/N Y

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: DBound@JeffersonCountyWV.org

Phone Number: 304.728.3284 e 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
--

not applicable

Name: **Jefferson County Commission**

Client: **123888** Eff Dt: **7/1/25** Rater:

Total Renewal Increase Given: **45.54%**



Options List for Current Clients

Total Covered Employees:														
	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	Individual	Par/Child	Par/Children	2 Person	Family	TOTAL	Ren Inc
CUR1	\$6000/12000	100/80	\$0	\$25/35/50	\$125	Ret: \$10/20/40 MO: \$30/60/120	9100	\$935.65	\$1,871.29	\$2,339.12	\$1,871.29	\$2,339.12	\$200,229	
REN1								\$1,361.74	\$2,723.48	\$3,404.35	\$2,723.48	\$3,404.35	\$291,412	45.54%
Ren1 Covered Employees:								84	5	2	20	30	141	
CUR2								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
REN2								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%
Ren2 Covered Employees:								0	0	0	0	0	0	
CUR3								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
REN3								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%
Ren3 Covered Employees:								0	0	0	0	0	0	
Total Current Premium:												\$200,229	Increase	
Total Renewal Premium:												\$291,412	45.54%	

	Ded	Coins	Coins Lim	OV/SP/UR	ER	Drug	TMOOP	Individual	Par/Child	Par/Children	2 Person	Family	Mo Prem	Inc from CUR
Opt 1	\$7,000/14,000	80/50	\$0/0	\$25/50/75	\$250	Ret: \$15/40/80 MO: \$45/120/240	9200	\$1,105.84	\$2,211.68	\$2,764.61	\$2,211.68	\$2,764.61	\$236,650	18.19%
Opt 2	\$7,500/15,000	80/50	\$0/0	\$25/50/75	\$250	Ret: \$15/40/80 MO: \$45/120/240	9200	\$1,087.13	\$2,174.25	\$2,717.82	\$2,174.25	\$2,717.82	\$232,646	16.19%
Opt 3														
Opt 4														
Opt 5														
Opt 6														
Opt 7														
Opt 8														
Opt 9														
Opt 10														

The above rates are based on the contract counts listed at the top of the sheet and assume TOTAL REPLACEMENT of the current plan(s) unless otherwise noted. Final rates will be determined upon final enrollment into the plan(s) and on the final participation calculation.

Edwina Benites

From: Laurie Bracelin <lbracelin@millig.com>
Sent: Monday, May 12, 2025 2:20 PM
To: Edwina Benites; David Bound
Cc: Thomas Bracelin; Seth Bracelin; Susan Martin
Subject: Highmark FINAL Rates and Plan Designs - 7/1/2025
Attachments: HM Proposed Changes.xlsx; 5.8.25 Jefferson County Commission - Renewal Option with requested and 7500 dedREV.pdf

Importance: High

Eddie and David,

Attached please find the following information regarding **Final Highmark Plan Design Options and Rates** for the renewal date 7/1/2025:

- Proposed Plan Changes – I've listed your **Current Plan** Design, **Proposed Plan** with a \$7,000/\$14,000 Deductible with Plan Design Changes AND **Proposed Plan 2** with \$7,500 / \$15,000 Deductible with the SAME Plan Design Changes in the Proposed Plan.
- Highmark rating sheet which shows renewal rates

Given we started the renewal increase at 45.54% and we have options at 18.9% and 16.19%, I think this is good. The current plan is outdated and unrealistic for ongoing cost containment and control.

We will be at the Commissioners meeting on Thursday and can talk prior to the meeting. If you want to review sooner, please advise.

Thank you,

Laurie L. Bracelin

Laurie L. Bracelin, CEO
P: 717.354.4774 F: 717.354.0459 Cell: 717.917.8072
135 East Main Street, New Holland, PA 17557



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2025 JCC Proposed Changes 5.12.25

	45.54% Increase	18.9% Increase	16.19% Increase
	<u>Current Plan</u>	<u>Proposed Plan</u>	<u>Proposed Plan #2</u>
Deductible	\$6,000 / \$12,000	\$7,000 / \$14,000	\$7,500 / \$15,000
Employee HRA Deductible	\$750 / \$1,500	\$750 / \$1,500	Matches all other Proposed Plan Design
Employer HRA Deductible Liability	\$5,250 / \$10,500	\$6,250 / \$12,500	

<u>Coinsurance</u>	100% / 80%	80% / 50%
<i>Feeds Out of Pocket Maximum</i>	In Network EE Pays 0%	In Network EE Pays 20%
	Out Network EE Pays 20%	Out Network EE Pays 50%, only had \$400 in 2024

Out of Pocket includes Deductible, Coinsurance, Copays, Prescription Drug cost sharing and other qualified medical expenses
 \$9,100 / \$18,200 \$9,200 / \$18,400

Office/Clinic/Urgent Care Visits

Primary Care Copay	\$	25.00	\$	25.00
Specialist & Virtual Visit Copay	\$	35.00	\$	50.00
Urgent Care Copay	\$	50.00	\$	75.00
Telemed Services	\$	10.00	\$	10.00
Emergency Room Services	\$	125.00	\$	250.00
<i>Waived if Admitted</i>				

Therapy and Rehabilitation Services

Physical Therapy	\$	25.00	\$	40.00
Speech Therapy	\$	25.00	\$	40.00
Occupational Therapy	\$	25.00	\$	40.00
Spinal Manipulation	\$	25.00	\$	40.00

Prescription Drugs

Prescription Drug Deductible				
*Brand and Non-Formulary Brand Only	\$	-	\$250 / \$500	

Retail and Mail Order 34 day supply

Generic	\$	10.00	\$	15.00
Formulary Brand	\$	20.00	\$	40.00
Non-Formulary Brand	\$	40.00	\$	80.00

Retail and Mail Order 35-90 day supply

Generic	\$	30.00	\$	45.00
Formulary Brand	\$	60.00	\$	120.00
Non-Formulary Brand	\$	120.00	\$	240.00

Specialty Drugs 34 day supply 30% to max \$250.00
 Specialty Drugs 90 day supply 30% to max \$250.00

Insulin Drug coverage remains the same

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: FY26 employee health insurance

For FY26 employee health insurance is expected to significantly increase over initial projections because of the cost of employee health care utilization in FY25—initial projections estimated a 45% increase.

Our broker “shopped” and negotiated our insurance an estimates that and additional \$464,000 is needed to maintain our current coverage levels.

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: **May 15, 2025**

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

Date Requested – 2nd Choice:

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

- ✚ Approval of Promotion – County Planner – Department of Engineering, Planning, and Zoning**
- ✚ Approval of Hire – Facilities Mechanic – Department of Fleet and Facilities Management**
- ✚ Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications**
- ✚ Approval of Hire – Quality Assurance Coordinator – Department of Emergency Communications**
- ✚ Approval of Promotion – Lieutenant – Emergency Services Agency**
- ✚ Approval of Hire – Administrative Assistant – Emergency Services Agency**

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

1. Staff has identified a candidate for the position of County Planner within the Department of Engineering, Planning, and Zoning, and is requesting approval to promote the candidate into the Grade 5, full-time, 80-hour position.
2. Staff has identified a candidate for the position of Facilities Mechanic within the Department of Fleet and Facilities Management and is requesting approval to hire for the Grade 5, full-time, 80-hour position.
3. Emergency Communications, in conjunction with HR, has selected 2 additional candidates for the latest dispatch training academy class beginning May 19, 2025 and is requesting approval to hire for the Grade 5, full-time positions.
4. Staff has identified a candidate for the position of Quality Assurance Coordinator within the Department of Emergency Communications and is requesting approval to hire for the part-time position.
5. May 30 is the impending retirement date of George Wilson, Lieutenant with the Jefferson County Emergency Services Agency. As such, the lieutenant vacancy has been filled via internal promotion staff is requesting approval of the promotion, effective June 1, 2025.

6. Staff has identified a candidate for the position of Administrative Assistant with the Jefferson County Emergency Services Agency and is requesting approval to hire for the Grade 2, full-time, 80-hour position.

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):

Department of Engineering, Planning, and Zoning Request

I move to approve the promotion of _____ to the Grade 5, full-time, 80-hour position of County Planner within the Jefferson County Department of Engineering, Planning, and Zoning, at a salary of _____, effective Monday, May 19, 2025.

Department of Fleet and Facilities Management Request

I move to approve the hire of _____ for the Grade 5, full-time, 80-hour position of Facilities Mechanic within the Department of Fleet and Facilities Management, at a salary of _____, effective _____.

Department of Emergency Communications Requests

I move to approve the hires of Ashley Lally and Taylor Francesconi as Grade 5, full-time public safety dispatch trainees for the Jefferson County Department of Emergency Communications, each at a rate of \$24.57/hr., effective May 19, 2025.

I move to approve the hire of _____ as a part-time Quality Assurance Evaluator for the Department of Emergency Communications, at a rate of _____/hr., effective _____.

JCESA Requests

I move to approve the promotion of Gary Viands from a full-time Firefighter/Paramedic 4 to the full-time position of Lieutenant at a rate of \$33.21/hr., effective Sunday, June 1, 2025.

I move to approve the hire of Natalie Banks-Perkins as a Grade 2, full-time, 80-hour Administrative Assistant for the Jefferson County Emergency Services Agency, at a salary of \$45,000, effective May 19, 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

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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: County Planner – Department Engineering, Planning and Zoning

The Director of Engineering, Planning and Zoning proposes hiring a County Planner

County Planner proposed annual salary	\$ 55,000
Budgeted FY26 Salary	\$ 56,375

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to hire Dispatch Trainees – Dept. of E911 Comms.

The Director of the Department of Emergency Communications proposes hiring two Dispatch Trainees.

Dispatch Trainees proposed hourly wages	\$ 24.57
Dispatch Trainees proposed hourly wages	\$ 24.57
Total amount budgeted for 712 Salaries and Wages (FY25)	\$1,485,745
<u>Total salaries and wages of 712 (FY25) (annualized)</u>	<u>\$1,515,349</u>
Total under budget	(\$ 29,604)
<u>Proposed total salaries</u>	<u>\$ 102,211</u>
Possible funding source Overtime FY25	\$ 185,704
Total amount budgeted for 712 Salaries and Wages (FY26)	\$1,438,738
<u>Total amount budgeted for 712 Overtime (FY26)</u>	<u>\$ 302,622</u>
	\$1,741,360

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Facilities Mechanic – Department of Fleet and Facilities Management

The Director of Fleet and Facilities Management proposes hiring a Facilities Mechanic

Facilities Mechanic proposed annual salary	\$ 52,000
Budgeted FY26 Salary	\$ 61,842

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Lieutenant Promotion – JCESA

The Director of JECESA proposes promoting Gary Viands to a Lieutenant

Lieutenant proposed annual salary	\$ 72,532
Budgeted FY26 Salary	\$ 72,532

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Administrative Assistant – JCESA

The Director of JECESA proposes hiring an Administrative Assistant

Administrative Assistant proposed annual salary	\$ 45,000
Budgeted FY26 Salary	\$ 45,000

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **May 15**

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

Date Requested – 2nd Choice:

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

- 1. FY26 Budget adjustments**
- 2. JCESA FY25 budget adjustment**
- 3. External budget transfers- Funds 009 and 011 and Department 700 Wages.**

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

1. YF26 Budget adjustments items.

Is this a funding request? Y/N Y

If so, how much? \$496,756

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 following FY26 Budget requests:

I motion to approve \$73,512 for Commission wages and taxes

I motion to approve \$5,131 for County Clerk part time help

I motion to approve \$19 for Circuit Clerk wages

I motion to approve \$57,654 for Tax Deputy wages and taxes

I motion to approve \$16,899 for Assessor wages and taxes

I motion to approve \$52,396 for Assessor Valuation insurance

I motion to approve \$3,325 for State Wide Computer network increase

I motion to approve \$87,176 for Fleets and Maintenance building maintenance

I motion to approve \$61,825 for Information Technology wages and taxes

I motion to approve \$45,853 for Regional Development invoice

I motion to approve \$164,803 for Sheriff full time bailiffs overtime wages taxes retirement

I motion to approve \$485 for Sheriff Service of Process uniforms

I motion to approve (\$43,160) for JC Development Authority wages and taxes

I motion to approve (\$29,162) for JC Ministries wages and taxes

I motion to approve (\$496,756) for Contingency Funding

2. JCESA FY25 Budget Adjustment

Is this a funding request? Y/N N

JCESA has requested funding be transferred internally to continue business as usual.

I motion to approve the internal budget transfers as presented.

3. External Budget Adjustments for Funds 009 and 011 and Department 700 Wages.

Is this a funding request? Y/N Y

Provide exact financial impact/request:

Zero budget impact as the funds are contracts and grants to pay Sheriff deputies. Funds will be reimbursed by the funds in the Sheriff's wages budget line with an external transfer.

Actions taken to remediate on the go forward consist of contracts and grant increasing funds 009 and 011 – BAU.

Wages paid from the Sheriff's budgeted wage line item throughout the fiscal year - BAU.

Funds 009 and 011 will be zero balanced, via an external fund transfer annually, at or near fiscal year end

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

Motion to approve the external budget transfer as presented.

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 e 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: FY26 budget adjustments

Presenting revisited items in the FY26 Budget:

Commission adjust wages and taxes for social liaison and IT deputy	\$ 73,512
County Clerk part time help	\$ 5,131
Circuit Clerk wages	\$ 19
Tax Deputy wages and taxes	\$ 57,654
Assessor wages and taxes	\$ 16,899
Assessor Valuation Insurance	\$ 52,396
State Wide Computer network increase	\$ 3,325
Fleets and Maintenance	\$ 87,176
Information Technology wages and taxes	\$ 61,825
Regional Development increase	\$ 45,853
Sheriff's Full Time Bailiffs Overtime wages, taxes & retirement	\$164,803
Sheriff's Service of Process uniforms	\$ 485
JC Development Authority wages and taxes	(\$ 43,160)
JC Ministries wages and taxes	(\$ 29,162)
Contingency Funding	(\$496,756)

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Internal Budget Revision JCESA.

A request to approve the internal budget adjustments as follows:

Salary and Wage Increase	\$279,053
Part Time Extra Help Decrease	(\$279,053)

Telephone Increase	\$ 6,251
Materials and Supplies Decrease	(\$ 6,251)

Contractual Services Increase	\$35,500
Professional Services Decrease	(\$35,500)

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to Zero balance funds 009 and 011

A request to zero balance two funds which external auditors spend time with remarks.

Fund 009 Town of Bolivar contract shortage FY25 and previous	\$ 79,776.36
Fund 011 Board of Education contract PRO grant shortage	<u>\$263,899.75</u>
Total Shortage	\$343,676.11
Estimated FY25 wages remaining 3 pay periods	<u>\$333,000.00</u>
Total	<u>\$676,676.11</u>

Sheriff's remaining FY25 budgeted wages \$551,471.00

Use contingency fund or stability fund to bring funds to zero balance at end of fiscal year.
Or Task grant writer to obtain grants to bring both funds into positive amounts

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: May 15, 2025

Re: Fiscal Note: Request to Zero balance funds 009 and 011

A request to zero balance two funds which external auditors spend time with remarks.

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Sheriff's remaining FY25 budgeted wages \$551,471.00

Use contingency fund or stability fund to bring funds to zero balance at end of fiscal year.
Or Task grant writer to obtain grants to bring both funds into positive amounts

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: **May 15, 2025**

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. Discussion and review of Comcast Contract/Franchise Agreement with counsel.**
- B. Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92**

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **May 15, 2025**

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

Date Requested – 2nd Choice:

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

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

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

Is this a funding request? Y/N

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



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Phone 304.558.0220 *www.wvculture.org
Fax 304.558.2779 * TDD 304.558.3562

May 6, 2025

Jefferson County Commission
PO Box 250
124 E. Washington Street
Charles Town, WV 25414

Dear Commissioners:

We are pleased to inform you that the following historic property was listed in the National Register of Historic Places on April 28, 2025:

Houser-Mahoney House
Carter Avenue
Bakerton, Jefferson County, WV

This honorary designation identifies this cultural resource's significant contribution to the history of West Virginia. Congratulations on the honor.

If our office can ever be of assistance to you, please do not hesitate to contact us. We can be reached at 304.558.0240.

Sincerely,

Susan M. Pierce
Deputy State Historic Preservation Officer

SMP/SCS

From: Cheryl Middleton <cmiddl01@yahoo.com>
Sent: Thursday, April 24, 2025 5:18 PM
To: Edwina Benites; Mike Mood; Cara Keys; Jack Hefestay; Pasha Majdi; Steve Stolipher
Subject: Public Comment for next Commission Meeting packet

Subject: Recommendations to Improve Zoom Security and Prevent Zoombombing

Dear Jefferson County Commission and Ms. Benites:

I hope this message finds you well. I am writing to respectfully offer a few suggestions on improving the use of Zoom for public meetings, particularly in light of recent incidents involving “zoombombing”. These disruptions not only interfere with the democratic process but can also discourage community participation, which we cannot afford.

To help mitigate future incidents, I recommend the following best practices, each supported by guidance from Zoom or cybersecurity professionals:

1. [Enable Waiting Rooms](#) – This allows hosts to screen participants before they enter the meeting, providing an opportunity to verify identities and block unknown or disruptive users.
2. [Require Registration](#) – Registration helps track who is attending and discourages anonymous disruptions by requiring names and email addresses.
3. [Restrict Screen Sharing](#) – Limiting screen sharing to hosts or designated participants prevents unwanted or inappropriate content from being shown.
4. [Use Meeting Passwords](#) – Enabling passwords for all meetings adds an additional barrier to entry, especially when meeting links are publicly posted.
5. [Disable or Limit Chat](#) – Limiting chat features (such as host-only messaging) helps prevent harassment or inappropriate messages during meetings.
6. [Appoint a Dedicated Moderator](#) – Assigning a co-host or moderator to monitor the meeting in real time ensures quick action if disruptions occur.

7. [Use Webinar Mode for Large Events](#) – If your license allows, the webinar format provides more control over participant interaction while still enabling public engagement through Q&A or chat.
8. [Consider the Large Meeting Add-On](#) – If webinars aren't feasible, the Large Meeting add-on allows for up to 1000 interactive participants. This can help manage capacity while maintaining full meeting functionality and control features to prevent disruption.

These security measures are widely used, easy to implement, and recommended by Zoom itself. Incorporating them would foster a more respectful and productive environment for all participants in Jefferson County Commission and committee meetings. This will also allow continued participation from those that are working out of the area when meetings are being held and still allow participation. This will also allow the occasional remote participation by staff as needed as well.

The County will likely need to upgrade to a more appropriately sized subscription to apply any of the above subscriptions, however, the costs should be reasonable.

I'm also sure Jefferson County is home to someone with a background in IT security that would be glad to volunteer their knowledge and assistance to the Commission on this matter for the greater good of the County.

Please do not discontinue remote participation in Commission and committee meetings. Thank you for your time and consideration.

Warm regards,

Cheryl Middleton

Middleway District

Edwina Benites

From: Anna Mary Walsh <amwalsh222@yahoo.com>
Sent: Tuesday, April 29, 2025 9:45 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; sstarlipher@jeffersoncountywv.org
Cc: Edwina Benites; Lynn Dillow

As a lifelong resident of Jefferson County, I've seen concerns of fellow residents and most times agree with them because we all share a common concern: maintaining a quality of life in our county that keeps the health and good life for all through well thought out plans as we move toward the future.

The most current concern that's pressing my mind is the distribution of seats on the new Water Committee. It doesn't seem diplomatic nor well thought out. I share this concern with many other residents in our point that there should be more citizen representatives on this committee.

Please reconsider the bylaws and add more county residents who are a part of the big picture and can offer common sense and good ideas on this issue.

Anna Mary Walsh
Kearneysville resident (30 years), Shepherdstown resident (42 years)

Attitude is everything. It motivates action, which increases productivity and improves morale, which perpetuates a positive attitude. --Robert Urich

Lynn Dillow

From: Susan Biggs <Susanbiggs@aol.com>
Sent: Tuesday, April 29, 2025 9:31 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Susan Biggs
Susanbiggs@aol.com

Lynn Dillow

From: Trudy Roth <trudyroth@citlink.net>
Sent: Tuesday, April 29, 2025 5:54 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Trudy Roth

--
Trudy Roth
trudyroth@citlink.net

Lynn Dillow

From: Leah Rampy <leah.rampy9@gmail.com>
Sent: Tuesday, April 29, 2025 5:06 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Leah Rampy
leah.rampy9@gmail.com

Lynn Dillow

From: James Webb <Wamessjebb@gmail.com>
Sent: Tuesday, April 29, 2025 4:40 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

James Webb
Wamessjebb@gmail.com

Lynn Dillow

From: Ali Printz <aliprintz@gmail.com>
Sent: Tuesday, April 29, 2025 3:11 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Ali Printz
aliprintz@gmail.com

Lynn Dillow

From: Anne Hancock Teresa <ateresa@comcast.net>
Sent: Monday, April 28, 2025 9:26 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Anne Hancock Teresa
ateresa@comcast.net

Lynn Dillow

From: Robert Allotta <rbt0512all@yahoo.com>
Sent: Monday, April 28, 2025 7:50 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Robert Allotta
rbt0512all@yahoo.com

Lynn Dillow

From: Irene Yates <yatesfamily1987@gmail.com>
Sent: Monday, April 28, 2025 6:43 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Irene Yates
yatesfamily1987@gmail.com

Lynn Dillow

From: Yocencia Deal <yocencia@gmail.com>
Sent: Sunday, April 27, 2025 7:50 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majidi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Yocencia Deal

--
Yocencia Deal
yocencia@gmail.com

Lynn Dillow

From: Toby Degenhardt <tobydegenhardt@hotmail.com>
Sent: Sunday, April 27, 2025 7:50 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

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Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Toby Degenhardt
tobydegenhardt@hotmail.com

Lynn Dillow

From: Christopher Riordan <cfriordan@gmail.com>
Sent: Sunday, April 27, 2025 7:34 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Christopher Riordan
cfriordan@gmail.com

Lynn Dillow

From: David Maxfield <dkmaxfield@frontiernet.net>
Sent: Sunday, April 27, 2025 7:18 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

/s/

David Maxfield

--

David Maxfield
dkmaxfield@frontiernet.net

Lynn Dillow

From: Kendall Kessler <Kbkesslerrdh@gmail.com>
Sent: Sunday, April 27, 2025 6:59 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Kendall Kessler

--
Kendall Kessler
Kbkesslerrdh@gmail.com

Lynn Dillow

From: Sonia von Heijne <sonia.heijne@gmail.com>
Sent: Sunday, April 27, 2025 6:57 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April..

Thank you!
Sonia,

--
Sonia von Heijne
sonia.heijne@gmail.com

Lynn Dillow

From: Leigh Koonce <h.s.leigh.koonce@gmail.com>
Sent: Monday, April 28, 2025 10:21 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

Leigh Koonce,
Shepherdstown (formerly of Summit Point, Harpers Ferry, and Kearneysville)

--

Leigh Koonce
h.s.leigh.koonce@gmail.com

Lynn Dillow

From: Marlyn Bisher <Marlynb30@gmail.com>
Sent: Monday, April 28, 2025 11:26 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--

Marlyn Bisher
Marlynb30@gmail.com

Lynn Dillow

From: alicia noble <acbnoble@gmail.com>
Sent: Tuesday, April 29, 2025 11:43 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
alicia noble
acbnoble@gmail.com

Lynn Dillow

From: Anna Mary Walsh <amwalsh222@yahoo.com>
Sent: Tuesday, April 29, 2025 9:45 AM
To: Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; sstarlipher@jeffersoncountywv.org
Cc: Edwina Benites; Lynn Dillow

As a lifelong resident of Jefferson County, I've seen concerns of fellow residents and most times agree with them because we all share a common concern: maintaining a quality of life in our county that keeps the health and good life for all through well thought out plans as we move toward the future.

The most current concern that's pressing my mind is the distribution of seats on the new Water Committee. It doesn't seem diplomatic nor well thought out. I share this concern with many other residents in our point that there should be more citizen representatives on this committee.

Please reconsider the bylaws and add more county residents who are a part of the big picture and can offer common sense and good ideas on this issue.

Anna Mary Walsh
Kearneysville resident (30 years), Shepherdstown resident (42 years)

Attitude is everything. It motivates action, which increases productivity and improves morale, which perpetuates a positive attitude. --Robert Urich

Lynn Dillow

From: Matthew Glover <4glovers@comcast.net>
Sent: Monday, April 28, 2025 9:13 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Matthew Glover

--
Matthew Glover
4glovers@comcast.net

Lynn Dillow

From: Joseph White <jjcwhite@gmail.com>
Sent: Monday, April 28, 2025 8:44 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

--
Joseph White
jjcwhite@gmail.com

Lynn Dillow

From: Peter Milcetic <popmart3@aol.com>
Sent: Thursday, May 1, 2025 9:05 AM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Peter Milcetic

--

Peter Milcetic
popmart3@aol.com

Lynn Dillow

From: STACY CHAPMAN <Tron1217@aol.com>
Sent: Wednesday, April 30, 2025 10:26 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Stacy Chapman

--
STACY CHAPMAN
Tron1217@aol.com

Lynn Dillow

From: Edward Reifer <e_reifer@yahoo.com>
Sent: Wednesday, April 30, 2025 8:04 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majdi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

Dear JCC commissioners:

I respectfully request that you consider and pass without amendment the JCDA bylaws that were send by the JCDA for your review in May 2024 and again this April.

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,

Edward J. Reifer

--

Edward Reifer
e_reifer@yahoo.com

Lynn Dillow

From: Rebecca Thompson <beccatmail@gmail.com>
Sent: Wednesday, April 30, 2025 1:03 PM
To: Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood; Pasha Majidi; Lynn Dillow
Subject: JCDA Bylaws

Dear Commissioners,

I respectfully request that you consider and pass without amendment the JCDA bylaws that were sent by the JCDA for your review in May 2024 and again this April.

I request that the Jefferson County Commission PLEASE stop meddling in the operation of the Jefferson County Development Authority!

The JCDA is an independent corporation and needs to operate that way in order to effectively do its job!

By state code the JCDA has the authority to write and approve its own bylaws. The changes to the state code do not require a reduction in board size or preclude the JCDA from maintaining the requirement for representation from municipalities and business groups. I think we should increase representation of tourism, the equine industry, and agriculture on the JCDA, but these changes should come from the JCDA, not the JCC.

Please approve the JCDA bylaws as presented by the JCDA and commit to following them in your appointments to the JCDA board. Thank you for considering my comments.

Sincerely,
Rebecca Thompson

--
Rebecca Thompson
beccatmail@gmail.com

From: Jessie Norris <jessienorris1816@gmail.com>
Sent: Tuesday, May 6, 2025 1:52 PM
To: Cara Keys; Steve Stolipher; Jack Hefestay; Mike Mood; Pasha Majdi; JCCInfo
Cc: Danielle Parker; Jefferson County Historic Landmarks Commission
Subject: Public Comment for 5.15.25

Please include my comment for the next regular commission meeting.

Dear Commissioners,

Jefferson County welcomes more visitor spending than any other county in West Virginia. Last week's decision by the Department of Government Efficiency (DOGE) to terminate AmeriCorps grants removed 22 Preserve WV members statewide, **including the one assigned to Jefferson County's Historic Landmarks Commission**. Preserve WV members have cataloged collections, planned tours, written grants, and driven heritage-tourism marketing for twelve years. Losing that capacity risks deferred maintenance, canceled programs, and diminished visitor experiences. These outcomes weaken a tourism economy worth nearly a billion dollars a year to our county.

A modest local investment can keep this vital work on track.

By allocating bridge funding now, the Commission can:

1. Retain our current Preserve WV member through the end of the program year, ensuring planned projects and school programs continue without interruption.
2. Signal to state and federal partners that Jefferson County values service positions that leverage outside grants and volunteer hours.
3. Buy time for the Preservation Alliance of West Virginia (PAWV) and other stakeholders to pursue replacement funding or a legal remedy.

Additional opportunity: adaptive reuse of vacated county buildings

County offices are preparing to leave several historic structures in downtown Charles Town. Without a clear reuse plan, these landmarks face vacancy and deterioration. I ask the Commission to:

- Convene the Jefferson County Historic Landmarks Commission, PAWV, and the Charles Town Historic Landmarks Commission to develop reuse strategies and identify funding tools such as historic-tax-credit syndication, CLG grants, and low-interest preservation loans. The buildings have incredible possibilities for adaptive reuse.
- Direct staff to inventory available square footage and publish a request for information (RFI) to attract nonprofit, cultural, or small-business tenants whose missions align with heritage tourism.

Proposed action items

- Place "AmeriCorps Bridge Funding for Historic Preservation" on the next Commission agenda and authorize staff to draft a budget amendment not to exceed \$35,000.

- Authorize a letter of intent to PAWV indicating the County’s willingness to serve as fiscal host for the position.
- Establish an ad hoc working group with JCHLC, PAWV and CTHLC to outline adaptive-reuse steps for the vacated buildings and report back within a set time.

The cost is small compared with the economic return that well-maintained heritage sites provide. I appreciate your leadership in protecting the assets that make Jefferson County a premier destination for visitors and a place we are proud to call home.

Thank you for your consideration.

Sincerely,

Jessie Norris
President, Middleway Conservancy

cc: Jefferson County Historic Landmarks Commission
Preservation Alliance of West Virginia

--



Jessie Norris
Marketing Consultant for Mission-Driven Causes
304.620.9137

