

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 16, 2014
9:30 A.M.**

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

COUNTY COMMISSION ORGANIZATION

a. Committee Assignments

APPROVAL OF MINUTES

- **January 9, 2014 Budget Work Session**

APPROVAL OF PURCHASE ORDERS

- **January 16, 2014**

APPROVAL OF ACCOUNTS PAYABLE

- **January 16, 2014**

ANNOUNCEMENTS

- **Report if there are changes in the agenda if applicable**

PUBLIC COMMENT

PRESENTATIONS:

- 1. 9:45 a.m. Angie Banks, Assessor
- Apportionment of a tax ticket - Discussion/Action**
- 2. 10:00 a.m. Doug Rockwell
- Request Zoning Ordinance Text Amendment - Discussion/Action**
- 3. 10:10 a.m. Bob Aitcheson
- Request to create a Mass Gathering Ordinance - Discussion/Action**
- 4. 10:20 a.m. Jennifer Myers, Director of Parks and Recreation
- Approval of Grant application and Resolution - Discussion/Action**

5. 10:35 a.m. BREAK
6. 11:00 p.m. Patricia McMillan, City of Martinsburg HOME Administrator
- Public Hearing on FY2014 HOME Program
- Approval of Resolution renewing its participation in the Eastern Panhandle HOME Consortium of West Virginia for FY 2014 - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Program Specialist
- Modification of FY 2014 Capital Improvement Plan for Middleway Volunteer Fire Company Generator Project - Discussion/Action
8. 11:30 a.m. Jennifer Brockman, Director of Planning and Zoning
- Follow up Workshop/Discussion to 11-21-13 Public Hearing input on proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17- Discussion/Action

NEW BUSINESS:

9. Discussion of implementation of Fire Fees (including method & location of collection) - Discussion/Action (DM)
10. The Morgan County Commission is requesting a letter of support for funding from excess Lottery revenue for bonds to fund improvements to Cacapon State Park and Beech Fork State Park - Discussion/Action (PN)
11. Judicial Building Renovation - Discussion/Action (JT)
12. Legislative Updates

FINANCIAL DIRECTOR REPORTS

- Budget Update
- 7 year expenditure/revenue trend

COUNTY ADMINISTRATOR REPORTS

- Discuss current website

COUNTY COMMISSION REPORTS

13. 12:00 p.m. Break for Lunch

~~~~~ AFTERNOON SESSION ~~~~~

14. 1:30 p.m. Lynn Fields, Probate Office  
- Probate Quarterly Review - Discussion/Action  
- Public Hearing - Estate of Daniel D. Duncan - Discussion/Action

15. ADJOURN

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals

**CORRESPONDENCE:**

Notice of the Board of Review and Equalization Dates for 2014.

Additional date for Board of Review and Equalization.

Jefferson County Commission Notice of Public Hearing on Zoning Map Amendment request.

Letter from B. Lee Snyder regarding the Old Standard Quarry in relation to the Comprehensive Plan.

Notice of the State Auditor's 2014 Budget Preparation and Employment Tax Issues Regional Workshops

Administrative Order from Brent D. Benjamin, Chief Justice of the West Virginia Supreme Court of Appeals regarding the assignment of the Honorable Andrew N. Frye Jr. in the case of David C. Tabb V. The Jefferson County Commission, et al.

Letter from the West Virginia Offices of the Insurance Commissioner regarding flood insurance.  
Memorandum from the Jefferson County Engineering Department Office of Impact Fees regarding the Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.

Letter from the West Virginia Offices of the Insurance Commissioner regarding flood insurance.

**Memorandum from the Jefferson County Engineering Department Office of Impact Fees regarding the Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.**

**Letter from the West Virginia Offices of the Insurance Commissioner regarding flood insurance.  
Memorandum from the Jefferson County Engineering Department Office of Impact Fees regarding the Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

**Regular Meeting Minutes from the December 2, 2013 Jefferson County Public Service Meeting.**

**West Virginia Lottery Weekly Settlement for Charles Town week ending January 4, 2014.**

***At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.***