

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JUNE 18, 2015**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- June 4, 2015 Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- June 11, 2015
- June 18, 2015

**APPROVAL OF MANUAL CHECKS**

- June 11, 2015
- June 18, 2015

**PAYROLL APPROVAL**

- June 4, 2015

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Jennifer Maghan, County Clerk  
- Approval of Depository Bonds for Fiscal Year 2015-2016 -  
Discussion/Action

2. 10:00 a.m. Ralph Lorenzetti, Prosecuting Attorney  
- Change of employment status for Shannon Burlett from temporary to permanent - Discussion/Action
3. 10:15 a.m. Laura Storm, Circuit Clerk  
- Request to fill vacancy in the Circuit Clerk's office - Discussion/Action
4. 10:30 a.m. Eleanor Finn, League of Women Voters  
- County Commission Observation Review
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Roger Goodwin, Chief County Engineer  
Jennifer Brockman, Planning and Zoning Director  
- Proposed Planning and Zoning Land Development Fee Increase - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer  
- Personnel Requisition for Temporary Building Inspector Position - Discussion/Action  
- Personnel Requisition for the Building Permits Technician Position - Discussion/Action
8. 11:30 a.m. Interview and Appointment to the Jefferson County Board of Health - One 5-year term ending June 30, 2020 - Discussion/Action
9. 11:45 a.m. Interviews and Appointments to the Jefferson County Emergency Services Agency Board - Two 3-year terms (citizen representatives) ending June 30, 2018 - Discussion/Action
10. 12:00 p.m. Interviews and Appointments to the Jefferson County Parks and Recreation Commission - Four 3-year terms ending June 30, 2018 - Discussion/Action
11. 12:15 p.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeals - One 3-year term as an Alternate, ending January 1, 2018 - Discussion/Action
12. 12:30 p.m. **Break for Lunch**

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

13. 1:30 p.m. Fred Blackmer, Twin Oaks Subdivision, LLC  
- Zoning Map Amendment Petition by Landowner - Discussion/Action
14. 1:45 p.m. Text Amendment to Jefferson County Zoning Ordinance, "Appendix C, Principal Permitted Uses Table," to change Cultural Facilities from Not Permitted to Permitted within the Residential Growth District - Discussion/Action
15. 2:00 p.m. Ronda Lehman, Blue Ridge Watershed Coalition  
- BRWC reporting back to County Commission concerning funds provided for water monitoring program in 2012

**NEW BUSINESS**

16. Request that all Jefferson County component units be placed on an equitable basis when receiving wage and benefits from the County Budget - Discussion/Action (DM)
17. Request that the Jefferson County Commission seek injunctive relief against the All Good Festival if they fail to meet all of the BZA standards necessary to hold the festival in Jefferson County by the end of business on June 18<sup>th</sup> - Discussion/Action (DM)

**FINANCIAL DIRECTOR REPORTS**

- Review of Budget to Actual as of May 31, 2015

**COUNTY ADMINISTRATOR REPORTS**

- Discuss Road Summit
  - ▶ Locations/Priorities
  - ▶ Invite/size of van
  - ▶ Time

**COUNTY COMMISSION REPORTS**

18. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Notice of County Office Closure on Friday, June 19, 2015 in observance of West Virginia Day.

Impact Fee Status Report for May 2015.

Memorandum from the Department of Engineering - Office of Impact Fees re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Department of Engineering - Office of Impact Fees re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Department of Engineering - Office of Impact Fees re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Department of Engineering - Office of Impact Fees re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Minutes from the May 4, 2015 Regular Board Meeting of the Jefferson County Public Service District.

Letter from Ronald Moats, WVABCA Commissioner, regarding the All Good Festival application.

Letter from the Public Service Commission of WV regarding the Disbursement of Wireless E911 Subscriber Fees.

Letter from Charles and Mary Edgar, residents, complimenting staff from the Planning and Zoning and Engineering Departments.

Informational Flyer from the Summer Intergenerational Food Service Program regarding free meals for school-age children throughout the summer.

WV Lottery Weekly Settlement for Charles Town - week ending May 30, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending June 6, 2015.

*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.*