

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 17, 2015
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

APPROVAL OF MINUTES

- December 3, 2015 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- December 10, 2015
- December 17, 2015

APPROVAL OF MANUAL CHECKS

- December 10, 2015
- December 17, 2015

PAYROLL APPROVAL

- December 3, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management
 - Recommendation from the Jefferson County Homeland Security and Emergency Management Steering Committee for appointments/reappointments to the JCHSEM Steering Committee - Discussion/Action
2. 10:00 a.m. Interviews and appointment to the Jefferson County Development authority - one expired term ending April 5, 2016 - Discussion/Action
3. 10:15 a.m. Roger Goodwin, Chief County Engineer
 - Letter of Credits securing construction bonds - Discussion/Action
4. 10:30 a.m. Jennifer Brockman, Planning and Zoning Director
 - Reimbursement for copying costs which exceeded the estimated amount - Discussion/Action
 - Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts. The purpose of this request is to schedule a Public Hearing to be held by the County Commission - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Pete Dougherty, Sheriff
 - Transfer of Funds - Discussion/Action
 - Appointment of Special Deputy - Discussion/Action
7. 11:15 a.m. Bill Polk, Maintenance Director
 - Approval of Employment - Custodial/Janitorial Positions - Discussion/Action
8. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Legal Update on the following cases: 15-C-282, 15-AA-4, and 13-C-432 - Potential Executive Session - Discussion/Action

UNFINISHED BUSINESS

9. Decision - Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05) - Discussion/Action

NEW BUSINESS

10. Development of topics for meeting with PSC & invitees - Discussion/Action (JT)
11. Request to use Jefferson County Commission Meeting Room on Thursday, January 7, 2016 at 7pm for the Jefferson Arts Council/City of Charles Town - Discussion/Action
12. Request to use Jefferson County Commission Meeting Room on Saturday, December 19, 2015 at 4:30pm for Jefferson County Parks and Recreation/Girl Scouts - Discussion/Action
13. Request to use the Jefferson County Jail (in the Circuit Clerk's building) on December 21, 2015 for the launch and introduction of the 2016 Historic Preservation Calendar for the WV Division of Culture and History - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Discussion and Determination of FY17 Budget Instruction from Commission to Departments - Discussion/Action
- Review of Budget to Actual as of November 30, 2015 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Reminder of Special Election Canvass - Friday, December 18, 2015 at 9:30 a.m. - Jefferson County Courthouse, 100 E. Washington Street, Charles Town, WV
- Personnel Issue - Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

12. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- GIS Department Quarterly Update Report - 2015, 4th Quarter

CORRESPONDENCE/INFORMATION

Notice of County Office Closure for the Christmas Eve and Christmas Day holidays.

Notice of County Office Closure for the New Year's Eve and New Year's Day holidays.

Notice of Canvass for the Special Election on the Excess Levy Renewal.

Notice of meeting cancellation for Thursday, December 31, 2015.

Notice of Intent to Appoint to the Jefferson County Building Commission.

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals.

Notice of Intent to Appoint to the Jefferson County Water Advisory Committee.

Impact Status Fee Report for November 2015.

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

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

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

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

Letter from the WV Public Service Commission re: Disbursement of Wireless E-911 Subscriber Fees.

Report on the Contribution of the All Good Music Festival Event Planning and Patron Spending to the Jefferson County Economy, 2015.

Letter from Seth Rivard, City Planner for the City of Charles Town re: Adoption of the Design Review Standards.

Letter from Kenneth Clohan, District Five Traffic Engineer, to Ralph Lorenzetti, Prosecuting Attorney re: concerns regarding pedestrian traffic between Liberty and Washington Streets.

Letter from David Mills, Charles Town City Manager, to Ralph Lorenzetti, Prosecuting Attorney, re: concerns regarding pedestrian traffic between Liberty and Washington Streets.

Letter from the Land Trust of the Eastern Panhandle re: financial support.

WV Lottery Weekly Settlement for Charles Town - week ending November 28, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending December 5, 2015.

Minutes

Jefferson County Commission

Thursday, December 3, 2015

A meeting of the Jefferson County Commission was held on Thursday, December 3, 2015 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, December 3, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the November 19, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the November 19, 2015 Payroll in the amount of \$244,154.66. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve the Accounts Payable for November 25, 2015 in the amount of \$188,505.51. Motion seconded and unanimously approved.

CHECK REGISTER
NOVEMBER 24, 2015

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075431	ALLOC	AHA/ART&HUMANITIES ALLNC		0	\$ 1,212.85	\$ 1,212.85
075432	424	BOLAND SERVICES		0	\$ 270.00	\$ 270.00
075432	425	BOLAND SERVICES		0	\$ 1,416.00	\$ 1,416.00
075433	PAYROLL	ELIZABETH JUNE BOWERS		0	\$ 770.68	\$ 770.68
075434	401	201 N. GEORGE ST LLC		0	\$ 9,638.92	\$ 9,638.92
075435	ALLOC	CITIZENS FIRE COMPANY		0	\$ 50,000.00	\$ 50,000.00
075436	712	FRONTIER WV, INC		0	\$ 380.00	\$ 380.00
075437	PAYROLL	SCOTT DEMORY		0	\$ 2,152.25	\$ 2,152.25
075438	415	GENERAL COUNTY FUND-J FE		0	\$ 16,706.05	\$ 16,706.05
075439	PAYROLL	RHONDA GREENHOLTZ		0	\$ 2,216.66	\$ 2,216.66
075440	PAYROLL	JERRI HERBERT		0	\$ 2,250.00	\$ 2,250.00
075441	ALLOC	JEFFERSON COUNTY HISTORI		0	\$ 1,795.92	\$ 1,795.92
075442	401	JEFFERSON PUBLISH CO INC		0	\$ 35.38	\$ 35.38
075443	712	ROBERT E. JONES III		0	\$ 1,000.00	\$ 1,000.00
075444	PAYROLL	ANN JENKINS		0	\$ 518.30	\$ 518.30
075445	PAYROLL	LYDIA LEHMAN		0	\$ 436.66	\$ 436.66
075446	403	MATTHEW BENDER & CO		0	\$ 127.43	\$ 127.43
075447	412	JUDITH A MATLICK		0	\$ 214.51	\$ 214.51
075448	PAYROLL	ELIZABETH MALONEY		0	\$ 193.14	\$ 193.14
075449	ALLOC	JEFF CO PARKS &		0	\$ 27,312.43	\$ 27,312.43
075450	401	RICOH USA, INC./GA		0	\$ 252.73	\$ 252.73
075450	403	RICOH USA, INC./GA		0	\$ 287.58	\$ 287.58
075450	404	RICOH USA, INC./GA		0	\$ 123.90	\$ 123.90
075450	405	RICOH USA, INC./GA		0	\$ 423.90	\$ 423.90
075450	406	RICOH USA, INC./GA		0	\$ 123.90	\$ 123.90
075450	425	RICOH USA, INC./GA		0	\$ 48.10	\$ 48.10
075450	433	RICOH USA, INC./GA		0	\$ 197.41	\$ 197.41
075450	440	RICOH USA, INC./GA		0	\$ 197.41	\$ 197.41
075450	700	RICOH USA, INC./GA		0	\$ 295.90	\$ 295.90
075450	712	RICOH USA, INC./GA		0	\$ 267.08	\$ 267.08
075451	402	SOFTWARE SYSTEMS, INC		0	\$ 27.00	\$ 27.00
075451	403	SOFTWARE SYSTEMS, INC		0	\$ 6,374.36	\$ 6,374.36
075451	404	SOFTWARE SYSTEMS, INC		0	\$ 737.00	\$ 737.00
075451	406	SOFTWARE SYSTEMS, INC		0	\$ 58.00	\$ 58.00
075451	424	SOFTWARE SYSTEMS, INC		0	\$ 983.92	\$ 983.92
075451	428	SOFTWARE SYSTEMS, INC		0	\$ 422.50	\$ 422.50
075452	408	STATE TAX DEPARTMENT		0	\$ 14,247.43	\$ 14,247.43
075452	408	STATE TAX DEPARTMENT		0	\$ 14,319.00	\$ 14,319.00
075453	ALLOC	JEFFERSON CO CONVENTION		0	\$ 30,321.21	\$ 30,321.21
075454	716	WV BOARD VETERINARY MED		0	\$ 50.00	\$ 50.00
075455	716	WV BOARD VETERINARY MED		0	\$ 50.00	\$ 50.00
075456	716	WV BOARD VETERINARY MED		0	\$ 50.00	\$ 50.00
TOTAL					\$ 188,505.51	
TOTAL						\$ 188,505.51

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075468	712	AT&T/GA		\$ -	\$ 26.16	\$ 26.16
075469	413	B-K OFFICE SUPPLY INC		\$ -	\$ 38.48	\$ 38.48
075470	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075471	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
075472	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075473	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075474	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075475	712	CHRISTOPHER CROSS		\$ -	\$ 9.21	\$ 9.21
075476	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
075477	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 463.28	\$ 463.28
075478	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,229.80	\$ 6,229.80
075479	439	ALEXANDRA BEAULIEU		\$ -	\$ 41.63	\$ 41.63
075480	405	FEDEX		\$ -	\$ 74.49	\$ 74.49
075480	700	FEDEX		\$ -	\$ 44.60	\$ 44.60
075481	717	GUTTMAN OIL CO		\$ -	\$ 1,830.16	\$ 1,830.16
075482	PAYROLL	THE HARTFORD		\$ -	\$ 4,470.52	\$ 4,470.52
075482	PAYROLL	THE HARTFORD		\$ -	\$ 2,292.35	\$ 2,292.35
075483	401	RICOH USA, INC		\$ -	\$ 202.68	\$ 202.68
075483	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075483	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075483	405	RICOH USA, INC		\$ -	\$ 213.83	\$ 213.83
075483	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075483	425	RICOH USA, INC		\$ -	\$ 46.54	\$ 46.54
075483	433	RICOH USA, INC		\$ -	\$ 51.50	\$ 51.50
075483	440	RICOH USA, INC		\$ -	\$ 124.27	\$ 124.27
075483	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075483	712	RICOH USA, INC		\$ -	\$ 1,383.91	\$ 1,383.91
075484	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,035.00	\$ 3,035.00
075485	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 143.62	\$ 143.62
075485	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,981.74	\$ 3,981.74
075486	PAYROLL	JANE JONES		\$ -	\$ 650.99	\$ 650.99
075487	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075488	PAYROLL	LAURA L. KUHN		\$ -	\$ 2,250.00	\$ 2,250.00
075489	405	LYNDSEY W. MATSCHAT		\$ -	\$ 85.10	\$ 85.10
075490	711	BARBARA J. MILLER		\$ -	\$ 162.00	\$ 162.00
075491	440	MICHAEL MONAGHAN		\$ -	\$ 104.50	\$ 104.50
075492	PAYROLL	HIGHMARK WV		\$ -	\$ 175,138.42	\$ 175,138.42
075493	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075494	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00

075495	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075496	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,827.18	\$ 1,827.18
075497	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 163.85	\$ 163.85
075498	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,259.58	\$ 10,259.58
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,867.80	\$ 43,867.80
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,401.06	\$ 42,401.06
075500	712	SEN COMMUNICATIONS		\$ -	\$ 185.00	\$ 185.00
075501	700	*SHERIFF OF JEFFERSON CO		\$ -	\$ 1,000.00	\$ 1,000.00
075502	712	TELTRONIC		\$ -	\$ 327.00	\$ 327.00
075503	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
075504	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 653.10	\$ 653.10
TOTAL						\$ 341,017.78
TOTAL					\$ 341,017.78	

Motion by Ms. Noland to approve the Accounts Payable for December 3, 2015 in the amount of \$341,017.78 Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MAGISTRATE COURT			
OO5			
Date	Check #	VENDOR	Amount
12/4/2015	325	SHERIFF OF JEFFERSON CO	\$ 3,750.00
12/4/2015	324	GAIL C. BOOBER	700.42
12/4/2015	326	MARY PAUL RISSLER	298.02
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
12/4/2015	270	JEFFERSON CO FARMLAND PROT.	\$ 55,457.48

TOTAL			\$ 60,205.92

Motion by Mr. Bell to approve the Manual Checks for December 3, 2015 in the amount of \$60,205.92. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Heidi Parker, resident – spoke about her concerns regarding the vacancy on the Public Service District Board and voiced her support for the reappointment of Peter Appignani to the PSD board.

Mike Ashley, resident – spoke in support of the reappointment of Peter Appignani to the Public Service District Board.

Eleanor Finn, resident and member of the League of Women Voters – expressed her concerns regarding documents included in the agenda packet on the clarification on the Public Service District projects.

Sarah Smith, resident – spoke in support of the reappointment of Peter Appignani to the Public Service District Board.

PRESENTATIONS

1. Presentation of Resolutions for Dennis and Ann Jenkins on the occasion of their retirement - the Commission presented Dennis and Ann Jenkins with Resolutions thanking them for their years of service to Jefferson County and wished them well in their retirement.

- **Motion by Mr. Manuel to approve the Resolutions of Appreciation to Dennis and Ann Jenkins. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff

- a. Approval of Employment – Sheriff Dougherty requested the approval to hire David Boyle to fill a vacant position within the Animal Control Office.

- **Motion by Mr. Bell to approve the hire of David Boyle for a vacant position within the Animal Control Department at a starting salary consistent with the salary scale. Motion seconded and unanimously approved.**

- b. Replacement Vehicle – Sheriff Dougherty returned to the Commission to provide an update on an insurance payout for a totaled vehicle within the Sheriff’s department and renew his request for an additional \$16,000 to aid in the purchase of a replacement vehicle.
- **Motion by Mr. Manuel to approve the distribution of \$16,000.00 to aid in funding the purchase of a replacement vehicle within the Sheriff’s department. Motion seconded.**
 - **Motion by Mr. Manuel to postpone decision on this item until receiving more information from the County Financial Director regarding the balance of the Contingency Fund.**
 - **Motion by Mr. Manuel to approve the distribution of \$16,000 from the Contingency Fund to aid in funding the purchase of a replacement vehicle within the Sheriff’s department. Motion seconded but fails on a vote of 0-5 with all Commissioners opposing.**
- c. Grant Application – Sheriff Dougherty notified the Commission he plans to apply for a Homeland Security Grant in the amount of \$31,350 that will help offset the costs of properly outfitting the Special Response Team.
- **Motion by Ms. Noland to approve the application for grant funds to purchase equipment for the JCSO Special Response Team and approve the Commission President to sign the application and any and all associated documents. Motion seconded and unanimously approved.**
3. Patsy Noland, Commission Vice President – provided the Commission and the audience with an informational discussion and clarification of Jefferson County Public Service District projects and issues.
4. Interviews and Appointment to the Jefferson County Public Service District Board – one six-year term ending December 1, 2021.
- Ms. Tabb offered her nomination for Mr. Marty Kable.
 - Mr. Bell offered his nomination for Mr. Peter Appignani.
 - After receiving the majority vote, Peter Appignani was appointed to the Jefferson County Public Service District for one six-year term ending December 1, 2021.
5. The Commission recessed for break at 10:45 a.m.
The Commission reconvened at 11:00 a.m.

6. Lynn Fields, Probate Department

a. Report and Recommendation of Fiduciary Commissioner D. Frank Hill, III on the Petition of Pamela DiBabo re: the Estate of JoAnn Hicks, deceased.

- **Motion by Mr. Manuel to enter into session as a fiduciary review board. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to deny Mr. Kratovil's petition for a continuance in the matter of the Estate of JoAnn Hicks. Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to accept the recommendation of Fiduciary Commissioner D. Frank Hill, III, to remove Mark Hicks as Co-Executor of the Estate of JoAnn Hicks and instate Pamela DiBabo as sole Executor. Motion seconded and unanimously approved.**

b. Plan of Action Concerning the Estate of Patrinka Kelch

- **Motion by Ms. Noland to appoint the Jefferson County Sheriff as temporary administrator in the Estate of Patrinka Kelch. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to adjourn as a fiduciary review board. Motion seconded and unanimously approved.**

7. Nomination to the Chesapeake and Ohio National Park Commission.

- **Motion by Ms. Noland to nominate Paul Rosa as a potential appointee to the Chesapeake and Ohio National Park Commission. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Decision on the Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05)

- It was the consensus of the Commission to postpone action on this item until the Planning Commission had reviewed additional changes made by staff to the Jefferson County Subdivision Regulations. Motion seconded and unanimously approved.

9. Set date, time, and location for the first Regular Meeting of 2016.

- **Motion by Ms. Tabb set the first Regular County Commission meeting for Thursday, January 7, 2016 in the Jefferson County Commission meeting room. Motion seconded and unanimously approved.**

10. Approval of 2016 Holiday Schedule

- **Motion by Mr. Manuel to approve the 2016 Holiday Schedule. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discussion of 2020 Census and revision of boundary lines-The Administrator updated the Commission concerning the GIS Department's work on the census block boundary lines to ensure that all of the lines use intuitive natural geographic boundaries. Some of the lines cannot be changed without consent of the State because those lines represent either a Senate or Delegate boundary. The Commission agreed to allow the Director of GIS to pursue revisions of those Senate or Delegate boundary lines that are non-intuitive.
- Discussion of road right of ways by cities-The Administrator reported on a request to annex sections of roadways that had been left out of previous city annexations and can result in confusion concerning police jurisdiction. The Commission requested more information from its GIS Department on this issue.

COUNTY COMMISSION REPORTS

Patsy Noland

- Worked with PSD staff and board members for her Commission presentation.

Jane Tabb

- Attended a HSEM meeting.

Dale Manuel

- Attended a Home Consortium Council meeting.
- Attended an Affordable Housing meeting.

Eric Bell

- Had a meeting with the School Board Superintendent and other members of the Board of Education re: a plan of action for the upcoming year.
- Attended the first meeting of Adult Drug Court.
- Attended a mentor dinner for Juvenile Drug Court.

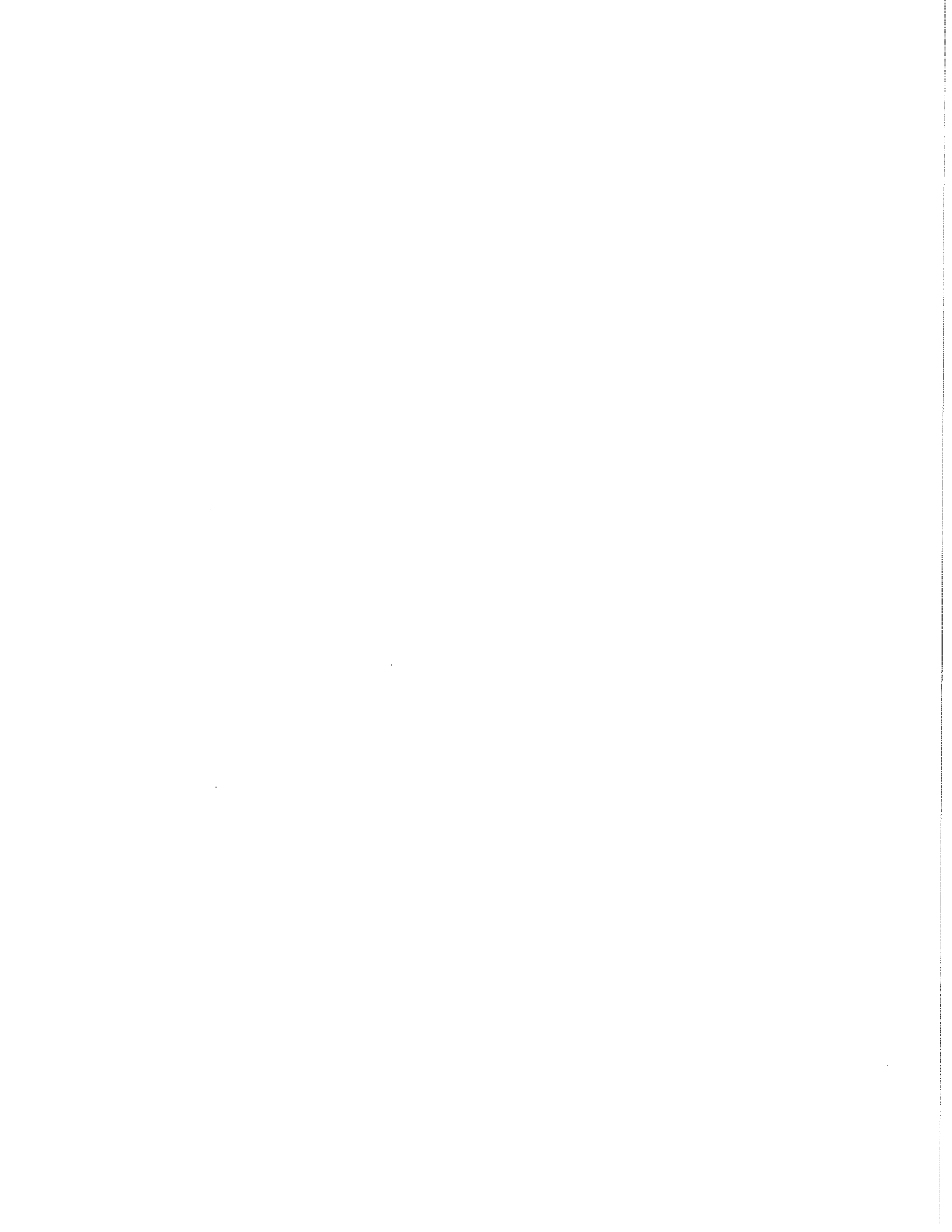
Walt Pellish

- Spoke on a local radio show regarding the Excess Levy.
- Stated he'd be participating in the Shepherdstown Christmas Parade.
- Spent time with the staff of the Jefferson County Emergency Services Agency.

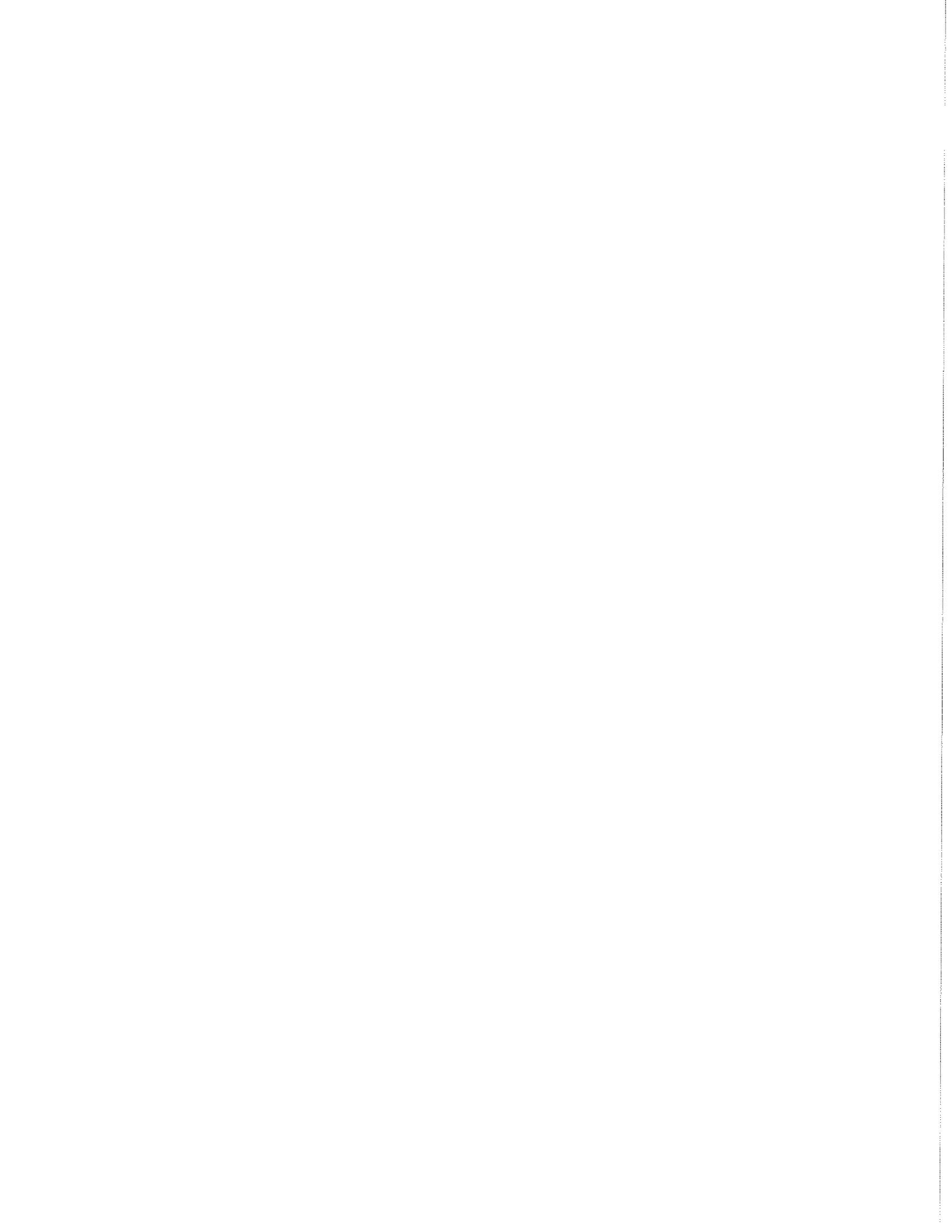
11. The Commission meeting adjourned at 12:41 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 367,967.85		\$ 367,967.85
6.2% Tax Payable OASDI	\$ 21,933.90		\$ 21,933.90
1.45% Tax Payable HI	\$ 5,129.79		\$ 5,129.79
Fed Withholding	\$ 42,401.06		\$ 42,401.06
WV State Withholding	\$ 15,614.44		\$ 15,614.44
PERS Retirement Deduct	\$ 12,901.04		\$ 12,901.04
Hosp. Pre-Tax	\$ 11,572.50		\$ 11,572.50
Cancer/ICU Pre-Taxed	\$ 1,116.07		\$ 1,116.07
Cancer/ICU Not Pre-Taxed	\$ 819.17		\$ 819.17
Optional Life Not Pre-Taxed	\$ 2,239.51		\$ 2,239.51
Christmas Club	\$ 5,510.00		\$ 5,510.00
Wage Attach #1	\$ 1,311.70		\$ 1,311.70
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ 212.31		\$ 212.31
Wage Attach #4	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 5,883.17		\$ 5,883.17
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,035.00		\$ 3,035.00
MD State Tax	\$ 582.30		\$ 582.30
D/VF	\$ 1,507.47		\$ 1,507.47
VA. State Tax	\$ 55.15		\$ 55.15
COLONIAL(PLUS)	\$ 192.71		\$ 192.71
Total Deductions	\$ 132,766.29	\$ -	\$ 132,766.29
Net Wages Total	\$ 235,201.56	\$ -	\$ 235,201.56
Payroll Date	3-Dec-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (Wording to be placed on agenda):

1. Recommendation from JCHSEM Steering Committee for appointments/reappointments to the JCHSEM Steering Committee.

Please provide the County Commission with a description of your request or presentation, including any background information:
Appointments to the JCHSEM Steering Committee are for a period of 2 years. These appointments are recommended by the current committee and final approval is from the County Commission. (Please see attached letter from the Committee)

Is this a funding request? No
If so, how much?

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

I move to approve the new appointments of Clair Brendel, American Red Cross and Michele Goldman, Eastern Panhandle Care Clinic, as well as reappointments of John Sherwood, Jefferson County Chamber of Commerce, Sandy Green, WV Homeland Security Region 3 Area Liaison, Jeff Polczynski, Jefferson County Emergency Communications, Katherine Dunbar, Good Shepherd Inter-Faith Caregivers, Chuck Ellison, Frontier Communication, and Ed Smith, representing fire and rescue.

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

If not attached, explain:

Attachment: Letter of recommendation of the Steering Committee from their meeting of December 02, 2015.

Is equipment needed? Projector Click here to enter text. Internet/Wi Fi Click here to enter text. Telephone for conference call Click here to enter text.

Contact information:

Email address: bmiller@jeffersoncountywv.org. **Phone Number:** 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Jefferson County Commissioners:

Jane Yabb, President

Patsy Noland, Vice President

Eric Bell

Dale Manuel

Walt Pellish

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair, Chamber of Commerce Representative

Ed Smith, Vice Chair, Fire and Rescue Representative

Joff Joffeles, Health Representative

Katherine Dunbar, Non-Governmental Organization Representative

Mason Carter, Jefferson County Department of Engineering Representative

Jeffrey A. Polczynski, EPH, Jefferson County Emergency Communications Center Representative

Jane Yabb, County Commission Representative

Kelly Parsons, Private Industry Representative

Pete Dougherty, Sheriff, Law Enforcement Representative

Chuck Ellison, Utilities Representative

John Relsenweber, Jefferson County Development Authority Representative

Sanford "Sandy" Green, Region 3 Homeland Security Area Liaison

Holly Frye, Shepherd University Service Learning Program Education Representative

Staff:

Barbara J. Miller, CEM, CFM
Director
304-728-3290-Office
304-283-4227-Mobile
bmiller@jeffersoncountywv.org

Sandeo L. Niles
Deputy Director/Planner/Program Manager
304-728-3329-Office
304-279-8233-Mobile
eniles@jeffersoncountywv.org

Brandon Valleo
Administrative Assistant/Public Information Officer/Volunteer Coordinator
304-724-8914-Office
304-279-8135-Mobile
bvalleo@jeffersoncountywv.org

Fax: 304-728-3320

December 02, 2015

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Commissioners:

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee this day, a motion by the body was unanimously passed to propose to you the following list of names for appointment/reappointment to the Jefferson County Homeland Security and Emergency Management Steering Committee:

New to the Committee:

Clair Brendel, American Red Cross, Kearneysville Office, representing Red Cross
Michele Goldman, Executive Director, Community Care Clinic representing healthcare.

Reappointments:

John Sherwood, Chair, representing the Jefferson County Chamber of Commerce
Sanford "Sandy" H. Green, WV Homeland Security Region 3 Area Liaison
Jeff Polczynski, Jefferson County Communications Director, representing communications
Katherine Dunbar, Good Shepherd Inter-Faith Caregivers, representing non-profit group
Chuck Ellison, Frontier Communications, utilities representative
Ed Smith, Fire And Rescue representative

Others on the Steering Committee who are not up for reappointment and continued service this year are:

Pete Dougherty, Jefferson County Sheriff, representing law enforcement
Kelly Parsons, Nichols, DeHaven and Associates, representing the private sector

John Reisenweber, Jefferson County Development Authority, representing
business
Holly Morgan Frye, Shepherd University, education representative
Mason Carter, representing the Jefferson County Engineering Department, code
enforcement
Jane Tabb, County Commission representative

Per our bylaws, "The Steering Committee shall consist of fourteen members,
appointed by the County Commission. Appointments shall be for a period of
two years. New appointments or reappointments will be made at the first
meeting of each calendar year."

Thank you for your continued support!

Sincerely,



Barbara J. Miller, Director

Michele Goldman, Executive Director of the Eastern Panhandle Care Clinic in Charles Town.

Michele Goldman, RN, BSN has been the Executive Director of the Eastern Panhandle Free Clinic, now Eastern Panhandle CARE Clinic since 2006. She was a founder of the clinic in 2001 and served as a volunteer and a board member until taking the position as Executive Director in 2006. She graduated in 1997 from Virginia Commonwealth University, Medical College of Virginia with a BSN in Nursing. She has served as the Secretary and is now Vice President of the West Virginia Association of Free Clinics. Michele has a diverse working background having owned or managed numerous businesses before becoming a nurse. During her tenure as director the clinic she has expanded programs and services beyond primary care to encompass an integrated holistic approach. These services include massage therapy, Reiki, weight loss groups, counseling, case management and care coordination. Due to the expansion of Medicaid in West Virginia the organization decided to remain a safety-net provider by taking Medicaid patients in addition to the uninsured, a challenging organizational change process.

Clair Brendel, Disaster Program Specialist, American Red Cross, Northeast West Virginia Chapter.

Clair Brendel has her degree in Social Work from the University of Illinois at Urbana-Champaign. She now lives in Charles Town and is the Disaster Program Specialist for the American Red Cross office in Kearneysville.

She started my position here on July 20th. Since then my focuses have been partnership building, disaster preparedness, and disaster response. I am the acting regional lead for the Pillowcase Project. Before coming to WV, I was a Disaster Services Intern with the American Red Cross of Central and Southern Illinois. I am an AmeriCorps Safe Families alumni, completing a service term of 900hrs focused on family and community preparedness. I spent a semester researching and writing grants for Illini Hillel, receiving a \$2,000 grant for the organization. I volunteered with College Mentors for Kids and helped to implement Diplomas to Degrees with the Don Moyer Boys and Girls Club of Champaign, IL, both programs focusing on college preparedness for children of at-risk populations. I have a 4th grade competency with American Sign Language (ASL) and studied Deaf culture for 2yrs. Other life experience includes having worked at Starbucks for 3 years, teaching community art classes, and coaching little league soccer (3yrs of each). Hobbies include sailing, kayaking, reading, biking, painting, and playing the clarinet and tenor sax.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews/Appointment to the Jefferson County Development Authority – one unexpired term ending April 5, 2016.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 17, 2015 or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - one unexpired term ending April 5, 2016.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 2 and December 9

THANKS - JEFFERSON COUNTY COMMISSION

December 7, 2015

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioners

I write to you in response to the recent public notice of a vacancy on the Jefferson County Development Authority Board.

On November 2, 2015, I began working for University Healthcare (UH) as the Vice President of Operations. Among my responsibilities is the day-to-day oversight of Jefferson Medical Center. It is my intention to spend between 50% and 80% of my work time weekly in Jefferson County. As a major employer, University Healthcare has enjoyed the collaborative environment it has experienced with Jefferson County in the past and it is my intention to further that cooperative spirit during my tenure.

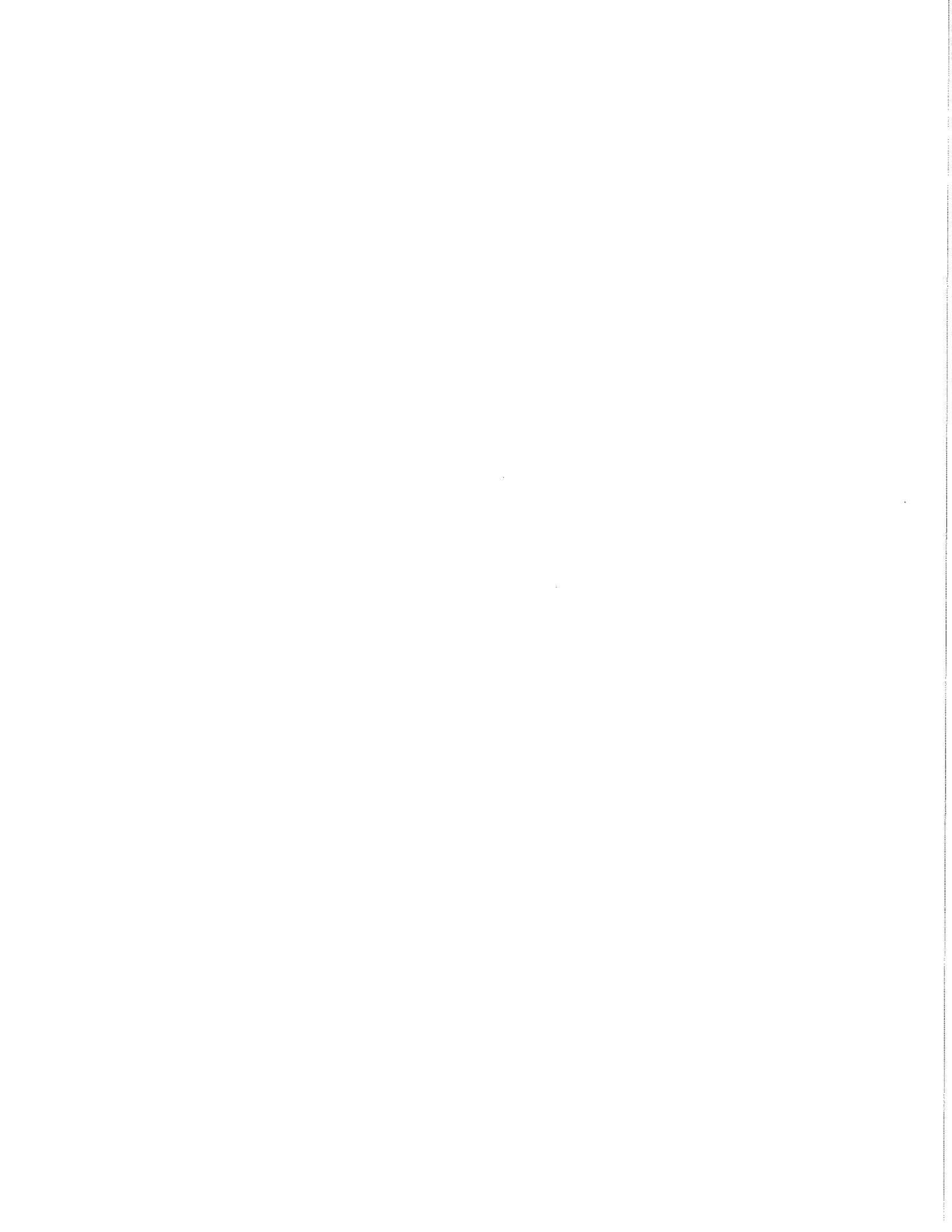
As the County continues to grow and evolve, it is exciting to imagine what possibilities may be presented to the board for consideration. I would welcome the opportunity to be involved in those discussions and feel my background and experience would serve the board well.

My resume is attached for your reference. Should you desire it, I am also happy to directly address any questions you might have in evaluating me as a replacement individual for the unexpired term on the board. Thank you for your deliberation and I look forward to your response.

Sincerely,



Neil R. McLaughlin
VP of Operations
Jefferson Medical Center



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 12/17/2015

If a specific date is needed, please provide reason for specific date: In the event there is inclement weather and the County Commission is unable to meet on January 7, 2016 we would like to get authorization from the Commission to call any Letter of Credits that have not been renewed by the January 15, 2016 deadline. This will give staff the time needed to prepare the necessary paperwork to call any Letter of Credits that have not been renewed.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Letter of Credits securing construction bonds.

Please provide the County Commission with a description of your request or presentation, including any background information: Ask the Commission to allow Staff to call on any Letter of Credits that have not been renewed by Wednesday, January 6, 2016.

Is this a funding request? Y/NO
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Wednesday, January 6, 2016.

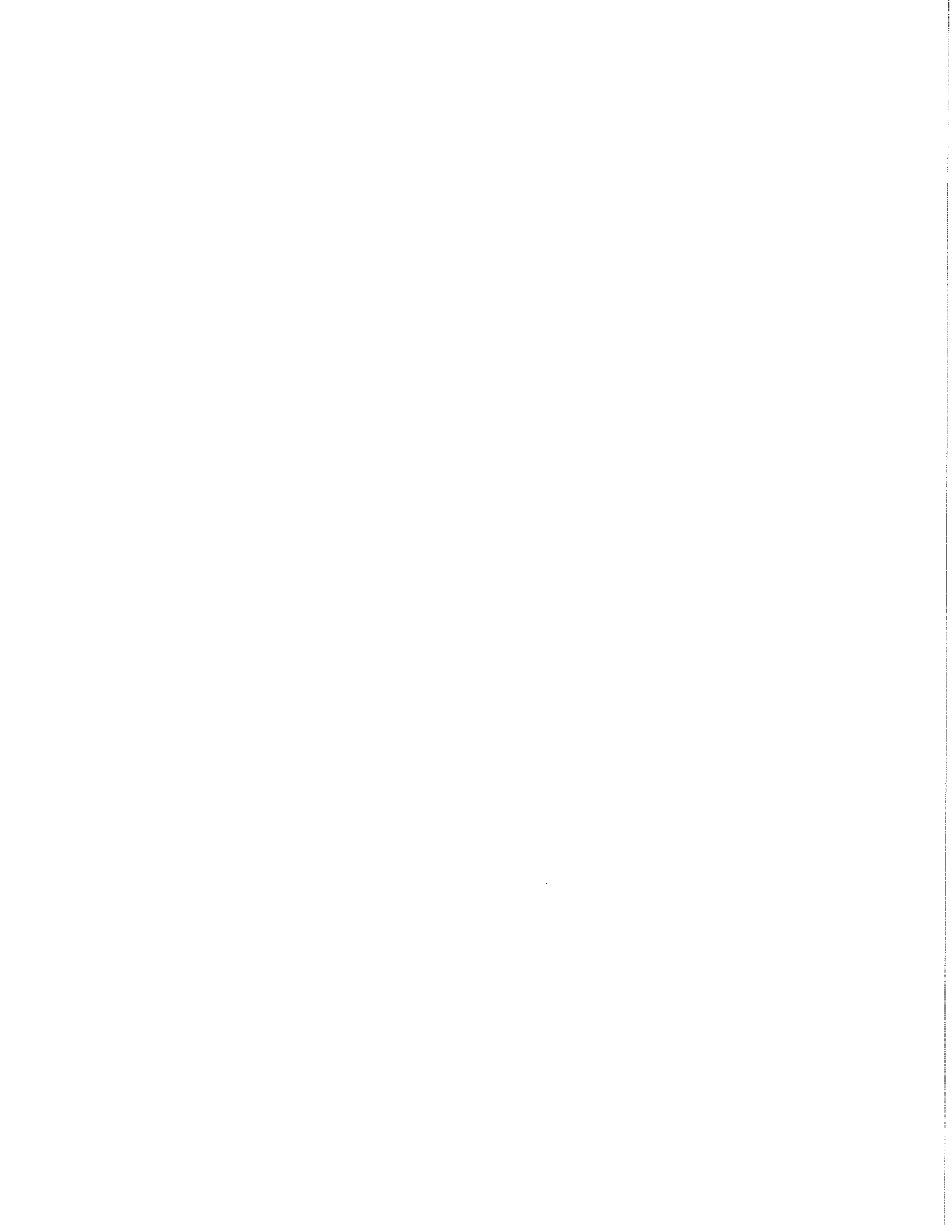
Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 17, 2015

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Construction Bond Release Hartzell Gardens Subdivision

Please provide the County Commission with a description of your request or presentation, including any background information:
Complete release of construction bond security for BCT/Hartzell Gardens, LLC – Hartzell Gardens Subdivision, Lots 1-19 (File #05-24)
– Letter of Credit #261 with the Bank of Charles Town, Charles Town, WV.

Is this a funding request? Y/NO

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize a complete release of Letter of Credit #261 in the amount of \$57,310.00 construction bond amount for BCT/Hartzell Gardens, LLC – Hartzell Gardens Subdivision, Lots 1-19 (File #05-24).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact Information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



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

Jane M. Tabb

VICE PRESIDENT

Patsy Noland

COMMISSIONER

Dale Manuel

COMMISSIONER

Walt Pellish

COMMISSIONER

Eric Bell

December 17, 2015

Mr. Aaron J. Howell, Vice President

Bank of Charles Town

P. O. Box 906

Charles Town, West Virginia 25414

RE: Irrevocable Letter of Credit #261 dated June 7, 2006 Construction Bond Surety for
BCT/Hartzell Gardens, LLC – Hartzell Gardens Subdivision, Lots 1-19 (File #05-24).

Dear Mr. Howell:

The Jefferson County Commission authorizes a complete release of \$57,310.00, from the construction bond for BCT/Hartzell Gardens, LLC – Hartzell Garden Subdivision, Lots 1-19 & Lots A-C (File #05-24). The project is located on the west side of Route 480-Kearneysville Pike at its intersection with Lowe Drive. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$208,782.67.

Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Janet Tabb, President
Jefferson County Commission

JT:rfb

cc: Department of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 12 1 07 12015 J.C.P.C. File No. 05 - 24

Consultant/Engineer/Firm Name: D.A STANSBURY ENGINEERING, PLLC

Mailing Address: 3 SUE COURT SUITE B

City: MARTINSBURG State: WV Zip: 25405

Contact Person: DIRK STANSBURY Phone: 304-671-4766

Project/Subdivision Name: HARTZELL GARDENS

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

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

Comments: ALL WORK APPEARS COMPLETE AS OF 12/10/2015
AND IS IN COMPLIANCE WITH THE MOST RECENT
NEO-LINE REVISIONS

Approved for:
BOND RELEASE
 BY [Signature] 12/10/2015
County Engineer Date

Original Bond Amt. \$ _____ + 15% Cont. \$ 27,232⁰⁰ = Total Original Bond Amt. \$ 208,782⁰⁰

Total Current Bond Amount \$ 57,310.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT [Signature] Title: L.D.I.

Signature: [Signature] Date: 12 1 10 12015

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice: Next available meeting date.

Subject (Wording to be placed on agenda): Reimbursement request for copying costs which exceeded the estimated amount.

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

A citizen requested compact disc (CD) copies of two audio recorded meetings and prepaid for said copies. Staff was able to format the CDs to reduce the number of CDs required; therefore, a refund in the amount of \$10 is necessary.

Is this a funding request? Yes

If so, how much. \$10.00

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

I move to reimburse Robert Barrat in the amount of ten dollars (\$10.00) for excess copying costs.

Attach supporting documents for request, or request may be denied. Billhead with Department's budget line item and citizen's contact information.

If not attached, explain: N/A

Is equipment needed? **Projector:** No **Internet/Wi Fi:** No.

Telephone for conference call: No.

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Jefferson County, West Virginia
Departments of Planning & Zoning

BILL HEAD

FROM: ROBERT E. BARRAT – APPLICANT
TO: JEFFERSON COUNTY ZONING DEPARTMENT
116 East Washington Street, Suite 200 / P.O. Box 338
Charles Town, West Virginia 25414
RE: **Reimbursement of Collected/Deposited Pre-paid Fees for requested CDs x 4 = \$40.00**

COMPATIBILITY ASSESSMENT MEETING DATE: FRIDAY, MAY 22, 2015
BOARD OF ZONING APPEALS MEETING DATE: THURSDAY, JULY 16, 2015

Audio files (CDs) from the referenced Compatibility Assessment Meeting and the Board of Zoning Appeals Meeting – Four (4) CDs ordered (two per meeting).

Board of Zoning Appeals meeting (07/16/15) audio file formatted to reduce the number of CDs from two to one, resulting in overpayment of \$10.00.

TOTAL FEE REIMBURSEMENT AMOUNT: \$10.00
ZONING DEPT. LINE ITEM #: 001-451-02-240-000-GG-000 (REFUND/REIMBURSEMENT)

Unanimously approved by County Commission on _____ (see attached)

Jennifer M. Brockman, Director
Departments of Planning & Zoning

Date of Submission: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 – 30 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice: first available date

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts. The purpose of this request is to schedule a Public Hearing to be held by the County Commission.

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

On February 10, 2015, the Jefferson County Planning Commission appointed a citizen-based committee to develop proposed language regarding rural campground facility standards and processes in both the Jefferson County Zoning and Land Development Ordinance (Zoning Ordinance) and Jefferson County Subdivision and Land Development Regulations (Subdivision Regulations) and recommend draft amendments to the Planning Commission. The appointees included Annette Gavin, Mike Shepp, Duane Marcus, Janis Schiltz, Randy Creller, Wayne Bishop, Jim Gibson, Mark Dyck, and Glen Hetzell.

On May 12, 2015, the proposed amendments were given to the Planning Commission for their consideration and at their July 2015 meeting, the Planning Commission reviewed the citizen-based committee's recommended language regarding rural campground facility standards and processes for both the Zoning Ordinance and Subdivision Regulations, and staff comments on the same, and made minor edits incorporated into a red-lined version prepared for public input at a public hearing held on September 8, 2015.

The Planning Commission carefully considered the public input received at their September 8, 2015 Public Hearing and spent time at their meetings in October, November, and December finalizing the attached versions of the proposed amendments. These versions of the proposed amendments were unanimously approved by the Planning Commission at their December 8, 2015 meeting and are being forwarded to the County Commission for their consideration and action.

WV Code 8A-4-5 states that "After the enactment of the subdivision and land development ordinance by the governing body, all amendments to the subdivision and land development ordinance shall be made by the governing body after holding a public hearing with public notice." Therefore, the purpose of this agenda request is to inform the County Commission of the proposed amendments and request that a Public Hearing be scheduled.

ZTA15-02 and STA15-04, PC recommendation 12-08-15

Is this a funding request? 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):

I move to (schedule) a public hearing to receive input on the proposed redlined edits to the Jefferson County Zoning Ordinance (File # ZTA 15-02) and proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-04) regarding permitting campgrounds in rural and commercial zoning districts on _____, 2016 at _____ a.m./p.m..

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

Attachments:

- ZTA 15-02 Proposed amendments to Jefferson Co. Zoning Ordinance (redlined for public hearing)
- STA 15-04 Proposed amendments to Jefferson Co. Subdivision Regulations Ordinance (redline for public hearing)

If not attached, explain:

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

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Proposed Amendments (ZTA 15-02) to
Jefferson County Zoning and Land Development Ordinance
Amendments adopted by the County Commission, June 1, 2014

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

<p><u>Cabin</u></p>	<p><u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. Cabins are intended for temporary occupancy, not permanent residency; and shall not sleep more than 8 people per cabin. Cabins shall not be sold separately from the parent parcel without further processing under the appropriate land use ordinances in effect at that time. This structure shall at least provide a sleeping and bathroom area with appropriate campground health department approval for water and wastewater services and may provide an indoor kitchen/cooking area. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit. A cabin permitted under the Campground articles of the Jefferson County Ordinances, shall not need to be located on a separate parcel and multiple cabins can be located on the same parcel as the parent parcel.</u></p>
<p><u>Camping Cabin</u></p>	<p><u>A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. A cabin which provides a sleeping area only, requires separate outdoor meal preparation and the use of a common bathhouse. Such cabin may include heating and/or air conditioning. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit.</u></p>
<p>Campground²⁷</p>	<p>An area or premises <u>located on a single lot</u> operated as a commercial enterprise, generally providing space <u>in the form of campsite pads</u> for seasonal accommodations for transient occupancy or use by <u>customers</u>tourists occupying camping <u>units such as trailers, self propelled campers, tents, cabins and/or lodges</u>. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). <u>All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.</u></p>

<u>Campground, Developed</u>	<u>A campground including sites for camping units accessible by vehicular traffic, where sites are substantially developed and refuse disposal systems, flush toilets, bathing facilities, and water are provided.</u>
<u>Campground, Primitive</u>	<u>A campground that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.</u>
<u>Campground, Semi-Developed</u>	<u>A campground with campsites accessible by vehicular traffic. Roads and limited amenities are provided.</u>
<u>Campground, Semi-Primitive</u>	<u>A campground, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities may be provided for the comfort and convenience of the campers.</u>
<u>Camping Units</u>	<u>Individual units designed for temporary occupancy within an approved campground such trailers, self-propelled campers, recreational vehicles, tents, cabins, camping cabins, fifth wheels, pop-up campers, and/or lodges</u>
<u>Campsite or Campsite Pad</u>	<u>Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.</u>
<u>Caretaker Residence</u>	<u>A permanent or temporary residential structure that is secondary or accessory to the primary use of the property for the use of a caretaker or security guard.</u>
<u>RV Park</u>	<u>A recreational vehicle park (RV park) is a campground where privately owned recreational vehicles can stay overnight, or longer, in allotted spaces known as "sites".</u>

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS²³

Section 8.17 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. The zones in which Campgrounds are permitted are found in Appendix C.

A. General Standards for All Campgrounds:

1. Campgrounds shall be located on properties with a minimum of 10 acres.
2. No more than 15 campsites per acre are permitted, which shall be averaged over the total acreage of the campground, after providing for the setbacks noted below.
3. Setbacks or Buffers:
 - i. No campsite or amenity shall be located less than 20 feet from an existing property line.
 - ii. All campsites and amenities shall be screened by a 10 foot vegetative buffer; provided that if the campground abuts the river, no vegetative screen is required in this area. A 10 foot buffer of natural vegetation (evergreen or hardwood) may be administratively approved in place of a planted buffer.

iii. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.

4. Individual sites for camping units as defined in the Zoning Ordinance shall not be divided into individual lots for sale.
5. Campground residency shall be temporary, limited to a 180 days per calendar year.
6. One caretaker residence as defined in the Zoning Ordinance shall be permitted for each campground. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.
7. All campgrounds shall have direct access from WV State roads.
8. Campgrounds, campsites, and amenities shall comply with the Jefferson County Floodplain Ordinance.
9. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.
10. Campground amenities detailed in Subsection C below may be rented out to the general public without the rental of a campsite; however the primary use of the amenity must be for the use and enjoyment of campers.
11. Any campground wishing to host an event or activity at the campground shall process a Zoning Certificate application prior to commencement. Should the Zoning Administrator determine the proposed use meets the definition of a Mass Event, or any other land use defined in this Ordinance, the Zoning Certificate application shall not be issued unless the applicant has processed the use as required by the Zoning Ordinance. Festivals/mass gatherings shall not be a by-right accessory use to Campgrounds.

B. Parking Requirements for all Campgrounds

1. All campsites in Developed and Semi-Developed Campgrounds shall provide one flat parking area at each site.
2. If parking is not provided at individual campsites, one (1) space per campsite shall be provided in a common parking area. This standard may be modified at the Concept Plan stage for Primitive and Semi-Primitive Campgrounds that can document how access is provided to their campsites.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users. Article 11 Parking Requirements shall be utilized for any uses open to the public.

C. Development Guidelines by Campground Type

1. Developed Campgrounds

A campground including sites for all types of camping units including cabins and camping cabins, recreational vehicles, trailers, self-propelled campers and/or tents accessible by vehicular traffic, where sites are substantially developed and full amenities are provided.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the Developed Campground and may include shelters, pavilions, gathering halls, bathhouses, pools, recreational areas, trails; fire pits, and other uses related to the

campground. Uses such as retail stores, food service for the needs of the campers, and limited size amphitheaters shall only be permitted in developed campgrounds and shall be limited to the commercial zoning categories which permit developed campgrounds.

2. Semi-Developed Campgrounds

A campground for camping units such as tents, camping cabins and/or recreational vehicle sites accessible by vehicular traffic. Roads and limited amenities are provided.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the semi-developed campground and may include shelters, pavilions, pools, recreational areas, trails, fire pits, common bathrooms with flush toilets, running water, and/or showers, and other uses related to the semi-developed campground. If the campground proposes to permit RVs, a dump stations shall be provided. Uses such as retail camp stores with supplies for the campers shall be permitted in semi-developed campgrounds.

3. Semi-Primitive Campgrounds

A campground for camping units such which do not require water or power hook up, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities described below may be provided for the comfort and convenience of the campers.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the campground and may include shelters, trail, fire pits, outhouses/port-a-pots, common water spigot, trash containers, and other uses related to the semi-primitive campground. Small camp stores with camping supplies only may be permitted in semi-primitive campgrounds.

4. Primitive Campgrounds

A campground limited to camping units such as tents that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.

a. Amenities:

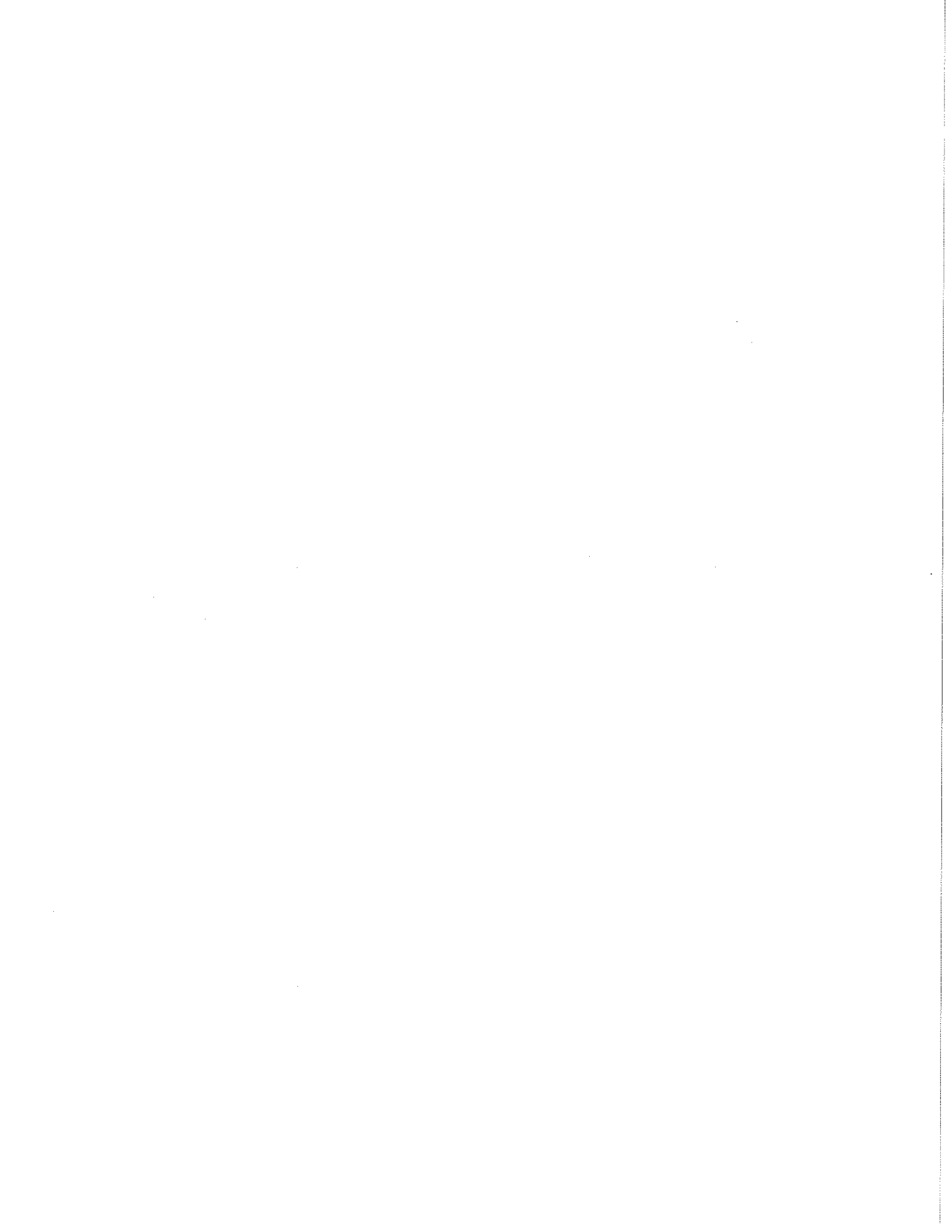
Campground amenities shall be clearly incidental to the use as the campground and may include primitive shelters, trails, fire pits, and other uses related to a primitive campground.

D. Regulatory Approval of all Campgrounds:

1. Campground uses must submit a Concept Plan in accordance with the Jefferson County Subdivision Regulations and be approved by the Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan, a minor site plan must be processed in accordance with Jefferson County Subdivision Regulations.
3. All state regulations pertaining to the operation and licensing of a campground must be followed.

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23,27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground, <u>Developed</u>	<u>PC</u> <u>NP</u>	P	NP	NP	NP	<u>P</u> <u>NP</u>	NP	NP	NP	P	P	NP	<u>Sec. 8.17</u>
<u>Campground, Primitive</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>Sec. 8.17</u>
<u>Campground, Semi-Developed</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>PC</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>Sec. 8.17</u>
<u>Campground, Semi-Primitive</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>Sec. 8.17</u>
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	



**Proposed Amendment (STA15-04) to
Subdivision and Land Development Regulations
(Effective January 1, 2014)**

C

Campground.

An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of the Zoning Ordinance and relevant sections of these Regulations.

Campsite Pad.

Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

Division 7.0 Mobile/Manufactured Home Parks ~~& Campgrounds~~

Section 7.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Division 8.0 Campgrounds

Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The different types of campgrounds are defined in the Jefferson County Zoning and Land Development Ordinance. All campgrounds shall process as a Minor Site Plan with a Concept Plan. The Site Plan shall reflect the provisions of the Supplemental Use Regulations of the Zoning and Land Development Ordinance ; the requirements of Appendix A of the Subdivision Regulations, and the requirements of this Division as follows:

Section 8.27.3 Campground Requirements

- A. The following provisions supplement the provisions of the Jefferson County Zoning

Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities should be designed in a manner that complies with State and County Regulations, and meets the minimum requirements of NFPA 1194 standards.

If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. West Virginia State Regulations pertaining to Campgrounds apply to all camping facilities in Jefferson County.

B. Dimensional Requirements

1. Campgrounds shall be located and shall meet the setback requirements in Section 8.17 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way~~ easement.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way~~ easements.
4. Each campsite shall provide an adequate stand pad for the placement of a camping unit. A campsite stand pad shall be at least 15 feet by 25 feet in size, and shall be flat, shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet.

~~No more than one camping unit shall be placed on or above a campsite.~~

~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

~~C.E.~~ Road and Access Requirements

1. Campground roads within Semi-Developed and Semi-Primitive Campgrounds shall meet the following standards:
 - a. Existing roads may be used to access campsites without meeting road standards.
 - b. May have asphalt or gravel surface.
 - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
 - d. Maximum slope 15%
 - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing Best Management Practices (BMPs).
2. Campground roads within Developed Campgrounds shall meet the following standards:
 - a. May have asphalt or gravel surface
 - b. 15 foot minimum width.
 - c. Maximum slope 15%
 - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - e. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing BMPs and the Jefferson County Stormwater Regualtions.

~~Main entrance and primary looping roads as determined by the County Engineer within a~~

~~campground, shall be minimum 22 feet wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

- F. ~~Roads within a campground that are not main entrance or primary looping roads as determined by the County Engineer shall be a minimum of 20 feet wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, Residential Subdivision with a maximum of 12 lots.~~

D. Parking Requirements

~~Convenient off-street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each~~ Each Parking spaces shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and toilet facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 250' of all campsites located within developed or semi-developed campgrounds.
Campsites located within Primitive or Semi-Primitive Campgrounds may have more primitive facilities in accordance with the Zoning Ordinance and per Health Department Regulations. At least one covered trash receptacle shall be provided at the entrance to Semi-Primitive Campgrounds

~~Each campsite shall be provided with a sanitary, covered garbage can.~~

3. ~~I. A campground~~ All developed or semi-developed campgrounds shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility which may be located in a convenient location, generally the exit of the campground.
4. ~~J. As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus 25 percent again to accommodate the tent area (if any), plus~~ capacity to accommodate any public buildings ~~an allowance for a sewerage dump station and a water refill station.~~

- K. ~~All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.~~

- L. ~~Road rights of way in a campground shall be a minimum of 50 feet in width.~~

- M. ~~One way roads shall be at least 12 feet in width with 3 foot wide gravel shoulders. Drainage ditch lines 1 1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~

- F. Fire Pits (if provided) for campsites must be shown on the site plan. A detail of the fire pit must also be provided.

G. Camping associated with short term, temporary uses, lasting 7 days or less and approved by the Jefferson County Board of Zoning Appeals in conjunction with another application, shall not be considered approved campgrounds and are not subject to these regulations.

Division 11.0 8.0 – Non-Residential Subdivisions

Section 11.1 8.1 General

Non-residential subdivisions shall be subject to all requirements of the Subdivision Regulations except for those requirements which are specifically intended for residences (e.g. Land for Parks and Schools) as determined by staff.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Transfer of Funds

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

I would like to transfer \$25,500 in available funds from Salary and Wages 700-01-103 to Auto Supplies 700-03-343 to cover the price of the replacement vehicle.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

I move to approve the transfer of funds as requested.

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

If not attached, explain:

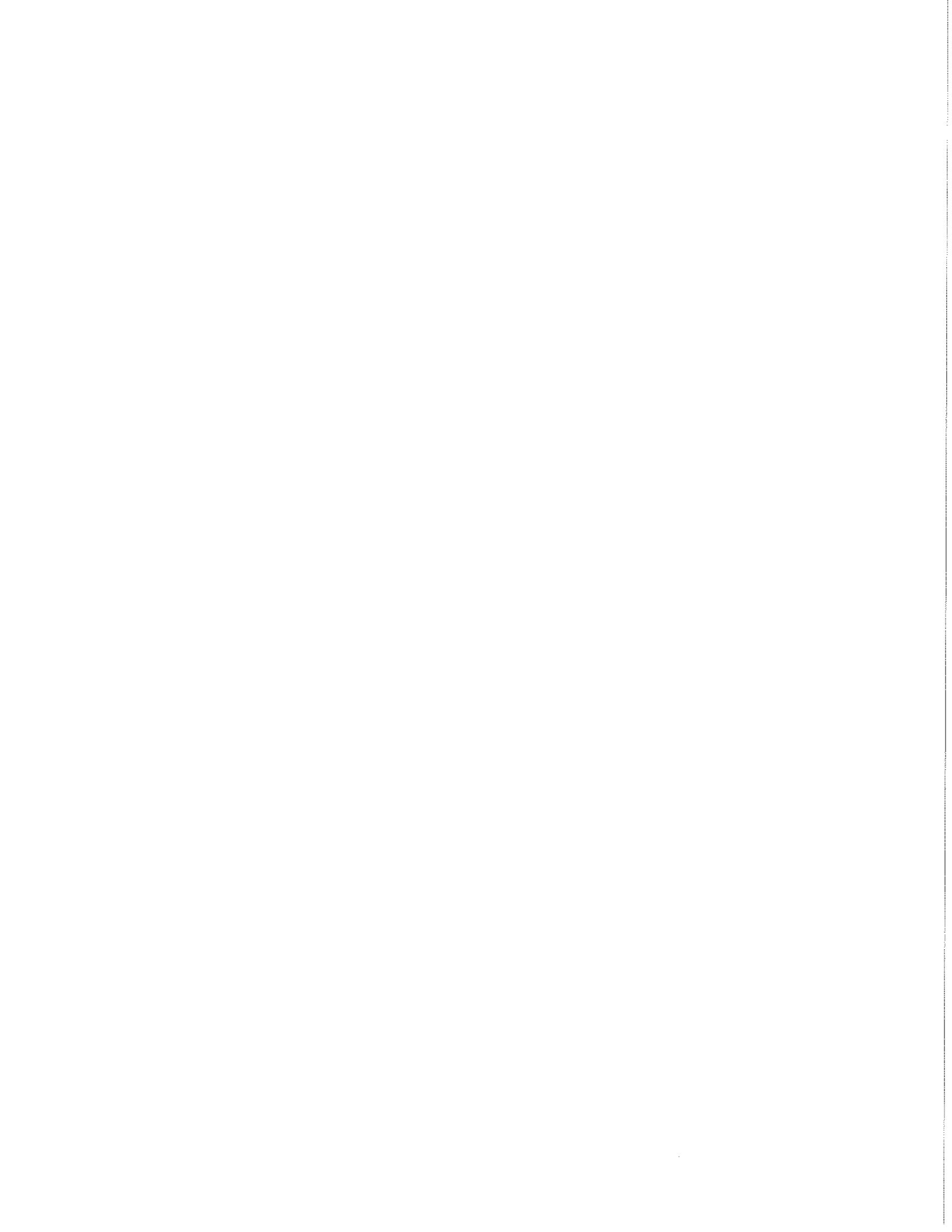
Is equipment needed? Projector Internet/WI FI Telephone for conference call

Contact Information:

Email address: pdougherty@jcsd.wv.com Phone Number: 304 728 3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: Sheriff's Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Appointment of Special Deputy

Please provide the County Commission with a description of your request or presentation, including any background information: Request to appoint Mason Carter as a special deputy for limited purposes related to his job duties and as outlined in a separate memorandum of understanding.

Is this a funding request? Y N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Motion to approve the appointment of Mason Carter as a special deputy with the restrictions outlined in the memorandum of understanding.

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

Memorandum of Understanding

Jefferson County, West Virginia Engineering Department

TO: Mason Carter, Ordinance Compliance Officer

FROM: Roger Goodwin, P.E.
Chief County Engineer

DATE: November 20, 2015

SUBJECT: Ordinance Compliance Officer - Special Deputy Status

I met with Stephanie Grove on September 29, 2015, to discuss your request to be re-appointed as a "special deputy" and to be issued a firearm by the Sheriff. She discussed your request with Sheriff Dougherty and the County's legal counsel. The request will be approved with the following are my conditions:

1. You may be re-appointed as a "special deputy" by the Sheriff once you have completed the appropriate background checks and requirements as determined by the Sheriff of Jefferson County; and
2. You are required to attend all on-going firearms training and other training as determined by the Sheriff to retain your status as a special deputy.
3. The type of firearm issued shall be suitable to be used as concealed carry firearm; and
4. You shall comply with requirements of law and directives from the Sheriff regarding the possession and use of a firearm;
6. You shall be discreet with regard to the authorization and possession of the firearm both internally and externally of this office; and use this firearm for the purpose of carrying out your official duties of your job, for the purpose of self-defense of yourself and this office. You have no arrest powers; and
8. You may carry the firearm in the county office buildings, during field visits/inspections while carrying out the duties of Ordinance Compliance

Officer; you may not carry your firearm into the courthouses unless specifically authorized by the Sheriff or his chief; and

9. If you encounter a situation which causes you to, draw and/or fire your firearm, you shall immediately notify the Sheriff, the county administrator and me.

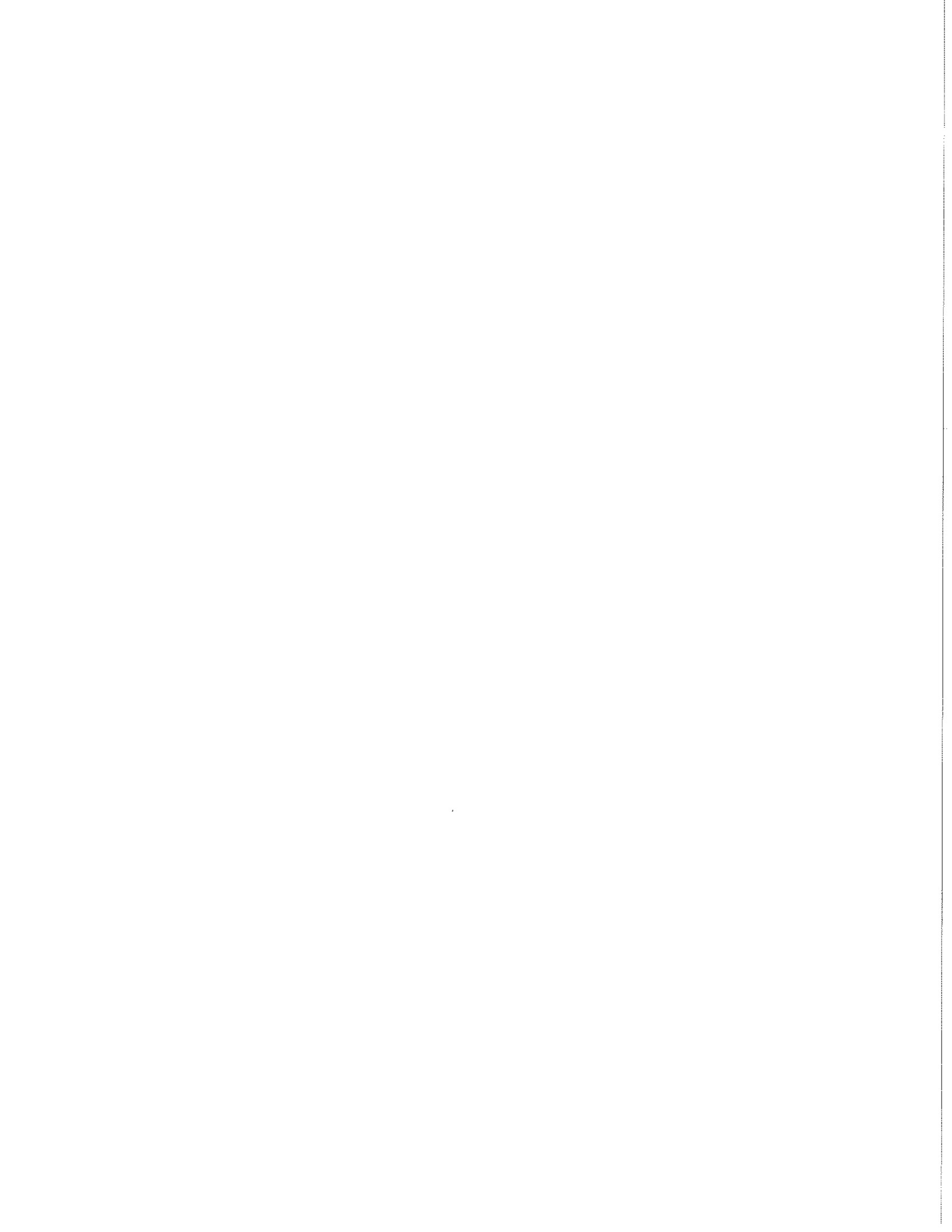
10. This status may be revoked by the sheriff at any time without notice or cause.

If you are in agreement with these conditions, sign this memorandum and return it to me:

Mason Carter, Ordinance Compliance Officer

Date

I want to note, that giving you "special deputy" status and authorization to possess a firearm comes with great responsibility for the safety of others and the exercise of good judgement on your part. It shall not be taken lightly. Please keep me posted on a regular basis as to your progress on obtaining special deputy status.



Sandy McDonald

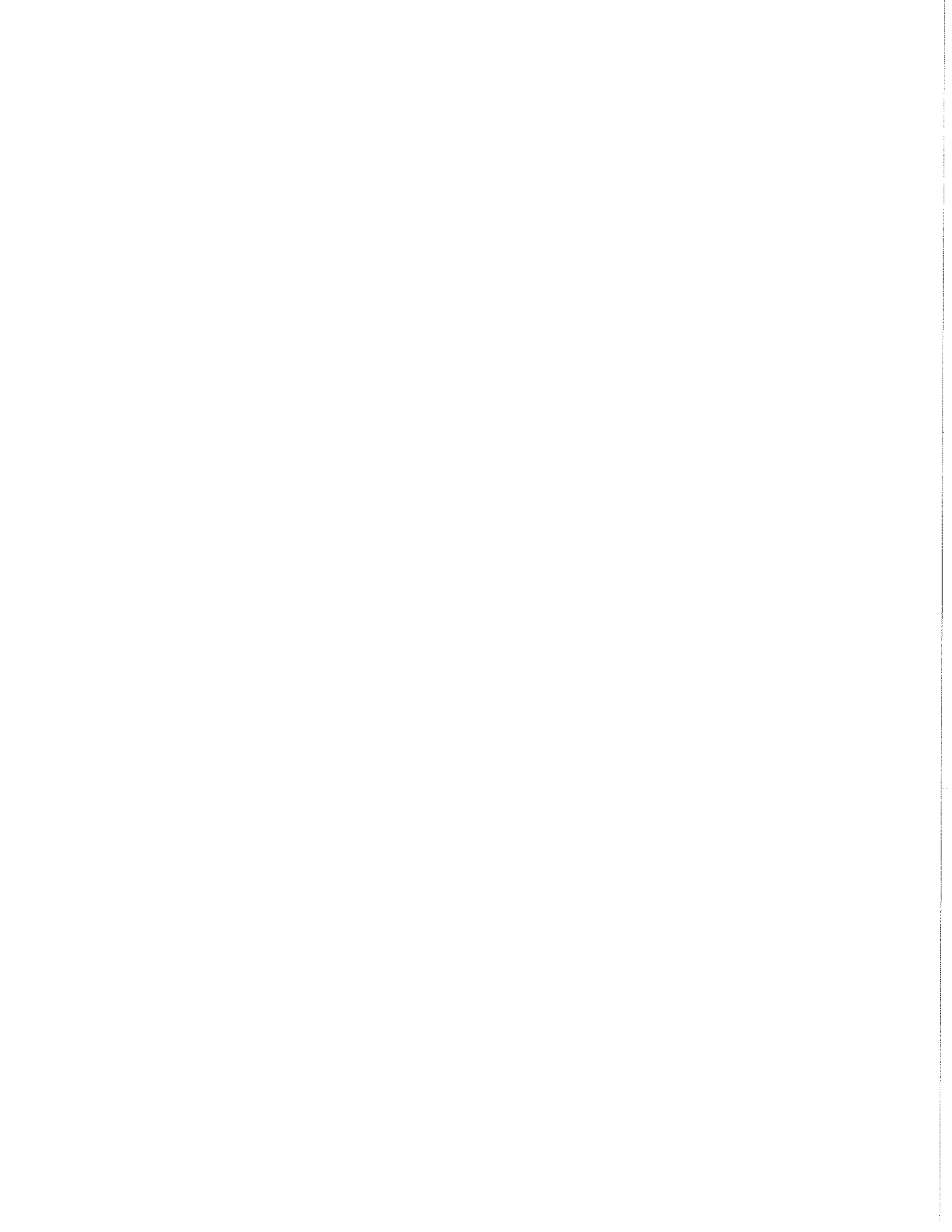
From: Laura Kuhn <lkuhn@jeffersoncountywv.org>
Sent: Friday, December 11, 2015 8:37 AM
To: Stephanie Grove; Sandy McDonald
Cc: Bill Polk
Subject: Agenda

I know I'm late, but me and Bill were looking at the calendar and realized we wouldn't be able to put anything on until after the 1st of the year if we waited. Can we put on the agenda for 12/17: Approval of Employment – Custodial/Janitorial Positions

Thanks,
Laura

~ ~ ~ ~ ~

Laura L. Kuhn
Administrative Assistant
Jefferson County Commission
Maintenance Department
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355
lkuhn@jeffersoncountywv.org



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran

Department or Organization: Jefferson County Prosecuting Attorney's Office

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: December 17, 2015

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Legal Update on the following cases: 15-C-282, 15-AA-4, and 13-C-432 – Potential Executive Session.

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

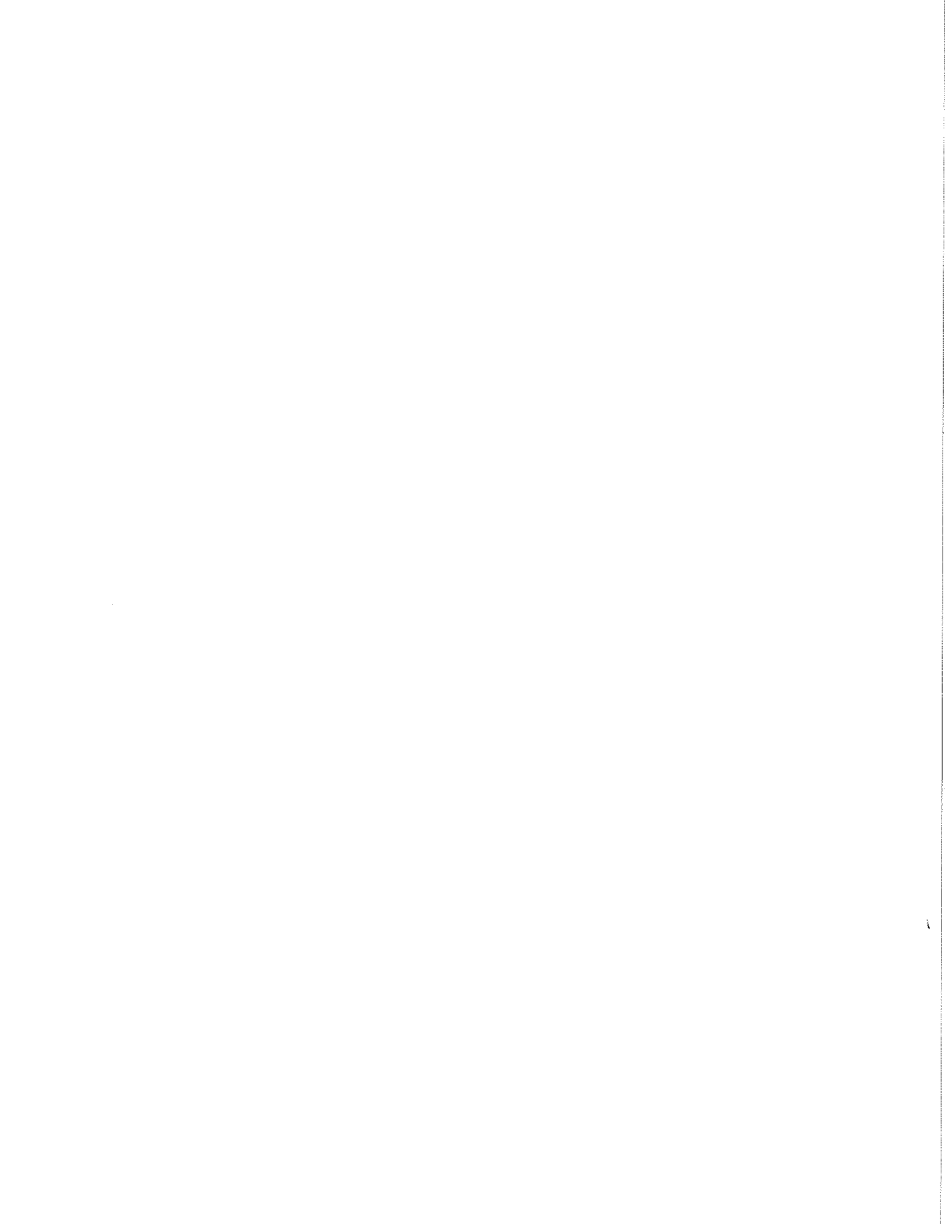
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 3, 2015**
If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Decision – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05)**

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

Is this a funding request? Y/N Click here to enter text.
If so, how much? \$Click here to enter text.

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: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

NOTICE OF PUBLIC HEARING

The County Commission of Jefferson County will hold a Public Hearing on Thursday, November 19, 2015, at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input on the proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

A copy of the proposed information may be obtained on the County website at: www.jeffersoncountywv.org

No decisions will be made at this meeting.

By Order of The County
Commission of Jefferson County
Jane M. Tabb, President



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 338

Charles Town, WV 25414

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

zoning@jeffersoncountywv.org

Fax: (304) 728-8126

MEMO

To: Jefferson County Planning Commission

From: Jennifer M. Brockman, AICP
Director of Planning and Zoning

Date: September 22, 2015

RE: Proposed red-lined edits to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Processes (STA15-05)

On February 10, 2015 the Planning Commission appointed a citizen's committee to draft an amendment to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Subdivision and Site Plan processes.

On August 11, 2015 staff distributed for your review the first draft of the proposed redlined edits (STA15-05) as submitted by the committee.

Attached for your review is the first draft of the proposed red-lined edits as submitted by the committee. Note, the only revision made on this version from the first version you received is that **Section 24.105E Minor Site Plan Application – Determination** has been re-added to the text by staff because it is mandated by WV Code §8A-5-4.

The next step would be to schedule a Public Hearing to receive public input on the proposed text amendment.

Attachments

- ❖ Cover Memo dated 07-29-15
- ❖ Article 26 – Terminology, Definition of Major Site Plan and Minor Site Plan
- ❖ Minor Site Plan Process
 - Sections 20.203; 24.105
 - Proposed new Sections (not yet numbered):
 - Minor Site Plan Concept Plan – Submission and Completeness Review
 - Minor Site Plan Concept Plan – Public Workshop
 - Minor Site Plan Concept Plan Direction
 - Minor Site Plan Process After Concept Plan Direction (working title)
- ❖ Major Subdivision/Site Plan Processes
 - Sections 23.203; 24.206; 24.107; 24.109; 24.110; 24.111; 24.112; 24.114; and 24.115
 - 24.113 - Major Subdivision Final Plat – Public Hearing – Recommendation is to delete this section entirely.

MEMORANDUM

TO: Steve Stolipher, President, Jefferson County Planning Commission

FROM: Committee on Subdivision and Site Plan Process Ordinance Amendments *PR*

SUBJECT: Draft of Proposed Amendments to the Subdivision and Site Development Ordinance

DATE: July 29, 2015

As you are aware, this Committee has been working diligently on proposed ordinance amendments for the processing of Subdivisions and Site Plans. The Committee has met for many months to come up with reasonable amendments to the process that would both streamline an application while keeping the Public involved and informed during the process.

The Committee understood that our task was to come up with a more workable process for plan and plat approvals that more closely reflected the intent of the West Virginia State Code and the experiences of the last several years of processing plans. When the Subdivision/Site Development Ordinance was adopted in 2008, the procedures for processing developments were incorporated into the document without much direction from a very vague new enabling legislation.

Although the Enabling Legislation does not contain a lot of public participation, the Committee felt that it served both the Public and the Applicant if the Concept Plan stage remained in the early stages of the plan approval process. Accordingly, the proposed amendments should achieve a balanced approach to public participation along with quicker processing times.

While the State Code makes it difficult to make the process perfect, the Committee believes that it succeeded with their task. The active participants of the Committee included: Suzanne Malesic; Katy Fidler; Mike Shepp; Michael Boyle; Debra Lee Hovatter; and, Paul J. Raco.

As discussed with Staff, the Committee would like the draft of the proposed amendments distributed to the Planning Commission at your August 11, 2015 meeting, but would hope for time in a September meeting to discuss the amendments with you. Ideally, we discussed the possibility of scheduling a second meeting in September to adequately address the amendments.

We appreciate the opportunity that we had to work on this important matter and hope that we can continue on the project until the final version is adopted. Thank you.

cc: Jennie Brockman, AICP, Director of Planning and Zoning

RECEIVED

JUL 29 2015

JEFFERSON COUNTY PLANNING,
ZONING & ENGINEERING



M

Maintenance Guarantee. A guarantee of facilities or work to ensure the correction of any failures of any improvements required pursuant to these Regulations or to maintain same.

Major Change. A change to the plan that increases density or floor area, decreases open space, *bufferyards*, or which alters the alignment or layout of streets by more than five feet. For conditional approvals granted prior to the effective date of these Regulations, any proposed use not contained in the original advertisement shall be considered a major change.

Major Site Plan^a. A plan that follows the major site development process and proposes one or more of the following:

- A. A new public or private street or dedication to public use of an existing street;
- B. Building(s), both new and additions to existing, where new all structures or new additions located on the parcel are equal to or total more than 250,000 square feet or more of GFA on any site;
 - o except building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater;
- C. ~~Apartment or multi-family development of ten or more dwelling units;~~ or
- D. A heavy industrial use.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.

Major Subdivision Plat. A plat that proposes subdivision of land, whether residential or non-residential, that requires the development of streets (public or private) or rights-of-way access to the lots, or common area and/or includes the creation of more than five lots that take access to an existing public street.

Manufactured Home. Housing built in a factory according to the federal manufactured home construction and safety standards effective June 15, 1976. (Source: *W.Va. Code §8A-1-2(r)*)

Mean Sea Level. For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, or other datum to which base flood elevations shown on a community's flood Insurance Rate Map are referenced.

Mean Surface Water Elevation. The observed limit of dry weather flow elevation in a *watercourse* or mean high water level in tidal areas.

Minimize. To reduce to the smallest amount possible using *Best Management Practices*. "Minimize" shall not mean complete elimination, but shall require that the most substantial efforts possible under the circumstances have been taken to reduce the adverse effect of the action required to be minimized. With respect to activities, the conduct of which is adverse to the conservation of the natural features of land, the requirement to "minimize" shall include, but not be limited to, the requirement that the placement of dwellings and other structures and the locations of roads, sedimentation and erosion control devices, and earthmoving activities shall be planned and designed so as to permit the adverse effect of the activity in question to be reduced to the smallest amount possible under the circumstances consistent with the otherwise permitted development.

Minor Change. A change to the plan that does not increase density or floor area, does not decrease open space, *bufferyards*, or parking, or does not *alter* the alignment or layout of streets by more than five feet.

Subdivision Regulations

Jefferson County, West Virginia



Minor Site Plan^{1&3}. A plan that follows the minor site development process and that will not require the development of new infrastructure or the extension of existing off-tract infrastructure, that proposes one or more of the following:

- A. Building(s), both new and additions to existing, where ~~new all~~ structures or ~~new additions to structures~~ located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively, and building(s), both new and additions to existing, where all structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:
 - o Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - o In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
 - o ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~
- B. Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Sub-Section A of this definition does not apply to this provision;¹
- C. Apartment or multi-family development, ~~of nine or less dwelling units.~~

Minor Site Plans do not include the design, erection or addition to detached single family dwelling units when only one dwelling unit is located on an established lot.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.³

Minor Subdivision Plat. A plat that will not require the development of new off-tract infrastructure or the extension of existing off-tract infrastructure, that proposes subdivision of land into five or less lots including the parent parcel.

Mitigation. Any action taken to lessen the specified undesirable impacts of a proposed land use or land disturbance activity, including those which would adversely affect the health or longevity of a natural feature, pose a visual intrusion or conflict, or otherwise be deemed incompatible with surrounding properties.

Moderately Vulnerable Area. An area where the combination of soils, subsurface conditions, geologic features, hydrology, population density, and Source Water Protection Areas makes the aquifer and groundwater moderately vulnerable to contamination. This area contains a lower intensity of the conditions found in a highly vulnerable area.

Monument. A stone or concrete boundary marker, as required by these Regulations, intended to fix the physical location of property lines.



- 2. Judicial sales or tax sales;
 - 3. Mortgages;
 - 4. Deeds of partition under or pursuant to an order of Court;
 - 5. Real estate transferred by will or intestacy.
- d. A parent or a child may receive only one such exempt lot within the County after July 19, 1979.
- c. Parents who are married are entitled to only one such parcel.

B. Non-Residential.

The re-subdividing of a lot located in an approved industrial park or existing major non-residential subdivision shall be permitted to follow the minor non-residential subdivision process. When a non-residential subdivision is provided for in the rural district, such development may utilize the minor non-residential subdivision provisions provided only one parcel is being subdivided off and only one use will be established on the lot. All minor non-residential subdivisions shall contain, but are not limited to, the following criteria:

- 1. **Lots.** A minor non-residential subdivision divides the property into more than one lot.
- 2. **Access.** All lots shall front on an existing internal subdivision road built to county grade road standards and having a minimum right-of-way width of 50 feet. Lots having direct access to a state road are not permitted to process as a minor, except for those proposals utilizing the non-residential permitted uses in the Rural District.
- 3. **Water/Well or Sewer/Septic.** Potable water and sewer shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health.

Where, in the judgment of staff, a residential or non-residential proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations, the proposed subdivision shall be classified as a major subdivision. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.202 Major Subdivision

A major subdivision, whether residential or non-residential, is any subdivision of land that requires the development of streets (public or private) or easements of access to the lots, or common area and/or includes the creation of more than five lots that take access to an existing public street. (See definition of "Major Subdivision.") A subdivision may be classified as major if in the judgment of staff, a proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.203 Minor Site Development^{1, 3, & 4}

Minor Site Developments are those proposals that do not require the development of new infrastructure or the extension of existing off-tract infrastructure.

If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development. Minor site development proposes one or more of the following:

Subdivision Regulations

Jefferson County, West Virginia



(1) Building(s), both new and additions to existing, where all structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively, and building(s), both new and additions to existing, where all new structures or additions to structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:

- o Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
- o In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
- o ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~

(2) Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Section 20.203 Sub-Section (1) does not apply to this provision;

(3) Apartment or multi-family development, ~~of nine or less dwelling units.~~

Minor Site Development requires Stormwater Management Plans and stormwater management activities per the Jefferson County Stormwater Management Ordinance, as identified in A, B, C, and D within this Section.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this section; unless, development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.

- A. **No Site Plan or Stormwater Management Plan Required.** No site plan is required for additions to existing structures or structures ancillary to existing uses on a property, when:
1. The footprint of the addition or the new structure is less than 250 square feet; and
 2. No additional parking is required per Zoning Ordinance standards; and
 3. The disturbed area is no more than 3000 square feet.
- B. **Limited Site Plan and Stormwater Management Plan Addressing Quantity Only Required.** A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) stormwater management for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning Ordinance, may be used on sites where the structure is:
1. An addition to an existing structure, or, ancillary to an existing use; and
 2. The footprint does not exceed 1600 square feet or 35% of the existing structure, whichever is smaller.
 3. For a home occupation or cottage industry, the limited site plan standards are applicable if a site plan is required pursuant to the Zoning Ordinance.²
- C. **Full Site Plan Required.** Any development which does not meet all of the criteria for a limited or rural site plan shall meet all the requirements of these Regulations and the appendices.

Subdivision Regulations

Jefferson County, West Virginia

**Sec. 24.105 Minor Site Plan Application – Determination**

- A. **General.** An applicant for a minor site plan, who does not schedule a pre-proposal conference, shall be subject to the procedures of this Section upon submittal of a copy of a site plan application and the corresponding fees to the Planning Commission. All minor site plans shall follow the site plan standards in Appendix A, *Plan & Plat Standards*.
- B. **Application Meeting.** Within seven days after the submission of the site plan, the applicant and the staff shall meet to discuss the proposed site plan and the criteria used to classify the proposal as minor. The applicant may choose to waive this meeting but shall do so upon submission.
- C. **Site Inspection.** The staff shall make a site inspection of the site plan.
- D. **Determination.** Within ten days after the submission of the site plan, the staff shall notify the applicant in writing that the proposed site plan has or has not been classified a minor site development. If the Staff determines that the site plan has been classified as a minor site development and is over 5,000 square feet as described in Section 20.201, then the project shall proceed with Section XXXX, Minor Site Plan Concept Plan. All other Minor Site Plans (under 5,000 sq. ft. and in Industrial/Business Park) shall proceed with Section XXXX (page 50D) Minor Site Plan Process After Concept Plan Direction (Page 50D).
- E. **Approval.** Within ten days after the site plan has been classified as minor site plan, the staff shall approve, approve with conditions, or deny the site plan.

(For minor site plan criteria see the definition, Site Plan, Minor and Sec. 20.201, Minor Subdivisions.)

Sec. XXXXX Minor Site Plan Concept Plan - Submission and Completeness Review^{2,4}

The submission of a concept plan is a required step for minor site plans determined in Section 24.105. The Department shall have 45 days to complete the sufficiency and completeness review. At the time of submission, Concept Plan shall be placed on the first regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Within the 45 days, the department shall have ten (10) days to review the submission and determine whether it is sufficient in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. In order to keep on the proposed schedule, the applicant shall resubmit within 10 days after being notified of insufficiency. For the review to be complete within 45 days and remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Department of Planning and Zoning at least 14 days prior to the scheduled Planning Commission workshop.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the planning department. It shall be accompanied by the fee for concept plan review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated by staff.
1. **General location.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
 2. **Concept Plan.** A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*. Show or note if all features are addressed.

Subdivision Regulations

Jefferson County, West Virginia



3. Zoning Information. This shall include:

- a. Determination of the zoning district in which the proposed site plan project is situated.
- b. Density calculations.
- c. Site resource map. (See definition)
- d. Use designations for all adjoining and confronting parcels.

4. Proposal Description. This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is multifamily residential.

5. Traffic Impact Data. This shall include:

- a. ADT figures for the adjoining or accessible State road.
- b. Trip generation figures based on the following table:

<u>USE</u>	<u>PEAK HOUR</u>	<u>AVERAGE DAILY</u>
Townhouse	0.6	7.0 per d.u.
Mobile Home	0.6	5.0 per d.u.
Light Industrial	1.2	5.5 per 1000 s.f.
Industrial Park	0.99	7.0 per 1000 s.f.
Warehousing	1.63	4.9 per 1000 s.f.
Mini-warehousing	0.29	2.8 per 1000 s.f.
Office	2.82	17.7 per 1000 s.f.
Small Shopping Center	15.51	118.0 per 1000 s.f.
Convenience Market	54.80	625/1000 leasable s.f.

- c. Nearest key intersection that will serve the proposed project. A "key intersection" is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.
 - d. "Highway Problem Areas" according to the current Comprehensive Plan that falls within a one-mile radius of the project.
 - e. If a use is not listed in the table above, the most current edition of the Institute of Transportation Engineers Trip Generation Manual or Handbook shall be referenced to determine appropriate trip generation figures.
- 6.** A traffic study may be required only at the request and direction of the West Virginia Division of Highways. Any required traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the site plan.⁴



7. **Agency Reviews.** The reviewing agencies shall conduct reviews of the proposed concept plan. Agency comments shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after the review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide copy of letter sent to outside agencies to the Departments of Planning and Zoning with 7 days of submission of Concept Plan. If any review agency failed to respond, they shall be deemed by these Regulations to have approved the plan.
8. **Other Data.** Any other data or information the applicant believes will assist in the review.
9. **Other Reviews.** Any other staff or agency reviews of the plans.
10. **Adjoining Property.** The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoining and Homeowner's Associations shall be notified by staff of the date of the workshop.
- C. **Review Content.** The Department and agency reviews shall address the areas indicated in D through G below and any other areas of concern to the agencies.
- D. **Department.** The Department review shall include the following:
1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. (Landscaping, for instance, is not generally available at this stage). Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a site plan submittal.
 2. Staff opinion as to whether the plan meets the site plan criteria of these Regulations. The Department shall review the concept plan for modifications that would improve the plan.
- E. **WVDOH.** WVDOH shall submit a letter to the Department of Planning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a traffic study needs to include more area than required by these Regulations or the Zoning Ordinance, it shall specify the expanded area. Any issues regarding sight distances, access, location, road configuration, or off-site improvements shall be noted with recommendations or required changes. The purpose is to ensure that, at preliminary plat review, all transportation information is available so the agency does not have to seek additional data for a qualitative review.
- F. **Traffic Impact.** The review shall indicate whether a traffic impact study will be required based on analysis required in 24.116.B.5.e.
- G. **Public Services.** The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.
- H. **Recommended Conditions.** All reviews shall contain recommended conditions for moving forward to a site plan or reasons why the plan should be denied.
- I. **Approval.** Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors

Subdivision Regulations

Jefferson County, West Virginia

that make the development impossible. Planning Staff shall accept or deny the concept plan as complete.

- J. Effect.** At the time of submission, the concept plan shall be placed on the 1st regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Staff shall advertise the public workshop in a local newspaper of general circulation in the area one time at least twenty-one (21) days in advance of the meeting and send notice by mail to the adjoining property owners at least fourteen (14) days prior to the meeting. The applicant shall post notice on the property at least fourteen (14) days in advance of the meeting.

Sec. XXXX Minor Site Plan Concept Plan - Public Workshop

At the scheduled Planning Commission meeting, the Planning Commission shall hold a public workshop to take public comments, concerns, and inputs on the proposed concept plan. This workshop is intended to provide the developer and the Planning Commission with said public input.

- A. Plan Presentation.** The developer shall make a short presentation of the plan.
- B. Agency Comments.** The staff shall briefly outline agency comments. The planning department shall specifically address whether the project can meet the standards of the Zoning Ordinance.
- C. Public Comment.** The public will be invited to comment. The Planning Commission shall direct participants to briefly cite concerns or ask questions of the Planning Commission. The intent of this procedure, like the Department comments, is to inform the developer and Planning Commission with regard to issues that should be addressed in the site plan and report such transportation or engineering matters.

Sec. XXXX Minor Site Plan Concept Plan - Direction

After the close of the public workshop, the Planning Commission shall, during their regular meeting or at a specific public meeting within 14 days, provide direction on the concept plan. If the Planning Commission decides to postpone action for 14 days, the workshop shall be closed for public comment; however the applicant or designated representative will be permitted to interact with the Planning Commission at that meeting to answer questions raised during the public comment at the workshop.

- A. Direction.** The Planning Commission shall direct the preparation of a site plan subject to conditions to be addressed in the site plan application. The purpose of this review is to guide the developer so that when the site plan application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.
- B. Conditions.** In the direction, it is anticipated that there will be numerous conditions from the Department, agencies, and public comment. There may well be public comment that seeks to lower density of the project below that permitted by the Zoning Ordinance, or to deny the project because of concerns outside the scope of the zoning or subdivision regulations. The applicant may make proffers to address these concerns, but the Planning Commission may not use them as conditions, unless they are proffered by the applicant.

Effect. The direction is to the developer to proceed to prepare a site plan (Section 24.119, Major Site Plan Application -- Submission and Completeness Review). The direction received in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to these Regulations or the Zoning Ordinance in the second year shall control. If any zoning changes have been presented in a public hearing prior to the decision on the concept plan direction, then meeting the amended zoning requirements, if adopted, shall be a condition of the direction.

Section XXXX Minor Site Plan Process After Concept Plan Direction

A. Formal Site Plan Submission. An Application, applicable fees, two copies of a Site Plan as outlined in Appendices A and B, 2 copies of Storm Water Management Calculations with Stormwater Narrative and all other applicable Site Plan support material can be submitted after the Concept Plan Direction is given by the Planning Commission.

B. Required Elements. Within 7 days, Engineering Staff shall determine if the Site Plan is sufficient and support material contains at least 70 percent of the required elements of a site plan submission.

C. Staff Review Conference. Once Engineering Staff determines that the Site Plan contains 70 percent of the required elements, Staff shall place an advertisement in the Spirit of Jefferson noticing a Staff Review Conference will be held on the first available Staff Review Schedule held on the first and third Fridays of every month. This Staff Review Conference shall be open to the public, but will be conducted only between the Staff, applicant and Design Consultant. The Design Consultant is required to attend, or the Staff Review Conference will be postponed to the next available Staff Review Schedule on a first or third Friday of the month. The purpose of the Staff Review Conference is for the Staff, applicant and design consultant to exchange checklists, ideas, suggestions and questions regarding the applicable site plan regulations as it relates to the submitted site plan and support data.

D. Site Plan Approval. Once the Staff Review Conference is held, the site plan will be exchanged back and forth between the design consultant and Staff via the approved checklist process until such time that the Staff believes that the site plan and support data meets all applicable local and state regulations. Once the Staff determines that the site plan meets all such regulations, the Staff shall approve the site plan and allow the project to proceed to bond the project under the current Jefferson County Bonding Policy. All Health Department, Highway Department, Public Service District, WYDEP and other applicable State and Local Agency Approvals shall be in place prior to the Staff's Approval.

E. Site Plan/Checklist Approval Process. Under Section D above, the applicant may at any time request to be on the Planning Commission agenda pursuant to current agenda rules in order to request that the Planning Commission approve the site plan if the applicant believes that the site plan meets the site plan rules and regulations.



Sec. 23.203 County Agencies

The following Jefferson County agencies are involved or may be involved in the subdivision and site development review process.

- A. **On-Site Water Supply and Sanitary Waste Disposal.** The Jefferson County Health Department and West Virginia Department of Health shall be responsible for the review of any on-site water supply or sanitary waste disposal for the proposed development. Approval needed at Preliminary Plat Stage.
- B. **Centralized Water Supply/Distribution and Sewage Collection/Treatment.** The Jefferson County Public Service District or other applicable local agency supplying centralized utilities, West Virginia Health Department, and WVDEP shall be responsible for the review and approval for any centralized sewer and water supply intended to serve the proposed development. Approval needed at Preliminary Plat Stage.
- C. **Jefferson County Historical Landmarks Commission.** This body shall submit a report and findings on whether historical resources exist on the site of the proposed subdivision of site development. If there are, they shall submit findings on whether the proposal meets the requirement of zoning with respect to such structures or places at Concept Plan Stage.
- D. **Jefferson County Parks and Recreation Department.** This body shall determine the adequacy of park, recreation, and trail facilities intended to serve a proposed residential development at Concept Plan stage. This is a courtesy review for Park Planning Purposes.
- E. **Jefferson County Addressing/GIS Office.** This body shall verify adequacy of proposed addresses, road names, and names of subdivisions in accordance with Jefferson County E 9-1-1 Addressing Ordinance. Approval is needed at either Concept Plan or Preliminary Plat Stage.
- F. **Jefferson County Engineering Department.**⁴ This body shall review and either approve or deny the Stormwater Management Plan relating to stormwater management.

Sec. 23.204 Other Agencies

The following are the responsibilities of other agencies:

- A. **West Virginia Division of Highways (WVDOH).** WVDOH is responsible for reviewing the site access and potential improvements to public roads at Preliminary Plat Stage.
- B. **Jefferson County Schools.** The Board of Education should determine the adequacy of school facilities intended to serve a proposed residential development at Concept Plan Stage. This is a courtesy review for School Planning purposes.
- C. **Emergency Services.** Fire, police, and EMS providers should determine the adequacy of emergency response and lifesaving services provided to their respective service area if potentially affected by a proposed subdivision or development project at Concept Stage.
- D. ~~U.S. Postal Service. The U.S. Postal Service shall determine which zip code wholly contains the new subdivision and acknowledge which postal delivery mechanism is approved when affected by a proposed subdivision or development project.~~ WVDEP, DEP approval for NPDES, SWPPP, GPP, and other applicable approvals (if required) are needed prior to Preliminary Plat Approval.

Subdivision Regulations

Jefferson County, West Virginia



- c. Nearest key intersection that will serve the proposed project. A "key intersection" is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.
 - d. "Highway Problem Areas" according to the current Comprehensive Plan that falls within a one-mile radius of the project.
 - e. In the event trip generation in the peak hour exceeds 100 or the limitation designated in the most current DOH Traffic Engineering Directive, a traffic study ~~may will~~ be required which includes generators, etc. or unless the West Virginia Division of Highways has created an agreement with the applicant to provide site access improvements that are typically required by a traffic study, the traffic study shall not be required. This type of study should be performed by a traffic engineering consultant. The effect of phasing the subdivision shall be cumulative. The traffic study or a letter from the West Virginia Division of Highways outlining proposed improvements shall be received ~~prior to with the first submission of~~ the preliminary plat approval.⁴
6. **Agency Reviews.** The reviewing agencies ~~may shall~~ conduct reviews of the proposed concept plan. Agency comments, if responding, shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide a copy of the letter sent to outside agencies to the Department of Planning and Zoning within 7 days of the submission of Concept Plan. If any review agency fails to respond, they shall be deemed by these Regulations to have approved the plan.
7. **Adjoining Property.** The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoining and Homeowner's Associations shall be notified by staff of the date of the workshop.
8. **Other Data.** Any other data or information the applicant believes will assist in the review.
9. **Other Reviews.** Any other staff or agency reviews of the plans.
- C. **Review Content.** The Department and agency reviews shall address the areas indicated in D through G below and any other areas of concern to the agencies.
- D. **Department.** The Department review shall include the following:
- 1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. (Landscaping, for instance, is not generally available at this stage). Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a preliminary plat submittal.
 - 2. Staff opinion as to whether the plan meets the site development planning or subdivision criteria of these Regulations. The Department shall review the concept plan for modifications that would improve the plan.



~~Regulations or the Zoning Ordinance, it shall specify the expanded area. Any issues regarding sight distances, access location, road configuration, or off-site improvements shall be noted with recommendations or required changes. The purpose is to ensure that, at preliminary plat review, all transportation information is available so the agency does not have to seek additional data for a qualitative review.~~

- F. **Traffic Impact.** ~~The WVDOH shall determine. The review shall indicate~~ whether a traffic impact study will be required during the preliminary plat stage. ~~based on analysis required in 24.106.B.5.e.~~
- G. **Public Services.** The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.
- H. **Recommended Conditions.** All reviews shall contain recommended conditions for moving forward to a preliminary plat or reasons why the plat should be denied.
- I. **Approval.** Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning Staff shall accept or deny the concept plan as complete.
- J. **Effect.** At the time of submission, the concept plan shall be placed on the 1st regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Staff shall advertise the public workshop in the local newspaper one time at least twenty-one (21) days in advance of the meeting and send notice by mail to the adjoining property owners at least fourteen (14) days prior to the meeting. The applicant shall post notice on the property at least fourteen (14) days in advance of the meeting.

Sec. 24.107 Major Subdivision Concept Plan - Public Workshop

At the scheduled Planning Commission meeting, the Planning Commission shall hold a public workshop to take public comments, concerns, and inputs on the proposed concept plan. This workshop is intended to provide the developer and the Planning Commission with said public input.

- A. **Plan Presentation.** The developer shall make a short presentation of the plan.
- B. **Agency Comments.** The staff shall briefly outline agency comments. The planning department shall specifically address whether the project can meet the standards of the Zoning Ordinance.
- C. **Public Comment.** The public will be invited to comment. The Planning Commission shall direct participants to briefly cite concerns or ask questions of the Planning Commission or Applicant. The intent of this procedure, like the Department comments, is to inform the developer and Planning Commission with regard to issues that should be addressed in the preliminary plat and report such transportation or engineering matters.

Sec. 24.108 Major Subdivision Concept Plan -Direction

After the close of the public workshop or at any public meeting within 14 days thereafter, the Planning Commission shall provide direction on the concept plan. If the Planning Commission decides to postpone action for 14 days, the workshop shall be closed for public comment; however the applicant or designated representative will be permitted to interact with the Planning Commission at that meeting to answer questions raised during the public comment at the workshop.

Subdivision Regulations

Jefferson County, West Virginia



- A. **Direction.** The Planning Commission shall direct the preparation of a preliminary plat subject to conditions to be addressed in the preliminary plat application. The purpose of this review is to guide the developer so that when the preliminary plat application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.
- B. **Conditions.** In the direction, it is anticipated that there will be numerous conditions from the Department, agencies, and public comment. There may well be public comment that seeks to lower density of the project below that permitted by the Zoning Ordinance, or to deny the project because of concerns outside the scope of the zoning or subdivision regulations. The applicant may make proffers to address these concerns, but the Planning Commission may not use them as conditions unless they are proffered by the applicant.
- C. **Effect.** The direction is to the developer to proceed to prepare a preliminary plat (Section 24.109). The direction received in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to these Regulations or the Zoning Ordinance in the second year shall control. If any zoning changes have been presented in a public hearing prior to the decision on the concept plan direction, and then meeting the amended zoning requirements, if adopted, shall be a condition of the direction.

Sec. 24.109 Major Subdivision Preliminary Plat - Application Submission and Completeness Review

The submission of a preliminary plat application is a required step for major subdivisions. The Department shall have 45 days to complete the sufficiency and completeness review unless the applicant chooses to waive the 45 day period. Within the 45 days, the department shall have ten (10) days to review the submission and determine whether it is sufficient (at least 70% of the required elements are addressed) in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. The 45 day period shall restart when the applicant resubmits. After staff concludes completeness review, staff shall place the preliminary plat and application on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. In order for the preliminary plat to remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Department of Planning and Zoning at least 14 days prior to the scheduled Planning Commission.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the Department and reviewing agencies. It shall be accompanied by the fee for preliminary plat review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated.
1. **Preliminary Plat.** A preliminary plat application shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*.
 2. **Density Calculation and Site Resource Map.** This map shall have the preliminary plat on it and shall identify the total area of each resource present, the amount protected and a summary table showing that the resource protection standards are met.
 3. **General Location.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.



4. **Preliminary Engineering Plans.** An ~~preliminary~~ engineering plan shall be submitted in accordance with the content and formatting guidelines provided by the County Engineer.
5. **Preliminary Landscape Plans.** A ~~preliminary~~ landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Department of Planning.
6. **Transportation Impact Study.** ~~If required, TIS and materials agreed to at the concept plan direction shall be submitted prior to final preliminary plat approval by staff. This element is not required for completeness review. Where applicable, analysis, commentary, drawings, or other material specifically addressing conditions in the concept direction. This shall include comments or material from WVDOT regarding the impact study and any responses from the developer's engineers.~~
7. **Well and Septic Systems.** Where applicable, preliminary plats shall include well and septic provisions and all appropriate Jefferson County Health Department approvals. This element is not required for completeness review. However, final Health Department (State and Local) approval is necessary prior to final Preliminary Plat approval by Staff.
8. **Feasibility of Water and Sewer Systems.** Where applicable, preliminary plats shall include connections to existing water and sewer systems or provisions for these systems and for oversizing to serve additional properties. This shall include comments or material from the Jefferson County Public Service District regarding the impact study and any responses from the developer's engineers. Capacity Letters are required at Completeness Stage, but final approvals are necessary prior to final Preliminary Plat approval by Staff.
9. **Special Engineering.** Special engineering studies are required if the site is in or partially in areas designated as high vulnerability areas. If other natural resources have specific resource protection standards contained in the Zoning Ordinance, a preliminary engineering assessment shall be provided regarding how those standards can be met.
10. **Historic Resource Preservation.** A Phase I archaeological study is required. A historic resources impact study shall also be included.
11. **Proposal Description.** This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.
12. **Stormwater Management Plan and Narrative.** A Stormwater Management Plan, and Narrative, as described in the Jefferson County Stormwater Management Ordinance, must be submitted as part of the preliminary plat to be reviewed by the Jefferson County Engineering Department. This is a required element in the first submission or the submission will automatically be determined as incomplete.⁴
13. **Identified Concerns.** A report demonstrating how specific conditions identified in the concept plan evaluation and direction received from the Concept Plan public workshop have been addressed on the preliminary plat or will be addressed on the final plat documents.

Subdivision Regulations

Jefferson County, West Virginia

- C. **Review Content.** The Department and agency reviews shall address the areas indicated in paragraphs D to F below and any other areas of concern to the agencies.
- D. **Department of Planning.** The Department review shall include the following:
1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the preliminary plan submission. Staff shall identify conditions that must be adjusted if they would enable the plan to conform to Zoning and Subdivision Ordinance standards.
 2. Staff shall provide a written opinion as to whether the preliminary subdivision plat meets the site planning criteria specified in Articles 21 and 22 of these Regulations. In reviewing the submitted application, the Department shall determine whether the concept plan was fulfilled.
- E. **WVDOH.** ~~The WVDOH approval is required prior to final Preliminary Plat Approval by Staff. When appropriate, the WVDOH review shall determine whether the on-site conditions of the preliminary plat are acceptable to the Department, including sight distances, access location, turning or by-pass lanes, road configuration, road alignment and road drainage. A review of the traffic study shall be conducted and any problems or concerns with the study methodology or findings identified. WVDOH shall identify any off-site improvements that shall be required of the developer. A list of concerns to be addressed on the final plat shall be provided.~~
- F. **Public Services.** The review shall indicate whether the preliminary engineering indicates that water and sewer can adequately be provided for the project and if a new system is provided, whether the proposal is sufficient to handle other development in the area. The Public Service District shall make recommendations for oversizing and methods to recapture costs.
- G. **Recommended Conditions.** All reviews shall contain recommended final engineering standards that shall be met to deal with specific issues or conditions that need to be addressed in final engineering, plat, landscape plan, or other documents.
- H. **Approval.** If the preliminary plat and application is incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, or is otherwise impossible, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it. The Planning Commission may also accept the preliminary plat and application with the condition that the remaining items identified as necessary by the Ordinance be completed prior to final preliminary plat approval
- I. **Effect.** After staff concludes the completeness review, staff shall place the preliminary plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete or essentially complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.110, *Major Subdivision Preliminary Plat - Public Hearing*. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.

Sec. 24.110 Major Subdivision Preliminary Plat - Public Hearing

Within 45 days of accepting an application as complete or essentially complete, the Planning Commission shall conduct a public hearing to receive public comments, concerns, and inputs on the proposed preliminary subdivision plat. The public notice of the public hearing shall be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing. The scope of this public hearing shall be limited to whether the application meets the requirements of these Regulations and the Zoning Ordinance.

**Sec. 24.111 Major Subdivision Preliminary Plat -Approval**

After the close of the public hearing or at any meeting within 14 days thereafter, the Planning Commission shall (1) approve the application, (2) approve the application with conditions, (3) deny the application, or (4) hold the application for up for 45 days for additional information. If the application is to be held for the additional time, a date certain for re-opening the public hearing must be set by the Planning Commission simultaneously with the vote to hold. Additional legal advertisement is not required.

- A. **Approval.** The Planning Commission shall review the recommendations and opinions of the reviewing agencies, the staff's decision regarding compliance with the Zoning Ordinance, and the testimony of the public and render its decision. The Planning Commission may approve the plan if it meets the standards of the land use ordinances, deny the plan if it does not meet the standards of the land use ordinances, or approve the plan with conditions to complete any remaining items. In the event that the preliminary plat is approved with conditions to complete any remaining items, unless otherwise directed by the Planning Commission, the Staff shall have the authority to grant final approval of the preliminary plat once the conditions are met. Also, if the Planning Commission conditionally approves the preliminary plat, then the Applicant shall be required to submit a notarized document expressly and explicitly waiving the 45 day time requirement for the Commission and/or Staff to act. If the Applicant is unwilling to provide such document, then the Planning Commission shall proceed in the final consideration of the preliminary plat. In making the decision, the following rules apply:

1. **Zoning.** The preliminary plat application must be denied on zoning grounds if the staff's decision is that the proposed project does not comply with the Zoning Ordinance. If staff indicates it can meet zoning with a specific condition, these conditions shall be required by the Planning Commission. The Planning Commission cannot deny an application on the basis of zoning if the staff's decision is that the application complies with the Zoning Ordinance.
2. **Impact Fees.** The County has adopted impact fee requirements that apply to parks and recreation, schools, law enforcement, fire protection, and emergency services. All fees are collected from individual landowners or builders in conjunction with the building permit process. For this reason, the preliminary plat application cannot be denied on the grounds of adverse impact on these services.
3. **Roads.** ~~The Planning Commission shall defer to the WVDOH on final requirements and approvals for improvements to the public roads. Staff, Applicant and WVDOH are encouraged to work together for an acceptable final approval by WVDOH. have the jurisdiction over any developer or subdivider to require the installation of such improvements as are deemed proper within or adjacent to the subdivision to assure safe access to and from the public highway, and maintain an adequate flow of traffic on the public highway. Improvements required may include the installation of traffic signs and signals, constructing left or right turn lanes, acceleration and deceleration lanes, or reconstructing public roads to eliminate vertical or horizontal curves. Such improvements shall be acceptable to and approved by the West Virginia Division of Highways, provided a denial of such approval shall supersede Planning Commission authority under this provision. The roads impacted by a development are State roads under the jurisdiction of WVDOH. The Planning Commission shall not substitute its judgment of the safety or performance of roads for that of WVDOH unless there is compelling professional evidence that WVDOH has erred in its determination of impact.~~



2. **Density Calculation.** ~~The final recording plan shall include a current density calculation note or table, and Site Resource Map. This map shall have the final plat superimposed, and shall identify the total area of each resource present, the amount protected, and a summary table showing that the resource protection standards are met.~~
3. **General Location Map.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
4. **Final Engineering Plans.** ~~The final engineering plan(s) shall be submitted in accordance with the content and formatting guidelines provided by the Department of Engineering. If preliminary engineering plans satisfy the requirements of the Department of Engineering and no modifications to the preliminary engineering plans are required, then preliminary plans previously approved shall be considered final plans.~~
5. **Final Landscape Plans.** ~~The final landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Department of Planning.~~
6. **Transportation Impact Study and WVDOT Approvals.** ~~A transportation impact study shall be re-submitted only if there was a condition for revisions in the preliminary plat approval. WVDOT approvals shall be secured prior to final approval.~~
7. **Water and Sewer Services.** ~~This shall include a declaration of Public Service District's approval of plats, or approval by the appropriate service provider, and an agreement to operate the facility. This shall also include documents necessary for the transfer of ownership of the facility to the Public Service District or appropriate operating agency.~~
8. **On-Site Sewer and Water.** If on-site waste disposal and water supply are provided, approval of the soils, design of the system, and its their location on the site shall be indicated.
9. **Special Engineering.** ~~If the site is in or partially in areas designated as high vulnerability areas, preliminary geotechnical engineering assessment may be required. All natural resources which have specific resource protection standards in the Zoning Ordinance or these Regulations shall be complied with and require final engineering approval. All natural resources which have specific resource protection standards in the Zoning Ordinance or these Regulations, shall be complied with, and require final engineering approval.~~
10. **Open Space.** Open space to be provided to satisfy the requirements of the Zoning Ordinance shall be identified on the final plat. Covenants and deed restrictions applicable to such open space to assure its retention shall be submitted and approved for recordation.
11. **Stormwater Management Plan.** ~~If the preliminary Stormwater Management Plan satisfies the requirements of the Department of Engineering and no modifications to the preliminary Stormwater Management Plan is required, then preliminary plans previously approved shall be considered final plans. Preliminary stormwater management plans requiring modifications will require a final Stormwater Management Plan, as described in the Jefferson County Stormwater Management Ordinance, to be submitted as part of the final plat to be reviewed by the Jefferson County Engineering Department.⁴~~
12. **Surety.** Cost estimates for all improvements and proof of surety. See Section 24.503, *Amount of Surety*.
13. **Other Agencies.** ~~Required agency sign-offs that the final plat is approved by that agency. These agencies shall include the Jefferson County Health Department, West~~

Subdivision Regulations

Jefferson County, West Virginia



~~Virginia Division of Highways, West Virginia Department of Environmental Protection, the West Virginia Health Department, the Public Service District, appropriate utility service providers, Jefferson County 911 Addressing Department, and other review agencies certifying that the application is consistent with approved preliminary plat and meets all requirements of the applicable codes, ordinances, or standards or others when determined appropriate by County staff.~~

14. **Names.** Name of applicant and of consulting firms, addresses, phone numbers, e-mail addresses, and person(s) to whom correspondence shall be addressed.

C. **Endorsements on Final Plats.** The following certificates shall be placed on all final plats:

1. **Surveyor.** Certificate of accuracy and mapping by professional licensed surveyor signed and sealed.
2. **Owners.** Certificate of ownership and dedication signed and notarized, including all individuals, partnerships, and corporations, and lenders with financial security interests.

D. **Additional Information.** The Department shall:

1. Review and approve all matters under its jurisdiction.
2. Issue a zoning compliance letter.
3. Certify that all proffers have been satisfied.

E. **Approval.** ~~Based on the Planning Commission's approval or conditional approval of the final Preliminary Plat, the approval of the final recording plat shall be an administrative function of Staff unless there is a disagreement between the Staff and the Applicant. The Staff or Applicant can request that the final recording document be addressed by the Planning Commission by having the matter placed on the next available meeting agenda. If the final plat is found by the Planning Commission to be incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it.~~

F. **Effect.** ~~After staff concludes the completeness review, staff shall place the final plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.113, Major Subdivision Final Plat Public Hearing. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.~~

~~Sec. 24.113 Major Subdivision Final Plat – Public Hearing~~

~~Within 45 days of accepting the application as complete, the Planning Commission shall conduct a public hearing to receive public comments, concerns, and inputs on the proposed final plat. The public notice of the public hearing shall be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing.~~

- A. **Subjects Covered.** ~~The scope of this public hearing shall be limited to whether the final plat application meets the requirements of these Regulations and the Zoning Ordinance.~~
- B. **Hearing Procedure.** ~~The hearing shall be conducted in accordance with the Bylaws of the Jefferson County Planning Commission.~~

Sec. 24.114 Major Subdivision Final Plat -Approval

~~After the close of the public hearing or at any meeting within 14 days thereafter, the Planning commission shall (1) approve the application, (2) approve the application with conditions, (3) deny the application, or (4) hold the application for up to 45 days for additional information.~~



- A. **Approval.** If the final plat application is consistent with the preliminary plat application and meets all other requirements of these Regulations and the Zoning Ordinance and has received sign-off from the agencies specified in Section 24.112 (B)(12), the Planning ~~Director-Commission~~ shall approve the subdivision application.
- B. **Denial.** Denial can only be done on the following basis:
 - 1. The plat (plan, ~~plat, final engineering, or final landscaping~~) is inconsistent with the approved preliminary plat or conditions of said approval.
 - 2. Failure to provide approved surety.
- C. **Plat Signing.** The Planning Director, or their representative shall sign ~~Commission-President shall authorize the signing of~~ the plat.
- D. **Effect and Vesting.** The approval of the final plat application and signing of the plat makes the document recordable.

Sec. 24.115 Major Subdivision Final Plat -Recording

The applicant shall have 180 days after approval to file and record the final plat for lots to be recorded, together with any deed restrictions as may be required, in accordance with W.Va. Code §39-1-13. The approval shall become void if it is not recorded within the 180 day period. The Planning Commission may grant a waiver to this provision pursuant to the waiver process. The following documents shall be submitted to the Department of Planning:

- A. One (1) Mylar copy of the Final Plat suitable for recordation and acceptable to the Clerk of Jefferson County;
- B. Three (3) paper copies of the Final Plat;
- C. One (1) digital copy of the Final Plat compatible with the Jefferson County GIS, as specified by the Jefferson County GIS Office-requirements; and
- D. One (1) digital and one (1) paper copy of any deed restrictions/covenants in a form suitable to the Department.



Jefferson County
Development Authority

PO BOX 237
CHARLES TOWN
WV 25414

304.728.3255
304.725.3133 fax

www.JCDA.net

October 30, 2015

Received

NOV 06 2015

Jefferson County Commission

Honorable Commissioner Jane Tabb
President, Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear Commissioner Tabb,

On behalf of the Board of Directors of the Jefferson County Development Authority (JCDA), I am writing to express our support for the proposed revisions to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Subdivision and Site Plan processes.

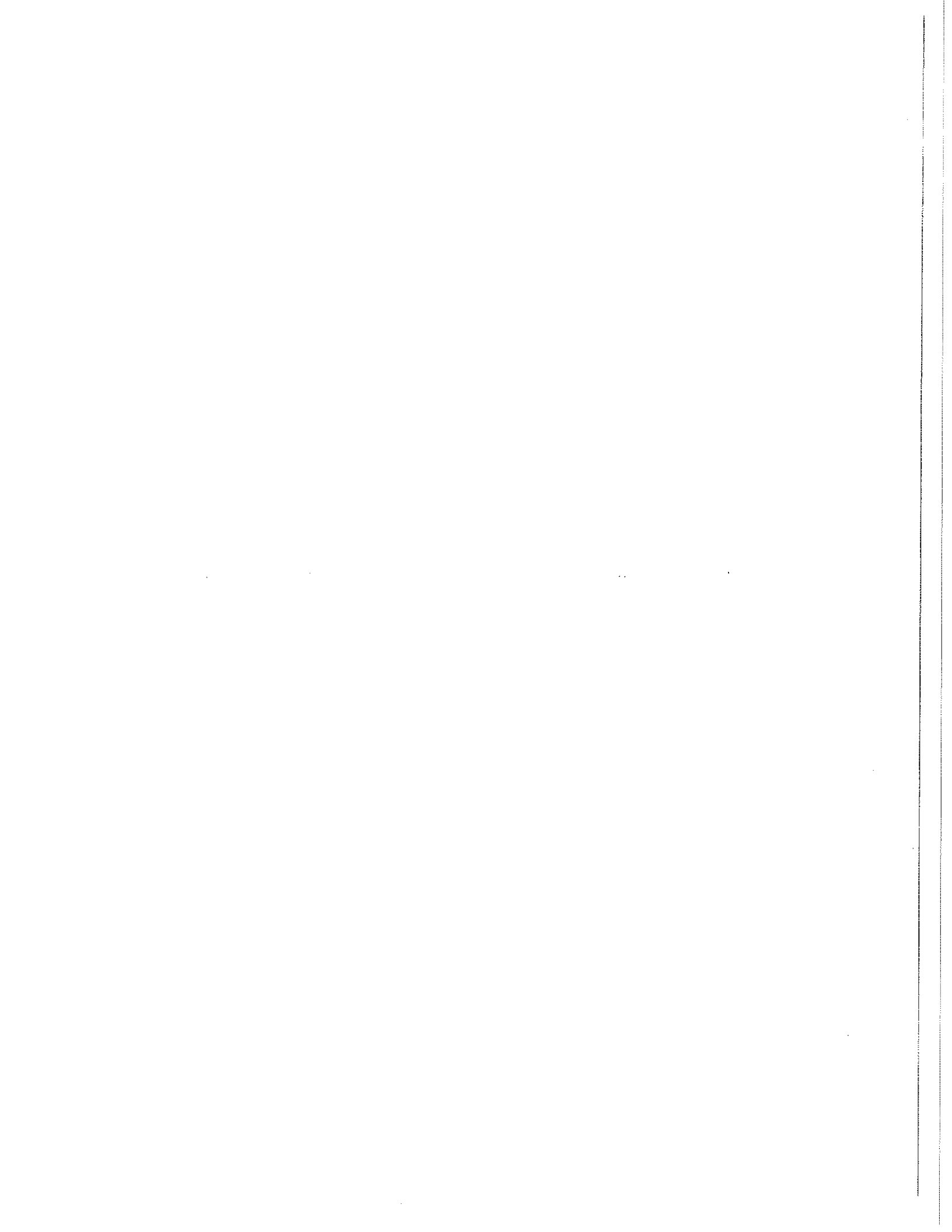
The proposed revisions streamline the Site Plan application process, which will considerably lessen the amount of time to get projects approved. This quicker process could be the difference in whether or not a major economic development project comes to Jefferson County. Moving the public workshop from the end of the process to the beginning of the process will provide a greater opportunity to have any identified issues addressed more efficiently. Developers have the ability to be more responsive to staff and public concerns during the concept plan phase when changes can be easier and less expensive to make.

While the JCDA supports the overall amendments, we do encourage the Planning Commission to take another look at the structure of the concept plan public workshops. The Planning Commission is responsible for approving site plans; therefore, the JCDA believes public comment should be directed to the Planning Commission, rather than allowing the public to also engage directly with developers at these workshops.

Thank you for your consideration and please do not hesitate to contact me if I can provide any information in this matter.

Sincerely,

John Reisenweber
Executive Director



Sec. 20.203 Minor Site Development^{1, 3, &4}

Minor Site Developments are those proposals that do not require the development of new infrastructure or the extension of existing off-tract infrastructure.

If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development. Minor site development proposes one or more of the following:

Page 11

Subdivision Regulations

Jefferson County, West Virginia



(1) Building(s), both new and additions to existing, where all structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively, ~~and~~

~~(+)(2)~~ **(2)** Building(s), both new and additions to existing, where all new structures or additions to structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:

- Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
- In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
- ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~

~~(2)~~ **(3)** Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Section 20.203 Sub-Section ~~(+2)~~ does not apply to this provision;

~~(3)~~ **(4)** Apartment or multi-family development ~~of nine or less dwelling units.~~

- If apartment or multi-family development project proposes 10 units or more, applicant shall process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
- In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.

Minor Site Development requires Stormwater Management Plans and stormwater management activities per the Jefferson County Stormwater Management Ordinance, as identified in A, B, C, and D within this Section.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this section; unless, development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.

A. No Site Plan or Stormwater Management Plan Required. No site plan is required for additions to existing structures or structures ancillary to existing uses on a property, when:

1. The footprint of the addition or the new structure is less than 250 square feet; and
2. No additional parking is required per Zoning Ordinance standards; and
3. The disturbed area is no more than 3000 square feet.

B. Limited Site Plan and Stormwater Management Plan Addressing Quantity Only Required.



Sec. 24.105 Minor Site Plan Application – Determination

- A. General.** An applicant for a minor site plan, who does not schedule a pre-proposal conference, shall be subject to the procedures of this Section upon submittal of a copy of a site plan application and the corresponding fees to the Planning Commission. All minor site plans shall follow the site plan standards in Appendix A, *Plan & Plat Standards*. If a pre-proposal conference is held, a determination can be made by Staff as to whether a concept plan is required and the applicant may proceed to Section XXXXX.
- B. Application Meeting.** ~~Within seven days after the submission of the site plan, the applicant and the staff shall meet to discuss the proposed site plan and the criteria used to classify the proposal as minor. The applicant may choose to waive this meeting but shall do so upon submission.~~
- C.B. Site Inspection.** The staff shall make a site inspection of the site plan.
- D.C. Determination.** Within ten days after the submission of the site plan, the staff shall notify the applicant in writing that the proposed site plan has or has not been classified a minor site development. If the Staff determines that the site plan has been classified as a minor site development and is over 5,000 square feet as described in Section 20.201 requires a Concept Plan in accordance with Section 20.203, then the project shall proceed with Section XXXX, Minor Site Plan Concept Plan. All other Minor Site Plans (under 5,000 sq. ft. and in Industrial/Business Park) shall proceed with Section XXXX (page 50D) Minor Site Plan Process After Concept Plan Direction (Page 50D) under this Section.
- E.D. Approval.** Within ten days after the site plan has been classified as minor site plan, the staff shall approve, approve with conditions, or deny the site plan. If site plan is approved with conditions or denied, then staff may schedule a staff review conference to discuss comments upon request by staff or the applicant. The purpose of the Staff Review Conference is for Staff, applicant, and design consultant to exchange checklists, ideas, suggestions, and questions regarding the applicable site plan regulations as it relates to the submitted site plan and support data.

(For minor site plan criteria see the definition, Site Plan, Minor and Sec. 20.201, Minor Subdivisions.)

Sec. XXXXX Minor Site Plan Concept Plan - Submission and Completeness Review^{2,4}

The submission of a concept plan is a required step for minor site plans determined in Section 24.105. The Department shall have 45 days to complete the sufficiency and completeness review. At the time of submission, Concept Plan shall be placed on the first regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Within the 45 days, the department shall have ten (10) days to review the submission and determine whether it is sufficient in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. In order to keep on the proposed schedule, the applicant shall resubmit within 10 days after being notified of insufficiency. For the review to be complete within 45 days and remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Department of Planning and Zoning at least 14 days prior to the scheduled Planning Commission workshop.

- A. Submission.** The applicant is responsible for submitting an application and all supporting documents to the planning department. It shall be accompanied by the fee for concept plan review.
- B. Submission Contents.** The submission shall contain the following elements in the number of copies indicated by staff.

 - 1. General location. A map or aerial photograph showing an area of 500 feet around the

Section XXXX Minor Site Plan Process After Concept Plan Direction

A. Formal Site Plan Submission. An Application, applicable fees, two copies of a Site Plan as outlined in Appendices A and B, 2 copies of Storm Water Management Calculations with Stormwater Narrative and all other applicable Site Plan support material can be submitted after the Concept Plan Direction is given by the Planning Commission.

B. Required Elements. Within 710 days, Engineering Staff shall determine if the Site Plan is sufficient and support material contains at least 70 percent of the required elements of a site plan submission.

C. Within ten days after the Site Plan has been deemed sufficient, the staff shall approve, approve with conditions, or deny the site plan. If the site plan is approved with conditions or denied.

~~C.D. Staff Review Conference. Once Engineering Staff determines that the Site Plan contains 70 percent of the required elements, If site plan is approved with conditions or denied, then staff will schedule a staff review conference to discuss comments. The purpose of the Staff Review Conference is for Staff, applicant, and design consultant to exchange checklists, ideas, suggestions, and questions regarding the applicable site plan regulations as it relates to the submitted site plan and support data. Staff shall send out a notice through the County Alerts system place an advertisement in the Spirit of Jefferson noticing a Staff Review Conference will be held on the first available Staff Review Schedule, which is posted in the office of the Departments of Planning and Zoning. held on the first and third Fridays of every month. This Staff Review Conference shall be open to the public, but will be conducted only between the Staff, applicant and Design Consultant. The Design Consultant is required to attend, or the Staff Review Conference will be postponed to the next available Staff Review Schedule on a first or third Friday of the month. The purpose of the Staff Review Conference is for the Staff, applicant and design consultant to exchange checklists, ideas, suggestions and questions regarding the applicable site plan regulations as it relates to the submitted site plan and support data.~~

~~D.E. Site Plan Approval. Once the Staff Review Conference is held, the site plan will be exchanged back and forth between the design consultant and Staff via the approved checklist process until such time that the Staff believes that the site plan and support data meets all applicable local and state regulations. Once the Staff determines that the site plan meets all such regulations, the Staff shall approve the site plan and allow the project to proceed to bond the project under the current Jefferson County Bonding Policy. All Health Department, Highway Department, Public Service District, WVDEP and other applicable State and Local Agency Approvals shall be in place prior to the Staff's Approval.~~

~~E.F. Site Plan/Checklist Approval Process. Under Section D above, the applicant may at any time request to be on the Planning Commission agenda pursuant to current agenda rules in order to request that the Planning Commission approve the site plan if the applicant believes that the site plan meets the site plan rules and regulations.~~

Major Site Plan³. A plan that follows the major site development process and proposes one or more of the following:

- A. A new public or private street or dedication to public use of an existing street;
- B. Building(s), both new and additions to existing, where new all structures or new additions located on the parcel are equal to or total more than 250,000 square feet or more of GFA on any site;
 - except building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater;
- C. ~~Apartment or multi-family development of ten or more dwelling units~~; or
- D. A heavy industrial use.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.

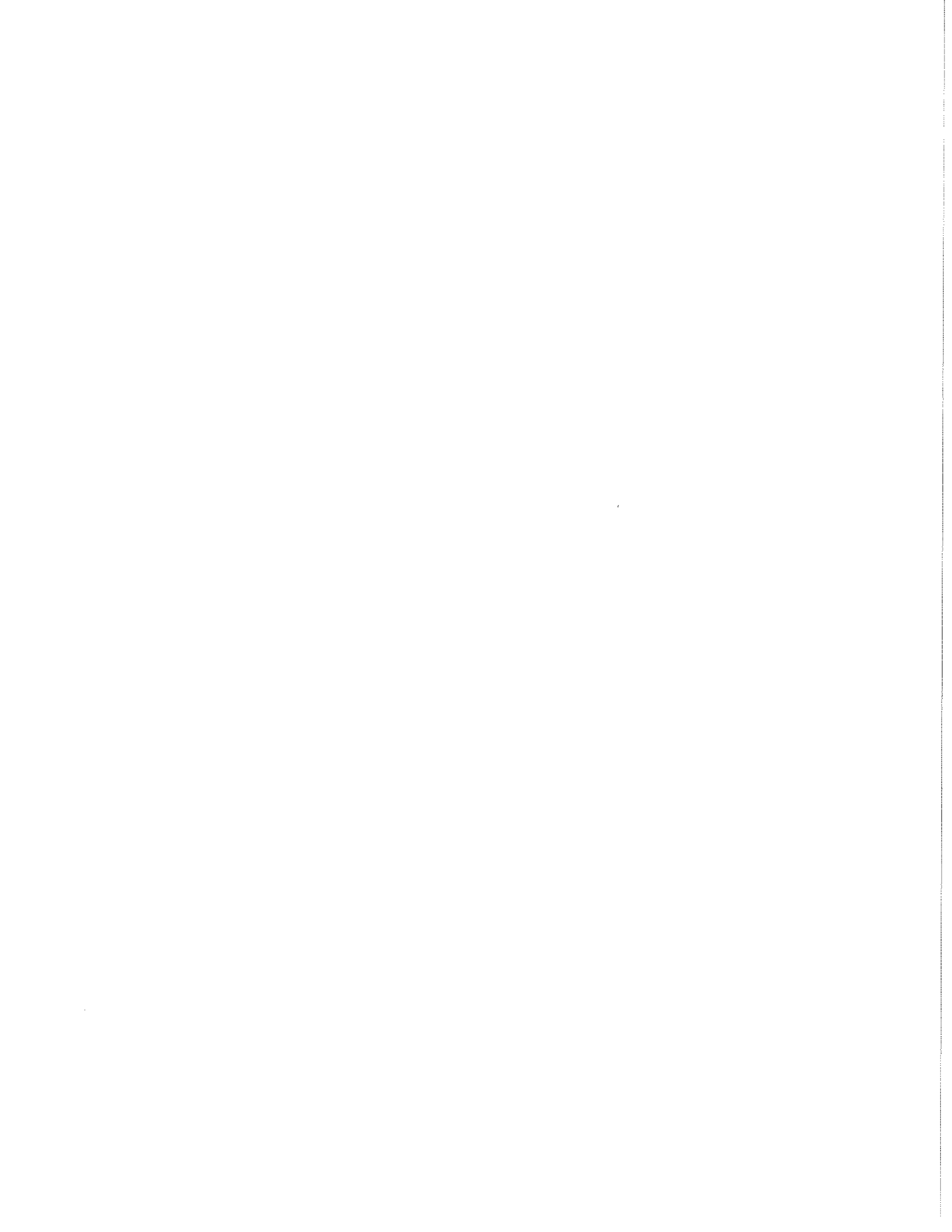
Minor Site Plan^{1&3}. A plan that follows the minor site development process and that will not require the development of new infrastructure or the extension of existing off-tract infrastructure, that proposes one or more of the following:

- A. Building(s), both new and additions to existing, where new all structures or new additions to structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively and
- A.B. ~~B.~~ Building(s), both new and additions to existing, where all structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:
 - Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
 - ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~
- B.C. Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Sub-Section AB of this definition does not apply to this provision;¹
- C.D. ~~Apartment or multi-family development of nine or less dwelling units.~~
 - If apartment or multi-family development proposes 10 units or more, applicant shall process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.

Minor Site Plans do not include the design, erection or addition to detached single family dwelling units

when only one dwelling unit is located on an established lot.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.³



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: **Dec. 17, 2015**

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Commission meeting with PSC - invitees

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

Clarify what entities will be invited to participate

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

I move that all Jefferson County water and sewer utilities be invited to participate in the Commission meeting with the PSC

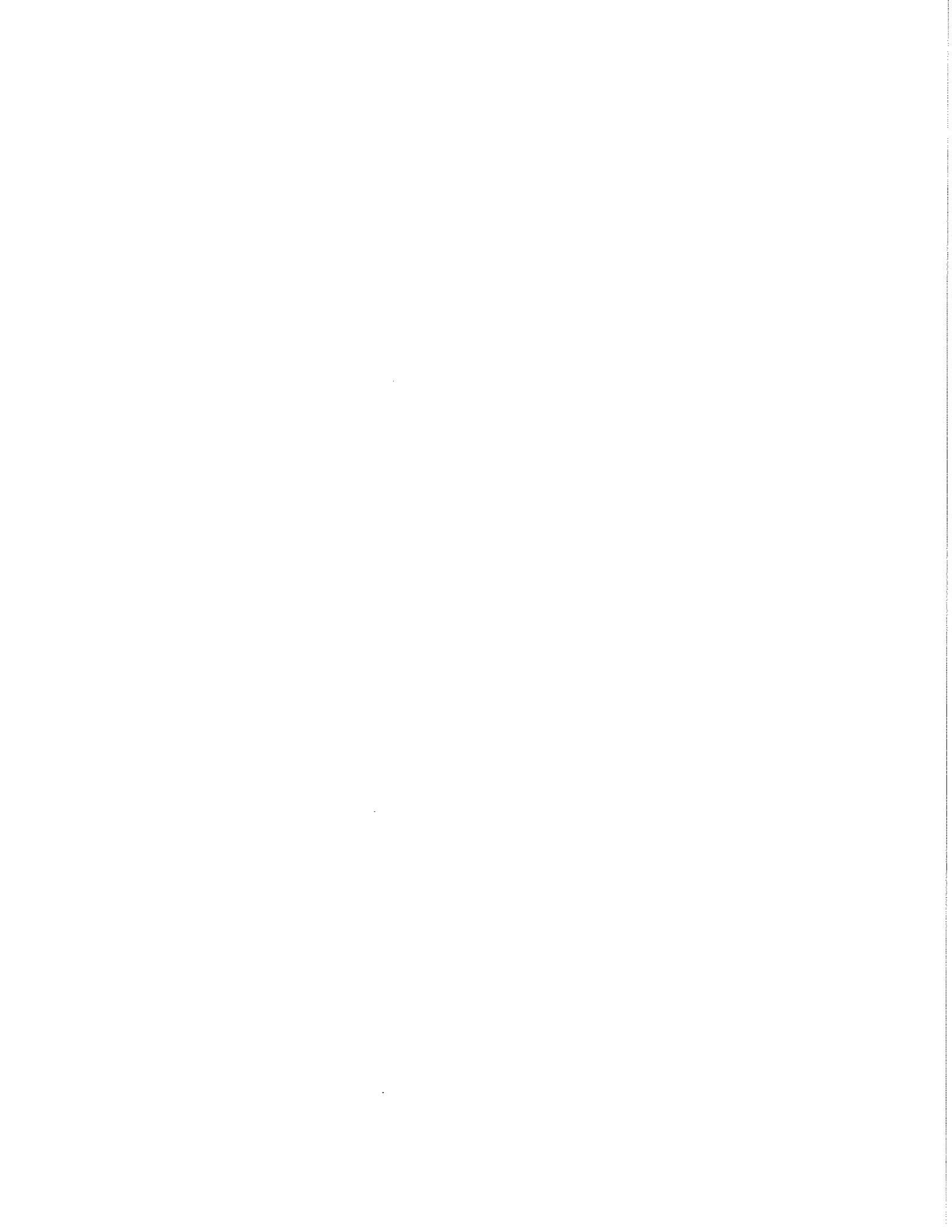
If not, explain:

Is a projector needed? Yes No **X**

Contact information:

Email address: Vinemont@frontiernet.net

Phone number: 304.725.4325



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: December 17, 2015

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 use JCC Meeting Room on Thursday, January 7, 2016 at 7pm for the Jefferson Arts Council/City of Charles Town.

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

✚ We're requesting use of the room for a meeting with local artists. This meeting will be open to the public.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: 1/7/16 or 1/14/16 snow date
Meeting Time: 7:00 PM to 9:00 PM
Organization Name: Arts Council & City of Charles Town
Purpose of Meeting: Meeting with local artists

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Tish Appignani

Signature of Person Making Request: Tish Appignani Digitally signed by Tish Appignani
DN: cn=Tish Appignani, o=cc,
email=tishappignani@gmail.com, c=US
Date: 2015.12.08 10:08:19 -0500 Date: 12/8/15

Contact Person: _____
(If other than the representative signing above)

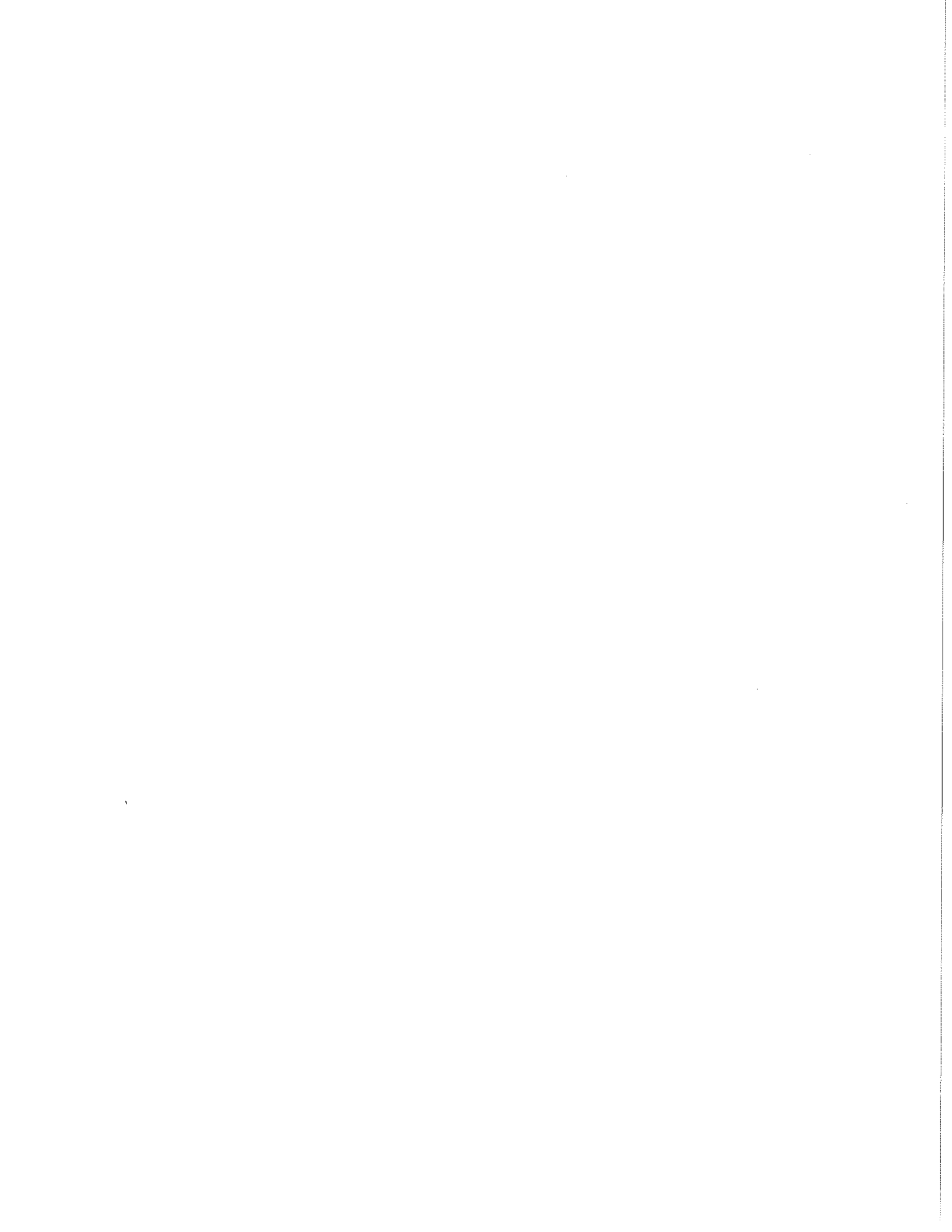
Representative's Address: 26 General Wright Court
Harpers Ferry, WV 25425

Telephone: 304 724-2130 Fax: _____

E-mail:

tishappignani@gmail.com

The Jefferson Arts Council and the City of Charles Town Have a grant from the National Endowment for the Arts to plan an Arts and Heritage District in the downtown area. We have hired a consultant firm, Evolve, to assist us in the project. We will be holding public meetings with various local groups to hear their ideas for boundaries, events, shops and galleries. The first two meetings are smaller and will be held at the City Council room. The final meeting is larger and we expect many artists and artisans to participate. Our snow date is Jan. 14th in case the weather is bad on the 7th.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Becki Zaglifa

Department or Organization: JCPRC/Girl Scouts

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 17, 2015**

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 use JC Meeting Room on Saturday, December 19, 2015 as a gathering location before and after caroling in downtown Charles Town with the Girl Scouts**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: Saturday, Dec. 19, 2015

Meeting Time: 4:30 to 7:00

Organization Name: JCPRC / Girl Scouts

Purpose of Meeting: gathering place before caroling in downtown Charles Town

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Becki Zaglifa

Signature of Person Making Request: _____ Date: _____

Contact Person: _____

(If other than the representative signing above)

Representative's Address: _____

Telephone: 304 728 3207 Fax: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Susan M. Pierce, Deputy State Historic Preservation Officer

Department or Organization: WV Division of Culture and History

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: December 17, 2015

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 use the Jefferson County Jail (in Circuit Clerk's building) on December 21, 2015 for the launch and introduction of the 2016 Historic Preservation Calendar for the WV Division of Culture and History

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

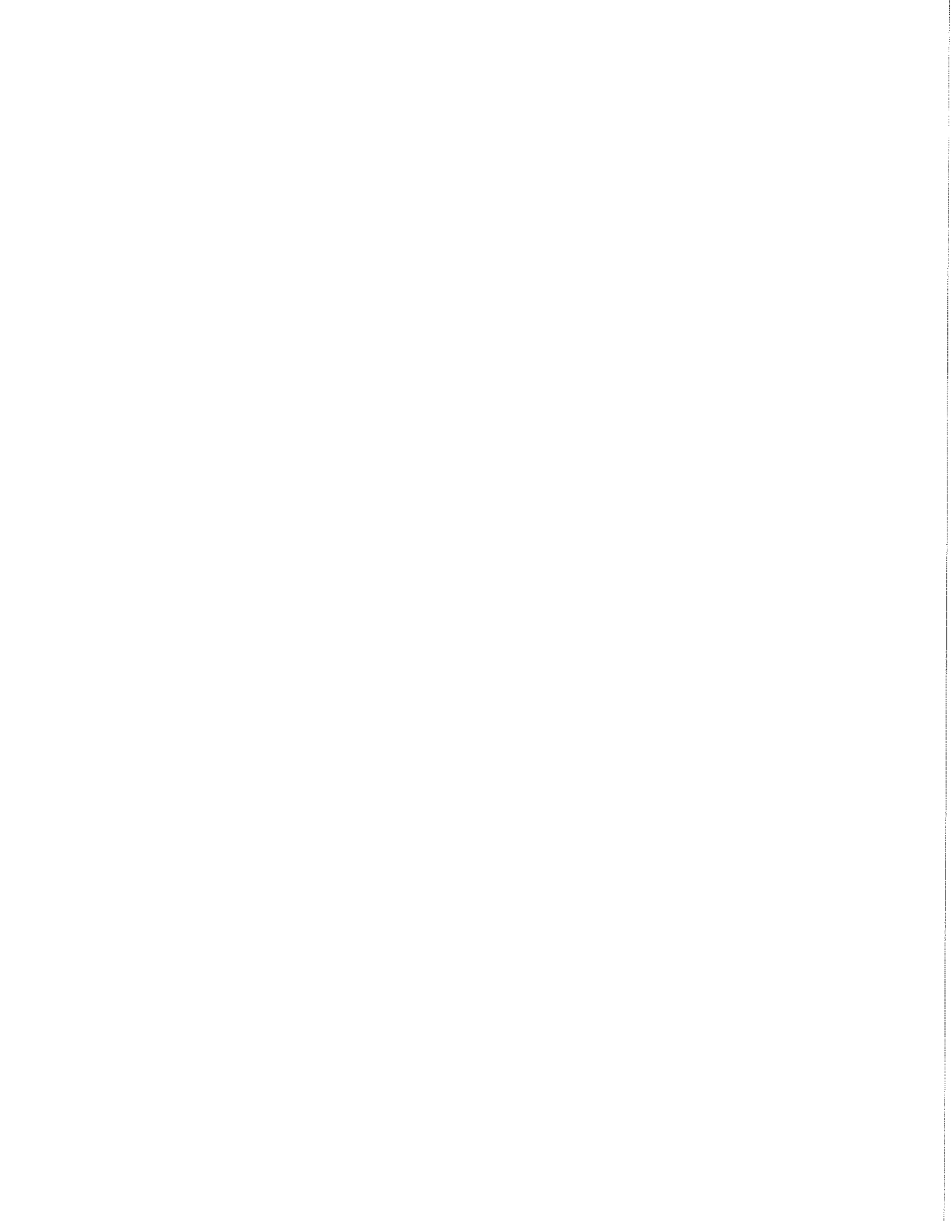
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Pombo, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1st Choice: **December 17, 2015**

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

Date Requested – 2nd Choice:

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

Discussion and Determination of FY17 Budget Instructions from Commission to Departments

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

Is this a funding request? Y/N NO

If so, how much? \$N/A

Provide exact financial impact/request: N/A

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

Motion to accept State Budget Revision Number 3 of General Fund

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:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Jane Tabb

To: Jefferson County Commission

VICE PRESIDENT

Patsy Noland

From: Michelle Pombo, Finance Director

COMMISSIONER

Eric Bell

Date: December 10, 2015

COMMISSIONER

Dale Manuel

Subject: FY17 Budget Charge

COMMISSIONER

Walt Pellish

Tax Levy Rate

We continue to realize an average increase in tax revenue of approximately \$500,000 each year. Preliminary assessment values provided by the Assessor indicate a 5.68% growth in assessable base. The class II levy rate was \$28.38 per \$100 of assessed value for FY17. Based on preliminary calculations of the FY17 Levy Rate, this assessable base growth will translate into a decrease in the tax rate of approximately (1.5%).

FY17 & FY18 Budget Projections

Revenue & Expenditure projections reflect increases or decreases in FY17 & FY18 based on the historical trend for all accounts except:

- Building Permits- Based on discussions with Engineering, building permit revenue has been increasing slightly.
- Gaming Revenue- A 13.4% decrease was used in both years to reflect the opening in FY17 of the new casino in the National Harbor.
- Ambulance Fee- This is a new revenue and history is not available. Based on discussions with staff, the addition of late fees for delinquent accounts has increased amounts collected.
- Equipment- Because spending for equipment replacements has been cut in previous years, I anticipate that departments will have requests for equipment in future years. The Sheriff's department will most likely request 4 additional or replacement cruisers in FY17.
- Contingency- Contingency for Emergencies has been differentiated from Contingency for Stabilization to increase transparency. FY16 was originally projected to have \$2.1M in transfers to stabilization. Based on YTD information, I anticipate that figure will decrease to \$662K.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

FT Employee Count

FT Employee Comparison over a Ten Year Period

		FY 2004	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	as of 12/3/15 FY 2016	Increase/ Decrease
401	Co. Commission	4	4	4	4	4	4	6	4	5	5	1
402	County Clerk	13	14	14	14	13	13	13	10	10	10	-3
403	Circuit Clerk	7	9	9	10	10	10	10	10	9	9	2
404	Sheriff's Tax	7	7	7	7	7	7	8	8	7	7	0
405	Pros. Atty	12	16	15	17	17	18	18	19	19	19	7
406	Assessor	9	13	10	13	13	7	7	7	6	6	-3
407	Assr/Appraisers	0	0	0	0	0	6	6	6	6	6	6
412	Ag Agent	2	2	2	2	2	2	2	2	2	2	0
413	Voter Reg	0	0	0	0	1	1	1	2	2	2	2
422/960	Capital Planning	2	4	4	4	4	4	0	0	0	0	-2
424/717	Maint/Garage	8	11	11	11	11	12	13	13	13	15	7
428	IT	0	0	0	0	0	0	0	1.5	1.5	1.5	1.5
430/711	Homeland Sec	2	3	2	3	3	3	3	3	3	3	1
431	Dev Authority	3	4	4	4	4	5	5	5	4	4	1
433	GIS	0	2.5	2.5	2.5	2.5	3.5	3.5	3.5	3.5	3.5	3.5
439	Planning	5	6	4	4	5	5	5	6	4	4	-1
440	Engineering	7	10	9	8	8	8	9	9	8	9	2
451	Zoning	0	1	1	2	2	2	2	1	2	2	2
700	Sheriff's Law	22	34	31	32	32	32	33	34	35	35	13
712	911	19	23	23	21	23	23	23	24	24	23	4
716	Animal Control	2	4	4	4	4	4	4	5	5	4	2
	Elected Officials	10	10	10	10	10	10	10	10	10	10	0
		134	177.5	166.5	172.5	175.5	179.5	181.5	183	179	180	46

Budget Charge Items

- Zero Based Budgeting
- Target Based Budgeting
- Continue Review of Overtime
- Continue Hiring Freeze / Review of Vacant Positions to Create Vacancy Savings
- Employee COLA / Step Increases
- Planning Fee Revisions
- Business and Occupation (B&O) Tax Analysis and Implementation
- Other

If you have questions, please call me at extension 1008.

Jefferson County Commission
 General Fund
 FY16 Revenues and Expenditures
 Expenditures by Object Code

Date Prepared: 12/10/2015

	Actual FY 11	Actual FY 12	Actual FY 13	Actual FY 14	Actual FY 15	FY16 Projection 16	TREND FY 17	TREND FY 18
Revenue								
Taxes	9,868,116	10,506,922	10,975,396	11,725,125	11,898,276	12,354,966	12,849,400	13,313,707
Tax Penalties	262,733	318,554	294,156	309,714	285,034	257,980	295,000	295,000
Property Transfer	486,466	388,512	468,758	1,227,350	581,924	559,996	788,109	837,454
Gas/oil	33,485	49,520	38,298	5,294	81,957	95,320	83,732	96,230
Horse Racing	19,264	19,913	16,250	14,433	12,923	9,478	8,973	6,595
Wine Liquor	6,037	23,532	39,022	28,477	32,965	32,938	32,000	32,000
Hotel Occupancy	550,324	612,165	545,974	490,521	600,591	550,000	549,500	549,500
Decal fees	132	148	68	62	68	76	61	53
Bldg Permits	262,478	163,730	182,298	200,140	160,599	225,000	250,000	275,000
Misc Permits	158	144	150	110	134	130	120	116
Grants	177,463	203,981	97,304	180,101	160,021	172,138	170,000	170,000
Payment in lieu of taxes	16,023	-	6,211	16,597	28,660	1,032	11,676	11,676
Sheriff Service Process	18,725	18,720	19,250	16,725	18,001	21,672	19,512	19,671
Sheriff Earnings	25,598	27,513	27,688	24,400	28,313	21,552	23,727	23,122
Clerk Earnings	183,893	189,760	206,682	181,989	174,949	172,790	192,375	179,714
Circuit Clerk Earnings	72,250	82,103	71,138	65,166	64,318	48,914	54,380	51,101
Prosecuting Earnings	730	1,070	670	1,272	1,293	724	1,134	1,188
Accident reports	3,720	3,730	3,440	3,260	3,800	3,700	3,500	3,500
Map Sales	5,583	5,130	4,216	8,018	2,514	3,314	3,697	3,422
Rent	46,975	46,975	46,781	43,612	43,225	47,400	44,679	44,358
Ambulance Fee	-	-	-	-	675,000	700,000	725,000	750,000
911 Fees	1,316,828	1,474,707	1,139,976	1,562,469	1,792,090	1,760,000	1,900,000	2,000,000
Franchise Agreements	336,988	347,469	367,425	401,111	427,867	453,000	491,000	522,000
IRP fees	5,449	8,369	11,350	7,947	6,030	10,000	9,867	10,385
Jail fees	377,585	410,436	100,624	85,651	96,912	97,813	98,000	100,000
Interest	45,182	23,483	15,289	15,693	25,434	20,100	20,200	20,200
Misc revenue	277	42	5,494	694	755	600	500	500
Sheriff Commission	12,451	12,109	11,915	11,738	11,619	12,000	11,498	11,356
Table Games	1,180,618	1,596,523	1,556,479	1,032,363	891,153	850,000	740,000	641,000
Filing Fees	-	-	-	-	3,542	-	-	-
Video Lottery	4,121,161	4,269,897	3,662,503	3,365,553	3,237,306	3,500,000	3,140,000	2,719,000
Reimbursements	206,905	313,288	298,950	382,778	228,635	381,800	346,800	357,300
Trans from other funds	36,009	34,006	316,558	36,924	45,906	-	-	-
Concealed Weapons	-	-	-	1,625	-	-	-	-
General School Reimbursements	-	-	291,624	249,978	264,466	264,000	264,000	264,000
Trns Assessor Val fund	336,738	360,438	377,635	474,477	451,504	430,000	450,000	450,000
Total Revenue	20,016,344	21,512,889	21,199,572	22,171,367	22,337,786	23,058,433	23,578,440	23,759,148

Expenditures								
Salaries	8,486,550	8,951,223	9,375,683	10,130,321	9,568,803	9,500,000	9,785,552	9,785,552
FICA	618,880	658,194	688,903	718,474	702,081	726,750	748,600	748,600
Health Insurance	1,587,889	1,582,633	1,862,559	2,096,382	1,826,659	1,900,000	1,974,100	2,171,510
Retirement	954,676	1,188,203	1,216,315	1,304,250	1,230,669	1,250,000	1,215,056	1,215,056
Telephone	347,785	342,866	351,876	346,764	235,209	200,000	212,508	187,695
Printing	23,334	16,919	18,416	19,194	14,438	24,000	19,165	19,112
Utilities	253,348	287,582	294,331	325,804	302,649	285,000	330,475	343,010
Travel	55,731	65,554	58,227	59,921	43,884	61,000	48,996	46,179
Bldg Repairs	119,259	77,910	112,205	52,834	58,411	60,000	70,000	70,000
Equip Repairs	159,153	206,330	136,338	122,577	140,512	192,000	140,715	134,096
Auto Repairs	66,723	30,629	2,093	4,626	10,619	8,000	8,000	8,000
Postage	123,621	105,588	109,145	88,808	120,767	144,000	145,000	145,000
Equipment/Bldg Rent	60,674	39,272	55,778	142,936	138,545	140,000	140,000	140,000

FY16 Revenues and Expenditures

Expenditures by Object Code

	Actual FY 11	Actual FY 12	Actual FY 13	Actual FY 14	Actual FY 15	FY16 Projection 16	TREND FY 17	TREND FY 18
Ads/Legal Publications	29,334	42,615	34,278	36,885	30,197	48,000	41,588	42,828
Training	37,652	42,314	51,163	41,552	34,975	50,000	43,633	43,623
Dues	70,944	67,364	76,506	70,207	65,473	73,000	70,403	70,351
Professional Services	464,868	352,569	297,418	354,411	201,611	270,000	259,038	247,106
Audit Costs	2,400	66,200	17,100	17,100	34,600	70,000	34,600	36,330
Bonds/Workers Comp	370,569	433,542	401,095	364,454	431,736	480,000	504,000	529,200
Sheriff Court Costs	-	-	97,135	-	56,789	1,000	1,000	1,000
Contracted Services	485,306	399,098	395,367	338,160	284,499	300,000	315,000	330,750
Ambulance Fee Remittance	-	-	-	-	675,000	700,000	725,000	750,000
Bank Charges	262	419	474	376	219	500	386	385
Retired Insurance Prem	93,370	82,969	77,476	81,240	86,655	86,000	79,968	78,421
Materials/supplies	369,140	431,716	394,947	351,747	289,853	385,000	362,439	362,931
Record Books	11,518	5,217	1,473	2,558	6,168	6,450	3,833	3,375
Vehicle Fuel	218,230	316,608	307,934	230,930	171,695	198,000	230,000	235,000
Jail Costs	1,041,496	1,159,927	1,140,651	1,313,093	1,229,458	1,350,000	1,375,000	1,400,000
Uniforms	32,467	24,426	23,476	42,929	42,004	25,875	37,551	39,333
State Computer	51,008	48,717	54,023	67,044	60,079	63,100	64,978	66,886
Computer Software	11,973	16,153	22,024	15,966	33,424	50,000	45,916	51,682
Computer Hardware	-	-	-	121,722	94,789	50,000	60,000	70,000
Tech Support	-	-	-	15,168	54,618	102,500	107,625	113,006
Tech Fees & Lic	-	-	-	22,273	60,523	76,400	80,220	84,231
Equipment	137,509	139,173	71,130	29,580	-	119,000	300,000	400,000
Contributions to other entities	3,181,996	3,548,463	3,920,208	3,108,575	3,120,545	3,200,000	3,350,000	3,143,949
Misc	1,198	1,314	198	-	396	-	-	-
Contingency- Emergency	-	-	-	-	-	200,000	200,000	200,000
Contingency- Trfr to Stabilization	-	-	-	-	-	662,858	448,096	444,948
Transfer to other funds	-	-	546,333	9,327	12,936	-	-	-
Total Expenditures	19,468,863	20,731,707	22,212,278	22,048,188	21,471,487	23,058,433	23,578,441	23,759,148
Net	547,481	781,182	(1,012,706)	123,179	866,300	0	(0)	(0)

Jefferson County Commission
 Allocations

	<u>FY14</u>	<u>FY15</u>	<u>FY16 Bud</u>	
Non-Component Units				
Day Reporting Center	106,290	100,000	100,000	001.401.05.568.000.GG.000
Other Agencies	3,000			
Ozone (Easter Regional Panhandle)	-	14,713	-	001.401.05.568.000.GG.001
Airport Authority	-	11,428	11,428	001.431.05.568.001.GG.000
Fire Departments	-	373,625	420,000	001.713.05.567.000.PS.000
Arts	21,382	12,012	10,990	001.903.05.567.000.CR.000
Libraries	244,400	234,000	250,000	001.916.05.567.000.SS.000
Public Transportation	6,850	10,275	10,275	001.953.05.567.000.SS.000
Total Non-Component Units	381,922	756,053	802,693	
Component Units				
JCESA	1,751,353	1,322,562	1,448,312	001.715.05.567.000.PS.000
Parks & Recreation	270,769	249,329	249,111	001.900.05.567.003.CR.000
Historical Commission	21,382	17,786	15,900	001.909.05.567.000.CR.000
Economic Development	450,311	452,316	429,155	001.431.XX.XXX.XXX.XX.XXX
Total Component Units	2,493,815	2,041,993	2,142,478	
Grant Total	<u>2,875,737</u>	<u>2,798,046</u>	<u>2,945,171</u>	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Pombo, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **December 17, 2015**

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

Date Requested – 2nd Choice: January 7, 2016

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

Review of Budget to Actual as of November 30, 2015

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

Is this a funding request? Y/N NO

If so, how much? \$N/A

Provide exact financial impact/request: N/A

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

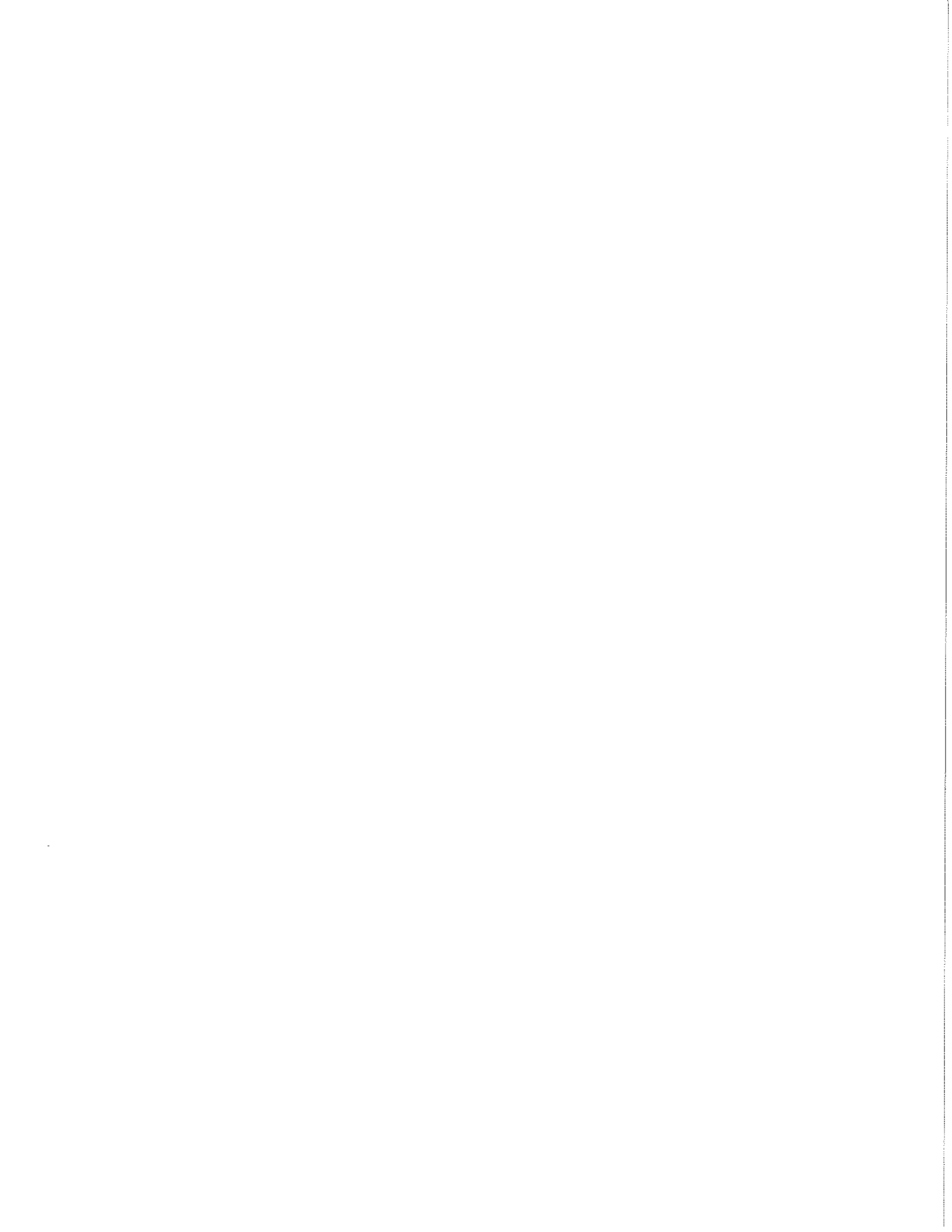
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: December 17th, 2015

SUBJECT: GIS Department Quarterly Update Report- 2015, 4th Quarter



1. PROJECTS COMPLETED

a. General Staff Support

Agency	Request for service
JC Emergency Comm	Updated CAD mapping data each month, Troubleshooting CAD/Mapping issues, Closed 9 CAD Mapping Support Tickets
IT	Attended monthly IT squad meetings
JC P&Z	Attended various Pre-Proposal meetings to review addressing impacts. Proposed Roads data layer compiled to be added to users' mapping applications
JCSO	Statistics and mapping research
JHSEM	All Hazards Risk Assessment and Mitigation Planning
JC EDA	Statistical research on County road mileage
JC HLC	Database updates
Public	Addressing Ordinance interpretation re: re-addressing, data requests, road naming, etc. Road sign maintenance: (11 repairs, 7 replacements, 2 new installations)
Ranson	Various re-addressing issues, alley removals, reorganized address assignment workflow
Shepherdstown	Completed 1 st Field Check in Address Compliance Program
Citizens Fire Co.	Internal Fire Box boundary review and edits
Loudoun/Clarke	Road and addressing issues on shared border
HEPMPO	Data support for Regional Bike Trail Plan
Frontier Comm.	Address range verification, training on new Intrado program
US Census	Assist with property identification and ownership requests

2. PROJECTS IN PROGRESS

- a. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
- b. Content Management Systems Staff are reviewing digital records on the server, deleting duplicate data, organizing folder structure in order to reduce digital storage and are scanning and indexing archival paper records
 - i. To date: Disposed of 18,089 sheets of paper records (36 reams). Emptied 2 file cabinets (10 drawers of paper), scanned 13,873 pages into 6,669 electronic PDF files onto archived network server.

- c. Shepherdstown Address Compliance Program
 - i. Collaborative agreement with Town officials and local law enforcement
 - ii. Inspected all 678 property addresses so far, overall 62% compliance rate on first review
 - iii. Non-compliant warning letters approved by town officials and due to be mailed January 2016
- d. GIS Data Maintenance
 - i. 32 new addresses and 4 new roads added due to new construction permits and minor subdivision reviews.
- e. Digital Orthophoto Purchase
 - i. Commission approved PO for purchase of Spring 2016 flight from Blue Mountain, Inc. Currently collecting payments from partner agencies. Flight to occur between Feb 15 – April 15, 2016.
- f. Web Mapping Applications
 - i. In early planning stages of coordination with IT and Assessor's Tax Mapper to share resources and begin training on and test-building online maps.

3. COMMISSION SHOULD BE AWARE OF:

- a. Address Ordinance Amendments

GIS staff are reviewing ordinance text for loopholes and unclear language. Current suggested edits are considered minor in nature and result from questions arising in the interpretation of the ordinance since the last amendment in 2010.
- b. Census Block Lines

Now with Commission approval, I will analyze existing census block lines that are currently used as State Delegate boundaries to identify any segments that are poorly drawn, splitting neighborhoods, or following non-visible features in the field. Following that analysis, I will send a request to the State Legislature to "not hold" these lines so that they may not be confusing in the 2020 census data.
- c. Annexation of State ROWs in Cities

GIS staff will prepare a map exploring the potential right-of-way areas that could be more easily annexed into Charles Town and Ranson in order to close "gaps" within the perimeter of their existing city limits. This effort has support from Charles Town City Manager, Police Chief, our County Sheriff, our County attorney and 911 dispatch. We often encounter confusion between dispatch and law enforcement about who has jurisdiction in traffic accidents occurring at or near the County/City line.

Jefferson County Offices will be closing at 12pm on Thursday, December 24th and will remain closed until Monday, December 28th in observance of Christmas Eve and Christmas Day. Have a safe and happy holiday!



Jefferson County Offices will be closing at 12pm on Thursday, December 31st and will remain closed until Monday, January 4th, 2016 in observance of New Year's Eve and New Year's Day.

Have a safe and happy holiday!



NOTICE

Special Election on the Excess Levy Renewal Canvass

The County Commission of Jefferson County will convene as a Board of Canvassers on Friday, December 18, 2015, at 9:30 a.m. for the purpose of canvassing the ballots from the December 12, 2015 Special Election on the Excess Levy renewal.

The Canvass will be held in the Jefferson County Courthouse meeting room located at 100 East Washington Street, Charles Town, West Virginia 25414.

By the Order of the Jefferson County Commission
Jane M. Tabb, President

NOTICE JEFFERSON COUNTY COMMISSION MEETING CANCELLATION

The regular meeting scheduled on Thursday, December 31st, 2015 has been cancelled. The Commission will resume its regular session on Thursday, January 7th, 2016, at 9:30 a.m. in the County Commission meeting room located at the Old Charles Town Library 200 E. Washington Street, Charles Town, WV.

Anyone wishing to place an item on the January 7th, 2016 Agenda must have all necessary documents emailed, delivered or mailed to the County Commission office on or before noon, Wednesday, December 30th, 2015.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 7, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - one unexpired term ending July 27, 2016.

Per West Virginia State Code:

"No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed."

Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday prior to the proposed appointment date.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 16, 23, and 30

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 07, 2016, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) three-year term ending January 1st, 2019 and one (1) alternate positions ending January 1st, 2019.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 16, 23, and 30

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 21, 2016, or as soon thereafter as the Commission may decide:

Water Advisory Committee - three (3) three-year terms ending January 31, 2019

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

January 6 and January 13

THANKS - JEFFERSON COUNTY COMMISSION

Impact Fee Status Report

November 2015

Office of Impact Fees

Summary

Date Range: Sunday 1 through Monday 30 November 2015

Report Date: 3 December 2015

Process Number Range: 1500292 - 1500307

Total Applications: 16

Total Non-Exempt: 16

Of which:

Commercial: 2

Residential: 14

Of which:

County: 12

Municipal: 4

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for November 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 November 2015	0	2	14	16
Fees collected		\$18.00	\$78,947.00	\$78,965.00
<i>Of which</i>				
School Impact Fee			\$71,478.00	\$71,478.00
Law Enforcement Fee		\$15.00	\$1,375.00	\$1,390.00
Parks & Recreation Fee			\$5,493.00	\$5,493.00
EMS Fee		\$3.00	\$601.00	\$604.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 November 2015)	\$112,987.30
November Deposits (1 – 30 November 2015)	\$78,965.00
School October Transactions (withdraws via transfer on 23 Nov. 2015)	(\$102,626.67)
Law October Transactions (withdraws via transfer on 23 Nov. 2015)	(\$1,610.29)
Parks & Rec Oct. Transactions (withdraws via transfer on 23 Nov. 2015)	(\$7,886.05)
EMS October Transactions (withdraws via transfer on 23 Nov. 2015)	(\$864.29)
Interest Earned (30 November 2015)	\$49.92
Ending Statement Balance (30 November 2015)	\$79,014.92
<i>Outstanding Credits (deposits through 1 December 2015)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 November 2015)	\$1,698,140.92
October Transactions (deposits via transfer on 23 November 2015)	\$102,626.67
Interest Earned (30 November 2015)	\$709.12
Ending Balance (30 November 2015)	\$1,801,476.71

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 November 2015)	\$59,456.55
October Transactions (deposits via transfer on 23 November 2015)	\$1,610.29
Interest Earned (30 November 2015)	\$24.61
Ending Balance (30 November 2015)	\$61,091.45

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 November 2015)	\$13,815.15
October Transactions (deposits via transfer on 23 November 2015)	\$7,886.05
Interest Earned (30 November 2015)	\$6.54
Ending Balance (30 November 2015)	\$21,707.74

Table 6. Financial Data --EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 November 2015)	\$85,662.75
October Transactions (deposits via transfer on 23 November 2015)	\$864.29
Interest Earned (30 November 2015)	\$35.30
Ending Balance (30 November 2015)	\$86,562.34

Table 7. Total Impact Fees as of 1 December 2015 /1

Description	Amount
Office of Impact Fees General Account	\$79,014.92
School Impact Fee Account	\$1,801,476.71
Law Enforcement Fee Account	\$61,091.45
Parks & Recreation Impact Fee Account	\$21,707.74
EMS Impact Fee Account	\$86,562.34
Total Impact Fees	\$2,049,853.16

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending November 2015 Fee Transfers /1

Account	30 Nov. 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,801,476.71	\$71,523.43	\$1,873,000.14
Law Enforcement Fee Account	\$61,091.45	\$1,390.50	\$62,481.95
Parks & Recreation Impact Fee Account	\$21,707.74	\$5,496.49	\$27,204.23
EMS Impact Fee Account	\$86,562.34	\$604.50	\$87,166.84
Total Impact Fees	\$1,970,838.24	\$79,014.92	\$2,049,853.16

/1 This table represents each of the impact fee category account totals as of 30 November 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

Form 100 Transaction Summary
Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Monday 30 November 2015

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
----------------	------	-----------	------------	--------------	-----------	-----------	---------	--------	-----------------------	------	------------------

Exempt Applications

Category Count: 0

Category Total \$0.00

Non-Exempt Applications

1500292	11/03/2015	Bittinger	Steve	02 Charles Town	1163	568	16	17.6	\$6,347.00	11/03/2015	N/A
1500293	11/03/2015	Hathaway	David	04 Harpers Ferry	1141	132	13	95	\$6,347.00	11/03/2015	N/A
1500294	11/05/2015	Deupree	John	09 Shepherdstown	1038	410	5C	11	\$6,347.00	11/05/2015	N/A
1500295	11/12/2015	K Hovnanian		03 Charles Town	1095	342	11B	371	\$6,186.00	11/12/2015	N/A
1500296	11/13/2015	Lutman	Dave Lutman	02 Charles Town	1163	469	3	13.6	\$6,347.00	11/13/2015	N/A
1500297	11/13/2015	Wilmoth	Paul & Patricia	09 Shepherdstown	1164	441	14B	48	\$6,347.00	11/13/2015	N/A
1500298	11/16/2015	Pauley	Richard	04 Harpers Ferry	1067	85	13D	36	\$1,142.00	11/16/2015	Form 260
1500299	11/17/2015	Lookinbill	Martin	02 Charles Town	1036	111	10A	76	\$16.00	11/17/2015	N/A
1500300	11/19/2015	Truitt	Brandon	06 Kabletown	1136	645	1	1.11	\$6,347.00	11/19/2015	N/A
1500301	11/19/2015	Cerasi	Marci	02 Charles Town	1163	156	1	141	\$2.00	11/19/2015	N/A
1500302	11/19/2015	Edwards	Alyssa	04 Harpers Ferry	1076	736	13K	43,45	\$2,285.00	11/19/2015	N/A
1500303	11/19/2015	Digugliehmo	Lou & Sonia	06 Kabletown	1163	295	6E	41	\$6,347.00	11/19/2015	N/A
1500304	11/23/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	8F	\$6,186.00	11/23/2015	N/A
1500305	11/23/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	10F	\$6,186.00	11/23/2015	N/A
1500306	11/23/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	14F	\$6,186.00	11/23/2015	N/A
1500307	11/24/2015	Stotler	Terry and	09 Shepherdstown	1161	630	12	11.7	\$6,347.00	11/24/2015	N/A

Category Count: 16

Category Total \$78,965.00

TOTAL APPLICATIONS: 16

Grand Total \$78,965.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 3 December 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500292** through **1500307**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$71,478.00**.
- Interest earned by the Office of Impact Fees General Account in November 2015 amounts to **\$49.92**, of which **\$45.43** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$71,523.43.

Check # 1020

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15045

Date: 12/3/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$71,478.00

Interest earned by the Office of Impact Fees General Account November 2015.

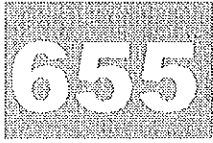
\$45.43

Impact Fee Process Numbers 1500292 through 1500307, inclusive. Within this range, there were 14 non-exempt impact fee payments.

Total: \$71,523.43

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1020



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1020

Trace 20151203:40420.19

Date 12/3/2015

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$71,478.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in November 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/24/2015	1300307	2003-3	11/24/2005	\$5,700.00
11/4/2015	1500292	2003-3	11/24/2005	\$5,700.00
11/4/2015	1500293	2003-3	11/24/2005	\$5,700.00
11/6/2015	1500294	2003-3	11/24/2005	\$5,700.00
11/13/2015	1500295	2003-3	11/24/2005	\$5,700.00
11/16/2015	1500296	2003-3	11/24/2005	\$5,700.00
11/16/2015	1500297	2003-3	11/24/2005	\$5,700.00
11/17/2015	1500298	2003-3	11/24/2005	\$1,026.00
11/18/2015	1500299	2003-3	11/24/2005	\$0.00
11/20/2015	1500300	2003-3	11/24/2005	\$5,700.00
11/20/2015	1500301	2003-3	11/24/2005	\$0.00
11/20/2015	1500302	2003-3	11/24/2005	\$2,052.00
11/20/2015	1500303	2003-3	11/24/2005	\$5,700.00
11/24/2015	1500304	2003-3	11/24/2005	\$5,700.00
11/24/2015	1500305	2003-3	11/24/2005	\$5,700.00
11/24/2015	1500306	2003-3	11/24/2005	\$5,700.00
Total amount for this withdraw				\$71,478.00
Total amount for this account				\$71,478.00
Total amount all accounts				\$71,478.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 3 December 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500292** through **1500307**, inclusive. Within this range there were 12 non-exempt impact fee payments. This amounts to **\$1,390.00**.
- Interest earned by the Office of Impact Fees General Account in November 2015 amounts to **\$49.92**, of which **\$0.50** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,390.50.

Check # 1021

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15046
Date: 12/3/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

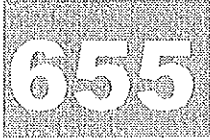
Description

Amount

Impact Fee payments collected for month of November 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$1,390.00
Interest earned by the Office of Impact Fees General Account November 2015.	\$0.50
Impact Fee Process Numbers 1500292 through 1500307, inclusive. Within this range, there were 12 non-exempt impact fee payments.	
Total:	\$1,390.50

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1021



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1021

Trace 20151203:40524.75

Date 12/3/2015

Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$1,390.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in November 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/24/2015	1300307	2005-1	3/22/2005	\$161.00
11/4/2015	1500292	2005-1	3/22/2005	\$161.00
11/4/2015	1500293	2005-1	3/22/2005	\$161.00
11/6/2015	1500294	2005-1	3/22/2005	\$161.00
11/13/2015	1500295	2005-1	3/22/2005	\$0.00
11/16/2015	1500296	2005-1	3/22/2005	\$161.00
11/16/2015	1500297	2005-1	3/22/2005	\$161.00
11/17/2015	1500298	2005-1	3/22/2005	\$29.00
11/18/2015	1500299	2005-1	3/22/2005	\$14.00
11/20/2015	1500300	2005-1	3/22/2005	\$161.00
11/20/2015	1500301	2005-1	3/22/2005	\$1.00
11/20/2015	1500302	2005-1	3/22/2005	\$58.00
11/20/2015	1500303	2005-1	3/22/2005	\$161.00
11/24/2015	1500304	2005-1	3/22/2005	\$0.00
11/24/2015	1500305	2005-1	3/22/2005	\$0.00
11/24/2015	1500306	2005-1	3/22/2005	\$0.00
Total amount for this withdraw				\$1,390.00
Total amount for this account				\$1,390.00
Total amount all accounts				\$1,390.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 3 December 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500292** through **1500307**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$5,493.00**.
- Interest earned by the Office of Impact Fees General Account in November 2015 amounts to **\$49.92**, of which **\$3.49** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$5,496.49.

Check # 1022

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15047

Date: 12/3/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$5,493.00

Interest earned by the Office of Impact Fees General Account November 2015.

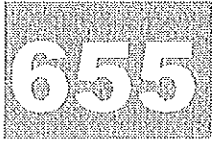
\$3.49

Impact Fee Process Numbers 1500292 through 1500307, inclusive. Within this range, there were 14 non-exempt impact fee payments.

Total: \$5,496.49

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1022



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1022

Trace 20151203:40573.14

Date 12/3/2015

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$5,493.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in November 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/24/2015	1300307	2005-2	5/12/2005	\$438.00
11/4/2015	1500292	2005-2	5/12/2005	\$438.00
11/4/2015	1500293	2005-2	5/12/2005	\$438.00
11/6/2015	1500294	2005-2	5/12/2005	\$438.00
11/13/2015	1500295	2005-2	5/12/2005	\$438.00
11/16/2015	1500296	2005-2	5/12/2005	\$438.00
11/16/2015	1500297	2005-2	5/12/2005	\$438.00
11/17/2015	1500298	2005-2	5/12/2005	\$79.00
11/18/2015	1500299	2005-2	5/12/2005	\$0.00
11/20/2015	1500300	2005-2	5/12/2005	\$438.00
11/20/2015	1500301	2005-2	5/12/2005	\$0.00
11/20/2015	1500302	2005-2	5/12/2005	\$158.00
11/20/2015	1500303	2005-2	5/12/2005	\$438.00
11/24/2015	1500304	2005-2	5/12/2005	\$438.00
11/24/2015	1500305	2005-2	5/12/2005	\$438.00
11/24/2015	1500306	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$5,493.00
Total amount for this account				\$5,493.00
Total amount all accounts				\$5,493.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Wednesday, 3 December 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500292** through **1500307**, inclusive. Within this range there were 16 non-exempt impact fee payments. This amounts to **\$604.00**.
- Interest earned by the Office of Impact Fees General Account in November 2015 amounts to **\$49.92**, of which **\$0.50** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$604.50.

Check # 1023

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15048

Date: 12/3/2015

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of November 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).

\$604.00

Interest earned by the Office of Impact Fees General Account November 2015.

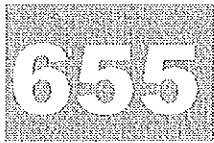
\$0.50

Impact Fee Process Numbers 1500292 through 1500307, inclusive. Within this range, there were 16 non-exempt impact fee payments.

Total: \$604.50

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1023



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1023

Trace 20151203:40608.51

Date 12/3/2015 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$604.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in November 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/24/2015	1300307	2005-3	5/12/2005	\$48.00
11/4/2015	1500292	2005-3	5/12/2005	\$48.00
11/4/2015	1500293	2005-3	5/12/2005	\$48.00
11/6/2015	1500294	2005-3	5/12/2005	\$48.00
11/13/2015	1500295	2005-3	5/12/2005	\$48.00
11/16/2015	1500296	2005-3	5/12/2005	\$48.00
11/16/2015	1500297	2005-3	5/12/2005	\$48.00
11/17/2015	1500298	2005-3	5/12/2005	\$8.00
11/18/2015	1500299	2005-3	5/12/2005	\$2.00
11/20/2015	1500300	2005-3	5/12/2005	\$48.00
11/20/2015	1500301	2005-3	5/12/2005	\$1.00
11/20/2015	1500302	2005-3	5/12/2005	\$17.00
11/20/2015	1500303	2005-3	5/12/2005	\$48.00
11/24/2015	1500304	2005-3	5/12/2005	\$48.00
11/24/2015	1500305	2005-3	5/12/2005	\$48.00
11/24/2015	1500306	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$604.00
Total amount for this account				\$604.00
Total amount all accounts				\$604.00

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



December 7, 2015

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$197,376.71 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of September, October, and November 2015. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

**The Contribution of the All Good Music Festival
Event Planning and Patron Spending to the Jefferson County Economy, 2015**



Prepared by:

**Daniel Eades, Extension Specialist
Community Resources and Economic Development
West Virginia University Extension Service
Morgantown, WV 26505**

November 2015

The author is grateful to Tim Walther and Junipa Contento for their willingness to provide detailed data needed to undertake this study.

Cover photo courtesy of <http://allgoodfestival.com/gallery>

Executive Summary

The 2015 All Good Music Festival was held July 9th – 11th, at Berry Hill Farm in Summit Point, Jefferson County, WV. The three day event drew more than 11,000 attendees and resulted in significant resource commitments by both festival organizers and the county. Understanding the economic contribution of the event to the Jefferson County economy is of interest to both parties.

Spending by All Good Music Festival organizers and the festival attendees creates and supports demand for goods and services leading to additional purchases by county businesses. This in turn supports jobs, payments to workers, and the generation of new tax dollars. The results of these impacts were estimated using receipts provided by festival promoters/organizers, survey responses from 892 (8%) festival attendees, and models generated using the MIG, Inc. data and software (IMPLAN). Summary results are presented below:

- Between September 1, 2014 and August 31, 2015, the All Good Music Festival organizers spent nearly **\$584,000** in Jefferson and the surrounding counties.
- **65%** of festival spending occurred directly in Jefferson County – nearly **\$379,000**.
- Estimates of festival attendee spending in Jefferson County ranged from **\$485,000 to \$966,000**.
- Total spending associated with the event ranged from **\$863,500 and \$1.3 million in new, direct spending in the county**.
- Spending associated with the event over the 2014-2015 time period supported between **14-22 jobs**.
- Impacts from the All Good Music Festival supported between **\$355,000 to \$499,000 in workers earnings and proprietor incomes**.

Introduction

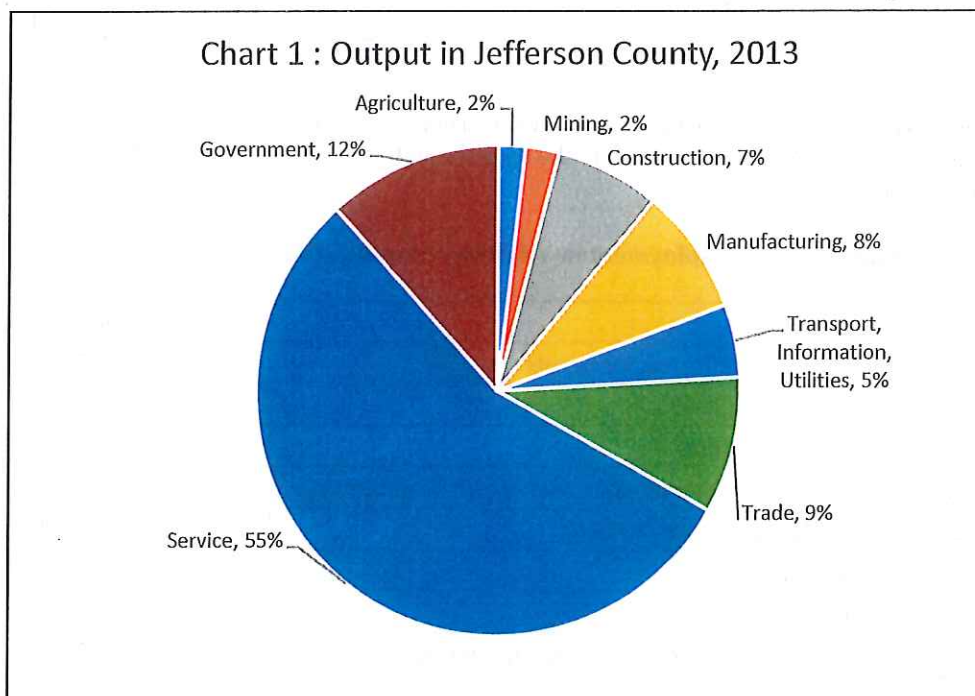
The 2015 All Good Music Festival was held July 9th – 11th, at Berry Hill Farm in Summit Point, Jefferson County, WV. The three day event drew more than 11,000 attendees and resulted in significant resource commitments by both concert promoters and the county. In order to encourage dialogue and facilitate the relationship between the Festival, county leadership, and the larger community, both parties were interested in quantifying the economic impacts of the Festival.

An impact study of an event answers the question, “what if this event did not occur.” To adequately answer that question, assumptions regarding a host of behaviors must be addressed. For example, if the All Good Music Festival was not held in the county, would another, similar event occur? Would a comparable number of attendees travel elsewhere and spend similarly? Would businesses like local hotels have available rooms, or would these rooms have been occupied by other travelers not associated with the event? Did new spending result in new jobs, or a reallocation of resources and employee hours? Given the complexity of these issues, analysts often discuss the economic *contribution* of an event rather than pure economic impacts. Economic contribution studies still attempt to answer “what if” questions, but with an eye toward illustrating the linkages between the event and the local economy.

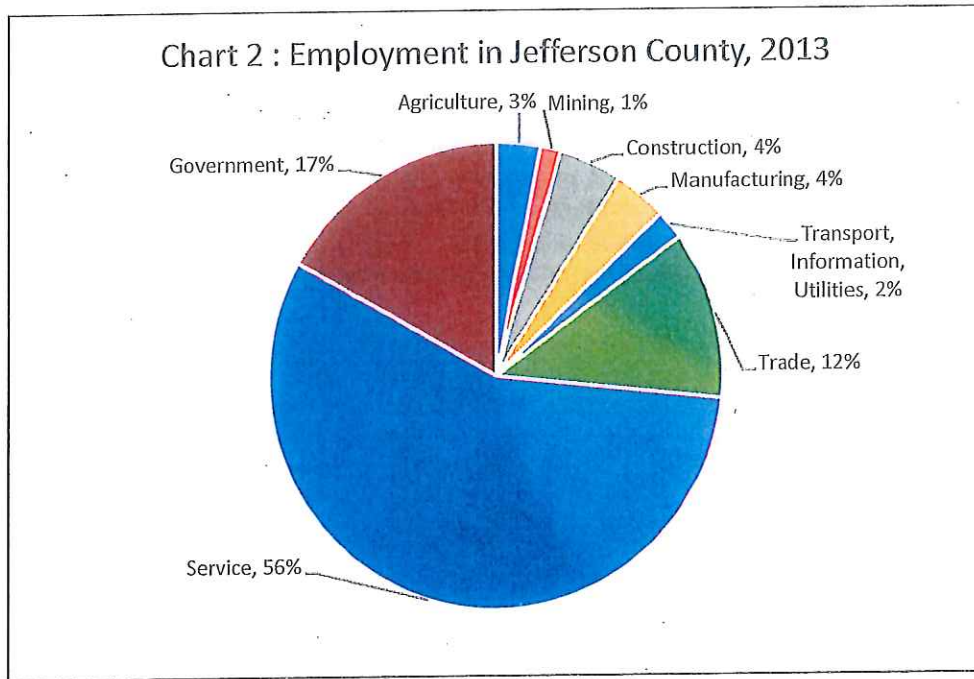
Study Area

The study area for this analysis is Jefferson County, West Virginia, the site of the 2015 All Good Music Festival. In 2013, the total output in the county totaled \$2.5 billion dollars, or 2% of the state’s total. There were 22,567 jobs in the region, receiving a total of \$835.6 million in labor income.

Chart 1 describes the output by major industry classifications. Output in the county is comprised heavily of services (55%) and government (12%).



Employment by major industry classification is shown in Chart 2. Like output, the majority share of employment is in the services (56%) and government (17%) sectors. In the model, all jobs are reported as one job, regardless of its classification as full-time, part-time, seasonal, etc. Therefore, industries with a substantial share of part-time employees (such as retail trade) may represent a larger share of total employment than industries with primarily full-time employees, such as manufacturing.



The top ten industry sectors by employment are shown in Table 1. Hotels and motels, including the Hollywood Casino and Inn at Charles Town, are the largest employers in the county, followed by state and local education facilities.

Table 1. Top Ten Industries by Employment in Jefferson County, 2013

Total	22,567
Hotels and motels, including casino hotels	1,653
Local government, education	1,099
State government, education	1,059
Junior colleges, colleges, universities, and professional schools	1,021
Real estate establishments and services	999
Full-service restaurants	800
Limited-service restaurants	678
Grantmaking, giving, and social advocacy organizations	523
Food and beverage stores	497
Local government, non-education	481

Economic Impact

An economic impact is the sum of direct, indirect, and induced spending effects. The direct effect is the initial change triggered by an economic event. This could be the opening or closing of a new business, or in this case the staging of a festival or event. The direct spending associated with the event triggers additional spending, setting off a ripple in the local economy. These subsequent rounds of spending are categorized as indirect effects (business to business transactions) or induced effects (consumer to business transactions). The direct effects are calculated and quantified by the analyst; indirect and induced effects are modeled using data and software packages. In this study, direct effects are calculated using receipts provided by the festival organizers, and data from an online survey of 892 festival patrons conducted by the organizers. Indirect and induced effects are calculated using input-output models generated with the IMPLAN (MIG, Inc.) data and software package.

Direct Impacts

Event Planning and Operations

Table 2 shows the total promoter-reported spending for preparation and planning related to the festival. The value of exchanged goods and services reported in I-O transaction tables reflect a one-year production period. To simplify the modeling process, the impact spending represents spending in Jefferson County from September 1, 2014 to August 31, 2015.

Table 2. Spending for Preparation and Planning for 2015 All Good Music Festival

Year	Direct Spending	Impact Spending Sept. 2014 – Aug. 2015
2013	\$580	--
2014	\$19,520	\$17,664
2015	\$556,492	\$352,368
Total	\$576,592	\$370,032

The festival organizer provided detailed receipts for payments to individual businesses. Using establishment data from the Reference USA Database, business spending was divided between local (Jefferson County) and non-local establishments, and aggregated by North American Industrial Classification System (NAICS) codes and corresponding IMPLAN sector codes.

Preparation and planning activities to host the All Good Music Festival totaled nearly \$584,000 dollars in 2014-2015. This included rental payments to land owners; architectural, engineering, and construction services for site preparation; payments to law enforcement and emergency service providers; legal services; and lodging for department heads. Table 3 details how these expenditures were distributed.

Table 3. Preparation and Planning Spending by Industry Sector for 2015 All Good Music Festival

Industry Sector	Local Spending	Non-Local Spending	Total Spending
Construction of New Highways and Streets	\$9,500	\$0	\$9,500
Construction of New Commercial Structures, Including Farm Structures	\$10,831	\$0	\$10,831
Manufactured Ice	\$0	\$25,232	\$25,232

Wholesale Trade	\$0	\$63,367	\$63,367
Retail-Building Material and Garden Equipment and Supplies Stores	\$2,746	\$835	\$3,580
Retail-Food and Beverage Stores	\$409	\$0	\$409
Retail-Gasoline Stores	\$2,149	\$0	\$2,149
Retail-General Merchandise Stores	\$7,026	\$0	\$7,026
Retail-Miscellaneous Store Retailers	\$312	\$0	\$312
Real Estate	\$53,250	\$0	\$53,250
Automotive Equipment Rental and Leasing	\$4,979	\$0	\$4,979
General and Consumer Goods Rental	\$246	\$0	\$246
Legal Services	\$10,284	\$567	\$10,851
Architectural, Engineering, and Related Services	\$58,359	\$0	\$58,359
Waste Management and Remediation Services	\$0	\$17,191	\$17,191
Other Ambulatory Health Care Services	\$0	\$97,500	\$97,500
Hotels and Motels	\$93,011	\$0	\$93,011
Full-Service Restaurants	\$3,569	\$0	\$3,569
Limited-Service Restaurants	\$1,992	\$0	\$1,992
Car Washes	\$24	\$0	\$24
Postal Service	\$23	\$0	\$23
**Other Local Government Enterprises	\$17,249	\$0	\$17,249
Employment and Payroll of State Govt., Non-Education	\$64,835	\$0	\$64,835
Employment and Payroll of Local Govt., Non-Education	\$37,750	\$0	\$37,750
Other Cash Receipts	\$0	\$648	\$648
TOTAL	\$378,543	\$205,339	\$583,882

** Note that Other Local Government Enterprises includes an \$8,512 donation to Citizens Fire Dept. While not a government enterprise it would have spending patterns most similar to a government fire department.

Since the study area was limited to Jefferson County, only expenditures in the study area could be included in the economic impact (in most cases spending outside of the county was spent in neighboring Berkeley County). Money removed from the local economy, or in this case spent outside of the county, is classified as a "leakage" and has no impact on the study area. Of the \$583,882 spent to operate the event, 65% was spent in Jefferson County. Therefore, the direct effect of the event planning and operations for the 2015 event was \$378,543.

Visitor Expenditures

The All Good Music Festival drew 11,200 attendees. To measure the direct impacts of visitor spending the analyst relied on data collected by festival organizers via a survey sent to 2015 festival patrons. Attendees were asked how much they spent individually outside of the festival grounds in Jefferson County. The survey was completed by 892 respondents. Table 4 shows the breakdown of expenditures by six spending categories. Because the categories represent a range of spending, three total spending categories (low, medium, and high) are presented.

Table 4. All Good Festival Patron Spending in Jefferson County, 2015

Amount Spent	Number	Share	Total Number Spending (based on 11,200 attendees)	Low Spending	Medium Spending	High Spending
\$0 - \$25	358	40.1%	4,491	\$ 0	\$56,000	\$112,000
\$26 - \$50	224	25.1%	2,811	\$73,086	\$106,818	\$140,550
\$51 - \$100	162	18.2%	2,038	\$121,686	\$180,143	\$238,600
\$101 - \$200	101	11.3%	1,266	\$127,866	\$190,533	\$253,200
\$201 - \$350	24	2.7%	302	\$60,702	\$83,201	\$105,700
\$351 - \$400	23	2.6%	291	\$101,850	\$109,125	\$116,400
TOTAL	892	100%	11,200	\$485,190	\$725,820	\$966,450

Only non-residents, and visitors spending in the county specifically as part of attending the festival bring new spending into the community. Ideally, information on residency and spending on specific goods and services would be collected as part of an event impact analysis. However, this information was not available. Based on overnight spending estimates for West Virginia visitors from Longwood International and conversations with organizers and county leaders, the analyst divided attendees' expenditures into five retail spending categories. The breakdown of patron spending is presented in Table 5.

Table 5. All Good Festival Estimated Patron Spending Scenarios in Jefferson County, 2015

Industry Sector	Low Spending	Medium Spending	High Spending
Restaurants	\$182,778	\$291,863	\$400,948
Fuel	\$110,204	\$175,975	\$241,747
Misc. Retail	\$110,204	\$175,975	\$241,747
Lodging*	\$52,000	\$52,000	\$52,000
Recreation**	\$30,000	\$30,000	\$30,000
TOTAL***	\$485,190	\$725,820	\$966,450

* Based on conversations with Commissioner Patricia Noland regarding known hotel occupancy on the three nights of the event, and estimated room rates

** Based on conversations with Commissioner Patricia Noland regarding visitor use of outdoor recreation activities

***Numbers may not add to total due to rounding

Total Direct Effects

To address issues of variability in patron spending, impacts are calculated for all three spending scenarios. The total direct effects in Jefferson County associated with the 2015 All Good Music Festival are shown in Table 6. The festival organizers spent \$378,500 and visitors spent an estimated \$485,000 to \$966,000. This translates to between \$863,500 and \$1.3 million in new, direct spending in the county. Both organizer and vendor spending are subjected to an input-output technique called "marginizing," which allocates retail spending dollars to the components produced locally. For example, when visitors or organizers purchase fuel in the county only a small portion, the retail markup, stays in the local economy, usually as labor income. The rest of the spending impact is allocated between activities like refining, wholesaling, and transportation; activities that likely occur outside of the county. Marginizing calculations reduce the value of the direct impact and are reflected in the numbers presented below.

Table 6. Total Direct Impact of the All Good Music Festival, 2015

Scenario	Preparation and Planning	Visitor Spending	Total Spending
Low	\$369,162	\$326,713	\$697,875
Medium	\$369,162	\$472,761	\$841,923
High	\$369,162	\$618,810	\$987,972

Total Impacts

An input-output model of the Jefferson County economy was used to estimate the contributions of the festival to the local economy. These models trace the flows of goods and services between industries, sales by industries to households and institutions, and the use of factors of production (labor and capital). Once direct impacts are quantified, the flow of dollars between businesses (indirect) and between businesses and households and institutions (induced) can be modeled.

Table 7 shows the total economic impact of the 2015 All Good Music Festival. As described previously, spending by the festival operators and visitors totaled between \$863,500 and \$1.3 million in new, direct spending in the county. After accounting for retail margins, the IMPLAN model estimates total direct spending between \$698,000 and \$988,000. As a result of this spending, businesses in the county received an estimated, additional \$106,000 - \$160,000 in business to business sales (indirect effects) and an estimated \$130,000 - \$182,000 in business to consumer sales (induced effects). The total sales impact in the county's economy therefore totaled an estimated \$931,900 to \$1.3 million.

Table 7. Sales Impacts of the All Good Music Festival in Jefferson County, 2015

Scenario	Direct Effects	Indirect Effects	Induced Effects	Total
Low	\$697,900	\$106,300	\$129,700	\$931,900
Medium	\$841,900	\$133,000	\$156,000	\$1.1 million
High	\$988,000	\$159,600	\$182,300	\$1.3 million

More important than sales are the jobs, incomes, and revenues to governments that are created or supported by economic activity. Although smaller than the sales impacts, these numbers represent "money in the pockets" of local residents and government coffers. Table 8 details the total employment, labor income, and value added impacts from the three spending scenarios.

Festival related spending over the 2014-2015 time period supported an estimated 14 to 22 jobs, primarily in restaurants, retail, and lodging¹. Local employees and business proprietors received an estimated \$355,000 to \$499,000 in earnings; or approximately 40 cents per dollar of spending associated with the festival. The total value added, the sum of labor income, taxes, and other property income (rents, royalties, dividends) totaled between \$564,000 and \$771,000.

Table 8. Employment, Labor Income, Value Added, and Sales Impacts of the All Good Music Festival in Jefferson County, 2015

Scenario	Employment	Labor Income	Value Added	Sales
Low	14	\$354,600	\$564,400	\$931,900
Medium	18	\$426,600	\$667,500	\$1.1 million
High	22	\$498,600	\$770,600	\$1.3 million

¹ Does not distinguish between full-time, part-time, or seasonal. See Appendix I for a complete definition.

Appendix I. Overview of IMPLAN

This appendix provides a brief overview of the IMPLAN input-output modeling system and definitions of key terms.

IMPLAN is a widely used software model for estimating the impacts of economic activities across a county, regional, or state economy. For the defined region, the input-output tables account for the flow of all dollars between different sectors of the economy, including businesses, households, and government. By tracing these flows we can model how a dollar (or millions of dollars) injected into the economy from one sector or industry is spent, and re-spent, in the region by other businesses and institutions. These re-spending effects within the region are quantified as an economic multiplier – the total economic activity that results from additional spending in the economy. Based on these multipliers, IMPLAN generates output that describes the *direct*, *indirect*, and *induced* impacts that result in the economy.

Direct Impact: The dollar value of new economic activity or new spending in the economy. The direct impact represents the new money available to circulate through the economy.

Indirect Impact: Business-to-business purchases resulting from the “shock” of the direct impact.

Induced Impact: Household spending impacts that result from new employment or increased worker incomes generated by the direct and indirect impacts.

The impacts described above are generated for three economic measures: sales (output), employment, and value added.

Output: Total economic value of sales generated in the economy by the event.

Employment: The number of new employees needed to support the event. These are not necessarily full-time positions, but the number of workers hired to generate a specified level of output. These values differ by industry. For example, manufacturing establishments may produce a given level of output using one full-time employee, while fast food chains may produce a comparable level of output using 6 part-time employees.

Value Added: The total income that is generated in the region by the event. Value added can be further divided into:

Employee Compensation: Payroll and benefits.

Proprietors' Income: Payments received by owners and self-employed.

Other Property Type Income: Payments for rents, royalties, and dividends.

Indirect Business Taxes: Excise taxes, property taxes, fees, and sales taxes paid by businesses.



CITY OF CHARLES TOWN

Department of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

Date: December 7, 2015

To: Current Property Owner

Subject: Adoption of the Design Review Standards

Dear Property Owner,

By virtue of receiving this letter, your property is within the Charles Town Historic Overlay District (HOD). The Historic Overlay District is shown on the City Zoning Map and primarily covers the core Downtown area. Additional review criteria has been established for this area through the Design Review Standards. The Design Review Standards apply to the exterior alteration of any building within the Charles Town Historic Overlay District (HOD).

The HLC has been drafting these standards for over a year and a Public Hearing was noticed in the newspaper. Additionally, the HLC held a Public Hearing on August 10, 2015 for the draft Design Review Standards. There were changes that did occur as a result of the Public Hearing. On November 18, 2015, the Historic Landmarks Commission (HLC) adopted the Design Review Standards.

The Historic Landmarks Commission is authorized under State Code and by the City of Charles Town Municipal Code with drafting and approving the Design Review Standards. The Design Review Standards expand upon elements that the HLC currently reviews. As you may be aware, the HLC currently reviews signs, demolition and new construction in the HOD. The Charles Town Historic Overlay District was adopted in 2001 by the Charles Town City Council.

The Historic Landmarks Commission determined that additional standards were needed to protect and preserve the historic character of the downtown commercial area. The historic character of Charles Town is an integral part of the identity of City, including its cultural identity. The historic value is an economic benefit associated with tourism and commerce.

It is advised that you review the Design Review Standards before beginning any exterior improvements. A Certificate of Appropriateness (COA) will be required from the HLC before any private building, site or structure may be erected, altered, restored, moved, or demolished within the Charles Town Historic Overlay District. All existing conditions can remain as is, until such time that a proposed alteration requires review by the HLC and the subsequent issuance of a Certificate of Appropriateness is approved.

For any improvements covered by the Design Review Standards, which require review by the HLC, it is advised that you consider allowing review time by the HLC in any project schedule. This review is separate from any building permits that may be needed.

The Historic Landmarks Commission voted to make the Design Review Standards effective February 1, 2016. The Standards can be found on the City of Charles Town web page, which is www.charlestownwv.us.

The City of Charles Town Planning Department Staff and the HLC look forward to working with you on your upcoming projects.

Sincerely,

A handwritten signature in cursive script that reads "Seth Rivard".

Seth Rivard
City Planner



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager

District Five

Earl Ray Tomblin
Governor

P. O. Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Paul A. Mattox, Jr., P. E.
Secretary of Transportation/
Commissioner of Highways

November 24, 2015

Ralph A. Lorenzetti, Prosecuting Attorney
Office of the Prosecuting Attorney of Jefferson County
PO Box 729
Charles Town, WV 25414

Re: George Street, Charles Town

Dear Mr. Lorenzetti:

Thank you for the letter to Mr. Ware dated October 28, 2015 concerning pedestrian safety on George Street (WV 115) between Washington Street and Liberty Street. This letter was forwarded to me for investigation and reply.

We are aware of the heavy pedestrian volumes in this area because of the County buildings. Therefore, as part of the project to upgrade all of the downtown traffic signals in Charles Town, pedestrian push buttons and pedestrian signal heads are planned to be added to the intersection of George Street and Liberty Street in all directions. Work on the signal project could start as early as spring of next year and would also include upgrade of the pavement markings.

Regarding the sidewalk closure at George and Washington Streets, the City is working with the Contractor to open the sidewalk on George Street as soon as possible and I will continue to monitor the status of the work on Washington Street to see if other accommodations need to be made.

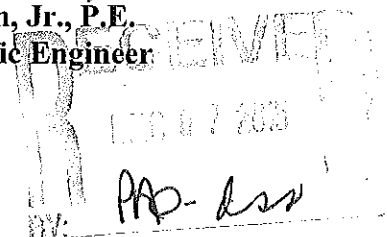
Thank you again for your letter. If you have any additional questions or concerns, feel free to contact me at 304-267-0060.

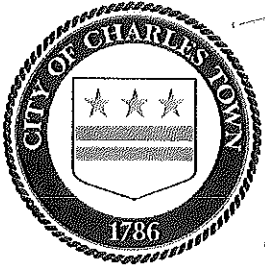
Very truly yours,

Kenneth L. Clohan, Jr., P.E.
District Five Traffic Engineer

Attachment

cc: City of Charles Town
Jefferson County





City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

December 3, 2015

MAYOR

Peggy A. Smith

Mr. Ralph Lorenzetti
Jefferson County Prosecuting Attorney,
PO Box 729
Charles Town, WV 25414

CITY
COUNCIL

Dear Ralph:

*Chet
Hines*

*Sandra
Shusber
McDonald*

*Ann
Paonessa*

*Michael
Tolbert*

*Bob
Trainor*

*Jonathan
Wertman*

*Nick
Zagliffa*

CITY
MANAGER

*David
Mills*

I am contacting you today in reference to your letter dated October 28, 2015 regarding the pedestrian safety issues you raised. I appreciate and share some of your concerns and would like to take this opportunity to convey to you the measures we have taken, and will continue to take, to ensure safe pedestrian travel in our community. First, I am pleased to report that at the last City Council Retreat, pedestrian safety and access was identified as a high priority, so that in of itself makes this issue a high priority.

City leaders are aware that during the last several months a variety of renovation projects have made pedestrian movement in the downtown area difficult. However, reinvestment in our community is important, but one of the short term costs with brick and mortar investment is the discomfort that comes with construction. We are confident that the long-term gain of these projects will outweigh the short term pain that they have caused.

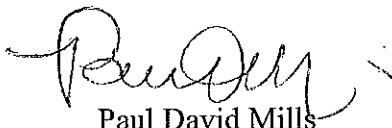
The particular projects which have contributed to the issues referenced in your letter are the Charles Washington Hall Renovation and the Jefferson County Courthouse repair and repaint. As you may know, the Charles Washington Hall renovation project has been in progress since early spring of this year. Originally several pedestrian access points were offered around the renovation area. As work progressed toward the demolition and rebuild of the front wall, access around the jobsite had to be limited in order to protect the public from falling debris. During the month of July, the City was made aware that the County was also planning work on the Jefferson County Courthouse, and that work would require additional sidewalk closures. As inconvenient as it was, both projects needed to stay in motion due to a variety of factors. The City, in conjunction with the Jefferson County Maintenance Department worked through and continue to work on the pedestrian access issues related to these projects. By year's end, I expect both of these mentioned projects to enter phases which will allow for greater pedestrian access around the sites.

Although I can plainly see that the concerns your employee shared with you are certainly valid, I think it is worth noting that mid-block crossings on George Street are so frequently utilized that they could be considered the norm, even when there are no impediments. Nevertheless, your comments warrant action on the City's part, so I have shared your concerns with the West Virginia Division of Highways (WV DOH), who are responsible for the signalization at the intersection in question and they report a plan for an upgrade to the stoplights in our downtown to include pedestrian signalization is currently underway with some portions already completed. Another area of concern for pedestrian safety is proper and clear asphalt markings, so the City will continue to work closely with the WV DOH to maintain them in the best possible condition that funding allows.

The City certainly appreciates you bringing this issue to our attention and ask for your continued support as we, like every other local government, struggle to keep up with demands with severely limited staff and resources. That being said, safety is our watchword, so we will do all that we can to ensure that our residents and guest feel safe on our streets.

I hope that I have adequately addressed your concerns, but if not please let me know how else the City can help.

Sincerely,



Paul David Mills
City Manager
City of Charles Town
www.charlestownwv.us



The Land Trust of the Eastern Panhandle

November, 2015

Dear Land Trust Supporter:

I recognize that I am contacting you soon after you received our annual newsletter, but it is for a good cause.

We got the newsletter out late because, as you saw, it was redesigned. That redesign was funded by the small grant we received from the national Land Trust Alliance to help us improve our outreach effort. The LTA grant also funded design of a one page information sheet on conservation issues, which we will use at outreach events and with potential easement donors.

By the end of this year or early next year we expect to close, together with the Jefferson County Farmland Protection Board, on a large easement protecting farmland around another historic house. We also expect to complete a third addition to the conservation easement protecting the Cement Mill property at the heart of the Shepherdstown Battlefield. Finally, we are working on an easement to protect a key stream bank area along the Opequon Creek in Berkeley County.

We do all of this, as well as our annual monitoring of the 48 easements we already hold, with volunteers. We need more volunteers, but we also need money for printing, for contract work in preparing easement documentation, for our records storage unit and for legal defense insurance.

We value and appreciate your financial support each year. Some have already responded, after the newsletter; for others, we look forward to your support. This year, a new Opportunity Fund has been set up to accommodate large financial donations or planned bequests for acquisition of easements that have special conservation value. To discuss donations or to volunteer time, please call me at 304-876-2583 or Bonnie Stubblefield at 304-274-2350

Sincerely yours,

Grant Smith
President

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	FY16 November 28, 2015
To be Deposited on:	December 4, 2015
Amount Played	62,044,876.07
Amount Won	55,527,202.70
Amount Promo	264,089.00
MWAP Contribution	<u>2,440.83</u>
Adjusted Gross Terminal Revenue	<u>6,251,143.54</u>
Administrative Costs @ 4%	250,045.74
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>6,001,097.80</u>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>6,001,097.80</u>
Racetrack @ 46.50% / 42%	2,790,510.48
Lottery Fund @ 30% / 0%	1,800,329.32
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	771,141.08
Race Track Purses @ 90% of 7% / 4%	378,069.16
Employee Pension Fund @ 1% / .5%	60,010.98
Greyhound Development @ 90% of .75%	40,507.41
Thoroughbred Development @ 90% of .75%	40,507.41
County/Municipality @ 2%	<u>120,021.96</u>
	<u>6,001,097.80</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2016

Charles Town
1999 Net Terminal Revenue \$ 45,603.174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 83,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.66
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
Subtotal	\$ 2,434,194.40	\$ 1,673,128.94	\$ 761,065.46	\$ 60,352.49	\$ 303,665.11	\$ 16,515.13	\$ 256,326.84	\$ 124,205.89

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50		
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98		
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84		
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68		
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28		
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34		
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36		
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80		
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32		
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18		
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08		
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66		
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14		
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

1,673,128.94

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66		
December, 2014	76,797.24		
January, 2015	73,346.66		
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	279,025.93

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91

Total 2015-2016	837,077.79
------------------------	-------------------

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	FY16 December 5, 2015
To be Deposited on:	December 11, 2015
Amount Played	49,562,964.18
Amount Won	44,358,964.78
Amount Promo	226,491.00
MWAP Contribution	<u>1,689.84</u>
Adjusted Gross Terminal Revenue	<u>4,975,818.56</u>
Administrative Costs @ 4%	199,032.74
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>4,776,785.82</u>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>4,776,785.82</u>
Racetrack @ 46.50% / 42%	2,221,205.41
Lottery Fund @ 30% / 0%	1,433,035.73
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	613,816.99
Race Track Purses @ 90% of 7% / 4%	300,937.51
Employee Pension Fund @ 1% / .5%	47,767.86
Greyhound Development @ 90% of .75%	32,243.30
Thoroughbred Development @ 90% of .75%	32,243.30
County/Municipality @ 2%	<u>95,535.72</u>
	<u>4,776,785.82</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2016

Charles Town

1999 Net Terminal Revenue \$ 45,603,174

Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
Subtotal	\$ 2,529,730.12	\$ 1,720,896.80	\$ 808,833.32	\$ 64,140.48	\$ 322,724.49	\$ 17,551.69	\$ 272,415.06	\$ 132,001.60

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98		
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84		
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68		
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28		
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34		
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36		
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80		
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32		
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18		
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08		
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66		
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14		
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

1,720,896.80

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66		
December, 2014	76,797.24		
January, 2015	73,346.66		
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	279,025.93

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91

Total 2015-2016	837,077.79
------------------------	-------------------