AGENDA

Wednesday, April 21, 2021

The Harrison County Courthouse will be opened with limited seating at the County Commission meeting due to the COVID – 19 requirements for social distancing. However, you may join and listen via Zoom Conference Call by the following steps. Public participation will be allowed during public comment period and/or scheduled appointments.

Join Zoom Meeting

****

https://us02web.zoom.us/j/7628160712

Dial: 1-888-788-0099 US Toll-free

Meeting ID: 762 816 0712

Passcode: 270967

Appointments:

10:00 A.M. --- Call To Order --- Invocation --- Pledge of Allegiance

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices: NONE**
4. **Exonerations --- Corrective Tickets --- Joint Property Application**
   - **A. RE-1 --- Michael Lynch & Gloria (Corrective Ticket)**
   - **B. RE-2 --- W. J. Sutton & Hannah (Corrective Ticket)**
5. **Consolidations of Land --- Segregations of Land --- NONE**
6. **Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 201S A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements)**
   - **A. Requisition for Payment No. 10 --- Bowles Rice --- $500.00**
7. **Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission NONE**
8. **Review – Discuss – Consider Requirements for Reforming, Altering, or Modifying a County Commission § 7-1-1a**
9. **Review – Discuss – Consider Request to Attend CAET Continuing Education for WV Board of Veterinary Medicine --- Stonewall Resort --- Roanoke, Virginia --- 06-04-2021 --- Gary Burner, Animal Control --- Elizabeth Keough, Animal Control --- Whitney Newlon, Animal Control**
10. **Review – Discuss – Consider Resignation of Roger Diaz from the MAAC Board and the Ambulance Authority Board**

11. Review – Discuss – Consider Information Concerning the Improvements for Good Hope
12. Review – Discuss – Consider Public Hearing Harrison County Subdivision & Land Development Ordinance ---10:00 A.M., June 16, 2021
13. Review – Discuss Plans and Budget for Good Hope Park from this Years' Budget
14. Review – Discuss Plans and Budget for Summit Park from this Years' Budget
15. Review – Discuss Plans and Budget for Spelter Park from this Years' Budget
16. Review – Discuss Plans and Budget for Wallace Park from this Years' Budget
17. Review – Discuss Plans and Budget for Quiet Dell from this Years' Budget
18. Review – Discuss to Authorize Planning Department to Look into Spot Zoning around CKB Airport as soon as Possible
19. Review – Discuss to Direct Our Attorney to Begin Looking at What is Required to Make Harrison County a Council and Prepare a Resolution for Our Commission and the Citizens to Look Over
20. Review –Discuss to Allow the Grant Department to Apply for Industrial Access Road Grant --- FY 2021-2022 --- for RDR Project Located at Old Anchor Hocking Industrial Site
21. Approval of the Grant Department to Apply for Industrial Access Road Grant --- FY 2020-2021 --- Harrison County Economic Development Corporation
23. Review –Discuss to Allow the Grant Department to Apply for Industrial Access Road Grant --- FY 2021-2022 --- CKB Airport
24. Review – Discuss Initiate filling of Vacant Position/Discussion of County Form of Government and Administrative Frame Work
25. Commissioner Comments – Questions

CONSENT AGENDA - (NOTE: Items May Require Discussion, Review and/or Action)

A. Minutes and /or Amended Minutes of Previous Meeting
   1. March 29, 2021 (Draft)
   2. March 31, 2021 (Draft)
   3. April 07, 2021 (Draft)

B. Requisitions --- Purchase Orders --- Invoices
   1. Vendor Requisition List of Payments

C. Weekly Fiduciary Report from the County Clerk

D. Monthly Fiduciary Commission Settlements --- NONE

E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
   1. Enlarged Hepzibah PSD --- Meeting Minutes – 02-08-2021 --- Financials – 02-20212
   2. Enlarged Hepzibah PSD --- Meeting Minutes – 03-08-2021 --- Financials – 03-2021
   3. Sun Valley PSD --- Meeting Minutes – 03-09-2021

F. Family & Community Development Newsletter from West Virginia University Extension Office

TABLED ITEMS - - Items May Require Discussion and /or Approval

1. Lester Pursley --- Wallace Property --- Donation --- (02-17-2021 Meeting)

2. **Proposal from Commissioner Trecost regarding realignment of duties and responsibilities of Paul Bump, Director of E911 Services and/or James Copenhaver, Deputy Director of E911 Services**
    - **Director's duties and responsibilities would be reduced to ten (10) hours per week and remaining thirty (30) hours per week the Director would function as an E911 Dispatcher --- Duties & responsibilities would need to shift to Deputy Director --- (04-07-2021 Meeting)**

RE1

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

A-A

REAL PROPERTY

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle ***Susan Thomas*** ***Patsy Trecost II***

on the _____ day of **April, 2021,** issued the following order, which was made and entered, to-wit

Upon application of ***P Shiflet, Deputy*** for **LYNCH MICHEAL & GLORIA** whose address is, %GLORIA LYNCH 403 FRONT ST BRIDGEPORT WV 26330-1527, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **0** on **MAP 2405/126 1 LOT 'A' WILLIS HTS FLESHER TRACT** Class in **SIMPSON BRIDGEPORT** District, Harrison County, West Virginia, of which should be assessed at **0** in and for the year **2020**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year 2020, as described below, be so ordered.

-

The commission certifies the following facts:
CORR LEGAL DESCRIPTION CORR LEGAL DESCRIPTION TO 1 LOT #30 WILLIS ADD

District	16 SIMPSON BRIDGEPORT	Amount Exonerated:	**0.00**
Account No.	**6336342** ***TIF #***	Corrective Ticket Amount:	**0.00**
Ticket No.	56084	NEW Ticket No.	_____
Tax Year	**2020**		

_____ _____

PRESENT: Prosecuting Attorney APPROVED: President, County Commission
(or)

_____

PRESENT: Tax Commissioner

_____

ATTEST: County Clerk

ASSESSOR ORDER ENTERED TO STATE AUDITOR

_____ _____

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

REAL PROPERTY

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle ***Susan Thomas*** ***Patsy Trecost II***

on the _____ day of **April, 2021,** issued the following order, which was made and entered, to-wit

Upon application of ***P Shiflet, Deputy*** for **SUTTON W J & HANNAH** whose address is, 113 CIMMARON RD CLARKSBURG WV 26301-4312, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **4,980** on **MAP 466/12.1 .20 AC MCKINNEY RUN** Class **3/4** in **GRANT OUTSIDE** District, Harrison County, West Virginia, of which should be assessed at **37,560** in and for the year **2020.** The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year 2020, as described below, be so ordered.

-

The commission certifies the following facts:

The above mentioned buildings & land value here from parcel 14. Taxpayer says all structures & Lamar sign are on his property. Mapping is in question. Create a ticket value of 37560 at a class 4 rate of levy to properly assess and allow discount/half year payments as afforded all taxpayers.

District	12 GRANT OUTSIDE	Amount Exonerated:	**114.86**
Account No.	**6512516** ***TIF #***	Corrective Ticket Amount:	**866.28**
Ticket No.	42055	NEW Ticket No.	_____
Tax Year	**2020**		

_____ _____

PRESENT: Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

_____

ATTEST: County Clerk

ASSESSOR ORDER ENTERED TO STATE AUDITOR

_____ _____

6-A

FORM OF REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$1,400,000
The County Commission of Harrison County
Tax Increment Revenue Bonds
Series 2016 A
(Development District No. 4 – White Oaks Industrial Park Project No. 1)

REQUISITION FOR PAYMENT NO. 10

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "Issuer"), by its duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under an Indenture of Trust, dated as of November 9, 2016 (the "Indenture") between the Issuer and United Bank, Inc., as bond trustee thereunder and pursuant to that certain Development Agreement, dated as of November 9, 2016 (the "Development Agreement") between the Issuer and High Tech Corridor Development, LLC, as project developer, that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Indenture and in the Development Agreement.

2. The amount requested to be disbursed by this Requisition: (a) qualifies as Administrative Expenses as that term is defined in the Indenture, and (b) is an authorized expenditure under the Project Plan and the TIF Act.

3. The total amount requested to be disbursed pursuant to this Requisition is **$500.00**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) $ -0- is to be paid to the Issuer as reimbursement to the Issuer for an invoice or statement previously paid by the Issuer to an entity that is not affiliated with the Issuer; and

(b) **$500.00** is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer and such a third party payee with respect to an expense previously incurred.

In either event, the amount set forth herein is supported by the attached copies of invoices or statements.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this **21st day of April, 2021.**

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Bowles Rice LLP	Client #U0212.00071	Date: 4/12/21	$500.00
	Total		**$500.00**

For services rendered and expenses incurred as Counsel to the Trustee in connection with the extension of the draw down period for the Series 2016 A Bonds.

BOWLES RICE LLP
ATTORNEYS AT LAW
P. O. BOX 1386, CHARLESTON, WV 25325-1386
FEDERAL EMPLOYER ID #55-0394186
PAYABLE UPON RECEIPT

UNITED BANK
UNITED CENTER – CORPORATE TRUST DEPARTMENT
500 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301

CLIENT NO.: U0212.00071
ATTORNEY CONTACT:
CAMDEN P. SIEGRIST
DATE: APRIL 12, 2021

$1,400,000
THE COUNTY COMMISSION OF HARRISON COUNTY
AMENDED AND RESTATED TAX INCREMENT REVENUE BONDS, SERIES 2016 A
(DEVELOPMENT DISTRICT NO. 4 – WHITE OAKS INDUSTRIAL PARK PROJECT NO. 1)

FOR SERVICES RENDERED AND EXPENSES INCURRED AS COUNSEL TO THE TRUSTEE IN CONNECTION WITH THE EXTENSION OF THE DRAW DOWN PERIOD FOR THE ABOVE-REFERENCED BONDS	$500.00
TOTAL AMOUNT DUE	$500.00

PLEASE REMIT PAYMENT EITHER BY CHECK PAYABLE TO BOWLES RICE LLP MAILED TO THE ADDRESS ABOVE OR BY WIRE TRANSFER IN ACCORDANCE WITH THE WIRE TRANSFER INFORMATION BELOW.

WIRE TRANSFER INFORMATION, IF NEEDED:

Bowles Rice Account number to which money should be deposited:

Client Account	# 04319 0810
Routing number:	ABA 056004445
Bank name and address:	United Bank 500 Virginia Street, East Charleston, WV 25301

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

ARTICLE 1. COUNTY COMMISSIONS GENERALLY.

§7-1-1a. Requirements for reforming, altering or modifying a county commission; alternative forms of county government.

(a) A county government may be reformed, altered or modified as follows:

(1) The county commission or county council of the county may pass a resolution making application to the Legislature to reform, alter or modify an existing form of county government in accordance with the requirements of the West Virginia Constitution and this section; or

(2) Ten percent of the registered voters of the county may sign a petition requesting reformation, alteration or modification of the existing form of county government in accordance with the requirements of the West Virginia Constitution and this section.

(b) A county commission or county council seeking to make application to reform, alter or modify its county government pursuant to the provisions of section thirteen, article IX of the West Virginia Constitution shall adopt a resolution containing the following information:

(1) The reasons for the reformation, alteration or modification of the county commission or county government;

(2) The form of the proposed county government selected from the alternatives authorized by this section;

(3) The proposed name of the county government;

(4) When the question of reformation, alteration or modification of the county government will be on the ballot;

(5) How and when the officers of the proposed county government will be elected or appointed, taking into consideration the following:

(A) When the election on the question of reformation, alteration or modification of the county government will be held;

(B) The normal election cycles for county officials; and

(C) The time frames for early and absentee voting provided in article three, chapter three of this code; and

(6) When the new county government will become effective.

(c) Prior to the adoption of a resolution seeking to reform, alter or modify a county commission or county council, the governing body of the county shall publish by a Class II legal advertisement in one

or more newspapers of general circulation throughout the county, in compliance with the provisions of article three, chapter fifty-nine of this code, notice of the proposed changes to the current form of county government. The publication area shall be the entire county. The notice shall summarize the proposed changes to the county government and include the date, time and place for the meeting or meetings in which the resolution will be considered.

(d) After the publication and adoption of the resolution, the following information shall be submitted by the county to the Clerk of the Senate and to the Clerk of the House of Delegates no later than the tenth day of a regular legislative session in which the request for reforming, altering or modifying a county commission or county government is to be considered by the Legislature:

(1) A certified copy of the adopted resolution;

(2) A copy of the required public notice;

(3) The vote on the adoption of the resolution; and

(4) The date the resolution was adopted.

(e) Registered voters of a county seeking to reform, alter or modify the county commission or county council pursuant to section thirteen, article IX of the West Virginia Constitution shall submit a petition, signed by ten percent of the registered voters in the county, to the county commission or county council, setting forth the information required in subsection (b) of this section. Upon receipt of the petition, the county commission or county council shall verify that the signatures on the petition are: (1) Legally registered voters of the county; and (2) equal to ten percent of the registered voters of the county.

(f) The county commission or county council shall, within thirty days of receipt of a Constitutionally defective petition, return it to the petitioners with a written statement as to why the petition is defective. The petitioners may, within ninety days of receipt of the written statement from the county commission or council and after making the necessary changes, resubmit the petition to the county commission or county council.

(g) After verifying that the signatures on the petition meet the Constitutional requirements, the county commission or council shall forward the petition to the Clerk of the Senate and to the Clerk of the House of Delegates no later than the tenth day of a regular legislative session in which the request for reforming, altering or modifying a county commission or county government is to be considered by the Legislature.

(h) After receipt of a certified resolution or verified petition by the Clerk of the Senate and the Clerk of the House of Delegates, the Legislature shall determine whether all Constitutional and statutory requirements have been met. If such requirements have not been met, the certified resolution or verified petition shall be returned with a written statement of the deficiencies. A certified resolution or verified petition may be revised following the procedures set forth in this section for an original submission and then may be resubmitted to the Clerk of the Senate and the Clerk of the House of Delegates for consideration by the Legislature. The requirement that the petition be submitted prior to the tenth day of the legislative session shall not apply to resubmitted resolutions or petitions.

(i) Following passage of an act by the Legislature authorizing an election on the question of reforming, altering or modifying a county commission or council, the question shall be placed on the ballot of the county at the next general election following such passage or, at the expense of the county, a special election.

(j) Following approval of the reformation, alteration or modification of the county commission or council by a majority of the county's registered voters, nomination of the county commission or council members and, where authorized, the chief executive, shall be held in the next primary election or the primary election set forth in the resolution or petition to reform, alter or modify the county commission or council. Election of the county commissioners or council members and, where authorized, the chief executive shall be held in the next general election or the general election set forth in the resolution or petition to change the form of the county commission.

(k) All elections required by this section shall be held in accordance with the provisions of chapter three of this code.

(l) The following are guidelines for forms of county government:

(1) "Chief executive - county commission plan". -- Under this plan:

(A) There shall be a chief executive elected by the registered voters of the county at large and three county commissioners that shall be elected at large;

(B) The commission shall be the governing body;

(C) The chief executive shall have the exclusive authority to supervise, direct and control the administration of the county government. The chief executive shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the chief executive shall be set by the Legislature;

(E) Other nonelected officers and employees shall be appointed by the chief executive subject to the approval of the county commission; and

(F) The chief executive shall not be a member of the county commission nor shall he or she hold any other elective office.

(2) "County manager - county commission plan". -- Under this plan:

(A) There shall be a county manager appointed by the county commission and three county commissioners that may be elected at large;

(B) The commission shall be the governing body;

(C) The county manager shall have the exclusive authority to supervise, direct and control the administration of the county government. The county manager shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the county manager shall be set by the county commission;

(E) Other nonelected officers and employees shall be appointed by the county manager subject to the approval of the commission; and

(F) The county manager shall not be a member of the county commission nor shall he or she hold any other elective office.

(3) "County administrator - county commission plan". -- Under this plan:

(A) There shall be a county administrator appointed by the county commission and three county commissioners that shall be elected at large;

(B) The commission shall be the governing body;

(C) The county administrator shall have the authority to direct the administration of the county government under the supervision of the county commission. The county administrator shall carry out, execute and enforce all ordinances, policies, rules and regulations of the commission;

(D) The salary of the county administrator shall be set by the county commission;

(E) The county administrator shall appoint or employ all subordinates and employees for whose duties or work he or she is responsible to the commission; and

(F) The county administrator shall not be a member of the county commission nor shall he or she hold any other elective office.

(4) A county council consisting of four or more members that shall be elected at large.

(5) Any form of county government adopted pursuant to section thirteen, article IX of the West Virginia Constitution and this section may, by the methods set forth in this section, return to the traditional county commission or change to another form of county government, as set out in this section.

(m) The purpose of this section is to establish the basic requirements for reforming, altering or modifying a county commission or county council pursuant to section thirteen, article IX of the West Virginia Constitution. The structure and organization of a county government may be specified in greater detail by resolution or ordinance so long as such provisions do not conflict with the purposes and provisions set forth in this section, chapter seven-a of this code or the Constitution.

Harrison County Commission

Request to Attend Meeting

9

Name	Gary Dennis Burner
Department	Animal Control
Destination	Stonewall Resort Roanoke WV
Travel Dates	4-Jun-21
Reason	CAET Continuing Education for WVBof VM

Total Estimated Cost $250.00

Transportation			$ _____
Air		$ _____	
Private Vehicle:			
Mileage _____	X .58	$ _____	
Rental Car		$ _____	
Lodging			$ _____
Registration			$ 250.00
Meals (Estimated)			$ _____
Incidentals			$ _____

Employee Signature: _____ Date: 4/12/21

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

Harrison County Commission

Request to Attend Meeting

Name: Elizabeth Keough

Department: Animal Control

Destination: Stonewall Resort Roanoke WV

Travel Dates: 4-Jun-21

Reason: CAET Continuing Education for WVBof VM

Total Estimated Cost $250.00

Transportation			$
Air		$	
Private Vehicle:			
Mileage	X .58	$	
Rental Car		$	
Lodging			$
Registration			$ 250.00
Meals (Estimated)			$
Incidentals			$

Employee Signature: Elizabeth Keough Date: 4/12/21

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

Harrison County Commission

Request to Attend Meeting

Name: Whitney Newlon

Department: Animal Control

Destination: Stonewall Resort Roanoke WV

Travel Dates: 4-Jun-21

Reason: CAET Continuing Education for WVBof VM

Total Estimated Cost $250.00

Transportation			$
Air		$	
Private Vehicle:			
Mileage	X .58	$	
Rental Car		$	
Lodging			$
Registration			$ 250.00
Meals (Estimated)			$
Incidentals			$

Employee Signature: _____ Date: 4/12/21

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

RECEIVED
APR 13 2021
HARRISON COUNTY
COMMISSION

Conrad R. Diaz
1708 N. 16th St.
Clarksburg, WV 26301

April 8, 2021

President Susan Thomas
Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Re: Resignation from appointed boards

Dear Susan, David and Patsy,

I have had the pleasure to serve, for many years, on the MAAC board and the Ambulance Authority board and I feel that it is time to step down to allow others the privilege of serving our County.

Please accept my resignation from these two (2) boards effective May 1, 2021.

Thank you for the privilege of serving our great county of Harrison.

Very truly yours,

Conrad R. Diaz

Good Hope Proposals for Upgrades

Please See Insert Pictures

Good Hope Playground consists of a Baseball Field, Basketball Rim and Bank board along with swings and a slide, which are all outdated, but grandfathered. The slide is all metal and could cause burns on hot days during the summer. Improvements have not been made in years unless done by the church that uses the property for activities and events. There is a person who cuts the grass for $150 a cutting and there is a temporary port a john (unknown of who pays). The Park needs the most help out of all parks owned as far as an upgrade is concerned.

Historically, the Board of Education owned the property and later deeded over to the county with the Lions Club of Good Hope operating the facility and doing the upkeep. Over time, the Lions Club no longer had interest and the Church down the street took over. The preacher is a former employee of the county and they welcomed the opportunity to maintain and utilize the property for activities. The Church still uses it today.

In recent days, locals have been using the fields for baseball with possibilities of adding another team to the little league program there. The place has potential.

Needs – New Swings and other requirements

POWER SCAPE SWING FRAME W/ Add-On $3192

SWING KITS (CHAINS/SEATS) $550 (FOR 2) – Infant and a Toddler swing

ADA Swing $2007

Half-Court Basketball Court 30x30' – Jason Fernandez Quote $4150 *he did the previous court at Spelter.

Pole, Backboard and Rim - $3168

Prices from Gamtime.com and will be for equipment only. Assembly not included

The Ball field has seen use through local kids and there are hopes of bringing back a league to this area and would like to do some upgrades to the field. Replacing the outfield fence would be in the 1000s ($36.00 per foot for fence and tear down

and removal of old fence = 350' @$36 = $12,600). I have a suggestion that will be not only a HUGE UPGRADE, but make the field one of the better in the area.

When you see MLB ball parks, you see big green walls. Fenway, PNC and Yankee Stadium as they all have a certain class that makes them some of the best around. Instead of a chain fence in the outfield, why not have a wood fence stained and treated in green with a safety yellow line across the top to give the look of a big league field. Make a 10-foot warning track and have packed dirt, which means less grass to cut. Now, if I told you that we could do this, with the help of maintenance and have it under $5,000 – would that be appealing to you?

Included is the Lowe's Lumber Costs with screws, paint and stain = $3775

Fill dirt for a warning track through Nuzum Trucking = $800

Add four Aluminum Benches (Two for Each Dugout) - $1600 (Already Approved from previous Quote 4/14/2021)

Yellow Drainage Pipe – 360' 4"drainage pipes (goes across the top of 1st/3rd base fence with Zip Ties = $287 plus $30 zip ties

See the pics of the before and after. Now imagine local companies wanting to put their sponsors on the wall. RDR Energy, CKB Airport, Thrasher and many others willing to pay a sponsorship where those dollars go solely into the ball field and park improvements. The back stop and dugouts seems fine, but we will need some yellow drainage piping across the tops of the fence on both the first and third base side. Give the infield a good dragging and smooth and level the field and you have something to be very proud of owning.

And with the new additions to the playground and ball court, people will be able to utilize the area in so many ways.

Also, there is a sink hole down by the tree that needs filled as well.

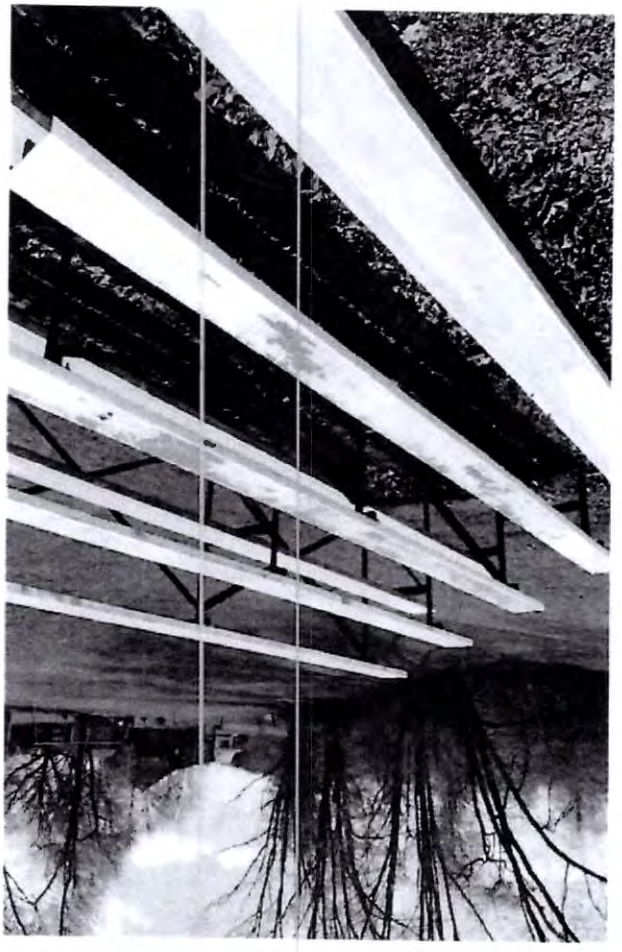
Total Project Cost $19,559



BEFORE



AFTER

















GameTime
A PLAYCORE Company

Enclosed Tot Swing Seat



$ 305

Also available in an anti-wrap and clevis swing seat package

Features and Benefits:

Model: 1469
Age Group: 2 to 5 Years

Limited Lifetime Warranty on uprights, hardware and connections. Visit **gametime.com/warranty** for full warranty information

Designing award-winning playgrounds since 1929.

Certified Installer Network - GameTime trained for GameTime playgrounds.

Complies with ASTM standards before it leaves the factory.

GET EVERYTHING YOU NEED FOR SPRING. SHOP OUR SPRINGFEST DEALS GOING ON NOW>

safety yellow exterior paint gallon

Clarksburg Lowe's Open until 10 PM >

LOWE'S

Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Shopping Cart

Clarksburg Lowe's, WV | Change Store >
494 Emily Dr, Clarksburg, WV 26301

140 items | Remove 140 Items



Item # 12246 | **Model #** 721366
Plytanium 3/8-in x 4-ft x 8-ft Pine Plywood Sheathing
$42.98 Qty: 44
$42.98 each
$1,891.12



Item # 456205 | **Model #** 451995
Severe Weather 4-in x 4-in x 6-ft #2 Pressure Treated Lumber
$13.27 Qty: 88
$13.27 each
$1,167.76



Item # 134392 | **Model #** EVERGREEN-134392
Cabot Pre-Tinted Evergreen Solid Exterior Wood Stain and Sealer (5-Gallon)
$209.00 Qty: 3
$209.00 each
$627.00

Item # 323899 | **Model #** L212STT1
1-lb #9 x 2.5-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws
$9.48 Qty: 3
$9.48 each
$28.44



Item # 76739 | **Model #** 7543402
Rust-Oleum Professional Oil-Based Gloss Safety Yellow Interior/Exterior Industrial Enamel Paint (1-Gallon)
$29.98 Qty: 2
$29.98 each
$59.96

Order Summary

Item Total	$3,774.28

Taxes calculated at checkout

Estimated Total **$3,774.28**

Back to Top

Deals, Inspiration and Trends

We've got ideas to share. Enter your email and ZIP code.

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Gift Cards

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GameTime
A PLAYCORE Company

Belt Swing Seat



$257 -

Also available in anti-wrap and clevis swing seat packages

Features and Benefits:

Model: 1481
Age Group: 5 to 12 Years

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Expression Swing™ Universal



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Expression Swing Universal features the same adult swing seat as our original Expression Swing and includes an adaptive swing seat for children of all abilities (ages 5-12). The patented design positions adult and child face-to-face and eye-to-eye to encourage an emotional bond during play (also known as the scientific principle of attunment), and the adaptive seat provides an...

Features and Benefits:

- Patented face-to-face, eye-to-eye design found in all of our Expression Swing products
- Comfortable adult swing seat that encourages parents and adult caregivers to participate in play
- Adaptive seat provides additional support for children of all abilities
- Provides opportunities for multigenerational...

Model: 5165
Age Group: 5 to 12 Years

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Model Number: 5150

$1,105

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FEATURES

PowerScape Solo Swing Add-A-Bay

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PowerScape Swing - 5” x 8’

Model Number: 81598

$2,056

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Top View PDF [/uploads/media/81598.pdf]

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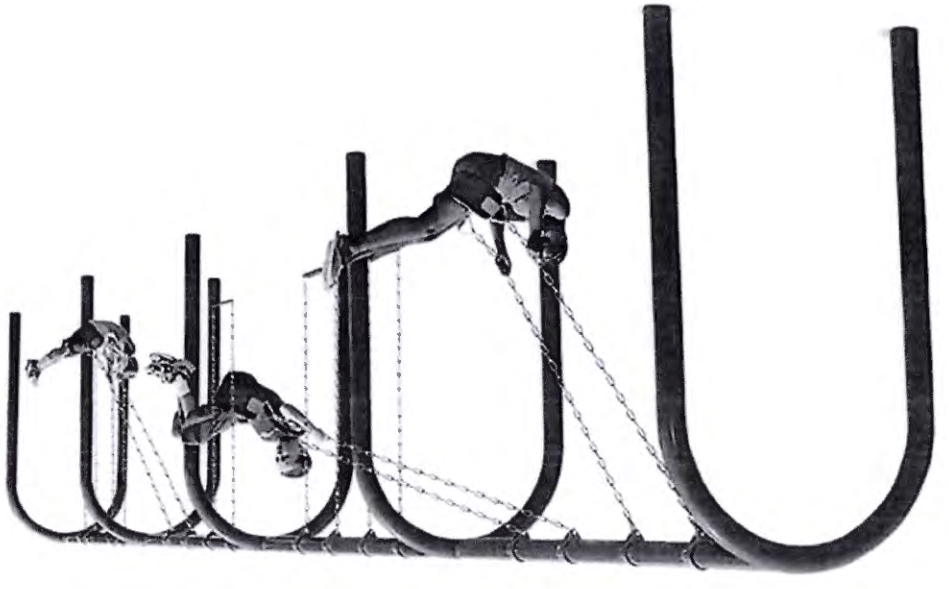

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Harrison County
Subdivision and Land Development Ordinance

Draft

Enactment [Date]

WVULAW
LAND USE & SUSTAINABLE DEVELOPMENT LAW CLINIC

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Article 1. GENERAL PROVISIONS

Section 1.1 Title

This Ordinance shall be referenced and known as "The Harrison County Subdivision and Land Development Ordinance," and shall be referred to herein as "this Ordinance."

Section 1.2 Authority

The subdivision and land development standards for Harrison County, West Virginia, are established in accordance with West Virginia Code, Chapter 8A, Articles 4 and 5, as amended.

Section 1.3 Statement of Purpose

This subdivision and land development ordinance has been created and adopted for the following purposes:

A. To protect and provide for the public health, safety, and general welfare of Harrison County citizens.
B. To guide in the orderly and efficient growth and development of Harrison County, in accordance with the Harrison County Comprehensive Plan.
C. To provide for adequate light, air, and privacy; to secure safety from fire, flood, and other dangers; and to prevent overcrowding of the land and undue congestion of population.
D. To ensure that proper provisions are made for drainage, water supply, sewage, and other needed improvements.
E. To protect and conserve the value of land throughout Harrison County and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings.
F. To prevent the pollution of air, streams, ponds, and all other water bodies to safeguard the water table and to encourage the proper use and management of natural resources throughout Harrison County.
G. To preserve the natural beauty and topography of Harrison County and to ensure appropriate development with regard to these natural features.
H. To ensure equitable processing of all subdivision and land development plans and plats by providing uniform procedures and standards for observance by both developers and the Harrison County Planning Commission.

Section 1.4 Statement of Intent

It is the intent of this Ordinance to provide reasonable control and regulations concerning subdivision plans and plats within Harrison County, West Virginia. The ordinance will control the division and development of land within the county for transfer, sale, development, or similar purpose.

Section 1.5 Jurisdiction

This Ordinance applies to all subdivision and development of land, as defined herein, only within the unincorporated portions of Harrison County, West Virginia, within the jurisdiction of the County Commission of Harrison County.

Section 1.6 Interpretation

The provisions of this Ordinance shall be held to be the minimum requirements to meet the objectives presented in Chapter 8A, Articles 4 and 5, of the West Virginia Code, as well as the purposes outlined herein. In the interpretation and application of the provisions of this Ordinance, said provisions shall be deemed the minimum requirements necessary for the promotion and protection of public health, safety, and welfare.

Where the provisions of this Ordinance and all implementing standards and specifications are more restrictive than those of any other law or any applicable subdivision or land development agreement, the provisions of this Ordinance and its standards and specifications shall be controlling. Where the provisions of any law or applicable land development agreement impose greater restrictions upon land development or subdivision than this Ordinance, the provisions of such law or applicable land development agreement shall be controlling.

Section 1.7 Severability and Saving Provision

If a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations; as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue; as affecting the liability of any person, firm, or corporation; as waiving any right of Harrison County under any section or provision existing at the time of adoption of these regulations; or vacating or annulling any rights obtained by any person, firm, or corporation by lawful action of Harrison County except as shall be expressly provided for in these regulations.

Section 1.8 Non-exclusionary Intent

It is not the intent of this Ordinance to exclude any persons or groups with differing economic status, race, color, religion, sex, national origin, disability, or familial status from enjoyment of a residence, land ownership, or tenancy within Harrison County; nor is it the intent of this Ordinance to use public powers in any way to promote the separation within Harrison County of economic, racial, religious, or ethnic groups, except as may be an incidental result of meeting the purposes outlined in this Ordinance.

Section 1.9 Enactment

In order that land may be subdivided in accordance with the stated purposes and policies, these subdivision and land development regulations are hereby adopted and made effective as of [Insert DATE of Ordinance Enactment] and shall remain in effect until modified, amended, or rescinded by the Harrison County Commission.

Section 1.10 Exemptions

The following are exempt from the provisions of this Ordinance:

A. *Agricultural Activity.* The subdivision of real estate or land development for agricultural purposes into parcels of more than ten (10) acres, not involving any new streets or easements of access and used solely for agricultural activity, as defined herein, referred to as an "agricultural subdivisions," are exempt from this Ordinance, provided that:
    1. Agricultural activity begins or continues within one (1) year of the approval of the agricultural subdivision and continues with not more than one (1) year of abandonment.
    2. All agricultural subdivisions shall contain a covenant on the final plan or plat and on any deed transferring such property that reads.

        This property has been subdivided through the agricultural subdivision provisions of the Harrison County Subdivision and Land Development Ordinance and shall continue in agricultural use unless complying with all applicable Harrison County Ordinances.

        Said covenant is revocable only by consent of the Harrison County Commission and the landowners.
B. *Conversion of a Single-family Dwelling.* The conversion of an existing single-family detached dwelling or single-family, semi-detached dwelling into not more than three (3) separate residential dwelling units, unless such units are intended to be part of a condominium.
C. *Accessory Buildings.* The addition of an accessory building, including farm structures, subordinate to an existing principal building on a lot or lots.
D. Subdivision or land development resulting from partition of land by order of an appropriate court of law.
E. The subdivision or land development is for public purposes such as public utilities, public schools, parks, and public streets.
F. Land owned by government entities.
G. Farm structures, as defined herein.
H. Cemetery development.

Article 2. DEFINITIONS

Section 2.1 Interpretation of Words

For the purpose of this Ordinance, certain terms and words used herein shall be interpreted as follows:

A. Words used in the present tense include the future tense.
B. Words used in the singular number include the plural, and words used in the plural number include the singular.
C. Words in the masculine include the feminine and vice versa.
D. The word "person" includes a firm, association, organization, limited liability company, limited partnership, corporation, trust, company, as well as a natural individual.
E. The word "County" means Harrison County.
F. The word "shall" and "must" are used to indicate mandatory directives. The word "may" indicates a permissive directive.

G. The terms "governing body" and "County Commission" shall both mean the County Commission for Harrison County, West Virginia.
H. The term "Planning Commission" shall mean the Planning Commission for Harrison County, West Virginia, pursuant to Chapter 8A of the West Virginia Code.
I. The term "Planning Department Staff" shall mean the Harrison County Planning Department.

Section 2.2 Definition of Terms

1. Abandonment: The cessation of the use of the property by the owner or lessee without any intention of transferring rights to the property to another owner or lessee to continue the use or without any intention to resume the use for a period of one (1) year. Abandonment shall be presumed if one (1) or more of the following conditions exists, indicating intent on the part of the property owner to abandon the nonconforming use:
    i. When the intent of the owner to discontinue the use is apparent;
    ii. Utilities, such as water, gas, and electricity to the property have been disconnected;
    iii. The property, buildings, and grounds have fallen into disrepair as evidenced by proper code violation documentation; or
    iv. The business license has expired.

2. Agent: Any person authorized by another to act for him or her.

3. Aggrieved or Aggrieved Person is a person who:
    i. Is denied by the Planning Commission, in whole or in part, the relief sought in any application or appeal; or
    ii. Has demonstrated that he or she will suffer a peculiar injury, prejudice, or inconvenience beyond that which other residents of the county may suffer.

4. Agricultural Activity: The practice of farming, including cultivation of the soil for the growing of crops and the rearing of animals to provide food and other products.

5. Alley: A service roadway less than twenty (20) feet in width, providing a secondary means of access to abutting property and not intended for general traffic circulation.

6. Applicant: The owner of land proposed to be subdivided or developed or its representative who shall have express written consent to act on behalf of the owner. Consent shall be required from the legal owner of the premises.

7. Application: The completed form or forms and all accompanying documents, exhibits, materials, and fees required of an applicant by the applicable department, board, or commission of the county for subdivision or land development review, approval, or permitting purposes.

8. Block: A tract of land bounded by streets, or a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or other natural boundaries.

9. Bollard: A short, vertical, and permanent post, usually ornamental in nature, used to inhibit trespass by persons or vehicles, or to prevent encroachment onto private property or other defined space.

10. Boundary Line Adjustment: Also known as a lot line adjustment, accommodates a transfer of land between separate, but adjacent lots. Boundary line adjustments do not create additional lots or building sites. A boundary line adjustment allows legal transfer of ownership and minor relocation of property boundaries, or merging lots for any recorded or unrecorded, subdivided parcel. Changes in lot configuration are also included, provided that the building site remains within the original parent parcel. This process allows for corrections to created gaps or overlaps of property caused by erroneous occupation or legal description. Boundary line adjustments include transfer of parcels of real estate to achieve boundary line settlement or adjustment. Boundary line adjustments cannot involve more than 10% of the land in either parcel involved in the adjustment.

11. Building: Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind.

12. Building Setback The required minimum distance between any structure and an adjacent right-of-way or property line.
    i. Front Setback: The shortest distance between the building setback line and the front lot line.
    ii. Rear Setback: The shortest distance between the building set back line and the rear lot line.
    iii. Side Setback: The shortest distance between the building set back line and the side lot lines.

13. Buffer Area: An area of undeveloped land with regularly maintained plantings or vegetated space.

14. Campground: A site designed, designated, maintained, intended, or used for the purpose of supplying a location for seasonal, recreational, and temporary living purposes in cabins, tents, or recreational equipment open to the public for free or for a fee. Temporary living purposes shall not, in any case, exceed 180 days in any calendar year.

15. Clear Sight Triangle: Also referred to as adequate sight distance. An area of unobstructed vision at street intersections defined by lines of sight between points at a given distance from the intersection of the center lines of streets.

16. Clerk of the County Commission: The Clerk of the County Commission of Harrison County, West Virginia.

17. Cluster: A development pattern or design technique in which lots are grouped together, rather than spread evenly throughout a parcel as in conventional subdivision development. Cluster development allows the remaining land to be used for recreation, open space, and the preservation of natural or built resources.

18. Common Area: Property held in common by mutual ownership or by an association of property owners within a development or held in corporate ownership for the benefit of each owner within a development.

19. Community Facilities: Existing, planned, or proposed parks, playgrounds, schools, and other public lands and buildings owned or maintained by a local government.

20. Comprehensive Plan: A plan for physical development, including land use, adopted by a governing body, setting forth guidelines, goals, and objectives for all activities that affect growth and development in the governing body's jurisdiction.

21. Condominium: Ownership in common with others of a parcel of land and certain parts of a building thereon that would normally be used by all the occupants, together with individual ownership in fee, of a particular unit or apartment in such building or on such parcel of land and may include dwellings, offices, and other types of space in commercial buildings or on property.

22. Construction Plans. The engineering drawings showing the construction details and the types of material for the physical structures and facilities (excluding dwelling units) and infrastructure to be installed in conjunction with the development of the project.

23. Contiguous: Next to, abutting, and having a boundary, or portion thereof, that is coterminous. Streets, highways, roads, or other traffic or utility easements, streams, rivers, and other natural topography are not to be used to determine whether lots, parcels, municipal boundaries, or county boundaries are contiguous.

24. Covenant: An agreement, restriction, or condition placed on a parcel of land that remains attached to the land and entitles successive landowners to its benefits or obligations.

25. Cul-de-sac: A local street, one end of which is permanently closed to dedication to public use and consists of a circular turn around or other approved design, for the purpose of allowing vehicles to change their direction of travel within the improved right-of-way.

26. Curb: A stone, concrete, or other improved boundary marking the edge of the roadway or paved area.

27. Dedication: The deliberate setting aside and appropriation of land by its owner for any general or public uses, reserving to the owner only those rights that are compatible with the full exercise and enjoyment of the public uses to which the property has been dedicated.

28. Deed Restriction: A limitation placed within a deed that controls the use of the property. Deed restrictions run with the land and cannot generally be removed by new owners.

29. Density: The average number of dwelling units allowed on one (1) acre of land. It may also measure the number of families, housing units, or rental rooms.

30. Developer: The individual or entity undertaking the land development or subdivision in an application.

31. Drainage: Any ditch, gutter, pipe, culvert, stormwater management facility, storm sewer, or other structure designed, intended, or constructed for the purpose of diverting diffused waters from or

carrying surface waters off streets, public rights-of-way, parks, lots, recreational areas, or any part of any subdivision, land development, or contiguous land areas.

32. Driveway: A privately owned vehicular access from a street to properties that abut the street and that serve no more than four (4) dwelling units. Any vehicular access that serves more than 4 dwelling units shall either be considered either a street or a private road.

33. Dwelling unit: Any dwelling or portion thereof used or intended to be used by one (1) family and providing complete housekeeping facilities.

34. Easement: A grant by a property owner of the use of a designated part of his or her land by another party for a specified purpose and for a specified time.

35. Factory-built Home includes manufactured and mobile homes as defined:
    i. "Manufactured Home" means a home that meets the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U. S. C. §5401, et seq.), effective on the fifteenth day of June, one thousand nine hundred seventy-six, and the federal manufactured home construction and safety standards and regulations promulgated by the secretary of the United States department of housing and urban development.
    ii. "Mobile Home" means a transportable structure that is wholly, or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation or assembly and installation on a building site and designed for long-term residential use and built prior to enactment of the Federal Manufactured Housing Construction and Safety Standards Act of 1974 (42 U. S. C. §5401, et seq.), effective on the fifteenth day of June, one thousand nine hundred seventy-six, and usually built to the voluntary industry standard of the American national standards institute (ANSI), A119.1 standards for mobile homes.

36. Factory-built Home Community: A parcel of land subdivided or developed for two (2) or more factory-built homes occupied on a continual, non-recreational basis, together with any structure, equipment, street, or facility intended for use incidental to the occupancy of the factory-built home or homes.

37. Family: An individual or two (2) or more persons related by blood, marriage, adoption, or foster relationship, or no more than three (3) unrelated individuals and individuals related by blood, marriage, adoption, or foster relationship to any of those three (3) unrelated individuals, living together on a non-profit basis as a single housekeeping unit and sharing common living, dining, and kitchen areas.

38. Farm Structure: Buildings and other structures used primarily for agricultural activities, as defined herein, including, but not limited to, garages, barns, coops, sheds, stables, silos, greenhouses, root cellars, pigpens, and slaughterhouses.

39. Fire Hydrant: A connection point, usually along a public right-of-way, where firefighters can connect into a water supply for purposes of fire suppression.

40. Frontage: The horizontal distance between the side lot lines measured at the point where the side lot lines intersect the street right-of-way. On curvilinear streets, the arc between the side lot lines is the lot frontage.

41. Governmental Entity: Any federal, state, or local government, and any body, board, department, commission, court, tribunal, authority, agency or other instrumentality of any such government or otherwise exercising any executive, legislative, judicial, administrative, or regulatory functions of such government.

42. Grade: The natural level of the ground adjoining the object whose height is to be measured. Where grade refers to a street or road, it is the existing grade at that point.

43. Grading: Any act by which soil is cleared, stripped, stockpiled, excavated, scarified, filled, or any combination thereof.

44. Gross Floor Area: The total area of a building measured by taking the outside dimensions of the building at each floor level.

45. Homeowner's Association (HOA) or Business Owner's Association (BOA): An incorporated nonprofit organization operating under a recorded land agreement through which (a) each lot owner is automatically a member and (b) each lot is typically subject to a proportionate share of the expense for the organization's activities, including, but not limited to, maintaining drives, streets, roads, and other common areas.

46. Immediate Family Members: With respect to a "family subdivision," means a spouse, any child or children, and any stepchild or stepchildren, grandchild or grandchildren, step-grandchild or step-grandchildren, and parent or parents.

47. Improvement Location Permit: A permit issued for the construction, erection, installation, placement, rehabilitation, or renovation of a structure or development of land, and for the purpose of regulating development within flood-prone areas.

48. Infrastructure: Facilities and services needed to sustain industrial, residential, commercial, and all other land use activities, including water, sewer lines, and other utilities; stormwater management facilities; streets and roads; communications facilities; emergency or public facilities such as fire stations, parks, and similar facilities; but not including solar or wind facilities utilized for electrical-generating purposes.

49. Land Development: The improvement of one (1) or more lots, tracts, or parcels of land by any means and for any purpose except the following: easements; rights-of-way; exemptions under Section 1.10; and construction of private roads for extraction, harvesting, or transporting of natural resources or agricultural products.

50. Land Development, Major: As defined in Section 3.4 in this Ordinance.

51. Land Development, Minor: As defined in Section 3.2 in this Ordinance.

52. Landscaping: The bringing of the soil surface to a smooth finished grade, installing trees, shrubs, ground cover, grass, and similar vegetation to soften building lines, provide shade, and generally produce a pleasing visual effect of the premises.

53. Lot: A portion of a subdivision or land development or other parcel of land legally described or delineated as a unit.

54. Lot, Corner: A lot situated at the intersection of two (2) streets, the interior angle of such intersection not exceeding one hundred and thirty-five (135) degrees.

55. Lot Width: The measure of frontage for lots and the distance across the lot (side lot line to side lot line) at the minimum front setback line or at the midpoint of the buildable area, whichever is less.

56. Metes and Bounds: A method of describing the boundaries of land by courses and distances.

57. Multi-family Development: A structure designed for or occupied exclusively as a residence with two (2) or more dwelling units, whether they have direct access to the outside or access to a common entrance.

58. Monument: A marker placed in the ground for delineating the survey of a subdivision or land development, the boundaries of a political subdivision, or to facilitate a geographic information system.

59. Official Submission Date: The date upon which an appropriate employee or agent of Harrison County receives an application for a subdivision or land development.

60. Off-tract Infrastructure: Facilities and systems created, maintained, and operated by a governmental or quasi-governmental entity that are not found on the parcel or parcels in question for a given application pursuant to this Ordinance. These facilities and systems include, but are not limited to, roads, wastewater facilities and collection lines, water facilities and distribution lines, and stormwater management facilities.

61. Open Space: Land area to be left undeveloped as part of a natural resource preservation, recreation, buffer yards, or other open space provision of this Ordinance. Open space excludes areas in lots, street rights-of-way, or parking. Private open space is designed and intended for common use and the enjoyment of the residents of the subdivision. Public open space is designed and intended for common use and the enjoyment of the residents of Harrison County.

62. Owner: Any individual, firm, association, syndicate, partnership, corporation, trust, or other legal entity having sufficient proprietary interest in the land sought to be subdivided or developed to commence and to maintain proceedings to subdivide or develop the same under this Ordinance.

63. Parcel: Land that can be owned, sold, and developed. Parcels have legal descriptions that not only describe their boundaries but also contain information concerning rights and interests.

64. Parent Parcel or Tract: A parcel or tract of land prior to subdivision.

65. Plan: A written description for the development of land or subdivision.

66. Plat: The map, drawing, or chart on which the applicant's plan or layout of a land development or subdivision is shown, indicating the location and boundaries of individual properties, and that is submitted to the Planning Commission for approval as part of a major land development or subdivision plan or to staff for approval of minor land developments or subdivisions.

67. Plat, Final: The map, drawing, or chart, based upon the advancement of the preliminary plan, in which the applicant's plan is submitted to the Planning Commission for final approval and which, if approved, shall be recorded in the office of the Clerk of the County Commission in accordance with Chapter 39, Article 1, Section 13, of West Virginia Code, 1931, as amended.

68. Plat, Preliminary: The map, drawing, or chart on which the layout and design of a proposed subdivision or land development is shown and which is submitted to the Planning Commission for consideration and advancement as part of a preliminary plan.

69. Practicable, Not: When the physical characteristics of the terrain prevent meeting a standard of this Ordinance without incurring significant additional costs.

70. Professional Engineer: A person who has been duly registered or licensed as a professional engineer by the West Virginia State Board of Registration for Professional Engineers. The board may designate a professional engineer, based on education, experience, and examination, as being licensed in a specific discipline or branch of engineering signifying the area in which the engineer has demonstrated competence. Anywhere the term "engineer" is used, a professional engineer is required.

71. Public Improvement: Modifications to land which increase its value or utility. Improvements include, but are not limited to, buildings and structures, road grading, road surfacing, landscaping, curbs, gutters, storm sewers and drains, sidewalks, street signs, modifications to watercourses, water supply facilities, sewage disposal facilities, and park and recreation equipment.

72. Public Service District: A legally constituted public corporation created by the County Commission pursuant to Article 13a, West Virginia Code, authorized to acquire, construct, and operate water and sewer systems.

73. Public Sewer System: Any sewer, sewerage system, sewage treatment works or part thereof, designed, intended, or constructed for the collection, treatment, or disposal of liquid waste, including industrial waste, with a daily design flow greater than one thousand (1,000) gallons per day with subsurface discharge or greater than six hundred (600) gallons per day with surface discharge, serving one (1) or more dwellings or establishments. A single entity owns and performs maintenance on the system.

74. Public Utilities: All persons, firms, corporations, co-partnerships or municipal authorities providing gas, electricity, water, steam, telephone, sewer, or other services of a similar nature.

75. Public Water: A public water system:
    i. Shall include any water system or supply that regularly supplies or offers to supply piped water to the public for human consumption, if serving at least an average of twenty-five (25) individuals per day for at least sixty (60) days per year, or which has at least fifteen (15) service connections;
    ii. Shall include any collection, treatment, storage, and distribution facilities under the control of the owner or operator of such system and used primarily in connection with such system;
    iii. Shall include any collection or pretreatment storage facilities not under such control that are used primarily in connection with such system; and
    iv. Shall not include a system that meets all of the following conditions:
        a. Consists only of distribution and storage facilities (and does not have any collection and treatment facilities);
        b. Obtains all of its water from, but is not owned or operated by, a public water system which otherwise meets the definition;
        c. Does not sell water to any person; and
        d. Is not a carrier conveying passengers in interstate commerce.

76. Recreational Vehicle: Includes travel trailers, pickup coaches, motorized homes, and similar vehicles.
    i. "Travel Trailer" means a portable structure built on a chassis, designed to be towed and used as a temporary dwelling for travel, recreational, and vacation purposes, and permanently identified as a travel trailer by the manufacturer of the trailer.
    ii. "Pickup Coach" means a structure designed primarily to be mounted on a pickup or other truck chassis with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, and vacation purposes.
    iii. "Motorized Home" means a portable dwelling designed and constructed as an integral part of a self-propelled vehicle.

77. Recreational Vehicle Park: A location for recreational vehicles to park or locate overnight or longer in allotted spaces for temporary recreational purposes.

78. Reserve Strips: Also known as "spite strips," means a parcel of ground in separate ownership, separating a street from adjacent properties.

79. Re-subdivision: The subdivision of land that has been previously subdivided. Re-subdivisions may include, but are not limited to, combining of lots, dividing a lot between adjacent lots, and alterations or changes of lot lines.

80. Right-of-way: An area of land that is dedicated to be occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for any other special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

81. Road Right-of-way Width: The distance between property lines measured at right angles to the centerline of the right-of-way.

82. Roadway: The portion of a street right-of-way that is paved, improved, designated, or intended for vehicular traffic.

83. Septic Tank: A multiple compartment, watertight receptacle that receives sewage from a building or structure and is designed and constructed to permit settling of solids from the sewage, digestion of the organic matter, and discharge of the liquid portion into a disposal area.

84. Sidewalk: A pedestrian way extending along, parallel to, and within an easement or the right-of-way of a public or private street.

85. Single-family Dwelling: A detached structure designed for or occupied exclusively as a residence for only one family.

86. Slope: The change in the vertical measurement (rise) divided by the change in the horizontal measurement (run). Slope is written as a ratio or a percentage.

87. Special Flood Hazard Area (SFHA): Also referred to as a flood-prone area, the area that will be inundated by flood waters and having a one (1%) percent chance of being equaled or exceeded in any given year. The one (1) percent annual chance flood is also referred to as the base flood area or the one hundred (100) year flood area.

88. Stormwater Management: The mitigation of the hydrologic impacts of lost natural runoff storage by the use of constructed storage facilities.
    i. For water quantity control, a system of vegetative, structural, and other measures that may control the volume and rate of stormwater runoff that may be caused by land disturbing activities or activities upon the land; and
    ii. For water quality control, a system of vegetative, structural, and other measures that control adverse effects on water quality that may be caused by land disturbing activities or activities upon the land.

89. Street: Avenues, boulevards, highways, roads, lanes, alleys, and other public ways.

90. Street, Arterial: A street that serves, or is designed to serve, as a connection between uses that generates heavy traffic volumes or between other arterial streets.

91. Street, Collector: A street that serves or is designed to serve as the connection from local streets to the arterial street system, such as the main entrance street of a residential development, or as a secondary connection between arterial streets.

92. Street, Local: A street that serves or is designed to serve primarily as access to abutting properties.

93. Subdivision: The division of a lot, tract, or parcel of land into two or more lots, tracts, or parcels of land, or the recombination of existing lots, tracts, or parcels. For the purposes of this Ordinance a re-subdivision is considered a subdivision.

94. Subdivision, Major: As defined in Section 3.3 in this Ordinance.

95. Subdivision, Minor: As defined in Section 3.1 in this Ordinance.

96. Surety: A financial guaranty that the improvements proposed in the subdivision or land development application are made as planned. If improvements are not made by the applicant, the local government can use surety funds to complete the work as planned. Includes but is not limited to performance bonds, cash in escrow, a letter of credit, and similar collateral.

97. Tract: Means the same as and used interchangeably with the term "lot," particularly where a "tract" is subdivided into several lots, parcels, sites, units, plots, condominiums, tracts, or interests.

98. Utility Easement: Conveyance of a right-of-way for purposes of facilitating, metering, or transmission of water, sewer, electricity, gas, telephone, cable television services, internet, and similar services.

99. Waiver: The intentional deviation of a portion of the requirements of this Ordinance by the Planning Commission or Planning Department Staff.

100. Water Well: Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted that enters or passes through an aquifer for purposes that may include, but are not limited to a water supply, exploration for water, dewatering, or heat pump wells, but not including groundwater monitoring activities and all activities for the exploration, development, production, storage, and recovery of coal, oil, and gas, and other mineral resources regulated under Chapters 22, 22a, or 22b of the West Virginia Code.

101. Yard, Front: A space extending the full width of the lot between the architectural front of the principal building and the front lot line or the fronting street right-of-way measured perpendicular to the building at the closest point to the front lot line.

102. Yard, Rear: A space extending across the full width of the lot between the architectural rear of the principal building and the rear lot line and measured perpendicular to the building to the closest point of the rear lot line. Rear yards extend from the back of a building to a property line.

103. Yard, Side: A space extending from the front yard to the rear yard between the principal building façade and the side lot line and measured perpendicular from the side lot line to the closest point of the principal building façade.

Article 3. GENERAL REVIEW STANDARDS

Section 3.1 Minor Subdivisions

A. Minor subdivisions are those divisions of land that do not require tbe development of new off-tract infrastructure, do not require the extension of existing off-tract infrastructure, and result in the creation of five (5) lots or less, including the parent parcel or residue, from contiguously-owned parcels of record, and include the consolidation of parcels of land, except that:
    1. In no case shall an applicant or applicants be permitted to pursue a series of minor subdivision processes when, in total, the parent tract to be subdivided would otherwise be subject to the major subdivision process.
    2. New lots created under the minor subdivision process may not be re-subdivided under the same minor subdivision process.
B. *Family Subdivisions.* Land transfers to immediate family members, as defined herein, are subject to the same standards as minor subdivisions and require the following:
    1. The deed shall identify the relationship between the Grantor and Grantee, describing the real estate and right-of-way center line being conveyed by use of plat and metes and bounds description prepared by a licensed West Virginia surveyor.
    2. Any rights-of-way deeded for ingress and egress shall have a width of not less than sixteen (16) feet if providing access to four (4) or fewer lots, If providing access to more than four (4) lots, the rights-of-way deeded for ingress and egress shall have a width of not less than twenty-four (24) feet. If a family subdivision ingress and egress is originally services four (4) or fewer lots but later additional lots subdivided under this section are created and are to be serviced by existing ingress and egress then the rights-of-way shall be widened to no less than twenty-four (24) feet. These rights-of-way widths are in addition to easements or rights-of way that may be required for drainage, construction maintenance, and placement or maintenance of public utilities.
    3. A family subdivision grantee may receive any number of lots resulting from family subdivision within Harrison County, so long as each transfer independently meets the requirements contained within this provision. When lots conveyed by family subdivision are subsequently conveyed to anyone other than an immediate family member, as defined herein, said lots shall not be transferred as a family subdivision and shall be subject to the provisions of this subdivision and land development ordinance as a minor or major subdivision without the benefits of the provisions applying to family subdivisions.
    4. Before any transfer by an immediate family member is recorded, the following language shall be included in the deed:

> *"The lot transferred is to be used for a single-family residence. Any further subdivision will be considered a major subdivision and will be subject to the major subdivision or equivalent county subdivision and land development laws in effect at that time. This lot cannot be transferred again for at least five (5) years, except to an immediate family member, unless an exception under the Harrison County Subdivision and Land Development Ordinance applies. Any other transfer of this lot within the five (5) year period to anyone but an immediate family member shall place the lot in violation of the Harrison County Subdivision and Land Development Ordinance."*

5. Proof of immediate family member status shall be provided in the form of official documents, including, but not limited to, birth certificates, marriage licenses, and court documents finalizing adoption.
6. For the purposes of this subsection, "land transfers" shall not include:
    i. Deeds to trustees to secure a debt, except foreclosures not transferred at public auction, and provided the provision set out in Subsection 4. appears in the deed of trust;
    ii. Judicial sales or tax sales;
    iii. Mortgages;
    iv. Deeds of partition under or pursuant to a court order; or
    v. Real estate transferred by will or intestacy.

Section 3.2 Minor Land Development

Minor land development follows the same procedures as a minor subdivision and includes only the following, provided that public improvements are not required:

A. A residential improvement or development of two (2) or fewer dwellings on a lot (single family or stacked duplex); or
B. A commercial improvement or development with less than five thousand (5,000) square feet of gross floor area developed.
C. Merger or boundary line adjustment.

Section 3.3 Major Subdivisions

Major subdivisions are subdivisions that are (1) not a minor subdivision and (2) not exempt from this Ordinance under Section 1.10.

Section 3.4 Major Land Development

Major land development shall include all development not defined as minor land development, and shall follow the same procedures that a major subdivision follows.

Article 4. MINOR SUBDIVISION AND MINOR LAND DEVELOPMENT APPLICATION

Section 4.1 Purpose

The purpose of this Article is to enumerate the procedures, requirements, and criteria for the division of land and land development within Harrison County, West Virginia, that meet the definition of "Minor Subdivision" or "Minor Land Development" pursuant to Article 3 of this Ordinance.

Section 4.2 Criteria

The Planning Department Staff is responsible for determining whether a subdivision or land development application meets the criteria for a minor subdivision or minor land development process.

The Planning Department Staff shall approve a minor subdivision or land development application if all applicable requirements contained within this Ordinance are fulfilled. In order for a subdivision or land

development to be classified as a minor subdivision or land development, the applicable criteria of Articles 3 and 4 of this Ordinance must be met. All minor subdivisions and land development shall be consistent with the comprehensive plan.

Section 4.3 Minor Subdivision and Minor Land Development Application Requirements

In addition to the requirements herein, all minor subdivisions and minor land development plans and plats shall have no less than the following before being considered complete:

A. A map showing the relative location of the land to be subdivided or developed, with roads, place names, and other identifiable landmarks.
B. All plans and plats should be printed on paper no less than eleven (11) by seventeen (17) inches in size.
C. All plans and plats shall have a north arrow, map legend, scale bar, date of completion, and title.
D. Harrison-Clarksburg Health Department approval for on-site well and septic system is required for minor subdivisions and land development.

Section 4.4 Minor Subdivision and Minor Land Development Procedures

The following procedures must be followed in accordance with the West Virginia Code, as amended:

A. *Application Meeting.* Within seven (7) days after the submission of the subdivision or land development plan and plat, the applicant and the staff of the Planning Department Staff shall meet to discuss the proposed subdivision or land development and the criteria used to classify the proposal as minor.
B. *Site Inspection.* Planning Department Staff may make a site inspection of the proposed subdivision or land development.
C. *Determination.* Within ten (10) days after the submission of the subdivision or land development plan and plat, Planning Department Staff shall notify the applicant in writing if the proposed subdivision or land development application has been classified as a minor subdivision or minor land development.
D. *Approval.* Within ten (10) days after a subdivision or land development application has been classified a minor subdivision or minor land development, the Planning Department Staff, shall approve or deny the plan and plat. If the Planning Department Staff approves the plan and plat, then the Staff shall affix its stamp on the plan and plat. If the Planning Department Staff approves the plan and plat with conditions, then the Planning Department Staff must state the conditions. If the Planning Department Staff denies the plan and plat, then the Planning Department Staff shall notify the applicant in writing of the reasons for the denial.
E. *Recordation.* After approval of a minor subdivision or minor land development plan and plat by the Planning Department Staff and before the subdivision or land development is commenced, the subdivision or land development plan and plat shall be recorded, within ninety (90) days of approval, by the applicant in the office of the Clerk of the County Commission where the land is located. Three (3) paper copies of the final plan and plat must be submitted to the Planning Department Staff.
F. *Appeals.* Appeals of any decision made by the planning department staff in regard to a minor subdivision or land development application shall follow Article 16 of this Ordinance.

Article 5. MAJOR SUBDIVISION AND MAJOR LAND DEVELOPMENT APPLICATION

Section 5.1 Purpose

The purpose of this Article is to enumerate the procedures, requirements, and criteria for the division of land and land development within Harrison County, West Virginia, that meets the definition of "Major Subdivision" and "Major Land Development" pursuant to Article 3 of this Ordinance.

Section 5.2 Criteria

The Planning Commission is responsible for determining whether a subdivision or land development application meets the criteria for a major subdivision or major land development process. The Planning Commission shall approve a major subdivision or major land development application if all applicable requirements contained within this Ordinance are fulfilled. All major subdivisions and land development shall be consistent with the comprehensive plan.

Section 5.3 Applicant's Election as to Process

A. An applicant for approval of a major subdivision or land development may elect, by appropriately indicating on the applicant's initial application, either to:
    1. Seek final plan and plat approval in the initial application and forgo the optional step of preliminary plan and plat approval; or
    2. Initially seek approval of the preliminary plan and plat and, after such approval has been obtained, later seek separate approval of the final plan and plat.
B. *Final Plan and Plat Approval as Initial Step.* If the applicant elects to seek final plan and plat approval in the initial application, the final plan and plat shall satisfy all the requirements under Section 6.5 of this Ordinance. Sections 5.6 and 5.7 of this Ordinance shall apply to the application for approval of the final plan and plat.
C. *Preliminary Plan and Plat Approval and Final Plan and Plat Approval as Separate Steps.* If the applicant elects to first seek approval of a preliminary plan and plat, followed by approval of a final plan and plat, the following provisions shall apply:
    1. Section 5.5 shall apply to both the application for approval of the preliminary plan and plat and the application for approval of the final plat. The Planning Commission may develop application forms specific to each process and, in such case, the appropriate form shall be submitted.
    2. Section 5.6 shall apply to both the application for approval of the preliminary plan and plat and the application for approval of the final plan and plat. In the case of the application separate preliminary and final approvals, the review for completeness shall include a determination of whether the final plan and plat conforms substantially to the preliminary plan and plat previously approved by the Planning Commission. If the Planning Commission determines by vote that the final plan and plat conform substantially to the approved preliminary plan and plat and that the application otherwise contains all required content, the application for approval of the final plan and plat shall be approved without further public hearing or action of the Planning Commission, such approval may include conditions if approved by vote of the Planning Commission. If the Planning Commission determines by vote that the final plan and plat fails to conform substantially to the approved preliminary plan and plat, the application shall be deemed

an application for approval of a revised preliminary plan and plat that must be reconsidered for approval by the Planning Commission after an additional public hearing.

3. Section 5.7 only applies to the application for approval of the preliminary plan and plat. The seal placed upon a preliminary plan and plat under subsection (F) shall clearly and legibly specify that only the preliminary plan and plat is approved and that the plan and plat may not be filed in the office of the Clerk of the Harrison County Commission.
4. The final plan and plat application must be submitted and completed within three (3) years of the approval of the preliminary plan and plat. The applicant may seek an extension in one (1) year increments, not to exceed two (2) in number. The Planning Commission, in reviewing the extension, shall take into consideration the status of the application from outside agencies and changes within the vicinity to better accommodate a changed level of service.

D. *Amendment of Approved Plans and Plats.* Approved final subdivision or land development plans and plats may he amended only if the proposed amendment is approved by the Planning Commission by vote. The Planning Commission shall require a public hearing, in accordance with Section 5.7, regarding the amendment if the Planning Commission determines by vote that the nature of the proposed amendment, and the degree to which it modifies the previously approved plan and plat, create a legitimate interest of the public.

E. *Amendments to Preliminary and Final Plans and Plats.* All amendments to preliminary or final plans and plats must be approved by the Planning Commission. Amendments considered by the Planning Commission to be major will require a new public hearing. Major changes include an increase in density or number of lots or units, increase in traffic impact, changes to the proposed uses or types of units (i.e. a change from single-family housing to townhouse units), or any other change the Planning Commission deems substantial in nature. Minor changes, such as layout within a subdivision or land development, that do not increase or reduce the number of lots, roads, or other such infrastructure may be approved by the Planning Department Staff on a case-by-case basis.

Section 5.4 Optional Pre-submittal Conference

In addition to the requirements of Section 5.3, and other applicable requirements, an applicant may request in writing a pre-submittal conference with the Planning Department Staff. The Planning Department Staff shall schedule and hold the pre-submittal conference within fifteen (15) business days of request receipt. The meeting can be held beyond fifteen (15) days if at the request of or due to inactivity by the applicant. The applicant should bring ideas and concepts for the proposed subdivision or land development to the pre-submittal conference. The purpose of the pre-submittal conference is for Staff to explain the SALDO process, application requirements, approval process, and key deadlines and to provide the applicant an opportunity to present ideas and concepts and receive comments and suggestions from the Planning Department Staff before an application is submitted.

Section 5.5 Application

A request for approval of a major subdivision or major land development by the Harrison County Planning Commission shall be made by filing an application for approval of a plan and plat, which shall be prepared in accordance with the regulations set forth in this Section. The application shall consist of the following:

A. A written application in the format developed and approved by the Planning Commission, completed and signed by the applicant;
B. A copy of the proposed subdivision or land development plan and plat, compliant with the requirements of this Ordinance; and
C. The appropriate fees, proportionate to the cost of checking and verifying proposed plan and plats, as established by the County Commission for the subject subdivision or land development and as set out in the Fee Schedule available at the County Office. Approval of the plan and plat by the Harrison-Clarksburg Health Department, the applicable Public Service District, applicable Utility Board, the 911 office, the applicable electric utility, the West Virginia Division of Highways, and all other applicable permitting authorities shall also accompany the application if the application is for final plat and plan approval. These approvals are required for consideration of final plat and plan approval.

Section 5.6 Determination of Completeness of Application

A. Upon written request of the applicant for a determination of completeness, and within forty-five (45) days after receipt of the application, the Planning Commission shall review the application for completeness. The Planning Commission shall determine by vote whether the application is complete based upon a finding that the application meets or does not meet the requirements for completeness as set forth in this Ordinance.
B. If the Planning Commission determines the application is complete and the subdivision or land development has been appropriately categorized as major or minor under Article 3, the application is accepted for further review.
C. If the application is not complete or if the Planning Commission determines the subdivision or land development has not been appropriately categorized as major or minor under Article 3, the Planning Commission shall deny the application and notify the applicant in writing the reasons for denial. Any such denial shall not prevent the applicant from re-submitting a complete application for the same project.

Section 5.7 Approval of Major Subdivision and Land Development Plan and Plat

A. In accordance with West Virginia Code Section 8A-5-8, at the meeting at which an application is determined to be complete, the Planning Commission shall set a date, time, and place for a public hearing and a meeting to follow the public hearing to vote on the application. The public hearing must be held within forty-five (45) days of the meeting at which the application is determined to be complete. The public meeting at which the vote on the application is made shall take place within fourteen (14) days of the public hearing.
B. The Planning Commission shall notify the applicant of the public hearing and meeting in writing unless notice is waived in writing by the applicant. The Planning Commission shall publish notice of the public hearing and meeting in a newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing.
C. The applicant must post, at least twenty-one (21) days prior to the public hearing, and thereafter maintain until the conclusion of the public hearing, a sign giving notice of the date, time, and place of the public hearing, which will be provided to the applicant and shall be placed by the applicant on the property such that the information is clearly legible from the public right-of-way. The applicant shall notify by certified mail the owners and homeowner's association of any abutting property owners at least fourteen (14) days prior to the public hearing.

D. At the meeting at which the vote on the application is made, the Planning Commission shall vote to approve, approve with conditions, deny, or hold the application. If the Planning Commission determines by vote that additional information is necessary to determine whether to approve or deny the application, the application may be held for up to forty-five (45) days for such additional information.
E. The Planning Commission shall approve the application if the Planning Commission determines by vote that the application is complete and meets the requirements of this Ordinance. Each application shall demonstrate compliance with all requirements set forth in this Ordinance specific to the applicable category of subdivision or land development, as well as all applicable general standards in this Ordinance.
F. If the Planning Commission approves the application, the Planning Commission shall place upon the subdivision or land development plan and plat the Planning Commission's seal and the date of approval, provided the seal placed upon a preliminary plan and plat shall clearly and legibly specify that only the preliminary plan and plat is approved and may not be filed in the office of the Clerk of the County Commission.
G. If the Planning Commission approves the application with conditions, the Planning Commission shall provide the conditions in writing to the applicant and attach the same to the plan and plat before placing the seal and date of approval.
H. If the Planning Commission denies the application, the Planning Commission shall notify the applicant in writing by certified mail of the reasons for the denial, postmarked not more than ten (10) days from the date of the meeting when the denial occurred. The applicant may request, one (1) time, a reconsideration of the decision of the Planning Commission, which request for reconsideration must be made in writing by mail, postmarked not more than ten (10) days after the decision of the Planning Commission is received by the applicant.

Section 5.8 Recording a Major Subdivision or Land Development Plan and Plat

After final approval of a major subdivision or land development plan and plat by the Harrison County Planning Commission, and after any conditions for such approval have been incorporated into the plan and plat, the subdivision or land development plan and plat shall be recorded by the applicant in the office of the Clerk of the Harrison County Commission within thirty (30) business days. No subdivision or development of land shall be commenced until the approved plan and plat is recorded in said office.

Article 6. PLAN AND PLAT REQUIREMENTS

Section 6.1 Purpose

The requirements contained in this Article shall govern the submission and processing of all applications for subdivision and land development in Harrison County.

Section 6.2 Plan and Plat Process Options

A. An applicant shall indicate on the application, pursuant to Section 5.3, whether the applicant is seeking (1) a preliminary plan and plat review approval, then a final plan and plat approval or (2) only final plan and plat approval.
    1. If the applicant chooses the preliminary plan and plat review process option, the application is subject to Sections 6.3 and 6.4 (not 6.5).

2. If the applicant chooses the final plan and plat review process only option, the application is subject only to Section 6.5 (not 6.3 and 6.4).

B. Re-platting any part of a major subdivision or land development project requires a new application and adherence to the same processes outlined herein.

Section 6.3 Preliminary Plan and Plat Requirements

Seven (7) copies of all required documentation in this section shall be provided by the applicant at the time of application submittal. No application shall be given preliminary plan and plat approval without having all required documentation.

A Preliminary Plan and Plat Application shall adhere to the following provisions:

A. A written plan shall be developed for a subdivision or land development that includes, but is not limited to:
   1. The name of the subdivision or land development;
   2. The names and addresses of all applicants and all property owners;
   3. The type of subdivision or land development and the number of uses to be conducted in the subdivision or land development;
   4. Total area (acres or square miles) of the proposed subdivision or land development;
   5. Provisions for obtaining water, sewer, utilities, and other services;
   6. An analysis of the soil type in the proposed subdivision or land development; and
   7. An erosion and sediment control plan developed pursuant to West Virginia Department of Environmental Protection Erosion and Sediment Control Best Practices Manual and applicable provisions of this ordinance.

B. Preliminary plats shall be drawn to a scale of one hundred (100) feet to the inch or larger on a sheet or sheets not less than nine (9) inches by fifteen (15) inches, nor more than twenty-four (24) inches by thirty-six (36) inches. If shown on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. A blank space, three (3) inches by five (5) inches shall be reserved for use of the approving authority. The preliminary plat shall contain:
   1. The preliminary plat shall be labeled "Preliminary Plat" clearly and in large letters (not less than 1/10 of an inch tall);
   2. The name of the subdivision or land development;
   3. The names and addresses of the applicants;
   4. A north arrow;
   5. A map legend;
   6. An explanation of scale and a scale bar;
   7. A topographic map of the land to be subdivided or developed at the same scale as the plat;
   8. All existing pertinent features, either natural or man-made, that may influence the design of the subdivision, such as watercourses, tree groves, wetlands, rock outcrops, existing buildings, historic areas, cemeteries, drainage structures, year-round springs and existing wells;
   9. Special Flood Hazard Areas;
   10. Boundary survey information with date of survey. A boundary survey shall have an error of closure within the limit of one in seventy-five hundred (1/7500) relating to the true meridian and show all monuments' location and type of material. The boundary survey may be related to United States Coast and Geodetic Survey (U.S.C. and G.S) and state grid north if the coordinates of two (2) adjacent corners of the subdivisions or land

development are shown. Bearing and distance ties to at least two (2%) percent tract corners or significant adjoining corners shall be indicated;

11. Number and layout of lots clearly marked with approximate dimensions and areas;
12. Proposed well locations and septic system reserve areas;
13. Approximate locations of existing and proposed sewer, water, and storm drainage signs;
14. Approximate location and type of streets, sidewalks, and landscaping;
15. Approximate locations for all existing and proposed easements and rights-of-way;
16. Areas dedicated to public use;
17. The approximate location and size information for any structures or structural developments that are planned to be constructed;
18. The name, address, and registration number of the surveyor or professional engineer licensed in the state of West Virginia who made the plan and plat; and
19. A survey or drawing showing any proposed land disturbances or grading.
20. All plans and plats shall be stamped by professional engineer licensed in the state of West Virginia or surveyor licensed by the State of West Virginia.

C. A proximity map that shows location of proposed subdivision or land development at a scale of not less than one (1) inch equals five thousand (5,000) feet indicating:
    1. Adjoining roads' approximate location, names, and numbers;
    2. Names and addresses of all adjoining property owners;
    3. The type of land use existing on all adjoining properties;
    4. Names of municipalities and subdivisions within five (5) miles of proposed subdivision or land development;
    5. All existing pertinent features, within five hundred (500) feet of and including the proposed subdivision or land development, either natural or man-made, that may influence the design of the subdivision, such as watercourses, tree groves, wetlands, rock outcrops, existing buildings, historic areas, cemeteries, drainage structures, year-round springs, and existing wells;
    6. Special Flood Hazard Areas within five hundred (500) feet of and including the proposed subdivision or land development; and
    7. Existing topography with five (5) foot contour intervals (or smaller) within five hundred (500) feet of and including the proposed subdivision or land development.
D. A letter from the property owner, if different from the applicant, authorizing the applicant to act as their agent with full authority.
E. A title letter signed by an attorney currently licensed in the State of West Virginia setting forth the source of title of owner of the land to be subdivided or developed, and the place of record of the last instrument in the chain of title. When the subdivision or land development consists of land acquired from more than one (1) source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat.
F. Copies of existing and proposed deed restrictions or protective covenants.
G. *Topography, Geologic, and Soil Conditions.* Topographic, soil, and geologic conditions must be suitable for the type of construction proposed. The Planning Commission may require the applicant to provide a report prepared by a professional engineer licensed in the state of West Virginia with supporting data sufficient to establish all pertinent surface and subsurface soil conditions that could adversely affect the development and showing proposed solutions.
H. *Utilities.*
    1. The proposed location and size of all utilities.
    2. Details regarding the material of water distribution and sewer collection lines.

3. Information regarding whether or not all structures will have utilities, and if not, which structures are lacking certain utilities.

I. *Streets.*
   1. The proposed location of all street and center lines of streets and all existing and platted streets with street names, within the boundaries of the subdivision or land development and for lands adjoining such boundaries.
   2. All site entrances, opposing entrances, and median breaks on adjacent streets.
   3. A proper connection to any existing or proposed public street shall be shown where appropriate.
   4. A typical cross section of each type of street shall be included.
   5. An access permit from the WVDOH shall be required for all subdivision and land development streets that directly access public streets or highways prior to subdivision or land development approval.
   6. The applicant shall demonstrate that adequate site distance requirements can be achieved where subdivision or land development streets intersect existing streets and at intersections within the subdivision or land development.
   7. Projected Average Daily Traffic (ADT) counts for the development project at build out shall be shown at internal street intersections and all entrances to the site.

Section 6.4Final Plan and Plat Approval

Seven (7) copies of all documentation required in this section shall be provided by the applicant at the time of application submittal. The final plan shall conform substantially to the preliminary plan as approved by the Planning Commission. If substantive changes have been made, as determined by the Planning Commission, the plan shall be considered a revised preliminary plan, which must be re-approved by the Planning Commission and the permitting agencies indicated in Section 6.3.

The Final Plan and Plat Application shall include the following information:

A. The location of the proposed development on a vicinity map at a scale of one thousand (1,000) feet or more to the inch, indicating the location of the property with respect to surrounding property and roads;
B. The final plat shall have the words "Final Plat" printed clearly and in letters measuring at least one-tenth (1/10) of an inch in height;
C. The accurate location and dimensions by bearings and distance with all curve data of all lot lines;
D. Boundaries of all easements, parks, school sites, and public areas;
E. The number and area of building sites;
F. All dimensions shall be shown in feet and decimals of a foot to the closest one (0.01) hundredth (1/100th) of a foot and meters to the closest millimeter; all bearings in degrees in minutes and seconds to the nearest thirty (30) seconds.
G. Organizational papers for a homeowners association, including the proposed Articles and By-Laws;
H. Exact location and type of streets, sidewalks, and landscaping;
I. Exact locations for all existing and proposed easements and rights-of-way;
J. Areas dedicated to public use; and
K. The exact location and size information for any structures or structural developments that are planned to be constructed.
L. *Utilities.*
   1. The location and size of all utilities.

2. Details rega+rding the material of water distribution and sewer collection lines.
3. Information regarding whether or not all structures will have utilities, and if not, which structures are lacking certain utilities.
4. Show location of all utilities, including aboveground and underground lines and pipes. This provision shall include all utilities within or adjacent to the street right-of-way for those streets extending onto or adjacent to the subject property.

M. *Streets.*

1. The accurate location of all streets and street center lines, including all existing and platted streets with street names, within the boundaries of the subdivision or land development and for lands adjoining such boundaries. The accurate location and dimensions by bearings and distance with all cure data of all street and center lines of streets and all existing and platted streets with street names, within the boundaries of the subdivision or land development and for lands adjoining such boundaries. Traffic control signage and structures (e.g. street delineators, barricades, and stop signs) and street signs shall be shown on the plans. Signage shall conform to the requirements of the County and WVDOH.
2. All site entrances, opposing entrances, and mediau breaks on adjacent streets.
3. A proper connection to any existing or proposed public street shall be shown, where appropriate.
4. A typical cross section of each type of street shall be included.
5. An access permit from the WVDOH shall be required for all subdivision and land development streets that directly access public streets or highways prior to subdivision or land development approval.
6. The applicant shall demonstrate that adequate site distance requirements can be achieved where subdivision or land development streets intersect existing streets and at intersections within the subdivision or land development.
7. Projected traffic for the development project at build out shall be shown at internal street intersections and all entrances to the site.
8. The data for all curves along street frontages shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearing.
9. For street sections consisting of more than two (2) lanes, pavement striping indicating the travelways, tapers, turn lanes, and directional markings (e.g. turn and through arrows, solid and dashed line delineators) shall be provided. Where appropriate, pedestrian crosswalks shall be included.

N. *Lighting.* Lighting shall utilize fixture shielding, directional control designed into fixtures, fixture location, height, or aim, or a combination of these or other factors such that the ligbt does not project beyond the boundaries of the subdivision or land development.

O. *Approval in writing from all required agencies.* These agencies shall include the Harrison-Clarksburg Health Department, West Virginia Department of Environmental Protection, the West Virginia Health Department, the West Virginia Department of Transportation, the applicable Public Service District, appropriate utility service providers, Harrison County GIS/Addressing Office, and other applicable agencies certifying that the application meets all requirements of the applicable codes, ordinances, or standards when determined appropriate by Planning Commission. The Harrison County GIS/Addressing Office shall verify adequacy of proposed addresses, road names, and names of subdivisions and land development in accordance with Harrison-Taylor E 9-1-1 Center.

P. *Construction Plans.* Complete design and construction plans, profiles, cross-sections and engineering specifications for roads, sidewalks, curbs and gutters to be installed.

Q. *Surety for Improvements.* Verification that the applicant has obtained an appropriate amount of surety for all subdivision or land development improvements permitted after preliminary and final plan and plat approval, in accordance with "6.6 Surety for Improvement."

Section 6.5 Final Plan and Plat Process and Approval Only Requirements

Section 6.5 only pertains to applicants that choose to forgo the preliminary plan and plat application process found in Sections 6.3 and 6.4. Seven (7) copies of all documentation required in this section shall be provided by the applicant at the time of application submittal. No application shall be given final plan and plat approval without having all required documentation.

A. A written plan shall be developed for the subdivision or land development that includes, but is not limited to:
    1. The name of the subdivision or land development;
    2. The names and addresses of all applicants and all property owners;
    3. A letter from the subdivision property owner, if different from the applicant, authorizing the applicant to act as their agent with full authority;
    4. A detailed description of the type of subdivision or land development and the type and number of uses to be conducted in the subdivision or land development;
    5. Total area (acres or square miles) of the proposed subdivision or land development;
    6. Provisions for obtaining water, sewer, utilities, and other services;
    7. An analysis of the type of soil in the proposed subdivision or land development; and
    8. An erosion and sediment control plan developed pursuant to West Virginia Department of Environmental Protection Erosion and Sediment Control Best Practices Manual and applicable provisions of this ordinance.

B. Final plans and plats shall be drawn to a scale of one hundred (100) feet to the inch or larger on a sheet or sheets not less than nine (9) inches by fifteen (15) inches, nor more than twenty-four (24) inches by thirty-six (36) inches. If shown on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. A blank space, three (3) inches by five (5) inches shall be reserved for use of the planning commission. The final plat shall contain:
    1. The final plat shall be labelled "Final Plat" clearly and in large letters;
    2. The name of the subdivision or land development;
    3. The names and addresses of the applicants;
    4. A north arrow;
    5. A map legend;
    6. An explanation of scale, including a scale bar;
    7. A topographic map of the area at the same scale as the plat;
    8. Boundary survey information with date of survey. A boundary survey shall have an error of closure within the limit of one in seventy-five hundred (1/7500) relating to the true meridian and show all monuments' location and type of material. The boundary survey may be related to United States Coast and Geodetic Survey (U.S.C. and G.S) and state grid north if the coordinates of two (2) adjacent corners of the subdivisions or land development are shown. Bearing and distance ties to at least two (2%) percent tract corners or significant adjoining corners shall be indicated;
    9. Number and layout of lots clearly marked with dimensions and areas;
    10. Well locations and septic system reserve areas;

11. Exact location of existing and proposed sewer, water, and storm drainage systems;
12. Exact location and type of streets, sidewalks, and landscaping;
13. Location and descriptions for all existing and proposed easements and rights-of-way;
14. Areas dedicated to public use;
15. The location and size information for any proposed structures or structural developments; and
16. The name, address, and registration number of the surveyor or professional engineer licensed in the state of West Virginia who made the plan and plat.

C. Proximity map that shows location of proposed subdivision or land development at a scale of not less than one (1) inch equals five thousand (5,000) feet, indicating:
   1. Adjoining roads' location, names, and numbers;
   2. Names and addresses of all adjoining property owners;
   3. The type of land use existing on all adjoining properties to the proposed subdivision or land development;
   4. Names of municipalities and subdivisions within five (5) miles of proposed subdivision or land development;
   5. All existing pertinent features, within five hundred (500) feet of the proposed subdivision or land development, either natural or man-made, that may influence the design of the subdivision, such as watercourses, tree groves, wetlands, rock outcrops, existing buildings, historic areas, cemeteries, drainage structures, year-round springs, and existing wells;
   6. Special Flood Hazard Areas within five hundred (500) feet of and ineluding the proposed subdivision or land development; and
   7. Existing topography with five (5) foot contour intervals (or smaller) within five hundred (500) feet of and including the proposed subdivision or land development.

D. A letter from the property owner, if different from the applicant, authorizing the applicant to act as his agent with full authority.

E. A title letter signed by an attorney currently licensed in the State of West Virginia, setting forth the source of title of owner of the land to be subdivided or developed, and the place of record of the last instrument in the chain of title. When the subdivision or land development consists of land acquired from more than one (1) source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat.

F. A survey or drawing showing any proposed land disturbances or grading.

G. No construction, land disturbance, improvements, or grading shall begin prior to Final Plan and Plat approval. The applicant shall be required to obtain all permits and approval from appropriate governmental entities related to all construction, grading, development or land disturbance, prior to final plan and plat approval.

H. Building front setback lines with dimensions and rear and side setback distances stated for each lot.

I. Copies of existing and proposed deed restrictions or protective covenants related to the proposed subdivision or land development.

J. Approval in writing from all required agencies. These agencies shall include the Harrison-Clarksburg Health Department, West Virginia Division of Highways (WVDOH), West Virginia Department of Environmental Protection, the West Virginia Health Department, the West Virginia Department of Transportation, the applicable Public Service District, appropriate utility service providers, Harrison County GIS/Addressing Office, and other appropriate agencies certifying tbat the application is consistent with approved site plans and meets all requirements of the applicable codes, ordinances, or standards when determined appropriate by Planning

Department Staff. The Harrison County GIS/Addressing Office shall verify adequacy of proposed addresses, road names, and names of subdivisions and land development in accordance with Harrison-Taylor E 9-1-1 Center.

K. *Topography, Geologic, and Soil Conditions.* Topographic, soil, and geologic conditions must be suitable for the type of construction proposed. The Planning Commission may require the applicant to provide a report prepared by a professional engineer licensed in the state of West Virginia with supporting data sufficient to establish all pertinent surface and subsurface soil conditions that could adversely affect the development and showing proposed solutions.

L. *Utilities.*
   1. The location and size of all utilities.
   2. Details regarding the material of water distribution and sewer collection lines.
   3. Information regarding whether or not all structures will have utilities, and if not, which structures are lacking certain utilities.
   4. Show location of all utilities, including aboveground and underground lines and pipes. This provision shall include all utilities within or adjacent to the street right-of-way for those streets extending onto or adjacent to the subject property.

M. *Streets.*
   1. The accurate location of all streets and street center lines, including all existing and platted streets with street names, within the boundaries of the subdivision or land development and for lands adjoining such boundaries. The accurate location and dimensions by hearings and distance with all cure data of all street and center lines of streets and all existing and platted streets with street names, within the boundaries of the subdivision or land development and for lands adjoining such boundaries. The data for all curves along street frontages shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearing.
   2. All site entrances, opposing entrances, and median breaks on adjacent streets.
   3. A proper connection to any existing or proposed public street shall be shown, where appropriate.
   4. A typical cross section of each type of street shall be included.
   5. An access permit from the WVDOH shall be required for all subdivision and land development streets that directly access public streets or highways prior to subdivision or land development approval.
   6. The applicant shall demonstrate that adequate site distance requirements can be achieved where subdivision or land development streets intersect existing streets and at intersections within the subdivision or land development.
   7. Projected Average Daily Traffic (ADT) counts for the development project at build out shall be shown at internal street intersections and all entrances to the site.
   8. Traffic control signage and structures (e.g. street delineators, barricades, and stop signs) and street signs shall be shown on the plans. Signage shall conform to the requirements of the County and WVDOH.
   9. For street sections consisting of more than two (2) lanes, pavement striping indicating the travelways, tapers, turn lanes, and directional markings (e.g. turn and through arrows, solid and dashed line delineators) shall be provided. Where appropriate, pedestrian crosswalks shall be included.

N. *Lighting.* Lighting shall utilize fixture shielding, directional control designed into fixtures, fixture location, height, or aim, or a combination of these or other factors such that the light does not project beyond the boundaries of the subdivision or land development. *Construction Plans.* Complete design and construction plans, profiles, cross-sections and engineering specifications

for roads, sidewalks, curbs and gutters to be installed. Construction plans shall be stamped by a West Virginia professional engineer licensed in the state of West Virginia.

O. *Surety for Improvements.* Verification that applicant has obtained appropriate amount of surety for all subdivision or land development improvements permitted after final plan and plat approval and in accordance with "6.6 Surety for Improvement."

Section 6.6 Surety for Improvements

A. *Purpose.* To obtain surety acceptable to guarantee of performance and to assure the timely construction and completion of public and other improvements in accordance with approved plans, current county standards and specifications, and relevant state code requirements.

B. *Surety for Improvements.* The applicant shall submit a written request for surety approval from the Harrison County Commission for subdivision or land development construction prior to final subdivision or land development approval. The Planning Commission shall retain an independent engineering firm, of its choice, at the cost of the applicant to study the development and provide a cost estimate for the completion of the project to meet the provisions of this Ordinance. Based on the estimate, the applicant shall present surety to the Planning Commission.

C. *Developers Agreement.* Upon receiving Planning Commission Final Approval and prior to the President signing the final plans, the developer shall complete a Developers' Agreement (Appendix B) and post financial security as required by the Agreement and this ordinance with the County Planning Commission. The bond shall provide satisfactory surety in the amount of one hundred fifteen percent (115 %) of the estimated construction cost of the ultimate installation of the public improvements at prevailing rates. The bond shall be subject to forfeiture to the County Council for the sole purpose of installation or completion of required improvements. The Planning Commission shall have authority on its own initiative and after thirty (30) days' notice to the principal, to increase the amount of surety at any time, over and above five percent (5%), if in its judgment and sole discretion, such increase is found to be appropriate. The Planning Commission must justify such decision by a demonstrable increase in costs, which must be disclosed to the principal.

D. Surety shall:
    1. Be forfeitable or payable to the County Commission;
    2. The principal sum shall be one hundred and fifteen (115%) percent of the estimated construction cost of the required improvements subject to subparagraph C.;
    3. Specify the time for completion of the improvements; and
    4. Specify the date or condition for when surety will be released.

E. Funds from any such surety shall be used by the County Commission only for the completion of the required improvements in the event they are not completed as contemplated in the approved plan and plat.

F. The following inspections shall be required:
    1. Installation of Sediment and Erosion Control Devices prior to beginning site grading;
    2. Roadway and parking lot subgrade proof roll prior to placing stone base;
    3. Roadway and parking lot stone base depth check prior to placing asphalt or concrete pavement;
    4. Water system and sanitary sewer system inspection and approval by the public service district or utility prior to backfilling of trenches;

5. Final inspection including, but not limited to, seeding and mulching, roadways and parking lot paving, sidewalks, storm drainage and stormwater management system, traffic control signs and paving markings, and landscaping.

The developer shall request county inspections a minimum of forty-eight (48) hours in advance. The Planning Commission may accept third-party inspection and certification reports in place of inspections performed by the Planning Commission upon prior approval. Third party inspection reports shall be submitted in the format specified by the Planning Commission.

G. When the construction is completed, an professional engineer licensed in the state of West Virginia shall submit a final as-built drawing and a certification that the stormwater management plan meets of the requirements of this Ordinance. The Planning Commission shall perform a post-construction certification review at the completion of the construction. Surety shall not be released until the Planning Commission approves the construction of the stormwater drainage system.

H. In the event required improvements are not constructed to the terms of the surety, the County Commission shall declare the surety in default and shall request funds from the surety sufficient to complete the unfinished construction. The surety shall, without delay, inspect the subdivision or land development and shall immediately thereafter release the funds requested. Improvements alleged by the applicant to have been made after inspection by the surety shall not be grounds for a re-inspection or for a reduction of the requested funds to be released.

I. All major subdivisions and land development shall be required to provide surety that meets the approval of the Harrison County Commission and Planning Commission.

1. *Improvements Requiring Surety*. Each of the following elements or systems requires surety:
    i. Clearing, grading, and site preparation.
    ii. Stormwater facilities.
    iii. Water and sewer utilities or facilities.
    iv. Streets, sidewalks, parking, curbs, street drainage, and lighting.
    v. Landscaping and recreation facilities.
    vi. Other utilities.
2. *Exceptions*. Utilities that install their own infrastructure (such as telephone, electric, gas, and cable companies) will not require surety pursuant to this Ordinance.
3. *Cost Estimates*. The applicant shall submit cost estimates from aprofessional engineer licensed in the state of West Virginia for the cost of such installation.
4. *Review and Approval*. An independent engineering firm of the county's choosing shall review the cost estimates and make upward adjustments if the cost estimates are below those the County currently expects.
5. *Amount*. The surety shall be in the amount of one hundred and fifteen (115%) percent of the approved estimate. This amount covers inflation, the cost of inspecting, and rebidding if the applicant defaults and the County must take over construction or construction supervision.

Section 6.7 Vacating All or Part of Plan and Plat

A. The Planning Commission may vacate a subdivision or land development plan and plat either in whole or in part if it is demonstrated that:

1. The persons making application for vacating a plan or plat own the fee simple title to the whole tract, or the entirety of that part of the tract covered by the plan and plat that is sought to be vacated;
2. Vacating the plan or plat will not affect the ownership or right of convenient access of persons owning other parts of the subdivision or land development; and
3. All easement holders whose easements are indicated only on the plat (and not by separate recorded instrument) must provide written consent to the vacating of the plat.

B. The applicant shall record any approved vacation of all or part of a plan and plat in the office of the Clerk of the County Commission where the land is located within one hundred and twenty (120) days of final approval from the Planning Commission.

Article 7. SUBDIVISION AND LAND DEVELOPMENT DESIGN

Section 7.1 General Street Design

A. Streets shall be designed and constructed to properly connect with existing, platted, or planned streets. Such streets shall be designed and constructed so as to ensure coordination with regard to location, width, grade, and drainage of existing, platted, or planned streets within the general area.
B. The arrangement, character, extent, width, grade, and location of all streets shall conform to the comprehensive plan and shall be considered in relation to existing and planned streets, topographic conditions, public convenience and safety, and the proposed uses of the land to be served by such streets.
C. Subdivision or land development streets that are continuations of existing subdivision or land development streets must meet the specifications of the existing streets or the requirements in this ordinance, whichever is more stringent as to the type of service, level of service, paved width, shoulders or curbs, etc.
D. Reserve strips (spite strips) controlling access to streets or utilities shall be prohibited.
E. Subdivision or land development street design shall have a reasonable relationship to tract topography in order to minimize earthwork and erosion, ensure reasonable grades, and produce useable lots.
F. All stumps, downed trees, and other debris that have been displaced and accumulate as a result of street, ditch, and other construction, shall be properly disposed of by the applicant through approved means such as burning, burying, or suitably removing from the property.
G. No more than seventy-five (75) dwelling units in a subdivision or land development shall obtain their access from a single point of access.
H. The West Virginia Division of Highways (WVDOH) is responsible for all roads, except those intended to remain private or that are maintained by an HOA. WVDOH shall determine the safety of the roads, access locations, and off-site improvements. County staff shall coordinate with WVDOH to make all determinations of safety. Likewise, the capacity of the adjoining roads is a technical issue to be determined by WVDOH. The Planning Commission may require the applicant to work with WVDOH to specifically address off-site or capacity issues or concerns prior to final approval.
I. *Access Management.* For state highways, including ingress and egress to state highways, an applicant must show compliance with the access management principles found in "Chapter 8. General Principals of Access Management, Manual on Rules and Regulations for Constructing Driveways on State Highway Rights-of-Way" (WV DOH, 2004). Adjacent commercial or office properties shall provide a cross access drive and pedestrian access to allow circulation between sites. Wherever a proposed development abuts unplatted land or a future development phase of

the same development, street stubs shall be provided for access to abutting properties or to extend the street system into the surrounding area. All street stubs shall be provided with temporary turn-around or cul-de-sacs unless exempted by the Planning Commission, and the restoration and extension of the street shall be the responsibility of any future developer of the abutting land.

J. *Street Lights*. Street lighting is typically required in concentrated areas of pedestrians or vehicles. Areas of potential need for lighting for the safety of pedestrians and motorists include, but are not limited to multi-family, commercial, and industrial development. Lighting shall be shielded and directed downward to prevent glare and to minimize light trespass.

K. *Blocks*.

1. Block length generally shall not exceed sixteen hundred (1,600) feet, nor shall a block be less than four hundred (400) feet.
2. Blocks shall be wide enough to allow two (2) tiers of lots of minimum depth. Where this would require lots to front on a highway or where topographical conditions or the size of the property prevent two (2) tiers of lots, single lots with necessary alterations may be used.
3. Pedestrian access easements not less than ten (10) feet in width shall be required where deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation, and other community facilities.

Section 7.2 Road Intersections and Clear Sight Triangle

A. Minor streets leading from the same subdivision or land development shall not intersect on the same side of a major street at intervals of less than eight hundred (800) feet.

B. Where any street intersection will involve topographic features or existing vegetation inside any lot corner that might create a traffic hazard through limited site distance visibility, such ground or vegetation shall be cut and kept cut to a height not exceeding three and one-half (3.5) feet in conjunction with the grading of the public right-of-way to a distance of seventy-five (75) feet from the point of intersection of two (2) or more road centerlines out to provide adequate sight distance.

C. Minimum curb radius at the intersection of two (2) local streets shall be at least twenty (20) feet, and minimum curb radius at an intersection involving a collector street shall be at least twenty-five (25) feet. Minimum curb radius at the intersection of a street and alley shall be at least ten (10) feet.

D. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two (2) new streets at an angle of less than seventy-five (75) degrees shall not be permitted. An oblique street should be curved approaching an intersection and should be approximately at right angles for at least one hundred (100) feet therefrom. The Planning Commission may approve the intersection of more than two (2) streets in a development where avoiding doing so is not practicable.

E. When streets parallel to the railroad right-of-way intersect a street that crosses the railroad right-of-way at grade, they shall, to the extent practicable, be at a distance of at least one hundred and fifty (150) feet from the railroad right-of-way. Such distance shall be determined with due consideration of the minimum distance required for future separation of grades by means of appropriate approach gradients.

Section 7.3 Fire Hydrants

A. Fire hydrants shall be required for all major subdivisions and land development if sufficient water pressure and volume are available. To be exempted from this requirement, a professional engineer licensed in the state of West Virginia is required to show how volume or water pressure are such that installing functional pressurized hydrants is not feasible. If water lines are not available or only existing water lines less than six (6) inches in width are available, this section does not apply.
B. Fire hydrants shall be connected to water lines that are at least six (6) inches in diameter.
C. If a new approved central water supply is utilized, the system shall be designed with adequate main sizes and fire hydrant water supply. Such system shall be approved by the public agency or authority operating the central water system and the fire marshal's office.
D. Fire Hydrants shall be located no more than one thousand (1,000) feet apart and within five hundred (500) feet of any structure and shall be approved by the applicable fire protection unit. This distance may be extended if structures are equipped with an automatic fire sprinkler system. Minor deviations to these distances may be allowed subject to the approval of the fire marshal's office or the local fire protection unit, if such deviations would not jeopardize the safety of building occupants or the ability to provide adequate fire protection.
E. To eliminate future street openings, all underground utilities for fire hydrants, together with the fire hydrants themselves, and all other supply improvements shall be installed before any final paving of a street shown on the subdivision or land development plan and plat.
F. Fire hydrants shall be located two (2) feet behind the back of the curb line, or eight (8) feet from the edge of the paved area on non-curbed roadways, unless otherwise approved by the local fire protection unit.
G. Fire hydrants shall be located or protected from possible mechanical damage. The means of protection shall not interfere with the connection to, operation of, or the maintenance of hydrants. Bollards used to protect hydrants shall be at least three (3) feet from the hydrant on all sides.
H. Fire hydrants shall be located, so as not to be obstructed by parking spaces, dumpsters, signs, mailboxes, utility poles, bushes, or any other structures or materials. The location of fire hydrants is subject to approval by the local fire protection unit.
I. Fire hydrants shall be installed at street intersections, where possible. Hydrants located mid-block shall be aligned with the extension of a property line, where possible. Hydrant spacing shall be measured parallel to approved vehicular access routes.
J. An auxiliary gate valve shall be installed at the main line tee to permit the repair and replacement of the hydrant without disruption of water service.
K. Fire hydrants shall have isolation valves and be designed to drain and prevent freezing.
L. Fire hydrant specifications and thread sizes shall be acceptable to the West Virginia Fire Marshal and the local fire protection unit with primary responsibility.
M. Fire hydrants set in the right-of-way shall be located two (2) feet back of the sidewalk or in accordance with the standards of the controlling Public Service District.
N. Fire hydrant colors shall comply with National Fire Protection Association (NFPA) standards.
O. Dry hydrants may be installed in lieu of pressurized hydrants. Where installed, dry hydrants shall meet NFPA standards. Dry hydrants must be within one thousand (1,000) feet of any structure within the proposed development. Subdivisions or land development with central water systems that do not meet the standards required for the installation and operation of fire hydrants shall provide proper tap connections at the storage site to permit water draws by pumper or tank trucks.

Section 7.4 Easements

A. Design, signage, use, management, maintenance, and cost-sharing may be prescribed or limited by private covenants, conditions, or restrictions, provided that such restrictions are not in violation of Harrison County Ordinances or other applicable law. For any subdivision or land development that involves a shared access easement, no obstruction of the full use of the easement shall be permitted. A note to this effect shall be placed on all plats and plans.
B. All easements for all public facilities (e.g. water, sewer, stormwater management, or drainage) or public service-type facilities (e.g. telephone, electric, gas, cable) that serve the subdivision or land development shall be set forth on the plan and plat or in the deed. Such easements shall be located in street rights-of-way, alleys, or side or rear yards, in accordance with the particular plans and layout of the utility or other service providing company. All easements shall provide for access without notification to the property owner for the maintenance, repair, or other work needed in the easement or to the facility in the easement.
C. *Utility Easements*. A utility easement shall be a minimum of fifteen (15) feet wide. Easements that fall on shared side or rear lot lines, unless specifically authorized by the County, shall be of equal dimensions on both lots involved. Where attached housing types are involved and yards are enclosed or very narrow, easements shall be in front or rear yards.
    1. All subdivisions and land development shall grant easements to local utilities. The applicant shall consider these rights-of-way when planning the development. Future utilities that may affect the development shall also be considered. Utilities shall be designed to not infringe upon the Special Flood Hazard Area, unless necessary to provide service. All services shall be installed on each lot. Surety release will not be granted until rights-of-way agreements with all utility entities are filed with the Planning Department Staff and recorded in the office of the Clerk of the County Commission.
    2. Where possible, water and sewer lines that are installed parallel to subdivision or land development roads shall be laid within the road rights-of-way.
    3. Poles for electric service or telephone poles shall be placed in easements provided along rear or side lot lines, as agreed upon with the public utilities concerned, wherever practicable.
    4. Underground conduits for electric service shall be placed in easements provided along rear lot lines or alongside lot lines, or along subdivision or land development streets, as agreed upon with the public utilities concerned, wherever practicable.
D. *Stormwater Easements*. All stormwater management facilities shall be located on open space land, easements on the lots, or public rights-of-way. Easements shall run in favor of the homeowner's association, business owner's association, and any of the public service providers using the easement. Drainage easements shall be provided on all lots to ensure that stormwater channels remain clear of development. Where attached housing types are involved and yards are enclosed or very narrow, drainage easements shall be placed on lots to convey surface water to storm sewers located on the street or to surface drainage channels located in easements or open spaces, as topography and grading dictate. Easements shall be designed for a ten (10) year storm event and in no case shall be less than fifteen (15) feet wide.
E. *Open Space Deed Restrictions and Covenants*. Deed restrictions and covenants can be established to preserve open space, protect natural resources, and protect land held in common or used for recreation or open space. All areas subject to deed restrictions or covenants shall be restricted from further development and shall run in favor of all lot owners in the development or the homeowner's association.
F. *Encroachments and Structures*. No permanent encroachments, structures, or fences shall be permitted within any easement area. The homeowner's association, business owner's association,

and any of the public service providers shall have the right to remove any encroachment, structures, fencing, or any other improvements placed upon such public easements.

G. *Maintenance Access Easements*. Maintenance access easements shall be a minimum of fifteen (15) feet wide and are primarily intended to provide access to public utilities or drainage areas that need to be maintained regularly. Should the homeowner's association, business owner's association, any of the public service providers, or other agency with facilities in the easement need to do work in an easement, an attempt shall be made to notify the resident and owner. If time allows, the landowner shall be permitted to remove any structure or planting. However, because the work may involve an emergency, the homeowner's association, business owner's association, any of the public service providers, or other contractors may do the work, including removal or destruction of structures or landscaping. The only obligation the homeowner's association, business owner's association, public service provider, or contractors have is to restore the ground cover if disturbed in the process of the work. Any other costs shall be borne by the landowner. A maintenance easement of five (5) feet shall be designated on all lot lines adjacent to the zero lot line boundary to ensure ready access to the lot line wall at reasonable periods of the day for normal maintenance. This easement shall be recorded on the adjacent lot or parcel along the length of the zero lot line boundary.
H. In no case shall easements for individual septic or water systems or any easement or area designated as a septic reserve area be permitted to encroach on any building lot other than the lot that is served by the individual septic or water well system or which the septic reserve area is intended to serve.
I. Where a subdivision or land development is traversed by an open watercourse, drainage way, channel, or stream, there shall be provided a stormwater easement or drainage right-of-way of not less than ten (10) feet in width conforming substantially to the line of such watercourse or of such width needed to preserve the riparian zone.
J. For safety purposes and to facilitate pedestrian access, pedestrian access easements not less than ten (10) feet in width shall be required where essential to provide circulation or access to schools, playgrounds, shopping centers, transportation, and other community facilities.
K. For lots fronting curvilinear streets, the rear easement must consist of straight lines with a minimum of deflections.
L. The construction of buildings or structures within easements shall be prohibited.

Section 7.5 Residential Lot Size and Access

A. All residential lots, including those located within a factory-built home community, shall be a minimum of one quarter (0.25) acres in size for lots with public sewer and water. For lots without public water or public sewer, a minimum lot size of one (1) acre is required.
B. All lots shall have sufficient width and depth to provide adequate open space, building area, and off-street parking. Minimum lot width at the front property line shall be fifty (50) feet.

Section 7.6 Utilities

All utility transmission lines (e.g., electric, phone, cable, water, sewer) and service lines within the subdivision or land development project shall be underground.

Section 7.7 Driveways and Parking, Materials

Driveways and parking provided from gravel roads may be constructed of gravel or paved. Driveways and parking provided from paved roads shall be paved.

Section 7.8 Landscaping, Screening, and Buffer Yard Requirements

A. Buffer areas required by this Ordinance are intended to separate different land uses from each other at a reasonable distance in order to minimize or eliminate potential nuisances such as dirt, litter, noise, odor, light, glare, danger from fire and explosions, signs, buildings, and parking areas.
B. A buffer area, when and if required by this ordinance, shall be provided along the perimeter of a lot for any given use and shall not be located in any portion of a public right-of-way or proposed right-of-way.
C. Buildings shall not be permitted in a buffer area.
D. Parking lots and parking spaces shall not be permitted in a buffer area.
E. Storage of any kind shall not be permitted in a buffer area.
F. Stormwater management facilities, public utility facilities, picnic areas, or pedestrian walkways and sidewalks shall be permitted in a buffer area.
G. A buffer area may be part of a front, rear, or side yard.
H. *Landscaped buffer areas.*
    1. Twenty-five (25) foot wide landscaped buffer areas are the preferred method of buffering between a commercial use and a residential use.
    2. Twenty-five (25) foot wide landscaped buffer areas are the preferred method of buffering between a multi-family residential use and a single-family or two-family residential use.
    3. Three hundred (300) foot wide landscaped buffer areas are the preferred method of buffering between an industrial use and any other use or public right-of-way.
    4. All species within a landscaped buffer area shall be indigenous or otherwise well-suited to the County, except that trees with large leaves that could clog storm drains; are brittle, disease prone, or have low, spreading branches or shallow root systems; drop large fruit or sap, or are otherwise unsightly shall also be avoided.
    5. Hedges shall be kept trimmed so that branches do not extend into the public road or upon the lands of an adjoining owner more than eighteen (18) inches over the dividing line.
    6. At least one (1) tree for each fifty (50) linear feet shall be planted in the buffer area in addition to other planting materials.
    7. Landscaping shall be at least five (5) feet wide and at least three and one half (3.5) feet high, along the entirety of the landscaped buffer area, subject to height limitations contained within this section.
I. Where a buffer area is considered to be impracticable or inappropriate, an opaque fence at least six (6) feet in height, in the rear or side yard or four (4) feet in height in the front yard so as to restrict a clear view beyond said buffer may be substituted in whole or in part for a natural buffer.
J. Landscaped buffer areas shall be continually maintained by the landowner. Any plant material that does not survive shall be replaced within six (6) months. All landscaping shall be kept free of refuse and debris.
K. Buffer areas shall not be required where the lot abuts an area of existing natural vegetation that effectively screens the lot from casual observation to a height of at least six (6) feet.

Article 8. INFRASTRUCTURE AND GRADING

Section 8.1 Street Grade

A. No street shall exceed fifteen (15%) percent grade at any point.
B. Streets shall not have grades greater than three (3%) percent in the first fifty (50) feet leaving an intersection in any direction.
C. Street grades shall not be less than five tenths (0.5%) percent grade in order to prevent pooling of water in traveled areas.

Section 8.2 Curb and Gutter

A. Curb and gutters shall be required for all major subdivisions and major land development unless the applicant shows that curb and gutters are not practicable, in which case shoulder and ditches are required.
B. Curbs, when required, shall be constructed on both sides of the interior of streets.
C. Road curbs shall conform to West Virginia Department of Transportation (WVDOT) specifications as to materials utilized. The curb reveal shall be no less than six (6) inches in height above the finished road surface. The base of curbs shall be a minimum of seven and three eighths (7.375) inches measured in cross-section. Curb sides may be sloped inward to join a rounded edge having a radius of one and one-half (1.5) inches or more. Alternative designs may be recommended by a professional engineer licensed in the State of West Virginia and approved by the Planning Commission.
D. Vertical curb height at driveway entrances may be reduced to a minimum of one and one half (1.5) inches for driveway entrances along streets where curbs are required.
E. Curb ramps must be installed in accordance with ADA requirements.
F. Drainage gutters shall be provided at the curb and road surface interface. Gutters shall be designed to carry peak water flows expected from a ten (10) year frequency storm occurring over the entire contributing watershed. Storm drain inlets on residential roads shall have bicycle-safe grates.

Section 8.3 Right-of-way Width

A. *General Provisions.*
    1. All requirements set forth in this Section are minimum requirements.
    2. The applicant shall be responsible for providing each lot within the proposed subdivision and land development access by deeded right-of-way and road that meets the standards set forth in this Ordinance. The applicant may be required to provide more than one access to a public road for the subdivision or land development.
    3. All subdivisions and land development with frontage on a state road shall dedicate twenty-five (25) feet from the centerline of the existing road to WVDOH. All required setbacks shall be measured from the edge of the dedication.
    4. Any proposed subdivision or land development that is not adjacent to a public highway shall be connected to a public highway by a deeded right-of-way and a road that meets the standards set forth in this Ordinance.
    5. Rights-of-way shall be maintained clear of all obstructions.
B. *Residential Rights-of-way.* All proposed residential vehicular rights-of-way shall be at least forty (40) or fifty (50) feet in width depending on the requirements set forth in Table 8.3(B). The improvements required in residential subdivisions, which include or involve any new street, easement, or right-of-way, whether public or private, shall be governed by the following table.

Table 8.3(B): Standards for Residential Subdivision Streets					
	Roads Serving				
Avg. Lot Size*	*1-4 lots*	*5-9 lots*	*10-19 lots*	*20-49 lots*	*50+ lots*
0-1 acre	A	B	B	B	C
1.01-2 acres	A	B	B	B	C
2.01-5 acres	A	A	B	B	B
5.01-10 acres	A	A	A	B	B

Road Types:
A = Local street with rock base and forty (40) feet of right-of-way.
B = Local street paved and forty (40) feet of right-of-way.
C = May require local thoroughfare-paved and fifty (50) feet of right-of-way.
*Rounded to nearest one-hundredth (0.01).

C. *Commercial Rights-of-way.* All commercial streets or streets that will service any commercial development, even if combined with residential development, shall be paved with a fifty (50) foot right-of-way.

D. *Alleys.* Alley rights-of-way shall be at least fifteen (15) feet in width with at least twelve (12) feet surfaced travelway.

Section 8.4 Pavement, Materials, and Compaction Testing

A. *General Provisions.*
   1. All requirements set forth in this Section are minimum requirements.
   2. Streets shall be surfaced with gravel or paved with asphaltic or cement binder to provide for a durable surface and shall be graded and drained to dispose of water accumulation.
   3. Ingress and egress roads between a subdivision or land development and a public street shall be paved to a point no less than seventy-five (75) feet from the point of intersection.
   4. Curbs and gutters shall be installed and roadways surfaced only after sewer and water utilities have been installed.

B. *Gravel.* Rock-base streets shall consist of crushed aggregate no less than twenty-four (24) feet in width and six (6) inches in compacted depth with stabilized shoulders on each side consisting of crushed aggregate two (2) feet in width and four (4) inches in depth. Class I crushed aggregate base course shall be used in accordance with West Virginia Division of Highways (WVDOH), Specifications, Sections 307 and 704. This crushed aggregate shall be placed in two (2), three-inch lifts, each lift to be individually compacted to ninety-five (95%) percent of maximum density. The crushed aggregate base shall also be fully underlaid by engineering fabric in accordance with WVDOH Specifications, Section 715.11. See related requirements for compaction testing below.

C. *Paving.*
   1. Class I crushed aggregate base course in accordance with WVDOH Specifications, Sections 307 and 704, surfaced travelway shall be no less than twenty-four (24) feet in width and eight (8) inches in compacted depth. The crushed aggregate shall be placed in two (2), four-inch lifts and each lift shall be individually compacted to ninety-five (95%) percent of maximum density. A hot laid bituminous concrete wearing course eighteen (18) feet in width and two (2) inches in depth and in accordance with WVDOH Specifications, Sections 400 and 700, shall overlay the crushed aggregate base course. The base course shall be fully underlain by engineering fabric in accordance with WVDOH Specifications, Section 715.11; or

2. Portland cement concrete in accordance with WVDOH Specifications, Sections 501 and 701 (associated materials: welded wire fabric in accordance with WVDOH Specifications, Section 709.4, coated dowel bars in accordance with WVDOH Specifications, Section 709.15, and joint tie bolt assemblies in accordance with WVDOH Specifications, Section 709.7) shall be no less than twenty-four (24) feet in width and six (6) inches in depth with a roughened surface. The Portland cement concrete shall be fully underlain by engineering fabric in accordance with WVDOH Specifications, Section 715.11.
3. All other street construction materials shall meet the standards set forth in the current "West Virginia Division of Highways Standard Specifications - Roads and Bridges." All subdivision and land development approvals will be subject to the corresponding sections and procedures of subsequent editions of the Standard Specifications in effect at the time of approval.

D. *Compaction Testing.* The applicant shall be responsible for compaction testing on the subbase, base course, and pavement course in accordance with WVDOH Testing Procedures MP 207.07.20, MP 712.21.26, and MP 700.00.24. The testing shall be conducted by an independent material-testing firm experienced in this type of quality control. A copy of the compaction reports and test results shall be provided to the Planning Commission.

Section 8.5 Private Roads

Construction of private roads may be permitted, subject to the following requirements:

A. Private roads shall be constructed of the same material and with the same design characteristics as required in this Article, except that the minimum travel way surface width of a private drive may be fifteen (15) feet.
B. For minor subdivisions and land developments, common and joint maintenance by all owners, present and future, of the lots served by the private roads shall be made a part of the deed of each of the lots, stipulating adequate maintenance and ensuring ingress and egress.
C. For major subdivisions and land developments, for residential and commercial condominium-type developments, a Homeowners Association (HOA) or Commercial Owners Association (COA) shall be established to address maintenance of all roads and commonly owned land within the subdivision or land development. Developers shall dedicate all roads and common lands to the association once all improvements are completed, and membership in the association is mandatory for all property owners within the subdivision or land development. A Common Interest Ownership Agreement must be developed in accordance with the Uniform Common Interest Ownership Act of West Virginia, Chapter 36B of the West Virginia Code.
D. When private roads are utilized, provisions shall be made on the lots for the off-street parking of at least two (2) automobiles for each lot served by the private roads. Such additional off-street parking may be provided in a common and shared lot on the premises.
E. When the Planning Commission approves the use of private roads in the subdivision or land development, such approval shall be entered in writing in the Planning Commission minutes, together with a copy of the deed restrictions required by subsection (C).

Section 8.6 Sidewalks

A. Where required in residential areas, sidewalks shall be four (4) feet wide and four (4) inches thick. Where required in commercial areas, sidewalks shall be seven (7) feet wide and four (4) inches thick.
B. All new sidewalks shall be compliant with all laws regarding accessibility.
C. Sidewalks shall be required in areas where the volume of pedestrian or automobile traffic make such facilities necessary for safety. These areas will typically be streets immediately surrounding and leading to a school or other traffic generator, such as a community center or shopping center.
D. Sidewalks may be paved with asphalt or Portland cement concrete. Other suitable materials for surfaces may be used as appropriate for local conditions or aesthetics.
E. Procedures for asphalt concrete mixing, proportioning, and placement shall be designed by a professional engineer licensed in the state of West Virginia acceptable to the Planning Commission.
F. Portland cement concrete sidewalk paving shall have expansion joints at all intersections with other sidewalks and structures.
G. Concrete sidewalks shall be at least four (4) inches thick, except under driveways for which at least six (6) inches of concrete must be used.

Section 8.7 Street Signage

A. *Street Signs*. All subdivision and land development streets shall be clearly identified by permanent street signs, in compliance with the Harrison County Addressing Ordinance.
B. *Street Names.* No street names shall be used that, in the opinion of the County, may be confused with the names of existing streets. Streets that are extensions of, or in alignment with, existing named streets shall bear the names of the existing streets.

Section 8.8 Dead Ends, Turnarounds, and Half Streets

A. All dead-end streets shall terminate in a circular turn-around having a minimum right-of-way diameter of sixty (60) feet, unless the Planning Commission approves an alternate "T" or "L" turnaround.
B. A temporary T- or L-shaped turnaround may be required on temporary deadend streets, and the land outside the normal street right-of-way shall revert to abutting property owners whenever the street is continued. The Planning Commission may limit the length of temporary dead-end streets in accordance with the design standards of these regulations.
C. Half streets shall be prohibited except where it is necessary to provide the remaining half of a previously approved half street. Wherever there exists a half street adjacent to a tract to be subdivided or developed, the other half shall be platted within such tract.
D. Proposed streets shall be extended to the boundary lines of the tract to be subdivided or developed, unless prevented by topography or other physical conditions, or unless the Planning Commission determines such extension is not necessary or desirable for the coordination of the layout of the subdivision or land development with the existing layout.

Section 8.9 Railroads and Limited Access Highways

Between residential subdivisions or land development and railroad rights-of-way or limited access highways, a buffer area at least twenty-five (25) feet in depth shall be provided adjacent to the railroad right-of-way or limited access highway. This buffer strip shall be part of the platted lots and shall be designated on the plat:

"This strip is reserved for screening. The placement of structures on this land is prohibited."

Section 8.10 Single-family Dwelling and Multi-family Residential Development Requirements

A. *Setbacks.* Structures shall be set back from front lot lines twenty (20) feet and from side and rear lot lines five (5) feet on lots with a single-family dwelling or multi-family development.
B. *Parking.* Two (2) parking spaces at least ten (10) feet by twenty (20) feet in size shall be provided for each single-family dwelling. One (1) space at least ten (10) feet by twenty (20) feet in size shall be provided per dwelling unit in multi-family development.

Section 8.11 Provisions for Maintenance and Operation

A. One purpose of a homeowner's association is to provide for the operation and maintenance of all public facilities within the subdivision, including roads, sidewalks, recreation facilities, and sewer and water systems, where central systems exist.
B. The applicant shall create, prior to approval of the final plan for a major subdivision or land development by the Planning Commission, a homeowner's association that will operate and maintain common facilities, as needed. Such homeowner's association shall be funded initially by the applicant and shall be sustained by assessment of the property owners. Provisions for the homeowners' association and the covenants in the proposed deed shall be reviewed and approved by the Planning Commission.
C. When a subdivision or land development contains park areas, tot lots, streets, or other physical facilities necessary or desirable for the welfare of residents that are of common use and benefit, the HOA shall be responsible for maintenance and upkeep of those facilities.
D. Membership is mandatory for all lot owners. The association shall have the power to place liens on properties and improvements in the subdivision if necessary, to collect delinquent assessments. The constitution, by-laws, and any other provisions of all homeowner's associations must be approved by the Planning Commission as part of final approval to ensure compliance with this Ordinance.
E. A homeowner's association or business owner's association must be established without delay as soon as fifty (50%) percent of properties are sold. The applicant shall dedicate all common lands (SWM Basin, roads, rights-of-way, etc.) to the association. A note to this effect is required on the final plan and plat.
F. A Common Interest Ownership Agreement must be established prior to final plan and plat approval to provide for the maintenance of commonly owned land, including, but not limited to the private road system within the subdivision or land development. This Common Interest Ownership Agreement must be developed in accordance with the Uniform Common Interest Ownership Act of West Virginia.

Article 9. WATER AND WASTEWATER FACILITIES

Section 9.1 General Provisions for Water and Wastewater

A. *General Requirements.* If the subdivision is not serviced by a public sewage system or an approved central collection and treatment system, a copy of the Harrison County Health Department Subdivision septic system pre-approval for each proposed lot in the subdivision shall be obtained and submitted. Should central sewage collection & treatment be available or proposed, then one copy of the approved state permits and plans must be included with the application.

B. *Individual Water Wells.* In all subdivisions and land development to be served by individual wells, all such wells shall comply with the provisions of Title 64 of the West Virginia Code of State Rules, Series 19, Series 46, and Series 77, as applicable.

C. *Central Water and Sanitary Sewer Systems.*

i. A centralized water system shall be required for all subdivisions and land development that contain thirty (30) or more dwelling units.

ii. Nonresidential subdivisions and land development shall be served by central water systems with fire hydrants sufficient to meet all requirements of the West Virginia State Fire Marshal's regulations.

iii. For wastewater treatment plants, a copy of the West Virginia Department of Environmental Protection's waste load allocation and discharge permit shall be provided prior to approval of a plan and plat.

iv. If a central water or sanitary sewer system is required, then the applicant shall enter into a binding legal agreement with the appropriate Public Service District for the construction and operation of such systems. The terms and conditions of such agreement must be acceptable to the Public Service Commission and in compliance with all pertinent rules and regulations of the West Virginia Public Service Commission.

v. Where centralized water or sanitary sewer systems are provided in a subdivision or land development, a note shall be placed on the final plan and plat stating:

> *"Private wells or private septic systems for domestic use are prohibited when central water or sanitary sewer service is available."*

vi. Where possible, water and sewer lines that are installed parallel to subdivision and land development roads shall be laid within the road rights-of-way. Otherwise, utility easements shall be provided as deemed necessary to provide for access and maintenance. A note shall be placed on the final plan and plat stating:

> *"An easement is granted to the appropriate Public Service District in all road rights-of-way for construction and maintenance of water and sanitary sewer lines."*

vii. A note shall be placed on plans and plats stating that:

> *"Any required service laterals to individual lots or sites shall be installed prior to construction of the finished road surface."*

viii. The installation of water and sanitary sewer utility lines and appurtenances shall be inspected and certified by the Public Service District that will own and operate the system. In the event the Public Service District is not able to perform the inspections, an independent professional engineer licensed in West Virginia shall inspect and certify that the system is installed in accordance with the approved plans and permits.

ix. The plan and plat shall contain and show the following features and information: existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent thereto with pipe sizes, fire hydrants, and grades. Plans and plats must be approved by the Harrison-Clarksburg Health Department and the Public Service District servicing the area for water and sewer.

Section 9.2 Water Supply Improvements

The following requirements shall govern water supply provisions and improvements:

A. All water supply sources and distribution systems, whether on a public or individual lot, shall meet or exceed the minimum requirements, in effect at the time of submitting a completed application, of Title 64 of the West Virginia Code of State Rules, Series 19, Series 46, and Series 77, as applicable.

B. The Planning Commission shall require written approval or a permit from the EED that the minimum requirements for water supply sources have been met.

C. If a proposed subdivision or land development is to utilize private wells and septic systems, the well shall be located and constructed according to standards that shall demonstrate the production of safe, potable drinking water, and in no case may be closer than fifty (50) feet from a septic tank, home aeration unit, vault privy, or drain fields.

D. The proposed location of the well on each individual lot shall be shown on the plans and plats. All proposed locations for well and septic systems shall be approved by the Harrison County Health Department.

E. *Mapping of Facilities*. The location of all fire hydrants, valves, all water supply improvements, and boundary lines, indicating all improvements proposed to be served, shall be shown on all subdivision and land development plans and plats.

F. *Construction Plans*. Construction plans for public water facilities shall be drawn to an appropriate scale. Plan and profile sheet shall include the water main, all valves, fire hydrants, and other appurtenances. Plan scale shall be one-inch equals fifty feet (1" = 50') or smaller; profile scale shall be one-inch equals ten feet (1" = 10') vertical or smaller and one inch equals fifty feet (1" = 50') horizontal or smaller. Variation to the scale may be approved in writing by authorized agent of Harrison County Planning Commission.

G. Construction plans shall also show existing and proposed topographic features along with existing and proposed utilities. Profiles must include all proposed and existing utility crossings, required casings, etc. Plans shall be certified as to their completeness and conformance with applicable regulations by a professional engineer licensed in the state of West Virginia.

H. The water lines shall be AWWA C-900, ASTM Class 250 pipe, or two (2) times the water pressure if more stringent. Bedding of crushed stone or sand shall be placed four (4) inches under the pipe in soil conditions to the spring line or mid-point of the pipe. In rock, the bedding shall be six (6) inches below the pipe to six (6) inches over the pipe. In no case shall any backfill larger than two (2) inches in diameter be placed within one (1) foot of the water main. A water main shall have a minimum of thirty-six (36) inches of cover to the top of the main and not more than sixty (60) inches unless shown as necessary by a professional engineer. If the water line is to be

extended more than one thousand (1,000) feet from an existing fire hydrant, the line shall be six (6) inches in diameter. Blue metallic caution tape shall be placed one (1) foot below finished grade for all water facilities.

I. *Required Permits.* If required, a permit to construct, alter, or renovate a public water supply system must be obtained from the West Virginia Bureau for Public Health prior to subdivision or land development approval.

J. *Design Requirements.*
   1. In general, the water system will be designed and installed in accordance with the West Virginia Bureau for Public Health.
   2. All end of line not connected, i.e. loop system, shall have a "blow-off" installed.
   3. Any water lines deeper than twelve (12) feet shall be constructed of ductile iron.
   4. All installation of water systems shall be in strict conformity with plans approved by necessary agencies.
   5. Upon completion, a set of "as-builts" for the project shall be delivered to the Planning Department Staff in paper and electronic format.

B. Every public water system in each subdivision and land development shall be provided with a complete water distribution system adequate to serve the area being platted, including a connection for each lot and appropriately spaced fire hydrants. The entire water system shall be designed to meet the approval of the West Virginia Health Department and the applicable Public Service District.

Section 9.3 Sanitary Sewer Improvements

The following requirements shall govern sanitary sewage disposal:

A. All sanitary sewage disposal systems, whether public or individual, shall meet the minimum requirements of the West Virginia's Environmental Engineering Division (EED) of the Office of Environmental Health Services.

B. Written approval or a permit from the EED stating that the minimum requirements for public or individual sanitary sewage disposal systems have been met must be submitted.

C. When a proposed development is within two hundred and fifty (250) feet of an existing public sanitary sewer system, connection may be required to the public sanitary system sewers.

D. When a public sanitary sewer system is not available, a water-carried sewage disposal system approved by the EED to serve the entire subdivision or land development may be installed.

E. If individual, on-lot sewage disposal systems are proposed, written approval from the Harrison-Clarkshurg Health Department must be obtained. Sewage disposal systems, drain fields, and any required septic reserve areas shall be setback a minimum of one hundred (100) feet from any known sinkhole.

F. *Construction Plans.* Construction plans for sewerage facilities shall be drawn to an appropriate scale no larger than one-inch equals fifty feet (1"= 50') and shall include plan and profile of the sanitary sewer, all manholes, cleanouts, manhole invert elevations, and other appurtenances. Construction plans shall also include existing and proposed topographic features along with existing and proposed utilities. Profiles shall include all proposed and existing utility crossings, required casings, etc. Plans must be certified as to their completeness and conformance with applicable regulations by a professional engineer licensed in the state of West Virginia.

G. *Required Permits.* If required, a permit to construct a sanitary sewer system must be issued by the Office for Environmental Health Services, Bureau for Public Health for the state of West Virginia. For individual septic systems, permits must be issued by the Harrison-Clarksburg

Health Department. All permits must be issued prior to the subdivision or land development plan and plat approval by the county.

H. *Septic System Requirements*. If the subdivision or land development is not serviced by a public sewage system or an approved central collection and treatment system, a copy of the Harrison-Clarksburg Health Department subdivision or land development septic system pre-approval for each proposed lot in the subdivision or land development shall be obtained and submitted. This subdivision or land development pre-approval shall guarantee one (1) suitable area to establish a residence, well, and septic system, with reserve area within the boundaries of the lot. The size of the septic system and the on-site and reserve area shall meet the standards determined by the Harrison-Clarksburg Health Department. The on-site and reserve area shall be set aside for the installation of required septic tank, soil absorption system, and future expansion or replacement area if needed for a failing drain field. Each proposed lot shall be evaluated with a six (6) foot observation pit and percolation test, in accordance with West Virginia Health Department regulations. Should central sewage collection and treatment be available or proposed, then one (1) copy of the approved state permits and plans must be included with the subdivision or land development application.

Article 10. STORMWATER MANAGEMENT

Section 10.1 General Provisions for Stormwater Management

A. *Purpose and Findings*. The purpose of this Section is to provide adequate measures for the retention, detention, and distribution of stormwater in a manner that minimizes the possibility of adverse impacts on both water quantity and water quality.

B. *Stormwater and Surface Water Drainage*. The applicant shall provide the subdivision or land development with an adequate storm sewer system whenever the applicant fails to provide engineered evidence to the Planning Commission that the natural surface drainage is adequate or will continue to be adequate after development. When the surface drainage is adequate, easements for such surface drainage shall be provided. The plans for a stormwater sewer system must be approved by the Planning Commission prior to final subdivision or land development approval.

C. The applicant shall provide for adequate stormwater and surface water drainage giving particular attention to the protection of filled land, prevention of water ponding (except as approved by the Planning Commission), and protection of sewer and water conduits and structures from damage caused by improper drainage.

D. Wherever cuts and fills are to be made in a subdivision or land development, the applicant shall provide for the interception and diversion of surface waters away from the tops of the cuts and fills and into approved drainage ways.

E. Terraces shall not be permitted in subdivisions or land development when geological evidence shows the possibility of pressure heads developing in shale layers beneath the terrace surfaces; provided that the Planning Commission may approve, or require as a condition of approval, the construction of retaining walls where necessary to retain cut or fill slopes within rights-of-way or easements.

F. Drainage easements for primary runoff shall be a minimum of fifteen (15) feet in width. When a channel is provided, the width of the easement shall be the width of the channel plus ten (10) feet.

G. Where a subdivision or land development is traversed by a watercourse, there shall be provided a drainage easement or right-of-way of not less than fifteen (15) feet conforming substantially to the line of such watercourse.

H. *Storm Drainage*. All subdivisions and land development shall be related to the drainage pattern affecting the areas involved, with proper provision to be made for adequate storm drainage facilities. Storm drainage plans shall reflect potential surface runoff within the drainage area after development.

I. A West Virginia licensed professional engineer licensed in the state of West Virginia of the applicant's choosing shall show drainage systems showing the disposition of surface drainage with the following:
    1. Typical cross sections of all proposed stormwater management ponds and ditches.
    2. Drainage easements through onsite and offsite lots.
    3. Road culvert profiles.
    4. The location, size, and invert elevations of storm sewers and appurtenances thereto.

J. Where applicable, storm sewers shall be designed in accordance with West Virginia Department of Highways (WVDOH) criteria.

K. A licensed professional engineer licensed in the state of West Virginia shall certify that roads are designed or built not to exceed the maximum grade required and that all ditches, culverts, and other stormwater and erosion control measures are designed or built to meet West Virginia Department of Environmental Protection Stormwater Management requirements. Culverts must have a capacity to carry the runoff from a 1-year frequency drain as determined by West Virginia Erosion and Sediment Control Manual.

L. *Stormwater Permitting*. The West Virginia National Pollutant Discharge Elimination System (NPDES) Stormwater Program requires operators of construction sites that disturb one (1) acre or greater, including smaller sites that are part of a larger common plan of development, to obtain authorization to discharge stormwater under an NPDES Construction Stormwater General Permit (General Permit) through the West Virginia Department of Environmental Protection.

M. All major subdivision and land development shall:
    1. Not result in any new or additional expense to any person other than the applicant;
    2. Not increase flood elevations or decrease flood conveyance capacity upstream or downstream of the area under the ownership or control of the applicant;
    3. Degrade surface or sub-surface water quality; and
    4. Maintain an overland flow path or a storm sewer pipe and inlet sized for the base flood, at the downstream limit of the property, that will pass the base flood flow without increasing damage to structures or property.

Section 10.2 Site Runoff Requirements

A. The applicant shall make adequate provisions for storm and floodwater runoff, including the installation of drainage improvements and dedicated drainage easements. Such easements shall be at least fifteen (15) feet in width.

B. Stormwater facilities shall be required and designed so that runoff exits the site at a point where it existed prior to the subject development and in a manner such that flows will not increase flood damage to adjacent property.

C. Stormwater systems shall be sized to carry the base flood without causing additional flood damage.

D. Design runoff rates shall be calculated using acceptable event hydrograph methods.

Section 10.3 Site Runoff Storage Facilities

A. The design for all stormwater detention facilities shall be in accordance with professionally accepted hydraulic engineering practices and meet all state and federal agencies' erosion and sedimentation control standards and requirements.
B. The facilities shall be located in perpetual, unobstructed public easements of appropriate width and shall be accessible and easily maintained. Stormwater facilities shall be shown on the subdivision or land development plan and plat.
C. The applicant must provide documentation that the property owners will assume all liability for the maintenance and operation of the stormwater facilities.
D. The facility shall provide two (2) feet of freeboard for water surface depths above the base flood.
E. All design detention volume shall be provided above the seasonal high groundwater table or invert elevation of the groundwater control system.
F. Storage facilities shall facilitate sedimentation and catchment of floating material.
G. Storage facilities shall minimize impacts of stormwater runoff on water quality by incorporating best management practices.
H. Storage facilities shall maximize the distance between inlets and outlets, to the extent possible.
I. Storage facilities shall be designed to provide an emergency spillway in the event that the existing pre-development peak runoff rate from the 100-year, 24-hour duration rainfall is exceeded, assuming the primary restrictor is blocked, and the design detention volume is not effective (basin filled).
J. Storage facilities with single-pipe outlets shall have a minimum inside diameter of twelve (12) inches.
K. If design release rates necessitate a smaller outlet, structures such as perforated risers, or flow control orifices shall be used. Outlets shall be designed for peak runoff rate using the 25-year, 24-hour duration rainfall.
L. Appropriate treatment for ditch lines shall be applied as required by the West Virginia Division of Highways.

Section 10.4 Hydrology

The following table shall be used in determining average 24-hour precipitation for the various frequencies:

	Frequencies (years)						
Years	1	2	5	10	25	50	100
Inches	2.4 inches	2.77 inches	3.56 inches	4.10 inches	4.75 inches	5.25 inches	5.68 inches

Section 10.5 Stormwater Peak Flow Basis

A. Stormwater drainage and erosion controls shall be provided based on peak flows resulting from the year frequencies occurring over the contributing watersheds as noted:
    1. Control - Use 10-year frequency and entire contributing watershed.
    2. Floodplains - Use 100-year frequency and the entire contributing watershed.
    3. Storm Drain Pipes and Ditch lines - Use 10-year frequency and the entire contributing watershed.

B. All lots, tracts, or parcels shall be graded to provide proper drainage away from buildings and dispose of surface water without ponding, and all land within a development shall be graded to drain and dispose of surface water without ponding, except where approved by the Harrison County Planning Commission.

C. All drainage facilities shall be of such design to adequately handle the surface runoff and carry surface water to the nearest suitable outlet, such as a curbed street, storm drain, or natural watercourse. Where drainage swales are used to divert surface water away from buildings, they shall be sodded, planted, or laden with shot rock or riprap, as required, and shall be of such slope, shape, and size as to conform to the requirements of this Ordinance.

D. Every subdivision and land development shall be provided with a stormwater sewer or drainage system adequate to serve the area being platted and otherwise meeting the approval of the Planning Commission.

1. The stormwater drainage system shall be provided with inlets or catch basins constructed normally in pairs, one (1) on each side of the street, not more than four hundred (400) feet apart. Inlets or catch basins shall be constructed of an approved size and material.
2. Storm sewers shall be provided with manholes, not more than four hundred (400) feet apart. Storm sewer manholes shall be constructed of ASTM approved pre-cast concrete or equivalent.
3. No stormwater runoff or natural drainage water shall be so diverted as to overload existing drainage systems or create flooding or the need for additional drainage structures on other private properties or public lands without proper and approved provisions being made for taking care of these conditions.
4. A ditch or brook right-of-way shall be offered for dedication for drainage purposes. Such right-of-way shall be shown on the drainage plan and in the final plan and plat and shall be of sufficient width to include a ten (10) foot access strip in addition to the width of the ditch or brook as measured from bank top to bank top. Where a subdivision or land development is traversed by a watercourse, drainage-way, or street, there shall be provided a stormwater easement or drainage right-of-way conforming substantially to the lines of such watercourse, and such further width or construction, or both.

E. All applicants shall show how stormwater will be conveyed. The Stormwater Management Plan shall include how the applicant is going to control and convey including:

i. Pre- and post-development runoff calculations using a twenty-five (25) year storm, twenty-four (24) hour duration storm event.
ii. Drawings showing the layout of stormwater retention and conveyance system.
iii. Elevations of intake and outfall of pipes.
iv. Details of retention system, including elevations, emergency spillway design, and stage storage requirements.
v. Any applicable permits that may be necessary for outfall structures into drainage-ways.
vi. A narrative with a construction sequence to ensure proper installation of the system.
vii. A maintenance plan for the retention and conveyance system.

F. The following requirements shall apply to all land development that proposes a total lot coverage by all impervious surfaces in excess of seventy-five hundred (7,500) square feet and to all major subdivisions and factory-built home communities.

1. The applicant shall prepare a Stormwater Management Plan in accordance with the standards of the publication "Urban Hydrology for Small Watersheds," Technical

Release No. 55, U.S. Department of Agriculture, Soil Conservation Service, June 1986, as amended, or another equivalent engineering or technical design program.

2. The stormwater management plan for a subdivision or land development plan shall be designed to assure that post-development stormwater does not leave the property at a greater velocity or volume per second than pre-development stormwater.

G. *Required Drainage Systems*. The Planning Commission shall not approve any plan or plat that does not make adequate provisions for stormwater or flood water runoff by use of channels or basins based on whether the stormwater analysis shows stormwater detention is necessary. Detention structures shall be designed in such a manner that the post-construction peak runoff rate of flow shall be equal to or less than the pre-construction peak runoff rate of flow for 2-year/24-hour and 10-year/24-hour storms.

H. When an analysis indicates stormwater detention is necessary for an expansion to an existing subdivision or land development that has no detention structures, a peak runoff reduction of ten (10%) percent from the preexisting peak runoff rate of flow must be achieved. However, no reduction shall be required for the expansion beyond the peak runoff rate of flow that would occur from the parcel in its natural, undeveloped state.

I. Stormwater detention structures shall have a maximum of a ten (10) foot total water depth. Stormwater detention system and structure shall be designed by an professional engineer licensed in the state of West Virginia. A licensed engineer shall submit a written certification that the construction of the stormwater detention system and structure meets the requirements and standards of this Ordinance as well as the current edition of the United States Natural Resource Conservation Service's manual for ponds.

J. If a detention structure that exceeds a ten (10) foot total water depth is necessary, the structure shall be designed by an professional engineer licensed in the state of West Virginia with geotechnical experience and shall be constructed to meet the requirements and standards of this Ordinance as well as the current edition of the United States Natural Resource Conservation Service's current manual for ponds.

K. The current edition of the West Virginia Department of Transportation Standard Specifications for Roads and Bridges and Supplemental Revisions is hereby referenced for material and construction specifications for activities governed by this Ordinance. The current edition of the West Virginia Department of Transportation Drainage Manual is hereby referenced as the Stormwater Design Manual in its entirety.

L. A stormwater management facility shall be constructed in a common area in the subdivision or land development and shall be maintained by the applicant until the common area becomes the responsibility of the homeowners' association.

M. The Planning Commission may require a third-party professional engineer licensed in the state of West Virginia of its choice to review the stormwater management plans submitted by the applicant and must approve the plans prior to the Planning Commission granting major subdivision or land development approval and prior to the start of construction. When the construction is completed, an professional engineer licensed in the state of West Virginia shall submit a final as-built drawing and a certification that the stormwater management plan meets the requirements of this Ordinance. The third-party professional engineer licensed in the state of West Virginia shall perform a post-construction certification review at the completion of construction. Final plan and plat approval shall not be granted until the third-party professional engineer licensed in the state of West Virginia approves the construction drawing and/or plan of the stormwater drainage system and the certifications submitted by the professional engineer licensed in the state of West Virginia.

N. *Stormwater Analysis*. A stormwater analysis by an professional engineer licensed in the state of West Virginia shall be conducted to determine the accommodation of upstream drainage areas and the effect on downstream drainage areas.

Section 10.6 Nature of Stormwater Facilities

A. If a public storm sewer is currently in the planning stages, the applicant shall make arrangements for future stormwater disposal by a public utility system at the time the plan and plat receives final approval. Provisions for such connection shall be incorporated by inclusion in the surety required for the subdivision or land development plan and plat.
B. *Effect on Downstream Drainage Areas*. The applicant shall also study the effect of each subdivision or land development on existing downstream drainage facilities outside the area of the subdivision or land development. Where it is anticipated that the additional runoff from the subdivision or land development may overload an existing downstream drainage facility, the Planning Commission may withhold approval of the subdivision or land development until provisions have been made for the improvement of said potential condition as the Planning Commission shall determine. No subdivision or land development shall be approved unless drainage will be provided to an adequate drainage watercourse or facility as determined by the Planning Commission.
C. *Areas of Poor Drainage and Floodplain Areas.* Where the major subdivision or land development lies partially or completely in the 100-year flood zone area, the plan and plat shall include detailed information giving the location and elevation of proposed roads, public utilities, and building sites; the Base Flood Elevation; and the delineation of the floodplain areas as depicted on the Federal Emergency Management Agency (FEMA) map.
D. Development of areas of extremely poor drainage shall be discouraged. The applicant or their professional engineer licensed in the state of West Virginia shall design the subdivision or land development so that drainage from undeveloped lots shall not be directed onto developed lots.

Article 11. RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS STANDARDS

Section 11.1 General

Recreational vehicle parks and campgrounds shall comply with the requirements as set forth in this Ordinance and applicable sections of this Article.

Section 11.2 Recreational Vehicle Parks

The following design standards shall apply to all recreational vehicle parks:

A. The area of each site shall be a minimum of two thousand (2,000) square feet not to include road rights-of-way. Each site shall have a minimum road frontage width of twenty (20) feet along a platted road right-of-way.
B. Each site shall provide an adequate stand for the placement of a unit. A site stand shall be at least fifteen (15) feet by twenty-five (25) feet in size, shall be evenly surfaced, and shall not exceed a three (3%) percent slope in any direction. No more than one (1) unit shall be placed on or above a site.
C. Setbacks shall be a minimum of fifteen (15) feet for each site in all directions.

D. All recreational vehicle parks must comply with the Harrison County Department of Health requirements.
E. Water and sewerage connections must be provided at each site and each recreational vehicle in use on the site must hook up to the water and sewerage at all times while on the site.
F. Streets within recreational vehicle parks shall be at least twenty-four (24) feet in width with a maximum grade of ten (10%) percent for collector streets, at least twenty-two (22) feet in width with a maximum grade of ten (10%) percent for local streets, and at least twenty (20) feet in width with a maximum grade of twelve (12%) percent for other internal roads. All streets in recreational vehicle parks shall meet the requirements set forth in this Ordinance. Curbs and gutters are not required for recreational vehicle parks.
G. Convenient off-street parking (on each site or in designated parking areas) shall be provided at the rate of two (2) spaces per site. Each parking space shall have a minimum dimension of ten (10) feet by twenty (20) feet. Designated parking areas may not be used for overnight camping or occupancy.
H. Each site shall be provided with a sanitary, covered garbage receptacle.
I. All power lines to individual lots shall be underground. The installation of overhead main lines may be allowed.

Section 11.3 Campgrounds

A. The area of each campsite shall be a minimum of two thousand (2,000) square feet, not including road rights-of-way. Each campsite shall have a minimum road frontage (width) of twenty (20) feet along a platted road right-of-way.
B. Setbacks shall be a minimum of fifteen (15) feet for each campsite.
C. All streets within campgrounds shall meet the requirements set forth in this Ordinance. Curbs and gutters are not required for campgrounds.
D. Convenient off-street parking (on each campsite or in designated parking areas) shall be provided at the rate of two (2) spaces per campsite. Each parking space shall have a minimum dimension of ten (10) feet by twenty (20) feet. Designated parking areas may not be used for overnight camping or occupancy.
E. Each campsite shall be provided with a sanitary, covered garbage receptacle.
F. A tent may be placed on any campsite. In addition, however, a special tent area may be set aside and marked in a campground for the random location of tents. The number of tents allowed in a tent area shall be limited to twenty-five (25%) percent of the number of designated campsites (including the maximum number of such tent sites) within a campground. A tent area need not be served directly by water or sanitary facilities, provided a comfort station is located nearby. The size of a tent area shall be based on five hundred (500) square feet per eligible tent.
G. A campground shall provide at least one (1) sanitary sewerage dump station, one (1) water refill station, and one (1) solid waste disposal collection facility.
H. All power lines to individual lots must be underground. The installation of overhead main lines may be allowed.

Article 12. FACTORY-BUILT HOME COMMUNITY REQUIREMENTS

Section 12.1 General

Factory-built home communities, whether the individual lots are to be leased or sold, shall comply with the requirements set forth in this Ordinance.

Section 12.2 Design Standards

The following design standards shall apply to all factory-built home communities.

A. Each factory-built home community shall contain a minimum of five (5) acres, including open space.
B. Each factory-built home community shall have a minimum buffer area of twenty-five (25) feet around the perimeter of the property. Such buffer area shall not be occupied by or counted as part of any individual site for a single factory-built home.
C. Each factory-built home community shall provide a common entrance or entrances. Access to all homes within a factory-built home community shall be from streets within the factory-built home community. Homes within a factory-built home community shall not have individual, direct access to a public street or highway.
D. Each individual site for a single factory-built shall abut a street. Side site lines laid out in rectangular blocks shall be diagonal to the street at an angle no greater than thirty (30) degrees from perpendicular. Front and rear slot lines in rectangular blocks shall be straight and continuous. In cul-de-sac arrangements, the side lot lines shall be radial to the street.
E. Factory-built homes on corner sites site be situated to permit the required building setback from both streets and allow adequate sight distance.
F. Each factory-built home site shall be a minimum of six thousand (6,000) square feet. Minimum site width shall be sixty (60) feet. Each site shall be clearly defined by monuments or markers in accordance with the requirements of this Ordinance.
G. Each site shall be designed to fit the dimensions of the factory-built homes anticipated, as well as provide all public utilities, pads, hookups, appurtenant structures, and other appendages.
H. Factory-built home setbacks shall not be less than twenty-five (25) feet from any street, common parking area, common area, or built structure within the factory-built home community.
I. Side and rear setbacks shall be a minimum of ten (10) feet in width for each designated site. If the rear of an individual site abuts the twenty-five (25) foot perimeter buffer area, the rear setback may be reduced to five (5) feet.
J. All streets in a factory-built home community shall meet the requirements set forth in this Ordinance. Curbs and gutters are not required for factory-built home communities.
K. Off-street parking shall be provided in accordance with Section 8.10(B).
L. Each factory-built home site shall be provided with a connection to a water and sewer system approved by the applicable Public Service District.
M. All telephone, electrical, and other distribution lines shall be installed in underground conduits. No overhead lines shall be permitted. All underground utilities, sanitary sewers, and drainage structures installed in streets shall be constructed prior to the surfacing of such streets.
N. Accessory structures may be permitted in the rear yard no closer than five (5) feet from the rear or side site lines of individual site

O. Outdoor collection stations shall be provided for garbage and trash removal when curbside collection is not provided. Collection stations shall be located to avoid emitting offensive odors and shall be screened from view with fencing or landscaping.

Article 13. FLOOD-PRONE AREAS

Section 13.1 Flood-prone Areas

The purpose of establishing special requirements for flood-prone areas is to reduce the public cost and personal damage caused by flood events. Flood-prone areas are encouraged to remain undeveloped or as open space, whenever possible.

Section 13.2 Flood-prone Area Requirements

A. Areas within the Special Flood Hazard Area (SFHA) including the regulatory floodway, as determined by the Federal Emergency Management Agency (FEMA), shall be delineated on all subdivision and land development plans and plats.
B. Construction of structures and septic and well facilities shall adhere to the current Harrison County Floodplain Ordinance requirements.
C. Planning Department Staff shall verify that a proposed subdivision or land development plan and plat complies with the current Harrison County Floodplain Management Ordinance.
D. In SFHAs, an improvement location permit is required prior to the erection, relocation, or alteration of a building or structure; prior to establishing a land use on a vacant lot or in a vacant building; prior to changing a land use existing on a lot or in a building to a different land use; and prior to any land altering activity.
E. If a proposed subdivision or land development lies in the SFHA, the applicant shall examine the FEMA flood insurance rate maps (FIRM maps) for the area and provide each prospective purchaser, before any commitment to purchase is made, and an identical provision shall appear or be referenced in every deed by which any such lot is conveyed, either by the applicant or by a future owner, a reference to the Harrison County Floodplain Ordinance and a written statement stating the following:

> *"All or some of this real estate lies within an officially designated flood zone. The legal ramifications of this are significant and use of this land may be limited. Details may be obtained from the Harrison County Planning Commission."*

F. All Special Flood Hazard Areas, including the regulatory floodway, must be shown on the final plans and plats before final approval and recording, based on the most recent FEMA flood maps.
G. The applicant of a subdivision or land development shall submit a site plan to the Harrison County Floodplain Administrator and shall include the following information:
    1. Names of professional engineer licensed in the state of West Virginia, surveyor, or other qualified person responsible for providing the information required in this section.
    2. A map showing the location of the proposed subdivision or land development with respect to the county's floodplain areas; proposed lots and sites; fills; flood or erosion protective facilities; and areas subject to special deed restriction. In addition, all subdivision and land development proposals and other proposed new development with property located in a FEMA designated SFHA greater than fifty (50) lots or five (5) acres, whichever is less, shall include base flood elevation data. The applicant shall have the base flood elevations certified by a registered professional professional engineer

licensed in the state of West Virginia or surveyor, based on hydrologic and hydraulic studies.

3. Where the subdivision or land development lies partially or completely in the floodplain areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities, and building sites.
4. Subdivision and land development lots shall be designed in a manner so that, where possible, a portion of the lot will be located outside the SFHA.

Article 14. HILLSIDE DEVELOPMENT

Section 14.1 Hillside Development General

Hillsides with slopes of fifteen (15%) percent or more are sensitive areas that are not as suitable for development as flatter land. The instability of such areas requires careful planning and design before development takes place. Natural slopes, trees, rock formations, and other features, such as views, can best be preserved if subdivision and land development are allowed to be flexible and creative. In general, the integrity and durability of a hillside are inversely related to the amount of construction activity (particularly earthwork) that takes place on the hillside.

Section 14.2 Hillside Development Review Standards

Planning Commission review of hillside subdivision and land development proposals shall be guided by the following considerations:

A. Minimize the alteration of natural terrain and the removal of topsoil and vegetative cover.
B. Allow flexibility in density, lot size, lot shape, and setback so that the more buildable areas of a hillside can be developed, and the less buildable areas are left undeveloped. Utilize the cluster development concept.
C. Create narrow rights-of-way and roads (possibly one-way roads with convenient pull-offs) so that earthwork may be minimized.
D. Install roadside parking bays.
E. Design and construct roads that are parallel to contour lines. Preferably design and construct roads on ridges and in valleys to minimize cuts and fill. Use retaining walls to minimize cuts and fill.
F. Lot layouts that minimize on-lot grading and earthwork for access, parking, and building construction.
G. Design, engineer, and construct entrances to individual lots before lots are sold.
H. Select building sites and areas for the construction of septic system drain fields before lots are sold.
I. Include provisions within deeds of sale that require property owners to protect the hillside, woodlands, etc., from destruction.
J. Special measures shall be taken to provide safe and adequate building sites with proper access and reliable utilities.
    1. All graded slopes adjacent to a roadway shall be a maximum of two (2) horizontal units of measurement to one (1) vertical unit of measurement, excluding existing topography or slopes constructed in rock. Manufactured slopes of less than two (2) horizontal units of measurement to one (1) vertical unit of measurement may be permitted where adequate slope control measures are utilized, such as retaining walls, riprap, sodding, or other protective embankments. The slope shall not exceed the natural angle of repose of the material. Cut and fill slopes shall be constructed to eliminate sharp angles of intersection with the existing terrain and shall be rounded and contoured as necessary to blend with the natural topography to the maximum possible extent.

2. Terracing with manufactured slopes or suitable retaining walls is preferable to stilted dwellings. Such terraces shall be designed to impede runoff.
3. All manufactured or disturbed natural slopes, other than those constructed in rock, shall be planted or otherwise protected from the effects of erosion and shall be benched or terraced as required to provide for adequate stability.
4. The design of storm drainage facilities shall ensure the acceptance and disposal of storm runoff (based on a 10-year frequency) without damage to the street or to adjacent properties. The use of special structures to accept storm runoff shall be incorporated into the street design where appropriate.
5. All streets shall be constructed to carry the anticipated traffic load without deterioration over the design life of the roadway.
6. Driveways shall be designed to a grade and alignment that will provide maximum safety and in a manner that will not interfere with drainage or public use of the street or street area.

Article 15. WETLANDS

Comprehensive plan maps related to floodplains and other general soils and hydric soils information may be used as a reference for determining the general location of major wetland areas. Final wetland delineations shall be through a Jurisdictional Determination by the U.S. Army Corps of Engineers. At the time of applications, wetlands shall be verified through a Jurisdictional Determination by a U.S. Army Corps of Engineers representative, and all wetlands boundaries surveyed. If no wetlands are present on-site, a letter stating such shall be submitted by a qualified third party. Wetland boundaries shall be established with a buffer area of fifteen (15) feet along any delineated wetland. Wetland disturbance shall be permitted, provided the U.S. Army Corps of Engineers has permitted any such disturbance.

Article 16. ADMINISTRATION AND ENFORCEMENT

Section 16.1 Administration

A. The Planning Department Staff shall be responsible for the daily administration of these regulations.
B. The Planning Commission and the Planning Department Staff may, if necessary, seek the advice of professionals or state agencies regarding proposals for subdivision and land development.
C. The Planning Commission and the Planning Department Staff shall cooperate and coordinate with other governmental agencies affected by the subdivision and development of land. A final plan and plat shall not be approved by the Planning Commission in the case of major subdivisions and land development or by the Planning Department Staff in the case of minor subdivisions and land development until the final plan and plat has been stamped or certified as approved by all regulatory agencies whose jurisdiction involves items related to the proposed subdivision or land development.
D. In order to effect a timely and orderly processing and review of any plan or plat, prior to advancement of a final plan or plat, the Planning Department Staff and representatives of other agencies shall review the project and make recommendations regarding approval to the Planning Commission.

Section 16.2 Improvement Location Permit Process

Any person, corporation, association, or other owner of real property shall apply for an improvement location permit in writing to the Planning Department Staff prior to the commencement of the construction of new structures, land altering activities, floodplain development, or improvements to or changes in use of land and existing structures.

Section 16.3 Waivers

A. Waivers from the minimum standards in this Ordinance, including process and procedural waivers, may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:
    1. The design of the project will provide public benefit in the form of a reduction in County maintenance costs, greater open space or park land, or a benefit of a similar nature;
    2. The waiver, if granted, will not adversely affect the public health, safety, or welfare, or the rights of adjacent property owners or residents;
    3. The waiver, if granted, will be in keeping with the intent and purpose of this Ordinance; and
    4. The waiver, if granted, will result in a project of better quality or character.
B. *Applicant.* An application for a waiver may be made by anyone with a legal interest in a property, or their authorized agent. The owner is responsible for providing all information and justification for the waiver request.
C. *Application.* An application for a waiver shall be filed with the Planning Commission. An application for the waiver shall be submitted, along with the required fee, on the appropriate form. In addition to that basic information, the following information shall be submitted to support the application:
    1. Plat and plan for the property depicting parcel information, proposed layout, and, where applicable, all proposed modifications.
    2. A description of the physical features of the property, total acreage, present use, the use of the property at the time of the adoption of these provisions, and any known prior uses.
    3. A description of the specific portions of these provisions for which relief is being sought.
    4. A narrative describing how the proposed waiver will increase public benefits.
    5. Any application to vary technical requirements of this Ordinance shall include sufficient evidence for making the required determinations under subsection 16.3(A).
D. *Public Notice for Waiver Request.* The applicant must post, at least twenty-one (21) days prior to the public hearing, and thereafter maintain until the conclusion of the public hearing, a sign giving notice of the date, time, and place of the public hearing, which will be provided to the applicant, and shall be placed by the applicant on the property such that the information is clearly legible from the public right-of-way. The applicant shall notify, by certified mail, the owners and homeowner's association of any abutting property owners at least fourteen (14) days prior to the public hearing.
E. *Approval.* All waiver requests shall be reviewed by the Planning Department Staff, with recommendations made to the Planning Commission. The Planning Commission shall make a decision within forty-five (45) days of the receipt of a completed request for waiver.
F. *Conditions of Approval.* In granting a waiver, the Planning Commission may prescribe any conditions and safeguards that it finds are appropriate and in conformity with this Ordinance. All waivers and conditions of approval associated with the waiver shall be documented on all subsequent plats or plans. Granting of a waiver does not abrogate the applicant of any

requirements found in this ordinance other than that which was explicitly granted through the waiver process.

Section 16.4 Enforcement and Penalties

The Planning Commission, County Commission, and the Planning Department Staff may enforce this Ordinance in the manner provided for in this section and by applicable law, including but not limited to West Virginia Code Section 8A-6-3 and West Virginia Code Section 8A-10-1 et seq.

A. Upon learning of a potential violation of this Ordinance, the Planning Department Staff shall investigate to determine whether a violation has occurred.
B. If a violation has occurred, the Planning Department Staff shall notify the violator by means of a written violation notice. The violation notice shall specify the nature of the violation and request that the violation cease or be corrected within fifteen (15) days from the date appearing on the notice. Failure to terminate or correct the violation within this time period shall be cause for the Planning Commission, County Commission, or the Planning Department Staff to:
    1. Seek an injunction in the Circuit Court of Harrison County to restrain the violator from continuing the violation, including but not limited to requests for the removal of structures or land uses from the property involved; and
    2. Seek a misdemeanor conviction in magistrate court or circuit court.
C. A person who violates any provision of this ordinance is guilty of a misdemeanor, and upon conviction, shall be fined not less than fifty (50) dollars nor more than five hundred (500) dollars, plus all court costs, including reasonable attorney fees incurred by the County as a result thereof. Each day that a violation continues shall constitute a separate violation.
D. The circuit court, upon petition, may grant an order of stay, upon cause shown, tolling the per diem judgment pending a final adjudication of the violation and judgment.
E. Nothing contained in this Section shall be construed or interpreted to grant to any person or entity other than the County the right to commence any action for enforcement pursuant to this Section.

Section 16.5 Appeals

An appeal of a decision of the Planning Commission or staff regarding subdivision or land development decisions shall be taken directly to Circuit Court of Harrison County, West Virginia, within 30 days after the date of the denial. The petition must specify the grounds of the appeal in writing.

Appendix A

DEVELOPERS AGREEMENT

MADE this _____ day of _____, 20__ by and between _____ (hereinafter "Developer") and the Planning Commission of Harrison County, West Virginia (hereinafter "the County").

WHEREAS, Developer is the owner of a certain parcel of land situated within the County, said parcel of land being more particularly described in Exhibit "A" attached hereto; and

WHEREAS, Developer desires to develop said land under a Land Development Plan captioned _____ and dated _____, 20___, (hereinafter "Plan"), as the same was approved by the Harrison County Planning Commission on _____, copies of which Plan are marked Exhibit "B" and attached hereto; and

WHEREAS, in the application to the County for approval of the Plan, the Developer indicated intention to construct at Developer's sole cost and expense, including, but not limited to, engineering inspection and review expenses incurred by the County in connection with the Plan, all those improvements required by the Plan or by any conditions attached thereto, more particularly described in Exhibit "C" attached hereto; and

WHEREAS, Developer has agreed to deliver to the County a bond, renewable Irrevocable Letter of Credit or other form of surety (in form and substance to be approved by the County) from an institution licensed to do business in West Virginia in the amount of $_____ to guarantee the installation of the improvements and reimbursement of the County for expenditures that may be directly incurred in connection with the completion of the improvements should the Developer default.

NOW, THEREFORE, IT IS AGREED:

1. Developer shall build, construct, and install all improvements in accordance with the specifications of the County and in the manner provided and approved by the County, on or before the _____ day of _____, 20__.

2. Developer shall enter into contract(s) with such person or persons necessary to construct the improvements. Developer shall provide the County with a construction schedule for all required public improvements which shall satisfy the completion date agreed upon in Paragraph 1, immediately above; a schedule of job site meetings; and the name and address of the supervisory point of contact for the contractor. Construction or installation of the improvements shall be subject to the inspection and approval of the County.

3. Developer concurrently shall deliver to the County surety in the amount of $_____. The amount of surety required shall be in the amount of 115% of an estimated cost of completing required improvements, based upon the prevailing wage rates, submitted by the Developer, and prepared by a professional engineer licensed as such in the state of West Virginia and certified by said engineer to be a fair and reasonable estimate of such cost. The County may refuse to accept such estimate for good cause

shown. Exhibit C of this Developers Agreement may be used for the purpose of documenting the needed surety, as may any other form prescribed by the County.

The surety shall be posted as security for performance of this agreement, including the construction of the improvements as shown on the approved Final Plan. The term of such surety shall he for the period agreed upon for the completion of construction of the improvements. The term of such surety may, if required by the County, include an "evergreen" clause allowing for an automatic extension of term to cover any extended period of construction. In the event of an extension of the term of surety occurs or otherwise as the County's sole discretion, the County may, after thirty (30) days' notice to Developer, increase the amount of surety provided such decision is justified by a demonstrable increase in costs; said justification shall he disclosed to Developer.

In the event Developer shall fail to construct the improvements in a manner acceptable to the County or within the time agreed upon in this Developers Agreement, or amendment thereto, the County shall notify the Developer of said circumstance in writing and, when possible, allow forty-five (45) days from the date of said notification to correct the deficiencies.

In the event that Developer fails to correct said deficiencies to the satisfaction of the County, the County may call the surety and construct said improvements at Developer's expense. In such case, any surety balance remaining after construction shall be returned to the surety.

In the event the funds secured by said surety are not sufficient to satisfactorily construct the improvements or reimburse the County for its cost and expense to construct the same, the County may file an appropriate legal action against Developer based upon this Developers Agreement for the balance of the funds required to so construct the improvements or reimburse the County for the same.

4. As the work of installing the required improvements proceeds, the party posting the surety may request that the County release or authorize the release, from time to time of such portions of the financial security necessary for the payment to the contractor or contractors performing the work. Any such request shall be in writing addressed to the County, and the County shall have 60 days from receipt of such request to certify in writing that the portion of the work upon the improvements has been completed in accordance with the approved plat. Upon such certification, the County may authorize a reduction in the surety by the lending institution by an amount as estimated by the County fairly representing the value of the improvements completed.

5. All construction shall be in accordance with the construction plans, County Ordinances, and other applicable regulation. Unless otherwise specified by applicable regulation, if a conflict exists between the plans and ordinances, the stricter of the two shall apply. Developer is responsible, as necessary, to correct any unforeseen conditions that are caused by the installation of these improvements.

6. Developer shall grant and convey, to third parties if appropriate, by Deed of Dedication all easements for rights-of-way, including maintenance, shown on the Preliminary, if applicable, and Final Plans. In the event easements are required from third parties, Developer shall obtain said easements at Developer's sole expense.

7. When the County's report indicates approval of all required improvements, the surety may be reduced to an amount not less than fifteen percent (15%) of the total cost of all required improvements at

the inception of the project. Upon completion of the one (1) year period, a performance inspection shall be performed. If all is acceptable, the surety shall be released in full.

8. In addition to the aforesaid requirements, Developer shall:

A. Pay to the County any fees required by outside or third party agencies hired by the County and as agents thereof hired for inspecting construction of public improvements and for fees and other expenses such as, but not limited to, the payment for engineers and costs associated with additional applications and approvals, as may be required by the ordinances and regulations of the County or other government entities.

B. Connect any underground springs or other waters encountered during construction to the proposed storm sewers or to a proper outlet as designated by the Harrison County Planning Commission.

C. Upon completion of the construction, Developer shall ensure removal from the site and disposal of all brush, rubbish, refuse, and debris, leaving the area free and clear of same.

D. Remove all temporary buildings or structures within one month after final acceptance of the improvements by the County.

THIS AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of Developer and the County.

DEVELOPER

_____ _____ ATTEST

HARRISON COUNTY, WEST VIRGINIA

_____ _____ ATTEST Chairman (or Designee)

A-1

At the special meeting of the County Commission of Harrison County held on Monday, March 29, 2021, Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner David Hinkle was present via phone. Also present were Willie Parker, County Administrator and John Spires, County Clerk. Commissioner Thomas called the meeting to order.

1. Review – Discuss – Consider Approval of FY 2021-2022 Budget and Related Documentation

Mr. Parker discussed the two versions of the coal severance fund revenue. Mr. Parker discussed the general county fund. Mr. Parker stated a cost of living increase of 2% was included in each version, 2.5% cost of living increase for civil service, along with longevity pay. Mr. Parker discussed the difference of $78,000 difference between the pink and purple budget versions. Mr. Parker recommended to proceed with the "pink" version of the budget.

Trecost asked what part of the budget the rail trail will be paid from.

Mr. Parker read a letter of understanding that will be given to all constitutional officers for their signature. This letter will then go to the State Auditor's office.

Commissioner Hinkle joined by speakerphone. Hinkle stated zoom would not let him join the meeting earlier.

Hinkle asked for clarification on the budget.

DRAFT

Trecost asked for clarification of the E911 fund and their allocation. Mr. Parker discussed

Trecost asked for Becky Nesbitt to be cross-trained and for Charlotte Shaffer to be moved to E911. Trecost asked for Renee Courtney to go back to Parks and Recreation. Mr. Parker stated any personnel changes would affect the budget.

Trecost made a motion to approve the "pink budget", and to move Charlotte Shaffer to E911 and for Becky Nesbitt to be cross-trained and for Renee Courtney to go back to Parks and Recreation. Mr. Parker advised against the motion.

Hinkle made a motion for the $78,000.00 to be returned to the officials, but the $45,000 will not be in the assessor's office. All in favor. Motion carried.

Hinkle asked if any changes made to personnel would cause the budget to be revised. Mr. Parker stated that it would. Mr. Parker stated the budget will be reviewed by the Auditors office in April, but can be modified at a later date. Thomas stated she doesn't have a problem with it. Mr. Parker stated this action could be perceived as an adverse employment reaction and the employee has not been given due process. Thomas and Trecost voted yes. Hinkle voted no. Mr. Parker stated he cannot move county monies saved by Ms. Shaffer's position to vital services levy. Hinkle asked why personnel changes were not discussed before today. Rachel Romano, Prosecuting Attorney, asked if these changes were discussed with Mr. Simmerman or the Prosecuting Attorney's office.

Trecost withdrew his previous motion discussing Ms. Shaffer.

"Pink" version of the budget was the budget that was approved.

Trecost made a motion to adjourn.

With no further business to come before the Commission, meeting adjourned.

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Susan Thomas, President Date

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A-2

At the regular meeting of the County Commission of Harrison County held on Wednesday March 31, 2021. Commissioners Susan J. Thomas and Patsy Trecost II were present. Commissioner Hinkle was absent due to attending a Memorial Service for a family member. Also present were John Spires, County Clerk and Willie Parker, County Administrator. Commissioner Thomas opened with the Lord's Prayer and led in the Pledge of Allegiance to the Flag. All motions passed unanimously unless otherwise noted.

Appointments:
10:00 A.M. --- Call To Order --- Invocation --- Pledge of Allegiance
10:00 A.M. --- Bid Opening – Roof Project – Public Safety Building at Nutter Fort – Mr. Parker stated four bid companies were present at a pre-bid meeting. Three bids were submitted. Mr. Parker stated Boggs Roofing, Sutter Roofing, and Tri-State Roofing all submitted bids. Thomas stated Sutter Roofing's bid was $356,000.00. Trecost stated Bogg's Roofing bid was $285,000.00. Thomas stated Tri-State Roofing bid was $235,910.00. Thomas sent the bids to the committee for their review.
10:00 A.M. --- Public Hearing --- Harrison County Subdivision & Land Development Ordinance Public Hearing is being held or conducted per the statutes of West Virginia. The purpose of this hearing is to gather comments related to the proposed Ordinance. Based upon information and/or comments presented at this hearing the County Commission may consider action to approve and adopt said Ordinance during this meeting or a future meeting. For this meeting the Ordinance will be considered for adoption and approval under New Business item #9 – Mr. Parker stated the purpose of the hearing was to gather information and comments on proposal of the ordinance. The ordinance has been published in the paper. Thomas questioned the validity of the notice of hearing after a discussion at the meeting on February 10, 2021 since one commissioner resented their vote. Mr. Simmerman, County Attorney, recommended that the hearing be re-published and vote on it after it has been properly noticed. Trecost asked who placed the item on the agenda. Mr. Parker stated it was placed on the agenda by the Planning Commission.
10:30 A.M. --- Special Funding Request --- Charles Lothes --- Marshville Community Center – Mr. Parker discussed the request. Trecost made a motion to approve. Motion carried.

NEW BUSINESS – Action Items for Consideration or Approval:

1. Public Comment Period – Jeff Chalfant spoke on the sub-division revisions. He would like to see it simplified. He does not feel the new ones need to be approved.
2. Consent Agenda – Trecost made a motion to approve. Motion carried.
3. Payroll Change Notices:
   A) Kaitlyn Rollins --- New Hire --- Assessor's Office --- Effective 04-12-2021 – Trecost made a motion to approve. Motion carried.
4. Exonerations --- Corrective Tickets --- Joint Property Application
   A) --- PP-11 --- Macayla M. Sigley – Trecost made a motion to approve. Motion carried.
5. Consolidations of Land --- Segregations of Land - None
6. Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2015 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements) – Trecost made a motion to fund all three requisitions. Motion carried.
   A. Requisition for Payment No. 28 --- MuniCap, Inc. - $1,993.75
   B. Requisition for Payment (03-31-2021) --- MuniCap, Inc - $887.50
   C. Requisition for Payment (03-31-2021) --- MuniCap, Inc. –$118.75
7. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission --- NONE
8. Review – Discuss – Consider an Order Approving the Establishment of Fund #207 --- "American Rescue Plan Act – 2021 Fund" – Trecost made a motion to adopt the fund. Motion carried.
9. Review – Discuss – Consider the Approval and Adoption of the Harrison County Subdivision and Land Development Ordinance – Mr. Parker stated this was not needed at this point.
10. Commissioner Comments – Questions – Trecost asked Mr. Parker to send out an email in regards to funding for four cruisers.

Trecost made a motion to adjourn. Motion carried.

With no further business to come before the Commission, meeting adjourned.

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Susan J. Thomas, President Date

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Purchase Requisitions - March 31, 2021

Date of Meeting	March 31, 2021		
Work Order Number	Vendor Name	Amount of Invoice-Quote	Description
33090	Mon Power	$390.76	Service/Salem Tower
33091	Dominion Energy West Virginia	$489.92	Service/Animal Control
33092	John Deere Financial	$57.16	LP Fuel for Front Entrance
33094	Ace Aggregates, LLC	$5,407.40	North View Rail Trail Project
33095	Global Industrial	$595.94	Compartment Lockers/DRC
33096	Lowe's Home Center	$99.58	Maint.Supplies/Probration
33098	Sandy's True Value	$125.52	Maint.Supplies/609/Probation
33099	WV Outdoor Power-Bridgeport	$85.98	Maint. Supplies /Parks/Trails
33102	Tygart Valley Conservation District	$15,645.00	Northern Rail Trail
33103	Robin's Perfect Fit	$36.00	Alterations for Miller
33107	BSN Sports	$4,025.24	Benches/Dugouts/Playground
33112	Ace Aggregates, LLC	$4,996.05	Gravel North View Rail Trail
33114	A-1 Exterminating Co.Inc	$173.25	Pest Control/Annex/Sheriff
33116	Foster Supply	$1,044.00	Woven Roll North Rail Trail
33120	Advanced Network Systems,Inc.	$10,845.00	2021 Watchguard/ Firewall/all
33121	Woodford Oil Company	$5,520.50	2500.0 Gallons of Fuel
33125	NCWV Media	$360.00	HC Farmland Protection Appl.
33126	Old Cars Report Price Guide	$49.96	1 Year Subscription/Asssessor
33127	Hart Office Solutions	$79.17	Mono Correction Tape
33132	Mon Power	$395.73	Service at Shinnston Tower
33133	Mon Power	$721.99	Service at Park & Rec.Complex
33134	Mon Power	$224.53	Service at Animal Control
33135	Mon Power	$151.78	Service at Extension Office
33137	Continental Coffee & Water Service	$69.90	Coffee Supplies for HC Comm
33138	Central Supply Company	$368.45	Park & Rec./Volleyball
33139	Michel, Inc.	$262.70	Repairs at Park & Rec. Center
33140	Ace Aggregates, LLC	$4,433.08	North View Rail Trail Project
33141	Trapuzzano's Uniforms	$530.00	External Vest Carriers
33142	Sirchie	$158.78	Evidence Bags
33143	Enterprise Sanitation Inc.	$163.47	Service at Animal Control
33144	Clarksburg History Museum	$2,000.00	Special Funding Request
33145	Derek Hotsinpiller Fallen Star Mem. Run	$3,000.00	Special Funding Request
33148	Shinnston Soccer Association	$1,000.00	Special Funding Request
33149	Clarksburg Visitiors' Bureau	$3,000.00	Special Funding Request
33153	Kustom Signals Inc.	$4,026.00	Radar Units
33155	BB&T	$1,106.45	Various Supplies
33156	All Pets Animal Clinic	$398.25	K-9 Wellness Examinations
33158	Continental Coffee & Water Service	$65.90	Coffee Service
33159	Casto & Harris	$7,160.00	File Folders/Circuit Clerk
33161	Cannon Financial Services	$198.19	Copier Rental OEM
33162	Cannon Financial Services	$198.19	Copier Rental Home Confine
33163	Cannon Financial Services	$1,783.74	Copier Rental Courthouse

Purchase Requisitions - March 31, 2021

33164	Hosty Equipment Company	$276.55	Repairs to Pressure Washer
33165	Hart Office Solutions	$578.97	Black Toner County Clerk Off.
33167	Hart Office Solutions	$445.00	Copier Rental Assessor's Off.
33169	Hart Office Solutions	$192.70	Copier Rental Day Report
33170	Mon Power	$337.90	609 W. Main St. Property
33172	R.D. Wilson	$22.20	Supplies for Maint. Dept.Cage
33173	R.D. Wilson	$1,414.72	Maitenance Supplies/Cage
33174	Hart Office Solutions	$193.10	Copier Rental 911
33175	CDWG	$36.99	Speakers/ I.T. Department
33180	Foster Supply	$711.80	North View Rail Trail Project
County Clerk	Casto & Harris	$1,100.00	Election Supplies
County Clerk	The Exponent Telegram	$249.34	Advertising Invoices
	Total	$87,002.83	

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At the regular meeting of the County Commission of Harrison County held on Wednesday April 7, 2021, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk, and Willie Parker, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge Allegiance to the Flag.

10:00 am --- Proclamation – Janie Landacre --- "Child Abuse Prevention Month": Commissioner Thomas read and presented the proclamation regarding child abuse prevention. The Harrison County Commission hereby declares April 2021 as "Child Abuse Prevention Month". Janie Landacre spoke on the teamwork with various agencies.

10:00 am --- Representatives from Thrasher Group – Discuss drainage and other matters related to Rails-to-Trails – Requested by Commissioner Trecost: Commissioner Hinkle spoke on being in the dark regarding this agenda item. Commissioner Trecost spoke on the trail and drainage history with Thrasher's involvement previously. Charlotte Shaffer, Director of the Planning Department gave an overview of the past contracts and bids. Commissioner Trecost wants to get started through the administration to get bids. Willie Parker spoke on the process of bidding and past contract awards. Commissioner Hinkle asked what the project is. Commissioner Trecost summarized the rail trail project. Commissioner Hinkle asked Ms. Shaffer what the timeframe is to complete the sale. Commissioner Hinkle explained the maps of the rail trail along with conditions and ownership. Commissioner Hinkle advised that he wants to know a plan before the Commission spends money on stuff they do not own. Commissioner Trecost spoke on completing the legs of the rail trail to connect with existing trails that would connect with seven counties. Commissioner Trecost asked Willie Parker to place on the agenda as an action item for next week's meeting.

10:00 am --- Representatives from Thrasher Group – Recommendation to the Commission for Review – Discuss and Consider on the Bid Award to Roof Project for the Public Safety Building:

Craig Baker from the Architect Division spoke on the lowest bid which will include abatement in the amount of $235,910.00. Mr. Baker advised that they recommend awarding the contract to Tri State Roofing and Sheet Metal. Commissioner Trecost moved to proceed with Thrasher's recommended bid. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Commissioner Hinkle asked where it comes out of the budget. Willie Parker advised that it will be coming out of capital improvements.

1. Public Comment Period: NONE
2. Consent Agenda: Hinkle moved to approve with the exception of one requisition. Commission concurred.
3. Payroll Change Notices: Trecost moved to approve. Commission concurred.
   A) Sara Hogsed --- New Hire --- Effective 04-07-2021
4. Exonerations --- Corrective Tickets --- Joint Property Application: Trecost moved to approve. Commission concurred.
   A. --- PP-12 --- Adam Gregory & Elizabeth
   B. --- PP-13 --- Timothy D. Peet & Mary E.
   C. --- PP-2 --- Michael M. Hustead & Kathy L.
5. Consolidations of Land --- Segregations of Land: NONE
6. Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2015 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements) --- NONE
7. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission --- NONE
8. Review – Discuss – Consider Reappointment of James Harbert to East View PSD --- Term 04-07-2021 to 04-06-2027: Trecost moved to reappoint James Harbert to the East View PSD. Commission concurred.
9. Review – Discuss – Consider Resolution Authorizing the Acceptance of Funds from the West Virginia Community Development Block Grant Coronavirus Response Program – CVI; Adopting all Special Conditions and Assurances; and in Partnership with Central WV Community Actions, Inc., Committing Sufficient Manpower to Manage All Program Objectives Set Forth in the Application of Said Grant.: Willie Parker advised that this is to accept funds in the amount of $75,000.00. Commissioner Trecost moved to approve and affix signatures. Commission concurred.
10. Review – Discuss – Consider Request for Chris Cutrite to Attend Meeting --- APCO Workshop --- April 9-11, 2021--- Charleston, WV: Trecost moved to approve. Commission concurred.
11. Approval of Receipt on the Transfer of Leave per Approved Policy for Tyler A. Gordon – 480 Hours: Hinkle moved to approve. Commission concurred.

12. Review – Discuss – Consider approval of the "Access and Remediation Letter Agreement" --- testing, demolition and clean-up of structures at the following locations:
    - 71 Burr Street – East View
    - 4574 Wilsonburg Road
    - Rt. 19 – Hart Building
        - No Access & Remediation Agreement – Property Signed Over to Commission

    Willie Parker explained the bids for the property demolition and clean up. Trecost moved to proceed on three properties. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
13. Review – Discuss – Consider the lease of four (4) vehicles for Law Enforcement and purchase of one (1) vehicle for Community Corrections – Day Report Center: There was discussion of a onetime payment. Commissioner Trecost moved to approve one vehicle for Community Corrections. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle asked why the Commission is spending the money. Sheriff Robert Matheny spoke on trading versus selling old cruisers. Commissioner Hinkle moved to lease four vehicles. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed. Commissioner Trecost moved to purchase four vehicles and supplement the Sheriff's budget. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Commissioner Hinkle moved to lease six vehicles. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed. Item eighteen was handled within this item.
14. Review – Discuss – Consider item requested by Commissioner Hinkle related to recent approval by Harrison County Planning Commission of "Meadow View Residential Development" subdivision and an example of a previously approved subdivision – Example for review "The Meadows at Maulsby Cover": Willie Parker summarized the history with the developer. Commissioner Hinkle stated that the developer has not followed guidelines. Commissioner Thomas asked if the Commission has anything in this because this is the Planning Commission's responsibility.
15. Review – Discuss – Consider item requested by Commissioner Hinkle related to an update on zoning for certain areas of Harrison County: Commissioner Hinkle asked what the status of zoning is. Commissioner Hinkle advised that there was discussion of partial zoning or spot zoning. Commissioner Hinkle moved to look into spot zoning around the airport. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed.
16. Review – Discuss – Consider proposal from Commissioner Hinkle related to reforming, altering or modifying the Harrison County Commission form of government according to the West Virginia statutes, in particular §7-1-1a: Commissioner Hinkle spoke on going from a three member Commission to a five member council. Commissioner Trecost asked why the change. Commissioner Hinkle advised that there would be more representatives for the people.

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17. Review – Discuss – Consider items requested by Commissioner Hinkle related to Rails-to-Trails:
    - Becoming a part of and a program of the Parks & Recreation Department
    - Expenditures from the Vital Service Levy related to Rails-to-Trails
    - Future Projects for the Rails-to Trails Program

    Commissioner Hinkle asked for designation of the rail trail into Parks and Recreation. Commissioner Hinkle presented a slideshow on Parks and Recreation along with all parks in detail. Commissioner Thomas asked if we have park boards to handle this. Commissioner Trecost would like to start with Good Hope Park. Commissioner Hinkle asked if bids need to be put out. Commissioner Hinkle states that Parks and Recreation has money and doesn't understand why the Park Board does not move on items.
18. Review – Discuss – Consider proposal from Commissioner Trecost regarding certain budget revisions for new equipment from Courthouse (424 department) and Service of Process (701 department) to Law Enforcement (700 department): This matter was handled within item thirteen.
19. Review – Discuss – Consider Proposal from Commissioner Trecost regarding realignment of duties and responsibilities of Paul Bump, Director of E911 Services
    and/or James Copenhaver, Deputy Director of E911 Services
    - Director's duties and responsibilities would be reduced to ten (10) hours per week and remaining thirty (30) hours per week the Director would function as an E911 Dispatcher --- Duties & responsibilities would need to shift to Deputy Director

    Commissioner Hinkle spoke of the advisory board for E911 and mission of the board as well as authority of various committees. Commissioner Hinkle also spoke on not having consent or advice from the E911 board. Trecost moved to table this matter. Commission concurred.
20. Review – Discuss – Consider Commissioner Trecost's proposal to eliminate the position of Director of Planning and reassign those responsibilities and duties to Linda Cross, Deputy Director of Planning, and Danny Hamrick, Floodplain Manager-Permit Officer, and reassign Charlotte Shaffer, Director of Planning to the new position of Assistant Director of the Office of Emergency Services: Commissioner Trecost apologized to Danny Hamrick for keeping him in the meeting unnecessarily. Danny Hamrick voiced his frustration with being ordered to be at the Commission meeting when it is not a matter that concerns him. Trecost moved to enter into executive session per WV§69A-4. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

    The meeting entered into executive session.

    Trecost moved to enter back into regular session. Hinkle moved to leave the planning department as is. Commissioner Thomas and Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion carried.
21. Review – Discuss email from Commissioner Thomas regarding work schedules for various departments and staff members including the Central Garage, Commission administrative Staff and the County Administrator – Follow-up documentation and/or comments provided by administrative staff: Commissioner Thomas spoke on the turmoil within the Commission and her duty to ask questions regarding certain things. Commissioner

Thomas advised that the turmoil needs to stop and that the employees should never have been brought into this matter. Willie Parker stated the reasoning for making this an agenda item. Commissioner Thomas asked who approves Mr. Parker's timesheets. Commissioner Hinkle asked if the Commission has flex time.

22. Commissioner Comments – Questions: Commissioner Trecost asked Willie Parker to schedule a Farm Bureau meeting. Commissioner Trecost asked if any action can be taken by planning on the development adjacent to Freedom Kia. Commissioner Trecost asked to consider RDR to the access road grant and make this matter an agenda item for next week. Commissioner Trecost also asked to have an agenda item for the evaluation, review and retention of the County Administrator. Commissioner Hinkle would like agenda reports on all boards that the Commission advises and oversees.

With no further business to come before the Commission, meeting adjourned.

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Susan Thomas, President Date

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CHECK STATUS	VOID POSTDATE	CHECK NUMBER	CASH CODE	VENDOR NUMBER	VENDOR NAME	CHECK DATE	CHECK POST	RETURN DATE	CHECK AMOUNT
O		018706	01C01	28091	STATE TAX COMMISSIONER	03/31/2021	03/2021		21600.27
O		018711	01C01	12115	CHILD SUPPORT ENF DIV	03/31/2021	03/2021		300.00
O		018712	01C01	12115	CHILD SUPPORT ENF DIV	03/31/2021	03/2021		152.22
O		018713	01C01	12115	CHILD SUPPORT ENF DIV	03/31/2021	03/2021		329.03
O		018717	01C01	25376	PAYCOM PAYROLL LLC	03/31/2021	03/2021		2391.58
O		018718	01C01	30007	MVB	03/31/2021	03/2021		53115.17
O		018719	01C01	30007	MVB	03/31/2021	03/2021		12422.18
O		018720	01C01	30008	MVB	03/31/2021	03/2021		42039.87
O		018733	01C01	16188	GUARDIAN	03/31/2021	03/2021		13572.68
O		018734	01C01	32015	WV PEIA	04/01/2021	04/2021		147349.04
O		018735	01C01	32015RHB	WV PEIA RHBT	04/01/2021	04/2021		39058.70
O		110439	01C01	11033	BB&T	03/31/2021	03/2021		307.61
					BANK ID 01 00012 CHECKS TO 00012 VENDORS FOR				332638.35
O		004484	07C07	16013	GENERAL COUNTY FUND	04/06/2021	04/2021		822.13
O		004485	07C07	17288	HEASTER-HART LLC	04/06/2021	04/2021		193.10
O		004486	07C07	16013	GENERAL COUNTY FUND	04/06/2021	04/2021		17626.98
O		004487	07C07	16013	GENERAL COUNTY FUND	04/06/2021	04/2021		1945.92
O		018707	07C07	28091	STATE TAX COMMISSIONER	03/31/2021	03/2021		3101.00
O		018721	07C07	30007	MVB	03/31/2021	03/2021		7877.72
O		018722	07C07	30007	MVB	03/31/2021	03/2021		1842.38
O		018723	07C07	30008	MVB	03/31/2021	03/2021		5695.78
					BANK ID 07 00008 CHECKS TO 00008 VENDORS FOR				39105.01
O		001716	08C08	12696	CANON FINANCIAL	04/06/2021	04/2021		198.19
					BANK ID 08 00001 CHECKS TO 00001 VENDORS FOR				198.19
O		001168	26C26	12653	CLARKSBURG HISTORY MUSEUM	04/05/2021	04/2021		2000.00
O		001169	26C26	12700	CLARKSBURG VISITORS'	04/05/2021	04/2021		3000.00
O		001170	26C26	13302	DEREK HOTSINPILLER FALLEN	04/05/2021	04/2021		3000.00
O		001171	26C26	28657	SHINNSTON SOCCER ASSOC	04/05/2021	04/2021		1000.00
					BANK ID 26 00004 CHECKS TO 00004 VENDORS FOR				9000.00
O		001060	28C28	10101	MON POWER	04/06/2021	04/2021		395.73
					BANK ID 28 00001 CHECKS TO 00001 VENDORS FOR				395.73
O		001064	46C46	10101	MON POWER	04/06/2021	04/2021		390.76
					BANK ID 46 00001 CHECKS TO 00001 VENDORS FOR				390.76
O		001008	53C53	23267	NCWV MEDIA	04/06/2021	04/2021		360.00
					BANK ID 53 00001 CHECKS TO 00001 VENDORS FOR				360.00
O		010150	56C56	16013	GENERAL COUNTY FUND	04/06/2021	04/2021		9007.70
O		010151	56C56	16013	GENERAL COUNTY FUND	04/06/2021	04/2021		914.14

CHECK STATUS	VOID POSTDATE	CHECK NUMBER	CASH CODE	VENDOR NUMBER	VENDOR NAME	CHECK DATE	CHECK POST	RETURN DATE	CHECK AMOUNT
O		010152	56C56	10388	ASSOCIATION WV ASSESSORS	04/06/2021	04/2021		1575.00
O		018709	56C56	28091	STATE TAX COMMISSIONER	03/31/2021	03/2021		1482.73
O		018727	56C56	30007	MVB	03/31/2021	03/2021		3858.98
O		018728	56C56	30007	MVB	03/31/2021	03/2021		902.46
O		018729	56C56	30008	MVB	03/31/2021	03/2021		2759.81
					BANK ID 56 00007 CHECKS TO 00007 VENDORS FOR				20500.82
O		001058	59C59	32001	WV STATE POLICE	04/05/2021	04/2021		2920.00
					BANK ID 59 00001 CHECKS TO 00001 VENDORS FOR				2920.00
O		004546	72C72	16013	GENERAL COUNTY FUND	04/07/2021	04/2021		943.82
O		004547	72C72	17288	HEASTER-HART LLC	04/07/2021	04/2021		192.70
O		004548	72C72	22607	MICRO DISTRIBUTING II,LTD	04/07/2021	04/2021		330.00
O		004549	72C72	28634	STATIONERS INC	04/07/2021	04/2021		540.37
O		004550	72C72	16013	GENERAL COUNTY FUND	04/07/2021	04/2021		12296.36
O		004551	72C72	16013	GENERAL COUNTY FUND	04/07/2021	04/2021		1155.43
O		018710	72C72	28091	STATE TAX COMMISSIONER	03/31/2021	03/2021		1560.00
O		018730	72C72	30007	MVB	03/31/2021	03/2021		3884.30
O		018731	72C72	30007	MVB	03/31/2021	03/2021		908.44
O		018732	72C72	30008	MVB	03/31/2021	03/2021		2405.18
					BANK ID 72 00010 CHECKS TO 00010 VENDORS FOR				24216.60
O		009157	77C77	10101	MON POWER	04/07/2021	04/2021		946.52
O		009158	77C77	10403	ALLIED 100 LLC	04/07/2021	04/2021		195.00
O		009159	77C77	12696	CANON FINANCIAL	04/07/2021	04/2021		198.19
O		009160	77C77	16013	GENERAL COUNTY FUND	04/07/2021	04/2021		10888.64
O		009161	77C77	17010	DOMINION ENERGY WEST	04/07/2021	04/2021		489.92
O		009162	77C77	22094	MICHEL INC	04/07/2021	04/2021		262.70
O		009163	77C77	22537	AH&JD SOFTWARE LLC DBA	04/07/2021	04/2021		455.70
O		009164	77C77	27215	ROBIN H RICE	04/07/2021	04/2021		36.00
O		009165	77C77	28362	STATE ELECTRIC SUPPLY INC	04/07/2021	04/2021		250.03
O		009166	77C77	16013	GENERAL COUNTY FUND	04/07/2021	04/2021		1068.99
O		018708	77C77	28091	STATE TAX COMMISSIONER	03/31/2021	03/2021		2912.00
O		018714	77C77	12115	CHILD SUPPORT ENF DIV	03/31/2021	03/2021		87.50
O		018715	77C77	18035	INTERNAL REVENUE SERVICE	03/31/2021	03/2021		1337.41
O		018716	77C77	29114	JIM TURNER	03/31/2021	03/2021		267.59
O		018724	77C77	30007	MVB	03/31/2021	03/2021		7407.86
O		018725	77C77	30007	MVB	03/31/2021	03/2021		1732.50
O		018726	77C77	30008	MVB	03/31/2021	03/2021		5661.27
					BANK ID 77 00017 CHECKS TO 00017 VENDORS FOR				34197.82
					FINAL REPORT 00063 CHECKS TO 00063 VENDORS FOR				463923.28

Purchase Requisitions - April 7, 2021

Date of Meeting	April 7, 2021		
Work Order Number	**Vendor Name**	**Amount of Invoice-Quote**	**Description**
33028	Staples	$194.90	Replacement Chair/DRC
33072	PharmChem,Inc.	$1,045.80	Sweat Patch Analysis & Lab
33087	Telmate LLC	$46.00	Phone Software/Clients/DRC
33100	Unifirst Corporation	$61.05	Carpet Runner Rental/911
33108	MPB Print & Sign Superstore	$130.00	Business Cards & Name Plates
33119	ABM Parking Services	$54.00	Monthly Parking/Van/DRC
33124	Marsh Lumber	$16.61	Locks&Keys Summit Park P&R
33128	Central Square	$480.00	Mobile Cards/Home Confine.
33129	Midwest Veterinary Supply	$1,157.36	Canine Vaccines/Dewormer
33160	Alere Toxicology-Products Div	$7,406.99	Supplies for Urine Analysis
33168	TRAC Solutions	$4,060.50	Daily Monitoring Fees
33171	The Water Shop	$68.00	Water Cooler Rental
33176	Lowes	$36.66	Plumbing for Summit Park
33177	Sandy's True Value	$454.78	Straw/Grass Seed/Park&Rec.
33178	Hart Office Solutions	$428.94	Printer Cartridges/911
33179	Hart Office Solutions	$517.94	Printer Cartridges/911
33181	Sandy's True Value	$622.80	Ga Ga Pit Boards
33182	Galls, Inc.	$67.89	Leg Irons & Belly Chains/DRC
33183	Mon Power	$388.10	County Lot & 633 W. Pike St.
33184	Mon Power	$93.18	Service at VA. Rail Trail
33185	Frontier Communications	$333.19	Service at Courthouse
33186	Foster Supply	$682.40	North View Rail Trail Project
33187	State Electric Supply Company	$199.20	Light Bulbs for County Garage
33188	Suddenlink Communications	$157.87	Internet Service for L.E
33189	Trapuzzano's Uniforms	$825.83	Vest & Carrier Deputy Gordon
33190	Marsh Lumber	$10.65	Materials & Supplies/signs/4H
33192	Enlarged Hepizabh P.S.D	$60.93	Spelter Ball Field
33193	Artesian	$275.00	HCC Water Treatment Service
33194	Artesian	$225.00	HCSC Water Treatment Service
33195	Dominion Energy West Virginia	$710.52	Service at Various Locations
33196	Waste Management Corporate	$770.15	Waste Service for Courthouse
33198	Frontier Communications	$314.54	Service at Courthouse
33199	Frontier Communications	$203.06	Service at Animal Control
33200	Frontier Communications	$246.74	Service at Park & Rec.Complex
33201	Frontier Communications	$53.10	Assessor-Statewide Computer
33203	Fed Ex	$27.92	Postage/Grant Department
33204	Waste Management Corporate	$65.86	Waste Service for Summit Park
33210	Advantage Techology	$1,221.96	OptiPlex 7080 Tower
33211	State Electric Supply Company	$60.55	Audio/Video Cables/E911
33212	APCO International	$30.00	Dispatch Recertification
33213	R.D.Wilson	$323.84	Maintenance Supplies/ Cage

Purchase Requisitions - April 7, 2021

33214	Clarksburg Water Board	$92.76	Parks & Rec. Complex
33215	Frontier Communications	$926.22	Voice / Data Circuit 911
33216	U.S. Cellular	$26.46	Tablet Data Service
33217	Clarksburg Water Board	$578.73	609 W.Main/Annex/Exten. Off
33218	Steptoe & Johnson	$1,062.50	GSA Building Litigation Service
33219	Ace Aggregates, LLC	$7,639.90	North View Rail Trail Project
33220	State Electric Supply Company	$739.63	Doorlock - office/Judge Matish
33221	Clarksburg Water Board	$11,450.98	Service at Courthouse
33225	The Water Shop	$29.00	Water Cooler Rental
33228	BB&T	$100.00	1 YR.Subscription K-9 Handlers
33230	The Tractor Guys Parcs Superstore	$75.54	Oil Filter & Oil for zero turn
33231	Mon Power	$330.87	Service at Grafton Tower
33232	Mon Power	$84.28	Service at Quiet Dell School
33233	Dominion Energy West Virginia	$30,001.83	Service at Annex
33234	Amtower Auto Supply, Inc	$198.17	Regulator/Sealed Beams
33235	Unifirst Corporation	$416.68	Carpet Runner Rental
33236	Sandy's True Value	$39.98	Batteries for Trail Cameras
33237	Sandy's True Value	$21.57	Nozzle/Key/Male Connector
33239	Chenoweth Ford	$404.87	Brakes/Brake Kits/Brake Pads
33240	Appalachian Tire Products, Inc.	$1,413.90	Tires for Stock / Garage
33242	Advance Auto Parts	$95.17	Oil Filter & Oil
33243	Fisher Auto Parts	$135.67	Fuel Filter/ Engine Oil Filter
33244	Lowes	$176.69	Floor Jack/RT. 19 Garage
33246	Fisher Auto Parts	$828.10	Brakes/Tie Rod Ends/Battery
33250	Collision Plus LLC	$1,119.62	Repairs to Cruiser
33254	City of Shinnston	$66.29	Water Service Animal Control
33255	Stationers	$562.81	Calendars from back orders
33256	Mon Power	$1,714.35	Service Public Safety Building
33257	R.D.Wilson	$111.12	Maintenance Supplies/ Cage
County Clark	Champion Industries	$380.94	Toner Cartridges
County Clark	Hart Office	$149.99	Toner Cartridge
County Clark	The Exponent Telegram	$277.63	Legal Ads
	Total	$85,382.06	

Purchase Requisitions - April 21, 2021

Date of Meeting	April 21, 2021		
Work Order Number	**Vendor Name**	**Amount of Invoice-Quote**	**Description**
33238	OpAns,LLC	$3,900.00	Blood Card Lab Confirmations
33245	BestNotes	$362.00	Monthly EMR Subscription
33248	FastSpring	$600.00	FixMe.IT Annual License
33251	APCO International	$30.00	Re-Certification/Travis Miller
33271	Alere Toxicology Service Inc.	$35,146.65	Lab Confirmations/Home Conf
33296	Unifirst Corporation	$61.05	Carpet Runner Rental
33309	Div.of WV Justice&Community Service	$51.00	LS/CMI Usage/Day Report
33311	Marsh Hardware & Builder Supply	$3.75	Auto Key/Community Ser.Tr
33322	Mountain State ESC WV Public Servilce	$60.00	E911 Staff CPR & First Aid
33323	U S Cellular	$28.00	Wireless Modem Service
33324	U S Cellular	$461.44	Cell Phone & Data Service
33325	Frontier Communications	$307.04	Voice/Data Circuit Uasge
33326	Frontier Communications	$59.93	Data Path Access/E911
33327	Frontier Communications	$210.00	Internet Access E911
33328	WM Corporate Services Inc.	$161.47	Waste Collection/911
33329	Frontier Communications	$1,627.95	Voice/Data Circuit Uasge
33330	Select Advantge	$250.00	Pre Employment Test/911
33331	Hart Office Solutions	$432.48	Printer Cartridges/911
33352	Telemate LLC	$52.00	Phone Software for Clients
33394	A-1 Exterminating Co.Inc	$75.00	Pest Control Services/911
33395	Bearcom	$450.00	Reprogramming Tones/Clarks
33399	PharmChem Inc.	$342.60	Sweat Patch Analysis/
33402	Whitney Newlon	$30.82	Milage Reimbursement
33408	WV Board of Veteriary Medicine	$750.00	Travel for Animal
33409	CDWG	$36.99	Speakers/Circuit Clerk
33410	Advantage Occupational Medicine	$55.00	Pre-Employment Testing
33411	Statewide Ford	$42,389.00	2021 Police Interceptor Day R.
33414	The Arc of Harrison County Inc.	$390.00	Service/ Nate Critchfield
33415	Xerox Corporation	$143.09	Copier Rental/ County Clerk
33416	Pace Shredding	$362.00	Shredding Service Courthouse
33417	Frontier Communications	$5,111.77	Service/ 911 Center
33418	Frontier Communications	$10.99	Service/ Courthouse
33419	Hosty Equipment Company	$128.20	Pressure Washer Wand Garage
33420	Mon Power	$25.77	Service / Spelter Park
33422	WV Correctional Industries	$23.40	Street Marker Sign
33424	Amazon.com	$89.99	Strobe Light Bar/Comm. Corr
33426	Theodore A. Glance	$1,990.00	Pre-Employment Testing
33427	All Pets Animal Cllinic	$90.00	K-9 Wellness /Vet
33429	Thomas Reuters - West	$473.99	West Information Charges
33430	United Refridgeration Inc.	$487.54	Filter for annex/pubilc saf.bld
33431	The Exponent Telegram	$875.00	Legal Ad/ Leading the Way/CC
33432	Waterway	$1,910.20	Fire Hose Test/ Speltr VFD

Purchase Requisitions - April 21, 2021

33434	Advance Auto Parts	$162.69	Battery / Oil Filters/Garage
33435	Advance Auto Parts	$61.10	Oil Filters/ Shop Stock/ Garage
33436	Hillbilly Truck Repair	$118.62	Towed a Vehcile to Garage
33437	Sandy's True Value	$7.77	Double Cut Key/ Garage
33439	Fisher Auto Parts	$39.75	Shop Supplies for Garage
33440	Fisher Auto Parts	$117.67	Oil Filters/ Shop Stock/ Garage
33442	WV Outdoor Power - Bridgeport	$215.93	Hand Held Blower/Courthouse
33443	Sandy's True Value	$39.84	Maint. Supplies/Courthouse
33445	CDWG	$38.69	Xerox Black Toner
33446	Lowes	$181.46	609 W.Main St./Repairs
33447	J.F. Allen Company	$74.88	Volleyball Court/ Park & Rec.
33448	The Exponent Telegram	$697.51	Unprogressed Estated/AD
33449	Rady & Deem	$142.50	Dry Cleaning
33451	BB&T	$818.15	Deputy Vernon
33454	Trapuzzano's Uniforms	$127.00	Badges/Sheriff's Department
33455	Trapuzzano's Uniforms	$606.50	Uniforms for Sheriff's Dept.
33456	BB&T	$3,623.19	Service & Supplies
33457	Woodford Oil Company	$6,929.69	Monthly Fuel
33458	Work Force West Virginia	$2,040.23	Unemployment-General Co.
33459	Mon Power	$77.84	Service at Fire Fighters Build
33460	James & Law	$253.37	Restock Supplies in Cage
33461	Hart Office Solutions	$148.01	Copier Rental/ County Clerk
33462	Doddridge Controls Company	$500.00	Courthouse HVAC
33463	Casto Technical Services Inc	$4,293.18	Programming Changes/Sen.C
33464	Nelson Mullins Riley	$5,415.00	Robinson Grand Perform.Arts
33474	Hart Office Solutions	$39.72	Pens for Assessor's Office
33475	BB&T	$3,139.69	Various Ser.for Assessor's
33477	Lowe's	$87.84	Paint for 911
33481	Staples	$2,408.74	Black Toner/Pros.Atty Office
33483	Interstate Rescue, LLC	$2,304.36	CLKSB Fire Dept.Thermal Cam.
33484	R.D. Wilson	$101.01	Foam Hand Soap/Ouote
33485	Ace Aggregates, LLC	$4,505.28	Gravel North View Rail Trail
33486	Office of the State Fire Marshall	$50.00	Renewal of Ele.Lic./Matt Wom.
33487	R.D. Wilson	$2,477.58	Restock of Gloves for COVID
33488	Hillbilly Truck Repair	$67.78	Towed a Vehcile to Garage
33489	Middletown Tractor Sales	$340.90	Parts for Ven Track Mower
33491	Sandy's True Value	$55.47	Union Clamp/Cutter/Garage
33503	Advantage Technology	$3,240.00	Microsoft License County
County Clerk	Kris Wariner	$27.04	Re-Issue Check #106858
County Clerk	WV State Treasurer	$190.00	Re-Issue Check 107544
County Clerk	WV State Treasurer	$1,258.54	Re-Issue Check 107786
County Clerk	WV State Treasurer	$47.77	Re - Issue Check 107851
County Clerk	Jacqui Tennant	$1,684.84	Re-Issue Cks 154402&155415
County Clerk	Vjosa Marku	$353.23	Re-Issue Check 154934

Purchase Requisitions - April 21, 2021

County Clerk	WV State Treasurer	$175.00	Re-Issue Check 155913
County Clerk	Gourmet Catering & Restaruant	$250.00	Re-Issue Check 3831
County Clerk	Richard Southall	$34.77	Re-Issue Check 3952
County Clerk	Jesua Deprospero	$40.63	Re-Issue Check 8002
County Clerk	Justin Norman	$24.88	Re-Issue Check 8012
County Clerk	C.Renee Courtney	$29.94	Re - Issue Check 8117
County Clerk	WV State Treasurer	$100.00	Re - Issur Check 8252
	Total	$149,811.69	

United States of America

State of West Virginia

County of Harrison, ss.

Clerk's Fiduciary Report

Estate from Wednesday, April 7, 2021, through Tuesday, April 13, 2021

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to -wit:

On, Wednesday, April 7, 2021, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **MARY MARIE GUMP**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DEBRA MARIE GUMP, who was named in the last will and testament of **MARY MARIE GUMP**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **EDNA M STEMPLE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SHERRY LYNN STARKEY, who was named in the last will and testament of **EDNA M STEMPLE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Thursday, April 8, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **BETTY L MICHAELS**, deceased was referred to **JAMES A VARNER SR**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **KATHY ANN ROSE** was appointed and qualified as ADMINISTRATRIX of the estate of **FRANK LOUIS ROSE**, deceased. No bond was required.

The last will and testament of **EMILY M LITTLEPAGE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

C KEMP LITTLEPAGE, who was named in the last will and testament of **EMILY M LITTLEPAGE**, deceased, as ANCILLARY ADMINISTRATOR thereof, qualified as such. No bond was required.

On, Friday, April 9, 2021, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ANNE ELIZABETH SUTTER** was appointed and qualified as ADMINISTRATRIX of the estate of **PHILLIP MONTCLAIR SUTTER II**, deceased. No bond was required.

On, Monday, April 12, 2021, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **FLOSSIE B COGIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

KATTIE MARIE COGIS, who was named in the last will and testament of **FLOSSIE B COGIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **EMMA VIRGINIA DILLOW** was appointed and qualified as ADMINISTRATRIX of the estate of **ROBERT GENE DILLOW**, deceased. No bond was required.

The last will and testament of **GERALDINE LEE WENTZ**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

LELAND GAIL WENTZ II, who was named in the last will and testament of **GERALDINE LEE WENTZ**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.
PATRICIA LEE WENTZ WHITEHAIR, who was named in the last will and testament of **GERALDINE LEE WENTZ**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, April 13, 2021, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **EDWIN PATRICK BRADY** was appointed and qualified as ADMINISTRATOR of the estate of **GRAYSON TYLER WESTCOTT BRADY**, deceased. Bond was 6,500.00.

The last will and testament of **VIRGINIA LENORA WRIGHT**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

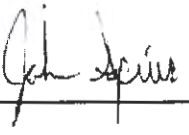
MARK W WRIGHT, who was named in the last will and testament of **VIRGINIA LENORA WRIGHT**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **AMY SUE MORRISON** was appointed and qualified as ADMINISTRATRIX of the estate of **LISA SUE MORRISON**, deceased. Bond was 6,700.00.

A duly certified copy of the last will and testament of **MARY FAITH DUNNINGTON**, deceased, late a resident of Monongalia, West Virginia, was admitted to record.

The last will and testament of **CARMINE J CANN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JAMES V CANN, who was named in the last will and testament of **CARMINE J CANN**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.
SAMUEL J CANN, who was named in the last will and testament of **CARMINE J CANN**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.



John R Spires
Clerk of the Harrison County Commission

Wednesday, April 21, 2021

Confirmed

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, February 8, 2021

With due notice published and a quorum present, Darlene Swiger called the meeting to order: ROLL CALL

Present	Employees	Also Present
Darlene Swiger	Kevin Short	Tom Marion
Sharon Hamilton		

1. **Approval of Minutes**
   Sharon Hamilton made a motion to approve the minutes for Monday, December 14, 2020 and Monday, January 11, 2021, (with Sharon including in the motion to make corrections to the January 11, 2021 minutes), as read. Darlene Swiger seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Sharon Hamilton made a motion to approve the Checks Signed Document dated 1/11/21 through 2/5/21. Darlene Swiger seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**
   Tom Marion informed the Board that they got the hard copy of the DOH project bond and he said that the DOH needs to issue approval and then be submitted to the PSC. Darlene asked for a timeline and Tom said it will take approximately 6 (six) months and once the PSC approves it, the PSD will be required to advertise and mail letters to customers. Kevin said if 20 percent or more of the customer base protests within 30 days, then the PSC will set a hearing date to listen to the complaints. The approximate rate increase is going to be 36% based off of 2019 numbers. Kevin said that the next step is for Zack to request the attorney to do the filing and the PSC in return will probably request Zack Dobbins to give them updated numbers and these will be based on 2020 numbers. Kevin said when it is filed at the PSC within the next 30 days, we will get assigned a case number then, if there is not 20% protest we will have our window to work on ROW's and if we have met all of our requirements per the funding agency, we can put it out to bid. Tom, Kevin and the Board continued discussion regarding the Water Project in detail.

4. **Manager's Report**

A. Kevin provided the Board with a copy of the renewal for Western Surety Company. Kevin said it was a bond for $100,000 for the Metz incident dated March 15, 2017. Kevin doesn't think we need to renew it because he renewed with Bill Bailey Insurance for $250,000 with a $500.00 deductible and feels there is no need for a double policy. **Sharon Hamilton made a motion to accept the recommendation that Kevin made to go with Bill Bailey Insurance for $250,000.00 insurance and a $500.00 deductible. Darlene Swiger seconded the motion. All in favor, none opposed and none abstained.**

B. Kevin and the Board discussed the carry-over of vacation time for Employees with unused vacation time. After discussion, **Sharon Hamilton made a motion to approve the carry-over of Employees 40 hours vacation time to the following year. Darlene Swiger seconded the motion. All in favor, none opposed and none abstained.**

C. Kevin and the Board discussed the Dan Cava bore. Kevin said the Boring Company got the 1000 feet in and are going to do the tie-in on Wednesday morning; doing the tap and post hydrant on Thursday and the job will be complete. Kevin said the $45,000.00 check is for the bore and paid for by Dan Cava. The record shows that we transferred to savings account and back to checking and then we wrote a check out to the Boring Company. The Board signed the check at the meeting.

D. Kevin informed the Board that the Karen Henderson job in laying the sewer line and setting two manholes is complete other than clean-up, seeding and mulching. He said they are going to have to wait for some dry days to do this.

E. Kevin informed the Board that there is another house being built at Jewel City, so that makes two homes that are going in in that area. Kevin said we are selling them water during the building process, but they are not using very much.

F. Kevin informed the Board that the Auditors were here last Monday and Tuesday and did their on sight review. Kevin said we should have the report by the first meeting in March.

G. Kevin provided the Board with a copy of the A/P Aging Summary sheet as of January 31, 2021 and discussed.

H. Kevin provided the Board with a copy of the Profit & Loss sheet for January, 2021 and discussed.

I. Kevin provided the Board with a copy of the Check Detail List for January 9, 2021 thru February 8, 2021 and discussed.

J. Kevin informed the Board that they got Don's truck fixed and it started acting up again, so they took it back to Chenoweth Ford. Kevin said he is going to look into that issue tomorrow and see what is going on with it as he has had three different places look at it and believes he is getting misled. Kevin said if he can get Don's truck repaired we are definitely going to have to look at putting another truck in next year's budget.

5. Next Board Meeting

Sharon Hamilton announced the next board meeting will be March 8, 2021

6. Adjournment

There being no further business, **Sharon Hamilton made a motion to adjourn the meeting. Darlene Swiger seconded the motion. All in favor, none opposed, and none abstained.**

Darlene J Swiger
Chairman

Sharon Hamilton
Treasurer

Secretary

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Enlarged Hepzibah PSD
Profit & Loss
February 2021

		Feb 21
Income		
1500 · Late Fees		636.70
1501 · Metered Sales		23,423.31
1505 · Misc Income		827.00
4610 · Metered Water Sales		51,489.14
4700 · Water Late Fees		774.27
4741 · Reconnect Fees		175.00
4746 · Credit Card Charges		331.83
Total Income		77,657.25
Gross Profit		77,657.25
Expense		
1700 · Sewer Operation Labor		356.00
1743 · Transportation Expense		3,811.82
1781 · Accounting & Legal		250.00
1790 · Postage		441.89
1793 · Supplies		4,836.71
1795 · Telephone		244.76
1796 · Outside Services		8,894.60
1800 · Bank Charges		36.00
6020 · Purchased Water		27,466.36
66000 · Payroll Expenses		16,147.26
6661 · Water Testing		60.00
6662 · Power & Fuel		
6662.1 · HREA	1,711.78	
6662.2 · Mon Power	2,891.64	
Total 6662 · Power & Fuel		4,603.42
6760 · Maint of Meters		20.00
9210 · Office Supplies		230.00
9233 · Advertising Water		203.05
9260 · Pensions & Benefits		5,766.83
Total Expense		73,368.70
Net Income		4,288.55

Enlarged Hepzibah PSD
Profit & Loss
July 2020 through February 2021

		Jul '20 - Feb 21
Income		
1500 · Late Fees		6,253.91
1501 · Metered Sales		206,901.88
1505 · Misc Income		1,027.00
1525 · Interest Income		1.84
4190 · Interest Inc		4.46
4610 · Metered Water Sales		424,971.09
4700 · Water Late Fees		9,734.05
4741 · Reconnect Fees		1,303.26
4744 · Misc Water Income		800.00
4746 · Credit Card Charges		2,184.92
Total Income		653,182.41
Gross Profit		653,182.41
Expense		
1508 · Workers Compensation		2,656.00
1700 · Sewer Operation Labor		14,009.01
1721 · Operation Labor		15,491.00
1743 · Transportation Expense		12,629.32
1781 · Accounting & Legal		9,904.52
1789 · Petty Cash		255.00
1790 · Postage		4,192.51
1793 · Supplies		133,688.18
1794 · Uniforms		2,407.59
1795 · Telephone		2,717.41
1796 · Outside Services		25,082.36
1797 · Misc Expense		489.51
1798 · Property Insurance		6,064.00
1799 · Advertising		34.05
1800 · Bank Charges		626.50
1804 · Regulatory		105.00
1805 · Sludge Disposal		2,860.00
6020 · Purchased Water		252,482.04
86000 · Payroll Expenses		126,010.70
6661 · Water Testing		1,500.00
6662 · Power & Fuel		
6662.1 · HREA	13,327.60	
6662.2 · Mon Power	12,223.57	
6662.3 · Cardinal Gas	462.73	
6662 · Power & Fuel - Other	187.02	
Total 6662 · Power & Fuel		26,200.92
6663 · Outside Water Services		1,991.19
6664 · Transportation Water Expense		296.93
6730 · Maint T&D		629.00
6760 · Maint of Meters		20.00
6780 · Maint of Plant		2,379.90
9020 · Meter Reading Expense		20.00
9210 · Office Supplies		9,365.40
9232 · Telephone - Water		564.80
9233 · Advertising Water		273.06
9240 · Property Insurance - Water		6,806.00
9260 · Pensions & Benefits		46,166.25
9280 · Regulatory Expenses		377.87
9290 · Bank Charges Water		2,165.49
9302 · Misc Expenses Water		690.08
Total Expense		711,151.59
Net Income		**-57,969.18**

Enlarged Hepzibah PSD
Statement of Cash Flows
July 2020 through February 2021

	Jul '20 - Feb 21
OPERATING ACTIVITIES	
Net Income	-57,969.18
Adjustments to reconcile Net Income to net cash provided by operations:	
1000 · Sewer	-522.20
1000.1 · Water	-1,035.62
1000.1 · Water:1370 · Returned Checks	-360.08
1000.1 · Water:1460 · Due From Sewer	-21.67
1461 · Credit Card in Transit	1,696.35
Account Payable	11,417.92
1200 · Other Liabilties - Sewer	20,975.00
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	3,050.00
1201 · Other Current Liabilities - Wat	50,688.00
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	3,298.35
24000 · Payroll Liabilities	7,010.19
Net cash provided by Operating Activities	38,227.06
INVESTING ACTIVITIES	
1400 · Fixed Assets - Sewer:1313 · T&D Structures & Improvements	-775.00
Net cash provided by Investing Activities	-775.00
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-51,645.84
Net cash provided by Financing Activities	-51,645.84
Net cash increase for period	-14,193.78
Cash at beginning of period	51,529.82
Cash at end of period	37,336.04

ORIGINAL

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, March 8, 2021

With due notice published and a quorum present, Darlene Swiger called the meeting to order: ROLL CALL

Present	Employees	Also Present
Darlene Swiger	Kevin Short	Tom Marion
Sharon Hamilton	Rhonda Beezel	
Fred Martin		

1. **Approval of Minutes**
   There were no minutes to approve at this Board meeting because Tasha was off sick and then she quit on March 1, 2021.

2. **Signing of Checks**
   Sharon Hamilton made a motion to approve the Checks Signed Document dated 2/8/21 through 3/5/21. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**
   Tom informed the Board that they have everything put together as far as the Water Project and sent to Dave Glover so he can get it ready to send to the PSC. Tom said the only hang up now as far as requirements go is the DOH has misplaced the bond. Rhonda said that the Bonding Company is going to issue another bond and will overnight it to her. Kevin informed the Board that there was a problem he was going to have to address at some point and that is, the trussell at Lambert's run which has a 2 inch line that goes alongside the trussell and goes up, then, crosses the rail bed. Kevin said this is the area that we have had multiple leaks at and he said what is happening is, the water is coming off the rail bed and coming down by the trussell and it keeps exposing the line. Kevin and Tom and the Board discussed possible solutions to the problem.

4. **Manager's Report**

A. Kevin provided the Board with a copy of a letter that he had Rhonda type concerning the Water System Improvements Project. Kevin said he took a lot of the information off of Mr. Marion's engineering report. Kevin said he wanted to start sending the letter out to the customers along with ROW information. Kevin and the Board discussed this in detail.

B. Kevin provided a copy of a letter dated February 11, 2021 from the (auditors), BHM CPA Group, Inc., for their review that needs signed by the Chairman and General Manager. Darlene and Kevin signed the document and discussed.

C. Kevin provided the Board with a copy of the A/P Aging Summary sheet as of February 28, 2021 and discussed.

D. Kevin provided the Board with a copy of the past due customers along with which ones are scheduled to be shut off on 3/10/21 and discussed in detail.

E. Kevin provided the Board with a copy of the Profit & Loss sheet for February, 2021 and

discussed.

F. Kevin provided the Board with a copy of the Water Loss Report for February, 2021 and for July 2020 through June 2021. Kevin also informed the Board that they had a big leak at Meadowbrook and discussed this in detail.

G. Kevin provided the Board with a copy of the breakdown for the furniture that was bought at James & Law Co., for Sun Valley PSD and Hepzibah PSD. Kevin said that he wanted to get Rhonda another desk as the one she has is too small. After discussion, **Sharon Hamilton made a motion to approve the purchase of a new desk for Rhonda with the purchase price being $3,159.00. Fred Martin seconded the motion. All in favor, none opposed and none abstained.**

H. Kevin provided the Board with copies of the Combined Statement of Revenues, Expenses and Change in net position for the year ending June 30, 2020 and discussed.

I. Kevin provided the Board with a copy of the Management's Discussion and Analysis for water & sewer that is (unaudited) for June 30, 2020 and discussed in detail.

J. Kevin informed the Board that upon removing inactive meters, Don had found a meter that was taken from Meadowbrook road and put in a meter pit of a customer that Rusty had filed charges against for an outstanding balance. Kevin advised the Board that finding issues like this is going against our Water loss that we are trying to find. Kevin and the Board discussed this matter in detail.

5. <u>Next Board Meeting</u>

Sharon Hamilton announced the next board meeting will be April 12, 2021

6. <u>Adjournment</u>

There being no further business, **Sharon Hamilton made a motion to adjourn the meeting. Fred Martin seconded the motion. All in favor, none opposed, and none abstained.**

Darlene J Zwiger
Chairman

Sharon Hamilton
Treasurer

Secretary

aja

10:03 AM
04/12/21
Accrual Basis

Enlarged Hepzibah PSD
Profit & Loss
March 2021

		Mar 21
Income		
1500 · Late Fees		1,009.85
1501 · Metered Sales		29,865.90
1505 · Misc Income		400.00
4610 · Metered Water Sales		48,760.59
4700 · Water Late Fees		1,042.81
4741 · Reconnect Fees		284.38
4746 · Credit Card Charges		585.36
Total Income		81,948.89
Gross Profit		81,948.89
Expense		
1743 · Transportation Expense		1,842.51
1781 · Accounting & Legal		770.50
1790 · Postage		388.35
1793 · Supplies		3,195.34
1794 · Uniforms		727.86
1795 · Telephone		278.00
1796 · Outside Services		3,322.50
1797 · Misc Expense		62.00
1798 · Property Insurance		6,273.00
1805 · Sludge Disposal		325.00
6020 · Purchased Water		20,194.57
66000 · Payroll Expenses		12,049.59
6661 · Water Testing		250.00
6662 · Power & Fuel		
6662.1 · HREA	1,718.19	
6662.2 · Mon Power	240.77	
Total 6662 · Power & Fuel		1,958.96
9210 · Office Supplies		1,134.68
9260 · Pensions & Benefits		5,611.42
9280 · Regulatory Expenses		554.24
9302 · Misc Expenses Water		372.06
Total Expense		59,310.58
Net Income		22,638.31

Enlarged Hepzibah PSD
Profit & Loss
July 2020 through March 2021

		Jul '20 - Mar 21
Income		
1500 · Late Fees		7,263.76
1501 · Metered Sales		236,767.78
1505 · Misc Income		1,427.00
1525 · Interest Income		1.84
4190 · Interest Inc		4.46
4610 · Metered Water Sales		473,731.68
4700 · Water Late Fees		10,776.86
4741 · Reconnect Fees		1,587.64
4744 · Misc Water Income		800.00
4746 · Credit Card Charges		2,770.28
Total Income		735,131.30
Gross Profit		735,131.30
Expense		
1508 · Workers Compensation		2,656.00
1700 · Sewer Operation Labor		14,009.01
1721 · Operation Labor		15,491.00
1743 · Transportation Expense		14,471.83
1781 · Accounting & Legal		10,675.02
1789 · Petty Cash		255.00
1790 · Postage		4,580.86
1793 · Supplies		136,883.52
1794 · Uniforms		3,135.45
1795 · Telephone		2,995.41
1796 · Outside Services		28,404.86
1797 · Misc Expense		551.51
1798 · Property Insurance		12,337.00
1799 · Advertising		34.05
1800 · Bank Charges		626.50
1804 · Regulatory		105.00
1805 · Sludge Disposal		3,185.00
6020 · Purchased Water		272,676.61
66000 · Payroll Expenses		138,060.29
6661 · Water Testing		1,750.00
6662 · Power & Fuel		
6662.1 · HREA	15,045.79	
6662.2 · Mon Power	12,464.34	
6662.3 · Cardinal Gas	462.73	
6662 · Power & Fuel - Other	187.02	
Total 6662 · Power & Fuel		28,159.88
6663 · Outside Water Services		1,991.19
6664 · Transportation Water Expense		296.93
6730 · Maint T&D		629.00
6760 · Maint of Meters		20.00
6780 · Maint of Plant		2,379.90
9020 · Meter Reading Expense		20.00
9210 · Office Supplies		10,500.08
9232 · Telephone - Water		564.80
9233 · Advertising Water		273.06
9240 · Property Insurance - Water		6,806.00
9260 · Pensions & Benefits		51,777.67
9280 · Regulatory Expenses		932.11
9290 · Bank Charges Water		2,165.49
9302 · Misc Expenses Water		1,062.14
Total Expense		770,462.17
Net Income		-35,330.87

(6)

Enlarged Hepzibah PSD
Statement of Cash Flows
July 2020 through March 2021

	Jul '20 - Mar 21
OPERATING ACTIVITIES	
Net Income	-35,330.87
Adjustments to reconcile Net Income to net cash provided by operations:	
1000 · Sewer	-522.20
1000.1 · Water	-2,306.62
1000.1 · Water:1370 · Returned Checks	-335.08
1000.1 · Water:1460 · Due From Sewer	-21.67
1461 · Credit Card in Transit	1,696.35
Account Payable	5,468.62
1200 · Other Liabilties - Sewer	20,975.00
1200 · Other Liabilties - Sewer:1221 · Federal W/H Payable	-409.70
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	4,500.00
1201 · Other Current Liabilities - Wat	50,749.92
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	4,205.63
24000 · Payroll Liabilities	6,457.57
Net cash provided by Operating Activities	55,126.95
INVESTING ACTIVITIES	
1400 · Fixed Assets - Sewer:1313 · T&D Structures & Improvements	-775.00
Net cash provided by Investing Activities	-775.00
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-57,334.32
Net cash provided by Financing Activities	-57,334.32
Net cash increase for period	-2,982.37
Cash at beginning of period	51,529.82
Cash at end of period	48,547.45

CE-3

Sun Valley Public Service District

Regular Board Meeting

Tuesday, March 9, 2021

With due notice published and a quorum present, Chairman Dale called the meeting to order: ROLL CALL

Present	Employees	Also Present
Richard "Gregg" Dale	Kevin Short	Logan Alastanos
Connor Thompson		Zack Dobbins
Sandra Patterson		

1. **Approval of Minutes**
   Sandra Patterson made a motion to approve the minutes for Tuesday, February 9, 2021, as read. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Sandra Patterson made a motion to approve the Checks Signed Document dated 2/10/21 through 3/09/21. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

3. **2019 Water Project**

1. Logan informed the Board that we are 158 days into construction. He said that by the next meeting we will have change orders on each contract for some additional time where they shut down throughout the winter to keep the mess down. Logan said that Contract #1 is 40% (forty) complete and Contract #2 is approximately 25% (twenty-five) complete and as of today; they are planning on remobilizing the week of the 29th to get the wall built and to get the finishing touches done and then, they should get the tank up very quickly. Logan said that the inspection budget is holding steady at 27% (twenty-seven); they have finished all of the pipe work on Rush Run road; they are going to run the pipe pig tomorrow and get it set up for testing; they are going to finish the pipe work on Indian Run road and get the services put on there as well. He said they are going to work on Marshville with a crew on one end and a crew on the other end and come together. Logan said then, all they will have to do is get Raccoon Run road done which it should go pretty fast. Logan said they do not have any change orders as of today. Logan said he drove the entire site today and they look pretty good as the ditches look nice and they are keeping the roads cleaned well.
2. Zack Dobbins informed the Board that he had the Sun Valley Public Service District approving invoices that is relating to the Water Project and the authorizing payment thereof IJDC NO. 2018W-1775 with this being Resolution #4. Zack said the following is authorized and direct payment should be made to the following; JD Utilities for $1,641.00; The Thrasher Group for $35,935.49; and PRO Contracting in the amount of $131,015.78 for a grand total of $168,592.27. Zack said after this draw down we will have requested $955,172.62 of the $2,596,000.00 loan that we have and as of date we have not requested any money from the $359,000.00 grant. Zack and the Board discussed this in detail. After discussion, **Connor**

Thompson made a motion to accept Resolution #4 of the Sun Valley Public Service District, approving invoices related to the Water Project, IJDC #2018W-1775 and authorizing payments thereof; JD Utilities for $1,641.00; The Thrasher Group for $35,935.49; and PRO Contracting in the amount of $131,015.78 for a grand total of $168,592.27. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

3. Zach Dobbins explained to the Board per Kevin's request how Lake Floyd PSD obtained their money and how this will be involved if we bring them in as a merger. Zack said they didn't go through IJDC or Federal or State as they got an Independent through a Bank with separate financing. Zach explained to Kevin and the Board how this is going to work and discussed in detail.

4. **Manager's Report**

A. Kevin provided the Board with a copy of the Aged Trial Balance sheet and informed them that it was printed before charges were created on February 25, 2021 and discussed.

B. Kevin provided the Board with a copy of the Water and Sewer Bond payment schedule and advised the Board that all of the Bond payments were paid to date.

C. Kevin provided the Board with a copy of the Water Loss Report for July 2020 through June 2021 (6/24/20 thru 2/23/21), with a water loss of 29.72% and discussed in detail.

D. Kevin provided the Board with a copy of the Water and Sewer Spreadsheets that show the total amount billed compared to the total amount purchased for the month of February, 2021 and the total outstanding when the disconnects are mailed each month. Kevin and the Board discussed this in detail.

E. Kevin provided the Board with copies of the Invoices that are outstanding for the end of the month, 2/28/21, and discussed.

F. Kevin provided the Board with copies of the Temporary Water Service Usage report for February, 2021 and for the Fiscal Year 2020-2021 (July 1, 2020 to February 28, 2021) and discussed.

G. Kevin provided the Board with copies of the Water & Sewer Income Statements (6 months total) for July 31, 2020 thru December 31, 2020. Kevin and the Board reviewed and discussed in detail.

H. Kevin provided the Board with copies of our Monthly Reports for FY 2020-2021, per our Bond Payment Schedules where we post 2.5% of the Monthly Gross Revenue into Savings for Water & Sewer and discussed.

I. Kevin provided the Board with copies of the CWCR (Current Cash Working Capital Reserve) for the Water Capital Reserve Savings, FY 2020-2021; Water to Water Working Capital Reserve Savings Account, Based on Expenses, where we post 3.2% of the Monthly Gross Expenses and discussed.

J. Kevin provided the Board with copies of the CWCR (Current Cash Working Capital Reserve) for the Sewer Capital Reserve Savings, FY 2020-2021; Sewer to Sewer Working Capital Reserve Savings Account, Based on Expenses, where we post 2.5% of the Monthly Gross Expenses (per PSC was 0% for FY 2019-2020, but recommends at least 2.5% in the future) and discussed.

K. Kevin informed the Board that we have been working with Skana Aluminum (Kevin doesn't know when this happened, but it has been several years ago) on their fire suppression system and it has not been flowing right. Kevin explained to the Board how they got this problem resolved and discussed in detail.

L. Kevin informed the Board that they repaired 3 (three) leaks last month with one at Fletcher Heights which was a pretty good sized leak, one at Raymond Carter road, and one on Sun Valley road. Kevin and the Board discussed this in detail.

M. Kevin informed the Board that we had a huge fire on Sunday, March 7, 2021 at Joyce's house in Reynoldsville. Kevin said that the Fire Department used roughly 189,000 gallons ($600.00) of water to put the fire out. It was a 2 story house that burned clear to the ground and it was a hot fire burning even the fiber optic lines for Frontier. Kevin said everyone was without phone service until Monday evening around 5:00 or 6:00 pm.

N. Kevin informed the Board that we have had a couple hiccups in the last few weeks with the SCADA system. Kevin said he has asked the Contractor to get our SCADA system bumped up and in here and running as quickly as possible. Kevin and the Board discussed this in detail.

O. Kevin informed the Board that Hepzibah PSD paid on some of their outstanding invoices which totaled $2,939.28 and they are down to $15,000.00 that is owed to us. Kevin said as they get in a little extra money, he is trying to get some of them paid.

5. **Next Board Meeting**

Sandra Patterson announced that the next Board Meeting will be April 13, 2021.

6. **Adjournment**

There being no further business, **Sandra Patterson made a motion to adjourn the meeting. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

Chairman

Treasurer

Secretary

aja

WestVirginiaUniversity
EXTENSION SERVICE

Homespun News

May, June 2021

Harrison County

Family & Community Development Newsletter

Inside this issue:

Important Events	1
Brown Bags for Vets, 2021 County Belle, Items needed at VA Hospital Donation	2
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Contact Information, Homespun Humor	6

Harrison County Extension Office Updates

The WVU Extension Office in Harrison County remains open by appointment only. Please call 304-624-8650 to let us know you are coming and what you will need. Upon arriving at the office, just ring the doorbell and a staff member will assist you. You must wear a mask when visiting the office.
As of April 1, clubs wanting to meet can do so in groups of 30 or less without submitting a plan. But WVU Extension guidelines **MUST** be followed, including mask wearing, the signing of the waiver, hand-washing and hand sanitizer available, and social distancing. The guidelines **MUST** be followed regardless if the event is indoors or outdoors. Events have 30 (but not more that 40) or more **MUST** submit a plan for approval by the Extension Agent.
The CEOS Executive Board has decided to postpone Demonstration Day, and it has been reset for November to go along with Achievement Day.

Changes for 2021 Cultural Arts Show, May County Council meeting

HCCEOS Cultural Arts Show

Because of the current restrictions in place because of the coronavirus, the Harrison County CEOS executive board has decided to change the format of the Cultural Arts Show this year. Those wishing to participate can drop off their entries between 8:30 and 10 a.m. on Monday, May 10 at the 4-H Center. After setting up, they must leave the building. Masks must be worn when entering the building. The judging would take place during the County Council meeting, which has been moved to 11 a.m. to allow for you to travel home and view the meeting on Zoom. A link to the meeting will be sent to each club president who has an email address on file with the Extension Office. After the meeting, you could return that day until 3:30 p.m. to pick up your entry, or you can return between 8:30 a.m. and 2:30 p.m. on Tuesday, May 11 to retrieve it. A member of the WVU Extension staff will be there to assist you.

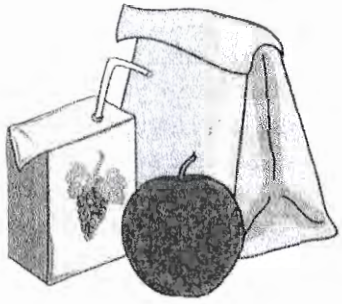
Lesson Leader Trainings Slated

Want to learn about the physical and emotional benefits of traveling? Then join us for a Lesson Leader training at 9:30 a.m., May 7 to hear about Aging with Adventures: Travel Tips for Seniors.
On June 4 at 9:30 a.m., our Lesson Leader topic will be Mental Health Issues Facing Today's Youth.
With the current CoVid-19 restrictions at the 4-H Center, these events will be held on Zoom. Should that change, it will be announced on the Harrison County CEOS Facebook page. Call the Extension Office to register, or comment on Facebook when the topic is posted. A link to the meetings will also be distributed to club presidents who have an email on file with the office.

Help Us Celebrate CEOS Week

CEOS will celebrate who we are, what we have accomplished, and the vision for the future. CEOS Week is officially May 16-21. In the spirit of service to our community and to honor veterans, members can donate personal hygiene, comfort, and entertainment items to the VA Medical Center on May 24. Because of ongoing construction at the hospital, the items will be collected at the 4-H Center. Our staff will be set up in the parking lot at 11 a.m., and you can drop off your items between 11 a.m. and 1 p.m. that day. A proclamation signing with the Harrison County Commission is being planned to commemorate the occasion.

Feature Project
Brown Bags for Veterans



Brown Bags for Vets continues for the Hospice Department at the VA hospital and for veterans traveling in the VA bus to Pittsburgh for medical procedures. Those traveling to Pittsburgh are often required to fast prior to their procedures, and the bus schedule may not allow them to go to the hospital cafeteria for lunch. Items needed include tuna salad or chicken salad packets, or small cans w/pop tops, applesauce (lunch size), individual bags of nuts, and peanut butter crackers. Remember to check the expiration dates on the items you wish to donate. Items can be dropped off at the Extension Office, or if you need more information, call 304-624-8650.

Congratulations To Pam Coffman, Our 2021 Harrison County Belle



Coburn's Creek CEOS member Pam Coffman will represent Harrison County at the West Virginia State Folk Festival held Friday, June 18 through Sunday, June 20 in Glenville. Her photo and biography, along with one from each belle representing as many as 55 counties, will be assembled into a 2021 Belle booklet to be distributed at the festival. For more information on the festival, visit the website: www.wvstatefolkfestival.org



Thank you for all that you do.
Sincerely,
Ric Rodriguez
Extension Agent
&
John Wickline
Program Assistant

Save these items for the VA Medical Center to be presented May 24

Underwear — All Sizes (M-4XL)	Current music CDs for Library/MRI Suite	Shaving Cream & Lotion (Non-alcohol based)
T-shirts — All Sizes	DVD Movies	Combs
Denture Adhesive/Tablets	Shampoos — Small	Deodorant — Small
Backpacks (empty)	Phone Cards	Puzzle Books — Large Print
Toothbrushes	Toothpaste— Small	Wheelchair/Walker Caddies
Clothing (new only)	Composition notebooks or Spiral notebooks	Coats & Jackets for homeless Vets
"Patient Comfort Kits" *	"Welcome Home Kits" **	

*New Patient Comfort Kit includes: shampoo, soap, toothbrush, toothpaste, combs, razor, shaving cream.
**Welcome Home Kits includes: broom, mop bucket, toilet brush, shower curtain, basic supplies. No chemicals.



May
7 Lesson Leader Training
10 County Council Meeting
Cultural Arts Show
Energy Express items collected
16-21 CEOS Week
24 Drop off VA Items

June
4 Lesson Leader Training
18-20 WV Folk Festival, Glenville
25 Photo Contest Entries Due
30 Executive Board Meeting

July
9 Lesson Leader Training
12 County Council Meeting & Picnic
Cleaning Supplies collected
23-25 NVON Conference
23 Workshop TBA

August
1 CVH Forms Due
6 Lesson Leader Training
6 Poetry, Short Stories Entries Due
13 Workshop TBA
30 Executive Board Meeting

Please Note: Workshops, events, and dates may be added or changed to this schedule. Workshops will be announced in future newsletters as CoVid-19 protocols allow.

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. When registering for programs, please designate special access or dietary needs three weeks prior. The information given herein is supplied with the understanding that no discrimination is intended, and no endorsement by the Cooperative Extension Service is implied.

September
1 Reorganization Forms Due
10 Workshop TBA
13 County Council Meeting
17 Workshop TBA

October
5-7 WVCEOS Fall Conference
15 County Goal Writing Workshop
22 Workshop TBA
25 Executive Board Meeting
30 CEOS of the Year forms due

November
5 Basket Makeup Workshop
8 County Council Meeting
19 Demonstration & Achievement Day

Save these items for Energy Express

Foam Egg cartons
Shredded paper
Paper bags (all sizes)
Wood scraps
Paper towel tubes
Buttons and beads
Large appliance boxes
Used file folders
Wallpaper sample books
Flour
Magazines w/pictures
Newspapers
Freezer paper
Butcher paper
Textured fabrics
End rolls of newsprint
Paper plates
Cotton balls
Clothesline, clothespins
Feathers
Plastic grocery bags
Sand
Socks and pantyhose
String, thread, yarn
Wrapping paper
Plastic buckets with lid
Plastic rings from drink packs
Cupcake paper liners
Shower Curtains, old sheets
Containers (cardboard, plastic cottage cheese, yogurt, etc.)
Foam meat trays (please disinfect with water and bleach before dropping off)
Packing materials, such as foam peanuts

Items may be dropped off at the Extension Office, at the Parks & Recreation office, at the May 10 Cultural Arts Show, or the May 24 VA collection.

Creative Writing Guidelines



Submit Writing to
WVU/Harrison County Extension Service
1117 Good Hope Pike
Clarksburg, WV 26301
by August 6, 2021

- The Creative Writing Contest is a short story contest for storytellers, not for news or news feature reporters. There will be one winner submitted from each county.
- The short story should contain 1,000 words or less.
- It should be written by a CEOS member who is not a professional writer of short stories (meaning he or she receives no compensation for the short story).
- The story can be about any subject. For this contest, creative writing pieces do not have to be about CEOS members. The story need not be about real events or real places.
- The short story does not have to be published to be eligible.
- The short story should be typed and stored securely inside a folder or notebook.
- The folder's identification should include the writer's name, address, telephone number, club, and county.



CEOS Photo Contest Guidelines









- Categories: People, Scenery, Animals, and Flowers
- Only one snapshot per category
- Unframed 4" x 6"copy
- Deadline to submit to County Extension Office is June 25
- Displayed at the July Council Meeting

Poetry Contest Guidelines



- The poem should be 250 words or less.
- The poem must be written by a CEOS member who is not a professional poet (meaning she or he receives no compensation for the poem.)
- The poem can be about any subject.
- The poem does not have to be published to be eligible.
- The poem must be typed and stored securely inside a folder or notebook.
- The folder's identification should include the poet's name, address, telephone number, CEOS club and county.

Poems should be submitted by August 6, 2021 to WVU/Harrison County Extension Service, 1117 Good Hope Pike, Clarksburg, WV 26301

Are You Ready for the Songs of the Cicada?

Have you heard of Brood X? Brood X is a group of periodic cicadas that belong to the order of insects called Hemiptera. Broods are based on the calendar year when cicadas emerge. For example, Brood VIII emerged in northern West Virginia in 2019 whereas Brood IX emerged in southern part of the state. Offspring of Brood X from 2004 will emerge this year in Jefferson, Berkeley, Morgan and Hardy counties.



Cicadas emerge in mass from the soil where they have spent the previous 17 years sucking the nutrients from tree roots. From May through June, the adult male cicadas will announce their presence with a loud chorus of sound that they use to attract a potential mate. Once the females have successfully mated, they will cut small slits in the twigs of trees to lay their eggs. When the eggs hatch, the immature cicadas (nymphs) will burrow into the soil where they will remain for 17 years to start the process anew.

Periodic Cicadas

Periodic cicadas are found only in eastern North America and can have either a 13- or 17-year life cycle. Periodic cicadas that are in the same stage of development and that emerge together in a given region during the same year are known collectively as a single brood. There are 12 broods of 17-year cicadas and three broods of 13-year cicadas. Each brood is designated by a unique Roman numeral. Periodic cicada broods are so synchronized developmentally that they are nearly absent as adults in the years between mass emergences.

Annual Cicadas

However, you may see annual (or dog-day) cicadas. Annual cicadas are found throughout the temperate and tropical regions of the world. In West Virginia, annual cicadas typically have a 2- to 5-year life cycle and emerge in the late summer. The life cycles of annual cicadas are often staggered, producing individuals that emerge every year. Annual cicadas have green to brown patterned bodies, greenish wing veins and dark eyes, as opposed to the periodic cicadas that have black bodies, orange wing veins and red eyes.

Cicada Damage

Cicadas are not normally considered important pests. They pose no health threat and will not bite or sting people and pets. Although cicadas are plant feeders, the only noticeable damage they cause to plants results from egg-laying by females. The incisions that egg-laying cicadas make in the twigs of trees may cause those twigs to hang down or break off. This damage can be quite noticeable and extensive during years when periodic cicadas emerge in mass within a given area. Although this damage does not affect well-established trees, it may interfere with the growth or even kill very young or newly planted trees.

Cicada Life Cycle

All cicadas, both periodic and annual, go through a simple metamorphosis that includes an egg, nymph and adult life stage. They have piercing and sucking mouthparts, which they use to feed on plant fluids. The wingless nymphs will feed underground on the roots of trees for much of the life span of the insect. When the nymphs reach maturity they will dig their way back to the surface, climb onto a tree trunk or some other surface and then undergo a final molt to become winged adults, leaving their shed exoskeleton behind. The adults will typically live for 2 to 6 weeks to mate and produce the next generation.

Reviewed by Carlos Quesada, WVU Extension Service Entomology Specialist
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HOMESPUN HUMOR



In observance of West Virginia Day on June 20, we bring you a few words and phrases familiar to us in the Mountain State, but probably not to others who aren't from here. See how many of these you remember or have used in your daily conversations.

Toboggan — A knit hat for keeping your head warm. Does not refer to the sled.

Coming up a storm — A storm is brewing.

Druthers — preference. *i.e., If I had my druthers ...*

Rode hard and put away wet – A phrase describing somebody who looks disheveled. "He looks like he was rode hard and put away wet." Refers to neglect of an important chore of cooling down and drying off a horse after it has been "rode hard."

Roasting ear — Sweet corn, corn for people to eat. Sometimes pronounced *roastnear.*

Reckon they're any count? – An inquiry about the quality of an item.

Bumfuzzled — Confused

Used to could — Formerly able to do something. *i.e., I can't run very fast now, but I used to could.*

Plumb — Absolutely. *i.e.,* I plumb forgot to go to the store.

Buggy — What we put our groceries in at the story.

Clod-hoppers — Large, heavy shoes.

Nearabouts — in the vicinity, almost, approximately. Often heard in this phrase, *Nearabouts as I can figure ...*

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