



# West Virginia Tourism Development District

A TOURISM DEVELOPMENT ACT APPLICATION ADDENDUM

## APPLICATION





# INSTRUCTIONS

*Completed application to be mailed to:*

**West Virginia Development Office**

ATTN: Morganne Tenney

1900 Kanawha Boulevard East

Building 3, Suite 600

Charleston, West Virginia 25305

(304) 941-2320 | Fax: (304) 558-0449 | [Morganne.Tenney@wv.gov](mailto:Morganne.Tenney@wv.gov)

- I. **Introduction.** Prior to completing this application, please read the West Virginia Tourism Development Act, in West Virginia Code §5B-2E, and the Title 145 Emergency Rule on Tourism Development Districts (TDD). Completed applications will be reviewed by the West Virginia Development Office (WVDO) in partnership with the WV Tourism Office. Please complete this application in its entirety; completed applications should be sent both digitally and also printed, signed and mailed to the WVDO. Please contact the WVDO representative, listed above, if you have questions.
  
- II. **Application Requirements**
  - A. **Application.** Please submit one digital copy and one physical copy to the address listed above. Within ninety (90) days of the application submission, the WVDO will review and notify the applicant whether or not their establishment as a TDD has been granted. The applicant will be notified in writing upon approval or denial. The WVDO's decision is final.
  - B. **Fees.** Per state code, all costs for the application process are the responsibility of the applicant. This cost shall be negotiated between WVDO and the applicant, but should be no less than \$10,000 and no more than \$100,000. The amount of the application fee should include costs of any outside vendor which the WVDO shall determine necessary to assist in their review of the application. This includes the implementation of the rules, regulations, standards, processes or procedures which the WVDO approves for the design, acquisition, construction, installation and equipping, and subsequent operations of the project. Please make checks out to "WVDO."
  - C. **Supplemental Materials** (*see appendix A*)



# APPLICATION

TOURISM DEVELOPMENT DISTRICT NAME Hill Top House Hotel Tourism Development District

## COMPANY INFORMATION

Business Name SWaN Hill Top House Hotel, LLC

Physical Street Address 108 Loudoun Street, SW

City Leesburg State VA ZIP 20175

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address (if different from physical address) PO Box 6247

City Leesburg State VA ZIP 20178

Primary Contact Laurel Ziemianski Title Project Manager

Phone 703-728-4160 Fax \_\_\_\_\_ Email lziemianski@swaninvestors.com

## SITE DESCRIPTION

A written description of the site that includes any city, county, and street addresses, and adjacent landmarks, buildings, waterways, former uses or other identifying information.

Refer to Site Decription on following inserted page

Deed book number(s) Supplemental Tab II Deed book page number(s) Supplemental Tab II

Any other identifying information that will serve to clearly and concisely identify the real estate to be included in the tourism development district.

Refer to Site Decription on following inserted page



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# HILL TOP HOUSE HOTEL

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HARPERS FERRY, WV

**Hill Top House Hotel Tourism Development District WVDO Application**

**May 3, 2021**

**Written Site Description:**

The Tourism Development District will encompass approximately 10.2-acres of level and sloping land which sits on a bluff above the Potomac River and has a viewshed of the confluence of the Potomac and Shenandoah Rivers to the east. The land is mostly cleared with trees present on steep slopes. The parcel is bordered by a cliff, CSX Railroad tracks and Potomac River to the north, steep slopes to Harpers Ferry Lower Town to the east, Washington St. to the south, and SWaN-owned raw land combined with two residential dwellings to the west. These dwellings are also developer-owned. The Hill Top House Hotel has been established on this site since 1888. Continuously in use from 1888 to 2008, the hotel was built on the bluff the Harpers Ferry Armory Magazine sat formerly. The site also includes ancillary structures such as a lodge, a motel annex, armory houses and barbershop. A grid of public paved and paper streets intersects the site. On April 6, 2021, the Town of Harpers Ferry sold the public streets, which are contained and bordering the new Hill Top House Hotel Campus, to SWaN Hill Top Operating Partners, LLC.

Since the purchase of the hotel in 2007, the former hotel owner's house has been planned to be within hotel operations once occupancy was transferred to the Hill Top. Former owners were granted dwelling for life and occupancy transferred to the Hill Top House Hotel in 2019.

Three vacant lots west of Columbia St. were purchased to accommodate the required realignment for the safe hotel access road and allow for a landscaped buffer to residences. Two of these vacant lots will be within the Tourism Development District.



**JOBS**

Estimated total annual payroll \$ \$5,190,000 during operations

Number of construction jobs created 239 Number of temporary jobs created 40

Number of permanent jobs created 129 Number of part-time jobs created 0

**ECONOMIC IMPACT ANNUAL TAX SUMMARIES**

Ad Valorem real and personal property taxes \$ 205,000.00

State and local taxes \$ 3,674,700.00

Personal income tax paid by employees \$ 234,100.00

Business and occupation tax \$ 216,200.00

Hotel occupancy tax \$ 340,000.00

**SIGNATURE**

On behalf of SWaN Hill Top House Hotel, LLC, I, Laurel Ziemianski,  
certify that the application information, including all attachments, is true, complete, and accurate. We have read and understand the WV Tourism Development Act, in West Virginia Code §5B-2E and Title 145, Series 16 Tourism Development District. The company also agrees to an ongoing obligation to supplement any information required, promptly correct any errors and submit updated information contained in this application.

Name Laurel Ziemianski Title Project Manager

Signature *Laurel Ziemianski* Date *May 3, 2021*



## APPENDIX A - SUPPLEMENTAL MATERIALS

Documentation pertaining to Tourism Development Act Agreement:

- Copy of current TDA application and agreement
- Any changes of TDA application
- Evidence that applicant is in compliance with TDA agreement

Attachment of all county tax map reference and parcel numbers

A map of TDD boundaries

Documentation of ownership/control of proposed TDD *(date required)*

Documentation of financial ability of the applicant to undertake and carry out the project

A traffic study performed by a traffic consultant if:

- The project will directly and indirectly employ 200+ employees in TDD once the project is completed.
- More than 200 individuals will reside in TDD once the project is completed.
- Any combination of residents and employees exceeds 200 persons in the aggregate.

A copy of an economic development plan, including estimated breakdown of project costs *(see code for requirements)*

If applicable, letters from local utilities certifying the following:

- They have reviewed and approved all plans and specifications for the project's infrastructure.
- The project's infrastructure is built in conformance with said plans and specifications.

Facts and documents demonstrating that the economic development project is in the best interest of the State including forecasts of increases in local and state taxes and the amount of jobs created

The regulations that the Applicant proposes to be agreed to between the Applicant and Development Office with respect to:

- Building codes
- Land use and permitting
- Historic preservation and viewshed
- Demolition permitting
- Noise ordinance
- Lighting and/or dark skies ordinance
- Regulation of alcohol within TDD
- Inspection during acquisition

The public notice form

A proposed form of the TDD agreement

Evidence showing that the applicant has attempted to work in good faith with local officials in regard to land-use issues. Examples include:

- A copy of the original land use plan submitted to the local land use officials.
- A copy of any and all amended or revised land development plan and plat submitted to the local land use officials, with a cover document highlighting the major difference(s) between each version of the land use plan.
- A nonbinding review of the existing planning and zoning ordinances of any municipality located in the proposed tourism development district.