



Agenda

Jefferson County Planning Commission

2045 Comprehensive Plan Update Work Session

Tuesday, March 14, 2023 at 5:00 – 7:00 PM

By order of the President of the Jefferson County Planning Commission the meeting will be broadcast live via ZOOM for viewing purposes only.

In-Person Meeting Location: County Commission Meeting Room located in the lower level of the Charles Town Library (side entrance on Samuel Street)
200 East Washington Street, Charles Town, WV 25414

ZOOM Broadcast Information*: Meeting ID: 886 0118 8531
Meeting Link: <https://us02web.zoom.us/j/88601188531>

**If watching live broadcast, please ensure your microphone is muted and be mindful that your video is streaming to others.*

2045 Comprehensive Plan Update Work Session

1. Discussion on Municipality Presentations
2. Livability Profile
 - a. Staff Presentation on Housing
3. Discussion on the First Public Input Meeting
4. Review of Public Comment
 - a. Report on Public Comments

2045 Comprehensive Plan Update Work Session Notes

February 14, 2023

Planning Commission Members: Mike Shepp, President; Wade Louthan, Secretary; Steve Stolipher, County Commission Liaison; and Jack Hefestay, were present in person. A quorum of the Planning Commission was not present for the Work Session.

Staff: Jennifer Brockman, Chief County Planner and Luke Seigfried, County Planner were present in person; and Alex Beaulieu, Deputy Director & Zoning Administrator, was present on ZOOM.

Executive Summary

On 2/14/23 the Planning Commission held a work session to review the SWOT analysis findings and discuss education and employment data. Both SWOT exercises were condensed into an interest in employment, new businesses, and regional connections. The Planning Commission also reviewed the first comments submitted through the Comment Portal on the County's website.

Agenda

1. Review of Work Session Notes: January 10, 2023
2. Review of Work Session Notes: February 2, 2023
3. SWOT Analysis Results
 - a. Review of January 10th SWOT Exercise
 - b. Review of February 2nd SWOT Exercise
 - c. Staff Conclusions
4. Livability Profile
 - a. Staff Presentation on Housing, Employment, and Education
5. Review of Public Comment
 - a. Report on Comment Portal

Item 1: Review of Work Session Notes: January 10, 2023

Planning Commissioners reviewed the Work Session Notes from January 10th, 2023. Planning Commissioners also requested that staff email draft copies of the Work Session notes to review before each work session.

Item 2: Review of Work Session Notes: February 2, 2023

Planning Commissioners reviewed the Work Session Notes from February 2nd, 2023.

Item 3: SWOT Analysis Results

Staff and Planning Commissioners discussed the key conclusions from the SWOT activities on 1/10/2023 and 2/2/2023. This included interest in increasing employment, agritourism, and family friendly activities. The conversation continued on ways to promote growth with broadband internet and natural gas access expansion. Proximity to large metropolitan areas and their amenities was also mentioned and related to the transportation challenges on the 340 crossing outside of Harpers Ferry and MARC train funding.

Item 4: Livability Profile

Staff displayed the Population Density map created by the GIS department to represent the distribution of people in the county. Staff also presented background data on education and employment in the county. This included educational attainment, public school attendance, primary industries, and average commute time for county residents. Planning Commissioners mentioned an interest in hearing from the municipalities about their long term planning during future Work Sessions.

Item 5: Review of Public Comment

Staff briefed the Planning Commission on the Comment Portal's function to take citizen comments and as a way to test the survey software. The link to the survey is live on the County website on the 2045 Comprehensive Plan Update page. Planning Commissioners reviewed the Public comments received from 1/26/2023 to 2/8/2023.

These notes were prepared by Luke Seigfried.

Jefferson County Planning Commission

Work Session



MARCH 14,
2023

Agenda Items

Item #1: Discussion on Municipality Presentations

Item #2: Livability Profile; Housing

Item #3: Discussion on the First Public Input Meeting

Item #4: Review of Public Comment

ITEM #1: DISCUSSION ON MUNICIPALITY PRESENTATIONS

What information would PC like to hear from the municipalities?

- Staff conversations have been about the Growth Boundaries and better coordination
- Bolivar, Harpers Ferry, and Shepherdstown are all currently working on updating their Comprehensive Plans
- Charles Town's Comprehensive Plan is still up to date
- Ranson is deliberating on hiring a firm to update their Comprehensive Plan

Dates municipality representatives are available during Work Sessions

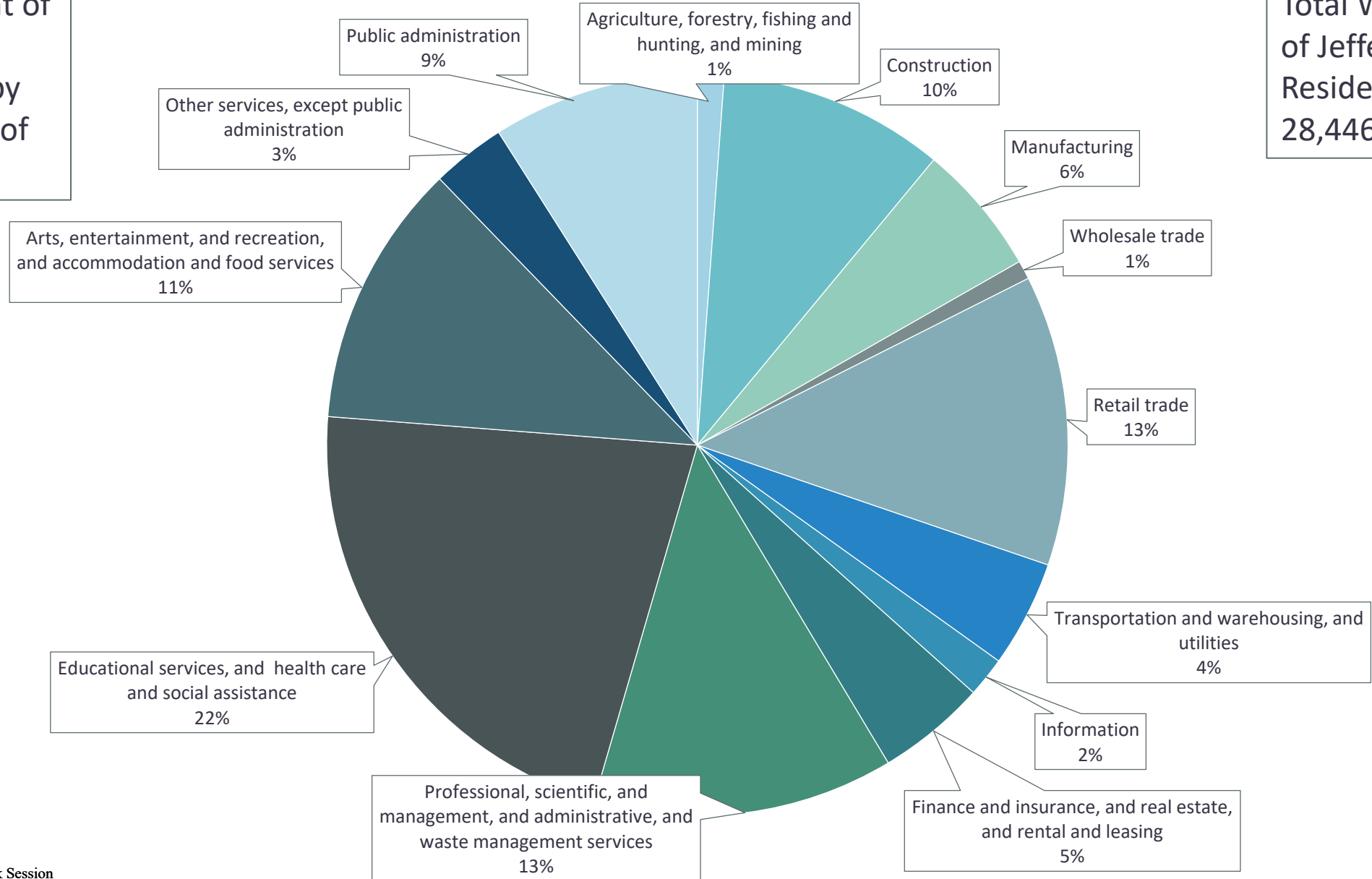
- Bolivar; Staff is working to coordinate
- Charles Town; 3/28/23 or 4/11/23
- Harpers Ferry; 4/11/23
- Ranson; Unavailable at this time
- Shepherdstown; 3/28/23

ITEM #2: LIVABILITY PROFILE

- Staff Presentation on Housing

Employment of Jefferson Residents, by Percentage of Jobs, 2021

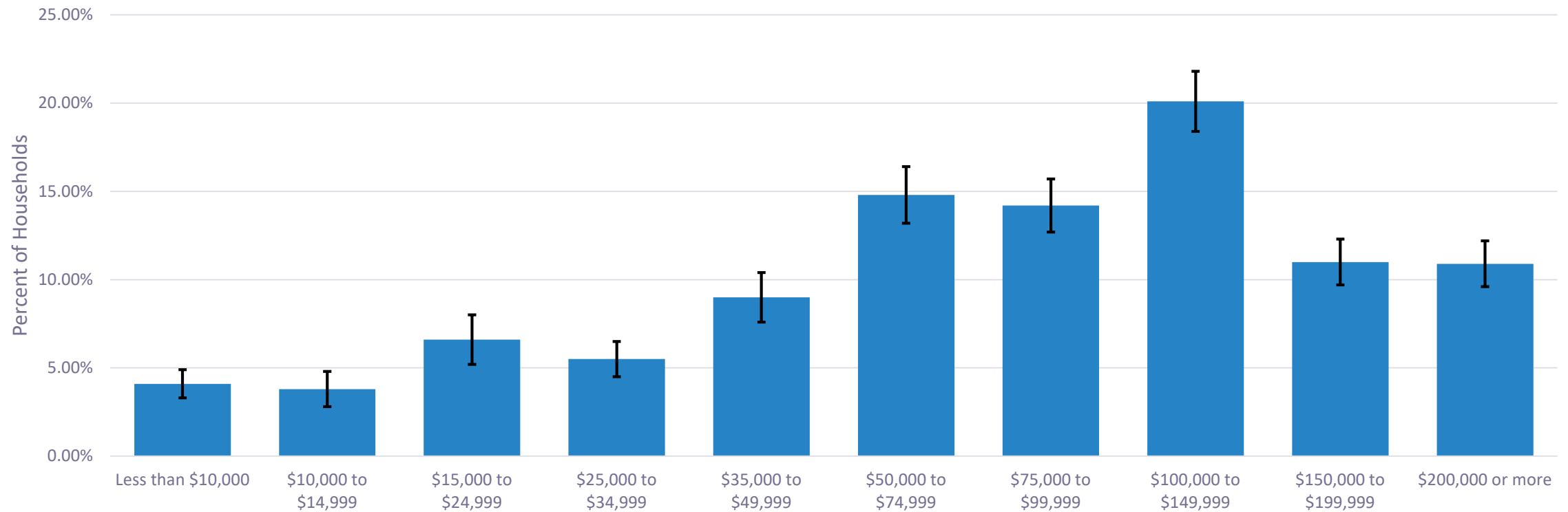
Total Workforce of Jefferson Residents, 2021; 28,446 ±727



HOUSEHOLD INCOME

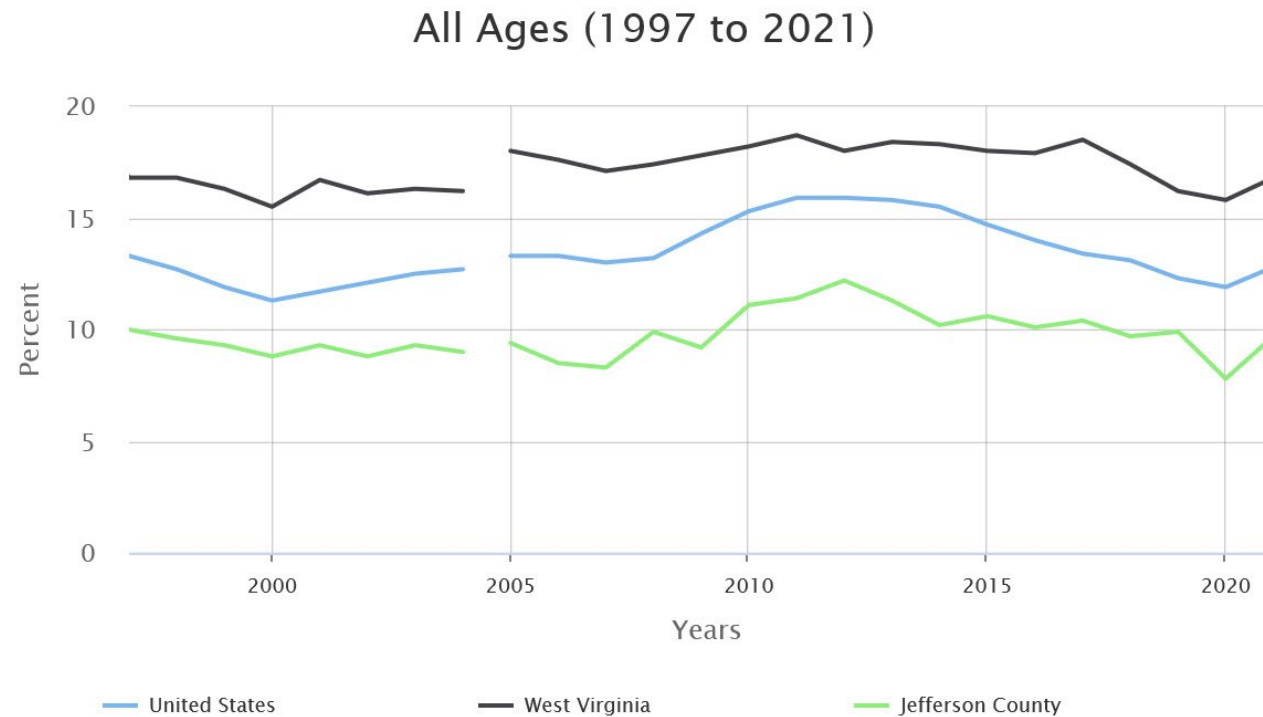
Jefferson County, WV
Median Income: \$76,503
Mean Income: \$92,433

Jefferson County, WV Household Income



POVERTY RATE 2000-2020

US Department of Health and Human
Services Poverty Guideline for 2023
of a Family/Household of 5; \$35,140



Source: U.S. Census Bureau, Small Area Income and Poverty Estimates.

POVERTY RATE AND HOUSING ASSISTANCE

Name	Poverty Rate	Subsidized units available	# units Reported	Number of people per unit	Number of people: total	Fair Market Rent 1-Bedroom(50% of rentals) in USD	% Fair Market Rent Increase Since 2019	Household income per year	% of local median (Household income)	% with disability, among all persons in households	% Minority	Average months since moved in
Jefferson County	9.7% +/- 1.3 %	272	244	1.7	421	\$813	5.04%	\$14,122	19%	33%	34%	86
Berkeley County	9.2% +/- 2.7%	1001	937	1.7	1618	\$899	7.79%	\$14,459	26%	28%	29%	78
Washington County	16.9% +/- 3.3%	3256	3048	1.9	5870	\$818	10.24%	\$14,659	24%	27%	34%	87
Warren County	10.9% +/- 2.3%	215	205	2.2	458	\$811	7.28%	\$13,463	20%	24%	29%	92

HOUSING AND URBAN DEVELOPMENT(HUD) MFI NUMBERS

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Jefferson County, WV HUD Metro FMR Area	\$108,800	Very Low (50%) Income Limits (\$) Click for More Detail	38,100	43,550	49,000	54,400	58,800	63,150	67,500	71,850
		Extremely Low Income Limits (\$)* Click for More Detail	22,900	26,150	29,400	32,650	35,300	37,900	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	60,950	69,650	78,350	87,050	94,050	101,000	107,950	114,950

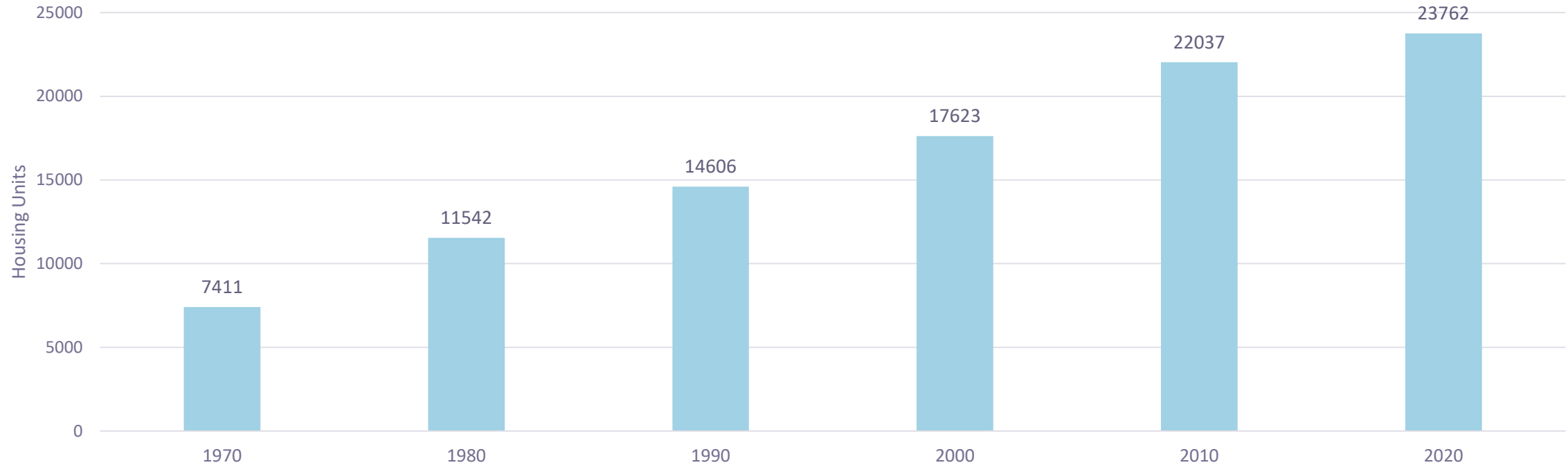
Eligible for
rental
assistance
programs

NOTE: Jefferson County is part of the **Jefferson County, WV HUD Metro FMR Area**, so all information presented here applies to all of the **Jefferson County, WV HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Jefferson County, WV HUD Metro FMR Area**.

HOUSING IN JEFFERSON COUNTY, WV

Please note; Jefferson County data includes municipalities unless it is specified as “Unincorporated County”

Number of Housing Units in Jefferson County 1970-2020



HOMEOWNERSHIP AND COST BURDENED HOUSING

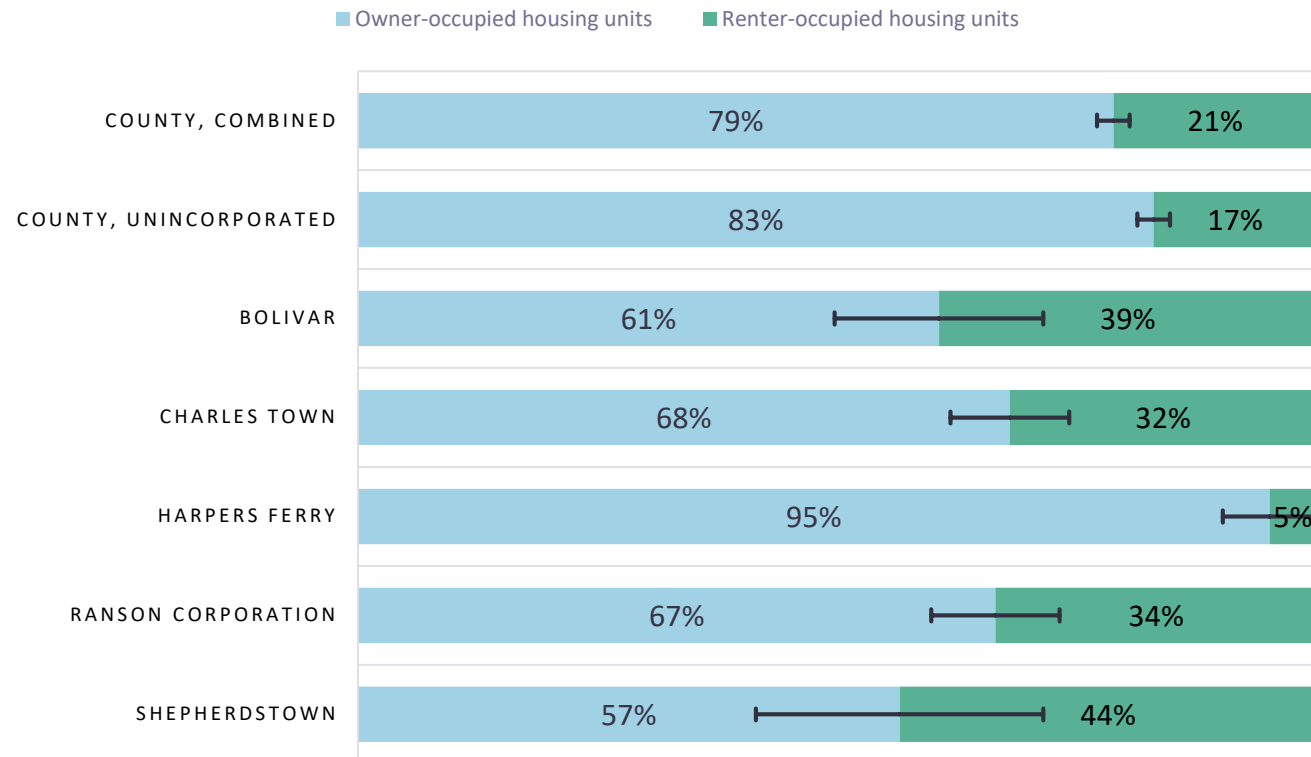
Homeownership Rate			
Year	Jefferson County, WV	United States	West Virginia
2013	75.1%	64.9%	73.4%
2014	76.1%	64.4%	73.0%
2015	74.0%	63.9%	72.5%
2016	74.3%	63.6%	72.5%
2017	74.1%	63.8%	72.7%
2018	74.9%	63.8%	72.9%
2019	76.4%	64.0%	73.2%
2020	78.6%	64.4%	73.7%
2021	78.8%	64.6%	73.9%

County Housing Units	
Total housing units	23,607
Occupied housing units	89.60%
Vacant housing units	10.40%

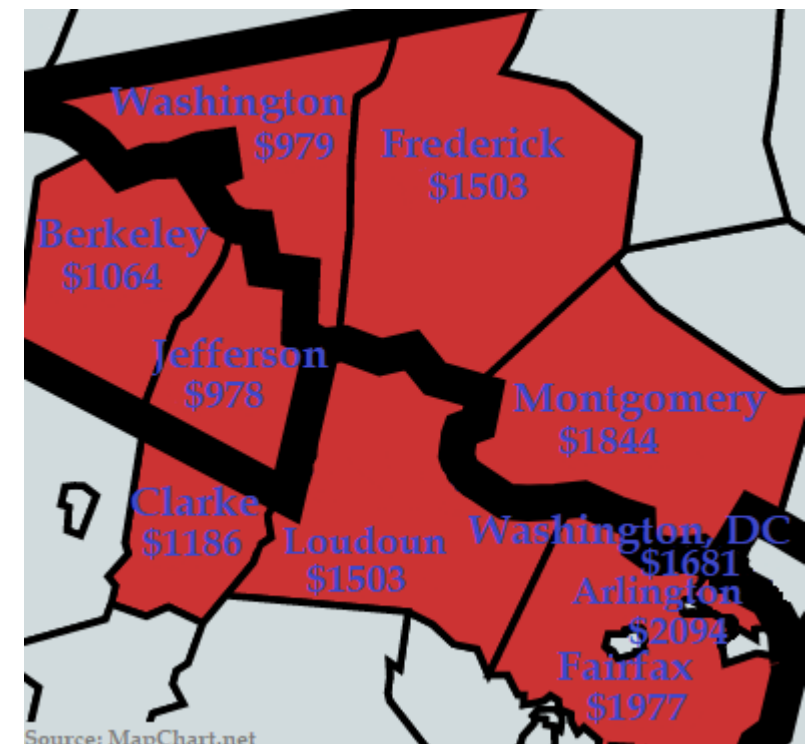
Housing Insecurity in Jefferson County, WV	Renter Occupied Housing	Owner-Occupied Housing	
	Rental	With Mortgage	Without Mortgage
Occupied Housing Units	21.20%	57.37%	21.40%
Cost Burdened Household; A household that spends more than 30 percent of their income on housing.			
Households that are not cost-burdened	54.60%	79.20%	91.40%
Households that are cost-burdened	45.50%	20.80%	8.60%

RENTING IN JEFFERSON COUNTY

OWNER AND RENTER OCCUPIED HOUSING

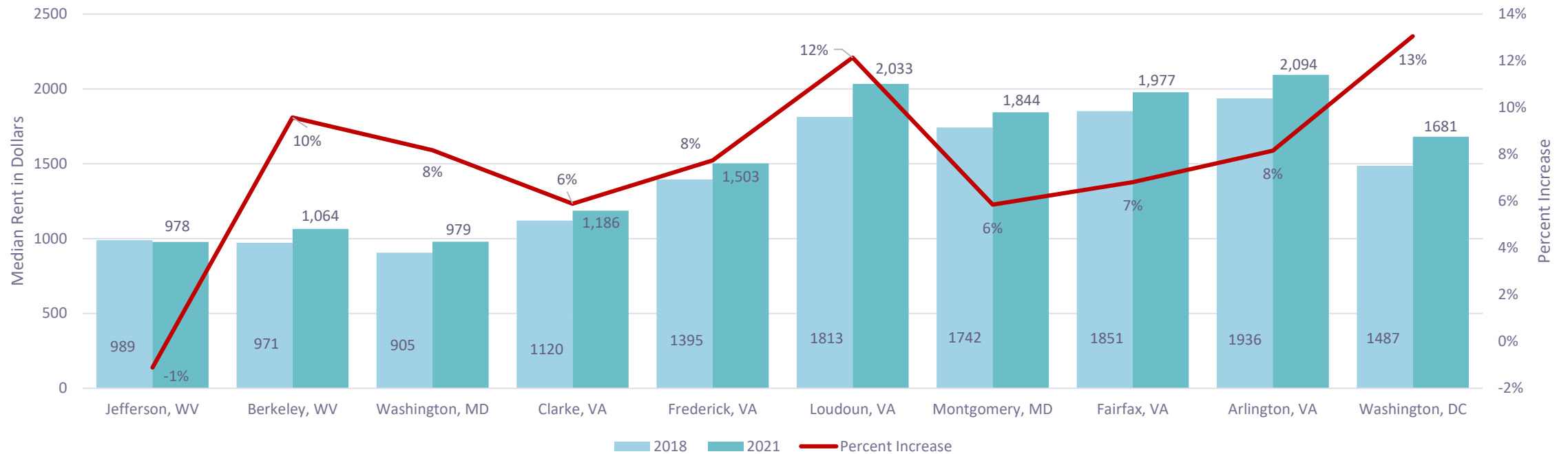


Average Median Rent



INCREASING RENT IN THE REGION

Regional Median Rent Increases from 2018 to 2021

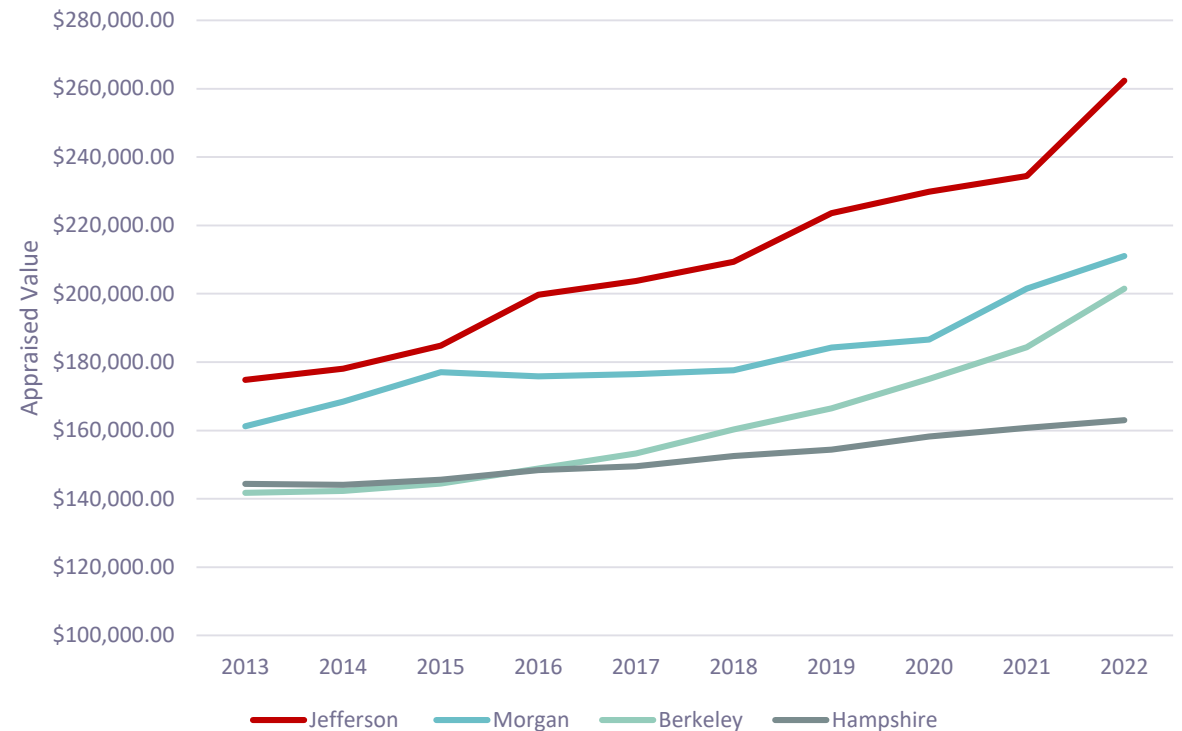


HOUSING AFFORDABILITY

Washington D.C. Area Housing Affordability Median Home Sales Price (by County)		
	2013	2023
Washington, D.C.	\$475,000	\$545,500
Inner Ring Counties		
Montgomery County, MD	\$400,000	\$514,990
Alexandria, VA	\$485,000	\$572,450
Arlington County, VA	\$525,000	\$636,500
Prince George's County, MD	\$197,000	\$400,000
Outer Ring Counties		
Howard County, MD	\$385,000	\$470,000
Fairfax County, VA	\$455,000	\$610,000
Loudoun County, VA	\$419,000	\$653,456
Prince William County, VA	\$309,900	\$474,999
Frederick County, MD	\$268,500	\$415,000
Outlying Areas		
Clarke County, VA	\$319,000	\$437,245
Frederick County, VA	\$204,750	\$345,900
West Virginia Counties		
Jefferson County, WV	\$192,750	\$385,000
Berkeley County, WV	\$140,000	\$287,450

03-14-2023 by Kevin

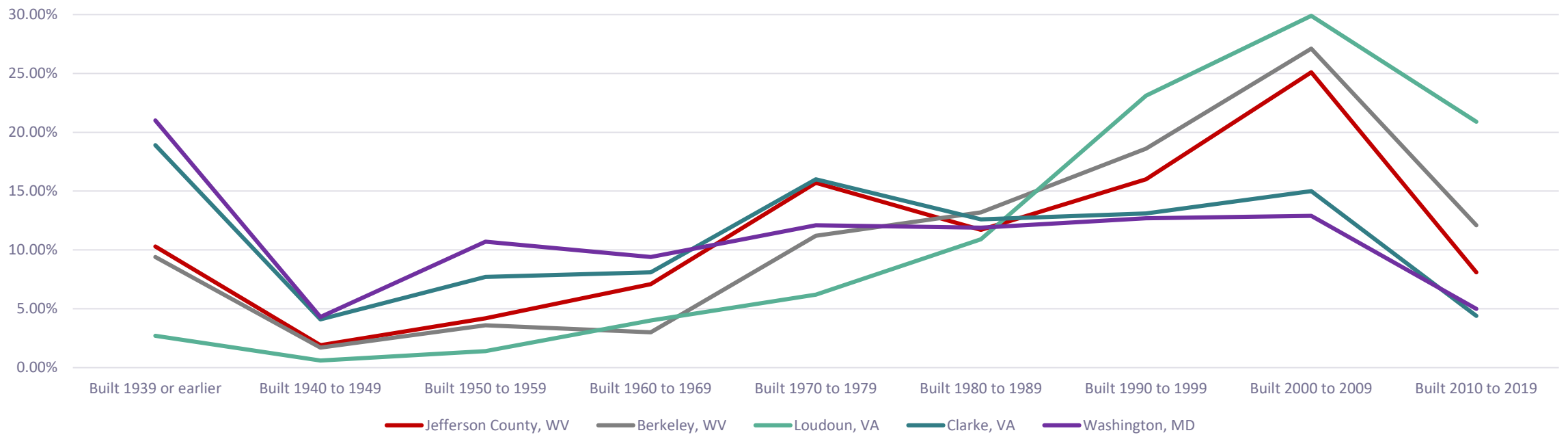
Median Appraised Value by County



Source; WV Department of Revenue

HOUSING GROWTH IN NEIGHBORING COUNTIES

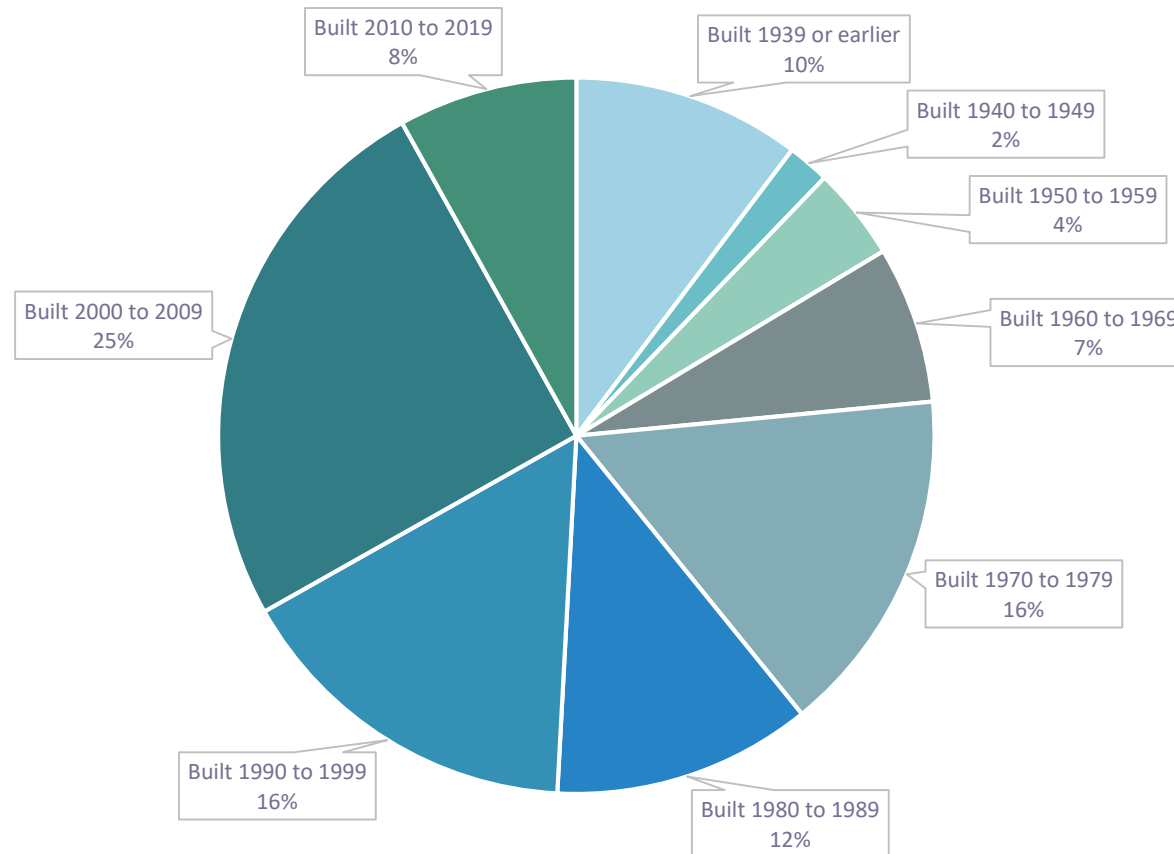
Year Housing Structures Built Around Jefferson County, WV



HOUSING AGE

Total housing units; 23,607
Occupied housing units; 21,162
Vacant housing units; 2,445

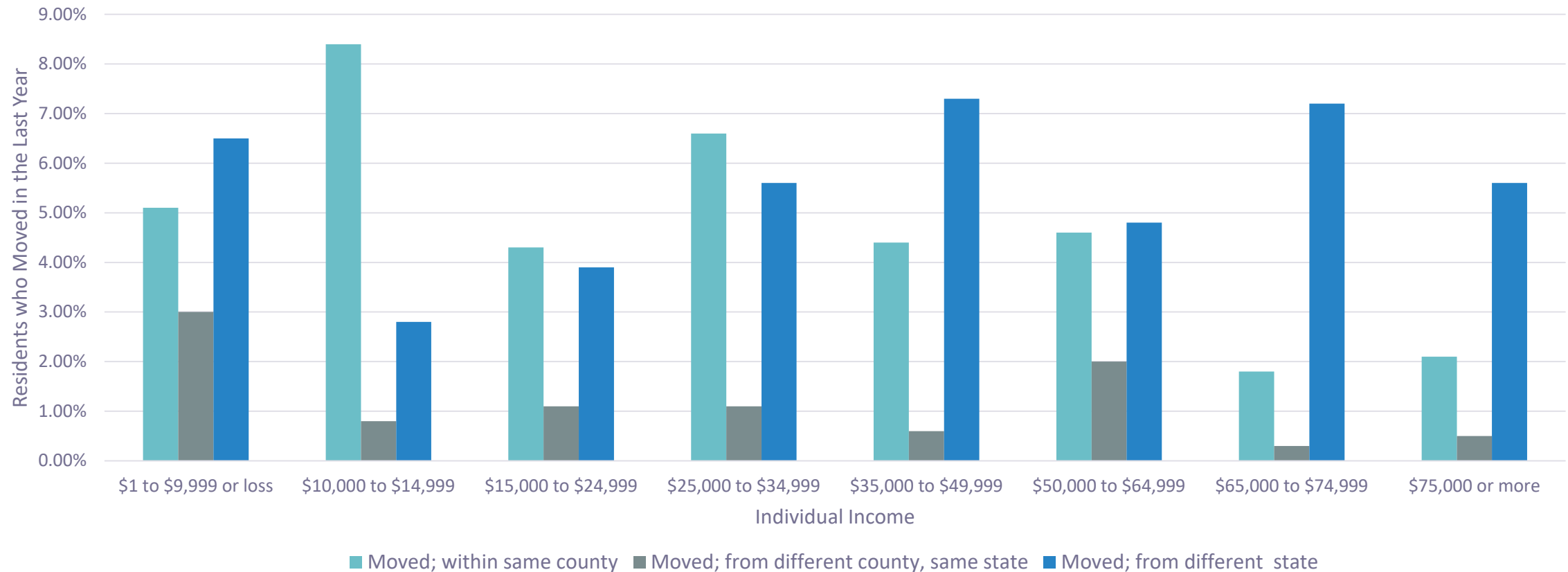
Year Housing Structures Built in Jefferson County, WV



Year Householder Moved into Unit	Percent of Householders
Moved in 2019 or later	7.00%
Moved in 2015 to 2018	26.40%
Moved in 2010 to 2014	17.60%
Moved in 2000 to 2009	25.10%
Moved in 1990 to 1999	13.30%
Moved in 1989 and earlier	10.60%

MOBILITY; PEOPLE WHO MOVED INTO OR WITHIN JEFFERSON COUNTY IN THE PAST YEAR

Individual Income in the Past Year by Current Residence in Jefferson County





















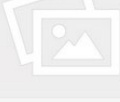



ITEM #3: DISCUSSION ON THE FIRST PUBLIC INPUT MEETING

- By the Approved Time Frame and Scope of Work the 1st Public Input Meeting is for the week of June 5th.
 - Staff would like to have a location picked and reserved soon.
 - How would the Planning Commission like to be involved?

WHEN AND WHERE TO HOLD THE 1ST PUBLIC INPUT MEETING

	2023	JUNE					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	29	30	31	01	02	03	04
	05	06	07	08	09	10	11
	12	13	14	15	16	17	18

JCS RENTAL OPTIONS

 <p>Gym Blue Ridge Elementary School 18866 Charles Town Road, Harpers Ferry</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Gym Charles Town Middle School 193 High Street, Charles Town</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 650</p>	 <p>Gym Washington High School 300 Washington Patriot Drive, Charles Town</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 1,300</p>	 <p>Gym Shepherdstown Elementary School 662 South Church Street, Shepherdstown</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 35</p>
 <p>Gym Page Jackson Elementary School 370 Page Jackson Road, Charles Town</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Auxiliary Gym Jefferson High School 4141 Flowing Springs Road, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 60</p>	 <p>Gym Shepherdstown Middle School 54 Minden Avenue, Shepherdstown</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Gym Jefferson High School 4141 Flowing Springs Road, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 1,500</p>
 <p>Gym North Jefferson Elementary School 6996 Charles Town Road, Kearneysville</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Auditorium Jefferson High School 4141 Flowing Springs Road, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$17</p> <p>CAPACITY 800</p>	 <p>Gym Wildwood Middle School 1209 Shenandoah Junction Road, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 450</p>	 <p>Gym Blue Ridge Primary School 175 Lowery Lane, Harpers Ferry</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>
 <p>Gym Ranson Elementary School 600 North Preston Street, Ranson</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 342</p>	 <p>Auditorium Washington High School 300 Washington Patriot Drive, Charles Town</p> <p>HOURLY RATE \$0 - \$17</p> <p>CAPACITY 495</p>	 <p>Gym C.W. Shipley Elementary School 652 Shipley School Road, Harpers Ferry</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Gym Wright Denny Intermediate School 209 West Congress Street, Charles Town</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 50</p>
 <p>Gym T.A. Lowery Elementary School 103 Shenandoah Junction Road, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 350</p>	 <p>Turf Field Washington High School 300 Washington Patriot Drive, Charles Town</p> <p>HOURLY RATE \$0 - \$0</p> <p>CAPACITY 4,070</p>	 <p>Gym Driswood Elementary School 75 Caspian Way, Shenandoah Junction</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 552</p>	
 <p>Gym Harpers Ferry Middle School 1710 West Washington Street, Harpers Ferry</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY --</p>	 <p>Cafeteria Blue Ridge Primary School 175 Lowery Lane, Harpers Ferry</p> <p>HOURLY RATE \$0 - \$17</p> <p>CAPACITY --</p>	 <p>Gym South Jefferson Elementary School 4599 Summit Point Road, Charles Town</p> <p>HOURLY RATE \$0 - \$33</p> <p>CAPACITY 360</p>	

ITEM #4: REVIEW OF PUBLIC COMMENT

- Review new responses on Comment Portal



What we need from the Planning Commission tonight...

- Staff request to have a work session on 3/28 for the Planning & Zoning Administrator from Shepherdstown to present.
- Staff request to explore opportunities to increase youth participation to complement the approved timeframe and scope of work.

Next Steps

- How would PC like Staff to begin preparing the Goals and Objectives Public Survey?
- What additional research would Planning Commission like done? Only staff suggested?
- Are there are any stakeholders PC would like staff to reach out to set up presentations?
- Next Work Sessions will be discussing Public Outreach



April 11 , 2023

Next Work Session Meeting

Staff has asked for a Work Session on;

March 28, 2023

CreationDate	How are you affiliated with Jefferson County, West Virginia?	Where in the county do you live?	Which of the Comprehensive Plan components do you believe requires the most attention?	What would you like to see in the county moving forward?	Do you have any comments you would like to share regarding the 2045 Comprehensive Plan Update?	Where do you think the most beautiful part of Jefferson County is located?
2/10/2023 0:37	I live in the county	Harpers Ferry District	Land_Use,Transportation,Infrastructure,Environmental	The plan needs to consider the available resources and not over plan.	Please make sure that the county can truly accomodate the final plan. Are the resources for water and sewer available? Is the transportation and school infrastructure available? Or if not, are the connection fees and availability fees sufficient to truly ensure that the new development will pay for the new growth? So often, a plan doesn't fully consider the needed infrastructure and then we are in catch up mode for years to reach steady state.	Harpers Ferry and Shepherdstown
2/13/2023 13:46	I live in the county	Harpers Ferry District	Economic_Development,Renewal_and/or_Redevelopment,Historic_Preservation,Safety	More businesses.		downtown Harpers Ferry
2/22/2023 3:06	I live in the county	Kabletown District	Land_Use,Housing,Recreation	Quit trying to list Tuscaawilla Hills and Locust Hills into your plans. We do not want your annexation. Our two communities beat you in court. We all voted NO. We won in 2003. You were beat down in 2019-2022. Quit listing us into your plans.	Take off our two communities in your plans. Tuscaawilla and Locust Hills do not need you.	Harpers Ferry and Shepherdstown.
2/22/2023 11:39	I live and work in the county	Harpers Ferry District	Land_Use,Historic_Preservation,Environmental,Conservation	mixed use development inside municipalities or within urban growth boundaries	340 between the bridges should (and certainly will) remain two lanes. An alternative should be pursued using Route 9 east to Harpers Ferry Road.	Harpers Ferry/Shenandoah River
2/26/2023 14:53	I live in the county	Shepherdstown District	Land_Use,Housing,Public_Services,Historic_Preservation	I would like to see the farms continue and prosper.		I appreciate all of Jefferson County but concede that the Charles Town/Ranson area appear to look more urban or suburban then they were. appear to look ,ore
2/27/2023 1:24	I live in the county	Shepherdstown District	Land_Use,Economic_Development,Historic_Preservation,Tourism	A focus on preserving historic farmland and protecting these areas from development. The explosion of new subdivisions in the county compromises the very character that makes Jefferson County appealing,	The plan should focus on controlling growth in a way that is thoughtful and doesn't strip away the historic and natural beauty and character of the county. In addition, the plan should acknowledge the economic potential in the county as a tourism destination for visitors looking for a respite from larger cities. The county has unique natural and historical elects that make it appealing and which should be protected and leveraged to attract visitors and the dollars they will spend in the county	The historic orchards