



## Agenda

### Jefferson County Planning Commission

### **2045 Comprehensive Plan Update Work Session**

Tuesday, April 11, 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: 848 9977 4097  
Meeting Link: <https://us02web.zoom.us/j/84899774097>

*\*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. Municipality Presentations**

- a. Bolivar
- b. Charles Town
- c. Harpers Ferry

#### **2. Livability Profile**

- a. Staff Presentation of Community Data

## **2045 Comprehensive Plan Update Work Session Notes**

March 14, 2023

Planning Commission Members: Wade Louthan, Secretary; Steve Stolipher, County Commission Liaison; and Ron Thomas, 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.

### **Executive Summary**

On 3/14/23 the Planning Commission held a work session to review the housing profile of Jefferson County. Planning Commission also had the first conversation on how to prepare the Public Input meeting.

### **Agenda**

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 Comment Portal

### **Item 1: Discussion on Municipality Presentations**

Staff and Planning Commissioners discussed future presentations by representatives of the municipalities to discuss long term planning goals.

### **Item 2: Livability Profile**

Staff presented data on housing in the County. This included the increasing rent, housing prices, housing stock, and affordable housing programs. Planning Commissioners mentioned an interest in data on the Ascend program.

### **Item 3: Discussion on the First Public Input Meeting**

Planning Commissioners suggested that staff pick a location for the First Public Input meeting that could host all four meetings. Suggested locations included the County high schools, Charles Washington Hall, and Sam Michaels Park. The conversation focused on centrality in the county and parking availability for a potential 100-150 people. Staff and Planning Commission also mentioned what could be done at the County Fair booth.

**Item 4: Review of Public Comment**

Planning Commissioners reviewed the Public comments received from 2/9/2023 to 3/8/2023 and agreed to have a Work Session on 3/28 to start a 6 pm.

These notes were prepared by Luke Seigfried.

# Jefferson County Planning Commission

## Work Session



APRIL 11,  
2023

# Agenda Items

**Item #1: Municipality Presentations**

**Item #2: Livability Profile**

# ITEM #1: MUNICIPALITY PRESENTATIONS

- Bolivar
- Charles Town
- Harpers Ferry
- Postponed-Shepherdstown

## ITEM #2: LIVABILITY PROFILE

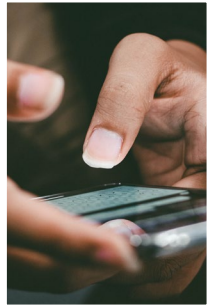
- Requested Research

# ASCEND RESEARCH

- Applications are now open for the first Eastern Panhandle cohort. A cohort of 30-40 participants is looking to around mid-April. The original intent was to locate in Shepherdstown but that has been extended to the entire Eastern Panhandle. It was noted that the cohort was most interested in locating to Jefferson County.
- Almost 50 participants in Morgantown and around 30 in Greenbrier Valley.
- Incentives of \$12,000 over two years for new residents who can remote work for a business not in WV
- Focus on promoting quality of life factors, particularly outdoors opportunities

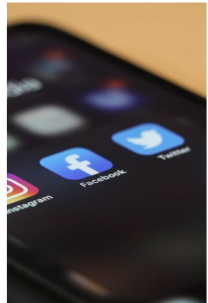


# SURVEY OUTREACH ROI



## Text Outreach

- Text messages from the county will likely increase participation moderately
- Email messages will likely not increase participation
- Main downside is small number of phone numbers/people already involved in the community



## Social Media Outreach

- There is not sufficient data to analyze social media affecting participation in this style of survey
- Strength is one post can be made and the community and commissioners will spread it out without staff
- Staff will not be able to influence distribution



## Direct Mailing Outreach

- Direct Mail will likely increase participation moderately if from the county and emphasizes civic duty
- Advantage is reaching every household in the county
- Main downside is potentially missing renters



## Signage Outreach

- Signage may increase participation slightly but the evidence is not as strong
- Benefit is producing synergy between other outreach efforts and final additional way to reach residents
- Disadvantage is the lack of flexibility on one use signs

# ORGANIZATIONAL PRIORITIES

## WVU Medicine

- Expansion of the 340 campus
- Infrastructure meeting the needs of the community

## Conservation Groups

- Ensure economic vitality of farming in the county by maintaining critical mass of farms
- Preserve Rural and Historic Character
- Maintain the health of water throughout the County

## JCDA

- Develop a new business park and continue sales of remaining Burr Business Park parcels
- Increase taxable revenue and bring jobs at or above median wage to the county

## JCS

- New construction and ongoing maintenance
- Teacher and staff retention

# SUMMARY OF THE WVU HEALTH NEEDS ASSESSMENT FOR THE EASTERN PANHANDLE

The 2022 Community Health Needs Assessment (CHNA) is performed every three years by collecting data, taking input from the community and public health professionals, and highlighting the needs specific to the area while considering the resources available.

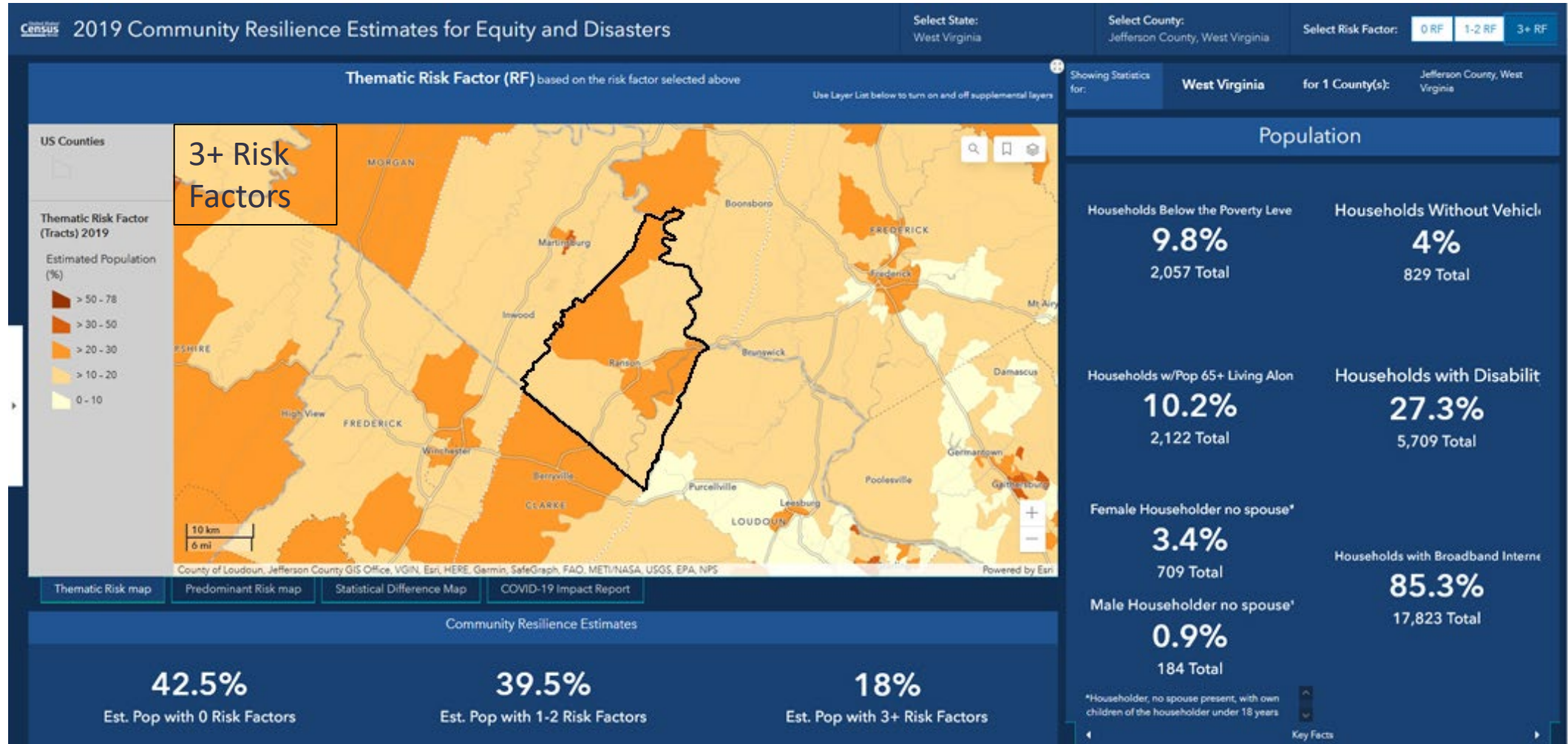
The top prioritized needs are below;

- Substance Use and Mental Health
- Obesity and Co-Morbid Chronic Disease (Including Diabetes and Cancer)
- Access to Care (Including Transportation and Cost)

To access the full WVU Community Health Needs Assessment follow this link

[https://wvumedicine.org/wp-content/uploads/2023/03/bmc\\_jmc\\_community\\_health\\_needs\\_assessment\\_2022.pdf](https://wvumedicine.org/wp-content/uploads/2023/03/bmc_jmc_community_health_needs_assessment_2022.pdf)





### Risk factors from the 2019 ACS include:

-Income to Poverty Ratio -Single or Zero Caregiver Household -Crowding -Communication Barrier -Households without Full-time, Year-round Employment -Disability -No Health Insurance -Age 65+ -No Vehicle Access -No Broadband Internet Access

# RESIDENTIAL BUILDING PERMITS IN JEFFERSON COUNTY 1975-2022


Envision Jefferson 2035 Residential Building Permits in Jefferson County 1975-2011					2045 Comprehensive Plan Update Residential Building Permits in Jefferson County 1975-2022			
	Number of Units (1975-2011)	Percent of Units (1975-2011)	Number of Units (2001-2011)	Percent of Units (2001-2011)	Number of Units (1975-2022)	Percent of Units (1975-2022)	Number of Units (2012-2022)	Percent of Units (2012-2022)
Manufactured Housing	1667	14%	465	12%	1801	13%	134	7%
Single-family	9200	77%	3186	79%	10811	78%	1611	89%
Single-family-Attached	605	5%	364	9%	676	5%	71	4%
Multi-family	546	5%	2	0.05%	546	4%	0	0%
Total	12018	100%	4017	100%	13834	100%	1816	100%

# What we need from the Planning Commission tonight...

- Are there any questions on the information presented in prior Work Sessions?
- Staff has explored several potential public input meeting venues and has concluded a local school would meet the parking, space, expense, and centrality needs of the meeting. Does Planning Commission have a preference in the school used?

## Next Steps

- Next Work Session will include the first draft of the Goals and Objectives Survey
- Next Work Sessions will also be discussing Public Outreach
- What additional research would Planning Commission like done?
- Are there are any stakeholders PC would like staff to reach out to set up presentations?



# May 9, 2023

## Next Work Session Meeting



## **Comprehensive Plan Information Gathering Meeting Summary w/Conservation Groups**

**Date:** 3/14/23

**Participants:** Luke Seigfried, Jennie Brockman, Martin Burke, Grant Smith, Jenna Dodson, and Liz Wheeler

### **Priorities:**

- Ensure economic vitality of farming in the county by maintaining critical mass of farms
- Preserve Rural and Historic Character
- Maintain the health of water throughout the County

**Projects, Opportunities, and Concerns Highlighted by the Stakeholder:** Three economic pressures were mentioned to be affecting continuing farming operations in the county. First, the monetary incentive to subdivide property and sell for development. Second, the loss of farm support infrastructure in the county, such as Southern States in Ranson, no longer supplying certain products. Finally, the need to travel to MD or VA for services such as tractor repair. There are opportunities in the County for hydroponics, but it should be noted that properties with Farmland Easements prevent building permanent structures used in such operations. There is an interest in growing out heritage tourism in the county by leveraging the historic towns and five battlefields in the county as tourism draws. West Virginia Rivers has a groundwater protection plan for the county and are currently pushing for private home testing of wells. New projects are being worked on to install treatment in the various utilities to filter raw water of contaminants such as PFAS.

**Important Points:** The conservation representatives mentioned several ways to preserve the County's historic rural character including, encouraging infill, avoiding large lots (5+ acres), and promoting Farmland Preservation easements on properties with higher valuation to subdivide. Other counties requiring well and septic to slow growth was also discussed. On the historic preservation front, Faraway Farms are going into historic preservation with long term hopes of joining the Antietam battlefield. The importance of protecting well water in the community was also explained as Jefferson County is a hot spot for PFAS contamination. Karst, the county's most prevalent topography, is very susceptible to runoff but resistant to temperature change. These factors make the county comparatively more resistant to some of the effects of climate change but quite vulnerable to pollutants. In particular the DEP is looking into the PFAS contamination. Voluntary conservation efforts by homeowners on their lawns is an avenue for county conservation efforts. Developments often infringe on riparian buffers and chemicals used in landscaping do spread throughout the community.

**Willing to Come and present to Planning Commission:** Yes



## **Comprehensive Plan Information Gathering Meeting Summary w/JCDA**

**Date:** 3/15/23

**Participants:** Luke Seigfried, Ryan Snyder, Anna Padilla

### **Priorities:**

- Develop a new business park and continue sales of remaining Burr Business Park parcels
- Follow the mission statement to increase taxable revenue and bring jobs at or above median wage to the county

**Projects, Opportunities, and Concerns Highlighted by the Stakeholder:** Jump Start Jefferson is an educational series and contest hosted by the JCDA as a business incubator. Lawyers, accountants, and other business professionals are giving classes that qualify for Blue Ridge Community College Credits.

Agritourism is a development priority with an emphasis on encouraging craft beverage businesses. The JCDA team also discussed the infrastructure restraints that are preventing a slaughterhouse from operating in the county.

**Important Points:** The JCDA has not typically pursued family orientated businesses, but that can change based on the priorities of the new Director when appointed. The JCDA is looking to develop a new business park as the existing Burr-Bardane Park only has 6 slots left available. An outside contractor is working on site selection and is performing an assessment of growth potential.

**Willing to Come and present to Planning Commission:** Yes

## **Comprehensive Plan Information Gathering Meeting Summary w/JCS**

**Date:** 3/30/23

**Participants:** Luke Seigfried, Jennie Brockman, Brandan Caton, Joyce White

**Priorities:**

- New construction and ongoing maintenance
- Teacher and staff retention

**Projects, Opportunities, and Concerns Highlighted by the Stakeholder:** The notable construction currently taking place is Ranson Elementary and Shepherd Elementary, both of which will be starting shortly. New construction on the high schools are also coming up with an auxiliary gym on Washington HS and a ROTC wing at Jefferson HS. Competition for teachers with MD and VA was mentioned as a significant trend recently that is expected to continue. Staff retention also came up regarding bus drivers moving between JCS and the EPTA.

**Important Points:** The JCS representatives pointed to enrollment holding steady even though new private schools have started in the region. The future of the old school buildings was discussed related to energy and refurbishing costs. At this time, the School Board has not made a decision on what will be done with the older facilities. In particular, Shepherd Middle is around a century old and is a significant part of the community. Aging infrastructure requires ongoing maintenance, particularly on the roofs and HVAC systems in all the existing schools.

**Willing to Come and present to Planning Commission:** Yes

## **Comprehensive Plan Information Gathering Meeting Summary w/WVU Medicine**

**Date:** 3/6/23

**Participants:** Luke Seigfried, Neil McLaughlin, Stephanie Diedericks

**Priorities:**

- Expansion of the 340 Campus
- Infrastructure meeting the needs of the community

**Projects, Opportunities, and Concerns Highlighted by the Stakeholder:** WVU Medicine highlighted infrastructure as their top priority for collaboration with the county. Specifically they mentioned having water but no sewer at Jefferson Urgent Care. WVU Medicine has requested that the County urge municipalities to require frontage roads for safer joining onto thoroughfares. A long term organizational goal for WVU Medicine is to group services into medical campuses. The focus is on being able to provide delivery points where there is a concentration of population.

**Important Points:** The WVU Medicine representatives pointed out that most of the health care professionals in the region either work for or are supported by the WVU Health System. They also mentioned that State right of ways are larger and plans should be designed differently if the intent is for DOH to take over private roads.

**Willing to Come and present to Planning Commission:** Potentially

## Summary of the WVU Health Needs Assessment for the Eastern Panhandle

To access the full WVU Community Health Needs Assessment follow this link

[https://wvumedicine.org/wp-content/uploads/2023/03/bmc\\_jmc\\_community\\_health\\_needs\\_assessment\\_2022.pdf](https://wvumedicine.org/wp-content/uploads/2023/03/bmc_jmc_community_health_needs_assessment_2022.pdf)

The 2022 Community Health Needs Assessment (CHNA) is performed every three years by collecting data, taking input from the community and public health professionals, and highlighting the needs specific to the area while considering the resources available.

The top prioritized needs are below;

- Substance Use and Mental Health
- Obesity and Co-Morbid Chronic Disease (Including Diabetes and Cancer)
- Access to Care (Including Transportation and Cost)

Or use the QR Code below.



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?
3/10/2023 12:51	I live and work in the county	Shepherdstown District	Land_Use,Infrastructure,Community_Design,Conservation	The balance of rural and growth and the Plan followed.	I hope that the 2045 is followed without continued modifications as seen in the recent Plan. There needs to be a continued (and improved) balance between rural character and life and smart growth and infrastructure.	farmland