

2045 Comprehensive Plan Update Work Session Notes

July 11, 2023

Planning Commission Members: Mike Shepp, President; Wade Louthan, Secretary; Steve Stolipher, Liaison for County Commission; Jack Hefestay, and Aaron Howell were present in person. Tim Smith arrived after the work session began and was present in person. A quorum of the Planning Commission was present for the Work Session.

Staff: Jennifer Brockman, Chief County Planner; Luke Seigfried, County Planner; Michelle Evers, Planning Clerk, and Joe Guttmann and Shenan Ragle, Comprehensive Plan Staffers; were present in person.

Executive Summary

On 7/11/23 the Planning Commission held a work session to hear Staff presentations on the upcoming County Fair activities and 2nd Public Input Meeting outline, an overview of Staff data gathering meetings with representatives of the AACAJC and JCCVB, and a breakdown of the categories for the ELU map. Planning Commission agreed on an additional meeting to review the draft Goals and Objectives and to hold a joint meeting of Planning and County Commissions to discuss the Goals and Objectives. Planning Commission then heard a staff presentation on comprehensive plan formatting examples.

Agenda

1. Community Outreach Preparation
 - a. Staff Presentation on County Fair Activities
 - b. Staff Presentation on 2nd Public Input Meeting Outline
2. Livability Profile
 - a. Staff Presentation of Community Data
 - b. Review of Existing Land Use Map
3. Comprehensive Plan Composition
 - a. Discussion on the Comprehensive Plan Format

Item 1: Community Outreach Preparation

Staff began by reporting the current 783 responses to the Goals and Objectives Survey and restated its closing date of 7/21/23. Mr. Seigfried recommended updates to the comprehensive plan's projected timeline over the summer and fall 2023. Planning Commission agreed to an additional work session on 9/26/23 to review the draft Goals and Objectives developed by Staff and a joint meeting with County Commission on 10/5/23 to discuss the revised draft of the Goals and Objectives. Mr. Seigfried then presented the county fair information and activities, describing the booth activity and layout. This will include displaying the Existing Land Use and Zoning maps where visitors will place a microdot on the former to designate where they reside at the prior suggestion of Commissioner Hefestay. Staff also presented the county fair adventure

board activity and colouring sheets for Planning Commission to review. Mr. Seigfried then requested that the Commissioners sign up for time slots to staff the booth at the fair. Planning Commission decided that the booth will be staffed Monday-Friday from 4-8 pm, and Saturday from 3-8 pm.

Following this, Mr. Seigfried informed the Commission that Jefferson High School was available for hosting the 2nd Public Input Meeting, and that Washington High School had not yet replied to his queries. President Shepp responded that he believed Jefferson High School would be suitable. Commissioner Hefestay stated that holding the meeting at Washington High School would perhaps encourage more participation from residents in the southern part of the county. The Commissioners discussed the obstacles related to holding the meeting in either location, and reserved the decision for a later meeting.

Item 2: Livability Profile

Mr. Guttmann presented summaries of the data gathering meetings with Jamila Jones-Fleet of the African-American Community Association of Jefferson County (AACAJC), and with Annette Gavin-Bates of the Jefferson County Convention and Visitors Bureau (JCCVB), highlighting the organizations' priorities and interests in county affairs. The AACAJC is concerned about plans for a roundabout outside of Charles Town and the potential displacement it could cause, as well as the data cap on free bandwidth available to low-income residents. President Shepp asked what the current bandwidth cap is, and Staff stated that they will look into the exact value. Mr. Guttmann also expounded on the AACAJC's concern for the lack of African-American involvement in county development. He then described the meeting with JCCVB and their desire to improve the visitor experience with more county amenities, especially trails of all kinds. JCCVB is also concerned about the infrastructure's capacity for supporting a growing tourist population and more short term rentals throughout the county. Ms. Brockman mentioned difficulties regarding zoning permits for short term rentals, and the Commission requested more information about the statistics of short term rentals in the County, particularly the Star Report available to hotel owners. Staff responded that they will research this.

Planning Commission then heard Ms. Ragle present the categories for the draft of the Existing Land Use map. President Shepp suggested that the title of the Farmland Preservation category be changed to Farmland Conservation and that the defunct paper mill near Rt. 230 be included in the Industrial Vacant category. Commissioner Hefestay asked if another category could be added to specify unbuildable residential lots. Ms. Brockman mentioned that this would be included in the buildable lots analysis, and Staff advocated that adding the category into the ELU was not a viable change to the map. Mr. Seigfried also requested that Planning Commission review the map when completed.

Item 3: Comprehensive Plan Composition

Following Planning Commission direction, Staff presented methods to make the format for the 2045 Comprehensive Plan Update more focused, usable, and attainable than the Envision Jefferson 2035 Plan. Mr. Seigfried reviewed some legacy formatting of the EJ2035 Plan before presenting selected excerpts of the comprehensive plans for Charleston, WV; Clarke County, VA; Frederick County, MD; Greensboro, NC; and Richmond, VA. Staff specified that there is no intention to follow any of those plans, and they were simply presenting for the formatting

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examples they provide. The Work Session was ended at 6:51 pm and resumed at 7:52 pm following the Regular Meeting Session. Staff concluded the presentation and Planning Commission decided to continue the formatting discussion at the next Work Session Meeting.

These notes were prepared by Shenan Ragle.