



Agenda

Jefferson County Planning Commission

2045 Comprehensive Plan Update Work Session

Tuesday, September 26, 2023 at 6:00 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: 879 4568 0588
Meeting Link: <https://us02web.zoom.us/j/87945680588>

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2045 Comprehensive Plan Update Work Session

1. Comprehensive Plan Composition

- a. Drafting of Comprehensive Plan Goals and Objectives

Draft Goals & Objectives for the 2045 Comprehensive Plan Update

Quality Land Use and Growth Management

1. Ensure that future land use regulations and policies support the development rights of residential and non-residential properties.
 - i. Establish a simplified variety of commercial, residential, and mixed-use zoning categories and Land Use Classification appropriate to the County's needs.
 - ii. Continue to encourage the utilization of cluster subdivisions as the preferred form of residential development within rural areas.
 - iii. Align existing land use regulations with West Virginia State code and streamline land development process.

2. Concentrate high density development in the County's Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.
 - i. Encourage the adaptive reuse of existing buildings and previously used sites within Jefferson County, paying particular attention to brownfield and greyfield sites.
 - ii. Encourage expansions to the village areas and to provide a continuation of village scale and design in these areas.
 - iii. Coordinate with utility providers operating in Jefferson County to identify appropriate locations to provide new service based on existing and proposed residential development and infrastructure while supporting the enhancement of existing infrastructure.
 - iv. Reevaluate the Preferred Growth Areas to reflect infrastructure expansions and land use changes.

3. Support agricultural activities and promote agritourism.
 - i. Enhance the viability of existing farmlands within Jefferson County by allowing a flexible range of agricultural and/or artisan uses within existing rural areas.
 - ii. Encourage farm operators to collaborate with County officials in identifying potential economic development opportunities related to agriculture in Jefferson County.
 - iii. Support programs for the education of and resources for the creation and viability of new generations of farmers.
 - iv. Update existing land use regulations to allow for diverse compatible and complementary uses on agricultural properties and within rural areas of Jefferson County.

Balancing Tourism and Conservation

4. Encourage the preservation of historical sites and leverage heritage tourism to foster local business growth and development.
 - i. Encourage the utilization of existing historic and agricultural areas for a variety of uses in ways that respect their historical function or setting.
 - ii. Encourage the adaptive reuse of existing non-residential structures for housing.
 - iii. Identify and implement feasible strategies to ensure short term rental compliance with local ordinances.
5. Encourage land conservation programs to help preserve the rural character of Jefferson County.
 - i. Financially support county agencies including the Farmland Preservation Board and Historic Landmarks Commission.

6. Balance the existing preservation of Jefferson County's natural resources with providing additional access to and utilization of outdoor recreational tourism.
 - i. Investigate additional opportunities for public river access.
 - ii. Develop connectivity to existing pedestrian and bike trails.

Community Connections

7. Collaborate with state and regional transportation partners to enhance the built environment to promote safety on and around state and municipal roads and lessen congestion.
 - i. Continue to coordinate with WVDOH related to access and transportation improvement decisions regarding local development review.
 - ii. Actively coordinate with HEPMPO, WVDOH, Municipalities and other appropriate stakeholders to identify potential highway, rail, bike, and pedestrian safety concerns within Jefferson County and promote safety measures.
 - iii. Advocate for new developments to utilize traffic calming measures and building safe roads for pedestrians, cyclists, and motorists.
 - iv. Identify methods to improve public transportation and highway connectivity into adjoining states by working with HEPMPO, WVDOT, EPTA, and agencies in Maryland, Pennsylvania, the District of Columbia, and Virginia.
8. Foster a culture of public engagement that effectively communicates policy making decisions.
 - i. Ensure public hearing and workshops are held in accordance with state code and local regulations.
9. Work with partners to protect the watersheds of Jefferson County and preserve the natural environment.
 - i. Encourage developers to build new subdivisions to meet standards set by regional or national sustainable building organizations.

- ii. Coordinate with local and regional partners regarding information and activities related to meeting the Chesapeake Bay Watershed Implementation Plan goals and property owners to enact voluntary recommendations.
 - iii. Work with property owners and applicable agencies to identify voluntary ways to protect unique natural features and the watersheds of Jefferson County.
 - iv. Collaborate with applicable agencies, local watershed groups, and private property owners to identify funding for the maintenance and upgrade of existing septic systems.
10. Support a variety of public and private educational opportunities in Jefferson County.
- i. Coordinate with the Jefferson County School Board to identify appropriate locations to develop new schools based on existing and proposed residential development and infrastructure.
 - ii. Support the enhancement of existing Jefferson County School buildings.
 - iii. Continue to assess school impact fees as development occurs.
11. Align expansion of County park facilities and programs with federal, state, and municipal recreation providers to ensure that a wide variety of park and recreation opportunities are available throughout Jefferson County.
- i. Continue to evaluate the need for and financing of a public pool or aquatic center.
 - ii. Coordinate with local, state, and regional governments, non-profits, and community groups to identify funding sources for recreational facilities.

Growing a Diverse Economy

12. Foster job development in Jefferson County by promoting diverse businesses; employment opportunities; local business entrepreneurship; and professional service jobs.

- i. Collaborate with the Jefferson County Development Authority and other agencies to build and expand existing local businesses and to enable the start-up of new businesses within Jefferson County.
 - ii. Support vocational training opportunities for students of all ages in skilled trade programs and higher education to create a flexible, resilient workforce.
13. Develop an environment that promotes existing and new businesses by expanding necessary infrastructure within the Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB).
- i. Utilize existing infrastructure to allow construction of village-scaled businesses, residential uses, and community facilities with Village areas and potential village expansion areas.
 - ii. Allow small-scale commercial and multi-family uses in existing areas that have the potential to be designated as a village at a future date.
 - iii. Provide incentives and opportunities for businesses to relocate or expand their operations within the County.
 - iv. Work with utility providers to ensure public and private infrastructure is in place within UGBs, PGAs, and Villages to enable economic development.

Creating Livability

14. Promote a countywide expansion of activities, amenities, and entertainment for all Jefferson County residents.
- i. Collaborate with Jefferson County Development Authority and local businesses to identify opportunities and programs that would aid in retaining young residents within Jefferson County.
15. Enhance public services and public safety to meet the needs of Jefferson County residents.
- i. Coordinate with EPTA to improve transit service within Jefferson County and the Eastern Panhandle as a whole.
 - ii. Ensure access to emergency services in Jefferson County.

- iii. Identify ways to expand medical services and wellness programs.
16. Improve interconnectivity by enhancing and expanding pedestrian and bike paths.
- i. Establish that new development adjacent to municipal boundaries, Villages, or within UGBs is designed and built in a way that enables connectivity to the existing street and infrastructure network or for future connectivity as development is extended to these areas.
 - ii. Collaborate with WVDOH to connect the Route 9 bike path into Ranson.
 - iii. Continue to support construction of Shepherdstown bike path from Shepherdstown Middle School to Morgan Grove Park.
 - iv. Require sidewalks to be constructed or easements for their implementation be included within and connecting to existing and new development.
17. Encourage a diversity of housing options including attainable and senior housing availability and accessibility to current and incoming residents.
- i. Work with county residents, members of the development community, and local and regional non-profit organizations to identify ways to integrate attainable housing with existing and new communities in Jefferson County.
 - ii. Identify and utilize private and public funding for the development of attainable housing in Jefferson County.
 - iii. Encourage developers, contractors, and homeowners to build and renovate residential developments to meet the needs of residents across the entire lifecycle.
 - iv. Encourage the development of communities that provide a variety of care for elderly and/or disabled residents within Jefferson County in close proximity to transportation corridors, medical facilities, and everyday needs.
 - v. Identify methods to lower the cost of constructing attainable housing within Jefferson County while ensuring a high quality of housing in conjunction with local non-profits and housing providers.

Mr. R. Michael Shepp, President
Jefferson County Planning Commission
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Administration
300 South Preston Street
Ranson, West Virginia 25438
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September 12, 2023

Dear Commissioner Shepp,

Thank you for the opportunity to meet with Mr. Luke Seigfried, County Planner, regarding the ongoing review and update of the new 2045 Jefferson County Comprehensive Plan. We appreciated the chance to discuss the upcoming Plan with Mr. Seigfried and it would be our plan to participate in the Public Process. Accordingly, WVU Medicine East and Jefferson Medical Center have some additional comments to be entered into the record at this time.

WVU Medicine has serviced the health care needs in West Virginia and the surrounding areas for over 100 years and have two Medical Centers in the immediate areas of Berkeley and Jefferson Counties. Jefferson Medical Center is the hospital in Jefferson County, which also relies on the resources of Berkeley Medical Center in Martinsburg and Ruby Memorial Hospital in Morgantown to care for its patients.

Jefferson Medical Center only appears once in the Envision Jefferson 2035 Comprehensive Plan and that is when it is listed as the sixth largest employer in the County. While we are proud to be a major employer in the County, we also provide the healthcare needs of such a growing community. As such, we are hoping that these expanding health care needs are additionally addressed in the new Comprehensive Plan. We know that it is early in the process but would like to articulate some ideas for inclusion in the Plan.

We all agree that the County and Region are expanding at a healthy rate of growth. We understand that more rooftops lead to economic growth and if the infrastructure keeps pace with the growth, then WVU Medicine and Jefferson Medical Center will also do their best to service the healthcare needs of the growing population. This is a win-win for both the County and the Medical Community. However, there are ways that the County can help within your Land Use Ordinances and Plan that will facilitate the growth of Health Care Facilities. Here are some of the topics and/or recommendations that we believe merit consideration in this phase of Plan development:

1. Currently, there are zoning districts that either do not allow medical facilities or allow them only by Conditional Use. We believe that healthcare facilities should be permitted uses by right in all districts. We recently developed the Shepherdstown Medical Office Building which includes an onsite laboratory for bloodwork. There were several properties that were being considered, but some were located in zones that did not permit the uses or only allowed them as a Conditional Use. The cost of those lands was less, but we chose a property where healthcare facilities were permitted which increased the costs considerably. When searching for sites to serve a communities current and future healthcare needs, there should not be a limiting factor for viable properties based on the zoning district.
2. The experience of building the medical office building outside of Shepherdstown, resulted in a lengthy subdivision and site plan process. While there were some outside approvals that

also took time, there should be a way that small commercial or especially healthcare related subdivisions be expedited through the process without sacrificing the quality of the development. While this could be seen as an Ordinance related item, it needs to be addressed in the Comprehensive Plan to facilitate the changes in the appropriate ordinances. All anticipated healthcare related facilities cannot be located just inside of the five incorporated areas of the County. There is currently a need to expand outside of the towns to serve all the people in the County.

3. All of our plans depend on available infrastructure to come to fruition. The primary needs are Central or Public Water and Sewer, along with quality fast broadband services. Regarding Water and Sewer services, it is unusual that these services are not just expanded to proposed healthcare facilities or campuses. Again, the location of these services adds additional cost in the construction but add an even bigger cost in service fees. The Comprehensive Plan should recommend that Sewer and Water Services be extended to areas identified for healthcare and needed medical facilities. Furthermore, the Plan should support the construction of infrastructure to these facilities along with the waiver of service fees. A new major outpatient facility could cost over \$500,000 just for Utility Service Fees in addition to the cost of the construction of the water and sewer lines. These infrastructure costs are often subsidized for new industrial growth, and service and impact fees are passed on to homebuyers for residential growth, but they are not provided for the needed new medical facilities to service the growth.
4. We also recommend Countywide cooperation that crosses city boundaries in Jefferson County. The County and City share access to Municipal and State Roads, along with most sewer and water services. For example, there should be similar standards regarding access to neighboring properties, especially as a frontage road along a limited access highway. While the County requires this, the Cities/Towns do not which curtails the use of these vital connections especially around Charles Town and Ranson where the County/City boundary winds back and forth between frontage properties.

Hopefully, this letter provides some early ideas regarding what WVU Medicine East and Jefferson Medical Center would like incorporated into the updated 2045 Comprehensive Plan for Jefferson County. Again, we thank you for allowing us to participate and we enjoyed meeting with your County Planner early in the process. We plan to continue to follow the progress and will participate as needed in the future. If you are creating a Stakeholder Committee or other Steering Group, we would like to participate. Also, please feel free to reach out to us for statistics as it relates to healthcare, but also for ideas to help facilitate our growth to provide these important healthcare services to support the County's growth.

Sincerely,



Dean Thomas
President & CEO WVU Medicine East

Cc: County Commission of Jefferson County
Mr. Luke Seigfried, County Planner

2045 Comprehensive Plan Update Work Session Notes

August 29, 2023

Planning Commission Members: Mike Shepp, President; Matt Knott, Vice President; Steve Stolipher, County Commission Liaison; Jack Hefestay, Tim Smith, Jay Ware, and Aaron Howell, and were 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; were present in person.

Executive Summary

On 8/29/23 the Planning Commission held a work session to discuss the draft Goals for the 2045 Comprehensive Plan Update (CPU).

Agenda

1. Livability Profile
 - a. Staff Presentation of Community Data
2. Comprehensive Plan Composition
 - a. Drafting of Comprehensive Plan Goals

Item 1: Livability Profile

Staff began the Work Session by mentioning a study that detailed the resilience of karstic groundwater to temperature changes. The study collected data in the County and is instructive considering the karstic topography of Jefferson County.

Item 2: Comprehensive Plan Composition

The work session focused on reviewing the draft Themes and Goals. The proposed themes are Quality Land Use and Growth Management, Balancing Tourism and Conservation, Community Connections, Growing a Diverse Economy, and Creating Livability. Staff prepared seventeen Goals that went along with the proposed themes.

Commissioner Ware suggested an objective that identified agricultural zones in the county that could benefit from signage alerting motorists of traveling farm equipment. Commissioner Knott and Commissioner Stolipher commented on the County and municipalities responsibilities in providing sidewalks. Discussion included all of the proposed Goals and staff took notes to prepare the next draft of Goals for review.

These notes were prepared by Luke Seigfried.