

JEFFERSON COUNTY, WEST VIRGINIA

THIRTY-SIXTH ANNUAL REPORT

JEFFERSON COUNTY PLANNING AND
ZONING COMMISSION
JANUARY 1 TO DECEMBER 31, 2003

I. OPERATION OF THE PLANNING AND ZONING COMMISSION

A. Planning and Zoning Commission Membership (as of December 31, 2003):

1. Arnold Dailey
2. Rosella Kern
3. James Gibson (resigned 02/04/03)
4. David Hammer
5. Russell Roper
6. Rusty Morgan
7. Sam Donley
8. Renny Smith
9. Chris Stiles
10. Richard Childs
11. Barbara Humes
12. Mark Schiavone

Municipal Representatives-

1. Charles Town-Doug Vaira
2. Ranson-David Mills
3. Shepherdstown-
4. Harpers Ferry-
5. Bolivar-Clark Draper (resigned 7/16/03)
6. David Kemnitzer

B. Department of Planning, Zoning and Engineering Staff (as of December 31, 2003):

1. Paul J Raco, Executive Director (also serves as zoning administrator)
2. Rebecca F Burns, Administrative Assistant
3. Sherry Cole, Secretary
4. Jennilee DePottie, Clerical Support
5. Roger L Goodwin, Chief County Engineer
6. Mason Carter, Code Enforcement Officer
7. Michael Heaton, Construction Plans Examiner
8. Kimberly Sisk, Permits Technician
9. Thomas Pritt, Building Inspector
10. Mike Monaghan, Building Inspector

C. Schedule of Regular Meetings and Hearings

Regular meetings are held on the 2nd and 4th Tuesday of each month in the Planning Commission meeting room located on the first floor at 108 East Washington Street, Charles Town, West Virginia.

D. Special Meetings and Committees: There were 7 special meetings held in 2003.

E. Total Meetings –

Total regularly scheduled meetings and hearings conducted in 2003: 21

Total special meetings and hearings conducted in 2003: 7

Total meetings and hearings conducted in 2003: 28

F. Records

Minutes and tapes of all meetings are on record in the Planning commission office and information on how to obtain a tape of any meeting can be addressed by the Planning Commission Staff during normal business hours.

G. Subdivision Review Panel

The Staff conducted subdivision review work sessions, as necessary, on the 1st and 3rd of each month beginning at 10:00 a.m. in the Planning Commission meeting room. Projects that were reviewed during these meetings are reflected elsewhere in this report.

II. BUILDING CONSTRUCTION ACTIVITY IN 2003

A. Improvement Location Permit/Building Permit Activity. Grand totals from the previous year are provided for comparison.

	<u>1st Quarter</u>	<u>NO</u>	<u>2nd Quarter</u>	<u>NO</u>	<u>3rd Quarter</u>	<u>NO</u>	<u>4th Quarter</u>	<u>NO</u>	<u>TOTAL</u>	<u>NO</u>
ACCESSORY BLDGS	\$270,952.00	24	\$176,530.00	62	\$232,607.00	72	\$384,440.00	55	\$1,064,529.00	213
ADDITON	\$612,354.00	57	\$1,200,723.48	141	\$1,731,694.00	119	\$1,170,185.00	72	\$4,714,956.48	389
CHIMNEY	\$0.00	0	\$1,800.00	1	\$300.00	1	\$0.00	0	\$2,100.00	2
CHURCHES	\$0.00	0	\$8,000.00	1	\$146,000.00	3	\$0.00	0	\$154,000.00	4
COMMERCIAL	\$763,600.00	5	\$9,426,384.00	12	\$2,032,524.00	29	\$1,504,921.00	15	\$13,727,429.00	61
COMMERCIAL DEMOLITION	\$0.00	0	\$0.00	0	\$20,000.00	1	\$50,000.00	1	\$70,000.00	2
FARM STRUCTURES	\$166,500.00	10	\$116,950.00	10	\$117,500.00	7	\$119,450.00	9	\$520,400.00	36
FOUNDATION/SLAB ONLY	\$0.00	0	\$0.00	0	\$0.00	0	\$14,000.00	3	\$14,000.00	3
GARAGES/CARPORTS	\$231,322.00	8	\$513,935.00	36	\$604,575.00	29	\$375,305.00	23	\$1,725,137.00	96
MOBILE HOMES	\$78,000.00	5	\$807,779.00	25	\$659,903.00	20	\$1,728,929.00	62	\$3,274,611.00	112
SIGNS	\$325.00	2	\$178,219.00	28	\$46,250.00	6	\$4,080.00	4	\$228,874.00	40
SINGLE FAMILY HOMES	\$25,204,402.00	123	\$26,132,975.00	126	\$26,482,881.00	122	\$63,196,508.00	273	\$141,016,766.00	644
SINGLE FAMILY DUPLEXES	\$296,000.00	2	\$500,000.00	2	\$860,000.00	6	\$4,210,000.00	19	\$5,866,000.00	29
SINGLE FAMILY TOWNHOUSE	\$0.00	0	\$0.00	0	\$0.00	0	\$1,280,000.00	8	\$1,280,000.00	8
SWIMMING POOLS	\$143,400.00	8	\$314,375.00	23	\$253,032.00	19	\$21,000.00	1	\$731,807.00	51
TEMPORARY TRAILERS	\$0.00	0	\$0.00	0	\$0.00		\$10,500.00	2	\$10,500.00	2
APT	\$0.00	0	\$0.00	0	\$0.00	0	\$20,000.00	1	\$20,000.00	1
<u>2003 TOTAL</u>	<u>\$27,766,855.00</u>	<u>244</u>	<u>\$39,377,670.48</u>	<u>467</u>	<u>\$33,187,266.00</u>	<u>434</u>	<u>\$74,089,318.00</u>	<u>548</u>	<u>\$174,421,109.48</u>	<u>1693</u>
<u>2002 TOTAL</u>	<u>\$23,292,110.00</u>	<u>212</u>	<u>\$32,671,835.00</u>	<u>425</u>	<u>\$33,284,398.00</u>	<u>427</u>	<u>\$26,869,296.00</u>	<u>278</u>	<u>\$116,117,639.00</u>	<u>1342</u>

B. Enforcement of Floodplain Management Ordinance

Department of Planning, Zoning, Engineering staff issued 2 Improvement Location Permits/Building Permits for construction on a lot within a flood prone area in 2003.

III. LAND DEVELOPMENT ACTIVITY

- A. Subdivision Ordinance Activity- See Chart I for a list of subdivisions processed and/or approved in 2003. 54 Applications were in active status for 2003, 13 of which were carry-overs from previous years, and the remaining submitted in 2003.
- B. Site Plan Review- See Chart II for a list of site plans that were processed and/or approved in 2003. 29 Applications were in active status for 2003, 10 of which were carry-overs from previous years, and the remaining submitted in 2003.
- C. Construction Inspections and Bonding-See Chart III for a list of outstanding inspections and bonds in 2003.
- D. Salvage Yard Ordinance Activity-The Jefferson County Salvage Yard Ordinance, adopted in August, 1984, established regulations for salvage yards not previously permitted by the State Department of Highways. The ordinance applies to the collection of three or more "junked" motor vehicles (unable to pass State inspection) or other certain accumulations of ferrous and non-ferrous material. Requirements include setbacks, fencing, and other site design standards intended to minimize adverse impacts of a salvage yard. In 2003 no permits were issued for salvage yards.

IV. ZONING REVIEW

- A. Zoning Map Amendments: There were no map amendments in 2003.
- B. Zoning Ordinance Amendments: There were no ordinance amendments in 2003.
- C. Conditional Use Permits: The following CUPs were submitted in 2003:
- a. Jones Farm Subdivision-425 lots and utility lot-Pending;
 - b. Burr Industrial Park Lots 24 and 25; mixed use-Pending;
 - c. Uniwest Wastewater Treatment Plant-Denied;
 - d. Reese Claubaugh Jr.-one single family lot and commercial greenhouse/nursery-file closed to due inactivity;
 - e. Thorn Hill Subdivision-596 single family lots-Pending.

V. COMPREHENSIVE PLAN

There were no Comprehensive Plan amendments in 2003. The County has been working on completion of a revised Comprehensive Plan, which is expected to be implemented in 2004.

CHART I: SUBDIVISION ACTIVITY IN 2003

FILE NO.	SUBDIVISION	STATUS	STATUS DATE	NO. OF LOTS
00-03	Colonial Hills Phase 1	Approved	02/25/03	16
00-25	R. Dale Nelson	Approved	05/27/03	2
00-33	Sheridan	Approved	04/22/03	48
01-31	Miller Station Commercial Subdiv.	Approved	05/27/03	8 comm.
01-37	Quail Ridge Phase 1 Section 2	Approved	01/14/03	37
02-04	Maddex Farm Phase 1	Approved	01/14/03	40
02-06	Smith Mountain Estates	Approved	02/25/03	10
02-18	Cedar Meadows Airpark	Approved	06/24/03	16
02-27	Cambridge MH Dev. Section 3	Approved	02/25/03	8
02-39	Robert V. Foder MSD	Approved	01/14/03	3
02-41	R and M Properties MSD	Approved	01/14/03	3
02-42	Eastland Section III-C	Approved	01/28/03	2
02-43	Luther Lamp MSD	Approved	05/13/03	2
03-01	Windmill Crossing	Pending		134 THs, 15 Comm. Lots
03-02	Paul B and Karen W. Stroup MSD Lots 1,2-Residue	APPROVED with Conidtions	02/25/03	2
03-03	Mission Ridge	Pending		35
03-04	Chicchirichi-Perry MSD Lots 1,2,-Residue	Approved	03/11/03	3
03-05	Chapel View S/D	CIS DENIED by PC -new file 03-11		CIS 64 sf lots
03-06	Mortaza Sholough MSD Lots 1,2,3-Residue	Approved	03/25/03	3
03-07	Paul C. and Susan Ford Pritchard MSD Lots 1,2-residue	Approved	03/25/03	3
03-08	Abelow Farm, Phase 3, Lots 21-37 & Residue	Part of Prel Plat #99-08 - Approved	05/13/03	18
03-09	Woodbury Farms CHANGED TO Merry Field Farm Est.	Pending		7

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FILE NO.	SUBDIVISION	STATUS	STATUS DATE	NO. OF LOTS
03-10	Lawrence J Slebonick Jr. MSD lots 1,2 R	Denied Closed - Processed as a Parent to Child	05/27/03	2
03-11	Chapel View S/D	replaces CIS 03-05 denied by PC PP - submitted again on 11/5/03 - Pending		64
03-12	Harold Barlow MSD Lots 1,2,3 Residue	Approved	05/27/03	3
03-13	Locust Hill S/D lots 366-390 and 382-447 P/O Prel Plat #01-09	Approved	05/13/03	81 sf
03-14	Richard B. Noland MSD	Approved	05/27/03	2
03-15	Deerfield Village S/D	Pending		1-48
03-16	Robert C. and Nancy K tabb Lots 1,2,3Residue MSD	Approved	06/10/03	3
03-17	Roxanna Jenkins S/D Lots 5A, 5E	Approved	07/8/03	2
03-18	Donley Property	CLOSED Seeking Annexation		
03-19	Willow Spring Commercial S/D Lots 1,2,3 and Residue	Pending		4
03-20	McMurrin Farm S/D	FILE CLOSED - Withdrawn by Erik Lewis	06/24/03	
03-21	Summit View Estates	Approved	12/09/03	26
03-22	Clarence R and Cecelia E Denton MSD Lots A, B and Residue	APPROVED with Conditions	07/08/03	2
03-23	James Scott Henry MSD Lots 1,2,3 - residue	APPROVED with Conditions	08/12/03	3
03-24	Breckenridge East S/D	Not Approved		694 sf in CIS
03-25	Blue Ridge View S/D	CIS DENIED by PC 8/26/03 due to insufficient info. - resubmitted as Albin Manor #03-		

FILE NO.	SUBDIVISION	STATUS	STATUS DATE	NO. OF LOTS
		36		
03-26	Keron Psillas MSD lots 1,2 Residue	Pending		2
03-27	Alice Ann Wilt MSD Lots 1,2,3 Residue	Approved	08/12/03	3
03-28	Garnett E Payne MSD Lots 1,2,3 Residue	Approved	08/26/03	3
03-29	Spruce Hill Townhouse S/D	CIS approved by PC 11/25/03 for 50 townhouse lots	File closed. See comments	CIS 50 townhouse lots / PP 50 townhouse 4/11/05
03-30	McMurrin Farm S/D	Pending (Replaces File #03-20 which closed 6/24/03)		10
03-31	Quarter Farm	Pending		17
03-32	Newton Gibson Estate MSD lots 1,2,3 residue	Approved	09/23/03	3
03-33	Cambridge Section 4 Lots D65-D79/D91-D110/D115-D133/D147-151	Pending		45
03-34	Estate of La Rue Parkinson MSD lots 1,2,3 & Residue	Approved	09/23/03	3
03-35	Albert and Peggy Glascock MSD Lots 1,2,3Residue	Approved	10/14/03	3
03-36	Albin Manor (Previously known as Blue Ridge View #03-25)	(CIS #03-25 denied by PC on 8/26/03 for insufficient information) - PENDING		8
03-37	Robert L Bill Myer MSD Lots 1,2,3 - Residue	APPROVED with Conditions	10/28/03	3
03-38	Claymont Society for Continuous Education Inc S/D Lots 1,2,3-Residue	APPROVED with Conditions	10/28/03	3
03-39	Edwin R and Steffanie Simpson MSD Lots 1,2,3 Residue	APPROVED with Conditions	11/25/03	3
03-40	James L Rowan MSD Lots 1,2,3 Residue	APPROVED with Conditions	11/25/03	3

FILE NO.	SUBDIVISION	STATUS	STATUS DATE	NO. OF LOTS
03-41	Tasha N. Keller MSD	Approved	12/09/03	3
03-42	Howard and Charlotte Demory MSD Lots 1,2 and Residue	Pending		3
03-43	Ray and Elfrieda Trussell MSD lots 2,3,4 R	Pending		3
03-44	Seidera Est. MSD	Pending		2

CHART II: SITE PLAN ACTIVITY FOR 2003:

File No.	Project Name	Use	District	Status/Approval Date
01-39	Shared Towers	Wireless Comm. Facility	Shep.	04/22/03
02-08	North Star Foundations	Office; storage for trailers, vehicles, and foundation forms	HF	01/28/03
S02-09	HF Plumbing and Heating	4000 sq. ft. bldg.	HF	01/14/03
S02-10	Victory Free Will Baptist Church	Church and office bldg.	HF	03-25-03
S02-13	CT Races Manure Facility	Storage facility	CT	02/11/03
S02-14	Jefferson Asphalt	Addition	CT	07/22/03
S02-16	Martin's Store	Fueling Station	Charles Town	10/14/03
S02-17	Blue Ridge Storage	2000 sq. ft. storage facility	KT	03/25/03
S02-18	John J. Walker Jr./Walker's Quarry	Wireless comm. facility	MW	04/08/03
S02-19	Jefferson Co. Fairgrounds	2 show barns	MW	01/14/03
S03-01	Annandale Millworks	5 llp applications 3 new building - 2 additions 7.298	Kabletown	pending
S03-02	Charles Town	addition to parking	Charles Town	Pending

File No.	Project Name	Use	District	Status/Approval Date
	Races and Slots Phase II	deck and building 40.758		
S03-03	Charles Town Races Horse Barn Improvements	15 barns 240 sq. ft - 1 set of washstalls. 2 barns 480 sq ft 2 sets of wash stalls	Charles Town	6/10/03
S03-04	Shenandoah Professional Center	Renovations to existing structure	Harpers Ferry	7/8/03
S03-05	River Riders	parking lot addition - porch covered out door storage	Harpers Ferry	Pending
S03-06	Country Roads Market	2400 sq ft addition to existing store	Middleway	Pending
S03-07	The tetra Company Flex Space office park lots 18A, 18B Burr industrial park	Bldg A 9000 - 6 units/office/garage \$2120. Bldg B 13,500 - 9 units office garage \$2930. Bldg C 9000 6 units office garage \$2120	Charles Town	Pending
S03-08	Advanced Pest Control Company. Lot 34 Burr. Ind. Park	9700 building office	Charles Town	10/10/03
S03-09	Cingular Wireless	antenna and cabinet on existing tower	Shepherdstown	
S03-10	Burr. Industrial park lot 41 RAI group 41 LLC	office bldg/flex. Office spaces	Charles Town	pending
S03-11	Charles Town Self Storage Phase I Bldg 3	30' x 200' mini storage building	Charles Town	Pending
S03-12	Wal-mart Chain Link Expansion and Garden Canopy Addition Permelynn of Westchester Inc	7176 sq ft fenced garden center chain link expansion and glazed canopy addition	Charles Town	Closed 9/16/03
S03-13	Hardings Service Center	2 bay garage	Middleway	Pending
S03-14	Charles Town Church of Christ	2400 sq ft addition to church	Charles Town	Pending
S03-15	Lowe's Home Improvement Center	165.768 sq ft home improvement center	Charles Town	closed

File No.	Project Name	Use	District	Status/Approval Date
S03-16	Childs Road Church of God Addition	750 sq ft addition	Middleway	Pending
S03-17	Charles Town Races and Slots Phase 3, Area 4 Building and Parking Expansion PNGI Charles Town Gaming	300,000 sq ft parking building and expansion	Charles Town	Pending
S03-18	Pro Systems Inc. Burr Ind. Park Lot 6	5600 Sq Ft office / warehouse etc	Charles Town	pending
S03-19	Willow Springs Car Wash	Car wash	Charles Town	Pending

CHART III: OUTSTANDING CONSTRUCTION BONDS AS OF DECEMBER 31, 2003

File No.	Project Name	CASH (Y/N)	Current Amount
94-08	Locust Hills S/D	LOC	\$190,352.00
95-15	Meadow Brook Farm Lots 1-45	LOC	\$39,790.00
S97-02	PNGI Charles Town Gaming LLC clubhouse & barns	CASH	\$34,340.00
85-11	Patrick Henry Estates, Section B	Y	\$1,500.00
S91-06	Encore Catering	Y	\$288.00
S92-06	Images Night Club	CASH	\$12,910.00
93-33	Bon Aire Village	N	\$1,300.00
S99-03	Shannondale, Inc. Mini Storage	LOC	\$11,640.00
S98-10	Shepherdstown Men's Club	LOC	\$5,650.00
S99-11	PNGI Charles Town Gaming LLC Tent Facility	CASH	\$5,075.00
00-19	Sunset Ridge S/D Lots 1-8 residue	LOC	\$3,561.00
98-20	Gap View Village S/D Lots 1-25 & 26R	LOC	\$65,649.00
S99-14	Covenant Baptist Church	LOC	\$44,226.00

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S00-01	Summit Point Raceway	CASH	\$1,337.00
S00-04	Summit Point Raceway Shower/Bath Facility	CASH	\$1,100.00
S00-15	Pizza Hut Restaurant	CASH	\$18,672.00
S00-19	Potomac Farms	CASH	\$345.00
00-32	Clear Field S/D	LOC	\$11,492.00
01-14	Bridgeforth RC Cola	LOC	\$471,173.00
S01-07	Blue Ridge Storage	LOC	\$9,470.00
00-09	Gap View Village Subdivision, Lots 26-93 &94-R	LOC	\$250,387.00
S01-11	Charles Town Races Parking Garage and Entertainment Center	LOC	\$312,921.00
00-07	Cambridge S/D Lots 51 &52 (P/O PP 96-32)	CASH	\$1,000.00
01-02	H&W Office Bldg	CASH	\$26,146.00
S00-05	Country Day School	CASH	\$14,475.00
S01-06	Norm Thompson Fulfillment Center	CASH	\$1,464.00
S01-08	Fellowship Bible Church, Church Pavilion	CASH	\$28,430.00
S01-10	Summit Point Raceway Storage Building	CASH	\$477.00
01-19	Gap View Village S/D Phase III Lots 94-178	LOC	\$219,000.00
01-24	Amber Knolls S/D Lots 1-12	LOC	\$207,736.00
02-09	Rose Hill S/D Lots 1-8 & Residue	LOC	\$50,664.00
S01-04	Ruby Tuesday	LOC	\$5,750.00
00-40	Hay-Wood Acres S/D Lots 1-8 & 9-Residue	LOC	\$58,629.00
02-02	Spruce Hill S/D Sec 1, Lots 1-37	LOC	\$127,725.00
S02-01	Summit Point Raceway	LOC	\$197,314.00
S01-04	Ruby Tuesday	CASH	\$1,246.00
01-37	Quail Ridge S/D Lots 44-48 and 51-81	LOC	\$95,000.00
00-33	Sheridan S/D Lots 1, 26, 38-78, 94, 109, 132, 159 & Residue Lots A-F	LOC	\$2,747,743.00

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01-31	Miller Station Commerical S/D Lots 1-8	LOC	\$119,600.00
02-04	Maddex Farm Phase 1, Lots 75- 112 184 &A-Residue	LOC	\$182,078.00
02-06	Smith Mountain Estates	LOC	\$120,795.00
03-13	Locust Hill Lots 366-390 & 392-447	LOC	\$148,668.00
S02-18	AT&T Wireless	LOC	\$18,639.00
S03-04	Shenandoah Professional Center	LOC	\$13,742.00
02-18	Cedar Meadow Airpark Lots 1- 16	LOC	\$211,233.00
02-28	Spruce Hill Lots 38-98	LOC	\$235,071.00
S02-03	Charles Town Self Storage	LOC	\$17,820.00
S02-17	Blue Ridge Storage	LOC	\$35,182.00
02-08	Northstar Foundations	CASH	\$51,802.00
S02-10	Victory Freewill Baptist Church	CASH	\$55,366.00
S02-19	Jefferson Co. Fair Association	CASH	\$4,410.00
			\$6,490,383.00

LOTS PROPOSED AND APPROVED 1972-PRESENT

Calendar Year Initiated	Lots Proposed at CIS	Cumulative Proposed	Approved Lots	Cumulative Approved
1972	806	806	594	594
1973	1135	1941	415	1009
1974	523	2464	313	1322
1975	491	2955	277	1599
1976	815	3770	191	1790
1977	193	3963	127	1917
1978	367	4330	267	2184
1979	459	4789	87	2271
1980	102	4891	46	2317
1981	53	4944	22	2339
1982	94 (+88 apts)	5038	93	2432
1983	232	5270	216	2648
1984	115	5385	102	2750
1985	295	5680	216	2966
1986	134	5814	133	3099
1987	1275	7089	430	3529
1988	1705	8794	723	4252
1989	5457	14251	648	4900
1990	2353	16604	404	5304
1991	88 (+132 apts)	16694	90	5394
1992**	548	17240	97	5491
1993	332	17572	98 (40 apts)	5589
1994	241	17813	128	5717
1995	521	18334	138	5855
1996	682 (+64 apts)	19016	129	5984
1997	90 (+50 apts)	19106	278 (64 apts)	6262
1998	113	19219	288 (50 apts)	6550
1999	333	19552	145	6695
2000	399	19952	307	7002
2001***	443 (a)	20395	305	7307
2002	1434	21829	503	7810
2003	428	22257	469	8279

**Reporting adjusted to calendar year basis during this period

*** Residue parcels no longer included in lot count.

Minor Subdivisions do not process CISs, therefore those lots are not counted in the number proposed at CIS.

(a) Since it was annexed into the City of Charles Town, the approval of the CIS for Huntfield was not included in this tabulation.

Apts and Condos not included in cumulative lot counts.