

Jefferson County Planning Commission

Charles Town, West Virginia 25414

March 28, 1968

Jefferson County Court
Charles Town, West Virginia

Gentlemen:

There is attached the first Annual Report of the Jefferson County Planning Commission dated March 28, 1968.

This is being forwarded to you in accordance with Section 14, Paragraph 6, of the State of West Virginia Urban and Rural Planning and Zoning Law of 1959 as amended through March 16, 1965.

Yours very truly,

Louise Leonard

Mrs. Robert P. Leonard
President

LL:ngp
Enclosure

March 28, 1968

ANNUAL REPORT
JEFFERSON COUNTY PLANNING COMMISSION

The Jefferson County Planning Commission was appointed by the County Court on March 20, 1967. Ten members were appointed. They are:

Dr. O. C. Stine	1 yr.	Mr. Jack Huyett	2 yrs.
Dr. J. P. Goulding	1 yr.	Mrs. Robert P. Leonard	3 yrs.
Mr. J. T. Mentzer	1 yr.	Mr. James Senseney	3 yrs.
Mr. Edward Braxton	2 yrs.	Mr. Henry Davenport	3 yrs.
Mrs. Virginia Burns	2 yrs.	Mr. Laird Marshall	3 yrs.

The eleventh member of the Commission is Charles Whittington, who was President of the County Court and is the member representing the Court on the Commission. The Court appropriated \$10,000.00 for Planning during fiscal year 1967-1968.

First Meeting. April 27, 1967. The Planning Commission met at the County Court House. This was an organizational meeting called by Mr. Whittington. Officers were elected: Mrs. Robert P. Leonard, President, and Mr. James Senseney, Vice President.

A review was made of planning material previously prepared by Citizens groups and committees in Jefferson County; this included a report of the committee of which James Hafer was Chairman, and also the Jefferson County Overall Economic Development Plan, prepared by the committee of which Lee Gruber was Chairman.

It was decided to write at once to the State Department of Commerce to obtain material pertinent to County Planning.

Second Meeting. May 11, 1967. The Commission studied material from State Department of Commerce and decided to have a representative of that office meet with the Commission on June 15. Mayors of the five municipalities in Jefferson County would be invited to attend the June 15 meeting, or to send a representative.

The proposed Potomac Edison power line was discussed.

On May 25, 1967, various members of the Commission attended a meeting sponsored by the League of Women Voters to meet and to hear speakers from Planning Commission in neighboring counties in Virginia and Maryland.

Third Meeting. June 1, 1967. Mr. George Heidrich of Governor Smith's Advisory Committee on the Potomac River Basin introduced Mr. John Kauffmann, Chief of Landscape and Recreation Planning Staff of the Department of Interior, who discussed plans for a Potomac

Valley Park on both sides of the Potomac River from Georgetown to Cumberland. Mr. Kauffmann requested our comments by the end of July. Members of the County Court attended this meeting.

Four Meeting. June 7, 1967. The Commission reviewed legislation and work programs received from Charleston.

Fifth Meeting. June 15, 1967. Mr. Harry Cardea of the State Department of Commerce, Planning and Research Division, discussed planning procedure and requirements. Mayors of the five municipalities were invited to this meeting.

Sixth Meeting. June 29, 1967. Mr. Dennis Miller from the Potomac Edison office in Hagerstown spoke to the Planning Commission about the Company's plans for a 500 KV line in the northern part of Jefferson County.

Seventh Meeting. July 11, 1967. Mr. John Stewart of Shepherdstown, and others, appeared before the Commission to express opposition to the proposed power lines.

Mr. Harry Cardea discussed Consultant Selection Procedures and provided the Commission with a list of consulting firms. He also furnished sample by-laws for the Commission, together with sample code of ethics, and sample budget.

It was announced that offices of the Planning Commission would be opened on July 10, 1967 in the County office building. The hours would be 9 until 12 on Monday and Thursday mornings.

Eighth Meeting. July 20, 1967. Commission decided to undertake the development of a comprehensive plan and to proceed with the selection of a consulting firm. The following Committees were appointed:

Comprehensive Development Plan Committee:

Dr. O. C. Stine - Chairman
James Senseney
Dr. J. P. Goulding
Laird Marshall
Henry Davenport

Budget Committee

Mrs. Virginia Burns, Chairman
Jack Huyett
J. T. Mentzer

The Commission drafted their reply to the Governor's Advisory Commission on Potomac River Basin. The reply recommended that the Federal Government be asked to refrain from acquiring additional land

in Jefferson County. The Court accepted the recommendation and wrote to the Governor that they thought it best for recommendations for land use to originate locally rather than with the Federal Government.

Ninth Meeting. August 24, 1967. By-laws had been prepared and approved by the Prosecuting Attorney, John Skinner; these by-laws were adopted at this meeting.

Mr. George Alter, President of the Berkeley County Planning Commission, attended the meeting and discussed their experience with county planning, and their working relationship with the State and Federal Government.

The Commission recognized the need to clarify the relationship between the Planning Commission and the five municipalities in the County regarding planning and participation by the municipalities.

Tenth Meeting. September 14, 1967. The consulting firm of John McNair and Associates of Waynesboro, Virginia, was interviewed. The firm was represented by John W. McNair, Jr., and Paul S. Dulaney.

Eleventh Meeting. September 26, 1967. The firm of Roy Weston, Inc., West Chester, Pennsylvania was interviewed. The firm was represented by Mr. William K. Davis.

Twelfth Meeting. September 28, 1967. The firm of John H. Jones and Associates of Gettysburg, Pennsylvania was interviewed. The firm was represented by Mr. Jones and Mr. Garmel.

It was decided to arrange for part-time secretarial help in the Commission office. Mrs. Raymond Parks of Charles Town was suggested.

Thirteenth Meeting. October 4, 1967. The firm of Michael Baker, Jr., Inc. of Rochester, Pennsylvania was interviewed. The firm was represented by Mr. Matthew Stegner.

Dr. Stine was elected Secretary of the Planning Commission.

Mrs. Raymond Parks was employed as executive secretary.

An agreement with the Eastern Panhandle Soil Conservation District was approved, under which the District will make available to the Commission soil information, resource data and consultative assistance.

Fourteenth Meeting. October 9, 1967. The firm of Candeb, Fleissig and Associates was interviewed. Mr. Martin Rody represented the firm.

This was the final interview. It was decided to request work programs from various firms interviewed and to follow up the references they presented. The Comprehensive Development Plan Committee (Dr. Stine, Chairman) would conduct this phase of the work.

Fifteenth Meeting. November 9, 1967. Dr. Stine reported on the above. It was decided to invite the firm of Roy Weston to send a representative for a second interview.

Sixteenth Meeting. December 7, 1967. Mr. Davis of Roy Weston, Inc. was interviewed. It was decided to invite Mr. Stegner of Michael Baker, Jr., Inc. for a second interview, and to invite a representative of the State Department of Commerce to meet with us again before making a recommendation to the County Court regarding planning funds.

Seventeenth Meeting. January 18, 1968. The Commission had narrowed the choice of consulting firms to 2 - the Roy Weston, Inc. firm and the Michael Baker, Jr., Inc. firm. The Michael Baker, Jr., Inc. firm was selected. Estimates from both companies revealed Michael Baker, Jr., Inc. to be lower.

Eighteenth Meeting. January 25, 1968. Mr. Shih from the State Department of Commerce met with the Commission. He indicated that Federal funds for planning could be approved during this fiscal year provided our application was made by the end of March.

Nineteenth Meeting. February 8, 1968. Mr. Stegner of Michael Baker, Jr., Inc. met with us at a joint meeting with the County Court for informal discussions regarding the proposed program for the County and the manner of funding; i.e., federal vs. local funds.

Twentieth Meeting. February 19, 1968. It was decided to recommend to the County Court that Planning for Jefferson County be financed through local funds.

Twenty-first Meeting. March 27, 1968. The President reported on appearances before the County Court with regard to Financing County Planning, re-appointment of Commission members whose 1 year term would expire in March, and en re material presented to hearings of the House Sub-Committee on National Parks and Recreation in Washington on March 19, 1968.

Dr. Stine reported on his representing the Commission at the Governor's Third Annual Conference on the Community, in Charleston on February 23, 1968, and representing the Commission in Winchester on March 23, at a meeting where Army Engineers spoke of plans for dams.

Dr. Stine also reported on a visit by Mr. Shih and Mr. Brandli of the State Department of Commerce, who came to Jefferson County on March 6, and were escorted to various parts of the County by Dr. Stine and Mrs. Leonard.

The President reported receipt of a letter from Mayor Carson of Charles Town asking that the Planning Commission represent the city in planning matters.

Also reported was a visit by Mr. Stegner on March 26 to review the remarks received from the State Department of Commerce following the Departments receipt of Letters of Intent from Jefferson County and the City of Charles Town. The remarks from the Department of Commerce were concerned with various aspects of the program and the consultant's fee. Mr. Stegner worked out revisions of his original program and he will communicate directly with the Department of Commerce about both the program and fees.

Dr. Stine's Reconnaissance Report of Jefferson County and Mr. Robert Cain's Reconnaissance Report of the City of Charles Town were presented.

The next meeting of the Planning Commission will be held on Thursday, April 25, 1968.

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During the year the President accepted six speaking engagements. These were before the Chamber of Commerce, the Jefferson Garden Club, the Men's Club, Shepherdstown, the Daughters of the American Revolution, the League of Women Voters and Homemakers Club Leaders of Jefferson County.

Mayors of the five municipalities in Jefferson County were invited to 7 Commission meetings; the County Court was invited to two meetings.

In further interest of public relations, thirteen press releases have been prepared and distributed to the local press and radio station. Arrangements are being made with Radio Station WXVA to present the Commissions' annual report to the public.

Respectfully submitted,

Mrs. Robert P. Leonard
President