

March 20, 1969

Jefferson County Court
Charles Town, West Virginia

Gentlemen:

There is attached the second Annual Report of the Jefferson County Planning Commission dated March 20, 1969.

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,

Mrs. Robert P. Leonard
President

LL:ngp
Enclosure

March 20, 1969

SECOND ANNUAL REPORT
JEFFERSON COUNTY PLANNING COMMISSION

The Jefferson County Planning Commission was enlarged in April, 1968, when two new members were appointed. Mr. Paul Cain of Harpers Ferry District was appointed to replace Mr. Thomas Mentzer of Harpers Ferry, whose one year term had expired and who declined reappointment. Mr. Robert Stone of Charles Town was appointed to the Commission. Mr. Cain and Mr. Stone were appointed for three year terms. Mr. James Milton, President of the County Court, represented the Court on the Planning Commission, making a total of twelve members during the second year.

The Court appropriated \$10,000.00 for the Planning Commission during fiscal year 1968-1969.

Twenty-second Meeting. April 25, 1968. The President stated that Secretary of Interior Udall and all members of the West Virginia delegation to Congress were advised that the Jefferson County application for Federal funds for the planning program was in Charleston, and they would be notified when the application was forwarded from Charleston to the Federal Government.

Mrs. Robert P. Leonard was re-elected President of the Planning Commission and appointed Dr. O. C. Stine as Secretary for his second term.

On May 1, 1968, the Planning Commission was informed that their application had been forwarded to the Federal Government with a high priority (a number two priority, surpassed only by the number one priority which went to Mason County due to the Silver Bridge disaster). On May 9, 1968, the President of the Commission appeared before the Jefferson County Court to say that the Washington County Commissioners in Maryland are considering acquiring certain selected parcels of County land along the Potomac River. This land was being acquired in the name of the County so that the County could have it for park and public use.

Twenty-third Meeting. June 6, 1968. The by-laws of the Planning Commission were amended to provide for the election of a Secretary rather than appointment by the President.

The budget for 1968-1969 was presented by Budget Committee Chairman, Mrs. Virginia Burns. The budget was unanimously approved.

The Vice President of the Planning Commission was elected, with Mr. James Senseney being re-elected for a second term.

At this meeting the Planning Commission adopted a Code of Ethics.

A report was received on proposals to establish a Home for the Elderly in the Shepherdstown area.

Twenty-fourth Meeting. July 25, 1968. At this meeting the Planning Commission received from Mr. George Heidrich the Soil Conservation Survey prepared over a four year period by the Soil Conservation Service. This Survey deals with suitability of land for various uses. It is a welcome addition to research material in the Planning Commission office.

A Budget Committee was appointed for one year:

Mrs. Virginia Burns - Chairman
Jack Huyett
Paul Cain

The Comprehensive Development Plan Committee was appointed for one year:

Dr. O. C. Stine - Chairman
James Senseney
Laird Marshall
Henry Davenport
Robert Stone

By-laws were clarified to read that no action of the Commission is official unless authorized by a majority of the Commission present at a regular or properly called special meeting.

It was decided to invite a group of from 18 to 25 private citizens to attend a special meeting with the Commission to learn their views concerning land use in Jefferson County.

Special Meeting. September 12, 1968. The Jefferson County Planning Commission held an informal meeting to which 18 local citizens were invited; however, only seven attended. An interesting discussion developed and several interesting suggestions for land use were made. A record of these suggestions is available in the Planning Commission office.

Twenty-fifth Meeting. October 24, 1968. There was little to report at this meeting which was held primarily because the by-laws of the Planning Commission called for quarterly meetings, one of which is to be held in October each year.

The Commission reviewed the various contacts which had been made with State and Federal agencies in the attempt to obtain prompt action on the Commission's application for Federal funds. The President reported the numerous communications with the Congressional delegation in this regard.

The Commission further discussed the special meeting of September and the suggestions for land use which resulted from that meeting.

Twenty-sixth Meeting. January 23, 1969. The President reported that in November, 1968, Senators Byrd and Randolph and Mr. Staggers had informed the Planning Commission that Federal funds for planning in Jefferson County had been appropriated in the amount of \$42,134.00 (the \$7,134.00 in excess of our request for \$37,500 will be used by the Department of Commerce in Charleston.)

Model Resolutions were received by the Jefferson County Court and the Charles Town City Council. These were to be signed and returned to the State Department of Commerce setting forth the manner in which the payments will be made by the County Court and by the City of Charles Town.

Twenty-seventh Meeting. February 27, 1969. The President reported that contracts with the West Virginia State Department of Commerce had been signed by the Jefferson County Court and the City of Charles Town. These contracts will be in effect upon being signed by the Attorney General of the State of West Virginia, who will return two copies of each contract.

This meeting was attended by Mr. Matthew Stegner and Mr. Thomas Luffey representing the Michael Baker, Jr., Inc. Consulting Firm of Rochester, Pennsylvania, which had been selected by the Planning Commission to assist in developing a comprehensive plan for Jefferson County.

This was an orientation meeting attended by members of the County Court and members of the Planning Commission.

On the evening of February 27, 1969, a public meeting was held at the Civic Center in Charles Town for the purpose of introducing Mr. Stegner and Mr. Luffey to the public. A presentation of the planning program was made followed by a question and answer period.

The next meeting of the Planning Commission will be held on Thursday, March 27, 1969.

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During the year the President accepted four speaking engagements:

1. The Woman's Club of Harpers Ferry District (May, 1968)
2. Jefferson County Chamber of Commerce (February, 1969)
3. Citizens Group in Summit Point (March, 1969)
4. Shepherdstown Woman's Club (March, 1969)

Mrs. Virginia Burns had a speaking engagement before the Rippon Farm Woman's Club.

The Jefferson County Planning Commission was represented by the President at a meeting of the West Virginia Planning Association in Parkersburg on

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November 17, 18 and 19, 1968.

With regard to public relations, eight press releases have been prepared and distributed for the local press and newspapers. In addition, the newspapers have covered certain speaking engagements and public meetings.

Arrangements are being made with Radio Station WXVA to present the Commission's Second Annual Report to the public.

Respectfully submitted,

Mrs. Robert P. Leonard
President

LL:ngp