

March 5, 1970

THIRD ANNUAL REPORT  
Jefferson County Planning Commission

Members of the Jefferson County Planning Commission during the third year of operation were:

Mrs. Robert P. Leonard, President  
James Senseney, Vice President  
Dr. O. C. Stine, Secretary and  
Chairman of the Comprehensive  
Development Plan Committee  
Mrs. Virginia Burns, Budget  
Committee Chairman

Paul Cain, Budget Committee  
Jack Huyett, Budget Committee  
Dr. J. P. Goulding  
Edward Braxton  
Henry Davenport  
Laird Marshall  
Robert Stone  
Albert G. Hooper, Jr.

James Senseney, Laird Marshall, Henry Davenport and Robert Stone are members of the Comprehensive Development Plan Committee, of which Dr. Stine is Chairman.

Several meetings of the Planning Commission were attended by members of the Jefferson County Court.

Planning Commission expenses were reported. Fiscal year 1967-1968 expenses were \$1,041.14. Fiscal year 1968-1969 expenses were 3,832.94. To date, the County Commissioners have appropriated \$10,000.00 a year for each of the three years that the Jefferson County Planning Commission has been in operation.

Twenty-eighth Meeting, March 27, 1969. This was a public meeting of the Jefferson County Planning Commission and was held in the City Council room at Harpers Ferry. The meeting was attended by Thomas Luffey, representing the Michael Baker, Jr., Inc. consulting firm, the firm selected by the Planning Commission to develop a plan for the county. He was accompanied by two field men--Mr. Anderson and Mr. Owens. Data collection was discussed and study was made of the rough draft of a questionnaire which had been proposed for distribution in the county.

Twenty-ninth Meeting, April 10, 1969. The windshield survey made by two representatives of the Michael Baker, Jr., Inc. firm was discussed with regard to the method of surveying and its accuracy. Increased public participation in the planning process was discussed in the hope of involving more local people in the program in areas of specific interest; such as, historical sites, industrial location, educational matters, use of trailers, and developers in the County.

The following officers were elected at this meeting:

Mrs. Robert P. Leonard, President  
James Senseney, Vice President  
Dr. O. C. Stine, Secretary

A 1969-1970 budget of \$5,158.98 was presented.

Thirtieth Meeting, April 24, 1969. Mr. Luffey of the Michael Baker, Jr., Inc. firm attended this meeting which was held in Shepherdstown and was followed by a public meeting. Mr. Luffey presented maps showing existing land use in Ranson, Shepherdstown, Bolivar and Harpers Ferry. Questionnaires prepared by the Michael Baker firm were discussed.

It was decided that in addition to being distributed to the public, questionnaires would be sent to school principals, school administration personnel, water authorities, fire protection officials, police protection agencies, storm sewer facilities, library facilities, postal facilities, medical facilities, maintenance equipment facilities, refuse collection agencies, police agencies and sanitary sewage facilities.

Transportation information and information regarding industrial establishments would also be obtained.

The Commission decided to distribute the questionnaire to the public by using the county telephone book and sending a questionnaire to every third family in the book. The planning brochures prepared in the Commission office were discussed and distributed to Commission members. These brochures are part of the public relations program of the Planning Commission.

Thirty-first Meeting, May 15, 1969. Members reported attendance at a meeting in Martinsburg concerning the Potomac Basin Compact. Plans were made for a public meeting in Bardane with emphasis to be placed on farm problems and farm land.

Thirty-second Meeting, May 22, 1969. This Commission meeting preceded a public meeting at the Community Center in Bardane. The Jefferson County planning brochures were distributed to the public and Mr. Luffey of the Michael Baker, Jr., Inc. firm was introduced to discuss the planning program and its progress to date.

Thirty-third Meeting, June 26, 1969. This meeting was also a public meeting held in the Methodist Church Hall at Bolivar. Mr. Luffey attended this meeting and discussed the existing land use map of Charles Town and the manner in which the map had been divided into three different neighborhoods for planning purposes; i.e., Neighborhood I--commercial activity

and industrial land use; Neighborhood II--relatively developed portion of the town--mostly single family residences; Neighborhood III--most of the undeveloped land or open land which has the greatest potential for future development.

Thirty-fourth Meeting, July 24, 1969. At this meeting Dr. Stine proposed that Mr. Stegner of Michael Baker, Jr., Inc. be requested to come to Charles Town and meet with members of the Commission and the Charles Town Council for a preliminary review of the analysis (Phase I--to date) and for some consideration of the most significant points to be dealt with in a plan for the town. The Commission agreed that this should be done. Errors in the existing land use map were discussed and it was stated that the consulting firm's field men should come to Charles Town to check the map again.

The President reported that representatives of Vogt, Sage and Pflum, State Road Commission consulting firm, had met with her, and with Dr. Stine, in the Planning Commission office.

It was reported at this meeting that the County Court had sent a check in the amount of \$3,500.00 to the State as the second payment of Jefferson County's share in the cost of the planning program.

The President reported having attended a meeting with the State Road Commission on July 9th in the office of Mr. Clyde Smith, Martinsburg. At that meeting she presented a summary of Jefferson County traffic generators based on material obtained from Commission members, the State Police, and the County Road Supervisor.

Mrs. Leonard reported on her work with the West Virginia Planning Association in serving as Chairman of the Association's 701 Work Program Review Committee.

Thirty-fifth Meeting, September 25, 1969. This was a joint meeting with the Charles Town City Council and was held in the Council chambers.

At this meeting the idea of an industrial park was discussed.

Mr. Monell of the Upper Potomac Development Corporation attended the meeting and it was reported that Mr. Spears of that organization would be in Charles Town September 29th to discuss programs, projects and priorities in Jefferson County, as part of an effort to get more local people involved in the planning process.

The primary purpose of the joint meeting was to get an expression from the Charles Town representatives of the points which they felt were of greatest importance to the town and should be included in a plan for the City of Charles Town.

Thirty-sixth Meeting, October 20, 1969. This was a joint meeting of the Jefferson County Planning Commission, the County Court, the Charles Town City Council and members of the city's Public Relations Committee and the Zoning Committee. Ten specific items were listed as being vital to the plan for the City of Charles Town. The meeting was attended by Mr. Luffey and Mr. Nick Behun of the Michael Baker, Jr., Inc. firm. Mr. Luffey presented certain work maps which had been prepared and answered questions concerning building codes, housing codes, housing authorities, parking facilities, and population projections.

Thirty-seventh Meeting, November 20, 1969. This was a joint meeting between the Planning Commission, the County Court, Charles Town City Council and representatives of the city's Public Relations Committee and the Zoning Committee. The meeting was attended by Mr. Stegner and Mr. Luffey. Mr. Stegner reviewed the planning process and presented a Preliminary Draft of Phase I of the planning program for the City of Charles Town.

Thirty-eighth Meeting, December 11, 1969. At this meeting Mrs. Raymond Parks, who has been Secretary for the Planning Commission for two years, was named Planning Coordinator in conformance with contract requirements that this office be filled.

The President reported attendance at State Road Commission meetings in Martinsburg regarding the NE-3 project.

Commission members discussed the Preliminary Draft, Phase I, for Charles Town noting numerous errors and inconsistencies found in both the text and the maps in the draft. A timetable was established for completing the review. Plans were made for a thorough review and evaluation.

Thirty-ninth Meeting, December 18, 1969. The Commission studied the various parts of the Charles Town draft with emphasis on the schools. A salary increase for Mrs. Parks was discussed.

Fortieth Meeting, January 8, 1970. Work continued on the Phase I draft for Charles Town.

The President reported a request from the consulting firm for information on historical sites and locations in Jefferson County. She also reported that the Office of Federal State Relations had inquired about a suitable time for a representative of their office to meet with the Jefferson County Planning Commission.

Mr. Stegner and Mr. Luffey attended this meeting.

Forty-first Meeting, January 16, 1970. There was further discussion of the Charles Town draft with emphasis on fire company statistics, parking facilities, the school system and the fiscal analysis.

Forty-second Meeting, January 29, 1970. This meeting was attended by Mr. Richard Kennedy of the Office of Federal State Relations who discussed various points of the Phase I plan for Charles Town which needed to be adjusted.

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In view of the fact that the Commission held three meetings during the month of January, they did not hold a formal meeting in February, 1970. During February, however, Mr. Luffey spent two days in Jefferson County correcting errors in the Phase I draft for Charles Town. During his visit he worked closely with the Planning Commission President; Mr. Ted Lowery, Superintendent of Schools; Mr. Kable Johnson, Treasurer of the City of Charles Town; and Mr. Robert Cain, City Engineer.

The next meeting of the Planning Commission will be held on March 26, 1970, in the Planning Commission offices, at 7:30 P.M. and will be attended by a representative of the Michael Baker, Jr., Inc. consulting firm.

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In addition to meetings of the Jefferson County Planning Commission the President reported attendance at the following meetings during the year:

1. Six meetings in Charleston of the Governor's Task Force on Regional and Local Planning.
2. A meeting of the Governor's Conference on the Community in Charleston in May.
3. A meeting of the West Virginia Planning Association in Charleston in May.
4. Mrs. Leonard attended three meetings in Martinsburg with the State Road officials concerning the Transportation Studies known as the NE-3 project.
5. A meeting in Leesburg in December with Loudoun County planning officials concerning the Appalachian Trail.

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In May Dr. Stine and Mrs. Burns attended a meeting in Martinsburg concerning the Potomac Basin Compact.

In October Mr. Senseney represented the Planning Commission in Martinsburg at a NE-3 highway meeting.

In October Dr. Stine and Mr. Senseney represented the Planning Commission at a meeting of the Upper Potomac Development Corporation in Romney.

In October Dr. Stine represented the Planning Commission at a meeting of the West Virginia Planning Association in Clarksburg.

Commission members accepted the following speaking engagements:

September 29th - Dr. Stine spoke at a League of Women Voters meeting with regard to housing needs in Jefferson County.

November 17th - Mrs. Leonard spoke before the Shenandoah Junction Ruritan Club.

Mrs. Leonard has two speaking engagements planned. One will be in March in Shepherdstown before the American Association of University Women; the other will be in April before the Charles Town Woman's Club.

With regard to public relations, four public meetings have been held and fifteen press releases have been prepared and distributed for local newspapers and radio station during this year.

Arrangements are being made with radio station WXVA to present the Commission's Third Annual Report to the public.

During the year representatives of the Michael Baker, Jr., Inc. firm attended seven meetings.

Respectfully submitted,

Mrs. Robert P. Leonard  
President

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