

April 5, 1971

Jefferson County Court
Charles Town, West Virginia

Gentlemen:

There is attached the fourth Annual Report of the Jefferson County Planning Commission dated March 29, 1971.

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 29, 1971

**FOURTH ANNUAL REPORT
Jefferson County Planning Commission**

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

Mrs. Robert P. Leonard President
Henry Davenport, Vice President
Dr. O. C. Stine, Secretary
Mrs. Virginia Burns, Budget
Committee Chairman
Paul Cain, Budget Committee

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

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

Planning Commission expenses were reported. Fiscal year 1967-1968 expenses were \$1,115.86. Fiscal year 1968-1969 expenses were \$4,597.67. Fiscal year 1969-1970 expenses were \$4,352.04. To date, the County Commissioners have appropriated \$10,000.00 a year for each of the four years that the Jefferson County Planning Commission has been in operation.

Forty-third Meeting, March 26, 1970. This meeting was attended by Thomas Luffey and Nick Behun representing the Michael Baker, Jr., Inc. consulting firm. Mr. Luffey discussed all proposals for the recreational program which included information centers, roadside parks, scenic drives, play lots, play grounds and play fields. Public buildings were also discussed briefly.

Forty-fourth Meeting, April 2, 1970. Work continued on the review of Phase I Preliminary Draft for Jefferson County.

Forty-fifth Meeting, April 9, 1970. Work continued on the review of Phase I Preliminary Draft for Jefferson County.

Forty-sixth Meeting, April 23, 1970. Mr. Luffey of the Michael Baker, Jr., Inc. consulting firm was present and discussed Phase II proposed highway recommendations for Jefferson County and the City of Charles Town.

The following officers were elected at this meeting:

Mrs. Robert P. Leonard, President
Henry Davenport, Vice President
Dr. O. C. Stine, Secretary

Forty-seventh Meeting, May 14, 1970. Mr. Luffey and Mr. Behun of Michael Baker, Jr., Inc. were present to discuss Phase II proposed recommendations pertaining to public lands, buildings, utilities, building codes and housing codes.

Mrs. Leonard reported on a letter sent to Governor Moore, at his request, outlining five short range highway projects for the County.

Mrs. Leonard also reported that she had been working with Mr. Luffey throughout the afternoon going over corrections in the final proof of Phase I for the City of Charles Town. During this time Mr. Behun was incorporating into a master copy the corrections received to date on the Preliminary Draft of Phase I for Jefferson County.

Forty-eighth Meeting, June 25, 1970. James Chapman of the Office of Federal State Relations was present as was Mr. Luffey of Michael Baker, Jr., Inc. Mr. Luffey presented the land use proposals for Jefferson County. He also discussed police and fire protection, library facilities and public water and sewer systems.

Mr. Chapman emphasized that it would behoove all the members of the Planning Commission to learn as much as possible about the planning process as it will probably be a few years before the State can bring more assistance.

The President reported on correspondence with the Department of Highways concerning what are considered to be traffic generators in Jefferson County.

Forty-ninth Meeting, July 30, 1970. Mrs. Leonard reported that Mr. Behun was in town two days working on corrections on the Phase I drafts. All the recommendations discussed with Mr. Luffey at the last four meetings were reviewed.

Fiftieth Meeting, September 3, 1970. Mr. Luffey was present and spoke about proposed zoning ordinances. A proposed zoning map for Jefferson County, projected to 1990, was presented, setting forth areas suggested for various types of development.

Mr. Luffey also discussed Phase III for Jefferson County and the City of Charles Town with regard to the administration and organization of zoning and subdivision regulations.

The final Phase I report for the City of Charles Town was received at this meeting.

Fifty-first Meeting, September 24, 1970. Mr. Luffey was present and discussed the City of Charles Town proposed zoning ordinances and the proto-type ordinances for the other municipalities in the County. Mr. Luffey distributed a paper at this meeting entitled "Subdivision Ordinance Presentation". He said they have been asked

by the State of West Virginia to substitute the word "standard" for the word "ordinance". Mr. Luffey also pointed out that subdivision regulations are the only ordinances in West Virginia law that the Planning Commission actually governs. The County Court adopts and makes amendments to these standards, but the Planning Commission administers them.

Fifty-second Meeting, November 5, 1970. Copies of the Phase II Preliminary Draft for both the City of Charles Town and for Jefferson County were distributed at this meeting.

The President reported approval of a Federal grant in the amount of \$129,210 by the Federal Water Quality Administration for new interceptor lines and sewage treatment plant for Shepherdstown.

Mrs. Leonard also reported that one copy of Phase I for Jefferson County in Proof form, has been received, and she reviewed the procedure used in making corrections to this Preliminary Draft.

Fifty-third Meeting, December 3, 1970. This meeting was held in the Jefferson County Court House since over forty persons had been invited to attend. Twenty-six people were present and drafts of the following material was distributed:

- Planning Brochure - Jefferson County
- Proposed Zoning Standards - Jefferson County
- Proposed Rules and Regulations for Subdivision of Land - Jefferson County
- Model Zoning Standards
- Model Rules and Regulations for Subdivision of Land
- Proposed Zoning Standards - Charles Town
- Proposed Rules and Regulations for Subdivision of Land - Charles Town
- Planning Brochure - Charles Town

There was considerable discussion at this meeting of various types of low cost housing and the administration of public housing facilities.

Fifty-fourth Meeting, January 7, 1971. This meeting was also held in the Jefferson County Court House with twenty-seven persons present in addition to Mr. Stegner and Mr. Luffey representing the Michael Baker, Jr., Inc. consulting firm. After making some preliminary remarks, Mr. Stegner pointed out that the Planning Commission will have to begin to think in terms of technical assistance once the plan is completed, stating that this could be done in the form of a full time planner or consulting services.

A tentative time schedule for public hearings and the advertisements to be prepared in advance of these hearings was discussed at length.

Much of this meeting was devoted to a discussion of the historic features of the County and its municipalities, and how these historic features can be protected.

Fifty-fifth Meeting, February 18, 1971. The majority of the Commission members present at this meeting voted to support the proposal of the Martinsburg-Berkeley County Chamber of Commerce concerning the possible routing of Corridor H through Canaan Valley and northeast through the Eastern Panhandle.

The Budget Committee also submitted the budget for the coming fiscal year at this meeting.

It was decided to ask Mr. Radosh, Prosecuting Attorney, to take the Phase III Draft material to the members of the Jefferson County Bar Association and ask them to work together on this to review and correct it.

The question of establishing an historic zone was discussed and it was decided to ask the Historical Society to review the question and come back to the Planning Commission with their recommendation.

Mrs. Parks was appointed to attend the hearing on Mobile Home Park Regulations to be held in Martinsburg by the State Department of Health on February 25, 1971.

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The next meeting of the Planning Commission will be held on April 22, 1971, when officers will be elected.

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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. Two meetings in Martinsburg with the State Road officials concerning the Transportation Studies known as the NE-3 project.
2. A meeting of the West Virginia Planning Association in Charleston in February.
3. Two meetings in Martinsburg of the Upper Potomac Development Corporation.

Commission members accepted the following speaking engagements:

- March 16, 1970 - Mrs. Leonard spoke at a meeting of the American Association of University Women in Shepherdstown.
- April 21, 1970 - Mrs. Leonard spoke at a meeting of the Charles Town Women's Club.
- July 9, 1970 - Mrs. Leonard spoke at a Ladies Luncheon at Shannondale.
- Sept. 21, 1970 - Mrs. Leonard spoke at the meeting of the Shenandoah Junction Ruritan Club.
- Oct. 13, 1970 - Mrs. Leonard spoke to the Civitan Club in Charles Town.

With regard to public relations, twelve press releases have been prepared and distributed to the local newspapers and radio station during this year.

Arrangements are being made with radio station WXVA to present the Commission's Fourth 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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