

March 30, 1972

Jefferson County Court
Charles Town, West Virginia

Gentlemen:

There is attached the fifth Annual Report of the Jefferson County Planning Commission dated March 27, 1972.

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 15, 1965.

Yours very truly,

Mrs. Robert F. Leonard
President

LL:ngp
Enclosure

March 27, 1972

FIFTH ANNUAL REPORT
Jefferson County Planning Commission

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

Mrs. Robert P. Leonard, President	Dr. O. C. Stine
Henry Davenport, Vice President	Dr. J. P. Goulding
Mrs. Virginia Burns, Secretary & Budget Committee Chairman	Edward Braxton
Paul Cain, Budget Committee	Laird Marshall
Robert Stone, Budget Committee	Jack Huyett
	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. Fiscal year 1970-1970 expenses were \$4,450.95. To date, the County Commissioners have appropriated \$10,000.00 a year for each of the five years that the Jefferson County Planning Commission has been in operation.

Fifty-sixth Meeting, April 22, 1971. The following officers were elected at this meeting:

Mrs. Robert P. Leonard, President
Henry Davenport, Vice President
Mrs. John L. Burns, Secretary

The following items were discussed:

1. Legislation pertaining to historic districts.
2. Location of mobile homes within the county.
3. The possibility of holding a county-wide referendum concerning the planning program.
4. Distribution of Phase II material to all attorneys in Jefferson County.
5. Progress report of NE-3 Highway Coordinating Committee.

Fifty-seventh Meeting, July 8, 1971. This meeting was attended by Mr. Luffey of the Michael Baker, Jr., Inc. consulting firm, representatives of various local organizations and by four members of the County Court. The following items were discussed:

1. Regulations concerning a public hearing on the plans for Jefferson County and the City of Charles Town.
2. The question of mineral rights.
3. Referendum requirements in the event the County Court adopts the plan.
4. Methods of changing the plan by way of supplements.
5. Soil conservation and land use maps.

Fifty-eighth Meeting, August 18, 1971. The following items were discussed:

1. Adoption of the plan for Jefferson County (Phase I and Phase II) and the Rules and Regulations for Subdivision of Land.
2. Date of public hearing set for October 6, 1971 at 7:30 in the Jefferson County Court House. Format for the hearing was discussed.
3. Availability to the public of copies of the plan.
4. The need for a professional engineer to handle subdivision inquiries.

Public Hearing, October 6, 1971. A full transcript of this hearing is available in the Planning Commission office.

Fifty-ninth meeting, October 28, 1971. The Commission discussed the October 6th hearing, recognizing that the majority of objections to the plan were directed to that portion of the City of Charles Town plan which dealt with housing.

Sixtieth Meeting, November 11, 1971. The following items were discussed:

1. Roger Perry appeared before the Commission to request reclassification of two parcels of land--one along Route 9 and one along Route 340.
2. Procedures for listing Jefferson County buildings and sites with the National Historic Trust.
3. The need for aerial photography to clearly identify all areas of the county and to clarify the portion of the plan dealing with land use as it currently exists.
4. Concern of NAACP regarding demolition provisions in Charles Town plan.
5. Reactions to the October 6th hearing.

Sixty-first Meeting, November 22, 1971. The following items were discussed:

1. Guests were Mr. and Mrs. Clay, Mrs. Marva Lee, George Rutherford and James Tolbert--all of Charles Town. Discussion centered on the portion of the plan for Charles Town dealing with housing, and participation by guests in the planning program.
2. Availability of Federal funds in the event housing classifications in Charles Town are changed.
3. Composition of the Planning Commission and appointment of new members.
4. Charles Town Shopping Center and future of the downtown Charles Town shopping area.
5. Low cost housing in Charles Town.

Sixty-second Meeting, December 2, 1971. This was a public meeting. From 6:00 P.M. until 8:00 P.M. the Charles Town plan was discussed. From 8:00 P.M. to 10:00 P.M. the plan for Jefferson County was discussed. Mr. Matthew Stegner and Mr. Thomas Luffey of the Michael Baker, Jr., Inc. consulting firm were present to conduct the meeting, which was largely devoted to questions and answers.

Sixty-third Meeting, December 16, 1971. The following items were discussed:

1. The subdivision ordinances and roads within the subdivisions.
2. Mrs. Barbara Moulton Browne discussed her views of the plan as it relates to land which she owns.
3. Appointment of Budget Committee.
4. Review of proposals from Michael Baker, Jr., Inc. to provide continuing professional planning services.
5. The Commission decided to submit the plans and subdivision regulations, together with a summary statement of comments by the public, to the Jefferson County Commissioners and to the City Council of Charles Town.

Sixty-fourth Meeting, January 6, 1972. The following items were discussed:

1. Questions were raised concerning the summary statement presented to the County Commissioners in December.
2. Condemnation procedures.
3. Aerial photographs for Jefferson County.
4. Recommendations to County Court concerning Planning Commission members.
5. Land classification in Shepherdstown Planning District.

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There were no meetings of the Planning Commission in February and March since the plans for Jefferson County and the City of Charles Town were being reviewed by the respective governing bodies. The next meeting of the Planning Commission will be April 27th.

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In addition to the meetings of the Jefferson County Planning Commission the president reported attendance at meetings of the NE-3 Highway project and the Regional Council meeting in Martinsburg on March 14, 1972. Mrs. Leonard also fulfilled the following speaking engagements with regard to the planning program:

- April 17, 1971 - Seminar on Buying County Property
Shepherdstown.
- Sept. 18, 1971 - A.A.R.P. at Civic Center in Charles Town.
- Oct. 2, 1971 - Land and Rivers Protective Association
at Civic Center in Charles Town.
- Nov. 15, 1971 - WXVA-WZFM - 1 hour broadcast--15 minute
talk on planning followed by questions and
answers.

With regard to additional public relations, two public meetings were held--October 6, 1971 and December 2, 1971. Nine press releases were distributed to local newspapers and the radio station during this year.

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

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

Respectfully submitted,

Mrs. Robert P. Leonard
President

LL:ngp