

April 8, 1974

Mr. Charles Whittington, President  
Jefferson County Court  
Charles Town, West Virginia 25414

Dear Mr. Whittington:

There is attached the Seventh Annual Report of the  
Jefferson County Planning Commission dated April 8, 1974.

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.

Very truly yours,

Henry B. Davenport  
President

HBD:ngp  
Enclosure

April 8, 1974

SEVENTH ANNUAL REPORT  
Jefferson County Planning Commission

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

Henry Davenport  
Jack Huyett  
Virginia Burns  
Dr. J. P. Goulding  
William Paul Cain  
Robert D. Stone

Charles R. Branson  
Edward Braxton  
Albert G. Hooper, Jr.  
Donald Phillips  
Robert Hockensmith  
Stanley E. Eye (Resigned)

Most meetings of the Planning Commission were attended by at least one member of the County Court and many meetings were attended by two or more members.

Ninety-fifth Meeting, March 20, 1973. The following items were discussed:

1. Progress report from Committee toward securing a full-time planner.
2. Proposed routing of natural gas pipeline.
3. Requests from Harry Heskett and Charles Strider regarding possible outsales.

Ninety-sixth Meeting, April 3, 1973. The following items were discussed:

1. Agreed to offer position of Planning Director to Mr. Anthony Wright.
2. Agreed to ask Barbara Moulton Browne to talk to the Commission about routing of proposed natural gas pipeline.
3. Public comments received at hearing on mobile home park requirements and other amendments to the subdivision regulations were considered.

Ninety-seventh Meeting, April 10, 1973. The following items were discussed:

1. Public comments on proposed amendments to subdivision regulations.
2. Definition of a subdivision.
3. "Outsale" and boundary change considerations for Mrs. William Trail, Robert Werner and Mr. and Mrs. Theodore Steucke.

Ninety-eighth Meeting, April 17, 1973. The following items were discussed:

1. Action regarding status of Anthony Wright.
2. Definition of a subdivision.
3. Requests from Mrs. William Trail and Thomas French regarding "outsale" policy.
4. Public hearing set for May 29th on subdivision amendments.

Ninety-ninth Meeting, April 26, 1973. The following items were discussed:

1. Dr. Barbara Moulton Browne present to speak about the status of the proposed routing of the natural gas pipeline.
2. Mobile Home Parks and other amendments to subdivision regulations approved.

Ninety-ninth Meeting, May 1, 1973 (Recessed from April 26th.)  
The following items were discussed:

1. Officers were elected as follows:

Henry Davenport, President  
Jack Huyett, Vice President  
Virginia Burns, Secretary

2. Proposed natural gas pipeline routing and related matters.
3. Situation with regard to employment of Anthony Wright.
4. Definition of a subdivision.
5. Agreed to invite Mrs. Leonard to report on recent Land Use Conference.

One-hundredth Meeting, May 15, 1973. The following items were discussed:

1. Land Use Conference report by Senator Louise Leonard.
2. Status of Anthony Wright--application for employment withdrawn.
3. Morgan Grove Heights final plat approved.
4. Waiver request of Floyd Markle.
5. Apartment buildings in a Type II subdivision.

101st Meeting, May 29, 1973. The following items were discussed:

1. Edwin L. Demory request for transfer of a second parcel of land. Request denied.
2. Mecklenburg Heights "master plan".

102nd Meeting, June 5, 1973. The following items were discussed:

1. Public Service Commission pipeline information received.
2. Definition of a subdivision.
3. Mecklenburg Heights and Walnut Grove "master plans".
4. Acreage requirement for exemption from subdivision regulations.

103rd Meeting, June 19, 1973. The following items were discussed:

1. Jack Smith, applicant for Zoning Administrator, made presentation.
2. Status of conditional sales within Van Iden Zeiler tract, plat of which was never recorded.
3. Tusawilla Hills plat for Lots 70-85 approved.
4. Committee established to screen applications for Planning Director's position.
5. Public comments received at May 29th public hearing.

104th Meeting, July 5, 1973. The following items were discussed:

1. George Heidrich reported on underground water study and soil survey for Jefferson County.
2. Braun Hamsted asked for input toward designing a program for the Region 9 Council.
3. Lots under conditional sales contracts in Zeiler tract.
4. Approval of River View Park plat for Section 12.
5. Waiver request for Mecklenburg Heights, Section F.

105th Meeting, July 17, 1973. The following items were discussed:

1. Property within Van Iden Zeiler tract.
2. Approval of three plats for sections of Hidden River Farms.
3. Mecklenburg Heights waiver request.

106th Meeting, July 26, 1973. The following items were discussed:

1. Schedule of fees for mobile home parks and planned unit developments.
2. Public comments received at May 29th hearing on proposed amendments to subdivision regulations.
3. Highway priorities.

107th Meeting, August 7, 1973. The following items were discussed:

1. Committee report on obtaining services of a Planning Director. Robert Beckett approved for position.
2. Virginia Department of Highways plans for dualing Route 340 from Berryville to West Virginia line.

108th Meeting, August 10, 1973. The following items were discussed:

1. Letter from Virginia Dept. of Highways re: dualing of Route 340.
2. Col. James Glymph request for an "in-sale".
3. Approval of plats for Blue Ridge Acres, Section 16 and Megwilly Village, North.
4. Clarification of what constitutes a plat.
5. Fringe benefits for Planning Director.

109th Meeting, August 28, 1973. The following items were discussed:

1. Official presentation of Soil Survey by George Heidrich.
2. Approval of six sections of Hidden River Farms.
3. Make-up of Planning Committee and establishment of a Subdivision Review Panel.
4. Clarification of the definition of a plat.
5. Possible move of offices.

110th Meeting, September 11, 1973. The following items were discussed:

1. Report by Mr. Beckett on W. Va. Planning Association Meeting in Wheeling.
2. Approval of plat for Reallotment of Lot #5, The North Thirty.
3. Make-up of Planning Committee.
4. Regular meeting schedule of Planning Commission.

111th Meeting, September 25, 1973. The following items were discussed:

1. House Bill #1120 providing for interim zoning.
2. Shendo Mall proposal.
3. Policy Statement #1 regarding platting requirements was rejected.

112th Meeting, October 25, 1973. The following items were discussed:

1. Variance request from Donald Phillips.
2. Move of Planning Commission offices to the Mason Building.
3. By-laws changed to provide for regular meetings of the Planning Commission on the fourth Tuesday of each month.
4. Platting and Design Standards for Campgrounds (Draft #2) were approved.
5. Fees for campgrounds.
6. Promotion of zoning.

113th Meeting, November 27, 1973. The following items were discussed:

1. Copies of Platting and Design Standards for Campgrounds given to County Court members for their action at their next meeting.
2. Enforcement capabilities of the Planning Commission.
3. Approval of Mecklenburg Heights, Section F, subject to completion of roads or posting of bond, and Tusawilla Hills, Lots 86-120.
4. Waiver requests from John Beasley and Henry Shepherd approved.
5. Zoning Task Force.

114th Meeting, December 11, 1973. The following items were discussed:

1. Potomac Farms and Valley View Subdivisions and provision of a "non-performance" bond for both of these projects.
2. Conditional approval of Jellystone Campgrounds, Ltd.

115th Meeting, January 22, 1974. The following items were discussed:

1. Status of Potomac Farms and Valley View resubdivisions.
2. Structure of Planning Committee.
3. Subdivision processing methods.
4. Method of voting on final plat decisions.
5. Bonding requirements for all subdivisions.
6. Fees for Planned Unit Developments.
7. Zoning progress report.

116th Meeting, February 26, 1974. The following items were discussed:

1. Final plat public hearings on Morgan Grove Heights, resubdivision, Walnut Grove, Sections AA and B, and Cave Quarter Estates, Section B.
2. Community Impact Statement requirement for all subdivisions in the future.
3. Waiver request for Potomac Chase granted.
4. Budget approved by Planning Commission.
5. Letter of agreement similar to "non-performance" bond required for Shenandoah Farms resubdivision.

117th Meeting, March 26, 1974. The following items were discussed:

1. Final plat public hearings on Jellystone Campgrounds and Potomac Farms resubdivision.
2. Decision on Cave Quarter Estates - bond provided.
3. Evaluation of Community Impact Statement for Ledge-Lowe Estates.
4. Variance request of Floyd Markle approved by Planning Commission.
5. Request to sell Lot #35 in Valley View denied.
6. Possibility of Shendo Mall developing each principal use on ten acre tracts.

Two public hearings were held to hear public comments on various proposed amendments to the Subdivision Regulations. These amendments were primarily concerned with mobile home parks, the definition of a subdivision and transfers of land to certain family members.

In addition to the above public hearings eleven final plat public hearings were conducted by the Planning Committee or Planning Commission staff and two final plat public hearings have been held before the full Planning Commission, with a total of 24 plats being heard.

The following subdivisions have been approved since March 26, 1973:

<u>Subdivision</u>	<u>District</u>	<u>No. of Lots</u>
Tuscawilla Hills, Lot 32-A	Charles Town	1
Morgan Grove Heights	Shepherdstown	9
Hidden River Farm, Wide Horizon Section, Part 4	Middleway	52
Hidden River Farm, River Bend Section, Part 4	Middleway	11
Valley View Subdivision	Harpers Ferry	34
Tuscawilla Hills, Lots 70-85	Charles Town	16
River View Park, Inc.	Charles Town	10
Megwilly Village, North	Charles Town	13
Blue Ridge Acres, Section 16	Harpers Ferry	89
Hidden River Farm, Sect. 6	Middleway	18
Hidden River Farm, Happy Creek Section, Part 1	Middleway	142
Hidden River Farm, Sect. 7	Middleway	9
Hidden River Farm, Wide Horizon Section, Part 6	Middleway	12
Hidden River Farm, Wide Horizon Section, Part 5	Middleway	6
Hidden River Farm, River Bend Section, Part 5	Middleway	16

<u>Subdivision</u>	<u>District</u>	<u>No. of Lots</u>
The North Thirty, Reallotment of Lot #5	Shepherdstown	3
Mecklenburg Heights, Section F	Shepherdstown	47
Tusawilla Hills, Lots 86-120	Charles Town	35
Morgan Grove Heights, Resubdivision	Shepherdstown	2
Walnut Grove, Section AA	Charles Town	4
Walnut Grove, Section B	Charles Town	20
Jellystone Campgrounds, Ltd.	Harpers Ferry	PUD (rental)
Potomac Farms Resubdivision	Harpers Ferry	49
Cave Quarter Estates, Sect. B	Charles Town	22
		<u>620</u>

The two major requirements, which it is anticipated will profoundly affect future subdivisions in Jefferson County, call for a Community Impact Statement on all future subdivisions which have not passed through the preliminary plat stage, and both an installation and a maintenance bond to cover all required improvements.

The required Community Impact Statement will address itself, among other things, to the education system, the transportation system, the local economy, the tax structure, housing, emergency services, the physical environment, health, historic features and recreation.

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STATUS OF PLANNING

The County hired its first Planning Director, Robert Beckett, in August, 1973, and he is now in the process of preparing a draft zoning ordinance for consideration by the Planning Commission. After the Planning Commission approves a draft it will be duplicated and distributed to the interested public, and public meetings will be held in various sections of the County, in an effort to incorporate as many ideas of the public into the completed document as possible. After further consideration and approval of the Planning Commission it will be presented to the County Court. When in a form acceptable to the County Commissioners they will then hold the required public hearings, after which they may request further changes be made if they desire to do so.

Since his employment in August, the Planning Director has made talks before the following groups to discuss the status of planning in the County:

- Jefferson County Historical Society
- Interstate Commission on the Potomac River Basin (panel)
- Jefferson County Chamber of Commerce
- National Association of Home Builders
- Kiwanis Club

The 1973-74 budget appropriated for the operation of the Planning Commission totaled \$35,000.00. To date expenses have amounted to \$20,981.01. Monies received by the Planning Commission and transmitted to the County Clerk for plat fees and sale of Subdivision Regulations have amounted to \$5,234.00.

In order to review the Community Impact Statements now required for all subdivisions to determine their suitability or unsuitability, to hold final plat public hearings, and review the draft of the zoning ordinance, in sections as it is prepared, the Planning Commission at their last meeting agreed to hold regular semi-monthly meetings-- the second and fourth Tuesdays of each month. The next meeting of the Planning Commission is scheduled for Tuesday, April 9, 1974.

Respectfully submitted,

Henry B. Davenport  
President