

June 26, 1975

Mr. Henry Snyder, President  
Jefferson County Commission  
Charles Town, West Virginia 25414

Dear Mr. Snyder:

There is attached the Eighth Annual Report of the Jefferson County Planning Commission for the period of April 1, 1974 through June 30, 1975.

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

EIGHTH ANNUAL REPORT  
Jefferson County Planning Commission  
April 1, 1974 through June 30, 1975

I - OPERATION OF THE PLANNING COMMISSION

A. Membership

Henry Davenport, President	Donald Phillips
Jack Huyett, Vice President	Robert Stone
Virginia Burns, Secretary	Harold R. Flaherty
Edward Braxton	Robert Hockensmith
Albert G. Hooper, Jr.	Joseph Barrat
	George Crim

B. Schedule of Regular Meetings

Second and fourth Tuesday of each month.

Minutes and tapes of regular meetings are recorded in the Planning Commission office and are available for public review. Special zoning work sessions are not recorded on tape, but a brief transcript of each session is kept and available for review.

C. Purpose

First monthly meeting primarily to consider subdivision matters.

Second monthly meeting primarily to consider proposed zoning matters.

D. 1974-75 Budget

		<u>Funds Remaining</u>
Advertising	\$1,200.00	\$ 252.00
Engineering Services and Subdivision Administration	6,000.00	-0-
Equipment	300.00	-0-
Miscellaneous	1,050.00	702.57
Director's Salary	16,200.00	-0-
Postage	500.00	350.00
Printing	3,500.00	420.49
Rent	1,800.00	-0-
Secretary's Salary	7,000.00	-0-
Stationery, Supplies and Subscriptions	650.00	21.43
Telephone	600.00	-0-
Travel	1,500.00	1,177.39
Typewriter Contract	60.00	6.78
	\$40,360.00	\$2,930.66
Expenses Incurred	\$37,429.34	

Monies received from subdivision plat fees, sale of subdivision regulations, and refund on advertising placed for a resubdivision which was later withdrawn.

\$4,365.27

E. Subdivision Administration

The following is a list of approved subdivisions after processing and final plat public hearing:

<u>Subdivision</u>	<u>District</u>	<u>No. of Lots</u>
Tuscawilla Hills, Lots 121-128	Charles Town	8
Shenandoah Farms, Resubdivision	Shepherdstown & Middleway	28
Valley View, Resubdivision	Harpers Ferry	47
Fox Glen, Section C, Resubdivision	Middleway	Roadway relocation
Meadowbrook	Middleway	5
Tuscawilla Hills, Lots 129-157	Charles Town	29
Walnut Grove, Section D	Charles Town	20
Walnut Grove, Section E	Charles Town	22
Walnut Grove, Section F	Charles Town	18
Potomac Farms, Resubdivision	Harpers Ferry	Roadway relocation
Hidden River Farms, Resubdivision	Middleway	To remove encumbrances across specific lots
Southerly	Charles Town	14
Tuscawilla Hills, Resubdivision Lots 1 through 4	Charles Town	Entrance relocation
Pembroke Grove	Kabletown	88
Potomac Chase	Shepherdstown	6
Willowdale, Section West-1	Shepherdstown	20
Selby Farm	Shepherdstown	9

The Planning Commission adopted a policy of waiving the bond requirement for subdivisions with the written understanding that construction without a bond be permitted after a final plat public hearing. A subdivider electing to waive the bond requirement would be unable to market lots until all necessary improvements were constructed, installed, inspected and approved. Once subdivision improvements are completed, the Planning Commission is obligated to either approve or disapprove the final plat. If the final plat is approved and recorded, lots become marketable.

Subdivisions on which final plat hearings have been held but the decision delayed until bonding is secured are as follows:

Shenandoah Overlook	Harpers Ferry District	18 Lots
Willow Well	Middleway District	17 Lots

Subdivisions on which final plat hearings have been held but the decision delayed until required improvements have been constructed and approved are as follows:

Mountain View Estates, Section A, Resubdivision	Harpers Ferry District	18 Lots
Mountain View Estates, Section B, Resubdivision	Harpers Ferry District	8 Lots
Walnut Grove, Section C	Charles Town District	16 Lots
Henesy Corners	Middleway	4 Lots

F. Mobile Home Park and Campground Survey

A survey of every mobile home park and campground in Jefferson County was initiated in July, 1974. The survey will identify the location of parks and campgrounds and the extent to which they are developed. Violations of the subdivision regulations are also being recorded and corrective measures taken.

II - STATUS OF PLANNING

Considerable effort and time was spent this year in the preparation of a Tentative Zoning Report. The report was drafted and reviewed during regular monthly meetings and during special work sessions. Special zoning work sessions were held on January 16, 21 and 22nd, and on April 14th and 17th and May 6th and 21st.

650 copies of a Tentative Zoning Report were printed at the James Rumsey Vocational-Technical Center in Early February. Tentative zoning maps to accompany the report were printed by the firm of Hagerstown Bookbinding and Printing Company in Hagerstown, Maryland. The Tentative Zoning Report was presented for comment to the public at ten advertised public hearings according to the following schedule:

Shepherdstown Elementary School	-	Feb. 26th & March 12th
North Jefferson Elementary School	-	Feb. 27th & March 13th
Wright Denny Elementary School	-	March 3rd & March 17th
C. W. Shipley Elementary School	-	March 4th & March 18th
South Jefferson Elementary School	-	March 5th & March 19th

Citizen turn-out was unexpectedly light (250 estimate). This reaction was discouraging to the Planning Commission since the subject under consideration may profoundly influence most residents and property owners in Jefferson County. Attempts to publicize the preliminary hearings by means of three newspaper articles and advertisements placed in three different newspapers and two radio stations, as well as twenty 30-second spot broadcasts on the local radio station during the week of the last five hearings, were not successful. In addition a ½ page "Notice of Zoning Ordinance Preparation" was placed in the local newspaper inviting the public to come into the Planning Commission office to examine the proposed zoning map.

Many constructive comments and suggestions were made at the public preliminary hearings and approximately forty written comments and requests were received.

Both before and after the public preliminary hearings, the Planning Director spoke on the subject of planning and zoning before various audiences; such as,

Shepherdstown Men's Club  
Jefferson County Chamber of Commerce  
Jefferson County Historical Society  
Kiwanis Club  
Shenandoah Junction Ruritan Club  
Federation of Republican Women

The Planning Director also attended the meeting of the Appalachian Regional Commission at Blackwater Falls in November.

#### Flood Insurance Program

The Jefferson County Commission filed an application for participation in the National Flood Insurance Program. The application, maps, and regulatory documents necessary to establish eligibility were prepared by the Planning Commission.

#### Aerial Photography

Complete aerial photography of Jefferson County was flown at 6,000 feet on Sunday, March 9th. The photographs are at a scale of 1" = 1,000' and can be viewed stereoscopically. Aerial photography is useful to any community concerned about:

- (a) the conversion of agricultural land to urban uses.
- (b) the size and extent of development of existing subdivisions, mobile home parks, junk yards, etc.
- (c) the historical aspects of growth; that is, the directions of growth, the acreage involved and the type of terrain developed, in contrast to earlier photography.

Amendments to Subdivision Regulations

An open file containing ideas and suggested amendments to the subdivision regulations has been maintained since the regulations were adopted. This file will serve as the basis for a review of the effectiveness and language of the subdivision regulations now that they have been active for some time.

Community Development Block Grant Pre-application

The Planning Commission assisted with the preparation of a Pre-application for HUD Community Development Block Grant funds. The pre-application was not accepted by HUD. However, material to be included in a Preliminary Industrial Park feasibility study did result from the effort. The study will be useful in establishing the directions to be taken with regard to enhancing local employment opportunities.