

July 27, 1976

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

Dear Mr. Snyder:

There is attached the Ninth Annual Report of the Jefferson County Planning Commission for the period of July 1, 1975 through June 30, 1976.

This is being forwarded in accordance with Chapter 8, Article 24, Section 14, Item 7 of the West Virginia State Code.

Sincerely,

Henry B. Davenport
President

HBD:ngp
Attachment

NINTH ANNUAL REPORT
Jefferson County Planning Commission
July 1, 1975 - June 30, 1976

I - OPERATION OF THE PLANNING COMMISSION

A. Membership and Staff

Members: Henry B. Davenport, President
Harold R. Flaherty, Vice Pres,
Mrs. John L. Burns, Secretary
Dr. Joseph G. Barrat
Edward Braxton
George Crim (Designated member of County Commission to
Planning Commission)
Robert A. Hockensmith
Albert G. Hooper, Jr.
Jack Huyett (Resigned, May, 1976)
Donald T. Phillips
John B. Schley
Robert Stone

Staff: Robert Beckett, Director of Planning
Natalie G. Parks, Executive Secretary
Herbert L. Ridder, P.E.,
*Wallace L. Fauble, Building Inspector/Planning Assistant

*Mr. Fauble was hired March 11, 1976, under the CETA Program

B. Schedule of Regular Meetings

Second and fourth Tuesday of each month - 7:30 P.M.
in the Planning Commission office.

Minutes and tapes of regular meetings are recorded
in the Planning Commission office and are available during
regular business hours for public review.

The staff and the Subdivision Review Panel conducted
subdivision review sessions, as necessary, every other Friday
at 10:00 A.M. in the Planning Commission office.

C. Purpose

Generally, the first monthly Planning Commission meeting
was reserved for the processing of subdivision applications
and plats. The second monthly meeting was reserved for
planning purposes and for the purpose of preparing and dis-
cussing a proposed county-wide zoning report.

D. 1975-76 Budget

Funds Remaining

Advertising	1,200.00	386.21
Engineering Services and Subdivision Administration	6,000.00	-0-
Office Furniture & Equipment	250.00	-0-
Miscellaneous	600.00	25.96
Director's Salary	16,690.00	-0-
Postage	450.00	194.44
Printing	900.00	-0-
Rent	1,800.00	-0-
Executive Secretary, Salary	7,220.00	-0-
Stationery & Supplies, Sub- scriptions & Reproduction Costs	700.00	-0-
Telephone	700.00	-0-
Travel	1,200.00	1,051.60
Typewriter Contract	60.00	6.78
	<u>\$37,770.00</u>	<u>\$1,664.99</u>
Expenses Incurred	\$36,105.01	

E. Direct Zoning Costs

WXVA-WZFM - Commercial spots (20)	\$ 66.00
Spirit of Jefferson - Zoning, public hearing	32.40
Spirit of Jefferson - Zoning, public hearing	19.44
Martinsburg Journal - Zoning, public hearing	24.19
Spirit of Jefferson - County Commission hearings	25.92
Approximate cost of mimeograph supplies and paper to prepare final zoning report	125.00
Prints of county base maps (John Kusner)	70.00
	<u>\$362.95</u>

F. Revenues

Subdivision Plat Fees	\$3,642.50
Subdivision Regulations	66.00
Improvement Location Permit Fees	885.00
Aerial photos and Photo Index	686.85
Miscellaneous	.56
	<u>\$5,280.91</u>

G. Subdivision Administration

Subdivisions approved in 1975/76 after processing and final plat public hearings:

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Conestoga	Harpers Ferry	101.04	31
Witch Hazel Mobile Home Park (PUD)	Charles Town	4.407	19 sites (2 commercial sites)
Henesy Corners	Middleway	11,272	4
Lynmouth	Shepherdstown	4,860	4

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Shenandoah Overlook	Harpers Ferry	99,915	18
Limberlost Estates, Section A	Harpers Ferry	17,605	4
Ledge-Lowe Estates, Section A	Shepherdstown	23.87	4
Ben Lea	Charles Town	23,489	6
Oakwood	Shepherdstown	36,33	14
Tusawilla Hills, Lots 158-177	Charles Town	13,16	20
Security Hills	Charles Town	16,559	40
		<u>352,507</u>	<u>164</u>

Subdivisions processed and reviewed at Final Plat Public Hearings. Final decisions are pending the construction of improvements or the securing of performance bonds.

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Walnut Grove, Section C	Charles Town	10,126	14
Willow Well	Middleway	99,010	17
Cavaland	Shepherdstown	65,00	15
Bee Line Estates	Shepherdstown	28.08	12
		<u>202,216</u>	<u>58</u>

Site Visits to Subdivisions - 100

A 497 unit mobile home park was evaluated by the Planning Commission during a pre-application review in June. The impact of the project was deemed to be detrimental to the county primarily as a result of an unfavorable tax yield. It was also believed the project would disrupt the local housing economy by virtue of aggravating the county's present high rate of low cost/declining value housing.

The developer was advised that, should he proceed with the submittal of an application and subdivision plats, the project would undoubtedly be denied according to criteria contained in the State Code.

H. Improvement Location Permits

Total issued through June 28, 1976 = 182

New homes	118
Horse barn	1
Garage or Garage/workshop	6
Gasoline pumps	1
Home addition	31
Storage shed/Utility building	6
Farm equipment repair shop	1
Garage addition	2
Auto Service Center	1
Quadraplex Apartment	1
Motel Units - Addition	1
Shopping Plaza	1
Porch	2
Swimming Pool	4
Agricultural Waste Facility	1

Improvement Location Permits (Continued)

Mobile Home (one replacement and one not to be occupied)	3
Bleacher Addition	1
Exhibition Building	1

II - STATUS OF PLANNING

Selected Planning and Community Development Projects:

- A. Final Zoning Report - A Final Zoning Report for unincorporated land in Jefferson County was completed by the Planning Commission and submitted to the County Commissioners on December 4, 1975. The County Commission adopted the report as an ordinance on January 29, 1976, with an effective date of May 14, 1976. The zoning ordinance was petitioned to a public referendum by the citizens of Jefferson County. The zoning ordinance was rejected by popular vote during the West Virginia State Primary election on May 11, 1976.
- B. Building Code Ordinance - A building code affecting the construction of buildings in Flood-prone areas was prepared by the Planning Commission and adopted by the County Commission on November 20, 1975. The building code became effective on December 20, 1975, thereby making the county eligible to participate in the Federal Flood Insurance Program.
- C. Improvement Location Permit Ordinance - A permit ordinance applying to substantial land improvements was prepared by the Planning Commission and adopted by the County Commission on November 20, 1975. The permit ordinance allows the Planning Commission to evaluate proposed construction according to local land development laws. The permit ordinance contributed to the County's eligibility requirements for participation in the Federal Flood Insurance Program.
- D. Disposition of Federal Surplus Property - In August, 1975, the Planning Commission prepared, on behalf of the County Commission, a land use and procurement plan for 217 acres of Federal surplus property near Bardane. After several months of processing and correspondence, all but 81 acres of the property was conveyed to health and education agencies by the Federal Government at no cost. The Planning Commission supervised the land survey component of the project which was necessary to the preparation of deeds.
- E. Review and Revision of Subdivision Regulations - Four years of practical experience have revealed several shortcomings within the county subdivision regulations. A master list of suggested changes has been maintained by the staff. In June a Committee was appointed to draft the text of a revised subdivision ordinance for consideration by the full Commission during the upcoming year.

- F. Industrial Development - Four tracts of land adjoining the Norfolk and Western Railroad were identified for potential industrial development, and preliminary soil suitability evaluations were prepared for each tract with the assistance of the Jefferson County Soil Survey. The Planning Commission Engineer drafted an initial cost estimate for developing approximately 100 acres of one tract north of Ranson,

The southernmost tract was selected by Miller Brewery for consideration as a site for the location of a brewery and canning operation. Miller was provided with all available local information about the community and the tract. Miller selected a site in North Carolina.

The Planning Commission assisted in the selection of a consulting firm to conduct a study of the southernmost tract in terms of its utility as a site for other large water users that might wish to examine Jefferson County. The study (not yet funded) is expected to be supported 75% by an EDA Technical Assistance Grant, 15% by a grant from the Governor of West Virginia and 10% by local funds.

The Planning Commission developed the initial concept for a small industrial park on Federal surplus property not adjoining a railroad. A proposal of spray irrigation of treated effluent on a shared absorption field allowed all projects identified for the surplus property to advance through the land transfer stage.

- G. Aerial Photographs - A contract to provide the Planning Commission with 1" = 200' aerial photographic paper prints was signed on December 18, 1975. The prints were made from a March 9, 1975 aerial flight covering the entire county. Paper prints are available to the public at a modest cost.
- H. Rural Fire Protection District - Coordination was provided between the fire departments of Jefferson County, the County Commission and the Insurance Services Office of West Virginia. A rural fire protection district was proposed for the Shepherdstown area (6 mile radius) in order that more favorable fire insurance rates can be made available for residential properties. The County Commission and the fire department exchanged necessary agreements. The Insurance Services Office has not yet established the Rural Fire Protection District designation for insurance purposes.
- I. Sewerage Facilities Study - The County Commission and the Planning Commission agreed to take steps necessary to place Jefferson on the State (DNR) priority list for FY1977/78 EPA sewerage construction grants program. The County was placed on the priority list with an identified interest in a Step I Facilities Study to include the Charles Town/Ranson growth area of approximately 40 square miles. A project has not been committed nor has a consultant been selected.