

August 11, 1977

Mr. Charles J. W. Smith, President  
Jefferson County Commission  
Charles Town, West Virginia 25414

Dear Mr. Smith:

*PLEASE FIND*  
~~There is~~ attached the Tenth Annual Report of the  
Jefferson County Planning Commission for the period of  
July 1, 1976 through June 30, 1977. The report was re-  
viewed and accepted by the Planning Commission on August  
9th.

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

Sincerely,

*RB*

Robert Beckett  
Director of Planning

RB:ngp  
Attachment

**TENTH ANNUAL REPORT**  
**Jefferson County Planning Commission**  
**July 1, 1976 through June 30, 1977**

**I - OPERATION OF THE PLANNING COMMISSION**

**A. Membership and Staff**

**Members:** Henry B. Davenport, President  
 Harold R. Flaherty, Vice President  
 Mrs. John L. Burns, Secretary  
 Joseph G. Barrat  
 Edward Braxton  
 George Crim (Designated member from County Commission)  
 George R. Heidrich (Appointed March, 1977, to replace Mr. Stone)  
 Robert A. Hockensmith  
 Albert G. Hooper  
 Donald T. Phillips  
 John B. Schley  
 Robert Stone (declined reappointment in March, 1977)

**Staff:** Robert Beckett, Director of Planning  
 Herbert L. Ridder, P.E.  
 Natalie G. Parks, Executive Secretary  
 \*Merle Johnson, Permit Officer

\* Mr. Johnson was hired August 3, 1976, under the CETA Program

**B. Schedule of Regular Meetings**

Regular Meetings are held on the second and fourth Tuesday of each month at 7:30 P.M. in the Planning Commission office. The office was moved in June, 1977 from the Mason Building to the Court House Annex (Old Moffett Building).

Minutes and tapes of regular meetings are on record in the Planning Commission office and are available during business hours, 9:00 A.M.--5:00 P.M., Monday through Friday, for public review.

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

**C. 1976-77 Budget**

		<u>Unspent Funds</u>
Advertising	1,200.00	487.88
Office Furniture and Equipment	300.00	260.00
Stationery, Supplies, Subscriptions, Reproduction Costs	900.00	338.38
Rent	1,800.00	--
Telephone	900.00	48.53
Postage	350.00	350.00

		<u>Unspent Funds</u>
Travel	1,800.00	635.04
Typewriter Contract	75.00	16.78
Printing (Revised Sub. Regs.)	1,000.00	696.65
Director, Salary	17,525.00	--
Exec. Secretary, Salary	7,550.00	--
Engineering Services and Subdivision Administration	7,000.00	- 1,201.75
Remainder of aerial photo contract (2nd half)	2,080.00	.50
Miscellaneous	500.00	318.98
	<u>\$42,980.00</u>	<u>\$1,950.99</u>

D. Revenues

Subdivision Plat Fees	\$ 8,331.68
Subdivision Regulations	72.00
Improvement Location Permit Fees	1,955.00
Aerial Photos	1,245.25
	<u>\$11,603.93</u>

E. Improvement Location Permits

An Improvement Location Permit (Building Permit) is required for building construction in the unincorporated parts of Jefferson County. Permits are issued by the Planning Commission. 389 permits were issued during the period July 1, 1976--June 30, 1977.

New homes	246
Mobile homes	28
Quadraplex	1
Storage trailers	3
Swimming pools	3
Barns	3
Cattle sheds	7
Additions	56
Guest cottage	1
Garages and carports	19
Storage sheds	7
Sewage treatment plants	3
Grain storage facilities	3
Accessory building (Meditation Center)	1
Church	1
Motel	1
Shopping center	1
Auto sales	-1
Self service gas station	1
Post Office Building (Tuscawilla Hills)	1
Health Facilities	2

II - STATUS OF PLANNING

Selected planning and community development projects:

A. Subdivision Review

Eleven subdivisions were approved by the Planning Commission in 1976/77:

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Willow Well	Middleway	94	17
KOA Kampground Expansion	Harpers Ferry	6	55 sites
Bee Line Estates	Shepherdstown	24	12
Cavaland	Shepherdstown	65	15
Tuscawilla Hills, Lots 178-206	Charles Town	15	29
Dilley Lots	Middleway	6	2
Boyd's Subdivision	Shepherdstown	2	1
Norman Howell Lot	Kabletown	3	1
Walnut Grove, Sec. C-1	Charles Town	4	6
Lone Oak	Charles Town	76	21
Ledge Lowe Estates, Section B	Shepherdstown	43	18

Four subdivisions were processed through the Final Plat stage and are awaiting final decisions, pending the construction of required improvements.

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Walnut Grove, Sec. C-2	Charles Town	5	8
Blue Ridge Reserve, Sec. 1	Harpers Ferry	50	10
Willow Well, Resub.	Middleway	Redivided from 17 Lots into 31 Lots	
Shiloh	Charles Town	192	59

Seven subdivisions have not reached the Final Plat stage but have submitted acceptable Community Impact Statements to the Planning Commission.

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
*Sheridan	Harpers Ferry	62½	160 to 200
Buena Vista	Charles Town	64	21
Mountain Top	Kabletown	32	13
Dogwood Manor	Shepherdstown	85	26
Bardane Industrial Park	Middleway	80	21
Oak Tree Farm East	Harpers Ferry	93	33
Middleway Village	Middleway	4	4

\*Land presently under condemnation proceedings for acquisition by the National Park Service.

Site visits made to subdivisions number approximately 85.

One proposed subdivision (Patrick Henry Estates) was denied Final Plat approval by the Planning Commission. The developer filed a law suit and the case is pending in the Circuit Court.

B. Zoning Report - 35th Voting Precinct

At the request of local residents, the Planning Commission prepared a zoning report for the 35th voting precinct near Shepherdstown. The report included most of the provisions for the Shepherdstown area that were contained in a previous countywide zoning report.

After several revisions and public hearings, the Planning Commission accepted the report in final form and submitted it to the County Commission for consideration. The Final Zoning report was rejected by the County Commission 4 to 1 on May 5, 1977.

C. Sewer Facilities Study

The Planning Commission endorsed the hiring of a firm to conduct a sewer facilities study using funds from EPA and the West Virginia Water Development Authority. Because similar studies had already been conducted in Shepherdstown and Harpers Ferry/Bolivar, the geographical limits for this study were confined to the Charles Town/Ranson area. The study area approximates the growth area identified in the countywide zoning proposal.

The consulting firm of Howard Needles Tammen and Bergendoff was selected to undertake the study and to prepare the necessary applications for funding. A contract agreement for professional services between the firm and the County Commission was signed in November. Written support for the project was obtained from the Charles Town and Ranson municipal councils. Announcement of the EPA Grant award was made in April, 1977. On May 6, 1977, the consulting firm was authorized by the County Commission to begin the 12 month study.

D. Park Land Transfer

Through Planning Commission efforts a 2.875 acre tract of land was conveyed as a gift to the Jefferson County Parks and Recreation Commission. The land fronts on the Shenandoah River for a distance in excess of one thousand feet, and was a gift from John and Eleanor Moulton. The land is not to be used for commercial purposes.

The Parks and Recreation Commission will maintain the property, eventually to form a public riverfront recreation facility.

E. Appalachian Trail Meetings

Several meetings were held between the staff and representatives from the Appalachian Trail Conference and the Potomac Appalachian Trail Club. With the exception of a Trail segment in Monroe County,

Jefferson County contains all of the Appalachian Trail passing through West Virginia.

Recent development of land along the Trail has prompted Trail representatives to give critical concern to this area. Efforts are underway to accurately plot the trail, identify property owners, define preservation methods, and take positive steps to control those areas immediately threatened by development.

A limitation on building activity along the Appalachian Trail was proposed in the countywide zoning report.

#### F. Rural Bus System

The Director of Planning was appointed to the Board of Directors of the Eastern Panhandle Transit Authority (PANTRAN) by the County Commission. In November, 1976, the transit system was put into operation in Berkeley, Jefferson and Morgan Counties. Since that time numerous policy and schedule adjustments have been made in order to improve service and increase revenues. By the end of the fiscal year, over 20% of the PANTRAN operating costs were paid from fare box revenues.

#### G. Revised Subdivision Guidelines

Guidelines concerning the subdivision review process and the Pre-Application Conference/Community Impact Statement were revised in handout form for public distribution. Language is more concise than previously and the objectives of the Community Impact Statement are more clearly stated.

#### H. Soil Interpretations

Color coded soil interpretation maps prepared by the Soil Conservation Service at the request of the Planning Commission were completed this year. The maps are at a scale of 1:20,000 or 1 inch equals 1,666 feet. Soils everywhere within the county, except municipalities, are examined according to 4 criteria:

- suitability for septic tank drainage fields
- slope ratings
- flood-prone areas
- good agricultural land

The maps are useful to community developers, public officials and homeowners as well as those in agriculture. Within the next several months the maps will be collated and bound into soils reports.

#### I. County Health Center

On behalf of the County Commission, the Planning Commission assisted in the preparation of an application to the Economic Development Administration (EDA) for funds to construct a County health center. The center will be constructed on 10 acres of land acquired, as surplus, from the Federal Government near Bardane.

Most functions of the County Health Department will be moved

from Charles Town and housed in the new facility. An engineering firm was contracted to prepare all necessary specifications required for application submittal. Total project cost was estimated at \$897,600.

The project was not funded in the first round of EDA approvals. However, it appears that second round funds will be available to construct an adequate, if not full service, facility.

J. Miscellaneous Meetings

A total of 35 evening meetings, hearings and conferences were attended by the Director in addition to regular semi-monthly Planning Commission meetings. Subjects discussed included:

regional health  
recreation  
transportation

growth management  
homeowners associations  
zoning

historical preservation  
soil interpretations  
tourism

K. Revised Subdivision Ordinance

Revision of the Subdivision Ordinance continues under the guidance of a Committee appointed for that purpose. A draft ordinance is expected to be presented to the full Planning Commission during the first quarter of the 1977/78 year.