

SIXTEENTH ANNUAL REPORT

Jefferson County Planning Commission

July 1, 1982 through June 30, 1983

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I. OPERATION OF THE PLANNING COMMISSION

A. Planning Commission Membership

1. H. Richard Flaherty, President
2. James L. Louthan, Vice President
3. Donald T. Phillips, Secretary
4. Charles B. Clendening (Designated member from the County Commission)
5. R. Gail Dudash
6. Mary Frances Hockman *
7. Albert G. Hooper, Jr.
8. John B. Schley
9. George E. Tabb
10. William E. Walker
11. Robert N. Warren

* Appointed November 24, 1982, to replace David W. Hill, for an unexpired term ending March 31, 1985

B. Planning Commission Staff

David W. Hill, Planning Director *
J. Richard Poe, Assistant Planner **
Natalie G. Parks, Executive Secretary

* Mr. Hill was hired on a Temporary-Part time basis on November 1, 1982, replacing Robert Beckett who resigned on September 10, 1982.

** Mr. Poe was hired on June 1, 1983, replacing Christina Jarrett who resigned on April 13, 1983.

C. 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 located on the second floor of the Court House Annex, 104 East Washington Street, Charles Town, West Virginia 25414.

During Fiscal Year 1983 the Planning Commission held eighteen (18) Regular Meetings. Minutes and tapes of Regular Meetings are on record in the Planning Commission office and are available for public review during normal business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.

The Staff and Subdivision Review Panel conduct subdivision review work sessions, as necessary, on the first and third Friday of the month at 10:00 a.m. in the Planning Commission office. During Fiscal Year 1983, seven (7) subdivision review work sessions were held for the purpose of reviewing five (5) Community Impact Statements and three (3) Preliminary subdivision plats.

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D. <u>1982-83 Budget</u>	<u>Budgeted</u>	<u>Paid Out</u>	<u>Balance</u>
Director, Salary (Robert Beckett)	\$23,890.00	\$ 5,225.95	\$18,664.05
Director, Salary (David W. Hill)	-	6,666.56	-6,666.56
Executive Secretary, Salary	11,576.25	12,076.16	- 499.91
Permit Officer/Planner, Salary (9½ months)	10,024.00	8,018.24	2,005.76
Assistant Planner, Salary (1 month)	-	791.66	- 791.66
FICA	3,011.00	2,196.16	814.84
Insurance	2,100.00	1,655.00	445.00
Retirement	<u>4,719.00</u>	<u>2,741.76</u>	<u>1,977.24</u>
	\$55,320.25	\$39,371.49	\$15,948.76

The above budget surplus is directly related to the periods of staff vacancies and the hiring of a part-time Director.

E. Revenues

Aerial Prints	434.88
Base Map Prints	45.00
Improvement Location Permits	1,735.00
Subdivision Plat Fees	1,729.00
Subdivision Regulations	90.00
Xeroxing	7.25
	<u>\$4,041.13</u>

F. The Planning Commission, through its authority in administering the Improvement Location Permit Ordinance, issued the following Improvement Location Permits in Fiscal Year 1983.

Single Family Homes	111 *
Mobile Homes	27 **
Apartment Buildings (65 units)	9
Garages/Carports	52
Additions to residential structures	60
Additions to commercial structures	5
Storage buildings/workshops	30
Swimming Pools (private)	16
(public)	1
Farm buildings	23
Commercial buildings	13
Private School (Country Day School)	1
Sewage Treatment Plant	1
Meditation building	1
Miniature Golf Course	1
Picnic pavilion	1
U. S. Government (National Fisheries Center)	3
Kiln	1
Mail Box Shelter	1
Total	<u>357 ***</u>

- * Shows an 11.9% decrease in the number of permits issued for new homes as compared to Fiscal Year 1982.
- ** Shows a 43.75% decrease in the number of permits issued for mobile homes as compared to Fiscal Year 1982.
- *** Shows a 0.56% decrease in the total number of permits issued as compared to Fiscal Year 1982.

	Number of ILP's Issued FY82	Number of ILP's Issued FY83	% Change
New Homes	126	111	- 11.9
Mobile Homes	48	27	- 43.75
Total Permits	359	357	- 0.56

During Fiscal Year 1983, Improvement Location Permits were issued for construction of 203 dwelling units (new homes, mobile homes and apartments) as compared to 197 dwelling units in Fiscal Year 82 and 190 dwelling units in Fiscal Year 81. This represents a 3% increase in the total number of dwelling units constructed between Fiscal Year 82 and Fiscal Year 83.

G. Enforcement of the County Building Code Ordinance

The Planning Commission is responsible for enforcement of the County Building Code Ordinance. This ordinance outlines requirements for building construction activities, and applies exclusively to all land altering activities and to buildings and structural improvements proposed within the unincorporated areas of Jefferson County that are identified as subject to the waters of the one hundred (100) year flood.

All building and structural improvements made in the 100 year flood area are required to be approved by the County Consulting Engineer prior to issuance of an Improvement Location Permit for such improvements.

II. STATUS OF PLANNING

A. Subdivision Ordinance Activities

1. The final plat of the following subdivisions were approved by the Planning Commission in Fiscal Year 1983.

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. Lots</u>
Harrison/Osborn One Lot Subdivision	Shepherdstown	2.1	1
Shenandoah Development Corp. to Southridge Ltd. Partnership	Charles Town	1.5	12 Apt. Units

Subdivision Ordinance Activities (Continued)

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. Lots</u>
Parcel C, Blakeley Farm	Kabletown	0.9	1
Lloyd Lot-One Lot Sub.	Middleway	2.0	1
Costello/Newlin One Lot Subdivision	Charles Town	3.0	1
Edgar and Karen Pash-One Lot Subdivision	Kabletown	7.0	1

2. The following subdivision were initiated or reviewed in Fiscal Year 83 but have not reached the final plat stage:

Ewing Two Lot Subdivision	Shepherdstown	6.3	2	
G. L. Waltz-Two Lot Sub.	Shepherdstown	1.8	2	
Willow Spring, PUD	Charles Town	4.1	52	Apt. units
Low Gardens, PUD	Shepherdstown	1.5	24	Apt. units for elderly
Walnut Dell	Charles Town	2.8	6	
Beallair Orchards	Middleway	22	7	
Hall Lots	Harpers Ferry	16.7	8	
Willow Brook	Charles Town	10	94	Townhouse units
Rolling Ridge Study Retreat Community (PUD)	Kabletown	24.9	5	Bldg. sites

3. Variance Requests

The Planning Commission received 23 requests for multiple use variances during Fiscal Year 83. Thirteen (13) of these requests were approved, eight were denied, and two requests were tabled until further information could be provided by the developer.

The Planning Commission also received twenty-five requests for variances in design standards and other requirements of the Subdivision Ordinance in Fiscal Year 83. The Planning Commission denied three of these requests.

4. Subdivision Exemptions

During this reporting period, the Planning Commission staff processed forty-four (44) land subdivisions which were exempt from the County Subdivision Ordinance as either legal outsales or transfers from parents to children as allowed through Sections 2.1.c. and 2.1.d. of the Ordinance.

The Planning Commission staff also processed an unrecorded number of deed transfers which were exempt from the Subdivision Ordinance through the other exemptions outlined in Section 2.1. (i.e., lots larger than 10 acres, mergers, etc.).

5. Bonding Activities

During Fiscal Year 83 the Planning Commission took action and recommended action to the County Commission for release of all or portions of the following bonds:

<u>Subdivision</u>	<u>Bond</u>
Willowdale, West I	Maintenance
Willow Well, Resubdivision	Maintenance
Cavaland	Maintenance
Shenandoah Overlook	Maintenance
Shiloh	Maintenance
Fox Glen, Section E	Maintenance
Mountain View Estates, Resubdivision	
Sections A and B	Maintenance
Blue Ridge Reserve, Section 1	Maintenance
Flowing Springs Estates	Maintenance
West Cavaland	Construction
Patrick Henry Estates, Section A	Construction
Pembroke Grove, Resubdivision	Construction
Mountaintop**	Construction
Lynwood*	Construction Agreement
Tusawilla Hills, Lots 231-253	Construction
Lumber Park	Construction

* File closed--was not released or drawn upon

** File closed--deed of trust released

6. Incidental Requests

During Fiscal Year 83 the Planning Commission received over 4500 incidental requests, including telephone calls, office visits, etc., mostly dealing with questions regarding the Subdivision Ordinance, Improvement Location Permit Ordinance, and Building Code Ordinance.

B. Comprehensive Planning Activities

The Planning Commission began revision of the County Comprehensive Plan during Fiscal Year 1983. The current Comprehensive Plan was adopted on June 8, 1972, and has not been revised or updated since its adoption. The Planning Commission realized the current plan utilized the 1960 Census information, and therefore contained an outdated data base, particularly in the areas of current and projected housing and population data.

The major areas of change in the revised Plan will be in the incorporation of 1980 Census information and updating of all other areas with the most recent available information, data, and projections.

During this reporting period, the Planning Commission revised the draft narrative sections of the following elements of the County Comprehensive Plan.

1. County Setting/History
2. Natural Features
3. Existing Land Use
4. Economy
5. Population
6. Transportation
7. Housing
8. Community Facilities, including recreation and utilities sections.

Areas of the Comprehensive Plan still needing revision and updating include all maps and exhibits; the Fiscal, Future Land Use, and Implementation Elements; and the Education Section.

The Planning Commission hopes to present the Revised Comprehensive Plan to the County Commission during Fiscal Year 1984.

C. Newsletter

In an effort to better communicate with the people of Jefferson County, the Planning Commission publishes a quarterly newsletter entitled, PROFILE. Copies are mailed directly to municipalities, government offices and public agencies, real estate offices, law offices, taxpayer groups, planning/engineering/surveying firms, Chamber of Commerce, radio/TV/newspaper concerns, and other interested parties. Copies of PROFILE are freely distributed at public places throughout the County.

Each issue covers the Planning Commission's activities for a three month period. Highlights of all meetings are reviewed and a summary of building permits and subdivision activity is presented. Other subjects frequently presented in PROFILE include information about county planning, a review of noteworthy Federal programs, and notices of upcoming events.

In Fiscal Year 1983, the Planning Commission distributed over 2600 copies of the PROFILE throughout Jefferson County.

D. Subdivision Ordinance Revision Activities

The Planning Commission has identified the need to revise the County Subdivision Ordinance to incorporate standards for high density, zero lot line Townhouse-type development into the current regulations. Design standards for this type of development are currently lacking in the Subdivision Ordinance.

D. Subdivision Ordinance Revision Activities (Continued)

The Planning Commission held a work session with the County Prosecuting Attorney to discuss the legal aspects of these necessary changes, and is currently in the process of reviewing the first draft of these amendments.

Formal revision of the Subdivision Ordinance is expected to occur in Fiscal Year 1984.

E. Farmland Preservation Activities

The Planning Commission staff acts as Advisory staff to the newly appointed County Farmland Advisory Committee. During Fiscal Year 1983, the Planning Commission staff assisted the Farmland Advisory Committee in holding six (6) regular meetings, preparing by-laws for the Farmland Advisory Committee, taking minutes of a meeting in the absence of the Secretary, preparing Site Assessment Elements of the LESA Program, coordinating activities with other governmental agencies, and prepared and submitted the Annual Report of the Farmland Advisory Committee to the County Commission.

F. Salvage Yard Legislation

During the 1983 session of the West Virginia Legislature, Chapter 17, Article 23 of the West Virginia State Code outlining the establishment of Salvage Yards, was amended to require any owner or operator establishing, operating or maintaining a salvage yard, to obtain a permit from the County Planning Commission. Unfortunately, these amendments gave the Planning Commission no grounds to award or deny an application to establish a salvage yard.

The Planning Commission has been corresponding with the local legislative representative who sponsored this bill to, hopefully, amend the current legislation to give the local governments more authority to regulate salvage yards.

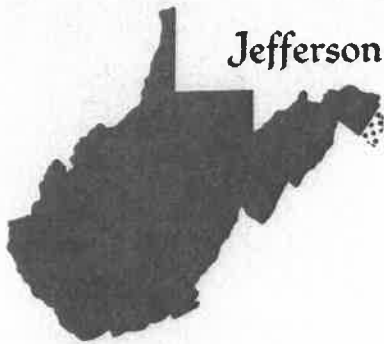
G. Intergovernmental Cooperation

The Planning Commission has established an open working relationship with other governmental agencies to insure cooperation and coordination of programs and planning activities affecting Jefferson County. Examples of agencies the Planning Commission corresponds with on a regular basis include the Jefferson County Commission and other County agencies and Departments, adjoining County and Regional Planning Agencies; State Department of Health and Department of Highways; and Federal Department of Interior and Department of Agriculture.

H. Public Participation

The Jefferson County Planning Commission feels Public Participation and Citizen Involvement is very important to the development of a sound planning program. Because of this belief, the Planning Commission attempts to keep the public aware of planning activities through the publication of the quarterly newsletter, advertising and holding Public Hearings on Community Impact Statement and Final Plat reviews of Subdivision activities, advertising multi-use variance requests, and holding regular Subdivision Review Panel and regular Planning Commission meetings semi-monthly, which are open to the public.

Also, the Planning Commission has plans to expand its public participation program in Fiscal Year 1984 to include holding informational and educational public meetings on the revised Comprehensive Plan. The meetings will be held in cooperation with the Land Use Committee of the Jefferson County Unit of the West Virginia League of Women Voters.



Jefferson County Planning Commission

Charles Town, West Virginia 25414

COURT HOUSE ANNEX
104 E. Washington Street

TEL: (304) 725-9761

July 21, 1983

TO: ALL PLANNING COMMISSION MEMBERS

FROM: DAVID W. HILL, PLANNING DIRECTOR

SUBJECT: ANNUAL REPORT - July 1, 1982 through June 30, 1983

Please find enclosed a copy of our Annual Report for the last fiscal year. It will be presented to the County Commission as required by State law. If you see any changes that should be made, please contact the office.



Jefferson County Planning Commission

Charles Town, West Virginia 25414

COURT HOUSE ANNEX
104 E. Washington Street

TEL: (304) 725-9761

July 27, 1983

Mr. Garland H. Moore, Jr., President
Jefferson County Commission
Charles Town, West Virginia 25414

Dear Mr. Moore:

On behalf of the Jefferson County Planning Commission, I am enclosing for your information and review the Planning Commission's Annual Report for Fiscal Year 1983. This report outlines the activities and accomplishments of the Planning Commission during the period from July 1, 1982 through June 30, 1983.

If the County Commission has any questions regarding the contents of this report, please do not hesitate to contact our office.

Sincerely,

David W. Hill
Planning Director

DWH:ngp
Enclosure

cc: David L. Ash
Charles B. Clendening
Robert D. Ott
Gary L. Phalen
Henry M. Snyder