

SEVENTEENTH ANNUAL REPORT  
Jefferson County Planning Commission  
July 1, 1983 through June 30, 1984

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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

B. Planning Commission Staff

Jonathan W. Hartley, Planning Director \*  
William "Bud" Stine, Assistant Planner \*\*  
Natalie G. Parks, Executive Secretary  
Jefferson Shingleton, Consulting Engineer \*\*\*

\* Mr. Hartley was hired on February 7, 1984, replacing Dave Hill who resigned on November 8, 1983.

\*\* Mr. Stine was hired on March 16, 1984, replacing J. Richard Poe who resigned on January 1, 1984.

\*\*\*Mr. Shingleton was hired on a consulting basis on February 20, 1984, replacing the services provided by Skip Speaks who resigned in February, 1984.

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 1983/84, the Planning Commission held twenty-two (22) 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 1983/84, nine (9) subdivision review work sessions were

held for the purpose of reviewing six (6) Community Impact Statements and seven (7) Preliminary subdivision plats.

D. 1983-84 Budget

	<u>Paid Out</u>
Director, Salary (David W. Hill)	\$ 3,749.94
Director, Salary (J. W. Hartley)	7,636.22
Executive Secretary, Salary	11,913.70
Assistant Planner (Rick Poe)	4,833.30
Assistant Planner (W.B. Stine, Jr.)	2,916.62
FICA	2,130.23
Insurance	1,974.00
Retirement	<u>2,618.48</u>
	\$37,772.49

E. Revenues

Subdivision Regulations	153.00
Subdivision Plat Fees	3,868.50
Improvement Location Permits	3,245.00
Aerial Prints	280.00
Base Map Prints	17.00
Xeroxing	21.25
Postage	<u>1.75</u>
	\$7,586.50

Total revenues increased 88 percent from Fiscal Year 1982/83 and 1983/84 due to an increase in Subdivision Plat Fees and Improvement Location Permit Fees effective March 1, 1984.

F. Improvement Location Permits

Single Family Homes	130 *
Mobile Homes	23 **
Apartment Buildings	6 (46 units)
Garages/Carports	61
Storage Buildings/Workshops	27
Swimming Pools	18
Additions to existing buildings	70
Farm Structures	22
Commercial/Industrial	10
Other	<u>23</u>
Total	390 ***

- \* Shows a 3% increase in the number of permits issued for new homes as compared to 1982/83 Fiscal Year.
- \*\* Shows a decrease of 15% in the number of permits issued for mobile homes as compared to the 1982/83 Fiscal Year.
- \*\*\* Shows a 9% increase in the total number of permits issued as compared to the 1982/83 Fiscal Year.

During Fiscal Year 1983/84, Improvement Location Permits were issued for construction of 199 dwelling units (new homes, mobile homes and apartments) as compared to 203 dwelling units in the previous fiscal year. This represents a 2% decrease in the total number of dwelling units constructed between Fiscal Year 1982/83 and Fiscal Year 1983/84.

G. Enforcement of the Building Code Ordinance

The Planning Commission is responsible for enforcing the County Building Code Ordinance. This Ordinance was adopted in 1980 to meet the requirements of the National Flood Insurance Program. It contains rigid standards for any land altering activities, building construction, or structural improvements proposed in flood prone areas in the County.

Although a number of inquiries have been made about building in flood prone areas, no permit applications have been received or approved under this Ordinance during the Fiscal Year 1983/84. However, due to the recent inquiries, increased activity under this Ordinance can be expected during the next fiscal year.

II. STATUS OF PLANNING

A. Subdivision Ordinance Activity

1. The Planning Commission approved the final plats of the following subdivisions during Fiscal Year 83/84:

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. Lots</u>
Walnut Dell, Sections A & B	Charles Town	2.8	6
Lowe Gardens, PUD	Shepherdstown	1.5	24 apts.
Willow Spring, PUD, Phase I	Charles Town	4.1	52 apts.
Heather Hills	Shepherdstown	6.3	2
Rolling Ridge Study Retreat Community (PUD)	Kabletown	24.9	5 building sites
Willow Brook, Section I and II, PUD	Charles Town	8.6	50

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<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. Lots</u>
Rock Spring Acres	Shepherdstown	6.0	7
Omni Direct Mail	Middleway	1.8	1
Spring Run Apartments	Charles Town	4	38 apts.
Oakridge Apartments	Charles Town	1	18 apts.
Willow Spring Farm, Phase II, PUD	Charles Town	3	40 apts.
Phillip and Pamela Stevens	Middleway	4.8	1
Bracken/Coleman Subdivision	Kabletown	22.69	2
Tri-State Baptist Church 3 Lot Non-Residential Subdivision	Charles Town	5	3
Tuscawilla Hills, Lots 275-284	Charles Town	1.39	10
Brenda Lee Jackson	Charles Town	5.15	1
Joseph S. Bouchelle, Jr.	Shepherdstown	6.0	1
Bavarian Inn Resort (PUD)	Shepherdstown	0.666	12 motel units

2. The following subdivisions have been submitted to the Planning Commission but have not been processed through the final plat stage:

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. Lots</u>
Hall Lots	Harpers Ferry	16.7	4
Muzzey I	Shepherdstown	21.3	10
Eagles Nest South	Kabletown	170	17
Maddex Court I (PUD)	Shepherdstown	3	44 apts.
James D. Horton	Harpers Ferry	6.47	1
Willow Spring Family Fitness Center	Charles Town	1.0	1
Route 340 Mini-Storage (PUD)	Charles Town	1.3	10 building sites
Falling Spring, Section B	Shepherdstown	9.0	2

3. In addition to processing formal subdivisions, the Planning Commission acted on nine (9) requests to permit two principal buildings on one lot (multiple use variances).
4. During the Fiscal Year 1983/84, the Planning Commission staff processed fifty-eight (58) land subdivisions which were exempt from the County Subdivision Ordinance as either legal outsales or transfers from parent to children. In addition, the staff processed an unrecorded number of deed transfers which were also exempt from the Ordinance as mergers or lots of 10 or more acres.
5. Amendments to the Subdivision Ordinance were adopted by the County Commission during this Fiscal Year to modify and increase the application fees. This amendment eliminated substantial differences between the fees for a conventional subdivision and a Planned Unit Development subdivision, and provided additional revenues to defray the costs of the consulting engineer's services associated with reviewing proposed subdivisions.

B. Newsletter

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, media, and other interested parties. Copies of PROFILE are also distributed at various public places throughout the County.

Each issue covers the Planning Commission's activities for a three month period. Highlights of all meetings are provided and a summary of building permit activity is presented. Each issue also contains a couple of feature articles which provide information about county planning, noteworthy federal programs, or areas of special concern to the Planning Commission and staff.

C. Salvage Yard Ordinance

During the 1983 session of the West Virginia Legislature, the laws pertaining to salvage yards were amended to require that a permit be obtained from the County Planning Commission prior to obtaining a salvage yard license from the State Department of Highways. Shortly after adoption, the State Attorney General's office stated that this amendment did not authorize local regulation of salvage yards, but only created a permit program. To address this issue, the legislature further amended the West Virginia Code during the 1984 session to require County Planning Commissions to adopt "reasonable rules and regulations" for the establishment, operation

and maintenance of a salvage yard. This amendment will go into effect on July 1, 1984.

In response to this mandate, the Planning Commission has prepared a draft Salvage Yard Ordinance. This Ordinance combines some of the basic procedures of the existing Subdivision Ordinance with the definitions and requirements of the Code of West Virginia. In addition, minimum setback, fencing, and site design requirements were added to minimize any adverse impacts a salvage yard might have on adjoining properties. A Public Hearing on this Ordinance is planned for early August, 1984. After all public comments are considered, the Salvage Yard Ordinance will be referred to the County Commission where adoption is expected shortly thereafter.

D. Farmland Preservation Activities

The Planning Commission staff acts as Advisory staff to the County Farmland Advisory Committee. During the Fiscal Year 1983/84 the staff assisted the Committee in finalizing the Land Evaluation and Site Assessment (LESA) program and obtaining adoption of this program by the County Commission as a tool to evaluate farmland preservation proposals. In addition, the staff assisted the Farmland Advisory Committee in re-activating the Agricultural Land Preservation Agreements which will begin to expire during the next fiscal year.

E. Comprehensive Plan

Due to changes in staff during the Fiscal Year 1983/84, work on the Comprehensive Plan Update did not progress as expected. Completion of the Comprehensive Plan Update will be the major priority for the Fiscal Year 1984/85.

F. Intergovernmental Cooperation

The Planning Commission has established an open working relationship with other governmental agencies to ensure 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, Department of Highways and Department of Natural Resources; and Federal Department of Interior and Department of Agriculture.