

EIGHTEENTH ANNUAL REPORT

Jefferson County Planning Commission

July 1, 1984 through June 30, 1985

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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. Robert L. Mason \*\*
9. John B. Schley
10. George E. Tabb
11. William E. Walker
12. Robert N. Warren

\* Resigned at the end of his term 3/31/85.

\*\* Appointed to replace Albert G. Hooper, Jr., effective 4/1/85.

#### B. Planning Commission Staff

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

#### 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 1984/85, 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 1984/85, twelve (12) subdivision review work sessions were held for the purpose of reviewing eleven (11) Community Impact Statements and seven (7) Preliminary subdivision plats.

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<u>D. 1984-85 Budget</u>	<u>Paid Out</u>
Director, Salary	\$19,998.96
Assistant Planner, Salary	10,726.88
Executive Secretary	12,852.06
FICA	3,061.55
Insurance	3,042.00
Retirement	<u>4,154.91</u>
	\$53,836.36
Jefferson Shingleton, Engineering Consultant	\$12,498.70

<u>E. Revenues</u>	
Subdivision Regulations	\$ 126.00
Subdivision Plat Fees	4,785.00
Improvement Location Permits	5,810.00
Aerial Prints	1,302.00
Base Map Prints	15.00
Xeroxing	18.25
Multi-Use Variances	<u>450.00</u>
	\$12,506.25

Total revenues increased 64.8 percent from Fiscal Year 1983/84 due mainly to an increase in fees which became effective March 1, 1984, and availability of new aerial photographs.

<u>F. Improvement Location Permits</u>	<u>FY 1983/84</u>		<u>FY 1984/85</u>	
	<u>No.</u>	<u>Value</u>	<u>No.</u>	<u>Value</u>
Apartment Buildings	6	\$ 906,000	12	\$ 3,111,735
	(46 units)		(104 units)	
Single Family Homes				
Detached	130	5,906,984	98	4,990,096
Attached	-	-	39	1,489,769
Mobile Homes	23	258,200	33	238,100
Garages/Carpports	61	216,850	43	216,200
Additions	70	320,212	73	524,850
Accessory Buildings	27	103,500	40	103,200
Farm Structures	22	191,300	19	83,800
Commercial/Industrial	10	1,310,400	30	1,904,050
Swimming Pools	18	156,500	12	115,800
Others	<u>23</u>	<u>502,100</u>	<u>8</u>	<u>13,802</u>
	390	\$9,872,046	407	\$12,791,402
Total dwelling units	199		274	
Average construction cost/ single family home		\$45,438		\$47,298

During Fiscal Year 1984/1985 a record number of permits were issued for building construction as well as a record number of permits for new dwelling units (attached and detached single family homes, mobile homes and apartments). The previous record number of permits was 414 set in 1977. The number of dwelling units increased 38% over the previous fiscal year, from 199 to 274 dwelling units. This was primarily due to the larger number of units in apartment buildings constructed in the county during this time, although single family home construction also increased slightly.

Shown for the first time is a separation between attached and detached single family homes. The attached homes and apartments seem to indicate a trend towards higher density development. Also shown for the first time this year is the value of construction which increased 30% over the previous fiscal year, from \$9.8 to \$12.7 million.

G. Enforcement of Building Code (Flood Plain) 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.

During Fiscal Year 1984/85, five permits were issued for buildings located in flood prone areas. In addition, an unrecorded number of inquiries from realtors, property owners, and financial institutions about the Flood Insurance Program were handled by the staff.

II STATUS OF PLANNING

A. Subdivision Ordinance Activity

1. The Planning Commission approved the final plats of the following subdivisions during Fiscal Year 1984/85:

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
James D. Horton One Lot Subdivision	Harpers Ferry	6.47	1
Hall Lots	Harpers Ferry	16.7	4
Eagle Pass Subdivision	Shepherdstown	5	1
Tuscarwilla Hills, Lots 285-293	Charles Town	1	8 (4 duplex units)
Maddex Court I (PUD)	Shepherdstown	3	44 apt. units
Hendrix One Lot Subdivision	Shepherdstown	6	1
Green Valley, Sections I and II	Kabletown	33	15
Tuscarwilla Hills, Lots 293-304	Charles Town	3.45	12 (6 duplex structures)
Cavalier Summit Lots	Harpers Ferry	1.50	3
Hopewell Run	Middleway	4.32	1
Willow Brook Village, Section III	Charles Town	2.58	27 (townhouses)
Earp One Lot Subdivision	Shepherdstown	9.29	1
John Bracken One Lot Subdivision	Kabletown	3.5	1
Patrick Henry Estates, Section B	Charles Town	8.37	41

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. of Lots</u>
Richard E. Shepp One Lot Subdivision	Shepherdstown	2	1
High View Estates	Middleway	47	10
Oakland Heights, Sections 1 and 2	Charles Town	60	26
Fox Glen, Section F, Resubdivision	Middleway	4½ ±	17 ±
Jefferson Professional Building (PUD)	Charles Town	0.97	10 (professional offices)
Ridge Valley	Shepherdstown	7.88	15
Glendale Farm Estates	Shepherdstown	124	59
Abelow Farm Campsites	Middleway	1	20 (campsites)
Potomac Nursing Home	Shepherdstown	5	(100 patient capacity)
West Woods	Charles Town	26	10
Olde Court House Development Project (PUD)	Charles Town	10	1 (80 room motel 100 seat restaurant)

3. In addition to subdivisions submitted or approved during the 1984/85 Fiscal year, the Planning Commission staff inspected construction activities undertaken in approximately 15 subdivisions approved in previous years, to insure compliance with the Subdivision Ordinance and approved plans.
4. In addition to processing formal subdivisions, the Planning Commission acted on five (5) requests to permit two principal buildings on one lot (multiple use variances).
5. During the Fiscal Year 1984/85, the Planning Commission staff processed ninety-five (95) land subdivisions which were exempt from the County Subdivision Ordinance as either legal outsales, transfers from parents to children, or lots of 10 or more acres with a restriction limiting them to a single family residence as long as the lot is not further subdivided. In addition, the staff processed an unrecorded number of deed transfers which were also exempt from the Ordinance as mergers with existing parcels.
6. Amendments to the Subdivision Ordinance have been drafted during the Fiscal Year 1984/85. The main purpose of these amendments is to establish a minor subdivision review procedure for small (up to four lots) subdivisions intended for single family residences. This procedure is proposed as an alternative to the exemptions presently contained in the Ordinance. Also included in the amendments drafted are additions to the definitions, changes in plat size to conform to the size required by the County Clerk, and changes in language to strengthen areas dealing with flooding, road improvements, and traffic signs.

A public hearing is scheduled for early July, 1985. Based on the comments at the hearing, the Planning Commission will determine what course to pursue.

7. One item related to the administration of the Subdivision Ordinance which surfaced during the Fiscal Year 1984/85 was the requirements for stormwater management for land being developed. To address this, an interim policy was adopted in order to clarify the provisions in the Ordinance.

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 and again in the 1984 session of the West Virginia Legislature, amendments were made to the laws governing the licensing of salvage yards. These amendments established a county permit requirement for all newly established salvage yards as a condition for obtaining a State Salvage Yard License.

In response to this legislation, the Planning Commission prepared a Salvage Yard Ordinance. This Ordinance combines the basic procedures of the County Subdivision Ordinance with the definitions and requirements of the State Salvage Yard Regulations. In addition, minimum setback requirements, fencing and site design requirements were added to minimize any adverse impacts a salvage yard might have on adjoining properties and the County. Following a Public Hearing on August 14, 1984 the proposed ordinance was referred to the County Commission where it was adopted, effective August 23, 1984.

During the Fiscal Year 1984/85, the Planning Commission received one application for a salvage yard permit, which was denied.

D. Comprehensive Plan

Progress on updating the County Comprehensive Plan has been slower than expected during the previous fiscal year, due to the increase in subdivision and permit activity. However, the Planning Commission decided to create a Citizen Advisory Committee to assist in the preparation of the Comprehensive Plan Update. It was felt that this committee would improve citizen input and communication with other citizen groups and organizations, and better reflect the issues and concerns of the public. Volunteers for the committee were solicited from civic groups and organizations around the County. The Planning Commission then selected 18 members for the advisory committee. The Citizen Advisory Committee will be meeting regularly throughout the 1985/86 fiscal year. Part-time staff assistance has also been offered to the Planning Commission by the Eastern Panhandle Regional Planning and Development Council to update the comprehensive plan. This assistance will be used to support the efforts of the Advisory Committee.

E. Farmland Preservation Activities

Since the formation of the Farmland Advisory Committee in 1981, the Planning Commission staff has provided staff assistance to this committee. During the previous fiscal year this assistance has included the preparation of Land Evaluation and Site Assessment (LESA) scores for the purpose of evaluating the preservation value of tracts of land, and the promotion and administration of the Agricultural Land Preservation Agreement Program instituted by the County in 1980. This has led to the renewal of three preservation agreements containing a total of 540 acres, and the addition of more than 1200 acres to the preservation program. The staff has also worked with the Committee in developing goals and objectives for the Committee and initiating a farmland mapping program to be used in the Comprehensive Planning Program.

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, Board of Education, Health Department, Development Authority, Emergency Services, and the offices of the Assessor, County Clerk, and Prosecuting Attorney; the State Departments of Health, Highways and Natural Resources; and the U. S. Departments of Interior and Agriculture.

G. Miscellaneous Meetings

In addition to the regular meetings of the Planning Commission, the Director attended approximately 20 meetings, hearings and conferences. Subjects discussed included:

- General subdivision activity
- County planning and zoning
- Homeowner's Association concerns
- Federal Flood Insurance Program
- Citizens Advisory Committee
- Statewide Building Code
- Washington Square (stormwater management)
- Leetown Pesticide Site Study
- Evitts Run/Flowing Springs Flood Plain Study
- Charles Town By-pass
- Federal Housing Programs
- Farm Bureau concerns
- West Virginia Farmland Trust concerns.