

NINETEENTH ANNUAL REPORT

Jefferson County Planning Commission

July 1, 1985 through June 30, 1986

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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. George E. Tabb, Secretary
5. Charles B. Clendening (designated member from the County Commission)
6. R. Gail Dudash
7. Mary Frances Hockman**
8. Robert L. Mason
9. John B. Schley
10. William R. Howard***
11. Charles Lutman****
12. William E. Walker
13. Robert N. Warren

* Died in January, 1986

** Resigned effective 2/6/86

*** Appointed to replace Mary Frances Hockman effective 4/1/86

**** Appointed to replace Donald Phillips effective 4/86.

B. Planning Commission Staff

Jonathan W. Hartley, Planning Director
Paul J. Raco, Assistant Planner*
Natalie G. Parks, Executive Secretary
Gary A. Laptosh, Consulting Engineer**

* Mr. Raco was hired on May 27, 1986, replacing William "Bud" Stine who resigned on April 14, 1986.

** Mr. Laptosh was hired on a consulting basis on March 15, 1986, to take the place of Davis, Renn & Shrader, Inc. This firm took the duties of Conrad C. Hammann, Jr. on 11/1/85, when Mr. Hammann resigned. Mr. Hammann replaced Jefferson Shingleton in September, 1985.

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 1985/86, 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

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review during normal business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. Also, one special meeting was called in December, 1985.

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 1985/86, thirteen (13) subdivision review work sessions were held for the purpose of reviewing ten (10) Community Impact Statements and eleven (11) Preliminary subdivision plats.

D. 1985-86 Budget

Director, Salary	\$19,999.13
Assistant Planner, Salary - William B. Stine	8,766.65
Paul J. Raco	1,151.12
Executive Secretary	12,836.67
FICA	3,003.64
Insurance	2,984.46
Retirement	4,076.31
	<u>\$52,817.98</u>
Engineering Consultants:	
Jefferson Shingleton	3,310.75
Conrad C. Hammann	1,057.50
Davis, Renn & Shrader	4,500.00
Gary A. Laptosh	4,842.28
	<u>\$13,710.53</u>

E. Revenues

Subdivision Regulations	185.00
Subdivision Plat Fees	4,730.00
Improvement Location Permits	7,085.00
Aerial Prints	1,237.00
Base Map Prints	83.00
Xeroxing	50.75
Multi-Use Variances	375.00
Postage	10.75
Engineer Inspections	150.00
TOTAL	<u>\$13,906.50</u>

Total revenues increased 11.2 percent from Fiscal Year 1984/85.

F. Improvement Location Permits

	<u>FY 1984/85</u>		<u>FY 1985/86</u>	
	<u>No.</u>	<u>Value</u>	<u>No.</u>	<u>Value</u>
Apartment Buildings	12 (104 units)	\$ 3,111,735	4 (36 units)	870,000
Single Family Homes				
Detached	98	4,990,096	178	10,691,107
Attached	39	1,489,769	28	1,092,040

<u>Improvement Location Permits</u> (Continued)	<u>FY 1984/85</u>		<u>FY 1985-86</u>	
	<u>No.</u>	<u>Value</u>	<u>No.</u>	<u>Value</u>
Mobile Homes	33	238,100	47	509,990
Garages/Carports	43	216,200	58	323,623
Additions	73	524,850	65	673,745
Accessory Buildings	40	103,200	32	203,549
Farm Structures	19	83,800	16	178,450
Commercial/Industrial	30	1,904,050	33	5,062,100
Swimming Pools	12	115,800	18	202,560
Others	8	13,802	22	1,725,269
	<u>407</u>	<u>\$12,791,402</u>	<u>501</u>	<u>\$21,532,433</u>
Total dwelling units	274		289	
Average construction cost/ single family home	\$47,298		\$57,200	

During the 1985-86 fiscal year the total number of permits issued exceeded the record high for the second fiscal year in a row. A total of 501 permits were issued as opposed to 407 for the previous fiscal year, an increase of 23%. In addition, a record number of permits were issued for new dwelling units (attached and detached single family homes, mobile homes and apartments), with 289 permits. Also significant with this fiscal year is that the average cost of single family home construction increased 21% from 47,298 to \$57,200.

Another noteworthy trend in this fiscal year's figures, is the overall increase in value of all permits issued. The total value for this fiscal year was \$21,532,433 versus a total value of \$12,791,402 for the 1984/85 fiscal year, an increase of 68%. The greatest increases occurred in detached single family homes and in commercial and industrial buildings, although increases were seen in most other categories as well.

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 1985-86, three (3) 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 1985/86:

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<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Oakland Heights	Charles Town	60	26
Route 340 Mini-Storage (PUD)	Charles Town	1.46	4 buildings
Rockridge Apartments	Charles Town	1.00	12 apartments
Patricia Shirley 1 Lot Subdivision	Middleway	9.14	1
Everhart 2 Lot Subdivision	Middleway	4	2
Sandy Ridge Division of Lot 2	Shepherdstown	2	1
American Society for Continuous Education 1 Lot Subdivision	Charles Town	184	1
William Howard 1 Lot Subdivision	Middleway	2	1
Country Boy Farmer's Market	Charles Town	3.5	1
Glendale Farm Estates, Section 1	Shepherdstown	38.5	10
Tusawilla Hills, Lots 305-324	Charles Town	3.69	20
Bittinger 1 Lot Subdivision	Charles Town	2.49	1
Alex Chevrolet	Charles Town	6	2
Tusawilla Hills, Lots 325-334	Charles Town	4.27	10
Willow Spring Farm, Section III	Charles Town	2.9	40 apartments
Rockridge North Apartments	Charles Town	.87	12 apartments
Jefferson Professional Building (PUD)	Charles Town	.9	10 offices
Muzzey I	Shepherdstown	21	10

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

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Fox Glen, Section F (resubdivision)	Middleway	4.5±	17±
Ridge Valley	Shepherdstown	7.88	15
Potomac Nursing Home	Shepherdstown	5	100 patient
West Woods	Charles Town	26	10
Shepherd Manor (PUD)	Shepherdstown	8	56 apartments
Warm Spring Estates	Charles Town	11	10
Shannondale, Section 5C	Kabletown	11	5
Stafford	Harpers Ferry	39	28
Glenn Meadows	Shepherdstown	24	22
Mike Myers One Lot Subdivision	Harpers Ferry	3	1

3. In addition to subdivisions submitted or approved during the 1985/86 Fiscal Year, the Planning Commission staff inspected construction activities undertaken in approximately 12 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 six (6) requests to permit two principal buildings on one lot (multiple use variances). Five of these requests were approved by the Planning Commission.

5. During the Fiscal Year 1985/86, the Planning Commission staff processed one hundred (100) 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 exempt from the Ordinance as mergers with existing parcels.
6. In Fiscal Year 1985/86 there was one amendment to the Building Code, Subdivision Ordinance and Improvement Location Permit Ordinance. These amendments were adopted on June 19, 1986 and became effective on July 1, 1986. Basically, the amendments removed the fee schedule from the ordinances. In addition, amendments were proposed to the Subdivision Ordinance by a subcommittee of the Planning Commission establishing a minor subdivision procedure in lieu of the present exemptions. After a Public Hearing on July 9, 1985, no further action was taken on this proposal.

B. Salvage Yard Ordinance

The Planning Commission, as of August, 1984, must issue a permit for all newly established salvage yards before one can obtain a State Salvage Yard License.

During Fiscal Year 1985/86, there were no applications for a salvage yard permit. However, the staff has investigated numerous complaints of reported salvage yards.

C. Comprehensive Plan

In an effort to update the Comprehensive Plan, a Citizen Advisory Committee, consisting of eighteen members, was appointed at the end of the 1984/85 fiscal year. This committee is comprised of the following individuals:

Scott Coyle	J. Nicholas Kercheval	Jane Peters
Lou Dittmar	Rosella Kern	William Ramsey
Peter Dougherty	Kenneth Lowe, Jr.	William Senseney
Mary Ann Hammann	Minnie Mentzer	Elise Stiles
Carolyn Hoffman	D. Lee Morgan	William Theriault
Lisa Johnson	A.M.S. "Rusty" Morgan	Theodore Viands

Former Members:

Sam Donley	P. T. Porterfield	Edward Young
Christina Jarrett	Paul Taylor	

In addition, part-time assistance was arranged with the Eastern Panhandle Regional Planning and Development Council to support the county staff and Advisory Committee in their efforts.

The first task undertaken by the Citizen Advisory Committee was to conduct a survey of citizen attitudes toward selected problems in the County. With the assistance of the Planning Commission staff and the West Virginia University Cooperative Extension Service, a survey was prepared and distributed using mailing lists of the Extension Service, publishing the questionnaire in the Panhandle Buyer's Guide, and distributing the questionnaire in other key locations. A total of 327 surveys were returned. The results were then used to guide the Advisory Committee in the preparation of the Plan. The results of the survey as well as an Introduction to the Comprehensive Plan was prepared in draft form in January, 1986, and presented to the Planning Commission.

Upon completing the survey and Introduction, the Advisory Committee broke into subcommittees, based on topical areas, in order to research and prepare an analysis of the problem areas, and to make recommendations to address those problems. Final drafts are expected to be completed and transmitted to the Planning Commission beginning in July, 1986.

Also during the 1985/86 Fiscal Year, the Planning Commission staff and Region 9 staff, prepared three statistical sections on Demographics, Housing and Economic Development. In addition, the Regional Council staff prepared population projections for the County, as well as projections on future school enrollment and other service needs resulting from increased growth.

As a result of the combined efforts of the Citizen Advisory Committee, the Planning Commission staff and the Region 9 staff, a deadline for the completion of a final draft has been set for October, 1986, in order to allow for adoption of the Comprehensive Plan by the end of 1986.

D. Farmland Preservation Activities

Since the formation of the Farmland Advisory Committee in 1981, the Planning Commission has served as the principal staff, with the assistance and support of the West Virginia University Cooperative Extension Service and the U.S.D.A. Soil Conservation Service. The Farmland Advisory Committee met eight times during the 1985/86 Fiscal Year.

During the fiscal year the staffs of the Planning Commission and the Cooperative Extension Service prepared a slide presentation describing the Land Evaluation and Site Assessment (LESA) system. This slide show was presented by the two staffs to a number of meetings, including the South Jefferson Ruritan and the Farm Bureau. In addition, the Farmland Advisory Committee prepared a farmland ownership map as part of the County's efforts to update the Comprehensive Plan.

Also during the 1985/86 Fiscal Year the Planning Commission staff, with the assistance of the local office of the Soil Conservation Service, prepared LESA scores and Agricultural Land Preservation Agreements for 32 properties consisting of almost 11,000 acres. Of these, 12 properties containing 4,800 acres signed Preservation Agreements, committing their land to agricultural use for the next five years.

E. 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.

F. Miscellaneous Meetings and Activities

In addition to the regular meetings of the Planning Commission and the meetings of the Citizen Advisory Committee, the Planning Commission staff attended numerous meetings during the fiscal year related to a wide variety of topics and issues. The staff was also actively involved, in cooperation with Region 9, in the remapping of the County for the 1990 Census and in the proposal by the Eastern Panhandle Soil Conservation District to hire a soil scientist.

Formal speaking engagements by the staff included both the morning and evening Charles Town Kiwanis Clubs, Farm Bureau, South Jefferson Ruritan, Citizens for Rational Growth and the South Jefferson Ministerial Association.

G. Miscellaneous Information Requests

With the increase in development activity over the 1985/86 Fiscal Year, the Planning Commission has received a significant number of requests for information. These requests include inquiries for census information, maps and aerial photos, and general and specific information on growth in the County. On the increase, in particular, are the number of marketing research consultants asking for information on growth of a commercial or residential nature in the County. These requests demand staff time which could otherwise be oriented toward work tasks in tune with the objectives of the Planning Commission.