

TWENTIETH ANNUAL REPORT
Jefferson County Planning Commission
July 1, 1986 through June 30, 1987

TWENTIETH ANNUAL REPORT
Jefferson County Planning Commission
July 1, 1986 through June 30, 1987

I. OPERATION OF THE PLANNING COMMISSION

A. Planning Commission Membership

1. H. Richard Flaherty, President
2. James L. Louthan, Vice President
3. George E. Tabb, Secretary
4. Charles B. Clendening
(designated member from the County Commission)
5. William R. Howard
6. Charles Lutman
7. Robert L. Mason
8. Robert N. Warren
9. R. Gail Dudash
10. John B. Schley*
11. William E. Walker**
12. D. Lee Morgan***
13. William Senseney****
14. Gilbert Page Wright*****

- * Resigned effective 3/31/87
- ** Resigned effective 3/31/87
- *** Appointed to replace John B. Schley
- **** Appointed to replace William R. Howard
- ***** Appointed to replace William E. Walker

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. Laptosh resigned in October, 1986. The firm of Davis, Renn & Shrader, Inc. took over his duties on 10/23/86.

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 1986/87, the Planning Commission held twenty-three (23) Regular Meetings. In addition, five special meetings (work sessions) were held to work on the Comprehensive Plan and five special meetings (work sessions) were held to work on possible amendments to the Jefferson County Subdivision Ordinance. Minutes and tapes of all

meetings and work sessions 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 conducted 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 1986/87, thirteen (13) subdivision review work sessions were held for the purpose of reviewing fourteen (14) Community Impact Statements and ten (10) Preliminary subdivision plats.

D. 1986-1987 Budget

Director, Salary	\$22,030
Assistant Planner, Salary	12,520
Executive Secretary	14,140
FICA	3,332
Insurance	3,600
Retirement	4,426
Engineering	
Gary A. Laptosh	4,815
Davis, Renn & Shrader, Inc.	3,198

E. Revenues

Subdivision Regulations	435.00
Subdivision Plat Fees	15,108.00
Improvement Location Permits	13,463.00
Aerial Prints	1,914.13
Base Map Prints	101.00
Xeroxing	166.25
Multi-Use Variances	825.00
Postage	4.23
Sale of Comprehensive Plans	228.00
	<u>\$32,254.61</u>

Total revenues increased 132 percent from Fiscal Year 1985/86, due to an increase in subdivision plat and Improvement Location Permits fees.

II. BUILDING CONSTRUCTION ACTIVITY

A. Improvement Location Permit Activity

The total number of improvement location permits issued during the 1986/87 fiscal year, as shown on the table below, was only 3 permits less than the record of last fiscal year. A total of 498 permits were issued versus 501 in 1985/86. Likewise, the total value of construction declined slightly from \$21.5 million in 1985/86 to \$20.3 million during the 1986/87 fiscal year.

IMPROVEMENT LOCATION PERMIT ACTIVITY
FY 1985/86 AND FY 1986/87

	<u>FY1985/86</u>		<u>FY1986/87</u>	
	<u>No.</u>	<u>Value</u>	<u>No.</u>	<u>Value</u>
Apartment Buildings	4 (36 units)	870,000	1 (28 units)	500,000
Single Family Homes				
Detached	178	10,691,107	205	13,494,705
Attached	28	1,092,040	4	220,000
Mobile Homes	47	509,990	41	477,800
Garages/Carports	59	326,623	60	310,273
Additions	66	689,245	64	485,940
Accessory Buildings	31	200,549	32	127,413
Farm Structures	16	178,450	20	216,595
Commercial/Industrial	32	5,111,600	46	4,249,144
Swimming Pools	18	202,560	12	161,646
Others	22	1,673,769	13	77,500
	<u>501</u>	<u>\$21,545,933</u>	<u>498</u>	<u>\$20,321,016</u>
Total dwelling units	289		278	
Average Construction cost/ single family home		\$57,200		\$65,621

The total number of new dwelling units created (apartment units, single family homes and mobile homes) also declined from 289 units to 278 units. In contrast to the 1985/86 fiscal year, there were fewer apartments, mobile homes and attached single family homes built during this past year. However, the number of detached single family units increased slightly, balancing the decline in higher density housing. Although the total number of residential permits were down, the total value of residential construction increased during the 1986/87 fiscal year from \$11.8 million in 1985/86 to \$13.7 million. This was also reflected in a higher average construction cost for single family homes, which increased from \$57,200 to \$65,621.

In other categories of permits issued, there were minor increases or decreases of little significance, as shown above. The exception to this is the increase in the number of permits for commercial and industrial buildings, which rose from 32 to 46 permits. However, despite the increase in permit numbers between the two fiscal years the overall value declined from \$5.1 million to \$4.2 million.

G. Enforcement of Flood Plain Management Ordinance

During the past fiscal year, amendments to the County Flood Plain Management Ordinance (formerly the Building Code Ordinance) were prepared to comply with changes made in the National Flood Insurance Program by the Federal Emergency Management Agency. The amendments included: elimination of grandfather clauses for existing mobile home parks and subdivisions; requirements for Elevation Certificates for structures built within the flood plain; and changes in some of the existing definitions. The Planning Commission, after a public hearing held on February 24, 1987, recommended adoption of these amendments. They were formally adopted by the County Commission on March 5, 1987, and became effective April 1, 1987. With these amendments, the County has maintained the availability of federally subsidized Flood Insurance for County residents.

In the 1986/87 fiscal year the Planning Commission staff issued two improvement location permits that were located in flood prone areas. Both of these residences are to build at or above the 100 year flood plain. In addition, the staff received numerous inquiries as to the location of flood prone areas, and prepared a number of parcel maps indicating the regulated flood plain.

A major emphasis in ordinance enforcement activity over the past fiscal year has been permit violations resulting from people returning to areas flooded in November, 1985. Emphasis this year was placed on two mobile home parks located in the vicinity of the Bloomery Bridge. The violations in one park have been resolved, with the assistance of the County Health Department. The violations in the second park are being pursued and appear near resolution. Continuing enforcement activity will be needed in this area, as staff time allows, to address other violations in areas affected by the November, 1985 flood.

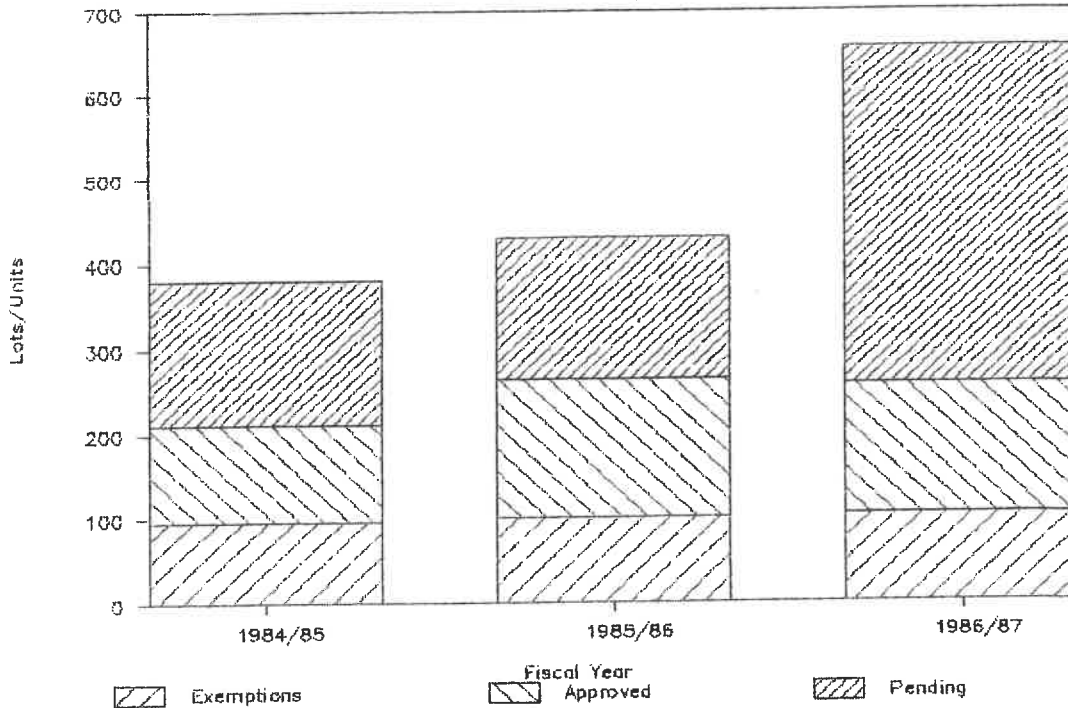
III. LAND DEVELOPMENT ACTIVITY

A. Subdivision Ordinance Activity

The number of lots, sites or units approved by the Planning Commission under the Subdivision Ordinance has fluctuated between 116 and 164 yearly over the last three fiscal years. In addition, the number of lots created through the subdivision exemptions has ranged between 95 and 104 during the same period. However, the number of lots proposed has increased substantially. Combined (approved and proposed lots), the trend at this point indicates a significant increase in subdivision activity. (Subdivision proposals received since July 1, 1987 further bear out this increase in activity.) The level of subdivision activity over the last three fiscal years is shown in the chart on the following page.

A listing of the specific subdivision proposals which have been approved and are currently proposed or pending approval, as of July 1, 1987, can be found in Appendix 1.

SUBDIVISION ACTIVITY FOR FY 1984-1987
BY NUMBER OF LOTS/UNITS



In addition to the subdivision activity described above, the Planning Commission received and approved six variance requests to permit two or more principle buildings on a single lot.

B. Construction Inspections and Bonding

Once a project is approved by the Planning Commission, the Planning Commission staff, and primarily, the County Engineer, inspect the subdivision improvements to insure that they conform with the approved plans. At present, these inspections are made according to a mile stone chart to insure only completion and basic quality of construction. More frequent inspections or announcing inspections to insure quality during construction are precluded due to the limited engineering services available. During the 1986/87 fiscal year, inspections were made in many of the subdivisions approved this year as well as approximately 20 subdivisions approved in previous years.

In addition to the inspections, the Planning Commission staff administers construction bonds provided by developers to insure completion of improvements. As of July 1, 1987 the total value of the bonds held by the County was \$612,482. The subdivisions currently bonded and the amount and form of security are listed in Appendix II.

C. Subdivision Ordinance Revisions

During the spring of 1987, the Planning Commission held five work sessions to discuss possible amendments to the County Subdivision Ordinance. The main focus of these sessions was the concern over the quality of the ground water given the recent trend towards smaller lot sizes on individual septic systems. Guest speakers at these work sessions included: John Cooper, County Health Department; Lee Snyder, Snyder Enterprises, Inc.; and William Jones, hydrologist.

As a result of these sessions draft amendments were prepared for discussion which would require central sewer for developments over a certain size and density. Other areas discussed for possible amendment include the subdivision exemptions, definitions, and plat size requirements. These proposed amendments will be subject to a public hearing, and after consideration of the comments received, referred to the County Commission for adoption.

D. Salvage Yard Ordinance Activity

The Jefferson County Salvage Yard Ordinance, adopted in August, 1984, establishes regulations for salvage yards not previously permitted by the State Department of Highways. The ordinance applies to the collection of three or more "junked" motor vehicles (unable to pass state inspection) or other certain accumulations of ferrous and non-ferrous material. Requirements include setbacks, fencing, and other site design standards intended to minimize adverse impacts of a salvage yard.

During the 1986/87 fiscal year, there were no applications received for a salvage yard permit. However, the Planning Commission staff investigated approximately twelve complaints at various locations around the County. Most of these complaints were determined not to constitute a salvage yard by the definition of "junked" motor vehicles.

III. STATUS OF PLANNING

A. Comprehensive Plan

One of the biggest accomplishments during the past fiscal year was the completion and adoption of the Jefferson County Comprehensive Plan. This effort was initiated in July, 1985 with the appointment of the Citizen Advisory Committee, consisting of eighteen members as follows:

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
Christina Jarrett

P.T. Porterfield
Paul Taylor
Edward Young

Meeting twice a month, with more frequent subcommittee meetings, this committee researched background information on a wide range of issues and formulated recommendations to guide the County in addressing existing and potential problems. The plan was then reviewed by the Planning Commission which resulted in a number of minor revisions to the text and recommendations.

A public hearing was held at the Jefferson County High School on December 10, 1987 with approximately 100 people attending. The comments obtained at the hearing were considered at the next meeting on December 16 th., after which the Plan was recommended for adoption. The Plan was formally adopted by the County Commission on December 25, 1987.

One of the comments voiced at the public hearing was the need to prioritize the recommendations contained in the Plan. In response to this, the Planning Commission held two meetings during January and February to obtain public input. A list of priorities, based on the chapters in the Comprehensive Plan was conveyed to the County Commission on February 26, 1987.

B. Preparation of Zoning

With the completion of the Comprehensive Plan, the Planning Commission initiated a work program towards the preparation of a zoning ordinance for the County. The first task has been to determine which basic form of zoning to pursue. The Planning Commission appointed another advisory committee, called the Zoning Options Citizen Committee, to explore this issue and make a recommendation to the Commission. This committee was formed in May, 1987 and instructed to complete their recommendations by September, 1987. The committee contains the following individuals:

William D. Theriault
Douglas S. Rockwell
Edgar Williams
John Clark
Scott Coyle
Stanley Dunn

James S. Hecker
J. Nicholas Kercheval
Charles E. Thompson
William V. White
Ward Ziegler

C. Farmland Preservation Activities

During the 1986-87 fiscal year there was little activity with the Agricultural Farmland Preservation program due to other demands on the Planning Commission staff. However, in conjunction with the Comprehensive Plan effort, the Planning Commission staff assisted the Cooperative Extension and the Citizen Advisory Committee in a series of six round-table discussion held throughout the County. The results of these meetings were incorporated into the Comprehensive Plan.

D. 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 Agriculture and Interior.

E. Miscellaneous Meetings and Activities

In addition to the regular and special meetings of the Planning Commission, Citizen Advisory Committee and the Zoning Options Citizen Committee, the Planning Commission staff has attended numerous meetings, conferences and worksessions on such topics as the Flowing Springs/ Evitts Run Flood Plain Study, Resource Conservation and Development, the proposed Charles Town Bypass, Shepherd College Master Plan, Flood Plain Management, and the overall growth and development in the County.

Formal speaking engagements by the staff include both morning and evening Charles Town Kiwanis Clubs, Chamber of Commerce, Bakerton Ruritan, and League of Woman Voters. In addition the staff conducted a series of six work-sessions for the City of Ranson on the the administration of their zoning ordinance. The staff also made a formal presentation on an alternative form of land use controls from traditional zoning at the October, 1986 West Virginia Planning Association conference at Twin Falls State Park.

This year, as with the previous four or five years, the Planning Commission and staff have actively lobbied for passage of legislation which would allow the County to adopt a building construction code. Despite one or more letters to each legislator and numerous phone call, no such legislation was passed during this last session. Efforts will continue to be made to accomplish this change in the State Code.

F. Miscellaneous Information Requests

As with the previous fiscal year, a large portion of the staff time is devoted to responding to inquiries received in person and by telephone. A large portion of these inquiries are directly related to building and subdivision activity. However, the Planning Commission also receives numerous requests for census information, aerial photographs, flood plain information, and general information related to appraisals and marketing studies. The staff keeps a daily log of all in-coming and out-going telephone calls and all visits in person. In addition, the County switchboard keeps a daily log of in-coming calls, which reflects the increasing number of inquires handled by the staff.

APPENDIX 1

SUBDIVISIONS APPROVED DURING FY 1986/87

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Hall Lots	Harpers Ferry	16.50	2
Ridge Valley	Shepherdstown	8.00	12
Shannondale, Section 5-C	Kabletown	10.08	5
Stafford	Harpers Ferry	39.00	28
Glenn Meadows	Shepherdstown	24.25	22
Uvilla Estates	Harpers Ferry	45.24	19
Winchester Cold Storage Warehouse Development PUD	Charles Town	11.40	4 Sites
Luttrell Two Lot Subdivision	Kabletown	9.00	2
Holinger Lots North	Middleway	5.00	2
Shannondale, Section 29-F	Harpers Ferry	25.00	11
Resubdivision of Oakleigh, Lots 29, 30 and 3132	Shepherdstown	9.13	3
Maddex Professional Building Building, Section 1	Shepherdstown	1.47	6 Prof.off.
Guy Cornell Estates	Middleway	32.00	9
Tuscawilla Hills, Lots 335-355	Charles Town	12.05	21
Porterfield One Lot Subdivision	Shepherdstown	5.00	1
Ledge Lowe Estates, Section C	Shepherdstown	4.83	1
Zimbro Two Lot Subdivision	Middleway	6.02	2
Goodrich Two Lot Subdivision	Shepherdstown	3.69	1
Pimental Subdivision	Harpers Ferry	<u>21.57</u>	<u>3</u>
		289.23	154

SUBDIVISIONS PENDING AT THE END OF FY 1986/87

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Universal Enterprises One Lot Subdivision	Charles Town	2.42	1
Spare Parts Trading Corp.	Charles Town	2.00	1
Camper Resort	Charles Town	300.00	Phase I 150 sites 30 cabins
Cress Creek, Phase I	Shepherdstown	18.00	30
Eastland, Section I	Charles Town	13.93	7
Norwood	Harpers Ferry	83.00	66
Shawley's LP Gas Propane Storage	Middleway	3.50	1
Schaeffer's Crossroads	Charles Town	39.00	36
Farview Farm	Shepherdstown	23.14	9
Proposed Commercial Development U.S. Route 340 (Patron & Winters)	Charles Town	13.00	Retail Sales 135,675 sf
Border Square I	Middleway	21.00	9
Runnymede	Charles Town	32.00	10
Shopping Center (U.S. Route 340) by McKenzie Properties	Charles Town	16.00	Retail Sales 132,035 sf
Eastland, Section II	Charles Town	24.68	18
Bel-Air Estates	Harpers Ferry	47.00	40
Robert Rawlings One Lot Sub.	Harpers Ferry	1.43	1
Wayne Braunstein One Lot Sub.	Middleway	2.50	1
Grainlands, Lot 2A	Kabletown	3.00	1
Barbara Allen White One Lot Sub.	Middleway	3.00	1
Darren Lisse One Lot Subdivision	Shepherdstown	2.74	1
Big Oaks Subdivision (Ward Larue)	Shepherdstown	12.34	1

APPENDIX II

OUTSTANDING CONSTRUCTION BONDS AS OF JULY 1, 1987

<u>Subdivision</u>	<u>Security</u>	<u>Amount</u>
Cavaland South	Deed of Trust on Lot A-17	\$5,000.00
Tuscawilla Hills, Lots 262-274	Deed of Trust	7,500.00
Tuscawilla Hills, Oakridge Lot	Deed of Trust	1,500.00
Tuscawilla Hills, Lots 275-292	Deed of Trust	6,000.00
Tuscawilla Hills, Lots 293-304	Deed of Trust	4,000.00
Tuscawilla Hills, Rockridge Apartments	Deed of Trust	11,100.00
Tuscawilla Hills, Lots 325-334	Deed of Trust	13,500.00
Tuscawilla Hills, Lots 335-355	Deed of Trust	142,400.00
Tuscawilla Hills, Lots 335-355	Ltr. of Credit	27,000.00
Willow Brook, Section I	Cash-in-Escrow	3,967.50
Willow Brook, Section II	Cash-in-Escrow	9,712.00
Patrick Henry Estates, Sec. B	Cash-in-Escrow	60,840.00
Oakland Heights, Sections 1 & 2	Cash-in-Escrow	574.75
Green Valley, Section II	Deed of Trust	11,212.00
Willow Brook, Section III	Cash-in-Escrow	34,702.00
Maddex Court	Cash-in-Escrow	4,000.00
Ridge Valley	Cash-in-Escrow	36,730.00
Stafford	Cash-in-Escrow	92,225.00
Universal Enterprises	Cash-in-Escrow	10,000.00
Maddex Professional Center, Phase I	Cash-in-Escrow	3,700.00
Shannondale, Section 29-F	Cash-in-Escrow	35,344.00
Uvilla Estates	Deed of Trust	<u>91,485.00</u>
		\$612,482.25