

TWENTY-FIRST ANNUAL REPORT
JEFFERSON COUNTY PLANNING COMMISSION
JULY 1, 1987 THROUGH JUNE 30, 1988

Jefferson County Planning Commission
 Twenty-first Annual Report
 July 1, 1987 through June 30, 1988
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Also, in March, one meeting was held with developers, engineers and surveyors, and one meeting was held with farmers and the general public for the purpose of receiving input from them before preparation of a tentative zoning draft. In April three additional meetings were held at different sites for the purpose of receiving public comments on the draft of the Zoning and Development Review 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 1987/88, twenty (20) subdivision review work sessions were held for the purpose of reviewing thirty-five (35) Community Impact Statements and twenty-seven (27) Preliminary subdivision plats.

D. 1987-1988 Budget

Director, Salary (Jonathan W. Hartley)	5,611.49
Director, Salary (Paul J. Raco)	19,309.98
Assistant Planner, Salary	4,749.98
Executive Secretary	15,000.35
FICA	3,646.00
Insurance	3,300.00
Retirement	4,844.00
Engineering	
Davis, Renn & Shrader, Inc.	2,915.00
Facility Design Group (John Laughland)	6,142.50
In-Site Technical Services	3,097.50

E. Revenues

Subdivision Regulations	840.00
Subdivision Plat Fees	60,730.00
Improvement Location Permits	50,374.00
Aerial Prints (+postage)	1,250.40
Base Map Prints and Subdivision	
Location Maps	160.00
Flood Plain Study	10.00
Quad Sheets	5.00
Certification for Court Case	19.00
Photo copying	221.95
Multi-Use Variance Requests	1,425.00
Subdivision Exemption Fees	5,900.00
Community Impact Statement Fees	3,200.00
Sale of Comprehensive Plan	456.00
Sale of Draft Zoning Ordinance	763.00
TOTAL	<u>\$125,354.35</u>

Total revenues increased 289 percent from Fiscal Year 1986/87, due to increased subdivision processing fees and Improvement Location Permit fees and increased subdivision activity in advance of the adoption of an anticipated zoning ordinance.

II. BUILDING CONSTRUCTION ACTIVITY

A. Improvement Location Permit Activity

The total number of Improvement Location Permits issued during the 1987/88 fiscal year, as shown on the table below, increased by 27 over the last fiscal year. A total of 525 permits were issued versus 498 in 1986/87. Likewise, the total value of construction increased from \$20.3 million in 1986/87 to \$27.5 million during the 1987/88 fiscal year.

IMPROVEMENT LOCATION PERMIT ACTIVITY
 FISCAL YEAR 1986/87 and FISCAL YEAR 1987/88

	<u>FY1986/87</u>		<u>FY1987/88</u>	
	<u>No.</u>	<u>Value</u>	<u>No.</u>	<u>Value</u>
Apartment Buildings	1	500,000	7	1,440,000
	(28 units)		(60 units)	
Single Family Homes				
Detached	205	13,494,705	252	17,139,083
Attached	4	220,000	16	913,000
Mobile Homes	41	477,800	31	421,350
Garages/Carports	60	310,273	55	290,414
Additions	64	485,940	63	618,167
Accessory Buildings	32	127,413	28	122,200
Farm Structures	20	216,595	14	343,000
Commercial/Industrial	46	4,249,144	41	5,781,985
Swimming Pools	12	161,646	14	193,477
Others	13	77,500	4	206,500
	<u>498</u>	<u>\$20,321,016</u>	<u>525</u>	<u>\$27,469,176</u>
Total dwellings units	278		359	
Average Construction cost/ single family home		\$65,621		\$55,464

The total number of new dwelling units created (apartment units, single family homes and mobile homes) also increased from 278 units to 359 units. All single family homes showed an increase over the previous year, except mobile homes. Although the total number of dwelling units increased substantially, the total average value of residential construction decreased from \$65,621 per dwelling unit in 1986/87 to \$55,464 in 1987/88, or slightly over \$10,000 per unit.

The number of permits issued for commercial/industrial buildings decreased by 5. However, the value of the construction in this category increased from \$4.2 million in 1986/87 to \$5.7 million in 1987/88. Overall, the number of permits increased by 81 over the previous fiscal year and the total construction value increased by \$1.5 million.

B. Improvement Location Permit Ordinance Revisions

Proposed amendments necessitated by concerns over water quality and quantity were reviewed by the Planning Commission. These proposed amendments will require verification by a well driller that a well has been drilled and is producing a sufficient quantity of potable water. In addition, verification from the Highway Department that application has been made for a Highway Entrance Permit will be required, and an approved site plan will be required for any commercial, industrial or multi-family dwelling project.

C. Enforcement of Flood Plain Management Ordinance

In the 1987/88 Fiscal Year, the Planning Commission staff issued seven (7) Improvement Location Permits for construction on lots within flood prone areas. Five of these permits were for construction that is to be located at or above the 100 year flood plain. Two permits, one for a storage building and one for a garage, were granted variances by the Jefferson County Commission.

In addition, the Staff received numerous inquiries as to location of flood prone areas, and prepared a number of parcel maps indicating the regulated flood plain. The construction on five of these permits is to be located outside of the flood prone area on the lot.

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 332 yearly over the last four fiscal years. In addition, the number of lots created through the subdivision exemptions has ranged between 88 and 104 annually 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.

A listing of the specific subdivision proposals which have been approved and are currently proposed or pending approval, as of July 1, 1988, can be found in Appendix 1.

In addition to the subdivision activity described above, the Planning Commission received and approved nine (9) variance requests to permit two or more principal 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.

In addition to the inspections, the Planning Commission Staff administers construction bonds provided by developers to insure completion of improvements. As of July 1, 1988, the total value of the bonds held by the County was \$679,385.75. The subdivisions currently bonded and the amount and form of security are listed in Appendix II.

C. Subdivision Ordinance Revisions

During the 1987/88 Fiscal Year, the Planning Commission held four special meetings (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, which precipitated the addition of a requirements for a centralized sewer and water system for subdivisions containing 50 or more lots, increasing the right-of-way and shoulder widths for subdivisions requiring paved roads, adding ditching standards, townhouse standards, and commercial site plan standards, and strengthening of the stormwater management requirements.

In addition, changes needed in order to dovetail the Subdivision Ordinance with the proposed zoning ordinance, were proposed. After further Planning Commission review, the 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, established 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 1987/88 Fiscal Year, no applications were received for a salvage yard permit. However, the Planning Commission Staff investigated approximately thirty (30) complaints at various locations around the County. Most of the complaints were determined not to constitute a salvage yard by the definition of "junked" motor vehicles.

III. STATUS OF PLANNING

A. Preparation of Zoning

With the completion of the Comprehensive Plan in the last fiscal year, much effort has been directed in the 1987/88 Fiscal Year to the development of a zoning ordinance.

The report of the Zoning Options Citizen Committee, which was appointed in May, 1987, to explore different zoning forms and make a recommendation to the Planning Commission on the form the Committee felt would be most desirable for Jefferson County, was received September 8, 1987.

The Zoning Options Citizen Committee report recommended a LESA-based (Land Evaluation and Site Assessment) system in combination with some traditional zoning features. On October 27th a public forum was held to introduce a LESA-based zoning system.

In January, 1988, Fox Associates was selected as the consultants to prepare a zoning ordinance, to be developed and closely coordinated by the Director of Planning and the Assistant Prosecuting Attorney.

In March one meeting was held with developers, engineers and surveyors, one meeting was held with farmers, and one with the general public for the purpose of receiving input from them before actual preparation of a tentative zoning draft of the Zoning and Development Review Ordinance.

In April, three additional meetings were held at different sites for the purpose of receiving public comment on the tentative draft of the Zoning and Development Review Ordinance. On May 3rd the Planning commission held a work session to review the oral and written comments received at the public meetings. On May 24th the Planning Commission recommended the final report of the Zoning and Development Review Ordinance to the County Commission, and on July 7, 1988, zoning was adopted by the County Commission.

C. 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 communicates with on a regular basis include: the Jefferson County Commission, Board of Education, Health Department, Development Authority, Emergency Services, Public Service District 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.

D. Miscellaneous Meetings and Activities

In addition to the regular and special meetings of the Planning Commission and the Zoning Options Citizen Committee, the Planning Commission Staff has attended numerous meetings, conferences and work sessions on such topics as groundwater protection, zoning, subdivision ordinance and stormwater management. Formal speaking engagements by the Staff included the Charles Town Kiwanis, Shepherdstown Rotary, Eastern Panhandle Home Builders Association, Shepherdstown Men's Club, and the Hometown Spotlight on WXVA.

This year, as with the previous five or six years, the Planning Commission and Staff have actively lobbied for passage of legislation which would allow the County to adopt a building construction code. In the 1988 meeting of the Legislature, enabling legislation was passed to allow counties to adopt a uniform building code, which is currently being prepared by the State Fire Marshal's office.

The Planning Commission also actively lobbied for passage of legislation which would allow counties to institute impact fees on new development and to provide counties with home rule powers. Efforts will continue along these lines in the 1988-89 Fiscal Year.

F. Miscellaneous Information Requests

As with previous fiscal years, a large portion of 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. In addition, since the zoning effort has been underway, numerous inquiries are directed along this line. The Staff keeps a daily log of in-coming and out-going telephone calls and visits in person. Also, the County switchboard keeps a daily lot of in-coming calls, which reflects an increasing number of inquiries handled by the Staff.

APPENDIX 1
Subdivisions Approved During Fiscal Year 1987/88

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Shannondale, Section 6-C	Kabletown	20	11
Shannondale, Section 3-M	Kabletown	17	10
Emmett Boyd Minor Subdivision	Charles Town	2	2
Tuscowilla Hills, Lots TH-7 through TH-12	Charles Town	0.536	6
Eastland, Section II-B	Charles Town	22	21
Highland Meadows, Section I	Middleway	26	10
Shasta East, Section Two	Charles Town	5	9
D. L. Morgan Minor Subdivision	Shepherdstown	12.9	2
Jessie Hendrix Minor Subdivision	Shepherdstown	23	2
John Armstrong Residue and One Lot Commercial Subdivision	Charles Town	5	2
Shepherd Wood	Shepherdstown	24	10
Glendale Estates	Shepherdstown	83	33
Roushakes Subdivision	Kabletown	290	4
Jackie McDonald Minor Subdivision	Harpers Ferry	13.14	3
Gary James Minor Subdivision	Shepherdstown	12.7	2
Alymer Morgan Two Lot Subdivision	Middleway	62.47	2
Meadow Ridge Section, Cress Creek Development	Shepherdstown	21.5	24
Norwood, Sections 1 and 2	Harpers Ferry	82.8	65
Helen Jones Subdivision	Charles Town	0.89	1
Kilroy/Speck Minor Subdivision	Shepherdstown	2.8	1
Tuscowilla Hills, Lots 356 through 363	Charles Town	2	8
Eastland, Section II-D (Swim and Tennis Club Lot)	Charles Town	2.9	1
Old National Bank (Mountaineer Plaza)	Charles Town	14	1
Schaeffer's Crossroads	Charles Town	41	36
Farview Farm	Shepherdstown	23	9
Tuscowilla Hills, Lots TH-1 through TH-6	Charles Town	0.6	6
Division of Parcel B, Woodbury	Middleway	10	2
Rolling Ridge Farm Subdivision (Braunstein/Wall)	Middleway	25	2
Norwood One Lot Subdivision	Harpers Ferry	2.93	1
Eastland, Section II-A	Charles Town	24.67	18
Dauer Two Lot Subdivision	Middleway	13.7	2
Grainlands, Lot 2-A	Kabletown	3	1
Barbara White One Lot Subdivision	Middleway	3	1
Eastland, Section 1	Charles Town	10.9	7
Darren Lisse One Lot Subdivision	Shepherdstown	2.7	1
Ward LaRue One Lot Subdivision (Big Oaks)	Shepherdstown	2.3	1
Everhart One Lot Subdivision	Middleway	5.28	2
Highland Meadows, Section I	Middleway	26	10
Somerset Village	Charles Town	16	3
 Total		 955.716	 332

SUBDIVISIONS PENDING AT THE END OF FISCAL YEAR 1987/88

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Highland Meadows, III	Middleway	21	7
Morgan One Lot Subdivision (D. Lee and Mary Ann Morgan)	Shepherdstown	3.9	1
David Zimmerman 2 Lot Subdivision	Kabletown	2.15	1
Silver Spring & Smithfield Farms, Inc.	Kabletown	17	1
Blackie Davis Two Lot Subdivision	Kabletown	3	1
Edgewood, South	Middleway	12	7
Edgewood, North	Middleway	10.8	4
Stickler Minor Subdivision	Shepherdstown	3.8	2
Orndoff Farm	Middleway	2.81	1
Falling Spring, Section B	Shepherdstown	5.27	2
Cloverdale, Section II	Kabletown	116.7	82
Wolf Management Service	Charles Town	4	1
Shepherd College Foundation Minor Subdivision	Shepherdstown	18	2
Eastland, Section II-E	Charles Town	11	4
Ridge Meadow	Shepherdstown	52	35
John Duffy Farm Minor Subdivision	Harpers Ferry	15	1
Old Camp Estates	Shepherdstown	14	7
Rodney Loy Two Lot Subdivision	Middleway	13	2
Shannondale, Section 31-F	Harpers Ferry	40	12
Shannondale, Section 7-C	Harpers Ferry	25	20
Walter Newman Two Lot Subdivision	Middleway	10	2
Opequon Village	Middleway	176	250
Highpoint	Kabletown	30	12
Mouser Hall	Kabletown	247	146
Elk Branch	Shepherdstown	28	13
Cedar Grove Homesites	Middleway	16.6	7
Morgana	Shepherdstown	100	23
Cherry Hill	Middleway	71	43
Deer Mountain Estates	Harpers Ferry	115	81
Stratford Village	Kabletown	23	18
Eastland, Section II-C	Charles Town	6.5	5
Highland Meadows, Section II	Middleway	41.5	16
Meadowlands	Middleway	38.1	36
Quail Run (formerly Tree Line)	Kabletown	139	98
West Wind	Harpers Ferry	10	4
Brentwood	Harpers Ferry	10	4
Homewood Hills	Charles Town	46.7	10
Avenel	Kabletown	32.88	15
Apple Blossom Meadows	Charles Town	23	20
Charles Town Station Shopping Center	Charles Town	17.5	1
Norwood, Sections 3 and 4	Harpers Ferry	48	26
White Rocks Farm	Shepherdstown	68	10
Canvasback Ridge (formerly Highland Station)	Harpers Ferry	64	41
Steeplechase (formerly The Knolls)	Shepherdstown	104	56
Leetown Knolls	Charles Town	33	15
Fox Glen, Lot 4 Division	Middleway	3.9	4
Huntfield	Charles Town	480	800

Subdivisions Pending at the End of Fiscal Year 1987/88
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Cloverdale, Section I	Kabletown	79	57
Fairway Manor (formerly Beallair Estates)	Harpers Ferry	100	45
Stonebrook Subdivision	Charles Town	47	36
Runnymede	Kabletown	32	10
Border Square I	Middleway	21	9
Universal Enterprises One Lot Subdivision	Charles Town	2	1
Dodson Acres West	Shepherdstown	21	5
Robert Rawlings One Lot Subdivision	Harpers Ferry	<u>1.15</u>	<u>1</u>
Total		2,676.26	2,113

APPENDIX II
 Outstanding Construction Bonds As Of July 1, 1988

<u>Subdivision</u>	<u>Security</u>	<u>Amount</u>
Willow Brook, Section I	Cash-in-Escrow	3,967.50
Willow Brook, Section II	Cash-in-Escrow	9,712.00
Willow Brook, Section III	Cash-in-Escrow	8,730.00
Maddex Court	Cash-in-Escrow	4,000.00
Patrick Henry Estates, Section B	Cash-in-Escrow	1,500.00
Oakland Heights, Sections 1 and 2	Cash-in-Escrow	574.75
Green Valley, Section II	Deed of Trust	11,212.00
Stafford	Cash-in-Escrow	92,225.00
Maddex Professional Center, Phase I	Cash-in-Escrow	3,700.00
Uvilla Estates	Deed of Trust	91,485.00
Eastland, Section I	Letter of Credit	5,750.00
Eastland, Section II-A	Letter of Credit	81,017.50
Farview Farm	Cash-in-Escrow	9,200.00
Old National Bank	Cash-in-Escrow	25,000.00
Tuscawilla Hills, Rockridge/Ridge Drive	Deed of Trust	15,100.00
Tuscawilla Hills, Lots 325-355	Deed of Trust	85,400.00
Tuscawilla Hills, Lots 325-355	Letter of Credit	28,300.00
Tuscawilla Hills, Lots 356-363	Deed of Trust	49,300.00
Tuscawilla Hills, Remainder of TH-1 through TH-6 and all of TH-7 through TH-12	Deed of Trust	21,500.00
Tuscawilla Hills, Lots 305-324	Cash-in-Escrow	17,400.00
Schaeffer's Crossroads	Letter of Credit	31,500.00
Muzzey I	Cash-in-Escrow	4,612.00
Shannondale, Sections 3-M and 6-C	Deed of Trust	44,850.00
Highland Meadows, Section I	Letter of Credit	33,350.00
 Total		 \$679,385.75