

**SPECIAL SESSION:**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on December 11, 2014 at 9:30 am (An audio file of the December 11, 2014 meeting is available through the Jefferson County Commission Office.)

**PRESENT:**       Walt Pellish, President  
                  Jane Tabb, Vice President  
                  Dale Manuel, Commissioner  
                  Patsy Noland, Commissioner  
                  Lyn Widmyer, Commissioner  
                  Debbie Keyser, County Administrator  
                  Jennie Brockman, Director of Planning and Zoning  
                  Alex Beaulieu, Project Manager Planning and Zoning  
                  Jessica Carroll, Administrative Assistant

**RE:       Work Session on the 2014 Draft Comprehensive Plan**

Commissioner Pellish called the meeting to order at 9:32 am and Commissioner Widmyer led the Pledge of Allegiance. Jennie Brockman, Director of Planning and Zoning, provided the Commission with a draft of the comment matrix containing all of the public comments the Commission has received thus far as the result of the Public Hearing on the 2014 Draft Comprehensive Plan and the staff recommendations made in response to the comments. The departmental memorandum following these minutes reflects the consensual changes made to the 2014 Draft Comprehensive Plan document by the County Commission.

The work session recessed at 12:36 pm.

The work session reconvened at 7:00 pm.

The work session was called back into session at 7:03 pm by Mr. Pellish. The Commission focused solely on editing the 2014 Draft Comprehensive Plan Land Use Maps during this session, and the suggested edits made to the Land Use Maps section can also be found in the memorandum attached to these minutes.

The work session was adjourned at 8:48 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

---

WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



# Jefferson County, West Virginia

## Departments of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor  
Charles Town, WV 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Fax: (304) 728-8126

### MEMORANDUM

**TO:** County Commission  
**FROM:** Jennifer M. Brockman, AICP, Director, Planning and Zoning  
**DATE:** January 6, 2015  
**RE:** Comments Received on Envision Jefferson 2035 Draft (12/11/14 Work Session)

\*\*\*\*\*

On December 11, 2014 the County Commission met with Planning and Zoning staff to review and discuss the current draft Envision Jefferson 2035 Comprehensive Plan. During this work session, we reviewed the Plan's Overview and all of Section 1, Land Use and Growth Management Element (pages 7-65). Staff is preparing the text and map edits related to all of the input received from the County Commission and a red-lined version will be presented back to the County Commission when the review of the Plan is complete. The final edited version for the County Commission's final approval will include changes highlighted in yellow, which are the County Commission's recommended revisions as well as redlined changes that are not highlighted, which are staff recommended changes (the majority of which are editorial). For the sake of remaining transparent, staff will track any and all changes to the Plan including grammar, spelling, and punctuation.

All of the Planning Commission's recommended changes that are shown as redlined edits to the current draft from October 14, 2014 have been accepted and will no longer be shown as a redlined edit on the next version of the Plan presented to the County Commission.

#### Summary of County Commission Recommended Changes 12/11/14

- Page 7: added text from state code addressing general purpose of a Comp plan.
- Page 15: added reference to Future Land Development Map
- Page 17: added Future Land Development Map; also included 11x17 size in appendix F – Maps.
- Page 19: **Urban Growth Boundary**, last paragraph amended to read: “...Any property located within the UGB has the right to request to upzone to a more intense use.”
- Pages 24, 25, 37, 38: Amended text to reflect the CC's request to eliminate the use of the LESA system.
- Page 26: amended text to read: “~~It is hoped~~ **This Plan recommends** that new development will take place in areas where infrastructure exists...”
- Page 30: amended Recommendations #2 and 2.a to read:
  - #2: “**Any property owner can initiate a zoning map amendment.**”
  - #2.a: “**The review of all zoning map amendment requests shall include consideration of the Future Land Use Map and Land Use policies created as part of this Plan.**”
- Page 31: deleted Recommendation 5.f which references two-tiered impact fees.
- Page 32: amended Recommendation 8.a to read: “**Encourage the clustering of development so that the developer retains their density while dedicating community facilities.**”

- o Page 33: amended Recommendation 12.c to read: "...stating that public water and sewer infrastructure can be provided to the proposed property to be rezoned (**including cost**), before any zoning map amendments occur in this area."
- o Page 33: delete the last sentence from Recommendation #13.b: "...~~The purpose this area would be to reduce conflicts in the future associated with any road widening.~~"
- o Page 39: amended text to read: "In 2007, **28%** of all farm operators reported an income of **more** than \$10,000 from agricultural activities; however, in 2012 that number improved with **42%** of all farm operators reporting an income of **more** than \$10,000 from agricultural activities..."
- o Page 41: amended Recommendation 4.b to reflect CC request to eliminate the LESA system.
- o Page 42: deleted Recommendations #7, 7.a, and 7.b.
- o Page 42: added Recommendations #7 and 7.a:
  - o #7: "**Explore policies in concert with the Public Service District (PSD) and municipalities regarding rural water and sewer infrastructure.**"
  - o #7.a: "**Explore legislative options that would allow equitable distribution of cost sharing with entire development community along with rate paying base (i.e. Capital Improvement Fees).**"
- o Page 42: added Recommendation #8.a: "**The JCDA should employ a small farm agriculture agency.**"
- o Page 50: delete last sentence of second paragraph under **Viewsheds and Gateways**: "...~~One option to protect viewsheds and enhance gateways is the adoption of a prepared meals tax that could be used to purchase easements or protect farmland.~~"
- o Page 53: amended Recommendation #7 to include an example: "...**(e.g. Quarry Redevelopment Areas or Road Corridors).**"
- o Page 60: deleted last sentence of the third paragraph under **Impact Fees**: "...~~The development of a two-tiered impact fee, where fees might be lower in the urban core, could possibly assist in the creation of affordable housing units.~~"
- o Page 65: amended Recommendation #8 to read: "~~Request the Partnership for Affordable Housing and the Eastern Board of Realtors collaborate in conducting~~ **Encourage** a periodic 'housing market needs assessment' to identify both the construction/housing market's needs, the range of unmet housing types, and the supportive programs that should be established in Jefferson County and the Eastern Panhandle."
- o Page 65: amended recommendation 11.a to clarify "...**West Virginia permitting process**".

#### **Staff's Recommended Edits to Section 1 Land Use and Growth Management Element**

- o Pages 12 & 13: delete lists; information duplicated in Appendix C on page 201. Added Planning Commission and County Commission work sessions and public hearings to the list of **Public Workshops, Surveys, and Open Houses**, in Appendix C.
- o Page 20: Add discussion of Ranson and Charles Town UGBs as "b" and "c" where Shepherdstown GMB discussion occurs, including discussion of Ranson UGB expansion
- o Page 23: addition of text addressing Shenandoah Junction/School Based Preferred Growth Area (staff created as the result of 12/11/14 CC discussion and recommended change to Future Land Use Map).
- o Page 27: relocated Recommendation #7.b from page 31 to the body of the document on page 27 - **Section 1.A: Urban Level Development.**

- Page 31: deleted Recommendation 7.b; moved text to page 27. Recommend adding language from Rural Land Use Planning Recommendations #7 and #7a, as revised, to the Urban Level Development Recommendation, referencing urban water and sewer extensions.
- Page 34: amended Recommendations 14, 14.a, and 14.b to reflect adoption of new commercial and industrial zoning categories.
- Page 65: deleted Recommendation #11.c on page 65 because the same recommendation is referenced in the Village recommendations (Rec. #5) on page 47.

#### **Future Land Use Map Edits from 12/11/14 Work Session**

- Expanded Shepherdstown PGA boundary to include two lots that belong to Harry Catrow (~25.83 acres) off of Route 45. Maintain future land use classification as low density residential (yellow).
- Expanded Shepherdstown PGA boundary to include 3.85 acre parcel that belongs to Charles Carter off of Route 45. Change future land use classification to Residential Commercial (magenta).
- Created a new PGA and village expansion boundary to incorporate Shenandoah Junction area from Flowing Springs to railroad tracks (called: Shenandoah Junction PGA / school based growth area). Within the new PGA, changed future land use classification for parcels closest to schools from agricultural to medium density residential (orange).
- Removed PGA around parcels off of Route 9/Luther Jones/Wiltshire Road area.
- Placed colored asterisks on each of the two Quarry Redevelopment areas with a note referencing back to the text (page 21-22).
- Placed an asterisk identifying the Northport parcel with a note referencing back to the text (page 117).
- Changed Breckenridge subdivision parcels (south of Job Corps Road and Walker property) to reflect Medium Density Residential (orange).
- Changed Gibson farm & adjoining rural parcels on Route 230 to reflect Future Large Lot Residential (pixelated light green).
- Changed Walker & Shade Tree Lane parcels to reflect medium density (orange).
- Changed Stonecrest parcels shown as Rural off Old Country Club Road to reflect Low Density Residential (yellow).
- Created a Village Expansion Boundary around the 19.63 acre parcel north of the current Manning's village boundary.
- Changed all parcels within the Mannings Village Expansion boundary to reflect residential/commercial (yellow & red stripe).
- Changed land use classification for Torlone's to reflect Neighborhood Commercial (pixelated red)
- Changed land use classification for Foodway Supermarket (formerly Weber's Market) off of Mission Road (~4.09 acres) to reflect Neighborhood Commercial (pixelated red).

#### **Additional Staff Recommended Edits to Sections 2 – 5 for Commission consideration**

- Page 68: Re-ordered Jefferson County Target Industries to be in alphabetical order.
- Page 73: amended Recommendation #6 to exclude the term "economic gardening":  

**“Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.”**

- Page 80: delete second sentence referencing prepared meals tax:  
~~“One option to protect farmland is the adoption of a prepared meals tax that could be used to augment other farmland funding to coordinate with the American...”~~
- Page 83: amended Recommendation #6.c (shortened):  
~~“Provide more alternatives to promote rural tourism and rural land uses.”~~
- Page 101: amended text in third paragraph to reference the term “ridesharing” rather than “car/van pooling”; added ridesharing to the definitions.
- Page 136: deleted the word “countywide” from Recommendation #6.i because it isn’t a countywide trail, it’s a trail system.
- Page 137: amend Recommendation #7 regarding a blueway plan to clarify how this concept applies to Jefferson County.
- Page 137: moved Recommendation #7.c to create a new recommendation 8.c.
- Page 143: deleted the word “and support” from Recommendation #8 because most private educators do not want Government regulations.
- Page 143: deleted Recommendation #9.a; amended recommendation #9 to include “such as Future Farmers of America”.
- Page 147: deleted Recommendation 1.b and amended Recommendation 1.a to include 1.b.
- Page 149: deleted first sentence of last paragraph: ~~“As part of this Plan effort, there has been an expressed interest in a two-tiered impact fee structure based on the location of new development.”~~
- Page 159: deleted Recommendation #13 as it is referenced in the following locations:
  - Recommendation #1 in Economic Development (pg. 73)
  - Recommendations #6 and 6.b in Ag & Rural Economy (pg. 83)
  - Recommendation #1 in Tourism (pg. 90)
- Pages 139 – 147: amended recommendations and text **Education and Public Libraries Element**.

## Appendix H: Definitions and Acronyms

- Deleted the following definitions because they are not referenced in the text:
  - American Community Survey
  - Census Designated Place
  - Co-working
  - Form Based Code
- Added the following definitions:
  - Capital Improvement Fee
  - Massing
  - Ridesharing
- Deleted the Following Acronyms (not used in the text):
  - AADT: Average Annual Daily Trip
  - ACS: American Community Survey
  - AHA: Arts and Humanities Alliance (now called Jefferson Arts Council)

