



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

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MEMO

To: Jefferson County Planning Commission

From: Jennifer M. Brockman, AICP
Director of Planning and Zoning

Date: August 11, 2015

RE: Proposed amendment to the Jefferson County Zoning and Land Development Ordinance creating a new Section 8.16 Campgrounds (ZTA 15-02), and Proposed amendments to the Jefferson County Subdivision and Land Development Regulations regarding the development of Campgrounds (STA15-04)

On July 14, 2015, the Jefferson County Planning Commission reviewed the citizen-based committee's recommended language regarding rural campground facility standards and processes for both the Jefferson County Zoning and Land Development Ordinance and Jefferson County Subdivision and Land Development Regulations and staff comments on the same. Attached are the edits made by the Planning Commission at that meeting. The changes were incorporated into the red-lined version being prepared for public input at a public hearing scheduled for September 8, 2015.

This draft version was sent to KOA as a local campground in a commercial zone for feedback related to any significant issues that the proposal may cause. An e-mail response with their comments and questions are also attached behind the final Planning Commission version.

Attachments

- ❖ ZTA15-02 Proposed amendments to Jefferson Co. Zoning Ordinance (redlined for public hearing)
- ❖ STA15-04 Proposed amendments to Jefferson Co. Subdivision Regulations Ordinance (redline for public hearing)
- ❖ Comments received on both ZTA 15-02 and STA 15-04 from KOA

**Proposed Amendment (STA15-04) to
Subdivision and Land Development Regulations
(Effective January 1, 2014)**

C

Campground.

An area or premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of the Zoning Ordinance and relevant sections of these Regulations.

Campsite Pad.

Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

Division 7.0 Mobile/Manufactured Home Parks ~~& Campgrounds~~

Section 7.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Division 8.0 Campgrounds

Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The provisions of Division 8.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 8.0, then the requirement of Division 8.0 shall apply.

Section ~~8.27.3~~ Campground Requirements

- A. The following provisions supplement the provisions of the Jefferson County Zoning

Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards:

1. Safe access and egress to state roads (WVDOH, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering Department, JC Public Service District, WV Health Department)

If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. [West Virginia Regulations pertaining to Campgrounds apply to all facilities.](#)

B. Dimensional Requirements

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet the setback requirements in Section 8.16 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way easement~~.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way easement~~.
4. ~~No more than 15 campsites per acre are permitted.~~
5. ~~C.~~ Each campsite shall provide an adequate ~~stand-pad~~ stand pad for the placement of a camping unit. A campsite ~~padstand~~ shall be at least 15 feet by 25 feet in size, shall be flat, ~~and~~ shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet.

~~No more than one camping unit shall be placed on or above a campsite.~~

~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

~~C.E.~~ Road and Access Requirements

1. Campground roads that serve less than 300 vehicle trips per day shall meet the following standards:
 - a. Existing roads may be used to access campsites without meeting road standards.
 - b. May have asphalt or gravel surface.
 - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
 - d. Maximum slope 15%
 - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
2. Campground roads that serve more than 300 vehicle trips per day:
 - a. May have asphalt or gravel surface

- b. 15 foot minimum width.
- c. Maximum slope 15%
- d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
- e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

~~Main entrance and primary looping roads—as determined by the County Engineer—within a campground, shall be minimum 22 feet wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, *Residential Subdivision with more than 12 lots.*~~

~~F. Roads within a campground that are not main entrance or primary looping roads—as determined by the County Engineer—shall be a minimum of 20 feet wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, *Residential Subdivision with a maximum of 12 lots.*~~

D.G. Parking Requirements

- 1. Campsites accessed by vehicles shall provide one level parking area at each site.
- 2. If parking is not provided at the camp site, one space per camp site shall be provided in a common parking area.
- 3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.
- 4. Convenient off street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each ~~Each~~ parking space shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

- 1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
- 2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and sewerage facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 500' of all campsites.

~~Each campsite shall be provided with a sanitary, covered garbage can.~~

- 3. I.—A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility.
- 4. J.—As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed ~~plus 25 percent again to accommodate the tent area (if any)~~, plus capacity to accommodate any public buildings an allowance for a sewerage dump station and a water refill station.

F.K. All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.

- ~~L. Road rights of way in a campground shall be a minimum of 50 feet in width.~~
- ~~M. One-way roads shall be at least 12 feet in width with 3-foot wide gravel shoulders. Drainage ditch lines 1-1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~
- N. Fire Pits (if provided) for campsite must be shown on the site plan. A detail of the fire pit must also be provided.
- O. Camping associated with short term, temporary uses, approved by the appropriate Jefferson County board or agency, are not subject to these regulations.

Division 11.0 8.0 – Non-Residential Subdivisions

Section 11.1 8.1 General

Non-residential subdivisions shall be subject to all requirements of the Subdivision Regulations except for those requirements which are specifically intended for residences (e.g. Land for Parks and Schools) as determined by staff.

**Proposed Amendments (ZTA 15-02) to
Jefferson County Zoning and Land Development Ordinance
Amendments adopted by the County Commission, June 1, 2014**

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Campground²⁷ An area or premises in single ownership operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of this Ordinance and relevant sections of the Subdivision Regulations.

Campsite or Campsite Pad Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS²³

Section 8.16 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. Campgrounds are identified as Principal Permitted Uses in Appendix C in the General Commercial (GC), Residential-Light Industrial-Commercial (RLIC), Industrial-Commercial (IC) and Rural (R) zoning districts.

A. The following uses are identified as Permitted Uses within a campground:

1. Campsites, cabins, campers and recreational vehicles sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year.
3. Caretaker residence
4. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the campground.
5. Campground amenities may be rented out to the general public without the rental of a campsite, however the primary use of the amenity must be for the use and enjoyment of campers.
6. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.

B. Development Guidelines

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet all of the following setbacks.
 - a. When campsites or amenities are within 1,000' of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers or other methods to prevent unintentional trespass.
 - b. All camp sites shall be located a minimum of 200' from existing residential dwellings.
 - c. All camp sites shall be visually screened from existing residential dwellings within 500'.
 - d. Camp sites within 100' of the Potomac or Shenandoah River shall be limited to tent camping.
 - e. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
2. All campgrounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards.
3. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
4. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.

C. Regulatory Approval

1. Campground uses must submit a Concept Plan and be approved by the Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan a site plan must be processed in accordance with Jefferson County regulations.
3. All state regulations pertaining to the operation and licensing of a campground must be followed.

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23, 27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground	NP PC	P	NP	NP	NP	NP P	NP	P NP	NP	P	P	NP	Sec. 8.16
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Nightclub	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Non-Profit Community Centers	P	P	P	P	PC	P	NP	P	NP	P	P	NP	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Pawn Shop Services	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	

Public Comment
received
prior to Public Hearing

Rhonda Greenholtz

From: Jennifer Brockman <jbrockman@jeffersoncountywv.org>
Sent: Thursday, August 06, 2015 3:57 PM
To: rgreenholtz@jeffersoncountywv.org
Subject: FW: proposed campground regulations
Attachments: ZTA15-02 Campgrounds revisions for 081115 PC meeting draft72315.rtf; STA15-04 Campgrounds revisions for 081115 PC mtg draft 72315.docx

For the 8/11 PC packet

Jennie Brockman
Director, Planning and Zoning

From: Al Johnson [<mailto:aljohnson@racpack.com>]
Sent: Thursday, August 06, 2015 11:45 AM
To: jbrockman@jeffersoncountywv.org
Cc: Jessie Getman
Subject: proposed campground regulations

Dear Ms. Brockman

Thank you for this opportunity to provide input on your proposed regulations. I am sorry to be later than you requested in your note to Jessie and I hope these comments will be found to be useful.

I have made comments within the proposed documents, attached. In general, I would direct you to the national standard for RV Parks in NFPA 1194. These standards are developed by consensus through a panel of governmental regulators, RV manufacturers, fire professionals, engineers, and park operators. Then they are ratified by the American National Standards Institute (ANSI). As more and more jurisdictions adopt the national standards, campers can be more confident about what they find as they travel around the country and park owners are not left at a competitive disadvantage.

As you will see in the attachments, the length of stay provision is the most damaging and puzzling.

Please let me know if I can provide any other information. Thanks again for the opportunity.

J. Alan Johnson
Executive Vice President



PO Box 295
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(605) 574-3401 direct line

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**Proposed Amendment (STA15-04) to
Subdivision and Land Development Regulations
(Effective January 1, 2014)**

C

Campground.

An area or premises in single ownership What does “in single ownership” mean? operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy. Occupancy can be year-round without being permanent. Campers are transient guests and are not permanent residents whether they stay a few nights, a few months, or a year. The KOA is open year-round and is designed for winter, as well as summer, occupancy. Some guests come for holidays in the winter and some are simply on the road and need a stopover., and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of the Zoning Ordinance and relevant sections of these Regulations.

Campsite Pad.

Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

Division 7.0 Mobile/Manufactured Home Parks & Campgrounds

Section 7.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Division 8.0 Campgrounds

Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The provisions of Division 8.0 are in addition to the requirements for subdivisions found in Appendix A and

Appendix B. In the event of a conflict between a requirement of the Appendices and Division 8.0, then the requirement of Division 8.0 shall apply.

Section 8.27.3 Campground Requirements

A. The following provisions supplement the provisions of the Jefferson County Zoning Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards:

1. Safe access and egress to state roads (WVDOH, JC Engineering) *but not necessarily direct access*
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering Department, JC Public Service District, WV Health Department)

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If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. West Virginia Regulations pertaining to Campgrounds apply to all facilities.

B. Dimensional Requirements

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet the setback requirements in Section 8.16 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way~~ easement. *I get the intent, but there isn't really a road easement within a campground. Maybe it would be better to end the clause after "road",*
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way~~ easement. *I propose that campground roads be shown in an approved drawing or layout to the planning and zoning department, but not that such roads should be platted, especially since lots are not allowed to be sold anyway.-*
4. No more than 15 campsites per acre *of the total development* are permitted. *Some areas within a park may be more dense while others are more widespread, but this is okay for overall density, ie. 150 sites on ten acres.*
5. ~~C.~~ Each campsite shall provide an adequate ~~stand~~ pad for the placement of a camping unit. A campsite ~~pad~~ stand shall be at least 15 feet by 25 feet in size, shall be flat, ~~and~~ shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet. *Size of pad and proximity aside, the slope on a site should be up to the park owner. He needs to please his guests, but that decision is not a planning department concern. For example, a cabin or lodge might fit on an unlevel site and be perfectly pleasing to guests. See some of the cabin sites at the KOA for example.*

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~~No more than one camping unit shall be placed on or above a campsite.~~

~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

C.F. Road and Access Requirements

1. Campground roads that serve less than 300 vehicle trips per day shall meet the following standards:
 - a. Existing roads may be used to access campsites without meeting road standards.
 - b. May have asphalt or gravel surface.
 - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
 - d. Maximum slope 15%
 - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion.
2. Campground roads that serve more than 300 vehicle trips per day:
 - a. May have asphalt or gravel surface
 - b. 15 foot minimum width.
 - c. Maximum slope 15%
 - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - e. No ditches are required, all drainage from campground roads must be managed to prevent erosion.

~~Main entrance and primary looping roads as determined by the County Engineer within a campground, shall be minimum 22 feet wide asphalt paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

~~F. Roads within a campground that are not main entrance or primary looping roads as determined by the County Engineer shall be a minimum of 20 feet wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, Residential Subdivision with a maximum of 12 lots.~~

D.G. Parking Requirements

1. Campsites accessed by vehicles shall provide one level parking area at each site.
2. If parking is not provided at the camp site, one space per camp site shall be provided in a common parking area.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users.
4. ~~Convenient off street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each~~ Each parking space shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.
2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and sewerage

facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 500' of all campsites. *Or garbage in bags may be picked up at each site daily as a service at the parks option? This is a very common practice.*

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~~Each campsite shall be provided with a sanitary, covered garbage can.~~

~~3. I.—A campground shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility. The NFPA 1194 National Code for RV Parks states: “One sanitary disposal station shall be provided for each 100 recreational vehicle sites, recreational park trailer sites, and combinations or parts thereof that are not equipped with individual sewer connections.” One dump station for each 40 sites within a park is clearly excessive.~~

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~~4. J.—As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus 25 percent again to accommodate the tent area (if any), plus capacity to accommodate any public buildingsan allowance for a sewerage dump station and a water refill station.~~

~~F.K. All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.~~

~~L.—Road rights-of-way in a campground shall be a minimum of 50 feet in width.~~

~~M.—One-way roads shall be at least 12 feet in width with 3-foot wide gravel shoulders. Drainage ditch lines 1 1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~

~~N. Fire Pits (if provided) for campsite must be shown on the site plan. A detail of the fire pit must also be provided.~~

~~O. Camping associated with short term, temporary uses, approved by the appropriate Jefferson County board or agency, are not subject to these regulations.~~

Division 11.0 8.0 – Non-Residential Subdivisions

Section 11.1 8.1 General

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ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Campground²⁷ An area or premises in single ownership I am not sure what the implications of "in single ownership" are operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of this Ordinance and relevant sections of the Subdivision Regulations.

Campsite or Campsite Pad Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS²³

Section 8.16 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. Campgrounds are identified as Principal Permitted Uses in Appendix C in the General Commercial (GC), Residential-Light Industrial-Commercial (RLIC), Industrial-Commercial (IC) and Rural (R) zoning districts.

A. The following uses are identified as Permitted Uses within a campground:

1. Campsites, cabins, campers and recreational vehicles sites, which shall not be divided into individual lots for sale.
2. Campground residency shall be limited to 14 overnight stays in any 60 day period and a total of 30 overnight stays per calendar year. I am not sure where this comes from. It is clearly out of step with the industry in general and would be extremely damaging to our business. We have a whole section of the camp for people who stay by the month. They have various reasons: some are full-time RVers who want to explore the area in depth, others have short-term work in the area. Some are staying for medical treatment in the area while others live at the park temporarily while they are building a home in the area. Campers don't establish residency and are all considered transient guests. HUD even specifies that RVs are not considered housing. The campground should determine the length of stay limits, if any, for their guests. Does the county have a similar stay limit for any other types of guest accommodations?

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3. Caretaker residence
4. Shelters, gathering halls, bathhouses, pools, recreational areas and other uses related to the campground. *It might be helpful to specifically include retail stores and food service in this section. Both are very common in modern RV parks.*
5. Campground amenities may be rented out to the general public without the rental of a campsite, however the primary use of the amenity must be for the use and enjoyment of campers.
6. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.

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B. Development Guidelines

1. Campgrounds shall be located on properties a minimum of 10 acres in size and shall meet all of the following setbacks.
 - a. When campsites or amenities are within 1,000' of private property, the perimeter of all campgrounds must be defined by fencing, posting, natural barriers or other methods to prevent unintentional trespass.
 - b. All camp sites shall be located a minimum of 200' from existing residential dwellings. *This seems excessive.*
 - c. All camp sites shall be visually screened from existing residential dwellings within 500'. *Does this 500' screening provision apply to all other commercial uses within the zones? Motels, inns, B&Bs, reswtaurants, etc.? If not, why is this industry singled out?*
 - d. Camp sites within 100' of the Potomac or Shenandoah River shall be limited to tent camping.
 - e. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
2. All campgrounds shall have direct access from WV State roads or roads that meet the Jefferson County Subdivision Ordinance standards.
3. Camp sites may be located within floodplain areas, provided all regulations applying to permanent structures are followed.
4. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.

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C. Regulatory Approval

1. Campground uses must submit a Concept Plan and be approved by the Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan a site plan must be processed in accordance with Jefferson County regulations.
3. All state regulations pertaining to the operation and licensing of a campground must be followed.

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23, 27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground	NP PC	P	NP	NP	NP	NP P	NP	P NP	NP	P	P	NP	Sec. 8.16
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Nightclub	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Non-Profit Community Centers	P	P	P	P	PC	P	NP	P	NP	P	P	NP	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Pawn Shop Services	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	

Dr. James G. Gibson
201 Needwood Farm Lane
Harpers Ferry, WV 25425

August 7, 2015

Mr. Steve Stolipher
P.O. Box 338
Charles Town, WV 25414

Dear Steve,

As you are aware, I was on the Campground Committee appointed by the Planning Commission. At this point, the Commission has received a copy of the committee's final recommendations along with the Staff's suggestions and changes. As a reminder, this committee was appointed with the direction to facilitate the location of campgrounds in the rural areas of the County since the current regulations only allowed them in the commercial and industrial areas of the County. I have had an opportunity to review Recreational Adventures Company's (RAC) response to these proposed amendments and I share most of their thoughts. As a matter of fact, their comments and my comments below are very similar on a lot of the topics. Please pay close attention to RAC's proposal as they have experience in this field.

I have looked closely at the final form of the amendments with the Staff suggestions and I believe that there are still some issues that need to be clarified to meet the intent of the Committee's work. Here are some of the issues that I believe should be cleared up before the public hearing is scheduled:

1. The intent of the committee's provisions was to allow existing roads or driveways on farms to be used without any changes to the road. In both ordinances, it is stated that existing roads can be used without being upgraded, but the amendments also state that the campground should have direct access to State Roads. It should be made very clear that existing roads, driveways, easements or rights of way can continue be used to serve the farm, family lots or the existing residences without being upgraded to the new standards. If a campground is only on a certain area of a farm, then it can share the access with the other activities along the farm lane or easement without the need for upgrading. Again, it just needs to be made a bit clearer in the proposal.
2. Regarding cabins, the committee's intent was to allow permanent cabin structures in addition to cabins like the KOA has on their property. This is just a definition issue and can be easily clarified by adding a definition of 'Cabin' to the proposal. However, the Committee's intent was to allow nice cabin structures.
3. In the proposal, there is still a limit on the number of days that a person can stay at the campground. Again, while it is easy to enforce if the campground was in a National Park and everyone was checking in and out using a centralized system, it would be impossible for the County to keep track of the number of days an individual is using a campground in 4 or 5 different campgrounds around the County. The County would have to keep a check-in and check-out ledger/log to keep track of this information. It is an impossible standard to keep track of or to enforce, so it should be removed.
4. The maximum number of campsites per acre should be in the Zoning Ordinance, not the Subdivision Ordinance.

5. The committee's proposal also makes it clear that some of the provisions can be varied by the BZA. The Staff's suggestion is that the BZA can grant variances without specific permission granted to the Board. However, the ordinance does not allow the BZA to grant variances to otherwise prohibited uses. As such, I believe that it has to be clear in the proposed amendments that properties less than 10 acres aren't prohibited if the BZA grants a variance. Therefore, the Committee's proposed language expressly allowing variances to certain provisions should remain.
6. The 10 acre size limitation is proposed to be in both the Site Plan/Subdivision Ordinance and the Zoning Ordinance. It should only be in the Zoning Ordinance so that they are the only body that needs to grant the variance.
7. The Staff suggests making the parking and parking surface standards to remain the same in the existing ordinance. However, I believe that the parking standards should remain flexible as proposed by the Committee. Additional parking and or surfacing requirements require more land and makes the area appear less rural. While it is important that you allow the campgrounds to be located in the Rural Districts, it is also important that that the County doesn't require the clearcutting of the land in order to build paved roads and large paved parking lots to serve the 'rural' campground.
8. The Staff questions the 12 and 15 feet widths of the service roads (if required). If appropriate turn-offs are provided to accommodate an RV or Fifth-Wheel, then this should be more than adequate.
9. One of the biggest problems with the amended proposal is the section on compliance with a list of standards. This section needs fixed before the proposal is sent to public hearing:

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities shall be designed in a manner which meets the following standards: The use of these private facilities does not post a transferable risk to Jefferson County, whose primary responsibility lies in the requirement to ensure the following;

1. Safe access and egress to state roads (WVDOT, JC Engineering)
2. Storm water quality and quantity control (JC Engineering)
3. Erosion and sediment control (WVDEP, JC Engineering)
4. Zoning Ordinance compliance (JC Planning and Engineering)
5. Wells and drain fields (JC Health Department)
6. Public water and sewer (JC Engineering department, JC Public Service District, WV Health Department)

The committee proposed flexible design, however the added red highlighted portion makes the design and County review impossible to predict. If the Engineering Department was reviewing a proposal under this section, they would interpret number 2 to mean that the entire existing SWM section of the ordinance must be met. This provision should either remain flexible, or additional language should be added with the exact standards that a proposal needs to meet.

In summary, I believe that the Planning Commission's goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts. I also believe that the Commission's intent was to facilitate the location of campgrounds in a way that allowed the Planning Commission and Staff to be flexible in the design of a project. Finally, it would defeat the purpose to require the clearing of all of the trees or building new roads and paving 50 percent of the area to develop a rural campground.

Thank you for opportunity to clarify some of my thoughts as a committee member. As you know, I was also a member of the Envision 2035 Steering Committee and a major goal of the Comprehensive Plan was to support Rural Economic Development and Tourism opportunities. This is a perfect first opportunity to realize that goal. I believe that the proposal needs to be further refined before the Public Hearing. However, if the Public Hearing is planned, then please accept these comments in account during the public process. If it does go to Public Hearing, I will propose specific changes to the amendments.

Please let me know if you have any questions.

Sincerely,



Jim Gibson
304/279-2688

cc: Ms. Jane Tabb, President, County Commission of Jefferson County
Ms. Stephanie Grove, Jefferson County Administrator
Ms. Jennie Brockman, AICP, Director, Jefferson County Planning and Zoning

September 14, 2015

Douglas S. Rockwell

P. O. Box 727, Charles Town, WV 25414

Jennifer Brockman, Director

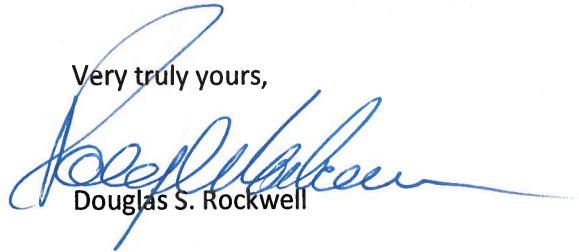
Planning & Zoning Dept. Of Jefferson Co.

Charles Town , WV 25414

Dear Mrs. Brockman,

Enclosed in a text form are the topics I raised at the September 8th meeting of the Planning Commission. My proposals are to Section B of the Zoning Amendments on campgrounds and would eliminate subparagraphs B(1) and (3). The remaining subparagraphs B(2) and (4) should remain in the amendment. There needs to be a difference in the requirements between rural and commercial districts.

Very truly yours,



Douglas S. Rockwell

Attachment

P5. As drafted the proposed Campground regulations would allow a mass gathering (25,000+) "All Good" without a seasonal use permit.



RECEIVED

Sept 14, 2015 ^{AB}

JEFFERSON COUNTY PLANNING,
ZONING & ENGINEERING

RECEIVED

Sept 14 2015 AB

Dated 9/18/15 *8 Dec*

JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING
ROCKWELL PROPOSED CHANGES
Campground Zoning

B. Development Guidelines

1. Density

- a) Campgrounds shall contain a minimum of 10 acres.
- b) Except as herein provided, the area of each campsite shall be a minimum of 1,200 square feet, not to include any road.
- c) Except as hereinafter provided, no more than 15 campsites per acre are permitted.
- d) Except as hereinafter provided, no more than six individuals may use or occupy a campsite in a Rural District.

2. Setbacks and screenings

- a) General Commercial, Residential-Light Industrial-Commercial, and Industrial Commercial Districts.
 - i. The perimeter of campgrounds in these Districts shall be defined by fencing, posting, natural boundaries or other methods to prevent unintentional trespass.
 - ii. All campsites shall be located a minimum of _____ (200') from existing residential dwellings and if within _____ (500') of an existing dwelling shall be screened for visibility, glare and noise.

b) Rural District

- i. All campgrounds shall be located at least 1000' from adjoining property boundaries.
- ii. All campgrounds shall be screened by a planting of trees, shrubs or other plant material, or a fence or both to serve as a barrier to visibility, glare and noise.

3. Campgrounds along the Potomac and Shenandoah Rivers

INTENT One of the stated goals of the Comprehensive Plan-Envision Jefferson County is to promote the conservation of natural resources and preserve the County's

scenic beauty. In furtherance thereof certain provisions of this Ordinance were designed to prevent development along the Potomac and Shenandoah Rivers and to conserve and protect the natural and ecological resources and aesthetic value thereof. It is recognized that limited low activity recreation uses along the rivers may be permitted.

- a) Notwithstanding Section 4.13 of this Ordinance, campgrounds will be allowed along the Potomac and Shenandoah Rivers subject to the following limitations and restrictions with respect to any portion of the campground being within 500' of either said river:
 - i. Only tent camping is permitted in any campsite within the said 500 feet;
 - ii. The area of each campsite shall be no more than 750 square feet. The number of campsites shall be limited to 5 per acre; no more than four individuals may occupy or use a campsite;
 - iii. These campsites may only be used between May 1 and October 31.
 - iv. No above ground structure, building or amenity, other than the aforesaid tents, shall be erected, constructed or allowed within 500 feet of the river.
 - v. A natural vegetative buffer of trees, grasses and other plant materials shall be maintained for a distance of 100 feet from the river. Other than by the forces of nature, no change or alteration of the topography is permitted within 100 feet of the river.
4. Campsites located within 500 feet or within the floodplain of either the Potomac or Shenandoah River must comply with all applicable federal, state and county laws, ordinances and regulations.
5. The provisions of this article are in addition to the ^{Dire}existing County Subdivision and Land Development Ordinance and where in conflict therewith, the most strict provision or requirement shall apply.