

Town of Wardensville Comprehensive Plan



Adopted May 2018

Acknowledgements

Town of Wardensville, West Virginia
Prepared by the Wardensville Planning Commission
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WARDENSVILLE TOWN COUNCIL

Greg Alderman, Mayor
Maureen Martin, Recorder
David Twedt, Councilor
Grace Garrett, Councilor
Edward Klinovski, Councilor
Lukas Kesner, Councilor
Patricia Strawderman, Councilor

WARDENSVILLE PLANNING COMMISSION

Charlotte Bowman, Chair
Deb Frame, Commissioner
Betsy Orndoff-Sayers, Commissioner
Paul Yandura, Commissioner
Maureen Martin, Commissioner and Town Councilmember

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Town of Wardensville Comprehensive Plan



Section I: Introduction

Section I: Introduction

A. Overview

As part of its duties in serving the Town, the Planning Commission prepared the Town's Comprehensive Plan. The findings and recommendations, included in this document, should serve as the basis for revitalizing the Downtown, spurring economic development, preserving the historic nature of the Town, protecting the natural environment and, ultimately, making Wardensville a better place to live, work, and enjoy life.



B. Purpose of a Comprehensive Plan

The purpose of the Wardensville Comprehensive Plan is to provide long-term guidance for decisions about the future of Wardensville. This Plan addresses key issues identified by the Wardensville Planning Commission, including housing, transportation, economic development, revitalization, infrastructure, historic preservation, the environment, rural lands, public service and governance, recreation, finance, and land use.

The Comprehensive Plan is intended to be the guide for decisions regarding development and growth. It should be used as a basis for discussions by the public and its elected representatives regarding the future development of Wardensville. The Plan should also be used to evaluate the merits of future development against the community's goals. A comprehensive plan is required if a governing body wants to enact a zoning ordinance, enact a subdivision and land development ordinance, require plans and plats for land development, or issue improvement location permits for construction.

The Comprehensive Plan represents the backbone for decision-making in the Town of Wardensville. The plan must be accepted, understood, and supported by the elected officials, decision-makers, and the community's citizens. By adopting such a plan, decisions will be made, monies will be spent, and programs will be initiated in an enlightened and thoughtful manner.

In West Virginia, a comprehensive plan must address the following components:

- Land use
- Housing
- Transportation
- Infrastructure
- Public Services
- Rural Lands
- Recreation
- Economic development
- Community design
- Preferred development areas
- Renewal and/or redevelopment
- Financing
- Historic preservation

C. The Planning Process

Under the West Virginia State Code, the Planning Commission develops a comprehensive plan. Public meetings and other forms of citizen participation, including an Open House, are conducted to ensure that the goals of the plan truly reflect the desires of the community. Public participation is an essential part of the comprehensive plan process.

The Planning Commission may recommend measures to implement the plan, including new ordinances or amendments to existing ordinances. The Planning Commission must include public participation throughout the process and must request input from other governing bodies affected by the plan.



Upon completion of a final draft of the plan and before recommending adoption of the plan to the Town Council, the Planning Commission must hold at least one public hearing. Notice of the date, time, and place must be given as a Class I legal advertisement published in the area covered by the plan and in compliance with article three, chapter fifty-nine of the West Virginia Code, thirty days in advance of the hearing. Recommendation of the plan by the Planning Commission must be by a majority of affirmative votes. The Planning Commission then presents the recommended draft of the plan to the Town Council for adoption.

The Town Council must also hold a public hearing on the proposed comprehensive plan. Notice in the same manner as above must be provided at least fifteen days in advance of the hearing. The Town Council then decides whether to adopt the plan.

D. The Need to Update the Comprehensive Plan

Chapter 8A of the West Virginia Code establishes the scope and purpose of community comprehensive plans. Each comprehensive plan and subsequent update must follow the requirements found in this Chapter.

As stated in §8A-1-1(a)(5), “a comprehensive plan is a guide to a community’s goals and objectives and a way to meet those goals and objectives.” According to the West Virginia Code §8A-1-1(b)(3), the comprehensive plan should also “be the basis for land development and use, and reviewed and updated on a regular basis.”

Section I: Introduction

Pursuant to Chapter 8A, a comprehensive plan must meet certain objectives and contain certain components in order to be considered valid. Care has been taken to ensure that all required objectives and components have been sufficiently addressed in Wardensville's Comprehensive Plan.

E. History of Wardensville

The citizens of Wardensville are mindful of their town's history. Even today, as the town enjoys a renaissance, there is a strong focus on preserving its rich and historic past. Wardensville is located in the Capon River Valley in the lower eastern panhandle of the state, just 20 miles from the Virginia border. Wardensville was settled on lands originally surveyed by George Washington for Lord Fairfax. Settlers established an Indian fort in the early 1800s, and Wardensville was formally chartered as a town by the Virginia General Assembly in 1832.

From its early days, the town became a hub for general trade and logging activities in the area, and served as Hardy County's first county seat (later moved to Moorefield). Wardensville was an important link on the regional railroad, which provided transportation into the Potomac Highlands region for people, goods, and materials. In the early part of the 20th century, the area was a major supplier of timber used to construct railroad ties and bridge timbers for the Baltimore and Ohio Railroad.

While small in population (272 as of the 2015 census), Wardensville has always served a much larger community, including approximately 3,500 (as of 2000 census) in the outlying rural areas of eastern Hardy and Hampshire counties. Throughout its history, Wardensville has been the home of restaurants, lodging houses, farm supply stores, hotels, funeral parlors, and other businesses that would not ordinarily thrive in such a small town.

Since its founding, Wardensville has had a Mayor-Council government. Today, that government provides services such as water and sewer, and basic street repair. In addition, the area enjoys a history of strong community involvement. Committed volunteers have joined with the town government to establish a 40-acre community park and swimming pool, a community center, and library.

West Virginia Routes 55 and 259 (a designated scenic highway) serve as Wardensville's Main Street. This "Highland Trace" is the principal route for travelers from the Baltimore-Washington metropolitan areas to skiing, hiking, biking, rafting, and other outdoor recreational activities and areas that are popular tourist destinations in the eastern and central sections of the state. Wardensville is the first introduction to West Virginia for many travelers.

Wardensville has faced transition and change since its beginnings: The logging trade gave way to agriculture. The railways gave way to roads. Now, two factors impact Wardensville's future: (1) the easy proximity of major metropolitan areas and (2) the four-lane Corridor H project. The Corridor H project will connect I-81 on Virginia's Blue Ridge with I-79 in the interior of West Virginia, coming within 1/2 mile of Wardensville. More and more urban dwellers are moving to the area to retire, or even to commute to jobs in Northern Virginia, D.C., and Baltimore. Completion of Corridor H would make this even easier.

Community leaders are committed and eager to prepare for these changes, to bring clean, sustainable economic growth to the area and to maintain the existing high-quality, small-town way of life.

F. Demographics

Population

According to the *2015 US Census Population Estimate*, Wardensville had a population of 272, which is up from 246 in 2000. Wardensville’s population grew from 140 to 246 people during the ten-year period between 1990 to 2000. Between 2000 and 2005 the Town’s population increased approximately 30% to 325, however the population has since decreased.

There are no easily identifiable ways of forecasting population change for municipalities other than looking at historical trends. The West Virginia University Bureau of Business and Economic Research publishes “Population Trends in West Virginia through 2030.” Forecasts are only provided at the state and county level. The Hardy County population

| Year | 2000 | 2010 | 2015 | 2020 | 2025 | 2030 |
|--------------|--------|--------|--------|--------|--------|--------|
| Hardy County | 12,669 | 14,025 | 14,093 | 14,131 | 14,125 | 13,972 |

forecast is represented in the following Table.

Worth noting, Wardensville might see an increase in population while Hardy County exhibits a decline in population. Relying on recent population trends for Wardensville, the town will likely stay close to the same population or increase slightly over the next 10 to 15

years, especially after the completion of Corridor H.

One limitation to population growth is the geographic size of the town and the density of its development. While there are several undeveloped parcels in Wardensville, annexation of land could allow the increase of the town's population.

Property Ownership

The owner to renter percentages between 2000 and 2015 in Wardensville have been fairly consistent. In 2000, the total number of occupied units was 104, with 66% of the units owner-occupied. In 2015, the total number of occupied units dropped to 92, with 58% of the units owner occupied. This trend resonates with the state of West Virginia and the rest of Hardy County, which experienced a decline in owner occupied units from 82% in 1990 to 76% in 2015.

Housing Unit Occupancy

Wardensville has a housing occupancy rate of 71 percent while Hardy County is at 64 percent. Both Hardy County and West Virginia had a slight decrease in the percentage of occupied housing units, correlating to a slight increase in the percent of vacant housing units.

The 2015 Census calculated the age of all housing units in the Town. In 2015, approximately 40% of all housing units in the Town were built prior to 1960. As new units are constructed in the Town, and new subdivisions are annexed, the average age of the housing stock will improve.

Population by Age

Persons age 65 and older comprised 19.5% of the Wardensville's population of 272, according to 2015 Census Estimates. Persons under the age of 20 made up 24% of the Town's population, leaving about 55% of the population between the ages of 21 and 64 years of age.

G. Comprehensive Plan Format

The Wardensville Comprehensive Plan is comprised of two major parts. The first major part, Section I, provides an introduction to the community, forming the foundation of the plan, and establishes the plan's legal basis. The second part of the plan, Sections II through IV, addresses recommendations for achieving the vision.

H. Limitations on Future Development

The impediments of flooding, steep slopes, and subsidence areas have only a mild presence in Wardensville. A very small portion of the town, near Trout Run and the Cacapon River, is currently in the Special Flood Hazard Area (known as the Floodplain). Even so, because the Town sits adjacent to a waterbody, an understanding of possible flood damage is prudent. Steep slopes (gradient of greater than 15%) ordinarily are a limitation to development in communities in West Virginia. Wardensville, however, has no identifiable steep slopes. Lastly, subsidence areas, often referred to as karst formations, are not present in Wardensville: while there are karst formations in Hardy County, a review of USGS mapping shows no karst formations within the current town limits.

While much of the current land within town limits is already developed, there are a few places with unimproved parcels of land. One significant development area is Oakcrest, where 100 lots could potentially be developed. Development poses challenges, such as an increased need for water and wastewater, additional traffic, and storm water concerns, but much of the additional cost associated with these challenges could be offset by increased revenue from taxes and water and sewer utilities.

Another limitation on future development is a lack of intermodal transportation. While pedestrian, vehicular, and bicycle facilitates options exist, no intermodal transport options presently exist in Wardensville nor will they in the near future. Although not a waterway port, the Virginia Inland Port is the nearest intermodal port, owned by the Virginia Port Authority. The inland port lies in Front Royal, Virginia, about a forty-five minute drive from Wardensville. Rail service from the inland port provides direct access to Hampton Roads/Norfolk, Virginia; Harrisburg, Pennsylvania; the New York/New Jersey region; and Baltimore/Washington.

I. Comprehensive Plan Checklists

The following two charts indicate where certain requirements for the comprehensive plan have been satisfied. The first chart is the “required objectives” checklist which outlines the seven objectives that every comprehensive plan in West Virginia must satisfy. The second chart outlines all of the “required components” that every comprehensive plan in West Virginia must satisfy. The objectives and components are all listed alongside the sections or page numbers where the objectives and components are addressed.

| Required Objectives for a Comprehensive Plan | |
|---|-----------------------------------|
| <i>W. VA. Code §8A-3-4(b)(1)-(7)</i> | |
| Code Provision | Section |
| Statement of goals and objectives | Section II, Implementation Matrix |
| Timeline on how to meet short and long-term goals and objectives | Implementation Matrix |
| Action plan with implementation strategies | Implementation Matrix |
| Recommendations of a financial program for necessary public funding | Section II-L, Section IV-B, H |
| Statement of recommendations concerning future land use and development policies | Section III-E |
| A program to encourage regional planning, coordination, and cooperation | Section IV-B |
| Maps, plats, and/or charts- that present basic information on the land, including present and future uses | Throughout the Plan |

Required Components for a Comprehensive Plan

W. VA. Code §8A-3-4(c)(1)-(13)

| Code Provision | Page # |
|---|-----------------------|
| Land Use | |
| Different land uses (including, for example, residential, agricultural, historic, etc.) | Section III |
| Population density and building intensity standards | 1-5 |
| Growth and/or decline management | Section II |
| Projected population growth or decline | 1-5 |
| Constraints on development (including identifying flood-prone and subsidence areas) | 1-7 |
| Housing | |
| Analyze projected housing needs and different types of housing needed (including affordable housing and accessible housing for persons with disabilities) | 1-6; 2-2,-3 |
| Identify the number of projected housing units and land needed | 1-6 |
| Address substandard housing | 2-2,-3 |
| Rehabilitate and improve existing housing | 2-2,-3 |
| Adaptive reuse of buildings into housing | 2-5,-6 |
| Transportation | |
| Vehicular, transit, air, port, railroad, river, and any other mode | 2-3,-4 |
| Movement of traffic and parking | 2-3,-4 |
| Pedestrian and bicycle systems | 2-3,-4 |
| Intermodal transportation | |
| Economic development | |
| Analyze opportunities, strengths and weaknesses | 2-4,-5 |
| Identify and designate economic development sites and/or sectors | 3-5 to -6, 3-8 to -10 |
| Identify types of economic development sought | 3-5, 3-8 to -10 |
| Miscellaneous Components | |
| Infrastructure | 2-7 |
| Public Services | 2-10 to -11 |
| Rural | 2-8 to -9 |
| Recreation | 2-11 |
| Community Design | Section III |
| Preferred development areas | Section III, 3-3 |
| Renewal and/or redevelopment | 2-5 to -6 |
| Financing | Implementation Matrix |
| Historic preservation | 2-8 |

Town of Wardensville Comprehensive Plan



Section II: Goals and Objectives

Section II: Goals and Objectives

A. Vision

The Town of Wardensville has adopted the following vision statement:

The Town of Wardensville has a diverse, stable economy and will provide economic opportunities for all of our citizens. Growth and development will be planned to occur in and around the existing traditional Town grid. Wardensville is a healthy community that includes a good system of schools, opportunities for recreation and cultural activities, vehicular and pedestrian accommodations, a variety of housing types, and icons of the community's history. The Town has a strong emergency response team to address our aging community, people, and infrastructure.



As we look to the future, we are challenged to protect our environment and what it adds to quality of life, while at the same time developing in ways that allow us to meet the needs of all our citizens and visitors. Wardensville has a strong sense of identity and must retain its character throughout the twenty-first century.

B. Housing

Goal:

Provide a mix of stable housing types and densities throughout Town.

Wardensville currently offers affordable housing and accessible housing for persons with disabilities. Hidden River is a public housing facility with 11 apartments, some of which can be utilized by persons with disabilities. Res Care in Wardensville provides housing for persons with developmental disabilities. However, Wardensville does not currently offer housing in the form of nursing homes or residential care facilities.



Objectives and Action Steps:

- Encourage a mix of stable and affordable housing options throughout the Town.
- Preserve the existing housing stock.
- Address substandard housing—there are several tools the Town can utilize to address substandard and dilapidated structures.
- Encourage new housing construction that is compatible with adjacent uses and local development patterns.
- Encourage new homes to be accessible to walking or bike paths and trails.
- Ensure that Vacation Rentals by Owners (VRBO), AirBnB, and other similar groups are properly regulated so residential areas of town retain their intended character and purpose.
- Encourage the development of a nursing home or residential care facility within town.

C. Transportation

Goal:

Develop a safe, convenient, accessible, and efficient vehicular and pedestrian network that is compatible to the community's layout.

Objectives and Action Steps:

- Identify and work to alleviate all vehicular site distance issues throughout Town.
- Work with the West Virginia Division of Highways to mitigate any adverse traffic impacts of Corridor H.
- Encourage the use of alternative transportation (bike and pedestrian trails) to mitigate the impacts of automobiles on the community.

Section II: Goals and Objectives

- Encourage sidewalks in all development and redevelopment projects where pedestrian-vehicular conflicts are anticipated. More sidewalks are needed near the center of town. When placing new sidewalks or repairing existing sidewalks, the width of sidewalks should be made adequate and in compliance with ADA accessibility regulations, including curb cuts. A plan for completing and funding this work should be developed.
- Complete Laurel Street extension.
- Decrease speeding on Town streets.
- Address any parking issues that might come up within Town with diligence to ensure that citizens and tourists have ample parking.
- Assist the Hardy County Rural Development Authority (RDA) with any incidental work the Town can do to ensure that the RDA parking lot remains open and available for public use.

D. Economic/Commercial Development

Goals:

Identify and encourage economic and commercial development that expands revenue generating uses, serves the local population, and accommodates opportunities for tourism.

The Town encourages economic development that 1) creates employment opportunities and commercial growth; 2) promotes clean and environmentally-friendly development; and 3) has a positive impact on the public health, safety, morals, and welfare of the Town.

Objectives and Action Steps:

- Adopt and implement creative, flexible, and streamlined development regulations.
- Develop guidelines that protect land and quality of life for the community.
- Identify public improvements, appropriately sited, to stimulate economic development and business retention.
- Encourage the adaptive reuse of vacant properties on Main Street to retain the small town atmosphere and character.

- Encourage a variety of shops, businesses, and restaurants on Main Street that cater to local residents and visitors.
- Encourage development that is consistent with the above goals, focusing primarily on economic growth indicators such as job creation, investments in new and existing property, increased goods and services for residents and the promotion of tourism uses.
- Ensure the town's business licensing process is straightforward and efficient.
- Study and, if necessary, update the Town's zoning ordinance in order to manage the growth of tourism and commercial businesses.
- Create a business recruitment strategy, including the promotion of high speed broadband internet capabilities.
- Create a marketing and branding strategy for the Town and the surrounding area focused on economic development.
- Encourage churches, businesses, government, and residents to work together to create employment opportunities as well as recreation and youth programs for the community.

E. Renewal and Redevelopment

The commercial area of Wardensville has much of the same character and scale as it did at the turn of the 20th Century. The buildings that line the commercial area are comprised of a mix of retail, office, and residential uses. Many of these buildings are of architectural significance, but amongst the current uses are only a few vacant buildings.

All of the buildings that exist in the downtown area are three stories or less in height. The buildings' proximity to the sidewalk and street gives the downtown a cozy feeling and creates a unique space within the Town of Wardensville. Unlike an open neighborhood, an urban streetscape gives the effect of a small canyon, with its tall buildings set tightly in a narrow space. This sense of enclosure gives people a subtle sense of security or well-being. Where building demolition and vacant lots detract from this effect, tree planting can restore and enhance the urban feel. Shade trees with benches below give pedestrians a reason to linger on the streets. As more people fill the streets, the more alive the downtown area will become. The commercial area of Wardensville should be more than a place to do business—it should be like a place where people want to go just because they like the space and they like being there. The renewal of Main Street and its development as a center of activity within the

Section II: Goals and Objectives

community have been longstanding goals in the Town of Wardensville. The majority of the buildings are older, built in the 1900s. It is essential to prevent the deterioration of the commercial area in order to protect property values, retain businesses, and encourage future development.

Corridor H is a continuous four-lane highway under construction between Elkins, West Virginia, and the West Virginia-Virginia state line. When completed, it will connect I-81 at the base of Virginia's Blue Ridge Mountains with I-79 in West Virginia. With the continued development of Corridor H, Wardensville will likely see increased traffic especially along Main Street. It is in the Town's best interest to address sidewalks and infrastructure issues before Corridor H is completed.

Goals

A renewal strategy for the commercial areas of Wardensville should combine economic and urban design strategies with recommendations to develop an overall plan of revitalization for the district while preserving a small town character. These efforts should establish the commercial area as a focal point for the community, create an experience for citizens and tourist, attract people to conduct business in Wardensville, and contribute to a strong economic base.

Objectives and Action Steps

- Concentrate retail and business development in current commercial areas of Town.
- Provide ample and accessible off-street, public parking.
- Relocate overhead utilities.
- Maintain the authentic feel of the current commercial areas of Town.
- Create distinctive entrances to the town.
- Create a balance between commercial and residential uses.
- Design better pedestrian access to downtown.

F. Infrastructure

Goal:

Improve the Town's level of infrastructure service to its residents regardless of the construction of Corridor H or future population growth.



Objectives and Action Steps:

- Address and adequately fund the repair and replacement of deficient water lines throughout town in a systematic and ongoing approach. Current water treatment facilities are from the 1960s and 1970s. There have been several water lines that have broken in recent years throughout town.
- Improve maintenance and performance of storm drainage throughout Town.
- Provide continuing support for our emergency agencies.
- Install new streetlights.
- Identify the community's recreational needs and plan future improvements.
- Encourage the construction of new public community facilities that meet the needs of residents and tourists.
- Protect Town sources of drinking water (wells, streams, and aquifers) from contamination.
- Continue to encourage the extension of fiber optics.

G. Historic Preservation

Goal:

Preserve the cultural and historical resources of Wardensville.

Objectives and Action Steps:

- Balance the need to preserve the Town's historic resources with the need to expand the tax base.
- Review and update the inventory of historic buildings and sites.
- Educate property owners about the importance of adaptive reuse of historic structures.
- Consider establishing a historic landmarks commission to focus attention on the importance of preserving historically significant places and structures in Wardensville.
- Consider nominating areas of Wardensville to be designated as a National Historic District .
- Promote local heritage tourism.
- Support efforts and activities that showcase local and regional heritage.



H. Rural Lands and Environmental Resources

Goal:

Coordinate efforts between the Town and County, as well as other governmental agencies, to protect the rural areas of Hardy County, especially those near Wardensville. Protect and maintain the environmental resources in the community. The relationship of the natural environment to the community is an important element in the definition of community character.

Section II: Goals and Objectives

Objectives and Action Steps:

- Adopt and implement creative, flexible, and streamlined development regulations that are sensitive to the natural environment.
- Protect streams and their buffers, provide adequate and usable open space, and protect the natural environment.
- Strive to inventory and map environmental resources.
- Protect the public health and welfare by closely monitoring and mitigating development activities in and near the Town.

I. Land Use

Goals:

Retain Wardensville's small town appearance and character by planning and managing land development in a sustainable and resilient manner.

Objectives and Action Steps :

- Limit the proliferation of land uses that might adversely impact the public health, safety, morals, and welfare of Town Residents.
- Encourage land uses compatible with the character of existing development in the Town.
- Limit agrarian uses that are more suitable for rural areas outside of the Town limits.
- Develop a vacant building strategy that addresses neglected and empty buildings and absentee landowners.
- Explore advantages and disadvantages of annexation.
- Monitor and remain cognizant of natural hazards.



- Consider appropriate uses for developable land within town.
- Protect streams and their buffers, provide adequate and usable open space, and protect the natural environment.

J. Public Services

Goal:

Meet the current and future needs of residents and visitors; ensure that the Town offers public services to a wide variety of age groups, abilities, and affiliations; and promote cooperation among jurisdictions.

Objectives and Action Steps :

- Schedule Council planning sessions annually, or more frequently as needed, to facilitate detailed and focused discussions on projects and activities that are consistent with the comprehensive plan.
- Create a new-resident and new business welcome packet.
- Adopt a memorandum of understanding by elected officials, formally committing jurisdictions to cooperatively plan and act, providing a formal structure for coordination of inter-jurisdictional planning issues.
- Meet with County officials to develop a plan to guide development patterns that will lead to an improved environment, better business climate, and higher quality of life for Wardensville and Hardy County.
- Post a copy of the Town Council's meeting minutes as well as local government meeting notices and agendas on its web-site and other social media sites for access by other government officials and community leaders in Hardy County.
- Invite County Commission members to visit Town Council meetings to report on the activities of the County Commission and answer questions from the Council regarding those and other activities. Participate in and coordinate efforts with the Hardy County



Section II: Goals and Objectives

Board of Education, the Region 8 Planning and Development Council, a multi-county planning agency, and other local, county, and state agencies.

- Build and enhance working relationships and programs with business organizations as well as other service-oriented or non-profit groups.
- Appoint a Town representative to Wardensville's seat on the Hardy County Rural Development Authority.
- Continue to prepare and distribute Town bulletins and newsletters.

K. Recreation

Goal:

Promote the importance of open public space for recreational and leisure activities and to protect and improve the Town's existing recreation facilities.

Objectives and Action Steps:

- Identify the community's recreational needs and plan future improvements. Create an inventory of all recreation amenities in the Town and update the list periodically.
- Encourage the recreational use of the river in and around Wardensville.
- Encourage the continued development of recreational biking opportunities in and around town.
- Work to preserve, improve, and expand the public pool and other public amenities at the J. Allen Hawkins Community Park and other Town properties.
- Work with community organizations and businesses to support and encourage community events.
- Undertake activities that encourage the continued and expanded use of the Community Center and Visitors Center.



L. Finance

Goal:

Develop sound financial strategies for the implementation of capital improvements.

Objective and Action Steps:

- Develop an annual capital improvements plan addressing recommendations in the Comprehensive Plan.
- Identify the current method by which capital improvements are funded.
- Analyze the existing financial strategy for implementing capital improvement projects.
- Examine alternative methods for funding capital improvement projects.
- Determine role of partners and the private sector in capital improvement projects.

Town of Wardsville Comprehensive Plan



Section III: Community Design and Preferred Development

Section III: Community Design and Preferred Development

A. Overview

Community Design and the Preferred Development Areas form one of the most essential parts of the Wardensville Comprehensive Plan. The enhancement of specific Town qualities, preservation of its rural character, and protection of natural resources is achieved through the Comprehensive Plan, with the Community Design and Preferred Development Area section serving as the cornerstone of achieving the community's vision.

The preferred development areas influence the location and timing of public facilities and transportation system improvements. The efficient development and maintenance of roads, water and sewer facilities, and other public services requires a clear means of managing growth, by directing development to where infrastructure already exists and impacts can be minimized.

B. Guiding Principles

- A diverse, stable economy will provide economic opportunities for all of our citizens.
- Growth should be coordinated and planned to occur in and around the existing traditional Town grid.
- Enriching the lives of our citizens and sustaining a healthy community include a good system of schools, opportunities for recreation and cultural activities, vehicular and pedestrian accommodations, and a variety of housing types.



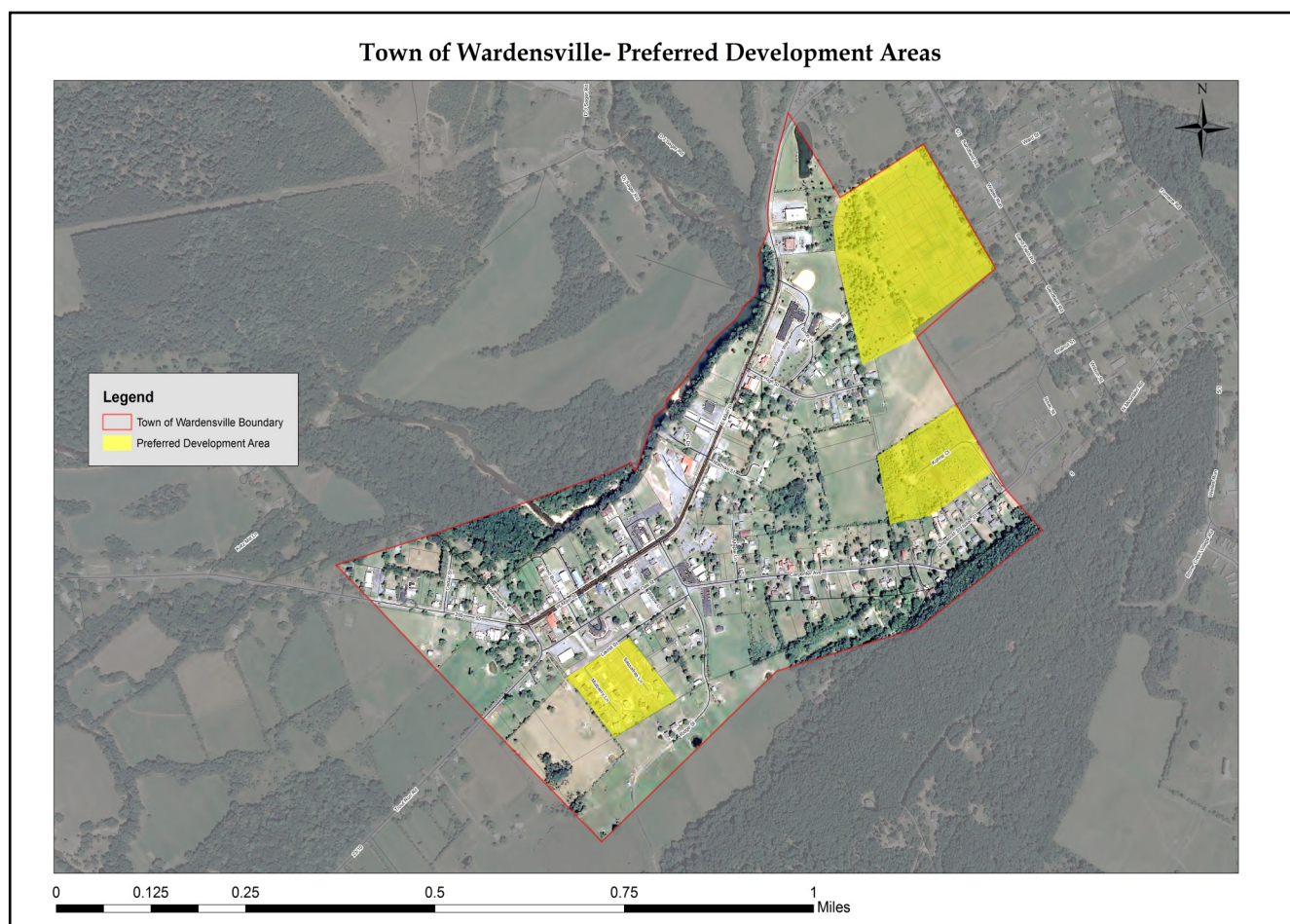
C. Concepts

The Community Design and Preferred Development Areas section of the comprehensive plan expresses the Town's vision, plans, and activities concerning the type, location, intensity, and quality of public and private land use over the next 10 to 15 years. The accompanying Future Land Use Map delineates areas identified by the Town designated for certain types of uses. Some areas are appropriate for residential or commercial activities, while other areas are considered appropriate for public use or for special protection due to the presence of sensitive natural resources.

D. Preferred Development Areas

Preferred Development Areas (PDAs) are defined by the state as “a geographically defined area where incentives may be used to encourage development, infill development, or redevelopment in order to promote well designed and coordinated communities.” W. Va. Code §8A-1-2(y). Many of the incentives for the preferred development areas are implemented through the enforcement of a municipal zoning ordinance. Wardensville currently enforces a zoning ordinance; however, after the adoption of the comprehensive plan, the Town should consider updating its zoning ordinance to include provisions that further incentivize development of certain areas of Wardensville.

Map 1 shows the preferred development area for Wardensville.



The three areas identified as preferred development areas are all within the Residential Area of the Future Land Use Map, indicating a preference for more residential growth in the future.

Section III: Community Design and Preferred Development

The three preferred development areas are:

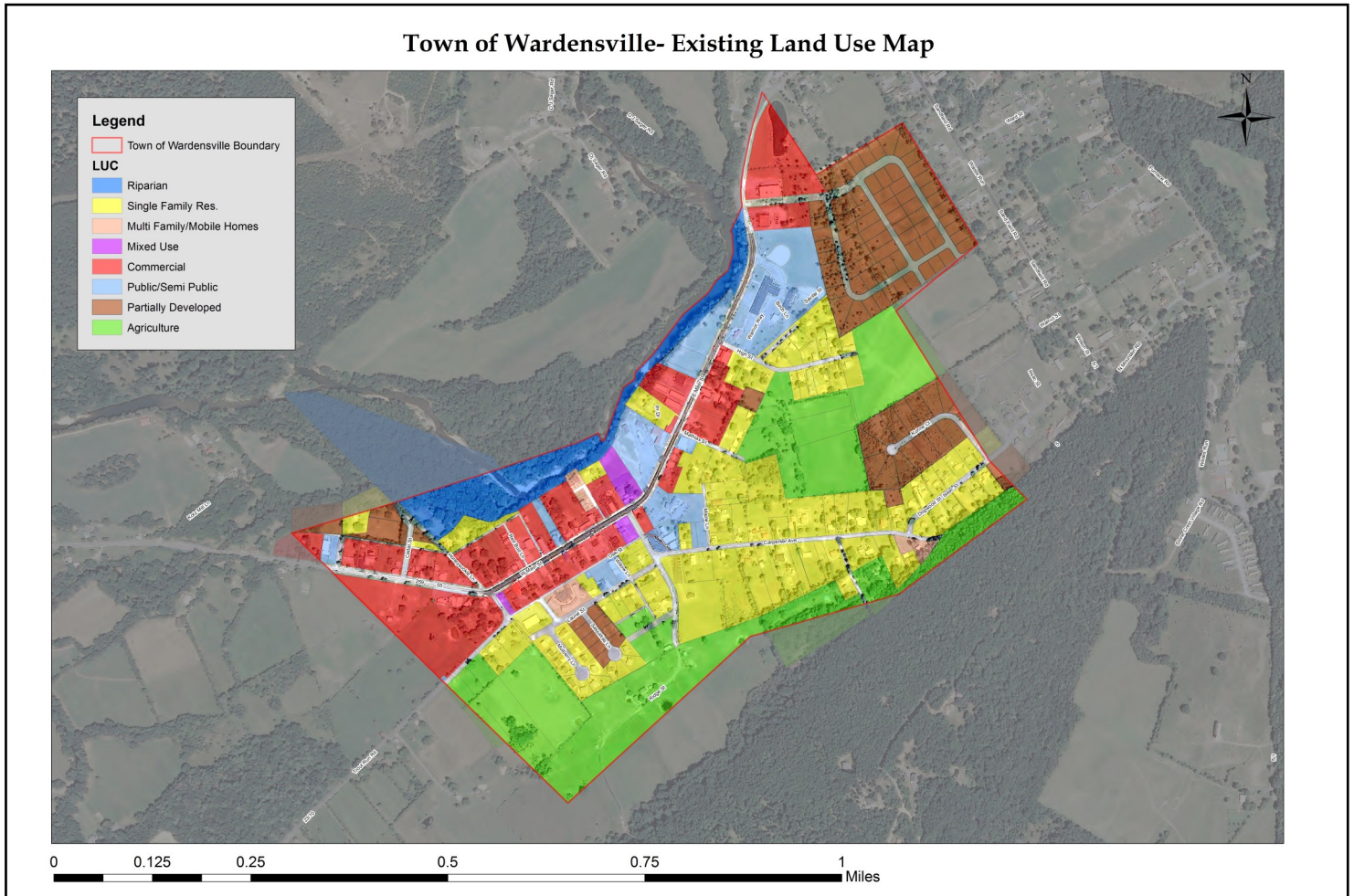
- 1) Area 1 consists of several acres of subdivided land that is situated along the northeast corner of the Town boundary, behind the Kac-Ka-Pon, Dollar General, and the Wardensville Pharmacy. This area is situated outside of the floodplain, has already been subdivided, and is suitable land for future residential development.
- 2) Area 2 is situated just south of Area 1, along the eastern edge of the Town boundary. Currently, this area can be accessed by vehicle via Isaac Street. Area 2 has been subdivided, has access to water and wastewater facilities, and is outside the floodplain, making it ideal for single family residential development.
- 3) Area 3 consists of Mulberry and Sassafras Lanes in the southwest portion of the Town. This area has been subdivided and partially developed, especially along Mulberry Lane. Significant opportunity exists for single family residential infill development, particularly with Area 3's location near the historic downtown area.

The PDA map shows where future development should be encouraged. All three PDAs are within walking distance to downtown. Each area has, or could easily develop, ingress and egress. None of the identified PDAs are situated near steep slopes, karst topography, or in the floodplain, so very few constraints on development exist.



E. Land Use Areas

Land Use is a required component that each community needs to analyze and review when developing or reviewing a comprehensive plan. One essential deliverable of the comprehensive plan process is the development of an existing land use map and a future land use map. As the names imply, the existing land use map shows how land, within a given jurisdiction, is currently being utilized. Map 2- Existing Land Use Map shows how land in Wardensville is currently being utilized.



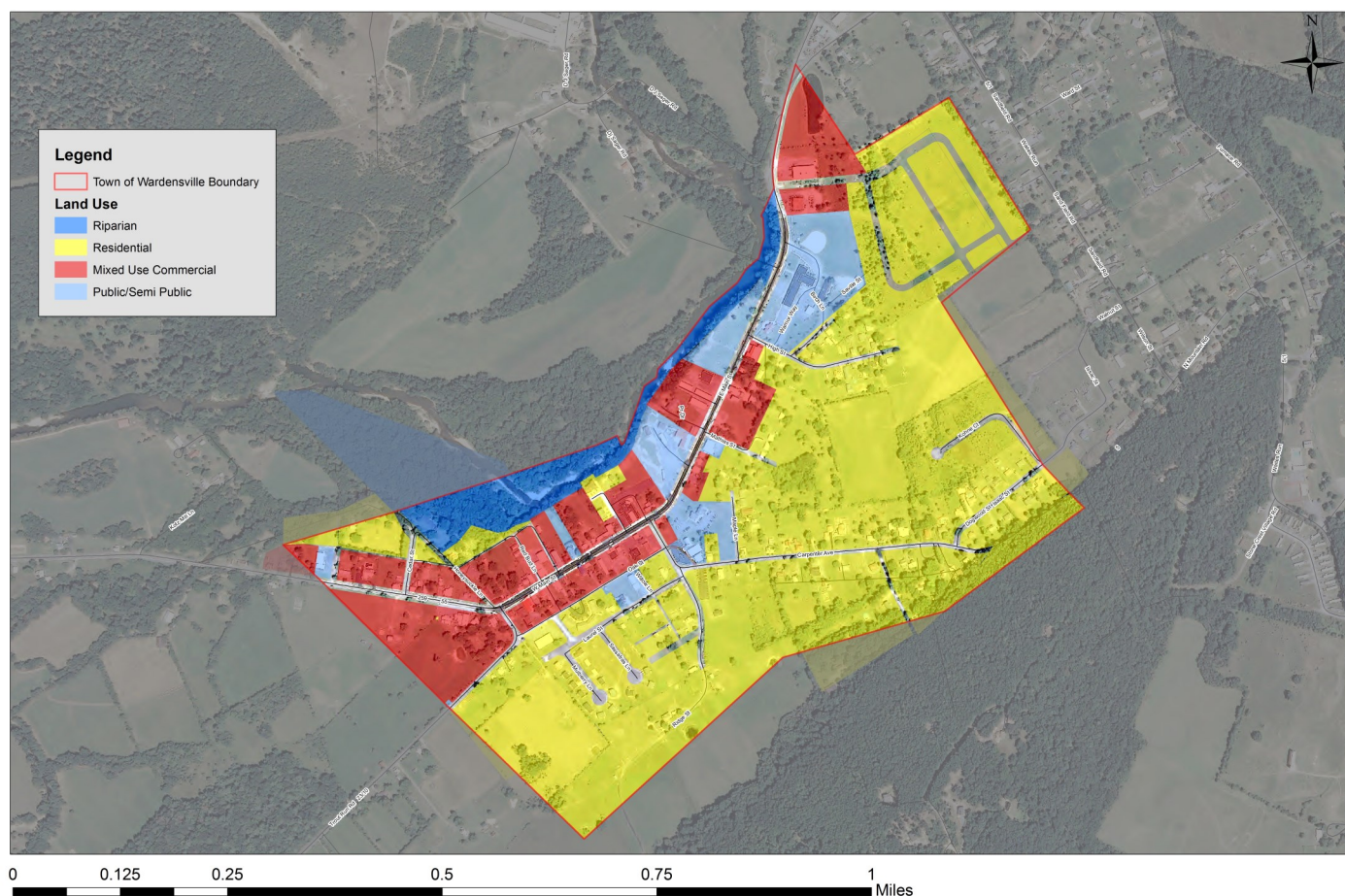
The future land use (FLU) map shows how the community would like to develop in the future. Although the FLU map is not a zoning map, consistency between the comprehensive plan (FLU Map) and the community's zoning ordinance is essential. Communities decide the different categories of uses that will be utilized for the existing and future land use maps.

Section III: Community Design and Preferred Development

The Town of Wardensville has created a FLU Map with four land use classifications:

- Riparian
- Residential
- Mixed Use Commercial
- Public/ Semi Public

Town of Wardensville- Future Land Use Map



1. Riparian

The Riparian Area is primarily found along areas adjacent to the Cacapon River, situated along the Western part of town. This area is largely vegetated, undeveloped, and provides a natural buffer between the residential and commercial areas of the town and the river. The riparian area will likely stay undeveloped because natural features, including the river and steep slopes along the river bank, which make the land less a desirable area for development.

2. Residential

The Residential Area corresponds to portions of Wardensville predominantly consisting of single family and multifamily residential structures. The largest land use area within the Town is residential in nature. The purpose of the Residential Area is to maintain lower density development and preserve the residential character of the Town and preserve the integrity of existing neighborhoods. Vacant lots within this area offer opportunity for infill development. The Preferred Development Areas, identified in the comprehensive plan, are suitable for further residential development on a larger scale.

3. Mixed Use Commercial

The purpose of the Mixed Use Commercial Area is to enhance and protect the areas of Town that form a commercial corridor along a major highway route, part of the Town's historic pattern of development. This land use area encompasses a mix of existing residential and commercial uses.

There are areas of vacant land, in the Mixed Use Commercial Area, that can provide sufficient space for additional commercial development conducive to the surrounding area. The mixed use commercial area is automobile accessible and allows for more intensive uses than in the Residential Area. Mixed Use Commercial is intended to be the area of Town where additional, small-scale neighborhood commercial uses may be permitted in the future.

4. Public/Semi Public

The Public/Semi Public Area primarily consists of properties that are owned by the local government or that serve a semi-public function. These uses include parks, cemeteries, schools, and churches, all of which can serve in a semi-public capacity. While the land in this area can be redeveloped, it is unlikely that there will be much, if any, new commercial or residential development, unless property is sold and no longer serves a public or semi-public function.



F. Community Design Objectives and Standards

1. Residential Land Use Area

a. Objectives

To preserve residential neighborhoods in Wardensville and to provide guidelines for future development, the following residential objectives are established:

- Limit development on land that is not well suited for residential use due to poor soil characteristics, a high water table, or other problematic characteristics. Work with state and local agencies to determine suitability of development based on site features.
- Locate residential development close to existing services and amenities.
- Encourage compatible design practices that will make efficient use of available land and produce attractive subdivisions consistent with the existing physical character of the Town.
- The density of residential development should be based on the availability of existing community facilities.
- Residential areas should be protected from incompatible land uses and designed to ensure a desirable living environment.



b. Residential Development Standards

An important part of guiding development is the establishment of appropriate guidelines addressing the intensity of development permitted within the Town. Population densities determine the level and expense of community facilities and services that are essential for protecting the health, welfare, and safety of the Town citizens.

Facilities such as sewer, water, roads, and parks are planned and constructed based upon the number of housing units and people needing service. Establishing specific density levels, therefore, becomes an essential policy decision that should guide policy boards in

Section III: Community Design and Preferred Development

preparing to meet the demands of future growth.

Two residential density categories are contemplated for Wardensville. Although the density designations apply to broad areas, a specific development may not necessarily be consistent with the density level identified for each area.

The zoning ordinance is the primary land use tool to delineate different land use densities. If the Town prefers two distinct residential areas, it could delineate two residential districts, one as low density and another as moderate density:

Low Density Residential: Most residential development in Wardensville should be low density. Low Density Residential includes those areas designated primarily for single family detached residences, together with other facilities commonly incidental to residential activities. The density range should be approximately two to four units per acre.

Moderate Density Residential: This density of residential development is more conducive to multi-family housing units, but also includes single family detached units. The density range should be four to eight units per acre.

2. Mixed Use Commercial

a. Objectives

- The comprehensive plan recognizes that the need exists for dedicated commercial areas within the Town. Recognizing existing commercial areas and providing areas for future expansion is essential and must be achieved in a manner that is consistent with the Town's development concepts and that allows healthy growth of commercial enterprises.
- The mixed use commercial land area is the appropriate location for commercial activities, including small grocery stores, drug stores, general stores, service stations, banks, offices, and other similar commercial enterprises. The present commercial area in Wardensville is of sufficient size to meet the foreseeable commercial demand. No expansion is planned beyond the boundaries defined in the Future Land Use Map. Any new commercial activity will likely be infill



development or the redevelopment of a vacant commercial structure.

- Encourage the continual maintenance and revitalization of existing commercial areas.
- Channel future commercial activity into selected areas approaching the downtown area where access is suitable for growth.
- Emphasize safety, convenience, and attractiveness in commercial development, ensuring that it is not disruptive to the surrounding neighborhood or the community as a whole.
- Development in the mixed use commercial area should involve increasing density to create a viable critical mass of activity. The retention of existing commercial structures and the development of vacant infill sites should be a priority. Reuse of structures in the commercial area should prioritize commercial development over residential, particularly on the first floors of structures. Upper floors of a commercial structures could be adaptively reused as residential units.
- Improve existing parking amenities and require the addition of parking spaces in conjunction with redevelopment. Consider establishing reasonable off-street parking requirements for new commercial enterprises through the zoning ordinance.
- Carefully determine the image and character that the mixed use commercial area should project. Consider the use of design standards and the creation of a design review process to protect the historic, architectural, and landscape qualities of the area. This process should address appropriate review standards for the rehabilitation of existing buildings, new construction, signs, demolition, open space, and landscaping.



b. Mixed Use Commercial Development Standards

The mixed use commercial area encompasses the traditional downtown and "Main Street" of Wardensville. The protection and enhancement of the existing architecture is essential to maintaining the image and identity of the Town and supporting the economic viability of the central area with a commercial, office, and cultural focus.

The community provides numerous opportunities for infill development. Great care should be taken to ensure compatibility of materials, scale, and character to enhance, rather than

Section III: Community Design and Preferred Development

degrade, the qualities of the existing environment.

The following standards should be adhered to:

- All development regulations and ordinances should recognize the Mixed Use Commercial Area businesses as essential to the economic well being of Wardensville and allow businesses every opportunity to grow and prosper.
- Adequate parking, street lighting, sidewalks, and other public services and amenities should be provided. Parking should be in the side or rear of offices where possible.
- All reasonable means of revitalization should be undertaken in this district.
- Preserving the character of the gateways into the downtown in Wardensville should be a priority, as should providing opportunities for expanding the Town's tax base and adhering to standards for future development.
- Improvements to commercial enterprises operating in residential structures should continue to reflect the architectural styles of the existing home or adjacent residential structures.
- Direct access points on WV Route 55/259 should be minimized to 1) consolidate individual entrances and 2) require service roads and connected parking lots where possible. The Town should coordinate entrance locations with developers and the West Virginia Division of Highways (WVDOT).
- The impact of intense commercial development on adjacent existing and future residential development should be minimized.
- Individual development applications to the Town should ensure adequate off-site parking, sign control, and screening/landscaping to protect nearby residents.



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3. Riparian

a. Objectives

- Provide an area in Town where there is open space and that provides a natural separation between the river and more developed areas of Wardensville.
- Natural areas and open spaces should be considered valuable assets of the community.
- Natural areas should support habitat for living resources and ensure safe drinking water for the Town's residents.
- The riparian area should serve as a buffer for floodwaters.
- Encourage limited development in the riparian land area.

b. Riparian Development Standards

- Density in the Riparian Area should be lower than any other land use area.
- New development or any redevelopment should take into account the area's riparian nature and proximity to moving water.
- Most development should be ancillary in nature, such as sheds, garages, or playground equipment.

4. Public/Semi-Public

a. Objectives

- Provide an area in town where public uses such as town hall, the community center, parks and recreational areas, water and wastewater facilities, and semi-public facilities, such as cemeteries, schools, and churches, are permitted and encouraged.
- Encourage well maintained exteriors, particularly for government-owned facilities to "lead by example."

b. Public/Semi-Public Development Standards

- Consider voluntary design guidelines that encourage architectural standards conducive to Wardensville.
- Provide adequate public parking, restroom facilities, and information for tourists. Situate these facilities close to downtown businesses.
- If off street parking is required by the zoning ordinance, consider shared parking provisions that permit, under certain circumstances, reduced parking ratios.

Town of Wardsville Comprehensive Plan



Section IV: Implementation & Governance

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A. Overview

The Town Comprehensive Plan is intended to capture the vision of Wardensville. As such, it provides a basis for a wide variety of public and private actions and development decisions that will be undertaken in the Town over time. It provides general guidelines to the local community so that piecemeal improvements or day-to-day decisions can be properly evaluated in light of long-range impact upon the community and relationship to existing settlement patterns.



The Plan illustrates the intended general or conceptual development pattern of the community. Local conditions, values, and philosophies change as a result of economic and political pressures, and the Plan must be responsive to these changes. The Plan is not a document that encourages regimentation. Instead, the Plan is a guide, consistent with community values, that encourages orderly and economical patterns of development that can be efficiently served with governmental services and facilities.

The following sections outline implementation methods for the Plan. Implementation requires the concerted actions of Town elected officials, certain appointed boards, and citizens, in cooperation with the County and State governments. The responsibilities of these parties and their respective roles in the implementation of the Plan are also summarized.

B. Administration and Enforcement

1. Town Council

The Town Council is the final authority concerning decisions to adopt or amend the Comprehensive Plan for Wardensville, and the primary group responsible for implementing Plan proposals. As elected officials, the Town Council is responsible for addressing public concerns and community needs through the development of public policy. Recommendations in the Plan are designed to assist the Town in achieving Plan goals and improving the quality of life of its residents.



The following guidance is a summary of actions to be taken by the Town Council. Each category provides clarification for the various roles of the Council in Plan implementation.

a. Legislative.

- Review and update the Comprehensive Plan, at least every 10 years with appropriate review, discussion, and public hearings, in accordance with the West Virginia State Code.
- Periodically review, and if need be, update the zoning ordinance. Adopt a Town Zoning Map to conform to the Town's desired patterns and density of land use as discussed in the Plan.
- Periodically review, and if need be, update the subdivision ordinance, if necessary, to assure consistency with any development standards recommended within the Plan.

b. Administrative.

- Maintain an inspector to enforce locally enacted codes.
- Consider adopting a capital improvements program and capital budgeting process to help establish community priorities.
- Maintain, through future appointments, the roles and functions of ongoing Town boards and commissions, including the Town Planning Commission, Board of Zoning Appeals, the Wardensville Development Authority, and any other committees able to provide valuable assistance to Plan-related actions or activities.

c. Coordination.

- Discuss method of coordinating meetings with the Hardy County Commissioners and elected officials of other municipalities in the County. Meetings should include a semi-annual Comprehensive Plan meeting to achieve shared goals and address common challenges. The Hardy County Commission could invite the participation of the mayors within the County to attend periodic meetings in order to facilitate collaboration and transparency between the jurisdictions.
- Initiate cooperative meetings with the County school board and other local boards and authorities to ensure that the future location of facilities will be

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consistent with the extension of Town public services and facilities.

- Maintain ongoing procedures for incorporating the views of Town residents into the planning process to make public plans consistent with public needs.

2. Planning Commission

The Planning Commission, appointed by the Town Council, is instrumental in directing the Comprehensive Plan efforts of the Town. The Commission's role is to coordinate, educate, advise, recommend, and support, wherever possible, the activities of residents and government agencies in efforts to implement the Plan. Under West Virginia law, the Planning Commission is responsible for the preparation and periodic update or revision of the Comprehensive Plan.

One of the most significant roles for the Planning Commission in the land development process is to serve as a coordinating body for the Town Council. The West Virginia Code provides the Planning Commission with broad authority to review, study, and recommend solutions to various local development issues.

In this role, the Planning Commission has the following responsibilities:

- a. Preparation of the Comprehensive Plan, which serves as a guide to public and private actions and decisions to ensure the development of property in consideration of local needs.
- b. Approve the Plan and recommend adoption by the Town Council. The Plan must conform to the basic elements required by the State Code.
- c. Promote public understanding of the Plan and incorporate citizen participation in the planning process.
- d. Recommend, to appropriate public officials, programs for construction of public structures and improvements that are necessary to implement the Plan.
- e. Prepare and file an Annual Report with the Town Council at the Council's first meeting of each new calendar year. The report is the method by which the Planning Commission identifies changing conditions within the Town and brings these conditions to the attention of the Town Council.
- f. In addition to the duties generally identified by the State Code, the Planning Commission is charged with a variety of specific administrative functions directly

related to day-to-day decisions that cumulatively affect implementation of the Plan. These functions include:

- Review and approval of all subdivision proposals, consistent with the requirements and authority established by the Town Subdivision Regulations.
- Review, report, and recommend to the Town Council actions on all rezoning requests brought before the Town. The Commission reviews each proposal for consistency with the Comprehensive Plan, in accordance with the standards for review contained in the Town Zoning Ordinance.
- Review and submit recommendations to the Town Council concerning the Town's Annual Capital Improvements Program.

Through exercising its responsibility related to these specific items, the Planning Commission can exert great influence on the course and pattern of local development to ensure consistency with the Plan.

3. Enforcement Officer

The duty of the enforcement officer, also known as the Zoning Inspector, is to administer and enforce the provisions outlined in the Administration and Enforcement chapter of the Wardensville Zoning Ordinance. The Zoning Inspector issues, administers, and enforces all aspects of the zoning certificate and the zoning occupancy permits. The Zoning Inspector's role is critical to the enforcement of the Zoning Ordinance; therefore, the function and importance of the Zoning Inspector, within the context of the Comprehensive Plan, should be carefully considered.

4. Development Authority

The Wardensville Development Authority was created under the laws of the State of West Virginia and the Code of the Town of Wardensville. The purposes of the Authority are to promote, develop, and advance the business prosperity and economic welfare of Wardensville and its citizens; to encourage and assist through loans, investments, or other business transactions in the preserving and locating of new businesses; to stimulate and promote the expansion of all kinds of business activity that will tend to advance business development and maintain the economic stability of Wardensville; provide maximum opportunities for employment; encourage thrift; improve the standard of living of the citizens of Wardensville; cooperate and act in conjunction with the Hardy County Chamber of Commerce, Hardy County Convention and Visitor's Bureau, and with other organizations, Federal, State, or local, in the promotion and advancement of commercial and recreational development within Wardensville and Hardy County; and furnish money and credit, land and

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sites, technical assistance, and other aid as may be deemed requisite to approved and deserving applications for the promotion, development, and conduct of all kinds of business activity within Wardensville.

The Authority intends to operate in Wardensville and those areas of Hardy County where it holds real estate interests. In all its activities, the Authority must be non-profit, non-partisan, non-sectional, non-political, non-sectarian, and no part of the net earnings of the Authority may benefit any member by reason of such membership. The Authority must observe all local, state, and federal laws that apply to an authority.

C. Additional Administration and Enforcement

Several measures can be taken to ensure higher quality administration and enforcement of the Town's ordinances and regulations. Some of these measures are administrative and budgetary, or are required for effective zoning administration. Others have to do with the structuring of the Plan and ordinances. The following measures are discussed below:

- Professional Staff
- Funding
- Staff Authority
- Periodic Plan Review and Amendment
- Uniformity in Administration Functions
- Information Management

In general, professional staff and funding should be viewed as essential to any planning program. Without these, effective ordinance administration is undermined. The following regulatory aspects include decisions that the Town must address.

1. Professional Staff

Properly trained and educated staff persons, who possesses both planning and management skills, will greatly enhance the quality of administration and enforcement. First and foremost, professional competence requires a commitment by the Town to seek and hire qualified personnel for all planning and administrative positions.

Proper funding ensures that a qualified individual is attracted to the Town and retained long enough to be effective. Adequate funding for all administrative tasks should also be provided. Inadequate funding for such tasks as zoning administration, regulating subdivisions, variance and conditional use processing, as well as issuing permits may result in poor and inconsistent enforcement. Cross-training of existing personnel about ordinances and programs can help with administration and enforcement.

2. Funding

Adequate funding is essential to ensure quality administration and enforcement. Funding can be provided one of three ways: a General Revenue Fund, a fee structure, or grant funding. Because long-range planning functions benefit the entire community, support from the Town's General Revenue Fund is appropriate.



Fees better serve to support the short-range planning activities, such as subdivision review, zoning administration, occupancy permits, and building permits. These fees can be collected from permit applications, permit processing, and inspections. Fees should be an amount adequate to cover support provided by the Town and related planning costs for each activity. These costs can be identified in the budget and are easily calculated. Structuring fees in this manner is consistent with the widely held view that development should be responsible for paying its own way.

3. Staff Authority

Effective administration depends on the appropriate use and education of staff. Staff should have an understanding of the different roles played by elected officials, appointed boards and commissions, and the professional staff. Once policy is made, the staff should be directed to implement the decisions. This is a critical distinction: Where possible, authority must be delegated to the staff and, where delegation is not feasible, the role of elected officials or appointed commissioners should be sharply defined.

4. Periodic Plan Review and Amendment

A comprehensive plan is based on a series of goals and objectives. The process of holding public hearings and adopting a plan informs elected officials of its details. However, time and turnover of elected officials can diminish knowledge and familiarity. Therefore, elected officials, professional staff, and other individuals who rely on the plan in decision-making must periodically review the plan and its amendments.

5. Uniformity in Administrative Functions

Individual administrative decisions, at first glance, may not seem as weighty as, for instance, deciding a large zoning matter; however, the cumulative effect of several administrative decisions, such as several subdivisions, incrementally can have a substantial impact on the community. Therefore, administrative decisions, regardless of how minor, should be

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considered in light of the Comprehensive Plan and its associated ordinances and regulations. Adequate and competent professional staff will enable this consideration.

In both permitting and rezoning decisions, consistency is mandatory. Each applicant must be afforded the same due process in administration and enforcement. Different rules cannot be applied on a case-by-case basis, just as policy cannot be determined case-by-case. Discretionary decision-making must be minimized to the fullest extent possible through carefully drafted procedures and standards. The Comprehensive Plan is supposed to serve as a standard for regulation. The Plan should not be reinterpreted each time a specific development is proposed. The natural tendency to become involved in the plight a specific landowner should not cause staff, the Planning Commission, or governing body to lose sight of the larger purpose and community objectives of the Plan.



6. Information Management

The starting point for effective administration and enforcement is a good set of records regarding what regulations, plans, permits, and conditions affect a particular piece of property. Zoning regulations can be easy to administer and enforce when all that is necessary, in the way of records, for a particular decision is a zoning map, a copy of the zoning regulations, and a description of the property.

However, a particular property may be affected by more, such as conditions imposed by a conditional use permit; restrictions for a plat, like an easement or high water lines; terms of an annexation agreement; sign permits, including special conditions; or the requirements of a Planned Unit Development (PUD). If the owner of a property affected with these additional considerations applies for, for instance, an improvement location permit, a new business license, or a permit for an additional sign, the Zoning Inspector must be able to readily and accurately determine what conditions and restrictions apply.

Sophisticated, computerized geographic information system (GIS) make it possible to record all of the conditions and restrictions applying to each part of a particular parcel. Record keeping on such a system must keep track of every official action and provide a file reference number, or similar information, to the full site



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plan, conditional approval, or other document containing conditions or restrictions. The Town can coordinate with the County Planning Office or the County Assessor's Office to possibly obtain GIS mapping.

If GIS is not available, the record must be built another way. The record is essential to the entire administration of land-use regulations, not just to enforcement actions. Some communities have replaced a traditional zoning map with a map containing references to PUD and site plan approvals. While such a system is a satisfactory way to track *large-scale* approvals, it cannot realistically identify all individual site plans, conditional uses, rezoning, sign permits, or similar matters. The only effective way to track all conditions and restrictions applicable to a particular parcel is with a parcel-based or street address filing system, whether maintained digitally or on paper.

D. Capital Improvements Program

The Town Council should consider implementing a comprehensive process leading to the preparation of a four year Capital Improvements Program (CIP). A CIP would be both an effective public financial management tool and a mechanism for coordinating development.

The primary value of the CIP is to provide a public framework for establishing priorities and evaluating projects according to local needs. As various community needs are identified and detailed engineering and cost data accumulated, the Town Council is better able to project the impact of proposed projects on the Town's fiscal resources. Projecting residents' needs over a five to six year span enables the Town Council to effectively coordinate improvement projects with local development policy.

Each proposed community development project should describe purpose, location, type of improvements, and cost estimates. Projects should be prioritized according to a uniform numbering system. All projects requiring allocation of municipal funds should be numbered and briefly described. Categories should be divided according to function, such as streets, sewer and water extensions, and parks. Project numbers should not be reused until a project is fully completed.

The CIP should be reviewed periodically, and projects that received approval should be included in the Capital Improvements Schedule. Projects should be kept in the program until completed or cancelled.



E. Annexation

Future annexation should be of sufficient size to allow for proper planning of land use and community facilities. Smaller annexations should occur as part of a predetermined policy that permits smaller areas to be annexed according to an overall pattern. Smaller annexations can clarify boundaries and prevent enclaves.

Financial considerations play the paramount role in determining the course of future annexations, from the standpoint of the Town and prospective of Town residents in the area proposed for annexation. In annexing an area, the Town assumes considerable obligations to supply basic services. Servicing remote and scattered clusters of development can be costly—this should be carefully considered when annexing an area. Financial policy is equally important to public policy in annexation. The Town should work with affected property owners to understand the implications of annexation; all parties should weigh the costs and benefits of any annexation proceeding.



F. Zoning Ordinance

Zoning is the most commonly used device for guiding development at the local level in West Virginia and around the country. Zoning is usually employed to regulate the use of land and structures. Regulations may cover lot size, setbacks, building height, and similar requirements. The general purpose of zoning is to avoid undesirable side effects of development by separating incompatible uses and by maintaining adequate standards for individual uses.

The Town Council and Planning Commission should periodically review the Zoning Ordinance to ensure that it continues to consider existing and potential uses in the Town and preserves the community's character. The Zoning Ordinance should include provisions for buffers and screens between residential and non-residential uses where appropriate. Buffers and screens should include a minimum setback and planting or fencing requirement.

G. Subdivision Regulations

Subdivision Regulations ensure that land is developed in a manner that best promotes the public health, welfare, and safety. These regulations delineate standards for land development; set recording requirements; establish erosion control measures; and guide the

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arrangement of streets and access routes between subdivisions. They also ensure that the private division of land into lots or parcels is consistent with public policy established by the Plan.

H. Funding Sources

1. Overview

Several sources of funding for implementing the projects listed in the Comprehensive Plan have been identified. These sources could finance much needed improvements in Wardensville, adding to the quality of life of its citizens.



Federal and State grants and low interest loan programs may be available to finance capital improvements, particularly grants for larger capital projects. Worth noting, grant applications may delay projects while awaiting approval or add to the cost of a project if, for instance, the grant requires that all contractors pay the “prevailing union wage rate” instead of the market wage rate. Completing grant and other applications may require significant staff time and expense to meet administrative and monitoring requirements.

2. Public Funding Sources

The following public funding sources have been categorized into three sections: (a) Community Development, (b) Housing Development, and (c) Small Business Development.

a. Community Development

Small Cities Community Development Block Grant: Funded by the U.S. Department of Housing and Urban Development (HUD) to support community development, these programs usually provide a suitable living environment, expand economic opportunities, and create decent housing for persons earning low to moderate incomes. The activities that are financed by this grant must eliminate blight and deterioration or meet urgent needs that pose an immediate threat to the health of a community, where no other funding source exists.

Economic Development Agency (EDA): The U.S. Department of Commerce, through EDA, promotes the long-range economic development of areas with severe unemployment and social problems related to families classified as low- to moderate-income earners. The program also aids in the development of public facilities and private enterprise to create

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new, permanent jobs. These grants can be used for public services such as water and sewer systems, access roads to industrial areas, renovation and recycling of old industrial buildings, revitalization of central business districts, energy development projects, railroad sidings and spurs, public tourism facilities, vocational schools, and site improvements for industrial parks.

In order to qualify for this grant, the community must aim to:

- Improve opportunities for the successful establishment or expansion of industrial or commercial plants or facilities.
- Assist in the creation of additional long-term employment opportunities.
- Benefit the long-term unemployed and members of low-income families.

Community Facility Loans: These loans support overall community development with fire and rescue services; transportation; community, social, cultural, and health benefits; industrial park sites; access to sites; or utility extensions.

Priority for funding is as follows:

- Projects that will enhance public safety with fire, police, rescue, or ambulance services;
- Health care facilities necessary to conform to life/safety codes;
- Public services, such as community buildings and courthouses; and
- New hospitals and major expansion of existing hospitals. The statistical factor for eligibility is that towns or incorporated areas must have a population under 20,000.

Governor's Community Partnership Grant Program: This program provides state grant funds for community and economic development projects throughout West Virginia. In true community partnerships, the program enables communities to expand, build, and improve a variety of meaningful public improvements to public facilities and services, from city parks to industrial parks, tennis courts to county courthouses. Funds are provided to units of local government for projects approved by the governor.

Eligible activities include, but are not limited to, permanent public improvements related to the following:

- City hall and courthouse facilities
- Community centers
- Construction and renovation of public facilities
- Demolition
- Economic development

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- Emergency services and law enforcement
- Flood and storm drainage
- Business and industrial parks
- Land and property acquisition
- Libraries
- Parks and recreation
- Parking facilities
- Preservation and beautification
- Street and sidewalk repair
- Technology
- Water and wastewater facilities and services

Historic Tax Credits: Historic Tax Credits are available at the federal and state level for the rehabilitation of structures. Three forms of federal historic tax credits exist: 20% tax credit for income-producing buildings that are “certified historic structures”; 10% tax credit for non-historic buildings placed in service before 1936 and that are rehabilitated for non-residential use; and historic preservation easements that may be eligible for tax benefits, such as a deduction. At the state level, the Rehabilitation Investment Tax Credit Program provides a 20% state income tax credit for the rehabilitation of historic private residences.

West Virginia Main Street: Main Street is a downtown revitalization program focusing on economic development, historic preservation, and marketing principles. Towns and small cities are selected on a competitive basis to receive technical assistance from both the state office and the National Main Street Center, a division of the National Trust for Historic Preservation. Main Street towns receive training in the principles of economic restructuring, design, promotions, and organization. An architect provides design assistance to property owners. Loan programs are developed to encourage new business start-ups. In addition, the state office acts as a liaison between the towns and other government agencies as well as a marketing vehicle to promote community achievements. The On Trac program is a prerequisite to the Main Street Program.

Land and Water Conservation Fund: This fund is provided by the Federal Government or the National Park Service for the acquisition and development of high-quality, public outdoor recreation areas and facilities.

Environmental Protection Agency (EPA): The Environmental Protection Agency offers construction grants for the construction of wastewater treatment systems (including privately owned individual treatment systems, whereby the Town is the applicant on the owner’s behalf) that are required to meet State and Federal quality standards. Other examples of projects that can be financed by this grant include infiltration-inflow correction

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measures, new interceptors, new collector sewers, and correction of Combined Sewer Overflows (CSO), including marine CSO projects.

Statewide Comprehensive Outdoor Recreation Planning (SCORP): Funded by the U.S. Department of the Interior, National Park Service, and Land and Water Conservation Fund (LWCF), SCORP engages in comprehensive statewide, outdoor recreation planning in compliance with federal LWCF Guidelines, which require preparation of a five-year state plan in order to receive federal funds for parks and recreation projects.

General Operating Funds: The Town's General Fund is mainly funded by local taxes. Normally, the General Fund does not have sufficient dollars to fund capital improvements in any one year. However, the Town may be able to support the cost of a project that can be spread over two or three budget years.

b. Housing Development

Single-Family Homeownership Programs (single family): This is a twenty-five year, fixed rate mortgage at a lower interest rate for West Virginia residents who have not owned a home in the last three years (except in targeted areas), and who meet the applicable income limits. Loans on existing houses, newly constructed houses, condominiums, townhouses, or manufactured homes are also available. No refinancing is allowed.

Home Improvement Loan Program (HILP) (single family): This loan program consists of a \$250,000 pool for all owner-occupied dwelling units. Loans include a deferred payment option for elderly clients and emergency situations. The maximum loan available is \$15,000, with a sliding scale interest rate plus fifty basis points for FHA insurance. Deferred payment loans are charged no interest or payments unless certain conditions arise.

Mortgage Credit Certificate Program (MCC) (single family): This program provides a dollar-for-dollar federal tax credit between 20% to 35% of the interest paid, depending on the amount of the mortgage obtained. A \$12,000,000 pool of funds for this program is available.

West Virginia Housing Development Fund (WVHDF): Property Rescue Initiative mandates that the WVHDF allocate \$1 million per fiscal year over five years for a revolving loan program available to counties and municipalities that want to rid their communities of blighted, dangerous properties. The program provides cities and counties with resources to acquire or remove dilapidated properties from their communities. To be eligible, cities and counties must have the authority to acquire or demolish the property, and the razed structures must constitute a health and safety hazard. Assistance is provided

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in the form of a loan repayable over a maximum term of seven years.

Construction Loan Incentive Program (CLIP) (multifamily): This program provides below-market rate interest construction loan money in cooperation with the Farmers Home Administration's Section 515 program for low- and moderate-income multifamily/elderly housing in designated rural areas.

Low-Income Assisted Mortgage Program (LAMP) (single family): Through the creation of a trust, this program provides nonprofit agencies with resources to build homes for persons earning between \$6,000 and \$12,000 annually.

HOME Repair Program (single family): This program offers low- or no-interest loans or deferred payment loans for households at or below 80% of the median income. Funds will be available to repair, install, add, and deal with asbestos.

Land Development Program: This program offers loans for infrastructure development of raw land, roads, and sewers.

Low-Income Housing Tax Credits (LIHTC): This program provides federal tax credits on multi-unit projects that provide low-income rental housing to qualified developers. These credits can be sold for cash to investors and then be used as developer profit, project equity, or project write down.

Special Assistance Lending Program: This program works in partnership with nonprofit agencies for the benefit of those who require special physical, mental, or emotional services. The program targets two areas of dominance in the state housing market—homelessness and those not able to house themselves due to physical or emotional disabilities.

c. Small Business Development

The success of a small business often depends on the availability of appropriate financing at various stages of business development. This includes start-up financing, real estate loans, inventory loans, working capital loans, financing for machinery and equipment, funds to market new products, and money for employee training.

In many cases, the more successful the business, the more financing it requires. Although banks represent a major source of capital, many small business financing needs are not available from banks. As a result, private foundations and governments at all levels have

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created an array of small business financing programs. These programs are designed to promote the economic development of small communities.

Small Business Administration (SBA): The SBA offers various types of loan and management assistance programs to selected small business owners, generally through lending institutions. In some instances, loan guarantees are extended, providing lenders with collateral substitutions. For the small business owner, this increases the availability of loans through local lending institutions, as the perceived collateral and maturity risks are diminished from the viewpoint of the lender. Programs include Small Business Loans, Handicapped Assistance Loans, programs for minorities and women, loan guarantees, and technical assistance.

Economic Development Administration (EDA): In addition to providing project grants through the Economic Development Grants for Public Works and Development Facilities program, the EDA maintains a Business Development Assistance program. The objectives of this program are to sustain industrial and commercial viability in designated areas by providing financial assistance to businesses that create or retain permanent jobs, and expand or establish plants in redevelopment areas for projects where financial assistance is not available from other sources. Guaranteed/Insured loans are also offered: the government will guarantee up to 90% of the unpaid balance of loans for the acquisition of fixed assets or for working capital.

West Virginia Economic Development Authority (WVEDA): WVEDA's mandate is to help local communities upgrade their own economy by making loans available to industries for expansion or new construction within the State. Existing industries as well as new companies locating in the State are eligible to apply for these low interest funds. The program administers loans amounting to \$50,000 to \$800,000 to businesses through a non-profit community development corporation.

Micro Loan Fund: The West Virginia Community Action Directors Association, through its Center for Rural Enterprise, loans small amounts (\$500 to \$10,000) for new, start-up, and existing for-profit businesses that employ fewer than ten people. This program assists individuals with the background, desire, capacity, and capability to operate a business, which cannot acquire conventional bank financing. The applicant must demonstrate the creation of sustainable jobs or the retention of existing jobs. The loan may be used for equipment, machinery, working capital, leasehold improvements, or inventory.

3. Private Funding Sources

Business Improvement Districts (BID): BIDs can be a valuable tool in ensuring merchant participation in the revitalization process and a source of revenue for promotions and marketing. A BID gives business associations, in cooperation with local governments, the

Section IV: Implementation & Governance

ability to manage a commercial district with a level of satisfaction similar to that of a shopping mall.

In communities with existing revitalization groups, a BID can create a more formal structure and increase the level of support among businesses in the area by making business association dues mandatory for all the businesses in the district. This relieves the association of the time consuming task of collecting voluntary dues and provides a steady and predictable revenue source. It also prevents non-participating businesses or absentee property owners from benefiting from the dedicated efforts of the active members of the association without providing any support for these efforts.

Bank Loans: It is often most cost effective to seek bank loans for modest amounts of money (less than one million dollars) than to issue bonds because of the higher administrative, legal, and brokerage expenses associated with the issuing of bonds.

Other Options: Other forms of private sources include local civic organizations, fundraising campaigns, donations, festivals, and other special events.

I. Conclusion

Once the Comprehensive Plan is completed, the job of implementation begins. The Town must be cognizant of administration and enforcement needs as implementation options for the Comprehensive Plan are evaluated. The Comprehensive Plan must be administratively feasible and enforceable, given the budget and staffing resources available to the Town. Constant attention to management and re-evaluation of administrative processes and procedures should be considered equally important to initial structuring, staffing, and establishment of administrative procedures. The ability of the Town to properly administer the Plan, through ordinances, programs, and activities is the Plan's most accurate measure of success. The Town must follow through on the ideas contemplated in the Plan to impact the future well-being of Wardensville and its citizens.

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|---|----------|--------------|---------------------|----------------------|--|---|--|
| Goal 1: Housing | | | | | | | |
| Encourage a mix of stable, affordable housing throughout town | High | Long-Term | 2-3 | Town of Wardensville | West Virginia Housing Development Fund | Cost of constructing new low-income, rental, and family housing. On average \$125-175 per square foot | Housing Development Fund, Low-Income Housing Tax Credits, Low-Income Assisted Mortgage Program |
| Preserve the existing housing stock | Low | Intermediate | 2-3 | Town of Wardensville | West Virginia Housing Development Fund | Cost of revitalizing and repairing current housing stock. On average \$80-135 per square foot. | Housing Development Fund, HOME Program |
| Address substandard housing | Low | Long-Term | 2-3 | Town of Wardensville | West Virginia Housing Development Fund | Ordinance development and code enforcement | Housing Development Fund, HOME Program |
| Encourage new housing construction that is compatible with adjacent uses and local development patterns | High | Long-Term | 2-3 | Town of Wardensville | Hardy County Planning Commission | N/A | N/A |
| Encourage new homes to be accessible to walking or bike paths and trails. | Low | Intermediate | 2-3 | Town of Wardensville | N/A | Cost of constructing and maintaining walking and bike paths. Asphalt is \$1.50-\$2.50 per square foot | Grant Funding |
| Ensure that Vacation Rentals by Owners (VRBO), Airbnb, and similar groups are properly regulated so residential areas of town retain their intended character | High | Short-Term | 2-3 | Town of Wardensville | N/A | Cost of code enforcement. | General Operating Funds |
| Encourage the development of a nursing home or residential care facility within town | Low | Short-Term | 2-3 | Town of Wardensville | West Virginia Housing Development Fund | Cost of constructing or converting an existing building into a nursing home or residential care facility. | Special Assistance Lending Program |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|--|----------|--------------|---------------------|-------------------------|--|--|--|
| Goal 2: Transportation | | | | | | | |
| Identify and work to alleviate all vehicular sight distance issues throughout Town | High | Intermediate | 2-3 | WV Division of Highways | Town of Wardensville | Cost of traffic study and improvements identified. | General Operating Funds |
| Work with the West Virginia Division of Highways to mitigate any adverse traffic impacts of Corridor H | Moderate | Intermediate | 2-3 | Town of Wardensville | West Virginia Division of Highways | N/A | N/A |
| Encourage the use of alternative transportation to mitigate the impacts of the automobile on the existing community (bike and pedestrian trails) | Low | Long-Term | 2-3 | Town of Wardensville | West Virginia Rails-to-Trails Council | Cost of construction and maintaining bike and walking trails. | Grant Funding |
| Encourage sidewalks to be included in all development and redevelopment projects where pedestrian-vehicular conflicts are anticipated | Moderate | Intermediate | 2-4 | Town of Wardensville | West Virginia Division of Highways | On average, \$6 -\$12 per square foot for a concrete sidewalk | Governor’s Community Participation Grant Program |
| Complete Laurel Street extension | Low | Short-Term | 2-4 | Town of Wardensville | Public Service Commission of WV | Cost of completing water and sewer line extension. | Infrastructure and Jobs Development Council (IJDC), Community Facility Loans |
| Decrease speeding on neighborhood streets | High | Short-Term | 2-4 | Town of Wardensville | WV State Police, Hardy County Sheriff Department | Cost of enforcement, signs, and education. | General Operating Funds |
| Address parking issues within town with diligence to ensure that citizens and tourists have ample parking | Moderate | Intermediate | 2-4 | Town of Wardensville | Town business owners | Cost of construction and maintaining designated parking areas. | Governor’s Community Participation Grant Program |
| Assist and work with the Hardy County Rural Development Authority (RDA) with any incidental work to ensure the RDA parking lot remains open and available for public use | Moderate | Intermediate | 2-4 | Town of Wardensville | Hardy County Rural Development Authority | Costs of materials and work. | Town's General Funds |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|---|----------|--------------|---------------------|----------------------|---|-------------------------------|---|
| Goal 3: Economic and Commercial Development | | | | | | | |
| Adopt and implement creative, flexible, and streamlined development regulations | Moderate | Long-Term | 2-4 | Town of Wardensville | Hardy County Planning Commission | Dependent on scope of project | General Operating Funds |
| Develop guidelines that protect the safety and quality of life for the community | High | Intermediate | 2-4 | Town of Wardensville | Hardy County Planning Commission | Staff time | Land and Water Conservation Fund, and other grant funding |
| Identify public improvements, appropriately sited, to stimulate economic development and business retention | Moderate | Short-Term | 2-4 | Town of Wardensville | Hardy County RDA, West Virginia Economic Development Authority | Staff time | West Virginia Main Street, West Virginia Economic Development Authority |
| Encourage the adaptive reuse of vacant stores on Main St. to uses that expand the tax base or preserve until an appropriate and viable use can be realized that meets the objective of the Town's economic development initiatives | Moderate | Short-Term | 2-5 | Town of Wardensville | Wardensville Main Street Initiative, West Virginia Economic Development Authority | Staff time | West Virginia Main Street, West Virginia Economic Development Authority |
| Encourage a variety of shops, businesses, and restaurants on Main Street that cater to local residents and visitors | High | Intermediate | 2-5 | Town of Wardensville | Hardy County RDA, Main Street Initiative, local business owners | Staff time | West Virginia Main Street, Small Business Administration |
| Encourage development that is consistent with the stated goals, focusing on economic growth indicators such as job creation, investments in new and existing property, goods and services for residents, and the promotion of tourism | High | Long-Term | 2-5 | Town of Wardensville | West Virginia Department of Commerce | Staff time | West Virginia Economic Development Authority, Economic Development Administration |
| Ensure the town’s business licensing process is straightforward and efficient | High | Short-Term | 2-5 | Town of Wardensville | WV Secretary of State's Office | Staff time | General Operating Funds |
| Study and, if necessary, update the Town’s zoning ordinance in order to manage the growth of tourism and commercial businesses | High | Short-Term | 2-5 | Town of Wardensville | Hardy County Planning Commission, WVU College of Law Land Use Clinic | Staff time, attorney fees | General Operating Funds |
| Create a business recruitment strategy, including the promotion of broadband internet capabilities. | Moderate | Intermediate | 2-5 | Town of Wardensville | Hardy County Rural Development Authority, Hardy Telecommunications | Staff time | Grant Funding |
| Create a marketing and branding strategy for the Town and the surrounding area focused on economic development | Low | Intermediate | 2-5 | Town of Wardensville | Hardy County Convention and Visitors Bureau (CVB) | \$300 to \$10,000 | West Virginia Main Street |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|--|----------|--------------|------------------|----------------------|--|---|--|
| Encourage churches, businesses, government, and residents to work together to create employment opportunities and youth programs | Moderate | Short-Term | 2-5 | Town of Wardensville | local churches, businesses, residents, and town government | N/A | N/A |
| Goal 4: Renewal and Redevelopment | | | | | | | |
| Concentrate retail and business development on Main Street | High | Long-Term | 2-6 | Town of Wardensville | Wardensville Main Street | N/A | West Virginia Main Street, Small Business Administration |
| Provide ample and accessible public parking off street | High | Intermediate | 2-6 | Town of Wardensville | Wardensville business owners | Dependent on scope of project | General Operating Funds |
| Relocate overhead utilities | Low | Long-Term | 2-6 | Town of Wardensville | Hardy County Public Service District | Cost per linear foot to bury utilities: \$200 to \$400; Cost to relocate to back of properties: ~\$75 | General Operating Funds |
| Maintain the authentic feel of Main Street | High | Short-Term | 2-6 | Town of Wardensville | Wardensville Main Street, Main Street West Virginia | N/A | Main Street West Virginia |
| Create distinctive entrances to the Town | Moderate | Intermediate | 2-6 | Town of Wardensville | West Virginia Division of Highways | Dependent on scope of project | General Operating Funds |
| Create a balance between commercial and residential uses | Moderate | Long-Term | 2-6 | Town of Wardensville | N/A | N/A | N/A |
| Design better pedestrian access around Town | Low | Short-Term | 2-6 | Town of Wardensville | WV Division of Highways | Dependent on scope of project | Governor’s Community Participation Grant Program |
| Preserve residential uses along Main Street | Moderate | Intermediate | 2-6 | Town of Wardensville | N/A | Update the zoning ordinance, could costs thousands of dollars | General Operating Funds |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|--|----------|--------------|---------------------|----------------------|--|--|--|
| Goal 5: Infrastructure | | | | | | | |
| Address and adequately fund the repair and replacement of deficient water lines throughout town in a systematic and ongoing approach | Moderate | Long-Term | 2-7 | Town of Wardensville | Public Service Commission of West Virginia | Dependent on scope of project | General Operating Funds |
| Improve maintenance and performance of storm drainage throughout Town | High | Long-Term | 2-7 | Town of Wardensville | WV Department of Environmental Protection, Hardy County Public Service District | Dependent on scope of project | General Operating Funds |
| Provide continuing support for our Emergency Response Agencies | High | Long-Term | 2-7 | Town of Wardensville | WV Division of Homeland Sec. & Emergency Management, Hardy Co. Emergency Ambulance Authority | Dependent on scope of project | General Operating Funds, Grant Funding |
| Install new streetlights | Low | Intermediate | 2-7 | Town of Wardensville | Hardy County Public Service District, Potomac Edison WV, WV DOH | approximately \$5,000 for each new streetlight | General Operating Funds |
| Identify the community's recreational needs and plan future improvements | Low | Intermediate | 2-7 | Town of Wardensville | Hardy County Commission, WV Recreation and Parks Association | Dependent on scope of project | General Operating Funds, Grant Funding |
| Encourage the construction of new community facilities that meet the needs of residents and tourists | Low | Long-Term | 2-7 | Town of Wardensville | Hardy County CVB | Dependent on scope of project | IJDC loans, General Operating Funds |
| Protect Town sources of drinking water (wells, streams, and aquifers) from contamination | High | Long-Term | 2-7 | Town of Wardensville | Hardy Co. Public Service District, WV Department of Environmental Protection | cost of maintenance, monitoring, and implementation of safety programs | General Operating Funds |
| Continue to encourage the extension of fiber optics | Moderate | Intermediate | 2-7 | Town of Wardensville | WV Broadband Enchancement Council, Frontier, Hardy Telecommunications | Dependent on scope of project | Grant Funding |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|---|----------|--------------|---------------------|----------------------|---|--|-------------------------|
| Goal 6: Historic Preservation | | | | | | | |
| Balance the need to preserve the Town’s historic resources with need to expand the tax base | Low | Long-Term | 2-8 | Town of Wardensville | Hardy County Planning Commission, State Historic Preservation Office (SHPO) | N/A | N/A |
| Review and update the inventory of historic buildings and sites | Low | Short-Term | 2-8 | Town of Wardensville | SHPO | Staff time | General Operating Funds |
| Educate property owners about the importance of adaptive use of historic structures | Low | Short-Term | 2-8 | Town of Wardensville | SHPO | Cost of education materials and programs | General Operating Funds |
| Consider establishing a historic landmarks commission to focus attention on the improtance of perserving historiclaly significant places and structures | High | Intermediate | 2-8 | Town of Wardensville | N/A | Staff Time | N/A |
| Consider nominating areas of Wardensville to be designated as a National Historic District | Low | Short-Term | 2-8 | Town of Wardensville | West Virginia State Historic Perservation Offic (SHPO) | Staff Time | Grant Funding |
| Promote local heritage tourism | Moderate | Long-Term | 2-8 | Hardy County CVB | Town of Wardensville, WV Division of Culture and History, Hardy Co. Chamber of Commerce | Cost of marketing and advertising | General Operating Funds |
| Support efforts and activities that showcase local and regional heritage | Moderate | Intermediate | 2-8 | Hardy County CVB | Town of Wardensville, WV Division of Culture and History, Hardy Co. Chamber of Commerce | Dependent on scope of project | General Operating Funds |
| | | | | | | | |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|--|----------|--------------|---------------------|----------------------|---|-------------------------------|--|
| Goal 7: Rural Lands | | | | | | | |
| Adopt and implement creative, flexible, and streamlined development regulations that are sensitive to the natural environment | Moderate | Long-Term | 2-9 | Town of Wardensville | West Virginia Department of Environmental Protection | Dependent on scope of project | EPA Grants, USDA grant |
| Protect streams and their buffers, provide adequate and usable open space, and protect the natural environment | Moderate | Long-Term | 2-9 | Town of Wardensville | West Virginia Department of Environmental Protection | Dependent on scope of project | USDA, EPA Grants [<i>See Hardy County Source Water Protection Report 2014</i>] |
| Strive to inventory and map environmental resources | Low | Intermediate | 2-9 | Town of Wardensville | West Virginia Department of Environmental Protection | Dependent on scope of project | |
| Protect the public health and welfare by closely monitoring and mitigating development activities in and proximate to the Town | Low | Long-Term | 2-9 | Town of Wardensville | Hardy County Health Department, WV DEP | Dependent on scope of project | Grant Funding |
| Goal 8: Land Use | | | | | | | |
| Limit the proliferation of land uses that impact the public health, safety, morals, and welfare of the Town | Moderate | Long-Term | 2-9 | Town of Wardensville | Hardy County Health Department | Dependent on scope of project | Grant Funding |
| Encourage land uses that are compatible with the existing character of development in the Town | Moderate | Long-Term | 2-9 | Town of Wardensville | Hardy County Planning Commission | N/A | N/A |
| Limit agrarian uses that are more suitable for rural areas outside of the Town limits | Low | Long-Term | 2-9 | Town of Wardensville | Hardy County Planning Commission | N/A | N/A |
| Develop a vacant building strategy that includes derelict and empty buildings and absentee landowners | Low | Short-Term | 2-9 | Town of Wardensville | WV Brownfield Abandoned Dilapidated Program, WV Community Development HUB | Dependent on scope of project | General Operating Funds, Grant Funding |
| Explore advantages and disadvantages of annexation | Low | Short-Term | 2-9 | Town of Wardensville | Hardy County Planning Commission, WV Municipal League | Staff time, Legal Counsel | General Operating Funds |
| Be cognizant of natural hazards. | High | Intermediate | 2-9 | Town of Wardensville | WV Division of Homeland Sec. & Emergency Management | Cost of monitoring | General Operating Funds |
| Consider appropriate uses for developable land within town | Moderate | Intermediate | 2-10 | Town of Wardensville | Hardy County Planning Commission, city government | N/A | N/A |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|---|----------|--------------|---------------------|----------------------------------|--|--|-------------------------|
| Goal 9: Public Service | | | | | | | |
| Schedule Council planning sessions annually or more frequently as needed | Low | Short-Term | 2-10 | Town of Wardensville | Wardensville Council members | N/A | N/A |
| Create a new-resident and new business welcome packet | Moderate | Short-Term | 2-10 | Hardy County Chamber of Commerce | Hardy County CVB, Town of Wardensville | cost of time and resources to develop and publish | General Operating Funds |
| Adopt a memorandum of understanding by elected officials, formally committing jurisdictions to cooperatively plan and act in providing a formal structure for coordination of interjurisdictional planning issues | Low | Short-Term | 2-10 | Town of Wardensville | local government officials | N/A | N/A |
| Meet with County officials to develop a plan to guide development patterns | Moderate | Long-Term | 2-10 | Town of Wardensville | County officials, Hardy County Planning Commission | N/A | N/A |
| Post a copy of the Town Council’s meeting minutes as well as local government meeting notices and agendas on its web-site and other social media sites | Moderate | Short-Term | 2-10 | Town of Wardensville | N/A | Staff time | N/A |
| Invite County Commission members to visit Town Council meetings to report on the activities of the County Commission and answer questions from the Council | Low | Short-Term | 2-10 | Town of Wardensville | Hardy County Commission | N/A | N/A |
| Build and enhance working relationships and programs with business and development organizations as well as other service-oriented or non-profit groups | Moderate | Intermediate | 2-11 | Town of Wardensville | Hardy County RDA, Hardy County Chamber of Commerce, Hardy County CVB | N/A | N/A |
| Work with Hardy County Redevelopment Authority (RDA) to appoint a Town representative to Wardensville’s seat on the RDA | Low | Short-Term | 2-11 | Town of Wardensville | Hardy County Rural Development Authority | N/A | N/A |
| Continue to prepare and distribute Town bulletins/newsletters | High | Long-Term | 2-11 | Town of Wardensville | Moorefield Examiner | cost of time and resources to prepare, publish, and distribute | General Operating Funds |
| Goal 10: Recreation | | | | | | | |
| Identify the community's recreational needs and plan future improvements | High | Long-Term | 2-11 | Town of Wardensville | Hardy County Recreation Committee | Staff time | General Operating Funds |
| Encourage the recreational use of the river in and around Wardensville | Low | Intermediate | 2-11 | Town of Wardensville | WV Department of Natural Resources | N/A | N/A |
| Encourage the continued development of recreational biking opportunities in and around town. | Low | Intermediate | 2-11 | Town of Wardensville | WV Recreation and Parks Association | N/A | N/A |

| Recommendation | Priority | Timeline | Reference page # | Responsible Party | Potential Partners | Estimated Costs | Funding Sources |
|---|----------|--------------|---------------------|----------------------|--|-------------------------------|--|
| Work to preserve, improve, and expand the public pool and other public amenities at J. Allen Hawkins Community Park and other Town properties | Low | Intermediate | 2-11 | Town of Wardensville | N/A | Dependent on scope of project | General Operating Funds, Grant Funding |
| Work with community organizations and businesses to support and encourage community events | Low | Long-Term | 2-11 | Town of Wardensville | Hardy County Chamber of Commerce, Hardy County CVB, Hardy County RDA | Dependent on scope of project | General Operating Funds |
| Undertake activities that encourage the continued and expanded use of the Community Center and Visitors Center | Moderate | Short-Term | 2-11 | Town of Wardensville | Hardy County CVB | Dependent on scope of project | General Operating Funds |
| Goal 11: Finance | | | | | | | |
| Develop an annual capital improvements plan addressing recommendations in the Comprehensive Plan. | Low | Intermediate | 2-12 | 3rd Party Consultant | Council members, local government officials | Staff time | General Operating Funds |
| Identify the current method by which capital improvements are funded | Low | Intermediate | 2-12 | 3rd Party Consultant | Council members, local government officials | Staff time | General Operating Funds |
| Analyze the existing financial strategy for implementing capital improvements projects | Low | Intermediate | 2-12 | 3rd Party Consultant | Council members, local government officials | Staff time | General Operating Funds |
| Examine alternative methods for funding capital improvement projects | Low | Intermediate | 2-12 | 3rd Party Consultant | Council members, local government officials | Staff time | General Operating Funds |
| Determine role of partners and the private sector in capital improvments projects | Low | Intermediate | 2-12 | 3rd Party Consultant | Council members, local government officials | Staff time | General Operating Funds |

Appendix

MINUTES
TOWN COUNCIL
MUNICIPALITY OF WARDENSVILLE
HARDY COUNTY, WEST VIRGINIA
May 14, 2018

A regular meeting of the Wardensville Town Council was called to order by Mayor Greg Alderman at 7:07 pm on May 14, 2018 in the Wardensville Visitor and Conference Center. Present were Mayor Alderman, Councilors Grace Garrett, Luke Kesner, Edward Klinovski, Patty Strawderman, David Twedt and Recorder Maureen Martin. Also present were Michele Moure-Reeves with HCCVB, Jean Flanagan with the Moorefield Examiner, Charlotte Bowman, Tom Anderson, Alan Brill, Betsy Orndoff-Sayers, Vickie Dyer, David and Gina Atkisson and others.

Prayer – Mayor Alderman

Pledge of Allegiance – Councilor Ed Klinovski

Call to Order – Mayor Alderman

Roll Call – Recorder Maureen Martin – Quorum established

Approval of Minutes: March 27, April 9, and April 17, 2018 – Motion to approve with changes by Councilor Edward Klinovski with a second by Councilor David Twedt motion carried with 5 yeas and no opposed.

Invited Guests of Council: None

Mayor's Report None

Comments & Concerns: None

Water & Sewer Bill Adjustment Requests: 157 W. Main was declined an adjustment with a motion by Councilor Luke Kesner with a second by Councilor Grace Garrett. Motion carried with 5 yeas and no opposed. 300 Furnace Rd was approved with average bill adjustment. Motion by Councilor David Twedt with a second by Councilor Luke Kesner motion carried with 5 yeas and no opposed.

Review and Approve Bills to be paid - Mayor Alderman requested for paying of the bills to be moved to the end of the agenda. Motion made by Councilor David Twedt with a second by Councilor Edward Klinovski, motion carried with 5 yeas and no opposed.

Recorders Report - Business License discussion to be placed on agenda.

Town Operations & Public Works – Erich Atkison discussed new aerator and how well it's working. It's recommended to start using the duck weed chemical to keep the growth under control in the summer approximate cost per summer is \$1500. All mowers and weed eaters are serviced and ready to go except for the John Deer since it's not used. This left a surplus of funds to use for the hedge trimmers purchase. The other mower that was donated for the ball field is being worked on by volunteers. We need to check on the tires.

Park & Pool – Mayor Alderman stated all help would be appreciated and needed this Saturday May 19, 2018 from 9:00 am – 3:00 pm to finish cleaning the rest of the chairs, bathrooms, etc.

Beautification – Edward Klinovski would be putting out for a scheduled meeting next week and work will be done on the pots this week.

Fitness Center – Luke Kesner shared that the VFW will give them \$5,000 in matching funds. The Fitness Center is working on a 5K run and will be working with other businesses for donations and other fund raisers. Codes are changed and are being updated through a new process. Meeting scheduled for next week.

WDA – Luke Kesner said a meeting is scheduled for May 22, 2018.

Old Business

March 19, 2018 & April 2, 2018 Minutes - Mayor Alderman stated a few items needed to be corrected which are highlighted in yellow. Motion made by Councilor Edward Klinovski with a second by Councilor Luke Kesner motion carried with 5 yeas no opposed.

Unfinished Business:

Wardensville Comprehensive Plan - Councilor Edward Klinovski motioned to accept the draft Comprehensive Plan as presented with a second by Councilor Grace Garrett. Motion carried with 5 yeas and no opposed.

Wardensville Planning Commission Secretary - Charlotte Bowman, Chair for the Wardensville Planning Commission, requested this to be tabled to next meeting until additional names are presented. Motion made to table for next regular meeting in June by Councilor Edward Klinovski with a second by Luke Kesner. Motion carried 5 yeas with no opposed.

Business License Fee Schedule – Recorder Maureen Martin discussed that the business license fees are too high and need to be reduced. A detailed review was done with council. Councilor Edward Klinovski motioned to accept the fees as discussed with a second by Councilor Grace Garrett. Motion carried with 5 yeas and no opposed.

Computer Support Contracts – Council discussed the bids submitted. One company wants to charge for written information. Councilor David Twedt motioned to accept Global Science and Technology Inc. as presented for a 1 year contract with a second by Councilor Edward Klinovski. Motion carried with 5 yeas and no opposed.

Hardy County Convention and Visitors Bureau Contract - Councilor Edward Klinovski motioned to accept the HCVVB contract as presented and to sign as written with a second by Councilor Luke Kesner. Motion carried with 5 yeas and 1 opposed.

Wardensville Main Street Initiate Banners & Contract Review - Councilor David Twedt motioned to accept the contract as presented with a second by Councilor Edward Klinovski. Motion carried with 5 yeas and no opposed.

New Business:

Oaths of Office for Newly Elected Wardensville Officials - Mayor Alderman stated the newly elected official's Oath of Office will take place on June 11, 2018 at the regular council session.

Extra Funds from Mower Maintenance Equipment Purchase; Request for Hedge Trimmers - Councilor David Twedt motioned to use the funds to purchase commercial hedge trimmers and a lawn mower battery with a second with Councilor Edward Klinovski. Motion carried with 5 yeas and no opposed.

Change Order of Bill Pay on Agenda - Councilor Edward Klinovski motioned to permanently move the agenda line item "paying of the bills" to the end of the agenda with a second by Councilor Grace Garrett. Motion carried with 5 yeas and no opposed.

Paying of the Bills – Water and Sewer Bills were approved as presented with motion by Councilor David Twedt with a second by Councilor Luke Kesner. Motion carried with 5 yeas with no opposed. Councilor Luke Kesner motioned to approve the Town and Fitness Center Bills as presented with a second by Councilor Grace Garrett. Motion carrier with 5 yeas and no opposed.

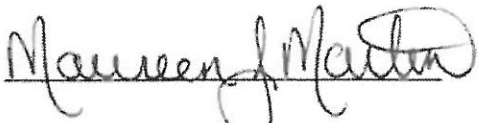
Personnel Issues – Mayor Alderman asked for a motion to move into executive session to discuss personnel issues. Motion was made by Councilor David Twedt with a second by Councilor Edward Klinovski. Motion carried with 5 yeas and no opposed. Motion by Councilor Edward Klinovski to end executive session with a second by Councilor Luke Kesner. Motion carried with 5 yeas and no opposed.

Motion to approve Patty Strawderman and Luke Kesner as members of Town Council retroactively to the time they were appointed to office. Motion made by Councilor Edward Klinovski with a second by Councilor David Twedt. Motion carried with 5 yeas with no opposed.

Adjourn – Motion to adjourn meeting made by Councilor Edward Klinovski with a second by Councilor Grace Garrett. Motion carried with 5 yeas and no opposed.

Meeting adjourned at 9:23 pm.

Respectfully Submitted,



Maureen J. Martin, Recorder

Signed,



Greg Alderman, Mayor

Town of Wardensville, West Virginia
Planning Commission
The Comprehensive Plan- Procedures for Public Input

Pursuant to the requirements of W. Va. Code § 8A-3-6(c), the Planning Commission (hereinafter "Commission") of the Town of Wardensville, West Virginia (hereinafter "Town") hereby adopts the following procedures to encourage and promote public participation in the drafting of the Town's comprehensive plan. The comprehensive plan is being drafted pursuant to W. Va. Code § 8A-1-1.

- (1) Prior to recommending a new or amended comprehensive plan, the Commission will hold a public meeting on the new or amended comprehensive plan. The purpose of a public meeting is to gather input from the general public as to the Town's strengths, weaknesses, opportunities and threats as they pertain to matters in the comprehensive plan.
- (2) The Commission will request input from other affected governing bodies and units of governments that may be affected by the adoption of the comprehensive plan.
- (3) Under W. Va. Code § 8A-3-6(b), once the Commission has completed a draft of the comprehensive plan, and before submitting a plan to the Town Council for adoption, it must publicize and hold a public hearing on the draft of its plan.
 - a. More particularly, under W. Va. Code § 8A-3-6(b), at least thirty(30) days prior to the date set for the public hearing, the Commission will publish a notice of the date, time and place of the public hearing as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of the West Virginia Code. The notice shall run in a general circulating publication, the publication area will be the area that will be covered by the comprehensive plan.
 - b. In addition to the requirements at W. Va. Code § 8A-3-6(b), above, the Commission will publish its draft of the comprehensive plan at least thirty (30) days prior to the public hearing. Specifically, the Commission will post a draft of the plan on the Town's website, and will post hardcopies for public review at the Wardensville Town Hall.
- (4) For purposes of this comprehensive planning process, the Commission considers the "community" of the Town of Wardensville to be broader than just full-time residents within the corporate borders. For input into the comprehensive planning process, the Commission will look to business owners who live outside the corporate borders, part-time residents, those who are employed in the Town but live outside the corporate borders, visitors, and others.
- (5) Public notice of Commission meetings will be given pursuant to the West Virginia Open Governmental Proceedings Act, where applicable.
- (6) No provision herein shall be construed as limiting the Commission's ability to engage in additional public participation efforts, as the Commission deems appropriate. No provision herein shall prohibit the Commisison from amending these procedures.

Adopted this 23 day of October, 2017.

Charlotte Bauman

President

Debby Frank

Vice President / Sec.

Betsy Gundoff Sagers

Member

Margaret J. Martin

Member

Member

AFFIDAVIT OF PUBLICATION

Cost of Publication \$23.80

I, Phoebe Fisher Heishman, being first sworn upon my oath, do depose and say that I am President of the R. E. Fisher Company, a corporation, and publisher of the newspaper entitled THE MOOREFIELD EXAMINER, a Democratic newspaper; that I have been duly authorized by the Board of Directors of such corporation to execute all affidavits of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published twice weekly on Wednesdays and Saturdays, for at least fifty weeks during a calendar year, in the municipality of Moorefield, Hardy County, West Virginia; that such newspaper is a newspaper of "general circulation," as that term is defined in article three, chapter fifty-nine of the Code of West Virginia, 1931, as amended within the publication area or areas of aforesaid municipality and county; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial, and social nature, and for current happenings, announcements, miscellaneous reading matters, that the annexed

Notice of Public Hearing Wardensville Planning Commission, Draft W'ville Comprehensive Plan

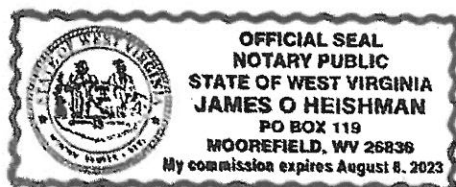
was duly published in said newspaper once a week for 1 successive week, commencing with the issue of 7th day of February, 2018, and ending with the issue of the 7th day of February, 2018, and was posted at the N/A on the _____ day of _____, 20____.

/S/

Phoebe Fisher Heishman
Phoebe Fisher Heishman, Publisher
The Moorefield Examiner

Taken, subscribed and sworn to before me in my said county this 7th day of February, 2018.

My commission expires August 8, 2023.



/S/

[Signature]
Notary Public of Hardy County, WV

**Notice of Public Hearing
Wardensville Planning Commission
Draft Wardensville Comprehensive Plan**

The Wardensville Planning Commission will hold a public hearing and meeting at 6:30 p.m. on Monday, March 26, 2018 in the Conference Room of the Wardensville Visitor and Conference Center, 301 East Main Street, Wardensville, W.Va. The public is invited to attend as well as submit comments on the draft plan.

Beginning February 7, 2018 copies of the draft comprehensive plan will be available for review during normal business hours at the following locations: Wardensville Town Hall (25 Warrior Way), Wardensville Visitor Center (301 E. Main Street) and Wardensville Library in the Community Center (345 E. Main Street).

The public can contact Jared Anderson at 304.293.1698 Monday-Friday 8:30 a.m. – 5 p.m. if they are unable to review the draft comprehensive plan. Written comments can be submitted prior to the scheduled hearing at Wardensville Town Hall, 25 Warrior Way, (PO Box 7) Wardensville, W.Va. 26851 or may be emailed to Jared Anderson at jared.anderson@mail.wvu.edu.

RECEIVED

MAY 04 2018

AFFIDAVIT OF PUBLICATION

Cost of Publication \$19.84

I, Phoebe Fisher Heishman, being first sworn upon my oath, do depose and say that I am President of the R. E. Fisher Company, a corporation, and publisher of the newspaper entitled THE MOOREFIELD EXAMINER, a Democratic newspaper; that I have been duly authorized by the Board of Directors of such corporation to execute all affidavits of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published twice weekly on Wednesdays and Saturdays, for at least fifty weeks during a calendar year, in the municipality of Moorefield, Hardy County, West Virginia; that such newspaper is a newspaper of "general circulation," as that term is defined in article three, chapter fifty-nine of the Code of West Virginia, 1931, as amended within the publication area or areas of aforesaid municipality and county; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial, and social nature, and for current happenings, announcements, miscellaneous reading matters, that the annexed

Notice of Public Hearing re: Draft Wardensville Comprehensive Plan

was duly published in said newspaper once a week for 1 successive week,

commencing with the issue of the 25th day of April, 2018, and ending with the

issue of the 25th day of April, 2018, and was posted at the N/A on the

 day of , 20 .

/S/

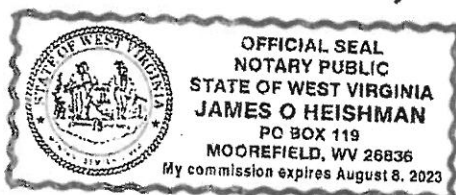


Phoebe Fisher Heishman, Publisher
The Moorefield Examiner

Taken, subscribed and sworn to before me in my said county this 30th day of

April, 2018.

My commission expires August 8, 2023



/S/


Notary Public of Hardy County, WV

RECEIVED

MAY 04 2018

**Notice of Public Hearing
Wardensville Town Council
Draft Wardensville Comprehensive Plan**

The Wardensville Town Council will hold a public hearing and meeting at 8:30 p.m. on Monday, May 14, 2018 in the Conference Room of the Wardensville Visitor and Conference Center, 301 East Main Street, Wardensville, W.Va. The public is invited to attend as well as submit comments on the draft plan.

Beginning February 7, 2018 copies of the draft comprehensive plan will be available for review during normal business

hours at the following locations: Wardensville Town Hall (25 Warrior Way), Wardensville Visitor Center (301 E. Main Street) and Wardensville Library in the Community Center (345 E. Main Street).

Written comments can be submitted prior to the scheduled hearing at Wardensville Town Hall, 25 Warrior Way, (PO Box 7) Wardensville, W.Va. 26851

4/25 1c

TOWN OF WARDENSVILLE COMPREHENSIVE PLAN SURVEY

(Please answer as completely as you can)

1. Your Age Bracket:

____ Under 18
1 18-25
4 25-44
16 45-64
10 65 or older

2. Do You Have School-aged Children Under The Age of 18 At Home?

5 Yes _24_ No

3. Are You Retired? _15_ Yes _6_ No
If no, do you plan to retire in the Town of Wardsville? _13_ Yes _4_ No

4. Do You Rent Or Own Your Home/Land?

25 Own home, live in Wardsville
3 Rent home, live in Wardsville
1 Own property in Wardsville, live elsewhere
0 Rent property in Wardsville, live elsewhere

5. How Would You Prefer To Get Information About Community News/Events, Board Meetings, etc.? Please number your top 3 preferences:

____ Town of Wardsville Website
____ Direct paper mailings
____ Town of Wardsville e-mail list
20 Newspaper: County or Weekender
25 Water/sewer bill
14 Facebook
3 Other (please specify) Town Bulletin/e-mail/telepathy

6. Please check one box for each reason why you choose to live in Wardensville and what you value about it.

| REASON YOU LIVE IN WARDENSVILLE | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT VERY IMPORTANT | NOT APPLICABLE |
|--|--------------------------|--------------------|--------------------|----------------|
| Rural character | 17 | 11 | | |
| Natural beauty | 21 | 6 | 1 | 1 |
| Grew up here | 11 | | 4 | 14 |
| Housing cost | 14 | 9 | 2 | 3 |
| School district | 7 | 9 | 2 | 10 |
| Businesses | 6 | 12 | 6 | 4 |
| Sense of community | 14 | 13 | 1 | 2 |
| Town Size | 12 | 11 | 5 | 2 |
| Reduced Regulations | 5 | 7 | 8 | 5 |
| Investment opportunity | 4 | 7 | 8 | 9 |
| Proximity to State Parks/National Forest | 6 | 13 | 5 | 8 |
| Historical Pres. | 8 | 15 | 4 | 2 |
| Other (specify): | Work; family living here | | | |

7. For each of the services below, please indicate whether you think the level of service is appropriate, should be increased, or should be decreased. (Please check only one for each service).

| SERVICE | APPROPRIATE | INCREASE | DECREASE | NO OPINION |
|---------------------------|-------------|----------|----------|------------|
| Road maintenance | 10 | 14 | 1 | 2 |
| Snow plowing | 18 | 10 | 0 | 3 |
| Police protection | 10 | 12 | 2 | 2 |
| Fire protection/rescue | 18 | 10 | 0 | 0 |
| Town Hall services/hours | 26 | 1 | 0 | 4 |
| Building code enforcement | 20 | 2 | 2 | 6 |
| Junk code enforcement | 14 | 11 | 1 | 5 |
| Dog control | 18 | 7 | 2 | 3 |
| Internet connectivity | 10 | 16 | 0 | 2 |

| SERVICE (cont'd) | APPROPRIATE | INCREASE | DECREASE | NO OPINION |
|--|-------------|----------|----------|------------|
| Cell service | 12 | 14 | 1 | 0 |
| Street lights | 18 | 10 | 1 | 0 |
| Hiking trails/bike paths | 15 | 10 | 4 | 3 |
| Community events | 15 | 11 | 2 | 2 |
| Service/activities for senior citizens | 10 | 11 | 0 | 9 |
| Recycling | 10 | 18 | 0 | 4 |
| Availability of buildings (school, firehouse, etc.) for public use | 14 | 11 | 2 | 2 |
| Public recreational opportunities | 10 | 11 | 0 | 7 |
| Other (Specify) | Gambling | | | |

8. Would you encourage or discourage the following land uses in Wardensville? (Check one for each).

| LAND USE | ENCOURAGE | DISCOURAGE | NO CHANGE | NO OPINION |
|--|-----------|------------|-----------|------------|
| Residential development: single family homes | 17 | 1 | 8 | 5 |
| Residential development: multiple unit dwellings | 7 | 4 | 8 | 6 |
| Townhouses/condominiums | 5 | 4 | 8 | 7 |
| Mobile Home Parks | 0 | 7 | 7 | 6 |
| "Green" building construction | 14 | 0 | 3 | 12 |
| Affordable housing | 19 | 0 | 5 | 6 |
| Senior/assisted living | 20 | 0 | 4 | 6 |
| Organic agriculture | 16 | 0 | 3 | 11 |
| Conventional agriculture | 10 | 1 | 9 | 10 |
| Public green space | 15 | 1 | 4 | 7 |
| Town park for recreation | 22 | 0 | 4 | 2 |
| Commercial development | 18 | 4 | 2 | 7 |
| Sidewalks | 22 | 0 | 6 | 4 |
| Bike paths/lanes | 17 | 2 | 7 | 5 |
| Protection of natural areas/open space | 23 | 0 | 3 | 5 |
| Protection of air, soil and Water (streams & ground water) quality | 21 | 0 | 4 | 4 |

9. What type of business/municipal development would you like to encourage or avoid in Wardensville? (Check one for each).

| TYPE OF DEVELOPMENT: BUSINESS/MUNICIPAL | ENCOURAGE OR INCREASE | DISCOURAGE | NO OPINION |
|---|--------------------------|------------|------------|
| Community Center | 24 | 3 | 5 |
| Library | 26 | 2 | 3 |
| Additional gas station/convenience store | 11 | 10 | 9 |
| Grocery/retail stores | 21 | 4 | 5 |
| Businesses centered on tourism (e.g. bed & breakfast, restaurants, gift shops, eco-tourism) | 20 | 8 | 7 |
| Professional offices (medical/dental/legal/technology) | 21 | 4 | 5 |
| Service businesses | 14 | 4 | 11 |
| Business offering "green" energy services (weatherization, solar, wind, geothermal) | 16 | 3 | 12 |
| Home based businesses | 18 | 2 | 11 |
| Day care | 22 | 2 | 7 |
| Elder care | 22 | 4 | 6 |
| Organic farming | 15 | 2 | 13 |
| Conventional farming | 12 | 1 | 15 |
| Farmers market | 26 | 1 | 4 |
| Light industrial/manufacturing | 17 | 4 | 10 |
| Other (specify) | | | |

10. What do you like most about Wardensville?

- Small farm oriented town.
- I'm thinking....
- Quiet community with access to stores that supply products for basic needs & ability to travel easily to cities and parks
- People
- It's growing
- Small family oriented town
- Quiet, small town community
- Work
- The location
- Country setting
- How the older community sticking together

- Location, History
- Small town feeling
- Rural setting
- Quiet, down-home atmosphere, people ready to help one another
- Small, quiet and friendly town
- Safe community to raise children
- N/A
- Friendliness of people
- Small town; everyone knows who you are and concern about the people in the town.
- The young and old, born here and recently relocated- feel a sense of belonging to the community – not just a place to live.
- The people and beauty
- The drama
- People (They work to take care of each other)
- Friendly community
- Small community
- The people of Wardensville and its natural beauty
- Still rural areas
- The history & small community setting
- Untapped potential in becoming welcoming town for visitors to West Virginia
-

11. What is your biggest concern about the future of Wardensville?

Outsiders taking over, not offering anything for elderly or youth

- Outsiders taking over, not offering anything for elderly or youth
- Space/land – would rather see new businesses or new home owners refurbish existing, unused buildings in town than to take away green spaces
- Apathy
- N/A
- Being taken over by people that don't have a clue about small town life. Wardensville doesn't need changed – we have been a wonderful small community & need to stay the same!
- Lack of options for kids to get involved in. Lack of Businesses that are beneficial to everyone.
- 1) Corridor H 2) grumpy citizens
- Losing neighborliness
- NO POLICE & Safety
- Smart Growth – should be goal to include environmental issues
- Parking on Main Street & Older water lines that need to be replaced in the future.
- The character that makes our town unique will be changed forever. Those who are moving in want to make us like the area they just left!
- Road access
- Over crowded especially too many businesses

- No police employment
- N/A
- Re-established businesses
- Over population
- That the older generation won't get the support in their declining years. I see a reluctance of some towns- people to let go of the status quo to better the town.
- Big businesses coming in
- The town is doing
- Lack of law enforcement
- Growth control
- Too many outsiders coming in & trying to change this small community
- Don't grow in rapid pace
- None
- It's gonna get too big
- Negativity from a few select business owners
-

12. What would you change in Wardensville?

- Clean up main street; to many old buildings that serve no purpose ex: old Video Store, Tastee Freeze, old IGA, old Mountaineer store
- Increase recycling options around town instead of over in Baker
- Not much
- N/A
- Quit being a JOKE- the building lights are like a dog marking his territory; not necessary
- Businesses; more opportunities for youth
- Allow chickens
- Nothing
- More Police Protection
- Traffic safety, increase walkability by slowing down vehicle traffic
- Get Police Protection Back & continue to beautify our town
- More fire hydrants
- The booze business is rampant
- No chemical use under power lines, kills vegetation (milk weed) for monarch butterflies.
- Hire a police officer again
- N/A
- More activities for the older
- Bring in more place for family to eat like McDonald's or Pizza Hut
- More community involvement/volunteer work.
- Fix up the old houses and open places that are closed
- Taxes where a business might have a chance at Servicing here, but it wouldn't really matter because if you're not from here people are not going to come into

your business. Doesn't really matter someone in the town and get on the board and change things to their liking and move on the rest are stuck with the consequences like the water bill. By the way how come he pays no town taxes

- Continue current economic trend; community growth
- We need law enforcement
- Nothing – I like it!
- Need a fast food: example McDonald's or ?
- I like to see more small businesses to encourage tourism & to beautify the streets/town. I love the new lights on the buildings.
- I would like to see vibrant multi-faceted community working together
-

13. On a scale of 1-5, do you believe Wardensville is changing for the better or worse?
(Circle one number).

| BETTER | | NOT CHANGING | | WORSE | |
|--------|----|--------------|----|-------|---|
| 1) | 10 | 2) | 12 | 3) | 3 |
| | | | | 4) | 4 |
| | | | | 5) | 2 |

- WHY?
- 2) more local businesses, even if it is soap ...
 - 2) many improvements recently w/new businesses, restaurants & increased home sales
 - 2) seems as though more businesses is opening
 - 2) better
 - 5) Wish people would find another Town to take over – We don't need or want you here if you don't like W-ville & only want to change it. Like it as is or leave it. I'm sure this will be discarded- you will only keep surveys you agree with
 - 3) Remains the same. Nothing really for the betterment of entire community.
 - 2) New faces/new businesses; Sell the motel; none of your beeswax
 - 4) Lack of appreciation for Established Values.
 - 2) Grocery stores available
 - 4) The way it is run now and what it is becoming. Lights on cemetery are tacky and disrespectful. The only light that should be there is the one on the flag.
 - 1) I'm part of the change and I think we brought positive energy & resources to the community.
 - 1) Making progress in the looks of Main Street at new businesses.
 - 2) Some changes do not fit our rural setting. I applauded the town's financial endeavors.
 - 1) Stronger leadership
 - 3) no comment
 - 4) No police, new businesses that are here are not affordable to locals.
 - 2) N/A
 - 3) I've only been here 1 year; haven't seen a lot of change
 - 5) No comment
 - 1) More people are investing their time and money into the town because they believe in its history as well as its future.
 - 1) The people are so nice and helpful. Treat you with respect. I love it here!
 -) Its not going to change
 - 2) No comment
 - 2) No comment

- 4) See above answers (10,11,12)
 - 2) Its slowly changing at a good pace
 - 1) They the community & government examine things for future results before jumping In
 - 1) The restoration of old buildings & the new light strips look real nice when driving through town.
 - 1) No comment
 - 1) No comment
 - 1) New energy and local businesses.
-

Feel free to write additional comments below. You may attach additional paper, if you like.

- No bed & breakfast in Wardensville
- I really don't like the storage buildings in the middle of town & would it cost anything to light the rest of the grave yard fence? I think it would look nice.
- We support 100% the efforts to gain access to the Cacapon River for recreational access. Also, annexation of the town would provide much needed funds to support growth of infrastructure.
-

Wardensville Comprehensive Plan Open House Workshop

Date: Monday, August 28, 2017

Time: 6:00-7:30 PM

Location:

Wardensville, WV

Please attend the Open House to provide input, ask questions and to be part of planning for Wardensville's future. Drop in for a few minutes or stay the full time to share your thoughts with city officials, staff, and fellow residents.

This is YOUR opportunity to provide input on the future of Wardensville!

Questions?

Contact:

Charlotte Bowman, Planning Commissioner Town of Wardensville
(304)- OR

Jared Anderson, WVU College of Law- Land Use and Sustainable Development Law Clinic: (304) 293-1698



Wardensville Comprehensive Plan- Open House
August 28, 2017

Public Meeting Sign In Sheet

Please sign in below and provide your contact information to receive future reminders of upcoming public meetings. If you do not have email, please provide a mailing address. Thank you!

Name:

Email or Mailing Address:

| | | |
|----|-------------------------|--|
| 1 | Melissa Scott | MSCOTT.hardyplanner@gmail.com |
| 2 | Lee Lehman | Hardy Co Planning Comm. |
| 3 | Miko Shannon | Bwlg82@gmail.com |
| 4 | JILL SHANNON | jbpcps2@gmail.com |
| 5 | IEB FRAME | FRAMETRACIN@Hardy.net |
| 6 | Brenda (Sisie) Largent | Slargent9frontiernet.net |
| 7 | Michele Mouré-Reeves | Hardy Co Convention: Visitors Bureau |
| 8 | JOHN HAMMONS | JOHN@ASACLINEHOUSE.COM visithardy@gmail.com |
| 9 | Paula & Clark Richard | ccuttery@hotmail.com |
| 10 | Mike & Ann Funkhouser | wru rev @ gmail.com |
| 11 | DAVE + JOANNE ALTENBURG | jaltenburg@msn.com |
| 12 | Anne Dunlap | PO Box 185 Wardensville WV 26851 |
| 13 | Marsda Rudolph | MRUDOLPH@frontiernet.net |
| 14 | Jeana O'Connor | jlw macleod @ gmail.com |
| 15 | Jann O'Connor | jfoconnor@yahoo.com |
| 16 | Leslie Fink | leslie@theFoodgroupinc.org |
| 17 | Luke Kesner | lkesner@yourbank.com |
| 18 | Jim Matheson | jimmatheson@hardynet.com |
| 19 | Betsy Oendoff-Speyers | star.mercantile@icloud.com |
| 20 | Gerry Wenham | gerry.wenham@gmail.com |
| 21 | Charlotte Bowman | charlotte@highlandtrace.com |

Wardensville Comprehensive Plan- Open House
August 28, 2017

Name:


Email or Mailing Address:

| | | |
|----|-------------------|-----------------------------|
| 45 | Rev Robert Oakley | pastorrobetoakley@gmail.com |
| 46 | Randee Wheeler | randeewheeler@gmail.com |
| 47 | Marcum J. Martin | |
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Town of Wardensville Open House Results

The Town of **Wardensville's Planning Commission** hosted an open house in the War Memorial Building on August 28th, 2017. The goal of the open house was to gain public input on economic development and redevelopment, housing, transportation, infrastructure, historic preservation, public service, recreation, rural land/environmental resources, and land use for Wardensville.

The information received will help inform the Wardensville Planning Commission and Town Council of things to include in their comprehensive plan draft. The results of the open house are as follows:



Town of Wardensville Comprehensive Plan

What is a Comprehensive Plan?

- Policy guidance document
- Serves as a blueprint for future development in the community
- Process to determine community's vision and what it aspires to be in the future
- Helps a community prioritize projects and allocate resources more efficiently

What a Comprehensive Plan is NOT:

- It is not an ordinance, or a regulation
- It is not zoning
- It does not limit private development or use of land

Why should Wardensville prepare an update of the Comprehensive Plan?

People plan in their everyday lives. We plan for the day, what we are going to wear, and what we are going to eat for dinner. We also plan for the future, whether it be vacation or retirement. So why not also plan for the future of your community? The Town of Wardensville is doing just that with the development of a comprehensive plan, which will serve as a "roadmap" for the future of our community, and we need your input!

The *West Virginia Code, Chapter 8-4: Land Use Planning* authorizes local governments to develop a comprehensive plan. Comprehensive plans are required to be updated every ten years.

To keep updated on the planning process, please contact:

Jared Anderson, Land Use Clinic, WVU College of Law
(304) 293-1698 or jared.anderson@mail.wvu.edu

| Required components of a comprehensive plan | |
|---|--------------------------------|
| · Land Use | · Historic Preservation |
| · Community Design | · Transportation |
| · Economic Development | · Recreation |
| · Infrastructure | · Renewal and/or redevelopment |
| · Public Services | · Rural |
| · Housing | · Preferred Development Areas |
| · Financing | |

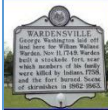
Exercise 1: "Spend my tax dollars on... to help improve the quality of life in Wardensville."

Spend my tax dollars on...

to help improve the quality of life in Wardensville.

- Update water and sewer lines
- Improve sidewalks (x2)
- Police
- Lights in Warden Glen
- Parking
- Kids programs

Exercise 2: “Looking to the Future!”



**Town of Wardensville
Comprehensive Plan**

Looking to the future!

What is your favorite thing
about Wardensville?

What is something that needs
to be improved, regarding
Wardensville, in the next few
years?

“What is your favorite thing about Wardensville?”

- Future potential (x2)
- Historical retention (x2)
- People in Wardensville (x3)
- Small town atmosphere (x6)
- Cultural heritage (x2)
- Infusion of arts (x2)
- Progress

“What is something that needs to be improved, regarding Wardensville, in the next few years?”

- Sidewalks and walking friendly (x4)
- Signage
- Publicity (x2)

- Parking (x3)
- River access (x2)
- Improve dated water lines and sewer (x2)
- Employment opportunities for young folks (x3)
- Dilapidated/substandard housing (x2)
- Sustained and responsible growth (x2)
- Improved sidewalks (x2)
- Improve kid's programs
- Town gatherings (especially through arts)
- Parking (eliminate Main Street parking)

Exercise 3: "Economic Development and Redevelopment Goals"

Instructions: Place one blue sticker (O) under Economic Development and one blue (O) sticker under Renewal/Redevelopment for the objective/action step you believe is most important. Additionally, place one red (O) sticker under Economic Development and one red (O) sticker under Renewal/Redevelopment for the objective/action step you believe is 2nd most important.

Economic/Commercial Development Objective/Action Steps:

- Adopt and implement creative, flexible, and streamlined development regulations.
- Develop guidelines that protect the land safety and quality of life for the community. OO
- Identify public improvements, appropriately sited, to stimulate economic development and business retention. OO
- Encourage the adaptive reuse of vacant properties on Main Street to retain the small town atmosphere and character. OOOOO
- Encourage a variety of shops, businesses, and restaurants on Main Street that cater to local residents and visitors. OOOO
- Encourage development that is consistent with the above goals, focusing primarily on economic growth indicators such as job creation, investments in new and existing property, increased goods and services for residents and the promotion of tourism uses. OOOOOOOOOO
- Ensure the town's business licensing process is straightforward and efficient. OO
- Study, and if necessary, update the Town's zoning ordinance in order to manage growth of tourism and commercial business. OOOO
- Create a business recruitment strategy, including the promotion of broadband internet capabilities. OO
- Create marketing and branding strategy for the town and the surrounding area focused on economic development. OOOO

- Encourage churches, businesses, government, and residents to work together to create employment opportunities as well as recreation and youth programs for Town. **OO**

Renewal and Redevelopment Objective/Action Steps:

- Concentrate retail and business development on Main Street. **OOOOOOOOOO**
- Provide ample and accessible public parking off street. **OOOOOO**
- Relocate overhead utilities.
- Maintain the authentic feel of Main Street. **OOOOOOO**
- Create distinctive entrances to the town.
- Create a balance between a commercial and residential uses.
- Design better pedestrian access to downtown. **OOO**
- Preserve Residential uses along Main Street.

Exercise 4: “Housing and Transportation Goals”

Instructions: Place one blue sticker (O) under Housing and one blue (O) sticker under Transportation for the objective/action step you believe is most important. Additionally, place one red (O) sticker under Housing and one red (O) sticker under Transportation for the objective/action step you believe is 2nd most important.

Housing Objective/Action Steps:

- Provide a mix of stable and affordable housing options throughout town. **OOOOOOOOOO**
- Preserve the existing housing stock.
- Address substandard housing – there are several tools the town can utilize to address substandard and dilapidated structures. **OOOOOOOOOO**
- Encourage new housing construction to be compatible with adjacent uses and local development patterns. **OOOO**
- Encourage that new homes are accessible to walking or bike paths and trails.
- Ensure that Vacation Rentals by Owners (VRBO) are properly regulated to ensure that residential areas of town retain their intended character. **OOOOO**
- Encourage the development of a nursing home or residential care facility within town.

Transportation Objective/Action Steps:

- Identify and work to alleviate all vehicular site distance issues throughout Town. **O**
- Work with the West Virginia Division of Highways to mitigate any adverse traffic impacts of Corridor H. **OOOOOO**
- Encourage the use of alternative transportation to mitigate the impacts of automobile on the existing community (bike and pedestrian trails). **O**

- Encourage sidewalks be included in all development and redevelopment projects where pedestrian-vehicular conflicts are anticipated. Ensure ADA accessibility. ○○○○○○○○
- Complete Laurel Street extension. ○
- Decrease speeding on Town streets. ○
- Address any parking issues that might come up within town with diligence to ensure that citizens and tourists have ample parking. Assist the Hardy County Rural Development Authority (RDA) with any incidental work the town can do to ensure the RDA parking lot is available and open for public use. ○○○○○○○○○○

Exercise 5: “Infrastructure and Historic Preservation Goals”

Instructions: Place one blue sticker (○) under Infrastructure and one blue (○) sticker under Historic Preservation for the objective/action step you believe is most important. Additionally, place one red (○) sticker under Infrastructure and one red (○) sticker under Historic Preservation for the objective/action step you believe is 2nd most important.

Infrastructure Objective/Action Steps:

- Address and adequately fund the repair and replacement of deficient water lines throughout town in a systematic and ongoing approach. ○○○○○○○○○
- Improve maintenance and performance of storm drainage throughout Town. ○○○
- Provide continuing support for our Emergency Agencies. ○○○○○○
- Install new streetlights. ○○○
- Identify the community’s recreational needs and plan for future improvements. ○
- Encourage the construction of new public community facilities that meet the needs of residents and tourists.
- Protect Town sources of drinking water (wells, streams, and aquifers) from contamination. ○○○○○○○○
- Continue to encourage the extension of fiber optics. ○○○○○○

Historic Preservation Objective/Action Steps:

- Balance the need to preserve the Town’s historic resources with need to expand the tax base. ○○○○○○○○○○
- Review and update the inventory of historic buildings and sites.
- Educate the property owners about the importance of adaptive use of historic structures. ○○
- Consider establishing a historic landmarks commission that can focus attention to the importance of preserving historically significant places and structures in Wardensville.

- Consider nominating areas of Wardensville to be designated as a National Historic District.
- Promote local heritage tourism. ○○○○○○
- Support efforts and activities that showcase local and regional heritage. ○○○○○○○○○○

Exercise 6: “Public Service and Recreation Goals”

Instructions: Place one blue sticker (○) under Public Service and one blue (○) sticker under Recreation for the objective/action step you believe is most important. Additionally, place one red (○) sticker under Public Service and one red (○) sticker under Recreation for the objective/action step you believe is 2nd most important.

Public Service Objective/Action Steps:

- Schedule daylong Council planning sessions annually or more frequently as needed, so as to facilitate detailed and focused discussions on projects and activities that are consistent with the comprehensive plan. ○
- Create a new resident and new business welcome packet. ○○○
- Adopt a memorandum of understanding by elected officials, formally committing jurisdictions to cooperatively plan and act in providing a formal structure for coordination of inter-jurisdictional planning issues.
- Meet with County officials to develop a plan to guide development patterns that will lead to an improved environment, better business climate, and higher quality of life for Wardensville and Hardy County. ○○○○○○
- Post a copy of the Town’s council meeting minutes as well as local government meeting notices and agendas on its website and other social media sites for access by government officials and community leaders in Hardy County. ○○○○
- Invite County Commission members to visit Town Council meetings monthly to report on the activities of the County Commission and answer questions from the Council regarding those and other activities. Participate in and coordinate efforts with the Hardy County Board of Education, the Region 8 Planning and Development Council, a multi-county planning agency, and all local, county, and state agencies.
- Build and enhance working relationships and programs with business organizations as well as other service/non-profit groups. ○○○
- Appoint a Town representative to Wardensville’s seat on the Hardy County Rural Development Authority. ○○○○○○○○
- Continue to prepare and distribute Town bulletins/newsletters.

Recreation Objective/Action Steps:

- Identify community's recreational needs and plan future improvements. The Town should also create inventory of all recreation amenities in town, such list should be updated periodically. OO
- Encourage the recreational use of the river in and around Wardensville. OOOOOOOO
- Encourage the continued development of recreational biking opportunities in and around town. OO
- Work to preserve, improve and expand the public pool and other public amenities at J. Hawkins Community Park and other town properties. OOOOOOOO
- Work in conjunction with community organizations and businesses to support and encourage community events. OOOOOOOO
- Undertake activities that encourage the continued and expanded use of the Community Center and Visitors Center. OOOO

Exercise 7: "Rural Land/Environmental Resources and Land Use Goals"

Instructions: Place one blue sticker (O) under Rural Land/Environmental Resources and one blue (O) sticker under Land Use for the objective/action step you believe is most important. Additionally, place one red (O) sticker under Rural Land/Environmental Resources and one red (O) sticker under Land Use for the objective/action step you believe is 2nd most important.

Rural Land/Environmental Resources Objectives/Action Steps:

- Adopt and implement creative, flexible, and streamlined development regulations that are sensitive to the natural environment. OOOOOOOO
- Protect streams and their buffers, provide adequate and usable open space, and protect the natural environment. OOOOOOOO
- Strive to inventory and map environmental resources. OO
- Protect the public health and welfare by closely monitoring and mitigating development activities in and proximate to the Town. OOOOOOOO

Land Use Objectives/Action Steps:

- Limit the proliferation of land uses that impact the public health, safety, and welfare of the Town. OOOO
- Encourage land uses that are compatible with the existing character of development in the Town. OO
- Limit agrarian uses that are more suitable for rural areas outside of the Town limits. OO
- Develop a vacant building strategy that include derelict and empty buildings and absentee landowners. OOOOOOOOOO

- Explore advantages and disadvantages of annexation. ○○○○○○○○
- Monitor and be cognizant of natural hazards
- Consider appropriate uses for developable land within town. ○
- Protect streams and their buffers, provide adequate and usable open space, and protect the natural environment. ○○○○○○