

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled quarterly meeting of the Buckhannon Planning Commission was held in Council Chambers at City Hall, 70 East Main Street on April 18, 2017 at 7:00 pm with the following in attendance:

Mary Albaugh	Member	Present
Dale Shannon	Member	Present
Christine Bennett	Member	Present
Jack Reger	Member	Absent
Michael McCauley	Member	Absent
Ian Crozier	Member	Present
Robyn Simons	Member	Absent
Catherine Cuppari	Member	Present
Pam Martin	Member	Present
Ann Livesay	Member	Absent
Robert Osburn	Member	Absent
Kathleen Loughney	Member	Absent
Vincent Smith	Member Building Code Enforcement	Present

Guest: No guest present

Notice & Meeting Agenda :

CITY OF BUCKHANNON
WEST VIRGINIA 26201

70 E. MAIN STREET
BUCKHANNON, WV 26201

TELEPHONE
(304) 472-1651
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March 13, 2017

Record Delta Newspaper
P.O. Box 550
Buckhannon, WV 26201

Dear Sirs:

Please publish the attached notice as a Class II legal advertisement on the following dates:

Wednesday, March 22, 2017
Wednesday, March 29, 2017

Following the publication of the attached legal advertisement, please forward your Publisher's Certificate and Affidavit along with your Publisher's statement to my office at City Hall.

Should you have any questions regarding this notice, please contact my office at City Hall: (304-472-1651) or <amby.jenkins@buckhannonwv.org> Thank you for your assistance in this matter. This letter and attached legal advertisements have been sent to you by US Mail and by email on Wednesday, May 03, 2017.

Thank you,

Amberle Jenkins
Director of Finance & Administration

Enclosure:

A regular meeting of the Buckhannon City Planning Commission will be held on **April 18, 2017 at 7:00 p.m.** The meeting will be held in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV. This is an open meeting (per WV code § 6-9A-3) and all interested parties are welcome to attend. Agenda Item: Discussion of the Buckhannon 2020 Comprehensive Plan.

Posted 03-13-17

Vice President Dale Shannon called the meeting to order at 7:13 pm- noting the absence of a quorum with only 7 members being present.

- Upon discussions the Commission changed the quarterly meeting dates to the following:

PLANNING COMMISSION 2017 MEETING SCHEDULE-Revised

QUARTERLY MEETING AT 7:00 P.M. AT CITY HALL COUNCIL CHAMBERS

- **JANUARY 17, 2017**
- **APRIL 18, 2017**
- **JULY 17, 2017**
- **OCTOBER 16, 2017**

Working sessions will be scheduled as necessary.

POSTED 04-19-17 (Revised)

- The Commission held discussions on cleaning up the language of the 2020 plan, and also discussed the following slides that Dale Shannon presented:

Updating the 2015 Plan for the City of Buckhannon

The steps taken or perceived to be needed to update the 2015/2020 plan for Buckhannon and move it to a document that can be maintained on a consistent basis are summarized in this presentation.

The 2015 and 2020 plans

- **Required by State of West Virginia statutes**
 - Developed in 2009 by the Buckhannon City Planning Commission.
 - Significant contributions by: Richard Clemens, Mark Hays, Debbie Huber, James Huber, CJ Rylands, John Scott and Al Tucker.
 - Accepted by the Buckhannon City Council May 11, 2009
 - Extended and updated with:
 - Land Use, Housing and Transportation Report appended in 2013
 - Updated in 2014. (Called Buckhannon 2020 Comprehensive Plan)
 - This update noted completions of some projects and clarified language.
 - The work on this was done mostly by Rich Clemens.
- **Size and structure**
 - The 2015 plan had 89 pages. Intro, followed by Goals and Objectives, Rationale/Comments and Time frames organized by areas of focus such as community relations, land use,....
 - In 2013 the land use housing and transportation report done by WVU added 25 pages.
 - The updated 2020 plan and with the WVU Land Use, Housing and Transportation Report extended the structure to 131 pages that includes the 15 page introduction.

Updating the 2015/2020 Plan

- Great foundation developed in 2015 plan for establishing principle of project and presenting goals for City to focus on
- The need for an update was noted by the city Council.
 - Goals of Update include:
 - Note completed projects
 - Note other projects completed or in process
 - Note projects in plan no longer required or needed.
 - Update request to planning commission
- Update strategy established by planning commission:
 - The planning document can best serve the needs of the city as a continuously updated form.
 - This would be a move from a passive one-off document structure that presents just historical goals to a continuously revised structure where new goals are noted and established and completed goals are documented.

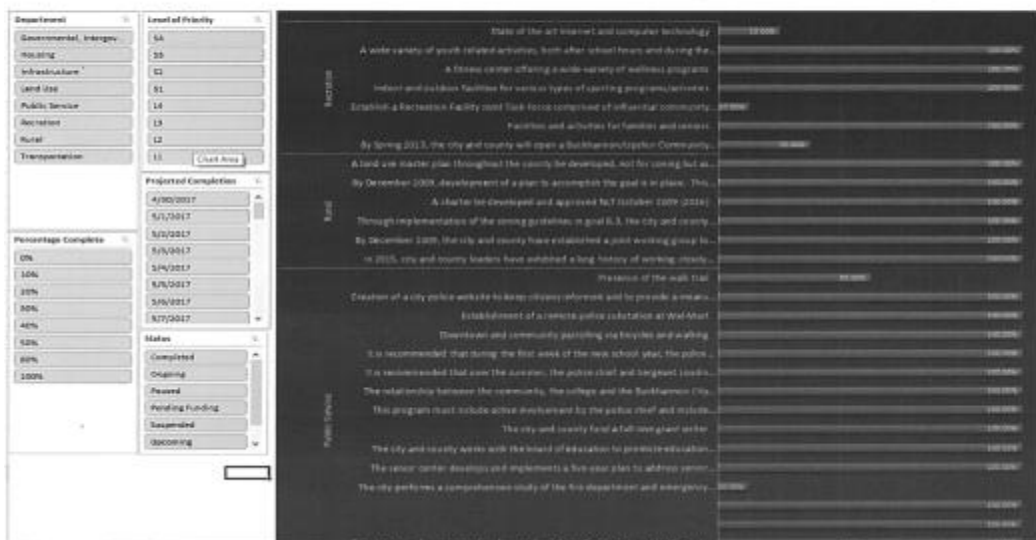
Results of Planning Commission's activity to date

- All critical elements of the 2015 Plan are still present
 - Edits were made to remove redundancy and to clarify the general language not related to specific goals.
 - Goals in 2015 plan have been consolidated and clarified.
 - Goals in 2015 plan have been sent to city department heads with request to clarify what goals have been completed, which ones are still critical and which ones have been supplanted or made redundant by other work.
 - Goals have been developed into a dashboard tool that allows for quick review of goals by status, department, dates, and other dimensions.

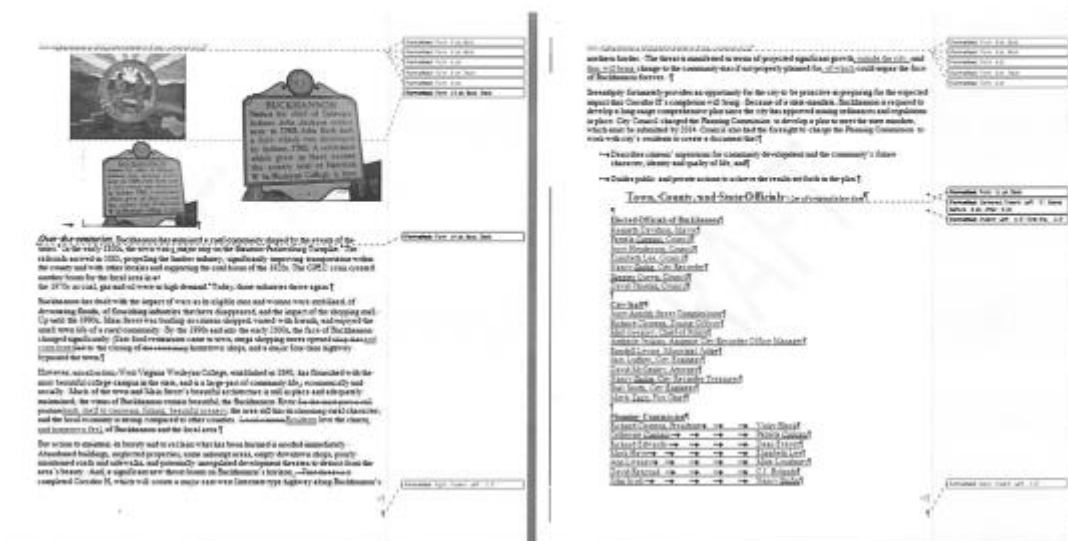
We are creating a space to work for future planning

- These current updates mark what projects in the 2015/2020 plan are completed, in process, sidelined or replaced by further improvements
- This will create a functional foundation for further future updates.
- Establishing new goals for the City is not within the scope of this current project.

Visual of the Dashboard



Visual of Edits to 2020 Plan



- Christine Bennett stated that the verbage has not been changed.
- Council Member Mary Albaugh will update City Council at the May 3rd Council Meeting with the completed, changed and new goals.

The next regularly scheduled quarterly meeting of the Buckhannon Planning Commission is July 17, 2017 at 7:00 p.m. in City Council Chambers.

The meeting was adjourned at 8:06 pm.

Chairman Ann Livesay

City Recorder Susan Alois