

**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 on July 19, 2016 at 7:00 pm with the following in attendance:

Richard Edwards	Recorder	Present
Jody Light	Member	Absent
Ann Livesay	Member	Present
Robert Osburn	Member	Absent
Mary Albaugh	Member	Present
Dale Shannon	Member	Present
Christine Bennett	Member	Present
AG Trusler	Member	Absent
Robert Skinner III	Member	Absent
Catherine Cuppari	Member	Present
Pam Martin	Member	Present
Jack Reger	Member	Absent
Michael McCauley	Member	Present
Vincent Smith	Building Code Enforcement	Present

Noting that quorum was present, Chairwoman Livesay called the meeting to order at 7:02 p.m.

Mrs. Livesay asked for a moment of silence or meditation and led the Commission in the Pledge of Allegiance.

**Meeting Agenda Posted:**

**PLANNING COMMISSION 2016 MEETING SCHEDULE**

The Planning Commission President, Ann Livesay and Member Mary Albaugh has agreed that regular scheduled meetings should be conducted on the third Tuesday of each quarter at City Hall at 7:00 p.m. They also agreed to conduct working sessions beginning on Tuesday, November 17, 2015 at 7:00 p.m. at City Hall (working sessions will be scheduled as necessary)

**PLANNING COMMISSION 2016 MEETING SCHEDULE**

**3<sup>RD</sup> TUESDAY OF EACH QUARTER AT 7:00 P.M. AT CITY HALL COUNCIL CHAMBERS**

- **JANUARY 19**
- **APRIL 19**
- **JULY 19**
- **OCTOBER 18**

Posted at City Hall 11.4.2015

***City of Buckhannon Planning Commission – 7:00 pm in Council Chambers Meeting Agenda for July 19, 2016***

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- A. Call to Order**
  - ..Moment of Silence
  - ..Pledge to the Flag of the United States of America
- B. Recognized Guests**
- C. Consent Agenda**
  - C.1 Approval of Minutes – April 19, 2016 Meeting**
  - C.2 Approval of Election of Officers**
- D. Board Members Comments and Announcements**
  - D.1 Discuss/Review/Update Buckhannon 2020 Comprehensive Plan**
- E. Adjournment**

**Consent Agenda:**

**C.1-- Motion [Albaugh/Bennett] to approve the minutes of the 04-19-16 meeting minutes. Motion passed unanimously.**

**C.2—Without objection and by consensus Mrs. Ann Livesay was re-appointed the President for the Buckhannon Planning Commission for 2016-17. Without objection so moved.**

Mrs. Livesay led a discussion of the future considerations for the Planning Commission. It is suggested that the Commission review and discuss the Buckhannon 2020 Comprehensive Plan. Discussion was had about projects and suggestions within the plan. Questions were asked about currently completed projects as in the 2020 plan.

- Discussion was had about which departments are tackling and completing the projects as suggested by the 2020 plan. For instance CPWB is the Board that oversees the signage, streets, and parks etc... It is suggested that minutes be sent for the last years CPWB meetings to determine what if any of the 2020 objectives are being addressed or completed.
- Discussion was had about zoning issues and the recommendations in the 2020 plan.
- Discussion was had about a database to make changes and recommendations from the 2020 plan. Mrs. Bennett volunteered to handle the database and requested a copy of 2020 in a word perfect format.
- Discussion was had about the efficient process and breakdown of the 2020 plan into manageable pieces.

Discussion was had about future “working committee” sessions to address the suggestions and recommendations. After discussion it was suggested August 22, 2016 at 6:30 pm for a meeting. Without objection and upon volunteers solicited the meeting was scheduled without objection.

Discussion was had about the 2020 plan being a “living document” and should be reviewed periodically.

**Working committee meeting is scheduled for August 22, 2016 at 6:30 p.m. in City Council Chambers.**

**The next regularly scheduled quarterly scheduled meeting of the Buckhannon Planning Commission is October 18, 2016 at 7:00 p.m. in City Council Chambers.**

With no further business the meeting adjourned at 7:38pm.

**Mayor David McCauley** \_\_\_\_\_

**City Recorder Richard Edwards** \_\_\_\_\_