

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 January 17, 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	Present
Michael McCauley	Member	Present
Vincent Smith	Member Building Code Enforcement	Absent
Ian Crozier	Member	Present
Robyn Simons	Member	Present
Catherine Cuppari	Member	Present
Pam Martin	Member	Present
Ann Livesay	Member	Absent
Robert Osburn	Member	Absent
Kathleen Loughney	Member	Absent

Guest: Tim Reese

A quorum was met with 9 members present.

City Council Member –Mary Albaugh led the meeting.

Meeting was called to order with a request for a moment of silence. Honor was rendered to the American Flag by reciting the Pledge of Allegiance.

Agendas were distributed. A sign in sheet was provided for all members of the Commission to sign in.

Notice & Meeting Agenda :

City of Buckhannon Planning Commission – 7:00 pm in Council Chambers Meeting Agenda for January 17, 2017

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
 - A.3 Notice of Public Meeting & Legal Advertisement**
 - A.4 Welcome New Planning Commission Members**
- B. Recognized Guests**
- C. Consent Agenda**
 - C.1 Approval of Minutes - Regular Meeting 10-24-16**
- D. Strategic Issues for Discussion and/or Vote**
 - D.1 Discuss/Review/Update Buckhannon 2020 Comprehensive Plan**
- E. Board Members Comments and Announcements**
 - E.1 Meeting Schedule 2017**
- F. Adjournment**

Posted 01.06.17

Wednesday, January 25, 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, December 21, 2016

Friday, December 30, 2016

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, January 25, 2017.

Thank you,

Amberle Jenkins

Director of Finance & Administration

Enclosure:

A regular meeting of the Buckhannon City Planning Commission will be held on **January 17, 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 12.16.16

All legal advertisements announcing the meeting of the Planning Commission of the City of Buckhannon was properly advertised in a Class II legal advertisement on the following dates: Wednesday, December 21 and Friday, December 30, 2016.

Minutes of the Minutes held on October 24, 2016 were not available for review due to illness/absence of the City Recorder, Susan Aloï. These minutes will be presented at the next Planning Commission on April 18, 2017.

Items on the agenda discussed:

- (1) The members of the Planning Commission unanimously elected by majority vote to elect Dale Shannon as the Vice-President of the Planning Commission.
- (2) Notification of Planning Commission 2017 Meeting Schedule
3rd Tuesday of each quarter at 7:00 pm at City Hall Council Chambers
On the following dates: January 17, 2017, April 18, 2017, July 18, 2017 and October 17, 2017.
- (3) The discussion, review and update of the Buckhannon 2020 Comprehensive Plan included the personal obligation and commitment of appointees to be present for all 2017 Planning Commission Meetings. This was discussed because of past history of no shows to meetings could have resulted in a quorum not being met. It takes 8 members of the 15 members to be present to have a quorum. Working sessions are equally important but the requirements for a quorum does not apply.
- (4) The Planning Commission discussed and approved having Planning Commission By Laws to be created and presented to the Mayor and Council. Mary will verify how we go about doing this.
- (5) Review and discussion: Mary Albaugh reported that she spoke to Jerry Arnold, Director of Public Works Department City of Buckhannon (all city departments except for Fire and Police.) Jerry Arnold states he is endorsing the method of presenting the 2020 Plan to the city departments. The current 2020 Plan will be updated in an excel spreadsheet where all the data can be reviewed, edited, monitored and easily managed. Having this information

will offer a management tool for monitoring existing goals, complete goals and add new projects and it will enhance the budgeting process. Mr. Arnold fully understands that the 2020 Plan is a mandated plan by the West Virginia State Dept. When completions or additions are made to the plan, he will have to submit these completed goals and adding of new goals to the plan.

- (6) The Planning Commission agreed that the Buckhannon 2020 Plan should be placed on a server at City Hall. The document should be locked down and each page will have a password. (Recommendations made Christine Bennett and Dale Shannon and approved/accepted by the Planning Commission).

(7) Special strategic things that need to happen by the next working session of the Planning Commission:

Manager will have printed version to update completed tasks/goals.

Mark in red anything that is to be deleted.

Supervisors within the department will have to review and will annotate if completed/date/new goals.

There are 13 categories within the current plan. These can be separated or broken out by department.

Who has ownership of setting the priority.

Ask about priority levels. Highest #1 to Lowest being #5 or Highest #5 to Lowest being #1. Priority level of the goal.

Updates to Mayor and Council on a quarterly basis which include completed, changed and new goals.

Most important to have date when completed and a brief outcome of the conclusion of the work.

Keeping eye contact on departmental goals....every goal is looked at and responded to.
Comment box diamond shape or a triangle.

Dashboards – slicer in excel whoever is looking at dashboard.

- (8) Strategic dates and steps agreed upon by the Planning Commission: Planning Commission would like to present this to the Mayor and Council on the second meeting Council Agenda , April 24th 2017 for acceptance.

Council Woman Albaugh to speak/meet and receive answers from Jerry Arnold be processed to Christine Bennett prior to Feb 20th working session of the planning commission. Editing the sheets printed Housing, Infrastructure, Public Service, Transportation, Rural, Land Use, Recreation, Government/intergovernmental/Community Relations. Copies are marked as Exhibits. Using these sheets make updates in red ink.

Use legend across top of sheet and info.

Ask Christine what Plan Designator is.

Edit goals, add new goals, add funds approved, marked as deleted goal or already completed goal and include the date, notes of w/i or w/o budget, in house labor, etc.

2020 Plan is subject to FOIA requests.

The meeting was adjourned at 8:20 pm.

Minutes taken by Mary Albaugh