

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 October 16, 2017 at 7:00 pm with the following in attendance:

Ann Livesay	Member/President	Present
Dale Shannon	Member/Vice President	Present
Susan Aloï	Recorder	Present
Mary Albaugh	Member	Absent
Vincent Smith	Member/ Building Code Enforcement	Present
Christine Bennett	Member	Present
Michael McCauley	Member	Present
Catherine Cuppari	Member	Present
Pam Martin	Member	Present
Dean Everett	Member	Present
Jack Reger	Member	Absent
Ian Crozier	Member	Present
Robyn Simons	Member	Absent
Kathleen Loughney	Member	Absent

Guest: No guest present

President Ann Livesay called the meeting to order at 7:00 pm and it was noted that there was not a quorum. Dean Everett arrived at 7:10p. and Ms. Livesay announced that quorum had been met.

Notice & Meeting Agenda : Posted 09-14-17

***City of Buckhannon Planning Commission
Meeting Agenda for Monday, October 16, 2017 at 7:00 p.m.***

A regular meeting of the Buckhannon City Planning Commission will be held on October 16, 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 Items

- Discussion of the Buckhannon 2020 Comprehensive Plan.
- Discussion regarding By-Laws
- 2018 Meeting Schedule

Posted 09-14-17

September 15, 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, September 20, 2017
Wednesday, September 27, 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.

Thank you,
Amberle Jenkins
Director of Finance & Administration

Enclosure:

A regular meeting of the Buckhannon City Planning Commission will be held on **October 16, 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.

- **Discussion of the Buckhannon 2020 Comprehensive Plan** – Ann Livesay updated the Commission on the work session of September 25, 2017. Ms. Livesay explained that the Commission was almost finished with the 2020 Plan. The department heads are using the computer program to update operational goals. Ms. Livesay explained that revisions to the plan needs to be completed; Planning Commission needs to formally approve the updated plan, hold a public hearing, and then send it on to City Council. Christine Bennett agreed to re-send the current version for Commission members to review and share the draft with City Council. Ms. Bennett also recommended that members of the Planning Commission serve as representatives on committees and boards that make decisions and recommendations related to planning goals. Ms. Livesay cautioned about adding too many additional responsibilities to Commission members. Discussion indicated confusion over the approval process for amending the plan, as two sections of the WV Code address “amending” the plan in different ways. Ann Livesay will consult with City Attorney Tom O’Neill. Christine Bennett and Dale Shannon were asked to update the plan and have it ready for approval at the January 17, 2018 Commission meeting. Ms. Livesay will ask Council member Mary Albaugh to meet with City department heads to obtain the updates to the goals they are responsible for and share these with Ms. Bennett and Mr. Shannon.

- **Discussion regarding By-Laws** – Ann Livesay explained that bylaws were reviewed from a few other cities’ planning commissions, including Morgantown and Weirton. One point that was commonly included was the provision for members who fail to regularly attend meetings. It was suggested that any member who fails to attend three consecutive meetings or any five during the year would be referred to the Mayor for consideration of replacement. Specification of officers and their functions; purposes, scheduling and notices of meetings; rules for order; retention of files, etc. were included in the sample bylaws. Formal bylaws for the Buckhannon Planning Commission will be drafted and shared with Commission to be approved at the January 17, 2018 meeting. Dale Shannon suggested including the allowance of electronic participation of members at meetings.

- **2018 Meeting Schedule-**

PLANNING COMMISSION 2018 MEETING SCHEDULE

3rd MONDAY OF EACH QUARTER AT 7:00 P.M. AT CITY HALL COUNCIL CHAMBERS

- **WEDNESDAY, JANUARY 17, 2018 (DUE TO HOLIDAY)**
- **MONDAY, APRIL 16, 2018**
- **MONDAY, JULY 16, 2018**
- **MONDAY, OCTOBER 15, 2018**

Working sessions will be scheduled as necessary.

There being no further business **motion Everett/Crozier to adjourn; motion passed.** The meeting adjourned at 8:35pm.

Chairman Ann Livesay

City Recorder Susan Aloï