

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

A scheduled quarterly meeting of the Buckhannon Planning Commission was held in the kitchen at City Hall, 70 East Main Street on Monday, October 15, 2018 at 7:00 pm with the following in attendance:

Curtis Wilkerson	Member/President	Present
Susan Aloï	Member/Vice President	Present
CJ Rylands	Member/Council Rep	Absent
Vincent Smith	Member/ Building Code Enforcement	Present
Richard Clemens	Member	Present
Catherine Cuppari	Member	Absent
Dean Everett	Member	Present
Matt Kerner	Member	Present
Jack Reger	Member	Present

**Guests:** Amanda Hays, Record Delta; Rachel Pickett, Wesleyan Intern assisting Planning Commission in Fall 2018

**Notice & Meeting Agenda : Posted 09/17/18**

*City of Buckhannon Planning Commission – 7:00 pm in Council Chambers Meeting Agenda for October 15, 2018*

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A regular meeting of the Buckhannon City Planning Commission will be held on **October 15, 2018 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.

- A. Call to Order**
  - A.1 Moment of Silence**
  - A.2 Pledge to the Flag of the United States of America**
- B. Recognized Guests**
  - B.1**
- C. Consent Agenda**
  - C.1 Approval of Minutes - Regular Meeting 07/16/18**
- D. Strategic Issues for Discussion and/or Vote**
  - D.1 Buckhannon 2025 Comprehensive Plan: Establish Timeline & Deliverables**
  - D.2 Buckhannon 2025 Comprehensive Plan: Schedule Community Input Meetings**
  - D.3 Buckhannon 2025 Comprehensive Plan: Development of Survey**
  - D.4 Buckhannon 2025 Comprehensive Plan: Review 2015 Plan**
- E. Correspondence & Information**
  - E.1 Working Session Meeting Notes 09/10/18**
- F. Comments and Announcements**
- G. Adjournment**

POSTED 09/17/18

September 17, 2018

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:

**Friday, September 21, 2018**  
**Friday, September 28, 2018**

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

A regular meeting of the Buckhannon City Planning Commission will be held on **October 15, 2018 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.

President Curtis Wilkerson called the meeting to order at 7:00 pm and it was noted that quorum was present. Moment of silence; no pledge as there was no flag in the kitchen.

**Consent Agenda:** There were no minutes to approve as this is the first quarterly meeting of the newly-formulated Planning Commission. C. Wilkerson asked for input on the meeting notes he sent out following the organizational meeting in July. Commission members appreciated the timeliness of the notes.

Agenda for this evening's meeting:

1. Set timeline and deliverables for the 2025 Comprehensive Plan
2. Schedule community input meetings for the 2025 Plan
3. Discuss development of survey
4. Review 2015 Comprehensive Plan

**Motion Everett/Reger to provide a final draft of the 2025 Comprehensive Plan by July 1, 2019; motion passed unanimously.**

Commission President Wilkerson proposed monthly meetings, in addition to the required quarterly meetings, to work toward completion of the 2025 Plan. Commission members determined the following dates, all Monday evenings:

November 12 – Work session at Orion Strategies Office; 7pm – 9pm

December 10

January 14 – Quarterly Commission Meeting at City Hall; 7pm

February 11

March 11

April 15 – Quarterly Commission Meeting at City Hall; 7pm

May 13

June 10

All meetings will be published in advance and open to the public.

**Motion Clemens/Kerner to approve the above meeting dates and times in preparation of the 2025 Comprehensive Plan. Motion passed unanimously.**

Commission members discussed organizing sub-committees around main topics brainstormed at the last Commission meeting. The following sub-committees were identified, and members volunteered to chair:

Community – Catherine Cuppari and CJ Rylands (appointed in their absence)

Education – Jack Reger

Healthcare – Dean Everett

Recreation – Matt Kerner

Economic Development – Susan Aloï

Government Services – Curtis Wilkerson

Infrastructure – Rich Clemens

**Motion Kerner/Clemens to approve the above subcommittees and chairs; motion passed unanimously.**

Commission members identified the following tasks that will be required for each subcommittee:

1. Identify stakeholders
2. Organize and facilitate input sessions
3. Aggregate and share input
4. Prioritize results into key objectives
5. Draft relevant section of the Comprehensive Plan

**Motion Aloï/Everett to approve this task list for each subcommittee; motion passed unanimously.**

Commission members discussed at which point in the planning process they would hold a large, open, public meeting. Should this be as a kick-off to the planning process, or after the individual sub-committee stakeholder input sessions as a check on findings? Consensus was to begin to gather input through a survey and start holding sub-committee input sessions. Commission members decided to use one comprehensive survey rather than design individual surveys for each sub-committee area. WVWC intern, Rachel Pickett, will work with Curtis Wilkerson and Susan Aloï to design and administer the survey and report results.

After further discussion, Commission members decided to host a Key Stakeholders Meeting for the December 10 extra Commission meeting. Specific individuals will be invited, such as community leaders and key individuals representing various occupations and roles. The meeting will also be open to the public, and held in the City Public Safety Complex. Commission members agreed to facilitate breakout groups. Then, for the January 14 extra meeting, Planning Commission will host a Big Community Meeting (alternative date in case of bad weather to be set); location TBD.

Sub-committee chairs agreed to organize their various sub-committee input sessions between November 12 and March 11. At the November 12 Commission meeting, sub-committee chairs will share a draft list of participants to invite and potential date(s) and location(s) for their individual input sessions.

At the close of this discussion, the following due dates for deliverables was set:

November 12, 2018 Working Session: Sub-committee chairs share draft list of invitees for their input session, potential dates, and locations. Draft of survey (Aloï, Pickett, Wilkerson) will be reviewed in advance approved at this meeting. Commission will also review the 2015 Comprehensive Plan.

Week of November 12: Survey released for public input

November - February: Individual sub-committee stakeholder input sessions; TBD

December 10, 2018: Community Leaders Meeting of key stakeholders; 7 – 9pm; City Public Safety Complex

January 14, 2019: Quarterly meeting of Commission will consist of the Big Community meeting, open to all public, to share findings thus far and gather additional input; 7-9pm; location TBD

February 11, 2019: Commission Work Session to begin analyzing findings and outlining sections of the Plan; 7pm; location TBD

March 11, 2019: Commission Work Session; 7pm; location TBD. Sub-committee section drafts DUE and shared.

April 15, 2019: Quarterly meeting of Commission; 7pm; City Council Chambers - First draft of 2025 Comprehensive Plan reviewed

May 13, 2019: Commission Working Session – Revision to Draft Plan

June 10, 2019: Commission Working Session - Final draft of 2025 Comprehensive Plan

July 1, 2019: Final 2025 Comprehensive Plan presented to City Council

**Motion Aloi/Reger to adopt the above timeline of deliverables. Discussion – Commissioners concurred that this is an aggressive timeline, but agreed to commit to this. Motion passed unanimously.**

Planning Commission President Curtis Wilkerson reminded Commissioners that the next meeting will be held on Monday, November 12 at the offices of Orion Strategies on Main Street. This will be a working session, from 7pm – 9pm.

There being no further business, **Motion, Everett, to adjourn. Meeting was adjourned without objection at 8:06pm.**

Respectfully submitted,

Susan Aloi, Vice President