

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

A regular meeting of the Buckhannon City Planning Commission was held in Council Chambers at City Hall, 70 East Main on Monday, July 19, 2021 at 7:00 pm with the following in attendance:

Susan Aloï	President (Chair)	Present
Richard Clemens	Vice-President (Vice-Chair)	Present - by GoToMeeting
Randy Sanders	City Recorder	Present
CJ Rylands	Member/Council Rep	Present
Vincent Smith	Member/Building Code Enforcement	Present
Curtis Wilkerson	Member	Present
Mike Sharpolisky	Member	Present
Kelley Tierney	Member	Present
Sara Aylestock	Member	Present
Sarah St. Clair	Member	Present
Thomas O'Neill	City Attorney	Absent

Meeting Agenda & Notice:

To participate remotely in a City Commission or Board meeting, participants were invited to contact City Hall at 304-472-1651 for the GoToMeeting link/access.

***City of Buckhannon Planning Commission –
Meeting Agenda for Monday, July 19, 2021 at 7:00pm at City Hall in Council Chambers***

A regular meeting of the Buckhannon City Planning Commission will be held on July 19, 2021 at 7:00 pm. The meeting will be held in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV 26201. 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 01/19/21 & Special Meetings 06/01/21 & 06/15/21

D. Correspondence & Information

- D.1

E. Strategic Issues for Discussion and/or Vote

- E.1 Elect President & Vice President of the Planning Commission FY 2021/2022
- E.2 Introduction of the New Commissioners
- E.3 Updates on Plan Goals and Activities
- E.4 Update on Madison Street Property Project

F. Comments and Announcements

G. Adjournment

Posted 07/14/21

Next Meeting Date is October 18, 2021

A regular meeting of the **Buckhannon City Planning Commission** will be held on **July 19, 2021 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.

Posted 06/14/2021 Run Record Delta 06/24/21, 07/01/21

A. Call to Order - The meeting was called to order by the President of the Planning Commission, Dr. Susan Aloï, who asked for all to observe a Moment of Silence. Commission Member Curtis Wilkerson led the group in the Pledge to the Flag of the United States of America.

E.2 Introduction of the New Commissioners - Without objection, President Aloï moved *E.2*

Introduction of the New Commissioners, and began the meeting by having all Commissioners introduce themselves. She then asked each member to provide an overview of what their affiliation with the City has been. She next asked the new members, Sara Aylestock and Sarah St. Clair, to introduce themselves and provide some information about themselves to the Commission.

B. Recognized Guests – None

C. Consent Agenda

C.1 Approval of Minutes - Regular Meeting 01/19/21 & Special Meetings 06/01/21 & 06/15/21 - Recorder Sanders noted that only the minutes from the Regular Meeting of 01/19/21 had been presented for approval. The minutes from the Special Meetings of 06/01/21 and 06/15/21 were not yet available.

Motion to approve the Minutes of the Regular Meeting 01/19/21 was made by Rylands/Wilkerson. Motion carried.

D. Correspondence & Information

D.1 Recorder Sanders noted that the Blast from the Past Car Show will take place Saturday, July 24, 2021, on Main Street, which will be closed from 5:30 P.M. to 10:00 P.M.

E. Strategic Issues for Discussion and/or Vote

E.1 Elect President & Vice President of the Planning Commission FY 2021/2022 - The President opened the floor for nominations for the office of President.

Motion to elect Dr. Susan Aloï as President of the Planning Commission FY 2021/2022 was made by Rylands/Wilkerson. Motion carried.

The President opened the floor for nominations for the office of Vice-President.

Motion to elect Rich Clemens as the Vice-President of the Planning Commission FY 2021/2022 was made by Rylands/Wilkerson. Motion carried.

E.4 Update on Madison Street Property Project - Without objection, the Chair moved *E.4 Update on Madison Street Property Project* to the table for Discussion and/or Vote. President Aloï and Commissioner Rylands provided the update. Discussion regarding the different elements of the update took place, which resulted in the recommendation by Commissioner Wilkerson to form an ad hoc committee on Parks & Recreations. Discussion on whether or not to join forces with the county took place.

15 July 2021 Susan Aloï

Planning Commission President's statement on Madison Street property:

- As a reminder, the City Planning Commission is a recommending body only; we have no authority to direct City Council. Our role is to facilitate the goals of the City's Comprehensive Plan.
- To solicit input from the general public, the Planning Commission hosted a special meeting on June 15 to discuss possible uses of the Madison Street property.
- As an introduction, CJ shared that when purchasing the property, the intention of Council was to expand the use of Jawbone Park.
- City architect, Bryson VanNostrand, explained the role of good city design to incorporate green space proportional to concrete/asphalt, and to be a good neighbor by preserving a border with the residential neighborhood.
- Planning Commissioner, Rich Clemens, shared a reminder to be sure to consider how zoning regulations and flood-zone restrictions impact what is possible for this property.
- Several members of the community attended this meeting, and some spoke about their ideas for use of the Madison Street property. These included:
 1. Green space with picnic tables under umbrellas or bench seating

2. Additional parking

3. Restrooms

4. Splashpad (not permitted in flood zone)

5. Playground equipment

6. Skateboard park

7. Ice-skating rink or something for other outdoor winter activities

8. Pickle ball (Facebook message; not shared at public meeting)

9. Facilities to expand events (vendor hook-ups, etc.)
- Several local skateboarders attended a Create Buckhannon meeting to make their case for including a small skatepark. Designs of small skateparks in other towns were shared and discussion continued at subsequent Create meetings.

• Bryson seems to think several elements – green space with seating/tables, residential border, parking, small skatepark, and space for restroom facilities – can all be incorporated into one design.

• The City needs further discussion on how much parking is needed downtown and what type of restroom facility is appropriate (and how it can be maintained).

• Concluding points to keep in mind:

- Maximize the use of the area - Whatever is decided should be useful all the time

- Consider combining some of the elements suggested into one design

- Align the use of this space to goals of the Comprehensive Plan – the goals most relevant seem to be:

1. Increase outdoor recreational opportunities

2. Promote physical activities to improve health

3. Collaborate to enhance the City and strengthen the community

E.3 Updates on Plan Goals and Activities - President Aloï presented the Status of Goals from the 2025 Comprehensive Plan form. The Commission had a very broad discussion of how best to utilize this document.

City of Buckhannon
Planning Commission
July 2021

Status of Goals from 2025 Comprehensive Plan

Goal	Completed	In Process	Not Completed	No Longer Relevant	NOTES
Community					
1. Public safety & trust		X			Ongoing
2. CALEA accreditation for Police Dept.		X			
3. CFAI accreditation for Fire Dept.	X				
4. Affordable & suitable housing		X			Ongoing
5. Continue to be a welcoming community		X			
6. Positive relationships with government personnel, police, and justice system		X			Ongoing
7. Maintain public spaces		X			Ongoing
8. Continue non-punitive parking plan		X			Ongoing
9. Be intentional about inclusion in City decision making and activities					
10. Realign City policies to make City more inclusive and inviting for all					
11. Initiate collaboration between retirement community and the college community			X		
Economic Development					
1. Attract young professionals and other knowledge workers					
2. Explore light industry in emerging areas such as renewable energy, hemp manufacturing, agribusiness...					
3. Nurture current partnerships and seek additional partners (examples follow):					

GOAL	Completed	In Process	Not Completed	No Longer Relevant	NOTES
• Upshur Schools, WVWC, St. Joseph's, City & County government, UCDE & IDEA Center, existing businesses – identify entrepreneurial opportunities					
• Collaborate with organizers of statewide and regional pitch contests to attract new entrepreneurs					
• Facilitate additional creative placemaking initiatives, building on existing projects (Artistry on Main, ART 26201, Festival Fridays, etc.)					
4. Facilitate trades training and business support for emerging and long-standing tradespeople who have work skills, but lack business experience					
5. Build on opportunities for outdoor recreation (river, walking/bike trails)					
6. Host races and other recreational events					
7. Maintain a vibrant downtown					
8. Enhance collaborative marketing of shops, restaurants, music, art, dance, events, etc.					
9. Encourage more downtown shops to remain open on Saturdays					
10. Attract & retain retirees – appropriate housing, public transportation, volunteer, continued learning, & recreational opportunities					
Education					
1. Establish more functional relationship between City, Upshur Schools, and Fred Eberle Technical Center					

GOAL	Completed	In Process	Not Completed	No Longer Relevant	NOTES
2. Develop committee to review initiatives, etc. that may provide opportunities for cooperation between City, UCS, and FETC					
3. Identify workforce needs and implement training programs					
4. Community forums to receive community input on programs and opportunities to benefit UCS students					
5. Provide visible support for local school levy and bonds					
6. Collaborate with Workforce Dev. Office, WVWC, regional community & technical schools to provide education opportunities for unemployed, career chargers, retirees, etc.					
Government Services					
1. Collaborations between municipal and county government entities to develop efficiencies in purchasing and management					
2. Institute administrative bulk purchasing for office supplies, software, computers, etc.					
3. Cooperative fire protection					
4. Develop fire training facility in City that county squads may use					
5. Conduct county-wide system equipment audit					
6. Develop singular county-wide system of mapping based on the system the City uses					
7. Joint City-County efforts for transportation paths, such as sidewalks, walking & biking trails, river access, etc.					

GOAL	Completed	In Process	Not Completed	No Longer Relevant	NOTES
Healthcare					
1. Work with local healthcare community to hire a diabetic educator					
2. Initiate collaboration with local healthcare community to develop classes in lifestyle changes (nutrition, smoking cessation, exercise)					
3. Develop bicycle-friendly streets and promote walking/bike paths					
4. Continue expansion of Riverwalk Trail					
5. Develop public-private partnership for a bicycle rental kiosk					
6. Develop more running/walking events, 5Ks, half marathons, etc					
7. Expand public outdoor play areas for children					
8. Mark distances for fitness oops in town					
9. Collaborate with Upshur Schools and others to foster activity in younger children					
10. Improve transportation options for access to medical appointments					
11. Collaborate with public and private entities to develop strategies to address substance-use disorder					
Housing					
1. Update housing survey to determine current number and quality of housing units					
2. Conduct housing demand survey to determine 5-10 year housing needs					
3. Implement ongoing system of inspections & ratings of rentals					

GOAL	Completed	In Process	Not Completed	No Longer Relevant	NOTES
4. Identify unbuilt lots within city limits					
5. Identify uninhabitable structures that could be redeveloped					
6. Work w/landlords to list available units on digital platform and news outfits					
7. Identify senior house for those not needing low-income units					
8. Develop contemporary housing units to attract new knowledge workers to IDEEA Center and other entrepreneurial opportunities					
9. Ensure easy access to local laws and zoning ordinances related to all housing types					
10. Create a Housing Authority – public/private partnership to develop empty lots and redevelop uninhabitable structures					
Infrastructure					
1. Lead by example in environment sustainability, support conservation of natural resources					
2. Upgrade storm sewer system					
3. Rebuild sewers and services in N. Spring Street between Main and RR crossing					
4. Develop pedestrian sidewalks where they are inadequate or non-existent					
5. Improve reporting from and cooperation with PSDs					
6. Develop a bypass from Corridor-H to southern UC					
7. Improve pedestrian-friendly access to downtown					

Goal	Completed	In Process	Not Completed	No Longer Relevant	NOTES
8. Continue street paving, sidewalks, and safe crossings downtown					
9. Continue to provide essential city services that meet or exceed regulatory standards					
10. Continue to provide adequate wages to attract and retain qualified personnel for all City operations					
11. Facilitate delivery of high-speed internet					
Recreation					
1. Improve on- and off-road bicycle options					
2. Implement bike-share program					
3. Improve safety of people who live in Vicksburg side of river who walk to downtown area					
4. Clear dead trees and silt from river to improve usage					
5. Collaborate to make waterway recreation business viable					
6. Improve fishing access to the river, especially near the riverwalk trail					
7. Connect the riverwalk trail to off-road bike trails south city					
8. Explore ways to work with Allegheny Energy to increase recreational use of Stonecoal Lake (picnic & swimming areas)					
9. Develop indoor recreational facilities available for all age groups and purposes					
10. Improve/ expand recreational leagues for children and adults					
11. Create a City Parks & Rec. Department					

Motion to appoint an ad hoc committee on Parks & Recreations was made by Wilkerson/Rylands. Motion carried with Commissioner (Sharp) Sharpolisky abstaining.

It was recommended that the ad hoc committee work with the county, including meeting with the Upshur County Parks & Recreation Board. The volunteer members were Curtis Wilkerson (who agreed to act as the Chair), Sara Aylestock, C.J. Rylands and Sarah St. Clair.

It was determined that the completed 2025 Comprehensive Plan forms are due back to President Aloï by August 6, 2021.

F. Comments and Announcements - Sara Aylestock has heard from other residents that signage is needed for the parking lots in the City. Commission Member Rylands confirmed that this has been discussed before and needs more follow up.

G. Adjournment

Without objection, President Aloï adjourned the meeting at 8:25 PM.

Commission President Susan Aloï _____

City Recorder Randall H. Sanders _____