

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 21, 2025, at 7:00 pm with the following in attendance (GTM is for GoToMeeting):

Curtis Wilkerson	President (Chair)	Absent
Susan Aloï	Vice-President	Present
Randy Sanders	City Recorder	Present
Robert Zuliani	Member/Council Representative	Present
Vincent Smith	Member/Building Code Enforcement	Present
J.J. Ford	Member	Present
Jena Fealy	Member	Absent
Steve Nanners	Member	Absent
Crystal Shaw	Member	Present
Monica Zalaznik	My Buckhannon	Absent
Noah Jeffries	Record Delta	Absent

Guests: UCDA Executive Director, Brandon Tenney

The following was publicly posted: prior to the meeting:
*Notice of Meeting City of Buckhannon Planning Commission - A regular meeting of the **Buckhannon City Planning Commission** will be held on **July 21, 2025 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.*

City of Buckhannon Planning Commission
Meeting Agenda
7:00 PM Monday, July 21, 2025
Council Chambers | 70 East Main Street

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Approval of Previous Meeting Minutes: 04/21/2025
- 5. Public Comment – Motion to Open & Close Requested
- 6. Recognition of Guests
 - a. UCDA Executive Director, Brandon Tenney
 - i. Update WV Housing Development Fund’s Statewide Needs Assessment Study
- 7. Business Discussions
 - a. Elect President & Vice President of the Planning Commission FY 2025/2026
- 8. Report of Events, Correspondence, and Information
 - a. City Council Approved Ordinance No. 473 Amending Zoning Ordinance No. 244 by Rezoning Certain Properties on South Kanawha Street, Putnam Street, and Morning Drive from “R1-Single Family Residential District” to “C-2 -Highway Commercial District”
 - b. Next Meeting Date of the Planning Commission- October 20, 2025
- 9. Board Members’ Remarks and Announcements
- 10. Declaration of Adjournment

This agenda is certified by Mayor Robbie Skinner on July 16, 2025. To participate in this meeting virtually, use this link: <https://global.gotomeeting.com/join/865959661>, or by phone, call: +1 (646) 749-3122, access code: 865-959-661.

1. Call to Order – Susan Aloï, the Vice-President of the Planning Commission, called the meeting to order.

2. Moment of Silent Reflection– The attendees were invited to join in a Moment of Silence.

3. Pledge of Allegiance – Commission member Rob Zuliani led the attendees in the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 04/21/2025 – Vice-President Aloï noted that the minutes for the meeting of 04/21/2025 had been distributed for review and Recorder Sanders reviewed the content of them with the Commission members. The Chair asked for any corrections or approval of the minutes as presented.

Zuliani/Shaw motioned to approve the minutes of 04/21/2025. The motion carried.

5. Public Comment – Motion to Open & Close Requested – No action was necessary

6. Recognition of Guests – The Chair recognized and welcomed the following:

a. UCDA Executive Director, Brandon Tenney

i. Update WV Housing Development Fund’s Statewide Needs Assessment Study – Mr. Tenney provided an overview of the key points of the WV Housing Statewide Housing Study. He explained that the study itself had not been officially accepted, so he could not provide copies of the statewide study. He also asked members of the Commission to provide feedback on what we feel should be included in the local housing study he will ask the WV Housing Development Fund to develop. The statewide study does have data broken down by region. We are part of Region VII, so once we have the complete statewide study, we will be able to compare data to other areas of the state. A discussion concerning the study and specific challenges we face in Buckhannon and Upshur County took place between the Commission and Mr. Tenney. Once the study is final. We will receive a copy for our review.

7. Business Discussions

a. Elect President & Vice President of the Planning Commission FY 2025/2026 – The Chair opened the floor for nominations.

Motion by Lynch/Ford to nominate Curtis Wilkerson as the President and Susan Aloï as Vice-President. The motion carried.

8. Report of Events, Correspondence, and Information – Vice-President Aloï reviewed the following with the members.

a. City Council Approved Ordinance No. 473 Amending Zoning Ordinance No. 244 by Rezoning Certain Properties on South Kanawha Street, Putnam Street, and Morning Drive from “R1-Single Family Residential District” to “C-2 -Highway Commercial District”

ORDINANCE NO. 473 OF THE CITY OF BUCKHANNON, AN ORDINANCE
AMENDING ZONING ORDINANCE NO. 244 OF THE CITY OF BUCKHANNON, BY
REZONING CERTAIN PROPERTIES FROM “R1 – SINGLE FAMILY RESIDENTIAL
DISTRICT ” to “C-2 - HIGHWAY COMMERCIAL DISTRICT

WHEREAS, the City of Buckhannon first adopted comprehensive zoning in 1973 pursuant to Ordinance No. 166; and,

WHEREAS, by Ordinance No. 244, the City of Buckhannon established the zoning structure for the City of Buckhannon which is in operation as of the date of this Ordinance; and,

WHEREAS, the Planning Commission of the City of Buckhannon specifically recommended to the City Council during its meeting on April 21, 2025 that the aforesaid Subject Property be rezoned accordingly; and,

WHEREAS, the Council believes it is reasonable and appropriate, and consistent with the City’s Comprehensive Plan, to permit the rezoning of the Subject Property; and,

WHEREAS, the Council of the City of Buckhannon now deems it to be reasonable and appropriate to adopt the foregoing recommendation of the Planning Commission emanating from the aforesaid meeting; and,

WHEREAS, the statutory provisions of West Virginia Code section 8-11-3(8) require that actions of the municipality in the case of planning and zoning be by adoption of an ordinance; and,

WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia insofar as the amendments to the City's comprehensive zoning ordinance, being Ordinance No. 244, are concerned.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I – REZONING OF CERTAIN PROPERTIES ON SOUTH KANAWHA STREET, PUTNAM STREET, AND MORNING DRIVE:

(1) The Council of the City of Buckhannon does hereby adopt the recommendation of the Planning Commission as emanating from their meeting of April 21, 2025, does find that such recommendation is consistent with the City's Comprehensive Plan, and in so doing does specifically hereby amend Ordinance No. 244 to provide for the following lots – identified by tax map and parcel number as recorded in the Office of the Assessor of Upshur County, West Virginia, situate in Corporation District therein – be included in the C2 – Highway Commercial District zone:

<u>Map and Parcel Number:</u>	<u>Address:</u>
Map 10, Parcel 89	179 South Kanawha Street (rear)
Map 10, Parcel 90	Putnam Street
Map 12, Parcel 180	Morning Drive
Map 12, Parcel 182	Morning Drive
Map 12, Parcel 182.1	Morning Drive
Map 12, Parcel 184	Morning Drive
Map 12, Parcel 186	Morning Drive

(2) That all other provisions of Ordinance No. 244 shall remain in full force and legal effect, except for those provisions which are expressly amended pursuant to the provisions hereof.

ARTICLE II – SEVERABILITY: In the event that any provision of this Ordinance is determined to be unconstitutional or otherwise invalid by a court exercising competent jurisdiction, such determination shall not affect the validity of this Ordinance either as a whole or the provisions thereof which are not specifically determined to be unconstitutional or invalid.

ARTICLE III - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the third (3rd) reading, public hearing, passage and adoption by the Council of the City of Buckhannon, i.e., August 2, 2025.

FIRST READING: June 5, 2025

SECOND READING June 12, 2025

THIRD READING, PUBLIC HEARING,
PASSAGE AND ADOPTION: July 3, 2025



Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. 473 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on July 3, 2025.



Randall Sanders, City Recorder

b. Next Meeting Date of the Planning Commission- October 20, 2025

9. Board Members' Remarks and Announcements – Recorder Sanders and Vincent Smith reviewed additional City Council actions with the Commission members.

10. Declaration of Adjournment

At 8:19 PM, the Chair adjourned the meeting.

Commission President Curtis Wilkerson _____

City Recorder Randall H. Sanders _____