

Approved  
10/24/16

September 26, 2016 Meeting Minutes

Attending: Chris Higdon, Steve Paradis, Randall Hughes, Barb Staats, John Garza

Absent: Danny Chiotos, Deb Hale

Meeting was called to order at 7:00 pm by Steve Paradis.

Randall Hughes made a motion to approve minutes with amendments. Seconded by Barb Staats.

Unfinished Business: None

New Business:

1. **Board of Zoning Appeals-** No actions at this time.
2. **Discuss and approve engagement with the WVU land use and sustainable development law clinic-** Steve Paradis contacted Jesse Richardson, Associate Professor & Lead Land Use Attorney with WVU College of Law in Morgantown, in an effort to assist the BPC members with the review/revision of the ordinances. Mr. Richardson agreed to assist with this request and explained that there would not be a fee for his service but he would need a formal engagement letter from the town. Steve scheduled a meeting with Mayor Dettmer to discuss this information and get her feedback and Mayor Dettmer thought it would be a great idea and the BPC should proceed. Steve asked for questions from the BPC members and stated that he would request a formal engagement letter from the Mayor at the next town council meeting to be held on October 4, 2016. The Comprehensive Plan as well as town ordinances have been sent to Mr. Richardson at his request. Steve will update Mr. Richardson after the BPC meeting and advise him that the BPC members as well as the Mayor are in favor of his offer to provide assistance.
3. **Emily Horrocks-130 Day Street-permit for shed-**John Garza presented a completed application and drawings for a shed permit that was received by applicant Emily Horrocks. Emily explained that this will be the second shed on her property. Emily also presented a plat showing setbacks of the property and placement of the shed. After discussion with BPC members, John recommended approval of the permit. Barb Staats made a motion to approve the permit and motion was seconded by Randall Hughes. Motion carried.
4. **Richard May-demo permit for structure on W. Washington Street-**John Garza presented a completed application from Richard May for a demo permit. Mr. May is interested in removing a structure located at 1638 W. Washington Street and the corner of Polk Street. According to the applicant, the underground storage tank will be removed by the contractor per applicable state regulations. The contractor, Jeff Jenkins, from Pine Knoll Construction will be responsible for removing the structure and the tank. After demolition, this location will remain a grass lot while Mr. May researches his options to rebuild. John recommended approval of demo permit for

Richard May, Chris Higdon made a motion to approve and Randall Hughes seconded the motion.  
Motion carried.

Attendee Concerns- None

Adjournment- Chris Higdon made a motion to adjourn the meeting at 7:35 pm. Barb Staats seconded the motion.