

Meeting Minutes – September 27, 2021

Bolivar Planning Commission

7 PM meeting called to order.

Members present: Barb Staats, Deb Hale; via phone: Steve Paradis, Jacob Stettes (via phone).

Absent: Randall Hughes.

New Business:

1. Stormwater ordinance-discussion regarding model ordinance and state requirement to adopt same

Steve related the history of an effort led by WV Region 9 about 10 yrs ago to add a Stormwater Ordinance to our Town code. Region 9 had developed a model ordinance that each municipality could incorporate into its existing ordinances. Bolivar never did complete this process; it has now become imperative that the Town adopts a Stormwater Ordinance in order to qualify for sidewalk grants and other State funding that may become available. We foresee the timeline for passing such an ordinance by Spring 2022.

Action items:

- Read through the original Stormwater Ordinance
- Submit any questions to Megan Diehl before next meeting (current Region 9 contact)
- Compile a list of Bolivar properties that might be affected by this ordinance
- Create a timeline for Council for passage of such ordinance

2. Comprehensive Plan renewal-discussion of a preliminary timeline and process

The PC should get started on the next Comprehensive Plan now that the 2020 Census results are available, and to do so in a way that encourages community engagement in the process. The idea of making the survey available online was proposed.

Action items:

- Research local/State resources such as Jenny Brockman (County Planner) and Jesse Richardson (WVU Law Clinic) to use for assistance
- Develop timeline at next PC meeting

3. Ethics training/open meeting follow-up

Steve recapped the basics of the recent in-person Bolivar ethics training (on the Ethics Act and Open Meetings Act) by Town lawyer Effie Hammer, and we discussed various issues related to the Ethics Act. The training is required for all Town elected and appointed office holders.

Action items:

- Make the WV State Ethics Office virtual training session available for PC members.

4. Permit inspections- City of Ranson to provide MOU for Bolivar inspections

The Mayor and Laura have spoken with Ranson officials regarding hiring their on-staff inspector for Bolivar building inspections.

Action items:

- Update permit fee schedule based on what fees the inspector might charge
- Consider a recommendation for the Town Council to enter a MOU with Ranson for inspection services at next month's meeting
- Reassess permitting process to make more transparent, i.e., online permit log
- Determine what role the PC plays in oversight of permitting process
- Have Laura provide each PC member with an updated paper copy of the Planning and Zoning ordinances

5. Planning Commission website

Deb brought up the issue of our Town website and the PC page, which still has broken links and old, insufficient information. We wondered how the website was updated, and how we can manage/maintain our own PC page to keep it updated and more user-friendly.

Action items:

- Steve to address Council regarding website and managing our PC page

Other Attendee Concerns:

- Jacob inquired if there was any further discussion regarding the Town's paper streets since the PC report was shared. Steve said that the Council has taken no action, but that we might add the Paper Street report as an addendum to the next Comprehensive Plan. John Paul Heafer is the new Streets Committee council person, but has been in poor health lately.
- Jacob suggested that the PC could provide a Town map detailing ownership of town streets to make it clear which entity is responsible for maintaining which streets, i.e., Town, State, County, HOA, or Private.
- Deb inquired about the construction behind Tom Farnsworth (& Linda's) property on Washington Street, but no one was aware of the project. Is there a permit posted for the building?

The meeting concluded at 8:49 pm. Next meeting is schedule for October 25, 2021, at 7 pm.