

Approved
6/22/2020

Minutes of the May 26, 2020 Bolivar Planning Commission

Attending: Barb Staats, Randall Hughes, Jacob Stettes, Steve Paradis

Absent: Deb Hale

Steve Paradis called the meeting to order at 7:10 pm

Barb Staats made a motion to approve the minutes from the November 2019 Bolivar planning commission meeting. Randall Hughes seconded the motion. Motion carried. Motion was made by Barb Staats to accept the minutes presented from the April 2020 BPC meeting. Seconded by Jacob Stettes. Motion carried.

Unfinished Business:

1. **Highlight the ordinance revisions and definitions in Articles 131, 133, Part 13 & Part 17:** Steve Paradis stated that the ultimate goal for the BPC members was to create a definition section. Members will continue to work on the definition section as instructed and will work from Barb Staats document that was previously presented. Randall Hughes stated that he was still working on his assignment and Barb Staats stated that she did not have any additional information to report on this matter. Deb was absent from the May meeting but Steve will reach out to her prior to the June meeting and forward her assignment information to the members. Discuss on this topic will resume at the June meeting.

New Business:

1. **Discussion regarding permit process:** Questions were raised regarding the permit process prior to the BPC meeting. Laura explained the permit process and also reviewed the permit for the shed being constructed by Erik Eastman. Laura explained that Erik Eastman was within the required setbacks and built his shed according to plans presented. Discussion took place between John Garza, Zoning Admin and Erik Eastman in reference to the shed and its use. Shed will be used for storage only. During the frame inspection, John Garza observed that there was not a rough-in completed for electric or water/sewer. Further conversation continued regarding the use of the structure. It is noted that the structure will be used for storage only. Mr. Eastman also had his permit posted in the window of the shed facing Jefferson Street but was not visible for W. Washington Street. John and Laura had a conversation and will be sure to remind individuals to post their permit in an area that is visible during construction. In reference to the property located at 1334 W. Washington Street (former residence of Donna Callar). John Garza has inspected the property to be sure that all requirements are being followed. The new owner of the property is renovating the residence to increase the size of the existing kitchen (updated the kitchen only). The new owner will not be adding an additional kitchen. One of the garage bays will be used for office space as one of the owner's works from home. Some of the siding has been replaced as well as a porch that was deteriorating. A new heating system has been added. New windows and doors on a portion of the structure have been updated. John will continue to monitor the construction. Prior conversations indicated that the structure would be used as a primary residence vs. a rental.

2. **Set schedule for future meetings:** Steve reminded the BPC members that the planning commission meetings are to be held on a Quarterly basis but due to the ordinance topic, monthly meetings would be needed.
3. **Discussion on topic SD657 (tourism bill):** Steve discussed the tourism bill and the effects that the guidelines could potentially have on the Town of Bolivar as well as other municipalities. Steve asked for opinions on bringing in experts to further discuss this topic to gain additional knowledge in reference to the Senate Bill. Gaining additional information from other individuals (WVU law clinic) was the general consensus of the planning commission. Steve will reach out to the WVU law clinic in the near future.

Attendee Concerns:

None

Adjournment:

Motion was made to adjourn the meeting at 8:20 pm by Barb Staats