

Approved  
7/1/18

**Minutes from the June 25, 2018 Bolivar Planning Commission Meeting**

**Attending:** Randall Hughes, Barb Staats, Steve Paradis, John Garza, Deb Hale, Mike Lowrey

**Also Attending:** BZA member, Chris Dove; Mayor Helen Dettmer; and legal counsel, Effie Kallas

Steve Paradis called the meeting to order at 7:07 pm

Deb Hale made a motion to approve the minutes as presented. Barb Staats seconded the motion. Motion carried.

**Unfinished Business:**

1. **Update of roles and responsibilities of the BPC, BZA, and the Zoning Administrator:** Steve Paradis introduced legal counsel, Effie Kallas to the BPC members. Steve stated that he felt it was valuable to have Ms. Kallas address the separation of the roles and responsibilities. Ms. Kallas took a quick look through the ordinances during the meeting and noticed a few code issues that need to be addressed. Steve stated that the functioning issues were brought to the BPC's attention about a year ago concerning the Board of Zoning Appeals and the Planning Commission. Per Ms. Kallas, the Planning Commission should continue to operate as usual until further notice. Barb Staats shared documents from other municipalities referencing roles and responsibilities. Steve requested that the members review State Code 8A. Section 1301, etc. should be reviewed prior to the July meeting. The BPC members would like to be ready to adopt a draft with edits at the July meeting.

**New Business:**

1. **Board of Zoning Appeals Actions:** Laura reported that two variance request hearings will be held on June 28<sup>th</sup> @ 6:30 pm.
2. **Matthew Fox-108 Madison Street-permit for shed-** John Garza presented documents from Matthew Fox, owner of property located at 108 Madison Street, Bolivar, WV. Mr. Fox provided a completed application for a shed permit. BPC members reviewed the documents presented. According to documents provided, the shed is within the required setbacks. After review of plans submitted, John Garza made a recommendation that the permit be approved. Mike Lowrey made a motion to approve the permit. Barb Staats seconded the motion. Motion carried.

**Attendee Concerns:**

None

**Adjournment:**

Barb Staats made a motion to adjourn the meeting at 8:25 pm

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