

# PLANNING COMMISSION MEETING MINUTES

Monday, August 19, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:10 p.m.**

Commissioners Present:

Linus Bicker; Shannon Thomas; Madge Morningstar; Marcy Bartlett; Rebecca Parmesano; Roger Munro; James Gatz (Mayor); Ebonee Helmick

Commissioners Absent:

Staff Present:

Andy Beall

**2. Approval of Previous Months' Minutes: 7/15/24          Approved**

**3. Visitors: Steve Pearson; Jim Auxer; Nancy Craun; Kaye Schultz**

Ms. Craun discusses the importance of Economic Development as a High priority goal as the Planning Commission moves forward with the update of the Comprehensive Plan. She also states an up-to-date marketing assessment should be included in the 2024 update.

Ms. Schultz stresses the need for septic maintenance within the Town Run watershed and asks the Planning Commission to keep this in mind as the Comp Plan is updated. She states there are 263 septic systems in that watershed and that there is an event scheduled for 9/28/2024 at the Shepherdstown Library to discuss.

**4. Conflicts of Interest:          None**

**5. Applications:                  None**

**6. Continuing Business:**

Comprehensive Plan Goal Review

The commission discusses next steps in the review process and agrees the 2024 plan needs to be streamlined with fewer goals. Referencing the existing (9) goal categories, the new goals should be overreaching and attainable while at the same time compelling and inclusive of all residents. The detailed goals of the 2014 plan should be included as action steps under the new goals. Mayor Gatz provides examples of other comp plans from other towns that more closely align with the direction Shepherdstown's 2024 plan should take. The commission agrees three internal workshops should be held to:

1. Develop a mission / vision statement.
2. Decide what the new goals should be (should be no more than +/- 8-10 overall goals).
3. Plan how to approach public input.

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There is some discussion about whether the internal workshops should be facilitated by a professional and the commissioners concur they should. Staff will research local facilitators.

## 7. New Business:

### a. Purpose Statement and Meeting Schedule through December 2024

Will discuss at next meeting.

### b. Commission's Strategic Goals for FY2025

Will discuss at next meeting.

## 8. Mayor's Report

Mayor Gatz introduces and welcomes new commissioner's: Linus Bicker; Marcy Bartlett; Shannon Thomas

## 9. Staff Report:

### a. Kalathas Property Update

The last communication staff had with the developer was related to requirements for the submittal of a demolition request.

### b. Green Stormwater Infrastructure Project Update

Region 9 has drafted an RFQ to send to potential design and engineering firms for the Fairfax Field Bioswale and the N. Mill Street vegetated curb extensions.

## 10. Adjournment: 7:15 p.m.