

PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, September 16, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:03 p.m.

Commissioners Present:

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

Commissioners Absent:

Rebecca Parmesano

Staff Present:

Andy Beall

2. Approval of Previous Months' Minutes: 8/19/24

E. Helmick states she was present via Zoom and not absent as the draft minutes show. Correction made and minutes are approved.

3. Visitors: Steve Pearson; Harriet Pearson; Jim Auxer; Chris Stroech; Eric Lewis; Jack and Carol Gelman; Emmanuel Spanos

4. Conflicts of Interest: None

5. Applications:

24-25 213 W. German Street Construction of a combination of 4' picket and 6' privacy fence around rear yard.

The applicants are present and describe the proposed fence. They confirm the 4' high picket fence will be "gothic" in style and that the post side of the privacy fence will face inward.

Motion: R. Munro motions to approve the application; M. Bartlett seconds the motion, no objections and the motion passes.

24-26 120 N. Princess Street Display a 24" x 36" office sign on front of building.

The applicant is present and describes the proposed signage. In addition to the originally proposed 24" x 36" sign, he would like preliminary approval for an additional 12" x 36" sign to be displayed below it. Staff confirms both signs totaling nine (9) square feet meet Title 9 requirements. M. Morningstar asks how the signs will be attached to the brick façade to which the applicant states they will be screwed and anchored into the mortar.

Motion: E. Helmick motions to approve the application; L. Bicker seconds the motion, no objections and the motion passes.

PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, September 16, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

6. Continuing Business:

Comprehensive Planning Update:

Mayor Gatz states the Town is in contact with (2) potential consultants to assist the PC in moving forward with the Comp Plan update: 1) WVU Law Clinic (representative present on Zoom) and; 2) Thrasher via Region 9.

S. Thomas inquires whether the consultant we end up going with will provide a business / market analysis as part of their consultation. It is agreed that they will. Mayor Gatz proposes a three-commissioner steering committee be formed to move forward with 2014 goal review as establishing dates and times the whole commission can attend is challenging. E. Helmick appreciates the proposal but feels all commissioners should have the opportunity to contribute to the review. She feels the method utilized earlier in the year of dividing the goals up amongst groups of two to review and reconvening as a group to discuss was working well. It is ultimately decided that a SharePoint site will be developed to which files can be uploaded to review. Each commissioner will add their own comments and bi-weekly meetings will be scheduled through December to usher the process along.

The gentleman from the WVU Law Clinic states they are short-staffed and that if the town needed them to manage the entire process that it would be the early part of 2026 before they could finish. Otherwise, they can provide the town with a template to do all the work, and they could proof-read when complete. They could also start updating demographics and provide public input procedures.

The bi-weekly meeting schedule is established with October 7 being the first special meeting. At that time, the commission will review efforts from earlier this year to combine and assess the Land Use and Community Character goals. Each commissioner is to also provide (3) visions they see for the future of Shepherdstown. M. Morningstar volunteers to collect the information provided and format it into a working document. Next steps will require both a visionary and granular approach.

7. New Business:

8. Mayor's Report

9. Staff Report:

10. Adjournment: 8:30 p.m.