



# City of Elkins

## Rules and Ordinances Committee Meeting

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November 4, 2024

3:30 PM

Phil Gainer Community Center  
142 Robert E Lee Ave. Ext.

**Charter Authority of the Rules & Ordinances Committee:** Consider and propose to Council new and amended ordinances, rules, and policies.

### AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
  - a. Proposed minutes for the meeting of Oct. 14, 2024
4. **New business**
  - a. Rules for City Hall parking lot
  - b. Parking permit for downtown residents
5. **Announcements**
6. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 4, 2024
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of Oct. 14, 2024
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the committee's October 14 meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. rules & ordinances - 2024_10_14 - minutes_proposed

**RULES AND ORDINANCES COMMITTEE  
REGULAR MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
October 14, 2024  
3:30 p.m.*

Present were members C. Lowther (chair) and L. Severino.

Councilor A. Carroll was absent.

Also present were: Gerry Roberts (city attorney), Tracy Judy (treasurer), J. Wagler (code enforcement) and Sutton Stokes (city clerk).

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Severino **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JULY 1, 2024.** The motion carried.

**NEW BUSINESS**

Severino **MOVED RECOMMENDING COUNCIL APPROVAL OF THE PROPOSED ADMINISTRATIVE OFFICERS ORDINANCE.** The motion carried.

Severino **MOVED RECOMMENDING COUNCIL APPROVAL OF A CYBERSECURITY POLICY AS PRESENTED.** The motion carried.

XYZ **MOVED RECOMMENDING COUNCIL APPROVAL OF CONSIDERATION OF CHANGES TO THE FLOODPLAIN ORDINANCE.** The motion carried.

The meeting adjourned at 4:10 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 4, 2024
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Rules for City Hall parking lot
<b>Recommended By:</b>	Police Chief
<b>Summary:</b>	The City Hall parking has no established, published rules for types of vehicles that may be parked there and how long they may remain. Especially given the limited space due to the modular buildings, the committee is asked to consider recommending that council impose some limits on the uses of this parking lot.
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Discuss and make recommendation to council
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	November 4, 2024
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Parking permit for downtown residents
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>From time to time, city staff hear a request from residents of downtown for permission to exceed the 3-hour limit. As we see downtown property owners expanding apartment availability, and given that the city wants to encourage people to live downtown, the possibility of issuing downtown residential parking permits should be considered.</p> <p>Here is how the City of Martinsburg describes <a href="#">a similar program</a>. In this program, residents can get a special permit for a nominal fee. Apparently, anyone else can get a similar permit (for on-street parking) for a higher fee. This might be worth exploring as well, given the reduced availability of spaces in the Seneca Mall Parking Lot.</p> <p style="padding-left: 40px;">Permits for parking meters are issued to persons residing where metered on-street parking [Elkins has no meters, but this could be replaced with "where 3-hour parking"] is in effect at the rate of six dollars (\$6.00) per month.</p> <p style="padding-left: 40px;">Parking meter permits issued to all other persons is at the rate of twenty dollars (\$20.00) per month. Permit parking is for use on <b>green top meters</b> only [again, Elkins could adapt this by identifying certain blocks or applying paint/sticker allowing permittees to park at only certain sections of blocks; for example, permit parkers could be excluded from Davis Avenue].</p>
<b>Fiscal Impact:</b>	Materials and staff time
<b>Recommendation:</b>	Discuss, plan next steps, and/or consider recommending to council
<b>Attachments:</b>	None