



# City of Elkins

## Planning Commission Meeting

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May 14, 2026

4:00 PM

RCDA - W. Va. Wood Technology Center  
10 Eleventh Street  
Elkins, WV 26241

### AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment**
3. **Minutes**
  - a. Proposed minutes for the meeting of April 9, 2026
4. **Reports**
5. **New Business**
  - a. Review, discuss, and consider draft comprehensive plan
  - b. Recommend approval to move forward with adoption process
  - c. Review, discuss, and consider adoption process schedule
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 14, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of April 9, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Planning Commission - 2026_04_09 - minutes_proposed

# PLANNING COMMISSION MEETING MINUTES

*West Virginia Wood Technology Center/RCDA  
10 Eleventh Street  
April 9, 2026  
4:00 p.m.*

Present were Commissioners P. Kolsun (Chair), E. Armstrong, J. Marco (Mayor), and S. Evick.

Commissioners D. Smith, A. Carroll, and K. Somers were absent.

Also present: S. Stokes (City Clerk and Recording Secretary), G. Roberts (City Attorney, via Teams).

## PUBLIC COMMENT

There was no public comment.

## MINUTES

Marco **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 12, 2026.** The motion carried.

## NEW BUSINESS

### **a. Review informal feedback on the Comprehensive Plan draft**

The Commission reviewed feedback on the Comprehensive Plan.

### **b. Plan public presentation of Comprehensive Plan draft**

The Commission planned the public presentation of the Comprehensive Plan.

### **c. Consider recommending Council approval of draft policy and forms for Zoning Amendment Requests**

The Commission discussed the draft policy and forms for Zoning Amendment Requests.

Armstrong **MOVED RECOMMENDING COUNCIL APPROVAL OF THE DRAFT POLICY AND FORMS FOR ZONING AMENDMENT REQUESTS AS PRESENTED.** The motion carried.

The meeting adjourned at 4:35 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 14, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Review, discuss, and consider draft comprehensive plan
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Changes to the draft plan presented at and included in the packet for the March 12 meeting will be considered for possible updates based on input reviewed at this meeting.</p> <p>The attached materials include suggested revisions and public comments concerning the draft Comprehensive Plan, including the following proposed changes and additions:</p> <ul style="list-style-type: none"> <li>• Expand discussion of economic development and property reinvestment beyond downtown to include commercial corridors such as Randolph Avenue and Harrison Avenue</li> <li>• Broaden proposed property improvement and reinvestment incentives from a downtown focus to a citywide “Elkins” focus</li> <li>• Add discussion of infrastructure and pedestrian safety concerns about Wilson Hill sidewalks and stairs used by students walking to school</li> <li>• Add detailed discussion of aging water infrastructure, phased replacement planning, funding challenges, and anticipated EPA/PFAS regulatory pressures</li> <li>• Recognize the need for additional code enforcement staffing to support rental registration and zoning enforcement efforts</li> <li>• Reference exploration of a hazardous tree removal voucher program to assist homeowners cited for unsafe trees</li> <li>• Amend the Future Land Use Map to consider redesignating the Mountain Memories property behind Colonial Estates as “City Residential” to support housing development</li> <li>• Establish stronger industrial noise regulations and possible operational hour limitations for loud industrial uses (a link to the City’s noise ordinance is provided here: <a href="https://cityofelkinswv.gov/city-government/city-code-topics/noise-ordinance/">https://cityofelkinswv.gov/city-government/city-code-topics/noise-ordinance/</a>)</li> </ul>



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider suggested changes for adoption
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Comp Plan Public Input - 2026_05_14</li><li>2. Comprehensive Plan Feedback from City Officials_v2</li><li>3. Current zoning and future uses near Wilson Lane - 2026_05_01</li></ol>

## Comp Plan Public Input Presented: May 14, 2026

Hope Crites:

Consider designating the parcel owned by Mountain Memories behind Colonial Estates as “City Residential” in the Future Land Use Map.

Marilynn Cuonzo:

Consider recommending stronger noise regulations in the Industrial Park:

“No loud industrial businesses built in the industrial park or the city proper. For existing businesses that create loud consistent noise it would be best to put some constraints on the time for it to run. (example 7 am to 5 or 6 pm).”

Christy DeMuth  
WVU College of Law  
Land Use and Sustainable  
Development Law Clinic  
P.O. Box 6130, Suite 270  
Morgantown, WV 26506-6130

RE: Elkins Development Plan

Your input in the development plan for Elkins is timely and helpful. I am particularly interested in housing shortages in Elkins.

Mr. Mazurki, of your Committee, addressed the issue of affordable housing at the Elkins City Planning Commission meeting on April 16, 2026.

Some of that problem is being addressed by the subsidized housing being built along Wilson Lane in Elkins. More low-income housing is always needed.

We are writing about the need for middle-income housing. I am on several committees at Davis Medical Center. Efforts to recruit physicians and other medical personnel is hampered by the lack of modern middle-income housing ready for occupancy. Modern apartments are in short supply.

Professional single-family homes are also in short supply. When professionals come to the area to consider job offers, they immediately notice the lack of modern apartments and family homes. They are unlikely to accept positions if there is no place to live.

Most people considering moving to the area prefer homes within a reasonable commuting distance from hospitals, businesses, schools, parks and shopping.

There is an area within the Elkins City limit ready for development. It is located between Wilson Lane and Sunset Drive/Andrews Avenue. Part of this undeveloped tract was part of what is now Mountain Memories Nursing Home and the Colonial Estates development.


The Colonial Estates development was surveyed and laid out for multiple homes but went bankrupt before completion. Part of that development is now owned by Davis Trust Company. We own part of that tract. There are six quality homes, a community center and gatehouse already completed at Magnolia Drive and Wilson Lane.

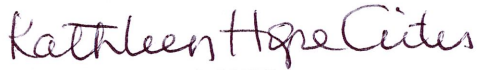
Mountain Memories owns a swath of this undeveloped land. There are two undeveloped roads leading into this area that would provide close access to the hospital, shopping and activities in the area.

This undeveloped tract of land is zoned for single family homes within the City of Elkins with easy access to natural gas, water and electricity.

Development of this central and desirable potential neighborhood would enhance the development of a growing and vibrant community.

We look forward to hearing more about your development plans for the City of Elkins.

John J. Crites 



Kathleen Hope Crites

CC: Sutton Stokes  
Elkins City Clerk

CC: Robbie Morris, Jr.  
WV State Senate  
Randolph Co. Development Authority

**From:** [marilynn.cuonzo](mailto:marilynn.cuonzo)  
**To:** [Sutton Stokes](#)  
**Subject:** Comprehensive plan  
**Date:** Sunday, May 3, 2026 6:38:29 PM

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**CAUTION:** This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Regarding land use in the comprehensive plan.

Sutton,

Elkins has an industrial park and adjoining property recently added within the past several years when I was on council that is located close to the wastewater treatment plant.

Although having space for more industry is critical and welcomed into the COE, the noise generated by certain types of industry is not.

A good example of what I'm referring to is the Hamner Pellet Mill located at 46 Waller Drive.

The amount of noise the mill creates is a huge disservice to the people of Elkins, who are subjected to its constant grinding all day and night.

Although this is an individual issue, I would hope to never have another business come into the city with such deafening noise that wakes you up at night and spoils evenings sitting outside on the porch.

So for the Comprehensive Plan: No loud industrial businesses built in the industrial park or the city proper.

For existing businesses that create loud consistent noise it would be best to put some constraints on the time for it to run. (example 7 am to 5 or 6 pm).

Thanks for adding my suggestion to the open-public comment period to be presented in the final draft of the 2026 Comprehensive Plan.

Best,

Marilynn Cuonzo

160 Guy Street

Elkins, WV

26241

# Comprehensive Plan Feedback from City Officials

## April 9, 2026

*Comment received from Councilor Severino:*

As with so many discussions and efforts, there is a lot of focus on downtown Elkins businesses and the downtown area in the Comprehensive Plan. I know having a thriving downtown is important, but we seem to mostly ignore other businesses, especially those located along Randolph and Harrison Avenue. There's not a lot in the Plan that takes into account the needs of businesses outside the downtown area or address issues with the most heavily traveled visible areas of Elkins. There's some discussion on pages 74-75. I feel more things, like property reinvestment, should be looked at on an Elkins level not just Downtown level.

- On page 61 the property incentive and reinvestment ideas give priority to downtown. I personally would rather it be an "Elkins" program if implemented.
- An example of a highly traveled and visible area that is concerning are some sections of the sidewalks and stairs used by students walking to school on Wilson Hill.

*Comment received from Chief Water Operator Wes Lambert:*

Please add:

"A significant portion of Elkins' water line infrastructure is between 40 and 60 years old, with some sections exceeding 80 years in age. The City's water distribution system includes approximately 80 miles of pipeline. While this level of aging infrastructure requires attention, it is not uncommon across West Virginia. In fact, much of the state's water and sewer infrastructure has received a D rating from the American Society of Civil Engineers (ASCE).

"The City is currently working with an engineering firm to design and implement a phased replacement plan. Priority areas will be identified based on factors such as historical break frequency, infrastructure age, and capacity for future growth. One of the primary challenges associated with this effort is funding. Any major capital improvements will likely require rate adjustments, as existing revenues primarily cover operations and maintenance costs, along with debt obligations from the 2015–2018 water treatment plant project.

"In addition, the City must prepare for increasingly stringent regulatory requirements from the Environmental Protection Agency (EPA). These may include new treatment standards or infrastructure upgrades with firm

compliance deadlines. At the national level, current regulatory focus is centered on PFAS and lead service lines. While we have not detected PFAS and have not identified any lead service lines to date, future changes in testing sensitivity or regulatory thresholds could alter this status and potentially result in significant costs for compliance.”

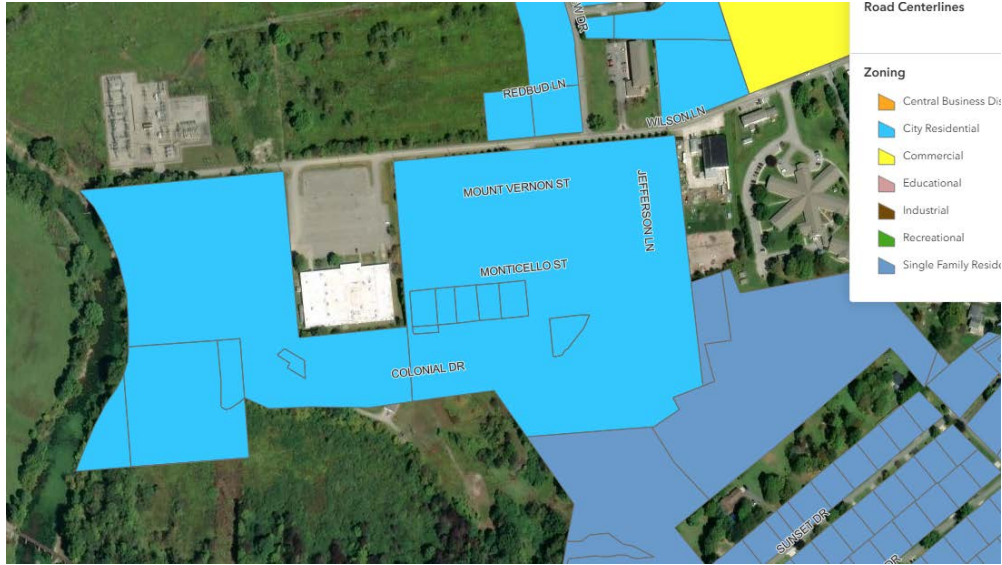
The remaining information you outlined in the water system section also aligns well with the known needs and concerns of our system so I would leave them in the plan as well.

*Comment Received from Councilor Bross-Fregonara:*

There is a need for additional staffing in code enforcement to have an effective rental registration program. There were two code enforcement employees, now there is only one. It was apparent when the new zoning ordinance was passed that the city would need extra manpower. Unfortunately, it is back to one officer whose plate is very full.

Action step pg. 23 Objective 2. FYI Tree board is exploring a dead/dying tree removal voucher system for \$500 to assist homeowners who have been cited with a hazardous tree violation.

# City of Elkins Current Zoning near Wilson Lane







## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 14, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Recommend approval to move forward with adoption process
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Consideration of whether to authorize initiation of the formal statutory adoption process for the draft Comprehensive Plan. Following prior work sessions, consultant presentations, and receipt of comments from City officials and the public, the Planning Commission may determine that the draft is sufficiently complete to move into the formal review and hearing phase required by state law. Initiation of the process at this meeting would formally establish today's meeting as the point at which the adoption process begins, with the detailed adoption schedule and required public hearing timeline to be formalized under the following agenda item.</p>
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	<p>Move to determine that the Planning Commission will initiate the formal Comprehensive Plan adoption process as of today's meeting and proceed to consideration of the proposed adoption schedule under the following agenda item.</p>
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 14, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Review, discuss, and consider adoption process schedule
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Review and discussion of the attached proposed schedule for the formal Comprehensive Plan adoption process, including required public comment periods, public hearings, publication requirements, and anticipated consideration dates by the Planning Commission and Common Council.
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Move to approve the proposed Comprehensive Plan adoption process schedule, including associated public comment periods, hearing dates, publication timelines, and anticipated consideration dates by the Planning Commission and Common Council.
<b>Attachments:</b>	1. Comp Plan - proposed adoption schedule

## Elkins Comprehensive Plan Adoption Schedule

Date	Action
Thursday, May 14	Planning Commission recommends approval to move forward with adoption process
Monday, May 18	Order legal ad advising of public hearing, to be published on May 20
Wednesday, May 20	<b>Begin 30-day public-hearing notice period:</b> <ul style="list-style-type: none"> <li>• Legal ad advising of public hearing must appear in newspaper</li> <li>• Hard copy available at town hall</li> <li>• Digital copy available on town website</li> </ul> Mail letters to incorporated communities
Thursday, June 18	30-day public-hearing notice period ends <ul style="list-style-type: none"> <li>• No action to be taken</li> </ul>
July 16th or July 20th	<b>Planning Commission public hearing:</b> <ul style="list-style-type: none"> <li>• Review comments received during public-hearing notice period</li> <li>• Receive comments submitted at hearing</li> <li>• After hearing, planning commission holds regular meeting to decide whether to make any changes in response to comments or otherwise</li> </ul>
Thursday, July 23	<b>Planning Commission presentation to Governing body</b>  A member of the planning commission will need to present the plan to governing body, at the next regularly scheduled governing body meeting. Usually the governing body member that sits on the planning commission makes the presentation. The presentation can be a brief summary of the plan's highlights or can be detailed.
Monday, July 27	Order legal ad advising of public hearing, to be published on July 29
Wednesday, July 29	<b>Begin 15 day public hearing notice period</b> <ul style="list-style-type: none"> <li>• Legal ad must appear in newspaper</li> <li>• Hard copy available at town hall</li> <li>• Digital copy on website</li> </ul>
Wednesday, August 12	15-day public hearing notice period ends
Thursday, August 20	Council public hearing Review comments received during public-hearing notice period <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Receive comments submitted at hearing</li> <li><input checked="" type="checkbox"/> After hearing, council holds regular meeting to decide whether to make any changes in response to comments or otherwise</li> </ul>