City of Elkins

Planning Commission Meeting

December 14, 2023
3:30 PM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
   a. Proposed minutes for the meeting of November 8, 2023.
   b. Proposed minutes for the meeting of December 12, 2023
4. **New business**
   a. Comprehensive Plan update:
      - Review Strengths, Weaknesses, Opportunities, and Threats Exercise
      - Review and Discuss Draft Stakeholder List
      - Review and discuss 2015 Comprehensive Plan
      - Review and discuss Strategic Plan
      - Next meeting date with Land Use Clinic

   b. Zoning of unzoned parcel near North 12th Street
5. **Announcements**
6. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 14, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of November 8, 2023.
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of November 8, 2023
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. planning commission - 2023_11_08 - minutes_proposed

PLANNING COMMISSION
SPECIAL MEETING
MINUTES

401 Davis Avenue
Elkins City Hall
401 Davis Avenue
November 8, 2023
3:30 p.m.

Present were members: D. Talbott, B. Woods, P. Kolsun, K. Somers, A. Carroll, J. Marco, and V. Jackson.

Also present: Christy DeMuth (WVU Land Use and Sustainable Development Law Clinic); S. Stokes (City Clerk and Clerk of the Commission); G. Roberts (City Attorney); J. Deighan (Communication Specialist).

PUBLIC COMMENT

There was no public comment.

MINUTES

Kolsun **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 12, 2023, MEETING.** The motion carried.

NEW BUSINESS

a. Discuss Comprehensive Plan Timeline and Scope

DeMuth presented information about the proposed timeline and scope of the comprehensive plan update process.

b. Review and adoption of Public Input Procedures

Woods **MOVED APPROVAL OF COMPREHENSIVE PLAN PROCEDURES FOR PUBLIC INPUT PRESENTED BY DEMUTH.** The procedures commit the commission to the public hearing and publication requirements stipulated in W. Va. Code 8A-3-6(b). The motion carried.

c. Review and Discuss Photo Assignment Results

DeMuth led commissioners in a discussion of photos of strengths and challenges in Elkins.

d. Review and Discuss Stakeholder Identification Assignment

Commissioners suggested additions to the list of stakeholders to be interviewed.

e. Next meeting date with Land Use Clinic

DeMuth will attend the regular December 14 meeting remotely.

f. Unzoned parcels

Kolsun **MOVED RECOMMENDING THAT COUNCIL ADOPT LANGUAGE DEVELOPED BY THE CITY ATTORNEY AMENDING ELKINS CITY CODE 152.068 TO CREATE A PROCESS FOR ZONING UNZONED PARCELS.** The motion carried.

The commission scheduled a special meeting for Dec. 12 at 3:30 p.m. to discuss the unzoned parcel near North 12th Street.

The meeting adjourned at 5:49 p.m.

The foregoing minutes were approved at the meeting of _____, 2023.

_____ _____

Name & Title Signature

Step 1: Where have we been?

Step 2: Where are we going?

Step 3: How do we get there?

Collect Background Data

- Review previous plans, demographic data
- Develop existing land use maps
- Tour of community

Visioning

- Develop project goals
- Develop vision statement
- Identify Stakeholders
- Public Involvement

Recommendations

- Bricks and Mortar Projects
- Ordinance Recommendations
- Policies/Programs

City of Elkins Planning Commission

Tentative Schedule

(subject to change based on weather, planning commission participation, and clinic workload)

November 2023– Intro to project, SWOT Exercise, identify stakeholders, review photos, review 2015 Comprehensive Plan

December 2023– Review previous plans, continue to discuss goals and vision statement from previous comprehensive plan

January-March 2024– Discuss stakeholder results, online survey, identify main issues/concerns, discuss existing and future land use maps, review background data

April-June 2024– Tour of community, hold open house, discuss issues in depth, begin to develop action steps

Summer 2024– Review draft action items and plan chapters

Fall/Winter 2024– Finalize plan, begin adoption process

City of Elkins, West Virginia
Planning Commission
The Comprehensive Plan Procedures for Public Input

Pursuant to the requirements of W. Va. Code § 8A-3-6(c), the Planning Commission of the City of Elkins, West Virginia ("City of Elkins Planning Commission") hereby adopts the following procedures to encourage and promote public participation in the drafting of the City of Elkins Comprehensive Plan ("comprehensive plan"). The comprehensive plan is being drafted pursuant to W. Va. Code § 8A-1-1.

(1) The City of Elkins Planning Commission will request input from other affected governing bodies and units of governments that may be affected by the adoption of the comprehensive plan.

(2) Under W. Va. Code § 8A-3-6(b), once the City of Elkins Planning Commission has completed a draft of the comprehensive plan, and before the City of Elkins Planning Commission submits a plan to the City Council for adoption or consent, it must publicize and hold a public hearing on the draft of its plan.
   a. More particularly, under W. Va. Code § 8A-3-6(b), at least thirty (30) days prior to the date set for the public hearing, the Planning Commission will publish a notice of the date, time, and place of the public hearing as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of the West Virginia Code. The notice shall run in a general circulating publication, the publication area will be the area that will be covered by the comprehensive plan.
   b. In addition to the requirements at W. Va. Code § 8A-3-6(b), above, the City of Elkins Planning Commission will publish its draft of the comprehensive plan at least thirty (30) days prior to the public hearing. Specifically, the Planning Commission will post hardcopies for public review at City Hall and the draft will be available online at the City of Elkins website: www.cityofelkinswv.com.

(3) Public notice of the City of Elkins Planning Commission meetings will be given pursuant to the West Virginia Open Governmental Proceedings Act, where applicable.

(4) No provision herein shall be construed as limiting the City of Elkins Planning Commission's ability to engage in additional public participation efforts as the City of Elkins Planning Commission deems appropriate. No provision herein shall prohibit the City of Elkins Planning Commission from amending these procedures.

Adopted this 8th day of November, 2023.

President

Vice-President

Member

Member

Member

Member

Member

§ 152.068 PROCEDURES RELATING TO ANNEXED OR VACATED AREAS AND UNZONED LAND.

(A) Zoning of annexed lands. Zoning classification for any land annexed into the city shall be established by ordinance, pursuant to W.Va. Code Ch. 8A, Art. 7, simultaneously with the adoption of the annexation resolution required by W.Va. Code Ch. 8, Art. 6, as amended. City Council shall hear zoning recommendations from the Planning Commission for the subject area during the required hearing for annexation. Prior to any hearings, the Elkins Planning Commission shall submit its written recommendations, to be consistent with the comprehensive plan, to City Council at least 30 days prior to the hearing for annexation.

(1) Prior to the annexation hearing and formal zoning designation of any parcel(s) of land being annexed, the city shall, at least 30 days prior to the enactment of the zoning map amendment:

(a) Give written notice, by certified mail, to the landowner(s) whose property is directly involved in the proposed amendment; and

(b) Publish a notice of the proposed amendment to the zoning ordinance map as a Class II-0 legal advertisement, pursuant to W.Va. Code Ch. 59.

(2) After the required 30-day notice period ends and the property owners have been notified by certified mail, the City Council shall hold a public hearing regarding the zoning designation of the newly annexed land. After the hearing, City Council can, by ordinance, designate the zoning districts for the annexed land.

(B) Whenever any street, place, alley, public right-of-way, railroad right-of-way, waterway, or other similar area is vacated by proper authority, the districts adjoining each side of such street, place, alley, public way, railroad right-of-way, waterway, or similar area shall be extended automatically to the center of such vacation and all area included in the vacation shall then and thenceforth be subject to all appropriate provisions of the extended districts. In the event of a partial vacation, the adjoining district, or district nearest the portion vacated, shall be extended automatically to include all of the vacated area.

[C] Zoning of Land Unzoned Within the City of Elkins. Zoning of any unzoned land within the City of Elkins shall be zoned and assigned a zoning district by ordinance, pursuant to W. Va. Code Chapter 8A, Art 7. City Council shall hear zoning recommendations from the Planning Commission for the subject area. Prior to any hearing , the Elkins Planning Commission shall submit its written recommendations, to be consistent with the comprehensive plan to the City Council at least 30 days prior to the hearing for zoning.

(1) Prior to the zoning hearing and formal designation of any unzoned parcel(s) of land being zoned, the City shall, at least 30 days prior to the enactment of an ordinance amending the zoning map:

(a) Give written notice, by certified mail, to the landowner(s) whose property is directly involved in the proposed zoning and amendment to the zoning map; and

b) Publish a notice of the proposed amendment to the zoning ordinance map as a Class II-0 legal advertisement, pursuant to W.Va. Code Ch. 59.

(2) After the required 30-day notice period ends and the property owners have been notified by certified mail, the City Council shall hold a public hearing regarding the zoning designation of the unzoned land. After the hearing, City Council can, by ordinance, designate the zoning district for the unzoned land, treating the unzoned land in the same manner that vacated land is treated in Section [B] above.

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 14, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of December 12, 2023
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of December 12, 2023
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. planning commission - 2023_12_12 - minutes_proposed

PLANNING COMMISSION
SPECIAL MEETING
MINUTES

401 Davis Avenue
Elkins City Hall
401 Davis Avenue
December 12, 2023
3:30 p.m.

Present were commission members K. Somers, P. Kolsun, B. Woods, A. Carroll, V. Jackson, D. Talbott, and J. Marco.

Also present: J. Deighan (communications specialist); L. Roberts (executive secretary).

NEW BUSINESS

Marco **MOVED RECOMMENDING THAT COUNCIL ENACT THE FOLLOWING ZONING ON THE UNZONED PARCEL NEAR NORTH 12TH STREET: COMMERCIAL (B-1) ON THE SECTION FROM RAILROAD AVENUE TO BUDWEISER ALLEY; CITY RESIDENTIAL (R-2) ON THE SECTION FROM BUDWEISER ALLEY TO THE TYGART RIVER.** A roll-call vote was requested. The motion carried. Commission votes were as follows:

Carroll	Yes	Somers	Yes
Jackson	Yes	Talbott	Yes
Kolsun	No	Vance	Yes
Marco	Yes		

The meeting adjourned at 4:59 p.m.

The foregoing minutes were approved at the meeting of _____, 2023.

_____ _____
Name & Title Signature

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 14, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Comprehensive Plan update: • Review Strengths, Weaknesses, Opportunities, and Threats Exercise • Review and Discuss Draft Stakeholder List • Review and discuss 2015 Comprehensive Plan • Review and discuss Strategic Plan • Next meeting date with Land Use Clinic
Recommended By:	WVU Law Clinic Consultant
Summary:	Christy DeMuth, consultant from the WVU law clinic, will facilitate review and discussion related to updating the Elkins Comprehensive Plan.
Fiscal Impact:	n/a
Recommendation:	Review and take action as necessary
Attachments:	1. SWOT Exercise 2. 2023.11.20.StakeholderList 3. 2015CompPlanSummary 4. Implementation Matrix 5. Elkins Strategic Plan Summary 6. Appendix A - 2018-2023 goal resolution

City of Elkins Comprehensive Plan Update

SWOT Exercise

Strengths

- Old Brick Playhouse
- YMCA (summer and after school programs)
- Local parks- Glendale Park, Riverbend Park, City Park, Bluegrass Park, Davis Street Park (each neighborhood has a park)
- Tygart River (recreation, city's water source, flood control)
- Amphitheater
- Trails
- Arts Center
- City Hall
- Police
- Fire Department
- Train Station
- Durbin and Greenbrier Valley Railroad
- Historic Preservation Resources
- Legion
- Senior Center
- Davis and Elkins
- Headquarters of the Mon National Forest
- Scenic Views
- Federal Building
- Murals
- New small businesses
- Downtown development of retail on bottom, housing on top
- Industrial Park
- Festivals (Mountain State Forest Festival, August, Ramps, etc)
- Community Center
- Davis Medical Center
- Recent demolitions of abandoned and/or dilapidated properties
- Public/private partnerships
- Maplewood Cemetery

Weaknesses

- Loitering at parks
- Tygart River- can be an eyesore in places, can be low
- Amphitheater (market for concerts/plays)
- Problem properties
- Overhead power infrastructure
- Duck Bridge
- Swinging Bridge
- Stormwater Drainage
- Abandoned and dilapidated buildings

- Unsafe intersections
- Aging infrastructure
- Parking on sidewalks
- Maintenance of Maplewood Cemetery

Opportunities

- Lots of potential to expand parks-lots of acreage devoted to parks
- Utilize Tygart River more, proposed riverfront walk
- Make downtown Elkins more bicycle friendly
- Advertise trails more
- Advertise the bus at the senior center
- Veterans Park
- Community support of students at D&E
- Connect D&E with downtown-bookstore
- Community center

Stakeholder	Contact Person
Appalachian Forest Heritage Area	Phyllis Baxter- Executive Director
Augusta Heritage Center	Seth Young- Executive Director
C-HOPE	Phyllis Baxter- Executive Director
City of Elkins Board of Zoning Appeals	Dr. David Turner
City of Elkins Code Enforcement	Jessie Wagler- PROPERTY MAINTENANCE CODE OFFICIAL
City of Elkins Police Department	Travis Bennett-Police Chief
City of Elkins Street Department	Shawn Akers-STREET DEPARTMENT SUPERVISOR
City of Elkins Tree Board	Nanci Bross-Fregonara
City of Elkins Wastewater	Whitney Hymes- WASTEWATER SYSTEM CHIEF OPERATOR (CLASS IV)
City of Elkins Water Treatment	Wes Lambert- PUBLIC WATER SYSTEM CHIEF OPERATOR & MANAGER
Davis and Elkins College	Chris Wood, President
Davis Health Systems	Vance Jackson, CEO
Davis Health Systems Foundation	Michael Bell, Director
EAST (ELKINS AREA SHARED TRAILS)	Jessica Sutton
Elkins Ascend Chapter	Jessica Sutton
Elkins Depot Welcome Center	anne Beardslee, director
Elkins Fire Department	Steve Himes- Fire Chief
Elkins High School	Carla Lambert, Principal
Elkins Historic Landmarks Commission	Carol Carter, chair
Elkins Main Street	Lisa Eason
Elkins Middle School	John Lawson, Principal
Elkins Park and Recreation	Tom Tesar- Director, Parks & Recreation
Elkins-Randolph County Chamber of Commerce	Lisa Messinger Wood, Executive Director
Elkins-Randolph Public Library	Ruth Mitchell, Director, Cataloging and Collections
Elkins-Randolph Regional Airport	Larry Wing, Board of Directors
Elkins-Randolph YMCA	Sue Gillisipie, assistant director
Envision Elkins (downtown business owners)	Mark Doak, organizer
Highland Community Builders, Inc.	Dave Clark
HomeOwnership Center, Inc.	Kate Somers, director
Jennings Randolph Elementary School	Mrs. Kelly Thompson, Principal
Midland Elementary School	Teena Wallace
Mon Forest Towns	
Monongahela National Forest	Jack Tribble, district ranger
Mountain State Forest Festival	Heidi Bray, director
North Elementary School	Alyssa Tallman, Principal
Old Brick Playhouse	Missy McCollam - Exec. director

Stakeholder	Contact Person
Our Town Inc	Tammy Dolly
West Virginia Railroad Museum	Carrie Perry
Randolph County Board of Education	Debbie Schmidlen - Superintendent
Randolph County Community Arts Center	Dani Cade, director
Randolph County Convention and Visitors Bureau	anne Beardslee, director
Randolph County Development Authority	Robbie Morris Executive Director
Randolph County Historical Society	
Randolph County Office of Emergency Management	Shonna Fox
Randolph County Senior Center	Laura Ward, director
Randolph County Housing Authority	Graham Godwin, Executive Director
West Virginia Wood Technology Center	Robbie Morris
Woodlands Development and Community Lending	Dave Clark

2015 Elkins Comprehensive Plan Summary

2015 Vision Statement

Elkins will continue to lead in the arts, education, and healthcare, while actively cultivating opportunities in tourism, recreation, and economic development.

Public Safety

Goal 1: Further strengthen public safety services to meet the needs of existing and future residents and businesses.

- Ensure residents are served with a high quality police and fire department
- Establish policies to help protect the public from disasters and make the community more resilient
- Provide residents and students with information regarding the effects of drug use

Issues/Concerns

- *Residents unhappy with level of crime and drug use*
- *Fire truck engine and rescue truck replacement, paid fireman*
- *Lack of disaster/emergency shelter*
- *Lack of drug abuse treatment center*

Transportation

Goal 2: Improve traffic and pedestrian circulation to provide a safer and more accessible transportation network for residents

- Improve walkability of the city
- Investigate parking options in the downtown business district
- Alleviate congestion in the City of Elkins

Issues/Concerns:

- *Traffic on Randolph Avenue*
- *Enforcement of parking regulations*
- *Lack of signage*
- *Pedestrian safety*

Economic Development

Goal 3: Provide opportunities for increased economic development

- Identify areas for re-development and new development to increase the tax base
- Capitalize on visitors to the American Mountain Theater and Durbin and Greenbrier Valley Railroad

- Improve functions of city government
- Explore alternative routes that would connect a local trail to the Marion County trail system

Issues/Concerns:

- *Tourism*
- *Downtown revitalization*
- *Taxes*
- *Annexation*
- *City charter*

Land Use

Goal 4: Enhance and protect the character of the City through land use planning

- Protect the natural and historic character of the City through zoning
- Encourage the beautification of the City to entire visitors
- Establish policies to protect neighborhoods throughout Elkins

Issues/Concerns:

- *Recreation*
- *Lack of enforcement of regulations*
- *Dilapidated housing*
- *Lack of historic preservation*
- *Beautification of downtown*

Recommendation	Priority	Completed, Yes or No If not-why?
Goal 1: Further strengthen public safety services to meet the needs of existing and future residents and businesses		
Budget for new equipment and additional staffing for the police and fire departments - Both the police and fire department would like to hire additional officers. - Prepare a long-term budget plan for new equipment and hiring needs. -The fire department would like to replace a 1990 engine and a 1995 rescue truck. -The police department is in need of body armor and ammunition.	High	
Develop community oriented policing to address the concerns of residents in Elkins pertaining to crime: -Facebook Page -Email -Community Crime watch meetings -Text messaging -Press releases -Youth policing Academy -Classes at high school	High	
Partner with the County to update the countywide emergency operations plan and determine a location for an emergency shelter in Elkins	High	
Seek evidence based education for young children on drug abuse prevention	Medium	
Explore the possibility of the development of a drug abuse treatment center in Elkins	Medium	

Recommendation	Priority	Completed, Yes or No If not-why?
Goal 2: Improve traffic and pedestrian circulation to provide a safer and more accessible transportation network for residents		
Improve pedestrian safety on Railroad Avenue: -Traffic calming and narrowing the roadway -Pedestrian study should be initiated	High	
Develop a sidewalk program to prioritize sidewalk improvements	High	
Install signage and bike amenities once the bike trail is completed: -Work with the Randolph County Development Authority to ensure that the trail is signed properly and bike amenities, such as bike racks, are installed at the Railroad Depot, City Hall, and along 3rd Street. -Install bicycle repair station	Medium	
Install directional signage to all parking lots: -An educational program about parking should also occur that includes maps and brochures with parking spaces and lots delineated.	Medium	
Improve and install lighting at the City Hall parking lot: -The surface of this lot should be improved and lighting installed.	Low	
Collaborate with WVDOT to explore options to address traffic congestion on Randolph Avenue: - The installation of signage, reflective crosswalks, and pedestrian signals may help with pedestrian safety	High	

Recommendation	Priority	Completed, Yes or No If not-why?
Goal 3: Provide opportunities for increased economic development		
Annex surrounding lands to increase the tax base and potential development areas: -Route 250S out towards Walmart -Route 250 N out towards Corridor H -Harrison Avenue (Wendy's area) -2 donut holes in city limits	High	
Develop a public relations campaign on the benefits of annexation: - Such a campaign could include mailings, editorials, or a promotional web site highlighting the benefits of joining the city. Success stories on annexation in West Virginia should also be included.	High	
Publicize vacant properties to developers on City's website: - The listing on the website should include a photo and property information, as well as contact information.	Low	
Develop a marketing and branding campaign to raise awareness of all that Elkins has to offer: -Implement a Passport Program that rewards people for purchasing products or services in Elkins -Encourage local businesses to participate in discount programs -Start a Cash Mob -Promote Small Business Saturday -Promote downtown businesses/attractions at festivals/events in the region	Medium	
Develop a signage plan identifying where shops, dining, and retail are located: - Interpretive kiosks - Pedestrian directional mini-kiosks - Parking directional signage	High	
Develop a gateway to promote Elkins along major corridors: - Entrance of the city from US Route 33 (Corridor H) - Allegheny Highlands Trail into Elkins begins	Medium	
Determine whether the City Charter and administrative structure can be improved to support the continued success of the city and the implementation of the comprehensive plan: -Evaluate the city's existing organizational structure and make immediate modifications -Form a charter review committee and develop recommendations to present to council	High	

Recommendation	Priority	Completed, Yes or No If not-why?
Goal 4: Enhance and protect the character of the City through land use planning		
Revise the zoning ordinance to be consistent with the Comprehensive Plan and to help encourage new growth and preserve the historic character of the City	High	
Complete a streetscape project to improve the aesthetics of the downtown business district	Medium	
Provide art throughout the downtown (murals and community symbols)	Low	
Perform a feasibility study concerning possible improvements and better use of the river and riverfront	Low	
Increase enforcement of building codes and property maintenance ordinances to improve the appearance of the City: - Canvas city regularly - Develop guide for citizens on how to fix code violations - Publicize notarious offenders	High	
Hire an additional code enforcement officer to improve the appearance of the City	High	
Require an inspection fee for building permit inspections	High	
Investigate the feasibility of developing a land bank	High	

CITY OF ELKINS: 2018-2023 STRATEGIC PLAN SUMMARY

Key:
Green – Perpetual Plans
Blue – Plans not yet due as of the date of the latest draft
Yellow – Plans past due as of the date of the latest draft

Strategic Focus Area #1: Redevelopment and beautification of downtown Elkins

A) Enhanced public safety, neighborhood engagement
   1) Neighborhood Watch by Ward – Oct. 2018
   2) Council meetings held in each ward – Jan. 2019
   3) COE "learn about government" workshops – Jun. 2019
   4) Adequate police department staffing – Mar. 2020
B) Public landscaping and Education
   1) N/A
C) Beautification
   1) Adoption of new zoning ordinance – Winter 2018/2019
   2) Create a matching grant fund – Fiscal Year 2020
D) Vehicle and Pedestrian access
   1) Install new crosswalks – Nov. 2018
   2) Improve parking and pedestrian safety in Tablet Square – Oct. 2019
   3) Implementation of new parking city-wide – Oct. 2020
   4) Install wayfinding and welcome signs – Oct. 2021
   5) Connecting our City Parks with walking and biking paths – Jul. 2023
E) Tygart Hotel restoration
   1) Improve parking and wayfinding surrounding project location – Oct. 2020

Strategic Focus Area #2: Execution of the Master Facilities Plan for Elkins

A) Facility renovations and improvements to the Phil Gainer Community Center
   1) N/A
B) Facility renovations and improvements to City Hall
   1) N/A
C) Kump House and Darden House
   1) N/A
D) Operations Facilities and Equipment
   1) Bid sanitation garage project – Dec. 2018
   2) Complete sanitation garage project – Nov. 2019
   3) Equipment management plan – Aug. 2019
   4) Complete vehicle management plan – Jul. 2023
   5) Annual needs assessments and prioritization of identified projects – No deadline
E) Geographic Information System Capability
   1) N/A

Strategic Focus Area #3: Improved communications

A) Development of a communications plan
   1) Citizen academics about city government and operations – Jun. 2019
B) City promotions
   1) Use community branding to create a promotable sense of self for the entire city – Jan. 2019
   2) Develop a plan to draw Corridor H travelers into Elkins – Jun. 2020

Strategic Focus Area #4: Review and enhancement of governance and process protocols

A) Adoption of recurring agenda items
   1) Citizen recognition – monthly
B) City Manager
   1) N/A
C) Departmental policies
   1) Review of current Standard Operating Procedures (SOP's) in each department – June 2019
   2) Development of amended or new SOP's in each department – Dec. 2019
   3) Implementation and training on SOP's in each department – Apr. 2020
D) Training
   1) Council retreats – annual
E) Examine City Charter
   1) N/A
F) City Code review
   1) N/A
G) Review organizational structure
   1) N/A
H) Increase public engagement
   1) Move council meetings around town/wards – Jan. 2019

Strategic Focus Area #5: Exploration of city expansion and opportunities

A) Development and execution of an Action Plan for "doughnut hole" properties
   1) N/A
B) Development and execution of an Action Plan for city limits expansion opportunities
   1) N/A
C) Identify and promote economic needs
   1) Promote economic growth and diversification of the local economy through technology and sustainability opportunities using regulatory tools and economic incentives – Jul. 2019
D) Identify and promote other community needs
   1) N/A

Appendix A: Status of 2018-2023 Strategic Plan Goals

The City of Elkins *2018-2023 Strategic Plan* identified five focus areas, within which many goals and associated milestones were outlined. Most of these were either accomplished or amended based on changing circumstances and needs. The following list shows the current status of the objectives included in the *2018-2023 Strategic Plan*.

1. Public safety and engagement
    a. Neighborhood watch – ELIMINATED due to manpower demands on police department
    b. Council meetings held in the wards
        i. ADDED to **Focus Area 2: Provide Governance that is Responsive, Accountable, and Dependable**
    c. Police department staffing - COMPLETED
2. Public Landscaping
    a. Improving the tree board ordinance - COMPLETED
    b. Educating the public on landscaping mandates and property owner responsibilities – ELIMINATED due to lack of broad mandates/opportunity to educate specific property owners at time of permit issuance
3. Beautification
    a. Adoption of zoning ordinances - COMPLETED
    b. Creating a matching grant fund – ELIMINATED due to lack of funds/uncertain need
4. Vehicle and Pedestrian Access
    a. Installing new crosswalks - ADDED to **Focus Area 1: Improve Public Safety**
    b. Wayfinding and welcome signs - ADDED to **Focus Area 4: Build, Maintain, and Manage Infrastructure and Assets to 21st Century Standards**
    c. Connecting City parks with walking and bike paths - ADDED to **Focus Area 3: Support a Thriving Elkins**
    d. More citywide parking – COMPLETED with construction of city hall parking lot
    e. Parking and wayfinding around the Tygart Hotel – Added to **Focus Area 3: Support a Thriving Elkins**
5. Operations, facilities, and Equipment – ADD tasks b,c,d to **Focus Area 4: Build, Maintain, and Manage Infrastructure and Assets to 21st Century Standards**
    a. Complete bid for sanitation garage project – IN PROCESS
    b. Equipment management plan
    c. Vehicle management plan
    d. Conduct annual needs assessment; evaluate strategic plan accomplishments
6. Develop a communications plan
    a. A regular schedule of press releases - COMPLETED
    b. Presentations by departments/staff to City Council - COMPLETED
7. Marketing
    a. A plan to draw Corridor H travelers to Elkins – COMPLETED (roll into other wayfinding)
8. Adoption of recurring agenda items
    a. Citizen recognition – ELIMINATE due to other forms of recognition (Extra Mile, etc.)
9. Departmental policies
    a. Review, amend and train on standard operating procedures – ADD as a goal to **Focus Area 6: Recruit, Develop, and Retain a High-Quality Professional Workforce**
10. Training

    a. Council retreats – ELIMINATE due to restrictions under open meetings law
11. Development and execution of an Action Plan for City limits expansion
    a. Seek and request letters of support – ELIMINATE due to statutory changes reducing viability of non-voluntary annexation
12. Identify and promote business needs – ADDED to **Focus Area 2: Provide Governance that is Responsive, Accountable, and Dependable**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 14, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Zoning of unzoned parcel near North 12th Street
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None