



City of Elkins

Planning Commission Meeting

April 11, 2024
4:30 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 February 8, 2024
4. **New business**
 - a. Comprehensive Plan update and next steps:
 - Review and discuss stakeholder list
 - Review and discuss survey results
 - Review, discuss, and consider vision statement and goals
 - Discuss public participation options
 - b. Proposed use definition for conference and event centers; museums
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 11, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 8, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of February 8
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. planning commission - 2024_02_08 - minutes_proposed

Proposed Minutes

PLANNING COMMISSION REGULAR MEETING MINUTES

***401 Davis Avenue
Elkins City Hall
February 8, 2024
3:30 p.m.***

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

Also present: J. Wagler (code enforcement), S. Stokes (city clerk).

Commissioner D. Talbott was absent.

MINUTES

Kolsun **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 18.** The motion carried.

NEW BUSINESS

a. *Signs*

Kolsun **MOVED APPROVAL OF THE ORDINANCE PRESENTED BY THE CITY ATTORNEY AMENDING THE ZONING ORDINANCE REGARDING ELECTRIC MESSAGE DISPLAY AND MULTI-TENANT SIGNS.** Marco called for a roll-call vote. The votes were as follows: P. Kolsun: yes; B. Woods: yes; K. Somers: yes; J. Marco: yes; A. Carroll: no; and V. Jackson: yes.
motion carried.

b. *Comprehensive plan*

Stokes updated the commission concerning the online survey and stakeholder suveys.

c. *Zoning near North 12th Street*

Stokes updated the commission on next steps.

d. *Zoning issues*

No action was taken.

e. *Election of officers*

Proposed Minutes

The chair opened the floor for nominations.

Caroll nominated Somers for president. Woods nominated Kolsun for president.
There were four votes for Kolsun and two for Somers.

Woods nominated Somers for vice president. There were no other nominations.

The meeting adjourned at 4:35 p.m.

The foregoing minutes were approved at the meeting of _____

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Comprehensive Plan update and next steps: • Review and discuss stakeholder list • Review and discuss survey results • Review, discuss, and consider vision statement and goals • Discuss public participation options
Recommended By:	City Clerk
Summary:	Work continues on updating the 2015 Comprehensive Plan. An online survey is available here (being promoted on city social media and other channels): https://www.surveymonkey.com/r/ElkinsCompPlan Surveys have also been sent to community stakeholders. See attachment for an update about responses received to date (noted in far right column of spreadsheet). WVU staff will facilitate review of the above and planning of next steps.
Fiscal Impact:	n/a
Recommendation:	Review and plan next steps
Attachments:	1. 2024.03.06 - StakeholderList

Stakeholder	Contact Person	Email/Phone	Survey	Contacted
All Veterans Memorial Council	Jeff Wood	Jeff Wood <jpwood427@gmail.com>	Organizations	
Appalachian Forest Heritage Area	Phyllis Baxter- Executive Director	phyllisb@afnha.org	Organizations	
Augusta Heritage Center	Seth Young- Executive Director	youngs@dewv.edu seth@augustaartsandculture.org	Organizations	
Citizens Promoting Community	Phillips Kolsun	phillipskolsun@me.com	Organizations	
City of Elkins Board of Zoning Appeals	Dr. David Turner	turnerd@dewv.edu	BZA	
City of Elkins Code Enforcement	Jessie Wagler- PROPERTY MAINTENANCE CODE OFFICIAL	jwagler@cityofelkinswv.com	Code Enforcement	Received
City of Elkins Police Department	Travis Bennett-Police Chief	tbennett@cityofelkinswv.com	Police	
City of Elkins Street Department	Shawn Akers-STREET DEPARTMENT SUPERVISOR	sakers@cityofelkinswv.com	Public Works	
City of Elkins Tree Board	Nanci Bross-Fregonara	nbross-fregonara@cityofelkinswv.com	Organizations	
City of Elkins Wastewater	Whitney Hymes- WASTEWATER SYSTEM CHIEF OPERATOR (CLASS IV)	whymes@cityofelkinswv.com	Public Sewage	
City of Elkins Water Treatment	Wes Lambert- PUBLIC WATER SYSTEM CHIEF OPERATOR & MANAGER	wlambert@cityofelkinswv.com	Water	
Country Roads Transit			Public Transportation	
Davis and Elkins College	Chris Wood, President	chris.wood@dewv.edu	Davis and Elkins College	
Davis Health Systems	Vance Jackson, CEO	jackson.vance@davishealthsystem.org	Hospital	
Davis Health Systems Foundation	Michael Bell, Director	bell.michael@davishealthsystem.org	Organizations	
EAST (ELKINS AREA SHARED TRAILS)	Jessica Sutton	elkinsareasharedtrails@gmail.com	Organizations	
Elkins Ascend Chapter	Jessica Sutton	jsutton3@mail.wvu.edu	Organizations	
Elkins Depot Welcome Center	anne Beardslee, director	elkinswelcomecenter@gmail.com	Welcome Center	Received
Elkins Fire Department	Steve Himes- Fire Chief	shimes@cityofelkinswv.com	Fire	Received
Elkins High School	Carla Lambert, Principal	clambert@k12.wv.us	School District	
Elkins Historic Landmarks Commission	Carol Carter, chair	carterc@dewv.edu	Historic Landmarks	Received
Elkins Main Street	Lisa Eason	director@elkinsmainstreet.org	Organizations	
Elkins Middle School	John Lawson, Principal	jlawson@k12.wv.us	School District	
Elkins Park and Recreation	Tom Tesar- Director, Parks & Recreation	ttesar@cityofelkinswv.com	Recreation	Received
Elkins-Randolph County Chamber of Commerce	Lisa Messinger Wood, Executive Director	chamber@erccc.com	Chamber of Commerce	Received
Elkins-Randolph Public Library	Ruth Mitchell, Director, Cataloging and Collections	r.mitchell@elkinslibrary.com	Library	Received
Elkins-Randolph Regional Airport	Larry Wing, Board of Directors	lewing55@hotmail.com	Regional Airport	Received
Elkins-Randolph YMCA	Sid Gillispie, assistant director	sgillispie@elkinsymca.com	YMCA	
Envision Elkins (downtown business owners)	Mark Doak, organizer	emarkdoak@gmail.com	Organizations	Received
Highland Community Builders, Inc.	Graham Godwin, Executive Director	ggodwin@rchawv.org	Highland Community Builders	Received
HomeOwnership Center, Inc.	Kate Somers, director	ksomers@hocwv.org	Organizations	Received
Jennings Randolph Elementary School	Mrs. Kelly Thompson, Principal	kthompson@k12.wv.us	School District	
Kiwanis	Lissa Eason	304-642-7956; Lissa Eason <leason944@gmail.com> 304-704-5725 tcwallac@k12.wv.us	Organizations	
Lions	Randall Biller		Organizations	
Midland Elementary School	Teena Wallace		School District	
Mon Forest Towns	Josh Nease, director		Organizations	
Monongahela National Forest	Jack Tribble, district ranger	jtribble@fs.fed.us	Mon National Forest	
Mountain State Forest Festival	Heidi Bray, director	executive@forestfestival.com	Mountain State Forest Festival	Received
North Elementary School	Alyssa Tallman, Principal	aktallman@k12.wv.us	School District	
Old Brick Playhouse	Missy McCollam - Exec. director	missy@theoldbrick.org	Old Brick Playhouse	
Our Town Inc	Tammy Dolly	ourtownelkins@gmail.com	Organizations	Received
West Virginia Railroad Museum	Carrie Perry	wwrailroadmuseum@gmail.com universecarrie@gmail.com	Organizations	
Randolph County Board of Education	Debbie Schmidlen - Superintendent	dschmidl@k12.wv.us	School District	
Randolph County Commission	Angela Corbitt, administrative assistant	acorbitt@randolphctyww.org	County Commission	Received
Randolph County Community Arts Center	Dani Cade, director	amazingartshub@icloud.com	Organizations	
Randolph County Convention and Visitors Bureau	anne Beardslee, director	elkinswelcomecenter@gmail.com	CVB	
Randolph County Development Authority	Robbie Morris Executive Director	robbie@randolphwv.com	Development Authority	

Stakeholder	Contact Person	Email/Phone	Survey	Contacted
Randolph County Historical Society	no clue	randolphcountymuseum@gmail.com	Historical Society	
Randolph County Office of Emergency Management	Shonna Fox	sfox@randolphcty.wv.org	Emergency Management	Received
Randolph County Senior Center	Laura Ward, director	Laura Ward <lward@rcscwv.org>	Senior Center	
Randolph County Housing Authority	Graham Godwin, Executive Director	ggodwin@rchawv.org	Organizations	Received
Resource Recovery Group	no clue	(681) 378-3908	Organizations	
Rotary	Kenny George	Kenneth.George@blueridgeriskpartners.com	Organizations	
Third Ward School	Holly Pritt, principal	hpritt@k12.wv.us	School District	Received
West Virginia Wood Technology Center	Robbie Morris	robbie@randolphwv.com	Organizations	
Woodlands Development and Community Lending	Dave Clark	dclark@woodlandswv.org	Organizations	



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed use definition for conference and event centers; museums
Recommended By:	City Clerk, City Attorney, Code Officer
Summary:	Use Definitions Needed for Conference and Event Center There is currently no appropriate "use" definition to apply to the Randolph County Development Authority's conference and event center planned for the railyard. According to Robbie Morris, the director of the RCDA, the center will host conventions, trade shows, exhibits, assemblies, meetings, theatrical performances, and similar events. There will also be a coworking space. Currently, the only applicable use definition in the zoning code is for theaters, shown below: • "Theater" means a building or part of a building devoted to the showing of movies, musical performances, dance, or theatrical productions, usually on a paid admission basis. After consulting with RCDA, it appears that adding the following definitions would cover all intended uses of this facility. • "<i>Conference center</i>" means a building or part of a building designed to host conventions, trade shows, exhibits, assemblies, meetings, and similar events, and may include large and small halls and meeting rooms. Services associated with meetings and events, such as catering, meal service, bar service, and related accessory uses and services shall also be permitted. • "<i>Coworking space</i>" means a room or rooms which may contain desks or other workspaces and facilities and is used by entrepreneurs, small teams, and/or employees of multiple companies to work on their own projects. Rules for membership and participation in the coworking space are explicit, transparent and are available to the public. Coworking spaces may host classes or networking events which are open either to the public or to current and prospective members. Fabrication tools are



CITY OF ELKINS AGENDA ITEM REPORT

	limited to those which do not generate noise or pollutants in excess of what is customary within a typical office environment." Finally, we recommend adding all of the above uses "by right" to the Central Business District and the Commercial District. (Review the zoning map here.) Museums Next, it appears we are also lacking a use definition for museums. The following is proposed, and suggested to be allowed by right in the Central Business District, the Commercial District, and the Educational District: "Museum" means a building or part of a building that displays, preserves, and/or exhibits objects of community and cultural interest in one or more of the arts and sciences, intended to be used by members of the public for viewing, with or without an admission charge.
Fiscal Impact:	n/a
Recommendation:	Consider for recommendation to council with direction to the City Attorney to prepare an ordinance
Attachments:	None