

City of Lewisburg
Planning Commission Working Session
Meeting Minutes ~ August 4, 2022, 5:30 p.m.
942 Washington Street West, Lewisburg, WV
Paul R. Cooley Council Chambers

PRESENT: Chair John Little, Margaret Gossard, Davis Lewis, Dan Stevenson (via ZOOM), Tia Bouman, Matthew Campbell, Helen Harless, Valerie Pritt, Planning and Zoning Officer Marsha Cunningham, Recorder Sarah Richardson

ABSENT: City Manager Misty Hill

VISITORS: None.

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chair John Little.

PUBLIC COMMENT: None

COMMENTS from the ZONING OFFICER: Marsha Cunningham said there had recently been an informational training session held by Christy DeMuth and Jesse Richardson of WVU Law for members of the Board of Zoning Appeals as well as the Planning Commission. They discussed updating language regarding fence descriptions (ie: a fence is not a building, fence heights, etc.) and other topics including the roles and duties of the BZA and Planning Commissions. Cunningham reported that DeMuth wants the Planning Commission members to attend another meeting on September 1, 2022 in order to answer questions before everything is finalized. Everyone can tentatively attend other than Davis Lewis on this date.

Dan Stevenson asked how the Planning Commission is supposed to get updates on BZA doings. Cunningham said that could be provided through her, and John Little said that a monthly report would be “wonderful.”

Cunningham said that since Conditional Use permits will now be going before the BZA they will potentially motion to receive extra training on this subject, and extra training is available for the Planning Commission as well. Members voiced support for additional training to “better mesh” with the BZA. Marsha said that the BZA is required to compile a Finding of Facts regarding decisions, and it was asked for the Planning Commission to do so, as well, according to Marsha’s overview of the training provided by WVU Law.

Members asked about the potentially modified fence ordinance. Marsha said that it’s been discussed to update that fence ordinance from a 48 inch fence along the back and sides of a property up to potentially 6 feet. This fence couldn’t pass the front of the building/home face, and must be flush with the front of the building/home. John Little clarified that it was the recommendation of WVU Law to update ordinances that are frequently brought before the BZA. Marsha answered yes, that was their recommendation. She also noted that if the BZA and Planning approved a fence ordinance modification, it would also go in front of the Historic Landmarks Commission. John Little recommended that the Planning Commission

review a drafted ordinance modification at the next meeting for discussion, “and if need be, whatever the outcome is, we could make a recommendation to city council on this.”

Marsha closed in saying that she will arrange a training module from WVU Law for the Planning Commission, and she will begin drafting BZA meeting overviews for Planning, and Planning overviews for the BZA.

Discussion of Future Land Use Maps

Marsha Cunningham distributed a new version of the land use map to each member, and had a bulletin printout of the older version of the map. She explained that everything zoned R0 on the “old map” will be converted to R1 on the “new map.”

Dan Stevenson noted several errors on the new map, including a section of land located between Grand Avenue and the north side of Fairview Road that was marked as CC. This was previously discussed to be C1. It was discussed to make this area C1 as intended.

Rosewood Cemetery (the cemetery across from Taco Bell) was marked at E1 on the new map, and was supposed to be OC. It was discussed to keep this area zoned OC as intended.

The “old Callison farm,” the large tract of open farmland located behind Wal-Mart, was marked as OC on the new map, and was supposed to become R1 as discussed in previous meetings.

The Greenbrier County Courthouse and the attached parking lot with entry from Arbuckle Lane were marked as OR, and should be “carved out” and marked as CC as originally discussed.

The Lee Street Studio Complex and its mixed uses were discussed, and Dan Stevenson reviewed the technical definitions of the EI zoning. It was determined to keep the Lee Street Studio Complex as EI since it allows for educational classes, sales with a conditional use, and housing.

The Confederate Cemetery off of McElhenny Road was marked incorrectly as EI, and needs to be carved out of that EI tract and converted to CC as originally discussed. The south half of McElhenny Road is marked to be EI on the new map and should be zoned as R1 as previously discussed.

COMMENTS from the COMMISSION: Valerie Pritt asked what the status is of the PUD development north of town. Cunningham said that the land is still for sale.

John Little voiced support for updating any applications that require the petitioner post a sign on their property in order to notify the neighbors, to instead adopting the new ordinance where the neighbors instead receive a certified letter as notice. “In addition to, or in lieu of, the posting,” he said. Marsha said she believed this was “taken care of.” Variances already have adopted this new notice ordinance, and rezoning requires neighbor notice. Marsha floated a question of if when the new zoning map is voted into effect if that would then mean that each person affected would have to receive a certified letter? Valerie Pritt said that since the rezoning would have to go through multiple public meetings, a public comment period, a public hearing, and would have to also publish a newspaper notice, that should constitute as sufficient public notice. She noted additional coverage could also be published out to the public via media.

ADJOURNMENT: The meeting was adjourned at 7:03 p.m. with a motion by Valerie Pritt and a second from Matthew Campbell.

Respectfully submitted,
Sarah Richardson
Recording Officer