

**City of Lewisburg  
Planning Commission Working Session  
Meeting Minutes — October 5, 2023, 5:30 p.m.  
942 Washington Street West, Lewisburg, WV  
Paul L. Cooley Council Chambers**

**PRESENT:** Chairperson John Little, Commissioners (City Manager) Misty Hill, Margaret Gossard, Dan Stevenson, Matt Campbell and Tia Bouman (via ZOOM); Planning and Zoning Officer Marsha Cunningham; Recording Officer Tina Alvey.

**ABSENT:** Commissioners Helen Harless, Davis Lewis, Valerie Pritt.

**VISITORS:** City Attorney Tom White..

**CALL TO ORDER:** The session was called to order by Chairperson John Little at 5:30 p.m.

**COMMENTS FROM THE PUBLIC:** None.

***Review, discuss and consider changes:  
Draft Zoning Ordinance and Updated Permissible Use Table***

A solution was found to the oft-discussed issue of proliferation of short-term rentals in the city's residential neighborhoods. Members present for the meeting all agreed that the new zoning ordinance should neither permit outright nor entertain conditional use permits for additional short-term rentals in any area with the zoning designation of R1. Conditional use and other permits already granted will be grandfathered in, City Attorney Tom White said. Little pointed out that the amended draft zoning ordinance will have to be put to a Planning Commission vote in a regular session and then must be voted upon by City Council the requisite number of times before adoption.

Commissioners also discussed the issue of shooting ranges. White said the 2nd Amendment to the U.S. Constitution prohibits banning shooting ranges, whether private or commercial. Upon the attorney's recommendation, Commissioners agreed to permitting such facilities in the Industrial District and making them conditional in all other zoning districts, while maintaining certain setback requirements and noise regulations already on the books.

On another topic, signs in the CC District can be limited by size, White noted, but there can be no prohibition against any kind of sign. The attorney said the Historic Landmarks Commission doesn't govern types of signs permitted in the Historic District. After push-back from Commissioners, White agreed to allow pennants to be barred in the CC District and to allow the Historic District's long-time ban on all outdoor lights except for soft white downlights to continue. City Manager Misty Hill said ADA (Americans with Disabilities Act) regulations also are being strictly enforced in Lewisburg, which prevents sandwich boards from obstructing city sidewalks but does not ban them outright.

Other discussions centered on ground-mounted solar power arrays, garage sale signs and

inclusion of an addendum to the ordinance that will specify all zoning-related fees charged by the city.

Hill said the city wants to implement the new zoning ordinance in January, if possible.

*Discussion of the wayfinding master plan*

Hill presented drawings of the signage designed by the Mills Group for the wayfinding project. She said businesses that want their names on the centrally-located vertical monument sign may be charged a fee to help defray the cost of the project. Little said there must be a better way to finance this project than charging merchants a fee. He and Commissioner Matt Campbell both objected to the color choices of the signs, which, Hill said, were selected by the consulting firm to coordinate with the facade of City Hall.

**ADJOURNMENT:** The working session adjourned at 7:05 p.m., upon motion by Commissioner Dan Stevenson, seconded by Campbell, on a 6-0 vote, with Commissioners Valerie Pritt, Davis Lewis and Helen Harless absent.

Respectfully submitted,  
Tina Alvey  
Recording Officer