

Minutes of City Council
Tuesday December 16, 2025
Regular Session

The City of Lewisburg, City Council met in regular session on Tuesday December 16, 2025, at 7:00 p.m. in the Paul R. Cooley Council Chambers at 942 Washington St. West, Lewisburg, WV. Also available VIA a Zoom Teleconference call.

COUNCILMEMBERS PRESENT: Mayor Beverly White, Councilmembers, Sarah Elkins, Valerie Pritt and Arron Seams; City Clerk Crystal Ratliff, Police Chief Christopher Teubert, Fire Chief Joseph Thomas, Director of Public Works Tony Legg and Treasurer Susan Honaker

ABSENT: John Little, Franklin Johnson, City Manager Misty Hill

VISITORS: Sarah Richardson (Zoom)

CALL TO ORDER:

Mayor White called the meeting to order at 7:01 p.m.

ORDINANCE

Ordinance-325

Mayor White opened the public hearing for Ordinance 325 AN ORDINANCE TO AMEND ARTICLES 1333, 1339, 1345,1347,1349,1355 AND 1363 OF PART THIRTEEN, CHAPTER THREE, OF THE LEWISBURG CITY CODE, REGARDING PLANNED DEVELOPMENTS, at 7:06 p.m.

With no comments from the public Mayor White closed the public hearing at 7:07 p.m.

Councilmember Seams made a motion, seconded by Councilmember Pritt to accept Ordinance 325 as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

ORDINANCE 325

Councilmember Seams introduced the following Ordinance and moved for its adoption, which motion was seconded by Councilmember Pritt. The Ordinance being in the following words and figures:

“AN ORDINANCE TO AMEND ARTICLES 1333, 1339, 1345,1347,1349,1355 AND 1363 OF PART THIRTEEN, CHAPTER THREE, OF THE LEWISBURG CITY CODE, REGARDING PLANNED DEVELOPMENTS.”

WHEREAS, pursuant to the authority granted by W. Va. Code §§ 8-11-1, et seq., and the Amended Charter of the City of Lewisburg, the council of the City of Lewisburg desires to amend certain provisions of the Lewisburg City Code. All provisions of the Lewisburg City Code not specifically amended in the attached ordinance shall remain in full force and effect.

NOW, THEREFORE, THE CITY OF LEWISBURG HEREBY ORDAINS that the Lewisburg City Code shall be AMENDED as fully set forth in the attached ordinance.

This Ordinance shall be effective upon passage.

I, the undersigned Recorder of the City of Lewisburg, State of West Virginia, do hereby certify that the foregoing amendment to an Ordinance was duly passed and adopted by the City Council of the City of Lewisburg, and that the proposed Ordinance was read by title at not less than two (2) meetings of the City Council with at least one (1) week intervening between each meeting, and that the Ordinance is now in full force and effect.

November 13, 2025
Passed First Reading

December 16, 2025
Passed Second Reading

Crystal Ratliff, City Clerk

PART THIRTEEN – PLANNING AND ZONING CODE shall be amended as follows:

1. CHAPTER THREE, ARTICLE 1333 – Definitions

1333.03 USE DEFINITIONS.

(37) “Dwelling, Accessory” means a self-contained dwelling unit on the same parcel as a single-family dwelling of greater square footage that includes its own cooking, sleeping, and sanitation facilities, and complies with or is otherwise exempt from any applicable building code, fire code, and public health and safety regulations. Accessory dwelling units shall comply with all applicable zoning regulations pertaining to the principal single-family dwelling on the lot, including but not limited to maximum building height, minimum setback requirements, minimum lot size, maximum lot coverage, and minimum building frontage.

2. CHAPTER THREE, ARTICLE 1339 – Low Density Residential (R1) District

1339.05 CONDITIONAL USES.

- (a) The following shall be conditional uses:
 - (1) Bed and Breakfast II
 - (2) Child Day Care Facility, Class 3
 - (3) Child Day Care Facility, Class 4
 - (4) Cultural Service
 - (5) Dwelling, Two-Family
 - (6) Emergency Shelter
 - (7) Governmental Operations
 - (8) Places of Worship/Religious Institution
 - (9) School, Pre-school to 12
 - (10) Shooting Range, Noncommercial Indoor
 - (11) Shooting Range, Noncommercial Outdoor
 - (12) Solar Energy System, Small
 - (13) Wind Energy System, Small
 - (14) Wireless Telecommunication Facility

1339.03 USES PERMITTED BY RIGHT.

- (a) The following shall be uses permitted by right:
 - (1) Dwelling, Single-Family
 - (2) Dwelling, Accessory
 - (3) Essential Utilities and Equipment
 - (4) Greenhouse, Noncommercial
 - (5) Group Residential Facility
 - (6) Group Residential Home
 - (7) Home-Based Business
 - (8) Park
 - (9) Recreation, Public
 - (10) Urban Agriculture
 - (11) Wireless Telecommunications Facility, Small Cell

3. CHAPTER THREE, ARTICLE 1345 – Educational and Institutional (EI) District

1345.03 USES PERMITTED BY RIGHT.

- (a) The following shall be uses permitted by right:
 - (1) Bus and Transit Shelter
 - (2) Child Day Care Facility, Class 1
 - (3) Child Day Care Facility, Class 2
 - (4) Child Day Care Facility, Class 3

- (5) Child Day Care Facility, Class 4
- (6) Community Facility
- (7) Cultural Service
- (8) Dwelling, Multi-Family
- (9) Dwelling, Single-Family
- (10) Dwelling, Two-Family
- (11) Dwelling, Accessory
- (12) Educational Institution
- (13) Essential Utilities and Equipment
- (14) Garage, Community
- (15) Garage, Commercial
- (16) Governmental Operations
- (17) Greenhouse, Noncommercial
- (18) Group Residential Facility
- (19) Group Residential Home
- (20) Health Club
- (21) Home-Based Business
- (22) Laboratory
- (23) Medical Adult Day Care Center
- (24) Medical Cannabis Organization, Healthcare
- (25) Park
- (26) Photographic Studio
- (27) Places of Worship/Religious Institution
- (28) Professional Services
- (29) Recreation, Public
- (30) Retail Store < 10,000 SF
- (31) Retail Store > 10,000 SF
- (32) School, Commercial
- (33) School, Pre-school to 12
- (34) Senior Independent Housing
- (35) Studio, Dancing, Music, or Art
- (36) Theater
- (37) Urban Agriculture
- (38) Wireless Telecommunications Facility
- (39) Wireless Telecommunications Facility, Small

4. CHAPTER THREE, Article 1347 - Community Center (CC) District

1347.03 USES PERMITTED BY RIGHT.

- (a) The following shall be uses permitted by right:
 - (1) Bakery
 - (2) Bank/Financial Institution
 - (3) Brewery Pub
 - (4) Broadcasting Studio
 - (5) Bus and Transit Shelter

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- (6) Café/Coffee Shop
- (7) Catering Business
- (8) Child Day Care Facility, Class 1
- (9) Child Day Care Facility, Class 2
- (10) Child Day Care Facility, Class 3
- (11) Child Day Care Facility, Class 4
- (12) Clinic
- (13) Community Facility
- (14) Convenience Store
- (15) Cultural Service
- (16) Dwelling, Multi-Family
- (17) Dwelling, Mixed Use
- (18) Dwelling, Single-Family
- (19) Dwelling, Two-Family
- (20) Dwelling, Accessory
- (21) Equipment Rental/Repair
- (22) Essential Utilities and Equipment
- (23) Farmer's Market
- (24) Funeral Home/Mortuary
- (25) Garage, Community
- (26) Governmental Operations
- (27) Greenhouse, Noncommercial
- (28) Group Residential Facility
- (29) Group Residential Home
- (30) Health Club
- (31) Home-Based Business
- (32) Liquor Store
- (33) Medical Adult Day Care Center
- (34) Medical Cannabis Dispensary
- (35) Night Club
- (36) Park
- (37) Personal Service
- (38) Pet Shop
- (39) Pharmacy
- (40) Photographic Studio
- (41) Places of Worship/Religious Institution
- (42) Private Club
- (43) Professional Services
- (44) Recreation, Public
- (45) Restaurant
- (46) Retail Store < 10,000 SF
- (47) School, Commercial
- (48) Studio, Dancing, Music, or Art
- (49) Tattoo/Body Piercing Studio
- (50) Tavern/Drinking Establishment

- (51) Theater
- (52) Urban Agriculture
- (53) Wireless Telecommunications Facility
- (54) Wireless Telecommunications Facility, Small Cell

5. CHAPTER THREE, Article 1349 Neighborhood Commercial (C1) District

1349.03 USES PERMITTED BY RIGHT.

- (a) The following shall be uses permitted by right:
 - (1) Bakery
 - (2) Bank/Financial Institution
 - (3) Boat and Marine Sales/Service
 - (4) Brewery Pub
 - (5) Broadcasting Studio
 - (6) Building Material Facility
 - (7) Bus and Transit Shelter
 - (8) Café/Coffee Shop
 - (9) Catering Business
 - (10) Child Day Care Facility, Class 1
 - (11) Child Day Care Facility, Class 2
 - (12) Child Day Care Facility, Class 3
 - (13) Child Day Care Facility, Class 4
 - (14) Clinic
 - (15) Community Facility
 - (16) Convenience Store
 - (17) Cultural Service
 - (18) Dog Day Care
 - (19) Drive-through Facility
 - (20) Dry Cleaner
 - (21) Dwelling, Multi-Family
 - (22) Dwelling, Single-Family
 - (23) Dwelling, Two-Family
 - (24) Dwelling, Accessory
 - (25) Equipment Rental/Repair
 - (26) Essential Utilities and Equipment
 - (27) Factory-built Home
 - (28) Factory-built Home Rental Community
 - (29) Funeral Home/Mortuary
 - (30) Garden Center
 - (31) Gas Station
 - (32) Governmental Operations
 - (33) Greenhouse, Noncommercial
 - (34) Greenhouse, Commercial

- (35) Group Residential Facility
- (36) Group Residential Home
- (37) Health Club
- (38) Home-Based Business
- (39) Kennel
- (40) Liquor Store
- (41) Manufacturing (Light)
- (42) Medical Adult Day Care Center
- (43) Medical Cannabis Dispensary
- (44) Night Club
- (45) Park
- (46) Personal Service
- (47) Pet Shop
- (48) Pharmacy
- (49) Photographic Studio
- (50) Places of Worship/Religious Institution
- (51) Private Club
- (52) Professional Services
- (53) Reception Facility
- (54) Recreation, Public
- (55) Recreation, Private
- (56) Restaurant
- (57) Retail Store < 10,000 SF
- (58) Retail Store > 10,000 SF
- (59) School, Commercial
- (60) Self-Storage Facility
- (61) Studio, Dancing, Music, or Art
- (62) Tattoo/Body Piercing Studio
- (63) Tavern/Drinking Establishment
- (64) Theater
- (65) Urban Agriculture
- (66) Vehicle Sales/Rental and Service
- (67) Wireless Telecommunications Facility
- (68) Wireless Telecommunications Facility, Small Cell

6. CHAPTER THREE, Article 1355 Planned Unit Development (PUD) District

1355.03 USES PERMITTED BY RIGHT.

- (a) The following shall be uses permitted by right:
 - (1) Adult Business
 - (2) Amusement and Recreation Center
 - (3) Animal Hospital/Veterinary Office
 - (4) Automobile Car Wash

- (5) Bank/Financial Institution
- (6) Bed and Breakfast II
- (7) Child Day Care Facility, Class 1
- (8) Child Day Care Facility, Class 2
- (9) Child Day Care Facility, Class 3
- (10) Child Day Care Facility, Class 4
- (11) Clinic
- (12) Continuing Care Facility
- (13) Drive-through Facility
- (14) Dwelling, Multi-Family
- (15) Dwelling, Mixed Use
- (16) Dwelling, Single-Family
- (17) Dwelling, Two-Family
- (18) Dwelling, Accessory
- (19) Gas Station
- (20) Group Residential Facility
- (21) Group Residential Home
- (22) Home-Based Businesses
- (23) Professional Services
- (24) Recreation, Public
- (25) Recreation, Public
- (26) Recreation, Private
- (27) Restaurant
- (28) Retail Store <10,000 SF
- (29) Retail Store >10,000 SF
- (30) Theater

7. CHAPTER THREE, Article 1363 General Provisions

1363.03 ACCESSORY USES, BUILDINGS, AND STRUCTURES.

(a) All accessory uses, buildings, or structures shall require a Zoning Permit and shall be permitted in all districts, provided each is customarily incidental and subordinate to a principal use, except those otherwise expressly districted. There must be a principal use or structure on the lot prior to the issuance of a Zoning Permit for an accessory use, building, or structure.

(b) Accessory buildings and structures shall adhere to the accessory setback requirements for each district. On residential property, accessory buildings and structures shall not be located in the front yard, except driveways, mailboxes, or other structures customarily located in the front yard. On nonresidential property, accessory buildings shall not be located in the front yard except those customarily located in the front yard. Accessory buildings and structures shall not be closer than five (5) feet from a principal structure. Accessory buildings and structure, together with

principal buildings and structures, shall not exceed the maximum lot coverage permitted in a zoning district.

(c) Accessory buildings and structures shall not be used as a dwelling, except a caretaker's residence or accessory dwelling as provided in this code.

(d) Accessory buildings and structures shall be no taller than the height of the principal structure's height, and in no circumstance taller than the applicable zoning district's maximum height requirement.

(e) Accessory buildings and structures shall not be larger than fifty (50%) percent of the principal structure's gross floor area, excluding fences and other permitted screening devices.

(f) No use conducted in an accessory building or structure shall be in violation of the permitted uses in that zoning district. Accessory uses within the principal structure shall not occupy more than fifty (50%) percent of the gross floor area.

(g) Dwelling accessory units, when either attached to or detached from a principal single-family dwelling, shall have a gross floor area that does not exceed seventy-five percent (75%) of the gross floor area of the principal dwelling or 1,000 square feet, whichever is less.

Ordinance 326

City Clerk Ratliff presented Ordinance 326 for the first reading.

Councilmember Seams made a motion, seconded by Councilmember Pritt to accept Ordinance 325 as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

ORDINANCE 326

Councilmember _____ introduced the following Ordinance and moved for its adoption, which motion was seconded by Councilmember _____. The Ordinance being in the following words and figures:

“AN ORDINANCE TO CHANGE THE ZONING MAP CLASSIFICATION FROM R1 (LOW DENSITY RESIDENTIAL DISTRICT) TO OR (OFFICE RESIDENTIAL DISTRICT) FOR THAT CERTAIN PARCEL OF REAL

ESTATE DESIGNATED AS GREENBRIER COUNTY TAX MAP PARCEL NO. 10-20-61, LOCATED AT 1269 AND 1271 JEFFERSON STREET NORTH, LEWISBURG, WEST VIRGINIA.”

WHEREAS, Walter H. Wingo, Inc., the record owner of that certain tract or parcel of real property designated as Greenbrier County Tax Map Parcel No. 10-20-61, situate at 1269 Jefferson Street North, Lewisburg, West Virginia, has filed an application requesting that the zoning map classification for the aforesaid property be changed from R1 (Low Density Residential District) to OR (Office Residential District); and

WHEREAS, after a properly noticed public hearing, the City of Lewisburg Planning Commission has recommended to the Council of the City of Lewisburg that the aforesaid application for zoning map reclassification be granted; and

WHEREAS, upon the recommendation of City of Lewisburg Planning Commission, and upon finding that the proposed zoning map reclassification is consistent with the City of Lewisburg’s adopted comprehensive plan, pursuant to the authority granted by W. Va. Code §§ 8-11-1, et seq., W. Va. Code § 8A-7-8, Article 1373.13 of the Codified Ordinances of the City of Lewisburg, and the Amended Charter of the City of Lewisburg, the Council of the City of Lewisburg desires to grant the aforesaid application for zoning map reclassification.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Lewisburg, Greenbrier County, West Virginia, that zoning map classification for that certain tract or parcel of real property designated as Greenbrier County Tax Map Parcel No. 10-20-61, situate at 1269 and 1271 Jefferson Street North, Lewisburg, West Virginia, be, and it is, hereby changed from R1 (Low Density Residential District) to OR (Office Residential District).

This Ordinance shall be effective upon passage.

I, the undersigned City Manager of the City of Lewisburg, State of West Virginia, do hereby certify that the foregoing amendment to an Ordinance was duly passed and adopted by the City Council of the City of Lewisburg, and that the proposed Ordinance was read by title at not less than two (2) meetings of the City Council with at least one (1) week intervening between each meeting, and that the Ordinance is now in full force and effect.

December 16, 2025
Passed First Reading

Passed Second Reading

Misty Hill, City Manager

RESOLUTIONS

Resolution 592

Councilmember Pritt made a motion, seconded by Councilmember Seams to approve Resolution 592 Signature Authority for the bank accounts. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

COMMUNICATIONS FROM THE MAYOR

Mayor White acknowledged Myles Yates, General Manager for Greenworks Recycling to present Council with the annual report. Mr. Yates thank the Mayor and Council for the opportunity to speak with them. Mr. Yates stated they currently have 12 employees and do between 230 to 270 pick-ups every other week in the Lewisburg area. Mr. Yates stated that Greenworks is happy and honored to have a successful partnership with the City of Lewisburg.

Mayor White requested to go into Executive Session. Councilmember Seams made a motion, seconded by Councilmember Elkins to go into Executive Session at 7:21 p.m. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Councilmember Pritt made a motion, seconded by Councilmember Elkins to return from executive session at 7:35 p.m. Councilmember Pritt stated no decision was made during the Executive session. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Councilmember Pritt made a motion to, seconded by Councilmember Elkins made a motion to return to regular session at 7:36 p.m. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

COMMUNICATIONS FROM BOARDS AND COMMISSIONS:

Planning Commission

Councilmember Pritt stated the Planning Commission met on December 4, 2025. She stated the Commission approved the site plan review for Greenbrier Automotive with updates waterline access for the property.

Councilmember Pritt stated the Commission had met with Christy DeMuth of WVU Law in reference to the Comprehensive Plan and vision statement for the City.

Parks Commission

Councilmember Elkins stated the Park Commission had met on December 2, 2025. She stated they recently had an organization requesting to hold a softball tournament to raise money to help cover the expenses for them to travel to Florida for a tournament. Councilmember Elkins stated there is not currently a set fee for this type of fundraiser. The Commission set a fee equivalent to the entry fee of this type of tournament, but it can be waved or adjusted depending on the circumstances.

COMMUNICATIONS FROM THE POLICE DEPARTMENT

Mayor White stated a copy of the report from Chief Teubert was included in Council's packet. Mayor White asked if anyone has any questions or concerns for Chief Teubert. Council had no questions or concerns at this time.

COMMUNICATIONS FROM THE FIRE DEPARTMENT

Mayor White stated a copy of the report from Chief Thomas was included in Council's packet. Mayor White asked if anyone has any questions or concerns for Chief Thomas. Council had no questions or concerns at this time.

COMMUNICATIONS FROM COUNCIL COMMITTEES

Finance Committee Report

Chapman Technical Group, LTD – Water System Improvement Project Amendment No. 4 to Task Order 27

Councilmember Seams made a motion by recommendation from Finance, seconded by Councilmember Pritt to approve the Water System Improvement Project Amendment No. 4 to Task Order 27 from Chapman Technical Group in the amount of \$60,00.00 as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Chapman Technical Group, LTD – Public Works Building Amendment No. 2 to Task Order 36

Councilmember Seams made a motion by recommendation from Finance, seconded by Councilmember Elkins to approve the Public Works Building Amendment No. 2 to Task Order 36 as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Chapman Technical Group, LTD –Lafayette Street Stormwater Project Amendment No. 4 to
Task Order 32

Councilmember Seams made a motion by recommendation from Finance, seconded by Councilmember Elkins to approve the Lafayette Street Stormwater Project Amendment No. 4 to Task Order 32 as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Shanghai Parade Funding

Councilmember Seams made a motion, seconded by Councilmember Elkins to table the Shanghai Parade Funding request at this time. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

PUBLIC WORKS DEPARTMENT REPORT

Mayor White stated a copy of the report from Director Legg was included in Council’s packet. Mayor White asked if anyone has any questions or concerns for Director Legg. Council had no questions or concerns at this time.

APPROVAL OF MINUTES

Regular Session

Councilmember Elkins made a motion seconded by Councilmember Pritt, to approve the minutes from the City Council meeting on November 13, 2025, as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Special Session

Councilmember Seams made a motion, seconded by Councilmember Elkins to approve the Minutes from the Special Session held on November 20, 2025, as presented. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

COMMUNICATIONS FROM CITY COUNCIL MEMBERS

Councilmember Elkins stated as of the end of the meeting tonight she will be resigning her position on Lewisburg City Council. She stated with her new position starting the first of the year, she is expecting to be doing a lot of traveling throughout the state. She does not feel she can commit the amount of time required to Council. She stated she appreciates the opportunity to

have served on Council and with some wonderful people. She stated it has been a wonderful learning experience and hopes the City continues to thrive.

Councilmember Seams thanked Councilmember Elkins for her service and stated he appreciated for all she has done for Council and the City and her help in always being able to keep everyone grounded when needed. Councilmember Pritt reiterated Councilmember Seams comments.

Mayor White stated she really had no words to express how much of an impact Councilmember Elkins had made on the City and that any organization is incredibly lucky to have her be a part of it and that she will be missed on Council but wishes her well on all of her endeavors. Mayor White stated Mrs. Elkins will continue to serve on the Parks Committee as a community member.

VISITOR'S REPORTS

Mayor White acknowledged and welcomed visitors.

ADJOURNMENT

Councilmember Seams made a motion, seconded by Councilmember Pritt to adjourn at 8:15pm. No further discussion. With four (4) in favor and two (2) absent (Little and Johnson) motion carried.

Respectfully submitted
Crystal Ratliff
City Clerk