

**City of Lewisburg
Planning Commission Regular Session
Meeting Minutes — March 7, 2024, 7:00 p.m.
942 Washington Street West, Lewisburg, WV
Paul L. Cooley Council Chambers**

PRESENT: Vice Chairperson Valerie Pritt; Commissioners (City Manager) Misty Hill, Margaret Gossard, Helen Harless, Dan Stevenson, Jerry Janiga and Cheryl Gilman-Dobbs; Planning and Zoning Officer Marsha Cunningham; City Attorney Tom White; Recording Officer Tina Alvey.

ABSENT: Chairperson John Little, Commissioner Davis Lewis.

VISITORS: None.

CALL TO ORDER: The session was called to order by Vice Chairperson Valerie Pritt at 7:00 p.m. Pritt welcomed Jerry Janiga and Cheryl Gilman-Dobbs, new members of the Commission.

APPROVAL OF MINUTES: Commissioner Margaret Gossard made a motion to approve the minutes from the working session and regular session held on February 1, 2024. The motion was seconded by Janiga, and was approved on a 7-0 vote.

COMMENTS FROM THE PUBLIC: None.

Review and discuss Final Draft Ordinance

Commissioner Dan Stevenson initiated a discussion concerning setting up a mechanism whereby the city could enforce the residency requirement attached to properties with a traditional Bed & Breakfast 2 designation. City Attorney Tom White said the designation is conditional, which means that the property owner will need to present documentation in advance to the city's Board of Zoning Appeals, but beyond that there is "no perfect enforcement mechanism" available. He said if further tweaking of the ordinance is necessary in the future, the document can be amended.

Take action on Final Draft Ordinance

On a 7-0 vote, Commissioners approved the Final Draft Ordinance, upon motion by Commissioner Helen Harless, seconded by Commissioner Gilman-Dobbs.

Review and take action on Study and Report on Zoning

On a 7-0 vote, the Commission accepted the Study and Report on Zoning, which is required by state law to provide justification for a zoning ordinance. The action was taken upon motion by Commissioner Misty Hill, seconded by Stevenson.

Commissioners also voted 7-0 to recommend that City Council adopt the Study and Report on

Zoning and the Final Draft Ordinance, upon motion by Gossard, seconded by Stevenson.

Review and discuss enactment schedule

White said that the Planning Commission's five years of work on the Draft Ordinance is complete, and enactment of the ordinance is now in the hands of City Council. The anticipated schedule for enactment begins with Council's receipt of the pertinent documents at the March 19 regular monthly meeting of City Council. Two public hearings — one in daytime and one at night — will be scheduled for late April. If all goes as planned, City Council will conduct the first reading of the ordinance at a regular meeting on May 21. The second and final reading of the ordinance will be held at Council's regular meeting on June 18, if all proceeds according to schedule.

COMMENTS FROM THE CITY MANAGER: City Manager Misty Hill reported that the city is ready to move forward with its Wayfinding Project. The first step involves extending electricity to the kiosk site in the Green Space Park.

ADJOURNMENT: The meeting adjourned at 7:30 p.m., upon motion by Stevenson, seconded by Gossard, on a 7-0 vote.

Respectfully submitted,
Tina Alvey
Recording Officer