



**MORGANTOWN**  
**LAND REUSE AND**  
**PRESERVATION AGENCY**

**BOARD OF DIRECTORS**  
**REGULAR MEETING PACKET**

**Thursday, August 27, 2020**  
**4:00 p.m.**  
**By Electronic Means**

**Board of Directors:**

David Satterfield,  
Chair

Jessica McDonald,  
Vice-Chair

Patrick Kirby,  
Secretary

Laura Rye,  
Treasurer

Brent Bailey

Michael Mills

Tim Stranko



## BOARD OF DIRECTORS

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City buildings remain partially closed to the public to protect public health during the COVID-19 pandemic. Personal attendance at this meeting will not be permitted. The public may participate in the public portion through the following Cisco Webex videoconference access methods:

Meeting Link: <https://cityofmorgantown.my.webex.com/meet/cityofmorgantown>

Meeting Number: 793 734 477

Phone: 408-418-9388

Access Code: 793 734 477

All members of the public may view the meeting on Channel 15 and by streaming hosted on the City's website at [www.morgantownwv.gov](http://www.morgantownwv.gov). If you do not wish to speak at the meeting, please view it by these methods to conserve capacity on the videoconference.

Any person who wishes to speak at the meeting may complete the form at: <http://morgantownwv.gov/FormCenter/Public-Comment-Sign-Up-Sheet-14/Public-Comment-Morgantown-Land-Reuse-Pre-92>; or provide their name and phone number they will use to participate by texting or calling 304-319-5348. You may sign up to speak at any time until the meeting begins. Additionally, the public may submit written comments for the public comment portion of the meeting by sending an email to the Development Services Department at [bmcDonald@morgantownwv.gov](mailto:bmcDonald@morgantownwv.gov). In the email, please use the subject line "Public Comment LRA 08/27/2020" and indicate in the body of the email if you would like your comment to be read aloud during the public comment portion.

## AGENDA

- I. **Call to Order and Roll Call**
- II. **Proof of Notice of Meeting or Waiver of Notice**
- III. **Reading and Approval of Minutes of Preceding Meetings**
  - 23 JUL 2020 Regular Meeting
- IV. **Correspondence**
- V. **Public Comment** – Subject to rules established in the Board's Bylaws

MORGANTOWN  
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AGENCY  
[ONLINE](#)



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**VI. Presentations – None**

**VII. Report of Officers and/or Directors**

**VIII. Report of Committees**

- A. Property Management Committee (standing) – McDonald, Chair
- B. Green Belt Connections Committee (ad hoc) – Kirby, Chair
- C. City and Underutilized Properties Committee (ad hoc)

**IX. Report of Staff**

- A. Report of Interim City Manager
- B. Report of Development Services Director
- C. Report of City Attorney

**X. Unfinished Business – None**

**XI. New Business – None**

**XII. Adjournment**

**MORGANTOWN  
LAND REUSE  
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AGENCY  
[ONLINE](#)**

**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY**

**REGULAR MEETING MINUTES**

**4 p.m.**

**July 23, 2020**

**By Electronic Means**

**DIRECTORS PRESENT:** David Satterfield, Tim Stranko, Jessica McDonald, Patrick Kirby and Laura Rye.

**DIRECTORS ABSENT:** Michael Mills is excused.

**STAFF PRESENT:** Chris Fletcher – Director of Development Services, Emily Muzzarelli – Interim City Manager, Ryan Simonton – City Attorney.

**GUESTS:** None

**I. CALL TO ORDER AND ROLL CALL**

After calling the roll, Satterfield called the meeting to order.

**II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

Satterfield noted that the meeting was appropriately noticed.

**III. READING AND APPROVAL OF MINUTES OF PRECEDING MEETING**

Satterfield asked for a motion to approve the minutes of the June 25, 2020 meeting. Satterfield asked if there were any issues or revisions needed to the minutes, hearing none, he stated that the minutes are accepted and will be approved at a future in-person meeting.

**IV. CORRESPONDENCE – None.**

**V. PUBLIC COMMENT – None.**

**VI. PRESENTATIONS – None.**

**VII. REPORT OF OFFICERS AND/OR DIRECTORS**

Kirby mentioned that after the last meeting he had invited the WVU Office of Outdoor Economic Development Cooperative to present in August. That is not going to work for their schedule, so they are interested in presenting in September. He will coordinate that with Staff. Kirby offered them up to fifteen (15) minutes to present on areas where their efforts relate specifically to Morgantown and how they would be involved with the Agency, or if the Agency would take on some of their work.

No other officers reported.

## **VIII. REPORT OF COMMITTEES**

### **A. Property Management Committee (standing)**

McDonald discussed 430 Spruce Street. Both the WV Land Stewardship Corporation and the Fairmont-Morgantown Housing Authority have furniture in the building now. Fletcher is still working on a couple final details for the space such as telecom issues. Parking has been coordinated and Fletcher will go into more detail regarding that.

### **B. Green Belt Connections Committee (ad hoc)**

Mr. Kirby reported that they have not met since the last meeting. A meeting has been set, and we will be discussing how best to approach property owners and expectations in that area as well as engage the Mon Valley Green Space Coalition.

## **IX. REPORT OF STAFF**

### **A. Development Services Director**

Mr. Fletcher provided an update concerning the co-working space at the Spruce Center. Four telecom quotes were received from service providers. The City IT Staff is reviewing them, and he expects a recommendation soon. Fletcher will work with the City Manager's Office to identify funding for those telecom services, equipment installation, cabling, and etc.

The two tenants mentioned above have moved in. The leases were executed today.

Public Works has been working with D'Amico Locks to change the locks on the two exterior tenant doors as well as put locks on the doors for the two tenant offices. There was some challenge in ordering those, but it has been cleared up. As new tenants come into the space, additional locks can be installed at those times to spread the cost out a little bit.

A "cluster mailbox" has been ordered and was delivered today. A location will be determined for placement this week and then installed.

Public Works replaced three of the storm inlets that were in the parking lot that were failing. During that process, they found that the piping that connected the inlets were in substandard condition, so they had to be replaced. One of the inlets requires a riser to be installed, and this has been ordered.

Fletcher reported that Mills Group was selected by the City to prepare the master site plan, eventually the pocket park design and construction documents and management. The first phase of the site master plan includes Mills Group sending a questionnaire out to several stakeholders to get their input. Those stakeholders include Main Street Morgantown, City Tree Board, Urban Landscape Commission, adjoining property owners and key members of staff. This project is moving, and input should be coming in relatively soon.

Fletcher referred to the meeting packet and noted the enclosed brochure. He noted that Black Diamond Realty worked to design this leasing brochure at no cost to the Agency. The final copy should arrive early next week. If there are no objections, this brochure will be emailed to the identified non-profit agencies. Our original plan of an open house has been cancelled given the pandemic. We schedule do one-on-one appointments to show the space.

Satterfield noted that the brochure was very professionally done.

Fletcher referred to the proposed parking management plan in the packet. He reminded the Board that the spaces between the building and Spruce Street will be removed to make way for the pocket park project. Five spaces will be reserved for the first-floor visitors and six spaces will be reserved for second floor visitors. The spaces in red are for the second-floor tenants. Four extra spaces remain, and if a tenant wants to pay extra, they may rent one. The Board has provided direction not to engage the Morgantown Parking Authority. They thought they needed 18 spaces to make their management worthwhile, and we do not have that. Fletcher is asking the Board to start thinking about what it wants to do manage those spaces to generate some revenue. Fletcher noted Michael Mills had suggested looking at the neighboring property owners under a public-private relationship, but this idea has not been explored with the City Attorney yet.

Satterfield asked if there was a recommendation on the parking situation? Fletcher asked that the Board think about this question and options that can be discussed in greater detail at the next meeting. McDonald mentioned that due to the pandemic there is a hold on moving forward.

Fletcher reported on the GIS Mapping. The City's GIS Analyst Marvin Davis has been tied up on other projects but should be available soon to assist with this project. The information he will be putting together would be an online map which you can access individually, as a committee or as a board. The information will also be provided in a list/table. There are four elements that will be assembled for presentation. These include condemned properties that need to be razed and removed, City-owned properties that could be transferred to the Agency, properties affected by the two green belt routes, and the WV State Auditor's office list of no-bid delinquent properties. Fletcher is hoping for this to be presented at the August meeting.

B. City Manager

Mr. Fletcher reported that Ms. Muzzarelli had a scheduling conflict and was unable to attend. She did ask Fletcher to report that she provided to some of the Board members information on the Land Preservation Program and that she will follow up with Ms. Rye soon.

Fletcher noted that Mr. Stranko has now joined the meeting.

C. City Attorney – No report.

**X. UNFINISHED BUSINESS** – None.

**XI. NEW BUSINESS** – None.

**XII. ADJOURNMENT**

Kirby moved to adjourn, seconded by Bailey. The meeting was adjourned at approximately 4:40 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

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Patrick Kirby, Secretary