

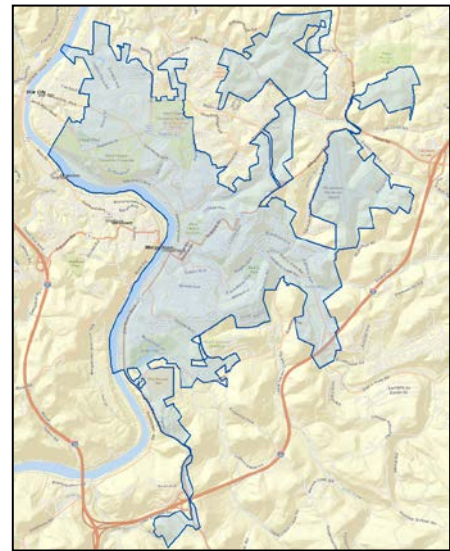
The West Virginia State Code Chapter 8A-2-11 requires Planning Commissions to:

“Make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction.”

The Morgantown Planning Commission respectfully submits this 2018 Annual Report to the Morgantown City Council.

Morgantown Land Use Planning Milestones

- 1944..... City Council adopted first Zoning Ordinance
- 1959..... West Virginia Planning Enabling Act Adopted
- 1961..... City’s First Comprehensive Plan Adopted
- 1970..... Comprehensive Plan Updated
- 1979 First City Planner Hired
- 1999..... Comprehensive Plan Update Adopted
- 2006..... Planning & Zoning Code Modernized and Codified
- 2010..... Downtown Strategic Plan Update Adopted
- 2013..... Comprehensive Plan Update Adopted
- 2016..... Small Area Plan – Future Study Area No. 17
- 2017..... Small Area Plan – Future Study Area No. 2
- 2018..... Small Area Plan – Future Study Area No. 18
- 2018..... Small Area Plan – Future Study Area No. 16



2018 Planning & Zoning Cases

The following table illustrates the caseload for the Planning Commission and Board of Zoning Appeals during the 2016, 2017, and 2018 calendar years.

PC	BZA	Number of Applications			2018 Actions			
		2016	2017	2018	Pending	Approved	Denied	W/drawn
Site Plans (DSI)		1	3	2	0	2	0	0
Minor Subdivisions		18	18	22	0	21	0	1
Major Subdivisions		1	0	0	0	0	0	0
Map Amendments		5	3	3	0	1	2	0
Text Amendments		8	12	7	1	6	0	0
Variances		47	42	44	1	35	4	4
Conditional Uses		16	10	9	0	6	0	3
Administrative Appeals		2	3	2	0	0	2	0
TOTAL		98	91	89	2	71	8	8

Citizen Planners

The success of local planning policies, programming, and services depends largely on the commitment and integrity of residents appointed by the Morgantown City Council to serve on various planning-related commissions, boards, and committees. Morgantown is fortunate to enjoy a well-informed public willing to serve in the role of “Citizen Planner.” The following table identifies these volunteers and their respective terms as of December 31, 2018.

Citizen Planner	Date of Original Appointment	Current Term	Tenure (in months)
Planning Commission			
Peter DeMasters, President 6 th Ward Representative	03/21/06	01/01/17 – 12/31/19	152
Carol Pyles, Vice-President 7 th Ward Representative	09/17/08	01/01/16 – 12/31/18	123
Sam Loretta 1 st Ward Representative	06/20/06	01/01/18 – 12/31/20	149
Tim Stranko 2 nd Ward Representative	03/21/07	01/01/18 – 12/31/20	140
William Blosser 3 rd Ward Representative	11/05/2013	01/01/17 – 12/31/19	61
William Petros 4 th Ward Representative	01/19/10	01/01/16 – 12/31/18	107
Michael Shuman 5 th Ward Representative	08/04/09	01/01/16 – 12/31/18	112
Ron Dulaney Jr. City Councilor	07/01/17	City Council term ending 06/30/19	18
Julie Robison Administration Representative	11//07/17	at the will of City Manager	13
<i>PC Tenure Summary:</i> Total: 875 mos. or 72.92 yrs. Average: 97.2 mos. or 8.1 yrs.			
Board of Zoning Appeals			
Harrison Case	2/21/2017	2/21/17 – 12/31/19	23
Tom Shamberger	9/19/2017	9/19/17 – 12/31/18*	8
Kevin Meehan	10/17/2017	10/17/16 – 12/31/18	15
Chris Benison	12/5/17	12/5/17 – 12/31/20	12
Heidi Cook	3/20/18	4/3/18 – 12/31/20	9
<i>BZA Tenure Summary:</i> Total: 67 mos. or 5.58 yrs. Average: 13.4 mos. or 1.1 yrs.			

* T. Shamberger resigned in May 2018 and this seat has remained vacant through 31 DEC 2018.

The following table identifies attendance trends for the 2016, 2017, and 2018 calendar years. Two (2) Planning Commission and one (1) BZA meetings were canceled in 2018 due to the lack of respective cases to review and consider.

Citizen Planner	2016		2017		2018		Three-Year Attendance Rate
	Absent	Present	Absent	Present	Absent	Present	
Planning Commission							
Peter DeMasters 6 th Ward Representative	4	8	1	10	3	7	76%
Carol Pyles 7 th Ward Representative	3	9	4	7	3	7	70%
Sam Loretta 1 st Ward Representative	0	12	0	11	1	9	97%
Tim Stranko 2 nd Ward Representative	2	10	2	9	2	8	82%
William Blosser 3 rd Ward Representative	0	12	0	11	0	10	100%
William Petros 4 th Ward Representative	2	10	2	9	3	7	79%
Michael Shuman 5 th Ward Representative	4	8	5	6	4	6	61%
Ronald Dulaney, Jr. City Councilor	N/A	N/A	1	5	0	10	94%
Julie Robison Administration Representative	N/A	N/A	0	1	0	10	100%
Board of Zoning Appeals							
Harrison Case	N/A	N/A	1	8	3	8	76%
Tom Shamberger	N/A	N/A	0	4	1	2	86%
Kevin Meehan	N/A	N/A	0	2	1	10	92%
Chris Benison	N/A	N/A	N/A	N/A	0	11	100%
Heidi Cook	N/A	N/A	N/A	N/A	0	9	100%

2018 Building Permits and Construction Value

The following table identifies building permit and construction value (nominal) trends for the 2016, 2017, and 2018 calendar years as tracked and report by the City's Code Enforcement Department.

	2016		2017		2018	
	No. / Value	% Change	No. / Value	% Change	No. / Value	% Change
No. of Building Permits Issued	1,555	-5.5%	1,910	22.8%	1,680	-12.0%
Total Construction/Improvement Value	\$33,010,428	-67.7%	\$36,267,943	9.9%	\$20,644,918	-43.1%
Total Amount of Building Permit Related Fees Paid to the City	\$201,059	-14.2%	\$206,042	2.5%	\$161,668*	-21.5%

* It should be noted that, effective 01 JUL 2018, an additional \$15,939 in fees were collected following City Council's restructuring of the development application, plans review, and permit fee schedule.

Planned Unit Developments (PUDs)

As of December 31, 2018, there have been seven (7) Planned Unit Development (PUD) Outline Plans recommended by the Planning Commission and approved by City Council. The following narrative provides a brief update on the history and status for each PUD [Article 1357.03(D)(4)(c)].

- **Square at Falling Run** – PUD Outline Plan was approved in 2003. Phase I to construct “The Augusta” was completed and tenants occupied the buildings in September 2007. The Planning Division reports the developer filed bankruptcy and most, if not all the related realty was acquired by West Virginia University. The 2013 Comprehensive Plan Update recommends a new zoning district be developed to include most, if not all WVU’s realty.
- **SC Bodner** – PUD Outline Plan was approved in 2006 and an amendment approved in 2008. The construction of “Mountaineer Place Apartments” has been completed and occupancy permits issued Fall 2010.
- **Grand Central Apartments** – PUD Outline Plan was approved in 2007 and an amendment approved in December 2008. The amendment approval included, among others, a condition that the PUD Development Plan be reviewed and approved by the Planning Commission within 18 months following City Council approval of the Outline Plan. The PUD Development Plan was not submitted and City Council, with the recommendation of the Planning Commission, consequentially enacted Ordinance 10-34 in September 2010 rescinding the PUD designation and reclassifying the subject realty to its previous zoning. It should be noted that the subject site and surrounding area is identified in the 2013 Comprehensive Plan Update Appendix A as a Future Study Area No. 7. The related “Small Area Study” project is programmed for 2019.
- **Westminster House** – PUD Outline Plan was approved in December 2008 and amendments approved November 2009, February 2011, October 2011, and December 2011 extending the deadline to submit the PUD Development Plan. City Council, with the recommendation of the Planning Commission and consent of the developer, enacted Ordinance 12-48 in November 2012 rescinding the PUD designation and reclassifying the subject realty to its previous zoning. The zoning for the subject site was again reclassified to B-4, General Business District by Ordinance 13-47 in September 2013 and construction of the “Central Place Apartments”

development on the subject site was completed in the Summer 2015.

- **Habitat for Humanity** – PUD Outline Plan was approved in July 2009 and an amendment approved February 2011 to extend the deadline to submit the PUD Development Plan. City Council, with the recommendation of the Planning Commission and consent of the developer, enacted Ordinance 12-03 in January 2012 rescinding the PUD designation and reclassifying the subject realty to its previous zoning. Habitat for Humanity has constructed a total of six (6) new single-family homes on Jersey Avenue and ten (10) new single-family homes on Addison Circle.
- **Beech View Place** – PUD Outline Plan was approved in March 2010. Construction has been completed with full residential occupancy and the majority of the retail spaces occupied. The Planning Division reports the property was transferred in 2016 and rebranded by the new owner to “State on Campus”.
- **Glenn Ridge Apartments** – PUD Outline Plan was approved in August 2015 to construct three (3) apartment buildings with a mix of 149 one- and two-bedroom units with a maximum number of 157 occupants. The PUD Development Plan was not submitted and City Council, with the recommendation of the Planning Commission, consequentially enacted Ordinance 17-39 in October 2017 rescinding the PUD designation and reclassifying the subject realty to its previous zoning designations.

2019 Priorities & Planned Activities

- **City of Morgantown 2017-2019 Strategic Plan** – In December 2017, City Council finalized a strategic plan to serve as a road map guiding its vision toward implementing significant, measurable and attainable improvements. It is anticipated that the Planning Commission will have direct or indirect roles in contributing to the following strategic goals and objectives.

Attractive Amenities
Objective 1: Continue to revitalize the riverfront
Promote infill and redevelopment in the Wharf District <i>UPDATE/STATUS – The Planning Division continues to engage potential development interest for the reuse of existing buildings and new construction.</i>
Cooperative Relationships
Objective 1: Leverage and expand intergovernmental relationships
Development relationships with other political entities for cooperative service delivery <i>UPDATE/STATUS – The Planning Division continues to contribute to the Morgantown-Monongalia Metropolitan Planning Organization (MMMPO) through active membership on its Transportation Technical Advisory Committee (TTAC). Additionally, staff attends, as appropriate, meetings of the City’s Housing Advisory Commission and the City’s Bicycle Board</i>
Excellent City Services
Objective 3: Promote collaborate code enforcement
Evaluate appropriate staffing assignments and levels to address code violations <i>UPDATE/STATUS – Additional funding was requested in the FY2019 City Budget to increase Planning Division staff by one (1) full-time equivalent position focused on zoning enforcement. This request will be submitted again in the FY2020 City Budget.</i>

Fiscal Stability
Objective 3: Institute tax and fee collection best practices
Conduct and evaluate fees and charges for appropriateness to recoup cost of service(s) <i>UPDATE/STATUS – For FY2019, fees for services have been implemented for Code Enforcement, Fire Department, Planning Division, and Engineering Department. For the first five (5) months, fee collections have increased by \$25,815 or 85%.</i>
Quality Development
Objective 1: Promote strategic community development
Provide updates of the comprehensive plan implementation regularly <i>UPDATE/STATUS – As recommended in the 2013 Comprehensive Plan Update, two (2) “future study areas” planning projects have been completed, two (2) projects will be presented to the Planning Commission in the first quarter of 2019, and two (2) projects will be initiated in the first quarter of 2019. Four (4) additional “future study area” projects are anticipated through the remainder of 2019, representing 60% completion of the 16 identified “future study areas”.</i>
Analyze and review downtown development and design standards <i>UPDATE/STATUS – In 2017 and 2018, City Administration presented 19 text amendment ordinances to the City’s Planning and Zoning Code that served to significantly advance design standards for commercial, mixed-use, and multi-family development across all zoning districts, as recommended in the 2013 Comprehensive Plan Update. Several of these amendments addressed most of the 2010 Downtown Strategic Plan Update recommendations for the downtown B-4 zoning district. Remaining amendment recommendations for the B-4 District are anticipated in 2019.</i>
Vibrant Downtown
Objective 1: Encourage the continued enhancement and diversity of the downtown area
Utilize the Main Street Market Data Study. Encourage diversity in downtown development, businesses, and activities. <i>UPDATE/STATUS – City Administration worked closely with SunCap Properties to obtain Planning Commission DSI Site Plan approval for the redevelopment of the former Dairy Queen site at 461 High Street.</i>
Attainable Housing
Objective 1: Promote quality and diversification of housing
Research tools to increase affordable housing through inclusionary and incentive zoning practices <i>UPDATE/STATUS – The Planning Division completed and circulated a draft “Zoning and Affordable Housing White Paper” in March 2018.</i>

Under the direction of the City Manager’s Office, the Planning Division will continue to develop and undertake implementation strategies in 2019 intended to advance these goals and objectives accordingly.

- **Small Area Studies** – Strategies NH 1.2 and ED 5.7 of the 2013 Comprehensive Plan Update provides for the preparation and implementation of small area studies for 16 “Future Study Areas”, which are identified in Appendix A of the Plan. Planning projects were completed in 2018 for Study Areas Nos. 16 and 18. Their respective reports will be presented to the Planning Commission in the first quarter of 2019, followed by zoning map amendments recommendations. Additionally, three to four studies will be completed in 2019.

- **Citizen Planner Training** – Given recent turnover in Board of Zoning Appeals (BZA) membership in 2018 and the anticipation of at least one new member starting January 2019, training will be scheduled in the first quarter of 2019.
- **Modernization of Subdivision Regulations** – The Planning Commission and City Council completed the lengthy task of modernizing and codifying the City’s zoning regulations in 2006. The fundamental purpose of this endeavor was to implement progressive land use policies and strategies as well as comply with the State Legislature’s similar effort in 2004 to modernize the State’s Planning Enabling Law. Changes in State Code have created opportunities to streamline the review and approval of subdivision petitions. Incorporating these opportunities in Morgantown’s Planning and Zoning Code requires a major amendment to the City’s subdivision regulations. City Council allocated \$75,000 in FY 2019 to complete this project. A related request for proposals will be published in the first quarter of 2019, with project completion anticipated within 9 to 12 months.
- **Geographic Information System (GIS)** – The Monongalia County Assessor’s Office maintains a web-based GIS parcel viewer [<https://ags.agdmaps.com/wv/mon/>]. The Planning Division has completed the laborious task of editing the City’s zoning district boundaries to align with the County’s GIS-based parcel mapping boundaries. A Planning Commission workshop will be requested in the first quarter of 2019 to study and evaluate the work, with the purpose of placing related zoning map amendments before City Council for adoption shortly thereafter. The County Assessor’s Office has agreed to include the City’s zoning spatial data as a viewable layer on the County’s web-based Parcel Viewer. This will significantly enhance citizen and customer access to the City’s zoning classification information.

Additionally, General Fund resources have been programmed and direction given by the City Manager’s Office to recruit a full-time GIS professional, outsourced technical support, and acquire necessary hardware and software to launch an integrated City GIS. Related tasks being initiated 2018, the engagement of a technical support consultant is anticipated in the first quarter of 2019 and the hiring of a full-time equivalent position is anticipated in the second quarter of 2019.

- **Sign Regulations** – One of the more difficult elements of any zoning regulation, the City’s Sign Regulations require significant revisions in response to the number of related variances granted and the SCOTUS Reed v. Town of Gilbert (2015) decision. This project is funded, a consultant engaged, but has been delayed due to workload constraints. The Planning Division is committed to completing this project in 2019.
- **Future Study Area No. 2** – In February 2018, the Planning Commission accepted the Small Area Plan and Recommendations Report for Future Study Area No. 2. A transportation operational study of the Richwood Avenue and Willey Street intersection was recommended, the completion of which by the Morgantown-Monongalia Metropolitan Planning Organization (MMMPO) is anticipated in the first quarter of 2019. The Planning Division will initiate related zoning map and text amendments immediately thereafter.
- **2023 Comprehensive Plan Update** – In hopes of building on the collaborative success of the 2013 Comprehensive Plan Update process, City Administration will, in the fourth quarter of 2019, begin the process of securing multi-year funding commitments from the Morgantown-Monongalia Metropolitan Planning Organization (MMMPO), the Monongalia County Commission, and neighboring municipalities. This will align with the timing of the MMMPO’s next Metropolitan Transportation Plan (MTP) and publication of the 2020 decennial census data.