

I. ANNUAL REPORT TO THE COUNTY COMMISSION

West Virginia State Code § 8A-2-11 (9) provides that the Planning Commission has a duty 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 By-Laws of the Monongalia County Planning Commission Article III, Section 6 states:

"The Planning Commission shall make an annual report to the County Commission concerning the operation of the Planning Commission and the status of planning within its jurisdiction."

This report is intended to fulfill these statutory obligations.

II. INTRODUCTION

Monongalia County Planning Commission
Monongalia County Courthouse
243 High Street, Room 110
Morgantown, West Virginia 26505
304 291-9570



The County Planning Office is located on the first floor of the Monongalia County Courthouse. The County Planning Office is co-located with the Morgantown / Monongalia Metropolitan Planning Organization and the County Commission's Floodplain Administrator/GIS Analyst. As the work plans for the agencies expand with the adoption of additional land use and transportation policies, this location will serve as a one-stop-shop for regional land use planning, transportation planning, and GIS programs and services.

Residents and interested visitors can access a great deal of general county and specific planning-related information at the County Commission's website www.monongaliacounty.gov. Through the internet, citizens can access the Planning Commission's vision and goals, planning related ordinances and application forms; maps; and planning education materials and links. (Note that the website has been updated to improve the user experience).



The **Vision** of the Planning Office is to build a public planning organization that puts customer service first; that is a model for management excellence; and that works, through motivated professionals, toward shaping high quality communities in Monongalia County for residents, business and visitors.

The **Mission** of the Planning Office is to enhance the quality of life and the design of communities, foster innovative planning, and promote sustainable development. This will be accomplished through exercising commitment to public service, fairness, and trust while maintaining respect for individual property rights.

The **Purpose** of the Planning Office is to provide advice and technical expertise to assist Elected Officials, Planning Commissioners, public agencies, and citizens in understanding and dealing with key community issues and priorities and making well-informed and collaborative decisions. The Office continues to focus efforts on a long-term commitment to economic vitality, development design quality, and preservation of natural landscapes. The Office sustains this purpose by pursuing standards of excellence built on partnerships and integrity to achieve more sustainable and diverse communities for today's residents and future generations.

The Planning Office is responsible for:

- **Current Planning** – Administration of land use related ordinances, i.e., floodplain management; wireless communication facilities; and, zoning regulations within the Planning Districts.
- **Community Services** – Providing land use planning advice and technical expertise to residents, community interest groups, public agencies and elected officials who are working to achieve sound land use management and sustainable growth.
- **Advanced Planning** – Conducting comprehensive planning and undertaking special planning projects, i.e., neighborhood plans and redevelopment plans.

III. **FY 2019-2020 Progress**

Comprehensive Plan:

The Comprehensive Plan for the Four Planning Districts in Monongalia County was formally adopted by the Monongalia County Commission on February 6, 2013. At the end of 2019, staff began the process to update the Comprehensive, which is required every ten years. The next comprehensive plan will help guide future development not only in the existing Planning Districts but the county as a whole should additional planning tools be implemented throughout the county. The Planning Commission continues to rely on the Comprehensive Plan in the implementation of its existing land use regulations and the development of future land use regulations. (A copy of the Comprehensive Plan may be found on the county website.) The initial process for the next Comprehensive Plan begins in this fiscal year.

West Run Zoning Ordinance:

Planning Staff has recently gone completely digital with the West Run Zoning Map by adding it to the county's GIS website. This allows for members of the general public located in county jurisdiction to easily see whether or not they are zoned simply via a search by address or name.

Staff also issued permits within the zoned area for various activities. Below is the number count for the 2019 calendar year.

Permit	Number Approve/Issued in 2019
Land Use	16
Variance	4
(Major) Development of Significant Impact	2 (both DSI)
Conditional Use	1
Map Amendment	1
Text Amendment	1 ^A
Admin Deviation	0
Admin Interpretation	2 ^B
Grubbing/Grading	1
Home Occupation	0
Zoning Plat ^C	0
Violations	4 ^D

- A. Recommended Approval by MCPC Only, County Commission Approval or Denial to follow in the new year.
- B. One went before the BZA
- C. To ensure setbacks and parcel sizes of newly created parcels follow current zoning requirements
- D. All are resolved

Inter-Office Coordination:

The Planning Office has also been working with Michael Paugh, County Floodplain Administrator/GIS Analyst, and has implemented significantly upgrades to the Office's GIS capability. Further, through the planning staff's participation with the Monongalia Geospatial Committee, additional uses and benefits of the County's GIS system are being developed.

The Planning Office continues to implement provisions of the Monongalia County Tower Ordinance. It should be noted that the ordinance appears to be working in promoting co-locations over new tower construction, over the past year. Additionally, the number of new colocations has a dropped as most requests this year were actually for in-kind replacement of existing equipment.

Tower Permits	Number Approve/Issued in 2019
New Towers	0
Colocations	3

The Planning Office has also continued to coordinate activities with the County Commission's Floodplain Administrator/GIS Analyst, and the Morgantown / Monongalia Metropolitan Planning Organization; and respond to inquiries and information requests by developers and the citizenry. Planning staff is an active

partner with the MPO in its effort to improve transportation in the county. As of the 2020 calendar year, the Floodplain Administrator moved to fall under the MCPC umbrella.

Subdivision Regulations:

The County Commission hired STS Consulting to finish up the draft ordinance prior to presentation before the County Commission for a public hearing and vote. After several round table and public presentations, changes have begun to be implemented and should be offered for consideration some time in the new year. Elements include improved access and water management, additional flexibility in meeting the ordinance and simplified review process – all with a view toward making it easier and more cost-effective to achieve good development.

Other:

Planning Director Richard Wood retired from the Planning Commission as of May 3rd after 9 years as its director. Due to this, a new director, Andrew Gast-Bray was hired to replace him.

Planning Staff helped to entrust a smooth transfer from a stand-alone website to a shared site with the County Commission, allowing for a reduction in unnecessary spending and a more streamlined experience for people looking for information from the county.

The County Commission approved a shared split-position with the MPO to handle some of the more secretarial and web related items on each entities' docket. This new position is expected to start some time in the new year.

The most important undertaking of the Planning Commission for the remainder of the year will be completing the reworking of the draft Subdivision Ordinance and implementing the Subdivision Ordinance in the new year, if the County Commission determines to move forward with adoption and finalizing the revised ordinance. If the Subdivision Ordinance is adopted, the Planning Commission will need to engage both County Engineering services as well as set up a Subdivision Appeals Board.

IV. MCPC Staff and Commission/Board Members

MONONGALIA COUNTY PLANNING COMMISSION

Director of Planning: Andrew Gast-Bray, Ph.D., AICP, CNU-A

County Planner: Patricia Booth, AICP

Planning Tech: Vacant

MONONGALIA COUNTY PLANNING COMMISSION

President: Matthew Ridgway

Vice President: Vince Putkowski

County Commissioner: Ed Hawkins

Other Members:

Erica Bowe

Barton Loar

Rick Colebank

Joe Panico

Bader Giggenbach

Michael Mills

Erica Bowe

Ex-officio: Robert Andriotto, County Surveyor

WEST RUN PLANNING DISTRICT BOARD OF ZONING APPEALS

Chair: Eric Powell

Vice Chair: Bill Rice

Other Members:

Steve Morris

Kent Pauley

V. MCPC Budget and Expenditures

Pertinent Planning Commission (Acct.#439) Expenditures and Budgets

DESCRIPTION	Expenditures 2018-2019	Budget 2018- 2019	Budget 2019- 2020
PERSONNEL SERVICES			
103 Salaries/Wages-All Emps.	\$141,171.26	\$128,745.00	\$ 212,348.00*
104 FICA	\$8,698.41	\$7,982.00	\$ 8,075.00
104-1 MEDICARE	\$2,034.36	\$1,867.00	\$ 1,889.00
105 Group Insurance	\$13,528.41	\$21,000.00	\$ 21,000.00
106 Retirement	\$13,635.83	\$12,875.00	\$ 13,025.00
108 Overtime/Extra Help	\$0.00	\$0.00	\$ -
TOTAL PERSONNEL SERVICES	\$179,068.27	\$172,469.00	\$ 256,337.00
CONTRACTUAL SERVICES			
211 Telephone	\$318.05	\$500.00	\$ 500.00
212 Printing	\$0.00	\$1,000.00	\$ 1,000.00
214 Travel	\$6,102.80	\$7,500.00	\$ 3,500.00
216 Maintenance - Equipment	\$0.00	\$800.00	\$ 800.00
218 Postage	\$0.00	\$500.00	\$ 500.00
219 Building/Equipment Rent	\$3,672.00	\$6,000.00	\$ 4,000.00
220 Legal Publications	\$1,359.34	\$1,500.00	\$ 2,500.00
221 Training/Education	\$100.00	\$4,000.00	\$ 4,000.00
222 Dues/Subscriptions	\$890.00	\$2,000.00	\$ 2,000.00
223 Professional Services	\$0.00	\$3,000.00	\$ 3,000.00
230 Contracted Services	\$5,447.67	\$12,500.00	\$ 49,500.00*
TOTAL CONTRACTUAL SERVICES	\$17,889.86	\$39,300.00	\$ 71,300.00
COMMODITIES			
341 Supplies and Materials	\$957.69	\$3,000.00	\$ 3,000.00
459 Equipment	\$ 102.69	\$1,000.00	\$ 3,000.00
TOTAL COMMODITIES	\$1,060.38	\$4,000.00	\$ 6,000.00
TOTAL - ALL LINE ITEMS	\$198,018.51	\$215,769.00	\$ 333,637.00

***Note:** Salary and Contracted Services were slated to cover half a planner and County Engineering services, respectively.

VI. Final Remarks

Throughout the 2019 calendar year, the MCPC has been involved in multiple projects, including working on the subdivision regulations and updating the technical side of how the office operates. Below are the MCPC's future goals to carry this momentum forward into 2020 and a few pictures from projects permitted in 2019.

Future Goals:

- Updating the Comprehensive Plan (including financing and partnering with regional governments)
- Updating and Revising the Zoning Ordinance
- Creation of Additional Planning Districts
- Implementation of the Subdivision Ordinance (if adopted)
- Other critical planning elements including (mixed middle and affordable) housing, transportation planning and economic development support



Addition approved through a Variance and Land Use Permit



Accessory building approved through a Land Use Permit



An under construction commercial building approved through a Variance and Land Use Permit