

**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY  
REGULAR MEETING MINUTES**

**4 p.m.**

**May 28, 2020**

**Virtual Meeting**

**DIRECTORS PRESENT:** David Satterfield, Jessica McDonald, Brent Bailey, Patrick Kirby and Laura Rye

**DIRECTORS ABSENT:** Michael Mills, Tim Stranko

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

**GUESTS:** Drew Gatlin, Bill Kawecki, JoNell Strough, Rick Landenberger

**CALL TO ORDER AND ROLL CALL**

After calling the roll, Satterfield called the virtual meeting to order and read the explanation of how the Board conducts business by electronic means and rules for public comments.

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

Satterfield noted that the meeting was appropriately noticed and advertised.

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

Minutes of the February 27, 2020 regular meeting were postponed. Satterfield noted the Board will meet in person at some point in the future and will be able to take up matters that require voting. Satterfield noted that no votes will be taken, business transacted, or decisions made during this meeting by electronic means.

**III. CORRESPONDENCE – None.**

**IV. PUBLIC COMMENT – None.**

**V. PRESENTATIONS**

Mr. Satterfield welcomed Dr. Strough of the Mon Valley Green Space Coalition to give an update on their greenbelt pedestrian and cyclist connections project. Dr. Strough presented a slideshow detailing current activities they are working and discussed the prioritized Greenmont/Hirschman Park and White Park/Dorsey's Knob connections.

Greenmont/Hirschman Park has seven acres and is located between White Avenue and Brockway Avenue. The property is very steep and not buildable. Access is the main issue right now. They have talked to bordering property owners regarding access to this area to make a connection to Marilla Park.

The White Park to Dorsey's Knob connection was discussed. The area above the Mountaineer Mall comes out at Dorsey's Knob Park which would provide easy access. The International Mountain Bike Association and WVU have received planning grants, with the City also being involved with planning mountain bike trails. Dr. Strough believes this is a very good time to be looking at these connectors while in the early stages of planning these trails.

Satterfield opened to questions from Board members. McDonald inquired about how they are actively pursuing this and what are they asking for from the Agency. Dr. Strough asked the Agency to facilitate conversations about rights-of-way across the connecting properties regarding access. Strough noted they are hoping the City could facilitate the right-of-way and then the City would take ownership of the trail. Strough mentioned that there is a volunteer group that is involved in trail building. Landenberger noted that the alignment in Marilla Park has more stable soil, Hirschman would be challenging.

Bailey asked if any of the bordering neighbors were supportive and Strough noted none of them said no. The neighbors are concerned with liability issues. Bailey brought up the issue of ongoing maintenance. Strough stated this is something that needs addressed as a community and needs to be a key element in the planning process.

Rye asked about easements or acquisition. Strough stated that easements should be able to be accomplished. Landenberger suggested acquiring the top portion of Johnson's property. Strough mentioned that none of the neighbors are currently using paper street portions of the suggested route.

Drew Gatlin mentioned Greenbag Road upgrades and stated a to WVDOH for pedestrian lights would be possible. Gatlin suggested a trail advisory group for White Park. Strough feels that Dorsey's Knob is underutilized and opening this up would make it more appealing for hiking and biking.

McDonald wondered if one body should oversee trail management and maintenance.

Satterfield suggested forming an ad hoc committee. He asked to give the board a week or two to pull a working conversation together with the Mon Valley Green Space Coalition before the next meeting.

## **VI. REPORT OF OFFICERS AND/OR DIRECTORS**

Ms. McDonald gave a report on the Agency Logo Project. McDonald detailed that she has worked with design students at WVU and came up with several good options. They were narrowed down to three and sent to the Board to vote.

Fletcher noted a poll was sent to Board members, responses were received from all but one Board member, and six of the seven Board members who responded identified Logo A as the preferred design.

Ms. McDonald also reported on surplus city-owned property but would like to wait on Muzzarelli's report.

## **VII. REPORT OF COMMITTEES**

### **A. Property Management Committee.**

McDonald discussed 430 Spruce Street noting renovation work is almost complete. The only remaining item is delivery and installation of the countertops in the kitchenette and a deep cleaning. The committee has been in discussions with Fletcher regarding a non-profit open house to advertise the space. She offered the suggestion of renting per square foot which would be an all-inclusive price with utilities and Wi-Fi. Tenants would share the common space. There is a conference room available, and possibly use one of the larger offices for an additional conference room. All options are up for discussion and she stated she is just sharing some information.

McDonald addressed leasing management. She wants to raise this issue because she thinks there is a lot of coordination that needs to happen in terms of engaging renters and managing rental agreements. McDonald said that this would be directed toward the City for advice on how to handle.

Rye asked what the timeline was for the availability for renters. McDonald stated that after construction is finished, within a matter of weeks. McDonald did mention that her employer will possibly be interested in renting one of the offices.

## **VIII. REPORT OF STAFF**

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

Fletcher noted the project proposal submission and evaluation guidelines were included in the meeting packet, that all revisions have been made, and it is considered a final product. If there are no concerns or any additional revisions, staff can convert the document into a .pdf application form. Satterfield asked if there were any changes to be noted, and if so, send by email within one week.

The pocket park and site master plan project for the 430 Spruce Street property was discussed. Fletcher noted Mills Group has been selected by the City to take on that design work and the master plan. They will donate their time for the upfront visioning for the parklet and the site master plan. Staff is currently waiting on a final budget from the Public Works Director to see if the budgeted amount of \$115,000 that was included in the bond could be increased. There may be some additional monies left that can be transitioned to this project. Mills Group will be sending soon the final scope of work that City Administration has reviewed and commented on.

### **B. City Manager**

Muzzarelli mentioned that she did not know everyone personally on the committee but looks forward to working with all. She noted there are a few outstanding requests to the City Manager's office, and she will work to make sure those are completed. She discussed vacant lots and property currently owned by the City and stated she does not want everything turned into parking lots. She suggested exploring pocket park opportunities and selling some properties to adjacent property owners. These are all items available for discussion.

Muzzarelli discussed funding for the Agency. She asked for prioritized list of project and anticipated costs. There may be opportunities to generate revenue such as the disposition of properties or rent/leases. This is something the City would like to move forward with.

Rye asked about reusing developable properties and work with housing agencies. Muzzarelli stated this is something that could be funded but she has questions. Muzzarelli will provide Code Enforcement's list of condemned properties for the Board to review.

Muzzarelli noted that Fletcher had advised her the Agency may no longer be interested in working with the Parking Authority to manage the parking lot at 430 Spruce Street. She asked what the overall plan was for managing the parking lot and noted this is something the Board needs to discuss and make decisions.

C. City Attorney – No report.

**IX. UNFINISHED BUSINESS –**

Bailey asked about the WVU trail connection to the Sunnyside neighborhood. Simonton stated he would meet with Bailey outside of the public meeting if that was ok.

McDonald will work with Fletcher regarding the leasing plan for 430 Spruce Street.

**XI. NEW BUSINESS**

Satterfield noted he would be meeting with McDonald and Fletcher next week.

**XII. ADJOURNMENT**

McDonald moved to adjourn. The meeting was adjourned at approximately 5:33 p.m.

MINUTES APPROVED:

June 25, 2020

BOARD SECRETARY:

  
\_\_\_\_\_  
Patrick Kirby, Secretary