



BOARD OF DIRECTORS
REGULAR MEETING PACKET

Thursday, September 24, 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



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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. 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-97>; 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. In the email, please use the subject line "Public Comment LRA 09/24/2020" 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**
 - 27 AUG 2020 Regular Meeting
- IV. **Correspondence**
- V. **Public Comment** – Subject to rules established in the Board's Bylaws
- VI. **Presentations** – Outdoor Economic Development Collaborative (OEDC)

MORGANTOWN
LAND REUSE
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[ONLINE](#)



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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 Interim Director
- C. Report of City Attorney

X. Unfinished Business – None

XI. New Business – None

XII. Adjournment

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

4 p.m.

August 27, 2020

By Electronic Means

DIRECTORS PRESENT: David Satterfield, Tim Stranko, Michael Mills, Brent Bailey, and Patrick Kirby.

DIRECTORS ABSENT: Laura Rye, Jessica McDonald 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 July 23, 2020 meeting. Satterfield asked if there were any issues or revisions needed to the minute. Bailey noted that he was not listed as attending, even though he did. Fletcher noted the minutes would be corrected. Satterfield stated that the minutes are accepted as amended 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

Satterfield mentioned how much Chris Fletcher's guidance and efforts in getting this organization off the ground are appreciated and that he will be missed. Satterfield, Muzzarelli, Whitmore and Fletcher have had several meetings regarding the transition.

Kirby requested the Outdoor Economic Development Collaborative at WVU present at the September meeting to discuss the work they are doing in the area regarding overlapping the activities of our agency. Satterfield mentioned there will be an email between he, Bailey, and Whitmore regarding the length of the presentation etc.

Satterfield reiterated that Rye is our treasurer. Since she had previously stated she would be late to the meeting, Satterfield will give a verbal report. Satterfield noted that our balance is currently \$1909.00. This money is a result of rent from 430 Spruce Street. Fletcher reported that this financial information came from the City's Finance Department today. For next month, we will receive the information earlier and work with Laura Rye to develop a written treasurer's report distributed with your packet.

None of the other officers reported.

VIII. REPORT OF COMMITTEES

A. Property Management Committee (standing)

Fletcher stated that there are currently two tenants renting in spaces at the Spruce Center. Telecom services- phone, Wi-Fi and internet will be provided by Comcast. Emily Muzzarelli will be signing these contracts as the Interim City Manager since the LRaPA would need an in-person meeting to make this happen. In the future, this account can be transferred from the City to the Agency. Whitmore will get the installation scheduled to be up and running for the tenants.

The only other thing needed for the space at this time is a 55-inch smart tv for the conference room. Whitmore will meet with the Property Management Committee on how to proceed with this.

Fletcher discussed marketing. Non-profit agencies were identified, and our brochure was emailed to them. We only got one call of interest with this not happening until after the first of the year. Barb McDonald has been individually calling these non-profits and another email, with no success. The Property Management Committee has discussed shifting to some for profit small businesses. The committee also had discussed a sign for the building. Whitmore added that he has set up a general account with CoStar Group for no charge advertising. Fletcher noted that the Property Management Committee will have some suggestions/recommendations at the next meeting. Satterfield discussed the parking spaces. There are 8-10 spaces that could be potential leased spaces for revenue.

Fletcher discussed the master plan project. Mr. Mills noted that they had done a questionnaire to the stakeholder's group and we have the results as of last week. He stated they are trying to get started and move forward.

Fletcher brought up the lease agreement for access to the three parking spaces for First Presbyterian Church. Simonton has been working on this and Fletcher is unsure if it has been executed.

Satterfield asked for questions regarding the Property Management Committee. Kirby asked if it is alright to share the marketing materials. Fletcher noted that all help would be appreciated. Staff will share the non-profit list with the committee. Kirby asked for clarification on the parking space rentals. Fletcher mentioned that renting to adjacent property owners is still on the table, but that Ryan Simonton would need to clarify.

Satterfield asked that the next time we meet face to face, to we have the authority to delegate matters of less than \$2000 to the Property Management Committee or a group of the board, or authorize the City Manager to pay and we reimburse. Is this a possibility? Simonton stated that

we could do an inter-governmental agreement or MOU with the City authorizing the City Manager or even John Whitmore as Staff to act on items with respect to voting.

B. Green Belt Connections Committee (ad hoc)

Mr. Kirby reported that there was a productive meeting last week. Staff was to follow up with the Greenspace Coalition which has been completed. Kirby stated that as a committee we recommended that we pursue assisting with easements or purchase of some of the right of ways. These procedures have not been confirmed yet.

C. City and Underutilized Properties Committee (ad hoc)

Fletcher reported that his notes are not very good, and he is not 100% sure who is on the committee. Satterfield stated Stranko and Rye. Satterfield's impression is that we were waiting on a better GIS handle, inventory, etc. Satterfield stated that we are ready to proceed with that. Satterfield asked Stranko to chair the committee.

IX. REPORT OF STAFF

A. Development Services Director

Mr. Fletcher provided an update on his departure and transition. Mr. Whitmore will be the Interim Development Services Director and he will serve as the LRAPA primary staff. Barb McDonald will continue to help as before. Whitmore has already set up meetings with the Property Management Committee. Muzzarelli states that the committee will be in good hands.

Fletcher shared his screen to walk through the link for the online GIS mapping created by Marvin Davis. Mr. Kirby commended this tool and confirmed how helpful this will be. Stranko mentioned this is an awesome tool. He brought up the fact of aesthetically pleasing properties thinking we need to investigate as target properties as well. Satterfield stated that these are things we will look to incorporate in the future.

Fletcher discussed the Housing Analysis Report. The City's Housing Advisory Commission met yesterday. The link was provided to them to review the report. Fletcher reported they had a few recommendations, including that the City hire a Housing Director. Fletcher suggested that if the City gets in a better position with the pandemic, there should be consideration to hire someone else on, even if initially part time. The position could have a split role to support this agency and support the Housing Advisory Commission.

B. City Manager

Ms. Muzzarelli noted that she shared she has investigated the Land Preservation Program that was modeled after and to create that program and what it really looks like here. If anyone wanted to volunteer to help, she would appreciate it. Muzzarelli is trying to figure out how to move this forward. Muzzarelli mentioned the underutilized properties, vacant and condemned properties. Marvin Davis, GIS, was involved in creating the map, but this is something that group needs to move forward on. Muzzarelli stated that some properties have covenants or restrictions on them. This will need some more work to tag these properties.

C. City Attorney – Ryan referred to the discussion of the three parking lease spaces at 430 Spruce. Basically, we had only discussed with them an access agreement to allow them to travel over there, with no property interest. As of now, since there has been no

communication, is that there is no agreement allowing access. The City had discussed purchasing that area, but the price offered was higher than the City was willing to consider at the time.

Satterfield discussed the reluctance for the church to decide. The committee agrees that it is time to play hardball. Kirby stressed the importance of moving on with the Master Plan. Simonton addressed the other property owned by Pressley Ridge. Initially they responded promptly, but we have not received any paperwork back from the. Simonton stated that he will put some pressure on them for commitment, or the Agency will decide whether they are going to continue to allow access without an agreement in place.

X. UNFINISHED BUSINESS – None.

XI. NEW BUSINESS – None.

XII. ADJOURNMENT

Kirby moved to adjourn, seconded by Stranko. The meeting was adjourned at approximately 4:54 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

Patrick Kirby, Secretary



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