

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission of the City of Clarksburg met in Session on **Wednesday, July 12, 2023** at 4:00 p.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

Members Present: J. Patrick Shaffer, Chairman
C. David McMunn
F. Lee West
Chris Lane
Gary Keith II
Tiffany Fell, City Manager
Wayne Worth, Council Representative

Member(s) Absent: Dortha Parsons
Chris Meighen
Michael Brown
Timothy "Mike" Fazzini

Also Present: James Cann, City Attorney
Ashley Carr, Code Department
Cathy Keener, Code Department
John Whitmore, Economic Development Director
Annette Wright, City Clerk

Chairman Shaffer called the meeting to order with roll taken by the City Clerk upon arrival.

MOTION by Mr. West, **SECONDED** by Mr. Lane for approval of the minutes of the session held on May 10, 2023. **MOTION APPROVED UNANIMOUSLY.**

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

A. CONSIDERATION OF A PETITION FILED BY MELODIE NICHOLS REQUESTING THE SUBDIVISION OF LOTS OR PARCELS OF LAND SITUATE ON FARLAND AVENUE

Reporting on behalf of the Investigating Committee, Mr. McMunn referenced the Methodist Church located thereat pointing out that the approval of this subdivision request would create variances that violate our code. Mr. Carr stated that the property is located within the business district wherein the set-back requirements, etc. are less stringent than in a residential district and further he did not believe that the land use would change. Mr. Whitmore remarked that the nonconforming use that is being created does not impact the use of the property. Mr. Lane expressed concern with the operation of the property noting the location of the stairwell of the church facility and how the same would be utilized for ingress and egress during emergency situations, etc. Concluding discussion, **MOTION** by Mr. Lane, **SECONDED** by Mr. Keith to approve the above-captioned request with the condition that a right-of-way easement be included in the deed to provide acceptable ingress and egress to the rear door of the church facility and further to approve the variance(s) for any set-back concerns should the same exist. **MOTION APPROVED UNANIMOUSLY.**

B. DISCUSSION/CONSIDERATION OF COMMITTEE ASSIGNMENTS

Mr. Lane requested that a committee be assigned or created to perform a comprehensive code review to bring back concerns or suggestions to the Commission with City Manager Fell apprising that the Administration is talking about redoing the zoning ordinances and suggested that she be given the opportunity to discuss the same in more detail with staff. The Commission was in agreement with the City Manager’s suggestion with no committee being assigned or formed at this time to review the pertinent zoning codes. Also, the following Investigating Committees were confirmed:

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| Committee #1 - | C. David McMunn
Dortha Parsons
Chris Meighen | Committee #2 - | Patrick Shaffer
Mike Fazzini
Chris Lane |
| Committee #3 - | F. Lee West
Michael Brown
Gary Keith II | | |

There being no further business to come before the Commission, **MOTION** by Mr. West, **SECONDED** by Mr. Lane for adjournment. **MOTION APPROVED UNANIMOUSLY.**

Chairman or Vice Chairman

Date

Annette Wright, City Clerk