City of Moundsville Comprehensive Plan

Adopted July 2014

Acknowledgements

The creation of a comprehensive plan should, by its very nature, be a participatory process. The plan belongs to the community and each citizen should be afforded ample opportunity to provide comments and help in the development of the plan. Having local leader involvement and professional insight also proves important in the development of a comprehensive plan that meets all statutory requirements and helps further the goals and objectives of the community.

Under the West Virginia Code the planning commission for a community "shall prepare a comprehensive plan" (§8A-3-3(a)). The Moundsville Planning Commissioners, who are volunteers, have spent countless hours reviewing drafts, identifying issues, working with citizens and business owners, and discussing the future goals and objectives of the city. The support and input of the City of Moundsville staff as well as its elected officials was also invaluable in obtaining information, organizing meetings, and providing the necessary support to complete the comprehensive plan.

Moundsville was also fortunate, in 2011, to enlist the services of WVU Public Administration faculty member Margaret Stout, doctoral student Festus Manly-Spain, and students in the Local Governance and Public Engagement and Collaboration courses. Their efforts were instrumental in building capacity, gathering data, and developing the framework of the city's comprehensive plan. They in turn requested further assistance from Daniel Eades, an Extension Specialist at the WVU Extension Service's Community, Economic and Workforce Development Unit.

The initial development of the comprehensive plan proceeded in four activities conducted over four academic semesters: (1) learning about Moundsville and the region; (2) mobilizing and unifying community stakeholders; (3) participatory planning and design; and (4) project implementation. During this time the collaborative held a series of capacity-building exercises, created and distributed written questionnaires, created a community profile, mobilized stakeholders, engaged the public in a series of public meetings, and completed a First Impressions exercise under the direction of Kelly Nix, WVU Extension Service.

Also involved in the comprehensive plan process was the WVU Community Design Team (CDT) which was invited to help create design recommendations. Later, in 2012, the CDT held a planning and design charrette which allowed the collaborative to further generate recommendations for the comprehensive plan draft.

The culmination of several months and countless hours of work from the planning commission, citizen planners, city staff as well as WVU and WVU Extension Service personnel was the "City of Moundsville Comprehensive Plan 2030" draft. A significant portion of the draft has been directly incorporated into this comprehensive plan, sometimes verbatim. *[For a more detailed explanation of the work that was completed by the Dept. of Public Administration, WVU Extension Service, and WVU Community Design Team personnel please refer to the "City of Moundsville Comprehensive Plan 2030." draft]*

In early 2013 Professor Stout and the city reached out to the newly created Land Use and Sustainable Development Law Clinic, at the WVU College of Law in order to review the draft and ensure that all statutory requirements for the comprehensive plan have been met. With the assistance of the Law Clinic, the planning commission held an open house, developed an action plan and timeline, completed a thorough review of each section of the comprehensive plan, and using the draft as a detailed reference completed a comprehensive plan. A copy of the 2030 draft as well as this comprehensive plan will be available in City Hall for review.

Chapter 1: Introduction

Chapter 2: Community Overview

Chapter 3: Needs Assessment

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City of Moundsville Comprehensive Plan

Chapter 1: Introduction

Moundsville, a city nestled along the banks of the Ohio River, is deeply rooted in history going back through antiquity and the Adena people, to more recently as the center of trade and commerce for Marshall County. Although recent decades have been challenging, Moundsville now has the opportunity to revitalize itself, using some of the same qualities and characteristics that once allowed it become a bustling industrial city. One of the best ways for Moundsville to move forward is through the development, completion, and adoption of a comprehensive plan.

A comprehensive plan is the foundation for future development, re-development, and conservation within a community. Without a plan in place, communities often struggle to make informed land use decisions.

The comprehensive plan for the City of Moundsville will be a blueprint, guiding the growth of the community and providing a "vision" for the City's future. The Plan will promote coordinated, orderly, and harmonious development of the City while still serving the community's overall needs.

Plan Organization

The City of Moundsville Comprehensive Plan is organized into four (4) chapters. In order to facilitate the development of an easy-to-read document, each chapter has a distinct purpose. Chapter 1 provides the Introduction, which lays out the framework with which the rest of the document is to be reviewed. Chapter 2 offers the Community Overview, which gives the reader a historical snapshot of Moundsville, as well as an overview of the City's current situation with regards to land use, housing, education, economic, transportation, and public facilities. Chapter 3 sets out the Needs Assessment, which identifies the issues that need to be addressed in order for the City to achieve its vision of the future. Chapter 4 articulates the Action Plan, which lists goals, objectives, and specific action steps, prioritized by importance. Finally the reader will have an opportunity, through the appendices, to review information that is supplemental to the plan.

- Chapter 1- Introduction
- Chapter 2- Community Overview
- Chapter 3- Needs Assessment
- Chapter 4- Action Plan
- Appendices

A comprehensive plan must contain the following components:

· Land use
· Housing
· Transportation
· Infrastructure
· Public Services
· Rural
· Recreation
· Economic development
· Community design
· Preferred development areas
· Renewal and/or redevelopment
· Financing
· Historic preservation

Legal Framework

Chapter 8A of the West Virginia Code establishes the scope and purpose of community comprehensive plans. Each comprehensive plan and subsequent update must follow the requirements found in this chapter.

As stated in §8A-1-1(a)(5) "a comprehensive plan is a guide to a community's goals and objectives and a way to meet those goals and objectives." According to the West Virginia Code the comprehensive plan should also "be the basis for land development and use, and be reviewed and updated on a regular basis (§8A-1-1(b)(3)), which the Code later defines as every 10 years (§8A-3-11(a)).

A comprehensive plan is required if a governing body wants to enact a zoning ordinance, enact a subdivision and land development ordinance, require plans and plats for land development, or issue improvement location permits for construction.

Pursuant to Chapter 8A, a comprehensive plan must meet certain objectives and contain certain components in order to be considered valid. Care has been taken to ensure that all required objectives and components have been sufficiently addressed in Moundsville's Comprehensive Plan.

Required Objectives for a Comprehensive Plan	
W. VA. Code §8A-3-4(b)(1)-(7)	
Code Provision	**Chapter**
Statement of goals and objectives	Chapter 3
Timeline on how to meet short and long-term goals and objectives	Chapter 4-Implementation Matrix
Action plan with implementation strategies	Chapter 4
Recommendations of a financial program for necessary public funding	Chapter 4
Statement of recommendations concerning future land use and development policies	Chapter 4
A program to encourage regional planning, coordination, and cooperation	Chapter 3 & Chapter 4
Maps, plats, and/or charts- that present basic information on the land, including present and future uses	Throughout the Plan

Required Components for a Comprehensive Plan	
W. VA. Code §8A-3-4(c)(1)-(13)	
Code Provision	**Page #**
Land Use	
Different land uses (including, for example, residential, agricultural, historic, etc.)	2-11, 2-12
Population density and building intensity standards	4-6
Growth and/or decline management	3-5, 4-4
Projected population growth or decline	2-3
Constraints on development (including identifying flood-prone and subsidence areas)	3-6
Housing	
Analyze projected housing needs and different types of housing needed (including affordable housing and accessible housing for persons with disabilities)	3-6 through 3-8
Identify the number of projected housing units and land needed	3-6
Address substandard housing	3-7, 4-6, 4-7
Rehabilitate and improve existing housing	4-6, 4-7
Adaptive reuse of buildings into housing	3-7, 4-6, 4-7
Transportation	
Vehicular, transit, air, port, railroad, river, and any other mode	2-10, 2-11, 3-9, 3-10, 4-11, 4-12
Movement of traffic and parking	3-9, 3-10, 3-11
Pedestrian and bicycle systems	2-10, 4-4, 4-8
Intermodal transportation	3-9
Economic development	
Analyze opportunities, strengths and weaknesses	3-8, 3-9
Identify and designate economic development sites and/or sectors	4-8 through 4-10
Identify types of economic development sought	3-8, 4-8, 4-9
Miscellaneous Components	
Infrastructure	2-9, 4-11, 4-12
Public Services	2-7 through 2-9
Rural	2-11
Recreation	2-8, 2-9, 4-14
Community Design	3-6, 4-9, 4-10
Preferred development areas	4-8 through 4-10
Renewal and/or redevelopment	3-7, 4-6, 4-8, 4-13
Financing	Implementation Matrix
Historic preservation	3-6, 4-9, 4-10

City of Moundsville Comprehensive Plan

WELCOME TO
MOUNDSVILLE
PROGRESS THROUGH UNITY

Chapter 2: Community Overview

History

The City of Moundsville is located in Marshall County, West Virginia, in the lower portion of the Northern Panhandle along the Ohio River. Marshall County was created through the consolidation of separate parts of Ohio County by the Virginia General Assembly on March 12, 1835. The county was named in honor of United States Supreme Court Chief Justice John Marshall (1755-1835).

Moundsville's name derives from a large mound near the center of town. According to the Grave Creek Mound Archeological Complex, an agency of the West Virginia Division of Culture and History, the mound was a burial ground for the Native American people that lived in the area from 1000 to 200 B.C., a time known as the Early Woodland period. At 69 feet in height and 295 feet in diameter, the Grave Creek Mound is the largest conical-type burial mound in the United States. Unfortunately, much of the archaeological evidence in the structure was destroyed in 1838 when several non-archaeologists tunneled into the mound.

The area was first settled in 1771 by two European immigrants, Samuel and James Tomlinson. James Tomlinson named the area "Elizabethtown" after his wife. The community was platted in 1798 and incorporated in 1830. Nearby, the Town of Mound City was settled by Simon Purdy and incorporated in 1832. Mound City and Elizabethtown merged in 1866 to form the City of Moundsville. Later that same year, construction began on another one of the city's notable landmarks, the maximum security West Virginia Penitentiary, which would remain in operation from 1867 until 1995.

Moundsville's location in the Northern Panhandle and along the Ohio River gives it unique cultural and economic ties to the large manufacturing and industrial centers of the Midwest and Northeastern United States. For example in 1870, Moundsville ranked third in the state in manufacturing production.

Not surprisingly, Moundsville's local economy was strongly affected by the structural changes that swept the nation's industrial economy in the late 20th Century, including the effects of low foreign labor costs, increased automation, increased environmental regulations, and new and expanding international trade agreements. Despite these changes, Moundsville has managed to retain much of its industrial character, and its rich economic and cultural history remains not only visible, but a prominent part of the city's landscape.

Beginning in the 1980s, the community witnessed the loss of several large employers in the area, including toy manufacturer Louis Marx and Company, enamelware producer United States Stamping Company, and most recently there was the closing of American Electric

Power's Kammer Plant. Perhaps most notable, however, was the closure of the Fostoria Glass Company, which was headquartered in the community from 1891 to 1986. At its height, the hand blown glassworks company produced eight million pieces of glass, employed nearly 1,000 workers, and was used by U.S. Presidents from Eisenhower through Reagan.

In 1995, the Moundsville Commercial Historic District was established through the National Register of Historic Places. The district is located along Jefferson Avenue from 2nd to 7th Streets and then follows along 7th street between Jefferson and Lafayette Avenues. The designation provides recognition for the community, while enabling property owners to become eligible for certain tax provisions and apply for matching grants.

Population Characteristics

Moundsville is part of the Wheeling Metropolitan Statistical Area (estimated MSA population of 144,637 in 2009). The City's population peaked in 1960 at 15,163 and has been in decline ever since, as shown in Chart 1. Between 1960 and 2010, there was a 38% decrease in the population of Moundsville. The 2012 Census indicated even further population loss, with a 1.6 % decrease from 2010 to 2012.

Chart 1: Population Trend
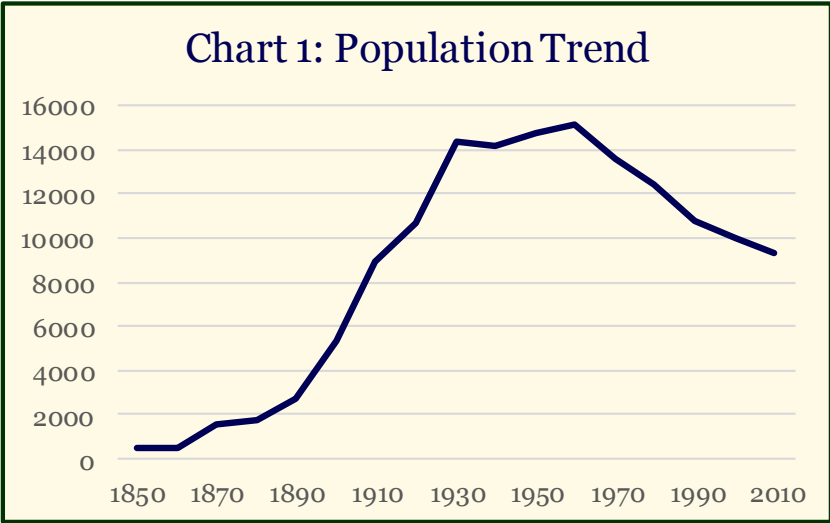
The loss of population correlates with the loss of industry and presents serious problems for the municipality, especially in terms of lost tax revenue and human capital. Although predicting future population change is difficult, as projection models do not account for all socio-economic circumstances, current trends seem to indicate a further decline in population for Moundsville. However, with the increased presence of the oil and gas industry, this may not be the case. There are measures that the city can implement, based on this comprehensive plan, that can mitigate population loss or possibly even facilitate an increase in population for the first time in several decades.

Age Distribution

Compared to West Virginia and the nation as a whole, Moundsville's population is skewed towards an older demographic. According to the United States Census,

Chart 2: Age Cohorts: 2010 Census
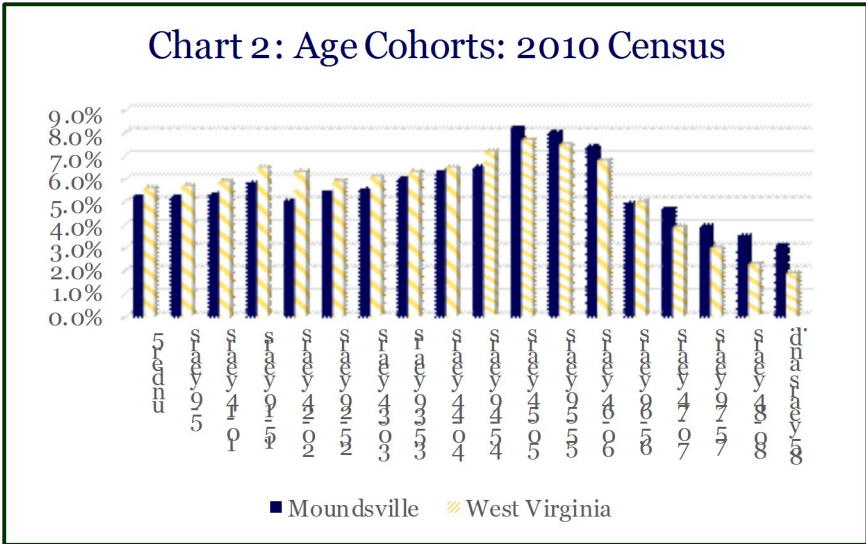
Moundsville   West Virginia

between 2006 and 2010, twenty-two percent (22%) of Moundsville residents were over the age of 65, compared to 15.8% for West Virginia and 12.7% for the nation. Chart 2 shows how Moundsville's population is generally older than that of the state, and that the city's proportion of population 70 years old and older is significantly higher than that of the state. The implementation process of the comprehensive plan must consider Moundsville's high proportion of older residents.

Median Age

According to the 2010 census, the median age in West Virginia is 41 years, while the median age in Moundsville is almost 43 years of age.

Race

The community exhibits little racial or ethnic diversity. 96.5% of the residents identify as White, while only 1.0% identify themselves as Black or African American, 0.8% identify as Asian, and 1.6% identify as two or more races. Native born residents represent 98.6% of the population. 97.9% of the residents are English speaking.

Economic Characteristics

Moundsville is the county seat of Marshall County, thereby bringing a host of government jobs to the community. This sector employed nearly 18 percent of the county's workforce, with local government representing the largest share at 12 percent.

Table 1: Paid Employment Share in 2010				
	Marshall Co.		West Virginia	United States
	Number	Per-cent	Percent	Percent
Private (Total)	8,892	82.4%	79.4%	83.1%
Agriculture	4	0.0%	0.3%	0.9%
Mining	**1,365**	**12.7%**	4.2%	0.5%
Utilities	581	5.4%	0.8%	0.4%
Construction	375	3.5%	4.7%	4.3%
Manufacturing	**1,220**	**11.3%**	7.1%	9.0%
Wholesale Trade	186	1.7%	3.3%	4.3%
Retail Trade	**1,189**	**11.0%**	12.5%	11.3%
Transportation	167	1.5%	2.3%	3.1%
Information	25	0.2%	1.5%	2.1%
Finance	185	1.7%	2.8%	4.3%
Real Estate	45	0.4%	1.0%	1.5%
Professional & Tech. Services	185	1.7%	3.5%	5.8%
Management	71	0.7%	0.8%	1.5%
Admin. & Waste Services	595	5.5%	4.4%	5.8%
Education	85	0.8%	0.8%	1.9%
Health Care	**1,577**	**14.6%**	15.8%	12.7%
Arts & Recreation	54	0.5%	1.4%	1.5%
Accommodation / Food Services	736	6.8%	9.1%	8.7%
Other Services	247	2.3%	3.0%	3.4%
Government (Total)	1,900	17.6%	20.6%	16.9%
Federal Government	69	0.6%	3.5%	2.3%
State Government	497	4.6%	6.1%	3.6%
Local Government	**1334**	**12.4%**	11.0%	11.0%

Source: United States Census Bureau. This table represents the most current statistics available.

The county's private sector is composed primarily of goods-producing sectors, especially mining, oil, and gas extraction (12.7%) and manufacturing (11.3%) (See Table 1: Paid Employment Share in 2010). The service sector is dominated by retail trade (11.0%) and health care (14.6%). Sectors such as information (0.2%), finance (1.7%), and professional and technical services (1.7%) are noticeably absent when compared to state and national employment shares.

Employment Status

The unemployment rate in Marshall County was relatively steady from 2000 to 2008. However, from 2008 to 2009, the unemployment rate increased significantly, from 5.0% to 8.7%. The unemployment rate peaked in 2010 at 10.2%; whereas the national unemployment rate in September of 2010, as noted by the Bureau of Labor Statistics was 9.5%. In 2012, the unemployment rate in Marshall County was 8.3%, as compared to the national rate of 7.2% in September of that year. From this data, one can see that Marshall County's unemployment rate seems to run slightly higher than the national rate.

Chart 3: Unemployment Rate- Marshall County
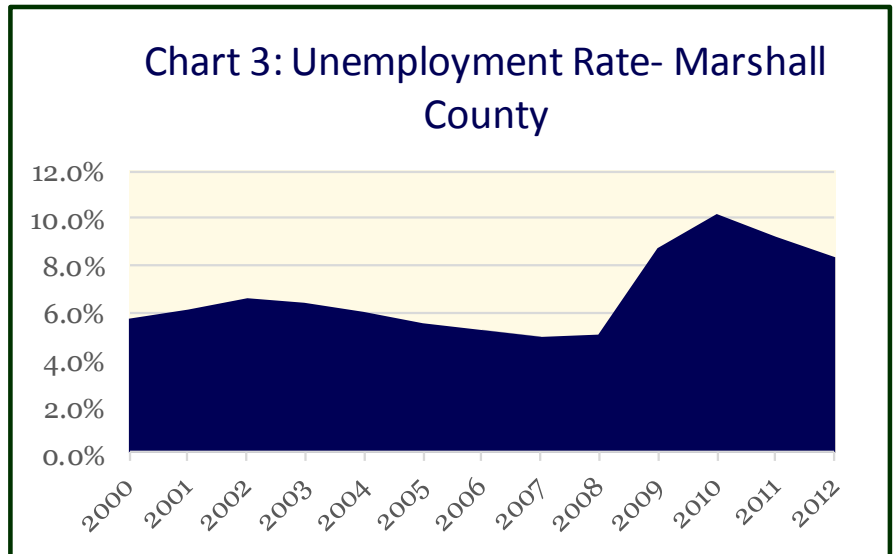
Median Household Income

According to the Census Bureau's "2008-2012 American Community Survey 5-Year Estimates," the median household income for West Virginia was $40,400, while the median household income for the City of Moundsville was $33,694, placing the City 17% below the state average. The median household income for Marshall County was close to the state's median household income at $40,288.

Some of the top Employers in Marshall County (in no particular order) :

- Ohio Power Company
- Marshall County Board of Education
- CONSOL Energy Company
- Reynolds Memorial Hospital, Inc.
- PPG Industries
- Wal-Mart Associates, Inc.
- Williams Energy

(Source: West Virginia Department of Commerce)

Housing Characteristics

Occupied/Vacant

According to the United States Census, in 1990, there were 4,618 housing units in Moundsville, with 92% of those housing units occupied and 7.8% vacant. Between 1990 and 2000, the number of housing units decreased slightly, while the percent occupied (92%) stayed roughly the same. Between 2000 and 2010, the total number of housing units stayed relatively the same (4,461 versus 4,458) while the percentage of vacant units increased significantly from 7.6% to 9.9%.

Table 2: Number of Housing Units, Occupied/Vacant Housing Units, Moundsville			
Census	*Housing Units*	*% Occupied*	*Vacant*
1990	4,618	4,258 (92.2%)	360 (7.8%)
2000	4,461	4,122 (92.4%)	339 (7.6%)
2010	4,458	4,016 (90.0%)	442 (9.9%)

As a point of comparison, in 2010, the vacancy rates for the U.S. and West Virginia, were 11.4% and 13.4% respectively. Thus, even though Moundsville's housing vacancy rate increased significantly between 2000 and 2010, it remained lower than national and state levels.

Home Ownership

According to the 2008-2012 American Community Survey, of the homes classified as "occupied," 72% were occupied by home owners. The median home value was $73,700 and 24% of home owners paid more than 30% of their monthly household income in housing costs.

The remaining 28% of occupied units were occupied by tenants. Median monthly rent averaged $436. Forty-three percent (39%) of renters paid more than 30% of their household income in rent. The majority of residents (52%), both owners and renters, have lived in their residence for 20 years or longer.

Age of Housing

The age of the housing stock is just one indicator of housing condition and value. Census data indicates that the vast majority of houses in Marshall County and Moundsville were built prior to 1980 (See Chart 4). In fact a large percentage of houses in both the county and city were built prior to 1940. In

Chart 4: Number of Structures Built(Year): City of Moundsville & Marshall Co.
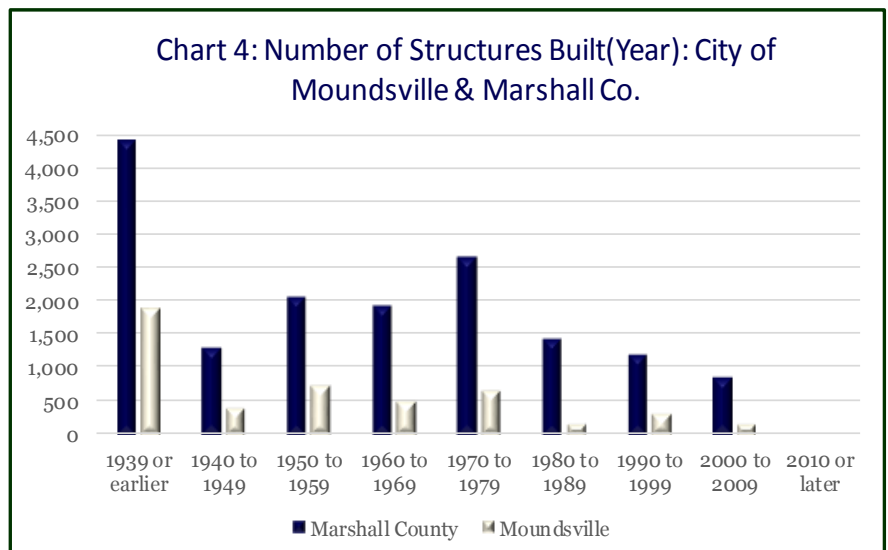
Moundsville there were also several structures built between 1950 and 1959 and then later between 1970 and 1979. This means that a very high proportion of Moundsville's housing stock is 30 years or older with a significant portion being 70 years or older. These statistics are important because when older structures are not properly maintained dilapidation and vacancy become issues as has been the case in Moundsville.

Form of Government

City Government

The City of Moundsville adopted a Council-Manager form of government in 1957. The Council is composed of seven members with one member elected from each of the four wards and three elected at-large by the qualified voters of the city. Members serve four-year terms. Councilmembers are paid a very small annual stipend (currently $4,800), rendering office holding primarily a volunteer service. The Mayor and Vice Mayor (the Mayor's alternate) are elected by the Council from among its members and preside over meetings. Terms of service for the Mayor and Vice Mayor are one year and cannot exceed two consecutive terms.

The City Manager position is a full time and compensated position. Councilmembers are prohibited from taking this position during and within one year of service in elected office. The City Manager is wholly responsible for the day-to-day operations of the city as the chief executive officer and head of the administrative side of the city government.

The city has the following officers and department heads: City Clerk, City Attorney, City Treasurer, Certified Public Accountant, Director of Finance, Chief of Police, Police Court Judge, Fire Chief, Street Commissioner, Water Superintendent, Sanitary Board Superintendent, Parks & Recreation Director, and a paid Stormwater Utility Board. All staff positions are appointed and held based on merit and many require specific professional certifications and licensure.

There are currently ten (10) full-time employees that work in City Hall and provide services including, but not limited to employee benefits, municipal court, pension administration, license and billing, business and occupancy tax administration, and maintenance of municipal ordinances and records.

The 2013-2014 annual budget for the City of Moundsville totaled just under $6 million, allocated as follows (in millions): general government, $1.031; public safety, $2.400; streets and transportation, $1.110; health and sanitation, $0.876; culture and recreation, $0.451; and capital projects, $0.097. Both revenues and expenditures are diverse and require a high level of financial expertise to manage.

In 2014-2015 the projected budget is close to $6.5 million, allocated as follows (in millions): general government, $1.100; public safety, $3.620; streets and transportation, $1.180; health and sanitation, $1.120; culture and recreation, $0.441; and capital projects, $0.475.

Police Department

The Moundsville Police Department consists of 18 full-time officers. They were dispatched to 6,285 calls in 2012. The Department currently has a fleet of 16 vehicles and they are in the process of getting a couple more with the goal of having a cruiser assigned to each officer. In addition to their routine duties the police department provides security for festivals and gatherings in the city and are sometimes hired by private parties and other special events which they do out of necessity and obligation.

Fire and EMS Services

The city employs 5 full time firefighters. The current vehicular inventory includes 2 pumpers, 1 rescue vehicle, 1 hazmat vehicle, 1 boat, 1 utility vehicle, and the Chief's car. Additionally the city is scheduled to receive a new pumper in 2014. The Fire Department receives on average 600 calls per year and the city has mutual aid agreements with Glen Dale, Washington Lands, Fork Ridge, and the Moundsville Volunteer Fire Department. Some of the services provided by the fire department include HAZMAT (with the police department), technical rescues, enforcement of the fire code, fire prevention education, first aid and CPR, and fire investigation.

Emergency and transport ambulance service is currently being provided by Tri State Ambulance, a private company contracted with the city. Tri State has been in service since 1962. They have an office in Moundsville as well as Wheeling.

Parks and Recreation

The City of Moundsville maintains approximately 88 acres of park area within its corporate boundaries. There are thirteen (13) baseball fields, three (3) soccer fields, an indoor community pool, numerous neighborhood and pocket parks, walking/biking trails, and a riverfront park that boasts a stage, picnic shelter, playground, and boat launch.

The parks are overseen by the Board of Parks and Recreation Commissioners (a volunteer board), the Cultural and Recreation Commission, and one full time city staff member. The 2013-2014 budget for Culture and Recreation, which includes parks, for the City of Moundsville is $450,919. The budget is then broken down as follows: Parks and Recreation receives $130,474; Swimming Pools receive $298,611; and the Library receives $57,336 total, of which $14,334 comes from the General Fund. The city does not explicitly fund a community center, 4-H Camp, youth programs, playgrounds, or the rails-to-trails. In response to input from the community, the city has established an *ad hoc* committee to find funding sources for a dog park along the riverfront. Additionally work is currently being done to

develop a skate park, for which equipment has already been purchased.

There are other recreational facilities within or near Moundsville which are not operated by the city but which are nonetheless resources to the community. The Marshall County Fairgrounds, home to the annual county fair which draws large numbers of county residents and tourists is located on 34 acres within Moundsville. Adjacent to the City of Moundsville to the north is Marshall County's Grand Vue Park, which boasts over 650 acres of land, complete with a variety of amenities, activities, programs, and lodging for individuals looking for picturesque views and a true outdoor West Virginia experience.

Public Services and Facilities

Public Services and Facilities typically include such things as power utilities, waste management, and water treatment and supply. These services and their corresponding facilities are extremely important to the wellbeing of a community. The city provides many of these services for the benefit of its citizens including some living outside the corporate boundary.

Moundsville operates its own integrated water system, which contains several components, including a potable water supply, wastewater treatment, and stormwater processing. The Moundsville Water Department takes its water from wells underneath the Ohio River. They currently serve over 4,500 customers, connecting over 15,000 people. Moundsville began upgrading the water treatment plant in 1998 to utilize advanced treatment technology for control of iron, manganese, disinfection byproducts, taste, odor, color, bacteria and pathogens (City of Moundsville, 2011).

In 2006 after years of permitting and approval, Moundsville started the construction of a new water treatment plant. However, capacity remains an issue, particularly with the influx of oil and gas workers. These workers, often temporary residents living in RV campgrounds, are required to hook up to the city water lines. Furthermore, as near-in subdivision development continues, the City is required to deliver water to these county residents based on West Virginia Public Service Commission rules. Therefore, as water demand increases, so does the likelihood of malfunctions, repairs, and improvement upgrades.

Education

The Board of Education Office for Marshall County Schools is located right outside Moundsville city limits on 4th Street. Marshall County Schools provide Pre-K through high school education for residents of Marshall County. There are currently eight (8) elementary schools, including one (1) in the city limits (Central) and one (1) right outside the city limits (McNinch Primary). There are two

middle schools in the county including Moundsville Middle School. There are also two high schools, neither in Moundsville. John Marshall High School services Moundsville and is located in neighboring Glen Dale. Additionally, the Board of Education has established the Gateway Achievement Center which is located in Moundsville and is designed to meet the needs of students in grades 7-12 that may need special attention and/or a different classroom environment.

Table 3: WESTEST2/Assessment Data for School Year 2010-2011	Percentage of Students at or above mastery	
	Math	Reading
West Virginia	43.1%	47.7%
Marshall County	38.5%	43.3%
John Marshall High School	37.7%	36.8%

Table 4: Average ACT Scores for 2009-2012				
	United States	West Virginia	Marshall Co.	John Marshall High
2009	21.1	20.7	20.8	20.9
2010	21.0	20.7	20.7	20.8
2011	21.1	20.6	21.0	21.3
2012	21.1	20.6	21.3	N/A

According to the West Virginia Department of Education, 4,778 students enrolled in Marshall County Schools in 2013, which has seen a decrease in enrollment for some time. In 2002-2003 the reported enrollment was 5,370, correlating with an 11% decrease in enrollment in 10 years. The Marshall County Board of Education employed 348 teachers (last reported in 2006) and had a pupil/teacher ratio of 14.2.

The West Virginia Department of Education (2010-2011) reported a graduation rate of 81.9% for John Marshall High School. State assessment scores for John Marshall High School were lower than county and state averages. During the 2010-2011 school year, less than 38% of John Marshall High School students tested at or above mastery in math. The rate for the reading assessment (36.8%) was even lower.

ACT scores for John Marshall High and comparison areas are presented in Table 4. The county has performed at or above the state average for the last four years, and only slightly behind the national average. In fact in 2011 ACT scores at John Marshall High School were higher than both the state and national averages. However, the test was taken by only 54% of students in the county, compared to the state average of 61%.

Transportation Characteristics

Two primary roads intersect within the city limits of Moundsville. State Route 2, known as Lafayette Avenue in Moundsville, runs a general North-South direction and connects Moundsville to Wheeling and Interstate 70 to the north, and follows the Ohio River south passing through New Martinsville and Parkersburg all the way down to Huntington. Additionally, the Route 2 spur traverses the Moundsville Bridge into Ohio.

U.S. Route 250 (locally known as Waynesburg Pike)

follows a general Northwest to Southeast trajectory. The road enters Moundsville from the east and then combines with Route 2 up through Wheeling, where it splits off and enters Ohio and terminates in Sandusky, Ohio. Going eastward, US 250 passes through Fairmont, then travels south through Elkins, crossing the state line into Virginia. The route terminates in Richmond. Both of these roads connect Moundsville with several metropolitan areas in the region.

There are two local airports fairly close to the city. Marshall County Airport is located a few miles

south of Moundsville. The airport has an asphalt runway that is 3301 x 60 ft. There are 8 aircraft that are based on the field and there is an average of 53 aircraft operations per day. Additionally there is the Glen Dale Fokker Field Airport just north of Moundsville. Fokker Field has a turf runway that is 2600 x 100 feet. It is privately owned and has 11 aircraft based on the field. Moundsville is approximately 60 miles away from Pittsburgh International Airport with a drive time of just over an hour.

There are no active rail lines in Moundsville, however the former rail line has been partially converted into an asphalt rail-trail that goes from Moundsville up to Glen Dale.

While there are no ports in Moundsville there is a municipal boat ramp (13th Street Boat Ramp) and dock that can be used for boating activities.

The city spent about $1.1 million in fiscal year 2011-2012 on streets and transportation costs. This amount was 19% of the total Moundsville budget.

Public Transportation

No public transportation routinely services the City of Moundsville. However the Ohio Valley Regional Transportation Authority (OVRTA) services parts of Marshall County, and the Marshall County Senior Citizens Center, Inc. provides transportation for doctor's appointments as many times a week as a senior might need. The Senior Citizens Center serves citizens of Moundsville.

Existing Land Use

During the initial comprehensive plan process the community, with the assistance of Professor Margaret Stout and the West Virginia University Department of Public Administration, formulated a land use mission "to create a community with a strong sense of history and small town character, but with diverse contemporary amenities." With that in mind, many of Moundsville's residents, government officials, business stakeholders, and non-profit organization representatives recognize the need for a more comprehensive approach that can help them restore their traditional neighborhood fabric and attract businesses back to Uptown and neighborhood commercial areas.

Today most of Moundsville is single-family residential, especially east of Grant Avenue. However there are several multi-family developments that are scattered around the city, many under the supervision of the Moundsville Housing Authority. Additionally, two semi-contiguous commercial areas exist, one running along State Route 2 (Lafayette Ave.), where there are a mixture of some big-box retail and small business storefronts. The other area includes the historic commercial downtown district (Uptown) that is located along Jefferson Avenue. These two areas run parallel to each other.

With the closure of the Fostoria Glass Plant, most of the city's remaining industrial sites are located along Route 2 in the southern part of the city. Because Moundsville is the county seat of Marshall County many government facilities, including the courthouse, are found in the Uptown area.
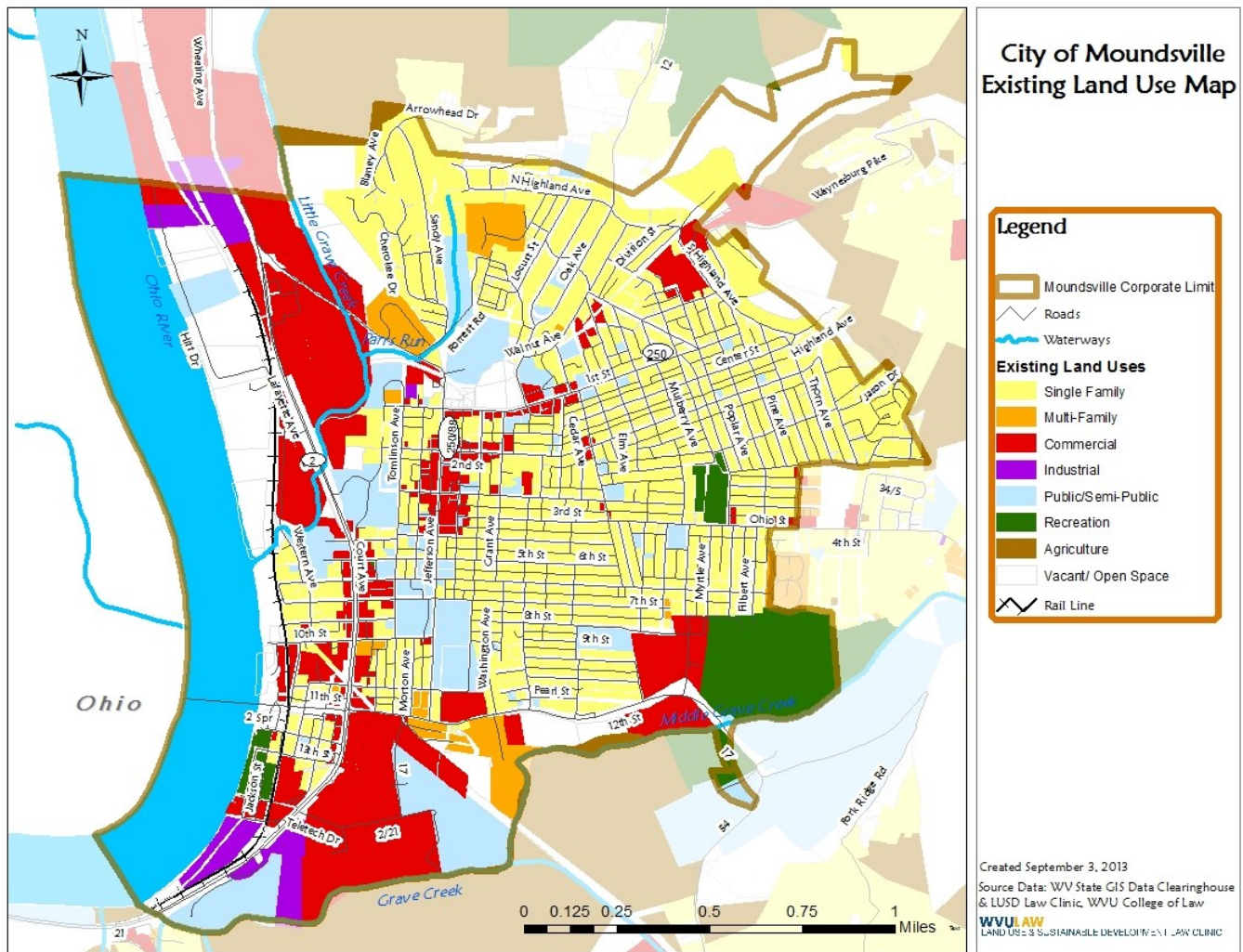
Map 1: Existing Land Use

Moundsville is very close to being built out, meaning that very little developable land remains within city limits. Therefore, no rural areas exist within the city, although surrounding portions of Marshall County are rural in nature and might be considered for future annexation initiatives. Additionally, very little land in Moundsville would be classified as agricultural land.

Much of the riverfront, within city boundaries, have been left undeveloped. Almost all land west of Route 2, including the riverfront, and a significant portion east of Route 2, is located within the Special Flood Hazard Area (AKA the "floodplain"). The city should consider what types of future development and redevelopment in the floodplain, including leaving it undeveloped, is best.

Moundsville enacted a zoning ordinance in 1972 to regulate land uses within its boundaries. Periodic updates to the ordinance have been made. The text of the zoning ordinance states that there are fifteen (15) different zoning districts. However there is a discrepancy between the textual component of the zoning ordinance and the official zoning map, particularly in the number of zoning districts. The zoning ordinance, including the official zoning map, need to be further updated to be internally consistent.

In 1972 the city enacted subdivision regulations to control the division and development of land within the city. The ordinance includes standards for streets, lots, easements, signage, trees, public sites and open spaces, and utilities. It has been over forty years since the subdivision regulations were first developed, the city should review and update these provisions to reflect the current environment of land development in Moundsville.

A commercial historic district in the city was designated in 1995 in the National Register of Historic Places. This district, which is distinct from the zoning ordinance, is located along Jefferson Avenue and on 7th Street between Lafayette Ave. and Jefferson Ave. This designation provides recognition to the community and allows the property owner to apply for matching funds for restoration among other things.

The Community Overview was summarized from the following sources:

- *City of Moundsville Comprehensive Plan 2030 Draft*

- *United States Census Bureau American Fact finder*

- *United States Census Bureau American Community Surveys*

- *Grave Creek Mound Archeological Complex, West Virginia Division of Culture and History (museum exhibits)*

- *West Virginia Department of Commerce, Employment Statistics*

City of Moundsville Comprehensive Plan

Chapter 3: Needs Assessment

Public Participation

It is important to involve the public early in the comprehensive plan process in order for there to be community buy-in and meaningful public participation. The public should have several opportunities to be involved in the decision-making process and provide input throughout the comprehensive plan process. With that in mind, there have been several instances where the public has been encouraged to participate, provide input, and be active participants in the development of the Moundsville Comprehensive Plan.

The Planning Commission has been working towards the completion of a comprehensive plan since October 2011. In the Fall of 2011, students in the Public Administration Department at West Virginia University assisted the City in generating a list of stakeholders. During that time there have been several community engagement exercises. From the outset, stakeholders, staff members, and citizens were invited to identify the city's vision for the future, and the goals, and objectives that would be necessary to achieve that vision. In March 2012, an open-ended survey was distributed through an online survey web link and the Moundsville Daily Echo. A total of 111 surveys were completed and returned. The surveys provided important insight into some of the more pressing issues facing Moundsville.

In the Spring of 2012, those stakeholders were contacted and invited to participate in planning activities that would help provide further insight into the major issues that needed to be discussed. Later in the Fall of 2012, the WVU Community Design Team conducted a planning and design charrette to help the community start to develop a list of recommendations. Most recently, in June 2013, the Planning Commission held an Open House Workshop at the Penitentiary to elicit comments from citizens and conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for the draft comprehensive plan. The Open House was publicized and flyers were distributed throughout the city. Local television crews and a newspaper reporter covered the event.

Pursuant to Chapter 8A of the West Virginia Code, public input procedures were adopted and followed throughout the comprehensive plan process. The Planning Commission and the City Council also followed state code requirements regarding public hearings and notice and comment periods. Input received during the public meetings and the public hearings can be found in the Appendices .

Needs Assessment

A comprehensive plan is a community's vision for the future. By documenting and assessing the needs of the community upfront, the comprehensive plan can address issues and concerns and recommend realistic strategies to fulfill the community's vision. The public meetings, surveys, charrettes, and other community engagement activities were vital in obtaining feedback from the community members.

Six primary areas of concern:

- Governance
- Land use issues
- Housing
- Economic development
- Transportation and infrastructure
- Quality of life

Critical Issues

The critical issues facing Moundsville have been identified and developed through a series of discussions, meetings, surveys, and research. While there are several issues that may need to

be addressed in order for the community to achieve its vision for the future, some specific issues are critical to the short and long term well-being of the city. The Chapter 3-Needs Assessment lays out the identified critical issues. Chapter 4-Action Plan includes a list of prioritized goals, a set of objectives, and a list of action steps that have been laid out that aim to specifically address the critical issues in the Needs Assessment.

Vision Statement and Goals

Goal 1: Develop land use implementation strategies to reflect any change in the community's needs.

Goal 2: Remove or rehabilitate dilapidated structures and facilitate the development of new housing options

Goal 3: Encourage and create new opportunities for commercial and economic development

Vision Statement

"Located along the Ohio River, the City of Moundsville serves as the center of trade and commerce for Marshall County. The city continues to promote its vast historical and cultural resources. Moundsville

Goal 4: Address and mitigate various transportation concerns

Goal 5: Properly plan for the natural gas industry boom

Goal 6: Increase recreational amenities and programming for citizens of all ages

Governance

In order for Moundsville to move forward it is imperative that there continues to be professional, ethical, and visionary leadership guiding the city. Being transparent, readily available, and attentive to the public's needs will help in providing strong and effective leadership. The importance of these leadership qualities transcend elected and executive positions to include department heads and all other paid employees and volunteer board/ commission members of the city.

During the Community Conversations exercises facilitated by the WVU-Department of Public Administration faculty and students the following governance issues were identified. The community would like to see: (1) open, problem-solving attitudes among stakeholders; (2) transparent, full communications and information; (3) accessible government exercising proper roles; and, (4) a high level of citizen involvement. The citizens would also like to see a collaborative attitude and cooperation among organizations in all sectors to develop common goals, develop resources, and complete projects. The results further revealed that the community would like to focus on recruiting youth and women into civic leadership roles and expand participation in citizen advisory boards. Community members want to see invigorated leadership coming from new community sources, particularly younger generations.

City Officials should also strive to engage the community as much as time and capacity permit. This engagement should be completed through as many mediums as possible including social media, frequent municipal website updating, working with schools, public service announcements, and dedicated times where the public can come and discuss issues with elected officials and department heads ("Coffee Time").

A clear line of communication needs to be maintained between different levels of local governments and with community organizations. Working with Marshall County, the Bel-O-Mar Regional Council, and other local governments is important to the well-being and vitality of Moundsville. Collaboration on certain issues also reduces redundancy and should increase governmental efficiency especially when dealing with more regionalized governmental initiatives. On issues such as the developing oil and gas industry, transportation, and economic development, Moundsville should be working closely with Marshall County, other incorporated areas, and the private sector.

Land Use

In order to achieve the overall vision and goals established in the comprehensive plan, Moundsville's land use ordinances need to be amended and updated to be in compliance with current statutory requirements and with the changing needs of the community. The ordinances should encourage reinvestment, redevelopment, and infill development which have all been identified as important to the wellbeing of Moundsville.

The zoning ordinance needs to be reviewed and updated so that the textual component and

the official zoning map are consistent. The official zoning map should be updated to reflect all amendments to the textual component of the zoning ordinance. An updated official zoning map should be developed so that each property owner can clearly identify what their parcel(s) has been zoned. Where appropriate the city should consider consolidating similar or like zoning districts to reduce confusion and redundancy.

Additionally the subdivision regulations that were originally developed in 1972 have not been amended since their adoption. The city needs to review and analyze the regulations to see if they still fit the needs of the community. While subdivision development has not been prevalent in Moundsville over the last several years, up-to-date subdivision regulations will help ensure that any new development is consistent with the community's current vision and goals, particularly if the city annexes additional areas.

Annexation is a tool the city should consider (growth and decline management). With annexation the city could see an increase the amount of Business and Occupation Tax. However the city also needs to take into account additional costs that might occur with adding annexed land into the city. By annexing land the city will increase its geographical size and likely its total population. Annexation could increase the city's population to over 10,000 people which would allow the city to be reorganized as a Class II City and therefore giving Moundsville additional taxation and financing authority.
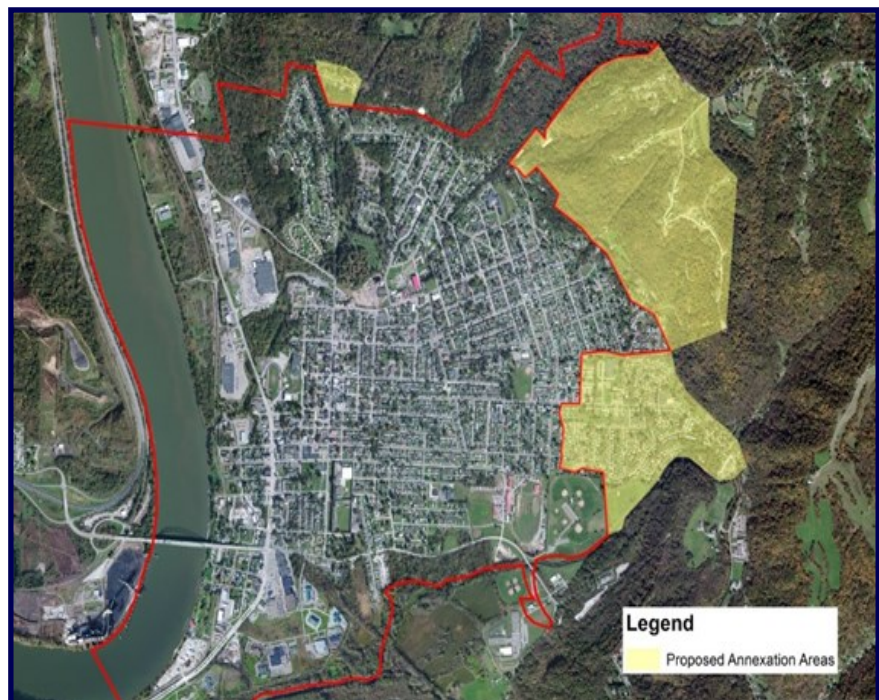
Figure 1: Proposed Annexation Areas

The West Virginia Code identifies different methods by which annexation can occur. The city has already identified a few areas adjacent to its current corporate boundary that may be targeted for annexation. However, the community must weigh the costs and benefits of such proceedings to see if annexation is in the best interests of the parties involved.

Recreational Land Use

Much of the discussion during the comprehensive plan process has been centered on increasing the recreational opportunities throughout the city. The continued development of the riverfront park should be a top priority for the city. Multimodal interconnection (e.g. bicycle lanes, pedestrian and vehicular facilities) between the riverfront park and the rest of the city, including the historic downtown, needs to be given serious consideration.

The city needs to look at the possibility of working with other area officials to continue the Moundsville-Glen Dale rail trail northward towards Wheeling, and perhaps from Wheeling to a connection with the Great Allegheny Passage Trail in Pennsylvania and the C&O Canal Trail in Maryland, then all the way into Washington, DC. The city's rail trail could become the western terminus for a several hundred mile, multistate recreational trail.
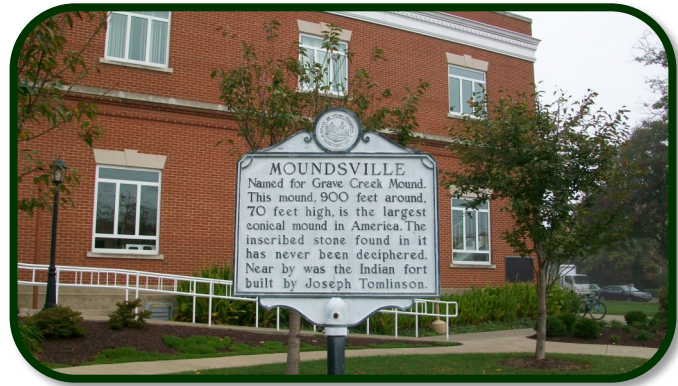
While the Ohio River provides a great recreational and economic resource for Moundsville residents, portions of the city are within the Special Flood Hazard Area (Floodplain), especially along the riverfront. The community should work with FEMA representatives to ensure that the local Flood Insurance Rate Maps (FIRM) are updated and accurate. The costs and benefits of developing in the Special Flood Hazard Area should also be considered, which can be done, in part, by providing citizens with educational materials regarding floodplain management.

In addition to identifying flood-prone areas the West Virginia Code also requires the identification of any subsidence areas, which is typically associated with Karst areas. The West Virginia Geological and Economic Survey (WVGES) published a State Geologic Map which shows all the karst in the state. This map indicates that there is no karst in the Moundsville area.

Historic Land Use

Much of the charm of Moundsville is derived from its historic and cultural resources. It is imperative that these resources be maintained, preserved, and made available for the continued use and enjoyment of both citizens and tourists. The revitalization of the Historic Downtown Commercial District, as designated by the National Park Service, is a very important first step. The District has been the historic hub of the community and still operates as the central business district for the community. While preservation and revitalization of Uptown is important the city should, at the same time, continue to encourage appropriate commercial development along State Route 2, and other smaller neighborhood businesses areas.

Housing

While recent census data suggest a continual decrease in population, other factors imply that there might still be a need for additional housing units in Moundsville. The most noticeable influence is the increasing numbers of out-of-state workers coming to the area for employment in the oil and gas business. Several trailer camps have been recently established within the city and within the county that provide temporary places to keep RVs. Moundsville has recently enacted an ordinance that allows RV camps in all zoning districts if the property owner has at least one contiguous acre of land. The city currently employs an annual permitting process for trailer camps within the city.

Another indicator of the need for more housing is that Moundsville's vacancy rate is significantly lower than either the state or national rates. The city needs to identify what proportion of the

vacant housing in Moundsville is dilapidated/ uninhabitable, which may give officials a better understanding of the existing housing that could actually be inhabited.

The city should identify where appropriate new residential development might occur, including possible annexation areas. The city, by way of its ordinances and regulations, should also encourage infill development and adaptive reuse of structurally sound buildings which could also increase the housing stock.

The city needs to continue to address the issues of vacant and uninhabitable structures within the city. The city did not demolish any properties in 2013, but has in past years. Many of these structures are not only unsightly but also present health and safety concerns. The city should explore the possibility of creating a local Urban Renewal Authority (URA) whose focus would be to address the issue of abandoned and dilapidated structures in the city. The city needs to review the enabling statutes for URAs in West Virginia, examine what other URAs around the state are doing, and explore whether creating a URA can address some of the issues with dilapidated and/or uninhabitable structures in Moundsville. An important first step is for the community to decide whether it has the capacity to fill positions on the Authority and whether the community would be willing to support the initiatives of the Authority.

The city has already established a vacant and uninhabitable buildings registry pursuant to the West Virginia Code. As of December 2013, there were 111 properties listed in the registry. Staff has indicated that for the most part the registry has been an effective tool. However the number of vacant/dilapidated structures continues to be an area of great concern with Moundsville residents. One of the main issues is that properties are tied up in a web of family members or the owners are elderly and are in assisted living facilities and the structures end up sitting vacant and/or uninhabitable due to dilapidation over time.

Currently Moundsville has one registry for both vacant and uninhabitable structures. Separate registries for each may be more appropriate. The vacant structures do not pose major issues, but rather it is the uninhabitable structures that are creating more of the problems. At present, the fee structure is such that after the first year on the registry there is a $200 fee which increases $200 a year each year on the registry. The city has instituted a $100 per year add on fee for structures that are also deemed to be uninhabitable. If the fee for uninhabitable structures was higher it might motivate those property owners to fix or demolish their properties that have become uninhabitable. However

raising the fee may not achieve the desired results since lack of funds may be the reason many property have become uninhabitable.

The Moundsville Housing Authority currently maintains 248 units including Golden Towers, which is a 7 story high-rise consisting of 93 units for the elderly/disabled. The agency leases these apartments to low and moderate income families. Many of the Authority's housing units are aging so there is a concern with dilapidation or increased costs of rehabilitating these structures.

Census data show that Moundsville's population is older and is likely to continue to age. Many people want to continue to stay in their homes even if they need assistance with daily functions. The city may want to encourage accessible housing for people with disabilities through universal design. According to the National Association of Home Builders "universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design." The city can encourage the construction or retrofitting of universal design measures that conform with the building code. The city should also provide educational materials to those unaware of the benefits of universal design.

The city can also become involved in programs or projects such as the West Virginia Housing Development Fund's Demolition Program and Change, Inc.'s Weatherization Assistance program. These programs can assist the city and its citizens address vacant and uninhabitable structures in different ways.

Economic Development

Changes in the national and local economy, including the loss of traditional manufacturing jobs, have had lasting impacts on the social, economic, and physical characteristics of the city. During the last 50 years, the community has seen a 25% decline in population due in part to the closure of several places of employment. The city should seek to bring in new industry and to encourage the revitalization of vacant storefronts.
The oil and gas industry may be able to contribute to economic development and with growth/decline management in the city. Several oil and gas operations exist in Marshall County and, as the county seat, Moundsville is well situated to be the hub for any growth stemming from this industry.

In order to facilitate the potential growth from the oil/gas industry, Moundsville should explore the development of ancillary services such as additional restaurants and hotel accommodations. The city also needs to facilitate and encourage the development of more and diverse housing options. The construction or rehabilitation of additional businesses and housing units will also provide local employment opportunities. Oil and gas companies with current operations in Marshall County are likely to continue operating in the county for at least the next 30 years.

The city needs to identify sites for future development and industry investment. One area to

consider for redevelopment is U.S. Route 250 (First Street) as a mixed use, multi-modal transportation corridor. The city should explore the feasibility of establishing such a corridor. The city should also identify ownership and control of the properties to encourage support and participation. Flexible zoning standards may promote infill development, redevelopment, and adaptive reuse of existing structures. The feasibility of widening the right-of-way to include bicycle lanes along this corridor also should be examined by the city.

A business incubator may facilitate and foster the development of new local businesses and entrepreneurs. The incubator could be established in an empty storefront. The city can ask for assistance from local institutions of higher education such as West Liberty University, where a Center for Entrepreneurship, including a Small and Family Business Program, has already been established.

Encouraging tourism in Moundsville is also an issue. One way to get funding to expand and develop tourism initiatives is to establish or participate in a local Convention and Visitor's Bureau (CVB), which are funded, in part, by a locally-created hotel occupancy tax. One option is for Moundsville to combine efforts with Marshall County which has recently established a CVB to form a joint CVB. Hotel occupancy tax revenues can be used to fund many local tourism and economic development programs and projects. Another option is for the city to establish its form its own CVB.

The city needs to continue to apply to economic development and historic preservation programs such as West Virginia's *On Trac* program. If the city is accepted into the *On Trac* program and successfully completes 2 years in the program, the city would be eligible to become a Main Street program. Participating in the Main Street program provides technical assistance for activities such as downtown design, organizing community facilities, and promoting and improving physical aspects of the town. A number of other grant funding opportunities exist for economic development initiatives, including funding through the West Virginia State Historic Preservation Office.

Transportation and Infrastructure

Transportation

Many of the city's roads and sidewalks are in need of repair due to age and intensity of use. The city should develop a Capital Improvement Program that will identify, prioritize, and develop a timetable for the repair of existing roads and sidewalks as well as the construction of any new roads and/or sidewalks. A Capital Improvement Program provides structure, prioritization, and identifies the means of financing infrastructure projects. Whether working on developing new sidewalks or repairing existing sidewalks the city should make sure that they are accessible to the fullest extent possible.

Access to highly-traveled transportation routes, including a major navigable water body, is a great benefit to the city, its residents, and businesses. Therefore, special attention needs to be given to maintaining existing infrastructure and providing new infrastructure for pedestrian, bicycle, and vehicular travel. Historically intermodal transportation was an important part of the way of life in Moundsville. There were roads, rail lines, barge traffic all of which came together in Moundsville and made the city a bustling place for trade and commerce. While the roads are still here much of the river traffic has disappeared and the rail line has now been converted into a rail trail for recreational purposes.

While the growth of the oil and gas industry in the area has many benefits, concerns have been raised regarding increased industrial traffic through the city. One major area of concern for citizens and business owners focuses on commercial truck traffic along Jefferson Avenue. While a complete ban of through-truck traffic is probably not a viable option, it may be advantageous to give the truck operators more convenient options to get through Moundsville. One option is to reconstruct the upper portion of Jefferson Avenue between 1st Street and the Route 2 merge so that area can accommodate heavy industrial traffic. Another option is to construct a 3-way intersection for State Route 2 and U.S. Route 250 by way of a new road extension of 1st Street. Both these options would involve considerable cost and require coordination with transportation officials and citizens throughout the process.

Figure 2: Transportation Corridors

Another concern involves access to and from Grand Vue Park (see Figure 3, Page 3-11). The city needs to identify or construct an appropriate vehicular route to Grand Vue Park which would eliminate some of the cut-through traffic in the Park View neighborhood. This route could be facilitated in part by updating and creating new wayfinding signage. Wayfinding signage can serve a dual purpose, the signage can encourage truck traffic to take certain routes, while at the same time alerting people, especially along Route 2, to various points of interest including the historic downtown commercial district and Grand Vue Park.

While parking in and around the city is not as major a concern in Moundsville as in other places, parking remains a concern in some areas in the city, including Courthouse Plaza. However the

annex to be built to the courthouse should alleviate some of the parking issues. Areas along Tomilson Street, Center Street, and the lower end of 9th and 10th Streets have also been identified as areas where parking can sometimes be difficult to find.

There are currently no public transportation options for Moundsville residents. During the 2012 general election there was a vote for Moundsville residents as to whether they wanted to establish a public transit system through the Ohio Valley/Eastern Ohio Regional Transportation Authority (OVRTA). The vote lost as the cost was going to be close to $100,000 per year which would be paid by city residents through Marshall County. Prior to the election there was a 3 month free trial with OVRTA, which provided transit services for Moundsville and surrounding areas.

Additionally, the Marshall County Senior Citizens Center provides limited transportation services for doctors' appointments. The city could work with the OVRTA to expand their operations to include other parts of Marshall County, including Moundsville.

Figure 3: Grand Vue Park Re-routing

Infrastructure

One issue identified by citizens stems from confusion on how to use the new online payment system for water service. The new payment system, which is optional, has stirred complaints and confusion, and steps should be taken to help citizens utilize this method of payment. This issue is exacerbated by the lack of updates to the existing City of Moundsville website. Moundsville should provide payment instructions to the public in the water bill itself, making clear all possible methods of payment and step-by-step instructions on how to pay water bills online.

While there is no recycling initiative in place, recycling is listed in the city's ordinance book. Since 1994, there has been an ordinance in place that requires residents to recycle metals, glass, plastics, and newspapers. The city should look at the costs and benefits of implementing the ordinance and providing recycling services to its citizens.

The City of Moundsville provides garbage collection to its residents. However the city should also analyze whether privatizing solid waste management services might permit the City of Moundsville to improve and expand service. Pet waste was also brought up during discussions with citizens. To address litter and pet waste, educational programs could be implemented and pet waste stations could be funded and installed by local residents or businesses to help remedy the problem.
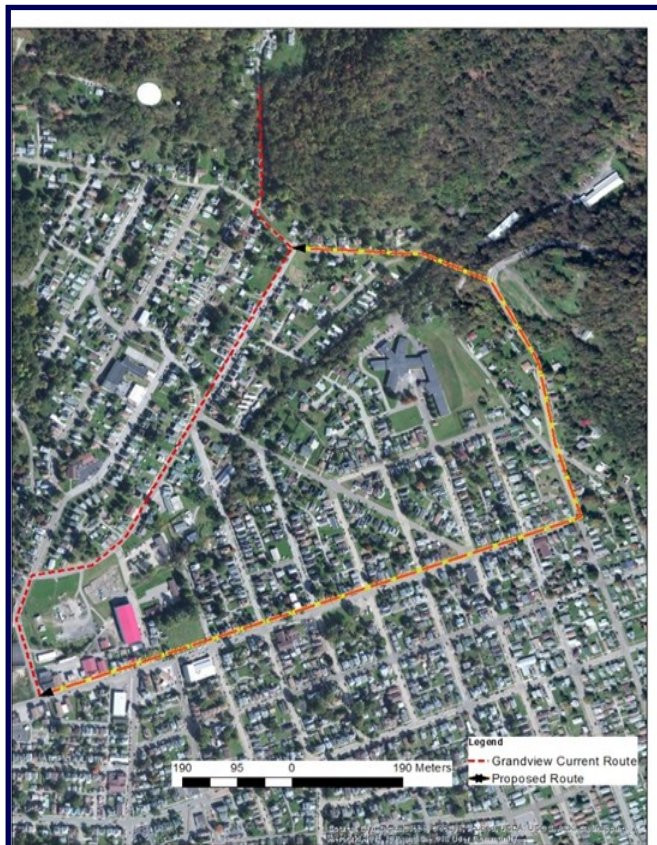
Quality of Life

Through the comprehensive plan process several issues were identified as they pertain to recreation, cultural resources and overall quality of life. First, citizens wish to better utilize the riverfront area as a recreational and communal space. Next, they would like to see more beautiful and clean public spaces and pedestrian routes. Third, citizens want teens and young adults to have more desirable park amenities and programs. Finally, they would like to see the city explore ways to collaborate with the county and other groups to maximize resources available for parks improvements and recreation programming.

While there are several recreational opportunities in Moundsville such as the Riverfront Park, the Four Seasons Pool, and numerous baseball and soccer fields, one of the more commonly cited areas for improvement of the city is increasing amenities, and increasing programming for teens and young adults, families with young children, and seniors. While it is important to provide physical activities and amenities, it is also important to encourage the development of community programs that focus on the arts, crafts, theater, and literature.

The city should also partner, when appropriate, with the Strand Theatre Preservation Society, the Sanford Center and other organizations to establish and promote more youth-oriented events. The city should also consider establishing public/private and inter-jurisdictional partnerships to deliver recreational programs and services.

Moundsville's parks and recreation system appears to be inadequately staffed and underfunded. With just one paid staff member to maintain over 88 acres of park area, the task to update, beautify, and keep public spaces safe can be challenging. Members of the Board of Parks and Recreation Commissioners raised concerns over the budget and the Board's fiscal capacity to meet the growing demands of the city. This concern arises for many parks and recreation departments across the country, especially during these difficult economic times. For that reason, it might be a good time for the Board to get creative and pursue alternative funding and volunteer opportunities.

City of Moundsville Comprehensive Plan

Chapter 4: Action Plan

The Action Plan is a list of prioritized goals, objectives, and action steps that will help guide the community after the comprehensive plan has been adopted. The content in Chapter 4 is derived from the Needs Assessment (Chapter 3). There were six (6) areas of concern that were identified throughout the comprehensive plan process, they included:

♦ Land Use
♦ Housing
♦ Economic Development
♦ Transportation and Infrastructure
♦ Natural Gas Industry
♦ Recreational Amenities

The Action Plan is broken down into goals, objectives , and action steps. Goals are general guidelines that are broad, aspirational, and pertain the overall future development of the community (Example- "Make the community safer"). Objectives are more specific, concrete, and are measureable (Example- "Lower the crime rate each year for the next five years"). Action steps are even more specific and provide specific actions to be taken to achieve the overarching goals and objectives (Example- "Increase the number of officers assigned to each beat").

An implementation matrix is also included at the end of Chapter 4. The matrix includes a list of the parties responsible for certain action steps, any potential partners, potential funding sources, and whether a specific action step is a low, moderate, or high priority.

Goal 1: Develop land use implementation strategies to reflect any change in the community's needs.

Objective 1- Review and update the zoning ordinance

Action Step 1- Ensure that the zoning ordinance, which was adopted in 1972, is consistent with community's updated comprehensive plan.

Action Step 2– Make sure there is internal consistency in the zoning ordinance.

The City Council, with assistance from the Planning Commission, needs to review the zoning ordinance to ensure that the zoning districts, as enumerated in the text of the municipal ordinance, are consistent with the official zoning map, and vice versa.

Consolidate, where appropriate, zoning districts that are similar or share like purposes to reduce confusion and redundancy.

Action Step 3- Confirm that the zoning ordinance is consistent with statutory updates, most notably the enactment of Chapter 8A of the West Virginia Code in 2004.

The city must follow all requirements pursuant to the state code for amending the zoning ordinance including required public hearing, and notice and comment provisions.

Action Step 4- Utilize Geographic Information System (GIS) technology to create an updated official zoning map that clearly delineates the different zoning districts.

The goal is for each property owner to be able to clearly delineate the zoning district designated for their property.

Objective 2- Review and update the subdivision regulations

Action Step 1- Review the current subdivision regulations, which were originally adopted in 1972.
The City needs to ensure that the regulations are still appropriate for the community.

Even though there has not been much in the way of subdivision development in the last several years it is important to have a clear and efficient process in place. This is especially important considering there might be vacant land annexed into the City that could later be subdivided.

Action Step 2- Update subdivision regulations to be in conformance with Chapter 8A, Articles 4 and 5 which govern Subdivision and Land Development Ordinances in West Virginia.

Objective 3- Continue to develop the Riverfront Park

Action Step 1- Focus on the continued development of the multi-use trail.

Continue to improve and expand the rail-trail that runs along the Ohio River from Moundsville to Glen Dale.

Explore the possibility of expanding the rail-trail northward along the Ohio River and/or eastward into various part of the city, including towards Grand Vue Park. The city needs to examine whether the old rail spur is a realistic place to continue the rail-trail towards interior portions of the city.

Review Bel-O-Mar's Transportation Plan 2035, especially the section that examines multi-use trails. The city should invite Bel-O-Mar to participate in the planning and development of any new multi-use trail and involve Bel-O-Mar in the process to the maximum extent practicable.

Action Step 2- Continue to develop the Riverfront Park as a destination for various recreational and cultural uses.

Continue to add playground equipment, horseshoe pits, picnic facilities, and other public amenities to the park to increase its attractiveness. Develop signage that describes Moundsville's history and the importance of the Ohio River to the city. Connect the Tribute Memorial Park to the existing rail-trail and Riverfront Park infrastructure.

Action Step 3- Confirm that there is both a convenient and safe route for pedestrian and bicycle traffic to traverse between the Riverfront Park and various points throughout the city.

Look at the feasibility of constructing an elevated crosswalk (pedestrian/bicycle bridge) over Route 2, or alternatively developing an underpass under Route 2 to connect the Riverfront to the rest of the city, focusing on northern parts of the city.

Objective 4– Explore the possibility of annexation

Action Step 1- City Officials need to gain a full understanding of the different methods of annexation pursuant to the West Virginia Code.

Action Step 2- Identify possible areas around the city for annexation.

Weigh the costs/benefits of annexing certain areas around Moundsville. Work with all parties involved throughout any possible annexation proceedings.

City of Moundsville
Future Land Use Map

Legend

Moundsville Corporate Limit
Flood Zone
Waterways
Roads
Rail Line

Future Land Use

Single Family
Multi family/Mobile Home Park
Mixed Use
Commercial
Industrial
Recreation
Agriculture
Public/Semi-Public
Vacant/ Open Space
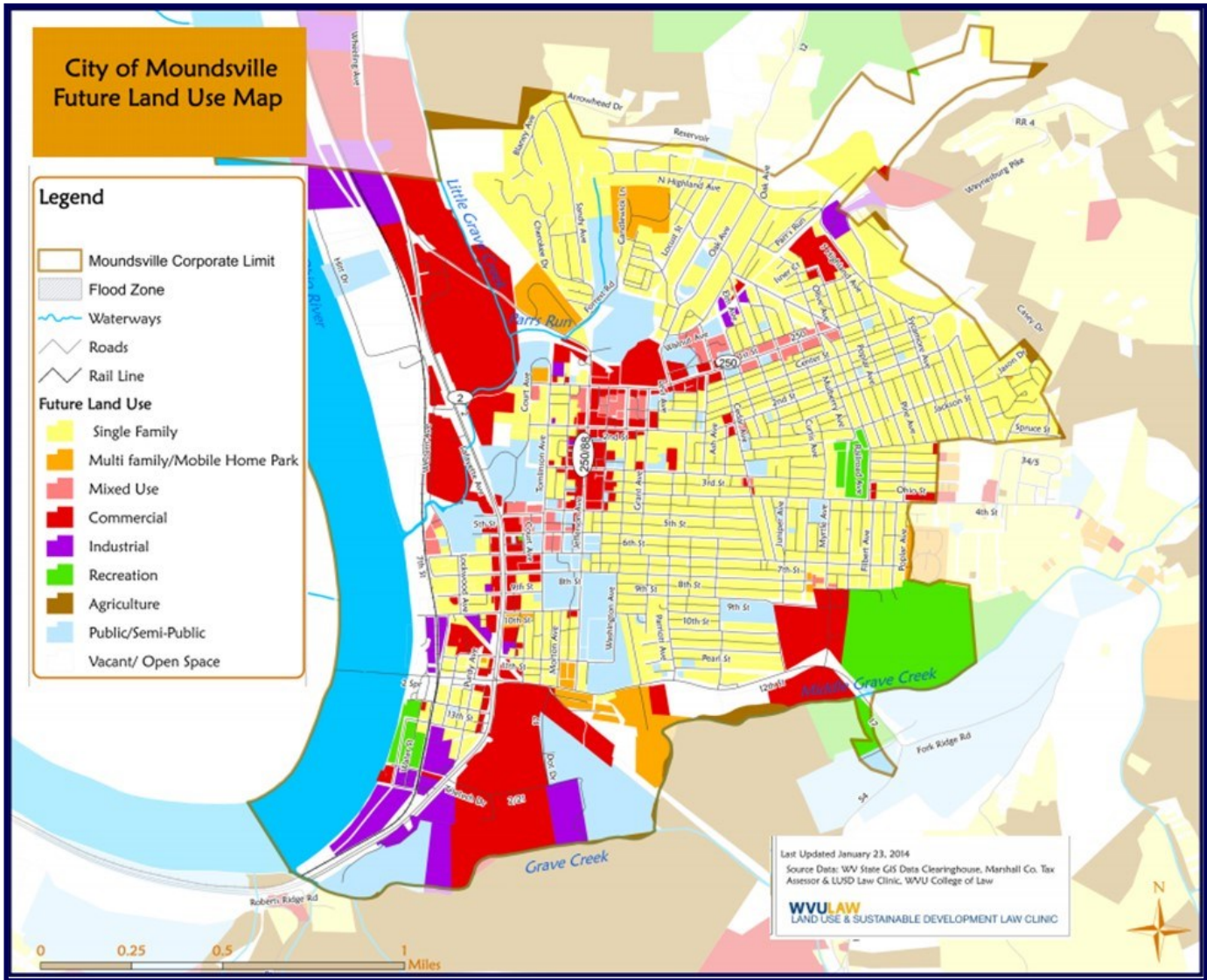
Last Updated January 23, 2014
Source Data: WV State GIS Data Clearinghouse, Marshall Co. Tax
Assessor & LUSD Law Clinic, WVU College of Law

WVULAW
LAND USE & SUSTAINABLE DEVELOPMENT LAW CLINIC

0   0.25   0.5   1
Miles

Goal 2: Remove or rehabilitate dilapidated structures and facilitate the development of new housing options

Objective 1- New housing construction for rentals and home ownership

Action Step 1– Encourage the use of infill development, small lot construction, and adaptive reuse of commercial buildings for residential use.

Infill development and adaptive reuse can be facilitated by enacting ordinances that allow for smaller minimum lot sizes, smaller side and rear yard setbacks, and allowing for more opportunities for infill and higher densities.

Action Step 2– Consider using tools such as annexation to increase the area of developable land within the city limits.

Action Step 3– Identify areas within the city that are currently vacant or underutilized that could be used for residential development.

Action Step 4- Encourage a range of housing options including single family, apartments, townhomes, duplexes, and triplexes in the updated zoning ordinance.

Objective 2- Explore the possibility of creating a local Urban Renewal Authority (URA)

Action Step 1– Review the scope of projects that other URAs around the state are doing to get a sense of how establishing an URA in Moundsville might be beneficial to the community.

Action Step 2- The community needs to decide whether it has the capacity to implement and maintain an URA.

The Authority's primary purpose would be to focus on the redevelopment of blighted and slum areas as designated by the city pursuant to the West Virginia Code. The Authority would be tasked with creating a redevelopment plan for blighted or slum areas that the city would have to approve. However, it is the city's responsibility for declaring parts of the community to be blighted or slum areas.

Objective 3- Reduce the number of vacant and uninhabitable structures

Action Step 1- Continue to enforce existing building codes and vacant and uninhabitable structure registries.

Maintain the vacant and uninhabitable registries, however consider separating the two registries. The city needs to continue to keep an up-to-date inventory of all vacant and/or

uninhabitable structures.

Action Step 2- Work with different organizations and programs that will assist the city in addressing vacant and uninhabitable structures.

Apply to the Home Rule Pilot Project and focus proposed home rule powers on vacant and uninhabitable structures and the city's ability to address these structures.

Utilize West Virginia Community Development HUB's Dilapidated Building Toolkit.

The city needs to review the West Virginia Housing Development Fund's Demolition Program which allows municipalities to receive low interest loans for demolishing vacant and dilapidated properties. The city must have a code enforcement program in place before applying to receive these types of loans. The city should also contact the West Virginia Housing Development Fund regarding small loan or grant programs for repairs.

The city should seek and try to partner with grassroots service and church groups such as Loughlin Chapel in Wheeling or the Southern Appalachian Labor School (contact John David) and Moundsville churches to assist homeowners with property maintenance issues.

Research funding opportunities for weatherization and energy efficiency improvements through the Weatherization Assistance Program. Contact *Change Inc.* for program information.

Ask the Moundsville Housing Authority for assistance in coordinating efforts and managing associated housing grants.

Goal 3: Encourage and create new opportunities for commercial and economic development

Objective 1- Partner with organizations to further local economic development initiatives.

Action Step 1- The city's "Moundsville Development Committee" needs to work with the Moundsville Economic Development Council (MEDC), the Marshall County Chamber of Commerce, the Marshall County Family Resource Network, and other organizations which participate in community and economic development initiatives. The city needs to try to ensure that the groups are working together towards common goals and objectives and try to eliminate overlap of work.

Action Step 2– Establish or partner with other governments to form a Convention and Visitors Bureau (CVB)

The city needs to weigh the costs and benefits of establishing a local CVB pursuant to the West Virginia Code. These provisions allow for CVBs to be funded, in part, by a locally established hotel occupancy tax. Another option is for the city to work with other local governments (i.e. county, other municipalities) to try and establish a regional CVB that would also help improve and advance economic development initiatives throughout the city.

Action Step 3– Utilize federal, state, regional, and local economic development funding programs.

Once specific projects and programs have been identified the city needs to identify and apply to grant funding sources such as the small cities block grant program (SCBG), the Governor's community participation grant program, and the Neighborhood Investment Program, and HUD-Community Development Block Grants (CDBG).

Objective 2- Recruit new industry and identify sites for future development

Action Step 1- Develop U.S. Route 250 (1st Street) as a mixed-use, multi-modal transportation corridor.

Identify ownership and control of properties to encourage support and participation. Explore redevelopment tools such as creation of a Tax Increment Finance District (TIF) or Public Privates Partnerships (PPP). In order for the city to be eligible to initiate TIF proceedings it must be a Class I or Class II City. Since Moundsville is currently a Class III City there needs to be an increase in population (e.g. annexation) in order to be reclassified as a Class II City and be eligible to initiate the TIF process.

The city should allow for flexible zoning standards to promote infill development, redevelopment, and adaptive reuse. Incentivize a mix of light industrial, commercial, and high-density residential uses along the corridor. Connect existing rail-trail (along Ohio River) with the transportation corridor along 1st Street. Integrate bicycle facilities, such as bike lanes, where appropriate.

Action Step 2- Expand development of the existing industrial park (Teletech Drive area)

Identify and inventory areas in the industrial park where there are opportunities for infill and new development.

Action Step 3- Establish a business incubator in Moundsville

Look at the feasibility of establishing a business incubator in one of the empty storefronts on Jefferson Ave. The city needs to try and identify possible locations for a business incubator. There was already an incubator in Moundsville that was started in the mid-1980s in an old hotel. Several Moundsville businesses got their start from the incubator, however it was abolished several years ago.

The city needs to explore funding sources to develop an incubator such as HUD's Community Development Block Grants funds which can be used for incubators. The incubator could be sponsored in part by Bel-O-Mar Regional Planning and Development Council as an economic development initiative for the area.

The city needs to look into establishing a partnership with local academic institutions such as West Liberty University which already has a Center for Entrepreneurship and which has already established incubator in downtown Wheeling.

Look at other local institutions of higher learner such as Wheeling Jesuit University and Bethany College for a partnership in developing the incubator. Work with these institutions to have students help establish and maintain the incubator in Moundsville as part of their curriculum.

Objective 3- Preserve the historic character of Uptown while encouraging revitalization

Action Step 1- Revitalize the Moundsville Commercial Historic District

Review the documents that helped establish the Moundsville Commercial Historic District (designated by the National Park Service in 1995). The City needs to emphasize that the district could be a historic, albeit, functional area that serves as a center for activity including retail, service, civic, arts, entertainment, recreation, and residential uses.

As part of this revitalization the city needs to reinvigorate the Historic Landmark Commission. Additionally, the Uptown Moundsville Activity Committee (UMAC), a group of concerned business owners, need to be actively involved in any discussions of revitalization of the Uptown area.

<u>Action Step 2</u>- Continue to apply for West Virginia's *On Trac* program

Acceptance into the *On Trac* program is a prerequisite for a community to become a "Main Street Community." After successful completion of two years in the *On Trac* program a community can apply to be a Main Street Program. One of the main prerequisites of obtaining membership into the *On Trac* program is for the community to show that it has the capacity to establish and maintain an *On Trac* and later Main Street program. The benefits of becoming a Main Street community include technical assistance regarding historic preservation and economic development purposes. Any traditional, historic downtown or neighborhood commercial district in the state is eligible, which would include Moundsville's Uptown area.

<u>Action Step 3</u>- Explore grant funding from the West Virginia State Historic Preservation Office.

These grants can be used for architectural surveys, educational brochures, walking tours, guidelines for design review, and feasibility studies of historic structures.

The city needs to also consider developing and implementing a Main Street Façade program. The city could develop <u>optional</u> design guidelines for the streetscape and building facades and provide incentives for property owners to adhere to the guidelines.

<u>Objective 4- Continue to develop Route 2 (Lafayette Ave.) as a commercial corridor with well-managed traffic flow.</u>

<u>Action Step 1</u>- Emphasize the importance of developing this corridor as a gateway to the rest of the city.

Work with the appropriate authorities to plan desirable access intervals and to minimize ingress and egress. Ask for assistance from Bel-O-Mar and WVDOT, Division of Highways to complete a traffic analysis.

<u>Action Step 2</u>-Continue to promote the diversification of business entities along the corridor.

Goal 4: Identify and mitigate various transportation concerns

Objective 1- Advocate for truck traffic along designated routes

Action Step 1- Encourage limited industrial "through" traffic on Jefferson Avenue.

The city needs to look at the feasibility of constructing a three-way intersection for State Route 2 and U.S. Route 250 (1st Street) by way of an extension. This study would include completing a cost-benefit analysis of construction for extension locations south of the Walmart property.

Another option is to update the existing infrastructure north of the creek bridge. This would require updating the bridge on the northern part of Jefferson Avenue to accommodate large vehicles. This option would require working with transportation officials regarding the feasibility of both these options.

Action Step 2- To obtain funding and approval, City Council, local delegates, senators and business owners need to present their issues to WVDOT. They should present a case that highlights increasing safety, encouraging economic development, and relieving traffic congestion. It is important to identify the issues and provide decision-makers with well thought out solutions.

Action Step 3– Work with potentially affected property owners from the very outset and to make sure and be transparent throughout the process regardless of the different options.

Objective 2- Improve city streets and sidewalks

Action Step 1-Decrease damage inflicted on automobiles and increase passenger comfort. Undertake a surface conditions inventory.

Utilize *Bel-O-Mar's* transportation planning work including the *Transportation Plan for 2035* which includes suggestions for Moundsville.

Action Step 2- Produce a projected five-year Capital Improvement Program (CIP) in order to prioritize and set aside financing for street and sidewalk repairs.

The city needs to develop the Capital Improvement Program based off of the surface conditions inventory. The CIP will help the city prioritize, and organize financing for various infrastructure projects.

The city needs to establish a policy that requires any new or repaired sidewalks to be ADA compliant with proper curb cuts. Higher priority should be given to streets with no sidewalks.

Objective 3- Wayfinding signage and traffic patterns

Action Step 1- Work with appropriate transportation officials to make sure all wayfinding signage is in conformance with highway regulations.

Action Step 2- The city needs to consider working with consultants to brand Moundsville and create wayfinding signage that reflects the image the community wants for Moundsville.

Action Step 3- The city needs to work with transportation officials regarding re-routing traffic to and from Grand Vue Park (See Figure 3- in the Needs Assessment). The goal is to reduce some of the cut-through traffic in the Park View neighborhood.

The Wayfinding signage can serve a dual purpose. First it encourages truck traffic to take certain routes while at the same time alerting drivers, especially along Route 2, to other points of interest throughout the city.

Goal 5: Properly plan for the natural gas industry boom

Objective 1– Collaborate with companies associated with natural gas production, processing, and manufacturing.

Action Step 1- Seek and help facilitate long-term local employment opportunities in the natural gas industry.

Work with the companies and encourage them to hire locally when qualified workers are available.

Action Step 2- Work with local school officials to develop technical and trade education for local high school students, graduates, and unemployed workers.

Encourage the development of a workforce that meets the gas company's needs. The city needs to work with educational institutions such as West Virginia Northern Community College which has courses on welding, the Shale TEC- Shale training and Education Center (PA), and the Eastern Gateway Community College (Ohio) which also has courses specific to the shale gas industry.

Objective 2– Provide adequate and affordable short– and long-term housing options

Action Step 1- The city can encourage adaptive reuse of former commercial structures in its land use ordinances.

This is one way to increase the housing stock while at the same time utilizing existing structures.

Action Step 2– Encourage the rehabilitation of vacant and minimal- to moderately-dilapidated housing.

Action Step 3- Properly plan for trailer camps

Encourage the development of trailer camps in certain areas of the city. During the update of Moundsville's zoning ordinance the city should decide in what districts the trailer camps should be permitted by right or as a conditional use.

The building inspectors will continue to inspect the camps to make sure they have adequate and proper infrastructure.

Action Step 4– Analyze whether the community is adequately prepared to provide services (emergency, fire, and police services) to the people living in the trailer camps.

It is important that the city, to the best of its ability, have a sense of the number of people living in trailer camps throughout the city so that they can provide adequate public services to all people living in the city.

Goal 6: Increase recreational amenities and programming for citizens

Objective 1- Conduct a participatory parks and recreation strategic planning process.

Action Step 1-The city needs to determine the specific service and amenity preferences of Moundsville residents. Conduct a market study of middle and high school students, parents through PTAs, faith groups, and seniors through the Housing Authority, faith/community groups, etc.

Action Step 2– Collaborate with Marshall County, Grand Vue Park, WVU Extension Service, Marshall County School District, the YMCA, Marshall County Family Resource Network, and the Sanford Center to provide various community enrichment programs.

Objective 2- Develop youth arts programming

Action Step 1- Increase youth-oriented events at the Strand Theatre.

Action Step 2- Create a "graffiti" wall for youth expression in the city. Maintain an ongoing digital journal of imagery before each repainting.

Action Step 3- Foster and support youth-related sports activities.

Throughout the city continue to make the upkeep of municipally-owned sports venues a high priority.

Recommendation	Priority	Reference page #	Responsible Party	Potential Partners	Estimated Costs	Funding Sources
Goal 1: Develop land use implementation strategies to reflect any change in the community's needs						
Ensure that the zoning ordinance is consistent with the updated comprehensive plan and there is internal consistency with the zoning ordinance	High	4-3	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic	Costs typically around $20,000-$40,000. However costs significantly less with assistance from the Law Clinic. Staff time (Administrative Costs).	General Fund
Ensure that the zoning ordinance is updated for consistency with West Virginia Code provisions, especially Chapter 8A	High	4-3	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic	Minimal. Staff time (Administrative costs)	General Fund
Utilize GIS technology to create an updated official zoning map	High	4-3	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic	Minimal. Can utilize law clinic's GIS capabilities. Staff time (Administrative costs)	General Fund
Review and update existing subdivision regulations for conformance with Chapter 8A of the West Virginia Code	Low	4-3	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic and engineering company	Total to update subdivision regulations approximately $10,000- $30,000. These costs are for engineering services to help with the technical aspects of the subdivision ordinance	General Fund
Focus on the continued development of a multi-use trail	Moderate	4-4	City of Moundsville	WVDOT/Bel-O-Mar/ WV Dept. of Commerce	Costs varies on the type of development	Transportation section of General Fund. Improvement grants
Continue to develop Riverfront Park as a recreational and cultural area	Moderate	4-4	City of Moundsville	N/A	Cost varies depending on activity. Playground equipment can cost in excess of $20,000 (for complete play systems), Horseshoe pit $200-$400	Culture and Recreation section of General Fund
Establish a safe and convenient route for pedestrian and bicycle traffic to traverse between the Riverfront Park and the rest of the city	Low	4-4	City of Moundsville	WVDOT/Bel-O-Mar	Substantial. A Safe Routes to School report indicated that an overpass or underpass could cost between $500,000 and $4 Million depending on right-of-way acquisition and site characteristics	General Fund, Grant Sources
City officials should gain a full understanding of annexation in West Virginia	High	4-4	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic	Staff and elected official time and training	N/A
Identify possible areas around the city for annexation	High	4-4	City of Moundsville	N/A	Costs of having meetings, developing a plan for annexation, attorney fees.	N/A
Goal 2: Remove or rehabilitate dilapidated structures and facilitate the development of new housing options						
The city should encourage the use of infill, small lot development, and adaptive reuse	Moderate	4-6	City of Moundsville	N/A	Most of these costs will be incurred during the update of the zoning ordinance (See Goal 1)	N/A
Use tools such as annexation to increase the amount of developable land within the city	Moderate	4-6	City of Moundsville	N/A	Costs of having meetings, developing a plan for annexation, attorney fees	General Fund
Encourage a range of housing options (single family, multi-family, duplexes, etc.)	Low	4-6	City of Moundsville	N/A	Most of these costs will be incurred during the zoning ordinance update (See Goal 1)	N/A
Consider establishing a local Urban Renewal Authority (URA)	High	4-6	City of Moundsville	Possibly work with Marshall County. WVU LUSDLC may be able to assist	Minimal costs in the establishment of an URA, once established there may be additional funds that would need to be expended by the city	N/A

Recommendation	Priority	Reference page #	Responsible Party	Potential Partners	Estimated Costs	Funding Sources
Decide whether the community has the capacity to establish and maintain an URA	High	4-6	City of Moundsville	Marshall County (possibly), and the WVU LUSDLC	Staff Time	General Fund
Continue to enforce existing building codes and vacant/uninhabitable structure registries	High	4-6	City of Moundsville	N/A	Minimal new costs	General Fund
Work with different organizations and programs that address vacant and uninhabitable structures	Moderate	4-6, 4-7	City of Moundsville	Various state, local, and non-profit organizations	Staff Time, travel costs for training. Some costs might be offset by grant funding opportunities.	General Fund, Various Grant Sources

Recommendation	Priority	Reference page #	Responsible Party	Potential Partners	Estimated Costs	Funding Sources
Goal 3: Encourage and create new opportunities for commercial and economic development						
The city's "Moundsville Development Committee" needs to work with other local economic development organizations	High	4-8	City of Moundsville	Local organizations that focus on economic development	Minimal Staff Time	N/A
Establish or collaborate with Marshall County in their Convention and Visitor's Bureau (CVB) Initiative	High	4-8	City of Moundsville	Marshall County	Staff Time	Hotel Occupancy Tax
Utilize federal, state, regional, and local economic development funding programs	High	4-8	City of Moundsville	N/A	Staff Time in preparing the various grant applications. Some grants might be matching.	Various economic development grant funding sources
Develop Route 250 (1st Street) as a mixed-use, multi-modal transportation corridor	Moderate	4-8	City of Moundsville	WVDOT/Bel-O-Mar	Cost varies depending on specific projects	Grant Sources, General Fund
Encourage continued development of the existing industrial park	High	4-8	City of Moundsville	N/A	Staff Time	N/A
Establish a business incubator in Moundsville	Moderate	4-9	City of Moundsville	Local institutions of higher learning	Rent Space ($300-S400 per month). Staff Time. Furnishing the Space ($5,000 -$15,000)	Funding through HUD's CDBG funds, General Funds
Revitalize the Moundsville Commercial Historic District	High	4-9	City of Moundsville	Uptown Moundsville Activity Committee (UMAC)	Staff Time	General Fund
Explore grant funding opportunities from the West Virginia State Historic Preservation Office	High	4-10	City of Moundsville	N/A	Staff Time in preparing the various grant applications. Some grants might be matching.	General Fund, Grant Sources
Develop Route 2 as a gateway to the rest of the city	High	4-10	City of Moundsville	WVDOT/Bel-O-Mar	Costs varies depending on size of project	General Fund, Grant Sources
Continue to apply for West Virginia's On Trac program	Low	4-9	City of Moundsville	N/A	Staff Time	N/A
Goal 4: Identify and mitigate various transportation concerns						
Encourage limited industrial "through" traffic on Jefferson Ave	High	4-11	City of Moundsville	Engineering Firm	Significant. Conduct a cost/benefit analysis of the different options. Need to hire an engineer to look at costs of creating an extension or making updates to the creek bridge.	General Fund, Grant Sources
Work with potentially affected property owners regarding any extension of 1st Street or any bridge redevelopment	High	4-11	City of Moundsville	WVDOT/Bel-O-Mar	Staff Time (Preparation for meetings)	N/A

Recommendation	Priority	Reference page #	Responsible Party	Potential Partners	Estimated Costs	Funding Sources
Undertake a surface conditions inventory for roads and sidewalks	High	4-11	City of Moundsville	N/A	Staff Time	General Fund
Develop a Capital Improvement Program (CIP)	High	4-11	City of Moundsville	N/A	Significant Staff Time	General Fund
Establish way finding signage throughout the city	Low	4-11, 4-12	City of Moundsville	Private Consultant	$5,000 for signage. Additional costs for branding (design and conceptualization)	General Fund

Recommendation	Priority	Reference page #	Responsible Party	Potential Partners	Estimated Costs	Funding Sources
Goal 5: Properly plan for the natural gas industry						
Help facilitate long-term local employment opportunities in the natural gas industry	Low	4-13	City of Moundsville	Natural Gas Companies	Staff Time	N/A
Work with local school officials to develop technical and trade education opportunities	Low	4-13	City of Moundsville	Marshall County Board of Education/ Trade Schools	Staff Time	N/A
Be proactive in identifying whether the city can provide all essential services to persons living in trailer camps	Low	4-13	City of Moundsville	N/A	Staff Time	N/A
Properly plan the placement and development of trailer camps	Low	4-13	City of Moundsville	WVU Land Use and Sustainable Development Law Clinic	Staff Time in preparing land use ordinances (See Goal 1)	N/A
Goal 6: Increase recreational amenities and programming for citizens of all ages						
Conduct market surveys to determine the specific service and amenity preferences of citizens	Moderate	4-14	City of Moundsville	Community organizations	Staff time to develop and conduct surveys, tabulate and publish responses	N/A
Collaborate with organizations to provide various community enrichment activities.	Moderate	4-14	City of Moundsville	Community organizations	Staff time for development of resources and preparation for meetings.	N/A
Continue youth-oriented events at the Strand Theatre	Moderate	4-14	Strand Theatre Preservation Society	City of Moundsville	$5,000 for children's theatre each year. Additional funding needed if more activities desired.	Culture and recreation section of General Fund
Create a "graffiti" wall for youth expression in the City	Low	4-14	City of Moundsville	Community organizations	$200 for paint and cleaning supplies for each wall	Community Organizations, General Fund
Foster and support youth-related sports activities	High	4-14	City of Moundsville	N/A	Costs varies depending on particular projects	Culture and recreation section of General Fund

Appendix A:
Public Input

City of Moundsville, West Virginia
Planning and Zoning Board
The Comprehensive Plan Public Input Procedures

Pursuant to the requirements of W. Va. Code § 8A-3-6(c), the Planning Commission (hereinafter "Commission") of the City of Moundsville, West Virginia (hereinafter "City") hereby adopts the following procedures to encourage and promote public participation in the drafting of the City's comprehensive plan. The comprehensive plan is being drafted pursuant to W. Va. Code § 8A.

(1) Prior to recommending a new or amended comprehensive plan, the Planning Commission shall give notice and hold a public meeting on the new or amended comprehensive plan. The purpose of a public meeting is to gather input from the general public as to the City's strengths, weaknesses, opportunities and threats as they pertain to matters in the comprehensive plan.

(2) The Commission will request input from other affected governing bodies and units of governments that may be affected by the adoption of the comprehensive plan.

(3) Under W. Va. Code § 8A-3-6(b), once the Commission has completed a draft of the comprehensive plan, and before submitting a plan to the City Council for adoption, the planning commission must give proper notice and hold a public hearing on the draft of the comprehensive plan.
   a. More particularly, under W. Va. Code § 8A-3-6(b), at least thirty(30) days prior to the date set for the public hearing, the Commission will publish a notice of the date, time and place of the public hearing as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of the West Virginia Code. The notice shall run in a general circulating publication, the publication area will be the area that will be covered by the comprehensive plan.
   b. In addition to the requirements at W. Va. Code § 8A-3-6(b), above, the Commission will publish its draft of the comprehensive plan at least thirty (30) days prior to the public hearing. Specifically, the Commission will post a draft of the plan on the City's website, and will post hardcopies for public review at the Moundsville City Hall.

(4) For purposes of this comprehensive planning process, the Commission considers the "community" of the City of Moundsville to be broader than just full-time residents within the corporate borders. For input into the comprehensive planning process, the Commission may look to business owners who live outside the corporate borders, part-time residents, those who are employed in the City but live outside the corporate borders, visitors, and others.

(5) Public notice of Commission meetings will be given pursuant to the West Virginia Open Governmental Proceedings Act, where applicable.

(6) No provision herein shall be construed as limiting the Commission's ability to engage in additional public participation efforts as the Commission deems appropriate. No provision herein shall prohibit the Commission from amending these procedures.

Adopted this 9th day of ___May_____, 2013.
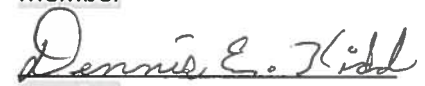
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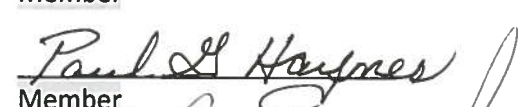
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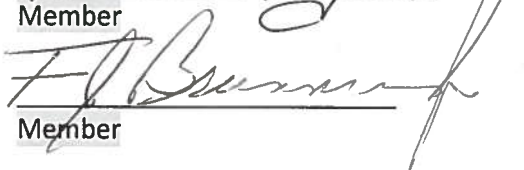
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Moundsville Planning Commission Agenda

Comprehensive Plan Open House Workshop– June 26, 2013

<u>Where</u>: MEDC (Penitentiary), <u>When</u>: 6-8 pm

1. Sign-in and Refreshments (6:00-6:10)

2. Welcome and introductions (6:10-6:15)

3. Stations (6:15-7:45)

4. Wrap up and Closing (7:45-8:00)

*Refreshments will be served starting at 6pm and will be available throughout the meeting (as supplies last).

Moundsville Comprehensive Plan- Open House (June 26, 2013)

SWOT Analysis

Strengths

- City streets and transportation plan
- Public services (fire, police, water & sewage
- Citizens
- Grand Vue and downtown business areas
- Moundsville Historic Sites
- New School Construction
- Hotel
- Community Events
    - Fairs
    - Festivals
- Rail-Water-Highway (transport goods)
- Colleges and Universities near- trade
- Strong economic base

Weaknesses

- Education
- Lack of housing
    - In particular, affordable housing
    - Some laws decentivize owing rental housing
- Aging population
- Poor job prospects for young people.
    - In particular for college educated people
- Poor code enforcement (buildings)
- Poor zoning practices
- Apathy, lack of willingness to make "things better"
- Property owners of poor-quality rental units- "slum lords"
- Poor communication between local government and public
- Unwillingness of local government to make changes
- Difficult to attract professional-class workers to Moundsville
- Homeowners should not be responsible for ensuring homes are up to code
    - It should be the responsibility of code enforcement. Submittal

Opportunities

- Oil and gas- coal
- Fostoria/Stamping
- Develop Riverfront
- Entice business opportunities
- $ realized through increased business through oil and gas
- Opportunity to look at our city through citizen involvement (comp plan)
- Increased enrollment at schools.
- Home Rule
- Develop community awareness of existing architecture details
- One stop facilities- stores – apartments

Threats

- Drug use/other related issues
- Decline of coal industry jobs
    - Some due to regulations
- Lack of development of Fostoria site
- Decaying infrastructure
    - Sidewalks, sewers, etc.
- Many benefits of natural gas industry, are indirect and not long-term
- Other nearby communities capturing wealth, jobs, industry, etc.

Unifying Moundsville—Unlocking Our Future

Community Conversations Participant Satisfaction Survey

Please take a moment to provide us with some feedback regarding your participation experience. Your input is important to continuous improvement of public meetings. You can use the back of the sheet for additional comments if needed. *Thank you* for your time!

1. Please check the box that applies to indicate your rating of each item:

	Poor	**Good**	**Excellent**
Meeting Location	0	7	22
Meeting Time	4	12	13
Topic	0	3	24
Materials/Handouts	2	15	9
Presentations	0	9	20
Group Size	6	6	16
Meeting Facilities	0	8	21
Length of Meeting	0	13	16
Facilitators	0	2	26

2. What did you like most about this process? *(Please print.)*

- I loved the discussions
- Discussing local issues
- Open sharing of information
- People in group
- Professionalism of facilitators
- Communication
- Engaging dialog
- Positive—concerned leadership
- Gets people focused on the issues at hand
- Getting people together
- Everything
- Hearing everyone's ideas
- Small group discussions gave everyone a chance to talk
- Very well presented

- Getting new, better ideas
- It is a necessity for future development
- Everybody was equally active and talkative.
- The one on one feel of the group. Young people discussing. Interest of speakers in <u>us</u>.
- The amount of information gathered from students.
- Talking about what we look for in the community
- Sharing ideas with others. Hearing other points of view than mine. I liked that our ideas were written down for all to see and how they were summed up with just a few words.
- Constant participation and feedback
- Thinking out of box
- Gives an opportunity to hear how others see the city.
- Very informative—learning from others

3. What would you change? *(Please print.)*

- Nothing
- Dots!
- Meeting time
- Good as is.
- Nothing
- Need more attendance—more people
- Nothing
- Cut the length if possible
- Nothing
- More people in attendance
- n/a
- nothing really, pretty good presentation.
- Hand out more comprehensive plans. I liked that you waited until I asked, but once one person asks, maybe hand this out to everyone.
- Nothing
- Nothing
- Maybe add 5 more minutes per session or question. If not all the time was used up on one conversation use left over time for next conversation. If it a little more time or the ideas are flowing.
- Low turnout
- Survey results handout
- Keep the focal point.
- More participants—a larger group would have been good

4. Should this type of gathering be used in the future? Yes **30** No **0** Why? *(Please print.)*

- Collaboration that might not exist otherwise
- It gives everyone a chance to share ideas to work toward the future of our town
- Hopefully more people will be here.

- Involvement
- If we want to achieve our goal, the meetings have to continue.
- It got me interested in more involvement in this group for the future.
- It gives students a good opportunity to share opinions.
- I feel it is very beneficial by having so many view points.
- Group was small, felt comfortable expressing myself. The students did an excellent job of giving information and keep us on task. I especially liked the rules we had to follow. Felt like it was OK to speak up and that everyone was equal.
- Excellent participation

5. Please provide us any other comments to assist in improving this process or project *(please print).*

- In all honesty, this was the best presentation I've ever been to. Keep on doing what you're doing.
- Not on a Friday night—during day
- I hope others attend. Thanks
- Recommendations for how to continue the discussion. Thank you!
- <u>Good meeting</u>
- What kind of follow-up (newspaper article?)
- <u>Learn more</u> to better define and improve day to day city operations
- Talk about outcomes—what is it you are trying to accomplish
- Very good presentation—well planned.
- Getting more ideas from the community before the meeting.
- Nothing
- I think there needs to be more detailed information given out about this project. Newspaper articles, TV (Channel 7 noon news), interviews, radio, interviews (WOVK Sunday Mornings) especially stressing that everyone is welcome to participate. Stress that there is babysitting service available. We need to include teens or youth to get their ideas on what would make Moundsville more fun. I know we talked a lot about the past things we did. I don't know if our ideas or past times would be interesting enough for them. We need the youth input. Maybe put announcement of meetings in church bulletins and upcoming events in the Green Tab.
- No sufficient time to come up with constructive ideas.
- Thanks
- Again, keep the meeting on point.

Interpretation notes:

Group size = poor linked to comments about not enough participants (not in our control)

COMMUNITY CONVERSATIONS RESULTS

The Community Conversations were designed to explore the same issues covered in the Civic Survey, allowing community members to give input in a fashion most comfortable to them. The process activities were designed to meet several purposes and produced the following results. A full report of the results is provided in the Community Conversations Results report on file with the City Manager's office.

Team-Building

The final activity in the Community Conversations was a team building exercise designed to emphasize the point that as community members, the participants are all connected and contribute to the community life they share. This was accomplished by having the group stand in a circle and having each one say one thing she or he loves about Moundsville, then tossing a ball of yarn to another person in the circle while continuing to hold onto a piece. As the process repeats, a web is formed among the participants. The group was then encouraged to think about these relationships and work to strengthen them in order to do great things together. Reactions were very positive.

Neighborhood Storytelling

An exercise called Cast Your Identity was used to get participants talking about their neighborhoods and thinking about community. Posters with characters from a number of popular TV shows from the 50s onward were displayed and participants were encouraged to choose the one that best fits their experience and share why. The comments reveal three interesting patterns: (1) community conflict over a variety of issues; (2) a clear recognition of trying times; and (3) nostalgia about a past generation. The next conversation prompt asked participants to describe treasured or meaningful places in the community. Results reveal a deep appreciation for both historic and traditional neighborhood character, the parks as well as recreation activities, the Jefferson Avenue area, and the cultural and visitor destinations.

Community Capacity

Following open-ended discussion prompted with themes from the Civic Survey, participants then assessed where they see the community in regard to three areas of community capacity. In all areas, the majority of participants see room for improvement (average performance or less).

How does Moundsville actively engage its citizens, government, businesses, and nonprofits in public decision making and activities? The results reveal that the community would like to see: (1) open, problem-solving attitudes among stakeholders; (2) transparent, full communications and information; (3) accessible government exercising proper roles; and (4) a high level of involvement.

How do Moundsville community leaders work together to share information, build consensus, and get things done across governments and organizations? The results reveal that the

community would like to see a collaborative attitude and cooperation among organizations in all sectors to develop common goals, develop resources, and complete projects.

How does Moundsville develop civic leadership and learn from experience? The results reveal that the community would like to focus on recruiting youth and women into civic leadership roles and expand participation in citizen advisory boards. They would like to expand awareness and training opportunities and offer suggestions for possible existing resources.

Community Visioning

In the course of other dialogues, a variety of concerns were mentioned that present barriers to achieving the community's vision which are included here. However, the intent was to focus on assets and the vision of what the community wishes to become in "unlocking our future." These comments are organized according to common elements of a Comprehensive Plan. The general vision could be stated as a desire to preserve Moundsville's historic small town character while building an innovative community that is inviting and welcoming to a new generation. This vision is meant to combat population attrition and aging. Based on frequency of comments, the community prioritizes action in economic development, land use and zoning, and housing.

Team-Building

The final activity in the Community Conversations was a team building exercise designed to emphasize the point that as community members, the participants are all connected and contribute to the community life they share. This was accomplished by having the group stand in a circle and having each one say one thing she or he loves about Moundsville, then tossing a ball of yarn to another person in the circle while continuing to hold onto a piece. As the process repeats, a web is formed among the participants. The group was then encouraged to think about these relationships and work to strengthen them in order to do great things together. Reactions were very positive.

Participant Evaluations

Each participant was given a satisfaction survey, the results of which are presented in the attachments. The responses were overwhelmingly positive. The primary critique was in regard to small group size and not enough participants. This is attributed to the very limited amount of time students are able to put into mobilizing and organizing activities due to time constraints and distance.

CIVIC SURVEY RESULTS

A written survey was chosen to assess the human, social, and political capitals of Moundsville. Questions were drawn from the National League of Cities Civic Index. This Civic Survey was distributed in February and March of 2012 through a variety of stakeholder groups, an online survey web link, and the local newspaper, the *Moundsville Daily Echo*. A total of 111 surveys were completed and returned. The answers to each survey question are included in the Civic Survey Results report on file with the City Manager's office. A summary discussion is presented here.

The Civic Survey covered a variety of issues that pertain to community capacity, particularly in a contemporary governance context where economic resources are scarce and local governments must work with citizen volunteers, nonprofit organizations, other government jurisdictions, and for-profit partners to produce and maintain a high quality of life.

The answers to questions about Community Vision indicate that there is a clear sense of place and a passion to preserve it, but a broadly shared vision is needed to do so.

New Roles for Citizens responses indicate that improved relationships between government and nonprofit or civic organizations are needed for success. Decision makers must "widen the circle" of inclusion to increase civic engagement.

New Roles for Local Government answers reveal that while citizens believe government is accountable for what they do, *what* they do may not be well-aligned with citizens' vision. Some residents are feeling less benefit or more cost. Therefore, local government could improve its working relationship with both citizens and volunteer or nonprofit organizations.

New Roles for Nonprofits respondents show that agenda-setting, programming, and operations are not transparent to the community. Nonprofits appear to work more closely with business than with government, other nonprofits, and clients.

Answers to questions on the New Roles for Business show that businesses are active but could improve their visibility or level of engagement in public life.

There is a high level of uncertainty around diversity issues which may mean awareness needs to be raised; particularly if the non-white residents are a very small percentage of the population. In terms of working together effectively, practice in participatory, consensus-oriented decision making is needed to build a sense of common will in the community. This can be supported by better sharing of information and transparency because these practices build trust among community members. To better inform community members, expansion of online forums and broadband internet access could be particularly helpful.

Collaboration can also be improved through civic education and leadership development programs. Those that tap into non-traditional groups will help generate sustained success. Inviting the public into decision making processes will become easier if they are better prepared for deliberation.

As successful collaborative action builds, participatory planning activities can become a regular part of the public process, enabling the community to carry forward knowledge and leadership in a more sustainable fashion. There is a strong sense of history and resident stability in Moundsville and adding this level of engagement will strengthen community capacity greatly. Once Moundsville is working more effectively within its boundaries, it will be better positioned to improve upon regional planning and collaborative efforts across jurisdictions, including the school district, the county, and the state.

Assets and Needs Results

In order to establish the general areas of expertise needed for the Moundsville planning process, we added a few open-ended questions to the Civic Survey. These questions were meant to elicit opinions about the community's assets and needs. Analysis revealed emergent themes, which of course could easily be categorized in other ways. A summary and ranking based on the frequency of comments (shown in parentheses after each issue) made under those themes is discussed here.

The first open-ended question asked: "What can we do to make Moundsville the best place it can be in coming years?" The answers prioritized pursuing economic development activities, law enforcement and crime and vice prevention (including youth programing), beautification and ordinance enforcement, and collaborative leadership.

The second question requested that the respondent "describe three of Moundsville's strengths." The community prioritizes and values its human assets above the physical and economic assets—a perspective that bodes well for community development work.
The third question sought to understand the needs side of the community's situation: "Describe three of Moundsville's challenges." The answers weighted civic capacity equal to community appearance, followed closely by economic development and security, as well as crime and vice concerns. Again, the human needs were ranked as high as the physical needs of the community. Therefore, it will be important to build human, social, and political capital in order to address the needs of the natural and built environment.

The final open-ended question sought information about particular places in the town: "What place in Moundsville do you treasure most, and why?" These answers show the community members' deep appreciation and care for their home, including neighborhoods and amenities, the riverfront, the historic main street, and the various tourist destinations in the town and area.

Appendix B: Background Materials

Public Comprehensive Plan Meeting Is Today

June 26, 2013

By SARAH HARMON - Staff Writer , The Intelligencer / Wheeling News-Register

Save | Post a comment

Residents of Moundsville are encouraged to give their input on the future direction of the city at a Comprehensive Plan Open House Workshop from 6-8 p.m. today at the Moundsville Training Center, located in the former West Virginia Penitentiary.

Representatives from the Land Use and Sustainable Development Law Clinic at West Virginia University College of law have been working with city officials for several months as the city develops a comprehensive plan on how to improve Moundsville. Issues such as economic development, land use, housing and transportation will be discussed. Jesse Richardson, lead land use attorney at WVU College of Law, said public input is vital for the beginnings stages of drafting the plan.

"We would really like to see as many people come out as possible," Richardson said. "Everybody is welcome. Come whenever you want; we just want to hear your thoughts and concerns."

Richardson said there will be four stations residents can visit and give input. A prioritization station will present the goals and objectives for the city as determined by the WVU Public Administration Department, which citizens can rank as a first or second priority. Some suggestions presented will include taking advantage of the natural gas industry boom cycle, increasing regional tourism, balancing big box and small retail and revitalizing the historic district.

Two stations will be dedicated to "strengths and opportunities" as well as "weaknesses and threats," which will be gathered on a flip chart. A mapping station will show residents the existing land uses and will gather input on future land uses in the next 10 to 15 years.

Richardson said the next step will be to begin writing chapters of the comprehensive plan to present to the public. He estimated the plan would take about a year to write.

"The community is the leader in this," Richardson said. "We take directions from the community, so we want to find out what they want and put it into a legally feasible plan."
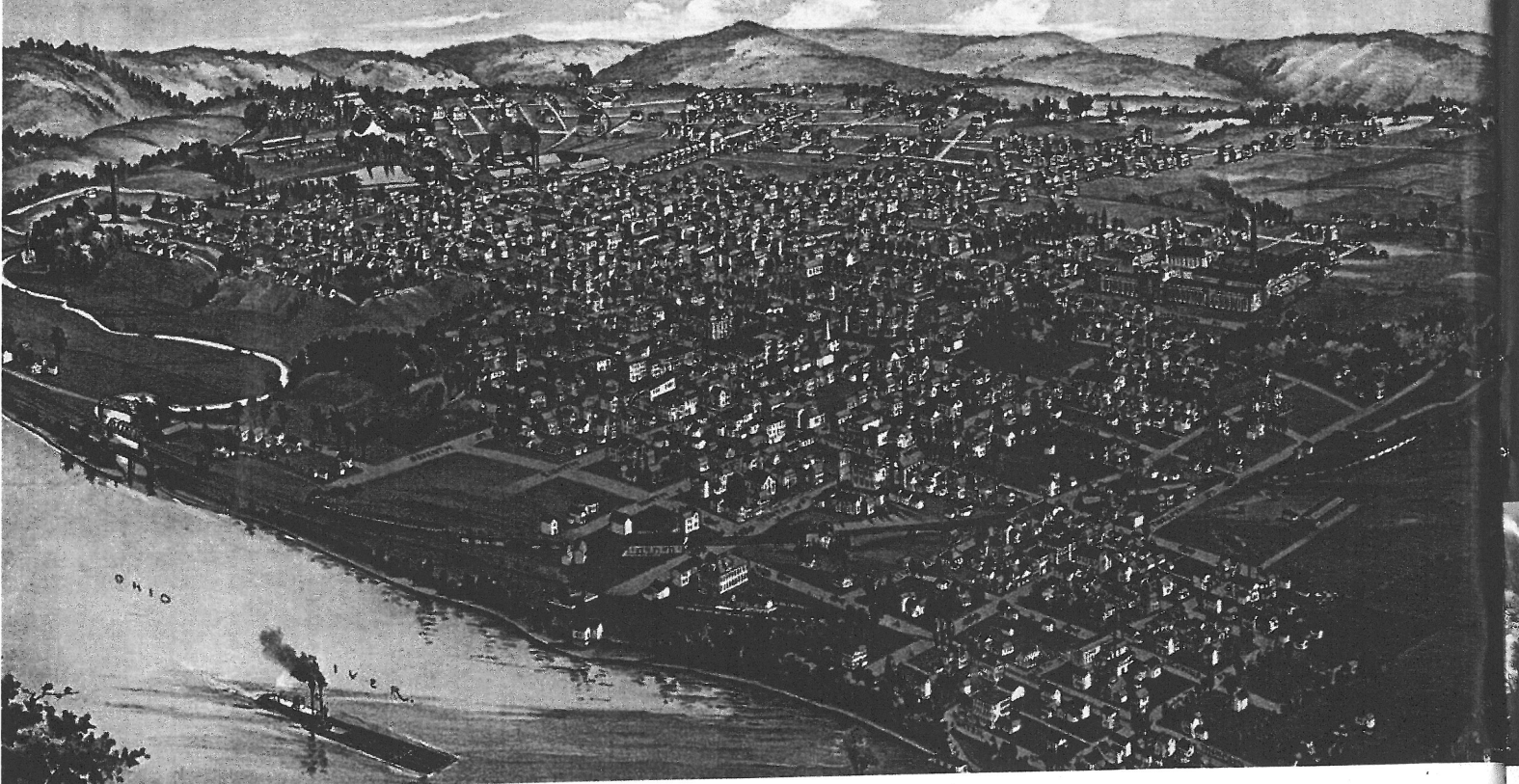
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RESEARCH

I S S U E

West Virginia University.

UNIFYING MOUNDSVILLE

By Jared Lathrop

A small town nestled in the northern panhandle of West Virginia, Moundsville derives its name from the area's many Adena Indian burial mounds constructed more than 1,000 years ago.

The city once known for its elegant pieces of handblown glass and for the West Virginia State Penitentiary was recently given with the job of devising a comprehensive plan to move forward into the twenty-first century. The plan, Unifying Moundsville: Unlocking our Future, will establish goals and objectives and analyze the social, economic, and environmental quality of life.

"We learned about the plan over a year ago," said David Wood, Moundsville city councilman and project liaison. "We felt it was important to obtain assistance from outside the county so we contacted WVU Extension Services, which put us

in contact with a professor at WVU who had a background in city planning and community development."

That person is Margaret Stout, an assistant professor in the Department of Public Administration. Stout, with the assistance of the West Virginia Campus Compact and a group of graduate students in public administration, has taken on the two-year project to help address the community and economic development opportunities around Moundsville.

The project is divided into four separate courses, each of which focuses on one specific task of comprehensive planning. Initial research was completed last fall on the local and county governments, nonprofit sector resources, economic and natural resources in the region, and demographics, including factors like educational achievement,

income, mobility, and age.

A civic index survey and set of community conversations were held in spring 2012 to learn about the community's social and governance capacity and to mobilize participation. The planning and implementation portions of the project began this fall.

The first group of students completed a series of visits to gather data for a first impressions report, which explained in detail what they thought could be improved upon within the community. This data was turned over to Moundsville officials to allow them to better understand an outsider's opinion of the city.

"The first impressions report was extremely helpful," continued Wood. "It allowed us to quickly understand what we should focus on as well as understand what tourists or other visitors think when they

A Glimpse of Moundsville's Past

In July, Native American Studies faculty and students spent a week in West Virginia's northern panhandle volunteering at the Grave Creek Mound Archaeological Complex in Moundsville.

"The heart of our Native American Studies Program is providing students with opportunities for hands-on learning and personal interaction with Native people from diverse cultural and tribal backgrounds. Volunteering in Moundsville enables the volunteers to intellectually and physically connect to the culture of the ancient people of our region while 'giving back' to the state through volunteer service," said Bonnie M. Brown, coordinator of the Native American Studies Program.

Over 2,000 years old, Grave Creek Mound is the largest Adena-period conical mound believed to exist. In the shadow of this monumental mound, students were trained and supervised by museum staff as they worked in labs to help sort, clean, and label artifacts such as stone tools and pottery shards. The Complex is West Virginia's official repository for such items.

Students attended presentations from staff, engaged in discussions, viewed films, and learned about modern preservation and archival methods.
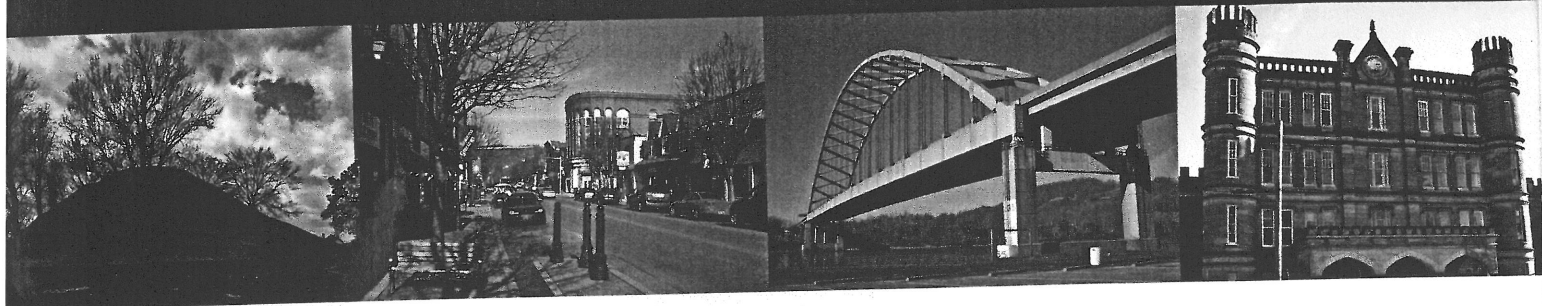
arrive on Main Street or enter a business."

During the organizing process, students met with key community stakeholders, including government, business, nonprofit, and school leaders. They also mobilized citizens through civic and volunteer groups. Each student was responsible for identifying a target demographic in the area ranging from tourism to government. They will act in an advisory capacity throughout the project.

"I really wanted to bond with the community," said Festus Manly-Spain, a master of public administration doctoral student in resource management and sustainable development. "I've been working with the community on tourism and helping them see the treasures within their community."

Engaging youth has been an important part of the campaign. Volunteers from John Marshall High School will participate in the next phase of the project, which includes strategic planning, land beautification, and further engaging citizens' volunteer efforts.

"I'm focusing on working with the youth of the town," said Abigail Wheeler, a master of public administration candidate.

"It's not just a comprehensive plan anymore. It's an opportunity for everyone in the community to help rediscover our vision of Moundsville."—David Wood

"I hope the work we do provides a foundation for them to grow and develop. The project really gives young people a sense of possibility and community pride."

Although the planning and implantation process will take place over the next year, town officials have high hopes.

"I'm excited to see the spirit return to the city," said Dave Knuth, executive director of the Marshall County Chamber of Commerce. "At times we've had trouble communicating between the different committees. I think this project will allow us to remove older buildings, like the old glass factory, and make way for new businesses."

The direct costs of the project are covered through a Campus/Community LINK Program grant from Campus Compact, a national coalition of almost 1,200 college and university presidents—representing some six million students—who are committed to fulfilling the civic purposes of higher education. Campus Compact promotes public and community service that develops students' citizenship skills, helps campuses forge effective community partnerships, and provides resources and training for faculty seeking to integrate civic and community-based learning into their curriculum.

"I've started to see this planning process in a different light," said Wood. "It's not just a comprehensive plan anymore. It's an opportunity for everyone in the community to help rediscover our vision of Moundsville." ∎

Unifying Moundsville—Unlocking Our Future

Public Involvement Plan

Project Description and Background

In the spring of 2011, representatives from the City of Moundsville contacted West Virginia University's Extension Service for assistance in updating their Comprehensive Plan prior to 2014 as required by the West Virginia State Legislature and as described in Chapter 8A of the West Virginia Code. Per the Code, local governments should have a "plan and a vision for the future, and an agency to oversee it." Furthermore, a planning commission should be established to serve in an advisory capacity to promote orderly community development, and should oversee the preparation of a comprehensive plan to be adopted by the local governing body. This plan should be the basis for land development and use, and provide guidance to these stakeholders to "work together to provide for a better community." Specifically, it should include guidelines, goals, and objectives for "all activities that affect growth and development" in the jurisdiction. **The last time this plan was updated was in 1971;** *clearly there is a need for revision*.

Therefore, Moundsville contacted Extension Service Specialist Michael Dougherty for assistance with land use planning and zoning ordinance revisions, as well as Jenny Selin for assistance from a broader-based Community Design Team. The Division of Public Administration has been working closely with Extension Service faculty and the Community Design Team program staff for many years. This has increased dramatically over the last two and a half years with the hire of Dr. Margaret Stout to develop curriculum in Local Governance & Community Development (LGCD). The LGCD curriculum is designed to integrate faculty-led service-learning and action research activities with more traditional outreach programming and community-based programs and initiatives. It was also designed to establish interdisciplinary curricular partnerships with faculty across the university.

Simultaneous to Moundsville requests for technical assistance, a group of collaborators were meeting to prepare for implementation of the LGCD curriculum in Fall 2011 in a community that would offer a synergistic opportunity for all partners: WVU Division of Resource Management (Landscape Architecture and Parks, Recreation & Tourism); WVU Department of History (Public History and Heritage); WVU Department of Sociology and Anthropology (Rural Sociology); WVU Extension Service (Community, Economic, and Workforce Development programs); West Virginia Redevelopment Collaborative; West Virginia Community Development Hub; U.S. Department of the Interior, Office of Surface Mining VISTA program; and the Ohio River Heritage Trail initiative. As it turned out, every one of these collaborators had done work in Marshall County or Moundsville and was interested in continuing activities.

Therefore, a proposal was made to the City of Moundsville Council and Manager to develop a collaborative relationship to accommodate the city's needs for technical assistance and WVU's need for a host community for faculty-led service-learning and action research. The results of the agreed-upon work plan were laid out in a Memorandum of Understanding to carry out activities

over the course of four consecutive semesters and two years. This agreement was finalized in October, 2011. The basic schedule of activities is as follows:

Fall 2011: *Learning*.	Learn about the city, its region, and its community-based partners to develop a community profile to be used in comprehensive planning.
Spring 2012: *Dialogue*.	Develop a Public Involvement Plan for mobilizing the community and engaging in participatory public planning activities.
Fall 2012: *Deliberation*.	Facilitate participatory public planning processes and produce documentation of goals, objectives, and implementation strategies for the comprehensive plan.
Spring 2013: *Implementation*.	Select one or more projects for resource development and implementation activities.

The following sections describe the specific manner in which the field-based phases of the project will be carried out (Spring 2012 through Spring 2013).

Stakeholder Analysis

As shown in the following table, through preliminary work with the community the Project Team has identified a number of stakeholder groups that are crucial to successful completion of the participatory planning process, plan development, and plan implementation. We have sought to engage a well-rounded assortment of stakeholders evident in the community, including:

- City and County Governments
- Faith-Based Organizations
- Civic Organizations
- Main Street Businesses
- Health and Human Service Organizations

- Youth Groups and Schools
- Neighborhood Groups
- Cultural Groups
- Tourist Attractions

A complete list of the representatives contacted is provided in Appendix A. This list illustrates that Moundsville is very rich in capacity in terms of the variety of organizations available to contribute to mobilizing, planning, and implementation. However, a common concern among all groups is a lack of capacity to invest staff time or financial resources into any phase of the project. It is hoped that through well-orchestrated tasks that require minimal effort on any one organization that a sense of capacity will grow throughout the project's time-line, encouraging ever-increasing willingness to invest in the community's future.

As we work with these stakeholders throughout the project, we continue to be attentive to the substantive concerns and issues they raise in order to best shape the various processes designed for dialogue, deliberation, and decision-making. To maintain an effective group size for decision-making purposes, a subset stakeholder group is engaged in ongoing project communications and process design. This group is listed in Appendix B.

Community Concerns/Issues

From conversations to date, it is clear that there is shared concern about economic stability and growth, increasing the viability of tourism to the town, youth substance abuse, a growing number of "coffee houses" that are actually gambling parlors, and the potential negative impacts or practices of energy companies active in the region. In addition to stated concerns by Stakeholder Advisory Team members, many signs were on display in the front yards of homes that indicate resentment over the high number of out-of-town workers being hired for nearby gas drilling activities. Large numbers of trailers and recreational vehicles can be seen in campgrounds springing up in and around the town, nearly all of which come from other states across the country. Therefore, these **social and economic concerns** must be accommodated in the public process.

Community observations reveal a measurable level of deterioration in various neighborhood, commercial, and industrial areas. The need for coordinated public/private redevelopment, revitalization, and community beautification is evident, in addition to continued code enforcement and private business and homeowner efforts. Therefore, these **physical conditions issues** must be accommodated in the public process.

However, a pervasive but less evident issue is the lack of social and organizational capacity to address these substantive issues. The City does not feel capable of grappling with these issues due to lack of both staff and financial capacity. Partnerships among organizational stakeholders are not evident, leaving the Project Team with a sense that there may be turf issues present in the community. There is a complete absence of neighborhood associations and although we have been told of efforts by one individual to develop a Block Watch program, repeated follow-ups have not received a response. In short, the lack of individual, group, organizational, and network capacity is worrisome. Therefore, **the project and its processes must seek to improve these community capacities** in order to ensure successful implementation of the City's Comprehensive Plan.

Public Involvement Objectives and Techniques

Public Involvement Objectives describe the expected level of public influence to be obtained during the project. Each phase of the project has a particular purpose that lends itself to a specific level of participant empowerment. Particular techniques are chosen based on these objectives to establish proper expectations and to elicit appropriate participation. The following questions helped guide the development of public involvement objectives for each phase of the project:

1. What is the purpose?
2. What level of public influence is desired?
3. Are there federal, state, or local public involvement and communication requirements that must be met?
4. How controversial or potentially controversial is the project?
5. Who are the stakeholders and what are their levels of knowledge and interest?

6. What is the knowledge level of the public related to project?

7. What are the costs for the entire project? Are there funds allocated to support the effort?

According to the International Association for Public Participation (IAP2), the levels of involvement include: *Inform*, *Consult*, *Involve*, *Collaborate*, and *Empower*. The involvement approaches form a hierarchy in which the techniques associated with a lower level are likely to be utilized in the level above as well. Each level of involvement is associated with techniques designed to clearly indicate expectations and to elicit the type of response desired. It is important to use a variety of techniques to engage participants in a manner that works best for them.

Inform. Provide the public with balanced and objective information to assist them in understanding the project, the issues it seeks to address, or potential alternatives for action.

Consult. Consultation engages citizens in two-way communications that solicits input and feedback.

Involve. Involvement puts two-way communication into real-time dialogue. The principal goal, however, is mutual understanding, as opposed to deliberations toward a decision.

Collaborate. Collaboration moves dialogue into deliberation. This involves engaging the public in a participatory decision-making process, including development of action alternatives and identification of the preferred strategies.

Empower. Empowerment puts the authority to decide in the hands of the public participants.

An overview of how these levels of involvement will be used to engage Moundsville is shown in the following table:

Purpose	Involvement Objective	Techniques
Engage stakeholders (decision makers and implementation partners)	Collaborate	Presentations and meetings toward MOU; ongoing email and telephone communications; monthly project meetings (meet & greet team; team report and draft PIP; status report with PM only; team report with survey results; final PIP from PM only)
Raise awareness of the project	Inform	Flyers, newsletters, newspaper articles, City web page, press releases
Learn from the community	Consult	Civic Survey (email, print, web)
Shape the CDT planning process	Involve	Community Conversations (facilitated dialogue in non-traditional locations)
Vision and plan	Collaborate	Community Design Team (interactive participatory planning sessions)

Prioritize and implement collaboratively	Empower	Stakeholder plan review and prioritization sessions (*limited* participatory decision making)

Communications Approach

The Communication Plan is designed to recruit, inform, and provide feedback throughout different phases of the public engagement process. Effective communication programs recruit participants into the process; provide good information and education when needed; inform people about the project; and provide feedback about how community input has been gathered, documented, and utilized.

Following the Public Involvement Objectives and Technique section, various strategies will be employed by the WVU Project Team to communicate community stakeholders and the general public. We will employ existing communication platforms rather than create new ones. This approach will include: general project correspondence between the Project Team and community representatives (email and telephone); written information on the City of Moundsville's web site; recorded PSAs on the downtown PA system; the *Echo* newspaper; flyers posted around town in conspicuous locations; various community group, nonprofit, and school distribution lists; formal City meeting notices as required by law; in-person presentations at Stakeholder Advisory Team and public meetings; and project fact sheets handed out at all public meetings. Public meetings will be held at times and locations convenient to a variety of schedules, with both weekday evening and weekend options. The following table provides an overview of the communication techniques, schedule, and Project Team member(s) responsible for each.

Communication Technique	Date	Team Member
Engage Stakeholders		
1. Written and telephone correspondence with the Community Liaison and Stakeholder Advisory Team	Ongoing	Project Team Leader
1.1. Email invitations and meeting agendas	Ongoing	Project Team Leader
1.2. Follow-up to questions, concerns, and comments via telephone and email correspondence	Ongoing	Project Team Leader
2. Face-to-face meetings with the Community Liaison and Stakeholder Advisory Team	1-27-12 2-24-12 4-20-12	Project Team
2.1. Status reports and project information dissemination through presentations and hand-outs in meetings	Ongoing	Project Team Leader
3. Written and telephone correspondence with stakeholder representatives	Ongoing	Project Team

Communication Technique	Date	Team Member
Raise Public Awareness		
1. Produce project public relations announcement for newspaper and stakeholder distribution	3-10-12	Communications Team
1.1. Distribute via stakeholders	3-10-12	Project Team
1.2. Distribute via newspaper (*Echo*)	3-10-12	Communications Team
2. Produce Project Fact Sheet for general distribution	3-10-12	Communications Team
2.1. Distribute Project Fact Sheet	3-10-12	Project Team
3. Create Project web pages on City's web site	3-17-12	Communications Team
Learn from the Community		
1. Develop a Civic Survey	2-13-12	Project Team
1.1. Distribute via stakeholder groups	2-24-12	Project Team
1.2. Distribute via *Echo*	2-17-12	*Echo* Publisher
1.3. Distribute via City web site	2-24-12	Communications Team
2. Collect Civic Survey via City drop box	3-15-12	Project Liaison
3. Collect Civic Survey via mail	3-15-12	Project Team Leader
4. Complete data entry and analysis	3-26-12	Evaluation Team
5. Write report of survey results and executive summary	4-9-12	Evaluation Team Project Team Leader
5.1. Disseminate via City web site	4-16-12	Communications Team
5.2. Disseminate via Stakeholder Advisory Team Meeting	4-20-12	Project Team
Involve and Consult the Community		
1. Produce public meeting announcement flyer for newspaper and stakeholder distribution	4-9-12	Communications Team
1.1. Post to City web site	4-9-12	Communications Team
1.2. Distribute via stakeholders	4-16-12	Project Team
1.3. Distribute via newspaper (*Echo*)	4-18-12	Communications Team
2. Write and record a PSA for the downtown Public Address system		To Be Determined
2.1. Play PSA several times each day	4-18-12 to 4-21-12	Project Liaison
3. Produce press release for local news	4-16-12	Communications Team
3.1. WRKP (96.5 FM; Moundsville, WV; Owner: RKP International CORP)	4-16-12	Communications Team
3.2. WOVK (98.7 FM; Wheeling WV; Owner: CAPSTAR TX)	4-16-12	Communications Team
3.3. WTRF-TV (Channel 7; Wheeling, WV; Owner: WV Media Holdings, LLC)	4-16-12	Communications Team
3.4. W56DX (Channel 56; Wheeling, WV; Owner: Abacus Television)	4-16-12	Communications Team

Communication Technique	Date	Team Member
4. Respond to local news media requests for interviews and or other coverage	Ongoing	Project Team Leader
Communication Technique	**Date**	**Team Member**
Involve and Consult the Community		
5. Produce and disseminate findings from the public meetings		Project Team
5.1. Document products of public meetings	4-21-12	Documentation Team
5.2. Analyze findings and write report sections	4-25-12	Project Team
5.3. Write final report and executive summary	4-27-12	Project Team Leader
5.4. Present to Stakeholder Advisory Team	4-30-12	Project Team Leader
5.5. Post to City web site	4-30-12	Communications Team

Project Timeline

Tasks:	1/27 & 28 (Trip 1)	2/3	2/13	2/20	2/24 & 25 (Trip 2)
Stakeholder Advisory Team Meetings	▓ (blue)				▓ (blue)
First Impressions Assessment	▓ (blue)	▓ (blue)			
PIP Project Description		▓ (red)	▓ (red)	▓ (red)	
PIP Stakeholder Analysis		▓ (orange)	▓ (orange)	▓ (orange)	
PIP Community Concerns/Issues		▓ (orange)	▓ (orange)	▓ (orange)	
PIP Project Timeline		▓ (green)	▓ (green)		
PIP Public Involvement Objectives		▓ (light green)	▓ (light green)	▓ (light green)	▓ (light green)
PIP Involvement Techniques		▓ (navy)	▓ (navy)	▓ (navy)	▓ (navy)
PIP Communications Approach		▓ (pink)	▓ (pink)	▓ (pink)	
PIP Process Facilitation Guides					▓ (brown)
PIP Documentation	▓ (purple)	▓ (purple)	▓ (purple)	▓ (purple)	▓ (purple)
Contacting Stakeholder Groups	▓ (blue)	▓ (blue)	▓ (blue)	▓ (blue)	▓ (blue)
Survey Design and Distribution			▓ (blue)	▓ (blue)	▓ (blue)
PIP Delivery (Draft/Final)					▓ (blue)
Survey Data Entry & Analysis					
Survey Results Presentation					
Community Conversations (3)					
One Book One Community Initiative			▓ (black)	▓ (black)	▓ (black)
Project Evaluation	▓ (yellow)	▓ (yellow)	▓ (yellow)	▓ (yellow)	▓ (yellow)
Community Design Team					
Plan Elements Presentation					
Plan Ratification and Prioritization					
Plan Project Grant Writing					
Plan Project Management					

Key:

WVU Project Team	▓ (blue)
Dr. Stout	▓ (red)
Abby Wheeler	▓ (navy)
Alyssa Keedy	▓ (purple)
Festus Manly-Spain	▓ (orange)
Grant White & Kyle Haugh	▓ (yellow/gold)
Janelle Graves & Natalie Aggarwal	▓ (pink)
Lauren Brennan	▓ (light green)
Taylor Richmond & Kyle Haugh	▓ (green)
Natalie Aggrawal	▓ (black)
Natalie, Janelle, Taylor, Lauren	▓ (brown)
Community Members	▓ (yellow)

3/12	3/19	4/9	4/16	4/20 & 21	Summer 2012	Fall 2012	Spring 2013
				Trip 3			

Process Facilitation Guides

A facilitation guide will be used by WVU Project Team or community volunteer process facilitators. This ensures that each meeting and break-out group is handled in the same fashion so that all participants have a similar experience. Each process has a unique purpose that employs specific techniques; therefore each process has its own facilitation guide.

Draft note: The detailed design of these processes is still underway and will not be complete until shortly before the first meetings in April.

Community Conversations

This process will be designed to allow for guided, open-ended dialogue about community concerns, hopes, challenges, and opportunities. Civic Survey results will be used to shape the themes for small group discussions.

All participants will be asked to sign-in, complete a name tag, and be given a Meeting Agenda and Project Fact Sheet. Each meeting will begin by convening the group as a whole. The WVU Project Team will be introduced, along with any members of the Stakeholder Advisory Team present. A brief overview of the full project will be given, reiterating what is on the Project Fact Sheet. Results of the Civic Survey will be presented in a brief fashion, focusing in on the areas of concern the Project will seek to address.

The agenda for the remainder of the meeting will be read and instructions will be given for finding the first session in a series of small group dialogues. Facilitators and scribes will be assigned to each group to capture the essence of the conversations. Before sending participants home, the group will reconvene for a team-building exercise that will serve to emphasize the importance of community connections and collaboration.

Community Design Team

This process will be designed to allow for facilitated planning for responses to the issues found in analysis of the Civic Survey and Community Conversations. Expert Community Design Team members will be on tap, not on top, meaning they will be members of issue-based teams alongside community members who share an interest in the issue. Community Design Team members will be chosen based on their expertise in the particular issues found in Moundsville.

All participants will be asked to sign-in, complete a name tag, and be given a Meeting Agenda and Project Fact Sheet. While convened as a whole, the WVU Community Design Team will be introduced, along with any members of the Stakeholder Advisory Team present. A brief overview of the full project will be given, reiterating what is on the Project Fact Sheet. Results of the Civic Survey and Community Conversations will be presented in brief to bring everyone up to speed and refresh memories. The agenda for the remaining elements of the meeting will be read and instructions will be given for finding the first in a series of small group planning activities.

Facilitators and scribes will be assigned to each group to capture the essence of deliberations. Each planning group will begin with a team-building icebreaker exercise that will serve to emphasize the importance of collaboration in planning and implementation. Planning activities will be designed to capture goals, objectives, and action strategies. Narrative, mapping, and drawing or modeling exercises are likely to be utilized. At the end of each given planning activity, the group will be asked to form an Action Team that will reconvene as the Comprehensive Plan elements are developed, adopted, and implemented. **Commitment to such a team will bring the benefit of continued involvement in the Project.**

The process may continue the second day with more detailed work in planning teams. Before ending the process, participants will be reminded that if they commit to participating in ongoing Action Teams, they will have the opportunity to give input into Plan prioritization.

Plan Prioritization

Once the City of Moundsville has adopted the Comprehensive Plan elements developed by the WVU Project Team, a community meeting will be held to present the Plan elements and solicit feedback in regard to prioritization as well as to obtain organizational and individual commitments to collaboration in implementation of specified strategies. This meeting will be limited to Action Team members.

All participants will be asked to sign-in, complete a name tag, and be given a Meeting Agenda, Project Fact Sheet, and Executive Summary of the Comprehensive Plan elements' goals, objectives, and action strategies. While convened as a whole, the WVU Community Design Team will be introduced, along with any members of the Stakeholder Advisory Team present. A brief overview of the full project will be given, reiterating what is on the Project Fact Sheet. The agenda for the present meeting will be read and instructions will be given for finding the first in a series of Action Team activities.

Facilitators and scribes will be assigned to each Action Team to capture the essence of deliberations. Each planning group will begin with reviewing the Plan element pertaining to their interests. The group will first discuss how the action strategies might relate to one another in terms of *timing* and to place them in phased order, if appropriate. The group will then be asked to use a voting strategy to prioritize the strategies early in the "critical path". At the end of each given planning activity, the Action Team will set a calendar for convening independently and with the WVU Project Team over the spring semester.

The group as a whole will reconvene with each Action Team reporting their priorities. Then the group as a whole will utilize a similar voting strategy to select the top three projects they wish to pursue. The WVU Project Team will then provide feedback as to which projects they are more capable of assisting into implementation.

Plan Implementation

The Action Teams established during the Community Design Team will continue to reconvene for resource development and implementation. The nature of specific Action Team meetings will be determined later in the Project by participants in the Community Design Team. However, a general commitment has been made to work toward implementation of at least one action strategy, hopefully to include both grant writing and project planning and management activities. The nature of these meetings will be like typical inter-organizational collaboration project meetings.

Documentation Approach

During public meetings there are many ways to document the comments being made. Some examples include flip charts on easels, storyboard cards on the wall, electronic boards, dry erase or chalk boards, and computer projections onto a screen. It is extremely important to find the approach that will work best for the process given what equipment and technology is available. ***The point is to choose an approach that can visually document the dialogue.***

Documentation of the public involvement process is essential to ensure that communications, deliberations, and decisions are transparent and on record. It is critical for participants, stakeholders, and decision-makers to be able to track their input from the beginning of the project to its end. If input received does not reflect outputs produced, an explanation must be provided and a process for issuing complaints should be established by the community host. This transparency is even more important because this Project extends throughout an entire year with a variety of team members coming and going from the Project.

The purpose of documenting all data received is to:

- Maintain and update a participant contact database;
- Maintain process mapping and navigation;
- Understand common ground and differing viewpoints;
- Communicate to others about the process status, recommendations and decisions, and the next steps of the process;
- Conduct process evaluation for continuous improvement efforts;
- Ensure accountability and legitimacy.

Documentation will include the following:

- All substantive written (digital and hard copy) correspondence;
- Telephone conversation notes;
- Meeting agendas and notes;
- Project documents.

Meeting notes will include the following information:

- Committee or event name
- Meeting date, time, and location
- Participants (sign-in sheets)
- Meeting notes author (name and contact information)
- Purpose of meeting
- Meeting agenda

- Comments made, questions asked, and issues put forth;
- Responses given;
- Consensus agreements or statements;
- Minority opinions;
- Any handouts given at the meeting.

Project Evaluation

The City of Moundsville seeks continual improvement of all of its activities and this Project is no exception. The *Unifying Moundsville—Unlocking Our Future* project will be evaluated in a variety of ways to capture the perspectives of the WVU Project Team, the Community Design Team, the Stakeholder Advisory Team, and participants from the general public. Evaluation methods will include both process and outcomes evaluation.

Project Team

Debriefing sessions will be completed by the Project Team after each field-based activity. These will be conducted in the tradition of service-learning and action research, including journal reflections, discussion, and compilation of group consensus points. These reflections will be utilized by the Project Team for continuous improvement efforts in all activities. This type of process evaluation ensures that as issues or concerns are identified, they can be addressed to immediately improve project outcomes. This evaluation is primarily for use by the Project Team, but may also be shared with the Community liaison when appropriate.

Stakeholder Advisory Team

The organizational representatives identified by the City of Moundsville as critical partners in planning and implementation will be provided a "sponsor" evaluation survey with which to assess the WVU Project Team's efforts at the end of each phase of the project (semester end). This evaluation form is shown in Appendix C.

Public Participants

All those attending public events hosted during any phase of the project will be given a satisfaction survey with which to provide feedback on the overall project and the particular process attended. This participant satisfaction survey is shown in Appendix D. We will also use sign-in sheets to track who and how many participated, the rate of return for satisfaction surveys, and similar quantitative data.

Results from each of these evaluation approaches will be compiled by our team and used to determine what's working in the project and what needs improvement. However, we also offer

the Stakeholder Advisory Team some evaluative questions to consider as they are engaging in the project for their own Project evaluation:

1. Were there ample opportunities for input that matched the level of community involvement the project sought?

2. Was the leadership structure clearly defined and both decision-making and implementation responsibilities determined?

3. Were various public involvement and communication techniques and styles used?

4. Were the opportunities for public input scheduled within the planning portion of the project or were they just an add-on?

5. Were there different ways for people to provide input into the project?

6. Was there public feedback about the involvement process? Did participants express their opinions about how the process was working? Did themes emerge from the comments themselves?

7. Was the process transparent and well-documented? Can the public see how it may have influenced the outcomes produced?

8. Does the outcome reflect a general consensus? Is the final product generally acceptable to the public?

9. Was adequate information provided to the stakeholders?

10. Do the decision-makers believe the public involvement process helped to make a better decision?

Appendix A: Stakeholder Contact List

City and County Governments

Faith-Based Organizations

Civic Organizations

Main Street Businesses

Health and Human Service Organizations

Youth Groups and Schools

Neighborhood Groups

Cultural Groups

Tourist Attractions

Appendix B: Stakeholder Advisory Team

Government

City of Moundsville
Councilman David Wood (Project Liaison)
304-650-6611
dlw11d@yahoo.com

City Manager, Deanna Hess
304-845-6300, x 3
dhess@cityofmoundsville.com

Past City Manager, Al Hendershot
304-845-4894
ahendershot845@msn.com

Councilman & Revitalization Committee
Chair, Phil Remke
304-845-8551
philipremke@comcast.net

Chief of Police, Thomas Mitchell
304-845-1611
tmitchell@moundsvillepd.com

Fire Chief, Noel Clarke
304-845-2050
noelclarke@cityofmoundsville.com

Marshall County
Commission President, Donald Mason
dmason20@msn.com

Administrator, Betsy Wilson Frohnapfel
304-845-0482
bfrohnapfel@marshallcountywv.org

Business Stakeholders

Marshall County Chamber of Commerce
Executive Director, David Knuth
304-845-2773
dknuth@marshallcountychamber.com

Moundsville Economic Development
Council
Executive Director, Suzanne Park
304-845-6200
suzanne@wvpentours.com

Grand Vue Park
General Manager, Craig White
304-845-9810, x 404
cwhite@grandvuepark.com

Joe Inclan
304-845-0964
frameandfortunes@comcast.net

Denise Pavlick
304-845-1289
pavlikdj@aol.com

Matt Burk
304-830-5251
mbburk@hotmail.com

Education Stakeholders

Marshall County School District
Superintendent, Fred Renzella
304-843-4400
arenzell@access.k12.wv.us

Mark Swiger
304-280-4882
swiger.mark@gmail.com

David Parsons
304-280-0906
dcparsons70@gmail.com

Health and Human Service Stakeholders

Marshall County Family Resource Network
Executive Director, Stacie Dei
304-845-3300
304-280-4527 (cell)
marshallcountyfrn@comcast.net

Terry Williams, M.D.
304-845-9686
amamekaslt@aol.com

WVU Extension Service—Marshall County
Extension Agent, Cheryl Kaczor
304-843-1170
cheryl.kaczor@mail.wvu.edu

Residents and Commissioners

Mike Markwas
740-296-0198
mike@lyndcoinc.com

Fred Brunner
Planning Commission
304-845-5833
frebon1@comcast.net

John Icard
Planning Commission
304-845-1387
icardrj@aol.com

William McConnell
Planning Commission
304-845-4872
allston100@msn.com

Appendix C:
Meeting Minutes
and resolutions

RESOLUTION ADOPTING A COMPREHENSIVE PLAN FOR THE CITY OF MOUNDSVILLE, WEST VIRGINIA

WHEREAS, the Planning Commission for the City of Moundsville, West Virginia, pursuant to Chapter 8A of the West Virginia Code, has prepared a recommended comprehensive plan for the City;

WHEREAS, the Planning Commission has recommended that the City Council adopt the comprehensive plan;

WHEREAS, pursuant to West Virginia Code §8A-3-7, a public hearing was held before the City of Moundville's Planning Commission on May 14, 2014;

WHEREAS, the planning commission presented the comprehensive plan to the City Council on May 20, 2014;
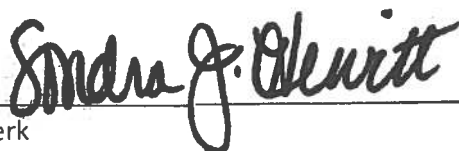
WHEREAS, pursuant to §8A-3-7, a public hearing was held before the City Council on July 1, 2014;

NOW, THEREFORE, IT BE RESOLVED by the City Council for the City of Moundsville, West Virginia, that, pursuant to West Virginia Code §8A-3-8, the comprehensive plan prepared by the Planning Commission for the City of Moundsville, West Virginia, bearing the date of July 1, 2014, is made a part of this resolution by reference and is hereby adopted without any amendments thereto entered into the official minutes of the City Council.

BE IT FURTHER RESOLVED, that a copy of this adopted comprehensive plan shall, pursuant to West Virginia Code §8A-3-9, be filed in the office of the clerk of the county commission for Marshall County, West Virginia

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Moundsville, West Virginia, held on July 1, 2014.

ATTEST:

_____
City Clerk

STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF MOUNDSVILLE,
JULY 1, 2014

The Council of the City of Moundsville met in regular session in the Council Chambers on July
1, 2014 at 7:00 p.m.

Meeting was called to order by Vice Mayor David Wood.

Invocation by Vice Mayor David Wood.

City Clerk Hewitt called the roll and the following councilpersons were in attendance: DeWitt,
D. Haynes, P. Haynes, Remke and Vice Mayor Wood. Absent: Mayor Saunders & Simms.
Also present: City Manager Deanna J. Hess, Asst. Fire Chief Walker, Police Chief Mitchell,
Street Foreman Stocklask, Attorney Thomas White, CPA Kathryn Goddard and City Clerk
Hewitt.

MINUTES:

Regular Council Meeting of June 17, 2014.

Councilperson P. Haynes moved to accept and approve the minutes of the regular council
meeting of June 17, 2014, seconded by Councilperson DeWitt. Motion carried unanimously.

CONSIDER PUBLIC HEARING FOR COMPREHENSIVE PLAN

Vice Mayor Wood asked anyone wishing to address issues on the Comprehensive Plan. With no
response from the audience, Vice Mayor Wood entertained a motion to close the public hearing.
Moved by Councilperson Remke and seconded by Councilperson DeWitt. Motion carried
unanimously.

**Discussion and Approval of a Resolution Adopting a Comprehensive Plan for the City of
Moundsville.**

Councilperson D. Haynes moved to approve the resolution to adopt the Comprehensive Plan for
the City of Moundsville, seconded by Councilperson Remke. Motion carried unanimously.

GENERAL PUBLIC HEARING:

Craig White, Grand Vue Park & Joni Grubler, Sleep Inn - Tourism.

Joni Grubler & Craig White spoke to council asking for monetary support during their efforts in
developing a Convention & Visitors Bureau (CVB) in Moundsville.

After the discussion, Councilperson DeWitt moved to bring this item before the finance
committee, seconded by Councilperson P. Haynes. Motion carried unanimously.

**Ronald Martin, 11 Drummond Street - Appeal Decision by Moundsville Planning
Commission for Zone Change.**

Mr. Martin presented his appeal to council stating that he was going to raze the house at 11
Drummond Street and install a mobile home.

* Joe Parriott, PO Box 277, Moundsville, spoke on tourism and cleaning up the City of
Moundsville.

OLD BUSINESS:

Other Items to be Discussed by Council.

* Councilperson DeWitt asked for an explanation as to why the 13ᵗʰ Street boat docks are unsafe.
She said this information was in the newspaper. Manager Hess explained she had the Street
Department install signs to keep people off the docks because the plank was removed. The docks
will stay closed until DNR can clean the debris from the dock area.

* Councilperson P. Haynes asked for an update on 59 Locust Avenue. Manager Hess reported a
work order was given to the Police department.

* Councilperson D. Haynes asked if recognition was given to Mr. Dalzell. Manager Hess sent a
recognition letter.

* Councilperson D. Haynes asked Attorney White if he finished researching the property at 202
Thorn Avenue. Attorney White said he spoke with one of the parties attorney, but is still looking
into things.

* Councilperson Remke reported junked vehicles parked at 4ᵗʰ & Cedar Avenue also on Highland
Avenue.

* Councilperson Remke asked for an update on 401 & 403 13ᵗʰ Street. Manager Hess reported
the owner has paid the $200 vacant building fee.

* Councilperson Remke asked for the vacant building reports.

NEW BUSINESS:

**Discussion to Receive & File the 2014-2015 Moundsville Sanitary Board and Stormwater
Budget.**

1   Councilperson D. Haynes moved to receive and file the 2014-2015 Moundsville Sanitary Board
2   & Stormwater Budget, seconded by Councilperson P. Haynes. Motion carried unanimously.
3
4   **Discussion of Planning Commission Appeal from 11 Drummond Street for Zone Change**
5   **from General Residential Area to Mobile Home Park District.**
6
7   Councilperson P. Haynes made a motion to agree with the Moundsville Planning Commission
8   and deny the requested for a zone change at 11 Drummond Street, seconded by Councilperson
9   Remke. Motion carried unanimously.
10
11   Vice Mayor Wood moved to hold an executive session for Real Estate matters, seconded by
12   Councilperson D. Haynes. Motion carried unanimously.
13
14   Regular Meeting recessed at 7:45 p.m.
15
16   Executive Session began at 7:50 p.m.
17
18   Executive Session recessed at 8:00 p.m.
19
20   Regular Meeting reconvened at 8:00 p.m.
21
22   **Discussion and Approval of an Ordinance re-establishing a Municipal Building**
23   **Commission. (Second Reading)**
24
25   Attorney White read the following ordinance by title only to be passed by council on second and
26   final reading:
27
28   **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE, WEST**
29   **VIRGINIA RE-CREATING AND RE-ESTABLISHING A MUNICIPAL BUILDING**
30   **COMMISSION AND PROVIDING FOR ITS COMPOSITION, AUTHORITY AND**
31   **RESPONSIBILITIES (SECOND READING)**
32
33   Councilperson D. Haynes made a motion to approve the Municipal Building Commission
34   ordinance, seconded by Councilperson DeWitt.
35
36   Mayor Saunders called for a voice vote. City Clerk announced the following tally. 4 yeas, 1 nay.
37   Remke voting nay. Motion carried.
38
39   **Other Items to be Discussed by Council.**
40
41   * Councilperson DeWitt made a motion to discuss at the traffic meeting the possibility of making
42   the alley between the Golden Tower and Helfer Pavilion a one way street, seconded by D.
43   Haynes. Motion carried unanimously.

* Councilperson Wood recognized Ms. Paige Madden who was recently chosen at Miss West Virginia.

MANAGER ITEMS:

Re-Appointment to the Moundsville Planning Commission.

* Manager Hess re-appointed Fred Brunner to the Moundsville Planning Commission.

MAYOR ITEMS:

* Vice Mayor Wood noted that Mayor Saunders was on vacation.

* Vice Mayor Wood noted the Home Rule Board is holding a meeting on August 11, 2014 at 8:00 a.m. at Wheeling City Hall for applicant presentations from each city. He asked Manager Hess to schedule a meeting with the city's Home Rule committee to work on their presentation.

COMMITTEE REPORTS:

Discussion of Recommendations by the Finance Committee.

Finance Meeting is scheduled for Tuesday, July 8, 2014 at 5:00 p.m.

Discussion of Recommendations by the Policy Committee.

Policy Meeting will follow the Finance Meeting.

Discussion of Recommendations by the Traffic Committee.

Traffic Meeting will follow Finance Meeting.

COUNCIL ITEMS:

* **D. Haynes** - Commented that council needs to decide whether or not we are going to enforce the grass cutting ordinance (grass being cut and blow into street).

* **P. Haynes** - Nothing at this time.

* **Remke** - Nothing at this time.

* **DeWitt** - Nothing at this time.

1 Councilperson DeWitt moved to adjourn, seconded by Councilperson P. Haynes. Motion carried
2 unanimously.
3
4 Meeting adjourned at 8:12 p.m.
5
6
7
8
9
10
11 Sondra J. Hewitt, City Clerk   Eugene Saunders Sr., Mayor

CITY OF MOUNDSVILLE
PLANNING COMMISSION
MAY 14, 2014

The Planning Commission of the City of Moundsville met in the City Council Chambers on May 14, 2014 at 5:00 PM for a Public Hearing on the Comprehensive Plan Draft.

Hearing was opened by order of Chairman John Icard.

Recording Secretary Ankrom called the roll and the following members were present: Icard, Carol Bassett, Fred Brunner, Gary Goode, and Councilman Paul Haynes. Absent were David Allender, Denny Kidd, William McConnell (work), and Ron Wood. Also present were Building Inspector Richmond and Acting City Manager Sondra J Hewitt. Absent was Commission Attorney Kurelac.

Approval of Minutes
The March 13, 2014 minutes were not available.

Comprehensive Plan Public Hearing
Chairman Icard read the Public Hearing notification as it was published in the March 31, 2014 *Moundsville Daily Echo*.

It was noted that no written public comments had been received at the City Clerk's Office nor by Jared Anderson's office at West Virginia University College of Law.

Joe Parriott of 1100 6th Street, Moundsville, believes that the Comprehensive Plan lacks addressing the beautification of the City of Moundsville, especially commercial properties. Mr. Parriott commented on the area along US Route 250, from the Jefferson Avenue Extension along 1st Street, and the route to Grand Vue Park. Having visited many areas of the world, Mr. Parriott has noticed that "thriving tourist areas" are well-maintained and use well their rivers and waterways. Discussion was held on the fact that many of the most blighted commercial areas are owned by non-local companies.

Hearing no other public comments, Chairman Icard closed the Comprehensive Plan Public Hearing at 5:18 PM.

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CITY OF MOUNDSVILLE
PLANNING COMMISSION
MAY 14, 2014

</div>

The Planning Commission of the City of Moundsville met in Regular Session in the City Council Chambers on May 14, 2014 at 5:18 PM.

Meeting was opened at 5:18 PM by Chairman Icard.

The following members were present: Icard, Carol Bassett, Fred Brunner, Gary Goode, and Councilman Paul Haynes. Absent were David Allender, Denny Kidd, William McConnell (work), and Ron Wood. Also present were Building Inspector Richmond and Acting City Manager Sondra J Hewitt. Absent was Commission Attorney Kurelac.

Commission members had no comments to make on the Comprehensive Plan.

Chairman Icard prompted discussion on a prospective Urban Renewal Authority, which should be an <u>active</u> community committee responsible for creating redevelopment plans for blighted or slum areas in the City. The City administration would have to declare an area as blighted or slum and approve any redevelopment plans.

Chairman Icard wants to promptly begin addressing the zoning issue.

Adoption of Comprehensive Plan Draft
Chairman Icard read the "Resolution Approving a Comprehensive Plan Prepared by the Planning Commission of the City of Moundsville, West Virginia," which was signed by the five present Planning Commission members. Members voted unanimously to approve the Draft and forward to Moundsville City Council.

Chairman Icard also read the letter to accompany the Draft, which liaison Councilman Paul Haynes will present to City Council at their May 20, 2014 meeting.

Adjournment
Fred Brunner made the motion to adjourn, which was seconded by Gary Goode; and meeting adjourned at 5:33 PM.

Karen L Ankrom
Recording Secretary