

Town of Bath Planning Commission Minutes

Oct 23rd, 2024

1. **Call to order:** Larry Landon at 5:00 pm
2. **Roll Call:** Larry Landon (X), David O'Connell (X), Susan Webster (X), Elizabeth Skinner (X), Steve Keith (X)
3. **Review and Approval of Minutes:** August Minutes
Minutes accepted with common consent.

4. **Comprehensive Plan Development Discussion**

a. **Review of Schedule 2024-2025 Periods 1,2,3**

- * Dave & Steve's recommended a scheduling plan for periods 1 & 2

Period 1: Final 2017-Plan Interviews

Initial Stakeholder Interviews that are nearly complete, with only the new stakeholder interviews put forward in back in July. These interviews are planned to be addressed in the monthly meetings up to July 2025.

Period 2: Developing self defined 2027 Goal & Objectives

All stakeholders would meet during the Working-Group meetings utilizing the Work Sheet provided to BDA to help organize and define each stakeholder's Objectives & Strategies. This will occur up to June 2026 and will overlap the Final 2017-Plan Interviews. (See attached **Schedule**)

- * Dave & Steve recommended to break up the 2027 Comprehensive Plan into sections.

Period 3: Organizing & writing the 2027 Comprehensive Plan

The writing effort would not begin in earnest until Jan 2026.

The 2027 Comp-Plan sections:

- a) Plan Development & Purpose
- b) What makes Town of Bath Special & Unique
- c) Community Profile
- d) Community Infrastructure (Gov & Non-Gov)
- e) Community Services (Gov, Private & NGO)
- f) Good Governance (New)

- * We may need an addition section to describe the **workings of local government** (e.g. Committee & Town Council organizational structure)

As the prelude for Good Governance.

(See attached **2027-Comp-Plan-Sections**)

5. **Status of Tasks:**

6. **Any New Business:**

- a. Modification to Working Group Schedule (Mondays at 11am)
- b. Larry proposed Monthly meeting be permanently changed to the 2nd Wednesday at 5pm.
The schedule change was accepted with common consent.

7. **Tasks For Next Meeting**

8. **Next Meeting:** Wednesday 13th at 5:00 PM

9. **Motion to Adjourn:** Time: 6:00pm approved with common consent.

Attest:

Chair:



Recorder:



Schedule

Comprehensive Plan – 2027 Schedule of Interviews & Development

The schedule below breaks out 3 timelines. The first time period is to Complete the Initial interviews to discuss the 2017 Objectives & Strategies with interested stakeholders. The second period to to engage with Key-Stakeholders to obtain their own self define Objectives & potentially their strategies for the 2027 Comprehensive plan (the long term 5 year plan). The final phase is to actually write the 2027 Comprehensive Plan.

Period-1	Final 2017-Plan Interviews	12 mths	July -2024 to June-2025
		w Overlap	Oct-2024 to July-2025
		10 mths	Remain
Period-2	Self Defined Goal & Obj	12 mths	June-2025 to June-2026
	(Use Group Meeting)	w Overlap	Feb-2025 to Mar-2026
		13 mths	Remain
Period-3	Dev 2027 Comprehensive Plan	6 mths	June-2026 to Dec-2026
		w Overlap	Jan-2026 to Dec-2026
		12 mths	Remain

Schedule

Work Group	Period-2 Work Sheet (2027)	Monthly	Period-1 Initial Interview (2017 Plan)
10/07/24		10/10/24	Planning Committee
10/14/24			
10/21/24			
10/28/24			
11/04/24		11/07/24	MC Emergency Management
11/11/24			
11/18/24	<i>BDA Follow-up</i>		
11/25/24			
12/02/24		12/05/24	Unfit Buildings w Mayor
12/09/24			(Greg Schene & Dick Gay)
12/16/24			(Uninhabited / Unfit / Abandoned)
12/23/24			
12/30/24			
01/06/25		01/09/25	Fire / EMS(Ambulance)
01/13/25	<i>HLC Initial-2017 w OnTrac</i>		
01/20/25			
01/27/25			
02/03/25		02/06/25	Parks & Recs
02/10/25			
02/17/25	<i>Water Committee</i>		
02/24/25			
03/03/25		03/06/25	Tree Board
03/10/25			
03/17/25	<i>Public Works Committee</i>		
03/24/25			
03/31/25		04/03/25	Town Administration
04/07/25			
04/14/25	<i>Cemetery Committee</i>		
04/21/25	<i>HLC Follow-up</i>		
04/28/25		05/01/25	Rail / Trail & Depot
05/05/25			
05/12/25	<i>BDA Objectives / Strategies</i>		
05/19/25	Tree Board		
05/26/25			
06/02/25		06/05/25	Grants
06/09/25			
06/16/25	MC Emergency Management		
06/23/25			
06/30/25		Holiday	

Elections

Schedule

Work Group	Period-2 Work Sheet (2027)	Monthly	Period-1 Initial Interview (2017 Plan)
07/07/25		07/10/25	Public Safety Committee II
07/14/25			
07/21/25	<i>WSWA Organization</i>		
07/28/25			
08/04/25		08/07/25	Collating the Objectives & Strategies as reported from the Committees & Organizations Using the Period-2 Template
08/11/25			
08/18/25	<i>HLC Objectives / Strategies</i>		
08/25/25			
09/01/25			
09/08/25		09/04/25	
09/15/25			
09/22/25	<i>Grants Committee</i>		
09/29/25			
10/06/25		10/09/25	
10/13/25			
10/20/25	<i>Finance Committee</i>		
10/27/25			
11/03/25		11/06/25	
11/10/25			
11/17/25	<i>Public Safety Committee</i>		
11/24/25			
12/01/25		12/04/25	
12/08/25			
12/15/25	<i>Ordinance Committee</i>		
12/22/25			
12/29/25			
01/05/26		01/08/26	Second Priority Prepare the Narrative Plan
01/12/26			
01/19/26	<i>Unfit Buildings (Unoccupied?)</i>		
01/26/26			
02/02/26		02/05/26	
02/09/26			
02/16/26	<i>Town Administration</i>		
02/23/26			
03/02/26		03/05/26	
03/09/26			
03/16/26	<i>Rail / Trail & Depot</i>		
03/23/26			
03/30/26			

Schedule

Work Group	Period-3 Writing the Narrative	Monthly	Period-3 Writing the Narrative
04/06/26		04/09/26	
04/13/26			
04/20/26			
04/27/26			
05/04/26		05/07/26	
05/11/26			
05/18/26			
05/25/26			
06/01/26		06/04/26	
06/08/26			
06/15/26			
06/22/26			
06/29/26	Narrative		Narrative
07/06/26		07/09/26	
07/13/26			
07/20/26			
07/27/26			
08/03/26		08/26/26	
08/10/26			
08/17/26			
08/24/26			
08/31/26		09/03/26	
09/07/26			
09/14/26			
09/21/26			
09/28/26		10/01/26	
10/05/26			
10/12/26			
10/19/26			
10/26/26			
11/02/26		11/05/26	
11/09/26			
11/16/26			
11/23/26			
11/30/26		12/03/26	
12/07/26			
12/14/26			
12/21/26			
12/28/26			

2027 Comprehensive Plan (Sections)

	Section
Opening Executive Summary Introduction * Town of Bath Boundary and Vicinity	Last
Plan Development and Purpose Background Material and Information Stakeholder Input Organization of the Document Survey's (Individual & Commercial)	1st Set-Up
<i>I. The Town of Bath, Berkeley Springs, West Virginia, USA</i>	
What Makes the Town of Bath Special and Unique? The Springs The History The Arts Bath or Berkeley Springs Changing Architecture Visitors and Residents	2nd Background
Community Profile Population Demographics * Age and Gender Education Employment * Labor Force * Income * Economic Sectors * Tourism Demographic Change over Time Population Movement	3rd Demographics

<p>Community Infrastructure</p> <ul style="list-style-type: none"> Municipal Government Finance Public Water System Public Sewer System Transportation System * Roads * Physical Infrastructure Public Structures Churches Commercial Structures Residential Properties and Structures <p>Morgan County</p> <p>State</p>	<p>4th</p> <p>Government, Public</p> <p>Non- Governmental Organizations</p>
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<p>Community Services</p> <ul style="list-style-type: none"> Police Fire & Emergency Medical Service Medical Services Community Social Support Services Substance Abuse and Drug Control Services Animal Control Solid Waste Landfill Senior Services Cultural and Recreation Services Museum of the Berkeley Springs Morgan County Public Library Historic Landmark Commission Parks and Recreation Facilities located in the Town of Bath Parks and Recreation Facilities located outside of Bath Media <p>Bad Buildings etc</p> <p>Tree Board</p> <p>Emergency Management</p> <p>Flood Control???</p> <p>WSWA???</p>	<p>5th</p> <p>Class (Gov, Private, NGO)</p>
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2027-Comp-Plan-Sections

Good Governance Representation (Missing Commissioners, EM) (Reporting, Dialog) Volunteer Communication, Development Onboarding (Committees, Council) Reception of Good Governance ???? Introduce Goals, Objectives, Strategies (Must be Self Defined Objectives & Strategies) How does Town Gov Work	6th NEW
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II. Goals, Objectives, and Strategies

Recommendation for Implementation of Comprehensive Plan

Goal 1 Economic Development

Goal 2 Community safety, health and welfare

Goal 3 Social Services and Supportive Physical Facilities

Goal 4 Sense of Place