

Board of Zoning Appeals

April 9, 2019

Meeting Minutes – Administrative Meeting to Discuss Expertise/Consultants Needed for a Hotel Application

The meeting was called to order at 11:07 am. In attendance were Board of Zoning Appeals members: Shaun Amos (1st meeting as member), Mike Buscher (Chairman), Chris Craig, Linda Rago, and David Simmons (Secretary) and alternate Hap Becker.

Reviewed April administrative meeting dates/times – April 15 3:30 pm to 5:00 pm and April 24 7:00 pm.

Listed documents recently provided to BZA members and alternates

HILLTOP PROCESS

- RFI 51 – Plan Review Options to BZA (Qs from SWaN with Responses from Town)
- RFI 52 – Board of Zoning Appeals Fee Issues (Qs from Town to SWaN – no responses)
- April 4, 2019 Meeting Minutes (includes the table of consultants & questions for attorney)
- February 28, 2019 Memo from Steven Ball (includes four proposals from Terracon, GD&F, Wells and Associates, and Alpha Consulting Engineers Inc.)
- September 7, 2018 Letter from Lewis Glasser RE: Proposed new Hotel by SWaN Hill Top, LLC on the Promontory (M. Sadd author) – includes summary of BZA duties with respect to hotel application
- April 2, 2019 email from Mike Buscher to BZA members that includes three (3) attachments from SWaN (electronic filenames: Hill Top House Hotel - Fee Payment Protocols & Milestones (3 options) Jan 5, 2019[4].pdf; SWaN Hill Top Comments regarding Fee Structure and Review Process[6].doc; Hill Top House Hotel - Consultant Cost Estimates (3 options) January 5, 2019[2].pdf)

INTERNAL BZA PROCESSES

- List of BZA Administrative Tasks
- July 11, 2016 Memo to OCO from PC and HLC RE: OCO guidelines for administrative approvals under Parts 13 and 17

RFI 48 may also be relevant.

BZA question to Town: What is the timeline of the economic study?

BZA unresolved question: What entity will/should perform the Storm Water Management review – Jefferson County or Region 9? This task is managed by Planning Commission but will inform the BZA decisions.

Members reviewed the September 7, 2018 Lewis Glasser letter to determine if other review expertise or consultants are needed. Table of consultants was updated due to this review (added Land Use Attorney and Environmental Project Manager). Additional questions for Mark Sadd were developed due to this review as well. An updated table and list of questions is attached to these minutes.

Next meeting will continue review of September 7, 2018 Lewis Glasser letter at “Building or Improvement Permits”.

The meeting adjourned at 12:58 pm.

Continued with two attachments –1) Proposed Questions for Attorney and 2) List of Expertise/Consultants

Preliminary list of questions for land-use attorney (Mark Sadd)

1. Do we put requests out to bid for expert opinions on facets of the project, and if so, at what point? We have contemplated the following options. Option a. is recommended by the Town Planner (hired) due to the need to obtain costs that will support the applicant's fee while Option b. allows for a more defined scope for each review (i.e., more refined costs), but may result in a slower process as we await approval for monies from the Town.
 - a. Prior to receiving application so that Town Council can approve expenditures before work is needed
 - b. Upon receipt of application so that BZA can determine more definitively the scopes of work for each consultant/expert
2. If Council approves a set amount for experts/consultants in Option a. or b. above and we find that we need more money during our review, how do we proceed?
3. Would you advise us to have an attorney present at BZA meetings? If so, a land-use attorney? Or other? As an alternative, are we allowed to inform the applicant that we will need an attorney present, at their cost, if they have an attorney present at any meeting?
4. If the streets in the overlay district are sold by the town and are not used as streets:
 - a. how are they zoned? If a street is not a street any longer, what is it? What is the lot identification?
 - b. who does this?
 - c. does this constitute a variance? Is rezoning required?What if they are leased?
5. What is the role of the Planner hired by the Town as a project facilitator in regard to the work of the BZA? Can the BZA appoint the Town Planner as the Proper Authority for determining that a Zoning Compliance Permit is complete?
6. Who can determine if Historic Resources Plan is complete? HLC, SHPO, other?
7. Who is responsible for construction/demolition oversight (i.e., who is Proper Authority)? If BZA, a) can BZA hire an inspector? b) can BZA charge the hotel developer for those costs? c) can ONLY the Proper Authority or it's designee shut down the job or order a change? If not, then who else (i.e., Mayor, Town Council, police, others)?
8. What exactly is "public lighting" as referenced in your 9/7/18 letter to town?
9. Who would you recommend as BZA counsel at hearings/meetings to assist in writing findings?
10. In your 9/7/18 Letter to Town, you mention that three (3) affirmative votes are needed regardless of the number present. Can you confirm that this is true for just this project and/or all projects?

11. If street ownership is transferred to SWaN, will that action trigger the Article 17 Subdivision rules?

POSSIBLY FOR M. SADD, AFTER OUR REVIEW OF STATE CODE/HF ORDINANCES

When we do solicit bids for consultants/experts, are we required to advertise and/or receive a certain number of bids? Do the projected costs trigger advertising or other solicitation requirements?

EXPERTISE IDENTIFIED BY BZA FOR HOTEL APPLICATION REVIEW SUPPORT

TOPIC	HF ORDINANCE ARTICLE/SOURCE	PROPOSED EXPERTS/PROCESS	NOTES	ACTION ITEMS
Storm Water Management (SWM)	1713.03	Region 9 (Matt Pennock), County, others	Responsibility of PC (not BZA); BZA forwards relevant application docs to PC	
Grading Plan	1303.04(d)(1)	NONE	Part of PC review of SWM via 1713.03	
Historic Resources Plan	1303.04(d)(2)	WV Historic Preservation Office (SHPO), Mills Group	Confirm extent to which HLC reviewed HRP with SHPO during Concept Design process	See also question on completeness to M. Sadd
Construction Plan	1303.04(d)(3)	County, Region 9, others	Appendix B of HF Ordinances includes requirements	Mike to call Region 9 to determine their capabilities (with Hap and/or Dave)
Landscape Plan	1303.04(d)(4)	Request PC to manage, Professional Landscaper, Tree Committee		
Scale Model	1303.04(d)(5)	Planner (Ball, others) to help craft request	Much discussion about including night views with light impacts from various points in town and across the river	
Performance Bond	1303.04(d)(6)	Town Insurance Company to help establish	May need legal advice?	
Lighting Plan	1303.04(d)(7)	Rob Case	includes env impact statement on effect to flora, fauna, and night sky	
Traffic Study	1313.04(f)(7)	Wells & Associates, HEPMPO (Matt Mullenax), WV DOH	WV DOH may not study local/neighborhood traffic issues, should also include parking plan review	
Land Use Attorney	per 9/7/18 M. Sadd Letter recommendation		1) At each hotel hearing 2) Assist writing findings 3) Advise on Article 17 (subdivision) applicability	
Environmental Project Manager	per 9/7/18 M. Sadd Letter recommendation		Demolition/material handling issues;	
Construction	per enforcement		May be combined with	

Oversight	comment in 9/7/18 M. Sadd Letter		demolition/Environmental Project Manager duties	
Hearing/Meeting Recorder	BZA Secretary Request			
Other Topics/Needs				BZA members to review list of topics/experts from Town (Ball) and SWaN for other potential needs

