

Town of Fayetteville, West Virginia
Planning and Zoning Board
Procedures for Public Input for Drafting Comprehensive Plan

Pursuant to the requirements of W. Va. Code § 8A-3-6(c), the Planning and Zoning Board (hereinafter “Board”) of the Town of Fayetteville, West Virginia (hereinafter “Town”) hereby adopts the following procedures to encourage and promote public participation in the drafting of the Town’s comprehensive plan. The comprehensive plan is being drafted pursuant to W. Va. Code § 8A-1-1 *et seq.*

- (1) The Board will host at least one public scoping meeting prior to the completion of a first draft of the comprehensive plan. The purpose of a scoping meeting is to gather input from the general public as to the Town’s strengths, weaknesses, opportunities and threats as they pertain to matters of concern in the comprehensive plan.

The Board will host at least one other additional public scoping meeting, if, in the judgment of the majority of the Board, such an additional meeting would result in continued and/or increased public participation that would be beneficial to the process of drafting a comprehensive plan.

- (2) The Board will develop one or more electronic forums to publicize key developments in the comprehensive planning process and allow for public input. Such a forum may include but is not limited to an electronic mail listserv, the Internet (in particular, the Town’s website or a separate website dedicated to the development of the Town’s comprehensive plan), and/or social media such as Facebook and Twitter. Such a forum may be an interactive portion of the Town’s website or another website whereby the public may submit feedback on the comprehensive planning process. It may also be a dedicated electronic mail address for receiving public feedback, and/or dedicated social media accounts.
- (3) The Board will designate and publicize a United States Mail address whereby interested members of the public may submit written feedback or other materials concerning the comprehensive planning process. This mailing address will be publicized in the press releases described in section (5), below, and on the Town’s website. This mailing address may also be publicized via other social/electronic media.
- (4) The Board will utilize electronic mail, the Internet and/or social media to publicize its regularly-scheduled public meetings, special public meetings, milestones, and other key developments in the comprehensive planning process.
- (5) The Board will issue press releases at critical junctures in the process of drafting the comprehensive plan, inviting public participation in this process.
 - a. Press releases shall announce the date, time, location and purpose of any scoping meeting, and encourage attendance by the general public.
 - b. Such junctures include but are not limited to the following: at least five (5) calendar days prior to any of the aforementioned public scoping meetings.
 - c. Press releases will be issued to at least the following media outlets: The Fayette Tribune, Beckley Register-Herald, WOAY-TV, WVNS, and WQAZ. Nothing in the foregoing shall limit the distribution of press releases to only these media outlets listed herein. The Board will distribute such press releases to additional media outlets if, in the judgment of a majority

of the Board or its designee, there is an opportunity for greater public participation by distribution to other media outlets.

- (6) The Board will investigate the possibility of written surveys to be distributed to the community at large at the aforementioned public scoping meetings, with utility bills, or otherwise. The Board will distribute such surveys to the community if, in the judgment of a majority of the Board, the quality of public feedback and anticipated rate of return on such surveys justify the time and expense of preparing and distributing such surveys.
- (7) Under W. Va. Code § 8A-3-6(b), once the Board has completed a draft of the comprehensive plan, and before submitting a plan to the Town Council for adoption, it must publicize and hold a public hearing on the draft of its 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 Board 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 publication area will be the area covered by the comprehensive plan. The Board will comply with these requirements.
 - b. In addition to the requirements at W. Va. Code § 8A-3-6(b), above, the Board will publish its draft of the comprehensive plan at least thirty (30) days prior to the public hearing. Specifically, the Board will post a draft of the plan on the Town’s website, and will post hardcopies for public review at the Fayetteville Town Hall. In addition, the Board will request that staff at the Fayetteville branch of the Fayette County Public Library and the office of the Fayette County Clerk post the draft comprehensive plan for public review.
- (8) For purposes of this comprehensive planning process, the Board considers the “community” of the Town of Fayetteville to be broader than just full-time residents within the corporate borders. For input into the comprehensive planning process, the Board will look to business owners who live outside the corporate borders, part-time residents, those who are employed in the Town but live outside the corporate borders, visitors, and others.
- (9) Public notice of Board meetings will be given pursuant to the West Virginia Open Governmental Proceedings Act, where applicable.
- (10) No provision herein shall be construed as limiting the Board’s ability to engage in additional public participation efforts as the Board deems appropriate. No provision herein shall prohibit the Board from amending these procedures.

Adopted this ____ day of _____, 2012.

Dennis Hanson, Chairperson

Roger Hanner, Member

James Akers, Mayor

Bob Pasley, Member

George Tabit, Member