

# Region 4

## Planning & Development Council



Member Handbook

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February 5, 2025

Dear New Member,

On behalf of Region 4 Planning and Development Council, I would like to welcome you to the Council.

Region 4 PDC plans for the comprehensive economic development and growth of its five-county area serving Fayette, Greenbrier, Nicholas, Pocahontas and Webster Counties. Because of the rural nature of the area served by Region 4 PDC, the Council's primary focus is the facilitation and implementation of infrastructure and development (water, sewer, broadband, etc.) projects. Region 4 goes beyond the roles of administration; the agency helps to breathe life into the projects and assists in the coordination needed to help make these projects a reality.

Region 4 Planning and Development Council's governing membership is comprised of the Mayor of each of the 26 municipalities served by the council, a representative from each County Commission, as well as private sector membership component.

The full Council meets on time per year on the third Wednesday of July and the Executive Committee of the Council meets on the third Wednesday of April, June and September. Special meetings may be called by the Executive Committee Chairman as needed.

The Region 4 Planning and Development Council is charged with the important task of guiding the administrative staff located at the Council's office in Summersville. (885 Broad Street, Suite 100 Summersville, WV) The Council members are also responsible for participating in the fulfillment of the Region's overall mission.

The private sector component of membership ensures that other areas of planning beyond municipal and county interests are also accounted for.

Enclosed within your packet is information detailing the role of the Council in the Region and will help you to become more acclimated with the organization.

Thank you again for your service to our Region and we look forward to working with you.

Please feel free to contact me if you would like to set up a meeting to discuss issues in your respective area of the Region. If you have any questions or if I can provide an additional information, I can be reached by email @ [jtuggle@reg4wv.org](mailto:jtuggle@reg4wv.org) by phone @ 304-872-4970 ext. 307 or 304-880-5452.

Sincerely,



John W Tuggle, PE PS  
Executive Director

# **Region 4 Planning & Development Council**

## **An Overview**

A regional council is a multi-service entity with state and locally-defined boundaries that delivers a variety of federal, state and local programs while continuing to function as a planning organization, as well as a technical assistance and fiscal management provider. The Councils are directly accountable to local units of government and are effective partners for state and federal governments. Through communication, planning, policymaking, coordination, advocacy, and technical assistance, the regional council provides technical assistance to the local governments and citizens in the Region by dealing with issues and needs which cross city, town, county, and in some instances, state boundaries. These councils implement programs and activities for all levels of government and promote intergovernmental cooperation. Regional councils are a combination of local governments and their citizens which have the responsibilities for developing plans and allocating resources within their respective regions.

As a result of changes in the economy, population shifts, new transportation demands and increasing demands for public services, paired with the increasing complexity in government programs and added demands on public funds, the WV Legislature enacted the Regional Planning and Development Act during a special session in 1971. House Bill No. 3 – Chapter 8, Article 25, of the Code of West Virginia delineates the responsibilities of both state and local governments in guiding the orderly growth and development of the State. The major stipulation of the Act is to establish regional councils in West Virginia for planning and development purposes. The Act was signed into law by Governor Arch A. Moore, Jr. on November 17, 1971. (A copy of the Act is included as Attachment B).

Through gubernatorial powers granted by this Act, Governor Moore established eleven Regional Planning and Development Councils. Three interstate and one intergovernmental council existed in metropolitan areas prior to the Act's passage. These organizations were folded into the make-up of West Virginia's councils. Prior to the establishment of the councils themselves, the Governor designated regional boundaries and it was determined that Region 4 would be comprised of Fayette, Greenbrier, Nicholas, Pocahontas and Webster Counties. After a series of meetings, the Region 4 Planning and Development Council commenced operations on July 1, 1973. (A map of the delineation of the Regional Councils in West Virginia and a directory of West Virginia Regional Councils is included as Attachment C).

It is mandated that at least 51% of the Council membership be made up of elected officials with additional members appointed from the major sectors of the regional community. The elected officials on the council include one representative from each of the five (5) county commissions and one representative from each of the Region's twenty-six (26) municipalities. Private sector members are appointed by the county

commissions from each of the region's five counties representing commerce, industry, education, agriculture, health and labor. (A list of members as of July 1, 2014 is included as Attachment E).

The Council has a strong sense of unity and dependability that dates back to its establishment. Each council member is credited for their excellent leadership and progressive orientation. Thus, the council has had an excellent track record in assisting with an array of infrastructure projects over the years. With the council's help, these projects enhance the lives of Region 4 and its citizens.

The Council's main administrative arm is the Executive Committee. The Executive Committee is made up of the five county commission representatives, the mayor from the largest municipality within each county, the elected officers if not one of the above, and other private sector representatives as the Committee deems appropriate. As with the Council, at least 51% of the make-up of the Executive Committee must be elected officials.

The Region 4 Planning and Development Council is a regional agency primarily responsible for planning and overseeing the orderly growth and development of the five county district it encompasses. The Council is involved in program planning and development, provision of technical assistance to local governments, assistance in the area of implementation and improvement of water and sewer systems, targeting areas for industrial and economic growth, workforce development, grant and loan administrative services, Intergovernmental Review functions which are state and federally mandated as well as interests in educational growth, improvement of healthcare facilities, transportation and service systems and expansion of recreational facilities and opportunities.

Following the completion of the 2010 Census the Council became further involved in transportation planning. In 2012 the area from Beckley to Fayetteville along the U.S. 19 corridor was determined to have a population surpassing 50,000 and was designated as an urbanized area. This designation triggered the formation of a Metropolitan Planning Organization, a federally mandated transportation planning council that receives federal highway and transit funding in urbanized areas. Designed to ease the pressures that denser populations put on transportation infrastructure, the MPO will create short and long range transportation plans, and other studies as needed.

While the Council is continuously engaged in comprehensive planning and development, it is difficult for each of the individual members to fully address each of the eventualities that lead to development decisions. Therefore, several committees have been appointed to expedite the decision making process. Current committees include: the Executive Committee, the Comprehensive and the Economic Development Strategy Committee. The MPO also has several appointed committees including a Technical Advisory Committee, Steering Committee and Transit Committee. Also appointed on an as needed basis, the Finance Committee reviews the annual budget and the Nominating Committee selects a slate of nominees for the election of officers.

In addition to relishing West Virginia's resources, the Planning and Development Councils also meet federal regulations requiring "sub-state" districts such as Economic Development Districts under the Economic Development Administration and Local Development Districts under the Appalachian Regional Commission as a pre-requisite for obtaining federal funds.

The Council's administrative offices are located at 885 Board Street, Suite 100, Summersville in Nicholas County, West Virginia.

Region 4 Planning and Development Council functions on a budget which consists of public funds derived from federal, state, and local sources as well as fees from grant and loan administration activities from local units of government.

Local funds are derived by a local assessment of the five (5) counties and twenty-six (26) municipalities as mandated by the Regional Planning and Development Act. State funds come from a legislative appropriation and federal funds are granted by the Appalachian Regional Commission and the Economic Development Administration.

Regional Council meetings are held as dinner meetings on the third Wednesday of April, July and October. These meetings generally rotate from county to county.

The Executive Committee meetings are held on the third Wednesday of March, June and September and are held at the Council's office in Summersville.

A copy of the Council's current By-Laws is included as Attachment F.

# Attachment A

## Acronyms

# Region 4 Planning & Development Council

## Acronyms

### Federal

A-95	OMB Circular A-95 Regional Clearinghouse
ARC	Appalachian Regional Commission
COE	Army Corps of Engineers
EDA	Economic Development Administration
EPA	Environmental Protection Agency
HUD	Housing and Urban Development
OMB	Office of Management and Budget
SCBG or CDBG	HUD Small Cities Community Development Block Grants
USDA	United States Department of Agriculture
USDA – RD	Rural Development
USDA – RUS	Rural Utilities Service

### State

AML	DEP Abandoned Mine Lands
BPH	Bureau of Public Health
CWSRF or SRF	DEP Clean Water State Revolving Fund
DEP	WV Department of Environmental Protection
DNR	Department of Natural Resources
DOT	WV Department of Transportation
DWTRF	Drinking Water Treatment Revolving Fund
IAR	DOT Industrial Access Road
IJDC or WVIJDC	WV Infrastructure & Jobs Development Council
OES	Office of Emergency Services
PSC	WV Public Service Commission
SHPO	State Historic Preservation Office
WDA	Water Development Authority
WVDO	West Virginia Development Office



WVEDA	WV Economic Development Administration
WVHDF or HDF	WV Housing Development Fund

Local

BRPSD	Birch River PSD
FCC	Fayette County Commission
FCURA	Fayette County Urban Renewal Authority
GCC	Greenbrier County Commission
GRPSD	Gauley River PSD
GVEDC	Greenbrier Valley Economic Development Corporation
NCC	Nicholas County Commission
NHPSD	New Haven PSD
NLPSD	Nettie-Leivasy PSD
NRGRDA	New River Gorge Regional Development Authority
PCC	Pocahontas County Commission
PKPSD	Page-Kincaid PSD
PSD	Public Service District
UKVEDC	Upper Kanawha Valley Economic Development Corporation
WCC	Webster County Commission
WCEDA	Webster County Economic Development Authority

Other

CEDS	Comprehensive Economic Development Strategy
FONSI	Finding of No Significant Impact
EA	Environmental Assessment
ERR	Environmental Review Record
EIS	Environmental Impact Study
NPDES Permit	National Pollutant Discharge Elimination System
NADO	National Association of Development Organizations
NARC	National Association of Regional Councils
EDD	Economic Development District
LDD	Local Development District
TIF	Tax Increment Financing
TE	Transportation Enhancement
I&I	Inflow and Infiltration
BEA	Bureau of Economic Analysis
BLS	Bureau of Labor Statistics
WVAWC	West Virginia American Water Company

# Attachment B

## West Virginia Code Chapter 8 Article 25

CHAPTER 8. MUNICIPAL CORPORATIONS.

ARTICLE 25. INTERGOVERNMENTAL RELATIONS -- REGIONAL PLANNING AND DEVELOPMENT.

**§8-25-1. Legislative findings and purposes.**

The Legislature hereby finds and declares that as a result of changes in the economy, population shifts, new transportation demands and increasing demands for public services, and as a result of increasing complexity in government programs and added demands on public revenues, there is a need to plan comprehensively for the future development of West Virginia and to provide for the efficient management of limited public revenues for the purpose of promoting the orderly development of the state and harmonizing the development of the state's governmental, social, economic, environmental and physical resources, while maintaining acceptable levels of public services and facilities toward the end of promoting the general health, safety and welfare of all its citizens. The Legislature further finds that the responsibility for planning and development rests with the Governor of the state, as the state's chief planning officer. The Legislature hereby further finds and declares that problems of growth and development so transcend the boundary lines of governmental units that no single unit can plan for the solution of these problems without affecting other units of government; that intergovernmental cooperation on a regional basis is an effective method to approach common planning and development problems and to seek more efficient and economical solutions to common problems of local government; and that assistance of the state is needed to make the most effective use of local, state, federal and private resources and funding in serving the citizens of all the state and of such regions; and the Legislature further finds that any assistance provided by the state for the purpose of this article is for the benefit of all its citizens and for a public purpose.

It is, therefore, the purpose of this article to delegate to the Governor, the responsibility for planning and development in order to (1) achieve the objectives and policies necessary for

the orderly growth and development of the state; (2) facilitate intergovernmental cooperation; and (3) designate regions and provide for the creation of regional planning and development councils; all being hereby declared to be public purposes.

**§8-25-2. Definitions.**

The following terms, wherever used or referred to in this article, shall have the following meanings unless a different meaning clearly appears from the context:

(a) "Comprehensive planning" shall mean the process of (1) assessing, within a geographic area, the needs and resources of the area; (2) formulating goals, objectives, policies and standards to guide its long-range governmental, social, economic, environmental and physical development; and (3) preparing plans and programs therefor which (a) identify alternative courses of action and the spatial and functional relationships among the activities to be carried out thereunder; (b) specify the appropriate ordering in time of such activities; (c) take into account other relevant factors affecting the achievement of the desired development of the area; and (d) provide an overall framework and guide for the preparation of functional and project development plans.

(b) "Development" shall mean the process of implementing, carrying out, effectuating, administering or otherwise performing the activities, processes, steps or operations as necessary to meet the comprehensive planning goals, objectives, programs and plans formulated, accepted, adopted or approved as a result of comprehensive planning.

(c) "Region" shall mean a specific geographic area consisting of at least one county or two or more contiguous counties in which a regional council may exercise authority and powers in accordance with the provisions of this article.

(d) "Regional council" shall mean a regional planning and development council established pursuant to the provisions of this article.

**§8-25-3. Powers and duties of Governor generally.**

The Governor, as chief executive officer of the state, shall be responsible for planning and development of the state's governmental, social, health, economic, environmental and physical resources. In executing this responsibility, the Governor shall:

(1) Prepare, revise and update state development plans which shall, at least annually, submit to the Legislature. Such plans shall identify and stress statewide goals, objectives and opportunities, giving appropriate consideration to regional council and local governmental plans; and shall include, but not be limited to, population and economic analysis; appraisals of the state's natural resources; general land use policies; policies for housing and urban development; transportation policies; policies for health services; manpower programs; employment opportunities; education; law enforcement; environmental protection and other programs; projection of needs for public facilities, recreation and open space; and policies for intergovernmental relations and governmental organization: *Provided*, That once a regional plan is submitted to the Governor by a regional council for his consideration in preparing, revising or updating a state plan, the Governor shall have a period of sixty days from the date such regional plan is received by within which to specify in writing to the regional council his objection or objections to such regional plan, and if no such objection or objections are so specified, then such regional plan shall become a part of the state plan being prepared, revised or updated; and if any such objection or objections are so specified, the regional council shall have a period of sixty days from the date of receipt of such specification within which to modify its regional plan or otherwise respond to such objection or objections, and, thereafter, the Governor shall, in preparing, revising or updating a state plan, give such consideration to such original regional plan, modified regional plan or other response of the regional council, as the case may be, as deems appropriate;

(2) Advise and consult with regional councils and regional and local planning agencies in developing state development plans and studies;

(3) Facilitate the coordination of planning and development activities of all state departments, agencies and institutions; local governments; regional councils; and other public and private agencies within the state;

(4) Review local, areawide and state applications for planning and development assistance;

(5) Review and appraise the progress of state government in achieving the goals and objectives set forth in the state development plans;

(6) Monitor and coordinate the state's participation in federal and state aid programs and be responsible for liaison with the appropriate federal and state agencies; and be responsible for all federal programs which require the designation of responsible state agencies, if no other state agency has heretofore been legally designated;

(7) Assist local governments, regional councils and other public bodies in obtaining federal, state or other available funds and services;

(8) Facilitate state and local capital improvement projects to meet the requirements of industrial and socio-economic development in various governmental units within the state;

(9) Provide professional and technical assistance and make information available to regional councils and local governments within the state; and be responsible for receiving and disseminating information regarding federal grant assistance within the state; and

(10) Apply for and accept advances, grants, contributions and other forms of assistance from the state or federal government or from any private or public agencies or foundations, to carry out the provisions of this article.

**§8-25-4. Delineation of regions and recommendations of Governor thereon; publication of statement fixing regional boundaries; public hearings; certification of regional boundaries; change in boundaries.**

(a) Within sixty days after the effective date of this article, the Governor shall define and recommend for the purposes of this article regional boundaries embracing each municipality and county within the state.

(b) In delineating boundaries of the regions, the Governor shall consider such factors as the units of local government shall express by proper resolution, including community interest and homogeneity; geographic features and natural boundaries; patterns of communication and transportation; patterns of urban development; uniformity of social and economic problems; special problems, boundaries of existing metropolitan and other substate planning and administrative areas; and utility of the proposed boundaries for efficient provision of governmental services. Municipalities shall not be divided when forming a region, except insofar as it is necessary to keep multicounty municipalities within a region.

(c) The Governor shall, within six months after the effective date of this article, certify to the Secretary of State the boundaries of each region.

(d) Not less than sixty days prior to the certification of the boundaries of any region, the Governor shall cause a statement setting forth the counties to be included within the boundary of the proposed region to be published as a Class I-0 legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code, and the publication area for such publication shall be the proposed region. The Governor shall forward a copy of the statement to the principal executive officer or officers of each municipality and county located within the proposed region.

(e) Prior to the time that the Governor shall certify the boundaries of a region, he or his designee shall conduct at least one public hearing at a convenient place within the proposed region. The Governor shall advertise the meeting by means of a Class I-0 legal advertisement in compliance with the provisions of said article three, and the publication area for such advertisement shall be the proposed region. All public and private organizations located in, and

all individuals residing in, municipalities or counties within or adjacent to the proposed region shall be permitted to appear and testify on matters pertaining to its boundaries.

(f) At any time following the certification of the boundaries of any region, the Governor may change such boundaries, pursuant to the criteria and procedures set forth in subsections (b), (c), (d) and (e) of this section.

**§8-25-5. Formation of regional councils; purpose; receipt of funds and assistance; effect on interstate planning commissions and other existing organizations.**

(a) The Governor shall provide for an organizational meeting of each of the regional councils within sixty days after his certification pursuant to section four of this article. He shall notify the president of each county court and the mayor of each municipality of the region of the time and place of such meeting. The official so notified shall attend this meeting or shall designate a representative. In the case of the county court, another member of the court shall be the designee or, in the case of a municipality, a member of the governing body of such municipality shall be the designee. Those present shall constitute a quorum and shall select a temporary chairman and secretary and shall provide for a subsequent meeting or meetings at which time the members provided for in section six of this article shall be nominated and elected and the permanent organization and bylaws established.

(b) Each regional council formed pursuant to this article shall fulfill the purposes of development regions and shall be eligible to receive state funds and technical assistance in accordance with the provisions of this article.

(c) (1) Nothing herein contained shall in any way limit or restrict the powers, duties and responsibilities of planning bodies organized under article twenty-six of this chapter relating to interstate planning commissions.

(2) Interstate planning commissions in existence on the effective date of this article are hereby designated as the planning and development councils for the region, insofar as the West



Virginia member counties of such interstate planning commissions are concerned, and such commissions shall be empowered to act as the planning and development councils for such regions insofar as the West Virginia member counties are concerned.

(3) When additional West Virginia counties are added, under the provisions of this article, to such interstate planning commissions, their membership in such commissions shall comply, insofar as the West Virginia counties are concerned, with the council membership requirements of this article.

(4) Regional councils or commissions established under this article and article twenty-six of this chapter may, at the option of the county courts of the participating West Virginia counties, continue to have all the powers, duties and responsibilities permitted and required under said article twenty-six, in addition to the powers, duties and responsibilities provided herein for regional councils.

(5) State regional councils or commissions and their corresponding boundaries in existence on the effective date of this article, which were established under the former provisions of this article, and any nonprofit corporation in existence on the effective date of this article, which was established under chapter thirty-one of this code and pursuant to section eighteen, article five, chapter seven of this code and which has had in its employ a full-time paid executive staff for a period of no less than six months immediately prior to the effective date of this article, may be designated by the Governor as planning and development regions and regional councils. Such designation shall be made within sixty days after the effective date of this article. Regional councils so designated shall have a period of six months from the date of designation to comply with the membership structure required by this article. Nothing herein contained shall be construed to deprive such existing state regional councils of their legal authority prior to the expiration of the aforementioned six-month period.

**§8-25-6. Membership, organization, etc., of regional council; executive committee; officers and personnel.**

(a) All municipalities and all counties within the region shall be represented on the regional council. The county representative shall be the president of the county commission or a member of the county commission designated by him or her. The municipal representative shall be the mayor or a member of the governing body designated by him or her. The number of members of the regional council by virtue of this subsection shall comprise not less than fifty-one percent of the total number of members.

(b) Regional council members serving by virtue of subsection (a) of this section shall select additional members to serve on the council to represent principal community or regional interests, including, but not limited to, commerce, banking, industry, labor, agriculture, education, health and any such interests as may be required by federal law or regulations. The selection of such members shall also provide for reasonable representation of geographic, economic and ethnic groups without exclusion of significant minority groups. Subsequent changes in the designation of representatives shall be determined by the regional council. The number of members serving by virtue of this subsection shall not exceed forty-nine percent of the total number of members.

(c) Each regional council shall select from its membership a chairman, who shall preside at each council meeting, and an executive committee which shall be comprised of one representative from each county commission and one representative from the largest municipality within each county in the region and such other members as the aforesaid representatives may select, but such other members so selected shall not constitute more than forty-nine percent of the total membership of the executive committee. The executive committee shall perform such administrative duties as are prescribed by the regional council in its bylaws and shall exercise the review function provided for in section nine of this article. Each regional

council may further provide for such other officers as it shall deem necessary and may establish other committees which may include citizens who are not regional council members.

(d) Each regional council shall establish personnel rules and shall appoint a director who shall be qualified by reason of training and experience. The director shall be empowered to appoint and remove other employees in accordance with the regional council's personnel rules. He or she may, with the approval of the executive committee, enter into agreements with governmental agencies within the region for the use of personnel, equipment and facilities.

(e) Whenever a person associated with a public utility or bank has a conflict of interest between the council and that public utility or bank, or any other member of the council has a direct pecuniary interest in a question before the council, then he or she must recuse himself or herself from any vote, discussion or other activity associated with the council or its members that creates the conflict of interest.

**§8-25-7. Contracts for services, materials, etc.; publication of notice for bids.**

Each regional council is empowered and authorized to contract for services of consultants to perform planning, development, engineering, legal or other services of a professional, specialized or technical nature; and such consultants shall be persons appropriately qualified under state statutes dealing with the applicable profession or occupation. Each such contract must have the express approval of the regional council or the executive committee. Such contracts shall not be subject to any law relating to public bidding: *Provided*, That every contract of the council for the purchase of merchandise, materials or supplies in the amount of \$1,000 or more shall be let to the lowest responsible bidder after notice requesting such bids has been published as a Class I-0 legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code, and the publication area for this publication shall be the region in question.

**§8-25-8. Powers and duties of regional councils generally.**

Each regional council may:

(a) Continuously engage in comprehensive planning and development processes and prepare, and from time to time revise, amend, extend or add to, a plan or plans for the development of the region consistent with any state comprehensive planning and development objectives and reflecting plans and programs of the participating governmental units. Any such plan or plans shall be based on studies of governmental, social, economic, environmental and physical conditions and trends, and shall aim at the coordinated development of the region in order to promote the general health, welfare, convenience and prosperity of its people. Such plan or plans, or parts thereof, shall be prepared by persons appropriately qualified under state statutes dealing with the applicable profession or occupation. Such plan or plans shall be submitted for review to the appropriate agencies in accordance with the provisions of this article. The plan or plans shall embody the policy recommendations of the regional council, and may include, but shall not be limited to: (1) A statement of goals, objectives, standards and principles sought to be expressed in the plan or plans to guide economic, social, environmental and human resource development; (2) recommendations for transportation networks in the region, including land, water and air transportation, and for communication facilities; (3) recommendations concerning the need for and proposed general location of public and private works and facilities, which by reason of their function, size, extent or for any other cause are of a regional, as distinguished from a purely local concern; and (4) recommendations for the long-range programming and financing of capital projects and facilities.

(b) Prepare and from time to time revise, amend, extend or add to a regional development program to implement the policies contained in the comprehensive development plan for the region. The program shall contain a listing of development projects and programs, priorities for the financing of these projects and programs and recommended methods for project and program financing.

(c) Prepare and recommend ordinances, rules and regulations which would implement regional and local plans.

(d) Prepare and publish studies of the region's resources, both natural and human, with respect to existing and emerging problems of industry, commerce, transportation, population, housing, agriculture, environment, health, education, welfare, public service, local governments and any other matters which are relevant to regional planning.

(e) Collect, process and analyze the social and economic statistics for the region which are necessary to planning studies and make the results of such collection, processing and analysis available to the general public.

(f) Participate with other governmental agencies, educational institutions and private organizations in the coordination of the regional research and educational activities described in subdivisions (d), (e) and (h) of this section.

(g) Cooperate with, and provide, upon request, planning and technical assistance to municipalities, counties and planning and development agencies within the region, and coordinate regional planning with the planning activities and plans of the state and of the municipalities and counties within the region, as well as neighboring areas, including those in adjoining states, and the programs of federal departments and agencies.

(h) Provide information to officials, departments, agencies and instrumentalities of the federal, state and local governments and to the public at large, in order to foster public awareness and understanding of the objectives of the regional plans and the functions of the regional and local planning and development councils, and to stimulate public interest and participation in the orderly, integrated development of the region.

(i) Apply for, accept and expend funds and grants provided for the purposes hereof by the government of the United States or its departments or agencies; by departments and agencies of the state or any other state; by one or more municipalities, counties or other political

subdivisions of this state or of any other state; or by any other agency, public or private; or from any individual whose interests are in harmony with the purposes hereof, including planning councils and commissions, all in accordance with any federal requirements and subject to any conditions or limitations of the Constitution or laws of this state.

(j) Perform development on a regional basis as necessary to undertake, complete or accomplish the goals and purposes of comprehensive planning in the region by intergovernmental contract or joint enterprises, or both, with local governmental units or combinations of such units pursuant to article twenty-three of this chapter.

(k) Exercise powers jointly or in cooperation with agencies or political subdivisions of the State of West Virginia or any other state, or with agencies of the United States, subject to Constitutional and statutory provisions applicable to interjurisdictional agreements.

(l) Adopt bylaws and such other rules and regulations as may be necessary to effectuate the purposes of this article.

(m) Exercise all other powers and authority necessary and proper for the discharge of its duties.

#### **§8-25-9. Review of applications for loans or grants.**

Each regional council shall review all applications of governmental units or independent agencies within the region for loans or grants from the federal government or any of its agencies or the State of West Virginia or any of its agencies. All recommendations and comments on applications for the aforementioned funding programs shall be forwarded to the Governor. Each council shall establish and maintain a clearinghouse for the purpose of establishing required review procedures in compliance with the "Intergovernmental Cooperation Act of 1968 (Public Law 90-557)," and the "Demonstration Cities and Metropolitan Development Act of 1966 (Public Law 87-754)," and the rules and regulations pertaining thereto, as promulgated by the United States office of management and budget. The state review agency designated by the Governor

shall inform regional councils of state review findings relating to applications submitted from within the jurisdiction of each council.

**§8-25-10. Cooperation of regional council and other planning or development agencies, governmental units and officials.**

To effectuate the purposes of this article, regional councils shall cooperate with planning agencies or development agencies within the region or within other regions, with the governing bodies and administrative officials of any municipality, county or any other political subdivision, including those in other states, or with any other entity, private or public, whose interests are in harmony with the purposes of this article, in order to coordinate and harmonize planning and development for the cooperating units. All state departments and agencies shall cooperate with regional councils established under this article and shall make available for the studies conducted by such councils, reports, data and other informational and technical assistance within financial and personnel limitations. Each regional council may appoint such committees and may adopt such rules and regulations as may be proper to effect such coordination and integration. The governing bodies and administrative officials of municipalities, counties and other political subdivisions within this state are hereby empowered and authorized to cooperate with such planning and development agencies and with the governing bodies and administrative officials of political subdivisions and planning and development agencies in other states for the purpose of such coordination and integration in accordance with the provisions of this article.

**§8-25-11. Appointment of citizens' advisory committees.**

Each regional council may appoint advisory committees of interested and affected citizens to assist in the review of plans, programs and other purposes of this article referred for review by the regional council. Whenever a special advisory committee is required by any federal or state regional program, the regional council chairman shall, with approval of the executive committee, appoint such committees as advisory groups to the regional council.

**§8-25-12. Annual budget of regional council; contributions by governmental units; deposits and disbursements.**

Each regional council shall adopt an annual budget, to be submitted to the participating governmental units which shall each contribute to the financing of the council according to a formula adopted by the council and approved by a majority of the counties and a majority of the municipalities participating in the regional council. All such contributions shall be fair and equitable and shall be based on the population of each participating governmental unit as determined on the basis of the latest decennial census, or such other criteria as may be determined by each respective regional council. Each participating county and municipality is hereby directed and empowered to pay over and contribute to the operation of said councils in accordance with the formula adopted as hereinbefore provided. Such sums, as are appropriated hereunder, may be transferred to the regional councils for deposit and disbursement as the regional councils may designate and direct. By such transfer, the governing body designates the regional council as its disbursing agent.

**§8-25-13. Annual report of regional council.**

On or before July thirty-first of each year, each regional council shall prepare an annual report. The regional council shall submit copies of the report to the participating governmental units and to the Governor. The report shall include the following:

(a) A consolidated statement of the regional council's receipts and expenditures by category since the preceding report.

(b) A consolidated, detailed regional council budget for the year in which the report is filed and the following year including an outline of its program for such period.

(c) A description of any comprehensive plan adopted in whole or in part for the region.

(d) Summaries of any studies and development progress and the recommendations resulting therefrom made for the region.



(e) A listing of all applications for federal grants or loans submitted by the governmental units within the region together with the action taken by the regional council in relation thereto.

(f) A listing of plans of local governmental units submitted to the region and actions taken in relation thereto.

(g) Recommendations of the regional council regarding federal and state programs, cooperation, funding and legislative needs.

**§8-25-14. Effect of article upon pending projects and applications.**

Any of the provisions of this article to the contrary notwithstanding, no pending application for federal or state grants, loans, mortgages or other types of funding nor any application for grants, loans, mortgages or other types of funding intended to supplement a pending project shall be required to be approved by any such regional council nor shall any such pending application be delayed or disapproved by reason of the provisions of this article.

**§8-25-15. Construction of article.**

The provisions of this article shall be liberally construed to accomplish its objectives and purposes.

*Note: WV Code updated with legislation passed through the 2017 Regular Session*

# Attachment C

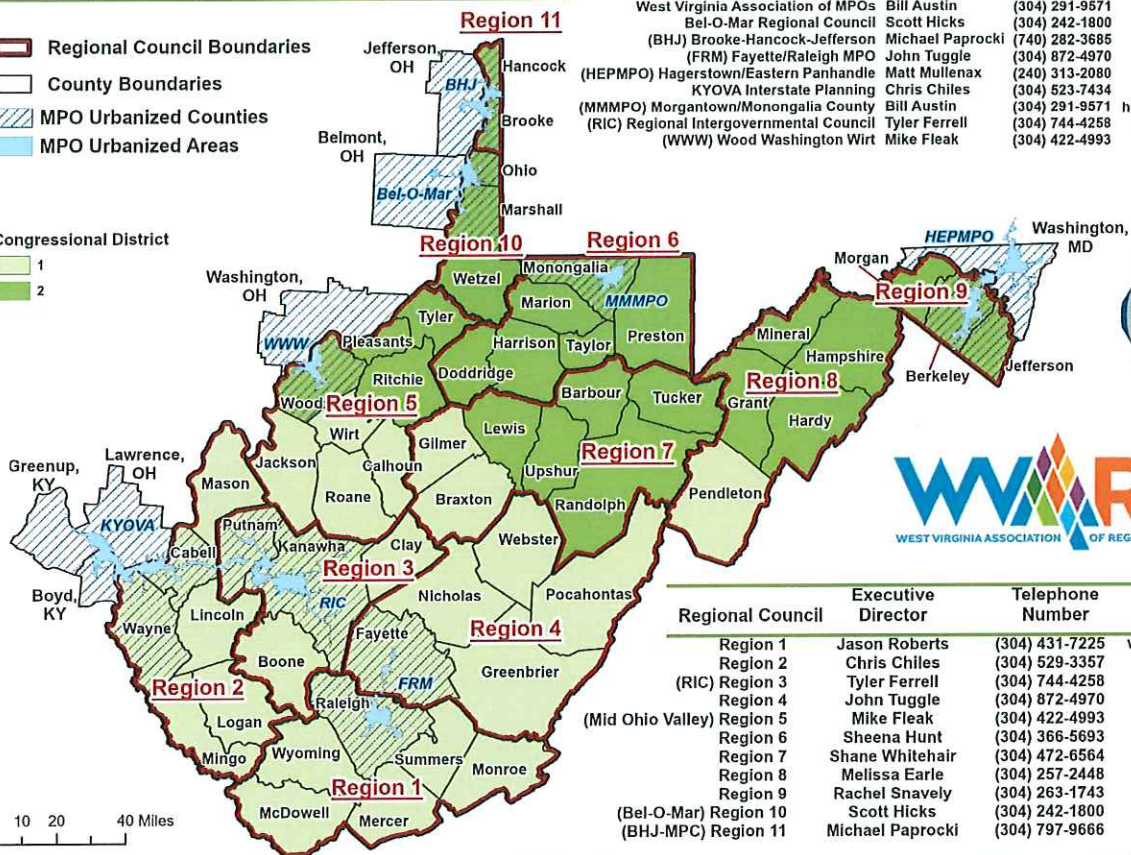
## Regional Planning & Development Council Map & Directory

# West Virginia Metropolitan Planning Organizations & Regional Planning & Development Councils

# Metropolitan Planning Organizations

-  Regional Council Boundaries
-  County Boundaries
-  MPO Urbanized Counties
-  MPO Urbanized Areas

- Congressional District
-  1
  -  2



MPO	Executive Director	Telephone Number	Web Address
West Virginia Association of MPOs	Bill Austin	(304) 291-9571	<a href="http://www.wvampo.org">http://www.wvampo.org</a>
Bel-O-Mar Regional Council	Scott Hicks	(304) 242-1800	<a href="http://www.belomar.org">http://www.belomar.org</a>
(BHJ) Brooke-Hancock-Jefferson	Michael Paprocki	(740) 282-3685	<a href="http://www.bhjmco.org">http://www.bhjmco.org</a>
(FRM) Fayette/Raleigh MPO	John Tuggle	(304) 872-4970	<a href="http://www.frmpo.org">http://www.frmpo.org</a>
(HEPMPO) Hagerstown/Eastern Panhandle	Matt Mullenax	(240) 313-2080	<a href="http://www.hepmo.net">http://www.hepmo.net</a>
KYOVA Interstate Planning	Chris Chiles	(304) 523-7434	<a href="http://www.kyovai.org">http://www.kyovai.org</a>
(MMMPO) Morgantown/Monongalia County	Bill Austin	(304) 291-9571	<a href="http://www.planttogether.org">http://www.planttogether.org</a>
(RIC) Regional Intergovernmental Council	Tyler Ferrell	(304) 744-4258	<a href="http://www.wvregion3.org">http://www.wvregion3.org</a>
(WWW) Wood Washington Wirt	Mike Fleak	(304) 422-4993	<a href="http://www.movrc.org">http://www.movrc.org</a>



Regional Council	Executive Director	Telephone Number	Web Address
Region 1	Jason Roberts	(304) 431-7225	<a href="http://www.regiononepdc.org">www.regiononepdc.org</a>
Region 2	Chris Chiles	(304) 529-3357	<a href="http://www.region2pdc.org">www.region2pdc.org</a>
(RIC) Region 3	Tyler Ferrell	(304) 744-4258	<a href="http://www.wvregion3.org">www.wvregion3.org</a>
Region 4	John Tuggle	(304) 872-4970	<a href="http://www.reg4wv.org">www.reg4wv.org</a>
(Mid Ohio Valley) Region 5	Mike Fleak	(304) 422-4993	<a href="http://www.movrc.org">www.movrc.org</a>
Region 6	Sheena Hunt	(304) 366-5693	<a href="http://www.regionvi.com">www.regionvi.com</a>
Region 7	Shane Whitehair	(304) 472-6564	<a href="http://www.regionvii.com">www.regionvii.com</a>
Region 8	Melissa Earle	(304) 257-2448	<a href="http://www.regioneight.org">www.regioneight.org</a>
Region 9	Rachel Snavelly	(304) 263-1743	<a href="http://www.region9wv.com">www.region9wv.com</a>
(Bel-O-Mar) Region 10	Scott Hicks	(304) 242-1800	<a href="http://www.belomar.org">www.belomar.org</a>
(BHJ-MPC) Region 11	Michael Paprocki	(304) 797-9666	<a href="http://www.bhjmco.org">www.bhjmco.org</a>

# West Virginia Regional Planning & Development Council Directory

## Region 1 Planning and Development Council

Jason Roberts, Executive Director

[jasonroberts@regiononepdc.org](mailto:jasonroberts@regiononepdc.org)

1439 E. Main Street, Suite 5

Princeton, WV 24740

304-431-7225 Fax: 304-431-7235

[www.regiononepdc.org](http://www.regiononepdc.org)

Counties: McDowell, Mercer, Monroe, Raleigh, Summers, Wyoming

## Region 3 Regional Intergovernmental Council (RIC)

Tyler Ferrell, Executive Director

[www.wvregion3.org](http://www.wvregion3.org)

315 D Street

South Charleston, WV 25303

304-744-4258 Fax: 304-744-3534

[www.wvregion3.org](http://www.wvregion3.org)

Counties: Boone, Clay, Kanawha, Putnam

## Region 5 Mid-Ohio Valley Regional Council

Mike Fleak, Executive Director

[www.movrc.org](http://www.movrc.org)

709 Market Street

Parkersburg, WV 26101

304-422-4993 Fax: 304-422-4998

[www.movrc.org](http://www.movrc.org)

Counties: Jackson, Roane, Calhoun, Wirt, Wood, Ritchie, Pleasants, Tyler

## Region 2 Planning and Development Council

Chris Chiles, Executive Director

[cchiles@region2pdc.org](mailto:cchiles@region2pdc.org)

400 Third Avenue

Huntington, WV 25701

304-529-3357 Fax: 304-529-7229

[www.region2pdc.org](http://www.region2pdc.org)

Counties: Cabell, Lincoln, Logan, Mason, Mingo, Wayne

## Region 4 Planning and Development Council

John Tuggle, Executive Director

[jtuggle@reg4wv.org](mailto:jtuggle@reg4wv.org)

885 Broad Street, Suite 100

Summersville, WV 26651

304-872-4970 Fax: 304-872-1012

[www.reg4wv.org](http://www.reg4wv.org)

Counties: Fayette, Nicholas, Greenbrier, Pocahontas, Webster

## Region 6 Planning and Development Council

Sheena Hunt, Executive Director

34 Mountain Park Drive

White Hall, WV 26554

304-366-5693 Fax: 304-367-0804

[www.regionvi.com](http://www.regionvi.com)

Counties: Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

# West Virginia Regional Planning & Development Council Directory

## **Region 7 Planning and Development Council**

Shane Whitehair, Executive Director  
[swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)  
99 Edmiston Way, Suite 225  
Buckhannon, WV 26201  
304-472-6564 Fax: 304-472-6590  
[www.regionvii.com](http://www.regionvii.com)  
Counties: Braxton, Barbour, Gilmer, Lewis,  
Randolph, Tucker, Upshur

## **Region 9 Eastern Panhandle Regional Planning and Development Council**

Rachel Snavely, Executive Director  
[rsnavely@region9wv.com](mailto:rsnavely@region9wv.com)  
400 West Stephen Street, Suite 301  
Martinsburg, WV 25401  
304-263-1743 Fax: 304-263-7156  
[www.region9wv.com](http://www.region9wv.com)  
Counties: Berkeley, Jefferson, Morgan

## **Region 11 Brooke Hancock Jefferson Metropolitan Planning Commission**

Michael Paprocki, Executive Director  
[mikepap@bhjmpc.org](mailto:mikepap@bhjmpc.org)  
PO Box 82  
Weirton, WV 26062  
304-797-9666 Fax: 304-282-1821  
[www.bhjmpc.org](http://www.bhjmpc.org)  
Counties: Brooke, Hancock

## **Region 8 Planning and Development Council**

Melissa Earle, Executive Director  
[www.regoneight.org](http://www.regoneight.org)  
131 Providence Lane  
Petersburg, WV 26847  
304-257-2448 Fax: 304-257-4958  
[www.regioneight.org](http://www.regioneight.org)  
Counties: Pendleton, Grant, Hardy,  
Mineral, Hampshire,

## **Region 10 Belomar Regional Council**

Scott Hicks, Executive Director  
[hicks@belomar.org](mailto:hicks@belomar.org)  
10 Bridge Street Plaza  
Wheeling, WV 26003  
304-242-1800 Fax: 304-242-2437  
Counties: Ohio, Marshall, Wetzel

# Attachment D

## Mission Statement

# **Region 4 Planning and Development Council**

## **Mission Statement**

It is the mission of Region 4 Planning and Development Council to strategically and effectively plan for and facilitate the comprehensive development of Fayette, Greenbrier, Nicholas, Pocahontas and Webster Counties, West Virginia. Such planning includes, but is not limited to, infrastructure development, economic development, technical assistance, education, community development, health care improvement, resource development, intergovernmental coordination, social enrichment, transportation enhancement, and environmental protection. Inclusive and integral to the Council's comprehensive planning is the ultimate goal of ensuring that the Region's public services and facilities are maintained at acceptable levels with the goal of promoting the general health, safety, economic prosperity and welfare of all its citizens.

# Attachment E

## Council Membership & Staff



# Region 4 Planning & Development Council Membership FY 2024 - 2025

## Executive Committee

Chairman: Beverly White, Mayor [bwhite@lewisburg-wv.com](mailto:bwhite@lewisburg-wv.com)  
City of Lewisburg

Vice-Chairman: Lowell Rose, County Commission  
Greenbrier County [lowellrose.rose@gmail.com](mailto:lowellrose.rose@gmail.com)

Secretary-Treasurer: Robert Shafer, Mayor, City of Summersville  
[rshafer@shaferwv.com](mailto:rshafer@shaferwv.com)

Don McCourt	Mayor, Town of Addison <a href="mailto:addison@frontiernet.net">addison@frontiernet.net</a>
Sam Felton	Mayor, Town of Marlinton <a href="mailto:townofmarlinton@frontiernet.net">townofmarlinton@frontiernet.net</a>
Damita Johnson	City Manager, City of Oak Hill <a href="mailto:djohnson@oakhillwv.gov">djohnson@oakhillwv.gov</a>
John Rebinski	Pocahontas County Commission <a href="mailto:jcrebinski@frontiernet.net">jcrebinski@frontiernet.net</a>
Charles Smallwood	Private Sector <a href="mailto:casmallwood1955@gmail.com">casmallwood1955@gmail.com</a>
John Brenemen	Fayette County Commission <a href="mailto:john.brenemen@gmail.com">john.brenemen@gmail.com</a>
Craig Chapman	Nicholas County Commission <a href="mailto:craig@tcowv.com">craig@tcowv.com</a>
Kimble Tanner	Webster County Commission <a href="mailto:kimblet101@hotmail.com">kimblet101@hotmail.com</a>

## Full Council

### Fayette

Steve Pridemore	Mayor, Town of Ansted <a href="mailto:ansted.mayor@gmail.com">ansted.mayor@gmail.com</a>
Siobhan Wilson	Recorder/Town Clerk, Ansted <a href="mailto:s.wilson@townofansted.com">s.wilson@townofansted.com</a>
Sharon Cruikshank	Mayor, Town of Fayetteville <a href="mailto:sharon@fayettevillewv.gov">sharon@fayettevillewv.gov</a>
Matt Diederich	Town Manager, Town of Fayetteville <a href="mailto:matt@fayettevillewv.gov">matt@fayettevillewv.gov</a>
Bob Scott	Mayor, Town of Gauley Bridge <a href="mailto:bobvmftech@outlook.com">bobvmftech@outlook.com</a>
Tim Killen	Mayor, Town of Meadow Bridge <a href="mailto:mickey229@frontier.com">mickey229@frontier.com</a>
Greg Ingram	Mayor, City of Montgomery <a href="mailto:gingram@MontgomeryWV.gov">gingram@MontgomeryWV.gov</a>
Michael Kessinger	Mayor, City of Mount Hope <a href="mailto:mkkessinger@yahoo.com">mkkessinger@yahoo.com</a>
Charles Briscoe	Mayor, City of Oak Hill <a href="mailto:cbriscoe@oakhillwv.gov">cbriscoe@oakhillwv.gov</a>
Damita Johnson	City Manager, City of Oak Hill <a href="mailto:djohnson@oakhillwv.gov">djohnson@oakhillwv.gov</a>
William Hughes	Mayor, Town of Pax <a href="mailto:pax25904@yahoo.com">pax25904@yahoo.com</a>
Anne Cavalier	Mayor, City of Smithers <a href="mailto:acavalier@smitherswv.gov">acavalier@smitherswv.gov</a>
Melanie Dragan	Mayor, Town of Thurmond <a href="mailto:thurmondwv@gmail.com">thurmondwv@gmail.com</a>

## **Greenbrier**

Travis Copenhagen  
Patrick Roberts

Mayor, Town of Alderson [mayor@aldersonwv.org](mailto:mayor@aldersonwv.org)  
Mayor, Town of Renick [renicktownhall@gmail.com](mailto:renicktownhall@gmail.com)

Beverly White  
Linda Sizemore  
Andy Pendleton  
Deena Pack  
Stephen Baldwin  
Kathy Glover

Mayor, City of Lewisburg [mayor@lewisburg-wv.com](mailto:mayor@lewisburg-wv.com)  
Mayor, Town of Quinnwood [tquinnwood@gmail.com](mailto:tquinnwood@gmail.com)  
Mayor, Town of Rainelle [andyden241@icloud.com](mailto:andyden241@icloud.com)  
Mayor, City of Ronceverte [dpack@cityofronceverte.com](mailto:dpack@cityofronceverte.com)  
Mayor, Town of Rupert [townofrupert@suddenlinkmail.com](mailto:townofrupert@suddenlinkmail.com)  
Mayor, City of White Sulphur Springs  
[mayor@whitesulphurspringswv.org](mailto:mayor@whitesulphurspringswv.org)

## **Nicholas**

Gary Johnson  
Robert Shafer

Mayor, City of Richwood [garyjohnsonmayor@gmail.com](mailto:garyjohnsonmayor@gmail.com)  
Mayor, City of Summersville [rshafer@shaferwv.com](mailto:rshafer@shaferwv.com)

## **Pocahontas**

Steve Queen  
Gail Siers  
Sam Felton

Mayor, Town of Durbin [88slqueen@gmail.com](mailto:88slqueen@gmail.com)  
Mayor, Town of Hillsboro [townoffice@hillsborowv.com](mailto:townoffice@hillsborowv.com)  
Mayor, Town of Marlinton [mayor@townofmarlintonwv.com](mailto:mayor@townofmarlintonwv.com)

## **Webster**

Don McCourt  
Gerald Dournburg

Mayor, Town of Addison [addison@frontiernet.net](mailto:addison@frontiernet.net)  
Mayor, Town of Cowen [cowenmayor@gmail.com](mailto:cowenmayor@gmail.com)

## **County Commissions**

John Brenemen  
Lowell Rose  
Craig Chapman  
John Rebinski  
Kimble Tanner

Fayette County Commission  
[john.brenemen@fayettecountywv.gov](mailto:john.brenemen@fayettecountywv.gov)  
Greenbrier County Commission [lowellrose.rose@gmail.com](mailto:lowellrose.rose@gmail.com)  
Nicholas County Commission [craig@tcovv.com](mailto:craig@tcovv.com)  
Pocahontas County Commission [jcrebinski@frontiernet.net](mailto:jcrebinski@frontiernet.net)  
Webster County Commission [kimblet101@hotmail.com](mailto:kimblet101@hotmail.com)

## **Private Sector Members**

### **Fayette**

Charles Smallwood  
Dr. Beverly Jo Harris  
Eric Autenreith  
VACANT  
VACANT  
VACANT

Private Sector [casmallwood1955@gmail.com](mailto:casmallwood1955@gmail.com)  
Secondary Education [jo.hudkins.harris@gmail.com](mailto:jo.hudkins.harris@gmail.com)  
Private Sector [ericaut42@gmail.com](mailto:ericaut42@gmail.com)

## Greenbrier

Clifford Gillian  
Doug Goodwin  
Girlonza Scott  
VACANT  
VACANT

Private Sector [c\\_gvalcon@yahoo.com](mailto:c_gvalcon@yahoo.com)  
Private Sector [dgoodwin@neathawklumber.com](mailto:dgoodwin@neathawklumber.com)  
Real Estate [girlonza@frontiernet.net](mailto:girlonza@frontiernet.net)  
Private Sector  
Private Sector

## Nicholas

Patty Neff  
Judy Olson  
Karen Mullens  
Sharon Glasscock

County Government [ncc\\_pattyneff@yahoo.com](mailto:ncc_pattyneff@yahoo.com)  
Private Sector [friendsrfun@frontier.com](mailto:friendsrfun@frontier.com)  
Private Sector [mullensska@ctbi.com](mailto:mullensska@ctbi.com)  
Private Sector [skglasscock@hotmail.com](mailto:skglasscock@hotmail.com)

## Pocahontas

Joel Callison  
Sue Helton  
Vacant

County Government  
Private Sector

## Webster

Chris Graham  
VACANT  
VACANT

Private Sector [wcd@websterwv.com](mailto:wcd@websterwv.com)

## **Staff**

John W. Tuggle  
Donna Ward  
Lesley Taylor  
Cassandra Lawson  
Amanda Smarr  
Marilyn Guerrero  
Jamie Baker  
Betsy Morris  
Chris Moore  
Natasha Winals

Executive Director  
Financial Officer  
Senior Project Specialist  
Senior Project Specialist  
GIS Coordinator/Project Assistant  
GIS Technician/Project Assistant  
Project Assistant  
Project Specialist  
Project Assistant  
Administrative Assistant

# Attachment F

## Bylaws

# BYLAWS

## REGION 4 PLANNING AND DEVELOPMENT COUNCIL

### ARTICLE I

#### *NAME, GEOGRAPHIC LOCATION, PURPOSE AND RESPONSIBILITY*

##### 1:01 Name

This organization shall be known as the Region 4 Planning and Development Council (hereinafter referred to as the Council) duly established under Chapter 8, Article 25, of the Code of West Virginia.

##### 1:02 Geographic Location

- A. The Region for which this Council shall be created and maintained is all of Fayette, Greenbrier, Nicholas, Pocahontas and Webster Counties in the State of West Virginia.
- B. The office of this Council shall be located near the geographic center of the Region at a location approved by Council.

##### 1:03 Purpose of Council

The purpose of the Council shall be to plan comprehensively and conduct development activities in the aforesated Region, and to promote and protect, through the joint participation of citizens and elected officials, the social, economic, educational, environmental and general welfare of the citizens of this region.

##### 1:04 Responsibilities of the Council

The general responsibilities of the Council shall include but not be limited to:

- A. the establishment and maintenance of a viable, active organization for examining area potential.
- B. the provision for the efficient management of limited public revenues for promoting the orderly development of the Region.
- C. the development of the Regions' governmental social, economic, environmental and physical services.
- D. cooperation with any entity, private or public, whose interests are consistent with the purposes of this council.

- E. the development of such plans as may be necessary to effectuate these responsibilities and the acceptance of all other responsibilities, which are implied in Chapter 8, Article 25, of the Code of West Virginia.

## **ARTICLE II**

### *MEMBERSHIP OF THE COUNCIL*

#### 2:01 Council Membership

- A. All municipalities and all counties within the Region shall be represented on the Council.
  - 1. The county representative shall be the president of the county commission or a member of the county commission designated by him/her.
  - 2. The municipal representative shall be the mayor or an elected member of the governing body designated by the mayor, except wherein the plan of government of a municipality is Plan V – “Manager-Mayor Plan” as described in West Virginia Code §8-3-2, in which case the mayor may also designate the manager as the representative.
  - 3. The number serving by virtue of this subsection shall comprise not less than fifty-one (51%) percent of the total number of members.
  - 4. The term of office of the members of Council who serve by virtue of this subsection shall be concurrent with their terms of elected office. If the officials’ public term of office expires or vacated after the Annual Meeting, the vacancy on the Council shall be filled by the next duly elected official and renewed at the next Annual Meeting.
  - 5. In the event a member is disqualified because he/she no longer holds the public office for which he/she became qualified as a member and should that member be the Chairperson of the Council, then the Vice Chairperson of the Council shall then become temporary Chairperson of the Council until the next regular meeting at which time a new Chairperson shall be elected.

6. Persons serving by virtue of this subsection for either a county or municipal government, will be considered to be an “active member in good standing” providing their respective unit of government is current in payment of their local assessments.
- B. The principal community and regional interests shall be further represented by the appointment of additional members of the Council.
1. Regional council members serving by virtue of Section 2.01 subsection (A) of this section shall select additional members to serve on the Council to represent principal community or regional interests, including but not limited to: commerce, industry, labor, agriculture, education, health, and any such interests as may be required by federal law or regulations. The selection of such members shall also provide for reasonable representation of geographic, economic and ethnic groups without exclusion of significant minority groups. Members from the private sector shall include one (1) or more of the following: Executive Directors of Chambers of Commerce or representatives of institutions of post-secondary education, workforce development groups or labor groups. The number of members serving by virtue of this subsection shall not exceed forty-nine (49%) percent of the total members and shall not be less than thirty-five (35%) percent of the total number of members.
  2. Subsequent changes in the designation of representatives shall be determined by the Council.
  3. The term of office of members of the Council who serve by virtue of this subsection shall be two years with appointments taking place at the Annual Meeting on even calendar years.

COUNTY POPULATION	MAXIMUM PRIVATE SECTOR MEMBERS PER COUNTY
1 – 10,000	3
10,001 – 25,000	4
25,001 – 40,000	5
40,001 – over	6

A minimum of 1 private sector member from each county shall be maintained on the Council at all times.

## 2:02 Voting Rights of Council

Each person who meets the qualifications of a member as set forth in Article 2:01, shall be entitled to one vote on all matters brought before the Council. In order to submit a vote at a regularly scheduled Council meeting, the member must be present or in attendance by telephone/electronic media at the meeting at which a vote is taking place.

### **ARTICLE III**

#### *ADVISORY COMMITTEES*

## 3:01 Appointments to Advisory Committees

The council may appoint advisory committees of interested and affected citizens to assist in the review of plans, programs and other purposes of this article. Whenever a special advisory committee is required by a federal or state regional program or as necessary by a particular administrative need, the Council Chairman (see Article V) shall, with the approval of the Council Executive Committee (see Article V), appoint or recognize such committees as advisory groups to the Council. Where applicable or necessary, the appointees may come from localities outside the regional boundaries of the Council. Advisory Committee appointees should serve as necessary for a period not to exceed one (1) year.

### **ARTICLE IV**

#### *THE MEETINGS OF THE MEMBERSHIP*

## 4:01 Annual Council Meeting

The Annual Meeting of the Council shall be held in various localities within the Region as will be designated in the notice of said meeting. It shall take place on the third Wednesday of the month that begins the fiscal year, or at such other time as may be designated in the notice of said meeting.

The purpose of the Annual Council Meeting shall be the election of officers, the appointment of members from private sector and the arranging of other organizational and administrative affairs.

## 4:02 Special Council Meetings

Special Meetings of the full membership of the Council shall be held as necessary in addition to the Annual Council Meeting to satisfy pertinent Federal and State Agency requirements and to address special local planning and development concerns or initiatives. Special Council meetings shall be scheduled by the executive committee chairman. At least



seven days' notice of the meeting must be given the membership prior to any meeting. This notice may be communicated by mail, electronically, or by telephone and placed on the Region 4 website. Council members may attend Special Council meetings by telephone or video conference.

Not less than ten (10) members of the Council shall constitute a quorum for the transaction of business at any meeting of the members represented by either a Public Sector or Private Sector member or their designee, provided each county in the Region is represented by those in attendance.

#### 4:03 Council Meeting Announcements

Notice of the Annual Council meeting and Special Council meetings of the membership shall be placed on the Region's website and mailed or sent electronically to each member of the Council at the address that appears on that record, not less than seven days prior to the meeting. This notice shall be sent by the Council Secretary (see Article 7:03) Secretary's designee. Council members shall notify the Secretary or Secretary's designee of the mode of notification they prefer when they become a member.

All meetings of Council or Executive Committee shall be posted on the Region 4 website and the front door of the Region 4 Building.

### **ARTICLE V**

#### *COUNCIL OFFICERS*

#### 5:01 Election of Officers

Officers of the Council shall be elected by the membership at the odd numbered year Annual Meeting of the Council.

In the event that a public official holds a Council office and his/her term of public office expires or is vacated after the Annual Meeting the vacated office shall be filled at the next Quarterly Meeting and the duly elected replacement shall serve the unexpired term.

#### 5:02 Delineation of Officers

The members of the Council shall elect from the membership the following:

- a. A Council Chairman
- b. A Council Vice-Chairman
- c. Secretary-Treasurer

5:03 Terms of Office

All officers elected by membership of the Council at odd year Annual Meetings shall serve for two years. No officer shall hold the same office for more than two consecutive terms, but the acceptance of an unexpired term shall not be considered in this consecutive process. Officers serving when this provision is adopted will serve until the next election provided for by these bylaws.

5:04 Eligibility of Officers

Any person who meets the qualifications of a member, as set forth in Article 2:01, shall be entitled to hold any office on the Council.

5:05 Duties of Officers

1. The Council Chairman shall:
  - A. Serve as the Council's chief executive officer and preside at each Council Meeting.
  - B. Serve as the chief executive officer of the Executive Committee.
  
2. The Council Vice-Chairman shall:
  - A. Serve as the Council's chief executive officer in the absence of the Chairman.
  - B. Serve as the chief executive officer of the Executive Committee in the absence of the Chairman.

**ARTICLE VI**

*GENERAL POWERS AND DUTIES OF THE COUNCIL*

6:01 Powers and Duties Generally

Each regional council may:

- A. Continuously engage in comprehensive planning and development processes and prepare, and from time to time revise, amend, extend or add to a plan or plans for the development of the region consistent with any state comprehensive planning and development objectives and

reflecting plans and programs of the participating governmental units. Any such plan or plans shall be based on studies of governmental social, economic, environmental and physical conditions and trends, and shall aim at the coordinated development of the region in order to promote the general health, welfare, convenience and prosperity of its people. Such plan and plans, or parts thereof, shall be prepared by persons appropriately qualified under state statutes dealing with applicable profession or occupation. Such plan or plans shall be submitted for review to the appropriate agencies in accordance with the provisions of this article. The plan or plans shall embody the policy recommendations of the regional council, and may include but shall not be limited to: (1) A statement of goals, objectives, standards and principles sought to be expressed in the plan or plans to guide economic, social, environmental and human resource development; (2) recommendations for transportation networks in the region, including land, water and air transportation, and for communication facilities; (3) recommendations concerning the need for and proposed general location of public and private works and facilities, which by reason of their function, size, extend or for any other cause are if a regional, as distinguished from a purely local concern; and (4) recommendations for the long-range programming and financing of capital projects and facilities.

- B. Prepare and from time to time revise, amend, extend or add to a regional development program to implement the policies contained in the comprehensive development plan for the region. The program shall contain a listing of development projects and programs, priorities for the financing of these projects and programs and recommended methods for project and program financing.
- C. Prepare and recommend ordinances, rules and regulations, which would implement regional and local plans.
- D. Prepare and publish studies of the region's resources, both natural and human, with respect to existing and emerging problems of industry, commerce, transportation, population, housing, agriculture, environment, health, education, welfare, public service, local governments and other matters which are relevant to regional planning.
- E. Collect, process and analyze the social and economic statistics for the region which are necessary to planning studies and make the results of such collection, processing and analysis available to the general public.
- F. Participate with other governmental agencies, educational institutions and private organizations in the coordination of the regional research

and educational activities described in subdivisions (D), (E), and (H) of this section.

- G. Cooperate with, and provide, upon request, planning and development agencies and counties within the region with planning and technical assistance and coordinate regional planning with the planning activities and plans of the state and of the municipalities and counties within the region, as well as, neighboring areas, including those in adjoining states and the programs of federal departments and agencies.
- H. Provide information to officials, departments, agencies and instrumentalities of the federal, state and local governments and to the public at large in order to foster public awareness and understanding of the objectives of the regional plans and functions of the regional and local planning and development councils, and to stimulate public interest and participation in the orderly, integrated development of the region.
- I. Apply for, accept and expend funds and grants provided for the purposes hereof by the government of the United States or its departments or agencies; by departments and agencies of the state or any other state; by any other agency, public or private; or from any individual whose interests are in harmony with the purposes hereof, including planning councils and commissions, all in accordance with any federal requirements and subject to any conditions or limitations of the constitution or laws of this state.
- J. Perform development on a regional basis as necessary to undertake, complete or accomplish the goals and purposes of comprehensive planning in the region by intergovernmental contract or joint enterprises, or both, with local governmental units or combinations of such units pursuant to Chapter 8, Article Twenty-Three, of the Code of West Virginia.
- K. Exercise powers jointly or in cooperation with agencies of political subdivision of the state of West Virginia or any other state, or with agencies of the United States, subject to constitutional and statutory provisions applicable to interjurisdictional agreements.
- L. Adopt bylaws and such other rules and regulations as may be necessary to effectuate the purposes of this article.
- M. Exercise all other powers and authority necessary and proper for the discharge of its duties.

## ARTICLE VII

### *EXECUTIVE COMMITTEE*

#### 7:01 Election of the Executive Committee

The Executive Committee shall be comprised of one representative from each county commission and one representative from the most populous municipality within each county in the region and such other members of the Council at large, as the aforesaid representatives may select, but such other members so selected shall not constitute more than forty-nine percent of the total membership of the Executive Committee.

#### 7:02 Regular Meetings of the Executive Committee

The regular meetings of the Executive Committee shall be held the third Wednesday of April, June, September and/or at such time and place as shall be determined by the Executive Committee Chairman.

#### 7:03 Special Meetings of the Executive Committee

Special meetings of the Executive Committee may be called by the Chairman of the Executive Committee upon twenty-four-hour notice to all members which notice shall state the purpose of such meeting.

#### 7:04 Meeting Announcements for the Executive Committee

Notice for the regular meetings of the Executive Committee shall be placed on the Region 4 website and emailed by the Executive Committee Secretary or the person designated by him/her. This notice shall be sent to each member of the Executive Committee at the address specified on the Council record not less than seven days prior to the meeting.

#### 7:05 The Quorum for the Executive Committee Meetings

The quorum for Executive Committee Meetings shall be constituted by the presence of the Chairperson or Vice Chairperson of the council and such other members present and by members attending by telephone or video conference.

#### 7:06 Officers of the Executive Committee

The officers of the Executive Committee shall be the same persons as the officers of the Council

7:07 Term of Office for Officers of the Executive Committee

The term of office for the officers of the Executive Committee shall be the same as the term of office of the officers of the Council.

7:08 The Executive Committee shall:

- A. Perform such administrative duties as are necessary to maintain an effective and viable Council.
- B. Be the motivating force on the Council, which initiates public information and education within the region and integrates the resources of other groups or individuals, either public or private whose interests are in harmony with the purposes of the Council.
- C. Exercise the power of review over all applications of governmental units or independent agencies within the region for loans or grants from the federal government or any of its agencies or the State of West Virginia or any of its agencies.
- D. Authorize all (if any) individual expenditures of the Council exceeding \$7,500 at their meetings

## **ARTICLE VIII**

### *THE EXECUTIVE DIRECTOR OF THE COUNCIL*

8:01 Selection and Appointment of the Executive Director

The Executive Committee, acting on behalf of the general membership of the Council, shall select and appoint a qualified person to serve as the Executive Director of the Council. He/she may reside either inside or outside the region, providing that he assumes residence in the region within 60 days of his/her appointment. The selection shall be made through the recommendations of a specially appointed subcommittee. The appointment of the Executive Director shall be ratified by the general membership at the next available Council meeting. The Director shall serve at the will and pleasure of the Council.

8:02 Functions and Responsibilities of the Executive Director

The Executive Director shall be the Administrative Office of the Council in carrying out the programs and projects called for in Article VI of these Bylaws.

In filling this mandate, the Executive Director shall:

- (a) appoint and remove all employees of the Council in accordance with the rules of the Council.
- (b) serve as Secretary Ex-Officio of the Council.
- (c) serve as Secretary Ex-Officio of the Executive Committee.
- (d) keep the general membership and the Executive Committee advised about the needs and affairs of the Council and to oversee the preparation of the Annual Report (see Article XI).
- (e) serve as the budget officer of the Council, and in that capacity shall be bonded.
- (f) serve in other functions as may be assigned to him/her from time to time by either the Executive Committee or Council.

## **ARTICLE IX**

### *CONTRACTS*

9:01 The Council may contract for services of consultants to perform planning, development, engineering, legal and other services of a professional, specialized or technical nature; and such consultants shall be persons appropriately qualified under state statutes dealing with the applicable profession or occupation. Each contract must have the expressed approval of the Council or the Executive Committee. Such contracts shall not be subject to any law related to public bidding, provided that every Council contract for the purchase of merchandise, materials or supplies, in the amount of five thousand dollars or more shall be let to the lowest responsible bidder after notice requested bids has been published as Class 1-0 legal advertisement in compliance with the provisions of Article 3, Chapter 50 of the West Virginia Code.

## **ARTICLE X**

### *BUDGET*

10:01 The fiscal year of the Council shall be from July 1 through June 30 of each year. The Council shall adopt an annual budget. This budget shall be adopted by the approval of a majority of the counties in the region and a majority of the municipalities participating in the Council. All contributions shall be fair and equitable and based on the population of each participating governmental unit as determined in the latest decennial census.

## **ARTICLE XI**

### *ANNUAL REPORT*

11:01 On or before July thirty-first of each year, the Council shall prepare an annual report. The Council shall submit copies of the report to the participating governmental units and to the Governor. The report shall include:

- (A) a consolidated statement of the Council's receipts and expenditures by category since the preceding reports.
- (B) a consolidated, detailed budget for the year in which the report is filed and the following year including an outline of its program for such period.
- (C) a description of any comprehensive plan adopted in whole or part for the region.
- (D) a summary of any study or development progress and the recommendations resulting therefrom.
- (E) a listing of all applications for federal grants or loans submitted by the governmental units within the region; together with the action taken by the Council in relation thereto.
- (F) a listing of plans of local government units submitted to the region and actions taken in relation thereto.
- (G) recommendations of the Council regarding federal and state programs, cooperation, funding and legislative needs.

## **ARTICLE XII**

### *AMENDMENTS*

12:01 These bylaws may be amended by the vote of a majority of the Council. Council shall be provided amendments for review a minimum of seven days prior to the meeting to which said amendments are being considered for adoption.

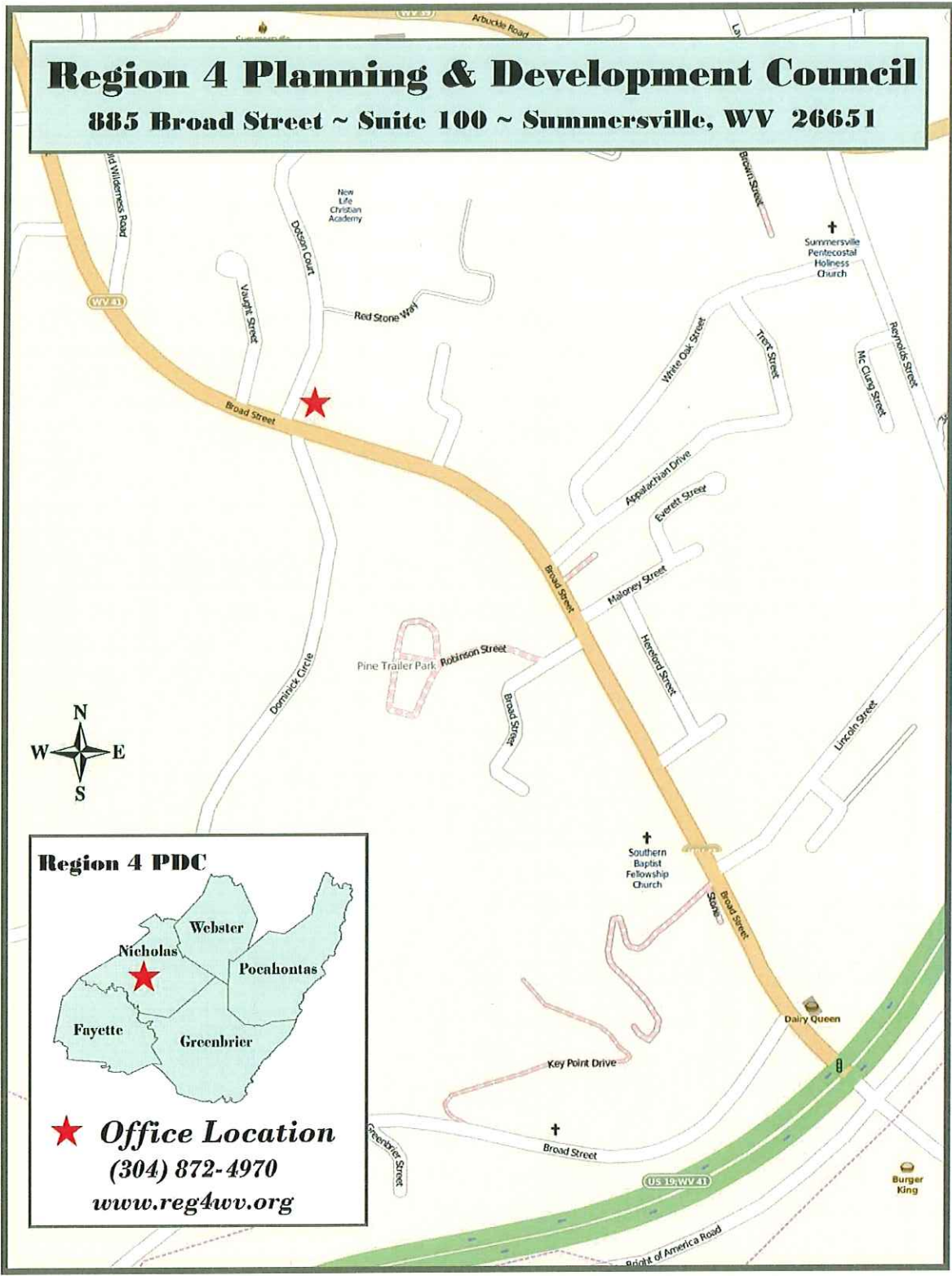


# Attachment G

## Office Location

# Region 4 Planning & Development Council

885 Broad Street ~ Suite 100 ~ Summersville, WV 26651



**Region 4 PDC**

**★ Office Location**  
(304) 872-4970  
[www.reg4wv.org](http://www.reg4wv.org)