

**WINFIELD PLANNING COMMISSION
MINUTES
May 3, 2010**

President William Davis on May 3, 2010 at 7:00 PM at Winfield Town Hall, Winfield, West Virginia, called the Winfield Planning Commission meeting to order.

Members Present:

Betty Stone, Kevin Karnes, William Davis, Bruce Brick, George Armstrong and Terri O'Connor

Members Absent:

Diann Hodges, Jerald Murray

Staff Present:

Ronald Stone – Mayor, Jackie Hunter – Town Recorder, Laura Cox – Planning Director, Tim LaFon – Town Attorney

Staff Absent:

Jessie Parker – Engineer

Public Present:

John Butterworth, Putnam County Office of Planning and Infrastructure

Minute Approval:

Motion to approve the minutes of the April 5, 2010 Planning Commission meeting made by Bruce Brick. Motion seconded by George Armstrong. Motion carried.

Staff Actions/Reports:

Monthly Activity – May 2010

Fourteen building permits and three municipal licenses issued during May 2010

OLD BUSINESS:

1. **Craig – Drainage – Cash Lane - Attorney Report**
Attorney for Mr. Craig brought petition to circuit court to stay our ticket. Attorney LaFon filed counter claim. May 13, 2010 hearing rescheduled for June 10, 2010 due to absence of municipal judge.
2. **Town of Winfield Comprehensive Plan-Report; Action If Any**
 - A. John Butterworth, Putnam County Office of Planning and Infrastructure addressed the Planning Commission focusing on Putnam County's Comprehensive Plan process detailing the steps required to meet our goals as we attempt this process for the Town of Winfield.
 - B. Conference Call with Michael Dougherty, WVU Extension Specialist, discussing the best way in which we can utilize their services in support of our Comprehensive Planning efforts.
A Project proposal for oversight and review in addition to a sample plan will be available for the next scheduled meeting on June 7, 2010.

3. FEMA map update

Planning Director, Laura Cox distributed a detailed draft of the revised floodplain ordinance with instructions for the members to review this document making comments and suggestion during our next scheduled meeting/work session.

Upon determination, the residents to be affected by the updated floodplain maps will be notified via certified letter as soon as possible.

4. Alleged property violation, Falcon Lane and Rocky Step Road

Civil Action No. 09-MAP-36. Hearing scheduled for May 7, 2010
Town Attorney to authorize Citation week of 05/03/10.

5. WI-FI through the Town of Winfield – Action if any

Mayor Stone continues researching various options.

NEW BUSINESS:

**1. Potential Subdivision application – Winfield Way
Subdivision/Watersedge Way**

It is believed this property was previously divided under the Administrative sub-division process. Applicant to respond.

2. Potential Building Permit Application – 3450 Winfield Road

Applicant must have the following in place prior to obtaining a permit:

- A. Conditional permit approval for warehousing in C-1 district
- B. Variance approval for modified real setbacks
- C. Site plan approval

Motion made by George Armstrong to clear up the right-of-way issue with the Town of Winfield before the permit is issued. Motion seconded by Bruce Brick. Motion carried.

3. Resident Complaint – Cane Creek Crossing and surrounding areas

Citation and warning notice issued to the individual property owners.

GOOD OF THE ORDER:

Planning Commission member directory distributed for review.

Eighty percent of right of ways and easements received for sidewalk project.

ADJOURNMENT

Motion to adjourn by Bruce Brick at 8:20 PM until the next regular scheduled meeting for June 7, 2010. Motion seconded by Kevin Karnes.

William Davis, President

Terri O'Connor, Secretary