

**WINFIELD PLANNING COMMISSION
MINUTES
JANUARY 4, 2010**

President William Davis on January 4, 2010 at 7:00 PM at Winfield Town Hall, Winfield, West Virginia, called the Winfield Planning Commission meeting to order.

Members Present:

Mayor Ronald Stone, Kevin Karnes, William Davis, Bruce Brick, Jerald Murray, George Armstrong and Terri O'Connor

Members Absent:

Diann Hodges and Betty Stone

Staff Present:

Laura Cox – Planning Director, Jessie Parker – Engineer, Tim LaFon – Town Attorney and Jackie Hunter – Town Recorder

Staff Absent:

No staff absences

Public Present:

No public in attendance

MINUTE APPROVAL:

Motion to approve the minutes of the December 7, 2009 Planning Commission meeting made by Kevin Karnes. Motion seconded by Bruce Brick. Motion carried.

STAFF ACTION/REPORTS:

Monthly Activity – December 2009

Planning Director reported no pertinent activity for the month of December 2009.

OLD BUSINESS:

1. Craig – Drainage – Cash Lane - Attorney Report

On site meeting with principals held December 8, 2009 to discuss the issue and solution. SS Engineering called upon to determine cost of solution based upon engineering estimates.

2. Ordinance Review – Manufactured Housing/Mobile Home – Progress Report

Attorney LaFon spoke to the Planning Commission regarding the Town of Winfield's existing ordinances and the specific changes necessary to clarify this issue. Discussion to continue.

3. Building Permit Application – 2883 Winfield Road – Attorney Report

Hearing scheduled for the last week in January.

4. Town of Winfield Comprehensive Plan

Kevin Karnes made motion for the Winfield Planning commission to request proposals (RFP) from qualified consultants able to assist the Planning Commission as we undertake the comprehensive planning process for the Town of Winfield. Bruce Brick seconded the motion. Motion carried.

NEW BUSINESS

1. FEMA Map Update

Putnam County will be getting new FEMA maps. The Town of Winfield must be ready to update the Floodplain Ordinance and the Flood Maps as well as notify the individuals affected by this change. S & S Engineering will review this information in order to determine the necessary plan of action.

GOOD OF THE ORDER

Laura Cox reported that the notice to proceed with the Winfield sidewalk project should be forthcoming soon.

Mayor Stone reported that Connie Sansom had retired as of December 31, 2009 and that Gloria Chapman will now be the contact person at Town Hall.

ADJOURNMENT

Motion to adjourn by Jerald Murray at 8:12 PM, until the next regular scheduled meeting for February 1, 2010.

William Davis, President

Terri O'Connor, Secretary