

**WINFIELD PLANNING COMMISSION
MINUTES
July 6, 2010**

President William Davis on July 6, 2010 at 7:05 PM at Winfield Town Hall, Winfield, West Virginia, called the Winfield Planning Commission meeting to order.

Members Present:

Betty Stone, Kevin Karnes, William Davis, Jerald Murray, and Terri O'Connor

Members Absent:

George Armstrong

Staff Present:

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

Public Present:

Jeff Kiess, Sharon Kiess and Don Hayes

Minute Approval:

Motion to approve the minutes as corrected of the June 7, 2010 Planning Commission meeting made by Betty Stone. Motion seconded by Terri O'Connor. Motion carried.

Staff Actions/Reports:

Planning Director reported June 2010 monthly activity.

Old Business:

1. **Craig – Drainage – Cash Lane - Attorney Report**
Retired Judge Cummings from Cabell county appointed to hear this case. Attorney LaFon to be contacted in the near future.
2. **Town of Winfield Comprehensive Plan - Report**
Amended Project Proposal agreement received from Michael Dougherty, WVU Extension Specialist for \$2500.00. Motion to accept this amended agreement made by George Armstrong. Motion seconded by Betty Stone. Motion carried.
3. **FEMA – Town Floodplain Mapping and Ordinance - Update**
A FEMA Community Assistance Visit (CAV) is scheduled for July 15, 2010 at Town Hall to discuss The Town of Winfield's community participation in the National Flood Insurance Program (NFIP) and address any questions the Town and or community may have about the Program and its responsibilities. Advanced preparation will be necessary.
4. **Alleged property violation, Falcon Lane and Rocky Step Road**
Attorney LaFon reports trial has been set for August 19, 2010.
5. **WI-FI through the Town of Winfield - Report**
Mayor Stone reports the Fibernet plan is on hold until the corporate ownership issue has been resolved.

6. **Potential Building Permit Application – 3450 Winfield Road**
BZA Hearing for a variance request set for July 12, 2010. Applicant is waiting on the outcome of the BZA hearing prior to submitting a final site plan.
7. **Resident Complaint – Cane Creek Crossing and surrounding areas**
Property owner to be cited for violation of Section 302 – Exterior Property Areas and Section 307 - Rubbish & Garbage of the 2006 International Property Maintenance Code and as adopted by Article 1701.01 (d) of the Codified Ordinances of Winfield, West Virginia.
8. **Discuss specific criteria for the permit process when removing or delivering mobile homes to designated areas.**
Attorney LaFon has ordered specific information from the Manufactured Housing Association regarding Licensing, Insurance and General Liability issues pertaining to the transportation and set-up of manufactured homes.
9. **Building Permit – McDonalds Rebuild – Site Plan Approval**
Planning Director Laura Cox reports she and Town Engineer, Jessie Parker are in the process of reviewing the site plan as submitted for McDonalds Inc. All planning and engineering comments to be submitted to McDonalds by Friday July 9, 2010.
10. **Potential Building Permit/Site Plan Approval – DHHR Building**
Water detention and drainage issues remain unresolved. Planning Director Laura Cox and Town Engineer, Jessie Parker are in process of reviewing the submitted site plan. Planning and engineering comments should be submitted to Mr. Kiess by Friday July 9, 2010.
11. **Site plan criteria checklist. Action, If Any**
Site Plan checklist will be developed and available for use by next scheduled meeting.

New Business:

1. **BZA Hearing July 12, 2010 – 7:00 PM – Information Only**
Report pending hearing.
2. **July 1, 2010 State Building Code Adoption – Information Only**
Revised/updated ICC & State Building codes to be adopted by The Town of Winfield.

Good of the Order:

Sidewalk project is 99% complete
Sewer project is 99% complete
Sludge removal to start in the very near future

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Adjournment:

Motion to adjourn by Jerald Murray at 8:10 PM until the next regular scheduled meeting for August 9, 2010.

William Davis, President

Terri O'Connor, Secretary