

**WINFIELD PLANNING COMMISSION
MINUTES
May 7, 2012**

President William Davis on May 7, 2012 at 7:00 PM at Winfield City Hall, Winfield, West Virginia, called the Winfield Planning Commission meeting to order.

Members Present:

Dale Vance, Chris Legg, William Davis, Jerald Murray, George Armstrong, & Terri O'Connor

Members Absent:

Diann Hodges

Staff Present:

Randy Barrett – Mayor, , Laura Cox – Planning Director, Jessie Parker – Town Engineer, Tim LaFon – Town Attorney

Staff Absent:

Jackie Hunter – Town Recorder

Public Present:

No public present

Minute Approval:

Motion to approve the minutes of the April 2, 2012 meeting of the Winfield Planning Commission made by Jerald Murray. Motion seconded by George Armstrong. Motion carried.

Staff Actions/Reports:

Twenty-Five Building Permits issued April 2012 (03/28/12 – 04/30/12)

Administrative Subdivision approved April 16, 2012 - Lot No. 1;TM 60; Deed Book 51; Page 114 – Walters Street - Consolidation of Lots 1,2 p/o 3 into a single lot.

Mayor Barrett informed the commission about the possibility and cost of a new Municipal Building vs. remodeling the existing building.

The Mayor also informed the commission that the sewer plant lagoon continued to test positive for high ammonia levels; stating that the sewer plant was originally designed in the 1980's for 3,000 customers and approximately 100 gallons of waste per customer.

Mayor Barrett briefed the commission on the B & O Tax dollars and usage of the funds.

Laura Cox briefed the commission on the status of the sidewalk and cross walk projects.

New Business:

No New Business at this time.

Old Business:

1. **Amendment to Article 1717.11 Building Permit Fees – Information Only**
New Fee Schedule submitted to City Council for first reading.
2. **Preliminary Plat Subdivision Application No. 2011-2012-2**
Applicant submitted revised plan to pipe drainage to the river therefore eliminating the proposed rain garden. The new proposed drainage system and hydraulic calculations were found to be acceptable.

Preliminary Plat Subdivision Approved and Authorized by J. Parker and L. Cox contingent upon applicant providing an approved Notice of Intent – Construction Stormwater NPDES General Permit or Construction Sediment Control Plan.

One all required infrastructure improvements have been completed; applicant must submit copies of the final plat to the planning staff for signature and filing with the Putnam County Clerk.

3. **Craigo – Drainage - Cash Lane – Attorney Report – Action, if any.**

Drainage: Parties are currently working on a settlement. Legal Resolution pending.

Craigo – Cash Lane Apartments: The Cash Lane Apartments did not obtain a Certificate of Occupancy before leasing to tenants. Legal Resolution pending.

Good of the Order:

Adjournment:

Motion to adjourn by Jerald Murray @ 7:30 PM until the next regular scheduled meeting for June 4, 2012 at 7:00 PM.

William Davis, President

Terri O'Connor, Secretary