

**WINFIELD PLANNING COMMISSION  
MINUTES  
March 5, 2012**

President William Davis on March 5, 2012 at 7:01 PM at Winfield City Hall, Winfield, West Virginia, called the Winfield Planning Commission meeting to order.

**Members Present:**

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

**Members Absent:**

No members absent

**Staff Present:**

Randy Barrett – Mayor, Gloria Chapman – City Clerk, Laura Cox – Planning Director, Jessie Parker – Town Engineer, Tim LaFon – Town Attorney, Jackie Hunter – Town Recorder

**Staff Absent:**

No staff absent

**Public Present:**

No public present

**Minute Approval:**

Motion to approve the minutes of the February 6, 2012 meeting of the Winfield Planning Commission made by Diann Hodges. Motion seconded by George Armstrong. Motion carried.

**Staff Actions/Reports:**

Seven Building Permits issued February 2012

**Old Business:**

1. **Discussion of Amendment to Article 1717.11 Building Permit Fees**  
After much discussion, the commission decided to reconfigure the permit fee schedule based on various factors and re-open the discussion for possible action at the next scheduled meeting.
2. **Preliminary Plat Subdivision Application No. 2011-2012-2.**  
Applicant and/or representative of applicant failed to show for meeting. Vote remains pending the submittal and review of the following:
  - a. Pre-development and post-development hydraulic calculations and documentation relative to the proper sizing of the proposed rain garden.
  - b. Provisions to guarantee all excess storm water will be diverted into an approved retention system and addressed in accordance with Article 1309.05 (e) (5).

**Old Business Continued:**

3. **Craig – Drainage - Cash Lane – Attorney Report – Action, if any. Previously suspended until new information became available.**

**Drainage:** Attorney LaFon reported that the parties are currently working on a settlement in which the required repairs would be made to the drainage system. All work will be monitored by the City of Winfield and their representatives for compliance requirements.

**Craig – Cash Lane Apartments:** The argument remains that the Cash Lane Apartments did not obtain a Certificate of Occupancy before leasing to tenants. This is allegedly a direct violation of the City Ordinance and WV State Building code. Due to the length of time involved (May 2007 – Present Day) and the monetary amount of the proposed fine and penalties, the opposing party has asked if we (City of Winfield) will compromise.

Due to the nature and elapsed time dealing with these issues, a motion was made by Jerald Murray to appoint Mayor Barrett as the primary negotiating party to communicate with Attorney LaFon on behalf of the City of Winfield. Motion seconded by Chris Legg. Motion carried. It is noted that George Armstrong abstained.

**New Business:**

No new business

**Good of the Order:**

Laura Cox reported that the new 2011-2031 Winfield Comprehensive Plan pursuant to Chapter 8A of the West Virginia Code was approved by City Council February 14, 2012.

Mayor Barrett reported that he would be meeting with various entities regarding the construction of a new City Hall building and the continuation of the sidewalk project.

**Adjournment:**

Motion to adjourn by Jerald Murray @ 8:15 PM until the next regular scheduled meeting for April 2, 2012 at 7:00 PM.

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William Davis, President

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Terri O'Connor, Secretary