

# WINFIELD PLANNING COMMISSION

## MINUTES

OCTOBER 5, 2015

7:00 p.m.

Chairman William Davis called the regular monthly meeting of the Winfield Planning Commission to order on October 5, 2015 at 7:00 p.m. at Winfield City Hall, 12448 Winfield Road, Winfield, WV.

**Members Attending:** Bill Davis, Diann Hodges, Chris Legg, Pat Woodrum, Dale Vance and Dana Campbell

**Staff Present:** Mayor, Randy Barrett; Jackie Hunter, Recorder, Angela Hodges, Secretary; Tim LaFon, City Attorney, Laura Cox, Planning Director, and Jesse Parker, City Engineer.

**Public Present:** None

**Approval of Minutes:** Dale Vance made motion to approve the minutes of the May 11, 2015 meeting; Chris Legg seconded. Motion carried.

**Staff Action/Reports:** 61 Residential Building permits, 12 Commercial Building Permits and 1 permit extension was issued between May 1, 2015 and September 30, 2015. Angie Hodges, Planning Commission Secretary, provided a summary that included 14 residential permits were issued for new home construction and subcontractors in Courtyard Estates and 9 commercial permits for renovations being done for the new CAMC office, Thomas Hospital office & Mr. Fixit/Ntelos locations. Mayor Barrett reported that the DEP approved the sewer line extension for Courtyard Estates/Hobba Enterprises for ten new lots. The City is waiting for the approval of the request from Gary Young to extend 1500 to 1800 feet of sewer line to property he owns back of Courtyard Estates and Rodney Wymer. At this time, Mr. Young has no plans to build. Mayor Randy Barrett reported that the design for the new sewer plant is six months out and the City will begin paying the \$19,000 DEP fine in monthly increments.

## UNFINISHED BUSINESS

Tim Lafon, City Attorney, reported on the following: Oshel Craigo Certificate of Occupancy violation; the case was resolved and details of the settlement would be discussed at the next Planning Commission Meeting. The George Armstrong case against the City for his dismissal from the Planning Commission was dismissed, the George Armstrong case against the City for the sidewalk right of way –vs- his property line is still pending and the City of Winfield Annexation is being appealed to Circuit Court.


## NEW BUSINESS

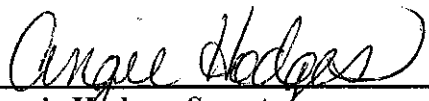
1. **Comprehensive Plan Overview** - Laura Cox, Planning Director, provided a report and discussed the comprehensive plan and reminded the Planning Commission of the significant role it would play if the current annexation effort is approved. The City would end up with a new Zoning Map along with an amended Land Use Plan that, if put in place, would continue to guide development of both the new and existing portions of the City.
2. **Review of the Planning Commission duties** - Laura Cox, Planning Director, provided a summary of the duties and powers of the Planning Commission. The Planning Commission's two distinct functions are (1) the preparation and revision of Winfield's Comprehensive Plan and its Zoning and Subdivision Ordinances and (2) review of development proposals such as subdivision, and conditional use permits. Mayor Barrett informed the Planning Commission, as long as the four annual meeting requirement is met, future meetings will only occur if there are items to be addressed and put on an agenda.
3. **Discussion of the Wells & Wells property (future BPI headquarters)** - Mayor, Randy Barrett, reported that the City has been in contact with Mr. Terry Wells over the past few months regarding site plan approval for the property owned by Wells & Wells. The property was approved for rezoning from R1 to C2 in March 2015. Chris Legg suggested that a letter be sent to Mr. Wells with clear instructions and deadlines for compliance.

**GOOD OF THE ORDER**

**ADJOURNMENT**

Member, Dale Vance made a motion to adjourn at 8:00pm until the next meeting.  
Motion carried.

  
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William Davis, Chairman

  
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Angie Hodges, Secretary