# WINFIELD PLANNING COMMISSION MINUTES SPECIAL MEETING April 12, 2021 7:00 p.m.

Chairman William Davis called the meeting of the Winfield Planning Commission to order on April 12, 2021 at 7:00 p.m. at Winfield City Hall, 12448 Winfield Road, Winfield, WV.

**Members Attending:** Bill Davis, Diann Hodges, Vee Brown and Secretary, Angie Hodges (voting to make a quorum, due to three members not in attendance)

Members Absent: Shawn Loyd, David Dean & Jason Crane

**Staff Present:** Mayor, Randy Barrett, Laura Cox, Planning Director, Tim Lafon, City Attorney, Jackie Hunter, Recorder, and Dana Campbell, City Council

Staff Absent: None

Public Present: James Payne and Robert Peters

**Approval of Minutes:** Motion to approve the Minutes of the March 1, 2021 meeting made by Diann Hodges. Motion carried.

# Staff Action/Reports:

<u>16</u> Residential Building permits and <u>1</u> Commercial Building Permits and <u>0</u> Permit Extensions were issued between February 23, 2021 through March 31, 2021.

### **UFINISHED BUSINESS**

None

### **NEW BUSINESS**

1. Public Hearing

Opened at 7:04 p.m.

Closed at 7:12 p.m.

Application 2020-2021-9 of James Payne/Courtyard Developers, LLC requesting to subdivide to create 5 lots. Property is zoned R1-Residential and is located at the end of Boxwood Drive in Courtyard Estates.

President Bill Davis opened the public hearing at 7:04 p.m. and read the legal publication into record and then called for the applicant or representative to speak on behalf of the subdivision application. James Payne, on behalf of Courtyard Developers, stated that this subdivision is Phase 4 of Courtyard Estates and will be the final phase. Originally, Phase 4 was to include 10 lots but it was changed to 5 lots. This change is needed due to the back portion needing terraced and a variance on the road. The change makes the back lot 2.53 acres and the other four lots .50 acre each. Robert

### PC MINUTES 4-12-2021 PAGE 2

Peters, who lives at 255 Mayberry Drive, in Courtyard Estates, asked if lots 8 and 14 would be smaller and where would a home be built on the 2.53 acre lot. James Payne stated lot 8 would be .33 acres and he pointed out, on the subdivision map, the location for a home site on the 2.53 acre lot.

President Davis then asked if any comments, verbal or written were received for or against this publication. It is noted, no comments, verbal or written were received prior to this hearing.

President Davis asked for the staff recommendation from Planning Director Laura Cox. Staff recommends that the Planning Commission consider all public comment received in the public hearing. Since the development of this subdivision requires the construction of infrastructure improvements (roadway, etc.) final subdivision approval will be dependent upon satisfactorily completion of these improvements. Staff further recommends that the Planning Commission approve this preliminary plat application and that this approval be based upon a finding by the Commission that it is in conformance with Article 1305.01 of the Zoning Ordinance.

President Davis asked if the commission had any comment on the Planning Director's recommendation and if Mr. Payne had any comments; there were none. President Davis closed the public hearing at 7:12 p.m. and asked for a motion to vote on the subdivision. Member, Vee Brown made the motion to approve. The motion carried.

2. Discuss to Change License fee for Ordinance 723.02 Other Activities, Contractors.

Mayor Barrett stated there has been research performed concerning the ninety dollar (\$90.00) license fee, the city charges, for Contractors to do business in the city. Area cities have reduced their license fees; the City of Winfield makes little money charging for the licenses. It has been discussed to lower the license fee to forty-eight dollars (\$48.00) per year. That amount will make an even amount when prorating the fee per month.

City attorney, Tim Lafon commented that the debate at the state level is that municipalities do not have the authority to regulate taxes and licenses. Therefore, municipalities are changing wording from licenses to fees. After a brief discussion between commission members and Mayor Barrett, it was decided to change all business licenses (contractor and municipal) to business fees and making them fifteen dollars (\$15.00) across the board.

Diann Hodges made a motion to change the business fees to fifteen dollars (\$15.00) and send the change to City Council to approve. Motion carried.

### GOOD OF THE ORDER

## **ADJOURNMENT**

President Bill Davis made a motion to adjourn at 7:31 p.m. until the next meeting. Motion carried.

lliam Davis, Chairman Angie Hodges, Secr