

WINFIELD PLANNING COMMISSION
MINUTES
SPECIAL MEETING
September 13, 2021
7:00 p.m.

Chairman William Davis called the special meeting of the Winfield Planning Commission to order on September 13, 2021 at 7:00 p.m. at Winfield City Hall, 12448 Winfield Road, Winfield, WV.

Members Attending: Bill Davis, Dave Dean, Diann Hodges

Members Absent: Sean Loyd and Jason Crane

Staff Present: Mayor, Randy Barrett, Angie Hodges, Secretary, Tim Lafon, City Attorney and Richie Ferguson, Building Inspector

Staff Absent: Jackie Hunter, Recorder and Laura Cox, Planning Director

Public Present: None

Approval of Minutes: Motion to approve the Minutes of the August 2, 2021 meeting made by Dave Dean. Motion carried.

Staff Action/Reports:

22 Residential Building permits and 4 Commercial Building Permits and 0 Permit Extension were issued between July 28, 2021 through August 31, 2021.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discuss changes to Ordinance 1709.02 Mobile and Sectionalized Mobile Homes. After review of the ordinance by City Attorney, Tim Lafon and Mayor Randy Barrett, it was determined that no changes are needed.
2. Discuss changes to Ordinance 1709.06 Identification of Existing Sites. Mayor Barrett stated that the list of Manufactured Homes, located throughout the city, needed to be updated due to changes of the property addresses and ownership. After a brief discussion, President Bill Davis stated this change doesn't require action from the planning commission but rather should be recommended to City Council for updating.
3. Discuss changes to Ordinance 1709.08 Designated Parks. Mayor Barrett commented that the ordinance needs updated due to the size of the mobile home park lots. The only lots, that can accommodate 24 foot wide manufactured homes, are spaces located at the end of the street.

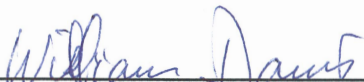
The majority of lots, in the park, can only accommodate single wide manufactured homes. Therefore, the last sentence, "However, if a space located in one of these parks becomes vacant and remains vacant for 1 year the said space can only be occupied in compliance with section 1709.02", needs to be deleted. After a brief discussion, member Dave Dean made a recommendation to strike the last sentence of 1709.08 and send it to city council for approval. Motion carried.

4. Discuss Vacant Property Registration fees 1713.17. Mayor Barrett commented that the city is not charging enough. The allowable cap on vacant structure registration fees is \$5000.00. For existing registrations, the fee needs to increase, next year, to \$1000.00 and each year thereafter until the \$5000.00 cap is reached. New registrations need to increase to \$1000.00 after the second year of registration and each year thereafter until the cap of \$5000.00 is reached. The intent of increasing the fees is to prompt the property owners to occupy, sell, renovate or rent the structures. After a brief discussion, Diann Hodges made a motion to recommend to city council to increase the vacant structure fees with a cap of \$5000.00, beginning with year 2022. Motion carried.
5. Discuss Building Permit Fees/Demolition fees 1717.11. Mayor Barrett commented on the possibility of taking away demolition and bond permit fees, when vacant structures are torn down. However, the Demolition Contractor would still need to have license, provide an asbestos report and pay a plan review fee. The plan review fee would cover the building inspector's time spent on the project. After a brief discussion, member Dave Dean made a motion to recommend deleting the Demolition and Bond permit fees, when vacant structures are torn down, and send to city council for approval. Motion carried.
6. Discuss B&O Tax on Contracting-Demolition with New Construction 741.12. Mayor Barrett suggested to not require a contractor to pay for a permit or (1) one percent B&O tax, to demo registered vacant structures. This change would be an incentive for contractors and owners, of vacant registered structures, to demo and rebuild on the property. After adding that the rebuild would need to take place within 24 months of demolition, member Dave Dean made a motion to send to city council for approval. Motion carried.

GOOD OF THE ORDER

ADJOURNMENT

President Bill Davis made a motion to adjourn at 7:40 p.m. until the next meeting. Motion carried.



William Davis, Chairman



Angie Hodges, Secretary