

WINFIELD PLANNING COMMISSION

MINUTES

December 2, 2019

7:00 p.m.

Chairman William Davis called the meeting of the Winfield Planning Commission to order on December 2, 2019 at 7:00 p.m. at Winfield City Hall, 12448 Winfield Road, Winfield, WV.

Members Attending: Bill Davis, Diann Hodges, Dave Dean, Sean Loyd and Vee Brown

Members Absent: Jason Crane

Staff Present: Mayor, Randy Barrett, Angie Hodges, Secretary; Tim Lafon, City Attorney, Jesse Parker, Planning Director and Jonathan Atkins, Building Inspector

Staff Absent: Jackie Hunter, Recorder

Public Present: None

Approval of Minutes: Minutes of the August 5, 2019 meeting were unanimously approved as presented.

Staff Action/Reports:

39 Residential Building permits and 9 Commercial Building Permits and 0 Permit Extensions were issued between July 29, 2019 through November 21, 2019.

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Mayor, Randy Barrett introduced and administered the oath of office to new member, David Dean.
2. Discussion of Article 1717 Commercial Building Permits criteria and fees for electrical meter inspections. Mayor, Randy Barrett began by stating that former Building Inspector, Charles Roberts was grandfathered as an approved electrical inspector for AEP. Therefore, the inspection service was provided by the city at no extra cost to the contractor/developer. The city's present Building Inspector, Jonathan Atkins, is not qualified to do the required AEP electrical inspections. Since Jonathan is not qualified, it costs the contractor/developer to pay a fee of \$105.00 for the inspection before AEP will connect electrical service. This is not a big expense for residential new construction, since it only involves one meter and one inspection. However, it was brought to the city's attention with The River's commercial project, that there

are 20 meter boxes that need inspected, therefore, \$105.00 times 20 boxes for a total of \$2100.00.

Building Inspector, Jonathan Atkins suggested that one way to offset the electrical inspection fee is for the city to do away with charging for inspections when a permit is applied for. Jonathan went on to explain the reason for the AEP independent inspections. The process is not a city ordinance; the PSC set the inspection fee and the Fire Marshall put the inspection process in place to protect owners. When there is new construction or the electrical service is upgraded, whether residential or commercial, the contractor must call AEP for a work order number. When the work is completed and ready for electrical service to be connected, the contractor must hire an independent AEP approved electrician to inspect the work. If it passes inspection, the electrician puts an approval sticker on the meter, at that point, AEP is contacted that the service is ready to be connected. The reason for this process, in the past, some work was not performed correctly; AEP would connect service and fires would occur.

City Attorney, Tim Lafon, stated that before the city eliminates fees, man hours of everyone involved in a new project should be calculated. People involved include, city engineer, city building inspector, the planning director, municipal clerks, city public works etc...The city doesn't not want to eliminate fees and go "in the hole" for the services and work the city performs.

Member, Sean Loyd, made a motion that the planning commission table the discussion until the next meeting to allow time to accumulate the numbers, of the work involved, in the permit process. Motion carried.

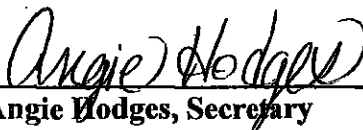
GOOD OF THE ORDER

ADJOURNMENT

Bill Davis made a motion to adjourn at 7:36 pm until the next meeting. Motion carried.



William Davis, Chairman



Angie Hodges, Secretary