

WINFIELD PLANNING COMMISSION

"SPECIAL MEETING" MINUTES

July 9, 2018

7:00 p.m.

Chairman William Davis called the meeting of the Winfield Planning Commission to order on July 9, 2018 at 7:00 p.m. at Winfield City Hall, 12448 Winfield Road, Winfield, WV.

Members Attending: Bill Davis, Pat Woodrum, Dana Campbell, Dale Vance and Sean Loyd

Members Absent: Diann Hodges

Staff Present: Randy Barrett, Mayor, Angie Hodges, Secretary; Jesse Parker, Planning Director, Tim Lafon, City Attorney and Jackie Hunter, Recorder

Staff Absent: None

Public Present: None

Approval of Minutes: Dana Campbell made a motion to approve the minutes of the May 7, 2018 meeting. Motion carried.

Staff Action/Reports:

29 Residential Building permits and 4 Commercial Building Permits and 0 Permit Extensions were issued between May 3, 2018 through July 3, 2018.

NEW BUSINESS

1. Discuss fees for Commercial Plan Reviews.

Mayor Randy Barrett began with stating that when the main Contractor requests a permit for a commercial job, their permit fee is based on the total amount of the job and the plan review fee is one half of the permit fee. If the main Contractor hires subcontractors for certain parts of the job, the subcontractor requests a permit and is charged a permit fee, based on their part of the job. This process creates the city getting paid duplicate permit fees, in other words, "double dipping". This process does not affect B&O tax. The contractor and subcontractor still pays B&O tax based on their individual gross revenue on each job. For Plan Review Fees, Mayor Barrett, contacted the individuals who are involved in reviewing city projects. For large commercial projects, the city engineer, planning director, building inspector and sometimes the city attorney are involved. For a 40,000 square foot commercial building, a total of \$6800.00 of charges would be typical to review the plans and perform inspections of the project. Angie Hodges commented that building permits allow the city to determine how much B&O tax the applicant (contractor/subcontractor) will owe. Mayor Barrett stated that B&O tax is on an honor system; it's not feasible to request an audit for \$3,000 of revenue when it would cost \$5000 in legal fees. William Davis commented that the language for permit fees needs to be cleaned up. The permit ordinance states that the contractor/subcontractor needs a permit but doesn't have a breakdown of different fees that each are required to pay. City Attorney, Tim Lafon suggested to the commission to let him research and bring

his findings back to the next meeting. The Commission agreed to table the subject until the next meeting.

2. Discuss Commercial Parking in Old Town.

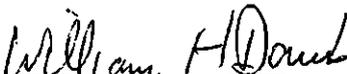
Mayor Barrett commented on old town setbacks and parking requirements; the city can only work with what is there. Concerning the former grocery store property construction, The Rivers commercial and residential project, it may not meet parking requirements. The DOH future widening of State Route 817 and the Streetscape grant for Main Street will acquire part of the parking space. Mayor Barrett stated that the ordinance as it is now, would require The Rivers developer to request a BZA variance since the parking and setbacks would not conform to the city ordinance. William Davis commented that the commission could suggest an ordinance revision that would allow less square footage for parking requirements. Jesse Parker, City Planning Director, asked why do a revision just for old town commercial? Since there isn't much available property in the old town area, he suggested going to the BZA for each case would be better than changing an ordinance. Due to the fact that The Rivers project is an arbitrary number; doing a change to meet the requirements for this project will not satisfy requirements for future projects. Mayor Barrett suggested the commission to table the subject. The commission agreed to table changing commercial parking requirements in the old town area until the next meeting.

GOOD OF THE ORDER

Mayor Barrett commented that the engineer and accountant would be at the next council meeting to discuss financing of the new wastewater treatment plant and the new boat ramp construction has been signed off on and the DNR will begin mobilizing to begin construction. Completion is set for the end of the year. Poca Valley Bank sponsored Landau Murphy for a whole concert for the Putnam County Homecoming.

ADJOURNMENT

Bill Davis made a motion to adjourn at 7:57 pm until the next meeting. Motion carried.



William Davis, Chairman



Angie Hodges, Secretary