

**WINFIELD PLANNING COMMISSION**

**"SPECIAL MEETING" MINUTES**

**September 10, 2018**

**7:00 p.m.**

Chairman William Davis called the meeting of the Winfield Planning Commission to order on September 10, 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 Diann Hodges

**Members Absent:** Sean Loyd

**Staff Present:** Randy Barrett, Mayor, Angie Hodges, Secretary; Jesse Parker, Planning Director, Jonathan Atkins, Building Inspector and Jackie Hunter, Recorder

**Staff Absent:** Tim Lafon, City Attorney

**Public Present:** None

**Approval of Minutes:** Dana Campbell made a motion to approve the minutes of the July 9, 2018 meeting. Motion carried.

**Staff Action/Reports:**

**21 Residential Building permits and 2 Commercial Building Permits and 0 Permit Extensions were issued between July 4, 2018 through August 31, 2018.**

**UNFINISHED BUSINESS**

1. Discuss fees for Commercial Plan Reviews.

Tim Lafon, city attorney, sent a letter to Mayor Barrett, addressing Contractors and Sub Contractors paying the same fees for building permits. The letter stated "I think the way to remedy this problem is to simply amend Ordinance 1717.01 to require a building permit for subcontractors, but that no additional fee is to be charged. This is because it has already been paid by the contractor. This has no affect on B&O, which is simply a tax on the gross revenue." After brief discussion, member, Dale Vance made a motion to ask Tim Lafon to draft the Ordinance language and present it to the Planning Commission at the next meeting. At that time, the Planning Commission can discuss and make any changes and then send it to City Council for approval. Motion Carried

2. Discuss Commercial Parking in Old Town.

Jesse Parker, Planning Director stated it doesn't make sense to change the commercial parking space ordinance in old town because each business has, or potential new business would have different requirements, based on square footage of the building. His opinion is to address parking on a case by case basis and send each case to the BZA, if need be. Mayor Barrett stated that a BZA hearing is at least a month long process. Before any changes, he would like to address it with City

Attorney, Tim Lafon to see if including "Main Street" to the Ordinance would eliminate confusion, since the Main Street area in Old Town has the most commercial properties. After discussion, it was agreed to allow Tim Lafon time to research and bring his findings to the next Planning Commission meeting.

## **NEW BUSINESS**

1. Residential short term rental property (example – VRBO/Airbnb).

Mayor Randy Barrett began with stating that he had received an email from an outside person asking the city's rules regarding short term rental property and license etc... Right now we have no ordinance allowing or not allowing it. Jonathan Atkins, City Building Inspector explained that an apartment renting bedrooms with shared bathroom and kitchen/bed n breakfast type business is a rooming house. VRBO rental property could be a whole house but a rental room would be a rooming house. Renting a whole house is allowed in R1 Residential but renting just a room is only allowed in C1 Commercial. Jesse Parker, city planning director, searched ordinances and found that parking for a rooming house is permitted in C1 commercial zoned property. After discussion, it was determined that there are minimal C1 structures that can be categorized as rooming house property. After discussion, the commission agreed to make no changes and would not address unless the subject presents itself again.

2. Consider making city parks no smoking zone.

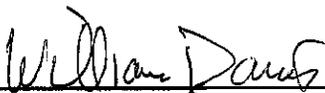
Mayor Randy Barrett stated that this subject was presented to the City Council in August and council tabled it. He suggested that the Planning Commission discuss and send to the council for action. Mayor Barrett stated the city properties to consider banning smoking should be the Community Center, City Park and the Gazebo at the end of Main Street. After discussion, Dale Vance made a motion to ban smoking at these three city properties and send to council for approval. Motion carried.

## **GOOD OF THE ORDER**

Mayor Barrett commented that the Boat Ramp construction is progressing and weather permitting, the base coat of paving should happen this fall but may have to wait until spring for the final coat. As it stands now, the financing for the new sewer treatment plant is a 38 year USDA loan and a schedule should be coming shortly for the new plant.

## **ADJOURNMENT**

Bill Davis made a motion to adjourn at 7:30 pm until the next meeting. Motion carried.



William Davis, Chairman



Angie Hodges, Secretary