

# **PUTNAM COUNTY PLANNING COMMISSION**

**Tuesday, January 23, 2007**

**Putnam County Courthouse Courtroom 202**

## **MINUTES**

The Putnam County Planning Commission met on Tuesday, January 23, 2007 at the Putnam County Courthouse, 2<sup>nd</sup> floor courtroom, room 202, Winfield, WV.

Steve Perry, president, called the meeting to order at 7:00 p.m.

Roll call was taken and a quorum was present.

Members present: Jeffrey Brannon, Tom Calabrese, C. P. Farley, Drew Garnes, Tom Hankins, Glen Lovejoy, Vic Mays, Sarah McCallister, Steve Perry, David Powell, Barbara Reed, and Gary Tillis.

Members absent: Lynn Cvechko and Joe Tyree

Staff present: Sandy Mellert, Nicki Barnette, Melissa Sargent, and Linda Bess.

Others present who signed in were: Wayne & Peggy Robertson, Marty Chapman, Gary Ward, Jimmy Calhoun, Rex Null, Glenn Sigmon, Kenny Hanson, Sr., Kenny Hanson, Jr., Donny Newhouse, Donald Hayes, Kim Whittington, Frank B. Young, Jr., Joe Haynes, Tim Meisner, Betty Corsaro, Steve Ash, and Cheryl Reddington.

### **ELECTION OF 2007 OFFICERS**

The nominating committee presented the slate of nominations as follows: Sarah McCallister for president and David Powell for vice president.

There were no nominations from the floor.

Motion was made by Vic Mays and seconded by CP Farley to close the nominations. Motion carried unanimously.

Motion was made by CP Farley and seconded by Vic Mays to accept the slate presented by the nomination committee of Sarah McCallister as president and David Powell as vice president for 2007. Motion carried unanimously.

Sarah McCallister assumed the presidency.

### **APPROVAL OF MINUTES**

The minutes of the November 28, 2006 meeting were reviewed. Motion was made by Barbara Reed and seconded by Vic Mays to approve the minutes as presented. Motion carried unanimously.

### **INFRASTRUCTURE REPORT**

There was no report.

## **2006 ANNUAL REPORT**

Staff presented the Planning Commission 2006 Annual Report, a copy of which is attached and made a part of these minutes, highlighting the major events.

## **TRANSPORTATION REPORT**

There was no report.

## **PCDA REPORT**

There was no report.

## **VIOLATIONS REPORT**

Staff reported the violation for the Kowboyz illegal portable sign was presented to County Commission on December 5, 2006. County Commission instructed the county attorney to mail a letter outlining the process for further legal action and consequences of continued noncompliance. Staff reported the sign has been removed.

## **CITIZEN CONCERNS**

There were no citizen concerns.

## **PUBLIC HEARING PROCEDURE**

Sarah McCallister gave a brief explanation of the rules for a public hearing.

## **PROPOSED SUBDIVISION - Wimbledon Estates**

### ***Disclosure of Conflict***

Tom Calabrese recused himself from the meeting due to a conflict of interest with the proposed Wimbledon Estates subdivision.

### ***Public Hearing***

Sarah McCallister opened the public hearing for the proposed Wimbledon Estates subdivision.

### **WIMBLEDON ESTATES**

Wayne K. Robertson is the developer for the proposed Wimbledon Estates subdivision and Randolph Engineering is the engineer. The subdivision is an 10-lot subdivision to be developed on 6.25 acres as single-family residential. It is located off of WV Route 34, 1500' north of the I-64 interchange behind the Putnam County Library, Hurricane.

Staff presented the summary and Findings of Fact, Resolution 07-01, and Variance 07-01, copies of which are attached and made a part of these minutes.

Discussion followed.

There were no developer comments.

There were no public comments.

There being no further questions or comments, Sarah McCallister closed the public hearing and reconvened the regular meeting.

***Deliberation and Action***

Discussion ensued with a question and answer session.

Motion was made by Vic Mays and seconded by Tom Hankins to accept and classify Wimbledon Estates as a major subdivision. Motion carried unanimously.

Staff further explained Variance 07-01.

Motion was made by Steve Perry and seconded by Tom Hankins to approve Variance 07-01 as presented. Motion carried unanimously.

Staff further explained Resolution 07-01.

Discussion followed.

The consensus of the Planning Commission was that a fire hydrant must be located within 1000 feet of a house site on each lot.

Motion was made by CP Farley and seconded by Tom Hankins to accept and approve Resolution 07-01 as amended. Motion carried unanimously.

Tom Calabrese returned to the meeting.

**REQUEST BY KIM WHITTINGTON - BAPTIST HERITAGE ESCROW**

***Disclosure of Conflict***

No commissioner disclosed a potential conflict of interest with the Baptist Heritage escrow request by Kim Whittington.

***Public Hearing***

Kim Whittington requested permission for an escrow agreement to be entered with the Planning Commission for the widening of the access road, CR 34/37, from Sunnybrook Drive to the subdivision entrance of Baptist Heritage on Sunnybrook Avenue, Hurricane, WV to a minimum width of 16 feet and to the road standard of the WV Division of Highways.

Sarah McCallister opened the public hearing.

Staff presented the Findings of Fact Worksheet, a copy of which is attached and made a part of these minutes.

Discussion followed.

Developer comments:

Kim Whittington, developer, requested the ability to enter an escrow agreement for condition 9 (s) in Resolution 04-17, and read into the record a letter he received from DOH.

**Public comments:**

Rex Null, 1 Birch Place, requested that the developer be held to the original conditions and agreement.

Tim Meisner, 558 Sunnybrook Drive, expressed concerns regarding the current disrepair of the existing road.

There being no further comments or questions, Sarah McCallister closed the public hearing and reconvened the regular meeting.

***Deliberation and Action***

Discussion ensued with a question and answer session.

It was determined during discussion that the escrow amount must be of a verifiable amount sufficient to cover escalating costs over the six month period of the escrow.

Motion was made by Gary Tillis and seconded by David Powell to approve the Baptist Heritage escrow request by Kim Whittington as presented. Motion carried unanimously.

**PROPOSED REVISIONS TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS**

***Disclosure of Conflict***

No commissioner disclosed a potential conflict of interest with the proposed revisions to the Putnam County Subdivision Regulations.

***Public Hearing***

Sarah McCallister opened the public hearing for the proposed revisions to the Putnam County Subdivision Regulations.

Staff presented the proposed revisions to the Putnam County Subdivision Regulations, a copy of which is attached and made a part of these minutes, stating that these revisions are being proposed by the Ordinance Revision Committee.

Staff stated that copies were made available to the public for comments and stated that verbal and written comments were received. Staff recommended that public comments be received at the hearing and then all comments be referred to the Ordinance Review Committee.

There were no public comments.

There being no further questions or comments, Sarah McCallister closed the public hearing and reconvened the regular meeting.

***Deliberation and Action***

Discussion ensued with a question and answer session.

Motion was made by Vic Mays and seconded by Tom Hankins to table action on the proposed revisions to the Putnam County Subdivision Regulations so the Ordinance Revision Committee may review the comments received. Motion carried unanimously.

The Committee will schedule a meeting as soon as possible, invite interested parties, and review all submitted comments.

## **PROPOSED REVISIONS TO ARTICLE 1400, SIGNS**

### ***Disclosure of Conflict***

No commissioner disclosed a potential conflict of interest with the proposed revisions to Article 1400 Signs in the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia.

### ***Public Hearing***

Sarah McCallister opened the public hearing for the proposed revisions to Article 1400 Signs in the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia.

Staff presented the proposed revisions, a copy of which is attached and made a part of these minutes, and explained that copies were made available for public review. The Chamber of Commerce provided copies to their membership. Staff received several phone calls from citizens who had questions regarding these revisions. No opposing or negative comments were received by staff.

A question and answer session followed.

### **Public comments:**

Marty Chapman, Putnam County Chamber of Commerce President, requested approval of Article 1400 Signs and stated that he had received numerous positive comments regarding the proposed revisions. He also thanked staff for the time and effort involved in this process.

Gary Ward, GoMart spokesperson, requested information regarding grandfathering of current signs.

There being no further comments or questions, Sarah McCallister closed the public hearing and reconvened the regular meeting.

### ***Deliberation and Action***

Discussion ensued with a question and answer session.

Motion was made by CP Farley and seconded by Tom Calabrese to recommend County Commission approve the proposed revisions to Article 1400 Signs in the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia as presented. Motion carried unanimously.

## **ADMINISTRATIVE SUBDIVISION REPORT**

Staff provided a summary of the November and December 2006 administrative subdivision approval for the following parcels:

### **November 2006**

Hassana Barazi - 1 lot; 0.21 acres; located on Hurricane Creek Road, Winfield

Thomas Michels - 1 lot; 2 acres; located at 1632 Bills Creek Road, Winfield  
David Hobba - 1 lot; 8.39 acres; located at 4801 Buffalo Road, Buffalo

**December 2006**

James Stowers Heirs - 2 lots; 153.48 & 56.20 acres; located on Poplar Fork Road, Scott Depot  
Clydeanne Seager - 1 lot; 3 acres; located on Kanawha Road, Fraziers Bottom  
James Craigo - 1 lot; 5.02 acres; located at 103 Lone Oak Road, Red House  
Bill Morton - 1 lot; .79 acres; located on Luikart Ridge, Red House  
Nelson Hudson - 1 lot; 0.686 acres; located on Route 62, Red House

**FINANCIAL REPORT**

Staff presented the financial report for November and December 2006. There were no comments or questions.

**MONTHLY REPORT**

Staff presented the monthly report for November and December 2006, which is also the calendar year end report, summarizing the building/zoning permit approvals. There were no comments or questions.

**STAFF REPORT**

Regional Intergovernmental Council has scheduled the training session for planning commission and board of zoning appeals members for Thursday, February 1, 2007 from 3-6 p.m. at the South Charleston Library.

Melissa Sargent has been promoted from Associate Planner to Planner in the Office of Planning and Infrastructure.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

There was no further new business to discuss.

**ADJOURNMENT**

Motion was made and seconded to adjourn. Motion carried unanimously. The meeting was adjourned at 9:15 p.m.

Respectfully submitted, \_\_\_\_\_  
Linda Bess, Secretary

Attest: \_\_\_\_\_  
Presiding Officer

Minutes were approved: \_\_\_\_\_