

PUTNAM COUNTY PLANNING COMMISSION

Tuesday, March 27, 2007

Putnam County Courthouse Courtroom 202

MINUTES

The Putnam County Planning Commission met on Tuesday, March 27, 2007 at the Putnam County Courthouse, 2nd floor courtroom, room 202.

Sarah McCallister, president, called the meeting to order at 7:00 p.m.

Sarah introduced the new planning commission member, Sam Cunningham and the new Office of Planning and Infrastructure associate planner, Sheryl Thomas.

Roll call was taken and a quorum was present.

Members present: Jeffrey Brannon, Tom Calabrese, Sam Cunningham, Drew Garnes, Vic Mays, Sarah McCallister, Steve Perry, David Powell, Barbara Reed, Gary Tillis, and Joseph Tyree.

Members absent: Lynn Cvechko, Tom Hankins, C. P. Farley, and Glen Lovejoy.

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

Others present who signed in were: Jimmy Calhoun, Seth & Renee Surrey, Joe & Beth Shade, Jacob White, William Lilly, G E Garrett, Carolyn Garrett, Dave Midkiff, Bobbie Lilly, and T. J. Summers.

APPROVAL OF MINUTES

The minutes of the February 27, 2007 meeting were reviewed. Motion was made by Steve Perry and seconded by Vic Mays to approve the minutes as presented. Motion carried unanimously.

INFRASTRUCTURE REPORT

Commissioner Tillis reported the following: 1) \$200,000 has been received of the \$1.5M grant for the Jim Ridge water project, which will be used for the engineering phase of the project; 2) 12 engineering firms submitted proposals for that project; 3) County Commission has short listed the firms to 3 - Terradon, QK4, and Potesta will be interviewed on Tuesday; 4) County Commission is moving forward with the \$3M water extension project for 7 areas of the county and will be submitting applications for zero to low interest loans through the WV Infrastructure Council; 5) construction is scheduled to begin in April on the sewer line extension in Red House which will serve approximately 100 new customers; and 6) the Midway sewer line expansion by Putnam PSD is over 50% complete with 32 out of 56 customers on line.

TRANSPORTATION REPORT

Commissioner Tillis reported the following: 1) the 6-mile design-built stage for the US35 project from WV Route 34 to the Buffalo Bridge was awarded on March 14 at \$72M with construction scheduled to be completed in May 2009; 2) the US35 Infrastructure Planning Team met along with Putnam PSD to prepare a cost estimate for the Infrastructure Council and DOH for

infrastructure along the new US35; 3) four casing pipes are to be installed for future sewer expansion to the Buffalo Bridge and one casing pipe for the Putnam Business Park in Fraziers Bottom for water line expansion.

PCDA REPORT

Commissioner Tillis reported the following: 1) Tricorp, developer of Hurricane Market Place, closed on the sale of the property; 2) a contract was signed to sell 12 acres in Putnam Business Park, which leaves only 10 acres remaining in the park.

VIOLATIONS REPORT

There were no violations to report.

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 - Caledonia Place

Disclosure of Conflict

No commissioner disclosed a potential conflict of interest with the Caledonia Place proposed subdivision.

Public Hearing

Sarah McCallister opened the public hearing for the proposed Caledonia Place subdivision.

CALEDONIA PLACE

Jami McClellan is the developer for the proposed Caledonia Place subdivision and Randolph Engineering is the engineer. The subdivision is a 4-lot subdivision to be developed on 0.5 acres in order to divide the existing four residential townhouses. It is located on Lake Chadesa Drive, Hurricane (tax map 223G parcel 87.4).

Staff presented the summary, Findings of Fact, Variance 07-03, and Resolution 07-03, 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 Drew Garnes to accept and classify Caledonia Place as a major subdivision. Motion carried unanimously.

The criteria worksheet for Variance 07-03 was reviewed and it was determined that all conditions for approval were met.

Motion was made by Joe Tyree and seconded by Tom Calabrese to approve Variance 07-03 as presented with the following stipulations 1) the Caledonia Place Homeowners Association shall be responsible for a pro-rata portion of the maintenance of the 30' right-of-way on Oakwood Drive from Lake Chadesa Drive to the Caledonia Place entrance and 2) tax map 223G, parcel 87.4 shall not be further developed/subdivided unless all prevailing county ordinances can be met. Motion carried unanimously.

Staff reviewed Resolution 07-03.

Discussion followed.

Motion was made by Vic Mays and seconded by Barbara Reed to accept and approve Resolution 07-03 as presented. Motion carried unanimously.

PROPOSED SUBDIVISION -Chase Park, Phase II

Disclosure of Conflict

No commissioner disclosed a potential conflict of interest with the Chase Park, Phase II proposed subdivision.

Public Hearing

Sarah McCallister opened the public hearing for the proposed Chase Park, Phase II subdivision.

CHASE PARK, PHASE II

Steorts Homebuilders is the developer for the proposed Chase Park, Phase II subdivision and Calhoun Engineering is the engineer. The subdivision is a 13-lot subdivision to be developed on 6.75 acres as single-family residential and commercial. It is located at 3651 Teays Valley Road, Hurricane (tax map 222, parcels 9, 9.2, and 9.3).

Staff presented the summary, Findings of Fact, and Resolution 07-02, copies of which are attached and made a part of these minutes.

Discussion followed.

Developer comments:

Jimmy Calhoun, Calhoun Engineering, commented on the submittals to Army Corp of Engineers.

There were no public comments.

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 Vic Mays and seconded by Steve Perry to accept and classify Chase Park, Phase II as a major subdivision. Motion carried unanimously.

Staff reviewed Resolution 07-02.

Discussion followed.

Motion was made by Barbara Reed and seconded by Joe Tyree to accept and approve Resolution 07-02 as presented. Motion carried unanimously.

VARIANCE REQUEST - T J & M, LLC

Disclosure of Conflict

No commissioner disclosed a potential conflict of interest with the variance request by T J & M, LLC to allow an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 33.3 on tax map 214.

Public Hearing

Sarah McCallister opened the public hearing for the variance request by T J & M, LLC to allow an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 33.3 on tax map 214.

Staff presented Variance 07-02, a copy of which is attached and made a part of these minutes.

A question and answer session followed.

Applicant comments:

T. J. Summers, Manager of T J & M, LLC, stated that he had no comments at this time.

Public comments:

William "Pete" Lilly, abutting landowner, stated that as far as the construction of the road being equal to the quality of the existing road that was an issue that he thought was best left to the homeowners and the purchaser. He stated that there are good records as to what the existing road is constructed of and the specifications and the homeowners group are confident that they can work through this without any problems.

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.

The criteria worksheet for Variance 07-02 was reviewed and it was determined that all conditions for approval were met.

Motion was made by Joe Tyree and seconded by Steve Perry to approve Variance 07-02 to allow T J & M, LLC an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 33.3 on tax map 214 as presented with the following stipulations: 1) the 6.62 acre parcel shall not be further subdivided until all requirements of the Putnam County Subdivision Regulations can be met, 2) the Putnam County Health Department must issue an approved individual sewage disposal system permit prior to development of the parcel, and 3) the 6.62 acre parcel shall be included as part of Coon Creek Subdivision. The owner of the tract shall become a member of the Coon Creek Homeowner's Association and will be responsible to underwrite the cost of the road access to and from the new parcel. The road extension shall be constructed of no less quality than those contained on the map of the initial section of Coon Creek Subdivision. This condition will be stated in the deed and will run with the land. A copy of the executed deed with these conditions will be submitted to the Office of Planning and Infrastructure prior to release of the approved plat. Motion carried unanimously.

VARIANCE REQUEST - Design Development, Inc.

Disclosure of Conflict

Tom Calabrese recused himself due to a conflict of interest with the variance request by Design Development, Inc. to allow an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 13.3 on tax map 222.

Public Hearing

Sarah McCallister opened the public hearing for the variance request by Design Development, Inc. to allow an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 13.3 on tax map 222.

Staff presented Variance 07-04, a copy of which is attached and made a part of these minutes.

A question and answer session followed.

There were no applicant comments.

Public comments:

David Midkiff, resident of Bette Lane, expressed concerns regarding the driveway entrance, traffic flow, and the maintenance of the 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.

The criteria worksheet for Variance 07-04 was reviewed and it was determined that all conditions for approval were met.

Motion was made by Joe Tyree and seconded by Vic Mays to approve Variance 07-04 to allow Design Development, Inc. an existing 30' right-of-way as adequate for one lot to be divided from tax parcel 13.3 on tax map 222 as presented with the following stipulations: 1) that the property owner shall be responsible for a pro-rata portion of the maintenance of Bette Lane and 2) tax

map 222, parcel 13.3 shall not be further developed/subdivided unless all prevailing county ordinances can be met. Motion carried unanimously.

PROPOSED - Revisions to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV

Disclosure of Conflict

No commissioner disclosed a potential conflict of interest with the proposed revisions to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV.

Public Hearing

Sarah McCallister opened the public hearing for the proposed revisions to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV.

Staff presented the proposed revisions from the Ordinance Revision Committee, a copy of which is attached and made a part of these minutes.

A question and answer session followed.

Public comments:

Jimmy Calhoun stated he and Roger Randolph reviewed the proposed revisions. He also stated that he appreciated receiving copies of the proposed revisions.

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 Joe Tyree and seconded by Barbara Reed to recommend County Commission adopt the proposed revisions to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV as presented. Motion carried unanimously.

ADMINISTRATIVE SUBDIVISION REPORT

Staff provided a summary of the February 2007 administrative subdivision approval for the following parcels:

| | | |
|-------------------------|---|--|
| Steve Baker | - | 1 lot; 25 acres; located off of Scary Creek, Scott Depot |
| Helen Louise Ellis | - | 1 lot; .33 acres; located on Mt. Vernon Road, Hurricane |
| Jonathan & Erica Panaro | - | 1 lot; 5 acres; located on Matthews Road, Red House |

FINANCIAL REPORT

Staff presented the financial report for February 2007. There were no comments or questions.

MONTHLY REPORT

Staff presented the monthly report for February 2007 summarizing the building/zoning permit approvals. There were no comments or questions.

STAFF REPORT

Staff reported the following: 1) on March 13 County Commission adopted the revisions to the Subdivision Regulations, 2) re-introduced the new associate planner, Sheryl Thomas, and 3) County Commission approved the 2007-2008 Planning Commission budget.

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 8:30 p.m.

Respectfully submitted,

Linda Bess, Secretary

Attest: _____
Presiding Officer

Minutes were approved: _____