

PUTNAM COUNTY PLANNING COMMISSION
Tuesday, April 24, 2018
Putnam County Courthouse Courtroom 202

MINUTES

The Putnam County Planning Commission met on Tuesday, April 24, 2018 at the Putnam County Courthouse, Second Floor Courtroom, Room 202.

John Dill, president, called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Roll call was taken and a quorum was present.

Members present: Jason Asbury, Scott Chambers, John Dill, Jim Dodrill, Ron Foster, David Hobba, Bryan Hoylman, Vic Mays, David Mills, Sarah McCallister, David Meadows, Jacob Pack, Steve Perry, and Greg Williamson.

Members absent: Thor Meeks

Staff present: Timothy Smith, Melissa Sargent, and Lisa Powell.

APPROVAL OF MINUTES

The minutes of the March 27, 2018 meeting were reviewed. Motion was made by Jacob Pack and seconded by Jason Asbury to approve the minutes as presented. The motion carried unanimously.

PCDA REPORT

Ron Foster reported the following: 1) Columbia Gas pipeline expansion is currently under construction and property in the Putnam Business Park has been taken by eminent domain. Legal counsel has been hired to represent the county with regard to this issue; 2) Drew Dunlap recently returned from Italy and has follow-up visits scheduled with representatives from four companies who will be visiting the county this summer; 3) Tasty Blend Foods is considering expansion in the business park and requested an extension of its Payment in Lieu of Taxes (PILOT) program.

CITIZEN CONCERNS

There were no citizen concerns.

FEE POLICY REVISION

Discussion occurred regarding the revision of current fee policies in order to defray costs associated with the new online application submittals. Staff presented suggested fee revisions, a copy of which is attached and made a part of these minutes.

Motion was made by Ron Foster and seconded by Bryan Hoylman to table further discussion until Timothy Smith obtains information and fees from surrounding counties. The motion carried unanimously.

PLANNING COMMISSION BOARD TRAINING OPPORTUNITIES

Due to the recent addition of several new board members, John Dill suggested that training sessions be considered for all board members. Mr. Dill mentioned previous training through WVU and the City of Nitro and requested that Timothy Smith obtain information on opportunities as well as any associated costs for the training.

COMMUNITY RATING SYSTEM (CRS) PROGRAM

Discussion occurred regarding the Community Rating System program and it was decided by the board to continue with the program.

VIOLATIONS REPORT

Fruth Pharmacy - Staff gave an update on the Fruth Pharmacy violation and stated that no variance application had been received nor had there been any additional communication with the prosecuting attorney. The board requested that Timothy Smith speak with the prosecuting attorney in an attempt to resolve this matter.

The Paint Store – Staff reported that The Paint Store remained in violation and no variance application had been submitted. Jim Dodrill reported that he had spoken with Tim Meeks regarding the violation and Mr. Meeks informed him that ownership of the business was being transferred to Theodore Miller. Mr. Dodrill further stated that Mr. Meeks assured him that Mr. Miller intended to apply for the variance once transfer of ownership is finalized.

Discussion occurred regarding the Valley Health roof sign with staff reporting that the sign plan had been approved in error. It was decided that staff would require Valley Health to submit a variance request and any associated fees would be waived.

Motion was made by Greg Williamson and seconded by Bryan Hoylman to waive the variance request fee for Valley Health. The motion carried unanimously.

It was further agreed that if the Board of Zoning Appeals chose to approve the variance, staff would recommend a condition for approval stating the sign must be removed if a change of use occurs.

Motion was made by Ron Foster and seconded by Greg Williamson to require The Paint Store to apply for a variance without waiving the associated fee. The motion carried unanimously.

Additionally, it was agreed that if the Board of Zoning Appeals approves the variance, the same staff recommendation for approval will be included stating that the sign must be removed in the event of a change of use.

ADMINISTRATIVE SUBDIVISION REPORT

Staff presented a summary of the administrative subdivision approvals for March. There were no questions or comments.

FINANCIAL REPORTS

Staff presented the financial report for March. There was a brief discussion regarding costs associated with new computers, monitors, and software to enable staff to review site plans submitted online.

MONTHLY REPORTS

Staff presented the monthly reports for March summarizing the building/zoning permit approvals. There were no comments or questions.

STAFF REPORT

Timothy Smith reported that Tim Keaton had resigned and thanked him for his service.

OLD BUSINESS

There was no old business to discuss.


NEW BUSINESS

Due to the lack of an agenda for May, John Dill stated the next meeting would be June 26.

ADJOURNMENT

Motion was made and seconded to adjourn. Motion carried unanimously. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Signed: , Lisa Powell, Secretary

Attest: , Presiding Officer

Minutes were approved: June 26, 2018