

**PUTNAM COUNTY PLANNING COMMISSION**  
**Tuesday, July 25, 2017**  
**Putnam County Courthouse Courtroom 202**

**MINUTES**

The Putnam County Planning Commission met on Tuesday, July 25, 2017 at the Putnam County Courthouse, Second Floor Courtroom, Room 202.

Sarah McCallister, 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: Wayne Bennett, Jimmy Calhoun, Ron Foster, David Hobba, Vic Mays, Sarah McCallister, Thor Meeks, Jacob Pack, Steve Perry, David Powell, and Greg Williamson.

Members absent: Jason Asbury, Scott Chambers, John Dill, and Bryan Hoylman.

Staff present: Timothy Smith, Melissa Sargent, Tim Keaton, Judy Graley, and Lisa Powell.

Others present who signed in were: Ancil Ramey and Dan Duncan.

**APPROVAL OF MINUTES**

The minutes of the June 27, 2017 meeting were reviewed. Motion was made by Greg Williamson and seconded by Wayne Bennett to approve the minutes as presented. The motion carried unanimously.

**PCDA REPORT**

Wayne Bennett reported the following: 1) Drew Dunlap reported on his recent trip to Japan. Nippon Thermostat gave a presentation for Japanese companies promoting business opportunities in Putnam County; 2) A publication will soon be available highlighting Putnam County businesses; 3) Discussion occurred regarding the possibility of extending water lines from Mason County into Putnam County.

**CITIZEN CONCERNS**

There were no citizen concerns.

**STANFORD HEIGHTS MAJOR SUBDIVISION**

Dan Duncan requested preliminary plat approval for Stanford Heights, a 17-lot duplex, major subdivision located 0.2 miles west of Bills Creek Road on the south side of Teays Valley Road, Scott Depot, WV (TM 225A; P 3 and 7).

***Public Hearing***

Sarah McCallister continued the public hearing for preliminary plat approval for Stanford Heights, a 17-lot duplex, major subdivision located 0.2 miles west of Bills Creek Road on the south side of Teays Valley Road, Scott Depot, WV (TM 225A; P 3 and 7).

***Disclosure of Conflict***

Jimmy Calhoun, engineer for the project, disclosed a conflict of interest and left the meeting. Additionally, Vic Mays disclosed that Mr. Duncan’s son-in-law was employed by his accounting firm, but that he had no personal interest in the development.

Staff presented additional permit approvals received since the June 27 meeting, copies of which are attached and made a part of these minutes.

Applicant comments: Dan Duncan made himself available to answer questions from the board.

Public comments: Ancil Ramey, representative for Byron and Lisa Moore, reiterated his clients’ request presented at the June 27 meeting to have Mr. Duncan install privacy screening between the proposed subdivision and their property.

Motion was made by Vic Mays and seconded by Wayne Bennett to accept and classify Stanford Heights as a major subdivision. The motion carried unanimously.

Motion was made by Ron Foster and seconded by Jacob Pack to approve Stanford Heights Major Subdivision. The motion carried unanimously.

Motion was made by David Powell and seconded by Steve Perry to accept and approve Resolution 17-03 as submitted at the June 27 meeting. Motion carried unanimously.

Jimmy Calhoun returned to the meeting.

**VIOLATIONS REPORT**

Staff presented the violations report.

**ADMINISTRATIVE SUBDIVISION REPORT**

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

**FINANCIAL REPORT**

Financial information was not available for June due to fiscal year-end procedures.

**MONTHLY REPORTS**

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

**STAFF REPORT**

Staff reported that there is an agenda for the August 22 meeting.

**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 8:10 p.m.

Respectfully submitted,

Signed: \_\_\_\_\_, Lisa Powell, Secretary

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

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