

Morgan County Planning Commission  
Meeting Minutes  
June 28, 2011

I. CALL TO ORDER

The meeting was opened at 7:03 p.m.

Members present: Susan Parker, Jim Hoyt, Eric LaRue, Jack Soronen, Carl Cowgill, Mary Ellen Largent, Wayne Omps, Scott Swaim, Amy Lane.

Members absent: Brenda Hutchinson, Thomas Stinebaugh

II. MEETING MINUTES

On a Mary Ellen Largent/Susan Parker motion, the Planning Commission unanimously approved the May 24, 2011 meeting minutes.

III. FINAL PLAT PUBLIC HEARING – MINOR SUBDIVISION

- A. Tabor Creek Minor Subdivision  
Owner: Creek IV Management LTD  
West side of Tabor Road, 0.39 miles north of Luther Michael Rd.  
3 lots totaling 6.45 acres, Avg. lot size 2.15 acres

*Engineer Report – May 19, 2011  
Arro Consulting – Richard Parks, P.E.  
Final Plat for Tabor Creek Lots 1, 2, 3*

*We have reviewed the final plat for Tabor Creek and find the application satisfactory and meets the minimum requirements of the subdivision ordinance with the following conditions.*

- 1. Provide access permits for the 3 new lots and the 50' wide ingress/egress easement.*
- 2. Provide a note that non-tidal wetlands do not exist on the site or show their location.*
- 3. Provide minimum driveway culvert sizes for each lot.*
- 4. The plat indicated that this is a "minor subdivision". However, the written application indicates the subdivision type is "Single Family Housing". Please correct one or the other.*
- 5. Confirm the "remainder" is at least 2 acres in size.*

*Engineer Report – May 26, 2011  
Arro Consulting – Richard Parks, P.E.  
Final Plat for Tabor Creek, Lots 1, 2, 3  
For Creek IV Management LTD Partnership*

*We have reviewed the revised final plat and the DOH entrance permit. There will be a common driveway for lots 2 and 3 and a common driveway for lot 1 and the remainder. A note should be added to the plat at each driveway location indicating that a common driveway will be installed for the respective lots. A common driveway use and maintenance agreement should be submitted for review and approval that includes the part responsible for initial construction and the maintenance responsibility for each party. For a new subdivision road, the developer would be responsible for constructing the common driveways. In this case, the future homeowners will be constructing the driveways. The plat otherwise meets all minimum requirements of the County's Subdivision Ordinance.*

Staff had recommended that language be added to the covenants and restrictions regarding a maintenance agreement for any improvements to the driveways. Michael Crawford of Berkeley Land Surveys, representing the developer, agreed to amend the covenants to reflect this language.

On a Susan Parker/Jim Hoyt motion, the Planning Commission approved the final plat for Tabor Creek Minor Subdivision contingent upon the addition of language to the covenants and restrictions for the subdivision regarding the maintenance agreement for the shared driveways. Motion carried.

#### IV. STAFF DISCUSSION

##### A. Review and possible adoption of Waiver of Permit Fee Policy for Profit and Non-Profit Organizations

Staff had presented a revised draft of the Waiver of Permit Fee Policy for Non-Profit Organizations and after their review, some additional revisions were proposed. The group recommended that the final two sentences be removed and language be inserted requiring a copy of a current business license and insurance. It was also recommended that a form be filled out by the applicant and that copies of licenses, insurance and the agreement between the organization and homeowner be provided with the completed form. Staff will make the necessary changes and have Vice-President, Scott Swaim review the documents. (See attached copy)

On a Carl Cowgill/Mary Ellen Largent motion, the Planning Commission instructed staff to make the recommended changes to the policy and develop a form for applicants to complete and with the inclusion of these changes, approved the Waiver of Permit Fee Policy for Profit and Non-Profit Organizations. Motion carried.

##### B. Review and possible approval of West Virginia Department of Environmental Protection Grant Application relating to stormwater management practices

Staff had presented the completed draft of the Chesapeake Bay Regulatory and Accountability Program Grant Application provided by the West Virginia Department of Environmental Protection for their review and consideration. Staff had stated that the

county's grant administrator had reviewed the document as well and made a few minor changes and recommended that advertising and supply cost be considered in the amount of funds being requested along with the consulting fee costs. After a few minor changes, the Planning Commission took the following action. (See attached copy)

On a Jim Hoyt/Amy Lane motion, the Planning Commission approved the draft grant application for the Chesapeake Bay Regulatory and Accountability Program and that it is forwarded to the County Commission for their review and approval. Motion Carried.

C. Morgan County Fair – Discussion of theme for booth

Staff had recommended that this year's theme focus on sediment and erosion control measures. The display would include a copy of a site plan showing where sediment and erosion control measures are proposed and photos of these practices installed at a site. The group approved the idea and staff will move forward with putting the display together.

D. Discussion regarding Resolution signed by County Commission relating to Marcellus Shale Natural Gas Advisory Committee

Planning Commission President Jack Soronen referenced the Resolution that the County Commission signed relating to the creation of a Marcellus Shale Natural Gas Advisory Committee. This committee will research all aspects of this type of drilling and submit a report to the County Commission with recommended guidelines. County Commissioner Brenda Hutchinson, who was unable to be present, is spearheading the Committee and encouraged any of the members that are interested in serving on the committee to please contact her directly.

Mr. Soronen continued by saying that as the committee evolves, he presumed that the Planning Commission would receive updates about the work and any possible suggestions for the Planning Commission would be forwarded to them.

Citizens present were Larry Schultz and Jerry Berman who both expressed concerns about Marcellus Shale drilling operations and encouraged the creation of the committee.

E. Slideshow of Aerial Photos

Mike Pearse of Kesecker Realty had provided staff with a CD of aerial photographs that he had taken of the county in April of 2011. Staff had put together a series of photos that would be of interest to the Planning Commission for their review.

V. ADJOURNMENT

The meeting adjourned at 9:00 p.m.