

Morgan County Planning Commission  
Special Meeting Minutes  
April 10, 2012

I. CALL TO ORDER

Meeting was opened at 7:07 p.m.

Members present: Jim Hoyt, Mary Ellen Largent, Wayne Omps, Scott Swaim, Eric Larue, Jack Soronen, Amy Lane, Brenda Hutchinson, Susan Parker, Brian Carter.

Members absent: Carl Cowgill

Others present: Alma E. Gorse, County Planner, Richard Parks, P.E., County Engineer.

A special meeting of the Planning Commission was scheduled for the purpose of considering the Commercial and Industrial Improvement Location Permit Application for Michael Properties, LLC.

II. MEETING MINUTES

On a Susan Parker/Amy Lane motion, the Planning Commission unanimously approved the minutes from the February 28, 2012 meeting.

III. COMMERCIAL AND INDUSTRIAL IMPROVEMENT LOCATION PERMIT APPLICATION

- A. Michael Properties, LLC  
Owned and developed by: Scott and Amanda Michael  
East side of Route 522, 550' north of Winchester Grade Road  
Total acreage: 0.72 acres  
Project consists of: 28' x 70' medical office building with paved parking area

*Engineer Report – March 19, 2012*  
*Arro Consulting – Richard Parks, P.E.*  
*Michael Properties, LLC*  
*Commercial ILP for Doctor's Office on US 522*  
*550' North of Winchester Grade Road*

*We have reviewed the Commercial Improvement Location plan referenced above and offer the following comments:*

1. *The Stormwater Management Ordinance requires the SWM facility be designed to pass the 100-year storm without damage to the facility. Please provide computations to confirm compliance.*
2. *The SWM Ordinance requires that infiltration practices be implemented unless there is evidence this is not practical such as slow infiltration rates, high groundwater table, Karst terrain, etc. We would suggest an infiltration trench along the parking lot paralleling Route 522 and/or incorporating a sand filter and pre-treatment area in the SWM basin, if practical.*
3. *Provide a SWM maintenance and inspection agreement.*
4. *Provide location of building (coordinates or distances from corner to property line), dimension of parking, and width of entrance.*
5. *Provide finished floor elevation of building.*
6. *There appears to be a concrete stoop at the front entrance. This must be handicap accessible.*
7. *Provide a note that the cross slope at all handicap parking shall be maximum of 2%.*
8. *Provide handicap parking signs on all handicap spaces.*
9. *If existing paving is to be removed and replaced, so note on the plans.*
10. *Provide location, size, height, and design of any sign.*
11. *Indicate the limits of the proposed retaining wall and design details.*
12. *Suggest striping the pedestrian access from the handicap parking spaces to the front entrance and placing a note to assure the longitude slope does not exceed 5% and cross slope does not exceed 2%.*
13. *Is there an existing Highway Entrance permit for this use?*
14. *What is the method of trash collection? If a dumpster is to be located, it should be shown and adequately screened with opaque fencing or landscaping.*
15. *A landscaped buffer or 6" stockade fence erected on the northeast side to screen from existing residence.*
16. *Provide sediment and erosion control approval from SCD if needed.*
17. *The 8-inch PVC storm drain near its point of connection to the existing inlet on Rt. 522 is shown with a radius. We suggest placing a cleanout at this point.*
18. *Indicate size of proposed water line and confirm availability of water allocation from the Town of Bath.*
19. *We suggest placing a cleanout at all bends in the 6" storm drain line around the building and a cleanout 5' outside the building on the sewer lateral.*

*Engineer Report – April 2, 2012  
 Arro Consulting – Richard Parks, P.E.  
 Michael Properties, LLC  
 Commercial ILP for Doctor's Office on US 522  
 550' North of Winchester Grade Road*

*We have reviewed the revised site plan and find that it meets the minimum requirements of the County's Commercial and Industrial Location Permit Ordinance and Stormwater Management Ordinance.*

Scott Michael, owner of the project, stated that his wife, Dr. Amanda Michael, will be operating a private, family practice that is not affiliated with the hospital.

Andrew Jurick, who lives within close proximity of the proposed doctor's office, stated that this is an excellent use for this property and encouraged approval of the project.

On a Jim Hoyt/Eric Larue motion, the Planning Commission approved the Commercial and Industrial Improvement Location Permit application for Michael Properties, LLC for the construction of a 28' x 70' medical building on Route 522 south. Motion carried.

Mike Crawford and Chuck Dawson from Berkeley Land Surveys thanked the Commission for scheduling a special meeting to consider this application.

#### IV. OTHER BUSINESS

##### A. Update on Chesapeake Bay Grant Stormwater Project

Richard Parks from Arro Consulting has been working on the project for the Planning Commission. They are currently working on three site plans that were approved by the Planning Commission in the past and is applying the suggested stormwater best management practices that are outlined in the West Virginia Phase II Watershed Implementation Plan to each of these projects. This will provide the group good examples of how each project would be impacted both physically and financially. This part of the project should be completed by the May, 2012 meeting.

##### B. Staff Report – Update on Commercial Permits Issued and/or Discussed

County Planner Alma Gorse updated the Commission on the following permit applications.

- LaLa Belle's Produce Market (Old Sonny's Produce location)
- On Time Fuel, Lindsay Bohrer – WVDEP permit application completed and waiting for issuance of permit. Commercial permit will then be required.
- Fireworks business on Route 522 – waiting for entrance permit approval from WVDOH.

##### C. Morgan County Fair Participation

Staff had completed and submitted the application for participation in this year's Morgan County Fair to be held August 4-5, 2012. A theme for this year's display has not been selected at this time.

D. Meeting Schedule

Staff had reported that there is no new business scheduled for the April 24, 2012 meeting. On an Amy Lane/Jim Hoyt motion, the April 24, 2012 Planning Commission meeting is postponed until the next regularly scheduled meeting on May 22, 2012. Motion carried.

E. Other Business

1. Comcast Request

County Commissioner Brenda Hutchinson forwarded a request from Comcast Cable representatives requesting that the Planning Commission and staff assist them by updating them on building permit activity and upcoming subdivision applications. Staff had stated that several entities review the permits that were issued and that it would be no problem for them to do the same. Commissioner Hutchinson will forward this information to the Comcast representatives.

2. West Virginia Department of Highways  
West Virginia Code Change

In this year's West Virginia Legislative Session, Senate Bill 621 was passed which amended Chapter 8A-5-7 Contents of a major subdivision or land development plan or plat (10). The added language is as follows:

(10) The coordination of streets, sidewalks and pedestrian pathways in and bordering the land development, *including a letter from the Division of Highways stating that the plan provides sufficient access to state roads*; and

The Planning Commission already requires an approved entrance permit from the Division of Highways prior to plan or plat approval, however, an additional letter of approval will be required before final plat approval is given.

V. ADJOURNMENT

The meeting adjourned at 7:45 p.m.