



RANSON PLANNING COMMISSION
MEETING MINUTES
MONDAY, JANUARY 4, 2016

1. **CALL TO ORDER & ROLL CALL OF MEMBERS** – President Anthony Grant called the regular meeting of the Ranson Planning Commission to order on January 4, 2016, at 7:03 P.M. in the Council Chambers of Ranson City Hall at 312 S. Mildred St., Ranson, West Virginia.

Commission members in attendance – President Anthony Grant, Vice-President Mike Anderson, Chris Gaskins and Councilman & Commissioner Donnie Haines. Also present Assistant City Manager Edward Erfurt and Planning Technician Maria Dula. Commissioner Kim Biddle, was absent without notice.

2. **ACCEPTANCE OF MEETING AGENDA** –Motion by Commissioner Anderson to Accept the Agenda; motion seconded by Commissioner Haines and passed unanimously by voice vote.
3. **READING OF MINUTES OF LAST SPECIAL MEETING** –Motion by Commissioner Haines to dispense with the reading of the October 13, 2015, meeting minutes; motion seconded by Commissioner Gaskins and passed unanimously by voice vote.

Motion by Commissioner Haines to approve the October 13, 2015, meeting minutes as presented; motion seconded by Commissioner Gaskins and passed unanimously by voice vote.

4. **OFFICERS & COMMITTEE REPORTS** – None

5. **SPECIAL ORDERS** –

1. **Approval of 2016 Meeting Calendar & Application Deadlines for Submission**

Motion by Commissioner Anderson to accept and approve the 2016 Planning Commission Meeting Calendar with the exception of July 4, 2016 and September 5, 2016 due to the holidays; motion seconded by Commissioner Haines and passed unanimously by voice vote.

6. **UNFINISHED BUSINESS** – None

7. NEW BUSINESS –

1. **Department Update – Memo**

Mr. Erfurt gave the Planning Commission an update of the Community Development Department.

2. **Shenandoah Springs**a. **Update to Code Enforcement**b. **Timetable Extension**c. **Revision of Surety**

Mr. Erfurt gave an update of the Shenandoah Springs Development. The development is continuing and progressing towards the right direction. Shenandoah Springs, LLC has been cleared of the notice of violation from West Virginia Department of Environmental Protection (DEP) and has resolved the notice of violation from the City.

Shenandoah Springs, LLC requested for a timetable extension to their current phase of development. Staff supported and recommended to the Planning Commission to grant a timetable extension to the first block of development to December 12, 2018.

Motion by Commissioner Anderson to grant a timetable extension for the completion of all public infrastructure improvements in the Block Plan from two (2) years to December 12, 2018; motion seconded by Commissioner Haines and passed unanimously by voice vote.

Shenandoah Springs, LLC submitted a request to transfer the current surety for site infrastructure which would allow for additional lots to be sold on the remaining portion of Overbrook. Staff supported and recommended to the Planning Commission to transfer the Contract Surety, which would allow for the release of sales and for building permits for Block M, Lots 4-13 and Block N, Lots 14-25.

Motion by Commissioner Haines to grant a transfer of Contract Surety; motion seconded by Commissioner Anderson and passed unanimously by voice vote.

3. **Briar Run**a. **Code Enforcement**b. **Calling of Surety**

Mr. Erfurt informed the Planning Commission that the City received a complaint from an adjacent resident that a small child had fallen into an unprotected utility crock within the Briar Run Subdivision Phase VI development. The call resulted in an inspection. There was a violation issued that needs to be resolved within 15 days. Staff recommends the Planning Commission to begin the process to call the surety and take necessary actions to acquire the funds from the developer and/or

bank to secure site.

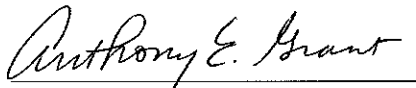
Motion by Commissioner Anderson to approve Staff to pursue the surety and take necessary action to acquire the funds; motion seconded by Commissioner Haines and passed unanimously by voice vote.

4. General Discussion Project Updates and Commission Questions

Commissioner Mike Anderson asked for an update on Lakeland Place at Fairfax Crossing. Mr. Erfurt explained we have been working with the developer but still have not received a signed development agreement.

8. ANNOUNCEMENTS & ADJOURNMENT –

1. Motion by Commissioner Haines to adjourn, seconded by Commissioner Gaskins, and passed unanimously by voice vote.
2. Next regular Planning Commission Meeting is scheduled for Monday, February 1, 2016.



Planning Commissioner



Planning Commissioner

Attachments: None