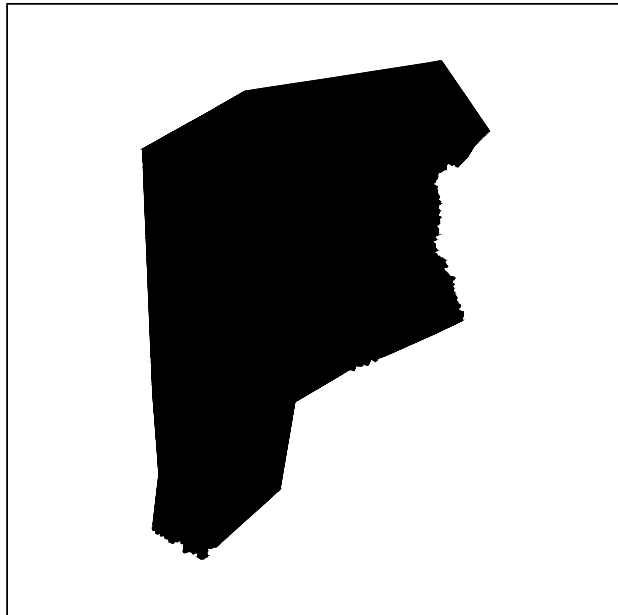


PUTNAM COUNTY PLANNING COMMISSION



A CITIZEN'S GUIDE

Prepared by

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What is the Planning Commission?

The Putnam County Planning Commission (PCPC) is an appointed advisory body of fifteen citizens established to oversee the development and review of the County's Comprehensive Plan as well as the plans for those municipalities who adopt the County Planning Commission as their Municipal Planning Commission. The towns for which the Planning Commission provides technical assistance are Buffalo and Poca. A comprehensive plan sets forth proposed land use development in an area of the County or for a town for the next 20 - 25 years.

The Planning Commission's primary responsibility as overseer of the Comprehensive Plan is to make recommendations and/or decisions concerning the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County and also to make decisions concerning the Putnam County Subdivision Regulations, Putnam County Floodplain Management Ordinance, Improvement Location Permit Ordinance, and Putnam County Salvage Yard Ordinance.

Who serves on the PCPC?

The fifteen members are appointed by the County Commission and are residents of Putnam County. The Putnam County Office of Planning and Infrastructure serves as staff. In making appointments to the PCPC, care is taken to ensure that members are representative of all geographic areas of the County as well as various employment sectors such as business, industry, and agriculture. One member of the PCPC must also be a member of the governing body (County Commission). All members are volunteers and serve three year terms.

What does the PCPC do?

The PCPC hears issues involving rezonings, zoning text amendments, temporary zoning permits, and subdivisions at its monthly meetings. Explanations of each are as follows:

- ▶ *Rezoning*: a request to change the assigned land use designation from one category to another category.
- ▶ *Text Amendment*: change of wording in the zoning ordinance.
- ▶ *Temporary Zoning Permit*: a permit for a temporary use in the zoned area.
- ▶ *Subdivision*: the division of property, commercial or residential, into multiple parcels.

At its monthly meetings, the PCPC will make recommendations on rezonings and text amendments which will be taken to the County Commission for final action. The PCPC has final approval on temporary zoning permits, and subdivision matters.

When does the PCPC meet and how is an item placed on its agenda?

The PCPC meets on the fourth Tuesday of each month at 7:00 p.m. at the Putnam County Courthouse, second floor, room 202, Winfield, WV. In order to be placed on the PCPC agenda, an application must be filed no later than twenty-five (25) days prior to the meeting date for rezonings, text amendments, temporary zoning permits, and subdivision variances. For preliminary approval of major subdivisions, an application must be filed forty-five (45) days prior to the meeting. The early deadline allows time for application review, advertisement of the public hearing, and adjacent

property owner notification. Since the application process differs between some of the issues, a pre-application appointment should be scheduled with the staff of the Office of Planning and Infrastructure. At the pre-application appointment, the applicant will be provided with necessary forms and information regarding site plan requirements and filing fees. All applications must be completed by the above deadlines, so the pre-application appointment should be made well before the deadline. Pre-application appointments may be made by visiting the Office of Planning and Infrastructure, second floor, room 226, Putnam County Courthouse, Winfield, WV or by calling 304-586-0237.

Once completed application materials are submitted, the issue will be published in a legal advertisement in the Charleston Daily Mail and notices of the application and date of the public hearing will be mailed to the surrounding property owners and/or interested parties.

What happens at a PCPC public hearing?

At the public hearing, each applicant is required to be present either in person or by a representative. All meetings are open to the public. The following procedure is standard in handling an issue before the PCPC:

- ▶ PCPC president opens the public hearing.
- ▶ PCPC staff presents a summary of the issue.
- ▶ The applicant/developer is asked to speak to the issue and to accept questions from the Commission.
- ▶ The public is invited to speak for or against the issue.
- ▶ The president closes the public hearing and the PCPC begins deliberation of the issue. No further public comment is accepted during the deliberation phase of the public hearing, but questions may be asked of the public by the commissioners.
- ▶ The PCPC finishes deliberation, makes a motion, and holds a vote on the issue. The PCPC may make a motion to table the issue for further study. Tabled issues are often placed on the following month's agenda.

It is important to remember that the PCPC is an advisory body which makes recommendations on some issues. The PCPC thoroughly reviews all details of an issue affecting land use and, by resolution, makes recommendation to the County Commission concerning rezonings and text amendments. The PCPC has final approval on temporary zoning permits and subdivision matters. Any decision made by the PCPC may be appealed within 30 days to the Putnam County Circuit Court.

For more information about the Putnam County Planning Commission, or to express interest in becoming a member, please call 304-586-0237 or visit us on our web page at:

<http://planning.putnamcounty.org>