

# **ADMINISTRATION**

## ***Planning Office Staff and Responsibilities***

Personnel for the Office of Planning and Infrastructure at the end of 2006 consisted of:

Director - Sandra Mellert  
Senior Planner - Nicki Barnette  
Planner - Melissa Sargent  
Administrative Assistant - Linda Bess

The Office of Planning and Infrastructure serves as staff for the following boards, agencies, and committees:

Planning Commission  
Board of Zoning Appeals  
Historic Landmark  
Dilapidated and Abandoned Enforcement Agency

Staff administers and enforces the following ordinances in the unincorporated areas of the county:

Zoning Ordinance for the Zoned Unincorporated Areas  
Subdivision Regulations  
Floodplain Management Program Ordinance  
Improvement Location Permit Ordinance  
Dilapidated and Abandoned Enforcement Agency  
Salvage Yard Ordinance  
Adult Only Establishment Location Ordinance

The Putnam County Planning Commission is the designated municipal planning commission for the Towns of Buffalo and Poca and implements their subdivision regulations, floodplain management program ordinance, and improvement location permit ordinance.

In 2006, the Putnam County Planning Commission was designated as the Planning Commission for the Town of Bancroft for the implementation of their floodplain management program ordinance.

## ***Planning Commission***

The Putnam County Planning Commission (PCPC) is an appointed commission of fifteen citizens established to oversee the development and review of the County's adopted regulations for development. Those regulations consist of the *Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County*, *Putnam County Subdivision Regulations*, *Putnam County Floodplain Management Program Ordinance*, *Improvement Location Permit Ordinance*, *Putnam County Salvage Yard Ordinance*, and *Adults Only Establishment Program Ordinance*. 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.

The PCPC hears issues involving rezonings, zoning text amendments, temporary zoning permits, subdivisions, and subdivision variances at its monthly meetings.

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.

## ***Board of Zoning Appeals***

The BZA is a body of five citizens appointed by the County Commission to hear issues with the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia. All members must reside in the zoned areas of the county for a minimum of three years and no member may be a member of the Planning Commission nor hold any elected or appointed office with the County. The term of office on the Board is three years.

The BZA hears issues involving variances to the zoning ordinance, administrative appeals, and special permits.

The BZA meets on the second Thursday of the month at the Putnam County Courthouse, room 202, at 7:00 p.m. In order to be placed on the agenda, an application must be made forty-one (41) days prior to the meeting date for variances and administrative appeals and thirty (30) days prior to the meeting date for special permits.