

ADMINISTRATION

Planning Office Staff and Responsibilities

Personnel for the Office of Planning and Infrastructure at the end of 2007 consisted of:

Director - Sandra Mellert
Senior Planner - Nicki Barnette
Planner - Melissa Sargent
Associate Planner - Judy Reedy
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
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

Also, throughout the year, the Office of Planning and Infrastructure maintains a website at:

<http://planning.putnamcounty.org>

with up-to-date information regarding scheduled meetings, permits, subdivisions, etc.

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.

The Putnam County Planning Commission is the designated 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, 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.

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.