

First Quarterly Report on FY 2011 Work Plan

PRIORITY	PROJECTS	TIME FRAMES from FY 10-11 Work Plan	Status or Number Completed (July 10 -- Sept. 10)	Outstanding Tasks	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS	ANTICIPATED RESULTS
	Day to Day Customer Service	on-going					
	Walk in Customers - general information, zoning requests, process questions		75				
	Information Request Forms		38				
	Zoning Certificates Issued		5				
	Call-in customers - general info, zoning, questions		537				
	E-mail to general planning/zoning mailboxes (note: individuals receive over 100 per month each)		105				
	Day to Day Development Review Responsibilities:	on-going					
	Minor Site Plans		3				
	Merger Deeds, Lot Line Adjustments		6				
	Major Site Plans		1				
	Minor Subdivision Plats		new submittals -5; recorded - 5				
	Major Subdivision Plats (Concept, Preliminary, Final)		0				
	Conditional Use Permits/Neighborhood Compatibility Meetings		2				
	Zoning Variances - dimensional variances		7				
	Zoning Variances - Time extension related to CUPs		0				
	Subdivision Variances - waivers related to time frames or requirements		0				
	Pre-proposal Conferences		17				
	Follow up meetings with applicants		14				
	Staff to Planning Commission meetings, including staff reports and presentations	on-going	6 regular PC meetings; 4 special called meetings; 4 special CC meetings related to PC items; 4 staff reports related to land development applications				
	Staff to Board of Zoning Appeals meetings, including staff reports and presentations	on-going	3 BZA meetings; 17 staff reports for land development applications				
	Participation in County Commission, WAC, JCDA, Health Department, Joint Utility Meeting, HEPMPO, Region 9	on-going	JB - 128 meetings attended; SR - 72 meetings attended; SB - 58 meetings attended				
Special Project	Blue Ridge Mountain Study	(Project Initiated - Nov 09) July 10 - Mar 11	3 meetings	Draft Vision statement to be available for public review in mid-October; grant work to be completed by 12/31/10; administrative work to be completed by 3/31/11	SR, JQ, JB	Joint Meeting of PC/CC for unveiling of vision statement and recommendations 12/7/10	Endorsement of Vision Statement and Next Steps Recommendations
Special Project	Revise, rewrite, update Subdivision Regulations	(Project Initiated - Nov 09) July 10 - April 10	1st round of "policy neutral" amendments approved by PC 4/10 and by CC 8/19/10;	List of additional amendments required generated by public input - overall amendments anticipated to continue through Summer 2011	SR, AP, JQ, JB	Hearings Required by PC and CC at various stages of	Adoption of Amendments

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Special Project	Proposed amendments to Zoning Ordinance	To be initiated Summer 2010	"policy neutral" amendments have been initiated; put on hold due to wireless ordinance efforts	Overall amendments anticipated to continue through Summer 2011	SB, JH, SR, JQ, JB	Hearings Required by PC and CC at various stages of	Adoption of Amendments
Special Project	Zoning Map Update	To be initiated Summer 2010	Staff has completed research and worked with GIS Dept. to complete a good draft; efforts related to UGBs and Federal Land Rezoning to be included	Final review of map data and decisions regarding depiction of non-zoning data underway; potential draft of policy to guide routine updates to zoning map to reflect current data layers	JH, JB, SB, SR	Public Hearing may be required by both PC and CC	Approval of new map product and possibly policy
Special Project	Urban Growth Boundary - follow up with municipalities; proposed changes to zoning ordinance text and map; public hearings	Summer 2010 - Summer 2011	Ranson and Charles Town have adopted the UGBs as agreed upon by the County; Harpers Ferry, Bolivar, and Shepherdstown are in discussion with staff to determine best course of action				
Special Activity	Leadership Jefferson	Sept 09 - May 10	completed				
	Staff Training -- new skills, planning and zoning related functions	on-going	SR - APA Conf. (4/10); JQ -- 3 day Grant Writing course (7/10), NCTC; SR & SB - Eastern Panhandle GIS Users Group (8/10); JB -- 5 day Green Infrastructure Conf. (9/10), NCTC; SB -- 2 day KARST Conf. (9/10), NCTC; JQ - Smart Code webinars (8/10 & 9/10); JB, SB, SR -- 1 day Smart Code On-Site Workshop	Basic GIS training and Project Management software training may be pursued			
	Census	Spring 2010	No activity required				
Special Project	Proposed amendment to Land Development Fees	(Project Initiated - July 09)	July 2010 CC held Roundtable Discussion; Staff worked to address comments and concerns -- on 10/7/10 CC meeting agenda				

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Special Project	340 Corridor Gateway Enhancement Study	Spring 2011 - Summer 2012	In late June, 2010 staff attended a meeting re: a Nat'l Governor's Assoc. project that includes the 340 Corridor and a meeting with the WV DOH re: their 340 Corridor project; in late September, staff met with Comm. Widmyer to discuss potential work program for project	Formation of Technical Advisory Committee for the purpose of defining study area boundary, determining what data exists, and developing an existing conditions report and related maps; goal of kick-off public meeting for 2/11 ; discussion with DOH re: requirements for an enforceable Access Mgt. Plan	JB, SR,	Public Hearing will be required when plan is drafted	Adoption of Small Area Plan as an amendment to the Comprehensive Plan; recommended amendments to the Zoning Ordinance and Subdivision Regulations; possible development of an Access Management Plan
Special Project	2014 Comprehensive Plan	Fall 2011 - Fall 2013; adoption 2014	No activity				
NEW PROJECTS NOT INCLUDED IN FY 2011 WORK PLAN							
Special Project	Urban Tree Canopy Grant and Planting Event	October 2010 - May 2011	Grant has been approved; MOU is being reviewed prior to signing	Advertise for and hire intern; hold kick off meeting	JB and city planners		
Special Project	JCOHOA Study Follow Up	September 2010 -- ?	Initial contacts have been made with WVU to determine interest and costs				
Special Project	Region 9 Model Stormwater Regulations	May 2010 - February 2011	Monthly Meetings and Review/Input into draft ordinance	Once draft is complete County needs to consider amending stormwater regulations	JB	Public Hearing may be required by both PC and CC	Stormwater regulations that reflect Chesapeake Bay standards