



JEFFERSON COUNTY, WEST VIRGINIA

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MEMO

TO: Planning Commission
FROM: Jennifer M. Brockman, AICP, Chief County Planner
DATE: June 13, 2023
RE: Agenda Item #10 Draft Planning Commission Policy based on Recently Approved Amendments to WV Code 8A (HB3215) Effective 5/31/23

FROM: Luke Seigfried, County Planner
AMENDED: February 25, 2025
RE: Agenda Item #6 Draft Amended Planning Commission Policy based on Recently Approved Amendments to WV Code 8A (HB3215) Effective 5/31/23

The following is a Planning Commission initiated policy based on the 2023 approved amendment to WV Code 8A, Article 5, Section 8A-5-1(e) authorizing the Planning Commission to delegate authority for certain tasks to its staff. These revisions will require changes to the Jefferson County Zoning Ordinance and/or Subdivision Regulations to bring this policy and our ordinances into compliance with the new state law.

Completeness Determination Policy (6/13/23)

In addition to the other responsibilities outlined for the Department of Engineering, Planning, and Zoning staff in Section 23.202B of the Subdivision Regulations, staff is responsible for the following tasks under the Subdivision Regulations:

4. Conducting submission and completeness review in accordance with Section 24.110 *Major Subdivision Concept Plan – Submission and Completeness Review*; Section 24.106 *Minor Site Plan Concept Plan - Submission and Completeness Review*; and Section 24.119 *Major Site Plan Concept Plan – Submission and Completeness Review* for the purpose of setting a Public Workshop, which shall be placed on the first regularly scheduled Planning Commission meeting after the 45-day review period.

Conducting submission and completeness review in accordance with Section 24.113 *Major Subdivision Preliminary Plat – Submission and Completeness Review* and Section 24.122 *Major Site Plan Application – Submission and Completeness Review* to determine that a Major Subdivision Preliminary Plat and/or Major Site Plan is complete for the purpose of scheduling a Public Hearing, which shall be placed on a Planning Commisison agenda within 45 days of deeming the application complete. A developer may request the applications be

submitted to the Planning Commission even if the Department determines that it is an incomplete application.

Permit Requirements for Completeness Determination (2/25/25)

In accordance with Section 24.113 *Major Subdivision Preliminary Plat – Submission and Completeness Review* and Section 24.122 *Major Site Plan Application – Submission and Completeness Review* the Department of Engineering, Planning, and Zoning staff must have approved copies of all required permits prior to finding a Major Site Plan Application or Major Subdivision Preliminary Plat complete. The required permits identified in Appendix A – Plan & Plat Standards *Sec. 1.3 Preliminary Plat or Site Plan* include WVDOH approval including the entrance permit, Health Department approval including water/well and septic/sanitary sewer systems permit numbers and copy of approved plans and permits, and WVDEP permit numbers and approvals including NPDES, SWPPP, and GPP permits as appropriate. After staff determines the application is complete the Public Hearing will be scheduled in accordance with Section 24.114 *Major Subdivision Preliminary Plat – Public Hearing Review* and Section 24.123 *Major Site Plan Application – Public Hearing*.

Approved by Action of the Planning Commission: 7 FOR 0 AGAINST

R. Michael Shepp

President, R. Michael Shepp

3/6/2025

Date